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# Preparing for the April 2019 Michigan SAT® with Essay, PSAT™ 10, and PSAT™ 8/9

College Board Accommodations &  
English Learner Supports

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# General Information



# 2019 Testing Dates Summary

	Initial Test Day	Makeup Test Opportunities	Accommodated Testing Window*
<b>PSAT 8/9 for 8<sup>th</sup> Grade</b>	April 9	April 10-16, April 23-24	April 9-23
<b>PSAT 8/9 for 9<sup>th</sup> Grade</b>	April 9, 10, or 11	April 10-16, April 23-24	April 9-23
<b>PSAT 10</b>	April 9, 10, or 11	April 10-16, April 23-24	April 9-23
<b>SAT with Essay</b>	April 9	April 23	April 9-23

\*For students designated on the Nonstandard Administration Report in SSD Online\*

# Spring Test Information

## Accommodated Testing Window: **April 9-23, 2019**

- **All** students with approved accommodations taking the PSAT 8/9 for 8<sup>th</sup> grade, PSAT 8/9 for 9<sup>th</sup> grade and the PSAT 10, can flexibly be scheduled anytime in the accommodated testing window.
- Students with approved accommodations taking the SAT with Essay, as designated on the Nonstandard Administration Report (NAR) in SSD Online, can flexibly be scheduled anytime in the accommodated testing window.

## Afternoon Testing

- Afternoon testing is allowed for all PSAT assessments. No permission is required.
- Afternoon testing is NOT available for SAT with Essay.

**8<sup>th</sup> and 9<sup>th</sup> graders can test together in the same room, if necessary.**

- Please note: This will change in future years but is allowable for 2019.

# Accommodation Request Deadlines

- Accommodation and supports deadline is **2/19/19**.
  - For students who transfer into a school after the accommodations request deadline, submit a request as soon as possible.
  - College Board will review requests after 2/19/19 for the following scenarios:
    - Students who are newly enrolled at the school
    - Students who are newly classified at an eligible grade level
    - Students who have a newly identified disability
  - The late accommodations deadline for these 3 scenarios is **3/4/19**.

# Administration Timing

- Testing MUST be done in the morning.
- The schedule below does not include passing out and collecting test or Essay booklets or other test day administrative activities.

## SAT with Essay

SAT	SAT with Essay - Standard Room (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Essay	50
Total (hours, minutes)	4 hours 7 minutes

# Administration Timing

## PSAT 10 and PSAT 8/9 for Grades 8 and 9

- College Board will support morning or afternoon testing.
  - Morning testing should begin early enough to complete before lunch.
  - Afternoon testing should begin early enough to complete before dismissal.
- The schedule below does not include passing out and collecting test booklets or other test day administrative activities.
- 8<sup>th</sup> and 9<sup>th</sup> graders can test together in 2019. This will not be available in future years.

PSAT	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
Total Testing Time	2 hours 55 minutes	2 hours 35 minutes



# Comparison of M-STEP and PSAT 8/9

**The PSAT 8/9 for Grade 8 replaces the M-STEP ELA and Math assessments for accountability in 2019.**



Things that will be the same as M-STEP:

- Students will be pre-ID'd in the Secure Site.
- Test materials will be sent based on the number of students pre-ID'd in the Secure Site by 2/13/19.

Things that will be different than M-STEP:

- **College Board assessments are timed and do not allow self-pacing.** Students must use the entire time allotted for each test. If approved for extended time, students must use the entire time for which they are approved.
  - **EXAMPLE:** If a student finishes before the full amount of time, they cannot move on to the next section, even if they are the only student testing. They must use the entire time allotted.
- Students will take a paper/pencil administration, there is no option for digital.
- Unless absent, students are expected to test on the initial test day.
- The standardized nature of the SAT Suite of Assessments requires an advance accommodation request for the universal tools, designated supports, and accommodations required by students that would have traditionally been used on the M-STEP.
  - Schools must request accommodations through the College Board Online system, known as SSD (Services for Students with Disabilities) Online.



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# Test Staff

A blue-tinted photograph of three students walking in a hallway. The student in the center is a young man with curly hair, wearing a plaid shirt and a backpack, looking to his left. To his left is another young man in a light-colored shirt and backpack, also looking left. To the right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking forward. The background is a brick wall.

# Test Staff

- Staff titles for SAT and PSAT have changed to better align with other College Board programs

Past Title	Current Title
Test Supervisor	Test Coordinator
Associate Supervisor	Proctor
Hall Proctor	Hall Monitor
Room proctor	Room Monitor

- **Test Coordinator:** Responsible for all aspects of the administration at the school
- **Proctor:** The test administrator in a testing room
- **Room Monitor:** Assists the proctor with monitoring students in the testing room
- **Hall Monitor:** Monitoring the hallways on test day and provides breaks to other test staff

# How College Board uses the Educational Entity Master (EEM)

- Educational Entity Master (EEM) is the repository of entity and contact information for educational systems in Michigan.
- College Board will use the data in EEM to:
  - Identify testing staff
  - Emails will be sent with important test-related information
- **Review and update the testing staff in the EEM at a building level as soon as possible.**
  - If there is more than one person listed for a role, College Board will use the most recent.
  - If the information listed is correct, no action is needed.
  - If the information is incorrect, EEM should be updated by the district authorized user.
  - Address where testing materials will be sent is associated with the coordinator record in EEM.
- Anytime the identified staff changes during the school year, EEM should be updated to reflect the changes.
  - College Board receives the updates 7-10 days after making the change.

# EEM for Testing Staff

Update, if required, the roles in EEM at the building level as soon as changes occur.

*If EEM information is not accurate, you will NOT receive critical testing communications.*

Identify or update in EEM at the **building** level:

- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
  
- PSAT Grade 10 Test Coordinator
- PSAT Grade 9 Test Coordinator
- PSAT Grade 9/10 Backup Test Coordinator
- PSAT Grade 8 Test Coordinator
- PSAT Grade 8 Backup Test Coordinator
  
- PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- PSAT Grade 8 Services for Students with Disabilities Coordinator



# EEM

## Educational Entity Master

- To view school and contact 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 top screenshot shows the EEM-Search interface with the search bar and navigation links. The bottom screenshot shows the search results for 'Alpena High School'.

**EEM-Search Interface**

Center for Educational Performance and Information  
Michigan.gov  
EEM Home | Search... | Data Sets... | Reports...

Search Results

Your search yielded 2 result(s).

EEM-Search for Alpena+High+School+(00075)

Name	Entity Code	Parent	Type	County	City	Match Ranking
<a href="#">Alpena High School</a>	00075	Alpena Public Schools	LEA School	Alpena	ALPENA	1
<a href="#">Sisters Michigan Capital Region</a>	990000075	Lansing Public School District	Other Non-School Recipient	Ingham	LANSING	6

Items per page: 10 | Page 1 of 1 | Excel | Export

**Educational Entity Master**

Authorized User Login

**What's New**

**Access to EEM via MILogin now available**

MSDS and EEM have now transitioned from Single Sign-On (SSO) to MILogin. MILogin is the new State of Michigan Identity, Credential and Access Management (MICAM) solution. The link to access MILogin is <https://milogintp.michigan.gov>. Effective Tuesday, July 26, SSO will no longer be available. Please update your shortcuts.

**CEPI is Transitioning to a New Telephone System**

Starting Friday, July 22, CEPI is transitioning to a new telephone system. The transition is expected to take approximately one month to complete. The CEPI customer support phone number will not be changing. However, during the transition period, callers may be forwarded directly to voicemail. Customer support staff will be monitoring the line regularly and promptly returning calls. For faster response time, we recommend you email CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov). Please do not leave a voicemail message.

# District Authorized User

To send a message to the district authorized user:

- Click on school name in EEM
- Click “Contact Authorized User”

The screenshot displays the EEM (Educational Entity Manager) interface. The top navigation bar includes links for CEPT Home, User Guide, Help, Contact CEPT, Glossary, and Login. The main content area shows search results for 'Alpena High School' (Entity Code: 0000000000). The 'Contact Authorized User' button is highlighted with a red circle. Below the search results, a detailed view for 'Allegan Area Educational Service Agency (03000) ISD District' is shown, including fields for Official Name of Entity, Common Name, Entity Code, REMC Code, Agreement Number, Ownership, County (Code), Prosperity Region, GPS code, Locale Code, NCES District Code, and Chartering Agency Code.

Name	Entity Code	Parent
<a href="#">Alpena High School</a>	0000000000	Alpena Public Schools
<a href="#">Alpena Area Educational Service Agency</a>	990000075	Lansing Public School District

Allegan Area Educational Service Agency (03000) ISD District			
<a href="#">Printer Friendly</a> <a href="#">Contact Authorized User</a>			
* = Required			
Official Name of Entity		Common Name	
Allegan Area Educational Service Agency		Allegan Area ESA	
Entity Code	REMC Code	Agreement Number	
03000	7	03000	
Ownership			
Owned			
County (Code)	Prosperity Region	GPS code	Locale Code
Allegan (03)	4 - West Michigan Prosperity Alliance	26005	Town: Distant
NCES District Code		Chartering Agency Code	
2680100		0300000000	

# Confirm Email and Address in EEM

- Scroll to the bottom of the page
- Click “Details” next to the name to confirm email and address

Admin/Contacts

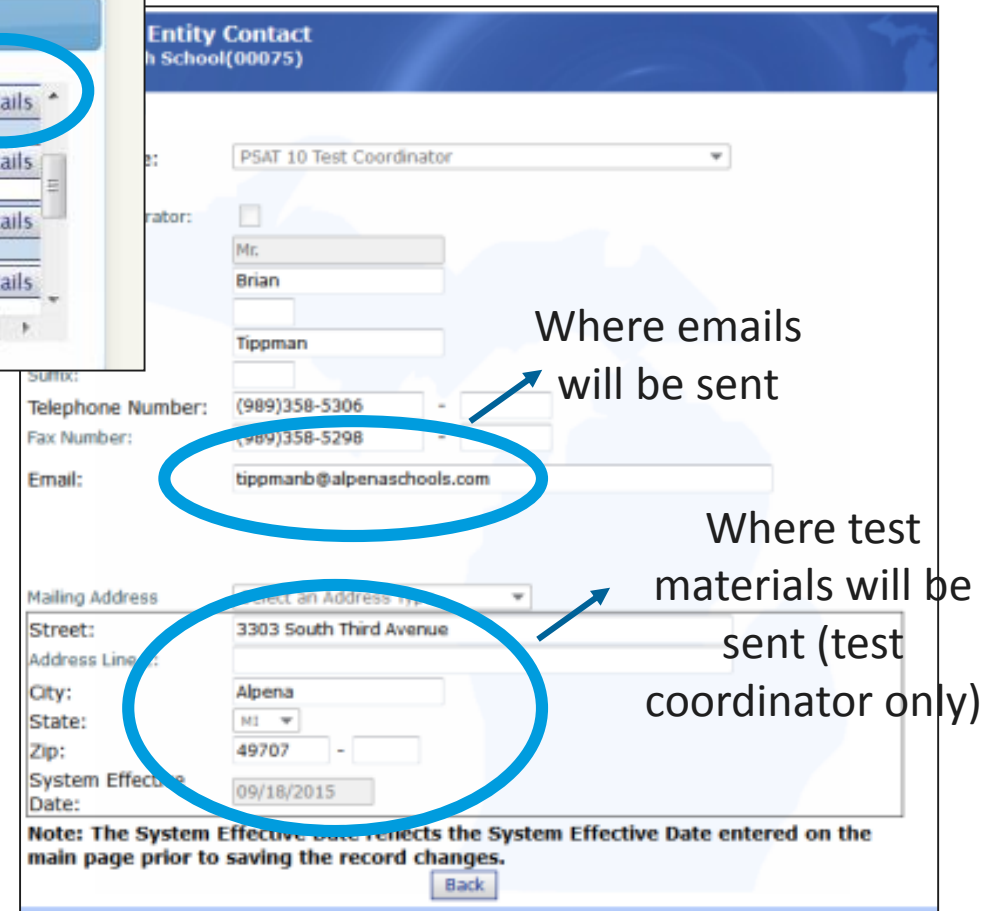
Addresses

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

Nonpublic schools should contact [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) or 517-335-0543 to update EEM.



Entity Contact  
School(00075)

PSAT 10 Test Coordinator

Coordinator: ☐

Mr. Brian Tippman

Telephone Number: (989)358-5306

Fax Number: (989)358-5298

Email: tippmanb@alpenaschools.com (Where emails will be sent)

Mailing Address: Select an Address Type

Street: 3303 South Third Avenue

Address Line 2:

City: Alpena

State: MI

Zip: 49707

System Effective Date: 09/18/2015

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

Back

(Where test materials will be sent (test coordinator only))



# Roles and Responsibilities of Testing Staff

## SSD Coordinator

- 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.
  - Printing the roster of students approved for accommodations (Nonstandard Administration Report – NAR).
  - Schools may have more than one SSD Coordinator, however one person will be identified as a primary SSD coordinator in EEM who will receive communications from College Board.
    - If a school has multiple SSD coordinators, the primary SSD coordinator should share any communications with other SSD coordinators.
  - The SSD coordinator and test coordinator should also collaborate with the district EL coordinator to help plan for testing students with EL supports.

# Staff with Related Students

- Staff with children cannot have access to any test materials for the same assessment(s) the child is taking before test day:
  - If a staff member's child will be taking the SAT, he/she cannot have access to testing materials before test day for the SAT no matter if the child lives with the staff member or not.
  - He/she may access testing materials prior to test day for PSAT 10 or PSAT 8/9.
- Staff with students who reside in the same household cannot have access to any test materials for the same assessment(s) the child is taking before test day.
  - If a staff member's niece will be taking the SAT and the niece does not live in the same house with the staff member, he/she can have access to testing materials before test day for the SAT.
- It is possible for test day staff to serve multiple roles in a small school.
- Additional flexibility may be available to small schools, if needed. Call the Michigan Educator Hotline for guidance.

# Cooperative Roles

Promoting partnership to support students with disabilities

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

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# Requesting Accommodations

A blue-tinted photograph of three students walking from left to right past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, and to his right is a young woman with long hair, also wearing a backpack and looking forward. The entire image has a monochromatic blue overlay.

# Prepare Your School

## Accommodations

- The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need.
- The accommodations that students request should be consistent with the accommodations they use for taking other statewide and local assessments and used during instruction and included in the student's IEP and/or 504 Plan.
- Accommodations will be entered by the SSD coordinator through our Services for Students with Disabilities (SSD) Online system. This ensures:
  - Coordinators have accurate rosters to support students needing accommodations or supports on test day.
  - Students receive correct testing materials.

# Accommodations Approval

- The vast majority of students who are approved for and are using testing accommodations at their school through a current IEP or 504 plan will have those same accommodations automatically approved for taking the SAT with Essay, PSAT 10, and PSAT 8/9.
- Most requests will be processed through school verification allowing the SSD Coordinator to provide the answers to the following when submitting most requests for students:
  - Is the requested accommodation(s) in the student's plan?
  - Has the student used the accommodation(s) for school testing?

# Requesting Accommodations

- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for 8<sup>th</sup> and 9<sup>th</sup> grade, PSAT 10, and SAT with Essay) **must** have prior approval and be requested through the College Board Services for Students with Disabilities (SSD) Online system.
  - If your school provides for a fall administration of the PSAT 8/9 for 8<sup>th</sup> or 9<sup>th</sup> grade students (not provided for by the state), approval in SSD online is not required, but suggested if your students require accommodations.
- Most requests are approved automatically through school verification within a few days and require no submission of documentation.
- There are some requests that will require that documentation be submitted and could take up to 7 weeks for review.



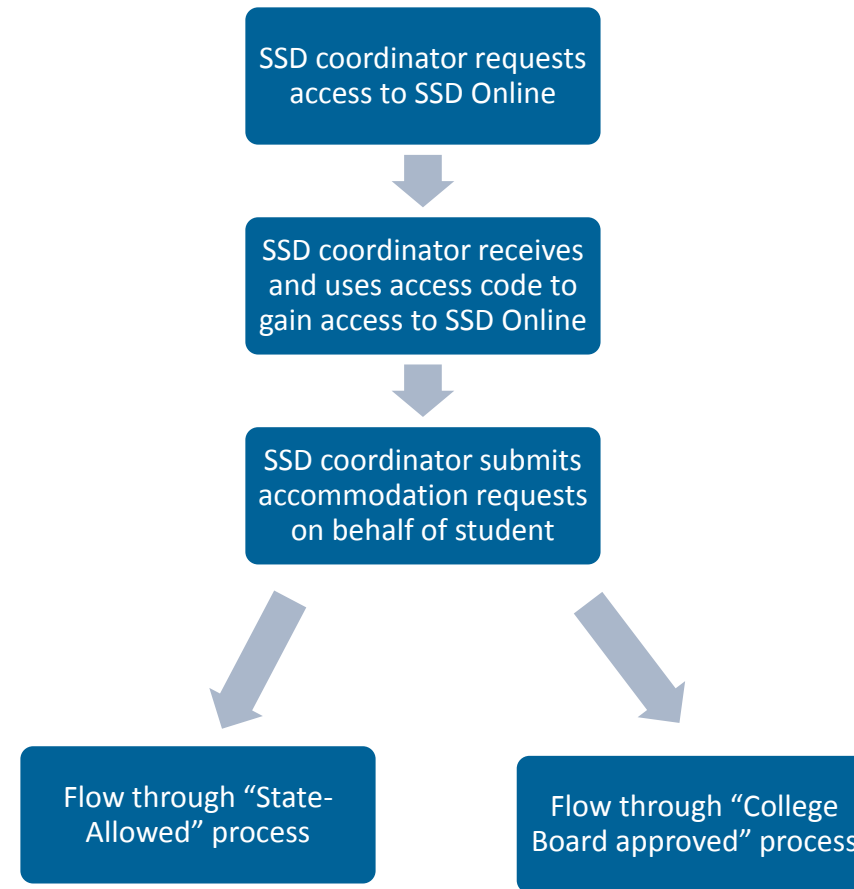
# Process Flows in SSD Online

**There are 2 processes in which accommodation requests can flow within the Services for Students with Disabilities (SSD) Online system: State-allowed or College Board approved.**

Main differences between the two processes:

- Once approved, students remain approved for accommodations through the College Board approved process whereas the state-allowed process is only good for the Michigan-provided administration.
- State-allowed accommodations are automatically approved and require no documentation

**Both processes are acceptable; however, applying for state-allowed accommodations is recommended by the Michigan Department of Education for 8th grade because it aligns with the student's current IEP/504.**



# Process Flows in SSD Online

<b>Process: State-Allowed</b>		<b>Process: College Board Approved</b>
Automatically approved	<b>Approvals</b>	Most requests will be school-verified and automatically approved within a few days.
Only valid for one year and are only used for state assessments.	<b>Length of Use</b>	Remains valid until IEP or 504 changes and can be used for other College Board assessments.
None	<b>Documentation Required</b>	For some requests, yes. If documentation is required, approvals could take up to 7 weeks.
Students, schools, and MDE	<b>Who Receives Scores?</b>	Students, schools, and MDE
Week of January 7 – 2/19/19	<b>Timeline for Requests</b>	Anytime – 2/19/19
Yes. School will apply either for state-allowed or College Board approved in the next year, if applicable.	<b>Reapplication Required?</b>	No. Student remains approved for accommodation unless the IEP or 504 requires a change. Using this process does not change the IEP team obligation to review a student's needs and supports at each IEP review.

# State-Allowed Accommodations in 8<sup>th</sup> Grade vs. 11<sup>th</sup> Grade

- SAAs provide scores to students, educators, and the Michigan Department of Education; however, students who test with an SAA will NOT receive a college or scholarship reportable score.
- The use of state-allowed accommodations is recommended for 8th graders because:
  - PSAT 8/9 scores are not sent to colleges, universities or scholarship programs
  - SAAs align with the student's current IEP/504.
- Consideration of SAAs is especially important for students taking the SAT, where the students want scores to be reported to colleges and universities.
  - However, at the 8<sup>th</sup> grade level, scores are not reported to higher education institutions or scholarship programs.
  - Using an SAA in 8th grade does not preclude a student from using College Board approved accommodations in future years, when scores are desired to be sent to colleges.

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# New SSD Coordinators

A blue-tinted photograph of three students walking from left to right past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another young man in a light-colored shirt and backpack, also looking right. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking right. The entire image has a solid blue overlay.

# Accessing SSD Online

## New SSD Coordinators

- To access the SSD Online system, the new SSD coordinator will need to request access:
  - Have a College Board Professional Account
  - Complete the [SSD Coordinator Form](https://www.collegeboard.org/ssd), found on [www.collegeboard.org/ssd](https://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 primary SSD Coordinator in the EEM.
- In order to gain access, schools will need an attending institution (AI) code.
  - Look it up in the Test Center Participation Page in the Secure Site or wait until email confirmation in December.
- If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.



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# Returning SSD Coordinators

A blue-tinted photograph of three students walking from left to right past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, and to his right is a young woman with long hair, also wearing a backpack and looking forward. The entire image has a semi-transparent blue overlay.

# Returning SSD Coordinators

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



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# Prepare

A blue-tinted photograph of three students walking from left to right past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another young man in a light-colored shirt and backpack, also looking right. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking right. The entire image has a blue overlay.

# Review student needs

## Identify new requests and changes to approved accommodations

1. For students **without existing approved accommodations in SSD Online**, submit a new request through SSD Online.
2. For students with **already approved accommodations in SSD Online**, verify:
  - the accommodations approved match the student's current identified IEP/504 accommodations.
  - the student name, birth date, and graduation date are correct.

When identifying student needs for a College Board test, it may be necessary to “translate” what is in the IEP or 504 and what is available in SSD Online.

- Example: Student's IEP may say “extended time on assessments”
- Options in SSD Online include: 50% extended time, 100% extended time, and more than 100% extended time
- It is **NOT** necessary to change a student's IEP or 504 to indicate a specific timing.
- Simply request the appropriate option in SSD Online that aligns with the student's plan and creates the most positive testing environment for the student.
- The next few slides will review the common options available to SSD coordinators in SSD Online.

# Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

Examples when IEP/504 may say “Student receives extended time”

Accommodation	Day(s)	What to Know
<b>50% extended time for reading</b>	1 or 2 Day	<ul style="list-style-type: none"><li>Students will test in 1 day for PSAT and 2 days for SAT with Essay.</li><li><b>Student will receive extended time for ALL sections.</b></li><li>Student will automatically be approved for extra breaks.</li></ul>
<b>50% extended time for math</b>	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time only for the math sections.</li><li>Student will automatically be approved with extra breaks.</li></ul>
<b>100% extended time for reading</b>	2 Day	<ul style="list-style-type: none"><li><b>Students will receive extended time for ALL sections.</b></li><li>Student will automatically be approved with extra breaks.</li><li>Students will test over 2 days for PSAT and SAT with Essay.</li></ul>
<b>100% extended time for math</b>	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time only for the math test.</li><li>Student will automatically be approved with extra breaks.</li></ul>
<b>50% extended time for writing</b>	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time only for the Essay portion of the SAT.</li></ul>
<b>100% extended time for writing</b>	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time only for the Essay portion of the SAT.</li></ul>

# Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

Examples when IEP/504 may say “Student receives breaks during testing”

Accommodation	Day(s)	What to Know
Extra Breaks	1 Day	<ul style="list-style-type: none"><li>Given a break halfway through longer sections and a break after every section.</li></ul>
Extended Breaks	1 Day	<ul style="list-style-type: none"><li>Given breaks at the standard time but breaks are typically twice as long.</li><li>Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li></ul>
Breaks as Needed	1 Day	<ul style="list-style-type: none"><li>Typically given to students with physical or medical conditions.</li><li>Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.</li><li>Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li></ul>

# Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

Examples when IEP/504 may say “Student has assessments read aloud”

Accommodation	Day(s)	What to Know
MP3 Audio	2 Days	<ul style="list-style-type: none"><li>• Audio version of the test, delivered on a flash drive.</li><li>• Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections.</li><li>• Student will complete the test in 2 days for PSAT and SAT with Essay.</li></ul>
Reader	1 or 2 Days	<ul style="list-style-type: none"><li>• Student will be read the test aloud by an adult.</li><li>• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)</li><li>• Student automatically receives 50% extended time and extra breaks on all sections.</li><li>• Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.</li></ul>

# Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

## Examples when IEP/504 may say “Student gives oral answers to assessments”

Accommodation	Day(s)	What to Know
<b>Writer/Scribe</b>	1 or 2 Days	<ul style="list-style-type: none"><li>• Student will have an adult transcribe answers onto the answer sheet.</li><li>• Student automatically receives 50% extended time and extra breaks on all sections.</li><li>• They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</li><li>• Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.</li></ul>

## Examples when IEP/504 may say “Student has alternative setting during assessments”

Accommodation	Day(s)	What to Know
<b>Small Group Testing</b>	1 Day	<ul style="list-style-type: none"><li>• Will depend on the number of students in the group and the size of the room.</li><li>• <b>There is no minimum number of students that must be tested in a room</b>, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation.</li></ul>
<b>Home/Hospital Testing</b>	1 Day	<ul style="list-style-type: none"><li>• Requested through SSD Online.</li><li>• Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital).</li></ul>



# Have Ready During the Submission Process

Think about the accommodation that will create the most positive testing environment for the student. Once the appropriate accommodations have been chosen, it is helpful to have the following information readily available when requesting accommodations:

- IEP or 504 Plan
  - Confirmation of parental consent
- Demographic information
  - Name
    - It is helpful to use same name that student will be pre-ID'd with
  - Student or Parent Email
  - DOB
  - Estimated graduation date
  - Gender
  - Home Mailing address
  - Home phone number



# Accommodations Request Worksheet

- The appendix of the SSD Coordinator Handbook includes a worksheet that some SSD coordinators find helpful when entering requests.
- This is **NOT** a required document, but assists in organizing all relevant information when applying for an accommodation.

## Accommodations Request Worksheet (for local use only)

**NOTE:** Use this worksheet to collect the information needed to submit an accommodations request. This worksheet is for preparation purposes only, is NOT required, and should NOT be sent to the College Board.

Student Name \_\_\_\_\_

Parent Consent Received? Yes \_\_\_\_\_ No \_\_\_\_\_

### Student Information

Date of Birth: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Next Intended Test: \_\_\_\_\_

### Disability

Diagnosis (Be specific—e.g., learning disorder in reading; generalized anxiety disorder; diabetes).

\_\_\_\_\_

When did the disability first occur? (Within the past 4 school months or longer than 4 school months ago?)

\_\_\_\_\_

### Requested Accommodations

(Include only accommodations that will be needed for College Board tests. Be specific, e.g., 50% extended time in Reading, Writing and Language, and Math; extra breaks between test sections).

\_\_\_\_\_

Is the student currently receiving these accommodations for school tests on a daily basis? Yes \_\_\_\_\_ No \_\_\_\_\_

If the student has a current IEP, 504, or formal plan, does it include these accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

# Planning

**SAT® School Day Accommodations and English Learner Supports Matrix**

Room Type	Standard Room(s)		Non-Standard Room(s)		State-Allowed Room
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 roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Accommodation Examples	<ul style="list-style-type: none"> <li>No accommodations</li> </ul>	<ul style="list-style-type: none"> <li>14 pt Large print</li> <li>Large-block answer sheet</li> <li>Magnifier</li> <li>Written copy of oral instructions</li> <li>Permission for food/medication</li> <li>Wheelchair accessibility</li> <li>Preferential seating</li> <li>Record answers in test book</li> <li>Use of colored overlay</li> <li>Auditory amplification/FM system</li> <li>Sign language interpreter for test directions</li> </ul>	<ul style="list-style-type: none"> <li>Extended breaks</li> <li>Extra breaks</li> <li>Four-function calculator on math test-no calculator section</li> <li>Permission to test blood sugar</li> <li>Small group setting</li> <li>50% Extended Time (Math only)</li> <li>50% Extended time (Essay only)</li> </ul>	<ul style="list-style-type: none"> <li>20 pt Large print</li> <li>MP3 Audio</li> <li>Braille</li> <li>50% Extended time (All sections)</li> <li>100% Extended time (All sections)</li> <li>100% Extended Time (Essay only)</li> <li>100% Extended Time (Math only)</li> <li>One-to-one testing</li> <li>Breaks as needed</li> <li>Magnifying machine</li> <li>Braille writer</li> <li>Reader</li> <li>Writer/scribe to record responses</li> <li>ATC format</li> <li>Computer for essay</li> <li>Home/hospital testing</li> <li>Late start time</li> <li>Limited testing time</li> </ul>	<ul style="list-style-type: none"> <li>ASL interpreter for test content</li> <li>ASL responses by student</li> </ul>
English Learner Supports	<ul style="list-style-type: none"> <li>Translated test directions</li> <li>Word-for-word glossaries</li> </ul>			<ul style="list-style-type: none"> <li>50% Extended time (All sections)</li> </ul>	<ul style="list-style-type: none"> <li>EL Math Only</li> </ul>
Test Date(s)	April 9, 2019	April 9, 2019	April 9, 2019	April 9-23, 2019	April 9-23, 2019
Make-Up Test Date(s)	April 23, 2019	April 23, 2019	April 23, 2019	Anytime in window	Anytime in window
Number of Testing Days	One-day	One-day	One-day	One- or two-day testing (see NAR for official designation)	One- or two-day testing (see NAR for official designation)
SAT Test Book Colors	Purple	Purple	Purple	Blue	Lime

NAR = Nonstandard Administration Report

# Planning

PSAT™ 8/9 for Grades 8 and 9, PSAT™ 10 for Grade 10 Accommodations and English Learner Supports Matrix

Room Type	Standard Room(s)		Non-Standard Room(s)	State-Allowed Room
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 time	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; Recommended for 8 <sup>th</sup> grade
Accommodation Examples	<ul style="list-style-type: none"> <li>No accommodations</li> </ul>	<ul style="list-style-type: none"> <li>14 pt Large print</li> <li>Large-block answer sheet</li> <li>Magnifier</li> <li>Written copy of oral instructions</li> <li>Permission for food/medication</li> <li>Wheelchair accessibility</li> <li>Preferential seating</li> <li>Record answers in test book</li> <li>Use of colored overlay</li> <li>Auditory amplification/FM system</li> <li>Sign language interpreter for test directions</li> </ul>	<ul style="list-style-type: none"> <li>Extended breaks</li> <li>Extra breaks</li> <li>Breaks as needed</li> <li>Four-function calculator on math test-no calculator section</li> <li>Permission to test blood sugar</li> <li>Small group setting</li> <li>20 pt Large print or greater</li> <li><b>MP3 Audio</b></li> <li>50% Extended time (All sections)</li> <li><b>100% Extended time (All sections)</b></li> <li>50% Extended Time (Math only)</li> <li>100% Extended Time (Math only)</li> <li>One-to-one testing</li> <li>Magnifying machine</li> <li>Braille or Braille writer</li> <li>Reader</li> <li>Writer/scribe to record responses</li> <li>ATC format</li> <li>Home/hospital testing</li> <li>Late start time</li> <li>Limited testing time</li> </ul>	<ul style="list-style-type: none"> <li>ASL interpreter for test content</li> <li>ASL responses by student</li> <li>Any accommodation in the 2<sup>nd</sup> and 3<sup>rd</sup> columns that have been requested as a state-allowed accommodation.</li> </ul>
English Learner Supports	<ul style="list-style-type: none"> <li>Translated test directions</li> <li>Word-for-word glossaries</li> </ul>		<ul style="list-style-type: none"> <li>50% Extended time (All sections)</li> </ul>	<ul style="list-style-type: none"> <li>EL Math only</li> </ul>
Where to find roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Test Date(s) for PSAT 8/9 for Grade 8	April 9, 2019	April 9-23, 2019	April 9-23, 2019	April 9-23, 2019
Test Date(s) for PSAT 8/9 for Grade 9 and PSAT 10*	April 9, 10, or 11, 2019	April 9-23, 2019	April 9-23, 2019	April 9-23, 2019
Make-Up Test Date(s)	April 10-16 or April 23-24, 2019	Anytime in window	Anytime in window	Anytime in window
Number of Testing Days	One-day	One-day	One-day (Only MP3 Audio and 100% extended time are two-day tests)	One-day (Only MP3 Audio and 100% extended time are two-day tests)
PSAT 8/9 Test Book Colors	Dark Red	Dark Red	Dark Red	Lime
PSAT 10 Test Book Colors	Orange	Orange	Orange	Lime

NAR = Nonstandard Administration Report

\*Schools pick one of the three days as the initial test date.

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# Request Accommodations

A blue-tinted photograph of three students walking from left to right past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, and to his right is a young woman with long hair, also wearing a backpack and looking forward. The entire image has a monochromatic blue overlay.



# College Board Accommodations

- All accommodations requests will be submitted through the College Board SSD Online system.
- The approval of accommodations will go through one of two paths:
  - **School verification** – Most requests will be automatically approved through our school-verification system.
    - The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504).
  - **Documentation Review** – Some requests require documentation, a few examples include:
    - Extended time more than 100%
    - Large print test book sizes greater than 20 point font
    - Other



# When must documentation be provided?

Documentation must be provided for College Board review if:

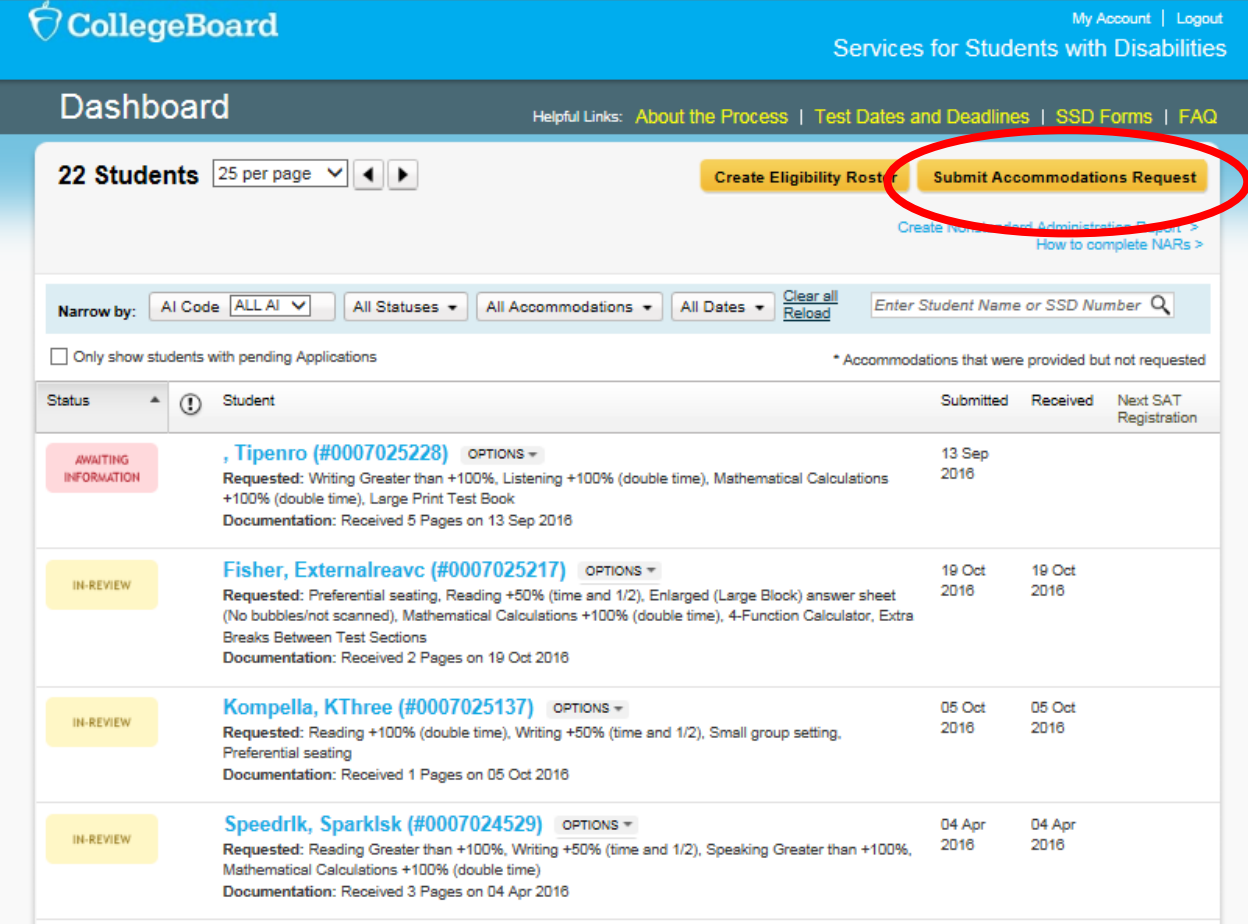
- The requested accommodation is not included in the student's plan or is not being used for school tests.
  - Answer is “no” to: *Is the requested accommodation(s) in the student's plan?*
  - Answer is “no” to: *Has the student used the accommodation(s) for school testing?*
- The student is requesting certain accommodations, such as more than 100% extended time, or accommodations where student does not have current documentation on file.
- The student does not have a diagnosed disability or disability is listed as “other”.
- The student does not have a formal plan that meets College Board criteria.

# Submit a New Request

- Obtain parental consent.
  - Before submitting a request for accommodations for College Board tests, schools must have parent/guardian consent to share information for students under age 18.
  - Verification of consent will be requested during the online process.
  - If you do not have parent/guardian approval through the student's IEP or 504, then a consent form is available for your use in SSD Online. Email or phone consent is acceptable as long as this is allowable by district policy and is documented.
- Log in to SSD Online: [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline)
- Enter basic student information.
- Answer questions about the student's disability.
- Answer questions about the student's plan and documentation.
  - Most accommodation requests are automatically approved based on information provided during the online process.
  - In the cases where additional documentation is required, the SSD coordinator will be provided a list of recommended documentation to submit. While the recommended documentation is most helpful in determining a student's need for accommodations, it is not required. The College Board will review all documentation that is submitted.
  - Send the documentation you have that demonstrates the need for the requested accommodation.

# Submit a New Request

- Log in to [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline)
- Click “Submit Accommodation Request” in upper right corner.

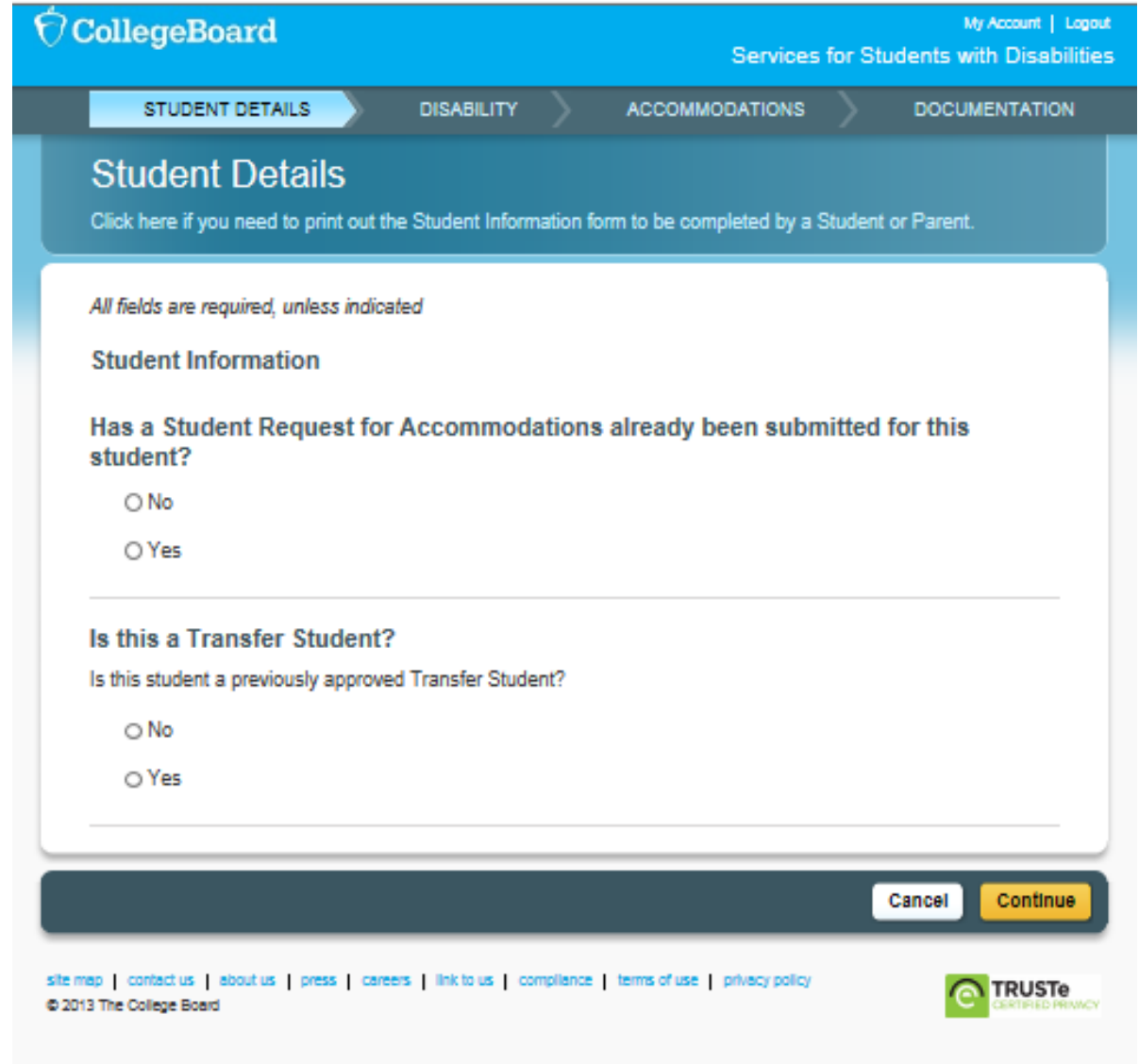


The screenshot shows the CollegeBoard SSD Online dashboard. At the top, there's a blue header with the CollegeBoard logo and navigation links like 'My Account' and 'Logout'. Below this is a dark blue bar with 'Services for Students with Disabilities'. The main content area has a 'Dashboard' title and helpful links. A summary bar shows '22 Students' and two buttons: 'Create Eligibility Roster' and 'Submit Accommodations Request', with the latter circled in red. Below this is a filter section with dropdowns for 'AI Code', 'All Statuses', 'All Accommodations', and 'All Dates', along with a search bar. A table lists student requests with columns for Status, Student, Submitted, Received, and Next SAT Registration. The first student, Tipenro, has a status of 'AWAITING INFORMATION'. The other three students (Fisher, Kompella, and Speedrik) have a status of 'IN-REVIEW'.

Status	Student	Submitted	Received	Next SAT Registration
AWAITING INFORMATION	Tipenro (#0007025228) Requested: Writing Greater than +100%, Listening +100% (double time), Mathematical Calculations +100% (double time), Large Print Test Book Documentation: Received 5 Pages on 13 Sep 2016	13 Sep 2016		
IN-REVIEW	Fisher, Externalreavc (#0007025217) Requested: Preferential seating, Reading +50% (time and 1/2), Enlarged (Large Block) answer sheet (No bubbles/not scanned), Mathematical Calculations +100% (double time), 4-Function Calculator, Extra Breaks Between Test Sections Documentation: Received 2 Pages on 19 Oct 2016	19 Oct 2016	19 Oct 2016	
IN-REVIEW	Kompella, KThree (#0007025137) Requested: Reading +100% (double time), Writing +50% (time and 1/2), Small group setting, Preferential seating Documentation: Received 1 Pages on 05 Oct 2016	05 Oct 2016	05 Oct 2016	
IN-REVIEW	Speedrik, Sparklisk (#0007024529) Requested: Reading Greater than +100%, Writing +50% (time and 1/2), Speaking Greater than +100%, Mathematical Calculations +100% (double time) Documentation: Received 3 Pages on 04 Apr 2016	04 Apr 2016	04 Apr 2016	

# Submit a New Request

- Confirm if student has been submitted previously.



The screenshot shows the 'Student Details' section of the CollegeBoard 'Services for Students with Disabilities' portal. The page has a blue header with the CollegeBoard logo and navigation links. Below the header is a navigation bar with tabs for 'STUDENT DETAILS', 'DISABILITY', 'ACCOMMODATIONS', and 'DOCUMENTATION'. The 'STUDENT DETAILS' tab is active. The main content area is titled 'Student Details' and includes a link to print the form. Below this is a form with two questions, each with radio button options for 'No' and 'Yes'. At the bottom of the form are 'Cancel' and 'Continue' buttons. The footer contains links to site map, contact us, about us, press, careers, link to us, compliance, terms of use, and privacy policy, along with the copyright notice '© 2013 The College Board' and a TRUSTe logo.

CollegeBoard My Account | Logout  
Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

## Student Details

[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*

### Student Information

**Has a Student Request for Accommodations already been submitted for this student?**

☐ No  
☐ Yes


---

**Is this a Transfer Student?**  
Is this student a previously approved Transfer Student?

☐ No  
☐ Yes

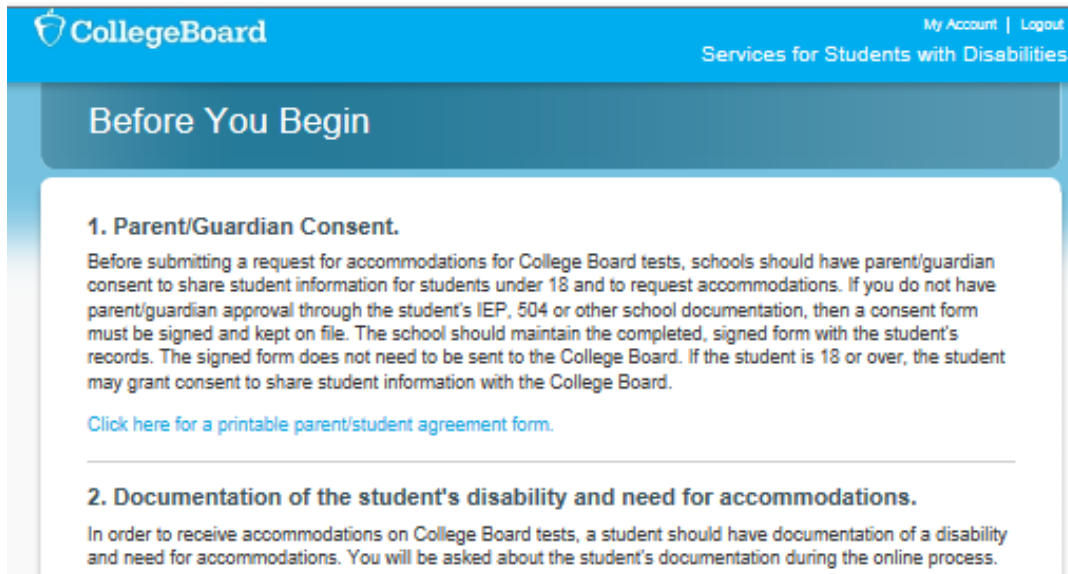
[Cancel](#) [Continue](#)

[site map](#) | [contact us](#) | [about us](#) | [press](#) | [careers](#) | [link to us](#) | [compliance](#) | [terms of use](#) | [privacy policy](#)  
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# Submit a New Request

- Confirm parental consent.
- Enter basic student information.



The screenshot shows the 'Before You Begin' section of the CollegeBoard portal. It includes two main steps: 1. Parent/Guardian Consent, which explains the need for consent for students under 18 and provides a link to a printable form. 2. Documentation of the student's disability and need for accommodations, which states that documentation is required for all students and will be requested during the online process.

CollegeBoard  
My Account | Logout  
Services for Students with Disabilities

## Before You Begin

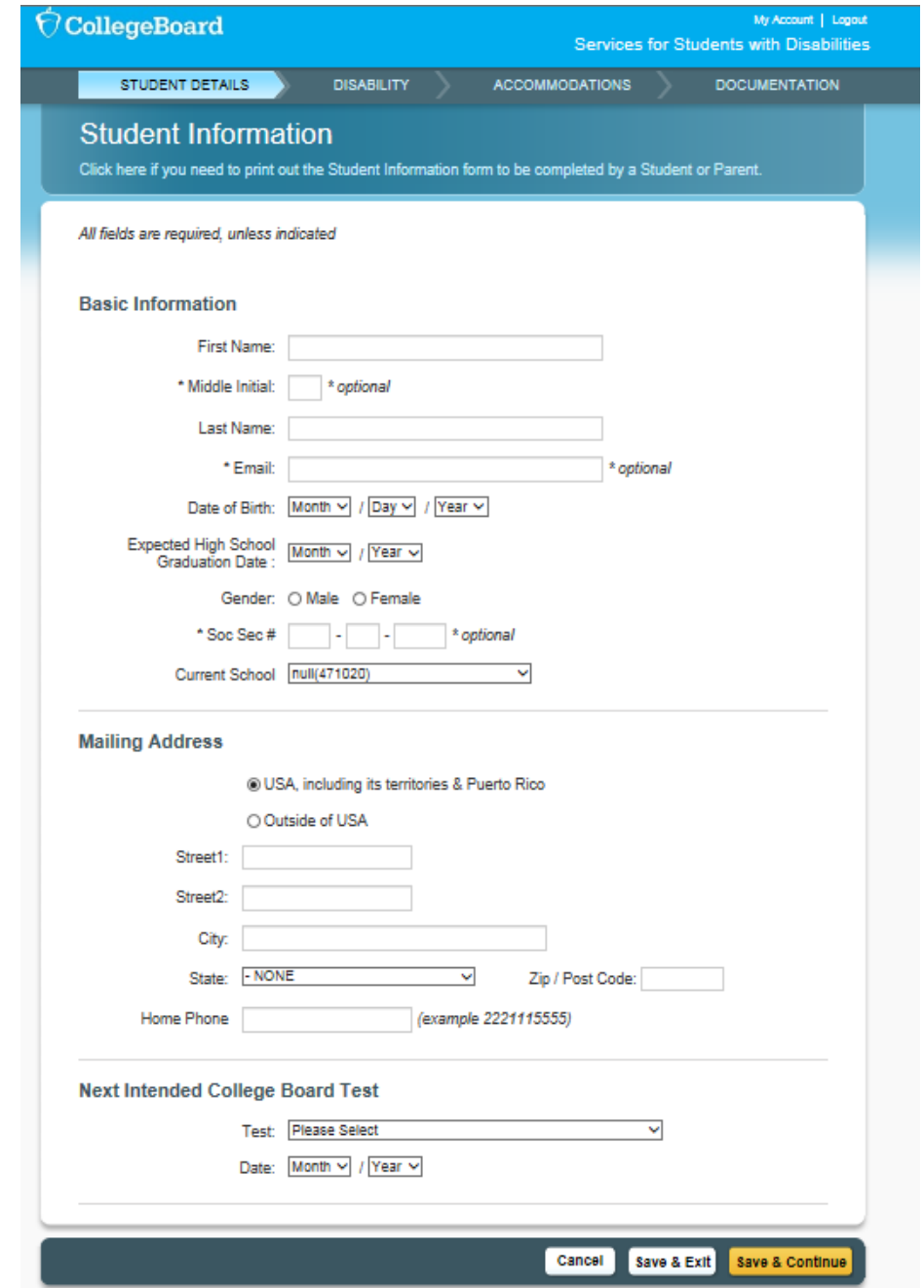
### 1. Parent/Guardian Consent.

Before submitting a request for accommodations for College Board tests, schools should have parent/guardian consent to share student information for students under 18 and to request accommodations. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then a consent form must be signed and kept on file. The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

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

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

In order to receive accommodations on College Board tests, a student should have documentation of a disability and need for accommodations. You will be asked about the student's documentation during the online process.



The screenshot shows the 'Student Information' form. It includes sections for Basic Information, Mailing Address, and Next Intended College Board Test. The form contains various input fields, dropdown menus, and checkboxes for required and optional information.

CollegeBoard  
My Account | Logout  
Services for Students with Disabilities

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:  \* optional

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:  (example 2221115555)

### Next Intended College Board Test

Test:

Date:  /

Cancel Save & Exit Save & Continue



# Submit a New Request

- Answer questions about the student's disability.

The screenshot shows the CollegeBoard 'Student Disability' form. At the top, there's a blue header with the CollegeBoard logo and navigation links for 'My Account' and 'Logout'. Below this is a sub-header 'Services for Students with Disabilities'. A navigation bar contains four tabs: 'STUDENT DETAILS', 'DISABILITY' (which is active), 'ACCOMMODATIONS', and 'DOCUMENTATION'. The main heading is 'Student Disability', followed by instructions: '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 the instructions are two tabs: 'By Category' (selected) and 'Alphabetical Listing'. A yellow box displays 'Selected Disabilities: Attention-Deficit/Hyperactivity Disorder, Combined Type; Generalized Anxiety Disorder'. Below this are links for 'Expand All Sections' and 'Collapse All Sections'. The form is organized into several expandable sections: 'Learning Disorder' (expanded), 'AD/HD (1 selected)' (expanded), 'Hearing', 'Autism Spectrum Disorders', 'Visual', 'Physical/Medical', 'Communication Disorder/Speech and Language', 'Intellectual Disability', and 'Psychiatric (1 selected)' (expanded). Each expanded section contains a list of checkboxes for specific conditions.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

## Student Disability

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".

By Category Alphabetical Listing [Click to view Disability Documentation Guidelines](#)

Selected Disabilities: Attention-Deficit/Hyperactivity Disorder, Combined Type; Generalized Anxiety Disorder

[Expand All Sections](#) | [Collapse All Sections](#)

▶ Learning Disorder

▼ AD/HD (1 selected)

- ☒ Attention-Deficit/Hyperactivity Disorder, Combined Type
- ☐ Attention-Deficit/Hyperactivity Disorder, Predominantly Inattentive Type (ADD)
- ☐ Attention-Deficit/Hyperactivity Disorder, Predominantly Impulsive/Hyperactive Type

▶ Hearing

▶ Autism Spectrum Disorders

▶ Visual

▶ Physical/Medical

▶ Communication Disorder/Speech and Language

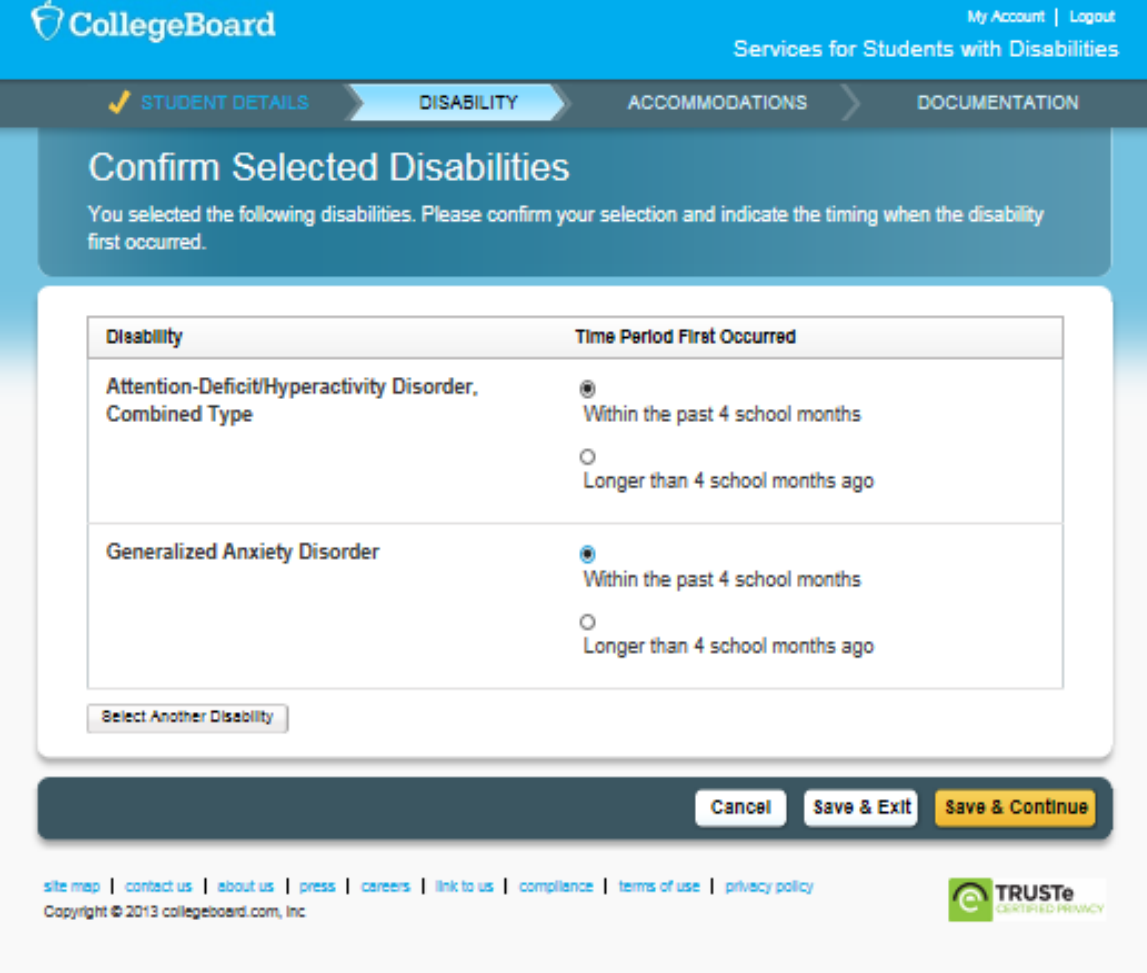
▶ Intellectual Disability

▼ Psychiatric (1 selected)

- ☒ Generalized Anxiety Disorder
- ☐ Panic Disorder
- ☐ Post-Traumatic Stress Disorder
- ☐ Depression/Depressive Disorder
- ☐ Bipolar Disorder

# Submit a New Request

- Confirm disability and timeframe.



The screenshot shows the 'Confirm Selected Disabilities' page on the CollegeBoard website. The page has a blue header with the CollegeBoard logo and navigation links. Below the header is a dark blue navigation bar with tabs for 'STUDENT DETAILS', 'DISABILITY', 'ACCOMMODATIONS', and 'DOCUMENTATION'. The 'DISABILITY' tab is active. The main content area has a blue background with the title 'Confirm Selected Disabilities' and a sub-header 'You selected the following disabilities. Please confirm your selection and indicate the timing when the disability first occurred.' Below this is a table with two columns: 'Disability' and 'Time Period First Occurred'. The table contains two rows: 'Attention-Deficit/Hyperactivity Disorder, Combined Type' and 'Generalized Anxiety Disorder'. Each row has two radio button options: 'Within the past 4 school months' and 'Longer than 4 school months ago'. The 'Within the past 4 school months' option is selected for both disabilities. Below the table is a button labeled 'Select Another Disability'. At the bottom of the form are three buttons: 'Cancel', 'Save & Exit', and 'Save & Continue'. The footer contains links for 'site map', 'contact us', 'about us', 'press', 'careers', 'link to us', 'compliance', 'terms of use', and 'privacy policy', along with the copyright notice 'Copyright © 2013 collegeboard.com, Inc.' and the TRUSTe logo.

CollegeBoard My Account | Logout  
Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

### Confirm Selected Disabilities

You selected the following disabilities. Please confirm your selection and indicate the timing when the disability first occurred.

Disability	Time Period First Occurred
Attention-Deficit/Hyperactivity Disorder, Combined Type	<input checked="" type="radio"/> Within the past 4 school months <input type="radio"/> Longer than 4 school months ago
Generalized Anxiety Disorder	<input checked="" type="radio"/> Within the past 4 school months <input type="radio"/> Longer than 4 school months ago

Select Another Disability

Cancel Save & Exit Save & Continue

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# Submit a New Request

- Answer questions about requested accommodations.

The screenshot shows the 'Select Accommodations' form in the CollegeBoard system. The header includes the CollegeBoard logo, 'My Account | Logout', and 'Services for Students with Disabilities'. A navigation bar shows 'STUDENT DETAILS', 'DISABILITY', 'ACCOMMODATIONS' (highlighted), and 'DOCUMENTATION'. The main heading is 'Select Accommodations' with a subtext: 'Please indicate the accommodations that the student needs for College Board tests. Do not include accommodations that the student uses in school if they are not needed for College Board tests.' Below this, a yellow box shows 'Selected Accommodation: (none)'. There are links for 'Expand All Sections', 'Collapse All Sections', and 'Click to view Accommodation Details'. A list of accommodation categories is shown with expandable arrows: 'Extended Time', 'Reading / Seeing Text', 'Recording Answers', 'Extra / Extended Breaks', 'Modified Setting', 'Other', and a final option to 'Use this section to add any additional comments regarding Accommodations'. At the bottom are 'Cancel', 'Save & Exit', and 'Save & Continue' buttons.

The screenshot shows the 'Student Accommodations' form. The header includes the CollegeBoard logo, 'My Account | Logout', and 'Services for Students with Disabilities'. A navigation bar shows 'Student Details', 'Disability', 'Accommodations' (highlighted), and 'Documentation'. The main heading is 'Student Accommodations' with a subtext: '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.' Below this, a yellow box shows 'Selected Accommodation: Reading Extra Time: +50%; Written Language Expression: +50%; Extra Breaks'. There are links for 'Expand All Sections', 'Collapse All Sections', and 'Click to view Accommodation Details'. The form is divided into sections: 'Extended Time (2 selected)' and 'Extra / Extended Breaks (1 selected)'. The 'Extended Time' section includes a table for selecting time extensions for various test sections.

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"/>

The 'Extra / Extended Breaks' section includes checkboxes for 'Extra Breaks', 'Extended Breaks', and 'Breaks As Needed', each with a help link. A 'Why Can't I Select this?' link is also present.

# Submit a New Request

- Confirm accommodations
  - If “No” is selected for any question, you will be asked additional information.

The screenshot shows the CollegeBoard 'Confirm Selected Accommodations' form. The header includes the CollegeBoard logo, 'My Account | Logout', and 'Services for Students with Disabilities'. A navigation bar shows 'STUDENT DETAILS', 'DISABILITY', 'ACCOMMODATIONS' (highlighted), and 'DOCUMENTATION'. The main heading is 'Confirm Selected Accommodations' with a subtext: 'You selected the following accommodations. Please confirm your selection(s) and indicate if the Student is currently receiving the accommodations on school tests and whether the accommodations are part of a current IEP, 504, or formal plan.'

The form contains two sections for confirmation:

Accommodation	
<b>Enlarged (Large Block) answer sheet (No bubbles/not scanned)</b>	
<b>Is the Student currently receiving this accommodation for school tests?</b>	<b>If the Student has a current IEP, 504, or formal plan, does it include this accommodation?</b>
<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No (Documentation required)	<input type="radio"/> No (Documentation required)

Extended Breaks	
<b>Is the Student currently receiving this accommodation for school tests?</b>	<b>If the Student has a current IEP, 504, or formal plan, does it include this accommodation?</b>
<input type="radio"/> Yes	<input type="radio"/> Yes
<input type="radio"/> No (Documentation required)	<input type="radio"/> No (Documentation required)

Below the sections is a button: 'Select Another Accommodation'.

At the bottom of the form are three buttons: 'Cancel', 'Save & Exit', and 'Save & Continue'.

The footer includes links: 'site map | contact us | about us | press | careers | link to us | compliance | terms of use | privacy policy', the copyright 'Copyright © 2013 collegeboard.com, inc', and the 'TRUSTe CERTIFIED PRIVACY' logo.

# Submit a New Request

- Answer questions about the students plan and documentation

CollegeBoard My Account | Logout  
Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

## Documentation

In order to be eligible for accommodations on College Board tests, a student must have documentation of a disability and need for accommodations. Documentation requirements may vary depending on the student's specific 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 document is most helpful for this student, and whether the documentation needs to be reviewed by the College Board.

### Evaluation Testing Verification

Please indicate if your school records contain one or more of the following tests/evaluations for the student. Requests for verification of documentation will differ depending on the student's disability and requested accommodations. In some cases, the tests/evaluations listed below may provide similar types of information, and therefore not all tests/evaluations listed may be needed. See [Documentation guidelines](#).

1 Was a **Psychiatric Evaluation** conducted?

☐ Yes, a test was conducted

☒ No, a test has not been conducted (Documentation may be required)

2 Was a **Psychiatric Update** conducted within the last 12 months?

☐ Yes, a test was conducted

☒ No, a test has not been conducted (Documentation may be required)

Cancel Save & Exit Save & Continue

CollegeBoard My Account | Logout  
Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

## School Plan

Does the student currently have a formal education plan in place that was approved by the school, such as an IEP, 504 Plan, or other formal written plan?

☒ 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 that the INITIAL (first ever) plan went into effect for the student, **EVEN IF AT ANOTHER SCHOOL**. (NOTE: Estimate the approximate date of the student's FIRST plan, NOT current plan. For example, if this is the student's triennial evaluation, the student has had the plan in place for approximately 3 years. If this is a new student at your school, but the student had an IEP or 504 plan at the previous school, use the date of the prior school's plan).

☐ I know the specific date:  /

☐ I am not sure of the date, but it was within the last 4 school months - Documentation Required

☐ I don't know / remember the specific date, or it was more than 4 school months ago


☐ No, a current formal education plan is not currently approved for the student (Documentation required).

Cancel Save & Exit Save & Continue



# Submit a New Request

- Most requests will be approved automatically through our school-verification system.
- Based on the information provided by the SSD Coordinator, the system will identify “No Documentation is Required”.

 CollegeBoard

My Account | Logout

Services for Students with Disabilities

## Your Accommodation Request Is Ready to Submit

In order for us to determine if the requested accommodations are appropriate, you will need to provide documentation of the student's disability and need for accommodations. Based on the student's disability and requested accommodations, the documentation listed below will best assist in determining whether the student is eligible for the requested accommodations. This is not an exclusive list. Please send any additional documentation that you believe will assist us in determining the student's need for accommodations.

### Requested Documentation

No Documentation is Required

### Student Information

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.

<b>BASIC INFORMATION</b> Name: John Doe Date of Birth: Jan 1, 1997 Expected High School Graduation Date: Jun, 2016 Gender: Male	<b>MAILING ADDRESS</b> 1425 Lower Ferry Rd Ewing, NJ 08618, US Home Phone: (222)111-5555 Email:	<b>SCHOOL INFORMATION</b> High School Code: 311262 High School Name: ETS HIGH SCHOOL/MARGO MERIWETHER
		<b>SCHOOL ADDRESS</b> Rosedale Road Princeton, NJ 08541, US

Edit

### Selected Disability

Disorder of Written Expression, Central Auditory Processing, Convergence Insufficiency

Edit

### Selected Accommodation

Extra / Extended Breaks: Extra Breaks Between Test Sections

Edit



# Submit a New Request

- In some cases, you may be prompted to provide additional documentation.
- The system will request documentation and provide examples of the types of documentation that is helpful. The documentation suggested is based on the type of disability and accommodation being requested.

## Your Accommodation Request Is Ready to Submit

**DOCUMENTATION NEEDED.** In order for us to determine if the requested accommodations are appropriate, you will need to fax, mail or upload documentation of the student's need for accommodations. Documentation should demonstrate the student's disability, impact of the disability on College Board tests, and need for the specific accommodations that are requested. Based on the student's disability and requested accommodations, the documentation listed below is recommended. We recognize that you may have other forms of documentation that may also be helpful. If you do not have the documentation that is suggested, or if you have other documentation that you believe will assist us in determining the student's need for accommodations, other types of documentation may be substituted or added. Please see [collegeboard.org/ssd](https://collegeboard.org/ssd) for additional information regarding documentation.

### Recommended Documentation (Please read above, not all examples noted are required.)

#### 1 Cognitive Ability (Commonly used tests that measure cognitive abilities)

Cognitive ability tests should be comprehensive, individually administered, standardized and norm-referenced assessments of general intellectual ability as well as specific cognitive domains or processes. They measure abilities such as abstract reasoning, visual processing, general knowledge, memory and attention, information processing, and processing speed. Abbreviated or brief measures (i.e., VIAB, KBIT-2, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate cognitive ability. Please provide scaled and/or standard scores for each administered subtest, composite/cluster scores, and an overall measure of general intellectual ability.

[Why is this recommended?](#)

#### 2 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 recommended?](#)

#### 3 Psychiatric Evaluation

For psychiatric disabilities, documentation should show that a comprehensive assessment was conducted to arrive at the diagnosis and to determine the need for the requested accommodation(s). Documentation should include a history, the nature and severity of symptoms, summary of assessment procedures and evaluation instruments used to make the diagnosis, a narrative summary of the evaluation results, treatment and medication (past and current) as well as a rationale for each accommodation recommended by the evaluator. A qualitative description of how your disability impacts your academic functioning, specifically its functional impact on your ability to take College Board tests, should be included. In most cases, a medical note is not sufficient and cannot serve as a substitute for the comprehensive testing.

[Why is this recommended?](#)

#### 4 Psychiatric Update within one year

For psychiatric disabilities, an annual evaluation update should be done within 12 months of the request for accommodations, describing the current manifestation of your disability and the effect that it has on your academic functioning and ability to participate in standardized tests.

[Why is this recommended?](#)

#### 5 Teacher Observations

Teacher observations regarding the impact of the student's disability in school and the student's use of accommodations for school-based tests (Teacher survey form may be used)

[Why is this recommended?](#)

[Print Documentation Checklist](#)

# Submit a New Request

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

The screenshot shows the 'Cover Page' for the CollegeBoard Services for Students with Disabilities application. It includes a 'Cover Sheet' section with the following information:

**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**

Fax Number: 212.222.1221  
Attention: Jim Johnson  
Number of pages: (including cover sheet)

**SSD COORDINATOR CONTACT INFO:**

Name: Jane Lewis  
Phone: 212.222.2223  
Email: jlewis@school.edu

The screenshot shows a 'Submit Documentation' modal window. It contains the following text:

**Submit Documentation**

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.

Buttons: Upload Documentation Now, Fax Documentation Now, Back to Dashboard

Navigation instructions (in red text boxes):

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

# Documentation Guidelines

Documentation should address:

- **What:** Provide the student's documented disability
- **How:** Describe the functional impact and degree of impact. The presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
- **Why:** Show the need for the specific accommodation being requested.

- If requested, the most current documentation that includes the following information is most helpful in the review process:
  - State the specific disability as diagnosed
  - Provide relevant educational, developmental and medical history
  - Describe the comprehensive testing techniques, *if applicable*
  - Describe the functional limitations
  - Describe the specific accommodations
  - Establish the professional credentials of the evaluator
- Send documentation that was used to make the determination, even if out of date, with any current information about the student. Please note that schools are not required to have students retested to support any documentation request.
- Any application can be resubmitted if not approved with additional documentation for consideration.

---

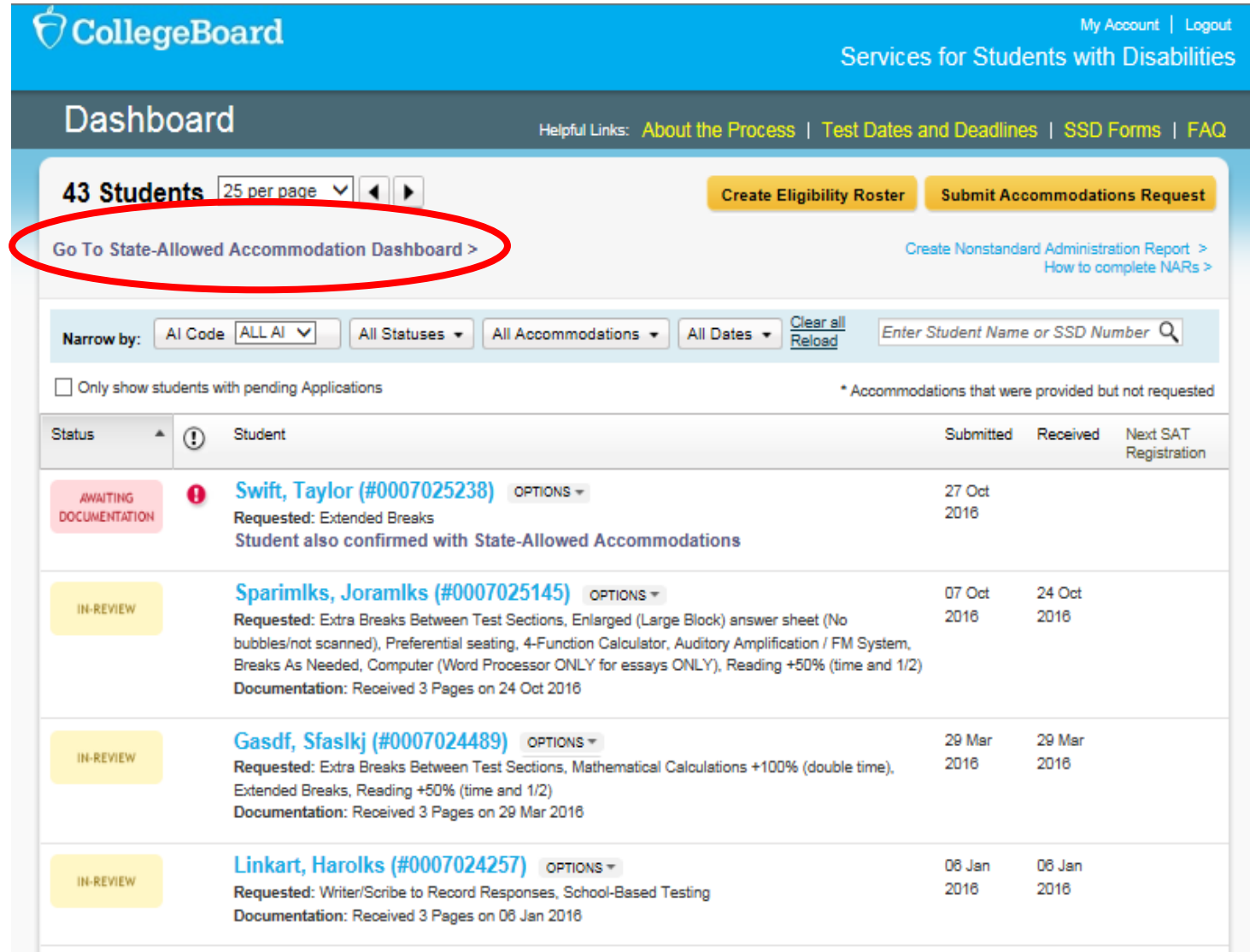
# New Requests – State Allowed Accommodations (SAA)

\*Recommended for 8<sup>th</sup> Graders



# Submit an SAA Request

- Go to the SSD Online Dashboard  
Click link in upper left corner  
to access the SAA Dashboard.
- SAA Dashboard opens the week of  
January 7, 2019



The screenshot displays the CollegeBoard SSD Online Dashboard. At the top, the CollegeBoard logo is on the left, and 'My Account | Logout' and 'Services for Students with Disabilities' are on the right. Below the header, the word 'Dashboard' is centered, with helpful links: 'About the Process', 'Test Dates and Deadlines', 'SSD Forms', and 'FAQ'. The main content area shows '43 Students' with a '25 per page' dropdown and navigation arrows. A red circle highlights the link 'Go To State-Allowed Accommodation Dashboard >'. To the right of this link are buttons for 'Create Eligibility Roster' and 'Submit Accommodations Request', and a link for 'Create Nonstandard Administration Report > How to complete NARs >'. Below these are filters for 'Narrow by:' including 'AI Code' (set to 'ALL AI'), 'All Statuses', 'All Accommodations', and 'All Dates', along with a 'Clear all Reload' button and a search bar. A checkbox option 'Only show students with pending Applications' is also present. The table below lists student records with columns for Status, Student, Submitted, Received, and Next SAT Registration. The first student, Swift, Taylor (#0007025238), is in 'AWAITING DOCUMENTATION' status. The other three students are in 'IN-REVIEW' status.

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	<b>Swift, Taylor (#0007025238)</b> Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		
IN-REVIEW	<b>Sparimlks, Joramlks (#0007025145)</b> Requested: Extra Breaks Between Test Sections, Enlarged (Large Block) answer sheet (No bubbles/not scanned), Preferential seating, 4-Function Calculator, Auditory Amplification / FM System, Breaks As Needed, Computer (Word Processor ONLY for essays ONLY), Reading +50% (time and 1/2) Documentation: Received 3 Pages on 24 Oct 2016	07 Oct 2016	24 Oct 2016	
IN-REVIEW	<b>Gasdf, Sfaslkj (#0007024489)</b> Requested: Extra Breaks Between Test Sections, Mathematical Calculations +100% (double time), Extended Breaks, Reading +50% (time and 1/2) Documentation: Received 3 Pages on 29 Mar 2016	29 Mar 2016	29 Mar 2016	
IN-REVIEW	<b>Linkart, Harolks (#0007024257)</b> Requested: Writer/Scribe to Record Responses, School-Based Testing Documentation: Received 3 Pages on 06 Jan 2016	06 Jan 2016	06 Jan 2016	

# Submit an SAA Request

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

CollegeBoard

My Account | Logout

Services for Students with Disabilities

SAA Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Terms and Conditions

The use of State-Allowed Accommodations will result in scores that are not college reportable and are not eligible for scholarship submissions. They are available only to serve a few students who are receiving accommodations that do not qualify under the college reportable guidelines. Please use ONLY if a student requires accommodations or supports that are not available for college reportable scores. For more information, go to the College Board services for [Students with Disabilities website](#).

*I understand that students using State-Accommodations will receive scores that are not college reportable.*

☐ Check to confirm the terms and conditions above

**IMPORTANT NOTES**

- State -Allowed Accommodations are available ONLY for the specific administration for which they are requested and confirmed. If a student requires accommodations for future test administrations, they will need to request accommodations through the College Board accommodations request process.
- Before submitting a request for state-allowed accommodations, schools should have parent/guardian consent to share student information with the College Board for students under 18 and to request state allowed accommodations. If the student is 18 or over, the student may grant consent to share student information with the College Board. If you do not have parent/guardian approval through the student's IEP, 504, EL or other school documentation, we provide this [Consent Form for State-Allowed Accommodations](#). The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board.
- Schools should confirm that students/parents understand that students using State-Accommodations will receive scores that will not be eligible for college admissions or scholarship opportunities.

Cancel

Continue



# Submit an SAA Request

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



CollegeBoard My Account | Logout  
Services for Students with Disabilities

## SAA Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

### State-Allowed Accommodations > Student Information

**Important**

Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

**Notice**

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

- PSAT NMSQT - Oct 15, 2016 - Grade ( 10 )
- PSAT NMSQT - Oct 15, 2016 - Grade ( 9, 8 )
- PSAT 8/9 - Sep 26, 2016 - Grade ( 9 )
- PSAT NMSQT - Oct 15, 2016 - Grade ( 11, 10, 9 )

Please complete the fields below, using the student information as it appears in the student's school records. 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:

Test Admin:

#### Mailing Address

☒ USA, including its territories & Puerto Rico  
☐ Outside of USA

Street1:

Street2:


City:

State:  Zip / Post Code:

[Cancel](#) [Save & Exit](#) [Save & Continue](#)


# Submit an SAA Request

- 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.

My Account | Logout  
Services for Students with Disabilities

SAA DashboardHelpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Select Accommodations

 **Important** | Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Choose the State-Allowed Accommodations needed by Taylor Swift for the PSAT 8/9 Sep 26, 2016 test.

Note: Our records show that Taylor has also requested or been approved to use the following College Board accommodations:  
Under College Board Review: Extended Breaks

**▼ State-Allowed Accommodations**

☐ State-Allowed: Extended Time - 50%

☐ State-Allowed: Extra and/or Extended Breaks

☐ State-Allowed: Extended Time - 100% or more

☐ State-Allowed: Record Answers in Test Book

☐ State-Allowed: EL-Math Only

☐ State-Allowed: EL-Word for Word Glossary

CancelSave & ExitSave & Continue

# Submit an SAA Request

- Review and submit request.
- Confirm parental consent.

All SAAs are automatically approved and do not require documentation.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

SAA Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Review and Submit

 Important

Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Student Information

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.

BASIC INFORMATION

Name: Taylor Swift

Date of Birth: Jan 2, 2002

Expected High School Graduation Date: Jun, 2020

Gender: Female

MAILING ADDRESS

123 Main Street

Wheatland, CA 96882, U.S.

Home Phone: (708)818-1122

Email: tswift@yahoo.com

SCHOOL INFORMATION

High School Code: 063760

High School Name: WHEATLAND UNION HIGH SCHOOL

SCHOOL ADDRESS

1010 Wheatland Road

Wheatland, CA 96882, U.S.

Edit

State-Allowed Accommodations

State-Allowed: Late Start

Edit

College Board Accommodations

Under College Board Review/Extended Breaks

Consent Form

Parental/guardian consent to share student information with College Board, and to request accommodations that will result in scores that are not reportable to colleges and scholarship organizations, should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as part of the student's record. If you need a separate consent form for your records, we provide this [Consent Form for State-Allowed Accommodations](#).

Do you have consent from the relevant parent/guardian, through the student's IEP, 504, English Language classification or other consent form?

☐ Yes, I have consent on file or through a valid IEP, 504, or English Language Learner classification

☐ No

If you need a separate consent form for your records, 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 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 PSAT 8/9 Sep 26, 2016 test administration are not college reportable or eligible for reporting to scholarship organizations.

☐ Check to confirm acceptance of this statement

Save & Exit

Submit

site map | contact us | about us | press | careers | link to us | compliance | terms of use | privacy policy

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 TRUSTE

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# Manage Accommodations

A blue-tinted photograph of three students walking from left to right in front of a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another young man in a light-colored shirt and backpack, also looking right. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking right. The entire image has a semi-transparent blue overlay.

# Change an Existing Approval

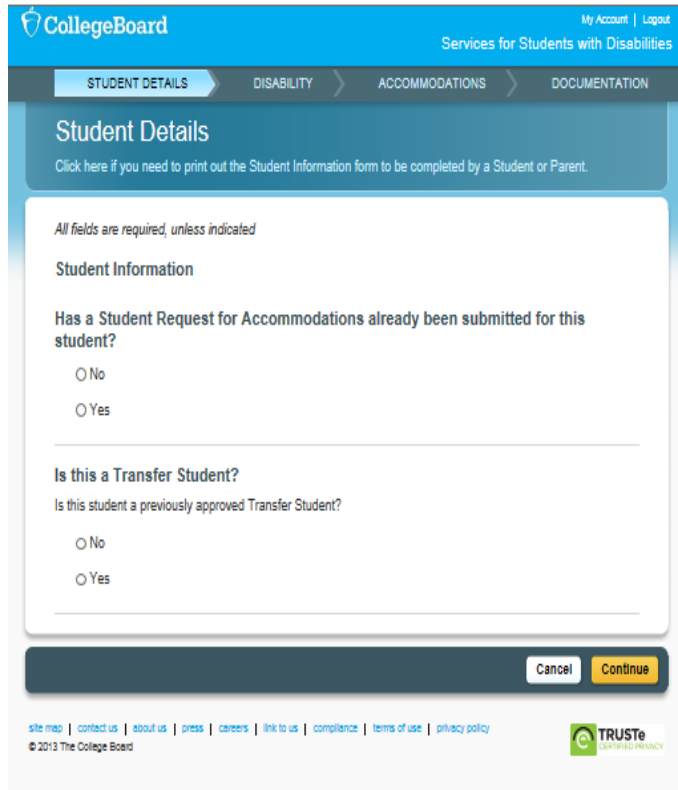
- A change may be required to:
  - Add or remove accommodations
  - Update student information, such as name
  - Update student graduation date
- To submit a change request
  - From the SSD Online Dashboard, locate the student to change.
  - Select “Options.”
  - Click “Create Change Request.”
  - Print the change request form, annotate with requested changes, and fax the request form to SSD at (866) 360-0114.
- **Note: The request to add additional accommodations for a student typically requires supporting documentation.**

Status	Student
DECIDED	<b>Xerox, Fourtest (#0007554601)</b> OPTIONS <b>NOT Approved</b> Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	<b>Ssdprodtestb, Studentb (#0007000002)</b> OPTIONS <b>Approved:</b> 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



# Add a Transfer Student



The screenshot shows the CollegeBoard 'Services for Students with Disabilities' dashboard. The 'STUDENT DETAILS' tab is selected. The form is titled 'Student Details' and includes a link to print the form. It contains two sections of questions, both with 'No' and 'Yes' radio button options. The first section asks if a Student Request for Accommodations has been submitted. The second section asks if the student is a previously approved Transfer Student. At the bottom, there are 'Cancel' and 'Continue' buttons. The footer includes links for site map, contact us, about us, press, careers, link to us, compliance, terms of use, and privacy policy, along with the College Board logo and a TRUSTe seal.

CollegeBoard My Account | Logout  
Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

Student Details  
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

Student Information

Has a Student Request for Accommodations already been submitted for this student?

☐ No  
☐ Yes

Is this a Transfer Student?

Is this student a previously approved Transfer Student?

☐ No  
☐ Yes

Cancel Continue

site map | contact us | about us | press | careers | link to us | compliance | terms of use | privacy policy  
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CERTIFIED PRIVACY

- Click “Submit Accommodations Request” in the top right corner of the dashboard.
- On the Student Details page, respond “Yes” to these two questions:
  - Has a Student Eligibility Form already been submitted for this student?
  - Is this a Transfer Student?
- You will be asked for the student’s name, date of birth, and their College Board SSD number. To obtain a student’s College Board SSD number:
  - Ask the student or parent if they have a copy of the eligibility letter.
  - Have the student log in to their College Board account to obtain a copy of the eligibility letter.
    - Select “My Plan.”
    - Select “View your eligibility letter.”
  - Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
  - Contact the SAT School Day Educator Hotline, choose 1, and then choose the option for SSD.
- If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at your school, documentation review may be required.



# Remove a Student

- To remove a student from your dashboard that no longer attends your school:
  - Log in to SSD Online.
  - From the dashboard, create eligibility roster.
  - Print roster
  - Find the student's name that needs to be removed from your dashboard, and write this information on the roster about the specific student(s).
  - Fax the annotated roster to (866) 360-0114.

---

# English Learner Supports

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

# English Learner (EL) Supports

- Translated Test Directions for EL students
  - Result in reportable scores and do not require advance approval
  - Printed versions of the test directions will be downloadable for educators in February to distribute to students on test day as needed.
  - Languages: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese.
  - Other languages can be supported “on the fly” by approved translators.
- Word-to-Word Glossary for EL students
  - Result in reportable scores and do not require advance approval
  - Increased list to approximately 100 glossaries for 2019
  - List of glossaries can currently be found at [www.collegeboard.org/michigan](http://www.collegeboard.org/michigan)

# English Learner (EL) Supports

- 50% Extended Time for EL Students:
  - Result in reportable scores
  - 50% extended time on each section of the test.
  - Must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
  - Although not an accommodation, needs to be identified in SSD Online beginning the week of January 25, 2019.
  - EL students using 50% extended time can be tested with other students using the same timing and test materials.

# EL Supports

The use of EL supports may not be appropriate for all EL students.

- To determine if providing EL supports are appropriate for students, refer to the *2019 Supports & Accommodations Guidance Document* that will be updated and released in the coming weeks.
  - Available at [www.Michigan.gov/mme](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat)

# Entering Extended Time for ELs

- **Beginning the week of January 25, 2019**, a link will appear that says, “Go to English Learners Supports Dashboard”
- This is where SSD coordinators will go to enter EL student information for 50% extended time (not necessary for glossary use or translated test directions)
  - No documentation is required

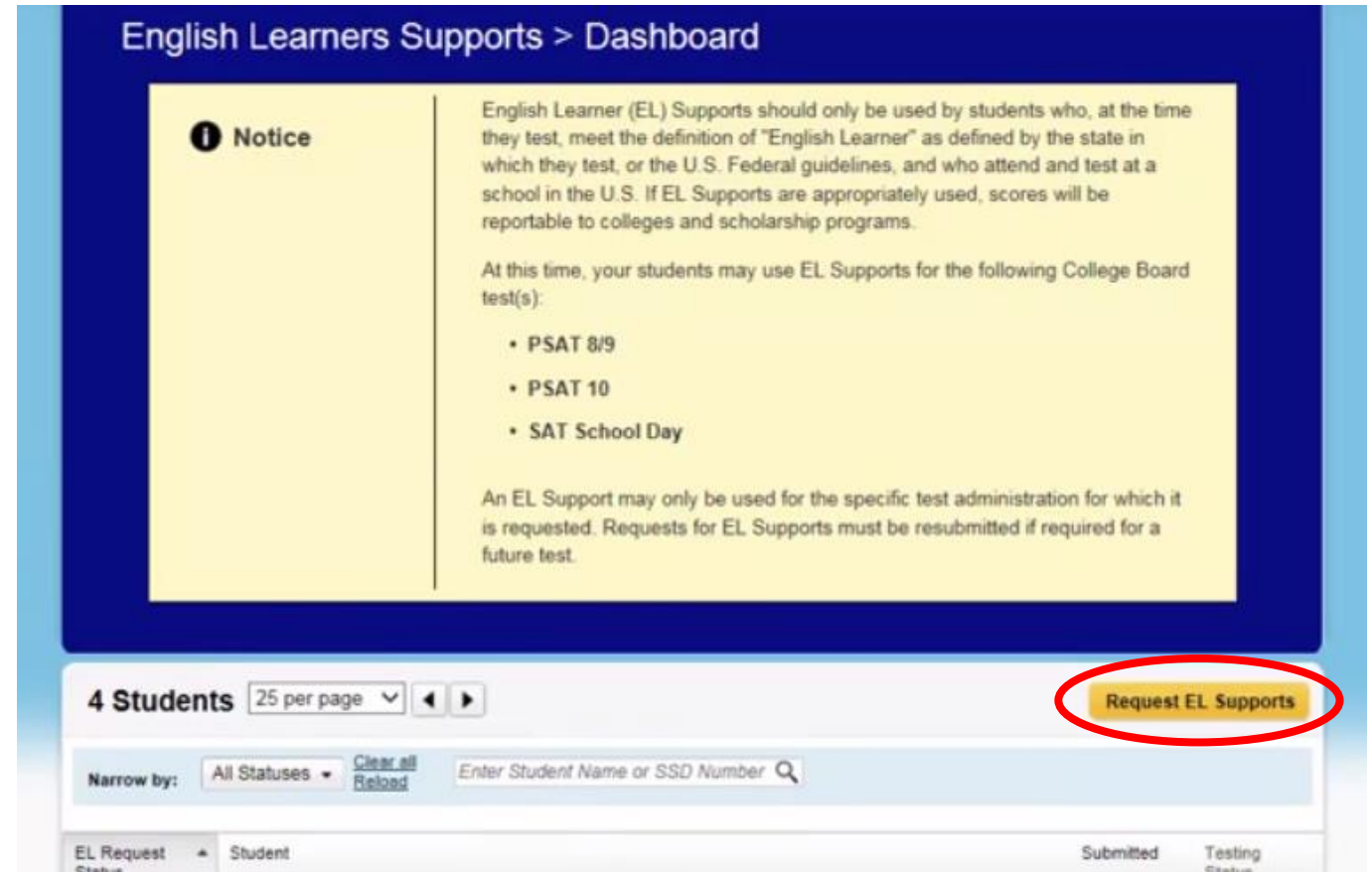
The screenshot shows the 'Dashboard' for English Learners Supports. At the top, there are helpful links: 'About the Process', 'Test Dates and Deadlines', 'SSD Forms', and 'FAQ'. Below this is a yellow banner for '2 Announcements' with a 'Show' dropdown. The main content area shows '1 Students' with a '25 per page' dropdown and navigation arrows. There are two yellow buttons: 'Create Eligibility Roster' and 'Submit Accommodations Request'. Below these are links: 'Go To State-Allowed Accommodation Dashboard >' and 'Go To English Learners Supports Dashboard >' (circled in red). To the right are links for 'Create Nonstandard Administration Report >', 'How to complete NARs >', and 'Submit/Update School Testing Calendar >'. A 'Narrow by' section includes filters for 'AI Code' (set to 'ALL AI'), 'All Statuses', 'All Accommodations', and 'All Dates', along with a 'Clear all Reload' link and a search bar 'Enter Student Name or SSD Number'. A checkbox option 'Only show students with pending Applications' is present. A table lists student information with columns: Status, Student, Submitted, Received, and Next SAT Registration. The table contains one entry for Sharon Cowley (#0007026522) with a status of 'DECIDED' and approved accommodations for Large Print Test Book and Enlarged answer sheet. A note at the bottom right states '\* Accommodations that were provided but not requested'.

Status	Student	Submitted	Received	Next SAT Registration
DECIDED	Cowley, Sharon (#0007026522) Approved: Large Print Test Book - 14 point, Enlarged (Large Block) answer sheet (No bubbles/not scanned)	19 Nov 2018	19 Nov 2018	



# Entering Extended Time for ELs

Click Request EL Supports



The screenshot shows the 'English Learners Supports > Dashboard' interface. At the top, a yellow notice box contains the following text: 'English Learner (EL) Supports should only be used by students who, at the time they test, meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and who attend and test at a school in the U.S. If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs. At this time, your students may use EL Supports for the following College Board test(s):' followed by a bulleted list: '• PSAT 8/9', '• PSAT 10', and '• SAT School Day'. Below this, it states: 'An EL Support may only be used for the specific test administration for which it is requested. Requests for EL Supports must be resubmitted if required for a future test.' At the bottom of the dashboard, there is a table header with columns: 'EL Request Status', 'Student', 'Submitted', and 'Testing'. Above the table, there is a search bar with the text 'Enter Student Name or SSD Number' and a magnifying glass icon. To the left of the search bar, there are filters for 'Narrow by:' and 'All Statuses', along with 'Clear all' and 'Reload' links. On the far right of the dashboard, a yellow button labeled 'Request EL Supports' is circled in red.

English Learners Supports > Dashboard

**Notice**

English Learner (EL) Supports should only be used by students who, at the time they test, meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and who attend and test at a school in the U.S. If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs.

At this time, your students may use EL Supports for the following College Board test(s):

- PSAT 8/9
- PSAT 10
- SAT School Day

An EL Support may only be used for the specific test administration for which it is requested. Requests for EL Supports must be resubmitted if required for a future test.

4 Students 25 per page

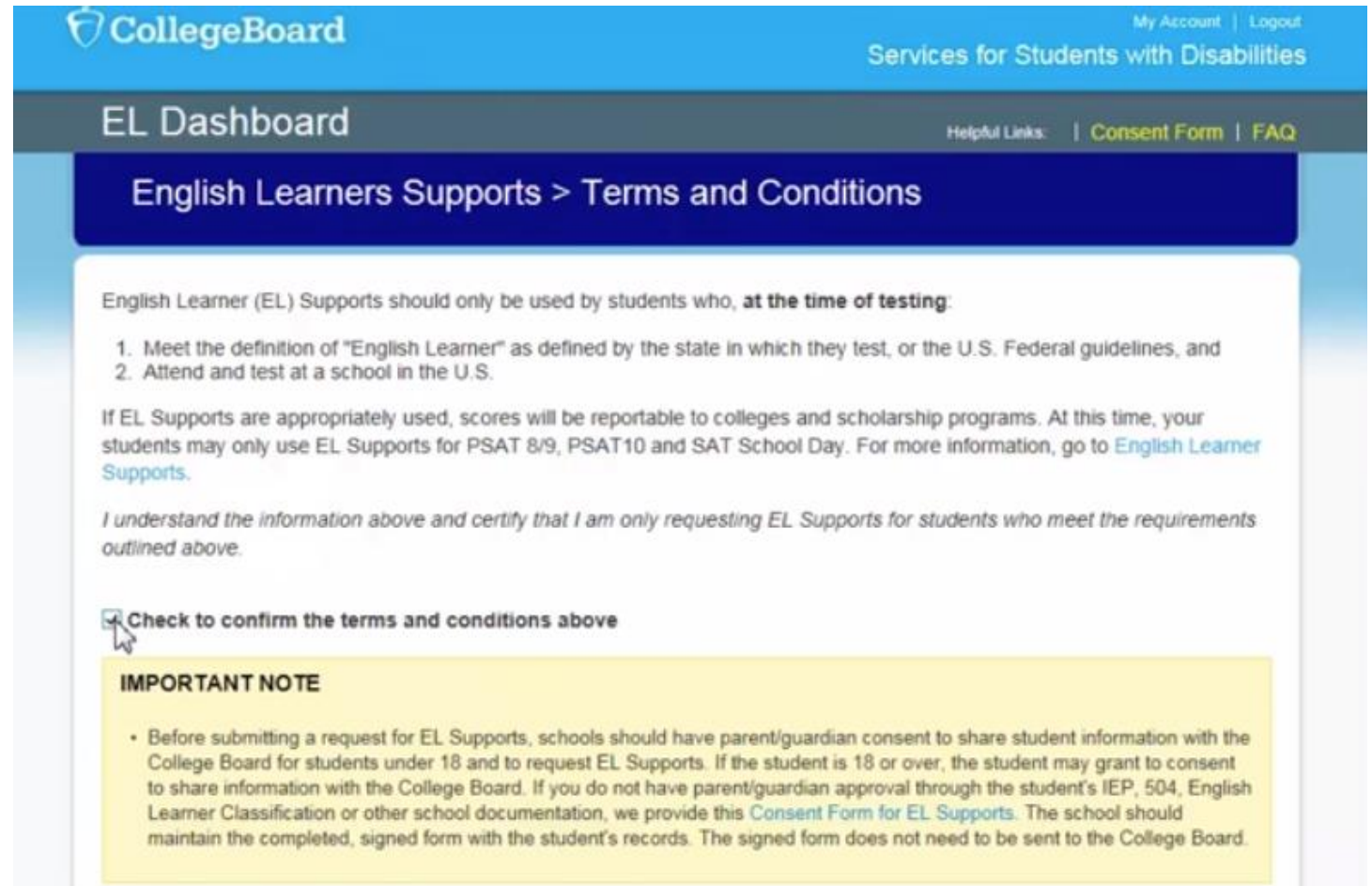
Narrow by: All Statuses Clear all Reload Enter Student Name or SSD Number

EL Request Status	Student	Submitted	Testing Status
-------------------	---------	-----------	----------------

Request EL Supports

# Entering Extended Time for ELs

Verify that the student meets the definition of an English Learner and attend a school in the United States



The screenshot shows the CollegeBoard EL Dashboard. At the top, there is a blue header with the CollegeBoard logo on the left and 'My Account | Logout' on the right. Below this is a dark blue bar with 'EL Dashboard' on the left and 'Helpful Links: | [Consent Form](#) | [FAQ](#)' on the right. The main content area has a dark blue header with 'English Learners Supports > Terms and Conditions'. The text states that English Learner (EL) Supports should only be used by students who, **at the time of testing:**

1. Meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and
2. Attend and test at a school in the U.S.

It then explains that if EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs. It specifies that students may only use EL Supports for PSAT 8/9, PSAT10 and SAT School Day. For more information, it directs users to [English Learner Supports](#).

A statement follows: 'I understand the information above and certify that I am only requesting EL Supports for students who meet the requirements outlined above.'

Below this is a checkbox labeled 'Check to confirm the terms and conditions above', which is currently checked. A mouse cursor is pointing at the checkbox.

Below the checkbox is a yellow box titled 'IMPORTANT NOTE' containing a bullet point: 'Before submitting a request for EL Supports, schools should have parent/guardian consent to share student information with the College Board for students under 18 and to request EL Supports. If the student is 18 or over, the student may grant to consent to share information with the College Board. If you do not have parent/guardian approval through the student's IEP, 504, English Learner Classification or other school documentation, we provide this [Consent Form for EL Supports](#). The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board.'

# Entering Extended Time for ELs

## Enter Student Information

- Name
- Email (optional)
- DOB
- Expected Graduation Date
- Gender
- School
- Test Admin (SAT, PSAT 10, or PSAT 8/9)
- Mailing Address

### Basic Information

First Name:

\* Middle Initial:  \* optional

Last Name:

\* Email:  \* optional

Date of Birth:  /  /

Expected High School  
Graduation Date :  /

Gender: ☐ Male ☐ Female

Current School

Test Admin

### Mailing Address

☒ USA, including its territories & Puerto Rico

☐ Outside of USA

Street1:

# Entering Extended Time for ELs

Confirm student information is entered accurately

EL Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

English Learners Supports > Confirm Student Information

Based on the information entered, you are initiating an EL Supports request for the following student for use on the SAT School Day test.

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

BASIC INFORMATION	MAILING ADDRESS	SCHOOL INFORMATION
Name: <b>Sonya Antonov</b>	33E 66 St	High School Code: <b>334877</b>
Date of Birth: <b>Jan 4, 2002</b>	New York, NY 10019 , US	High School Name: <b>NEW YORK CITY VOC TRAINING CTR</b>
Expected High School Graduation Date: <b>May, 2020</b>	Email: <b>sonya@sonya.com</b>	
Gender: <b>F</b>		

SCHOOL ADDRESS  
100 00 Beach Channel Drive  
Rockaway Park, NY 11694, US

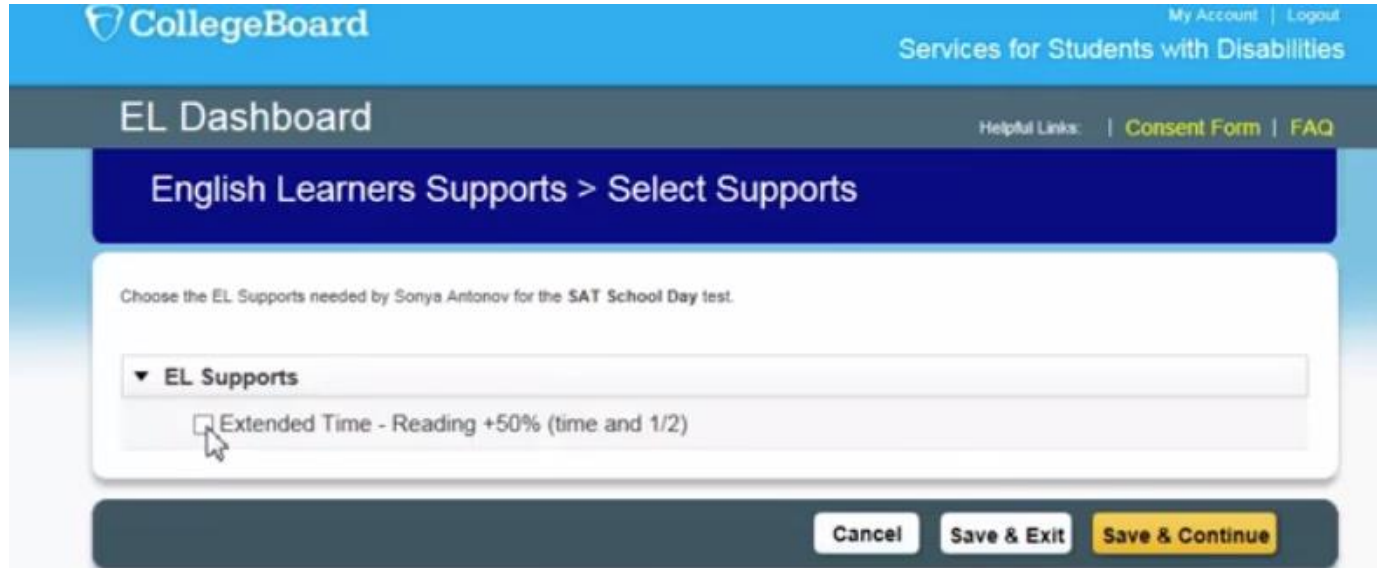
Edit

Cancel

Continue

# Entering Extended Time for ELs

Select Extended Time (this will be the only option)



CollegeBoard

My Account | Logout

Services for Students with Disabilities

EL Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

English Learners Supports > Select Supports

Choose the EL Supports needed by Sonya Antonov for the SAT School Day test.

▼ EL Supports

☒ Extended Time - Reading +50% (time and 1/2)

Cancel Save & Exit Save & Continue



# Entering Extended Time for ELs

## Confirm Parental Consent

- Same consent guidelines apply as for accommodations
- A form is provided, but you can gather consent in whatever is acceptable for your district

### Consent Form

Parental/guardian consent to share student information with College Board should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as part of the student's record.

If you need a consent form for your records, we provide this [Consent Form for EL Supports](#). 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 EL Supports dashboard, and select "Edit Request" next to the student's name, to submit the request.

Do you have consent from the relevant parent/guardian, through the student's IEP, 504, English Learner classification or other consent form?

☒ Check to confirm you have consent on file or through a valid IEP, 504, or English Learner classification

### Confirming Information

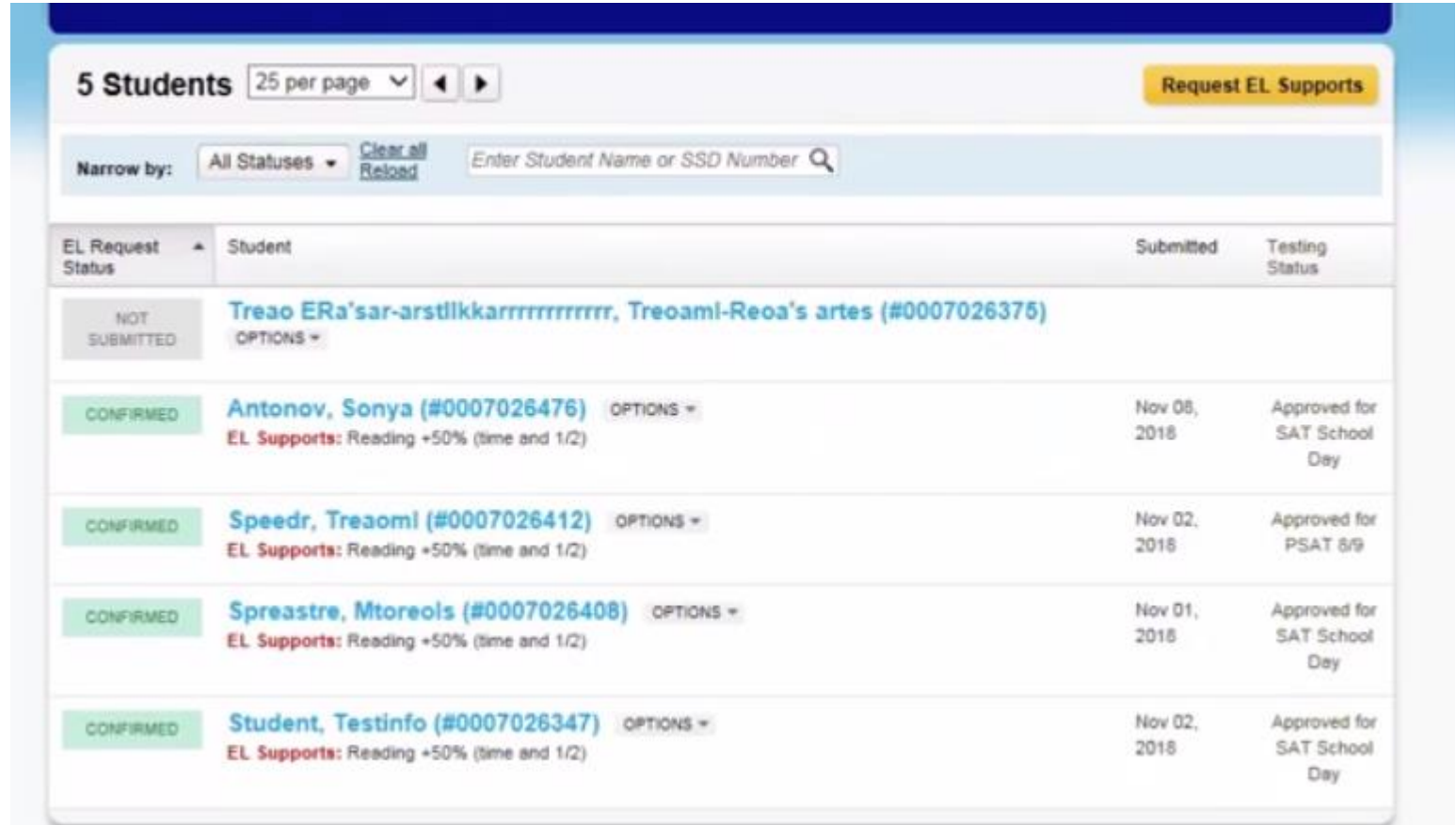
I verify that the information provided in my responses is true and accurate. I also certify that EL Supports have only been requested for those students who, at the time of testing:

1. meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and
2. attend and test at a school in the U.S. and
3. will only use EL Supports for PSAT 8/9, PSAT10 or SAT School Day.

☐ Check to confirm acceptance of this statement

# Entering Extended Time for ELs

- Once submitted, the request will automatically be approved and status will be shown as “confirmed”
- Students will be listed on your EL Supports Dashboard



The screenshot displays the 'EL Supports Dashboard' interface. At the top, it shows '5 Students' and a '25 per page' dropdown. A yellow button labeled 'Request EL Supports' is in the top right. Below this is a search bar with 'Narrow by: All Statuses' and a search icon. The main table has columns for 'EL Request Status', 'Student', 'Submitted', and 'Testing Status'. The first row is 'NOT SUBMITTED' for a student with a long name. The following four rows are 'CONFIRMED' for students: Antonov, Sonya; Speedr, Treaoiml; Spreastre, Mtoreois; and Student, Testinfo. Each confirmed row shows 'EL Supports: Reading +50% (time and 1/2)', a submission date in November 2018, and an approval for SAT or PSAT.

EL Request Status	Student	Submitted	Testing Status
NOT SUBMITTED	Treao ERa'sar-arstllkkarrrrrrrrrrrr, TreoamI-Reoa's artes (#0007026375)		
CONFIRMED	Antonov, Sonya (#0007026476) EL Supports: Reading +50% (time and 1/2)	Nov 08, 2018	Approved for SAT School Day
CONFIRMED	Speedr, Treaoiml (#0007026412) EL Supports: Reading +50% (time and 1/2)	Nov 02, 2018	Approved for PSAT 8/9
CONFIRMED	Spreastre, Mtoreois (#0007026408) EL Supports: Reading +50% (time and 1/2)	Nov 01, 2018	Approved for SAT School Day
CONFIRMED	Student, Testinfo (#0007026347) EL Supports: Reading +50% (time and 1/2)	Nov 02, 2018	Approved for SAT School Day

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# Working with the Nonstandard Administration Report

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, partially visible, also with a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The brick wall is in the background.

# Print the SAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary
  - Section 2: Students who test on the primary test day
  - Section 3: Students who test during the accommodated window
- Identifies students who can test in the same testing room (and will include EL students with extended time)
- Indicates the color test book to administer.
- Identifies the name of the 'test script' to read.
- Provides additional instructions for accommodated students (if any)

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



# Print the PSAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

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

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Cornia	Nikita	#0007025842
		#0007025812
altkjt		#0007025801
		#0007025804
		#0007025825

Brown, Robert (#0007025797)

Test Administration Date:

☐ Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

☐ Small group setting


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

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



# Printing the NAR

Available about 4 weeks prior to test day

My Account | Logout  
Services for Students with Disabilities

Dashboard

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

43 Students 25 per page ◀ ▶

Create Eligibility Roster Submit Accommodations Request

Go To State-Allowed Accommodation Dashboard >


Create Nonstandard Administration Report >  
How to complete NARs >

Narrow by: AI Code ALL AI ▾ All Statuses ▾ All Accommodations ▾ All Dates ▾ Clear all / Reload

Enter Student Name or SSD Number 🔍

☐ Only show students with pending Applications

\* Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	 <b>Swift, Taylor (#0007025238)</b> OPTIONS ▾ Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		
IN-REVIEW	<b>Sparimlks, Joramlks (#0007025145)</b> OPTIONS ▾ Requested: Extra Breaks Between Test Sections, Enlarged (Large Block) answer sheet (No bubbles/not scanned), Preferential seating, 4-Function Calculator, Auditory Amplification / FM System, Breaks As Needed, Computer (Word Processor ONLY for essays ONLY), Reading +50% (time and 1/2) Documentation: Received 3 Pages on 24 Oct 2016	07 Oct 2016	24 Oct 2016	
IN-REVIEW	<b>Gasdf, Sfaslkj (#0007024489)</b> OPTIONS ▾ Requested: Extra Breaks Between Test Sections, Mathematical Calculations +100% (double time), Extended Breaks, Reading +50% (time and 1/2) Documentation: Received 3 Pages on 29 Mar 2016	29 Mar 2016	29 Mar 2016	
IN-REVIEW	<b>Linkart, Harolks (#0007024257)</b> OPTIONS ▾ Requested: Writer/Scribe to Record Responses, School-Based Testing Documentation: Received 3 Pages on 06 Jan 2016	06 Jan 2016	06 Jan 2016	

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# Obtaining Materials

A blue-tinted photograph of three students standing in front of a brick wall. The student in the center is a young man with curly hair, wearing a plaid shirt and a backpack, looking to his right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking to her right. The image has a monochromatic blue color scheme.

# Testing Materials

Will arrive the week of March 18

- Accommodated testing materials:
  - Addressed to the test coordinator for that assessment
  - Are not designated for specific students (materials will simply be sent and coordinators will distribute based on approvals)
  - Sent **automatically** based on any accommodation requests in the **pending** and **approved** status
    - Materials are sent for requests in the pending status in the chance that the approval is granted before test day
    - Therefore, it is important to get requests in by 2/19/19
- Will be automatically sent for the students in the eligible grades for that assessment
  - PSAT 8/9 for Grade 8: 8<sup>th</sup> graders
  - PSAT 8/9 for Grade 9: 9<sup>th</sup> graders
  - PSAT 10: 10<sup>th</sup> graders
  - SAT with Essay: 11<sup>th</sup> and 12<sup>th</sup> graders
  - For instance, this means that schools will automatically receive accommodated SAT with Essay materials for all 11<sup>th</sup> and 12<sup>th</sup> grade students in the pending and approved status in SSD Online, no matter if you plan to test 12<sup>th</sup> graders or not.
  - Therefore, you will likely receive extra accommodated materials.



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Have Additional  
Questions?



# Spotlight

[www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)

**College Board Corner:** Implementation information for Michigan PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay

**College Board Corner**  
Information on SAT®, PSAT 8/9®, and PSAT10® provided by the College Board

**Questions about Spring PSAT 8/9, PSAT 10, or SAT?**

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

**Fall and Spring Assessments**  
Schools do NOT need to order materials for the

this fall. Dates and locations will be available in the Spotlight in early September.

**Requesting Accommodations**  
Schools will need to identify an SSD (Services for Students with Disabilities) coordinator who will use the SSD Online system to submit accommodation requests on the behalf of students for PSAT 8/9 for grades 8 and 9, PSAT 10, and SAT with Essay.



MDE Home

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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 column.

**Spotlight**

on Student Assessment and Accountability

**September 6, 2018**

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

- 2018-2019 Guide to State Assessments
- Early Literacy and Mathematics Benchmark TAM and Online Directions Available NOW
- Download Audio Content for Early Literacy and Mathematics Benchmark Assessments
- English Learner (EL) Exit Deadline Approaching
- Updating Entity and Contacts in the Educational Entity Master (EEM)
- Managing Users on the OEAA Secure Site
- College Board Corner
  - Important Dates
  - Contacts

**Sign up for Spotlight** ([www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)) and/or access previous editions

**2018-2019 Guide to State Assessments**  
The **2018-2019 Guide to State Assessments** is now available. This Guide includes information on:

- changes to the assessments
- test sessions and timings
- resources for online and paper/pencil tests
- supports and accommodations
- online technology
- dates for both online and paper/pencil testing in the Summative Testing Schedule, including:
  - a calendar with testing windows for the summative online assessments (M-STEP, MI-ACCESS, WIDA) and applicable paper/pencil assessments such as SAT with Essay, ACT WorkKeys, PSAT, MI-Access, and WIDA)
  - calendars with designated paper/pencil dates for M-STEP, MME (M-STEP, SAT with Essay, and ACT WorkKeys), and PSAT

The **2018-2019 Guide to State Assessments** is located under the **What's New** section of each assessment's web page:

- Early Literacy and Mathematics Benchmark Assessments** ([www.michigan.gov/earlylitandmath](http://www.michigan.gov/earlylitandmath))
- M-STEP** ([www.michigan.gov/mstep](http://www.michigan.gov/mstep))
- MI-Access** ([www.michigan.gov/mi-access](http://www.michigan.gov/mi-access))
- MME** ([www.michigan.gov/mme](http://www.michigan.gov/mme))
- WIDA** ([www.michigan.gov/wida](http://www.michigan.gov/wida))
- PSAT** ([www.michigan.gov/psat](http://www.michigan.gov/psat))

**Key:** Reminder (previously run article) Includes information Tech Coordinators also need to know

**Call Center: 877-560-8378**

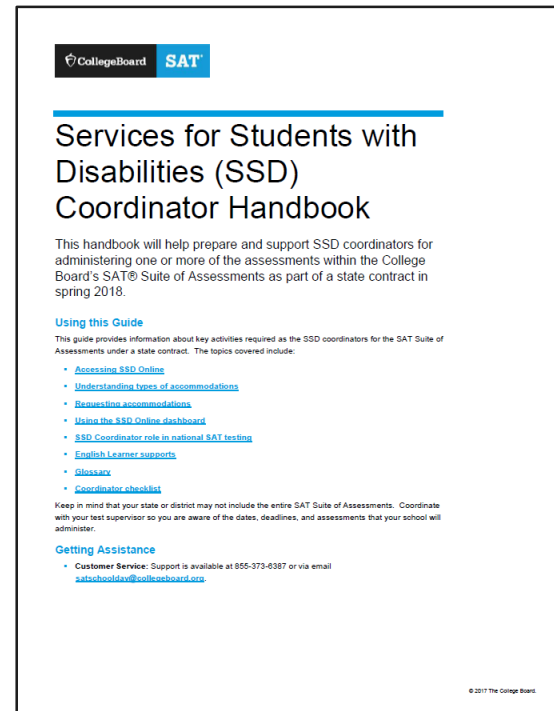


# Implementation Handbook for SSD Coordinators

Updated version is available at  
[www.Michigan.gov/mme](http://www.Michigan.gov/mme) and  
[www.Michigan.gov/psat](http://www.Michigan.gov/psat)

Includes detailed information such as:

- Accessing SSD Online
- Understanding types of accommodations
- Requesting accommodations
- SSD coordinator checklist



# Testing Manuals

Available in February

- College Board will provide a Michigan-specific manual for SAT, PSAT 10, and PSAT 8/9.
- The SAT manuals provide specialized information to each type of test day staff.
  - Coordinator Manual
    - Includes information about the test day set-up, preadministration session, forms, and return of standard and nonstandard materials
  - Standard Testing Manual
    - Includes all test day scripts and information needed by proctors in standard rooms
  - Accommodated Testing Manual
    - Includes test day scripts for proctors in accommodated rooms
- The PSAT 10 and PSAT 8/9 manuals include information for the coordinator and scripts for proctors.

# Thank You!

## Resources

- College Board Website  
[www.collegeboard.org/Michigan](http://www.collegeboard.org/Michigan)
- MDE Websites  
[www.Michigan.gov/mme](http://www.Michigan.gov/mme)  
[www.Michigan.gov/psat](http://www.Michigan.gov/psat)
- College Board Support Line for Michigan Educators  
(866) 870-3127 (select Option 1) or email  
[michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)
- Contact the Michigan Field Team
  - Jason Feig [jfeig@collegeboard.org](mailto:jfeig@collegeboard.org)
  - Kari Anama [kanama@collegeboard.org](mailto:kanama@collegeboard.org)
  - Ted Gardella [tgardella@collegeboard.org](mailto:tgardella@collegeboard.org)
- Weekly Spotlight – Sign up or access previous editions at [www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)
- Questions about Secure Site, eligibility to test, and accountability, contact MDE at:
  - Call: 877-560-8378 and select the correct option
  - Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions
  - Email: [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov) for accountability questions