# Using SAT Rosters

**Brought to you by the College Board**

Spring 2017

CollegeBoard

# Agenda

Our goal today is to review the rosters available for the Spring 2017 SAT administration.

- ➢ Online Attendance Roster

- ➢ Nonstandard Administration Report

- ➢ Q&A

# Roster Tools

**Selecting the right roster**

- Online Attendance Roster
  - Used by the Test Center Supervisor
  - Used to plan rooms and track students testing on test day
  - Access online after receiving an email from Educational Testing Service (email.ets.org)
  - Only available for SAT
  - Not the same as the Roster Report in the K12 Reporting Portal

- Nonstandard Administration Report (NAR)
  - Used by the SSD Coordinator
  - Used to plan rooms and confirm students approved for accommodations for test day
  - Access online through the SSD Online System
  - Available for PSAT 8/9, PSAT 10, and SAT

# Roster Tools

**Help with PSAT Room Planning**

- The number of students on the online attendance roster and the NAR should equal the number of students pre-ID'd in the Secure Site.

- Educators can download a Pre-ID Student Report from the Secure Site (instructions are on the next slide).

- For PSAT test center supervisors, the Pre-ID Student Report can provide a roster of all students testing.  In coordination with the NAR, these lists can assist in the production of individual room rosters.

- Rosters for PSAT 8/9 and PSAT 10 are for local use only.  They are not returned to the College Board.  Therefore, feel free to develop room rosters in whatever way is convenient for you.

# Pre-ID Student Report

- After pre-identifying students for an assessment, you can run a report of students pre-identified for the Test Cycle or Test Period.

1. Log in to the Secure Site.

2. From the menu at the top, select the Assessment Registration, Pre ID, and then Pre-ID Student Report.

3. Select the ISD and District from the drop down boxes. If you do not have "district level" access, you will be required to select a school or your school may already be prepopulated based on your access.

4. Select the test period from the Test Period dropdown OR select the test cycle from the Test Cycle drop down.

   a. Test Cycles are the individual assessments, for example M-STEP.

   b. Test Periods are:

      •SAT, M-STEP and MI-Access test cycles are in the "Spring" test period.

      •PSAT 9 and 10 are in "Spring PSAT" test period.

5. Click the Search button at the bottom right. A list of students pre-identified for the selected Test Period or Test Cycle selected will be displayed.

6. Once the report is displayed, you can review it on the screen, you can use the Print button at the bottom right to print it or use the Download button also located at the bottom right to download into a spreadsheet.

# Online Attendance Roster

**For the Test Center Supervisor**

# Online Attendance Roster

**For Test Center Supervisors**

- The online attendance roster will be used by the SAT Test Center Supervisor

- Students will test with either purple or pink test books

- Students that appear on the roster will test on either the initial test date or the makeup test date.

- The students that will appear on the Online Attendance Roster include:

  - Standard Room: students testing without accommodations

  - Nonstandard room: students testing with accommodations such as extra/extended breaks or 50% extended time (math only), 50% extended time (essay only), small group, four-function calculator, permission to test blood sugar, etc.
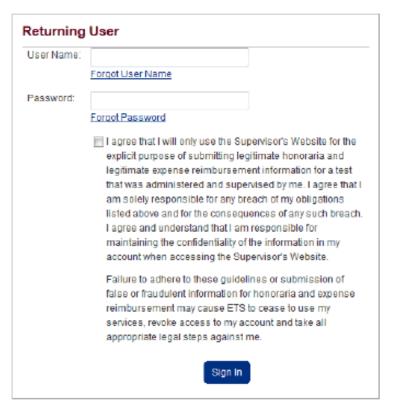
# Before Test Day

**Use the roster to:**

- Refine the number of testing rooms needed, especially for nonstandard test-takers.

- Check your testing materials when you receive them to make sure that sufficient materials have been sent and no damage has occurred.

# Accessing the Roster

## Look for the roster notification email

- Look for the SAT School Day – Online Roster Access email from Educational Testing Service (ETS)
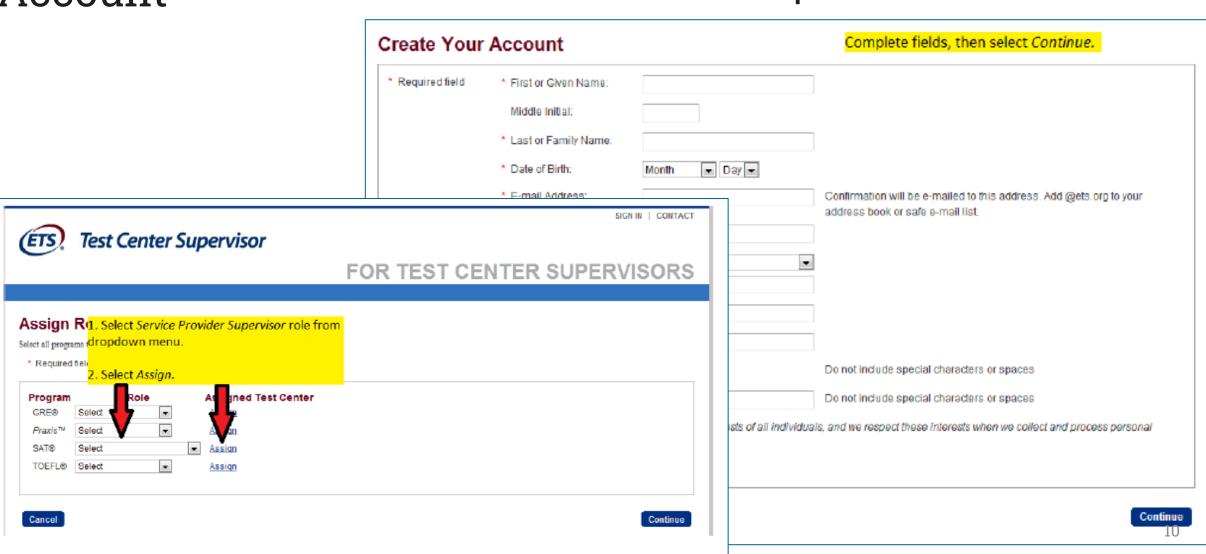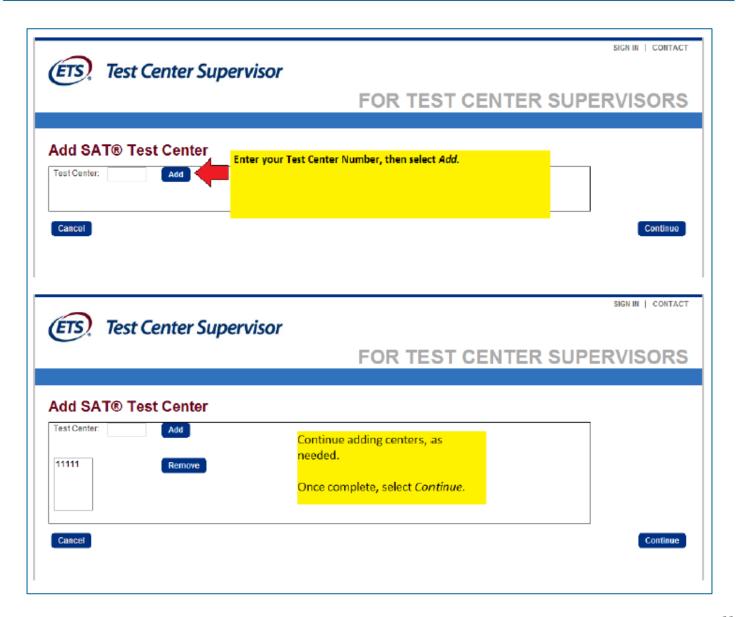- Sign up as a new user

**Sign Into Your Account**

**Returning User**

User Name: _____

Forgot User Name

Password: _____

Forgot Password

☐ I agree that I will only use the Supervisor's Website for the explicit purpose of submitting legitimate honoraria and legitimate expense reimbursement information for a test that was administered and supervised by me. I agree that I am solely responsible for any breach of my obligations listed above and for the consequences of any such breach. I agree and understand that I am responsible for maintaining the confidentiality of the information in my account when accessing the Supervisor's Website.

Failure to adhere to these guidelines or submission of false or fraudulent information for honoraria and expense reimbursement may cause ETS to cease to use my services, revoke access to my account and take all appropriate legal steps against me.

Sign In

**New User**

- Submit Voucher online
- Add new staff online
- Access training material and updates
- Submit comment form online
- Submit Test Center Master Form (Test Center Supervisors only)

Sign Up

Select Sign Up

# Create Your Account

- Provide information to create your account.
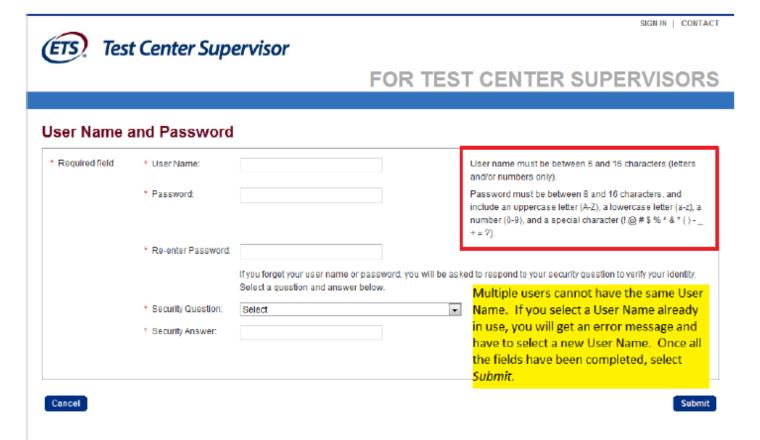- Select **Service Provider Supervisor** as role

# Create Your Account

- Enter your 5-digit test center number.
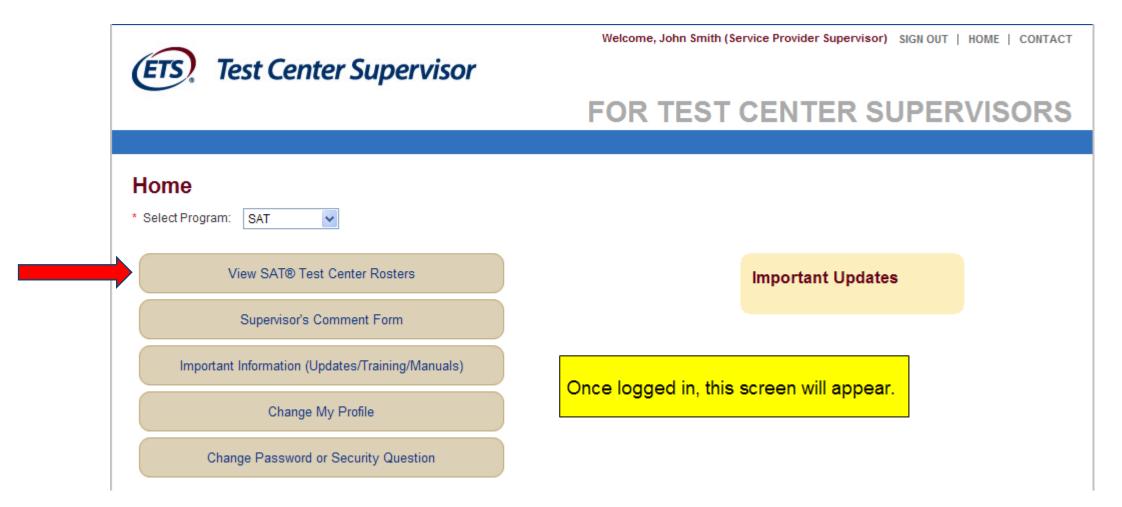
# Create Your Account

- Create your user name and password.

- You'll receive an on-screen confirmation that your account was created.

- You will also receive two emails:
  - One to confirm ETS has received your account information and request for access
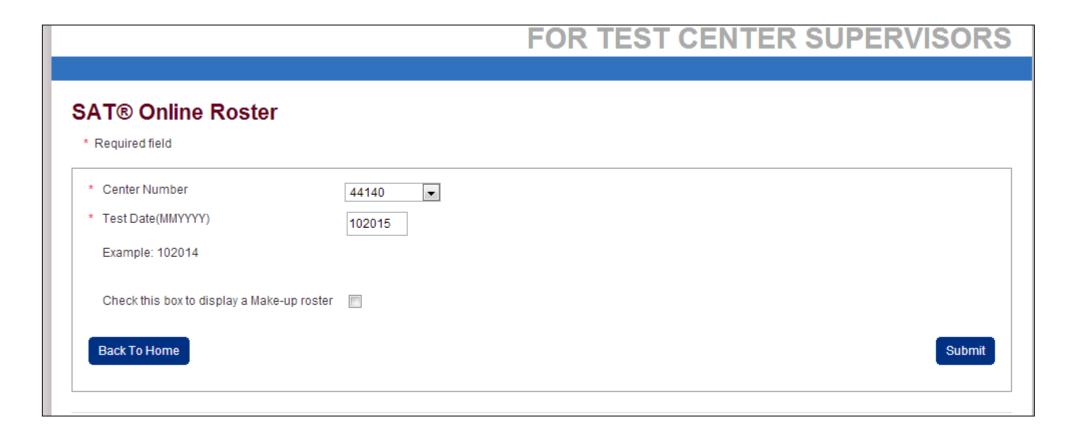  - One to confirm you have access to the roster

# Login to Access the Roster

- Select **SAT** as the Program
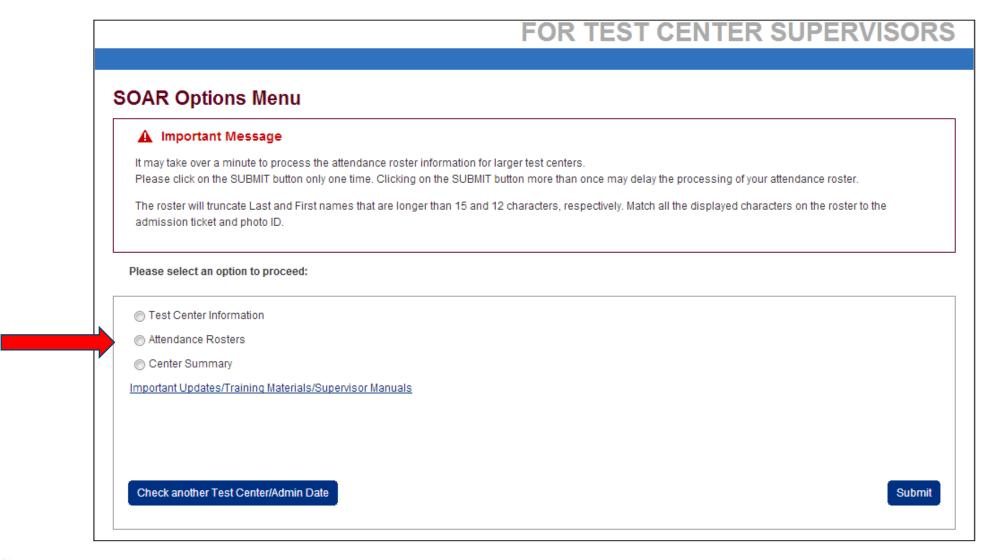- Choose **View SAT Test Center Rosters**

# Access the Roster

- Select your School Day Test Center Number
- Enter the month and year of your test **042017** (April 2017)

# Access the Roster

- Choose Attendance Rosters

## SOAR Options Menu

⚠️ **Important Message**

It may take over a minute to process the attendance roster information for larger test centers.
Please click on the SUBMIT button only one time. Clicking on the SUBMIT button more than once may delay the processing of your attendance roster.

The roster will truncate Last and First names that are longer than 15 and 12 characters, respectively. Match all the displayed characters on the roster to the admission ticket and photo ID.

Please select an option to proceed:

- ⊙ Test Center Information
- ⊙ Attendance Rosters
- ⊙ Center Summary

Important Updates/Training Materials/Supervisor Manuals

Check another Test Center/Admin Date

Submit

# Summary of Rosters

- You'll have access to the standard and non-standard rosters
  - Summary
  - Detail
- There is no separate "makeup" roster. You must track which students missed the initial administration to create a roster for makeup testing.

# Summary View

- The summary includes a "Group Type" to help you determine how many types of rooms you need to plan for, as well as the number of test-takers for each type.

| Category Type | Registered | Waitlist | Group Type |
|---|---|---|---|
| SAT | 39 | 0 | A1 |
| SAT with Essay | 0 | 0 | |
| SAT Subject Tests | 0 | 0 | |

| Category Type | Registered | Waitlist | Group Type |
|---|---|---|---|
| SAT - No extra time or breaks<br>Approved for small group, test blood sugar, etc | 4 | 0 | T1 |
| SAT - Extended Time (includes extra breaks)<br>Not approved for extended breaks | 2 | 0 | T5 |
| SAT - Extended Time in Math only<br>Not approved for extended breaks. | 1 | 0 | T7 |
| SAT - Extended Time in Math only and Extended Breaks | 1 | 0 | T8 |

# Marking the Roster

- Write the letter "P" next to each student who is present.

- Check the "Verify ID" column if the student is unknown to you.

- Later, when consolidating rosters, write the letter "A" next to absent students.

- For a student that does not appear on the roster, pre-ID the student in the Secure Site, and write the student's name, date of birth, address and phone number at the bottom of the roster and check the appropriate columns.

| | Student's Name | | | Registration Number | P-Present/ A-Absent / X-No Entry | Date Of Birth | Sex | Photo Required | Age 21 and Over | Verify ID | Verify Admin Ticket | High School Code | Opt Out Of Essay |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Last | First | M.I. | | | | | | | | | | |
| 1 * | COHEN | SAYAK | | 00428 32848 | | 05/11/ 2001 | M | N | N | | | 0000 03 | |
| 2 * | HULETT | NICHOLAS | H | 00428 32844 | | 10/02/ 1999 | M | N | N | | | 1444 30 | |

# Marking the Roster

**Associate Supervisor's Responsibility**

- In the non-standard rooms, the associate supervisor must
  - annotate the Roster to include all accommodations used by each test-taker.
  - add any approved accommodations other than those listed, specify the accommodation if provided to the student
  - note his or her own name on the Roster,
  - make copies of the nonstandard pages of the Roster, and give them to the supervisor for return in the gray envelope.

# Decoding Non-standard Accommodations

| 056 | Other assistance — SSD staff will confirm |
| 066 | Auditory amplification |

Students with any of these accommodations must be tested in the nonstandard testing room. Extended-time accommodations are applied depending on the test taken.

| Code | Accommodation |
|------|---------------|
| 039 | Extended breaks |
| 040 | Extra breaks |
| 068 | Permission to test |
| 069 | Small group setting |

| Code | Extended Time Accommodation |
|------|---------------|
| 016 | 50% Reading extended time |

(Group Type: T8)

ET = 50% extended time

NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted. If a test taker chooses to opt in or out of the essay at check in, please indicate by making an X in the "Opt Into Essay / Opt Out Of Essay" column.

| Student's Name | | | Registration Number | P-Present/A-Absent/X-No Entry | Date Of Birth | Sex | Photo Required | Age 21 and Over | Verify ID | Verify Admin Ticket | High School Code | Opt Into Essay |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Last | First | M.I. | | | | | | | | | | |
| SNOWDEN Has accommodations: ET=MATH ONLY 039, 018 | RICHARD | | 004283 4497 | | 05/13/ 1997 | M | N | N | | | 4721 10 | |

Note – some students may receive extended time on the entire test or, on specific sections. The roster and decoder will indicate this →
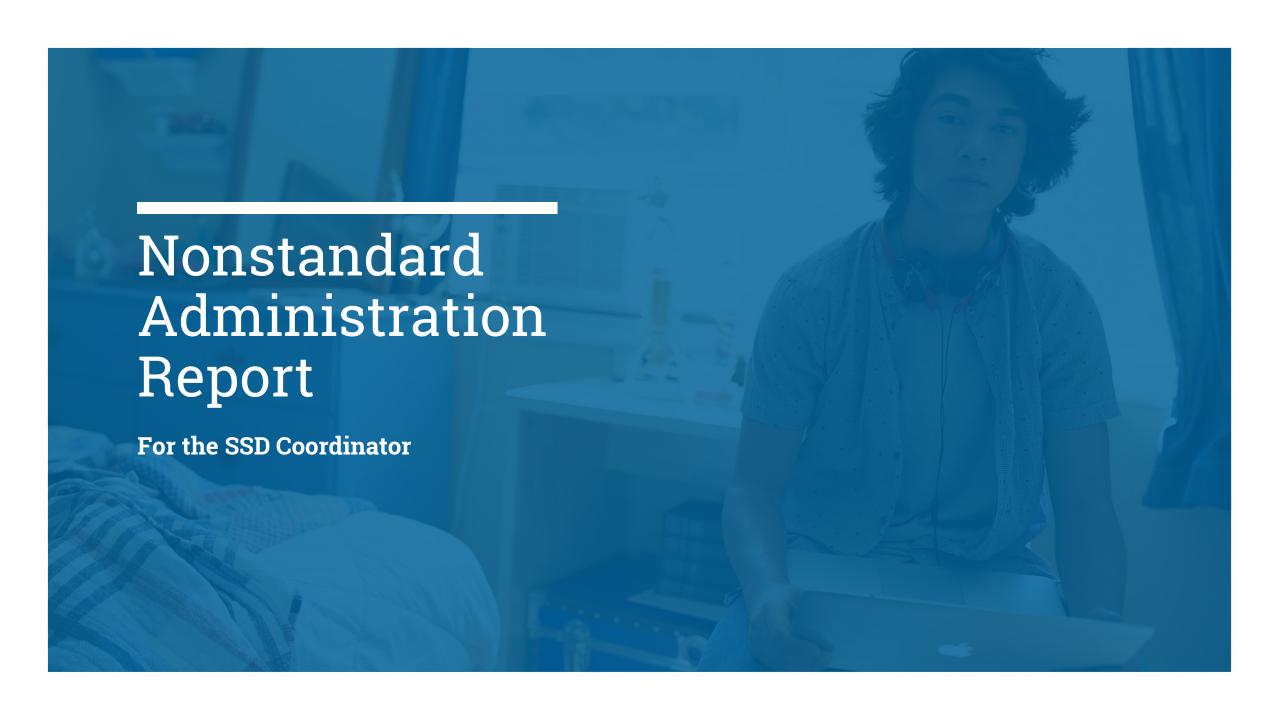
# Best Practices

**Your roster is an important record-keeping document**

- Download your roster in Excel or PDF format.

- Use excel to create room rosters for each associate supervisor.

- Use the Roster to finalize room planning
  - The Summary View is divided into Groups with Standard testing and Nonstandard testing.
  - The Summary View displays total registrants by "Group Type". Registrants within the same group may test in the same room and are displayed together on the Online Attendance Roster.
  - You can't test different group types in the same room.

- Identify any students who did not test so you can prepare your roster of students for makeup testing. You should submit a makeup material request for these students.

- Keep your annotated copy on file for 6 months following the test.

# Students Who Do Not Appear on the Roster

**Work with the SSD Coordinator to account for all students.**

- Be aware that some students may not appear on your rosters on test day. If you have enough materials:
  - assign them to the standard room or the appropriate non-standard room based on their approved accommodation request in SSD Online.
  - manually add them to the appropriate roster.
- If there are not enough materials, you will need to request materials when you receive the email regarding makeup materials.
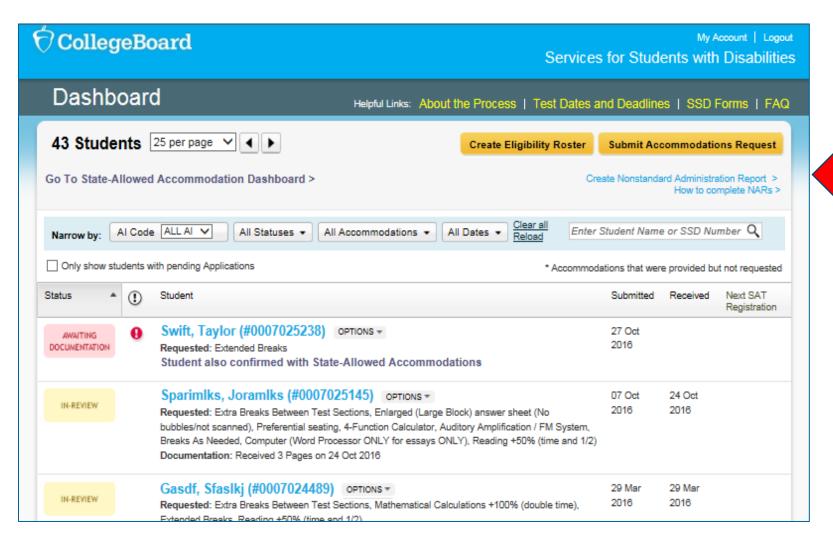
# Nonstandard Administration Report

For the SSD Coordinator

# Nonstandard Administration Report (NAR)

**For the SSD Coordinator**

- SSD Coordinators are responsible for testing students with school-based accommodations.
- The students that will appear on the Nonstandard Administration Roster (NAR) include:
  - Students testing with approved accommodations such as 100% extended time, Braille, MP3 Audio, Assistive Technology Format.
- A NAR is available for download on SSD Online.
  - Students appearing on this roster will be tested in either the blue room(s) for college-reportable or the lime-green room(s) for non-college reportable.
  - The roster provides the approved accommodations for each student.
  - SSD Coordinators will be asked to complete attendance information for each tester and return with their testing materials.
- Use the NAR to plan testing as well as to officially record attendance and accommodations received on test day.

# Accessing the NAR

➢ Login to: www.collegeboard.org/ssdonline

➢ Choose to Create Nonstandard Administration Report

# NAR Summary Report

**Work with the Test Center Supervisor to account for all students.**

- Use the summary report to check that all students appear with approved accommodations.

- If a student is missing from the Online Attendance Roster or the NAR, contact the SSD Office for assistance.

- Use the summary report for initial room planning.

- Students requiring different testing schedules must be tested in separate rooms.

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## SAT Specific Test Date – School Day Test Version

SAT Specific Test Date – School Day Test Version (Summary Roster)

**2012 SAT® Nonstandard Administration Report**

_____

| | |
|---|---|
| Date Generated: | **Mar 8, 2012** |
| School Code: | **342027** |
| School Name: | **FIRST FLIGHT HIGH SCHOOL**<br>**100 Veteran Drive, Kill Devil Hills, NC 27948, US** |
| Test Date: | **Mar 10, 2012** |

The following is a summary roster of students testing with College Board approved accommodations. Detailed Nonstandard Administration Reports for each student are available in the following pages. and listed in the same order as in the tables below.

- The students listed below are grouped by the test type for which they are registered (SAT test and SAT with Essay test and their approved accommodations are indicated. On test day students taking different types of tests (SAT test and SAT with Essay test) must test in separate rooms.
- Additionally, students whose accommodations require different testing schedule (e.g. extended time vs extra breaks vs standard timing) should test in separate rooms to minimize distractions during testing.

**SAT**

| LAST NAME | FIRST NAME | SSD# | Accommodations |
|---|---|---|---|
| CONNELLY | KATY | #0004118359 | |
| FERRELL | GABRIELLA | #0007156089 | |
| GUY | FIERY | #0007156098 | |

# NAR Detail Report

- Organize the detailed reports for each student by testing room.

- On test day, complete the "Test Administration Start/End Date" lines.

- Check each accommodation that is utilized.

- Return the NAR and used answer sheets in the gray envelope.

2014 SAT® Nonstandard Administration Report (NAR)

Date Generated: August 08, 2014
School Code: 331485
School Name: CORINTH HIGH SCHOOL
105 OAK ST
CORINTH , NY,12822-1203 , US
Test Date: _____

De Troye, Leah (#0007205037)

DOB: April 24, 1997 Gender: Female          Test Administration Start Date: _____

___ Check here if student was absent          Test Administration End Date: _____

Test Information

Approved Accommodations: Please check all accommodations used by student.

___ Reading +100% (double time): 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.

___ Mathematical Calculations +100% (double time)

___ Writing +100% (double time)

Comments: _____

# NAR - State Allowed Accommodations

## Summary Report

- Like the College Board Accommodations, use the summary report to verify all students are included.

- Students with state-allowed accommodations must be tested in separate rooms.

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### SAT Specific Test Date – School Day Test Version with State-Allowed Accommodations (SAA)

SAT Specific Test Date – School Day Test Version with SAA (Summary Roster)

**2012 SAT® Nonstandard**
**Administration Report for State-Allowed Accommodations**

_____

| | |
|---|---|
| Date Generated: | **Apr 8, 2012** |
| School Code: | **342027** |
| School Name: | **FIRST FLIGHT HIGH SCHOOL** |
| | **100 Veteran Drive, Kill Devil Hills, NC 27948, US** |
| Test Date: | **Apr 11, 2012** |

The following is a summary roster of students testing with State-Allowed Accommodations. Detailed Nonstandard Administration Reports for each student are available in the following pages.

Please note that students testing with State-Allowed Accommodations will not receive reportable scores. Add some instructional text here.

**SAT**

| LAST NAME | FIRST NAME | SSD# | Accommodations |
|---|---|---|---|
| CONNELLY | KATY | #0004118359 | |
| FERRELL | GABRIELLA | #0007156089 | |

# NAR - State Allowed Accommodations

## Detail Report

- Organize the detailed reports for each student by testing room.

- On test day, complete the "Test Administration Start/End Date" lines.

- Check each accommodation that is utilized.

- Return the NAR and used answer sheets in the gray envelope.

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**2012 SAT® Nonstandard**
**Administration Report for State-Allowed Accommodations**

_____

| | |
|---|---|
| Date Generated: | **Apr 8, 2012** |
| School Code: | **342027** |
| School Name: | **FIRST FLIGHT HIGH SCHOOL** |
| | **100 Veteran Drive, Kill Devil Hills, NC 27948, US** |
| Test Date: | **Apr 11, 2012** |

__Check here if student tested with Essay

**Rosenberg, Allyson (#0007156089)**

DOB: November 22, 1995 Gender: Female          Test Administration Start Date:_____

___ Check here if student was absent          Test Administration End Date:_____

**Test Information**

SAT

**Approved Accommodations: Please check all accommodations used by student.**
__ Computer (Word Processor for Essays)

**State-Allowed Accommodations: Please check all accommodations used by student.**
___ Permission for food/medication
___ Permission to Test Blood Sugar

**Comments:** _____

# Best Practices

**Your roster is an important record-keeping document**

- Review the NAR several weeks ahead of time so you can allocate rooms between groups.
  - Students testing with different schedules should be tested in separate rooms.
  - Students testing with state allowed accommodations must be tested in separate rooms.
- Check the NAR again as close to the test date as possible, for updates. Contact the SSD office if any information is incorrect or if any students' names are missing.
- Print the NAR for test day. Mark students as present or absent and annotate the NAR confirming the accommodations used by students.
- After the administration, make a copy of the NAR for your files and return one copy of the completed NAR with used answer sheets.
- Keep your annotated copy on file for 6 months following the test.

# Changing Students to Nonstandard or Standard Testing

- Students who have last-minute approval for accommodations
  - Students may need to change from a standard testing room to a nonstandard testing room.
  - If you have enough books, and the student doesn't need an alternate format of the exam, you can move the student to the nonstandard testing room.

- A student who opts not to use his or her approved accommodation must provide a written note signed by the student's parent or guardian. The note must be included with a completed SIR when returning test materials.

- Mark student absent on standard roster, and add him or her to the nonstandard roster.

# Reviewing Rosters & Finalizing Rooms

- What if my roster is missing students?
  - For any student who does not appear and for whom you did not receive a pre-ID label, you must pre-ID the student in the Secure Site and locally print a label.
  - For any student who does not appear on the online attendance roster and you did receive a pre-ID label, check with SSD Coordinator to ensure they are on the NAR.
- What if my roster has students I don't expect?
  - For students who appear but will not test at your school, identify the reason on the roster (e.g., no longer enrolled).
- Roster Questions?
  - Contact the Michigan Educator Hotline at 866-870-3127 or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

# Thank You!