



Michigan SAT, PSAT 10 and PSAT 8/9 Spring 2017 Administration

Session Goals

Our goal today is to share the latest information about the state-provided SAT and PSAT-related assessments based on the information we have at this point. College Board and MDE will be continuing to finalize implementation details and as more information becomes available we will share through www.collegeboard.org/Michigan and Spotlight.

Today we'll:

- + Provide an overview of SAT, PSAT 10, and PSAT 8/9
- + Update everyone on changes planned for 2016-17
- + Give information about what to expect
- + Respond to questions

Spotlight – Primary Communication Vehicle

MDE Home Top Topics Contact MDE MI.gov

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Spotlight Newsletter

Click Here to Subscribe to the Weekly Spotlight on Student Assessment and Accountability in Your Email

To search the page to locate a topic covered in a Spotlight communication, hold down the Ctrl key and click on the F key to bring up the Find box and type in a word or two. This will allow you to search through the Summary of Communication column to locate the Spotlight that contains a specific topic without having to scroll through each one.

DATE	SUBJECT	SUMMARY OF COMMUNICATION
2016		
August 4	Weekly Spotlight on Student Assessment and Accountability	Agenda for 2016 Student Assessment and Accountability Fall Webcast; Embargoed Spring 2016 WorkKeys Student Data File is Now Available; August 3, 2016 ESSA Notes Newsletter; Guidelines for 2016-16 English Learner (EL) Exits; 2016-16 Graduation Rate Appeals Window; NAEP is looking for a few good men and women; 1% MI-Access Proficiency Cap Exception Applications Due Soon; Sending Scores Back Program Applications Due Soon! SAT Corner; Important Dates

MDE provides an archive of all editions of Spotlight

Spotlight

on Student Assessment and Accountability

August 4, 2016

Quick Links ... take you directly to articles or sections ...

- [Agenda for 2016 Student Assessment and Accountability Fall Webcast](#)
- [Embargoed Spring 2016 WorkKeys Student Data File is Now Available](#)
- [August 3, 2016 ESSA Notes Newsletter](#)
- [Guidelines for 2015-16 English Learner \(EL\) Exits](#)
- [2015-16 Graduation Rate Appeals Window](#)
- [NAEP is Looking for a Few Good Men and Women](#)
- [1% MI-Access Proficiency Cap Exception Applications Due Soon!](#)
- [Sending Scores Back Program Applications Due Soon!](#)
- [Fall Technology Coordinators Webinar](#)
- [SAT Corner](#)
- [Important Dates](#)

Agenda for 2016 Student Assessment and Accountability Fall Webcast

The agenda for the 2016 Student Assessment and Accountability Fall Webcast is available now on the [Division of Accountability Services \(DAS\)](#) web page (www.michigan.gov/das). The webcast, which will be broadcast live from Wayne RESA on **Monday, September 26, 2016 beginning at 9:30 AM and concluding at 3:30 PM**, will feature a series of 45-minute topic-specific presentations delivered by DAS staff, including:

- Student Assessment Updates
- Early Literacy and Mathematics Benchmark Assessments
- Spring 2016 Reporting
- Accountability
- Student Supports and Accommodations

Immediately following each session, there will be a 15-minute discussion session to allow ISD participants time to generate and submit questions (please check with your ISD to determine participation details). Questions will be gathered via email during these discussion sessions and addressed in a separate 45 minute Q & A session at the end of the day. Participants viewing the webcast via [MI Streamnet](#) (<http://mistreamnet.com>) will also have the opportunity to submit questions during the discussion sessions or anytime throughout the day. If you have general questions about the webcast, please send an email to RDA@mi.k12.mi.us and include "2016 Fall Webcast" in the subject line. If you are an ISD and would like to attend the live 2016 Student Assessment and Accountability Fall Webcast via videoconference or video streaming, please email Steve Michael at michael@ssa.net.

Key: Reminder

► [Sign up for Spotlight!](#) (www.michigan.gov/mde-spotlight) today! Enter your email address and select Spotlight under Student Assessment.

Highlights

- + Single phone number for College Board support, **(866) 870-3127**
- + Accommodated Testing
 - + Window for testing students who appear on the Non Standard Accommodations Report (NAR)
 - + Improved manuals and administration information
 - + Michigan specific testing manual – more information and delivered earlier
- + Rosters for standard and accommodated testers

Spring 2017 High Level Dates

Activities	SAT School Day	PSAT 10	PSAT 8/9
Update EEM with school information	10/3/16	10/3/16	10/3/16
Provide Non Public School Intent to Test	10/24/16 -11/15/16	10/24/16 -11/15/16	10/24/16 -11/15/16
Request Offsite Testing Locations	10/15/16-12/15/16	10/15/16-12/15/16	10/15/16-12/15/16
Pre-ID Window in MDE Secure Site	1/9/17 – 2/15/17	1/9/17 – 2/15/17	1/9/17 – 2/15/17
Request Accommodations	Now – 2/13/17	Now – 2/13/17	Now – 2/13/17
Complete Test Center Supervisor Training	2/9/16 – 3/29/17	2/9/16 – 3/29/17	2/9/16 – 3/29/17
Receive Training Materials & Test Manuals	Mid-February	Mid-February	Mid-February
Receive Secure Test Materials	3/20/17-3/23/17	3/20/17-3/23/17	3/20/17-3/23/17
Test Administration	4/11/17	4/11/17 or 4/12/17	4/11/17 or 4/12/17
Submit request for makeup materials	4/13/17	4/13/17	4/13/17
Accommodated Testing Window (NAR)	4/11/17 – 4/25/17	4/11/17 – 4/25/17	4/11/17 – 4/25/17
Makeup Administration	4/25/17	4/25/17 or 4/26/17	4/25/17 or 4/26/17
Last Date to Return Materials for scoring	4/28/17	4/28/17	4/28/17

Activities at a Glance

Oct - Dec

January

February

March

April-May

Establishment



- *Update EEM*
- *Complete Intent to Test (Private Schools)*
- *Request Off-site Testing Locations*
- *Plan rooms and staffing*

Accommodations & Pre-ID



- *Request Accommodations*
- *Review Pre-ID Counts and update*

Materials

- *Receive Training Kits, Manuals, and SDQs*
- *Receive Labels, Answer Sheets, and Test Materials*



Test Day Training

- *Review Manuals*
- *Complete Test Day Training*



Test Day

- *Test Day*
- *Return Materials for Scoring.*



Practice



- *Prepare students for Test Day.*

Score Reporting

- *Receive & Analyze Results*



Spring Test Administration – SAT Standard Room

- + SAT will be the first day of the Michigan Merit Exam for which all three days of testing are required for 11th graders
- + Students testing in a standard room will be required to test on a single day.
 - + Primary test day is: **April 11, 2017**
 - + Makeup test day is: **April 25, 2017**

Spring Test Administration – PSAT 10 & PSAT 8/9 Standard Room

- + Michigan 9th and 10th graders testing in a standard room are required to test on either **April 11, 2017 or April 12, 2017.**
- + Schools can elect to administer the test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day.
- + All students in the same grade in the standard testing rooms must be tested on the same day. Schools can choose which date – April 11 or April 12 – works best for them.
- + The makeup test day for students in standard testing rooms is: **April 25, 2017 or April 26, 2017**
- + All student testing must be completed by **April 26, 2017**
- + PSAT 8/9 will be state provided for 9th grade only.
- + **Testing schedules for students with accommodations will be covered later in this presentation**

Roles and Responsibilities

- + **Principal** – receives general information about test day activities
- + **Test Center Supervisor** – is responsible for all aspects of the SAT, PSAT 10, PSAT 8/9 administration at the school
- + **SSD Coordinator** – is responsible for overseeing all aspects of the SAT, PSAT 10, PSAT 8/9 administration for students testing with accommodations
- + **Associate Supervisor** – is the test administrator in a testing room
- + **Proctors** – assists the associate supervisor with monitoring students in the testing room
- + **Hall Proctors** – responsible for monitoring the hallways on test day

Roles and Responsibilities at Participating Schools

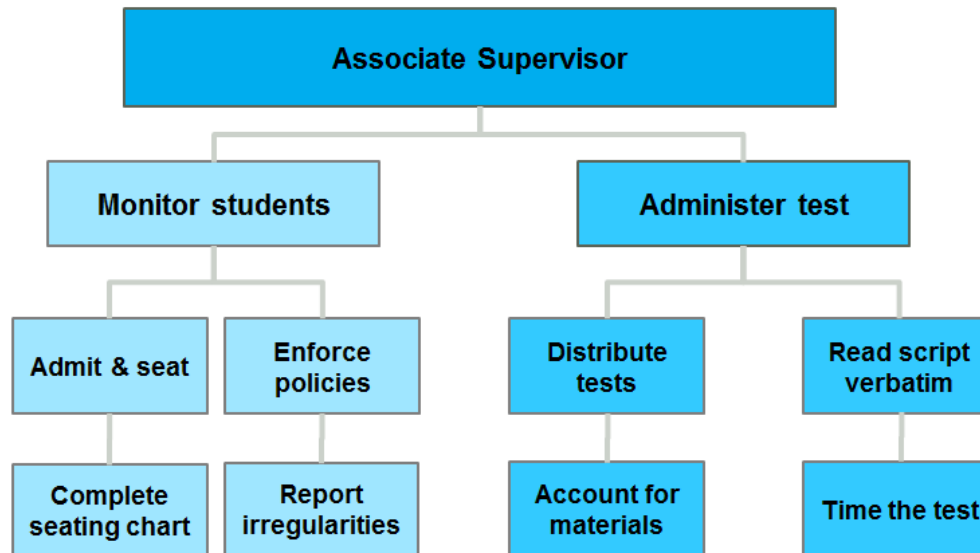
- + The **Test Center Supervisor (TCS)** is responsible for:
 - + All aspects of the School Day administration at a school, including:
 - + Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
 - + Everything on test day, including distribution of materials, monitoring of all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports (SIR).
 - + TCS may choose to enlist the aid of others at the school to help him/her with student data questionnaire (SDQ) completion and test day planning and set-up.
 - + The TCS will remain the main contact and receive all communications from the College Board and ETS.
 - + Identifying staff to serve as **Associate Supervisors, Proctors** and **Hall Proctors** for test day staff support

Test Day Roles and Responsibilities at Participating Schools

- + The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:
 - + Being the school's liaison with the College Board's Services for Students with Disabilities office.
 - + Submitting accommodation requests for all students who request them at his/her school.
 - + Administering the test to students who have a non-standard administration of the test and appear on the Non-standard Administration Report (NAR).
 - + Schools may have more than one SSD Coordinator, however one person will be identified as a primary SSD Coordinator who will receive communications from College Board and ETS.

Test Day Roles and Responsibilities

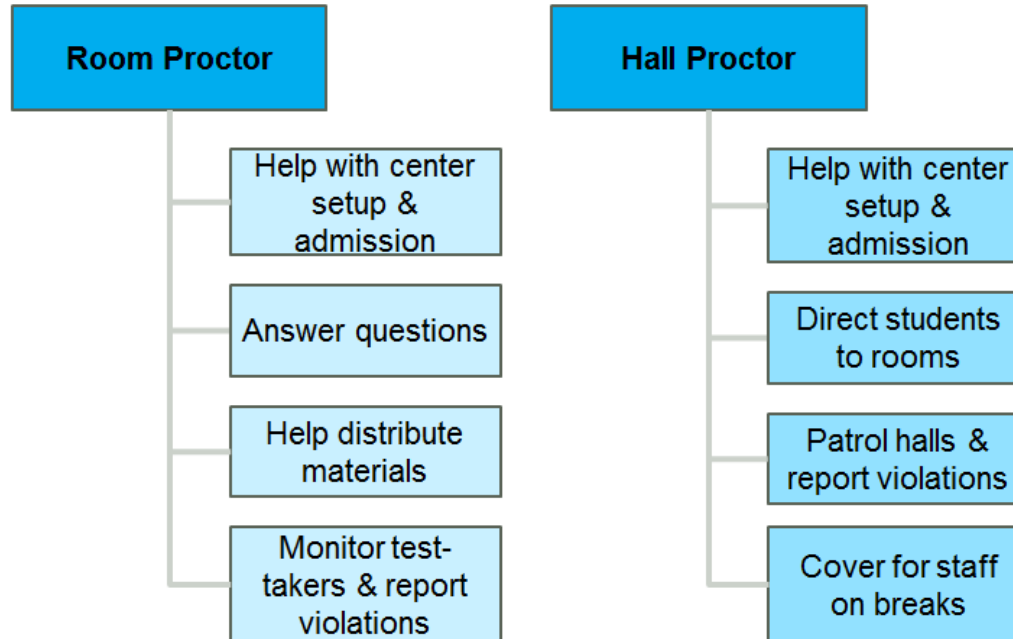
- + The **Associate Supervisor(s)** is responsible for:
 - + Managing all activities that happen in the testing room
 - + Conducting the test and monitor test-takers to ensure a fair administration



- + Each room requires one Associate Supervisor
- + One Associate Supervisor must be designated as the back-up for the Test Center Supervisor

Test Day Roles and Responsibilities

- + The **Proctor(s) and Hall Monitors** are responsible for assisting the Test Center and Associate Supervisors.



- + Proctors help set up the testing area and monitor testing.
- + Hall Proctors patrol the hallways during testing to make sure the testing area remains quiet and secure.

Establishment Process – Returning Schools

- + The week of September 19th, MDE will have a page in Secure Site where schools can view the current contact information and roles.
- + Review roles in Educational Entity Master (EEM) by **10/3/16**
 - + If changes are required, contact your authorized district EEM user to make the updates. If changes are not needed, no further action is required.
 - + There is only 1 authorized district EEM user. If you are unsure who this person is, you can send a message to them.




The screenshot displays the Michigan.gov website interface for the Center for Educational Performance and Information (CEPI). The page title is "EEM" and the profile is "Public User". The search results show "Alpena High School (00075)" with the following details:

Field	Value
Official Name of Entity	Alpena High School
Entity Code	00075
LEA District	Alpena Public Schools (04010)

The "Contact Authorized User" button is circled in red.

- + College Board will email confirmation of your AI and Test Center Codes

Educational Entity Master -- EEM

- + Once assigned, review and update if required the roles in EEM:
 - SAT Test Coordinator (Building)
 - SAT Backup Test Coordinator (Building)
 - SAT Services for Students with Disabilities Coordinator (Building)
 - PSAT 10 Test Coordinator (Building)
 - PSAT 8/9 Test Coordinator (Building)
 - PSAT Backup Coordinator
-  District Assessment Coordinator
- + MDE sends College Board the names of people responsible for testing based on the information in EEM.
- + *If EEM information not accurate, you will **NOT** receive critical testing communications.*

Educational Entity Master -- EEM

- + To view school information that will be provided to College Board, go to: <https://cepi.state.mi.us/eem/>
- + Search for your school in the EEM-Search window
- + Click the link for your school.



The screenshot shows the top portion of the EEM-Search window. The header includes the Center for Educational Performance and Information logo and the Michigan.gov logo. A search bar labeled "EEM-Search" is highlighted with a red circle, along with a "Go" button. A navigation menu on the left includes "EEM Home", "Search...", "Data Sets...", and "Reports...". The main content area displays "Educational Entity Master" and an "Authorized User Login" button. A "What's New" section contains two announcements: "Access to EEM via MILogin now available" and "CEPI is Transitioning to a New Telephone System".



The screenshot shows the search results page of the EEM-Search window. The search criteria are "Alpena High School" with a match ranking of 1. The search results table is as follows:

Name	Entity Code	Parent	Type	County	City	Match Ranking
Alpena High School	00075	Alpena Public Schools	LEA School	Alpena	ALPENa	1
Sisters Michigan Capital Region	990000075	Lansing Public School District	Other Non-School Recipient	Ingham	LANSING	6

The first result, "Alpena High School", is circled in red. The page also shows a "Filter" button and pagination information: "Items per page: 10", "Page 1 of 1", and "Excel Export" options.

Educational Entity Master -- EEM

- + Scroll to the bottom of the page

Maintain Entity Contact
Alpena High School(00075)

* = Required

Contact Type:

Lead Administrator:

Honorific:

First Name:

Mid Init:

Last Name:

Suffix:

Telephone Number: (989)358-5306 -

Fax Number: (989)358-5298 -

Email:

Mailing Address

Street:

Address Line 2:

City:

State:

Zip: 49707 -

System Effective Date:

Note: The System Effective Date reflects the System Effective Date entered on the main page prior to saving the record changes.

Admin/Contacts	Addresses	Relationships	Members		
<input type="checkbox"/>	PSAT 10 Test Coordinator	Brian Tippman	(989) 358-5306	09/18/2015	Details
<input type="checkbox"/>	PSAT 8/9 Test Coordinator	Brian Tippman	(989) 358-5306	09/18/2015	Details
<input type="checkbox"/>	PSAT Backup Coordinator	Romeo Bourdage	(989) 358-5310	09/18/2015	Details
<input type="checkbox"/>	SAT Backup Test Coordinator	Romeo Bourdage	(989) 358-5310	09/18/2015	Details

- + Click "Details" next to the name to confirm email

Establishment Process – NEW school

- + Send information on roles to your district authorized EEM Administrator
- + Add roles in Educational Entity Master (EEM) by **10/3/16**
- + College Board will use the school entity data provided by MDE from the Secure Site to verify and/or assign Attending Institution (AI) codes to all schools
 - All schools will be notified and provided their AI code by **12/15/16**.
 - A test center code will be setup at the same time for the school location.
- + College Board will email confirmation of the AI and Test Center Code assigned to the Test Center Supervisor

Establishment Process – Offsite Testing Locations

- + Details and request form will be posted to the Michigan website (www.collegeboard.org/Michigan) and shared via Spotlight in October.
- + To request an offsite location, a request and test plan must be submitted by **12/15/16**
- + College Board will provide a confirmation to the Test Center Supervisor once all offsite locations are established.

Establishment Process – Private Schools

- + Review roles listed in EEM by **10/3/16**
 - If you need to make updates, contact Tami Feldpausch at nonpublicschools@michigan.gov
- + Using the contact information provided by MDE, College Board will send an email to all schools requesting confirmation of their intent to participate in MME or PSAT.
 - Confirmation of testing intent is required by **11/15/16**
 - To confirm, call (866) 870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org
 - Provide your state assigned District and Building codes, the name of your school, and the names of the assessments you wish to administer.
 - If you choose to administer the SAT, you must administer all parts of the MME.
- + College Board will provide a confirmation to the Test Center Supervisor.

How College Board uses the EEM Data

- + College Board will use the data in EEM to
 - Send emails with important test-related communications
 - Ship materials to schools
- + If there is more than one person listed for a role, College Board will use the most recent.
- + If the information listed is correct, then no action is needed. If the information is incorrect, EEM should be updated by the district authorized user.
- + Anytime the identified staff changes during the school year, EEM should be updated to reflect the changes.

Pre-ID in Secure Site

- + MDE will open the Pre-ID window in Secure Site on **1/9/17**
- + All updates must be complete by **2/15/17** in order to receive pre-printed labels
- + Students will be Pre-ID'd based on the fall MSDS general collection.
- + Students who are eligible to test but not required will not be pre-identified by DAS.
- + Action required
 - + Login to Secure Site
 - + Update the Pre-ID Student report by unassigning students who will not test and adding new students

You will receive materials based on the number of students Pre-ID'd in Secure Site

Primary Test Date – Test Materials

- + Do NOT place orders directly with College Board for SAT, PSAT 10, or PSAT 8/9 for 9th grade spring materials.
- + College Board will determine your material order for MDE supported assessments based on:
 - + The number of students Pre-Identified (Pre-ID'd) to test
 - + The number of students approved for accommodations via College Board's SSD Online System.
 - + If students are not Pre-ID by **2/15/17**, you may not receive enough test materials and labels for test day.

Primary Test Date – Pre-ID Labels

- + Labels and answer sheets will be shipped to schools for all students Pre-ID'd by the deadline.
 - + Labels and answer sheets will arrive by **3/23/17**
 - + Schools will receive a label for each Pre-ID'd student to be affixed to the answer sheet and a label for the student data questionnaire.
- + For any students Pre-ID'd after the deadline, schools will need to generate a label locally for the student.
- + College Board will ship a small overage of test materials to account for newly enrolled test takers, typically students who are last minute transfers into the school, etc.
- + All answer sheets **MUST** have a Pre-ID label in order to be processed. Missing or incorrect labels will delay scoring or make scoring not possible.
 - + Be sure the label matches the test taker
 - + A fee may be charged for any answer sheets missing labels

Additional Material Order

- + We will support an additional material order window allowing schools to order test materials for students who are newly enrolled at the school and were not initially Pre-ID'd during the window.
- + More details will be available later this fall.

SAT Makeup Test Date

- + Students who test in the standard rooms and miss the primary test administration should be tested on the Makeup Test Date.
- + Schools will receive an email with a link to a makeup request survey.
 - + Schools must provide counts of students requiring makeup materials by **4/13/17**.
 - + Confirm students have been Pre-ID'd in the Secure Site before testing and create a Pre-ID label onsite for the answer sheet.
 - + Use the extra blank labels provided to generate labels on site for test takers.
- + Save any student answer sheets with labels from the primary test date. They may be used for the makeup test date.
- + New SAT test books will be shipped based on the counts, of students, provided in the makeup material survey.
 - + Additional answer sheets will also be sent, however you may use the answer sheets received with the original shipment.

Makeup Test Date PSAT 8/9 and PSAT 10

- + Students who test in the standard rooms and miss the primary test administration should be tested on the Makeup Test Date.
- + Do NOT return unused materials after the primary test date. They will be used for the makeup test date.
- + Keep unused and/or test material overages, from the primary administration, onsite to be used during the makeup administration.
- + Look for an email reminding them of the makeup date as well as instructions for requesting additional materials if needed.
 - + Additional material requests must be completed by **4/13/17**.
- + Save any student answer sheets with labels from the primary test date. They will be used for the makeup test date.

Student Data Questionnaires – SAT



Receive **Student Data Questionnaires (SDQ)** and instruction booklets.

- + SDQ's and labels for the SDQ's will arrive by **3/23/17**
- + Distribute instruction booklets to each student
 - + Contains instructions for completing the SDQ.
 - + Contains important information about the SAT, such as Terms and Conditions.
- + While completing the SDQ, students can choose to participate in the **Student Search Service**.
 - + Student Search Service helps connect students with colleges, universities, and scholarship opportunities that match up with students' interests and needs.
- + The SDQ can be completed in pen or pencil.
- + Return SDQ's before test day, or include in your used test material shipment.

Student Data Questionnaire – SAT

2014-15 SCHOOL DAY SAT® QUESTIONNAIRE
 Print in CAPITAL LETTERS. Use black or blue ink (no pencil) to fill in all information.
 Complete both sides of the form, following the instructions given in the
 Registration and Questionnaire Guide.

Label

982E 1

1. NAME (REQUIRED) Enter your legal name including surnames, surnames, and spaces (omit without suffixes, if any).

2. DATE OF BIRTH (REQUIRED) Enter the date of your birth in the following format: MM/DD/YYYY.

3. REGISTERED NUMBER Enter the number you received when you registered for the SAT.

4. MAILING ADDRESS (REQUIRED) Enter your mailing address on this form.

5. COLLEGE BOARD HIGH SCHOOL CODE (REQUIRED) Your school's four-digit code.

6. SAT SCHOOL DAY TEST INFORMATION (REQUIRED) Indicate the SAT School Day administration at which you are participating.

7. STUDENT SEARCH SERVICE® (STRONGLY RECOMMENDED) Some colleges, scholarship programs, and nonprofit organizations may request information you register to and order to recruit you.

8. STUDENT ID NUMBER Your student ID number.

9. EMAIL ADDRESS (STRONGLY RECOMMENDED) We strongly recommend that you provide an email address so that we can contact you with important information.

10. STATEMENT and SIGNATURE (REQUIRED) Copy the statement below. Use permanent-inked blue or black ink. If you are not sure how to write in cursive, do the best you can.

SIGNATURE Sign as you would on an official document.

By submitting this form, you agree to the conditions in the Registration and Questionnaire Guide and authorize permission to you. You also agree with the SAT Test Security and Fairness policies and understand that any violation of these policies will result in score cancellation and may result in reporting of certain violations to law enforcement.

OFFICIAL USE ONLY

AFTER COMPLETING THIS SIDE, TURN TO SIDE 2 TO COMPLETE THE SAT QUESTIONNAIRE.

982E 2

The SAT Questionnaire allows you to provide information about your academic background, activities, and interests to help you in planning for college and to help colleges find out more about you. The Student Search Service also uses this information.

12. SAT QUESTIONNAIRE To answer these questions, please see the Registration and Questionnaire Guide.

13. AREA OF STUDY

14. COURSE WORK

15. MATHEMATICS COURSES

16. ENGLISH LANGUAGE ARTS COURSES

17. NATURAL SCIENCE COURSES

18. SOCIAL SCIENCE AND HISTORY COURSES

19. FOREIGN AND CLASSICAL LANGUAGE COURSES

1. AVERAGE GRADE

2. ADMISSIONS PLACEMENT PROGRAMS (OPTIONAL)

3. HELP (OPTIONAL)

4. COLLEGE PROGRAMS AND ACTIVITIES

5. FINANCIAL AID

6. HOUSING PREFERENCE

7. ETHNICITY

8. A FOREIGN LANGUAGE

9. RELIGIOUS PREFERENCE

10. SELF-REFLECT

11. CAREER'S SIGNATURE

12. FREQUENT COLLEGE CHARACTERISTICS

13. FAMILY INCOME

14. CHECK OF MAJORS

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Administration Timing - SAT

- + Schools should plan for approximately 5 hours of testing including pre-administration, testing, and break times.
- + The standard schedule includes testing room doors closing at 8 a.m. for pre-admin activities and testing beginning at 8:30 a.m.
- + Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m., and they may start testing any time between 8:00 a.m. and 9:00 a.m.
- + Schools must contact the Michigan Customer Support (866-870-3127) for consideration and approval to start earlier or later than these times. The start time applies to standard test takers as well as accommodated test takers in both the primary and make up administrations.
- + Schools must complete testing before breaking for lunch.

Administration Timing - SAT

SAT	SAT with Essay (in minutes)
Pre-admin Time	30
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Book collection/ Essay distribution	15
Essay	50
Total (hours, minutes)	4h, 52m

- The pre-administration time includes important directions and completing information on the answer sheet.
- This must be completed on test day for SAT.
- This is different from the time students use to complete the SDQ.

Administration Timing – PSAT 10 and PSAT 8/9

- + Morning testing should begin early enough to complete before lunch.
- + Afternoon testing should begin early enough to complete before dismissal.
- + Both assessments last approximately three hours. The schedule below does not include pre-administration activities.
- + The pre-administration CAN be done before test day.

	PSAT 10 (in minutes)	PSAT 8/9 (in minutes)
Reading	60	55
Break	5	5
Writing and Language	35	30
Math (no calculator)	25	20
Break	5	5
Math (with calculator)	45	40
Break	N/A	5
Variable section with Reading, Writing, or Math Questions	N/A	20
Book collection	5	5
Total (hours, minutes)	3h	3h, 5m

Planning the Schedule on Test Days

- + School schedules may require some adjustments
 - + Lunch periods
 - + Testing cannot be interrupted for lunch
 - + Lunches must take place after testing is complete
 - + Students may eat snacks during breaks
 - + Bell schedules
 - + Bells must be silenced during test administration
 - + Public Address System Announcements
 - + There should be no PA announcements during test administration

Planning for Staffing Needs

- + Each school should plan for one Test Center Supervisor and one SSD Coordinator.
- + The additional staffing needed depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.
- + Per MDE guidelines, test day staff should be licensed teachers or licensed education administrators employed by the district. If not available, then test day staff may be:
 - + paraprofessionals or non-licensed administrative personnel employed by the district
 - + or, licensed substitute teachers employed by the district for the purpose of administering the test.
- + Per College Board guidelines, test day staff cannot
 - + be employed by an outside test-prep company.
 - + have taken the SAT within 180 days of the administration date.

Staff with Household Members who will be Testing

- + Staff with children or those who have students residing in the same household cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day. For example:
 - If a staff member's child will be taking the SAT, he/she cannot serve as testing staff for the SAT, however he/she may serve as testing staff for PSAT 10 or PSAT 8/9.
 - If an SSD Coordinator has a child who will be taking the SAT, he/she can serve as testing staff in the non-standard room, provided their child is testing in the standard room.
 - It is possible for test day staff to serve multiple roles in a small test center.

Planning for Staffing Needs

- Unless your school tests only a few students, you will need additional staff to assist the supervisor.
- There should be a minimum of one Proctor/Associate Supervisor for every 34 students.
- For rooms with more than 34 students, assign additional proctors to help.

Room Proctors Needed

Apply the ratios listed here on a room-by-room basis.

1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1

Hall Proctors Needed

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

Planning for Staffing Needs – Scenario 1

- + How can different room configurations change staffing needs? For example:
 - + Your school is testing 100 juniors for SAT School Day
 - + You have 4 classrooms available with 25 students each
- + Therefore you will require
 - + 1 Test Center Supervisor
 - + 4 Associate Supervisors
 - + 1 Hall Proctor

Test Center Supervisor

Associate
Supervisor for
Room #1

Associate
Supervisor for
Room #2

Associate
Supervisor for
Room #3

Associate
Supervisor for
Room #4

Planning for Staffing Needs – Scenario 2

- + How can different room configurations change staffing needs? For example:
 - + Your school is testing 100 juniors for SAT School Day
 - + You are limited on the number of test day staff
- + Therefore, you could test in one large room (i.e. cafeteria or gym) and will require
 - + 1 Test Center Supervisor
 - + 1 Associate Supervisor
 - + 2 Proctors
 - + 1 Hall Proctor

Test Center Supervisor

Associate Supervisor

Proctor

Proctor

Planning for Testing Rooms

- + The size of cohort testing and the size of rooms used for testing will determine number of rooms needed.
- + Options for rooms include:
 - + Larger spaces, such as auditoriums and gymnasiums
 - + Smaller spaces, such as classrooms
- + Location of testing rooms within the building
 - + Separated from other classes/tests on different schedules or taking different assessments
 - + Minimize noise and other disruptions when classes or other assessments break
 - + Area where there will be minimal noise/distractions from outside the building
 - + Access to restrooms

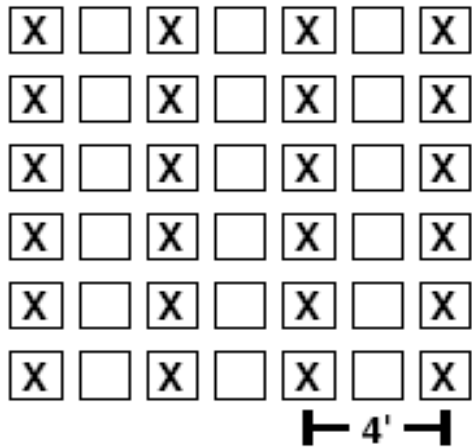
Seating and Furniture Requirements

- + Use chairs with backs.
- + Face seats in the same direction.
- + Place chairs directly behind those in the preceding row.
- + Separate each student by a minimum of four feet from right to left (measure from center of desk). This is the equivalent of ACT's 3 foot rule.
- + Ensure unimpeded access to every student by staff.
- + Seat only one student at a table measuring six feet in length or less.
- + Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- + Provide a large, smooth writing surface, preferably desks or tables.
- + Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- + Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

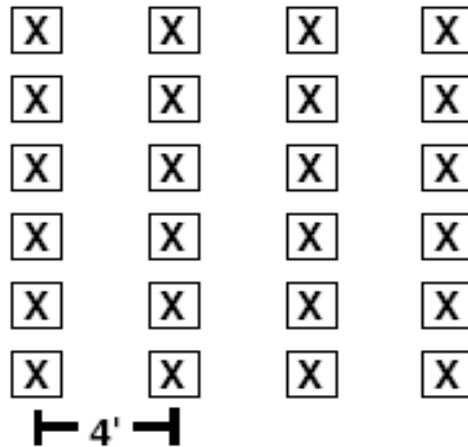
Sample Seating Plans

SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

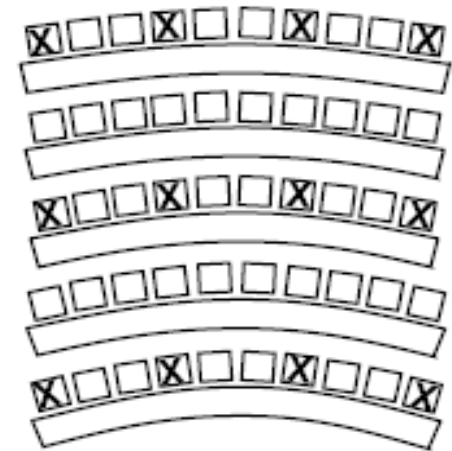
Plan IA: level seating



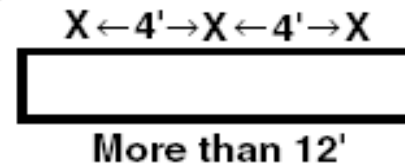
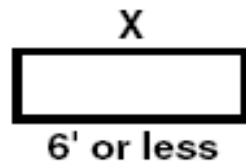
Plan IB: level seating




Plan II: elevated seating



Plan III: tables



Test Day Training

- + Online Test Day Training
 - + Access available through College Board Professional Account
 - + Approximately 30-45 minutes to complete, broken up into modules
 - + Mandatory for all new Test Center Supervisors and SSD Coordinators or anyone who did not complete last year.
 - + Other Test Day Staff will use online training modules specific to test day.
- + Implementation and Training Kit
 - + Shipped to schools in mid-to-late February.
 -  Will include an increased number of copies of the manuals.



Testing Manuals

- + College Board will provide a Michigan specific manual for SAT, PSAT 10, and PSAT 8/9 for 9th grade.
- + The SAT manuals are being updated to provide specialized information to each type of test day staff.
 - + Test Center Supervisor Manual – includes information about the set-up and return of materials as well as administrative information.
 - + Testing Room Manual – includes all test day scripts and information needed by Associate Supervisors such as the Supervisor Irregularity Report processes.
 - + SSD Coordinator Manual – includes expanded accommodations administration information and instructions for returning accommodated materials.

Accommodations

- New for April 2017
- Accommodated Testing Window
- Test Materials
- SSD Online
 - New Requests
 - Changes/Updates to Requests



Accommodations – New for April 2017

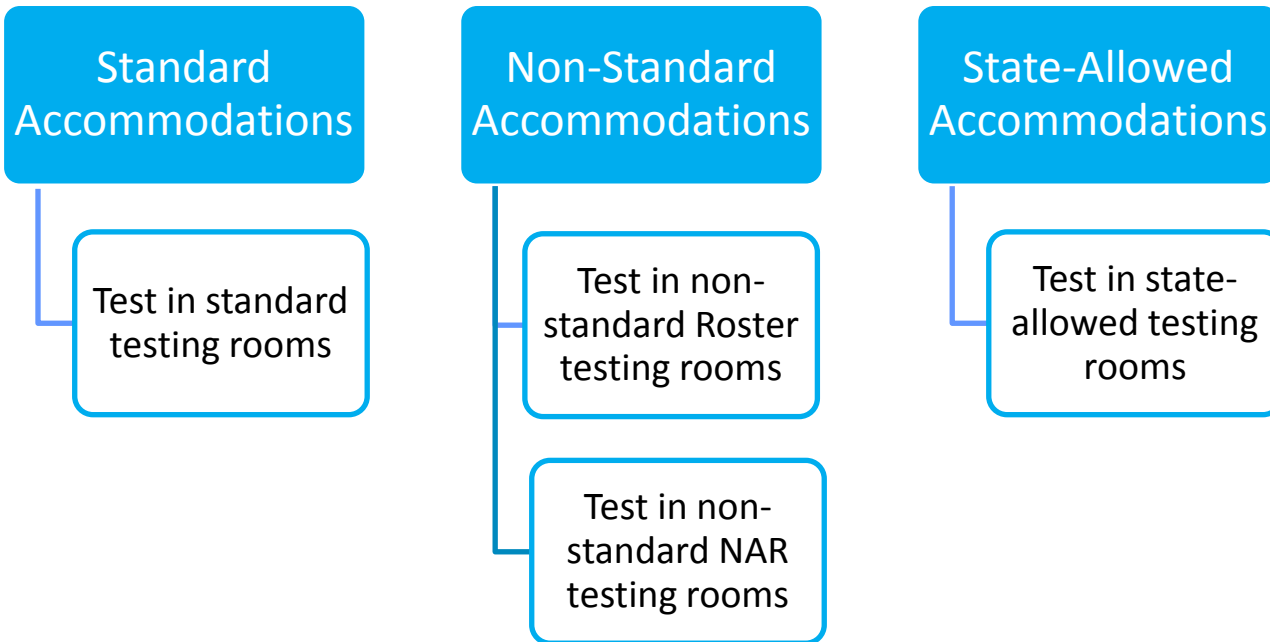
- + SSD Online system improvements
 - Enhancements to the user interface in October 2016
 - Enhancements to our school verification process in January 2017
- + New Braille Format – UEB format will be shipped with EBAE format
- + Translated Test Directions for English Language Learners
 - Scores will be college and scholarship reportable
 - NO accommodation request required
 - Printed versions of the test directions will be downloadable for educators to distribute to students on test day as needed.
 - Languages: Spanish, Arabic, Haitian Creole, Mandarin, Portuguese, and Polish
 - Look for information in Spotlight on where these directions will be located
- + New State Allowed Accommodation available to support EL students required to take only the math portion of the exam.

EL Students – State Allowed Accommodation for Math Only

- + Students that are identified as Limited English Proficient (LEP) in the Michigan Student Data System (MSDS) and have been enrolled in U.S. schools for 12 months or less at the time of taking a state assessment may be eligible to receive a one-time exception from having to take the English language arts portion of state assessments.
- + In order for a student to be eligible for an exception from the ELA portion of a state assessment, the student needs to have taken the WIDA ACCESS Placement Test (W-APT) with their scores provided in the Secure Site, and that the student has taken the most recent administration of the summative WIDA ACCESS for ELLs or WIDA Alternate ACCESS if enrolled prior to the test administration window.
- + More information to be provided in Spotlight at a later date.

Accommodations 101

ACCOMMODATIONS



Accommodation Categories for SAT

Room Type	Standard Room(s)		Non-Standard Room(s)		State-Allowed Room
Room Label	Standard	Standard Roster	Non-Standard Roster	Non-Standard NAR**	State-Allowed
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by MDE that do not result in a college reportable score
Where to find students who qualify	Pre-ID in BAA Secure Site	Eligibility Roster in SSD Online	Eligibility Roster in SSD Online	NAR Report in SSD Online	NAR Report in SSD Online
Examples (NOT EXHAUSTIVE)	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> 14 pt Large print Wheelchair accessibility Large-block answer sheet Magnifier 	<ul style="list-style-type: none"> Extended breaks Extra breaks 50% Extended Time (Math only) 50% Extended time (Essay only) 	<ul style="list-style-type: none"> 20 pt Large print MP3 Audio Braille 50% Extended time (All sections) 100% Extended time Breaks as needed 	<ul style="list-style-type: none"> ASL interpreter Use of word-for-word glossary EL Math only
Person Responsible	Test Center Supervisor	Test Center Supervisor	Test Center Supervisor	SSD Coordinator	SSD Coordinator
Test Date(s)	April 11, 2017	April 11, 2017	April 11, 2017	April 11-25, 2017	April 11-25, 2017
Make-Up Test Date(s)	April 25, 2017	April 25, 2017	April 25, 2017	Anytime in window	Anytime in window
SAT Test Book Colors	Purple	Purple	Pink	Blue	Lime

**NAR = Nonstandard Administration Report










Accommodation Categories for PSAT 8/9 and PSAT 10

Room Type	Standard Room(s)		Non-Standard Room	State-Allowed Room
Room Label	Standard	Standard Roster	Non-Standard NAR**	State-Allowed
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by MDE that do not result in a score reportable for scholarship opportunities
Examples (NOT EXHAUSTIVE)	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> 14 pt Large print Wheelchair accessibility Large-block answer sheet Magnifier 	<ul style="list-style-type: none"> 20 pt Large print MP3 Audio Braille 50% Extended time 100% Extended time Breaks as needed Extended breaks Extra breaks 	<ul style="list-style-type: none"> ASL interpreter Use of word-for-word glossary EL Math only
Where to find students who qualify	Pre-ID in BAA Secure Site	Eligibility Roster in SSD Online	NAR Report in SSD Online	NAR Report in SSD Online
Person Responsible	Test Center Supervisor	Test Center Supervisor	SSD Coordinator	SSD Coordinator
Test Date(s)	April 11 or 12, 2017	April 11 or 12, 2017	April 11-25, 2017	April 11-25, 2017
Make-Up Test Date(s)	April 25 or 26, 2017	April 25 or 26, 2017	Anytime in window	Anytime in window
PSAT 8/9 Test Book Colors	Maroon	Maroon	Maroon	Lime
PSAT 10 Test Book Colors	Orange	Orange	Orange	Lime

**NAR = Nonstandard Administration Report

Test Materials



PSAT™ 8/9			PSAT™ 10			SAT®		
Standard Testing	Standard Testing with Accoms	Non Standard with Accoms including SAAs	Standard Testing	Standard Testing with Accoms	Non Standard with Accoms including SAAs	Standard Testing	Standard Testing with Accoms	Non Standard with Accoms including SAAs
								

Spring Test Administration – Accommodated Testing



For students taking the SAT, PSAT 10, and PSAT 8/9, we will support a two-week window for testing students with certain accommodations that are identified on the NAR.

- + Accommodated Testing Window for students on the NAR: **April 11, 2017 – April 25, 2017**
- + Remember that all accommodations for 9th grade students taking the PSAT 8/9 sponsored by MDE in the spring must be submitted and approved.
 - + This is different than any PSAT 8/9 assessments not sponsored by MDE, in which accommodations for 8th and 9th graders are locally controlled. Schools can simply order the necessary accommodated materials.

Accessing SSD Online – New SSD Coordinators

- + Once the SSD Coordinator(s) are identified they should request access to the SSD Online system.
- + To access the system, the SSD Coordinator will need to:
 - Have a College Board Professional Account
 - Complete the [SSD Coordinator Form](#), found on www.collegeboard.org/ssd
 - Receive an access code to link your SSD Online access to your College Board professional account (First time only). May take 1-2 days to receive the access code.
 - You may have multiple SSD Coordinators, but only 1 can be identified as the SSD Coordinator in the EEM.
- + In order to gain access, schools will need an attending institution (AI) code.
- + Accommodation requests may begin once you receive your access code and have established an SSD Coordinator.

Who is Eligible for College Board Accommodations?

- + Student must have a documented disability
- + Functional impact needs to be demonstrated. The presence of a disability does not necessarily mean student needs testing accommodations. Student's needs on a test, such as the SAT, may differ from their needs in school.
- + Must show need for the specific accommodation being requested
- + Two ways for a student to be determined eligible for College Board accommodations:
 - School verification – Some requests can be approved automatically through our school-verification system. The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file that meets the College Board *Guidelines for Documentation* e.g., formal accommodation plan for four school months, receiving accommodation on school tests for four school months)
 - Documentation Review – Other requests require documentation. The College Board reviews a student's disability documentation to determine if it meets the guidelines and if accommodations are appropriate. SSD Online tells coordinators when documentation is required, and based on the specific request, what documentation would be most helpful.
- + Separate process for State Allowed Accommodations (non reportable, state-use only scores)

Requesting College Board Accommodations For College Reportable Scores

- + **Online request process** - Log in at any time to see status of students' request or to print a list of approved students. Go to: www.collegeboard.org/ssdonline

Dashboard
Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

30 Students 25 per page ◀ ▶

Create Eligibility Roster
Submit Eligibility Form

[Create AP Nonstandard Administration Report >](#)
[How to complete AP NARs >](#)

Narrow by: AI Code ALL AI All Statuses All Accommodations All Dates [Clear all Reload](#) 🔍

Only show students with pending Applications * Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	<b style="color: #0070c0;">Doe, John (#0000000007) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	<b style="color: #0070c0;">Gray, Macy (#0000000002) OPTIONS Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING	<b style="color: #0070c0;">Rubin, Andy (#0000000010) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION	<b style="color: #0070c0;">Gibs, Joe (#0000000014) OPTIONS Requested: Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012

What is the Application Process?

1. Print a **parental consent** form and have the parent sign it
2. Go to **SSD Online** (CB Professional account required)
3. **Enter** basic student information

Before You Begin

You will need the following information to submit an accommodations request:

1. Parent or student signature.

Where a student is under 18, a signed parent agreement is required to be on file. If the student is 18 or older, the student may sign the agreement.

[Click here for a printable parent/student agreement form.](#)

2. Documentation of the student's disability and need for accommodations

In order to be eligible for accommodations on College Board tests, a student must have documentation of a disability and need for accommodations. In some cases, you will need to send the documentation to the College Board for review. Documentation requirements may vary depending on the student's disability and requested accommodations. Upon completion of the online Student Eligibility Form, you will receive a printable list of documentation requirements for the specific student.

STUDENT DETAILS > DISABILITY > ACCOMMODATIONS > DOCUMENTATION

Student Information

Click here if you need to print out the Student Information form to be completed by a Student or Parent.

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

Email:

Date of Birth: / /

Expected High School Graduation Date: /

Gender: Male Female

* Soc Sec #: - - * optional

Current School:

Mailing Address

USA, including its territories & Puerto Rico
 Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:

Home Phone:

Next Intended College Board Test

Test:

Date: /

What is the Application Process?

4. **Answer questions** about student's disability, requested accommodations, and available documentation via SSD Online

The screenshot shows a web browser window with the URL <https://ssd.collegeboard...> and a tab titled "Student Disability - ...". The page header includes the CollegeBoard logo and navigation links for "My Account" and "Logout". Below the header is a blue navigation bar with tabs for "STUDENT DETAILS", "DISABILITY", "ACCOMMODATIONS", and "DOCUMENTATION". The "DISABILITY" tab is active.

The main content area is titled "Student Disability" and contains the following text: "Please indicate the student's diagnosed disability. Check all that apply. You may view disabilities by category or alphabetically. If the student's disability is not listed, use 'Other'." Below this text are two tabs: "By Category" (selected) and "Alphabetical Listing". A link "Click to view Disability Documentation Guidelines" is also present.

The "By Category" section shows a list of disability categories with expandable sections:

- Selected Disabilities:** Diabetes
- Expand All Sections | Collapse All Sections
- ▶ Learning Disorder
- ▶ AD/HD
- ▶ Hearing
- ▶ Autism Spectrum Disorders
- ▶ Visual
- ▶ Physical/Medical (1 selected)
- ▶ Communication Disorder/Speech and Language
- ▶ Intellectual Disability
- ▼ Psychiatric
 - Generalized Anxiety Disorder
 - Panic Disorder
 - Post-Traumatic Stress Disorder
 - Depression/Depressive Disorder
 - Bipolar Disorder
 - Obsessive-Compulsive Disorder
 - Schizophrenia Spectrum Disorder
 - Oppositional Defiant Disorder
 - Tourette's Syndrome/Tic Disorder

What is the Application Process?

5. (Continued) **Answer questions** about student's disability, requested accommodations, and available documentation via SSD Online

Documentation

In order to be eligible for accommodations on College Board tests, a student must have documentation and need for accommodations. Documentation requirements may vary depending on disability and requested accommodations. In some cases, you will need to send the documentation to the College Board for review. Your answers to the following questions will help us to determine what documentation is needed for the student, and whether the documentation needs to be reviewed by the College Board.

Formal Education Plan / Program Verification

Is there a current school-generated formal educational plan/program that is approved for the student? (The plan/program must have been approved within the past 12 months.)

Yes, a current formal education plan is approved for the student.

Please indicate the type of program:

Please provide your best estimate of the date the initial (first ever) plan went into effect (even if at different school):

I know the specific date: /

I am not sure of the specific date, but it was within the last 4 months.

I don't know / remember the specific date or it was not within the past 4 months.

No, a current formal education plan is not currently approved for the student.

Evaluation Testing Verification

Your request for Extended Time based on a Disorder of Written Expression and Bipolar Disorder requires the following testing verification:

Student Accommodations

Please select only the accommodations that you are requesting on College Board tests, rather than all the accommodations that the student currently gets at the school.

Selected Accommodation: Reading Extra Time: +50%; Written Language Expression: +50%; Extra Breaks

Expand All Sections | Collapse All Sections [Click to view Accommodation Details](#)

Extended Time (2 selected)

Indicate the amount of extended time requested for each test or section type. If you are not requesting extended time for a particular test type, leave that section blank.

Test Section	+50% (time & 1/2)	+100% (double time)	Greater than +100%
Reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Language Expression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening (Foreign language and music test only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking (Foreign language test only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extra / Extended Breaks (1 selected)

Extra Breaks [?](#)

Extended Breaks [?](#)

Breaks As Needed [Why Can't I Select this? ?](#)

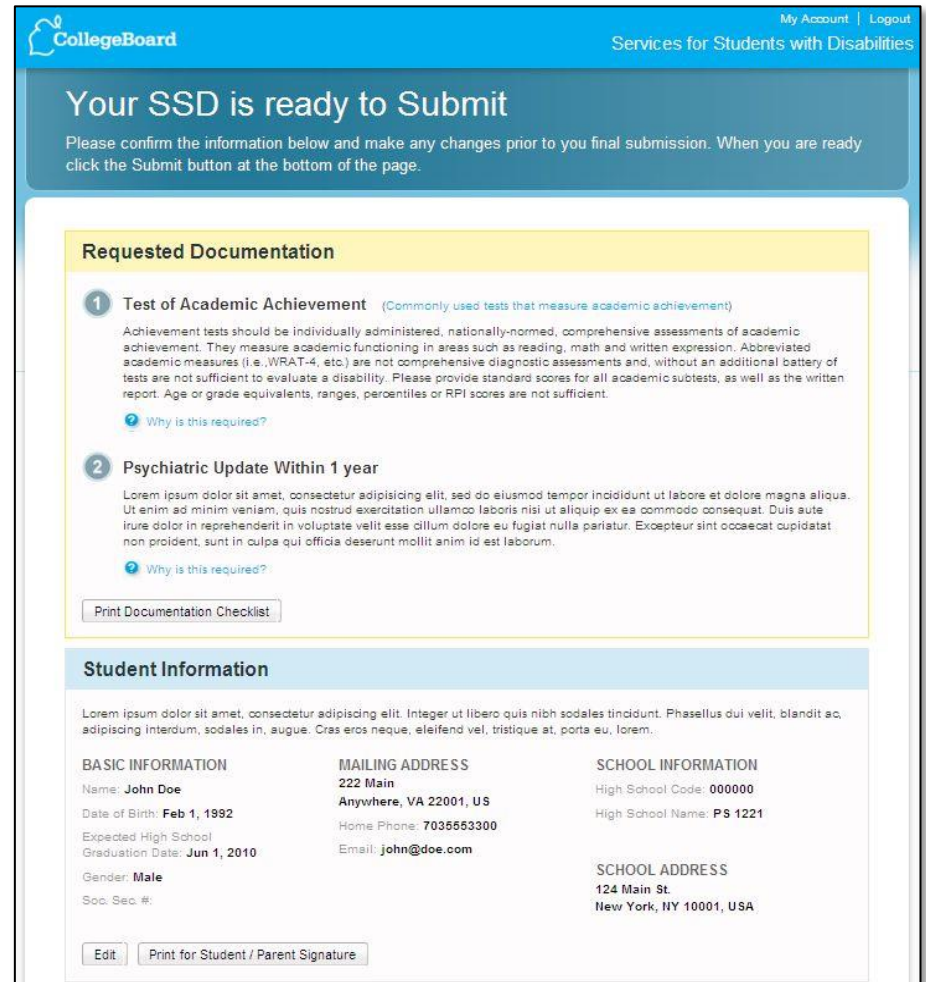
What is the Application Process?

6. **Submit** the request electronically via SSD Online

7. Review the system notification regarding any **requested documentation**

There are two ways for a student to be determined eligible for College Board accommodations:

- **School verification** – Some requests can be approved automatically through our school-verification system. The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file that meets the College Board *Guidelines for Documentation*.
- **Documentation Review** – Other requests require documentation. The College Board reviews a student's disability documentation to determine if it meets the Guidelines and if accommodations are appropriate. SSD Online tells coordinators when documentation is required, and based on the specific request, what documentation would be most helpful.



My Account | Logout
Services for Students with Disabilities

Your SSD is ready to Submit

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

Requested Documentation

- 1 Test of Academic Achievement** (Commonly used tests that measure academic achievement)
Achievement tests should be individually administered, nationally-normed, comprehensive assessments of academic achievement. They measure academic functioning in areas such as reading, math and written expression. Abbreviated academic measures (i.e., WRAT-4, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate a disability. Please provide standard scores for all academic subtests, as well as the written report. Age or grade equivalents, ranges, percentiles or RPI scores are not sufficient.
[Why is this required?](#)
- 2 Psychiatric Update Within 1 year**
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
[Why is this required?](#)

[Print Documentation Checklist](#)

Student Information

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer ut libero quis nibh sodales tincidunt. Phasellus dui velit, blandit ac, adipiscing interdum, sodales in, augue. Cras eros neque, eleifend vel, tristique at, porta eu, lorem.

BASIC INFORMATION	MAILING ADDRESS	SCHOOL INFORMATION
Name: John Doe	222 Main	High School Code: 000000
Date of Birth: Feb 1, 1992	Anywhere, VA 22001, US	High School Name: PS 1221
Expected High School Graduation Date: Jun 1, 2010	Home Phone: 7035553300	
Gender: Male	Email: john@doe.com	
Soc. Sec. #:		SCHOOL ADDRESS
		124 Main St.
		New York, NY 10001, USA

[Edit](#) [Print for Student / Parent Signature](#)

What is the Application Process?

- 8. **Submit** documentation (upload to SSD Online, fax, or mail) when required
- 9. Receive e-mail **notification** that decision has been made; log in to view decision letter

Submit Documentation [Close]

This request requires documentation to support the student's need for accommodations. Documentation can be submitted online or can be faxed to Services for Students with Disabilities. Please select from one of the options below.

To submit documentation at a later time, go back to your Dashboard and select Options next to the student's name on your Dashboard and chose your preferred method of submission.

Please note that only Adobe Acrobat .pdf documents can be submitted online at this time. Other types of documents are not currently supported and will need to be faxed.

[Upload Documentation Now](#) [Fax Documentation Now](#) [Back to Dashboard](#)

Navigation callouts:

- Navigate student to Upload Documents page
- Submit request for accommodations and navigate Coordinator to coversheet
- Submit request for accommodations and navigate Coordinator to dashboard

CollegeBoard Services for Students with Disabilities

Cover Page

The documentation required for this application is listed below. Please collect the documentation and provide it to the College Board via fax or mail. Please fill out and print this page to use as your fax cover sheet.

Cover Sheet

Student Name: **Joe Johnson**

SSD#: **221771**

High School: **Thomas Edison High School**

Grade: **11**

To: **College Board Services for Students with Disabilities**

FAX INFORMATION	SSD COORDINATOR CONTACT INFO:
Fax Number: 212.222.1221	Name: Jane Lewis
Attention: Jim Johnson	Phone: 212.222.2223
Number of pages: <input type="text"/>	Email: jlewis@school.edu
(including cover sheet)	

Accommodations – Already Approved Students

- + Students who were approved for accommodations last year, who don't have a change to their IEP, require no action.
- + Labels will be shipped for these students based on their Pre-ID in Secure Site.
- + Test Materials will be shipped for these based on their existing approved accommodation.

Changing an Accommodation Request

- + Accommodations may be changed once entered from the Options menu for the student from the Dashboard.
 - For Requests that are in Decided Status:
 - View Decision Letter
 - Create a Change Request
 - Resubmit Request
 - For Requests that are in Reopened or In-Review Status:
 - Print Cover Sheet
 - Submit Online Documentation
 - For Requests that are in Not Submitted Status:
 - Edit request
 - Delete Request



Accommodations – Changes to Previously Submitted Requests

- + Reopen the request
 - + From the Dashboard, locate the student
 - + Select “options;”
 - + Click “Change Request;”

Status	Student
DECIDED	Xerox, Fourtest (#0007554601) OPTIONS NOT Approved Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	Ssdprodtestb, Studentb (#0007000002) OPTIONS Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015

View Decision Letter
Create change Request
Resubmit Request


Accommodations – Changes to Previously Submitted Requests

- + Print, complete, and fax in the change request form to College Board's secure electronic document system.
- + The status of the request will change to Document Review and once approved, the SSD Online Dashboard will reflect the approval status.

↑
Insert this end into fax machine
Please ensure all attached pages are facing in the same direction

Cover Sheet
Use this page as your submission cover sheet.
PLEASE DO NOT ATTACH AN ADDITIONAL COVER SHEET TO THIS DOCUMENT WHEN FAXING.

Student Name: **Emily Breen**
SSD#: **0007546816**
High School: **ETS HIGH SCHOOL/MARGO MERIWETHER**
Grade: **11th Grade**

R0007546816


To: **College Board Services for Students with Disabilities**

FAX INFORMATION	SSD COORDINATOR CONTACT INFO:
Fax Number: (866) 360-0114	Name: Mithun Roy
Attention: College Board Services for Students with Disabilities	Phone:
Number of pages: <input type="text"/> (including cover sheet)	Email: mithun.roy026@gmail.com
	Fax:

SELECT REQUEST OPTION(S):

Resubmission of Previously Denied Request

Request to Add or Remove Accommodations from Approved Request

COMPLETE THIS SECTION FOR RESUBMISSION OF PREVIOUSLY DENIED REQUEST

Please check any previously denied accommodations that you wish to have re-reviewed:

EXTRA / EXTENDED BREAKS

Permission to Test Blood Sugar

Accommodation Request – State-Allowed

- + The State-Allowed Dashboard is clearly marked to remind users these scores are not college reportable.

Back to SSD Dashboard Helpful Links: | [FAQ](#)

State-Allowed Accommodations > Dashboard

i Notice

State-Allowed Accommodations (SAA) should only be used by students when College Board accommodations are not available. Use of SAA's will result in an unreportable score and student scores will not be eligible for college submission or scholarship opportunities.

Your state/district has arranged SAA's for the following College Board tests:

An SAA request must be submitted for each student that requires them. To start, click the **Request State-Allowed Accommodations** button below

0 Students 25 per page ◀ ▶

Narrow by: [Clear all](#)

SAA Request Status	Student	Submitted	Testing Status
--------------------	---------	-----------	----------------

Accommodation Request – State-Allowed

- + Enter basic student information including name, home address, date of birth, and graduation date.

Back to SSD Dashboard Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Student Information

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Notice: Your state/district has arranged SAA's for the following College Board tests:
SAT School-Day, March 1, 2015, (11th)
SAT School-Day, March 1, 2015, (12th)

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: *optional

Last Name:

* Email: *optional

Date of Birth: / /

Expected High School Graduation Date: /

Gender: Male Female

* Soc Sec #: - - *optional

Current School:

The current SSD rules to determine grade level by Expected High School Graduation Date will also apply here.

SSN is collected here for matching, but is not displayed on any users within SSD

Mailing Address

USA, including its territories & Puerto Rico
 Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:

Accommodation Request – State-Allowed

- + Confirm Student Information

CollegeBoard My Account | Logout
Services for Students with Disabilities

< Back to SSD Dashboard Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Confirm Student Information

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Please review the student information below. Click **Edit** to make any changes.

BASIC INFORMATION Name: Larry Walker Date of Birth: Jan 1, 2002 Expected High School Graduation Date: Jan, 2016 Gender: M	MAILING ADDRESS 123 Main Street Los Angeles, CA 08977 , US Email: lwalker@yahoo.com	SCHOOL INFORMATION High School Code: 051585 High School Name: WESTSIDE COMMUNITY ADULT SCHOOL SCHOOL ADDRESS 7850 Melrose Avenue Los Angeles, CA 90046, US
---	--	---

Edit **Cancel** **Save & Continue**

Accommodation Request – State-Allowed

- + Select the accommodation being requested. The list of accommodations will be specific to those approved by the state.
- + If a student has been approved for a College Board Accommodation, it will also be displayed here.

CollegeBoard My Account | Logout
Services for Students with Disabilities

< Back to SSD Dashboard Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Select Accommodations

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Choose the State-Allowed Accommodations needed by Larry Walker for the SAT School-Day March 1, 2015 test.

Note: Our records show that Larry has also requested or been approved to use the following College Board accommodations:
College Board Approved: Magnifier, Extra Breaks
Under College Board Review: Permission to Test Blood Sugar

State-Allowed Accommodations:
Click [here](#) for information on State-Allowed Accommodation mappings for your district or state.

- State-Only - Extended Time (Same Day)
- State-Only - Extended Time (Multiple Days)
- State-Only - Extra and/or Extended Breaks
- State-Only - Late Start
- State-Only - Alternate Location
- State-Only - One-to-One Testing
- State-Only - Small Group Testing
- State-Only - Reader
- State-Only - Sign Language Interpreter
- State-Only - Assistive Technology
- State-Only - Large Print Test Book (20 point)
- State Only - Braille
- State Only - Use of Bilingual Dictionary
- State-Only - Cassette Test Book
- State-Only - Computer (Word Processor For Essays)
- State-Only - Braille
- State-Only - Clarification of Directions
- State-Only - Other State Accommodations

If a LPA is similar to a College Board approved accommodation for the student, the LPA cannot be selected

Cancel Save & Exit Save & Continue

Accommodation Request – State-Allowed

- + Review and submit request.

CollegeBoard My Account | Logout
Services for Students with Disabilities

< Back to SSD Dashboard Helpful Links: Consent Form | FAQ

State-Allowed Accommodations: Review and Submit

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Student Information

Please confirm the information below and make any changes needed.

BASIC INFORMATION Name: Larry Walker Date of Birth: Jan 1, 2002 Expected High School Graduation Date: Jan, 2016 Gender: Male	MAILING ADDRESS 123 Main Street Los Angeles, CA 08927, US Email: walker@yahoo.com	SCHOOL INFORMATION High School Code: 051585 High School Name: WESTSIDE COMMUNITY ADULT SCHOOL
---	--	--

SCHOOL ADDRESS
7850 Melrose Avenue
Los Angeles, CA 90046, US

[Edit](#)

State-Allowed Accommodations

Bilingual Dictionary

[Edit](#)

Consent Form

A signed consent form is required for each student requesting State-Allowed Accommodations. The form must be signed by the student's parent/guardian, if the student is under 18, or by the student if 18 or over. The school should maintain the signed form with the student's records. It does not need to be sent to the College Board. A blank consent form can be viewed and printed at the [Consent Form for State-Allowed Accommodations](#).

Is there a signed consent form on file with the school?

Yes, I have a copy of the signed consent form on file.
 No

If you do not have a signed consent form, print the [Consent Form for State-Allowed Accommodations](#). Click the Save & Exit button, below, to save the information you have entered so far. Once you have obtained a signature, locate the student's name on the State-Allowed Accommodations dashboard, and select "Edit State-Allowed Accommodation Request" next to the student's name, to submit the request.

Confirming Information

I verify that the information provided in my responses above is true and accurate. I also acknowledge that I am aware that because State-Allowed Accommodations are not reviewed or approved by the College Board's Services for Students with Disabilities, the student's scores for the [test] [state] test administration will not be reported to the student, to colleges, or for scholarship opportunities.

68 [Save & Exit](#) [Submit](#)

Administration Activities

- Receive Test Materials
- Test Day
- Return Test Materials

Test Materials Delivery

- + Test Materials will ship to schools to arrive no later than **3/23/17**.
- + Delivery dates will be adjusted for spring break schedules if needed.
- + Standard test materials will be addressed to the Test Center Supervisor.
- + Non-Standard test materials will be shipped to the SSD Coordinator.
- + Test materials must be stored securely, in school safe, once delivered.
 - + Check contents of boxes within 24 hours of delivery using packing lists.
 - + Contact College Board immediately if there is a problem with your shipment – see the Test Center Supervisor’s Manual for specific instructions.
 - + Check materials daily until test day.
 - + Contact College Board immediately if materials show evidence of tampering.

Tracking Materials

- + Tracking numbers will be made available on the Material Order Summary Report under the Assessment Registration and Material Orders menu in Secure Site at www.michigan.gov/baa-secure.
 - Log on to the Secure Site at www.michigan.gov/baa-secure with your MEIS login and password.
 - Select Material Order Reports from the Material Orders menu under the Assessment Registration menu
 - Select the Test Cycle, ISD, District and School. If a district level user, you are not required to select a school and can search by district.
 - Click the View Report button at the bottom right. The orders will be listed under the Search Results with a tracking link to the far right.

Test Day

- + We are working to improve test day rosters for all testers. More information will be available closer to test day.
- + Make sure you have the printed manuals with you on test day for quick and easy reference.
- + When distributing answer sheets be sure you are distributing the answer sheet to the correct student.
- + After collecting test books and answer sheets, review key information to prevent delays in scoring
 - + Secure the test books
 - + Check student names match the pre-id label
 - + Check the AI or test center code has been correctly bubbled
 - + Make a copy of your rosters
 - + Respond to the Makeup Request Email

Test Materials Return - SAT

- + The day before testing, the Test Center Supervisor will receive an email with information about the test materials pick-up by UPS.
 - + The email will include a confirmation number along with the date and time of the pick-up.
 - + If this service is not available in your area, Supervisors will receive an email with alternate directions for returning their materials.
- + Before returning answer sheets, verify it includes the correct student label.
- + Detailed instructions will be provided for returning materials after the primary test date, the accommodated testing window, and the makeup test date.
- + Follow packing and addressing instructions exactly
 - + Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.
 - + Errors in packing or shipping will lead to score delays for students.
 - + If you have any questions, contact TAS for assistance.

Test Materials Return - SAT

RETURNING

Used Answer Sheets and Forms

Assemble and pack materials 1-7 in the sequence shown. SSD Coordinators: Follow instructions given in Section G of *The SAT School Day Testing Manual*.

- 7 Test Supervisor's Report Form
- 6 Annotated online rosters (including nonstandard test-takers)
- 5 Green Envelope
- 4 Gray Envelope
- 3 Ancillary items not included in all test administrations
- 2 Large-block used answer sheets
- 1 Regular used answer sheets

Green Envelope

Include only:

- School Day Test-Day Registration Book
- Test material form
- Registration form from students registering on test day
- Eligibility Approval Letters for students with disabilities

Gray Envelope

Include only:

- Testing Room Materials Report/Seating Charts
- SAT® Testing Hall Agreement form
- Supervisor's Integrity Report (SIR)
- Deleted test books
- Request to Cancel Test Score form

Ancillary Items

The following items will occasionally be associated with an administration, and must be placed on top of the used answer sheets:

- White Envelope containing test books with answer sheets and associated used answer sheets
- Used answer sheets with replaced marks
- Test books containing answers that must be transmitted (due to malfunction or defective answer sheet)

UPS Return Label

Note this tracking number for your records

Note reference number for your records

Print your center name and number here

Print this box number and total number of boxes being sent (e.g., Box 1 of 2)

Prelabeled Shipping Box or Envelope

PSM ADMIN/TCR Return Label

- Use the prelabeled courier return box/envelope that came with your test materials. Do not cover preprietary labels with another label, or place another label on the same box.
- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples. Do not wrap them in anything.

3

RETURNING

Test Books and Unused Answer Sheets

- 1 **PACK**
 - Use cartons from original test materials shipment.
 - Include only the items shown below.
- 2 **SEAL**
 - Use supplied tape
 - Remove, cover, or cross out the original shipping labels
- 3 **LABEL**
 - Use supplied preprinted TR RETURNS labels. (Supplied labels may be different from sample shown here.)
 - Do not put two return labels on one box, or cover a return label with another label. Place new label on box.
 - Write down tracking number for your records.
 - If your label is missing, ship by traceable courier to:
Inbound Processing Center
290 Ludlow Drive
Ewing, NJ 08638
- 4 **SHIP**
 - Call 1-800-PICK-UPS to arrange for pickup during regular school steps or to schedule a special pickup
 - OR
 - Place the prelabeled package in a UPS drop box
 - OR
 - Take the package to any UPS customer center

SMALL BOX

LARGE BOX

Tape should extend at least 3 inches

Use large, 19-inch cartons; place tape around the perimeter

SAMPLE LABEL

Peel the label from its backing and place on box or envelope

Note this tracking number for your records

Print this box number and total number of boxes being sent (e.g., Box 1 of 2)

Print your center name and number here

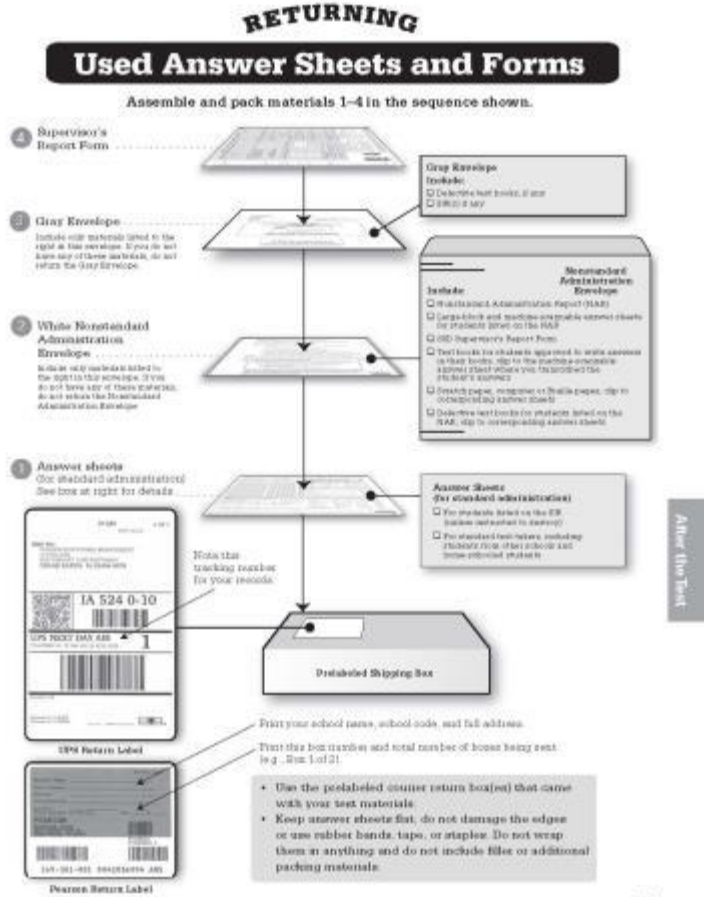
Note reference number for your records

IMPORTANT NOTES:

- Do not put answer sheets inside test books.
- For more information about returning materials, see *The SAT School Day Testing Manual*.

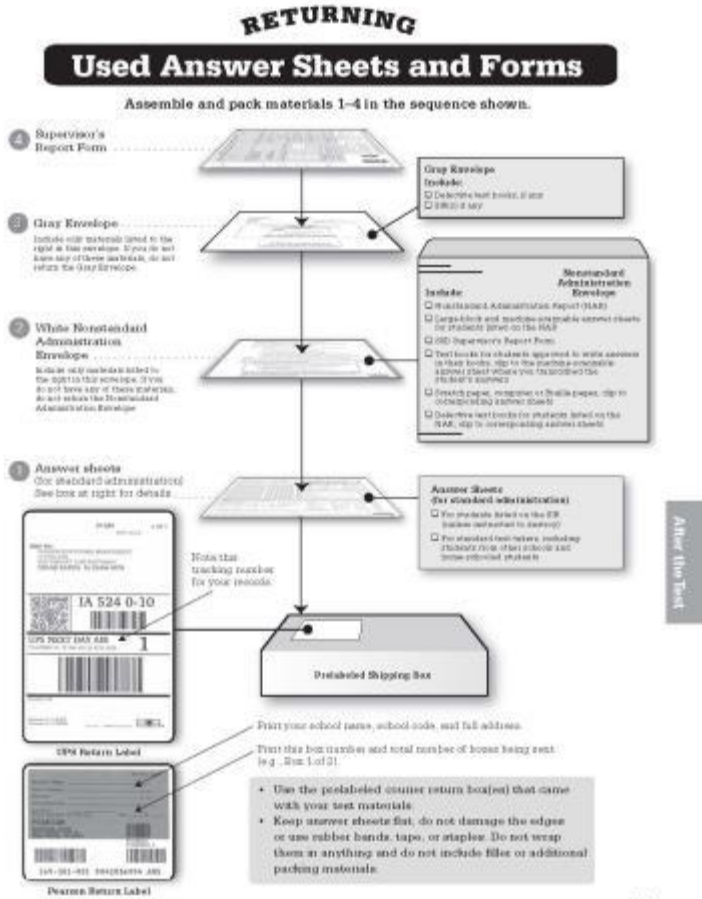
4

Test Materials Return – PSAT 10



- Follow the instructions in the PSAT 10 Supervisor's Manual regarding the order in which to pack answer sheets and related materials in the pre-labeled courier box(es)
- Note: [Test books for PSAT 10 do not need to be returned](#). Follow the instructions in the Supervisor's Manual to store any used test books securely for use in review with students when score reports are returned.
- Schools will need to return test materials separately for each assessment. Refer to each test's Supervisor's Manual to ensure that your materials are returned correctly.

Test Materials Return – PSAT 8/9



- Follow the instructions in the PSAT 8/9 Supervisor’s Manual regarding the order in which to pack answer sheets and related materials in the pre-labeled courier box(es)
- A pre-paid UPS label will be included in your test materials shipment to be used to return all used and unused test books.
- Schools will need to return test materials separately for each assessment. Refer to each test’s Supervisor’s Manual to ensure that your materials are returned correctly.

Post-Administration Activities

- Identify and Report Students for Makeup
- Score Reporting

SAT Makeup Test Date

- + Students, not testing in the two week accommodated window, who miss the primary test date will test on **4/25/17**.
- + After the primary test day, Test Center Supervisors will be emailed requesting a count of the students requiring makeup materials.
 - + Schools must respond to the makeup email by **4/13/17** in order to receive materials.
 - + These students must be Pre-ID'd in the Secure Site before testing and schools must generate a Pre-ID label onsite to affix to the answer sheet.
 - + Use the answer sheets with labels, left over from the primary test date, for the makeup test date.
 - + College Board will ship a supply of blank labels so schools can generate labels on site for test takers.
- + New SAT test books will be sent for all students testing on the makeup test date.

PSAT 8/9 and PSAT 10 Makeup Test Day

- + Schools may test students who miss the primary test date on either **4/25/17 or 4/26/17**.
- + Unused and/or test material overages from the primary test date will remain onsite to be used during the makeup administration.
- + After the primary test day, Test Center Supervisors will be emailed requesting a count of the students requiring makeup materials.
 - + Schools must respond to the makeup email by **4/13/17** in order to receive any additional materials that are needed.
 - + These students must be Pre-ID'd in the Secure Site before testing and schools must generate a Pre-ID label onsite to affix to the answer sheet.
 - + Use the labels left over from the primary test date for the makeup test date.
 - + College Board will ship a supply of blank labels so schools can generate labels on site for test takers.

Score Reporting

- + To ensure timely reporting, all students must be pre-ID'd before testing and all answer sheets must be shipped by **4/28/17**
- + College Board reporting will be available for students and educators via the Score Reporting Portal.
- + There may be variations between the College Board portal and the MDE Secure Site
 - + The number of students tested will vary since the College Board portal only includes students with valid test scores and will not include scores for students who opted to cancel their test scores, had their scores canceled due to a testing irregularity or if their score is on hold.
 - + The participation numbers shown in the portal are provided for informational purposes only and use the most recent federal statistics for enrollment. They do not reflect your actual student participation.

Student Activities

- [Create an Account](#)
- [Khan Academy](#)
- [Score Sends](#)
- [Fee Waivers \(eligible students only\)](#)

Student Activities – Creating a College Board Account

- + Go to collegeboard.org and complete the requested information.

The screenshot shows the College Board website's navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. Below the navigation bar is the College Board logo and a secondary menu with links for About Us, Advocacy, Membership, News & Press, and Research. The main content area features a sign-in/sign-up form on the left with fields for Username and Password, and buttons for Sign In and Sign Up. A red circle highlights the Sign Up button, with a red arrow pointing to a larger, semi-transparent overlay window. This overlay window displays the 'Create Your College Board Account' page, which includes the text 'To get started please tell us a little more about yourself,' followed by a radio button selection: 'I am a Student Or an Education Professional'. The word 'Student' is circled in red, and a red arrow points from the 'Sign Up' button on the main page to this selection.

Practice - Khan Academy Road to Success

- + Khan Academy is designed to engage students in 30 minutes of productive practice on a daily basis.
 - All questions in the Khan platform meet SAT test specifications.
 - Four full-length SAT practice tests are available.
- + Practice is focused on priority areas.
 - Khan question format and design mirrors the design/format of the online SAT.
 - Each question will provide answer explanations, step-by-step solution, and hints.
 - Coming soon, students will be able to write an essay, have it scored in Khan Academy and receive feedback about their essay.

Practice Resources for Accommodated Testers

- + Practice tests for assistive technology can be found at:
<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology>
- + Practice tests for MP3 audio can be found at:
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations>
- + Practice tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or ssd@info.collegeboard.org.

Reporting Scores to Colleges & Scholarship Organizations

- + All students who take the SAT are eligible for 4 free “score sends”.
- + Free score sends can be added to a student’s registration at the time of registration.
- + Students have until 9 days after the administration to add free score sends to their registration. Students must complete their free score sends by **4/20/17**.
- + After the deadline students are still able to have their scores sent to colleges and scholarship organizations for a fee
- + Students who have a College Board account and provided us with an email address will receive email reminders.

Sending Scores – Login to College Board Account

The screenshot shows the College Board website interface. At the top, there is a navigation bar with the College Board logo and links for SAT, PSAT/NMSQT, AP, College Search, Professionals, and More. A search bar and a user profile icon are located in the top right corner, both highlighted with red circles. Below the navigation bar, there are links for About Us, Advocacy, Membership, News & Press, and Research. On the left side, a user profile menu is visible, with the 'My SAT' link highlighted by a red circle. The main content area features a large banner for 'Attend a Counselor Workshop' with a 'Learn More' button. To the right, there is a 'Top Searches' section with links for AP Awards, CLEP Registration, College Packing List, and ACCUPLACER Practice. Below the banner, there is a 'College Search' section with a search input field. At the bottom, there are four colored tabs: Students (pink), AP Central (green), Education Professionals (teal), and College Planning (blue). Below these tabs, there are three columns of content: 'More to Explore' with links for SAT and PSAT/NMSQT; 'Initiatives' with links for PSAT/NMSQT and PSAT 10; and 'Events' with links for Free Counselor Workshops, College Board Institute on Financial Aid, and College Board Forum.

Sending Scores – Send Available Scores



MY SAT

Need Help?

Hi, Sharon

[Update My Info](#) | [Sign Out](#)

You have 2 messages

Send scores to colleges and scholarship programs

Sending official SAT score reports is the only way to ensure that colleges and scholarship programs receive your scores.

[Send Available Scores Now](#) →

Register for the SAT:

The SAT is the one test that shows colleges what you know and *what you know you can do*.

[Register for the SAT](#) →



Sending Scores – Finding Colleges & Scholarships

To create your score recipient list, search for the colleges and scholarship programs to which you want to send your scores.

The screenshot shows a web interface titled "Find Colleges and Scholarship Programs". At the top, there are two radio buttons: "Search for Colleges and Scholarships" (selected) and "Show My Previous Selections". Below this is a search area with a text input field containing "Start College" and a dropdown menu for "State" set to "Texas". To the right of the state dropdown is a "More Search Options" link with a small upward arrow. Below the search area is a "Start by typing the school or the scholarship name. Avoid typing 'college' or 'university' - it will take you longer to locate specific schools and programs." instruction. To the right of this instruction is a "Search" button, which is circled with a red "1". Below the search area are two columns: "All available Recipients" on the left and "Your Selected Recipients:" on the right. The "All available Recipients" column is empty. The "Your Selected Recipients:" column contains two items: "GO UNIVERSITY, WEBSTER, TX" and "START COLLEGE, AUSTIN, TX". Between the two columns are two buttons: "Add >" and "< Remove". The "Add >" button is circled with a red "2", and the "< Remove" button is circled with a red "3". At the bottom right of the interface are "Cancel" and "Continue" buttons.

1. You can search for college and scholarship information by name and state.

2. Click "Add" to move a search result to your list.

3. Click "Remove" if you change your mind about an item on your list.

Sending Scores – Review Selections

Before you send your scores, you can review your selections.

Send Scores

achieve more
SAT

✓ Build Your Score Recipient List **Review Order**

Review Your Selected College and Scholarship Program Recipients

Your Score Recipients	(Remove all)	Test Scores To Send	Delivery Method	Price
GO UNIVERSITY	(Remove)	Your Selected Scores	Mail	FREE
START COLLEGE	(Remove)	Your Selected Scores	Mail	FREE

Review all of the scores you've selected to send on a single page.

SubTotal:	\$0.00
Shipping Total:	\$0.00
Total:	\$0.00

Cancel Make Changes to Your Order **Continue**

Make sure that you have selected the correct scores to send to all of your specified recipients.

Click on "Continue" to complete your order.

Sending Scores - Confirmation

Congratulations! Your scores have been sent. You may want to print a copy of your order so you can share it with your school counselor.

Your SAT Score Reports will be sent soon..
Here are your next steps.

achieve more
SAT

Step 1 Print Your Order

SCORE REPORT RECIPIENTS	SCORE IN REPORT	DELIVERY METHOD	REPORT PRICE
Begin University	Your Selected Scores	2-4 Weeks	FREE
Go University	All Scores	2-4 Weeks	FREE
Launch Community College	Your Selected Scores	1-2 Weeks	FREE
Start College	All Scores	1-2 Weeks	FREE
TOTAL:			FREE

Print Your Order Invoice

Edit this Send Report

Review Your Send History

Step 2 Connect with the colleges and scholarship programs that have been matched to your College Profile

Your College Profile is **70%** complete

See All My Profile Matches

Review My College Profile


Click on "Print Your Order Invoice" to print a copy of your invoice for your records.

Note: You can view your send score history by clicking "Review Your Send History."

Sending Scores – Send Score History

You can view a cumulative list of all the scores that you have sent by clicking on the link in the My SAT home page. Below is what a sample send score history report looks like.

My Send Score History



[Print History](#) [Return to My SAT](#)

Review Your Complete Send Score History

GO UNIVERSITY

We sent the following scores on October 22, 2008

Selected Tests	Sections & Scores
The SAT Test - October 2008	Critical Reading 640 Math 490 Writing 540
The SAT Test - October 2007	Critical Reading 570 Math 570 Writing 550

START COLLEGE

We sent the following scores on October 24, 2007

SAT School Day Fee Waivers

- + Eligible Students can receive the SAT School Day Fee Waiver
 - + These cards are sent to the Principal at School Day schools in mid-to-late February.
 - + Schools distribute them to eligible students
- + With an SAT School Day Score Reporting Fee Waiver, students receive:
 - + 4 free score sends to use at any time (fee waiver code required)
 - + Access to the Question and Answer Service for the April School Day administration by calling Customer Service (fee waiver code required)
 - + 4 College Application Fee Waivers, delivered automatically to the student's online account in August 2017
 - + *Students will only get 4 additional score sends and 4 college application fee waivers TOTAL.*

Fee Waivers – SAT School Day

- + School Day Fee waivers are only for kids that participate in SAT School Day.

	School Day Fee Waiver
Delivery Timing	Late March-Early April
How many?	Estimated number
Benefits	<ul style="list-style-type: none"> • 4 Additional Score Sends • 4 College Application Fee Waivers • Question and Answer Service

**Students will only get 4 additional score sends and 4 college application fee waivers TOTAL.

2016–2017
**SAT® School Day
Fee Waiver —
SAT Services**

BARCODE
PLACEMENT
DO NOT PRINT

SAT® School Day students who are eligible for SAT fee waivers can qualify for the following benefits:

- Four additional score reports over the user's testing lifetime (maximum value, \$48)
- Four college application fee waivers to use in applying to participating colleges for free, delivered directly to high school seniors
- Free Student Answer Service (SAS) or Question-and-Answer Service (QAS) (maximum value, \$18)

All required fields must be completed for this card to be accepted as valid.

1. TO BE COMPLETED BY COUNSELOR (REQUIRED)

Enter your College Board HIGH SCHOOL CODE.
This must be included to create a valid 12-digit fee-waiver code.

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Important: This 12-digit fee-waiver code is good only for ordering SAS/QAS and up to four additional score reports. Do not use this card for registration purposes.

Counselor's Name (REQUIRED — please print) _____

Counselor's Signature (REQUIRED) _____

By signing, I confirm that the student listed below meets one or more of the following eligibility requirements to receive an SAT fee waiver. I also acknowledge that fee-waiver eligibility may be audited.

Fill in the ovals that apply (REQUIRED)

- The student is enrolled in or eligible for the National School Lunch Program (NSLP).
- The student is enrolled in a federal, state, or local program that aids students from low-income families (for example, a TRIO program such as Upward Bound).
- The student's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service (provided at sat.org/fee-waivers).
- The student's family receives public assistance.
- The student lives in federally subsidized public housing or a foster home, or is homeless.
- The student is a ward of the state or an orphan.

2. TO BE COMPLETED BY ELIGIBLE STUDENT (REQUIRED)

Student's Name (REQUIRED — please print) _____

Student's Signature (REQUIRED) _____

By signing and submitting this card, I confirm that I am eligible to use an SAT fee waiver, as outlined in the 2016–17 SAT® and SAT Subject Tests® Fee Waivers Student Brochure and online at sat.org/fee-waivers. See your counselor if you need a fee waiver to register for an SAT Saturday/Sunday administration.

Fee Waivers – SAT & SAT Subject Tests

- + Students who qualify for SAT School Day Fee Waivers are eligible for the additional benefits of the SAT Fee Waiver

	SAT Fee Waiver
Delivery Timing	August
How many?	Past usage
Benefits	<ul style="list-style-type: none"> • 2 SAT Weekend Admins • Up to 6 SAT Subject Tests • 4 Additional Score Sends • 4 College Application Fee Waivers • Question and Answer Service

**Students will only get 4 additional score sends and 4 college application fee waivers TOTAL.

2016-2017

The SAT[®] and SAT Subject Tests[™] Fee Waiver

This fee waiver covers the administrations of the SAT[®] and SAT Subject Tests[™] listed on the back. All required fields must be completed for this card to be accepted as valid payment for test fees. Incomplete cards will be returned unprocessed. See *The SAT and SAT Subject Tests Fee Waivers Counselor Guide* for instructions.

Maximum value of fees waived (per card):

SAT.....\$57.00 Question-and-Answer
 SAT Subject Tests.....\$92.00 or Student Answer Service.....\$18

Use of a fee waiver also includes coverage of four additional score reports over the user's testing lifetime (up to \$48 for 2016-17). This card does not cover Waitlist Status or change fees.

1. TO BE COMPLETED BY COUNSELOR (REQUIRED)

Enter your College Board HIGH SCHOOL CODE/AGENCY CODE. This must be included to create a valid 12-digit code.

--	--	--	--	--	--	--	--	--	--	--	--

Important: This 12-digit fee-waiver code is good for only one registration, and it can be used to register for the SAT (including the Essay) or up to three SAT Subject Tests on a single test day.

Counselor's Name (REQUIRED — please print) _____

Counselor's Signature (REQUIRED) _____

By signing, I confirm that the student listed below meets one or more of the following eligibility requirements to receive an SAT fee waiver. I also acknowledge that fee-waiver eligibility may be audited.

Fill in the ovals that apply (REQUIRED)

The student is enrolled in or eligible for the National School Lunch Program (NSLP)

The student is enrolled in a federal, state, or local program that aids students from low-income families (for example, a TRIO program such as Upward Bound)

The student's annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service (provided at sat.org/fee-waivers)

The student's family receives public assistance.

The student lives in federally subsidized public housing or a foster home, or is homeless.

The student is a ward of the state or an orphan.

2. TO BE COMPLETED BY ELIGIBLE STUDENT (REQUIRED)

Valid from Aug. 9, 2016, through Aug. 15, 2017

Student's Name (REQUIRED — please print) _____

Student's Signature (REQUIRED) _____

By signing and submitting this card, I confirm that I am eligible to use an SAT fee waiver, as outlined in the 2016-17 The SAT[®] and the SAT Subject Tests[™] Fee Waivers Student Brochure and at sat.org/fee-waivers. I understand that if any portion of this card is not completed, my registration will be returned unprocessed.

DETAILED INSTRUCTIONS ON REVERSE SIDE ►

Resources

- + See our website for Michigan-specific information and materials.
www.collegeboard.org/Michigan

- + Michigan Support Line
(866) 870-3127 (select Option 1) or email
michiganadministratorsupport@collegeboard.org

- + Contact our Michigan Field Team
 - Sarah Thaler sthaler@collegeboard.org
 - Jason Feig jfeig@collegeboard.org
 - Ted Gardella tgardella@collegeboard.org

- + Weekly Spotlight

Questions

