Preparing for the SAT® School Day and Digital PSAT 10™

College Board Accommodations & Supports

Fall 2018
The Basics

• All Rhode Island students currently in grade 11 are expected to participate in the SAT School Day*:
  • Primary Test Date: April 9, 2019
  • Accommodated Testing Window: April 9 – April 22, 2019
  • Makeup Test Date: April 23, 2019

• All Rhode Island students currently in grade 10 are expected to participate in the digital PSAT10*:
  • Primary Test Date(s): April 9 – April 11, 2019
    • Schools have the option to administer the PSAT 10 to all students on a single day within the window or may spread students out across multiple days of the window.
  • Accommodated Testing Window: April 9 – April 22, 2019
  • Makeup Test Date: April 23, 2019
  • Deadline to enter accommodations into SSD Online: February 19, 2019

* The only exception are students who meet the criteria for DLM alternate assessment.
Who should take the SAT and PSAT 10?

The Dynamic Learning Maps (DLM) Alternate Assessments

- 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 they are not included in the student registration file for any general education assessments:
  - **Assessment Accommodations**
    - **1= without accommodations**
      - Registration for: PSAT10, SAT, RICAS, NGSA
    - **2= with accommodations**
      - Registration for: PSAT10, SAT, RICAS, NGSA
    - **3= alternate assessment**
      - Registration for: Dynamic Learning Maps **ONLY**
• Staff titles for SAT and PSAT have changed to better align with other College Board programs

<table>
<thead>
<tr>
<th>Past Title</th>
<th>Current Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Supervisor</td>
<td>Test Coordinator</td>
</tr>
<tr>
<td>Associate Supervisor</td>
<td>Proctor</td>
</tr>
<tr>
<td></td>
<td>*RIDE refers to this as the “test administrator”</td>
</tr>
<tr>
<td>Hall Proctor</td>
<td>Hall Monitor</td>
</tr>
<tr>
<td>Room proctor</td>
<td>Room Monitor</td>
</tr>
</tbody>
</table>
Testing Roles

- **SAT Test Coordinator** – is responsible for all aspects of the SAT 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.
Promoting partnership to support students with disabilities

Cooperative Roles

<table>
<thead>
<tr>
<th>Test Coordinator</th>
<th>SSD Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Responsible for planning the administration for ALL students, including those with accommodations</td>
<td>• Responsible for students testing with accommodations and printing the list of students who will receive accommodations.</td>
</tr>
<tr>
<td>• All shipments will be addressed to the test coordinator</td>
<td></td>
</tr>
<tr>
<td>• Responsible for returning all materials for scoring</td>
<td></td>
</tr>
</tbody>
</table>

Cooperative Responsibilities

The test coordinator can enlist the help of the SSD coordinator to assist with planning the test administration for students with disabilities.
## SAT Testing Materials

<table>
<thead>
<tr>
<th>Sample Testing Materials (not inclusive of ALL materials)</th>
<th>SAT School Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator Planning Kit</td>
<td>Week of 2/25</td>
</tr>
<tr>
<td>• Set of sample manuals, SAT School Day posters</td>
<td></td>
</tr>
<tr>
<td>Preadministration Materials</td>
<td>Week of 3/11</td>
</tr>
<tr>
<td>• Full set of manuals, pre-ID labels, answer sheets, parent letter, SAT Student Guides</td>
<td></td>
</tr>
<tr>
<td><strong>Standard</strong> Test Book Shipment</td>
<td>Week of 4/1</td>
</tr>
<tr>
<td>• Standard test books will be sent based on the number of students pre-identified to test by RIDE. Will include a slight overage.</td>
<td></td>
</tr>
<tr>
<td><strong>Accommodated</strong> Test Book Shipment</td>
<td>Week of 4/1</td>
</tr>
<tr>
<td>• Accommodated test books and accommodated test formats (MP3 flash drives, for example) are sent automatically for every 11th grade student in SSD Online in the pending and approved status by 2/19/19.</td>
<td></td>
</tr>
</tbody>
</table>
### Digital PSAT 10 Testing Materials

<table>
<thead>
<tr>
<th>Sample Testing Materials (not inclusive of ALL materials)</th>
<th>Digital PSAT 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Shipment</td>
<td>Week of 2/25</td>
</tr>
<tr>
<td>Paper copies of full set of manuals, PSAT 10 Student Guides, forms</td>
<td></td>
</tr>
</tbody>
</table>

It is expected that all students will test digitally and therefore no answer sheets or test books will be sent EXCEPT in the following instances:

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
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</thead>
<tbody>
<tr>
<td>10th grade student is approved for:</td>
<td>Test book or test formats, as well as accompanying materials such as answer sheets and return kits will automatically be sent for each 10th grade student approved for these.</td>
</tr>
<tr>
<td>• Braille</td>
<td></td>
</tr>
<tr>
<td>• Braille graphs &amp; figures</td>
<td></td>
</tr>
<tr>
<td>• Accommodation categorized as “other”</td>
<td></td>
</tr>
<tr>
<td>10th grade student has IEP/504 that requires student to take the paper/pencil PSAT 10</td>
<td>School needs to contact Sarah Thaler at the College Board. (224-470-0293 or <a href="mailto:sthaler@collegeboard.org">sthaler@collegeboard.org</a>)</td>
</tr>
</tbody>
</table>
Accommodations and some EL supports will be entered by the Services for Students with Disabilities (SSD) coordinator through the SSD Online system. This ensures:

- Coordinators have accurate rosters to support students needing accommodations on test day.
- Students receive correct paper materials and the correct online test experience.

**NOTE:** In rare cases, if an accommodation seems to interfere with the test construct or is one that is entered by mistake, RIDE and/or the College Board may ask for additional clarification from the IEP team.
The Tools: SSD Online

- SSD Online will be used for:
  
  1. **College Board Accommodations**: Students with disabilities who have an IEP or 504 plan and need accommodations.
     - Students will receive college/scholarship reportable scores.
     - If a student has accommodations in SSD Online for another College Board test (PSAT 8/9, PSAT/NMSQT, or AP test), those accommodations do not need to be re-entered for the April, 2019 administration.
  
  2. **EL 50% Extended Time Support**: Eligible EL students can receive 50% extended time for college/scholarship reportable scores when students are identified in advance. These requests must be submitted for each state administration.

  3. **State-Allowed Accommodations (SAAs) and Supports**: specific 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**.
The Tools: Reports in SSD Online

- **Nonstandard Administration Report (NAR):**
  The NAR will provide a list of students approved for accommodations in SSD Online, which materials are needed, and when students will test.

- **Eligibility Roster:**
  A list of all students at your school with accommodations in SSD Online.
The Tools: Temporary Request Form

- SSD Online is NOT used for short term, temporary conditions such as a student that needs accommodations due to a broken arm, concussion, etc.
- SSD coordinator will fill out a Temporary Request Form and submit it directly to the SSD Office.
- The form can be found at: www.ride.ri.gov/InstructionAssessment/Assessment/PSATandSAT.aspx
- Submit the form as soon as possible, after the condition occurs.
New SSD Coordinators
Creating your SSD Online Account

- If you haven’t already, follow the steps below to access to the SSD Online portal so you may enter accommodations for students.

1. New SSD Coordinators should 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
   - Provide information about you and your school.
   - Obtain your principal’s signature.
   - Return the form to College Board. An access code will be emailed in approximately 2-3 days.

- If you are the SSD Coordinator for more than one school, create one College Board Profession Account and submit a separate form for each school you work with.
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 Coordinator’s 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.
Returning SSD Coordinators
Returning SSD Coordinators

- Log in to your College Board Account at [www.collegeboard.org](http://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](http://www.collegeboard.org/ssdonline)
Understanding Common Accommodations
**Determining Accommodations**

- The accommodations entered into SSD Online should be consistent with the accommodations students use for taking other statewide and local assessments, use during instruction and are 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 a read aloud, a reader or an MP3 audio format for oral presentation 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.

- Digital accommodations will not appear in SSD Online separate from their paper-based counterparts. For example:
  - A student who typically has assessments administered with the MP3 audio format, or with a reader will be able to test digitally with the Text-to-Speech accommodation.
  - A student who typically has assessments administered with the ATC format and/or the Braille format, will be able to test digitally with the Assistive Technology (AT) test setting with Braille figure supplements.

- The accommodations that follow are examples of the most commonly-used accommodations on College Board tests.
### Types of College Board Accommodations

**Timing**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| 50% extended time for reading | 1 or 2 Day | • 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. |
| 50% extended time for math   | 1 Day      | • Student will receive extended time only for the math sections.  
• Students will automatically receive extra breaks. |
| 100% extended time for reading | 1 or 2 Day | • **Students will receive extended time for ALL sections.**  
• Student will automatically receive extra breaks.  
• Students have the option to test over one or two days for PSAT 10 and over two days for SAT with Essay. |
| 100% extended time for math  | 1 Day      | • Student will receive extended time only for the math test.  
• Student will automatically receive extra breaks. |
| 50% extended time for writing | 1 Day      | • Student will receive extended time only for the Essay portion of the SAT. |
| 100% extended time for writing | 1 Day      | • Student will receive extended time only for the Essay portion of the SAT. |

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

### Breaks

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Breaks</td>
<td>1 Day</td>
<td>• Given a break halfway through longer sections and a break after every section.</td>
</tr>
<tr>
<td>Extended Breaks</td>
<td>1 Day</td>
<td>• Given breaks at the standard time but breaks are typically twice as long.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accommodations for eating, taking medication, or for testing blood sugar should be entered separately into SSD Online.</td>
</tr>
<tr>
<td>Breaks as Needed</td>
<td>1 Day</td>
<td>• Typically given to students with physical or medical conditions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accommodations for eating, taking medication, or for testing blood sugar should be entered separately into SSD Online.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| **MP3 Audio** Paper/Pencil Testing | 2 Days | - Audio version of the test, delivered on a flash drive.  
- Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections.  
- Student will complete the test in two days for SAT with Essay. |
| **MP3 Audio** PSAT 10 Digital Testing | 2 Days | - Text-to-speech on the digital platform.  
- Can be configured for all or parts of the test. Options include:  
  - Read Text Only (default) – students receive 50% extended time.  
  - Read Text and Graphics – students receive 100% extended time. |
| **Reader** Paper/Pencil Testing | 1 or 2 Days | - Student will be read the SAT/PSAT 10 aloud by an adult.  
- Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)  
- Student automatically receives 50% extended time and extra breaks on all sections.  
- Student will complete the test in one day for PSAT 10 and two days for SAT with Essay. |
# Types of College Board Accommodations

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<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Assistive Technology-Compatible (ATC) (Paper/Pencil Testing) | 1 Day  | • Digital version of the test, delivered on a flash drive.  
                                         |        | • For use with screen readers and other assistive technology  
                                         |        | • Student is given 100% extended time on the writing and language section only.                                                          |
| Assistive Technology (PSAT 10 Digital Testing) | 1 Day  | • Enables the use of assistive technology software and hardware (e.g., screen readers, refreshable braille devices, etc.) with the digital platform.  
                                         |        | • Student is automatically given 100% extended time on the writing and language section only.                                              |

*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

**Reading/Seeing Text (continued)**

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

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Color Overlay (PSAT 10 Digital Testing)</strong></td>
<td>1 Day</td>
<td>Displays the test with a different background or font color. Available Options:</td>
</tr>
<tr>
<td>- None</td>
<td>Black on White</td>
<td>- Green</td>
</tr>
<tr>
<td>- Blue</td>
<td>- Light Blue</td>
<td>- Light Green</td>
</tr>
<tr>
<td>- Black on Cream</td>
<td>- Gray</td>
<td>- Inverted (White on Black)</td>
</tr>
<tr>
<td>- Light Gray</td>
<td></td>
<td>- Magenta</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other – Mouse Pointer for Digital Testing (PSAT 10 Digital Testing)</strong></th>
<th>1 Day</th>
<th>Adjusts the mouse/cursor to match color and size preference. Available options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- System Default</td>
<td>- Large Black</td>
<td>- Large Green</td>
</tr>
<tr>
<td>- Extra Large Black</td>
<td></td>
<td>- Extra Large Green</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Large Red</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Extra Large Red</td>
</tr>
</tbody>
</table>
### Types of College Board Accommodations

#### Braille
- 1 Day
- Reading and essay sections in UEB with Nemeth Math test book.
- Braille Figure Supplement will be included.
- Typically used with additional accommodations such as scribe or braillewriter to record answers.

#### American Sign Language (ASL)
- 1 Day
- General test directions (not test content) of the SAT or PSAT 10 translated into ASL by an adult.
- Interpreters must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)

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## Types of College Board Accommodations

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### Recording Answers

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writer/Scribe</td>
<td>1 or 2 Days</td>
<td>• Student will have an adult transcribe answers onto the answer sheet for the entire exam.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Scribes are meant for students who cannot physically bubble or use a large block answer sheet. Writer/scribe can also be used for assistance with writing the Essay (Computer for Essay may be an option for students).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student automatically receives 50% extended time and extra breaks on all sections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student will complete the test in 1 day for PSAT 10 and 2 days for SAT with Essay.</td>
</tr>
<tr>
<td>Computer for Essay (SAT paper testing only)</td>
<td>1 Day</td>
<td>• Applies only to the essay task on the SAT.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• School must provide the computer. Students may not use a personal computer or a computer belonging to their family.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Computer must have word processing software and be attached to a working printer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The computer may not be connected to the internet or network.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Read the SAT Accommodated Testing Manual to ensure typed essays comply with submission guidelines and to ensure essays are properly scored.</td>
</tr>
</tbody>
</table>
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.

**Setting**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home/Hospital Testing</td>
<td>1 Day</td>
<td>- 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).</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferential Seating</td>
<td>1 Day</td>
<td>- 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.</td>
</tr>
<tr>
<td>Small Group Testing</td>
<td>1 Day</td>
<td>- Will depend on the number of students in the group and the size of the room.</td>
</tr>
</tbody>
</table>
## 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.

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<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Permission to Test Blood Sugar| 1 Day  | • 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 |
| Permission for Food/Medication | 1 Day  | • 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. |
Accommodations List

The list shows only the most commonly used accommodations. If you don't see a specific accommodation on the list, please enter it into the SSD Online system.

RIDE and the College Board will review ALL requests.

- Refer to accommodation list on the RIDE SAT website for a list of common accommodations and supports for SAT School Day.
- www.ride.ri.gov/InstructionAssessment/Assessment/PSATandSAT.aspx
English Learner Supports

- **Translated Test Directions for EL students**
  - Results in college/scholarship reportable scores
  - Translated test directions will be available in PDF format. Schools must print the directions for students, no printed test directions will come with test materials.
  - Languages: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese.
  - Other languages can be supported “on the fly” by approved translators.

- **Word-to-Word Glossary for EL students**
  - Results in college/scholarship reportable scores
  - Increased list to approximately 100 glossaries for 2019
  - List of glossaries can be found here under Accommodations tab: www.ride.ri.gov/InstructionAssessment/Assessment/PSATandSAT.aspx
English Learner Supports

- **50% Extended Time for EL Students:**
  - Although not an accommodation, must be recorded in SSD Online through the EL Support Dashboard beginning January 15, 2019, to ensure accurate roster and materials are sent.
  - Results in college/scholarship reportable scores
  - Provides 50% extended time on each section of the SAT and PSAT 10.
  - Must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
  - EL students using 50% extended time can be tested with other students using the same timing and test materials.

- **EL Math Only Testing**
  - Even though this is not an accommodation, record in SSD Online through the State Allowed Accommodations (SAA) Dashboard beginning the week of January 7, 2019.
  - Results in non-reportable college/scholarship scores
  - Students will take only the math section of the SAT or PSAT 10.
  - Test books contain both the reading and math sections. Students will only take the math sections and leave the rest of the test booklet blank.
    - SAT test books are lime-green
    - Students taking the digital PSAT 10 will only take the math sections online; however, if they require a paper test, it will also be lime-green.
Prepare
Review student needs

The deadline to submit or change accommodations in SSD Online is February 19, 2019

- For new students or students who need accommodations that have not yet been submitted, use SSD Online.
- For students with accommodations already included in SSD Online, verify that:
  - the accommodation(s) already listed match the accommodation(s) identified in their current IEP/504.
  - the student information name, birth date, and graduation date are correct.
  - the student is receiving the accommodation(s) on school and district assessments.
- For any students no longer at your school notate the information on the eligibility roster and then fax the roster to (866) 360-0114. This will remove students from the Dashboard and other reports.
Request Accommodations
RIDE Policy Regarding Submitting Accommodations Requests

• When a student:
  • has accommodations already in SSD Online:
    • Do nothing unless the accommodations in the IEP or 504 Plan have changed. The student will test with the accommodations already approved by CB.
  • does not have accommodations already in SSD Online:
    • Follow the SSD Online System prompts to record the accommodation. The vast majority of accommodations will be confirmed without the need for documentation.
    • If documentation is requested, RIDE has a questionnaire to upload in its place (www.ride.ri.gov/sat).
    • 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 PSAT10 and SAT.

• This policy applies only to assessments required as part of our statewide assessment system: SAT and PSAT 10 administered in April 2019. It does not apply to AP tests, PSAT 8/9 tests, or PSAT/NMSQT, or Saturday administrations.

• SSD Online is ONLY for recording accommodations, which is something all states are federally required to do, and may not be used to deny the use of an accommodation in the IEP or 504 Plan that does not impact test construct.
  • If you have questions about which accommodations will result in college reportable scores, the Accommodations List on the RIDE SAT/PSAT10 website (www.ride.ri.gov/sat) will be posted in the next few weeks.
  • 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.
Submit a New Request

- Log in to www.collegeboard.org/ssdonline
- Click “Submit Accommodation Request” in upper right corner.
Record a New Accommodation

- Confirm if student has been submitted previously.
Record a New Accommodation

• Confirm parental consent.
  • Purpose is for school to have permission from the parent to share information about the student to the College Board.
  • 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.
  • The student can still test if parental consent is not obtained.
  • A consent form is provided but not required to be signed or submitted.
Record a New Accommodation

- Enter basic student information.
Record a New Accommodation

- Answer questions about the student’s disability.
- RIDE is required to track and monitor how accommodations are used during testing.
Record a New Accommodation

- Confirm disability and timeframe.
- RIDE is required to track and monitor how accommodations are used during testing.
Record a New Accommodation

- Answer questions about the accommodations.
Record a New Accommodation

• Confirm accommodations
Record a New Accommodation

• Answer questions about the student's plan and documentation
Record a New Accommodation

- Based on the information provided by the SSD Coordinator and the fact that 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 identify “No Documentation is Required”.
- The Dashboard will be updated with the “approved” status within several days.
The system will request documentation to be submitted for the following accommodations:

- 100% or more extended time,
- Assistive Technology Compatible (ATC)
- Large print > 20 point
- One-to-one testing (reader or scribe)
- Other (for accommodation or disability)

For documentation, educators must complete and submit the Rhode Island SSD Online Questionnaire.

This questionnaire is designed to provide additional information to College Board clarifying the accommodations provided in the student’s IEP/504 plan.
Record a New Accommodation

- Submit RIDE questionnaire (upload to SSD Online, fax, or mail) when required.
- Receive e-mail notification that decision has been made; log in to view decision letter.
EL Supports and Accommodations -
SAA & EL Support Dashboards
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**.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Language Interpreter for Test Content and Answer Responses</td>
<td>1 Day</td>
<td>- Interpreter uses American Sign Language (ASL) for reading, writing, and/or mathematics questions and response options.</td>
</tr>
<tr>
<td>Other recording answers</td>
<td>1 Day</td>
<td>- Student responds in American Sign Language (ASL) for reading, writing, and/or mathematics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EL Support</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL – Math Only</td>
<td>1 Day</td>
<td>- Student will only take the math sections of the SAT or PSAT 10.</td>
</tr>
</tbody>
</table>
State-Allowed Accommodations

- The SAA Dashboard:
  - Opened the week of January 7, 2019.
- Go to the SSD Online Dashboard
- Click link in upper left corner to access the SAA Dashboard.
English Learner Support Dashboard

- Record “EL 50%” extended time
- Work with SSD Coordinator to identify EL students who may require this accommodation.
- Use English Learner Support Dashboard to record:
  - Opened January 15, 2019
  - Used to ship materials and create rosters
EL Supports and Accommodations

- Enter basic student information including name, home address, date of birth, and graduation date.
- Select EL 50% Extended Time in the EL Support Dashboard or EL-Math only in the SAA Dashboard.
- Review accuracy and click “save & continue”
Manage Accommodations
Change an Existing Accommodation

• A change may be required to:
  • Add or remove accommodations
  • Update student information, such as name
  • Update student graduation date

• To change an accommodation:
  • From the SSD Online Dashboard, locate the student to change.
  • Select “Options.”
  • Click “Create Change Request.”
  • Print the Change Request Form, annotate with requested changes, and fax to SSD at (866) 360-0114.

• If adding an accommodation, the questionnaire supplied by RIDE should be uploaded in lieu of any documentation request. No part of the IEP or 504 Plan should be uploaded into SSD Online.
Add a Transfer Student

- Click “Submit Accommodations Request” in the top right corner of the dashboard.
- On the Student Details page, respond “Yes” to these two questions:
  - Has a request already been submitted for this student?
  - Is this a transfer student?
- You will be asked for the student’s name, date of birth, and their College Board SSD number. To obtain a student’s College Board SSD number:
  - Ask the student or parent if they have a copy of the eligibility letter.
  - Have the student log in to their College Board account to obtain a copy of the eligibility letter.
    - Select “My Plan.”
    - Select “View your eligibility letter.”
  - Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
  - Contact the SAT School Day Educator Hotline, choose 1, and then choose the option for SSD.
Remove a Student

To remove a student from your dashboard that no longer attends your school:

- Log in to SSD Online.
- From the dashboard, create eligibility roster.
- Print roster
- Find the student’s name that needs to be removed from your dashboard, and write this information on the roster about the specific student(s).
- Fax the annotated roster to (866) 360-0114.

<table>
<thead>
<tr>
<th>Brown, Robert (#0007025797)</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkboxes for eligibility options]</td>
</tr>
<tr>
<td>![Box for Current Graduation Date]</td>
</tr>
<tr>
<td>![Text for small group setting with CT accommodations]</td>
</tr>
</tbody>
</table>

Please review the accommodations and graduation date for each student, and indicate changes as necessary. Students who are listed as graduating seniors (grade 12) will be removed from the next roster unless otherwise noted.
Working with the Nonstandard Administration Report
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 extended time)
  - 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.
- Indicates the color test book.
- Identifies the name of the ‘test script’ to read.
- Provides additional instructions for accommodated students (if any)

<table>
<thead>
<tr>
<th>Testing Group</th>
<th>Last Name, First Name (Mark X if absent on test day)</th>
<th>Approved Accommodations</th>
<th>Test Type</th>
<th>Test Book Color</th>
<th>One or two day testing</th>
<th>Script Name</th>
<th>Test Room Code and Associate Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2</td>
<td>Gromoll, Genaconda SSD #00070235812</td>
<td>Extra Breaks Between Test Sections</td>
<td>SAT with Essay</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Smith, Jaikee SSD #00070235798</td>
<td>Extra Breaks Between Test Sections</td>
<td>SATI</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Sayanska, Ella SSD #00070235799</td>
<td>Extra Breaks Between Test Sections</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T3</td>
<td>Taborols, Rosamidka SSD #00070235811</td>
<td>Extended Breaks, Permission to Test Blood Sugar, Small group setting</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 1</td>
<td></td>
</tr>
<tr>
<td>T5</td>
<td>Liraimbo, Debrakota SSD #00070235813</td>
<td>Wheelchair Accessibility, Permission for food, medication, Reading +50% (time and 1/2)</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 3</td>
<td></td>
</tr>
</tbody>
</table>

Additional Instructions
Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)
Print the PSAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary (including EL students using extended time)
  - Section 2: Guidance on testing specific accommodations
  - Section 3: Students who test during the accommodated window (will list everyone)
- Can be used as the room and attendance roster

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSD#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Robert</td>
<td>#0007025797</td>
</tr>
<tr>
<td>Evergreen</td>
<td>Kevin</td>
<td>#0007025810</td>
</tr>
<tr>
<td>Green</td>
<td>Alan</td>
<td>#0007025842</td>
</tr>
<tr>
<td>Brown</td>
<td></td>
<td>#0007025812</td>
</tr>
<tr>
<td>Brown</td>
<td></td>
<td>#0007025801</td>
</tr>
<tr>
<td>Brown</td>
<td></td>
<td>#0007025804</td>
</tr>
<tr>
<td>Brown</td>
<td></td>
<td>#0007025825</td>
</tr>
</tbody>
</table>

Approved Accommodations

- Check here if student was absent

- Small group setting
- Reading +50% (time 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 1/2)
Digital Accommodations for PSAT 10
Digital Testing Portal

digitaltesting.collegeboard.org
Managing Accommodation Settings in TIDE

- 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**.
Managing Student Test Settings

Accommodation Sections
# Embedded Universal Tools

**Universal Tools (Do not enter into SSD Online; do not need to be set in TIDE as these are available to all students)**

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calculator (for Math Test - Calculator ONLY)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Context Menu</strong></td>
<td>This menu allows a student to access test directions and tools such as highlighter, strikethrough, and mark for review.</td>
</tr>
<tr>
<td><strong>Expand button</strong></td>
<td>A feature that allows a student to expand a passage section or the question section for easier readability.</td>
</tr>
<tr>
<td><strong>Highlighter</strong></td>
<td>A feature for marking desired text, items, or response options with a color.</td>
</tr>
<tr>
<td><strong>Line Reader</strong></td>
<td>A feature that a student can use as a guide when reading text.</td>
</tr>
<tr>
<td><strong>Mark for Review</strong></td>
<td>A tool that allows the student to flag items for future review during the assessment.</td>
</tr>
<tr>
<td><strong>Navigation Buttons</strong></td>
<td>Buttons that allow a student to move between test pages, either forward to the next question or back to the previous question.</td>
</tr>
<tr>
<td><strong>Notes</strong></td>
<td>A feature that a student can use as virtual scratch paper to make notes.</td>
</tr>
<tr>
<td><strong>Questions Drop-Down List</strong></td>
<td>A list that allows a student to quickly navigate to specific test questions. Questions that were marked for review display &quot;(marked)&quot; in this list.</td>
</tr>
<tr>
<td><strong>Strikethrough</strong></td>
<td>A feature that a student may use to eliminate those answer choices that seem incorrect.</td>
</tr>
<tr>
<td><strong>Student Clock</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Zoom In/Zoom Out</strong></td>
<td>A feature that enlarges the text and images on a test page.</td>
</tr>
<tr>
<td>SSD Accommodation</td>
<td>Digital Alternative</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Computer (Word Processor), Record Answers in Test Book</td>
<td>Digital Test Mode</td>
</tr>
<tr>
<td>Color Overlay</td>
<td>Color Contrast*</td>
</tr>
<tr>
<td>Four-Function Calculator</td>
<td>Online Calculator*</td>
</tr>
<tr>
<td>Other: Masking</td>
<td>Masking*</td>
</tr>
<tr>
<td>Other: Linear Presentation</td>
<td>Streamline Mode*</td>
</tr>
<tr>
<td>Other: Pointing Device</td>
<td>Mouse Pointer*</td>
</tr>
<tr>
<td>Large Print Test Book (14pt – 20pt)</td>
<td>Zoom In / Zoom Out (Levels 1-4)</td>
</tr>
<tr>
<td>Large Block Answer Sheet Magnifier/Magnifying Machine</td>
<td></td>
</tr>
<tr>
<td>Large Print Test Book (greater than 20pt)</td>
<td>Zoom</td>
</tr>
<tr>
<td>Large Block Answer Sheet</td>
<td></td>
</tr>
<tr>
<td>Assistive Technology Compatible (ATC) Form Braille</td>
<td>Assistive Technology* (AT)</td>
</tr>
<tr>
<td>Assistive Technology</td>
<td>(100% extended time - Writing &amp; Language)</td>
</tr>
<tr>
<td>MP3 Audio Test Reader</td>
<td>Text-to-Speech* (TTS):</td>
</tr>
<tr>
<td>Auditory Amplification/FM System</td>
<td>• Read Text Only (50% extended time)</td>
</tr>
<tr>
<td></td>
<td>• Read Text &amp; Graphics (100% extended time)</td>
</tr>
<tr>
<td>Extra/Extended Time and Breaks</td>
<td>Timing/Scheduling*</td>
</tr>
</tbody>
</table>

*Requires configuration of student test settings in TIDE
EL Supports

EL Support – 50% Extended Time

• Record the EL Support for Extended time on SSD Online

• Configure the test setting(s) in TIDE:
  • English Learner (EL) Supports: Yes
  • Timing: 50% for all sections
EL Supports

EL Support – Math Only

• Configure the test attributes in TIDE:
  • Accommodations: State Allowed Accommodations
  • English Learner (EL) Supports: Yes

• Record the EL Support for Math Only in SSD Online – State-Allowed Accommodations Dashboard
Digital Accommodation Resources


Visit the RIDE SAT webpage: http://www.ride.ri.gov/SAT

Digital Testing Portal: digitaltesting.collegeboard.org

Heather Heineke, RIDE, Office of Curriculum, Instruction, and Assessment:
- 401-222-8493
- Heather.Heineke@ride.ri.gov

Call SAT School Day support at 855-373-6387 (option 1) or email satschoolday@collegeboard.org.