



## **Developing Your Roster, Planning Rooms, and Administering Tests in Nonstandard Testing Rooms**

Michigan Webinar – March 30 and April 5, 2016

# Objectives

- + Understand the different accommodation types and room groupings
- + Identify steps for building your roster and planning your rooms
- + Understand the process for testing students with accommodations
- + Review receiving and return procedures

# SAT Testing Dates

## + April 12, 2016

- Students testing without accommodations (**Aqua**)
- Students testing with accommodations that can be provided with standard materials in the standard testing environment (**Aqua**)
- Students testing Roster Non-Standard accommodations (**Pink**)

## + April 12 – 15, 2016

- Students testing with accommodations that appear on the Non-Standard Accommodations Report (NAR) (**Cyan**)
- Students testing with State-Allowed Accommodations (SAA) (**Lime**)
- Note:
  - For accommodations that do not require multiple days, testing must be completed in one day
  - Students who test over two days must test on consecutive days

## + April 26, 2016 (Makeup)

- Any student who missed the primary test date
- Students testing with accommodations that appear on the NAR will test April 26-27, 2016
- All testing procedures are the same as the primary test date

# PSAT Testing Dates

## + April 12-13, 2016

- Students testing without accommodations (**Maroon** or **Orange**)
- Students testing with accommodations that can be provided with standard materials in the standard testing environment (**Maroon** or **Orange**)
- Note:
  - All students in the same grade must be tested on the same day
  - Schools can choose the date that works best for them

## + April 12 – 27, 2016

- Students testing with accommodations that appear on the Non-Standard Accommodations Report (NAR) (**Pink**)
- Students testing with State-Allowed Accommodations (SAA) (**Lime**)
- Note:
  - For accommodations that do not require multiple days, testing must be completed on one of the days during the window
  - Students who test over two days must test on consecutive days, and their testing must begin by April 26 in order for all testing to be completed by April 27, 2016
  - Students who test over two days must test on consecutive days

## + April 26-27, 2016

- Students testing without accommodations who missed the primary test date
- All testing procedures are the same as the primary test date

## Module 1

# Room Groupings

### Objectives

- + Understand the types of rooms required
- + Understand how rooms are grouped for each assessment
- + Understand who is responsible for overseeing test for each room type

## Module 1

# SAT Room Groupings, Standard Room

## Standard Testing Room

- + Overseen by the Test Center Supervisor
- + Students will use **Aqua** test books
- + Associate Supervisors will read the **Aqua** test scripts

### Standard Testing Room(s)

The standard room will include students testing without accommodations as well as those testing with the following accommodations:

<b>002</b> Large print test book – 14 point	<b>005</b> Large-block answer sheet
<b>006</b> Magnifier	<b>041</b> Written copy of oral instructions
<b>042</b> Permission for food/medication	<b>043</b> Wheelchair accessibility
<b>051</b> Preferential seating	<b>052</b> Write answers in test book
<b>053</b> Other Assistance – Center Testing	<b>066</b> Auditory amplification/FM system

## Module 1

# SAT Room Groupings, Roster Non-Standard Room

## Roster Non-Standard Testing Room

- + Overseen by the Test Center Supervisor
- + Students will use **Pink** test books
- + Associate Supervisors will read the **Pink** test scripts

### Roster Non-Standard Testing Room(s)

Students testing with some common accommodations will also test under the Test Center Supervisor. These students will test in rooms separate from the standard room(s) and students with the same timing should be grouped into individual rooms. For example, you will need 3 separate rooms if you have students testing with 50% extended time for reading (entire test), students testing with extended time on the essay only, or students testing with 50% extended time only on the math section.

017 50% extended time Writing (Essay only)	039 Extended breaks
018 50% extended time Math (Math Test only)	040 Extra breaks
	068 Permission to test blood sugar
	151 Four-function calculator on Math Test - No Calculator section

**NOTE:** The accommodation name will appear on the Eligibility Roster and NAR to assist with grouping

## Module 1

# SAT Room Groupings, NAR Non-Standard Room

## NAR Non-Standard Testing Room

- + Overseen by the SSD Coordinator
- + Students will use **Cyan** test books or appropriate format (e.g. Braille)
- + Associate Supervisors will read the **Cyan** test scripts

### NAR Non-Standard Testing Room(s)

Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room. For example, if you have students that will be testing with large print 20 pt., Braille, 100% extended time reading, and a reader, you will need three rooms because students with large print and braille accommodations can be tested in the same room.

003 Large print – 20 pt.	022 100% ext. time Writing (Essay only)
023 100% ext. time Math (Math Test only)	026 Greater than 100% Reading
004 Large print > 20 pt.	027 Greater than 100% Writing
007 Magnifying machine	028 Greater than 100% Math
008 Braille	044 Breaks as needed
009 Braille Graphs (used with Braille or audio)	063 One- to-one testing
011 Reader	064 School testing (no center)
012 MP3 Audio format	065 Late start time
013 Writer/scribe to record responses	067 Home testing
014 Computer for Essay only	070 Limited testing time
016 50% extended time Reading (entire test)	150 Assistive Technology Compatible (ATC) format
021 100% ext. time Reading (entire test)	

**NOTE:** The accommodation name will appear on the Eligibility Roster and NAR to assist with grouping

## Module 1

# SAT Room Groupings, State-Allowed Room

## State-Allowed Testing Room

- + Overseen by the SSD Coordinator
- + Students will use **Lime** test books
- + Associate Supervisors will read the **Lime** test scripts
- + Student scores are NOT college reportable

### State-Allowed Room(s)

Students testing with State-Allowed Accommodations will test in rooms separate from other standard or accommodated students because the scripting and test materials are different. Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room.

<b>090</b> Sign language Interpreter	<b>096</b> Use of bilingual dictionary or glossary
<b>113</b> Translated Instructions – Spanish	<b>114</b> Translated Instructions – Non Spanish
<b>118</b> Sign the Reading and Writing	<b>119</b> Responds in ASL for Reading/Writing
<b>121</b> Responds in ASL for Mathematics	<b>123</b> 50% ext. time Reading (entire test)
<b>126</b> 50% extended time Writing (Essay only)	<b>131</b> 50% ext. time Math (Math only)

## Module 1

# PSAT Room Groupings, Standard Room

### PSAT 8/9

- + Overseen by the Test Center Supervisor
- + Students will use **Maroon** test books
- + Associate Supervisors will read the **Maroon** test scripts

### PSAT 10

- + Overseen by the Test Center Supervisor
- + Students will use **Orange** test books
- + Associate Supervisors will read the **Orange** test scripts

#### Standard Testing Room(s)

The standard room will include students testing without accommodations as well as those testing with the following accommodations:

<b>002</b> Large print test book – 14 point	<b>005</b> Large-block answer sheet
<b>006</b> Magnifier	<b>041</b> Written copy of oral instructions
<b>042</b> Permission for food/medication	<b>043</b> Wheelchair accessibility
<b>051</b> Preferential seating	<b>052</b> Write answers in test book
<b>053</b> Other Assistance – Center Testing	<b>066</b> Auditory amplification/FM system
<b>069</b> Small group setting	

## Module 1

# PSAT Room Groupings, Non-Standard Room

## PSAT 8/9 and PSAT 10

- + Overseen by the SSD Coordinator
- + Students will use **Pink** test books or appropriate format (e.g. Braille)
- + Associate Supervisors will read the **Pink** test scripts

### Non-Standard Testing Room(s)

The non-standard room includes students testing with the following accommodations. Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room. For example if you have students that will be testing with large print 20 pt., Braille, 50% extended time reading, 100% extended time reading, and a reader, you will need four rooms because the student with large print and Braille can test in the same room.

003 Large print – 20 pt.	026 Greater than 100% Reading
004 Large print > 20 pt.	027 Greater than 100% Writing
007 Magnifying machine	028 Greater than 100% Math
008 Braille	039 Extended breaks
009 Braille Graphs (used with Braille or audio)	040 Extra breaks
011 Reader	044 Breaks as needed
012 MP3 Audio format	063 One- to-one testing
013 Writer/scribe to record responses	064 School testing (no center)
014 Computer for Essay only	065 Late start time
016 50% extended time Reading (entire test)	067 Home testing
017 50% extended time Writing (Essay only)	068 Permission to test blood sugar
018 50% extended time Math (Math Test only)	070 Limited testing time
021 100% ext. time Reading (entire test)	150 Assistive Technology Compatible (ATC) format
022 100% ext. time Writing (Essay only)	151 Four-function calculator on Math Test – No Calculator section
023 100% ext. time Math (Math Test only)	

## Module 1

# PSAT Room Groupings, State-Allowed Room

## State-Allowed Testing Room

- + Overseen by the SSD Coordinator
- + Students will use **Lime** test books
- + Associate Supervisors will read the **Lime** test scripts
- + Student scores are NOT eligible for scholarships

### State-Allowed Room(s)

Students testing with State-Allowed Accommodations will test in rooms separate from other standard or accommodated students because the scripting and test materials are different. Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room.

<b>090</b> Sign language Interpreter	<b>096</b> Use of bilingual dictionary or glossary
<b>113</b> Translated Instructions – Spanish	<b>114</b> Translated Instructions – Non Spanish
<b>118</b> Sign the Reading and Writing	<b>119</b> Responds in ASL for Reading/Writing
<b>121</b> Responds in ASL for Mathematics	<b>123</b> 50% ext. time Reading (entire test)
<b>126</b> 50% extended time Writing (Essay only)	<b>131</b> 50% ext. time Math (Math only)

## Module 1

# SAT & PSAT Room Groupings, 1:1 Rooms

Certain accommodations will require a **1-to-1 testing room** due to the nature of the accommodation, those are:

- + Reader
- + Scribe
- + MP3 only if NOT using headphones
- + 1:1
- + Any accommodation that will make noise or cause distraction to other testers

## Module 2

# Developing Rosters

### Objectives

- + Understand how to pull the Eligibility and Non-Standard Accommodations Report from SSD Online
- + Review one method for building your roster

## Module 2

# SSD Online Rosters

### + Eligibility Roster

- Reflects all students and their approved accommodation(s)
- Access from SSD Online Dashboard

### + Non-Standard Accommodations Report (NAR)

- Reflects students approved for an accommodation for a specific administration
- Generated from SSD Online Dashboard

## Module 2

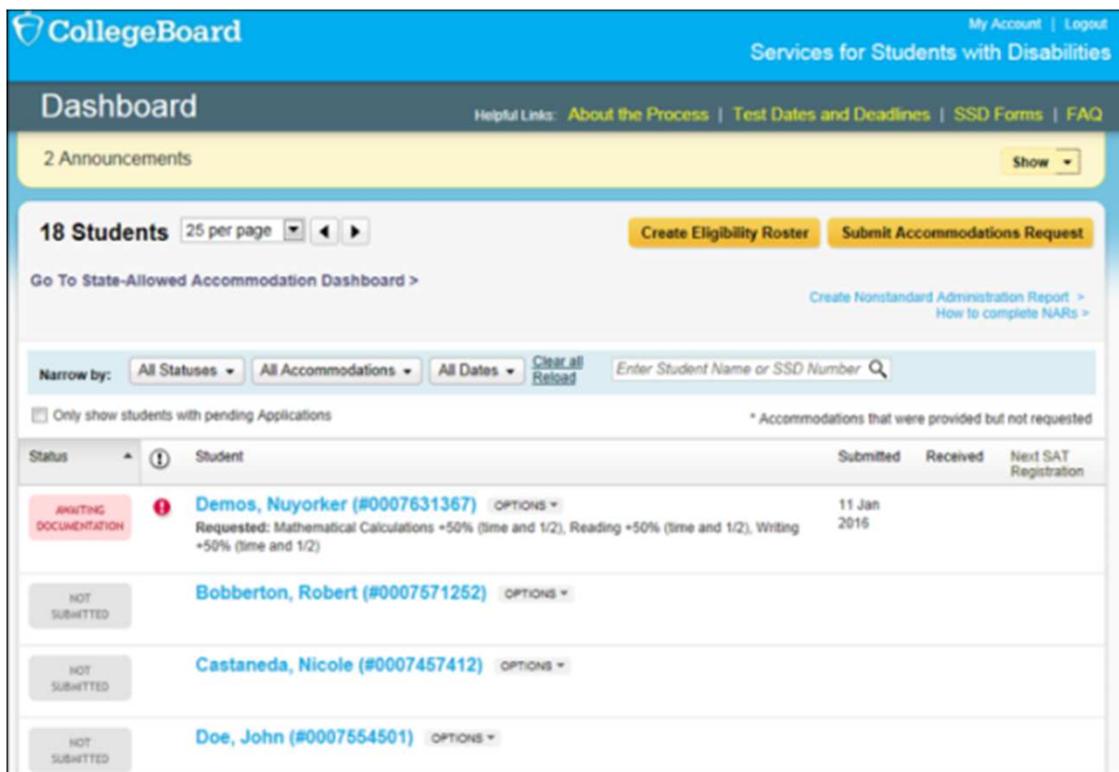
### Developing Rosters

- + The Test Center Supervisor and the SSD Coordinator should work together to confirm the students testing and finalize room planning
- + The combination of the following lists will be the source documents for your room rosters
- + **Test Center Supervisor**
  - Pull the Pre-ID Student Report from the Secure Site
- + **SSD Coordinator**
  - Pull the Eligibility Roster from the SSD Online system
  - Pull Non-Standard Accommodations Report (NAR) from the SSD Online system

## Module 2

# Eligibility Roster

- + The SSD Coordinator will download the Eligibility Roster from SSD Online



The screenshot shows the CollegeBoard dashboard for SSD services. At the top, it says "CollegeBoard" and "Services for Students with Disabilities". Below that is a "Dashboard" section with helpful links: "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ". There are "2 Announcements" and a "Show" button. The main section displays "18 Students" with a "25 per page" dropdown and navigation arrows. There are two buttons: "Create Eligibility Roster" and "Submit Accommodations Request". Below that is a "Go To State-Allowed Accommodation Dashboard >" link and a "Create Nonstandard Administration Report > How to complete NARs >" link. A search bar is present with filters for "All Statuses", "All Accommodations", and "All Dates", along with a "Clear All Reload" button and a search input field labeled "Enter Student Name or SSD Number". A checkbox option is available: "Only show students with pending Applications". A table lists students with columns for Status, Student, Submitted, Received, and Next SAT Registration. The first student, Demos, Nuyorker (#0007631367), has a status of "AWAITING DOCUMENTATION" and a submitted date of "11 Jan 2016". The other three students (Bobberton, Robert; Castaneda, Nicole; Doe, John) have a status of "NOT SUBMITTED".

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	Demos, Nuyorker (#0007631367) Requested: Mathematical Calculations +50% (time and 1/2), Reading +50% (time and 1/2), Writing +50% (time and 1/2)	11 Jan 2016		
NOT SUBMITTED	Bobberton, Robert (#0007571252)			
NOT SUBMITTED	Castaneda, Nicole (#0007457412)			
NOT SUBMITTED	Doe, John (#0007554501)			

- + This roster provides a list of ALL students approved for accommodations

# Module 2 Eligibility Roster

## Sample roster

### Roster

Note : Use the print button on this page (as opposed to the browser's print function) to print this page. Print Close

Date Generated: **Feb 9, 2016**  
School Code: **311262**  
School Name: **ETS HIGH SCHOOL/MARGO MERIWETHER**  
1425 Lower Ferry Road Mail Stop 05Q Room Q610, Ewing, NJ 08618, US

E311262



View By:  Grade Level  Alphabetical by Name Key: CT = Center Testing, ST = School Testing

#### Graduating Seniors

Please review the accommodations and graduation date for each student, and indicate changes as necessary. Students who are listed as graduating seniors (grade 12) will be removed from the next roster unless otherwise noted.

**Ssdprodeatb, Studentb (#0007000002)**

Still Eligible  No Longer Needs Accommodations  Moved to New School  
 Changed Accommodations (must submit Change Form)

Current Graduation Date:

Writing +50% (time and 1/2) (CT)  
Reading +50% (time and 1/2) (CT)  
Mathematical Calculations +50% (time and 1/2) (CT)

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#### 10th Graders Currently Approved for Accommodations

**CTest, SSDtest (#0007639003)**

Still Eligible  No Longer Needs Accommodations  Moved to New School  
 Changed Accommodations (must submit Change Form)

Current Graduation Date:

Small group setting (CT)

## Module 2

# Non-Standard Administration Report (NAR)

- + The SSD Coordinator will download the NAR for each assessment from SSD Online

The screenshot displays the SSD Online interface. At the top, it shows '20 Students' and a '25 per page' dropdown. There are two yellow buttons: 'Create Eligibility Roster' and 'Submit Accommodations Request'. Below these is a link to 'Go To State-Allowed Accommodation Dashboard'. A search bar is present with the text 'Enter Student Name or SSD Number'. A dropdown menu is open, showing options: 'AP', 'PSAT/NMSQT & PSAT10', 'SAT School Day - Apr 12, 2016', and 'SAT - May 07, 2016'. The main table lists students with their status, name, and ID number. The first student, John Doe, has a status of 'AWAITING DOCUMENTATION' and requested accommodations for Reading, Writing, and Mathematical Calculations. The other two students, Robert Bobberton and Nicole Castaneda, have a status of 'NOT SUBMITTED'.

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	<b>Doe, John (#0007554501)</b> <small>OPTIONS</small> Requested: Reading +50% (time and 1/2), Writing +50% (time and 1/2), Mathematical Calculations +50% (time and 1/2)	26 Feb 2016		
NOT SUBMITTED	<b>Bobberton, Robert (#0007571252)</b> <small>OPTIONS</small>			
NOT SUBMITTED	<b>Castaneda, Nicole (#0007457412)</b> <small>OPTIONS</small>			

## Module 2

# Non-Standard Administration Report (NAR)

- + For **PSAT**, select from the list the students who will be testing (or click “select all”)
- + For **SAT**, only registered students are displayed
- + Click “Create”

The screenshot shows a dashboard with a central modal window. The modal window contains the following text:

Please select any students with College Board approved accommodations from the list below that require PSAT/NMSQT or PSAT 10 Nonstandard Administration Reports (NARs). Please note that students with approved State-Allowed accommodations are not listed below, but will be automatically included in the generated NAR.

[Create PSAT/NMSQT & PSAT10 Nonstandard Administration Report](#)

[select all](#) | [clear all](#)

- CTest, SSDtest (#0007639003)
- Fixed, SSDtest (#0007658703)
- SSDet, Testlsr (#0007670076)
- Ssdprodestb, Studentb (#0007000002)

The background dashboard shows a list of 20 students with filters for status, accommodations, and dates. A search bar is visible at the bottom of the dashboard.

# Module 2

# Non-Standard Administration Report (NAR)

## Sample of Non-Standard and State-Allowed version

### SAT Specific Test Date – School Day Test Version

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

#### 2012 SAT® Nonstandard Administration Report

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

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

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

#### SAT

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

#### SAT With Essay

CLAUS	SANTA	#0004118359	
DOE	JOHN	#0007156089	
SMITH	BOB	#0007156098	

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

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

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

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

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

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

#### SAT

CONNELLY	KATY	#0004118359	
FERRELL	GABRIELLA	#0007156089	

#### SAT With Essay

CLAUS	SANTA	#0004118359	
DOE	JOHN	#0007156089	

#### SAT Subject Test

SMITH	KATY	#0004118359	
WINFREY	OPRAH	#0007156089	

## Module 2

### Pre-ID Student List

- + The Test Center Supervisor will pull the Pre-ID Student List from the Secure Site
  - For instructions, [http://www.michigan.gov/documents/mde/Pre\\_ID\\_quick\\_reference\\_478308\\_7.pdf](http://www.michigan.gov/documents/mde/Pre_ID_quick_reference_478308_7.pdf)
- + Download a copy in an excel format, for each grade level

Pre-IDed Students

	SCHOOL	UC	STUDENT ID	STUDENT NAME	BIRTH DATE	GENDER	GRADE	ETHNICITY	LEP	SE	ED	HL	MS	HS	PREID DATE	ENGLISH LANGUAGE ARTS	MATHEMATICS
<input type="checkbox"/>		1205268105	106700	<a href="#">Ackley, Audrejuano R</a>	03/18/1999	F	11	White	N	N	N	N	N	N	01/08/2016	SAT - PIP	SAT - PIP
<input type="checkbox"/>		1154700896	100947	<a href="#">Alderfer, TYJAE L</a>	08/16/1998	M	11	White	N	N	Y	N	N	N	01/08/2016	SAT - PIP	SAT - PIP
<input type="checkbox"/>		4620554843		<a href="#">Alexander, Chiquita</a>	04/14/1999	F	11	Two or More Races	N	N	Y	N	N	N	01/08/2016	SAT - PIP	SAT - PIP
<input type="checkbox"/>		1219652964	109076	<a href="#">Asocha, TYMAS C</a>	02/20/1999	F	11	White	N	N	N	N	N	N	01/08/2016	SAT - PIP	SAT - PIP
<input type="checkbox"/>		2055049978	109144	<a href="#">Asfuey, Lorianiv T</a>	02/23/1999	M	11	White	N	N	N	N	N	N	01/08/2016	SAT - PIP	SAT - PIP
<input type="checkbox"/>		4660753672	110963	<a href="#">Banks, Jayas V</a>	05/22/1999	F	11	Black or African American	N	N	N	N	N	N	01/08/2016	SAT - PIP	SAT - PIP

Page size: 50 219 items in 5 pages

Unassign Print Download

- + This will be your source roster which you'll update with accommodations type and rooms

## Module 2

### Develop Roster

- + In excel, hide the columns of the Pre-ID list that are not needed
- + Add columns for requested and approved accommodations
- + Compare the Pre-ID list to the Eligibility Roster from SSD Online

	A	B	D	E	G	K	S
1	School	UIC	Student Name	Birth Date	Grade	Requested Accommodations	Approved Accommodation
2	High School	1234567890	Student 1	3/18/1999	11	<i>Extended Time</i>	<i>50 % Extended Time Math NOT YET APPROVED</i>
3	High School	2234567890	Student 2	5/16/1999	11	<i>Reader</i>	<i>Reader</i>
4	High School	3234567890	Student 3	4/14/1999	11		
5	High School	4234567890	Student 4	2/20/1999	11	<i>Extended Time</i>	<i>100% Extended Time</i>
6	High School	5234567890	Student 5	2/23/1999	11	<i>Large Print</i>	<i>Large Print - 14 Point</i>

- + For each student,
  - Add the requested accommodation to the excel file
  - Add the approved accommodation to the excel file
  - Leave blank if no accommodation requested

## Module 2

### Develop Roster

- + For students not yet approved, add to list, but mark as not yet approved
  - To identify these students, sort the SSD Online Dashboard by status
- + Once updated with all accommodations, sort the file by the approved accommodation
- + Add a column for room type



	A	B	D	E	G	R	S	T
	School	UIC	Student Name	Birth Date	Grade	Requested Accommodations	Approved Accommodation	Room Type
1	High School	4234567890	Student 4	2/20/1999	11	<i>Extended Time</i>	<i>100% Extended Time</i>	
2	High School	1234567890	Student 1	3/18/1999	11	<i>Extended Time</i>	<i>50 % Extended Time Math</i>	
3	High School	5234567890	Student 5	2/23/1999	11	<i>Large Print</i>	<i>Large Print - 14 Point</i>	
4	High School	2234567890	Student 2	5/16/1999	11	<i>Reader</i>	<i>Reader</i>	
5	High School	3234567890	Student 3	4/14/1999	11			
6								

## Module 2

### Develop Roster

- + Add a column for room type
- + Compare the approved accommodations to the room group and add to file

	A	B	D	E	G	R	S	T
1	School	UIC	Student Name	Birth Date	Grade	Requested Accommodations	Approved Accommodation	Room Type
2	High School	4234567890	Student 4	2/20/1999	11	Extended Time	100% Extended Time	NAR Room
3	High School	1234567890	Student 1	3/18/1999	11	Extended Time	50 % Extended Time Math NOT YET APPROVED	Roster Non-Standard
4	High School	5234567890	Student 5	2/23/1999	11	Large Print	Large Print - 14 Point	Standard
5	High School	2234567890	Student 2	5/16/1999	11	Reader	Reader	NAR Room
6	High School	3234567890	Student 3	4/14/1999	11			Standard



Room Groupings

<b>Standard Testing Room(s)</b> The standard room will include students testing without accommodations as well as those testing with the following accommodations: <b>002</b> Large print test book – 14 point <b>005</b> Large-block answer sheet <b>006</b> Magnifier <b>042</b> Permission <b>051</b> Preferential <b>053</b> Other Assis <b>069</b> Small group	
<b>Roster Non-Standard Testing Room(s)</b> Students testing with some common accommodations will also test under the Test Center Supervisor. These students will test in rooms separate from the standard room(s) and students with the same timing should be grouped into individual rooms. For example, you will need 3 separate rooms if you have students testing with 50% extended time for reading (entire test), students testing with extended time on the essay only, or students testing with 50% extended time only or	
<b>NAR Non-Standard Testing Room(s)</b> Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room. For example, if you have students that will be testing with large print 20 pt., Braille, 100% extended time reading, and a reader, you will need three rooms because students with large print and braille accommodations can be tested in the same room.	
<b>015</b> Other Assistance – School Testing <b>017</b> 50% extended time Writing (Essay only) <b>018</b> 50% extended time Math (Math Test only)	<b>003</b> Large print – 20 pt. <b>022</b> 100% ext. time Writing (Essay only) <b>023</b> 100% ext. time Math (Math Test only) <b>026</b> Greater than 100% Reading <b>004</b> Large print > 20 pt. <b>027</b> Greater than 100% Writing <b>007</b> Magnifying machine <b>028</b> Greater than 100% Math

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## Module 3

# Planning Rooms

## Objectives

- + Determine the number of rooms needed
- + Identify resources needed to support the number of rooms

## Module 3

# Room Planning

### Initial Planning

- + After updating with the students' approved accommodation, sort your Pre-ID list/Roster file by the room type
- + Count the number of students in each room type
- + Identify rooms that meet the room requirements and confirm the staffing needs, per the Supervisor's Manual
- + For students not yet approved for testing, include them in your count so you have a seat for them in the expected room

	A	B	D	E	G	R	S	T	U
1	School	UIC	Student Name	Birth Date	Grade	Requested Accommodations	Approved Accommodation	Room Type	Room Count
2	High School	4234567890	Student 4	2/20/1999	11	Extended Time	100% Extended Time	NAR Room	Room A (cyan)
3	High School	1234567890	Student 1	3/18/1999	11	Extended Time	50 % Extended Time Math NOT YET APPROVED	Roster Non-Standard	Room B (pink)
4	High School	5234567890	Student 5	2/23/1999	11	Large Print	Large Print - 14 Point	Standard	Room C (aqua)
5	High School	2234567890	Student 2	5/16/1999	11	Reader	Reader	NAR Room	Room D (cyan)
6	High School	3234567890	Student 3	4/14/1999	11			Standard	Room C (aqua)

## Module 3

# Room Planning

## Final Planning

- + The day before testing, confirm the final list of students approved for accommodations
- + Adjust room assignments
- + Students with accommodations can ONLY be tested in accommodated rooms if they are approved for the accommodation

	A	B	D	E	G	R	S	T	U
	School	UIC	Student Name	Birth Date	Grade	Requested Accommodations	Approved Accommodation	Room Type	Room Count
1	High School	4234567890	Student 4	2/20/1999	11	Extended Time	100% Extended Time	NAR Room	Room A (cyan)
2	High School	1234567890	Student 1	3/18/1999	11	Extended Time	50 % Extended Time Math	Roster Non-Standard	Room B (pink)
3	High School	5234567890	Student 5	2/23/1999	11	Large Print	Large Print - 14 Point	Standard	Room C (aqua)
4	High School	2234567890	Student 2	5/16/1999	11	Reader	Reader	NAR Room	Room D (cyan)
5	High School	3234567890	Student 3	4/14/1999	11			Standard	Room C (aqua)

## Module 3

### Rooms & Staffing

- + Different room configurations can change staffing needs
  - Example: **Your school is testing 100 juniors**

#### Room Configuration Option # 1

- + Using 4 classrooms of 25 students each
- + 5 staff members needed (plus Hall Monitor)

## Test Center Supervisor

Associate  
Supervisor for  
Room #1

Associate  
Supervisor for  
Room #2

Associate  
Supervisor for  
Room #3

Associate  
Supervisor for  
Room #4

## Module 3

### Rooms & Staffing

- + Different room configurations can change staffing needs
  - Example: **Your school is testing 100 juniors**

#### Room Configuration Option # 2

- + Using the gym to test all 100 students together
- + 4 staff members needed (plus Hall Monitor)

Test Center Supervisor

Associate Supervisor

Proctor

Proctor

## Module 4

# Receiving & Separating Materials

## Objectives

- + Learn steps necessary to receive and secure test materials
- + Understand the process to separate and organize materials in advance of test day

## Module 4

### Test Materials

#### Materials Order Volume

The College Board will determine your school's material order based on:

- + The students pre-identified in the Secure Site prior to the close of the Pre-ID window (2/16)
- + The students approved for accommodations through the College Board's SSD Online system

#### Test Materials Overage

- + The College Board will ship a small overage of standard test materials to account for students who transferred to your school after the pre-ID window was closed
- + All test-takers to be registered on test day must be pre-identified in the Secure Site before testing
- + The school must generate a pre-ID label on site and affix the label to the answer sheet. Schools will receive a set of blank labels as part of the test materials shipment

## Module 4

### Test Materials

- + All standard materials were shipped for arrival the week of March 21<sup>st</sup>.  
All schools should have received their standard materials
- + Non-standard materials are shipping based on each school's spring break dates
  - For schools out the week of April 4<sup>th</sup>, you should expect shipments to arrive this week
  - For all other schools, shipments will arrive the week of April 4<sup>th</sup> with all deliveries by April 11<sup>th</sup>
  - College Board will notify schools directly if there are any delays or changes to the shipping schedule

## Module 4

### Test Materials

- + Schools will receive an overage of accommodated materials to support accommodation requests still in review. Students should be tested using these materials ONLY if they have been approved in SSD Online
  - All requests submitted by the February 16th deadline have been reviewed and students will test on April 12th (or April 12-27 for PSAT) if accommodations were approved.
  - For requests submitted after February 16th , we will continue to review. SSD Coordinators should check their SSD Online Dashboard and NAR for late approvals. Any students with an approved status by test day, may test if materials are available.
  - For requests that were not approved for the primary date, schools may submit additional documentation for review or submit a state-allowed accommodation for the student to test on the makeup day. Or, the student/parent may choose to test on the primary test date without the accommodation.
  - Late requests submitted through March 18th will be reviewed for the make-up test.
  - Late requests submitted after March 18th will be reviewed but will not be in time for Spring 2016 testing. Therefore, schools may apply for state-allowed accommodations or have students test without accommodations.

## Module 4

# Tracking Materials

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

## Module 4

# Receiving & Separating Materials

## Inventory Test Materials

- + Confirm you have received all cartons
- + Boxes will be marked by program type (i.e. SAT, PSAT 8/9, PSAT 10) and by number received for each program (e.g., 1 of 3, 2 of 3, 3 of 3)
- + Non-standard materials for NAR accommodations and SAA materials are addressed to the SSD coordinator
- + Contact TAS immediately if there is a problem with the shipment (see Supervisor's Manual for specific instructions)

## Securing Test Materials

- + Ensure test materials are stored in a secure, locked location large enough to accommodate all materials
- + Ensure students do not have access to the storage location
- + Confirm that only you and your designated staff have access to the locked storage area

## Module 4

# Receiving & Separating Materials

- + Separate materials by type, using the materials matrix

PSAT™ 8/9			PSAT™ 10			SAT®		
Standard Testing	Standard Testing with Accommodations	Nonstandard Testing with Accommodations including, SAAs	Standard Testing	Standard Testing with Accommodations	Nonstandard Testing with Accommodations including, SAAs	Standard Testing	Standard Testing with Accommodations	Nonstandard Testing with Accommodations including, SAAs
								

## Module 4

### Distributing Materials

- + In advance of test day, the Test Center Supervisor and SSD Coordinator should organize materials for each room
- + Use the number of rooms identified to segment the appropriate number of test books, the pre-labeled answer sheets and appropriate forms and manuals
- + Log the serial numbers assigned to each room and Associate Supervisors
- + Refer to your Supervisor's Manual for additional instructions
- + Remember, Associate Supervisors need to update their test room scripts per the instructions in the Michigan Supplement Manual. Revised scripts will be posted on the Michigan website ([www.collegeboard.org/michigan](http://www.collegeboard.org/michigan)) the week of April 4<sup>th</sup>

## Module 5

# Administering in Accommodated Rooms

## Objectives

- + Review the timing required for testing
- + Plan for testing with accommodations
- + Understand how to administer the test with accommodations

## Module 5

### Standard Time

- + For students testing without accommodations or those testing with accommodations that don't impact timing, testing is as follows:

	SAT with Essay (in minutes)	PSAT™ 10 (in minutes)	PSAT™ 8/9 (in minutes)
Reading	65	60	55
Break	10	5	5
Writing and Language	35	35	30
Math (no calculator)	25	25	20
Break	5	5	5
Math (with calculator)	55	45	40
Break	2	N/A	5
Variable section with Reading, Writing, or Math Questions	N/A	N/A	20
Book collection/Essay distribution	15	5	5
Essay	50	N/A	N/A
<b>Total (hours, minutes)</b>	<b>4h, 22m</b>	<b>3h</b>	<b>3h, 5m</b>

## Module 5

### Extended Time

- + There is no self-pacing. Students must stay for entire length of test
- + Students approved for extended time will also be provided extra breaks
- + Students with different amounts of extended time test in different rooms
- + Extended time is only for the sections for which it is approved
  - Extended time for reading – extended time for entire test
  - Math Only – extended time only for math sections only
  - Writing Only – extended only for essay. If not taking essay, will test in standard test room
- + **100% Extended Time**
  - Students will test over 2 days for SAT and PSAT
- + **50% Extended Time**
  - Students will test over 2 days for SAT
  - Students will test on 1 day for PSAT

## Module 5

# Extended Time, SAT

Students approved for  
Extended Time in Reading:

	50 % Extended Time	100% Extended Time
<b>Reading Test</b>	49 minutes 5-minute break 49 minutes	65 minutes 5-minute break 65 minutes
	5-minute break	5-minute break
<b>Writing and Language Test</b>	53 minutes 5-minute break	70 minutes 5-minute break
<b>Math Test – No Calculator</b>	38 minutes	50 minutes
<b>END OF DAY 1 TESTING</b>		
<b>Math Test – Calculator</b>	42 minutes 5-minute break 41 minutes	55 minutes 5-minute break 55 minutes
	2-minute break	2-minute break
<b>Essay Test</b>	38 minutes 5-minute break 37 minutes	50 minutes 5-minute break 50 minutes
<b>Testing time:</b>	5 hours 46 minutes	7 hours 40 minutes
<b>Break time:</b>	27 minutes	27 minutes

Students approved for  
Extended Time in Math only:

	50% Extended Time	100% Extended Time
<b>Reading Test</b>	65 minutes	65 minutes
	5-minute break	5-minute break
<b>Writing and Language Test</b>	35 minutes 5-minute break	35 minutes 5-minute break
<b>Math Test – No Calculator</b>	38 minutes	50 minutes
	5-minute break	5-minute break
<b>Math Test – Calculator</b>	42 minutes 5-minute break 41 minutes	55 minutes 5-minute break 55 minutes
	2-minute break	2-minute break
<b>Essay Test</b>	50 minutes	50 minutes
<b>Testing time:</b>	4 hours 31 minutes	5 hours 10 minutes
<b>Break time:</b>	20 minutes	20 minutes

Students approved for Extended  
Time in Writing only:

	50% Extended Time	100% Extended Time
<b>Reading Test</b>	65 minutes	65 minutes
	5-minute break	5-minute break
<b>Writing and Language Test</b>	35 minutes	35 minutes
<b>Math Test – No Calculator</b>	25 minutes	25 minutes
	5-minute break	5-minute break
<b>Math Test – Calculator</b>	55 minutes	55 minutes
	2-minute break	2-minute break
<b>Essay Test</b>	38 minutes 5-minute break 37 minutes	50 minutes 5-minute break 50 minutes
<b>Testing time:</b>	4 hours 15 minutes	4 hours 40 minutes
<b>Break time:</b>	20 minutes	20 minutes

### + Other extended time testing

- Reader or Writer/Scribe – 50% extended time (unless approved for a greater amount)
- MP3 Audio – 100 % extended time (unless approved for a greater amount)

## Module 5

### Extended Time, PSAT 10

Students approved for  
Extended Time in Reading:

	50% Extended Time	100% Extended Time
<b>Reading Test</b>	45 minutes 5-minute break 45 minutes	60 minutes 5-minute break 60 minutes
	5-minute break	5-minute break
<b>Writing and Language Test</b>	53 minutes 5-minute break	70 minutes 5-minute break
<b>Math Test – No Calculator</b>	38 minutes	50 minutes
	5-minute break	End of Day 1 Testing
<b>Math Test – Calculator</b>	34 minutes 5-minute break 34 minutes	45 minutes 5-minute break 45 minutes
<b>Total Testing Time:</b>	4 hours 9 minutes	5 hours 30 minutes
<b>Total Break Time:</b>	25 minutes	20 minutes

Students approved for  
Extended Time in Math only:

	50% Extended Time	100% Extended Time
<b>Reading Test</b>	60 minutes	60 minutes
	5-minute break	5-minute break
<b>Writing and Language Test</b>	35 minutes	35 minutes
	5-minute break	5-minute break
<b>Math Test – No Calculator</b>	38 minutes	50 minutes
	5-minute break	5-minute break
<b>Math Test – Calculator</b>	34 minutes 5-minute break 34 minutes	45 minutes 5-minute break 45 minutes
<b>Total Testing Time:</b>	3 hours 21 minutes	3 hours 55 minutes
<b>Total Break Time:</b>	20 minutes	20 minutes

#### + Other extended time testing

- Reader or Writer/Scribe – 50% extended time (unless approved for a greater amount)
- MP3 Audio – 100 % extended time (unless approved for a greater amount)

## Module 5

### Extended Time, PSAT 8/9

Students approved for  
Extended Time in Reading:

	50% Extended Time	100% Extended Time
<b>Reading Test</b>	42 minutes 5-minute break 41 minutes	55 minutes 5-minute break 55 minutes
	5-minute break	5-minute break
<b>Writing and Language Test</b>	45 minutes	60 minutes
	5-minute break	5-minute break
<b>Math Test – No Calculator</b>	30 minutes	40 minutes
	5-minute break	End of Day 1 Testing
<b>Math Test – Calculator</b>	30 minutes 5-minute break 30 minutes	40 minutes 5-minute break 40 minutes
<b>Total Testing Time:</b>	3 hours 38 minutes	4 hours 50 minutes
<b>Total Break Time:</b>	25 minutes	20 minutes

Students approved for  
Extended Time in Math only:

	50% Extended Time	100% Extended Time
<b>Reading Test</b>	55 minutes	55 minutes
	5-minute break	5-minute break
<b>Writing and Language Test</b>	30 minutes	30 minutes
	5-minute break	5-minute break
<b>Math Test – No Calculator</b>	30 minutes	40 minutes
	5-minute break	5-minute break
<b>Math Test – Calculator</b>	30 minutes 5-minute break 30 minutes	40 minutes 5-minute break 40 minutes
<b>Total Testing Time:</b>	2 hours 55 minutes	3 hours 25 minutes
<b>Total Break Time:</b>	20 minutes	20 minutes

#### + Other extended time testing

- Reader or Writer/Scribe – 50% extended time (unless approved for a greater amount)
- MP3 Audio – 100 % extended time (unless approved for a greater amount)

## Module 5

### Extra Breaks

- + **Extra Breaks** – follow break schedule for extended time. Students get additional five-minute breaks
- + **Extended Breaks** – same number of breaks as standard testers, but lengths are twice as long
- + **Breaks as Needed** – student may break at any time. On NAR – should test 1:1 to avoid distractions

## Module 5

### Reading Accommodations

#### + Large Print

- Font sizes are typically 14 point or 20 point, but students can be approved for more
- Large Print 14 point testers will test in the standard room unless they have been approved for other accommodations as well, in which case they will test in a nonstandard test room
- Large Print 20 points testers will test in the NAR room

#### + Reader

- Human reader; reads reader script
- Reads entire test (all sections, including questions and answer options)
- Must test in 1:1 setting; each student needs their own reader
- Tests with 50% extended time, unless approved for more

## Module 5

### Reading Accommodations, continued

#### + MP3 Audio

- MP3 is an audio version of test, delivered on a flash drive. Requires installation on local machine
- Students receive 100% extended time, unless approved for more. Additional time for Section 2
- Student listens to test
- Student may test in small groups IF headphones are used
- See special instructions sent with test
- See special instructions for use with Chrome Book

#### + Assistive Technology Compatible (ATC) Format

- ATC is an accessible word format of test, for use with screen readers
- Delivered on a flash drive. Requires installation on local machine
- Encourage student to use practice test to ensure compatibility with technology and become familiar with instructions
- See special instructions sent with test

## Module 5

# Writing Accommodations

### + Scribe

- Writes all responses for student
- Requires a 1:1 setting
- Tests with 50% extended time, unless approved for more

### + Record Answers in Test Book

- Student records answers in test book
- Student tests in standard room
- Follow instructions in Supervisor's Manual, regarding the returning of these materials

### + Enlarged (Large Block) Answer Sheet

- Student records answers on a modified answer sheet
- Students test in standard room

### + Computer (SAT Essay Only)

- Allows student to use a word processor only. No spell check, grammar check, or internet access is allowed
- Essay must be printed out and deleted after test
- Students test in the NAR room

## Module 5

### Other Accommodations

#### + Permission for Food/Medication

- Provides permission to students for food or medication
- Students will test in the standard room

#### + Four-Function Calculator

- Provides permission to use calculator on non-calculator math sections
- Only 4 function calculators permitted
- Students will test in the roster non-standard (**pink**) room

#### + Permission to Test Blood Sugar

- Provides permission to students to test blood sugar during testing
- Students will test in the roster non-standard (**pink**) room with the appropriate break schedule

## Module 5

### Other Accommodations

#### + Small Group Setting

- Permits students to test in a smaller group
- If small group is the only accommodation, students will test in the roster non-standard (**pink**) rooms
- If students have additional non-standard accommodations, they will test in the non-standard (**cyan**) room

#### + Other Assistive Technology (possibly using ATC format)

- No internet permitted
- Specific technology must be approved by SSD
- Usually in NAR, students can test with students in a room with the same timing only if they will not disturb other students

## Module 6

# Returning Materials

## Objectives

- + Identify required forms to complete after testing
- + Understand the process for returning materials after testing

## Module 6

### Returning Test Materials

- + For SAT, all materials will be returned after the initial administration and new materials sent for makeup testing
- + For PSAT schools will hold the materials for makeup testing once approved

**Supervisors** are required to complete the following forms:

- + Standard Supervisor's Report Form (SRF)
- + Supervisor's Irregularity Report (SIR), if applicable

**SSD Coordinators** are required to complete the following form:

- + Non-standard Administration Report (NAR)
- + Supervisor's Report Form for SSD Coordinators

Supervisors are required to complete these essential forms and return them using the instructions in the Test Shipment Memo and your Supplemental Manual Instructions

## Module 6

### Returning Test Materials, SAT

- + Complete the Supervisor's Report Form (SRF) or SRF for SSD Coordinators
- + Report students requiring makeups by responding to the Makeup Materials email from ETS
  - Sent to the Test Center Supervisor, who working with the SSD Coordinator, must respond for all students

### Returning Answer Sheets for the Aqua Rooms and Pink Rooms

- Answer sheets (aqua and pink) go in the bottom of the box followed by the large-block answer sheets
- **White Envelope:** Test books with answers marked inside and associated answer sheets
- **Gray Envelope :** SIRs, SAT Staffing Agreement Forms, Test Room Materials Report with seating charts, Request to Cancel Test Score Forms, and defective test books
- **Pre-ID Student Report**
- Completed **SRF** on top

## Module 6

# Returning Test Materials, SAT

### Returning Answer Sheets for the **Cyan Rooms** and **Lime SAA Rooms**

- **Answer sheets for students on the NAR** go in the bottom of the box followed by the large block answer sheets for students on the NAR testing with large block accommodation
- **White Envelope (cyan and lime):** Test books with answers marked inside and associated answer sheets
- **Purple Envelope (cyan and lime):** SIRs, SAT Staffing Agreement Forms, Test Room Materials Report with seating charts, Request to Cancel Test Score Forms, and defective test books, MP3/ATC files
- Completed **NAR**
- Completed **SRF for SSD Coordinators** on top
- + Refer to pages 29-31 and 83-86 in the Supervisor's Manual for more information
- + Return all used and unused test books from primary administration
- + Retain all unused pre-ID labels and answer sheets to use with the makeup test administration

## Module 6

### Returning Test Materials, PSAT 10

- + Complete the Supervisor's Report Form (SRF) (brown) or SRF for SSD Coordinators (green)
- + Report students requiring makeups by responding to the Makeup Materials email from ETS
  - Sent to the Test Center Supervisor, who working with the SSD Coordinator, must respond for all students

#### Returning Answer Sheets for the **Orange Rooms**, **Pink Rooms**, and **Lime Rooms**

- **Answer sheets (orange)** go in the bottom of the box followed by large block answer sheets
- **White Envelope (pink and lime):** completed SRF for PSAT 10 SSD Coordinators, completed NAR, large-block answer sheet for students on NAR, answer sheets for students on NAR, defective test books for students on NAR clipped to corresponding answer sheets
- **Gray Envelope (orange):** defective standard test books, SIRs
- Completed **SRF** on top
- + Refer to pages 25-28 in the Supervisor's Manual for more information
- + Store used test books securely for distribution to students AFTER scores are released
- + Securely store unused test books, answer sheets, and pre-ID labels for makeup testing with students

## Module 6

### Returning Test Materials, PSAT 8/9

- + Complete the Supervisor's Report Form (SRF)
- + Report students requiring makeups by responding to the Makeup Materials email from ETS
  - Sent to the Test Center Supervisor, who working with the SSD Coordinator, must respond for all students

### Returning Answer Sheets for the **Maroon Rooms**, **Pink Rooms**, and **Lime Rooms**

- **Answer sheets (maroon)** go in the bottom of the box
- **White Envelope (pink and lime):** answer sheets for students who tested with accommodations, test books for students who wrote on their books clipped to corresponding answer sheets
- **Gray Envelope (maroon):** defective test books, SIRs
- Completed **SRF** on top
- + Refer to pages 34-36 in the Supervisor's Manual for more information
- + Securely store unused test books, answer sheets, and labels for makeup testing with students

# Additional Resources

- + **College Board Michigan Website, [www.collegeboard.org/michigan](http://www.collegeboard.org/michigan)**
  
- + **College Board SSD Website References**
  - [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)
  - Administering Exams  
<https://www.collegeboard.org/students-with-disabilities/exam-administration>
  - Taking the SAT with Accommodations  
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations>
  - Taking the PSAT/NMSQT and PSAT 10 with Accommodations  
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-psat-nmsqt-psat-10-accommodations>
  - Educator Tips  
<https://www.collegeboard.org/students-with-disabilities/tips-faqs/educators>

# Contacts

Assessment	Inquiry	Contact
All		Michigan Department of Education Bureau of Assessment and Accountability Phone: 877-560-8378 Email: <a href="mailto:baa@michigan.gov">baa@michigan.gov</a>
All	Questions about accommodations, materials	MI SSD Helpline: 855- 539-1595 Email: <a href="mailto:ssd@info.collegeboard.org">ssd@info.collegeboard.org</a>
SAT	General information, help with student accounts, and processes	MI Educator Hotline: 866-870-3127 (option 1) Email: <a href="mailto:michiganadministratorsupport@collegeboard.org">michiganadministratorsupport@collegeboard.org</a>
SAT	Material Shipment Issues, request additional materials	MI Test Administration Services: 800-257-5123 Email: <a href="mailto:tas@ets.org">tas@ets.org</a>
PSAT 10	General information and material shipments	PSAT Customer Support:888-477-PSAT (7728), <a href="mailto:psat10@info.collegeboard.org">psat10@info.collegeboard.org</a>
PSAT 8/9	General information and material shipments	PSAT Customer Support:888-477-PSAT (7728), <a href="mailto:psat@info.collegeboard.org">psat@info.collegeboard.org</a>

**THANK YOU!**