

Preparing for the Rhode Island Digital SAT[®] School Day with Essay and Digital PSAT[™] 10

College Board Accommodations & Supports

Good morning!

You may not hear audio at this time.

Session Goals

Our goal today is to share the latest information about accommodations and supports for the spring 2021 administration of the Rhode Island digital SAT with Essay and digital PSAT 10 based on current planning.

Any changes to these testing procedures or policies due to COVID-19 will be communicated to test coordinators through RIDE's and the College Board's test coordinator listservs, the Commissioner's Field Memo, the Monthly Test Coordinator Webinars, and the RIDE website (<http://www.ride.ri.gov/SAT>)

Test Dates and Student Participation

SAT with Essay Test Dates

Digital Administration

- RIDE requires the SAT with Essay to be administered digitally to all 11th grade students, excluding students who qualify for the alternate assessment.
- The Essay is required for all students taking the SAT.
- **Accommodated Testing Window** is for students with accommodations that require:
 - testing time beyond a standard school day
 - some separate settings
- Students designated to test during the Accommodated Testing Window will be listed on the Nonstandard Administration Report (NAR).

	SAT with Essay
Primary Testing Window	April 13-15, 2021
Accommodated Testing Window	April 13-26, 2021
Makeup Testing Window	April 27-29, 2021

PSAT 10 Test Dates

Digital Administration

- **RIDE requires the PSAT 10 be given to all 10th graders, excluding students who qualify for the alternate assessments.**
- Schools can schedule all students anytime within the primary digital testing window: April 13-23.
 - This includes all students with any approved accommodation.
- Students who need a makeup test due to a testing irregularity or who were absent during the primary/accommodated testing window will test April 27-29.

	PSAT 10
Primary/Accommodated Testing Window	April 13-23, 2021
Makeup Testing Window	April 27-29, 2021

Who should take the SAT and PSAT 10?

The Dynamic Learning Maps (DLM) Alternate Assessments

- Students who qualify for the DLM alternate assessments do not take the PSAT 10.
- There is **NO** DLM alternate assessment administered at grade 10.
- Students meeting the criteria for the alternate assessment should have the following coded in the Special Education Census, so that they are not included in the student registration file for any general education assessments:
 - Assessment Accommodations
 - 1 = without accommodations
 - Registration for: PSAT 10, SAT, RICAS, NGSA
 - 2 = with accommodations
 - Registration for: PSAT 10, SAT, RICAS, NGSA
 - **3 = alternate assessment**
 - Registration for: Dynamic Learning Maps **ONLY**

Participation in RI PSAT 10 and SAT School Day

Rhode Island State Assessment Program (RISAP) Test Coordinator Handbook (www.ride.ri.gov/tc)

Students are expected to participate in the tests for their current grade level (grade 10 or 11). *It is the responsibility of the LEA* to ensure that the student's Enrollment Census information is accurate.

NOTES:

- SAT *includes* the ESSAY.
- Scores from any date(s) other than what are published in the *RISAP Test Coordinator Handbook* or the RIDE website are not considered valid for state assessment purposes.
- Students who do not take the PSAT 10 or SAT with Essay within the test windows of the RIDE-posted dates will be considered non-participants for accountability purposes.

Students Attending Outplacement Schools

Rhode Island Test Coordinator Handbook (www.ride.ri.gov/tc)

Students tuitioned from a Rhode Island district are expected to participate in the tests for their current grade level.

NOTES:

- It is the responsibility of the Rhode Island LEA to ensure that the school understands which tests must be administered to the student and that the student's Enrollment Record and Special Education Census information is accurate.
- **Out-of-State Schools:**
 - **ONLY** the tests given as part of the Rhode Island State Assessment Program can be administered. This includes the PSAT 10 and SAT. Any other administration date for the PSAT/NMSQT, weekend SAT, or other school- or district-sponsored School Day dates, do not count for state assessments; scores from other administrations will not be used for state assessment or accountability purposes.
 - Tests must be administered within the published testing windows (see www.ride.ri.gov/tc).

English Learners

Rhode Island Test Coordinator Handbook (www.ride.ri.gov/tc)

Students are expected to participate in the tests for their current grade level. *It is the responsibility of the LEA* to ensure that the student’s Enrollment and LEP Census information is accurate.

	ELA Test (PSAT 10, SAT, RICAS, or DLM)	Math Test (PSAT 10, SAT, RICAS, or DLM)	Science Test (NGSA or DLM Science)
First-Year EL Students (on or after April 1, 2020)	Not Required	Required	Required
All Other EL Students	Required	Required	Required

NOTES:

- If a First Year EL student would like to take the ELA test, the LEA and school will receive the score in the assessment files and parents will receive a score report. The ELA score **will not** be used for accountability purposes. Only complete sets of test scores are college-reportable (scores from both ELA, math, and Essay if taking the SAT). Please make sure you talk with your EL students before you request a Math-only state-allowed accommodation for these students.

What's New in 2021?

Changes for 2020-21

Digital

- American Institutes for Research (AIR) is now Cambium Assessment, Inc. TM (CAI).

Accommodations and English Learner Supports

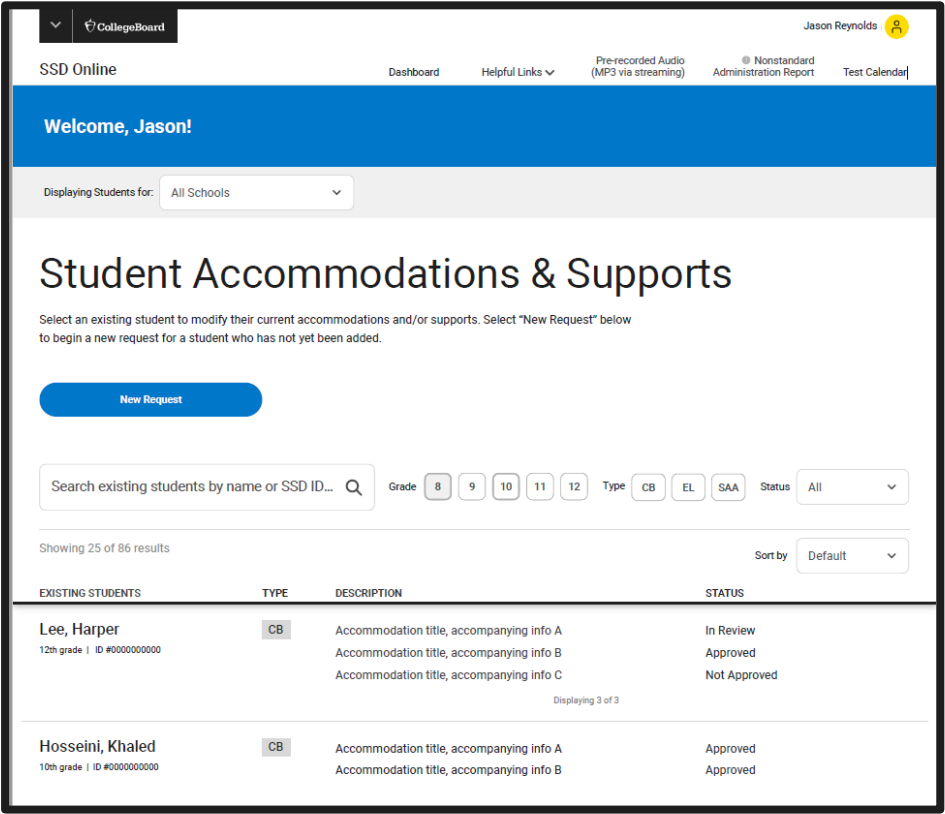
- Some accommodations may be referred to in new ways (how they are administered won't change). Examples:
 - 50% extended time will be referred to as *time and one-half*
 - 100% extended time will be referred to as *double time*
 - Braille graphs and figures will be referred to as *raised line drawings*
- SSD coordinators can download a copy of test directions from SSD Online for students approved for a written copy of oral instructions.

Online Optional Questionnaire

- Students can now opt-in to Student Search Service[®] and complete the optional questionnaire online, providing more flexibility for schools.

Changes for 2020-21

- The College Board Accommodations and Supports Management system, known as SSD Online, has a modern, streamlined user experience.
 - User-friendly dashboard with improved filtering and access to student information.
 - Simplified accommodations request process.
 - Updates to accommodation names for greater clarity.
 - Expected to launch the week of December 14, 2020.



SSD Coordinator Responsibilities and Available Tools

Testing Roles

- **SAT Test Coordinator** – is responsible for all aspects of the SAT with Essay administration at the school
 - **PSAT 10 Test Coordinator** – is responsible for all aspects of the PSAT 10 administration at the school
 - **Services for Students with Disabilities (SSD) Coordinator(s)** – enters accommodations for students into SSD Online and supports the Test Coordinator to oversee accommodated testing.
 - **Proctor**– administers the test in the testing room.
 - Known as the “Test Administrator” by RIDE
 - **Room Monitor** – assist the proctor with monitoring students in the testing room
 - **Hall Monitor**– is responsible for monitoring the hallways on test day
 - **Technology Coordinator** – manages all aspects of the digital PSAT 10 delivery.
-
- Review the RIDE policy (*RIDE Test Coordinator Handbook*) for more information about who may serve as testing staff.

Responsibilities of the SSD Coordinator

- A school may have more than one SSD Coordinator.
- A primary coordinator will be identified to support the Test Coordinator and oversee the administration and planning of any tests administered during the accommodated testing window.
- All SSD Coordinators are responsible for:
 - Being the school's liaison with the College Board's Services for Students with Disabilities office.
 - Entering accommodations into SSD Online.
 - Assisting with administering the test as needed.
 - Monitoring and printing the Nonstandard Administration Roster (NAR). The NAR is used for room planning and to provide confirmation of the accommodations provided on test day.

Cooperative Roles

Promoting partnership to support students with disabilities

Test Coordinator	SSD Coordinator
<ul style="list-style-type: none">• Responsible for planning the administration for ALL students, including those with accommodations• All shipments will be addressed to the test coordinator• Responsible for returning all materials for scoring	<ul style="list-style-type: none">• Responsible for students testing with accommodations and printing the list of students who will receive accommodations.
Cooperative Responsibilities	
The test coordinator can enlist the help of the SSD coordinator to assist with planning the test administration for students with disabilities.	

Tools for SSD Coordinators

1

SSD Online

Accommodations and some English learner supports will be entered in the College Board Accommodation and Supports Management system, known as SSD Online.

2

Nonstandard Administration Report (NAR)

Report in SSD Online that provides a list of students approved for accommodations in SSD Online with information on when students test and how to administer the accommodations.

3

RISAP Accommodations and Accessibility Features Manual and Excel Table

Document provided by RIDE and available on the RIDE website, that contains accommodations and accessibility features for all state assessments. It also includes all accommodations policies and other helpful documentation.

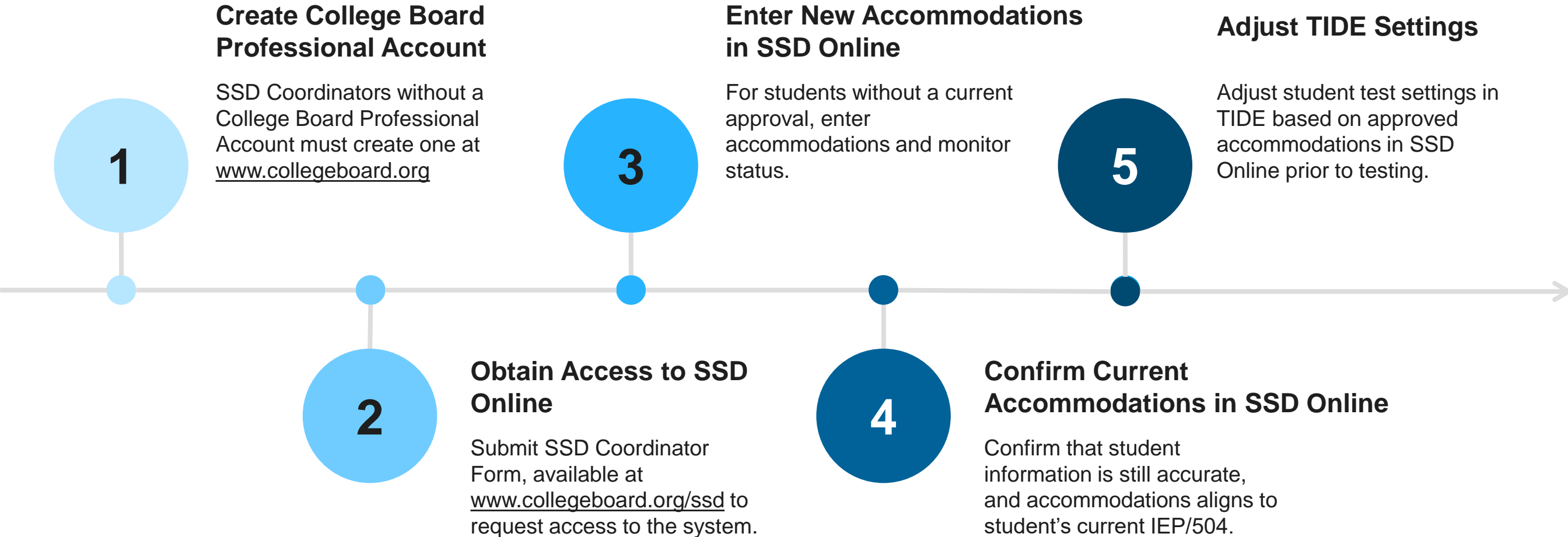
4

Temporary Request Form

Form used for students with short-term, temporary conditions such as a broken arm, concussion, etc. and needs an accommodations. The form is available on the RIDE website and should be submitted directly to the SSD office, not recorded in SSD Online. Submit the form as soon as possible after the condition occurs.

The Accommodations and Supports Process

Accommodations and Supports Process



New SSD Coordinators

Creating your SSD Online Account

New SSD coordinators should follow the steps below to access to the SSD Online system so you may enter accommodations for students.

1. Go to www.collegeboard.org to create a College Board Professional Account if you don't already have one.
2. Complete the SSD Coordinator Form, found at www.collegeboard.org/ssd
 1. Provide information about you and your school.
 2. Obtain your principal's signature.
 3. Return the form to College Board. An access code will be emailed in approximately 2-3 days.
3. If you are the SSD Coordinator for more than one school, create one College Board Professional Account and submit a separate form for each school you work with.

Returning SSD Coordinators

Returning SSD Coordinators

- Log in to your College Board Account at www.collegeboard.org.
 - If you've forgotten your password, use the Forgot Username or Password links on the sign-in page.
- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: www.collegeboard.org/ssdonline

Review Student Needs



Students will stay on your Dashboard for one year after graduation in the chance they need to take the SAT their senior year or after graduation. You do not need to remove these students from your dashboard and it will not impact your ability to administer the test.

- If a student already has approved accommodations in SSD Online:
 - Verify the accommodations and that the student name, birth date, and graduation date are correct.
 - Update existing accommodations for students already in SSD Online, if needed.
- Verifying accommodations in the student's IEP/504 and in SSD Online ensures that:
 - Coordinators have accurate rosters of students using accommodations on test day.
 - Student settings are configured correctly in TIDE.

Entering Accommodations and Supports in SSD Online

College Board Accommodations

For students with disabilities who have an IEP or 504 plan

- Students will receive college and scholarship reportable scores.
- If a student has an accommodation in SSD Online for another College Board test (PSAT/NMSQT, for example), those accommodations do not need to be re-entered in SSD Online.

EL Time and One-Half Support

For eligible English learners

- Students will receive college and scholarship reportable scores.
- Students receive support of time and one-half (+50%)
- Must be requested each academic year.

State-Allowed Accommodations and Supports

Specific accommodations or supports permitted by RIDE

- Students will **not** receive college and scholarship reportable scores.
- Scores will be reported to the student, school, and state, but will not be reportable to colleges or scholarship programs.
- These accommodations include: ASL translation of the test, student responds in ASL, or English learners who only take the math test.

Accommodation Request Deadlines

	Deadline
Accommodation and Supports Deadline	February 22, 2021
Late Accommodation Deadline	March 5, 2021

- For students who transfer into a school after the accommodations request deadline, submit a request as soon as possible.
- College Board will review requests after the Accommodation and Supports Deadline for the following scenarios:
 - Students who are newly enrolled at the school
 - Students who have a new accommodation
 - Students who have a newly-identified disability

Paper Materials

- Students are expected to take the SAT with Essay and PSAT 10 digitally.
- **Ordering Paper Materials:** Students taking the PSAT 10 or SAT with Essay who require paper/pencil edition should contact RISchoolDay@collegeboard.org by February 1, 2021. This includes students who:
 - are homeschooled.
 - require a paper test as an accommodation.
 - have an “approval” in SSD Online to test in a home/hospital setting.

Understanding Common Accommodations

Determining Accommodations to Enter

Accommodations policy information and lists of accommodations allowed during PSAT 10 and SAT testing can be found at www.ride.ri.gov/tc and click on ACCOMMODATIONS.

- The accommodations entered into SSD Online should be consistent with the accommodations the student uses for taking other state and local assessments, during instruction, and must be included in the student's IEP and/or 504 Plan.
- Some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature.
 - For example, if a student typically requires assessments read aloud, *reader* or *pre-recorded audio* (MP3 via streaming) may be the closest match to what College Board has listed in SSD Online.
 - The IEP team can determine the best option in consultation with the student and family.
 - Schools do not need to change the terminology in the IEP or 504 Plan to match the College Board accommodations. Choose the accommodation that aligns to the student's need.

Accommodations for Digital Testing

- Digital accommodations will not appear in SSD Online separate from their paper-based counterparts. For example:
 - A student who needs assessments read aloud and has an approval for a *human reader* or *pre-recorded audio* (MP3 via streaming) in SSD Online, will be able to test digitally with the text-to-speech accommodation. However, text-to-speech is not available in SSD Online to request.
- The accommodations that follow are examples of the most common types of accommodations on College Board tests.

Types of College Board Accommodations

Students must sit for the entire amount of extended time that was submitted. No self-pacing is allowed.

Timing

Accommodation	Day(s)	What to Know
Time and one-half (+50%) for reading	1 or 2 Days	<ul style="list-style-type: none">Students will test in one day for PSAT 10 and two days for SAT with Essay.Student will receive extended time for ALL sections.Student will receive extra breaks.
Time and one-half (+50%) for math	1 Day	<ul style="list-style-type: none">Student will receive extended time only for the math sections.Student will automatically receive extra breaks.
Double time (+100%) for reading	2 Days	<ul style="list-style-type: none">Students will receive extended time for ALL sections.Student will automatically receive extra breaks.Students have the option to test over two days for SAT with Essay and PSAT 10.
Double time (+100%) for math	1 Day	<ul style="list-style-type: none">Student will receive extended time only for the math test.Student will automatically receive extra breaks.
Time and one-half(+50%) for writing	1 Day	<ul style="list-style-type: none">Student will receive extended time only for the Essay portion of the SAT.
Double time (+100%) for writing	1 Day	<ul style="list-style-type: none">Student will receive extended time only for the Essay portion of the SAT.

Types of College Board Accommodations

Breaks

Accommodation	Day(s)	What to Know
Breaks: Extra	1 Day	<ul style="list-style-type: none">Given a break halfway through longer sections and a break after every section.
Breaks: Extended	1 Day	<ul style="list-style-type: none">Given breaks at the standard time but breaks are typically twice as long.Accommodations for eating, taking medication, or for testing blood sugar should be entered separately into SSD Online.
Breaks: As Needed	1 Day	<ul style="list-style-type: none">Typically given to students with physical or medical conditions.Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.Accommodations for eating, taking medication, or for testing blood sugar should be entered separately into SSD Online.

Types of College Board Accommodations

Students must test for the entire amount of extended time that was submitted in SSD Online. No self-pacing is allowed.

Reading/Seeing Text

Accommodation	Day(s)	What to Know
Pre-Recorded Audio (MP3 via Streaming)	1 or 2 Days	<ul style="list-style-type: none">• Students will use text-to-speech on the digital platform.• Can be configured for all or parts of the test. Options include:<ul style="list-style-type: none">• Read Text Only (default) – students receive time and one-half• Read Text and Graphics – students receive double time
Human Reader	1 or 2 Days	<ul style="list-style-type: none">• Students will use text-to-speech on the digital platform.• Can be configured for all or parts of the test. Options include:<ul style="list-style-type: none">• Read Text Only (default) – students receive time and one-half• Read Text and Graphics – students receive double time
Assistive Technology (AT)	1 Day	<ul style="list-style-type: none">• Enables the use of assistive technology software and hardware (e.g., screen readers, refreshable braille devices, etc.) with the digital platform.• Screen reader software downloaded from Google or other cloud-based is not allowed. The College Board must confirm that the assistive technology is compatible, secure, and does not impact test construct.

Types of College Board Accommodations

Students must test for the entire amount of extended time that was submitted in SSD Online. No self-pacing is allowed.

Recording Answers

Accommodation	Day(s)	What to Know
Writer/Scribe	1 or 2 Days	<ul style="list-style-type: none">• Scribes are meant for students who cannot physically select their answers.• Writer/scribe can also be used for assistance with typing the Essay (SAT only).• Student automatically receives time and one-half and extra breaks on all sections.• They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.• Student will complete the test in 1 day for PSAT 10 and 2 days for SAT with Essay.

Types of College Board Accommodations

Setting

Accommodation	Day(s)	What to Know
Home/Hospital Testing	1 Day	<ul style="list-style-type: none">• Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital).• Must take the paper/pencil version of the assessment.• This is not the same as off-site testing, where a school tests at an alternative testing location, such as the central office, a church, or hotel.

These 2 accommodations do not need to be entered into SSD Online for Rhode Island School Day testing.
Note: This policy is different for weekend SAT testing, where these do need to be entered into SSD Online.

Accommodation	Day(s)	What to Know
Preferential Seating	1 Day	<ul style="list-style-type: none">• Student tests in a specific area of the testing room where they are most comfortable (e.g., in the front of the room) or placement near the test administrator.
Small Group Testing	1 Day	<ul style="list-style-type: none">• Will depend on the number of students in the group and the size of the room.

Types of College Board Accommodations

Other

Accommodation	Day(s)	What to Know
Permission to Test Blood Sugar	1 Day	<ul style="list-style-type: none">• Will use standard time, unless student receives additional timing or break accommodations.• Does not include additional breaks.• This accommodation does not permit the student to have a cell phone, unless they are also approved for a cell phone in the testing room
Food/Drink/Medication	1 Day	<ul style="list-style-type: none">• Standard testing times apply unless an extended time or additional breaks accommodations are also required.• Exception: Students who carry EpiPens should place it in a clear bag and keep it under their desk during testing. This does not need to be entered into SSD Online.

State-Allowed Accommodations

These are the only entries of accommodations or supports permitted by the state but will not result in college-reportable scores.

- Scores will be reported to the student, school and state, but will **NOT be reportable to colleges or scholarship programs.**

Accommodation	Day(s)	What to Know
Sign Language Interpreter for Test Content and Answer Responses	1 Day	<ul style="list-style-type: none">• Interpreter uses American Sign Language (ASL) for reading, writing, and/or mathematics questions and response options.
Other recording answers	1 Day	<ul style="list-style-type: none">• Student responds in American Sign Language (ASL) for reading, writing, and/or mathematics.

EL Support	Day(s)	What to Know
EL – Math Only	1 Day	<ul style="list-style-type: none">• Student will only take the math sections of the SAT with Essay or PSAT 10.

English Learner Supports

English Learner Supports

Scores will be college and scholarship reportable



EL Supports are not currently available for PSAT/NMSQT, weekend SAT testing, or AP testing

Translated Test Directions and/or approved word-for-word bilingual dictionaries:

- Translated test directions are in PDF format (available in February 2021) and must be printed by the school ahead of test day. Languages available are:
 - Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.
- List of approved word-for-word bilingual dictionaries is available at <http://www.ride.ri.gov/accommodations>.

Time and one-half:

- Although not an accommodation, students must be entered in SSD Online in order to configure student settings in TIDE.
- Students will be automatically approved, and no documentation will be required.
- Must be entered in SSD Online each academic year. If students were entered for October 2020 SAT testing, they will not need to be re-entered for spring 2021.
- New students requiring this support can be entered into SSD Online starting in January.

Using SSD Online

SSD Dashboard

SSD coordinators can toggle between schools if he/she has access to multiple schools

CollegeBoard

Jason Reynolds

SSD Online

DashboardHelpful LinksPre-recorded Audio (MP3 via streaming)Nonstandard Administration ReportTest Calendar

Welcome, Jason!

Displaying Students for: All Schools

Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.

New Request

Search existing students by name or SSD ID...Grade89101112TypeCBSAASAAStatusAll

Showing 25 of 86 resultsSort by Default

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

Resources

- Filtering capability
- By Grade
 - By Type of Accommodation or Support
 - By Status

Student Profile

- Select a student name from the dashboard to view the Student Profile.
- Student's anticipate graduation date can be updated from this page.
- Actions such as submitting documentation (if needed) can be done. We will discuss what document can be submitted in an upcoming slide.

Student Profile

mouse, mickey

12th Grade

EAST WAKE HIGH SCHOOL

SSD ID 2011101523

No Upcoming Events

New Accommodation Request

Student Name & Contact Information

Email Address

Phone Number

Address

7325 Flamingo

Anticipated Graduation Date

04/2021

Gender

Female

Upcoming Registered Exams

No upcoming registered exams

Accommodations & Supports

TYPE	DESCRIPTION	STATUS	UPDATED	ACTION
CB	Reading: Time and one-half (+50%)	Pending	11/05/2020	▼

Enter a New Accommodation

- Log in to www.collegeboard.org/ssdonline
- Click **New Request**

The screenshot shows the SSD Online interface. At the top, there's a navigation bar with 'CollegeBoard' logo, 'SSD Online' title, and links for 'Dashboard', 'Helpful Links', 'Pre-recorded Audio (MP3 via streaming)', 'Nonstandard Administration Report', and 'Test Calendar'. A user profile for 'Jason Reynolds' is in the top right. Below the navigation bar is a blue banner with 'Welcome, Jason!'. Underneath is a dropdown menu for 'Displaying Students for:' set to 'All Schools'. The main heading is 'Student Accommodations & Supports'. Below this is a text instruction: 'Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.' A blue button labeled 'New Request' is highlighted with a red rectangular box. Below the button is a search bar 'Search existing students by name or SSD ID...' with a magnifying glass icon. To the right of the search bar are filters for 'Grade' (8, 9, 10, 11, 12), 'Type' (CB, EL, SAA), and 'Status' (All). Below the filters, it says 'Showing 25 of 86 results' and 'Sort by Default'. A table with columns 'EXISTING STUDENTS', 'TYPE', 'DESCRIPTION', and 'STATUS' is shown. The first student is 'Lee, Harper' (12th grade, ID #0000000000) with type 'CB' and three accommodation entries: 'Accommodation title, accompanying info A' (In Review), 'Accommodation title, accompanying info B' (Approved), and 'Accommodation title, accompanying info C' (Not Approved). The second student is 'Hosseini, Khaled' (10th grade, ID #0000000000) with type 'CB' and two accommodation entries: 'Accommodation title, accompanying info A' (Approved) and 'Accommodation title, accompanying info B' (Approved). A small text 'Displaying 3 of 3' is at the bottom right of the table.

SSD Online

Dashboard Helpful Links Pre-recorded Audio (MP3 via streaming) Nonstandard Administration Report Test Calendar

Jason Reynolds

Welcome, Jason!

Displaying Students for: All Schools

Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.

New Request

Search existing students by name or SSD ID...

Grade 8 9 10 11 12 Type CB EL SAA Status All

Showing 25 of 86 results Sort by Default

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

Displaying 3 of 3

Enter a New Accommodation

- Select the New Accommodation or Support Type
- Only College Board approved accommodations will be available for now.

The English Learner Support and State Allowed Accommodation options will be available the week of January 11, 2021.

A screenshot of a web interface titled "Select New Accommodation/Support Type". It features three sections: "College Board (CB) Approved Accommodations", "English Learner (EL) Support", and "State Allowed Accommodations (SAA)". Each section has a brief description and a blue arrow pointing right. The "English Learner (EL) Support" section is highlighted with a red border. At the bottom, there is a "Return to Dashboard" link.

Select New Accommodation/Support Type

College Board (CB) Approved Accommodations

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.

English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.

State Allowed Accommodations (SAA)

SAA's are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.

[Return to Dashboard](#)

Enter a New Accommodation

New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME *

First NameLast Name

JohnA

SCHOOL *

Herbert Hoover High School

ClearSearch

Showing ### results

	First name	MI	Last name	Date of Birth	SSD ID Number
<input checked="" type="radio"/>	First name	MI	Last name	04-02-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	01-01-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	07-09-2002	#XXXXXX
<input type="radio"/>	First name	MI	Last name	12-15-2000	
<input type="radio"/>	First name	MI	Last name	01-07-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-04-2002	
<input type="radio"/>	First name	MI	Last name	02-29-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-23-2001	

Student Not Listed

Continue →

- You will enter the student name to see if a record already exists for that student at your school.
 - It will only search records associated with your AI code.
- If the student is found, you can select that student and select **Continue**
- If the student is not found, select **Student Not Listed** to enter student information.

Enter a New Accommodation

- If the student was not found associated to your school, you will now enter student information.
- You will need the student's:
 - Name
 - Date of Birth
 - Expected Graduation Date (month/year)
 - Gender
 - Home Address
 - Email Address

Add Student

Complete the information below to start a request. Fields marked with * are required.

Student Information

Name

First Name *

|

MI

Last Name *

Date of Birth

MM / DD / YYYY *

School

Select School *

▼

CollegeBoard

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Enter a New Accommodation

- The next screen will provide some introductory information about what to have available when entering the accommodation.
- **NOTE:** From this point forward, SSD coordinators must submit the entry as the SAVE functionality is not yet available.

Before You Begin

You are about to begin a request for student testing accommodations. You will be asked to answer questions on behalf of the student you are requesting accommodations for.

This process will take approximately 6–8 minutes to complete.

Before starting this request, please ensure that you have the following student information:

- **Disability Information**

The student's disability and the accommodations they are requesting

- **Plan Information**

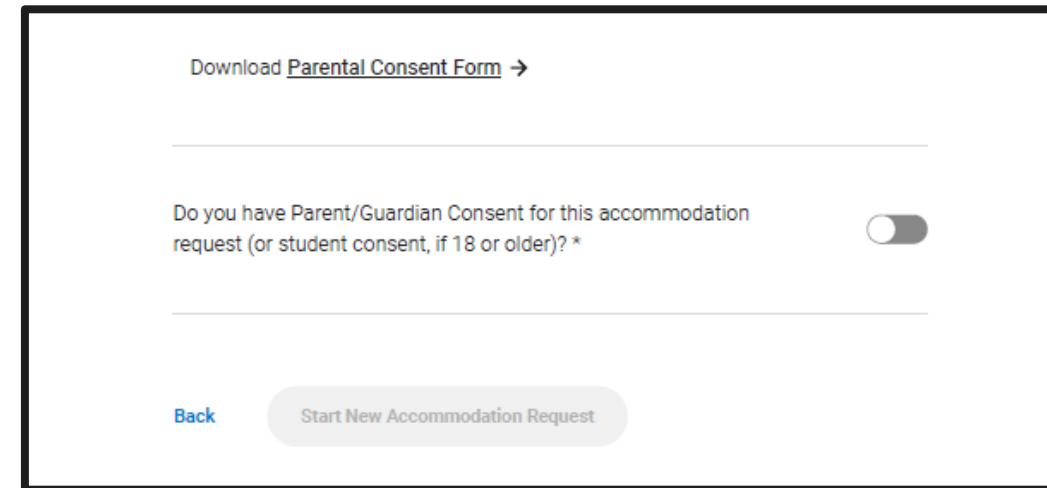
The type of formal school the student currently has (IEP, 504 Plan, Qualified Formal Plan, Other Formal Plan, No Current Plan) and the approximate date of the student's first formal plan)

- **Documentation**

Documentation of the student's disability and need for accommodations. In some cases, you will need to send the documentation to College Board for review. The SSD Online system will notify you if documentation must be submitted to College Board.

Enter a New Accommodation

- The system will also ask you to confirm parental consent.
 - The purpose of this consent is for the school to have permission from the parent to share information about the student to the College Board.
 - RIDE indicates that it is assumed that the student's parent/guardian approves of the accommodations being entered into SSD Online because they completed and signed the student's IEP or 504.
 - A consent form is provided **but is not required to be signed or submitted.**
 - **The student can still test if parental consent is not obtained.**



Download [Parental Consent Form](#) →

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? *

☐

[Back](#) [Start New Accommodation Request](#)

Enter a New Accommodation

- Select the student's disability and identify the accommodations needed.
- RIDE is required to track and monitor how accommodations are used during testing.

Dashboard / Tom Jones

New Student Accommodation Request

- 1 Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

Disabilities

Communication Disorder/Speech and Language

- ☐ Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder
- ☐ Language Disorder/Mixed Receptive-Expressive Language Disorder
- ☐ Phonological Disorder
- ☒ Other Communication/Speech and Language Disorder

Please specify... *

Dashboard / Tom Jones

New Student Accommodation Request

- ✓ 1 Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

Extended Time

Request 50%, 100%, or greater than 100% extended time for:

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Previously Approved / Pending Accommodations

Reading: Time and one-half (+50%)
Writing: (Essays/free response): Double time (+100%)
Math: More than double time (>+100%)

Enter a New Accommodation

- Answer questions about the student's plan.
- RIDE is required to track and monitor how accommodations are used during testing.

The screenshot shows a web interface for entering a new accommodation request. On the left is a vertical sidebar with four steps: 'Disabilities' (checked), 'Accommodations' (checked), 'School Plan' (active, highlighted with a blue circle and number 3), and 'Review and Submit' (numbered 4). The main content area is titled 'New Accommodation Request (CB)' and 'School Plan'. Below the title, it says 'Please tell us about the student's educational plan.' and 'Select the student's current educational plan from the list below *'. There are five radio button options: 'IEP', '504 Plan', 'Qualified formal plan', 'Formal written plan/program', and 'Student does not have a plan'. Below these is a question 'When did the current plan go into effect? *' with two input fields: 'Month *' (a dropdown menu) and 'Year *' (a text field). Then it asks 'Is this the student's first educational plan? *' with 'Yes' and 'No' radio buttons. Finally, it asks 'What was the student's initial educational plan? *' with four radio button options: 'IEP', '504 Plan', 'Qualified formal plan', and 'Formal written plan/program'.

Enter a New Accommodation

- Review and confirm the information entered.

[Dashboard](#) / Student Name

✓

Disabilities

✓

Accommodations

✓

School Plan

4

Review and Submit

New Accommodation Request (CB)

Review and Submit Request

Print/Save

Student Information

Student name

Phone number: [placeholder]

Address line 1

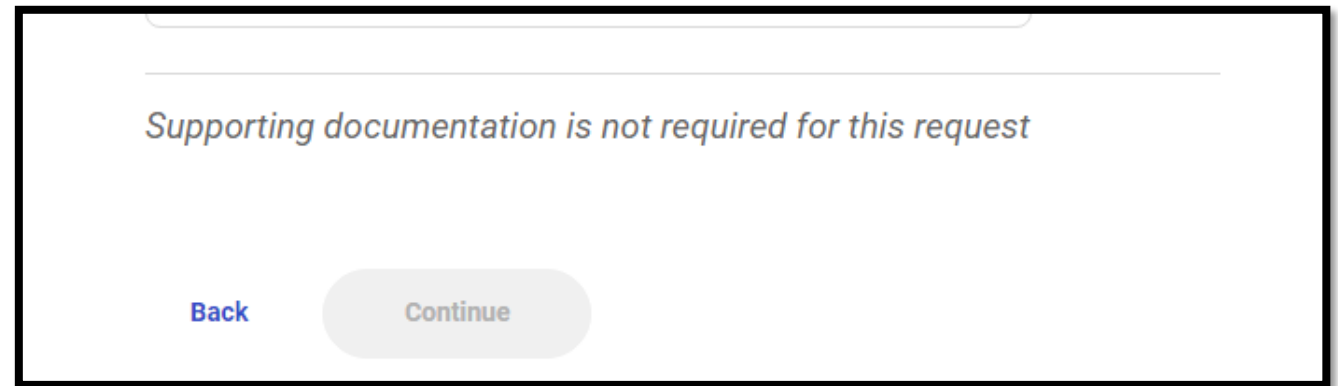
Address line 2

School Name

Anticipated Graduation: [placeholder]

Enter a New Accommodation

- Based on the information provided by the SSD Coordinator and if the student has an IEP or 504 plan, most requests will be “approved” automatically through what is called the *school verification process*.
- The system will indicate that supporting documentation is not required for the request.
- Once submitted, the SSD coordinator’s dashboard will be updated with the “approved” status within several days.



Enter a New Accommodation

Supporting Documents *

In order for College Board to verify the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.

Select Files to Upload

Acceptable file types are pdf, doc(x), csv, xls(x), tiff, jpg, and png.
Each individual file must be less than ## MB.

[Back](#)

Submit

- The system will request documentation to be submitted for some of the following accommodations:
 - 100% or more extended time,
 - Assistive Technology (AT),
 - One-to-one testing (human reader or writer/scribe),
 - Breaks as needed,
 - Other (for accommodation or disability)
- For documentation, educators must complete and submit the *Rhode Island SSD Questionnaire*.
 - This questionnaire is designed to provide additional information to College Board clarifying the accommodations provided in the student's IEP/504 plan.
 - Upload to SSD Online when required.
 - Can be found at www.ride.ri.gov/accommodations

RIDE Policy Regarding Submitting Documentation

- SSD coordinators may not upload evidence from IEPs, 504 Plans, or any medical or psychological assessments that may be part of these plans, to College Board or the SSD Online system if the accommodations being submitted are included in the IEP/504 Plan and are on RIDE's list of accommodations for PSAT 10 and SAT.
 - This policy applies only to assessments required as part of our statewide assessment system: SAT and PSAT 10 administered in spring. It does not apply to AP tests, PSAT 8/9, PSAT/NMSQT, or weekend SAT administrations.
- SSD Online is ONLY for recording accommodations, which is something all states are federally required to do.
- If you have questions about which accommodations will result in college reportable scores, review the Accommodations List on the RIDE SAT/PSAT 10 website (www.ride.ri.gov/sat).
 - If you do not receive a timely approval, contact Heather Heineke (401-222-8493 or heather.heineke@ride.ri.gov) or Phyllis Lynch (401-222-4693 or Phyllis.lynch@ride.ri.gov) immediately.

Making Changes in SSD Online

Remove an Accommodation

- From the Student Profile page, complete the Remove Student Accommodations form.

Remove Student Accommodations

Use this form to request the removal of a student's accommodations. Make sure to include your SSD Online username, your College Board school code (AI code), the SSD Number of the student for whom you are requesting accommodations be removed, and the specific accommodations to be removed.

Your SSD Online username *
This is the username you use to login to SSD Online

School Code *
This is your school's 6-digit code (also called AI code)

Student 10-digit SSD Number *

Select which accommodations to remove *
Select "Remove ALL accommodations," if all the accommodations for a student should be removed. If you are requesting the removal of only some of the student's accommodations select "Remove SOME accommodations."

Select ▼

Parental Consent *
Parent/guardian consent is needed to remove some accommodations. Is a parent/guardian (or student, if age 18 or over) consent on file?

☐ Yes ☐ No

Comments
What is the reason that the accommodation(s) is being removed?

☐ Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

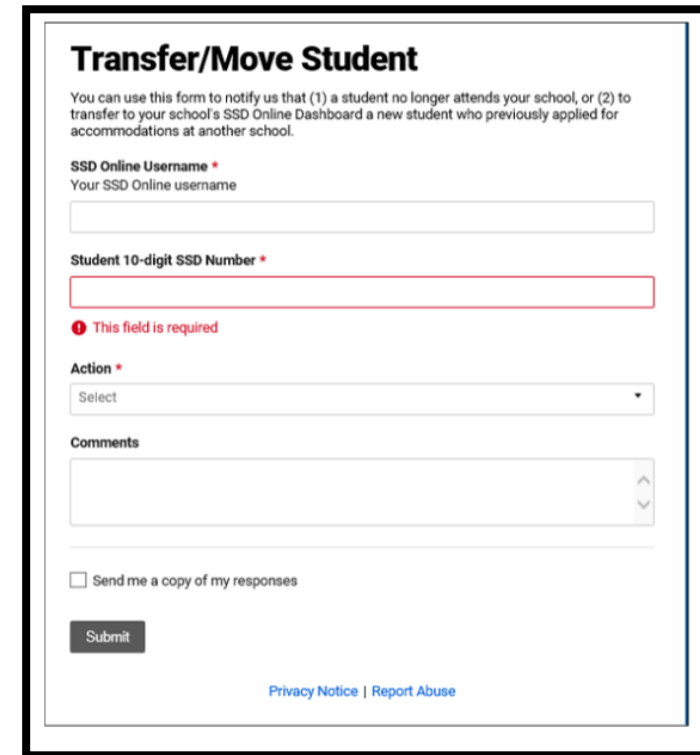
Add an Accommodation

- From the Student Profile page, select New Accommodation Request to add accommodations to a student with a previous submission.
- Adding an accommodation will typically require documentation review.

The screenshot displays the 'Student Profile' page for Tom Jones. The header is blue and contains the student's name 'Jones, Tom' on the left and a list of details on the right: '11th Grade', 'BROAD RUN HIGH SCHOOL', 'SSD ID 2011149912', and 'No Upcoming Events'. Below the header, there is a white section with a red-bordered box containing a blue button labeled 'New Accommodation Request'. The main content area is divided into two columns. The left column, titled 'Student Name & Contact Information', contains input fields for 'Email Address', 'Phone Number', and 'Address' (with the value '123 Main St'). Below these is the 'Anticipated Graduation Date' (05/2022) with an 'Edit' link, and a 'Gender' field (Male). The right column, titled 'Upcoming Registered Exams', shows 'No upcoming registered exams'.

Transfer/Move Students

- Use the Transfer/Move student form located in SSD Online to transfer a student to your dashboard who has approvals at another school or to remove a student from your dashboard.
- To transfer a student from another school to your school, you must have the student's SSD number and date of birth.



Transfer/Move Student

You can use this form to notify us that (1) a student no longer attends your school, or (2) to transfer to your school's SSD Online Dashboard a new student who previously applied for accommodations at another school.

SSD Online Username *
Your SSD Online username

Student 10-digit SSD Number *

This field is required

Action *
Select

Comments

☐ Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

Upcoming Features

Upcoming Features

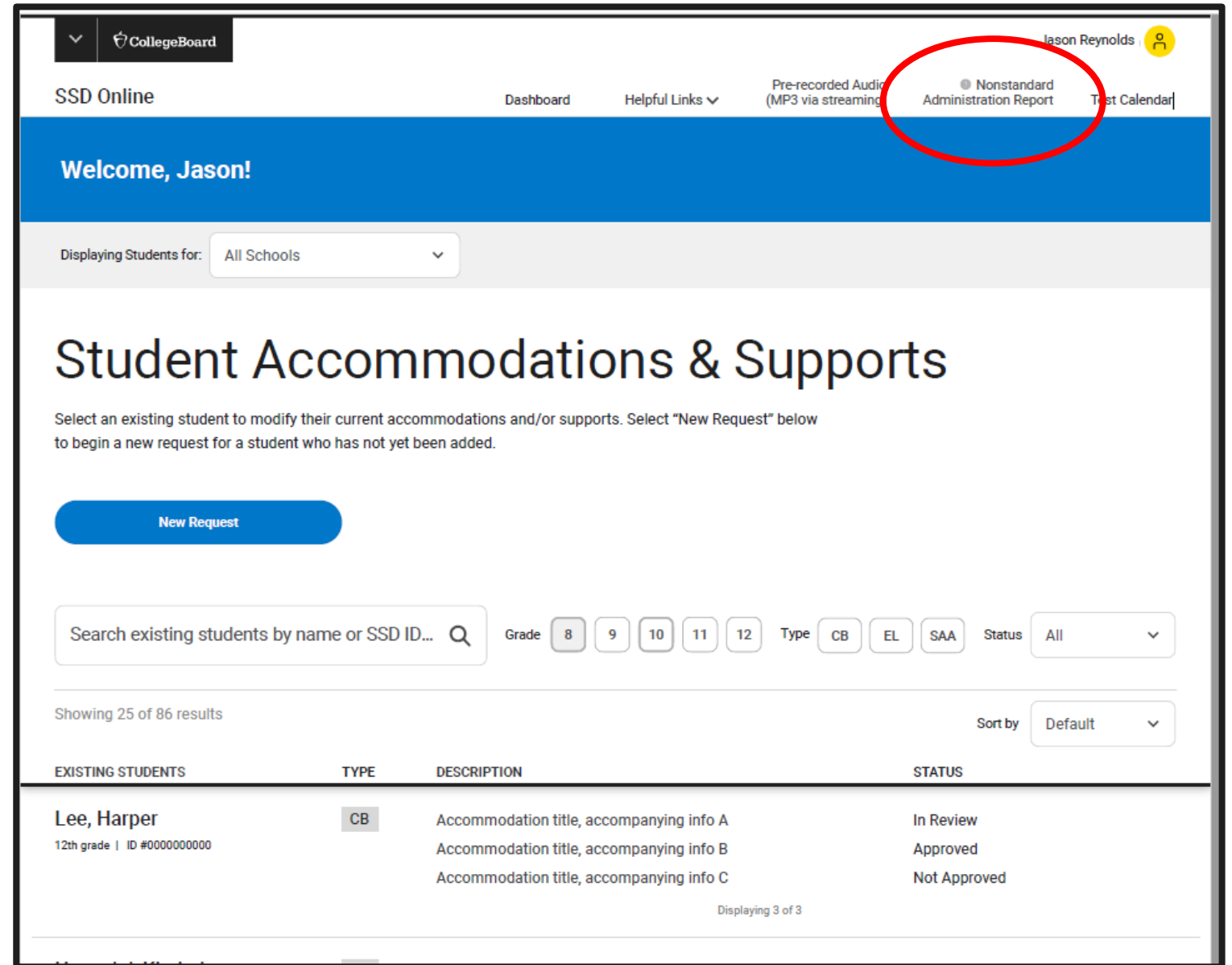
- College Board will continue to improve the platform and roll out additional features.
- Some of the planned enhancements include:
 - Exporting student lists
 - Save and return functionality

Working with the Nonstandard Administration Report

Accessing the NAR

Available about 4 weeks prior to test day

Selecting the Nonstandard Administration Report tab will currently take you to the old SSD platform where you can access the NAR for each assessment.



The screenshot shows the CollegeBoard SSD Online interface. At the top, the CollegeBoard logo is on the left, and the user's name 'Jason Reynolds' is on the right. Below the logo, the text 'SSD Online' is displayed. To the right of 'SSD Online' are links for 'Dashboard', 'Helpful Links', 'Pre-recorded Audio (MP3 via streaming)', 'Nonstandard Administration Report' (highlighted with a red circle), and 'Test Calendar'. Below these links is a blue banner that says 'Welcome, Jason!'. Under the banner, there is a dropdown menu for 'Displaying Students for:' set to 'All Schools'. The main heading is 'Student Accommodations & Supports'. Below this heading is a paragraph: 'Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.' There is a blue button labeled 'New Request'. Below this is a search bar with the text 'Search existing students by name or SSD ID...' and a magnifying glass icon. To the right of the search bar are filters for 'Grade' (8, 9, 10, 11, 12), 'Type' (CB, EL, SAA), and 'Status' (All). Below the filters, it says 'Showing 25 of 86 results'. On the right side, there is a 'Sort by' dropdown menu set to 'Default'. Below this is a table with the following columns: 'EXISTING STUDENTS', 'TYPE', 'DESCRIPTION', and 'STATUS'. The table contains one row for 'Lee, Harper' (12th grade | ID #0000000000) with a 'CB' type. The 'DESCRIPTION' column lists three accommodation titles: 'Accommodation title, accompanying info A', 'Accommodation title, accompanying info B', and 'Accommodation title, accompanying info C'. The 'STATUS' column shows 'In Review', 'Approved', and 'Not Approved' for the respective rows. At the bottom right of the table, it says 'Displaying 3 of 3'.

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade ID #0000000000	CB	Accommodation title, accompanying info A	In Review
		Accommodation title, accompanying info B	Approved
		Accommodation title, accompanying info C	Not Approved

Print the SAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
 - Section 1: Student Summary (Including EL students using time and one-half)
 - Section 2: Students who test on the primary test day
 - Section 3: Students who test during the accommodated window
- Identifies students who can test in the same testing room.
- Provides additional instructions for accommodated students (if any)

Sample of Section 2: Students required to test on the primary test day

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT	Purple	One day	Script 2
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1
T5	Liraimls, Dredraola SSD #0007025813	Wheelchair Accessibility , Permission for food/medication , Reading +50% (time and 1/2)	SAT	Purple	One day	Script 3
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)				

Print the PSAT 10 Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
 - Section 1: Student Summary (including EL students using time and one-half)
 - Section 2: Guidance on testing specific accommodations
 - Section 3: Students who test during the accommodated window (will list everyone)

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
	itha	#0007025842
	aomla	#0007025812
	aomllarklkaltkjtI	#0007025801
	aomlka	#0007025804
	omla	#0007025825

Brown, Robert (#0007025797)

☐ Check here if student was absent

Test Administration Date: _____

Approved Accommodations Please check all accommodations used by student.

☐ Small group setting

☐ Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.

☐ Mathematical Calculations +50% (time and 1/2)

Digital Accommodations in TIDE

Digital Testing Portal

digitaltesting.collegeboard.org

Be aware that some deadlines on the Digital Portal do not align to the RI state assessment program. Refer to the Key Dates document on the RIDE website for dates specific to the RIDE assessments.


Digital Testing


[Home](#) [About Digital Testing](#) [Test Day Planning](#) [Digital Preparedness](#) [Accommodations](#) [More](#)


Administer a Digital Test Session


Use the TA Interface to start a test session for preadministration and test day.


Sign In to the TA Interface


 Sign In to TIDE

 Practice Giving a Test Using the TA Interface

 Preview the Student Digital Test Experience

 Find Out if Digital Testing Is Right for You

 Install the Secure Browser

 Access Online Training

Universal Tools

- Do not enter requests into SSD Online to use these tools.
- Do not adjust test settings in TIDE for these tools as these are available to all students.
- Some universal tools may eliminate the need to request accommodations in SSD Online (student that needs enlarged text, for example).

Tool Name	Description
Calculator (for Math Test - Calculator ONLY)	An embedded on-screen digital calculator for calculator-allowed items that appears when students click on the calculator button. Note: Four-function calculator available in the Math Test – No Calculator section for students, with prior approval.
Highlighter	A feature for marking desired text, items, or response options with a color.
Line Focus	A feature that a student can use as a guide when reading text.
Mark for Review	A tool that allows the student to flag items for future review during the assessment.
Notes	A feature that a student can use as virtual scratch paper to make notes.
Reference	Allows students to view standard mathematical formulas
Strikethrough	A feature that a student may use to eliminate those answer choices that seem incorrect.
Student Clock	Displays the amount of time allowed for the test section. Upon starting the test, the student clock will begin to count down. At 5 minutes remaining, the student clock will turn red and provide a pop-up warning message
Zoom In/Zoom Out	A feature that enlarges the text and images on a test page.

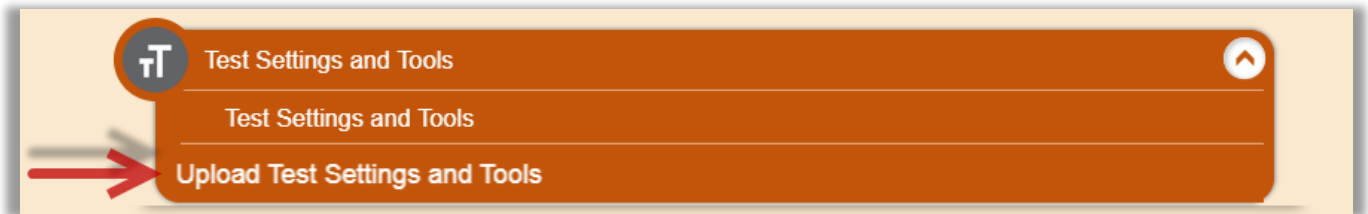
Managing Accommodation Settings in TIDE

More information about configuring test settings in TIDE will be available closer to test day.

A digital workshop will be held in March to provide coordinators additional information on how to manage TIDE.

Coordinators will receive access to TIDE in March.

- Accommodations for digital testing must be configured in TIDE prior to test day.
- Two options for managing settings:
 1. **File Upload:** Allows a user to modify test settings for multiple students at one time.



2. Settings modified within an **individual student's record**.

Thank You!

Resources

- RIDE PSAT 10 and SAT webpage: <http://www.ride.ri.gov/SAT>
 - RISAP Test Coordinator Handbook
 - Links to:
 - Training registrations and recorded presentations
 - Checklists and other helpful publications
 - Information on participation requirements
 - Accommodations information
 - Medical exemptions
- Heather Heineke, RIDE, Office of Curriculum, Instruction, and Assessment:
 - 401-222-8493
 - Heather.Heineke@ride.ri.gov
- School Day support at 855-373-6387 or email RISchoolDay@collegeboard.org
 - Dedicated email support that will be monitored by the Rhode Island College Board team
- Digital Testing Portal: digitaltesting.collegeboard.org