



Services for Students with Disabilities (SSD) Overview for Coordinators

Spring 2025 Digital SAT and PSAT

December 10, 2024 in-person
December 16, 2024 webinar



Agenda

- 1** Testing Window and SSD Deadlines
- 2** Updates for Spring 2025
- 3** Accessing SSD Online
- 4** Accommodations and Supports for CB Assessments
- 5** Reviewing Previously Approved Accommodations
- 6** Submitting New Accommodations Requests
- 7** New SSD Updates/Features for Spring 2025
- 8** Training Opportunities/Resources

Sharing Personal Identifiable Information (PII) With College Board

Student PII may include any combination of the following data:

- Name
- Date of Birth
- Address
- Telephone number
- Email address
- Identifying numbers, such as the SSD Number

Please exercise caution when handling student PII.

If it becomes necessary to discuss an issue that involves sharing this information, please communicate via telephone.

Testing Window and SSD Deadlines

RIDE Spring 2025 Digital Testing Window

Tuesday, April 1 – Friday, April 25, 2025

- ✓ RIDE recommends that schools plan primary testing during the weeks of April 1-11 and reserve the week of April 21 to test absentees and retests due to irregularities.
- ✓ ALL testing must be complete by April 25.

APRIL 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

2024-25 SSD Deadlines

Activities	Open for Requests	Deadline
CB Approved Accommodations and EL Extended Time Requests	Now	February 10, 2025
State-Allowed Accommodations (SAAs) Requests	January 9	February 10, 2025

***Note 1:** EL students can utilize the following supports: 1) translated test directions, 2) an approved word-to-word bilingual dictionary, and 3) time and one-half (+50% extended time). Students who use an EL Support will receive a college-reportable score.

***Note 2:** There are two state-allowed accommodations (SAAs) permitted for RIDE SAT/PSAT:

- 1) An interpreter signing test questions and answer choices using **American Sign Language (ASL)** with the student having the option to sign their answers back to the interpreter; and
- 2) EL Math-Only SAT/PSAT 10 – a first-year student to the US may only take the Math portion of the test. Students who use a state-allowed accommodation will not receive a college-reportable score.

SSD Coordinator Role

SSD Coordinator Role



SSD Coordinator

The SSD coordinator is responsible for:

- Submitting accommodation requests for all students who require them.
- Submitting EL support requests for all students who require them.
- Communicating with students and families about necessary testing accommodations.
- Reviewing accommodations for students who received approval previously to ensure those accommodations still meet the needs of the student.
- Assisting the test coordinator in determining rooms and staff required for administering the test with accommodations.
- Working with the test coordinator and technology coordinator to make sure student devices are configured to support assistive technology (as needed) for testing.
- Partnering with the test coordinator to administer the assessments to students who are testing with accommodations.

Accessing SSD Online

College Board Educator Account

Your College Board Educator Account is your ticket into a variety of College Board systems and processes

If you already have a College Board Educator account, you must update your account using the steps provided on the previous slide.

- The email address you use must be your professional school or district provided email. Do not use a personal email address to access College Board systems.
- If you do not remember your password, please use this [Forgot Password](#) feature.

If you do not already have a College Board educator account, you will need to create one [here](#).

For all users, the email associated with your account should be your professional school or district provided email address and must match the email that was:

- Submitted for your school's Spring 2025 SAT School Day onboarding survey back in September, or
- Submitted later to College Board's [Update Your Coordinator Form](#)

Have You Updated Your College Board Account Yet?

Follow these simple steps

1. Sign in to your account with your current credentials.
2. Verify your email address.
3. Create a password.
4. Add and verify a mobile phone number (optional).
5. Opt in to multifactor authentication (MFA) for added security.

College Board educator accounts are being updated to a more modern, improved user experience. You'll now log in using a unique and valid email address instead of a username. Updating your account takes less than three minutes!

When updating your educator account, please use your official, valid work email address, not a personal email address.

Please update your account by December 20, 2024!

Update Your Account Today!

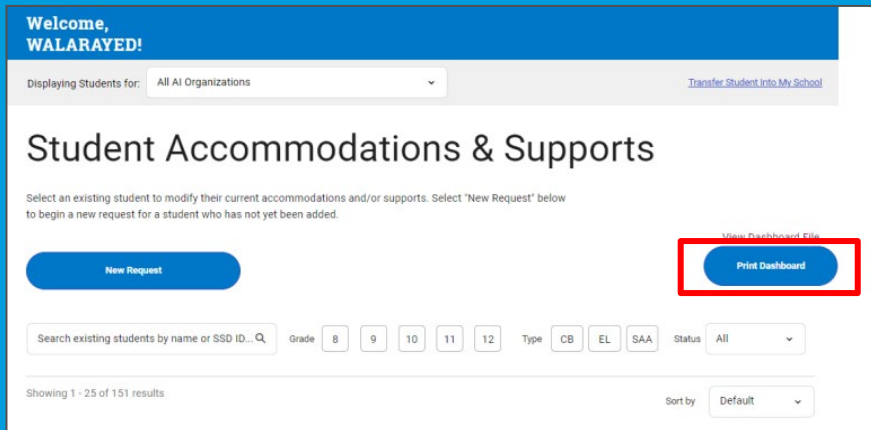


What is SSD Online?

SSD Online is College Board's online request and management system for accommodations.

SSD coordinators can use SSD Online to:

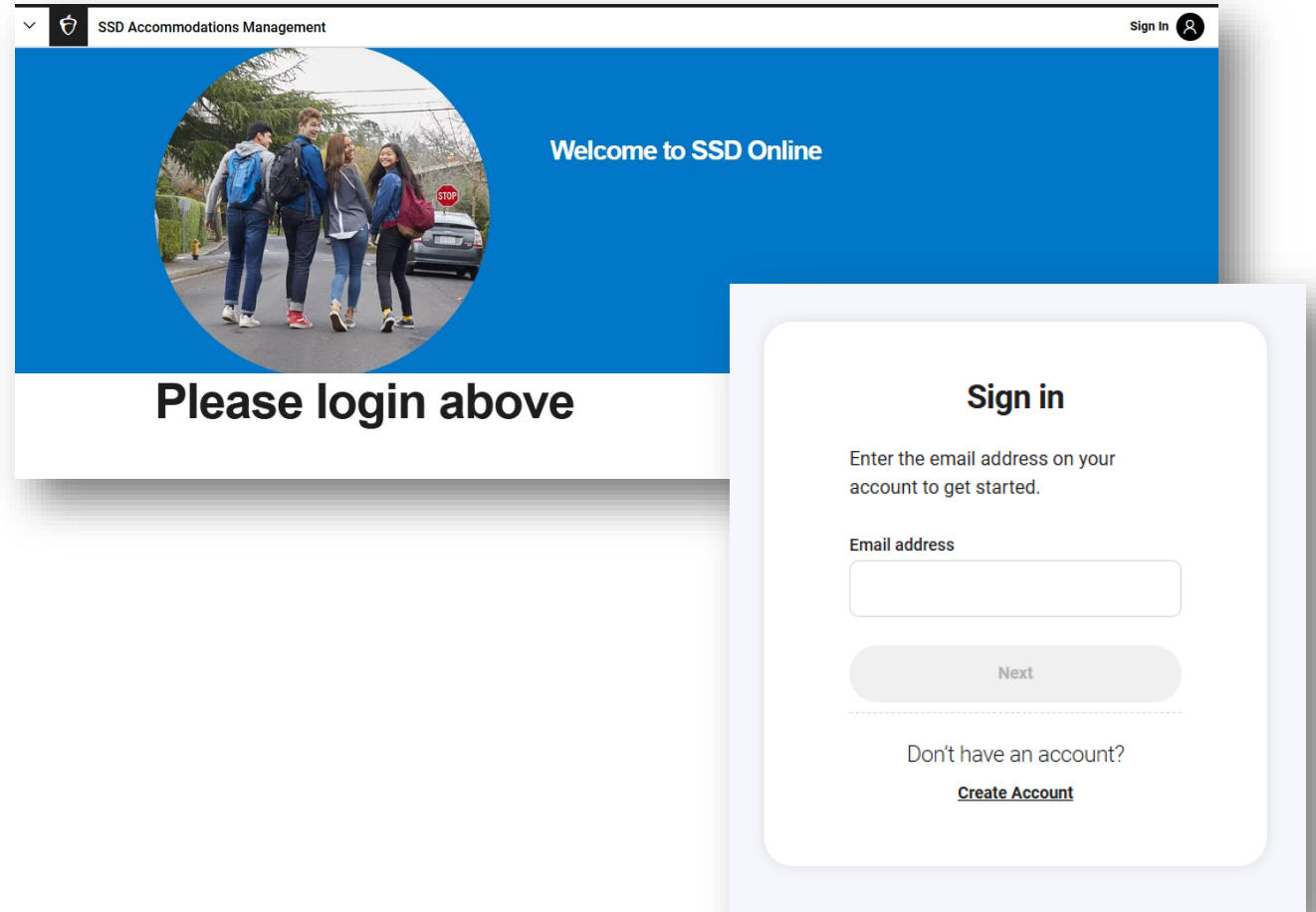
- Request testing accommodations for their students
- Track the status of accommodation requests
- View information about all their SSD students in one place



Returning SSD Coordinators

Confirm Access

- Confirm that you still have access to SSD Online by logging in to your College Board Account at www.collegeboard.org.
 - If you've forgotten your password, use the forgot username or forgot password links on the sign-in page.
 - Choose SSD Online from your [Account Dashboard](#) or login to SSD Online directly at: ssdonline.collegeboard.org.



The screenshot displays the 'SSD Accommodations Management' interface. At the top, there is a navigation bar with a dropdown arrow, a shield icon, the text 'SSD Accommodations Management', and a 'Sign In' button with a user icon. The main content area has a blue background. On the left, a circular image shows four students walking on a path. To the right of the image, the text 'Welcome to SSD Online' is displayed. Below the image, a white box contains the text 'Please login above'. On the right side, a white sign-in form is overlaid. The form has a title 'Sign in', a prompt 'Enter the email address on your account to get started.', an 'Email address' label, an input field, a 'Next' button, a dashed line, the text 'Don't have an account?', and a 'Create Account' link.

New SSD Coordinators

SSD Coordinator Form

CollegeBoard
Services for Students with Disabilities

F0000000


SSD Coordinator Form

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at <https://account.collegeboard.org/login/login>. If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for receiving secure tests, as well as generating testing rosters and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 866-360-0114. Do not attach a cover sheet to this form when faxing. All fields are required.

School Information

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at <http://dat.collegeboard.org/register/test-code-search>.

School Code: _____ School Name: _____
School Address: _____
City: _____ State: _____ ZIP Code: _____
Country: _____

Coordinator Information

Last Name: _____ First Name: _____ Middle Initial: _____
Date of Birth (MM/DD/YY): ____/____/____ Gender: Male Female
Work Telephone: _____ Fax: _____ Email: _____
Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? Yes No

If not, provide the name of your school's primary SSD Coordinator: _____

Signatures

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include: advising staff and students of proper procedures in applying for testing accommodations; submit accommodation requests on behalf of students; and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: _____ Date: _____
School Principal or Assistant Principal Name: _____
School Principal or Assistant Principal Signature: _____ Date: _____

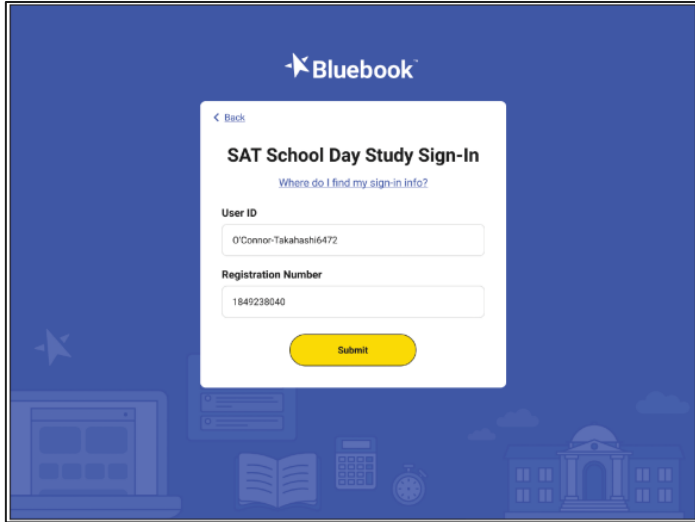
Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

- To access SSD Online, new SSD coordinators need to request access and meet the following criteria:
 - School must have an Attending Institution (AI) Code
 - New SSD coordinator must:
 - ▶ Have a College Board professional educator account
 - ▶ Complete and submit the [SSD Coordinator Form](#). Fax it to 866-360-0114 or, if a school does not have fax capabilities, please email the form only to ssd@info.collegeboard.org.
- The new SSD Coordinator will receive an email confirmation when their form is received with the access code
 - Each school must have one Primary SSD Coordinator
 - Schools may have multiple SSD coordinators with SSD Online access if permitted by district/school policy

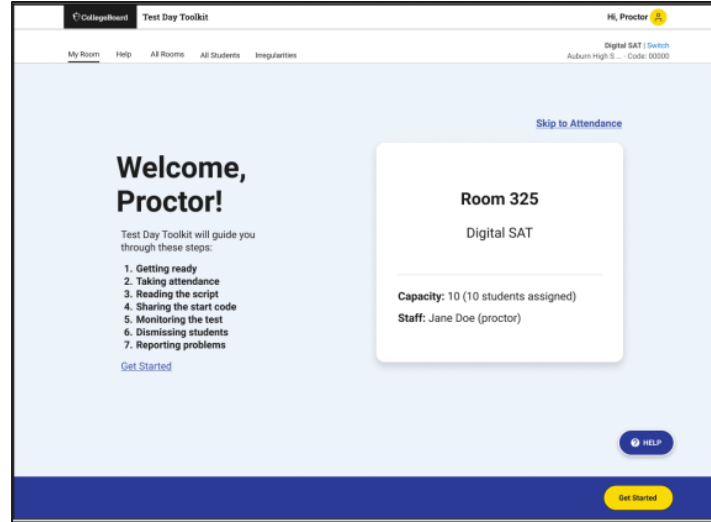
How the Systems Work Together

- Bluebook
- Test Day Toolkit
- State Data Management System (SDMS)
- SSD Online

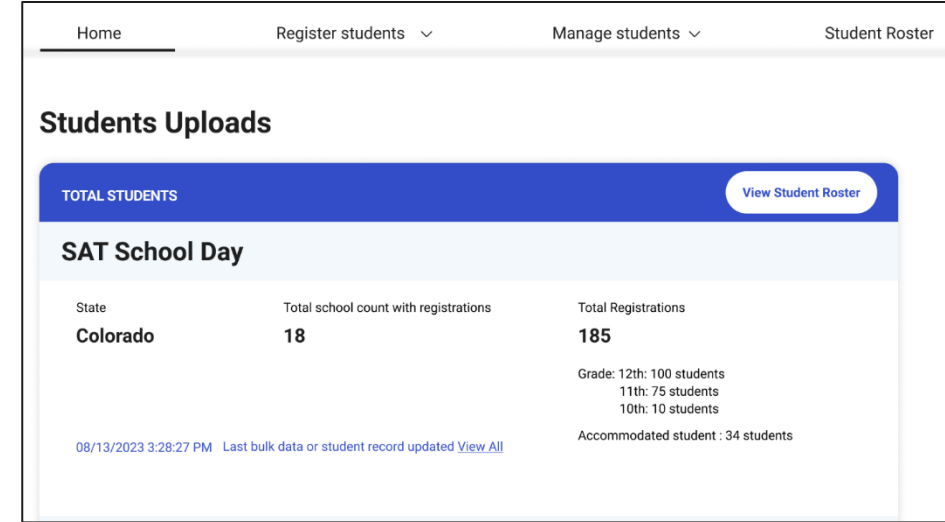
SAT/PSAT 10 Test Administration Systems



Bluebook
(for Students)

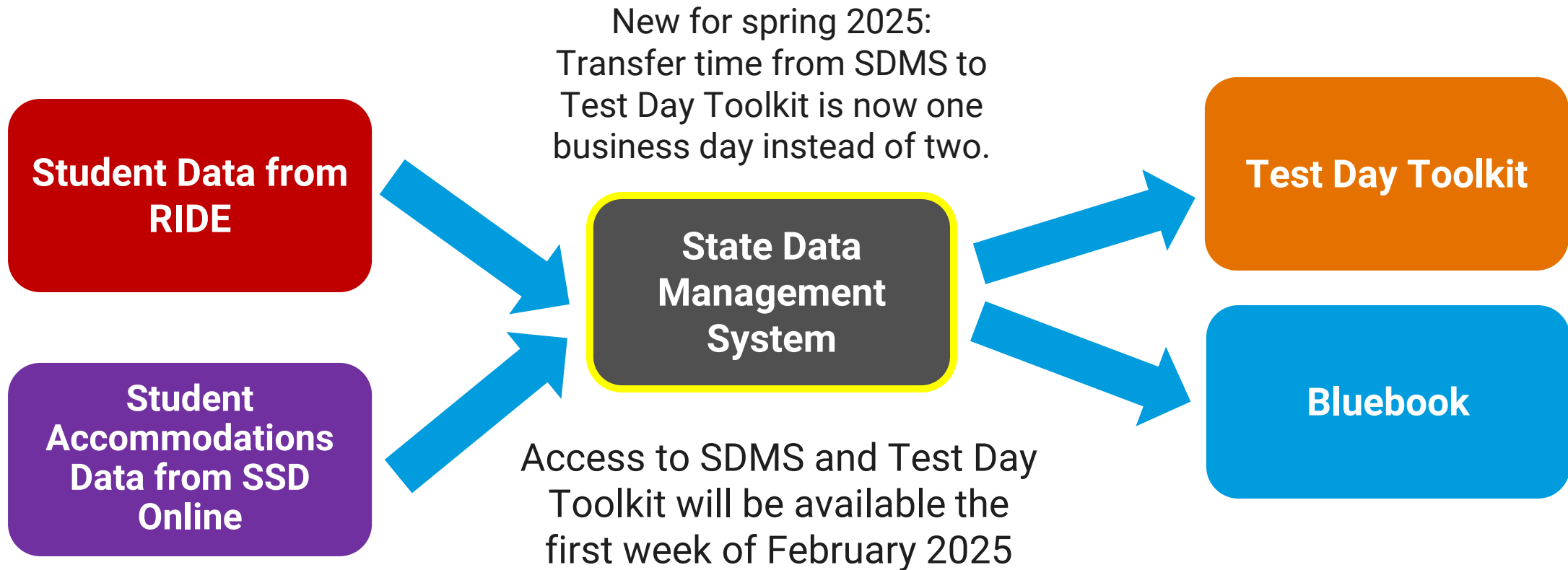


Test Day Toolkit
(for Test Coordinators
and Proctors)



State Data Management System
(SDMS)
(for registration management)

State Data Management System (SDMS)



New SSD Updates/Features for Spring 2025

- 01 Embedded Text-to-Speech
- 02 Ending Extended Time Early
- 03 Accommodations Names Updates
- 04 Request for Temporary Impairments in SSD Online
- 05 Announcement Banner
- 06 Student Transfers in SSD Online

Bluebook's Embedded Text-to-Speech (TTS)

Functions and Features

- Available on all set-up, check-in, and testing pages (including as an option on test previews and full-length practice tests)
- Works offline if internet access is lost, and does not increase exam download size or Bluebook's bandwidth requirements (i.e., device and network requirements do NOT change)
- Will appear as an embedded toolbar with basic controls: play, pause, speed, volume, and select a voice (2)
- Can start from the top of the screen or student may select a sentence to speak
- Highlights the sentence being spoken
- Reads math and tables
- Provides short descriptions for images and graphs
- Does NOT automatically include extended time (this must be requested as a separate accommodation)

Bluebook's Embedded Text To Speech (TTS)

The screenshot displays a digital practice test interface. At the top, it shows 'Section 2, Module 1: Math' and a timer at '33:53'. A 'Directions' dropdown and a 'Hide' button are also visible. A blue banner across the top reads 'THIS IS A PRACTICE TEST'. The main content area features a question labeled '1' with a 'Mark for Review' icon and an 'ABC' icon. The question text is: 'A certain bird species can fly at an average speed of 16 meters per second when in continuous flight. At this rate, how many meters would this bird species fly in 4 seconds?'. Below the question are four multiple-choice options: (A) 64, (B) 20, (C) 16, and (D) 12. A 'Text-to-Speech' overlay is positioned over the bottom right of the question area, showing a play button, a volume icon, a '1.0x' speed selector, and a speaker icon. The bottom of the interface includes the user's name 'Sofía Aguilar', 'Question 1 of 22', and a 'Next' button.

Embedded Text-to-Speech vs Screen Reader

Embedded Text to Speech	Screen Reader
<p>Designed for students with a print or reading disability, as well as English Learners.</p> <p>Not designed specifically for students with visual impairments.</p> <p>Embedded tool within Bluebook – no extra configuration required.</p> <p>Does not automatically add up to time and one-half(+50%) to student’s test package.</p>	<p>Designed to serve the visually impaired, who need assistance navigating from page to page.</p> <p>Screen readers also convert digital text to braille for students who use a refreshable braille device.</p> <p>May be part of the device operating system through the accessibility features.</p> <p>May be external software, such as JAWS.</p> <p>Screen Reader accommodation has up to time and one-half (+50%) automatically included with the student’s test package.</p>

Text-to-Speech, Screen Reader, and Extended Time

Scenario	Action
The student has approval for Screen Reader from Fall 2024 or earlier.	<p>Text-to-Speech (Embedded) will be automatically added as an accommodation for this student.</p> <ul style="list-style-type: none">• If the student would like to use either embedded text-to-speech or screen reader with up to time and one-half (+50%), no action is needed.• If the student would like to use embedded text-to-speech with standard timing, remove the Screen Reader accommodation from their profile.
A new request for Text-to-Speech (Embedded) is being submitted for the student in December 2024 or later.	<p>Text-to-Speech (Embedded) does not include extended time.</p> <ul style="list-style-type: none">• If the student needs standard testing time, no additional action is needed.• If the student needs extended time, request that accommodations along with the Text-to-Speech (Embedded) accommodation.
A new request for Screen Reader (Non-Embedded) is being submitted for the student in December 2024 or later.	<p>Screen Reader (Non-Embedded) includes up to time and one-half (+50%).</p> <ul style="list-style-type: none">• The student can use the function to end their extended time early in each module if they do not want to use the extended time.

Ending Extended Time Early

Ending Extended Time Early

Availability and Accessing

- Available to:
 - All variations of extended time (time and one-half; double time; more than double time), SAAs, and EL Time and One-half
 - Provisional accommodations (e.g., when extended time is automatically applied for a test taker approved for screen reader)
- Students accessing:
 - **Must** sit (at a minimum) for the standard time for each module
 - ▶ Break times will NOT change (including extra and nutrition breaks). Students must take full break time(s)
 - ▶ Students approved for multi-day testing will still test over two or more days. Division of sections/days will be the same
 - **Can** move ahead at the module level once standard time has expired, including:
 - ▶ From one section to the next if ending the second module early
 - ▶ From their final section to submission
 - ▶ **Can't** go back once they've moved forward into the next module, even if time was remaining

Updates to accommodation display names

Addition of phrase “Up to”

- Student accommodations will now read “Up to” their amount of approved extended time on their test card and during the exam setup and check in flows.

Bluebook Sofia Aguilar

Hi, Sofía! Take a practice test and get ready for test day.

Your Tests Active Past

SAT

Date: Your teacher will let you know your test date soon. [Exam Overview](#)

[Test Day Checklist](#)

[SAT Score Sends](#)

Springfield High School
100 Main Street, Springfield, NJ
07012, United States

Testing Accommodations:

- Reading: Up to double time ($\leq +100\%$)
- Math: Up to double time ($\leq +100\%$)
- Breaks: as needed

Hide

On test day, don't wait for your proctor. Check in right away. [Check In Now](#)

Help Return to Home

Confirm Your Personal Information

First and Last Name: Sofia Aguilar

Accommodations

- Up to double time ($\leq +100\%$)

You may have approved accommodations that don't apply to digital testing. [Learn more about accommodations.](#)

Is this information correct?

Yes No

Back Step 1 of 12 Next

End of Module Review Screen

New Button for Extended Time Testers

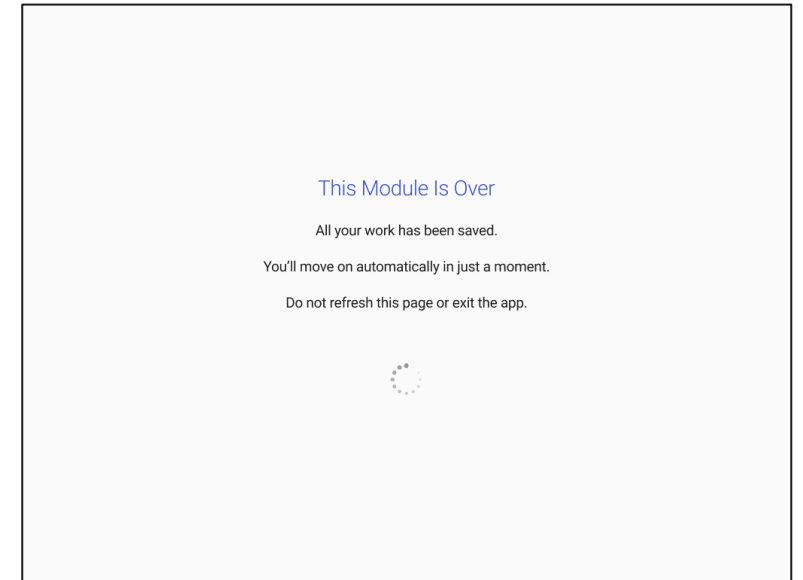
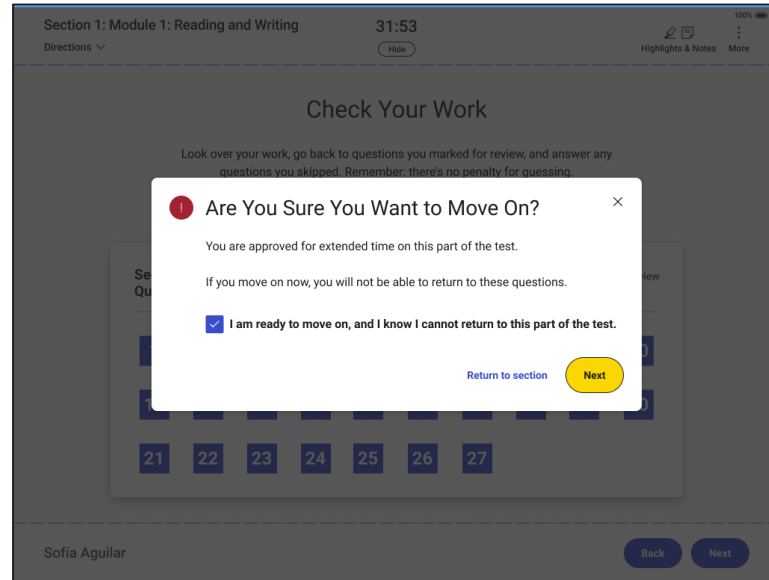
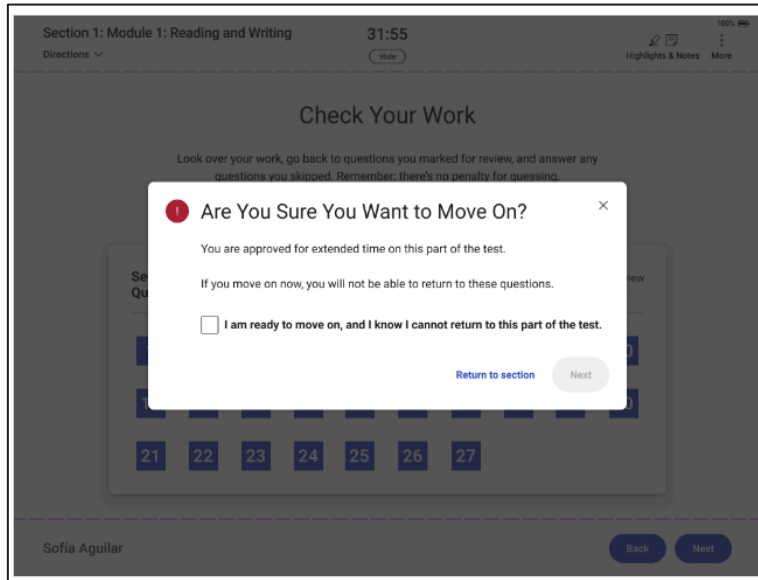
- The “Next” button will only display for students approved for extended time.
- The “Next” button will remain inactive until standard time for the module or part has been reached (next slide).
- If a user hovers over the “Next” button while it is inactive, they will see a tool tip providing guidance as to when it will become active.

The screenshot shows the 'End of Module Review Screen' for 'Section 1: Reading and Writing'. At the top, the section name and a timer showing '42:08' are displayed. Below the timer is a 'Hide' button. On the right side, there are icons for 'Highlights & Notes' and 'More', along with a 100% battery indicator. The main content area is titled 'Check Your Work' and contains the following text: 'Look over your work, go back to questions you marked for review, and answer any questions you skipped. Remember: there's no penalty for guessing. When the timer reaches zero, you'll automatically move on. Please stay seated and remain quiet.' Below this text is a grid of 27 question numbers (1-27) arranged in three rows. The first row contains numbers 1-10, the second row contains 11-20, and the third row contains 21-27. Above the grid, there are two legend items: 'Unanswered' (represented by a dashed box) and 'For Review' (represented by a red flag). At the bottom left, the name 'Sofía Aguilar' is visible. At the bottom right, there are two buttons: 'Back' (active) and 'Next' (inactive). A red box highlights the 'Next' button and a tooltip that says 'You can move on when the timer reaches [32:00].'

Confirmation Screens

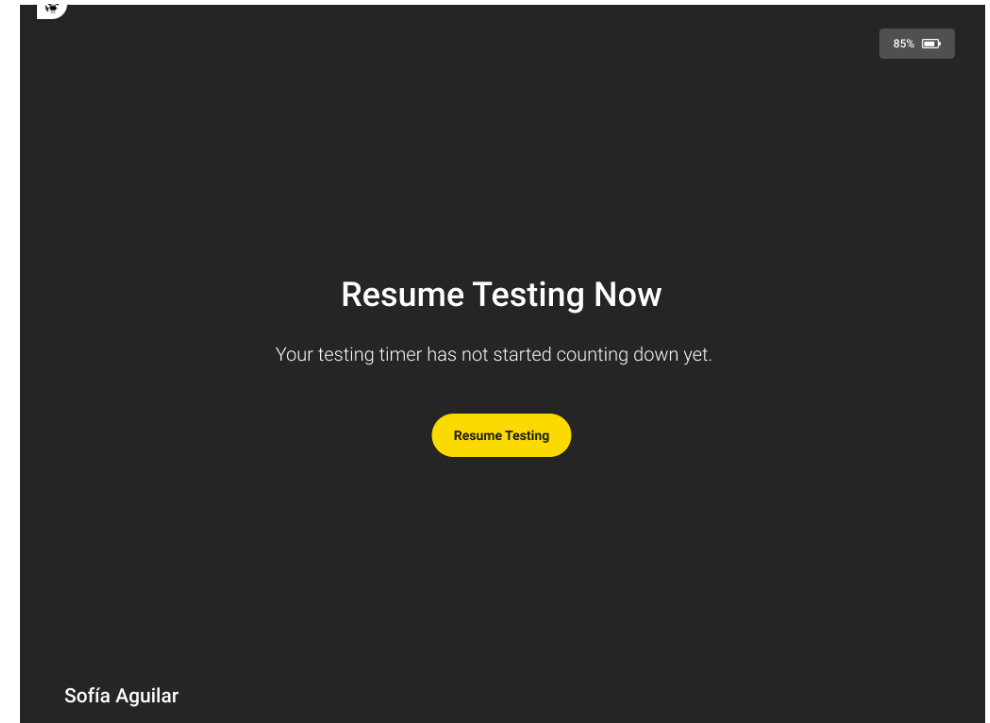
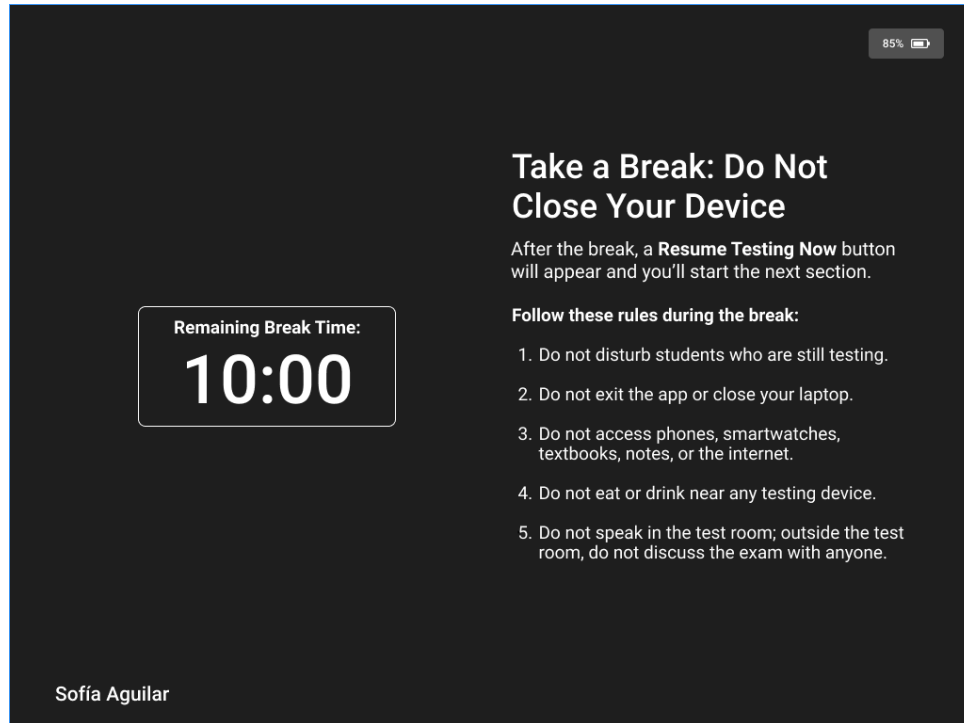
Safeguards to prevent accidental or unconsidered opting out of Extended Time

- When the student clicks “Next”, they will need to confirm their understanding that they cannot return to the module/part if they opt to move forward.
- While in the confirmation screens, if they check the box and click “Next” again, only then will they proceed to the end of module screen and rejoin the existing flow of the exam.



Break Screens

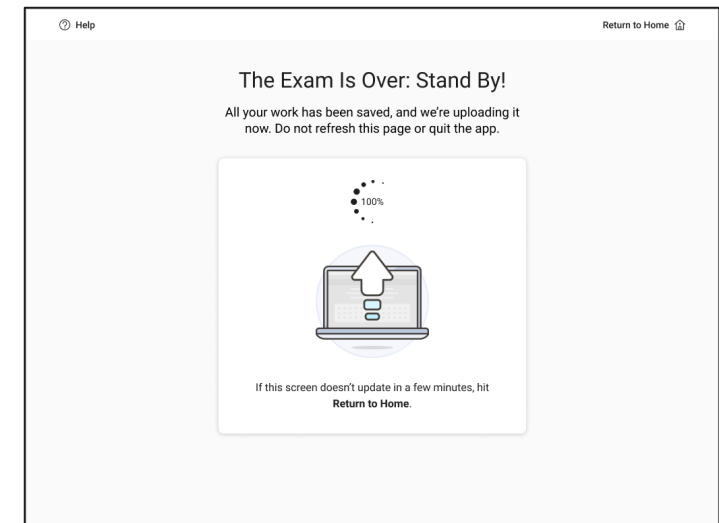
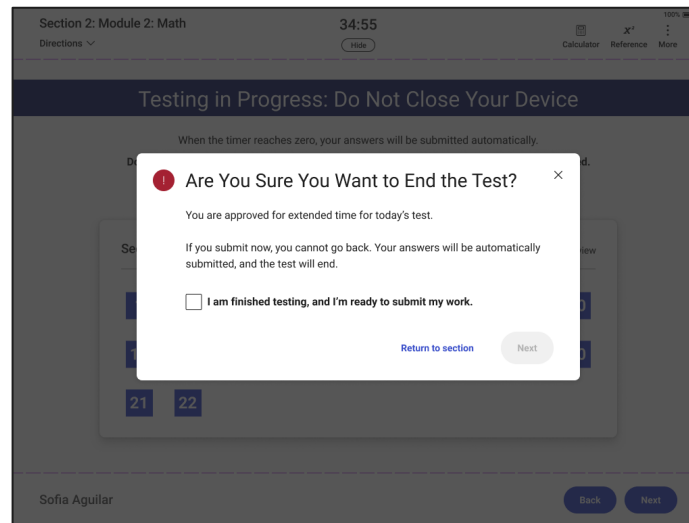
Break screens do not change for Extended Time testers



End of Module/End of Test Review Screen

Safeguards to prevent accidental or unconsidered ending of the exam with Extended Time remaining

- The final review screen follows the same safeguards as the end of module screens:
 - The new “Next” button for extended time testers is inactive until standard time has been reached.
 - If the student clicks “Next”, a set of confirmation screens appears that also emphasizes that confirming will end the test.
- If while in the confirmation screens, the student checks the box and clicks “Next” again, the student will flow through the existing results submission screens, including the “Congratulations” (confetti) screen.



Accommodations Names and Temporary Requests

Updates for Spring 2025

- Some accommodation **names**, not the accommodation itself, will be updated for clarity and consistency with what digital testing provides (no re-request is necessary)
- Accommodations for temporary impairments (e.g., broken arm, recent concussion) are now requested in SSD Online in the same manner as other accommodations and supports (This feature will become available in 2025 when temporary accommodation support requests may be appropriate).

Updates to Requesting Accommodations

New for spring 2025

Accommodations names in SSD Online – automatically updated, no action required.

- Time and one-half (+50%) = Up to time and one-half (+50%)
- Double time (+200%) = Up to double time (+100%)
- Braille (Refreshable Braille or Paper if Approved)

Changes requesting accommodations to reflect new embedded Text to Speech

- Text to Speech (Embedded)
 - *Does not include any extended time
- Screen Reader (Non-Embedded)
 - *Includes Up to Time and One-Half (+50%) automatically applied
- Students already approved for Text to Speech will have both Embedded TTS and Screen Reader added to their profiles.

Announcement Banner for New Processes

SSD Online dashboard will now call attention to new processes like transferring students



The screenshot displays the SSD Accommodations Management dashboard. At the top, the page title is "SSD Accommodations Management" with a user profile icon and a search bar. A prominent announcement banner is shown, titled "New Process for Transferring Students" with a plus sign in the top right corner. The banner text reads: "NEW! Easily transfer new students to your school's SSD Online dashboard, and transfer them out of your dashboard when they leave your school. From the top right of the dashboard, select 'Transfer Student.' You will need either the student's SSD ID or the Student's name, DOB, address, and graduation date." Below the banner is the "SSD Online" navigation bar with links for "Dashboard", "Helpful Links", "Transfer Student", and "School Testing Calendar". A purple warning message states: "Clicking Back or Forward in the browser may cause the application to exit. Use the navigation buttons within the application for the best user experience." The main content area begins with a "Welcome," message, followed by a filter dropdown set to "All AI Organizations". The main heading is "Student Accommodations & Supports", with instructions: "Select an existing student to modify their current accommodations and/or supports. Select 'New Request' below to begin a new request for a student who has not yet been added." Two blue buttons are visible: "New Request" and "Download Dashboard" (with a link "View Downloaded File" above it). At the bottom, there is a search bar for students and filters for Grade (8, 9, 10, 11, 12), Type (CB, EL, SAA), and Status (All).

Transfer In At-A-Glance

SSD Coordinator Journey

When a student leaves your school, easily select and transfer them out directly from your dashboard



Identify Student

Review school enrollment for new students with accommodations in SSD Online from a prior school

Collect Student Info

SSD ID or the combination of student first and last name, DOB, address and prior school's AI

Transfer Student

In SSD Online, select Transfer Student and follow prompts to complete

Manage Requests

Confirm student is now on the Dashboard and review or submit accommodation requests as appropriate

Accommodations and Supports

1. College Board Approved Accommodations
2. State-Allowed Accommodations (SAAs)
3. Multilingual (EL) Supports

1. College Board Approved Accommodations

- **These accommodations result in a college or scholarship reportable score.**
- Students must have their need for testing accommodations documented in an IEP or 504 plan
- College Board accommodations previously approved do not need to be requested again unless there is a change in the student's accommodation needs.
- Accommodations requests must be submitted for new students who require testing accommodations
- Accommodations will stay active until 1 year after a student graduates

2. State-Allowed Accommodations (SAAs)

- **State-allowed accommodations should be used only in very rare circumstances because they result in a non-college reportable score.**
- State-allowed accommodations must be requested in SSD Online.
- Available State Allowed Accommodations include ASL interpretation of the test and EL Math-Only.
- Students new to the country as of April 1, 2024, would be eligible to take only the Math portion of the test.

3. Multilingual Learner Supports

- **These supports are for students who meet the state’s definition of an English Learner. Students who use EL supports will receive a college reportable score.**

EL Up to Time and One-Half (+50%)

- Students receive a support of up to time and one-half on each section of the test.
- **This support MUST be requested in SSD Online.**

Translated Test Directions

- Printed versions of the test directions can be distributed by educators to students on test day as needed.
- Languages available include Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Mexican Spanish, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese.*
- Schools can use a locally-provided translator to create translations of test directions into languages not provided above.

Word-to-Word Bilingual Dictionaries

- The list of approved dictionaries can be found on [College Board’s website](#).

Translated test directions and word-to-word bilingual dictionaries DO NOT require a request in SSD Online.

Considerations for Accommodations Requests

Consider the following:

- Can the student's need be met the test using universal tools?
 - A student can use the universal tools without submitting an accommodations request (eg., a request for magnification device is not needed if the student's need is met using the zoom tool).
- If a request for accommodations is needed, consider these questions before beginning the request:
 1. Have you obtained consent to submit an accommodations request on behalf of this student? If you have not, you must obtain consent before submitting the request in SSD Online. Reminder: a signed IEP/504 is considered consent for testing accommodations.
 2. Do you have this student's demographic information, SSD number (if the student already has accommodations requests submitted in SSD Online), disability diagnosis, and the testing accommodation needs as written in their IEP or 504 plan?
 3. How has your school been supporting this student's need within a testing situation already?
 4. What specific testing accommodation(s) do you need to request for this student?

Circumstances that Do Not Require an Accommodation Request

Universal testing tools, certain accessibility considerations, and select English Learner (EL) supports do NOT require an SSD Online request or approval

- Digitally-embedded universal testing tools **available to all students** in Bluebook™:
 - Hide-able Test Timer
 - Desmos Graphing Calculator (entire math section)
 - Math Reference Sheets
 - Mark for Review
 - Line Reader
 - Answer Option Eliminator (cross-out feature)
 - Question Menu
 - Zoom In/Out and Magnification
- More information about universal tools can be found at:
<https://bluebook.collegeboard.org/students/tools>

Circumstances that Do Not Require an Accommodation Request

Universal testing tools, certain accessibility considerations, and select English Learner (EL) supports do NOT require an SSD Online request or approval

- Non-embedded accessibility considerations permitted **at the school's discretion** for in-school testing:
 - Small Group Testing (no minimum, recommended maximum of 10 students per standard sized classroom)
 - Preferential seating
 - Wheelchair accessibility and/or special furniture (seating distance rules still apply)
 - Access to nurse/aide during breaks
 - Familiar proctor (conflict of interest rules still apply)
 - If a student chooses to take SAT Weekend in the future and needs these accommodations, a request must be submitted in SSD Online at that time.
- Two of the three available English Learner (EL) supports do not require a submission in SSD Online
 - Translated test directions
 - Word-to-word bilingual dictionaries

Circumstances that Do Require an Accommodation Request

When universal testing tools and permitted considerations do NOT meet a student's needs as written in their IEP or 504 plan

- If none of the universal testing tools, considerations, or supports listed on the prior slides meet a student's IEP/504 plan requirements, an accommodation may be requested for a student with a documented disability and who has a demonstrated functional impact.
- When submitting a request for an accommodation in SSD Online, if your request triggers a requirement to upload documentation, that documentation must demonstrate the student's disability and the functional impact of that disability for the student. The RI questionnaire may be submitted in lieu of actual IEP and 504 documents; however, in rare instances, further documentation may be required (such as doctor's recommendations, etc.). Monitor your SSD dashboard for further communication from College Board SSD.

Commonly Requested Accommodations

Note: For more details regarding these Commonly Requested Accommodations, visit the page numbers posted on each slide, found in the [SAT Suite Accommodations and Supports Handbook](#).

Commonly Requested Accommodations – p23*

Category in SSD Online: “Extended Time”

Accommodation Name	Detailed Request / Definition	
Extended Time	Detailed Variations of Request: <ul style="list-style-type: none">•Up to Time and One-Half•Up to Double Time•Up to More than Double Time	<ul style="list-style-type: none">• If a student is approved for extended time on Reading, they will receive extended time on all sections of the test.
	Timing <ul style="list-style-type: none">• Please consult the Test Coordinator Manual and Proctor Guide for timing tables.• Nearly all test takers will test in one day.	
Limited Time	Student tests over multiple days to prevent exceeding their approved maximum testing time per session. For students approved for 2 days, Bluebook will deliver 2 separate test cards, 1 for each day. The tests will automatically follow the appropriate timing for the student. Students requiring more than 3 days to test will require a paper test form.	

Commonly Requested Accommodations – p43*

Category in SSD Online: “Extra Breaks and/or “Extended Breaks”

Accommodation Name	Detailed Request / Definition
Extra Breaks	Module times remain standard, but a 5-minute break is added between modules within each section
Extended Breaks	Module times remain standard, but each break time is double the standard break time
Extra and Extended Breaks	Module times remain standard, but each standard break time is doubled in length, and a 10-minute break is added between modules within each section
Breaks as Needed	Students can “stop the clock” and take breaks as needed

Break Accommodations (standard testing time)

Standard Breaks	Extended Breaks	Extra Breaks	Extra & Extended Breaks	Breaks as Needed (Standard breaks, with stop-the-clock breaks as needed/requested)
Reading and Writing Module 1 – 32 min	Reading and Writing Module 1 – 32 min	Reading and Writing Module 1 – 32 min	Reading and Writing Module 1 – 32 min	Reading and Writing Module 1
Reading and Writing Module 2 – 32 min	Reading and Writing Module 2 – 32 min	BREAK – 5 min	BREAK – 10 min	
BREAK – 10 minutes	BREAK – 20 minutes	Reading and Writing Module 2 – 32 min	Reading and Writing Module 2 – 32 min	Reading and Writing Module 2
Math Module 1 – 35 min	Math Module 1 – 35 min	BREAK – 10 minutes	BREAK – 20 minutes	BREAK – 10 minutes
Math Module 2 – 35 min	Math Module 2 – 35 min	Math Module 1 – 35 min	Math Module 1 – 35 min	Math Module 1
Math Module 2 – 35 min	Total Time=2h 34m	BREAK – 5 min	BREAK – 10 min	Math Module 2
Total Time=2h 24m		Math Module 2 – 35 min	Math Module 2 – 35 min	Total Time=Variable
		Total Time=2h 34 min	Total Time=2h 54m	

Commonly Requested Accommodations – p27*

Category in SSD Online: “Reading/Seeing Text” and “Recording Answers”

Name	Detailed Request / Definition
Embedded Text-to-Speech	Enables TTS function is available in Bluebook
Non-Embedded Screen Reader	Enables third-party or operating system-integrated screen reader application to persist in Bluebook™
Speech-to-Text Dictation for Digital Exams	Enables third-party or operating system-integrated speech-to-text application to persist in Bluebook™

* In the rare event a student cannot test with:

- Text-to-Speech, Screen Reader or with Speech-to-Text, a human reader and/or writer/scribe may be approved to permit (1:1 with auto up to +50%)
- Zoom in/out universally available in Bluebook™, Magnification Device may be requested
- Color contrast setting available on their device that is adjustable without accommodation, physical Color Overlay permission may be requested

Commonly Requested Accommodations – p30 & 39*

Category in SSD Online: “Reading/Seeing Text” and “Recording Answers”

Category/ Accommodation Name	Details of Request
Reading/Seeing Text 1. Braille 2. Raised Line Drawings	<p>1. If Braille is selected, students will test with a Screen Reader provided by school via external software or device’s operating system. If a paper braille test is desired, use the boxes to describe the need for a paper braille test because the student is not able to test digitally.</p> <p>2. Provides physical supplement to digital exam when desired by students using Screen Reader instead of Braille to read the test. If a paper braille test is requested, the Raised Line Drawings supplement will be included in the test book and does not need to be requested separately.</p>
Recording Answers Braille Writer	<p>For paper and pencil tests, approved students may use manual braille writers, like a Perkins Braille, for all test sections, but unless otherwise approved, electronic braille notetakers may only be used for essay writing and math calculations.</p> <p>For digital tests, students can use braille writing software or connect an electronic braille writer to their device. Braille notetakers cannot be connected to any network, but they must be connected to a display monitor so the proctor can see what the student is typing. Personal computers cannot be used as braille writers.</p>

Commonly Requested Accommodations – p22*

Category in SSD Online: “Modified Setting” and “Other” *

Name	Detailed Request / Definition
Auditory Amplification / FM System	Permits student to use headphones for these purposes.
ASL/SEE – Direction Only	Permits student to have spoken instructions from the proctor signed to them in either American Sign Language or Signed Exact English. Sign language interpreters must be able to effectively able to do so, as well as voice the student’s signing to the proctor. Conflict of interest rules still apply.
Food/Drink/Medication	Permits student to bring food, drink, and/or medication into the testing room.

What if the student's request is to “waive” an accommodation?

This is different from removing an accommodation and is NOT done in SSD Online

- When is an accommodation waived prior to testing?
 - The student does not want to use the accommodation in question for this specific exam
 - The accommodation is still part of their IEP/504 and therefore should not be removed from SSD Online
 - You have written consent from the student (and a parent/guardian if under 18) to waive the accommodation in question
- Where is the accommodation waived?
 - Within your State Data Management System (SDMS) – see Appendix for details.
- Who can waive a student's accommodation for them in SDMS?
 - The school SSD Coordinator

Scenarios

Scenarios – Small Group Work

In your groups review and discuss the following three scenarios. For each scenario, determine the accommodations that the student needs. Write down the recommended requests. Be ready to share out your recommendations and rationale.

Scenario 1

- Following their IEP, a student receives extended time on classroom tests.
- On those classroom tests, the student sometimes uses their additional time to complete questions.
- However, they often use that time to take additional breaks during testing instead.
- What would be the most appropriate College Board accommodation(s) to request?

Scenario 2

- Following their IEP, a student uses large print instructional materials during class.
- What universal tools or accommodations would meet this student's needs?

Scenario 3

- Following their IEP, a student has a human reader for classroom tests.
- What accommodations would meet this student's needs?

Scenario 1

Following their IEP, a student receives extended time on classroom tests.

On those classroom tests, the student sometimes uses their additional time to complete questions.

However, they often use that time to take additional breaks during testing instead.

What would be the most appropriate College Board accommodation(s) to request?

Solution

- If the student does not need additional on-the-clock time to complete questions, they may not need to request extended time.
- Break accommodations, such as Extra Breaks, Extended Breaks, or Breaks as Needed may more closely match how this student has been using additional time on their classroom tests.
 - Extra breaks provides the student with an additional break during each section.
 - Extended breaks provides the students with a break that is double the standard break time.
 - Breaks as needed allows the student to stop the test and take a break when they need to do so.
- Discuss the student's needs with the student and their family.
 - If possible, have the student take a practice test using extended time and/or the break accommodations to determine the most appropriate accommodation(s) to request.

Scenario 2

Following their IEP, a student uses large print instructional materials during class.

What universal tools or accommodations would meet this student's needs?

Solution

- The student may be able to take College Board exams in Bluebook™ using our universal testing tools. Therefore, before requesting an accommodation:
 - Have the student try the zoom in/out function available to all students using the test preview or a full-length practice test available in Bluebook™.
 - If greater magnification is necessary, try zoom in/out on a device with a larger screen size or using a more appropriately sized external monitor.
- If the student's needs are not satisfied by these universal tools/options, do they ever use a Magnification Device (electronic/non-electronic) with their computer at school? This is a College Board accommodation you can request.
- In the rare event that none of the above options meet the student's needs due to their documented disability and degree of functional impact, paper testing may be requested.

Scenario 3

Following their IEP, a student has a human reader for classroom tests.

What accommodations would meet this student's needs?

Solution

- Most students with a human reader accommodation on classroom tests can use Bluebook™ to test digitally.
 - Request “Embedded Text-to-Speech” for students with a reading-related learning disorder or (non-embedded) “Screen Reader for Digital Assessments” for visually impaired students who use a screen reader application on their computer.
 - We recommend that students practice with these accommodations in Bluebook™ prior to submitting an accommodations request.
- In the rare event that these options do not meet the student's needs, a human reader may be requested.
 - The human reader accommodation requires 1:1 testing.
 - The student's test will be slightly longer and non-adaptive.
 - Students using a human reader test digitally unless they are receiving a paper test due to a different, additional accommodation (rare).

Reviewing Previously-Approved Accommodations

Reviewing Past-Approved Accommodations in SSD Online

Best Practices

- Start early, leaving more time later for submitting new requests, whether for new students or new IEPs/504s
- Be certain about student and family expectations, and that these approved requests are appropriate:
 - Were they discussed during IEP/504/Plan meetings?
 - Are they congruent with what the student uses for other standardized or classroom tests?
 - Does the student and their guardian(s) understand the difference between College Board tests and these other assessments? Does this understanding change the College Board-approved accommodations they wish to have?

Reviewing Previously Approved Accommodations

Two Steps

1. **NEW:** From the SSD Online Dashboard, you can now click the blue “Print Dashboard” button at right to:
 - Export a .CSV file of students and approved accommodations
 - Filter/Sort/Print this file as most convenient for your review
 - NOTE: you may still “View Dashboard File” without download

Welcome, WALARAYED!

Displaying Students for: All AI Organizations [Transfer Student into My School](#)

Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.

[View Dashboard File](#)

[New Request](#) [Print Dashboard](#)

Search existing students by name or SSD ID... Q Grade Type Status

Showing 1 - 25 of 151 results Sort by

Reviewing Previously Approved Accommodations

Two Steps

2. Follow the *Best Practices* shared earlier and then either:
 - Keep: no change necessary *
 - Remove:
 - ▶ **For this test administration only**: do *nothing* in SSD Online; instead, waive in the State Data Management System (SDMS) to preserve for other College Board tests (e.g. AP)
 - ▶ **For all College Board assessments** (i.e., IEP/504 change occurred): Follow the prompts for each specific accommodation to which this applies in SSD Online
 - Add New Request: see subsequent slides

* NOTE: There is no need to change or re-request an accommodation if it underwent a College Board name change; the conversion will be automatic

Submitting New Accommodations Requests

Requesting New Accommodations in SSD Online

Best Practices

- **All new accommodations requests must be submitted no later than the state deadline of [February 10th](#).**
- Discuss the accommodations to be requested with the student and their family:
 - Were they discussed during IEP/504/Plan meetings?
 - Are they congruent with what this student uses for other standardized or classroom tests?
 - Does the student and their parents/guardian(s) understand the difference between College Board tests and these other assessments? Does this understanding change the College Board-approved accommodations they wish to have?
- Carefully review SSD Online's disability/accommodation categories and avoid unnecessarily selecting the option "Other."
- Once the request is entered into SSD Online, carefully review the student's information to ensure it is free of errors before pressing submit.
- Check your SSD Dashboard regularly and watch for College Board emails regarding decisions or requests for additional information.

Submitting a New Request in SSD Online

What type of accommodation are you requesting?

- Access SSD Online through your [College Board professional educator account](#) or by using the same credentials to log in directly at www.collegeboard.org/ssdonline.
- Click the blue “New Request” button on your SSD Online dashboard.
- Click the blue arrow at the bottom right of the “New Accommodation/Support Type” you wish to request.
- NOTE:
 - English Learner (EL) Support is to request up to time-and-one-half (up to +50%).
 - State Allowed Accommodations (SAAs) are the only accommodation type that will NOT yield a college reportable score.

The image shows two overlapping screenshots from the SSD Online interface. The background screenshot is the main dashboard, titled "SSD Online" with a "Dashi" label in the top right. It features a blue header with "Welcome, Jason!" and a dropdown menu for "Displaying Students for:" set to "All Schools". Below this is a section titled "Student Accommodations" with a sub-header "Select an existing student to modify their current accommodations and, to begin a new request for a student who has not yet been added." A blue "New Request" button is highlighted with a red box and a red arrow pointing to the modal window. Below the button is a search bar for "Search existing students by name or SSD ID..." and filters for "Grade" (8, 9, 10, 11, 12), "Type" (CB, EL, SAA), and "Status" (All). The foreground screenshot is a modal window titled "Select New Accommodation/Support Type" with a close button (X) in the top right. It lists three categories: "College Board (CB) Approved Accommodations", "English Learner (EL) Support", and "State Allowed Accommodations (SAA)". Each category has a brief description and a blue arrow pointing to the right. A "Return to Dashboard" link is at the bottom right of the modal.

Submitting a New Request in SSD Online

Are you ready and do you have permission to submit a request on behalf of this student?

- Review the “Before You Begin” page
- Confirm you have the appropriate consent to continue (consent is not uploaded to SSD Online, but must be in writing and retained at the school)

Download [Parental Consent Form](#) →

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? *

[Back](#) [Start New Accommodation Request](#)

New Accommodation Request (CB)

Before You Begin

You are about to begin a request for student testing accommodations. You will be asked to answer questions on behalf of the student you are requesting accommodations for.

This process will take approximately 6–8 minutes to complete.

Before starting this request, please ensure that you have the following student information:

- **Demographic Information**
Including the student's date of birth, address, email address, telephone number and expected graduation date
- **Disability Information**
The student's disability and the accommodations they are requesting
- **Plan Information**
The type of formal school the student currently has (IEP, 504 Plan, Qualified Formal Plan, Other Formal Plan, No Current Plan) and the approximate date of the student's first formal plan)
- **Documentation**
Have documentation of the student's disability and need for accommodations. In some cases, you will need to send the documentation to College Board for review. The SSD Online system will notify you if documentation must be submitted to College Board.

Submitting a New Request in SSD Online

For whom are you requesting this accommodation? Part I: Finding your student

- **Search and select** the name of the student, then click the blue “Continue” button at bottom right.
- **If the student does not appear** in your search result, click the “Student Not Listed” button also at the bottom of the page and follow the prompts to enter this new student’s information (next slide).
- **NOTE:** A student may be new to your school but already have approved accommodations in SSD Online from a prior enrollment. Search first.

Also, many students share names. Check all data in a row of results before selecting that student and proceeding.

New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME * SCHOOL *

First Name: John Last Name: A Herbert Hoover High School

[Clear](#) [Search](#)

Showing ### results

	First name	MI	Last name	Date of Birth	SSD ID Number
<input checked="" type="radio"/>	First name	MI	Last name	04-02-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	01-01-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	07-09-2002	#XXXXXX
<input type="radio"/>	First name	MI	Last name	12-15-2000	
<input type="radio"/>	First name	MI	Last name	01-07-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-04-2002	
<input type="radio"/>	First name	MI	Last name	02-29-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-23-2001	

[Student Not Listed](#) [Continue](#)

Submitting a New Request in SSD Online

For whom are you requesting this accommodation?

Part II: If your student was not found

- If your student was not found and you clicked the “Student Not Listed” button on the prior screen, follow the prompts below to enter this new student’s information into SSD Online.
- Once the “Add Student” screen is complete you will join the workflow for creating and submitting your request.

Add Student

Complete the information below to start a request. Fields marked with * are required.

Student Information

Name

First Name * MI

Last Name *

Date of Birth

MM / DD / YYYY *

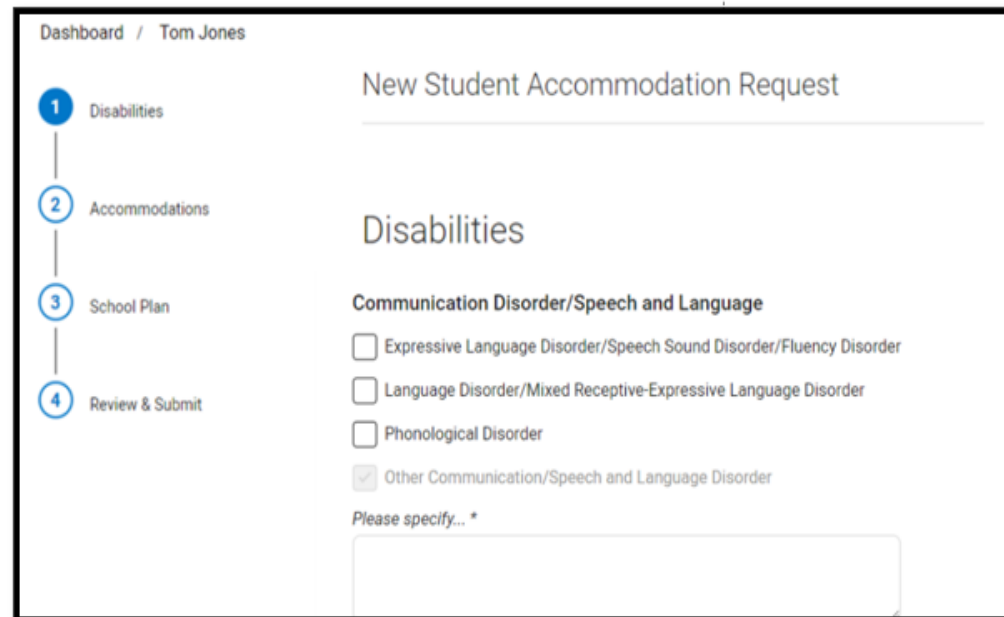
School

Select School *

Submitting a New Request in SSD Online

Why are you requesting an accommodation?

- Once your student has been selected or added and consent is confirmed, select and specify the disabilities this student has that require testing accommodations. Temporary disabilities (e.g., a broken arm) can also be requested here closer to the opening of the testing window.
- NOTE regarding English Language (EL) Supports: You will **not** be requested to provide a documented disability. However, this accommodation expires at the end of the school year and needs to be re-requested every year it is still needed.



Dashboard / Tom Jones

New Student Accommodation Request

Disabilities

Communication Disorder/Speech and Language

- Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder
- Language Disorder/Mixed Receptive-Expressive Language Disorder
- Phonological Disorder
- Other Communication/Speech and Language Disorder

Please specify... *

Submitting a New Request in SSD Online

What specific accommodation(s) are you requesting?

- Click to proceed to the appropriate category (for example, “Extended Time” as shown here)
- Tick appropriate requests then click the blue “Save Accommodations” button at the bottom of the screen
- NOTE: SSD Online’s accommodations are categorized under this framework*:
 - Extended Time
 - Extra/Extended Breaks
 - Reading/Seeing Text
 - Recording Answers
 - Modified Setting
 - Other (do not select unnecessarily)

Dashboard / Tom Jones

New Student Accommodation Request

Accommodations

Extended Time	No extra time (+0%)	Time and one-half (+50%)	Double time (+100%)	More than Double time (greater than +100%)
Reading	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Mathematical Calculations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="150"/>
Listening	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Speaking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>

Cancel Save Accommodation(s)

Dashboard / Tom Jones

New Student Accommodation Request

Accommodations

Select one or more accommodations. You have finished selecting accommodations. Click the next page to go to the next page.

Extended Time

Request 50%, 100%, or greater than 100% extended time for:

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Previously Approved / Pending Accommodations

Reading: Time and one-half (+50%)
Writing: (Essays/free response): Double time (+100%)
Math: More than double time (>+100%)

Submitting a New Request in SSD Online

How has your school been supporting this accommodation before this request?

- Enter your “School Plan” regarding this student:
 - Click through responses
 - Free type responses whenever “other” is selected
 - Responses will require:
 - ▶ Information about the process used to determine the student’s need for this accommodation
 - ▶ Confirmation whether the requested this accommodation is:
 - In the student’s plan
 - Used by the student on classroom tests
- If further documentation is needed, SSD Online will indicate and provide the opportunity to upload.

Please tell us about your school's process for determining your student's need for and use of the requested accommodation on classroom tests.

Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? *

Yes No

Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. *

School Psychologist

School learning specialist

Teacher(s)

School Administrator (e.g., Principal)

Parent(s)/Guardian(s)

Student

Other professional

Please specify *

I don't know

What information was used to assess your student's current need for accommodation(s)?

Documentation/evaluation from professionals (e.g., Psycho-educational evaluation, medical evaluation)

Teacher observations

Parent(s) observations/student's comments

Student's previous and current academic functioning

Student history of receiving accommodations or academic difficulties

School data (e.g., scores on state testing)

Parent/student request

Other

Please specify *



Additional Information Form for the Extended Time, Reader, Scribe, and Breaks Accommodations for SAT and PSAT10

NOTE: If a student has a need for a temporary accommodation, do not enter in SSD Online, and instead use this form: [Assessment Accommodations | RI Department of Education](#).

Directions: College Board and RIDE want to ensure that all students receive the accommodations that are in their IEP and 504 Plan. Because you entered an accommodation into SSD Online that is often entered in error or is mistaken for another accommodation, please provide answers to the following questions. This will help College Board and RIDE staff ensure that the student receives the right accommodation(s) on test day.

Please complete only the applicable sections of this questionnaire and upload this document into SSD Online or fax using the fax cover sheet. If you have questions, please contact College Board at 1-855-373-6387, option 1 and choose accommodation/SSD Office or contact Tricia Federico at RIDE (Tricia.Federico@ride.ri.gov 401-222-8478).

NOTE: If a determination is made that an accommodation different than the one currently listed in the student's IEP/504 plan better meets the student's needs for SAT/PSAT 10 testing, the IEP team must amend the student's plan to reflect the change before testing.

School Name and District:

School AI Code:

Student Last Name:

For All Accommodations:

1. Does the student's disability impact the student's:
- a. ability to read? YES NO
 - b. ability to complete math problems? YES NO
 - c. ability to write essays? YES NO

The RI Questionnaire

- Supports new accommodations requests for the following testing accommodations: extended time; human reader; scribe; breaks.
- Do not upload copies of IEPs and/or 504 plans.
- College Board SSD may request further information even with the questionnaire; monitor your SSD dashboard for follow-up requests.
- Note: In January 2025, temporary accommodations will be requested in SSD Online.

Submitting a New Request in SSD Online

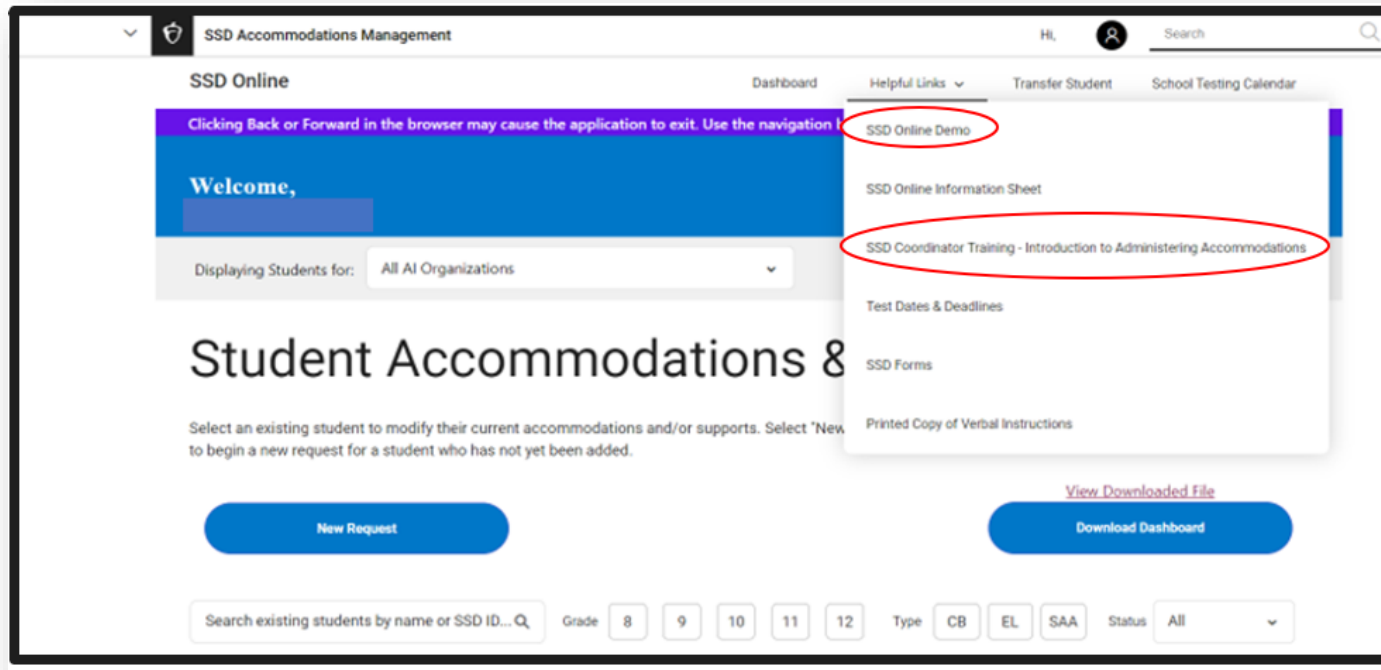
Completion

- Read and consent to the terms and agreement confirming that your prior responses regarding this request are true and accurate
- After submission, check your SSD Dashboard regularly and watch for College Board emails that provide decisions or requests for additional information regarding any of the accommodations you submitted for this student.

Training

SSD Online Training for SSD Coordinators (SSDCs)

- [SSDC Coordinator Training](#)
- [Intro to Administering Accommodations](#)



Online Training

- College Board's required online training will be available for Rhode Island's Educators on **February 18, 2025**, at <https://professionaltraining.collegeboard.org/>
- Required Test Staff Roles: Unless a School Test Coordinator attends both in-person sessions, they are required to complete the LMS modules. Proctors are required to be trained either by the LMS online modules or in-person by their School Test Coordinator.
- Hall and Room Monitors: Hall and room monitors can complete College Board's online module or be trained by their STC using the College Board Hall and Room Monitor Training.
- Services for Students with Disabilities (SSD) Coordinators: Training is optional for SSD coordinators, but strongly recommended. If SSD coordinators decide to complete training, they can choose between the test coordinator or proctor training based on their test day role.
- Duration: The online test coordinator training will take approximately one hour, while the others will take 30-40 minutes.

Training for SAT Suite of Assessments Test Coordinators and Staff

Learn how to administer the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9; keep the tests standardized, fair and maintain an environment where students can do their best.

- Self-paced interactive modules specific to your role that you can test out of, depending on level of experience
- Access most resources and guides for the assessments you are supporting
- Coordinators: view staff training progress to understand how prepared your location is for test day

Sign In

Sign in to your College Board account
to personalize your visit

Continue

Don't have an account?

[Create Account](#)


Training

Visit the [RIDE Assessment Training Calendar](https://ride.ri.gov/media/35571/download) for registration links:

<https://ride.ri.gov/media/35571/download>

Training	Date
Fall School and District Test Coordinator Workshop-Part 1	In-Person: Monday, October 7 Webinar: Wednesday, October 9
Accommodations and Supports Workshop for SSD Coordinators	In-Person: Tuesday, December 10 Webinar: Monday, December 16
Winter School and District Test Coordinator Workshop –Part 2	In-Person: Monday, January 27, 2025 Virtual: Tuesday, January 28, 2025
Online e-Learning Modules (LMS) for Coordinators, Proctors, Hall/Room Monitors	Launching 2/18/2025
Office Hours for Coordinators	Virtual Tuesday, March 18, 2025 Tuesday, March 25, 2025
Data & Reporting Workshops	Virtual: Wednesday, May 28, 2025 In-Person: Thursday, May 29, 2025

You are here



Interactive Checklist

- All test coordinators were assigned the project tasks for this year. They have the ability to reassign the tasks to the SSD coordinator, if they desire.

Spring 2025 SAT PSAT - BeldaWolf School of Excellence - 654321

Today Notes Attachments

Hi Jenn
You have 11 tasks due this week

Register for Test Coordinator Overview Training

CollegeBoard RIDE

Hi Jenn,
RIDE and College Board are hosting two in-person and two virtual training sessions for School Test Coordinators. This session provides details about SAT and PSAT 10 test day preparation, test administration, policies and procedures, deadlines, resources, and an opportunity for Q&A. All test

Due November 07 Not Started

Submit New Accommodation Requests in SSD Online

CollegeBoard RIDE

Hi Jenn,
Submit new accommodations requests for students in SSD Online by February 10, 2025.
For students who need new accommodations requests, complete the following:

- Discuss the test accommodations identified in the

Due November 07 Not Started

Your task assignments for RIDE Spring 2025 School Day - BeldaWolf HS - 123456

Plan for Test Day Staff and Testing Rooms
Due On: Thursday, Oct 31, 2024

Task Instructions:

Hi Jenn,

It's important to start early when planning for your testing staff. When completing the Spring 2025 School Onboarding Survey, each school identified a School Test Coordinator and backup School Test Coordinator for SAT and PSAT 10, an SSD Coordinator and backup SSD Coordinator, and a Technology Coordinator and backup Technology Coordinator.

Additional staff to consider includes:

- Room proctors,
- Hall and room monitors, and
- Technology monitor.

Resources

Helpful Links

- [SAT Suite Accommodations and Supports Guide](#)
 - Overall guide to accommodations and supports. Provides detailed examples of each accommodation available, as well as suggested submission and administration details.
- [RIDE Assessment Accommodations for SAT/PSAT 10](#)
 - RI resources for SSD Coordinators. Contains training recordings and decks, documentation, and guides. Updated as new information is received by RIDE.
- [RI Accommodations Questionnaire](#)
 - Documentation to submit to College Board in lieu of a copy of a student's IEP/504 plan.

Note: Spring 2025 Accommodations Guide will be published and available for download at the end of January 2025.

Accommodations and Supports Handbook

This handbook will help SSD coordinators prepare to submit accommodation requests and provide guidance on available accommodations and supports for College Board testing.

PSAT10 and SAT: Additional Resources for Accommodations and Accessibility Features

NOTE: The Accommodations and Accessibility Manual is posted under the first tab. Below are important additional materials and resources on accommodations needed for the PSAT 10 and SAT.

- [SSD Online and Accommodations Overview \[PDF\]](#) - slide deck
- [SSD Online and Accommodations Overview](#) - recorded presentation
- [SAT Accommodations Guide](#) (posted 2.20.2024)
- [SAT Paper Testing Guide](#) (posted 2.20.2024)
- [Glossary List for EL Students \[PDF\]](#): (Posted 10/24/2024) This is a list of glossaries for students who are English Learners. Students are also welcome to use their own word-to-word glossaries instead of, or in addition to, those listed in this document. Students should be using these glossaries during classroom instruction so they are familiar with them well before the test day. (Also posted on the *Preparing for State Assessments* web page in the Test Coordinator tab).
- [Accommodations Questionnaire \(PDF\)](#): Schools should use this form when entering *new* accommodations for students with disabilities (not EL students unless they have an IEP/504) for either the SAT or the PSAT10. This questionnaire applies to the following accommodations only: extended time for students with disabilities, reader (including human reader, MP3, etc.), and breaks.

Additional Information Form for the Extended Time, Reader, Scribe, and Breaks Accommodations for SAT and PSAT10

NOTE: If a student has a need for a temporary accommodation, do not enter in SSD Online, and instead use this form: [Assessment Accommodations | RI Department of Education](#).

Directions: College Board and RIDE want to ensure that all students receive the accommodations that are in their IEP and 504 Plan. Because you entered an accommodation into SSD Online that is often entered in error or is mistaken for another accommodation, please provide answers to the following questions. This will help College Board and RIDE staff ensure that the student receives the right accommodation(s) on test day.

Additional Support

Rhode Island Department of Education

Tricia Federico

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College Board SSD Support

(844)-255-7728

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Helpful Links

- For all RIDE SAT/PSAT 10 information: <https://ride.ri.gov/instruction-assessment/assessment/psat-and-sat>
- SSD Online Direct Link: <https://ssdonline.collegeboard.org/>

Q&A

Thank You!

Appendix

General Device Requirements

Acceptable Devices, Power Requirements, Wi-Fi Accessibility



Desktops, Laptops, Chromebooks,
Full-Sized Tablets

Chromebooks must be
school managed

External mice permitted

Tablets may use external keyboard
(keyboard is required for SAT with essay)



Must be charged for
4 hours of battery operation
(SAT with essay requires 5) or be
plugged in to a power source

Testing devices for students testing
with extended time, extended breaks,
or breaks as needed must have
access to power



Must be able to connect to the
internet via ethernet or Wi-Fi

Internet is required to start the
test and submit responses at
the end of testing

Paper Testing Accommodations

Requesting a Paper Testing Accommodation

- Most students will take the digital SAT or PSAT 10 test.
- In rare exceptions, a student may not be able to test using a computer. In such cases, the SSD coordinator should request paper testing for these students in SSD Online.
- The paper versions of the digital SAT, PSAT 10 are not adaptive tests and are **longer** testing experiences.
- SSD coordinators or other testing staff will need to transcribe a student's paper test responses into Bluebook and then return the paper test materials to College Board.

Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

Extended Time ⊕ Add

Request extended time for the following subjects:

- Reading
- Writing
- Mathematical Calculators
- Listening
- Speaking

Extra / Extended Time

Includes requests for:

- Breaks: Extra
- Breaks: Extended
- Breaks: As needed
- Other: Extra / Extended

Reading / Seeing Text

- Large Print Test Book: Other
- Human Reader for paper tests **DOCUMENTATION REQUIRED**
- Pre-recorded audio (MP3 via streaming) for paper tests
- Braille with raised line drawings, contracted
- Magnification Device (non-electronic)
- Magnification Device (electronic) **DOCUMENTATION REQUIRED**
- Raised Line Drawings

Other: Reading / Seeing Text **DOCUMENTATION REQUIRED**

Paper test for digital assessments

Cancel Save Accomodation(s)

Paper Testing

Submitting a Request in SSD Online

1. Select the accommodation area “Reading/Seeing Text”
2. Tick the box “Other: Reading/Seeing Text”
3. In the textbox that pops up, type the words “Paper test requested for digital assessments” and click save, after which you will be prompted to upload documentation verifying a specific need for paper testing.

Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

Extended Time Add

Request extended time for the following subjects:

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Extra / Extended Breaks Add

Includes requests for:

- Breaks: Extra
- Breaks: Extended
- Breaks: As needed
- Other: Extra / Extended Breaks

Reading / Seeing Text Add

Includes requests for:

Reading / Seeing Text

- Large Print Test Book: Other
- Human Reader for paper tests **DOCUMENTATION REQUIRED**
- Pre-recorded audio (MP3 via streaming) for paper tests
- Braille with raised line drawings, contracted
- Magnification Device (non-electronic)
- Magnification Device (electronic) **DOCUMENTATION REQUIRED**
- Raised Line Drawings
- Colored Overlay
- Assistive Technology Compatible Test Form **DOCUMENTATION REQUIRED**
- Screenreader for digital tests **DOCUMENTATION REQUIRED**
- Other: Reading / Seeing Text **DOCUMENTATION REQUIRED**

Cancel Save Accommodation(s)

Other: Reading / Seeing Text **DOCUMENTATION REQUIRED**

Paper test for digital assessments

Cancel Save Accommodation(s)

SAT/PSAT 10 Overview

The SAT has two modules in each section

Reading & Writing Section

Module 1

Students are given a broad mix of easy, medium, and hard questions.



Module 2

Students are given a targeted mix of questions of varying difficulties based on their performance in module 1

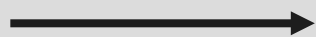


**Student's
Reading/Writing
Score**

Math Section

Module 1

Students are given a broad mix of easy, medium, and hard questions.



Module 2

Students are given a targeted mix of questions of varying difficulties based on their performance in module 1



**Student's Math
Score**

Digital SAT Test Specifications at-a-glance: Reading and Writing



54 total questions

*1 section
2 modules – initial & adaptive*



64 total minutes

1.19 min/question



Discrete questions

Digital SAT Test Specifications at-a-glance: Math



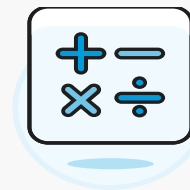
44 total questions

*1 section
2 modules – initial & adaptive
both with calculator*



70 total minutes

1.59 min/question



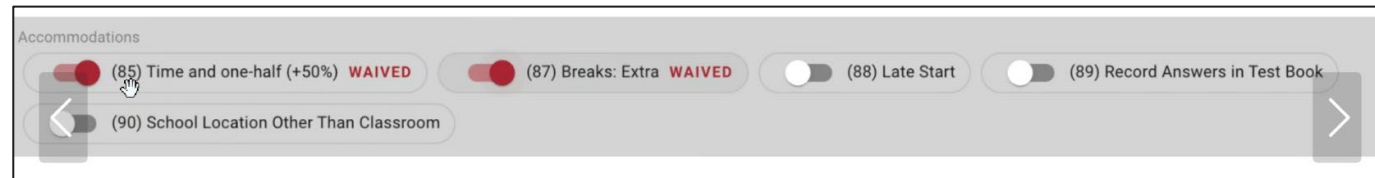
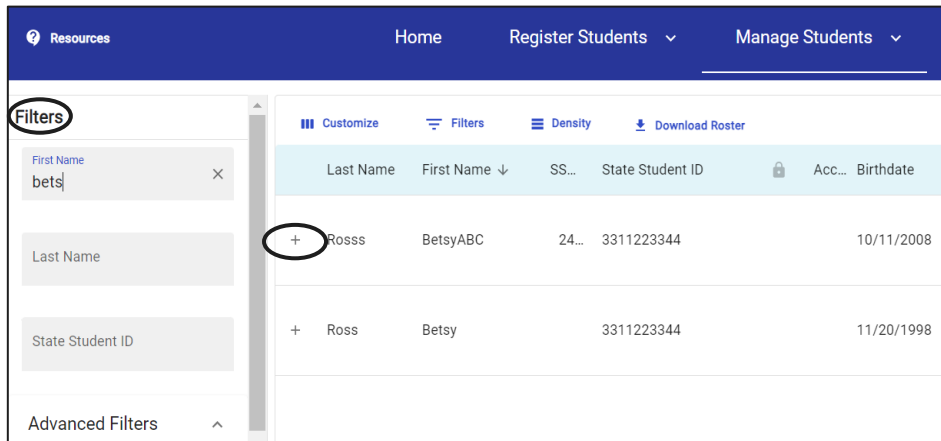
Discrete questions

*75%: Four-option multiple-choice
25%: Student-produced
responses (SPR)*

Waiving an Accommodation in SDMS

Three steps that only affect accommodations for this specific assessment

1. Click into SDMS from your [College Board professional educator account](#) dashboard
2. From your SDMS dashboard, use the filters on the left to search for your student, then click the “+” to the left of their name
3. The “Student Details” will then open. Scroll down until you see their accommodations (example pictured below). Tick the box that says, “waive accommodations”, making the toggles for each accommodation active. Toggle each accommodation(s) in question to “waived”.



In this example, two accommodations were waived while the others remain in place for this assessment.

Waiving an Accommodation in SDMS

Two important points to remember

1. SDMS will not ask you whether you have the appropriate consents to waive the accommodation(s) of this student. You should have obtained that consent outside of the system and keep it in the student's file.
2. Changes in SDMS, including the waiver of an accommodation, can take up to 1 full business day before the student's updated registration appears in Test Day Toolkit and the student's exam package provision Bluebook™.
3. Waiving an accommodation in SDMS does not change the students' profile in SSD Online and does not affect any other College Board assessments.

Force Match Accommodations

If a student's SDMS registration data does not exactly match their demographic data in SSD Online, the student's accommodations may not appear in SDMS or Test Day Toolkit.

If the **SSD Coordinator** is certain the student in SDMS is the same student associated with a particular SSD ID in SSD Online, they may "force match" the student's accommodations by entering the SSD ID into the correct field in SDMS under "student details". This will generate the confirmation prompt on the next slide.

The screenshot shows a web interface for student details. At the top, there are navigation options: 'Customize', 'Filters', 'Density', 'Download Roster', and 'Show Deleted Students'. Below this is a table header with columns: 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Birthdate', 'MI', 'Grade', 'Gender', 'AI Code', and 'School Name'. The main form area includes several input fields: 'Middle Initial', 'Last Name*' (containing 'TestFifteen'), 'dateofbirth*' (containing '01/11/2005'), 'Grade*' (containing '11th Grade'), 'Gender*' (containing a dropdown arrow), and a 'Home Schooled' checkbox. At the bottom, there are two fields: 'SSD ID' (circled in red) and 'Accommodation'.

Force Match Accommodations

Are you sure?

The entered SSD ID will be used to match this student to a student record in SSD Online. You should confirm this is the student's accurate SSD ID from SSD Online before proceeding to ensure a student receives their correct accommodations on test day.

Cancel

 Force Match

Click “Force Match” to confirm the match.