Spring 2019 SAT Suite of Assessments
Setup and Testing Room Procedures for EL Students - Math Only

For Test Coordinators:
Before a student can start testing with this accommodation, you must modify their Test Settings in TIDE. The following attributes should be modified for each student.
1. **Accommodations** = State Allowed Accommodations
2. **English Learner (EL) Supports** = YES

For Proctors:
To administer the digital assessments for the State-Allowed Accommodation “**EL Students with the Math only**”, please follow the steps below.

1. Check that the CB Secure Browser is open on all student devices. If not, instruct students to launch the Secure Browser (or “AIR Secure Test” on Chromebooks and iPads).
   
   Inform students that they will have to enter the Reading and Writing & Language sections but will not answer any test questions.
   
   Upon the student’s entry to each test section, you will immediately end these sections, following the steps prescribed below.

2. On your proctor device, navigate to the digital testing portal at [digitaltesting.collegeboard.org](http://digitaltesting.collegeboard.org) and select the option to log in to the TA Interface.
   
   a) Once you are signed in, click the plus sign to expand the test sections for the applicable assessment.
   
   b) Click the checkbox next to the Reading Section.
   
   c) Click Start Operational Session.
3. Select the Session Attributes
   a) Open the Timing/Scheduling Tools.
   b) Select the appropriate timing for each test section (e.g., Standard Time) from the drop-down menu.

   **Note:** For the Reading Section and the Writing and Language Section, the timing attribute must match the student timing accommodation they will use on the Math Sections, if applicable. Please check with your test coordinator if you do not know if the student is testing with alternative timing or break configurations.

4. Post or communicate the Session ID, to the student(s) and ask students to sign in to the Secure Browser with the information from their test ticket, i.e., their first name, and registration number.

5. **Admit Students (First Approval)**
   After student(s) sign in and reach the Waiting for Approval screen, admit all students to the session.
   a) Click the Approvals button on the TA Interface.
   b) Click the Admit Students button.
   c) Click Yes to confirm.

6. **Start Test (Second Approval)**
   Students will see another Waiting for Approval screen. Now you should Start the test section.
   a) Click the Approvals button on the TA Interface.
   b) Click the Start Test button.
   c) Click Yes to confirm

7. After all student(s) have been approved and appear in the student list, you must immediately stop the test.
   a) Click the STOP button to end the test session. All students in the session will be exited from the test.

   **Note:** If any student is not immediately exited from the test, ask them to advance to the next test question.

8. Repeat Steps 2 - 7 for the Writing and Language Section.

9. Now you are ready to administer the **Math No–Calc Section** and **Math Calc sections**.
Please now turn to your assigned manual and follow the scripts for the timing required for your students (i.e., standard time, 50% extended time or 100% extended time). Start at **Section 3: Math Test – No Calculator**.