

SPRING 2016

SAT[®] School Day

Supervisor's Planning Guide for the Redesigned SAT



About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT[®] and the Advanced Placement Program[®]. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit www.collegeboard.org.

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Introduction

Thank you for helping your eligible students test in the familiar surroundings of their own high schools on a school day. This document is intended to give the test center supervisor details ahead of time to help plan for test day. Be sure to work closely not only with your school administration (as detailed below) but also with the school's Services for Students with Disabilities (SSD) coordinator. You will receive information about SAT[®] School Day, online supervisor training, and training materials in the coming weeks.

Also included in this Planning Guide are implementation tips from educators with SAT School Day experience. Use and adapt these tips to facilitate implementation in your school.

What Is Changing for the Redesigned SAT

The SAT you will administer in March or April 2016 has been redesigned to focus on the skills and knowledge that current research indicates are essential for career and college success. Here are a few basic changes to prepare for:

- » The Math Test is divided into two portions: one that permits calculator use, and one that does not.
- » Students should be encouraged to give their best answer for every test question, since there is no penalty for guessing.
- » For standard test-takers, the first break (after the Reading Test) will be 10 minutes. For extended time test-takers, this break will be 5 minutes, and additional breaks will be provided.
- » The Essay Test may or may not be included in your school's contract. (See the Contract Types explanation below.)
- » The online Attendance Roster has been enhanced to better assist you in making room assignments. Note that the SSD coordinator will continue to use the NAR for a roster of students testing under his or her supervision.

Contract Types and the SAT Essay

SAT School Day contracts may be for:

- » SAT (students will not take the Essay)
- » SAT with Essay (all students take the Essay)
- » SAT Essay as optional (students can register for SAT or SAT with Essay)

For a contract with SAT Essay as optional, you will need to allocate different rooms for students who have chosen SAT and those who have chosen SAT with Essay. Students must register for the option they prefer — they cannot change their option on test day.

Test Facts

The redesigned SAT is composed of three sections, which will follow the same order in every test book.

Evidence-Based Reading and Writing: Includes a Reading Test and also a Writing and Language Test. Each test is composed of multiparagraph passages and multiple-choice questions. Time allotted:

- » 65 minutes for Reading Test
- » 35 minutes for Writing and Language Test

Math: Includes multiple-choice and student-produced response questions based on the math that college-bound students typically learn during their first three years of high school. Divided into two portions: one that permits calculator use, and one that does not. Time allotted:

- » 25 minutes for Math Test – No Calculator
- » 55 minutes for Math Test – Calculator

Optional Essay (in separate booklet): Asks students to produce a cogent and clear written analysis using evidence drawn from a challenging source text. Time allotted:

- » 50 minutes.

Administrative time in the testing room: Plan for approximately 15 to 30 minutes before, and 5 minutes after, the test for administrative details.

Coordinating Test Day

You will need to closely coordinate with your school’s administration to ensure that testing can take place smoothly. Here are some important steps to consider:

1. Plan ahead for the secure receipt and storage of testing materials.
2. Reserve an area where test-takers can assemble before and after testing.
3. Estimate the number of rooms needed based on known enrollment of eligible students. Decide whether to designate a late-arrivals room to accommodate groups of students who arrive late for testing.
4. Designate an area for testing that is clearly separated and marked, preferably at a distance from other activities unrelated to SAT School Day that are taking place on test day.
5. Work with school administrators to review teacher schedules and determine who will administer the test (associate supervisors) or act as proctors.
 - » Teachers of classes that are not meeting due to testing would be likely candidates to serve in this capacity.
 - » Remember to allow for additional proctors according to the requirements given on page 7 to assist teachers and relieve staff in need of a break.
 - » If you need to supplement your own school staff with additional personnel, follow the same guidelines you would for any substitute teaching position in the school.
 - » Once you have finalized your staff, create a schedule of test-day room assignments.

IMPORTANT: School staff members who are relatives of students taking the SAT cannot administer the test.

6. Arrange to have bells and announcements silenced on test day and to reschedule the lunch period for test-takers. Be sure to clearly communicate all changes in school routines to the general school population and to other staff.

TIP: Post signs in strategic areas to designate testing areas. Posting rosters can also help students quickly locate their testing rooms.

TIP: Use your experienced staff members. Invite staff who have acted as Saturday site proctors and test center supervisors to also serve as supervisors or proctors for SAT School Day.

7. Plan for how your school will be offering the assessment. Depending on the state or district agreement, students may be taking the SAT with Essay, and some may be taking the SAT. Additionally, your contract type may allow students to add the SAT Essay at their own expense. Students taking the SAT with Essay must be seated separately from students taking the SAT. Supervisors should take care to make sure correct test materials are used.
8. If your school is participating in SAT school Day as part of a statewide administration, there may be administration processes and deadlines that are unique to your state. If this is the case, you will receive Supplemental Instructions. Be sure to review them carefully as you plan for test day.

Nonstandard Testing

As you prepare for the administration, you may be called upon to provide a variety of accommodations to students with documented disabilities who have been approved by the College Board. **College Board approval is required to receive testing accommodations.** The earlier students apply, the more likely they will be able to ensure that the College Board receives the necessary information and documentation to support their request for accommodations.

The approval process is overseen by the Services for Students with Disabilities (SSD) staff. The online portal at collegeboard.org/ssd guides the school staff and parents through the process. Note: Students who are already approved to receive accommodations on other College Board tests (such as the PSAT/NMSQT®) **do not need to reapply** for approval.

A general overview of accommodations is given below. Accommodated students must adhere to all College Board testing administrative procedures, requirements, and timing regulations.

Important SSD Dates

SAT School Day Test Date	Accommodations Request and Documentation (Where Required) Must Be Received by:
March 2, 2016	Jan. 13, 2016
April 12, 2016	Feb. 24, 2016

Roster Accommodations

Sometimes a student's accommodations do not require nonstandard testing time or materials, for example: wheelchair access or a sign language interpreter. Your online Attendance Roster will indicate that these students should test in the standard testing room. Providing these accommodations is largely a matter of planning for the physical arrangement of your room.

The online Attendance Roster will also clearly indicate which students are approved for Roster accommodations on the SAT that require a nonstandard testing room, such as extra breaks or longer breaks or 50% extended time on the SAT with no Essay (students taking the SAT with Essay who are approved for 50% extended time for Reading will test over two days under the supervision of the SSD Coordinator).

All students taking the SAT in the Roster nonstandard administration room(s) **must use the SAT test book with the pink cover.** *The SAT School Day Testing Manual*, which you will receive in a future shipment of test materials, includes special scripts to be used with these test books (with matching pink tabs).

Contact the SSD office (see the back cover for contact information) if you have any questions about providing proper accommodations.

Nonstandard Administration Report (NAR) Accommodations Administered by the SSD Coordinator

Students approved for 100% extended time, breaks as needed, the use of a computer for the Essay, or nonstandard materials such as Braille or Assistive Technology Compatible (ATC) test formats, will be tested in rooms set up and supervised by the SSD coordinator. These students will not appear on the online Attendance Roster, but on the NAR generated online by the SSD coordinator. If your contract includes the testing of State Allowed Accommodations (SAAs), students with these accommodations will also appear only on the NAR.

Roster and NAR accommodations cannot be administered in the same room. They use different testing materials and different scripts in the manual. If applicable in your administration, SAA test-takers also must test in separate rooms from all other standard and nonstandard test-takers.

Breaks for Students with Extended Time

In the redesigned SAT, there are several longer sections that require a stretch break in the middle of the section. You will need to plan to give extended time test-takers a 5-minute stretch break in these sections, as well as between sections. The breaks for extended time, which also apply to students approved for extra breaks, are as follows:

- » Five-minute break halfway through Section 1 (extended time for reading)
- » Five-minute break after Section 1 (shorter than standard)
- » Five-minute break between Sections 2 and 3 (extended time for reading and/or math)
- » Five-minute break after Section 3 (all test-takers)
- » Five-minute break halfway through Section 4 (extended time for reading and/or math)
- » Two-minute break after Section 4 (all test-takers for SAT with Essay)
- » Five-minute break halfway through Section 5 (extended time for reading and/or writing)

Students who are approved for extended time for reading receive the extra time and breaks on all sections of the test. If they are taking the SAT with Essay, they will stop testing on Day 1 after Section 3 and resume on Day 2 at Section 4.

Students approved for math-only extended time receive extra time on the Math Test (Sections 3 and 4) and the additional break before the Math Test. Students approved for writing-only extended time receive extra time on the SAT Essay (Section 5) and the extra breaks that apply to that section.

Students with different timing needs will be listed on your Roster in separate groups, and should be tested in different rooms.

Planning Ahead for Test Day

Planning for Testing Time

Standard timing

For the **SAT**, students testing with standard timing receive a total of 3 hours 15 minutes of testing/breaks:

- » Three hours of testing
- » One 10-minute break and one 5-minute break

For the **SAT with Essay**, students testing with standard timing receive a total of 4 hours 7 minutes of testing/breaks:

- » Three hours and 50 minutes of testing
- » One 10-minute break, one 5-minute break, and one 2-minute break

Nonstandard timing (not inclusive of all types)

For the **SAT**, students testing with 50% extended time for reading (entire test) receive a total of 4 hours 56 minutes of testing/breaks:

- » Four hours 31 minutes of testing
- » Five 5-minute breaks

For the **SAT with Essay**, students testing with 50% extended time on math-only receive a total of 4 hours 53 minutes of testing/breaks:

- » Four hours 31 minutes of testing
- » Four 5-minute breaks and one 2-minute break

Two-day testing (supervised by the SSD coordinator)

The tests for students who take the SAT with Essay with 50% or 100% extended time for reading or the SAT with 100% extended time for combined math and writing are administered over two days under the supervision of the school's SSD coordinator (as summarized in the *SAT School Day Guide for SSD Coordinators*). For two-day testing, plan for Day 1 testing to end around 12:00 p.m. for 50% extended time test-takers, and around 12:55 p.m. for 100% extended time test-takers.

Administrative time

You need to add approximately 15 to 30 minutes of procedural time (depending on whether you are administering the SAT or SAT with Essay), to perform administrative tasks such as admitting and seating students, distributing tests, filling out personal information on answer sheets, etc.

Setting the Schedule

Rescheduling lunch

Lunch will need to be rescheduled to conform to the schedule that follows. Please note: While students may eat snacks during the scheduled breaks, schools may not stop testing to offer a lunch break. Schools that do so will have their students' scores canceled.

General overview of the schedule

The schedule shown below gives a general concept of how your testing schedule might look. Bear in mind that your school may have other factors that affect the start time, such as a larger testing population or later bus arrivals. To account for schedule differences, schools can deviate from the schedule below by up to 30 minutes.

If a school requires a schedule change of more than 30 minutes, the Test Center Supervisor must contact SAT School Day Customer Support. Be sure, however, to plan to begin testing as early as possible, and at a coordinated time. All students should begin testing in the same hour.

6:45 a.m.	Staff reporting time and facility preparation.
7 a.m.	Review staff assignments and room assignments. Distribute materials to staff.
7:15 a.m.	Staff report to their rooms and prepare for arrival of students.
7:30 a.m.	Students report to the area designated for them to assemble before and after testing.
8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.

Approx. Time	Standard Room	Approx. Time	Nonstandard Room
11:45 a.m.	Pencils down for SAT	12:00 p.m.	Day 1 testing for SAT with Essay ends after Section 3 for 50% extended time
12:55 p.m.	Pencils down for SAT with Essay	12:55 p.m.	Day 1 testing ends after Section 3 for 100% extended time for SAT and SAT with Essay
		1:30 p.m.	Pencils down for SAT for 50% extended time
		8:00 a.m.	Begin Day 2 testing.
		11:05 a.m.	Pencils down for SAT with Essay for 50% extended time
		11:20 a.m.	Pencils down for SAT for 100% extended time
		12:00 p.m.	Pencils down for SAT with Essay for 100% extended time

NOTE: Extended times shown are for the entire test (reading).

Planning for Rooms and Staffing

Fair testing requires well-lit, comfortable surroundings, with ample room between test-takers (at least 4 feet, measured left to right from center of desk to center of desk) and minimal opportunities for sharing of information.

Guidelines for staffing your rooms

Try to choose rooms for standard testing that can fit at least 25 test-takers (while still maintaining the required 4 feet between test-takers). Nonstandard (extended time and other accommodations) testing involves smaller numbers of test-takers in each room, but the same 4-foot requirement applies. Plan to assign room proctors to assist associate supervisors in testing rooms that have more than 34 students.

To estimate the total number of rooms you will need to staff on test day, use the following staff/test-taker ratios:

Standard Testing Rooms

Start with **one associate supervisor per room**, then for each room, add room proctor(s) if needed:

Number of Students	Number of Proctors
1–34	0
35–50	1
51–100	2
101–150	3
151–200	4
201 or more	5 + 1 proctor for each additional 50 students

Nonstandard Testing Rooms

Start with **one associate supervisor per room**, then for each room, add room proctor(s) if needed:

Number of Students	Proctors
1–10	0
More than 10	1

Guidelines for staffing the halls

You should always have at least one hall proctor to monitor the hallways and assist staff who are in the testing rooms. For every five rooms, add an additional hall proctor, using this chart as a guide:

Number of Testing Rooms	Hall Proctors
1–5	1
6–10	2
11–15	3
More than 15	1 proctor for each additional 5 rooms (e.g., 4 proctors for 15 to 19 rooms, 5 proctors for 20 to 24 rooms, etc.)

Planning for Seating and Room Assignments

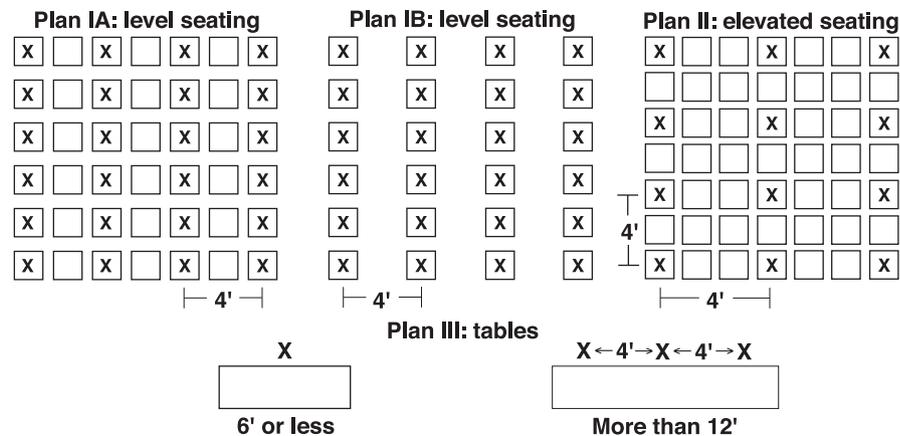
Regardless of the type of testing, standard or nonstandard, you need to apply the same requirements, listed below, for seating. Use the sample seating plans to arrange your rooms to meet these requirements. Note that if you have to use round tables, you can only seat one student per table (students cannot be facing in different directions).

Seating requirements

- Use chairs with backs.
- Face seats in the same direction.
- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of 4 feet from right to left (measure from center of desk).
- Ensure unimpeded access to every student by staff.
- Seat only one student at a table that measures 6 feet in length or less.
- Seat students at least 4 feet apart and facing the same direction if tables longer than 6 feet are used.
- Provide large, smooth writing surfaces, preferably desks or tables.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

TIP: Check all of the testing rooms twice: the day before the administration and on test day at least an hour before students arrive. Staff should ensure that all seating guidelines have been applied in each testing room.

Samples of Approved Seating Plans: X = One Student



Developing preliminary room assignments

If you have students who require 100% extended time or other NAR accommodations that would normally be administered in school-based (as opposed to center-based) testing, your SSD coordinator will arrange for and supervise their testing. You'll need to coordinate your use of rooms and staff to ensure a smooth test day experience.

Here are some ideas to help you get started on determining what rooms to use for testing:

- » Select rooms in one section of the school to minimize disturbances from ongoing classes. Avoid using science rooms, computer labs, or other rooms with specialized equipment.

TIP: Provide room assignments to teachers who see test-takers on a daily basis, such as homeroom or grade-level English teachers, at least 24 hours before test day so they can share the information with students during class time.

- » Work with the administration to create a schedule of test-day room assignments for all affected classrooms. Review the schedule of morning classes that would normally meet in the assigned testing rooms.
 - » Determine which classes primarily contain students who will be testing. The school will need to cancel these classes for test day and assign the few nontesting students to study hall.
 - » Determine which classes primarily contain nontesting students or have a mixture of testing and nontesting students. The school will need to determine if/where to relocate these classes for test day.
- » Decide whether to plan for a late-start room in order to accommodate groups of students who arrive late for testing. (Once testing is already in progress, late-start rooms can only accept students if they can be seated before the first break takes place.)
- » Ensure that students go to the correct testing room. Give supervisors room assignments prior to test day and post students' names and their room assignments in strategic locations, such as in the hallways and on doors of testing rooms.

TIP: Find ways to use time effectively for nontesting students. For example, plan mock AP Exams or course reviews.

TIP: Communications channels to consider:

- Sending email blasts and automated phone calls
- Posting announcements on school and district websites, including social media sites
- Promoting SAT School Day at a student assembly
- Hosting an informational event such as a Parent Breakfast

Communicating with Students and Parents

Clear communication with students and their parents well ahead of test day, through a variety of channels, is key to ensuring acceptance. Communicating also can help ease the concerns students have about such details as where to report on test day, what time testing will start and end, and when they will be able to eat lunch. Early in your planning, select an area in the school for students to assemble before and after testing. Arrange to communicate with families, particularly about the delayed lunch. Remind them that students will have opportunities to eat snacks.

The College Board will send emails to registered students who have provided email addresses reminding them to:

- » Gather everything they need for test day (Admission Ticket, No. 2 pencils, calculator, etc.)
- » Get a good night's sleep
- » Eat a hearty breakfast on test day
- » Bring nutritious, easy-to-eat snacks (they'll have two opportunities to eat)

Please proactively communicate with parents about the need to adhere to the same schedule that all students who take the SAT are expected to follow.

TIP: Build excitement around SAT School Day to encourage timely registration. Hold a contest to see which class completes registration first.

SAT School Day Training

Several weeks before test day, you will receive an email from the College Board giving you information about the mandatory online training. You will also receive a shipment of materials to help your planning. Your SAT School Day Implementation Planning Kit will include:

- » Samples of materials used on test day, such as the Supervisor's Report Form, Testing Room Materials Report form, Supervisor's Irregularity Report form
- » Reference sheets of guidelines and tips
- » Copies of *The SAT School Day Testing Manual* for your reference and for training your support staff
- » A supply of flyers for your testing rooms

Also included will be information about accessing your testing Rosters as well as a training schedule. The training is critical to your successful administration of the SAT; even if you have administered the test before, you are required to complete the training before administering the SAT or SAT with Essay.

Contact Information for Supervisors

SAT School Day Customer Support: 855-373-6387

Email: satschooldaysupport@collegeboard.org

Test Administration Services

Supervisor's Help Line: 800-257-5123

Email: tas@ets.org

On the Web: ets.org/supervisor (authorized access only)

Services for Students with Disabilities (SSD) Office

Phone: 844-255-7728 (toll-free number for educators)

TTY Number: 609-882-4118

Fax: 866-360-0114 (for faxing applications for accommodations)

Email: ssd@info.collegeboard.org

Not for parents or students

Contact Information for Students and Parents

SAT Customer Service: 866-756-7346

Email: sat@info.collegeboard.org

On the Web: sat.org

SSD Office: 212-713-8333

Email: ssd@info.collegeboard.org

On the Web: collegeboard.org/ssd

Please share this information, and this information only, with parents and students.

Contact Information for Counselors

SAT Educator Help Line: 888-SAT-HELP (728-4357)

Email: sat.help@info.collegeboard.org

On the Web: collegeboard.org/educators

