

# Maine Supervisor Implementation Handbook

This handbook will help prepare SAT<sup>®</sup> School Day supervisors for the Maine-provided SAT in spring 2018.

## General Information for 2018

The Maine Department of Education is providing the SAT with Essay for eligible 11<sup>th</sup> graders in spring 2018.

SAT School Day Administration	
Primary Test Date	April 10, 2018
Makeup Test Date	April 24, 2018
Accommodated Testing Window	April 10-24, 2018

All students must be tested on the same day at the same time unless the student is receiving an accommodation that requires testing during the accommodated testing window.

Following the standard schedule, testing room doors close at 8 a.m. to complete test day administrative activities. Testing begins at 8:30 a.m. Schools may alter the start time by 30 minutes, and therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m. Schools must start testing no later than 9:00 a.m. For consideration and approval to start earlier or later than these times, schools should contact the SAT School Day hotline. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations.

## Using this Guide

This guide provides information about key activities required to prepare for your SAT administration. The topics covered include:

- Updates for 2017-18
- Establishing Schools for Testing
- Identifying and Preparing Staff
- Ordering Materials
- Testing with Accommodations and Supports
- Planning for material shipments
- Preadministration session
- Glossary

- Supervisor Checklist

Information included in the SAT School Day Supervisor Manuals:

- Preparing for Test Day, Test Day Procedures
- Returning Materials, Preparing for Makeup Test Day
- Makeup Test Day, Returning Makeup Materials

## Getting Assistance

- **Customer Service:** SAT School Day Support is available at 855-373-6387 or via email [satschoolday@collegeboard.org](mailto:satschoolday@collegeboard.org).
- **Maine Website:** Information about the SAT administration can be found at <http://www.maine.gov/doe/assessment>.

## Updates for 2017–18

The College Board is planning a number of improvements for this school year. Some of the enhancements include making the administration easier for students and for schools:

### Easier for Students

- The students will be able to identify their four free score sends on their answer sheet. Additional scores can be added for a small fee at the expense of the student by signing into their College Board account.
- Increased testing options for English Language Learners (ELL) can be used during the test, such as use of word-for-word glossary and translated test directions.
- Students are not required to supply a photo ID unless they're not known to the testing staff or are testing at a location other than their school.

### Easier for Schools

- The ME DOE will submit the registration files on behalf of schools this year.
- The Educational Testing Services (ETS) online attendance roster will be discontinued. Schools will create local rosters to use for attendance on test day.
- The use of SAT admission tickets and test day paper registration will be discontinued. Schools will instead receive pre-ID labels to be placed on student answer sheets during a preadministration session.
- The Student Data Questionnaire (SDQ) and answer sheet for the SAT have been combined for less paperwork.
- The Nonstandard Administration Report (NAR) for SAT has been enhanced this year to include all students with disabilities indicating which test format and duration of test the student will take. The NAR will state which color test book the student can use, if the student tests over one day or two days, and whether or not the student can be scheduled in the accommodated testing window.
- The accommodated SAT test books in pink have been eliminated. Students who are designated normally to use pink books will now use the purple test books.
- The test center numbers (except for off-site locations) have been eliminated. Schools will use the six-digit AI (attending institution) code (also known as school code) as the primary number for reporting purposes.
- The SAT Supervisor will be the main point of contact for SAT. All standard and accommodated SAT materials will be addressed to them. SAT supervisors will also return all materials.
- Testing material pickups will be scheduled for the day after the primary test day (except for off-site locations, which will remain the day of testing).

## Establishing Schools for Testing

ME DOE will provide a list of all schools participating in the spring administration to the College Board. The College Board will then reach out to schools and districts in October with a survey to obtain important information for the administration for each school in the district. If the survey information is inaccurate or incomplete, schools may miss important information about the administration. When preparing to fill out this survey, the person doing so should have the following information at hand:

- School address
- Estimated enrollment for 11<sup>th</sup> graders
- Name, email address, and phone numbers for the SAT supervisor, backup supervisor, and SSD coordinator
- If there is a known need for unique testing situations (out-of-district placements, off-site testing locations, etc.)

The College Board will use the information provided in the survey to establish your school as a test site. Once setup is complete, the supervisor will receive an email confirming your attending institution code (AI Code).

## AI (Attending Institution) Codes

All participating schools will need a valid AI code. You may also know this as your CEEB code. For those that participated in previous College Board assessments, your AI code will not change. Supervisors will receive email confirmation of your school's AI code in December. The six-digit AI code connects student data to schools, is used on answer documents and when returning testing materials.

## Test Center Codes

The use of five-digit test center codes has been discontinued for most schools. Test center codes will still be used if a district needs to utilize testing locations that are other than their school or needs multiple testing locations.

## Unique Testing Situations

### Off-Site Testing

Most schools will use their schools as the test location. However, if you need more space or if, for example, your school is a virtual school, you can request an off-site testing location. These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. To request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.
2. Download and save the College Board Offsite Testing Plan.xls spreadsheet.
3. Fill in the required cells in the "Questions" tab of the spreadsheet. Use the "Instructions" tab for guidance.
4. Fill out a separate copy for every off-site location your school needs by copying and pasting the "Questions" worksheet into a new tab.
5. Email the spreadsheet to [testingplans@info.collegeboard.org](mailto:testingplans@info.collegeboard.org) no later than midnight ET **December 15, 2017**.
6. The College Board will work with test supervisors requesting off-site testing locations to ensure the location meets requirements. If necessary, we will contact SAT supervisors to make recommendations to improve security and to address any outstanding concerns. Please respond to

inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.

7. Once approved, an email will be sent to the submitter communicating the approval and providing the site-specific five-digit SAT test center code.

### **Expelled Students**

Expelled students are not considered to be part of a school's official enrollment. These students must be exited from Synergy State Edition, with expulsion code of "01925 – Expelled or involuntarily withdrawn". In order to use this exit code, there must be an expulsion behavior incident recorded in the Behavior Module of Synergy State Edition. Expelled students receiving special education services must then be re-enrolled in Synergy state Edition as a primary enrollment, however the FTE field must show "5 – Special Education only provided by school". No assessment is required.

### **Out-of-District Placements**

Students attending schools outside of their home district, either in another school in Maine, or at a school out-of-state, are required to participate in the Maine statewide assessment program. Registration for all students will be done by ME DOE using the data received from the districts .DOE. Please ensure that data for all students in your district are accurate and up-to-date.

## Identifying and Preparing Test Staff

### Creating a College Board Professional Account

A College Board Professional Account provides access to a variety of College Board tools and services. The SAT supervisor and the SSD coordinator must have a College Board Professional Account in order to access certain tools for the administration. To create an account, go to [collegeboard.org](https://collegeboard.org), click “Sign Up” and follow the instructions to create an account. An educator only needs to create an account once.

To access College Board tools and services, an account needs to be granted access to the tool. Using the College Board Professional Account Dashboard, an educator can request access or find directions to get access to specific tools. In most cases, an access code will be provided one time to provide an account with access. For the Maine SAT implementation, educators will need access to the following tools and services:

Test Day Staff	Tools and Services
SAT supervisor	Test Day Training: For SAT training K-12 Reporting Portal: For access to detailed roster report
Backup supervisor(s)	Test Day Training: Access to training.
Associate supervisor(s)	Test Day Training: Access to training.
SSD coordinator(s)	Test Day Training: Access to training. SSD Online: Required to submit accommodation requests and make changes to existing approved accommodations for students and to print the NAR.

### Identification of Testing Staff

Staff members can be selected if:

- A member of their household or child is not taking the SAT at any testing site on the same test date.
- They have not taken the SAT within 180 days of the school day administration.
- They are not engaged in any paid, private SAT test preparation. This does not include teaching course content and test familiarization as part of the regular school course work.

### Roles and Responsibilities of Test Staff

Schools are responsible for identifying an SAT supervisor, a backup SAT supervisor, an SSD coordinator, associate supervisors for each testing room, and necessary room proctors and hall proctors. This information will be collected in the establishment survey sent to principals in October. The College Board will not collect contact information for associate supervisors or proctors.

Although the test supervisor is responsible for coordinating the administration for all students, the test supervisor(s) and SSD coordinator(s) should work closely together to ensure that the test day and environment for students with disabilities is effectively planned for and administered.

Role	Responsibility	Identify to College Board?
SAT supervisor	Responsible for coordinating the SAT administration for all students	Yes
Backup SAT supervisor	Responsible for coordinating the SAT administration if the SAT supervisor is not available	Yes
SSD coordinator	Requests accommodations and works with the SAT supervisor to coordinate SAT for students with disabilities	Yes
Associate supervisor	Responsible for conducting a secure, valid administration in the testing room	No

<b>Role</b>	<b>Responsibility</b>	<b>Identify to College Board?</b>
Room proctors	Assists the associate supervisor with activities and monitoring students in the testing room	No
Hall proctors	Responsible for monitoring the hallways on test day	No

Staff members can serve multiple roles, if necessary. If the contact information for any of the roles required to be identified to the College Board needs to be changed or updated, contact the SAT School Day Educator Support line at 855-373-6387.

## Training

Training is required for all SAT supervisors. Typically, supervisors that have already completed training do not have to do so again; however with the number of changes to SAT for 2018, all supervisors are required to complete the training again. A link will be sent to SAT supervisors about six weeks before test day to access the training. The link can be shared with other test day staff, such as SSD coordinators and associate supervisors. Other test day staff must be trained, whether through the online training that is provided, or by personalized training provided by the SAT supervisor. Schools can determine the best way to train other test day staff.

## Manuals

Manuals that assist the SAT supervisor, SSD coordinator, and associate supervisors with test day activities will be sent to schools about six weeks before test day.

<b>Manual Title</b>	<b>What's Inside</b>
<i>SAT School Day Supervisor Manual</i>	Used by the SAT supervisor and gives complete instructions for preparing your school and staff for SAT testing.
<i>SAT School Day Standard Testing Manual</i>	Used by the associate supervisor and gives instructions for testing students who are testing without accommodations, and students testing with accommodations that may be administered in the standard testing room.
<i>SAT School Day Accommodated Testing Manual</i>	Used by the associate supervisor and gives instructions for testing students with accommodations in nonstandard testing rooms.

## Ordering Materials

Do NOT place orders directly with College Board in the Test Ordering Site for SAT spring materials for the primary test day. The College Board will determine your material order for SAT based on:

- The number of students included in the bulk registration file submitted by ME DOE.
- The number of students and the types of approved accommodations via College Board's SSD Online System.

For the spring 2017-18 administration, ME DOE will pre-identify all eligible students for SAT using the College Board Bulk Registration Tool. The bulk registration file helps report accurate student accounting back to ME DOE and creates the following:

- The order for any standard testing materials that will be sent to the schools
- Pre-ID labels that will be sent to schools to be affixed to the student's answer sheet

Schools will receive pre-ID labels for students submitted in the first bulk registration file. The labels must be affixed to the answer sheet in the designated area. The pre-ID labels provide an important verification for the student-provided information on the answer sheet. States that utilize the SAT for accountability purposes must have students bubble in the information in addition to including the pre-ID label. If a student does not have a pre-ID label, it is imperative that the information gridded on the answer sheet is complete and accurate.

### Notes

- A small overage of testing materials will be sent for students who may have enrolled in your school after the initial file is uploaded by ME DOE.
- There are no paper registration forms in 2018. If a pre-ID label is not provided for a student, students will complete the information on their answer sheet to be registered for the administration.

Use this chart as guidance on the implication for labels and testing materials, depending on a student's enrollment date:

<b>Scenario</b>	<b>Registration</b>	<b>Implications</b>
Student enrolled as of 2/1/18	Included in the first registration file submitted by ME DOE	Materials will be sent for the student, and the school will receive a pre-ID label for the student's answer sheet.
Student enrolled after 2/2/18	Will not be submitted in any registration file. Registration will be created using the student gridded information on the answer sheet.	The student will use the overage materials sent to each school, if available. The school will NOT receive a pre-ID label for the answer sheet. If overage materials are not available, the student will take the SAT on the makeup date.

## Testing with Accommodations and Supports

Requests for accommodations for SAT are submitted by the designated SSD coordinator in an online system, called SSD Online. Requests for College Board accommodations can be submitted as soon as a school has an AI code.

When requests are submitted, students can receive approval for College Board accommodations, which result in a college- and scholarship-reportable score or state-allowed accommodations (SAAs), which result in a score for the student, but these are not reportable to colleges or scholarship programs. The window to request SAAs begins in January 2018.

Students with some accommodations will test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window.

Once approved, students remain approved for College Board accommodations for all other College Board assessments, including AP exams. If a student's IEP or 504 changes, the SSD coordinator can modify the requested accommodations in SSD Online.

<b>College Board Accommodations</b>	<b>State-Allowed Accommodations (SAA)</b>
Once approved, can be used for all College Board assessments.	Only available for ME DOE-provided SAT.
Result in a score that is reportable for college and scholarship programs.	Result in a score for the student and the school, but is not reportable to colleges or scholarship programs.
Requested in SSD Online, goes through a review process.	Requested in SSD Online, are automatically approved.
Can be considered standard or nonstandard. Standard accommodations (i.e. large block answer sheet, magnifier) can be administered in the standard testing room. Nonstandard accommodations (i.e. extended time, braille) must be administered in rooms separately from the standard rooms.	Are only considered nonstandard and must be administered in a separate testing room(s).
Meant for students with documented disabilities that need accommodations for use on the SAT	Meant for students whose accommodation needs cannot be granted by College Board.
Depending on the accommodation, will either test on the primary test day or in the two-week accommodated testing window.	Can test in the accommodated testing window.
Deadline to apply is: 2/19/18	Deadline to apply is: 3/19/18

### Late Request Window

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 the initial request deadline 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 to support students in these scenarios is 3/5/18.

### Coordinating with your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the Nonstandard Administration Report (NAR) and assists the test supervisor in determining testing rooms and staff needed for administering the test with accommodations. All testing materials, including nonstandard materials for use during the accommodated

testing window are shipped to the supervisor; however, the SSD coordinator can assist in inventorying and ensuring the secure storage of test materials, as needed.

## Administering the SAT with Accommodations

The manuals will have extensive information about different timing configurations for each section and break depending on the accommodations that students are approved for. Below are some common configurations and the duration of each. It is important to note that the times listed are only the time the student takes on the test; more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

SAT with Essay	Day 1 Duration	Day 2 Duration
Standard Time	4 hours 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours 17 minutes	Not applicable
Standard Time with Extended Breaks	4 hours 15 minutes	Not applicable
50% Extended Time (math only)	4 hours 58 minutes	Not applicable
100% Extended Time (math only)	5 hours 37 minutes	Not applicable
50% Extended Time (reading)	3 hours 24 minutes	2 hours 50 minutes
100% Extended Time (reading)	4 hours 25 minutes	3 hours 42 minutes
Reader (automatic 50% extended time)	3 hours 24 minutes	2 hours 50 minutes
Scribe (automatic 50% extended time)	3 hours 24 minutes	2 hours 50 minutes
MP3 Audio	4 hours 20 minutes	4 hours 37 minutes

## English Learner Supports

English learners taking the state-provided SAT during the school day will have access to translated test directions and word-for-word bilingual glossaries. The supported languages in 2018 (new languages are in bold) include: **Albanian**, Arabic, **Bengali**, Chinese (Mandarin), **Gujarati**, Haitian Creole, **Hindi**, Polish, Portuguese, Russian, Spanish, **Urdu**, and Vietnamese. Additional languages are being considered, the College Board will provide more information if these languages are approved.

The assessment results, when these supports are used, are college- and scholarship- reportable and do not require an approval or request in SSD Online. Please note that these supports are not available when taken on a national, weekend administration of the SAT.

Schools will be required to print the necessary translations and the list of approved glossaries will be available in February.

There's a research study being conducted this October on extended time for English Language Learners. More information on providing this support will be available after the release of the findings.

## Planning for Material Shipments

All materials will be addressed to the test supervisor in 2018. Note that each shipment may have multiple boxes.

<b>Shipment</b>	<b>Estimated Delivery</b>	<b>Main Contents (Not Exhaustive)</b>
Supervisor's Planning Kit	6 weeks before test day	Sample manuals Supervisor's Irregularity Report (SIR) sample Posters
Preadministration Materials	3-4 weeks before test day	SAT Student Guides Preadministration instructions for supervisors Answer sheets Answer sheet instruction booklets for students Additional manuals
Pre-ID Labels	3-4 weeks before test day	Pre-ID labels to be placed on answer sheets
Test Materials	1 week before test day	Test books Extra answer sheets Answer sheet return envelopes/boxes Test book return labels Supervisor Kit (forms and return supplies)

## Preadministration Session

The SAT answer sheet and the student data questionnaire (SDQ) have been combined for 2018. The answer sheet for SAT allows students to provide information about themselves, their high school experiences, plans for college, and to request their four free score sends. A preadministration session should be scheduled ahead of test day to complete these demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes. More information about administering the preadministration session will be included in the SAT School Day Supervisor Manual.

Prior to the preadministration session, pass out an SAT School Day Student Guide to each student. The SAT School Day Student Guide: provides information to students about the features of the SAT, what the SAT measures, how the SAT is scored, resources to help students prepare, sample questions, College Board programs, College Board terms and conditions, and details about the Student Search Service.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive (they will come around the same time, but in different shipments).

## Glossary

**Attending Institution (AI) Code:** A six-digit code that identifies an attending institution. Each attending institution has a unique AI code. This code is sometimes referred to as a CEEB code or a school code.

**Bulk Registration:** The process a state uses to submit a file to pre-identify test takers.

**College Board Accommodations:** A change in the format or administration of a test to provide access for a person with a disability and produce college-reportable scores. Must be approved by the College Board. Some examples include extended testing time, special formats of the test, large-block answer sheets, readers, writers, sign language interpreters for spoken test instructions, extended or more frequent rest breaks, and others.

**Eligibility Roster:** List of all students in a school who are approved for accommodations. May be printed from SSD Online, and used for submitting changes to student information in SSD Online. Nonstandard Administration Roster (NAR): A list of students approved for accommodations who are taking a specific test. Generated in SSD Online, it includes detailed information about the accommodations the students are approved for.

**Pre-ID Label:** Label provided for each student who is preidentified in the Secure Site. The pre-ID label is applied to the answer sheet before the test. Students without a label must be pre-ID'd and a label printed locally.

**Services for Students with Disabilities (SSD):** College Board department that supports accommodation requests and accommodated testing.

**State-Allowed Accommodation (SAA):** An accommodation or support that may be available to your students that does not result in a college- or scholarship-reportable score, and is only applicable to state-provided SAT School Day testing.

**Supervisor's Irregularity Report (SIR):** Scannable form used to document any irregularities that occur, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

**Supervisor's Report Form (SRF):** The scannable form used to document how many answer sheets are being returned for scoring. The supervisor returns this completed form with the used answer sheets after testing.

# Supervisor Checklist for Maine SAT School Day

## October–December

Mark when Complete	Activity
<input type="checkbox"/>	District/schools respond to establishment surveys
<input type="checkbox"/>	Test staff create/confirm College Board professional account
<input type="checkbox"/>	Off-site testing plans due, if necessary
<input type="checkbox"/>	Receive confirmation of AI code

## January

Mark when Complete	Activity
<input type="checkbox"/>	Begin working with principal and other test day staff to determine room and staffing needs
<input type="checkbox"/>	Ensure enrollment information is accurate and up-to-date

## February

Mark when Complete	Activity
<input type="checkbox"/>	Identify and train associate supervisors, proctors, and hall proctors
<input type="checkbox"/>	Supervisor's planning kit arrives
<input type="checkbox"/>	Read and review testing manuals for information on managing the administration

## March

Mark when Complete	Activity
<input type="checkbox"/>	Preadministration, pre-ID label, and test material shipments arrive
<input type="checkbox"/>	Schedule a preadministration session with students
<input type="checkbox"/>	Create rosters for use on test day; update as necessary
<input type="checkbox"/>	Finalize room and staff assignments

## April

Mark when Complete	Activity
<input type="checkbox"/>	Ensure students know where and when to arrive for testing
<input type="checkbox"/>	Print translated test directions and review word-for-word bilingual glossary guidelines, as necessary.
<input type="checkbox"/>	Order makeup materials