

MAINE

Coordinator Implementation Handbook

SAT School Day

General Information for 2020

The Maine Department of Education is providing the SAT[®] with Essay for third-year high school students' accountability in spring 2020.

SAT School Day Administration

Primary Test Date	April 14, 2020
Makeup Test Date	April 28, 2020
Accommodated Testing Window	April 14–28, 2020

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 may 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 a.m. For approval to start earlier or later than these times, contact the SAT School Day Educator Support line at 855-373-6387. 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.

Topics include:

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Getting Assistance

- **Customer Service:** SAT School Day Support, 855-373-6387 or satschoolday@collegeboard.org.
- **Maine Website:** Information about the SAT administration, https://www.maine.gov/doe/Testing_Accountability/MECAS/materials/sat.

Updates for 2019–2020

College Board has made the following changes for this school year:

1. Seating requirements have changed. The minimum distance between students has been reduced from 4 feet to 3 feet. Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk). At tables, students must be seated at least 3 feet apart and facing the same direction. You may seat 2 students at a table that is 6 feet or longer.
2. Required staff-to-student ratios have changed for accommodated rooms: the ratio is now 1 staff member per 20 students (instead of 1 to 10). A room monitor is not required until you have 21 or more accommodated students testing in the same room.
3. Test coordinators will use their school’s regularly scheduled UPS pickup to return materials. If UPS does not make regular pickups at your school, schedule a pickup with UPS using the prepaid label and information provided by College Board.
4. Preadministration scripts now include options for administering the session to students with and without parental consent. As part of the preadministration session, students have the option to participate in Student Search Service® and the optional questionnaire. Your school or district may already have a process in place for parental notification/consent. If not, College Board now provides a consent form template to assist schools in obtaining parental consent for participating in Student Search Service and the optional questionnaire.
5. Students approved for use of the MP3 audio accommodation will now receive test content via a streaming application instead of a flash drive. If your school is unable to use a streaming application (e.g., due to no internet access), contact the SSD office as soon as possible.
6. We’ve modified the answer sheet to allow for more diverse gender identification, in addition to male and female.
7. If you’re reporting an irregularity, you’ll apply a pink Irregularity Report (IR) label to the outside of all used answer sheet return shipments. If you’re reporting a test day irregularity, scores may be delayed if you don’t apply the IR label to the outside of your shipment.

Establishing Schools for Testing

For the SAT Suite of Assessments, College Board sent an email with a survey link to principals in early September. The purpose of this survey was to collect important school information for the upcoming administration. If the survey information collected was inaccurate or incomplete, schools may miss important information.

College Board used the information provided in the survey to establish each school as a test center for the SAT. An email confirming each school's 6-digit Attending Institution (AI) code will be sent to the test coordinator.

Schools must establish themselves as a test center each year. If you are unsure whether your school completed the school setup survey, please check with your principal.

Attending Institution (AI) Code

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December 2019. Emails will continue to be sent to test coordinators as College Board completes the setup activities. The AI code connects student data to schools and is used on answer sheets and when returning testing materials.

Unique Testing Situations

Off-Site Testing

Most schools will use their building as the test location. However, if you need more space or, for example, your school is a virtual school, coordinators can request an off-site testing location. These additional locations must be approved by 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. Gather all required information for submission of your off-site request. You'll need your school information and AI code, off-site testing location name and address, and contact information for the off-site coordinator(s).
3. Submit the online off-site testing form available at <http://sat.org/offsiterequest> with the required information. You will receive email confirmation of your off-site request once your form is submitted.
4. Submit the online form no later than **December 20, 2019**.
5. College Board will work with test coordinators requesting off-site testing locations to ensure that the location meets the requirements. If necessary, we'll contact test coordinators 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.
6. Once approved, an email will be sent to the test coordinator of the primary AI communicating the approval.

A few things to note about off-site testing:

- Each off-site test coordinator is responsible for ensuring that the test location meets the requirements for test material security, room configuration, seating, and test day staffing as described in the coordinator manuals.
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- **Email communications for the test administration will be sent to the primary AI test coordinator.**
- Test materials will be shipped to the AI location. The test coordinators at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

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 the 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 reenrolled in Synergy State Edition as a primary enrollment; however, the Full-Time Employee (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 at another school in Maine or at an out-of-state school, are required to participate in the Maine statewide assessment program. Registration for all students will be done by the Maine DOE using the data received from the districts. Please ensure that data for all students in your district is accurate and up to date.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

A College Board professional account provides access to College Board tools and services. The SAT coordinator and the SSD coordinator must have a College Board professional account to access tools for the administration.

To create an account, go to collegeboard.org, click **Sign up**, and follow the instructions. [Click here for help creating an account](#). An educator needs to create an account only once.

Test day staff will use their College Board professional account to access the following tools and services:

- Test day training: training on how to plan to test, administer the test and return test materials
- K–12 score reporting portal: for access to detailed roster report and test scores
- SSD Online: required to submit requests for accommodations and certain English learner supports, to make changes to existing approved accommodations for students, and to print the Nonstandard Administration Report (NAR)

Please note: To access College Board's SSD Online system, the SSD Coordinator will need to fax the [SSD Coordinator Form](#), signed by the school principal, to College Board's Services for Students with Disabilities at 866-360-0114.

Identification of Testing Staff

Testing staff may not be recruited if they have any of the following conflicts of interest:

- They have taken any College Board test within 180 days of the school day administration.
- They are engaged in any paid, private SAT test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.
- The staff member has a child or member of their household taking the SAT School Day at any test site during the same testing window. At a minimum, this includes the roles of test coordinator, SSD coordinator, and backup test coordinator. In addition, never assign a proctor to administer the test to a member of their family. In cases where this policy is not followed, the related student's scores are subject to invalidation.

Roles and Responsibilities of Testing Staff

Schools are responsible for identifying an SAT test coordinator, a backup SAT test coordinator, an SSD coordinator, proctors for each testing room, a technology coordinator, and room monitors and hall monitors. College Board will not collect contact information for proctors or monitors.

Although the SAT test coordinator is responsible for coordinating the administration for all students, the SAT test coordinator, technology coordinator, and SSD coordinator must work closely to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Role	Responsibility	Identify to College Board?
SAT test coordinator	Responsible for coordinating the SAT administration for all students.	Yes
Backup SAT test coordinator	Responsible for coordinating the SAT administration if the SAT test coordinator is not available.	No
SSD coordinator	Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the SAT for students with disabilities.	Yes
Proctor	Responsible for conducting a secure, valid administration in the testing room.	No
Room monitor	Responsible for assisting the proctor with activities and monitoring students in the testing room.	No
Hall monitor	Responsible for monitoring the hallways on test day.	No

The contact information for the SAT test coordinator, backup coordinator, and SSD coordinator will be collected in the establishment survey sent by College Board in September 2019. Staff members can serve multiple roles, if necessary.

If the contact information for the SAT test coordinator, backup coordinator, or SSD coordinator changes, please contact the SAT School Day Educator Support line at 855-373-6387.

Training

Training is required for all SAT test coordinators. A link will be sent to SAT test coordinators about six weeks before test day to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training or by personalized training provided by the SAT test coordinator. Schools can determine the best way to train other test day staff.

Manuals

Copies of each manual will be sent to the SAT test coordinator about six weeks before test day as part of the SAT test coordinator planning kits.

Manual Title	What's Inside
<i>SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator; gives complete instructions for preparing your school and staff for SAT testing.
<i>SAT School Day Standard Testing Manual</i>	Used by the proctor; 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 proctor; gives instructions for testing students with accommodations in nonstandard testing rooms.

Ordering Materials

Do **not** place orders for SAT spring materials for the primary test day directly with the College Board’s test ordering site. College Board will determine your material order for the SAT based on:

- The number of students included in the pre-ID file submitted by the Maine DOE.
- The number of students and the types of approved accommodations via College Board’s SSD Online system.

For the spring 2019-20 administration, the Maine DOE will preidentify all eligible students for the SAT using the College board bulk registration tool. The bulk registration file helps report accurate student accounting back to the Maine DOE and creates the following:

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

Schools will receive pre-ID labels for students submitted in the first pre-ID file. The labels must be affixed to the answer sheet in the designated area. The pre-ID labels provide 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.

Test coordinators will receive an email the day before test day with instructions on how to order materials for students who were absent on test day or experienced an irregularity. Place the makeup order as soon as possible and no later than two days after testing. No materials will be shipped to support the makeup administration if you do not complete the survey. Test coordinators shouldn’t return test materials for students approved to test in the accommodated window until all accommodated window testing has completed. Test materials for students approved to test in the accommodated window cannot be ordered through the makeup survey.

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 the Maine DOE.
- 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.

After the primary administration, you will be asked to identify the number of students who require a makeup. Materials will only be sent to schools that complete the makeup survey. Use this chart as guidance on the implication for labels and testing materials, depending on a student’s enrollment date:

Scenario	Registration	Implications
Student enrolled as of February 7, 2020	Will be included in the pre-ID file submitted by the Maine 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 <i>after</i> February 7, 2020	Will not be submitted in any pre-ID 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

College Board–Allowed Accommodations

Requests for accommodations for the SAT are submitted by the designated SSD coordinator in College Board’s SSD Online system. Requests for College Board–approved accommodations can be submitted as soon as a school has its AI code. Requests must be submitted by the school that will test the student. When requests are submitted, students can receive approval for accommodations by College Board; this results in a college- and scholarship-reportable score.

State-Allowed Accommodations

State-allowed accommodations (SAAs) are also available to students. However, schools and students should be aware that SAAs will result in scores for the students, but the scores received are **not** reportable to colleges or scholarship programs. The window to request SAAs opens January 14, 2020, and closes February 24, 2020.

College Board Accommodations	State-Allowed Accommodations (SAAs)
Once approved, can be used for all College Board assessments.	Only available for the Maine 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 and go through a review process.	Requested in SSD Online and are automatically approved.
Some accommodations (e.g., permission for food/medication) can be administered in the standard testing room. Other accommodations (e.g., extended time) must be administered in rooms separate from the standard rooms.	Must be administered in separate testing room(s).
Meant for students with documented disabilities that need accommodations for use on the SAT.	Meant for students who require state-specific accommodations (e.g., English learner students) and for students with disabilities who may not be approved for accommodations by College Board.
Depending on the accommodation, will either test on the primary test day or in the 2-week accommodated testing window.	Can test in the 2-week accommodated testing window.
Deadline to apply is February 24, 2020.	Deadline to apply is February 24, 2020.

Certain accommodations require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated two-week testing window. The NAR will specify when students will test.

Once approved, students remain so for College Board–approved accommodations for all other College Board assessments, including AP[®] Exams. If a student’s Individualized Education Program (IEP) or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

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 early March 2020.

Working 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 NAR and assists the SAT test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations. All testing materials, including nonstandard materials for use during the 2-week accommodated testing window, are shipped to the SAT test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of test materials, as needed.

Administering the SAT with Accommodations

The manuals contain information about different timing configurations for each section and breaks, depending on the approved accommodations for each student. Below are some common configurations and the duration of each. It's important to note that the times listed are only the time the student takes on the test (including breaks); 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 Duration		
	Day 1 (Including Breaks)	Day 2 (Including Breaks)
Standard Time	4 hours, 7 minutes	N/A
Standard Time with Extra Breaks	4 hours, 17 minutes	N/A
Standard Time with Extended Breaks	4 hours, 15 minutes	N/A
50% Extended Time (Math only)	4 hours, 58 minutes	N/A
100% Extended Time (Math only)	5 hours, 37 minutes	N/A
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 (EL) Supports

English learners will be able to utilize EL supports for the spring 2020 SAT School Day administration. These supports include the use of an approved word-to-word bilingual glossary, translated test directions, and 50% extended time. Students can use one or any of these supports in combination. Students will receive college reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

Use of an approved word-to-word bilingual glossary:

- List will be expanded to approximately 100 glossaries for spring 2020.
- Use of glossary does **not** require an approval by College Board.
- The approved list will be available at https://www.maine.gov/doi/Testing_Accountability/MECAS/supports

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with test materials.

- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The Maine DOE will post directions translated into French and Somali. College Board will also support “on-the-fly” translations of directions by district approved translators.
- Use of translated test directions does **not** require an approval by College Board.
- Translations will be available in February 2020 to print.

Use of 50% extended time:

- Students will receive 50% extended time on each section of the SAT. Students 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, EL students requiring 50% extended time will need to be identified in SSD Online. Schools can request 50% extended time for ELs starting January 14, 2020. Students will be automatically approved and no supporting documentation is required. More information about the process for entering student information will be available this winter.
- EL students using 50% extended time can be tested with other students with accommodations testing with the same timing and test materials.

Planning for Material Shipments

Test materials for spring 2020 testing will be addressed to the SAT test coordinator. Note that each shipment may have multiple boxes.

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Coordinator’s Planning Kit	6 weeks before test day	<ul style="list-style-type: none"> ▪ Sample copies of each manual: <ul style="list-style-type: none"> ◆ <i>SAT School Day Coordinator Manual</i> ◆ <i>SAT School Day Standard Testing Manual</i> ◆ <i>SAT School Day Accommodated Testing Manual</i> ▪ Irregularity Report (IR) sample ▪ Posters ▪ Test Materials Diagrams
Preadministration Materials	3–4 weeks before test day	<ul style="list-style-type: none"> ▪ <i>SAT School Day Student Guides</i> ▪ All manuals to support testing (preadministration instructions are included in the manuals) ▪ Answer sheets ▪ Answer sheet instruction booklets for students
Pre-ID Labels	3–4 weeks before test day	<ul style="list-style-type: none"> ▪ Pre-ID labels to be placed on answer sheets
Test Materials	1 week before test day	<ul style="list-style-type: none"> ▪ Test books ▪ Extra answer sheets ▪ Answer sheet return envelopes/boxes ▪ Test book return labels

Preadministration Session

The answer sheet for SAT School Day allows students to provide information about themselves, their high school experiences, and their plans for college, as well as to request their four free score sends (SAT only). In addition, students, with parental consent, may opt in to the free, voluntary Student Search Service and complete the optional student questionnaire.

A preadministration session should be scheduled ahead of the test day to complete the demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes for the SAT (if all information, including the optional questionnaire is completed). More information about administering the preadministration session is included in the *SAT School Day Coordinator Manual*.

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

In addition, schools should collect consent from parents for students who wish to opt in to Student Search Service and complete the student questionnaire.

- Consent is only required to opt in to Student Search Service and the student questionnaire. Students can still take the SAT without completing the questionnaire.
- Follow your district or school policy for collecting consent. Schools and districts may opt to use the consent forms provided by College Board or may choose to use their own. Parental consent should be collected prior to the preadministration session.
- If a parent does not return a consent form, the school should proceed assuming that the student/parent did not consent to opting in to Student Search and the student questionnaire.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive after allowing enough time for students to review the *SAT School Day Student Guide* with their parents. We recommend dividing up students between those who have consent for Student Search Service and those who do not when conducting the SAT preadministration sessions. New for spring 2020, the SAT preadministration scripts will provide guidance on how to conduct the session based on parental consent.

Glossary

AI code: A 6-digit code that identifies an attending institution (a school a student is enrolled in). Each attending institution has a unique AI code.

Bulk Registration: The process a state or district uses to submit a file to preidentify test takers.

College Board–Approved Accommodation: 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 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.

EL Support: supports for English learners, which include translated test directions and a list of approved word-to-word bilingual glossaries. Students may also be approved to test with 50% extended time.

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 Report (NAR): A list of students approved for accommodations who are testing during a specific test administration. Generated in SSD Online and includes detailed information about the accommodations the students are approved for.

Pre-ID label: Label provided for each student included in the bulk registration (preidentification) file submitted. The pre-ID label is applied to the answer sheet before the test.

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

Coordinator Checklist for Maine SAT School Day

This is a suggested checklist of activities for your spring 2020 administration. You may choose to perform certain activities at a different time at your school—just be aware of the deadlines. In addition, your coordinator manual will provide more detailed information about the activities that must be completed closer to test day.

September–December

Mark when Complete	Activity
<input type="checkbox"/>	District/schools respond to establishment surveys.
<input type="checkbox"/>	Create College Board professional account, if needed.
<input type="checkbox"/>	Submit off-site testing plans, if necessary. Off-site testing plans must be submitted by December 20, 2020.
<input type="checkbox"/>	Receive confirmation of Attending Institution (AI) code.
<input type="checkbox"/>	Participate in webinars and on-demand trainings.
<input type="checkbox"/>	Begin submitting accommodations requests.

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.
<input type="checkbox"/>	Request 50% extended time for English learners who require the support starting early January 2020.
<input type="checkbox"/>	State-allowed accommodation window opens in SSD Online.

February

Mark when Complete	Activity
<input type="checkbox"/>	Deadline for submitting accommodations requests: February 24, 2020.
<input type="checkbox"/>	Receive information to access online Test Day Training; complete online training.
<input type="checkbox"/>	Identify and train proctors, room monitors, and hall monitors.
<input type="checkbox"/>	Coordinator Planning Kits arrive (include sample testing manuals, forms, and posters).
<input type="checkbox"/>	Read and review testing manuals for information on managing the administration.

March

Mark when Complete	Activity
<input type="checkbox"/>	State-allowed accommodation window opens in SSD Online. (Deadline for SAA requests is February 24, 2020.)
<input type="checkbox"/>	Submit late accommodations requests. Limited to newly enrolled students or students with newly identified disabilities. (Requests accepted February 20–March 6, 2020.)
<input type="checkbox"/>	Complete online coordinator training.
<input type="checkbox"/>	Preadministration shipments arrive (includes answer sheets, all testing manuals, student answer sheet instructions, and pre-ID labels).
<input type="checkbox"/>	Schedule a preadministration session with students.
<input type="checkbox"/>	Create rosters for test day; update as necessary.
<input type="checkbox"/>	Finalize room and staff assignments.

April

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