



Services for Students with Disabilities (SSD) Overview for Coordinators

Spring 2026 Digital SAT and PSAT

December 9, 2025



Welcome & Introductions

Agenda

- 1 Testing Window and SSD Deadlines
- 2 Updates for Spring 2026
- 3 Accessing SSD Online
- 4 Accommodations and Supports for CB Assessments
- 5 Reviewing Previously Approved Accommodations
- 6 Submitting New Accommodations Requests
- 7 Training Opportunities/Resources
- 8 Q&A

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 2026 SAT/PSAT 10 Testing Window

Testing Window	RIDE SAT/PSAT 10 DATES
Primary Testing Window	Monday, March 23 – April 10, 2026
Makeup Window	Monday, April 13 – 17, 2026

2025-26 SSD Deadlines

Activities	Open for Requests	Deadline
CB Approved Accommodations and EL Extended Time Requests	Now	February 2, 2026
State-Allowed Accommodations (SAAs) Requests	January 9	February 2, 2026

***Note 1:** Use of an EL Support will result in college-reportable score

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

- 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
- EL Math-Only SAT/PSAT 10 – a first-year student to the US may take only the Math portion of the test.
- Not college-reportable

SSD Coordinator Role

SSD Coordinator Role



SSD Coordinator

The SSD coordinator is responsible for:

- Submitting accommodation requests for all students who require them by February 2, 2026.
- Submitting EL support requests for all students who require them by February 2, 2026.
- 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

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

The screenshot shows the SSD Online dashboard. At the top, a blue header says "Welcome, WALARAYED!". Below it, a grey bar shows "Displaying Students for: All AI Organizations" with a dropdown arrow and a link "Transfer Student into My School". The main heading is "Student Accommodations & Supports". Below this, a small instruction reads: "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." There are two buttons: "New Request" (blue) and "Print Dashboard" (blue, highlighted with a red box). Above the "Print Dashboard" button is a link "View Dashboard File". Below the buttons is a search bar "Search existing students by name or SSD ID... Q" and filters for Grade (8, 9, 10, 11, 12), Type (CB, EL, SAA), and Status (All). At the bottom, it says "Showing 1 - 25 of 151 results" and "Sort by Default" with a dropdown arrow.

College Board Educator Account

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

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

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires* ?	Manage Access
AP Professional Learning ▶	N/A	N/A	
AP® Teacher Community ▶	N/A	N/A	
K-12 Assessment Reporting ▶	multiple roles	multiple dates	edit
AP and Pre-AP Workshop Consultant Community ▶	N/A	N/A	
Managing Access to support K-12 Assessment	multiple roles	multiple	edit

Other Tools

We offer an array of tools and services to support your work in education. See the [College Board Professional website](#) for more information.

New SSD Coordinators



SSD Coordinator Form

Becoming your school's SSD Coordinator

The SSD Coordinator acts as a liaison between the school and the College Board, ensuring that students can take College Board exams with the appropriate accommodations.

As the SSD coordinator, you will manage students' SSD Online records and submit accommodations requests.

1. Create (or confirm) your College Board professional account first
 - Go to collegeboard.org/account and sign in or select "Create Account."
 - Use the same professional account for every school you serve; do not create multiple accounts.
2. Complete one request per school
 - If you are an SSD coordinator for more than one school, submit a separate form for each institution.
3. Upload written approval from your school administrator (principal, assistant principal, or superintendent) confirming your request to serve as the SSD coordinator for your school.
 - This can be in the form of an email, letter, or other official correspondence. The approval must clearly state your school's name and the administrator's title.
4. Agree to the Educator Legal Terms
 - By submitting this form, you acknowledge and accept the College Board [Legal Terms for Educators and Institutions](#).
5. School affiliation will be verified
 - As part of validating the request, we will confirm your affiliation with the school and your role.
6. You will be notified once your request has been processed. Access information will also be sent to the school administrator.
 - Please allow up to 5 business days for processing.
7. This form does not save progress — please complete it in one sitting.

Important: Every school should designate at least one SSD coordinator. If your school has multiple coordinators, designate one as the primary. The school's primary SSD coordinator is also designated the **testing coordinator** for any SAT Weekend school-based testing. This role includes receiving secure test materials for paper-based testing and overseeing test-day accommodations.

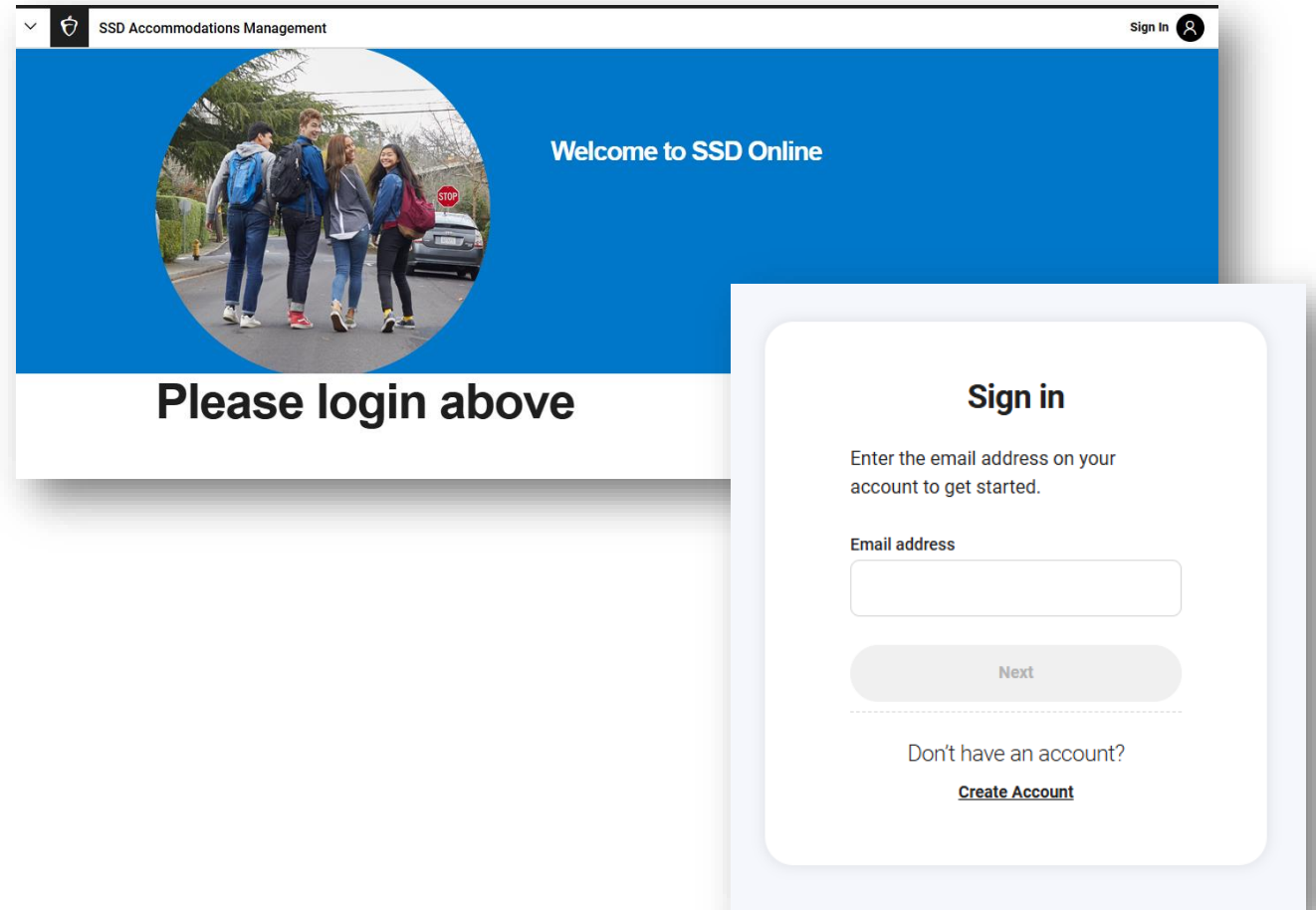
To access the SSD Online system, new SSD coordinators will need to request access.

- The school must have a College Board school code to establish SSD Online access. Look up your AI Code at [K12 School Code Search](#).
- Educators must have a College Board professional account and must also complete the [SSD Coordinator Webform](#).
NOW ONLINE (Please allow 3-5 business days processing time)
- Each school should have one Primary SSD coordinator, but back-up coordinators can be requested.
- If you support more than one school as SSD Coordinator, individual webforms need to be submitted for each school.

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' website. The header includes a navigation menu with a shield icon, the site name, and a 'Sign In' link with a user icon. The main banner features a blue background with a circular image of four students walking. Text on the banner reads 'Welcome to SSD Online' and 'Please login above'. A white sign-in form is overlaid on the right, containing the title 'Sign in', instructions to enter an email address, a text input field, a 'Next' button, and a link to 'Create Account' for those without an account.

SSD Accommodations Management

Sign In

Welcome to SSD Online

Please login above

Sign in

Enter the email address on your account to get started.

Email address

Next

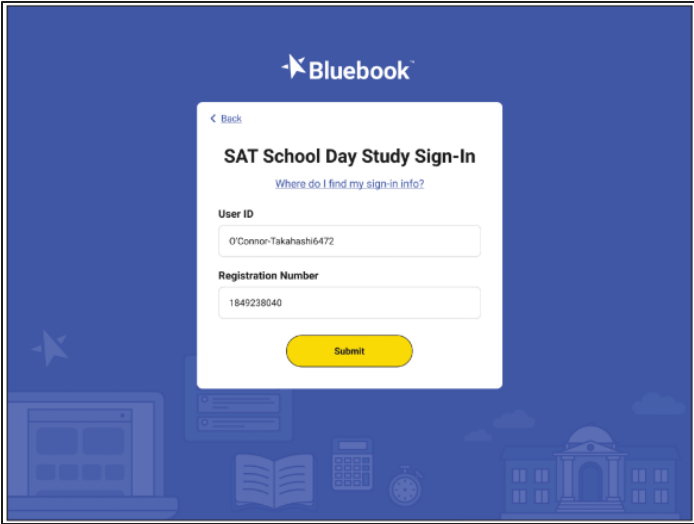
Don't have an account?

[Create Account](#)

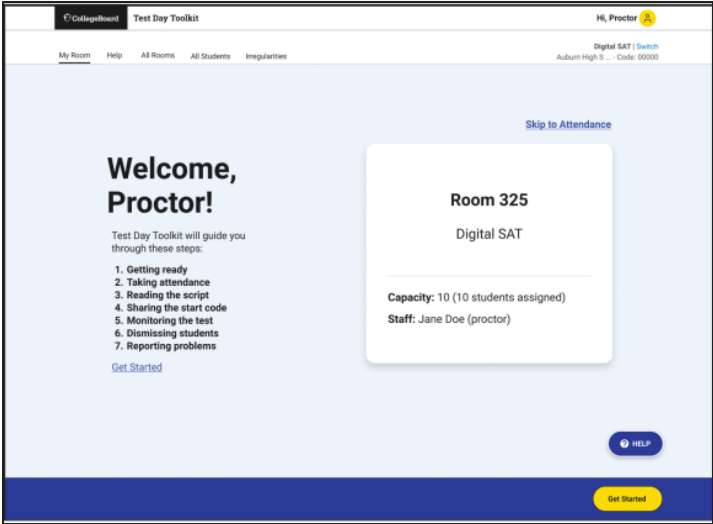
How the Systems Work Together

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

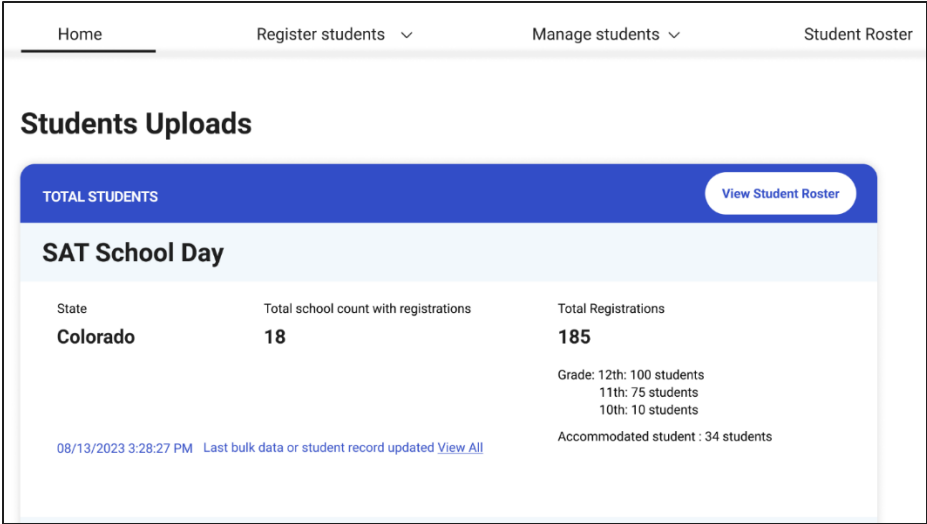
SAT/PSAT 10 Test Administration Systems



Bluebook
(for Students)

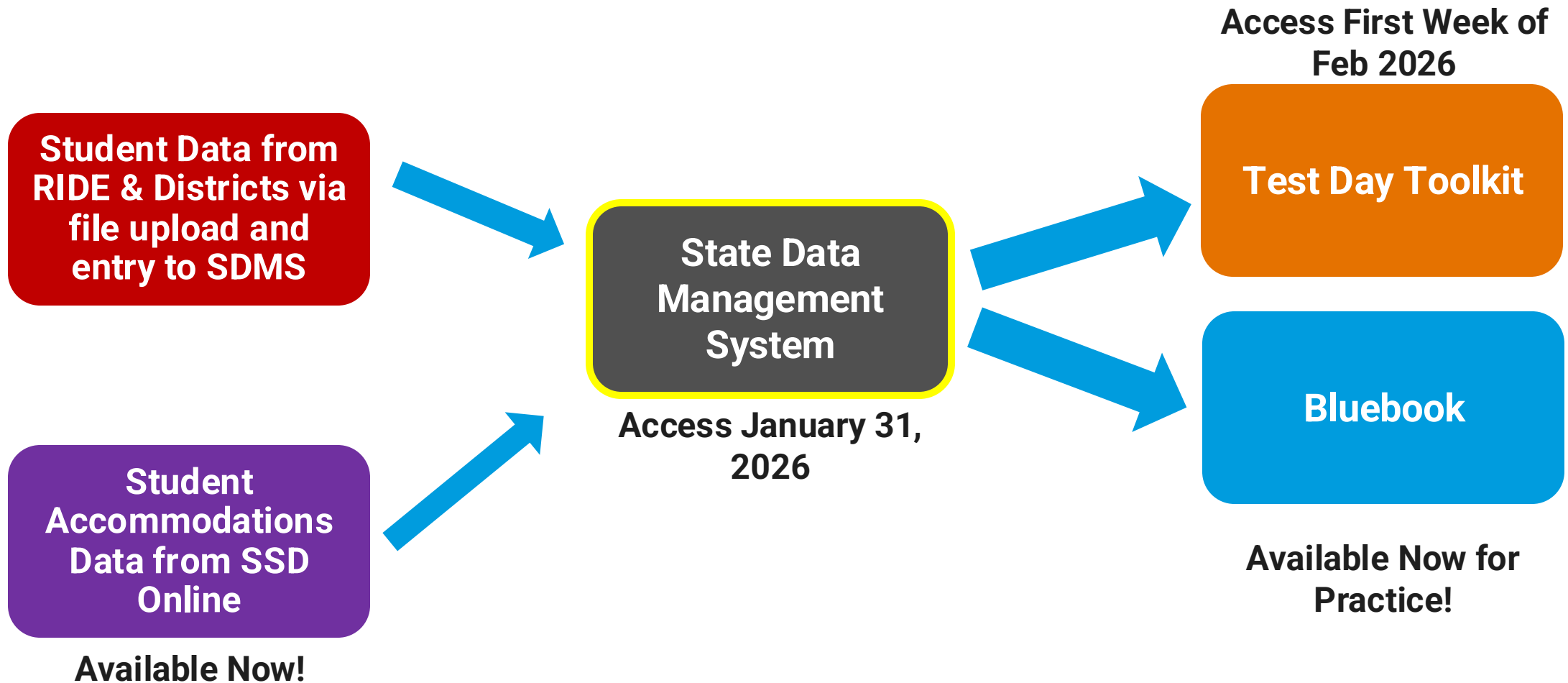


Test Day Toolkit
(for Test Coordinators
and Proctors)



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

State Data Management System (SDMS)



New!

New SSD-Specific Features for Spring 2026

- 01 Text-to-Speech for Math Sections (Embedded)
- 02 Screen Reader no longer paired with extended time
- 03 EL Text-to-Speech for Math Sections (Embedded)

Text-to-Speech for Math Sections (Embedded)

College Board - Approved Accommodation - Provides audio support for only the Math sections. Student takes the Reading/Writing sections without audio support.

Provided for students with an approved **IEP or 504 plan specifying Text-to-Speech (TTS) for Math**. Text-to-Speech for Math Sections (Embedded) is **most commonly** for students with a reading or print disability per a documented plan (e.g., Individualized Education Program and Section 504 Plan).

- Aligns accommodations with students documented needs on the IEP/504 plan.
- Available in SSD Online in mid-December 2025 for selection in the College Board (CB) approved accommodation request flow in SSD Online in mid-December 2025.
- Applies to SAT Suite of Assessments (**SAT School Day**, Weekend, PSAT/NMSQT, **PSAT 10**, PSAT 8/9) and Advanced Placement (AP) exams.
- Scores are college-reportable

Important - *Screen Reader for Math (Non-Embedded)* will also be selectable in SSD Online *

Best practice – If a student needs read aloud audio for the entire test, it is best to select TTS or Screen reader for Entire test instead

***Please note:** Most screen reader users are visually impaired and require the entire test read aloud; they should select *Screen Reader for Entire Digital Test (Non-Embedded)* instead of the Math-only option.

EL Text-to-Speech for Math Sections (Embedded)

Provides audio support for only the Math sections for students who meet the criteria for EL supports in their general instruction, and who use text to speech for their math work. Student takes the Reading/Writing sections without audio support.

Spring 2026

- Available for selection in the EL Support request flow in SSD Online in December 2025.
- Applies to SAT School Day and PSAT 10
- Scores are college-reportable
- Not available as a temporary support
- Support will be displayed in Bluebook & Test Day Toolkit

State-Allowed: Text-to-Speech for Math Sections(Embedded)

Provides audio support for only the Math sections. Student takes the Reading/Writing sections without audio support.

Eligibility Criteria

- Available to students testing as part of a state contract who do not have an IEP or 504 for Math-only TTS, or who otherwise do not meet criteria for CB approval.
- Applicable Assessments: SAT School Day and PSAT 10
- Scores are not college reportable
- State-Allowed Accommodations and EL Supports must be requested annually
- Support will be displayed in Bluebook & Test Day Toolkit

Accommodations and Supports

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

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. English Language (EL) Learner Supports

- An IEP/504 is not required for any of these supports.
 - These requests are automatically approved.
 - Students who use EL supports will receive a college reportable score.
-

EL Supports Requested in SSD Online – Advanced Notice Required.

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.

Embedded Text-to-Speech for Math Sections

- Students receive the embedded text-to-speech on the math section of the SAT and PSAT 10.

These supports MUST be requested in SSD Online.

English Language (EL) Learner Supports

EL Supports not requested in SSD Online; no approval needed.

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, **Hmong**, Mexican Spanish, **Navajo**, 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](#).

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

*Available for download in February 2026.

New!

3. 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 First Year EL Math-Only.
- Students new to the country as of April 1, 2025, would be eligible to take only the Math portion of the test.

Universal Tools

Circumstances that Do Not Require an Accommodation Request in SSD Online

- 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

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.
- Non-Embedded EL Supports; word-to-word bilingual dictionary use and a printed copy of the translated test directions do not require an SSD Online request.

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.

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](#). This handbook will be updated for Spring 2025 in late December.

Commonly Requested Accommodations

Category in SSD Online: “Extended Time”

Accommodation Name	Detailed Request/Definition
Extended Time Note: If a student is approved for Extended Time on Reading, they will receive extended time on both sections of the test.	<ul style="list-style-type: none">• Up to Time and One-Half• Up to Double Time• Up to More than Double Time• Please consult the Test Coordinator Manual for specific timing tables.• Most test takers will test in one day.
Limited Testing Time	<p>Students test over multiple days to prevent exceeding their approved maximum time per test session.</p> <p>Students approved for 2 days, Bluebook will deliver 2 test cards; 1 for each day of testing.</p> <p>Students requiring 3 or more days to test will require a paper test.</p>

Commonly Requested Accommodations

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

Commonly Requested Accommodations

Category in SSD Online: “Reading/Seeing Text”

Name	Detailed Request / Definition
Embedded Text-to-Speech	Enables TTS function is available in Bluebook <ul style="list-style-type: none">• Text to Speech (Embedded) for Entire Test• Text to Speech (Embedded) for Math Sections*
Non-Embedded Screen Reader	Enables third-party or operating system-integrated screen reader application to persist in Bluebook™ <ul style="list-style-type: none">• Screen Reader (Non-Embedded) for Entire Test• Screen Reader (Non-Embedded) for Math Sections*

- * In the rare event a student cannot test with:
- Text-to-Speech, Screen Reader, the human reader may be approved to permit (1:1 are automatically enabled with Up to Time and One-Half)
 - Zoom in/out universally available in Bluebook™, Magnification Device may be requested
 - Color contrast setting available on device, no accommodation needed - Use of Color Overlay must be requested in SSD Online

Text-to-Speech (Embedded) vs. Screen Reader (Non-Embedded)

Text-to-Speech (Embedded)	Screen Reader (Non-Embedded)
Built-in tool	Separate application/technology
Generally designed for students who have trouble reading <ul style="list-style-type: none">• Reads all text• Short description of graphics/images	Generally designed for students who have trouble seeing or who need to use their own technology <ul style="list-style-type: none">• Reads all text AND all properties of the page (Headers, footers, punctuation)• Detailed description of graphics/images
No configuration needed	Some configuration may be needed

Extended time is **no longer automatically included**—it must now be requested **separately** when selecting Screen Reader or Text-to-Speech.

Commonly Requested Accommodations

Category in SSD Online: “Reading/Seeing Text”

Category/ Accommodation Name	Details of Request
Reading/Seeing Text	
1. Refreshable Braille	Student will test digitally with refreshable braille
2. Braille Paper Testing-UEB with Nemeth Code	Student will test with a paper braille test with UEB for literary text and Nemeth Code for math
3. Braille Paper Testing-UEB with Technical Math	Student will test with a paper braille test with UEB for both reading/writing and math
4. Raised Line Drawings	Supplement with tactile graphs/figures for students using a screen reader, human reader or refreshable braille

Commonly Requested Accommodations

Category in SSD Online: "Recording Answers"

Category/ Accommodation Name	Details of Request
Speech-to-Text Dictation for Digital Exams	<p>Enables third-party or operating system-integrated speech-to-text application to persist in Bluebook™</p> <p>*In the rare event a student cannot test with Speech-to-text, writer/scribe accommodation may be approved to permit (1:1 are automatically enabled with Up to Time and One-Half)</p>
Braille Writer	<p>Digital tests: Students may use braille writing software or connect an electronic braille writer to their device. Notetakers must stay off all networks and must connect to a display monitor for proctor viewing.</p> <p>Paper tests: Students may use manual braille writers (like a Perkins Braille) for all sections. Electronic braille notetakers are allowed only for math, unless otherwise approved.</p> <p>Note: Personal computers cannot be used as braille writers.</p>

Commonly Requested Accommodations

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.
Signed Exact English	SEE is allowed for the whole test.
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

- **Group time**

Check for Understanding

- The following 3 slides contain common scenarios encountered by schools when requesting accommodations for their students.
- We will poll our participants to test your knowledge!



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?

A Sample Accommodation Request

- A. Up to Time and One-Half and extra breaks.
- B. Extra Breaks
- C. Up to Double Time and extended breaks
- D. Up to Time and One-Half

A. Up to Time and One-Half and extra breaks

Scenario 1 - 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?

A Sample Accommodation Request

- A. Braille paper test
- B. Large print paper test
- C. Zoom and/or a large monitor or projected test
- D. A magnifying glass

C. Zoom and/or a large monitor or projected test

Scenario 2 - 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?

A Sample Accommodation Request

- A. Embedded Text-to-Speech
- B. Human Reader for Digital Tests
- C. Screen Reader
- D. Dictation

A or B

Scenario 3 - 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 consistent 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?
 - Does this understanding change the College Board accommodations that are being requested?

Reviewing Previously Approved Accommodations

Two Steps

1. 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

The screenshot shows the SSD Online Dashboard interface. At the top, a blue header bar says "Welcome, WALARAYED!". Below this, a grey bar indicates "Displaying Students for: All All Organizations" with a dropdown arrow and a link "Transfer Student Into My School". The main section is titled "Student Accommodations & Supports" with a sub-instruction: "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." There are two blue buttons: "New Request" on the left and "Print Dashboard" on the right. The "Print Dashboard" button is highlighted with a red rectangular box. Above the "Print Dashboard" button is a red link "View Dashboard File". Below the buttons is a search bar "Search existing students by name or SSD ID..." with a magnifying glass icon. To the right of the search bar are filters for "Grade" (8, 9, 10, 11, 12), "Type" (CB, EL, SAA), and "Status" (All with a dropdown arrow). At the bottom, it says "Showing 1 - 25 of 151 results" and "Sort by Default" with a dropdown arrow.

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 2, 2026](#).**
- Discuss the accommodations to be requested with the student and their family:
 - Were they discussed during IEP/504/Plan meetings?
 - Are they consistent 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 accommodations that are being requested?
 - 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%) and EL TTS Math Sections Only
 - State Allowed Accommodations (SAAs) Do 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 'Welcome, Jason!' message. It includes a dropdown for 'Displaying Students for: All Schools' and a section titled 'Student Accommodations' with instructions to '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 red box highlights a blue 'New Request' button, with a red arrow pointing from it to a modal window in the foreground. The modal window is titled 'Select New Accommodation/Support Type' and contains three sections: 'College Board (CB) Approved Accommodations', 'English Learner (EL) Support', and 'State Allowed Accommodations (SAA)'. Each section has a brief description and a blue arrow pointing to the right. At the bottom right of the modal is a 'Return to Dashboard' link.

SSD Online

Welcome, Jason!

Displaying Students for: All Schools

Student Accommodations

Select an existing student to modify their current accommodations and, to begin a new request for a student who has not yet been added.

New Request

Search existing students by name or SSD ID...

Grade 8 9 10 11 12 Type CB EL SAA Status All

Showing 25 of 86 results

Sort by Default

Select New Accommodation/Support Type

College Board (CB) Approved Accommodations

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.

English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.

State Allowed Accommodations (SAA)

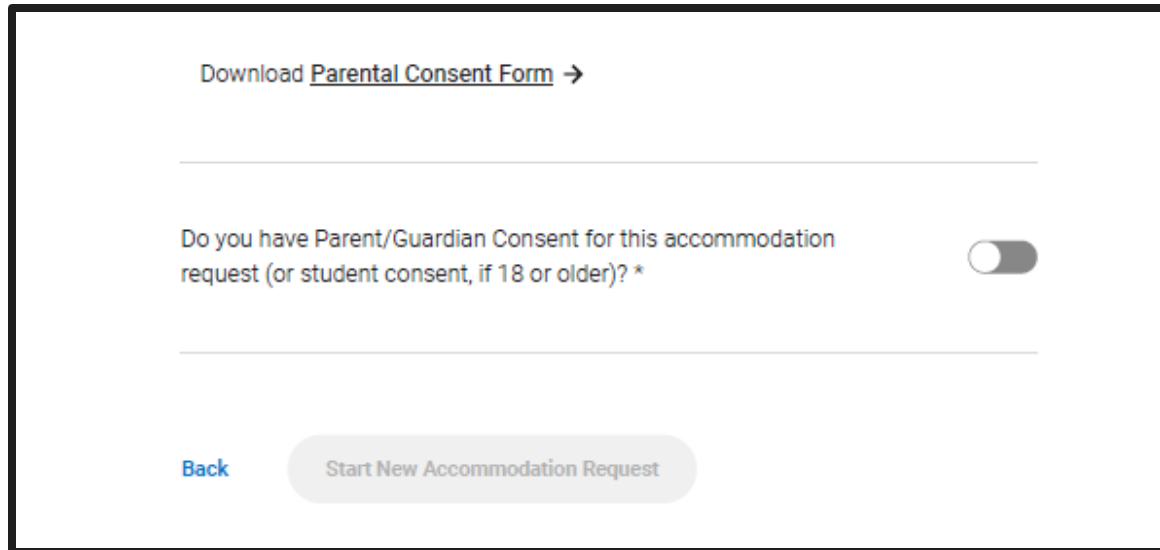
SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.

[Return to Dashboard](#)

Submitting a New CB-Approved Accommodation 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 (signed consent are not uploaded to SSD Online, or sent to College Board or RIDE, 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 *

First NameLast Name

JohnA

SCHOOL *

Herbert Hoover High School

ClearSearch

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

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.

The screenshot shows the 'New Student Accommodation Request' form in the SSD Online system. The breadcrumb trail at the top reads 'Dashboard / Tom Jones'. On the left, a vertical navigation bar contains four steps: 1. Disabilities (highlighted with a blue circle), 2. Accommodations, 3. School Plan, and 4. Review & Submit. The main content area is titled 'New Student Accommodation Request' and 'Disabilities'. Under the heading 'Communication Disorder/Speech and Language', there are four checkboxes: 'Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder', 'Language Disorder/Mixed Receptive-Expressive Language Disorder', 'Phonological Disorder', and 'Other Communication/Speech and Language Disorder'. The 'Other' option is selected with a checkmark. Below the checkboxes is a text input field labeled '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

Dashboard / Tom Jones

New Student Accommodation Request

Disabilities

2 Accommodations

3 School Plan

4 Review & Submit

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)

If you need more information, click the [Accommodations](#) page. If the accommodation you're looking for isn't listed, select "Other" under the appropriate category and provide a brief description.

Extended Time

Request extended time for the following subjects:

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Add

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? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. ability to complete math problems? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. ability to write essays? | <input type="checkbox"/> YES | <input type="checkbox"/> 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 2026, 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.

Submitting a new EL Support Request in SSD Online

Submitting a new EL Support Request in SSD Online

EL Supports available for spring 2026, will result in a college-reportable score.

EL Supports must be renewed annually.

- Up to Time and One-Half Extended Time
- Text-to-Speech for Math Sections (Embedded)*

***NOTE:** feature will be released to SSD Online in December 2025.

Submitting a new EL Support Request in SSD Online

SSD Accommodations Management

SSD Online

Dashboard

Welcome, JWOLFBELDA!

Displaying Students for: All AI Organizations

Student Accommodations & Support

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.

New Request

Search existing students by name or SSD ID... Grade 8 9 10 11 12 Type C

Showing 1 - 25 of 413 results

Select New Accommodation / Support Type

College Board (CB) Approved Accommodation

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.

English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, PSAT/NMSQT, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.

State Allowed Accommodation (SAA)

SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.

Temporary Conditions Support (TS)

Testing support for students with temporary impairments (caused by recent injury, accident, etc.) who cannot postpone their tests. Temporary supports are available for the following tests only, Weekend SAT® (seniors only), SAT School Day (seniors only), Advanced Placement® (AP) Exams, and state-provided PSAT 8/9, PSAT 10, and, SAT School Day.

Return to Dashboard

New English Learner (EL) Supports Request

English Learner (EL) Supports

Select one or both supports and click 'Continue' at the bottom of the page to go to the next step in the process.

You are submitting a request for this student to receive the following *

☐ EL - Up to Time and One-Half (+50%)

☒ EL - Text-to-Speech for Math Sections (Embedded)

This support allows students to use Bluebook's built-in text-to-speech tool **for the Math section only**. The tool reads all math content (including equations and multiple-choice questions/answers) and provides brief descriptions of graphics.

Extended time is **not included** and must be requested separately, if needed.

Students approved for EL – Text-to-Speech for Math (Embedded) will not receive extended time unless it is also specifically approved.

For digital tests only.

Submitting a new State Allowed Accommodation Request in SSD Online

Submitting a new State Allowed Accommodation Request in SSD Online

New State Allowed (SAA) Accommodation Request

Before You Begin

You are about to begin a request for state-allowed accommodations (SAAs). You will be asked to answer questions on behalf of the student you are requesting SAAs for.

This process will take approximately 2–5 minutes to complete.

Scoring Terms

Use of SAAs will result in scores that are not college reportable for scholarship submissions. SAAs should only be used for reportable accommodations (College Board approved Learner Supports) are not available. If your state is using assessments for accountability purposes, these scores are not reportable for accountability purposes, these scores are not reportable for school, district, or state.

Expiration

The SAA will only be valid for the academic year of the selected assessments. The support approval will auto-renew each school year.

Contact Email Address

Key correspondence will be emailed to the student user provided. A copy of the decision letter will be sent to the student address is provided.

Information about what State Allowed Accommodations are, when they expire, and the opportunity to provide a student/parent email address.

Parental Consent

Parental/Guardian consent to share student information with College Board and to request accommodations that will result in score that is not reportable to colleges and scholarship organizations, should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as a part of the student's record. It does not need to be sent to College Board. If you need a separate consent form you may use the consent form provided below. Alternatively you may obtain equivalent consent through another process.

[Download Parental Consent Form →](#)

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

No, I do not have consent for this request (or student consent, if 18 or older)

Yes, I do have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)

Back

Start New Accommodation Request

Enter Contact Email Address

The decision letter will be posted on the Student Profile in SSD Online. You will be notified by email when a decision is made. A copy of the decision letter will be sent to the student if an email to communicate with the student is provided. Please provide an email we can use to communicate with the student.

Contact Email:

I don't have an email address for the student. I will provide the student a copy of the decision letter. ☐

Back

Continue

The decision letter can be emailed directly to the student/parent, or you can choose to print and provide.

Submitting a new State Allowed Accommodation Request in SSD Online

New State Allowed (SAA) Accommodation Request

Accommodations

The SAA's listed are those included under your state contract. If no SAA's are listed, please check the student's graduation date.

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.

State-Allowed Accommodations

Includes requests for:

- State-Allowed: Time and one-half (+50%)
- State-Allowed: Double Time (+100%)
- State-Allowed: Breaks: Extra

+ Add

New State Allowed (SAA) Accommodation Request

Accommodations

The SAA's listed are those included under your state contract. If no SAA's are listed, please check the student's graduation date.

State-Allowed Accommodations

- ☒ State-Allowed: Time and one-half (+50%)
- ☐ State-Allowed: Double Time (+100%)

Temporary Supports

Temporary Supports

A temporary support request should be requested for any student with a temporary impairment caused by a recent injury, accident, etc., who cannot postpone testing.

- Example: Student has a broken hand/arm/wrist and needs speech-to-text/dictation for recording their answers.
- Documentation required
- Requests within 14 days may not be approved in time

Select New Accommodation / Support Type

College Board (CB) Approved Accommodation

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.

→

English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, PSAT/NMSQT, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.

→

State Allowed Accommodation (SAA)

SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.

→

Temporary Conditions Support (TS)

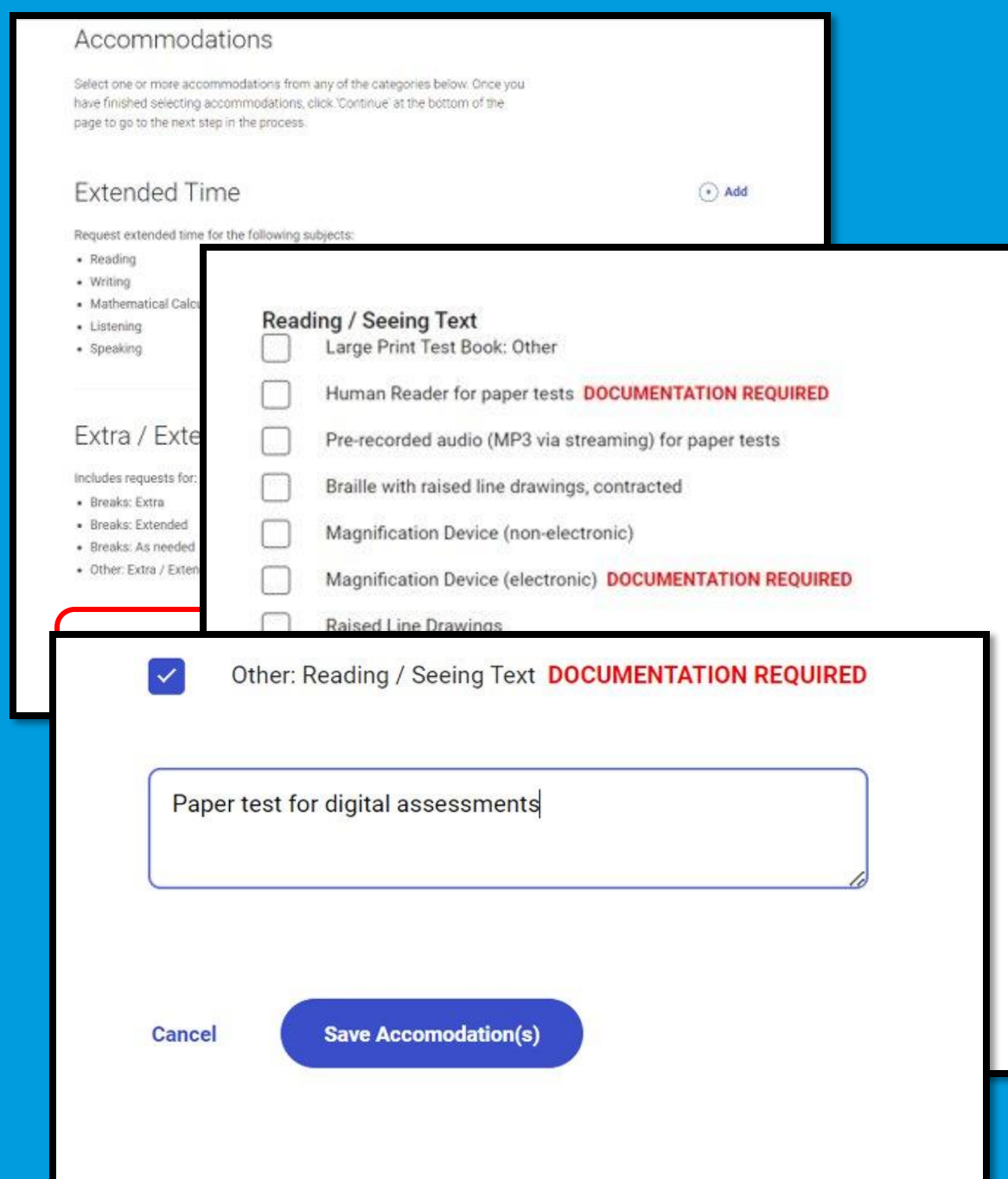
Testing support for students with temporary impairments (caused by recent injury, accident, etc.) who cannot postpone their tests. Temporary supports are available for the following tests only, Weekend SAT® (seniors only), SAT School Day (seniors only), Advanced Placement® (AP) Exams, and state-provided PSAT 8/9, PSAT 10, and, SAT School Day.

→

Paper Testing Accommodations

Requesting a Paper Testing Accommodation

- Students will take the PSAT 10 or SAT assessment
- 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.
- Paper versions of the digital SAT and PSAT 10 are not adaptive tests and are **longer** testing experiences.
- SSD coordinators or testing staff must transcribe the student's paper responses into Bluebook and return the paper materials to College Board.



The screenshot displays the 'Accommodations' section of the SSD Online interface. It includes instructions to select accommodations and a list of categories: Reading, Writing, Mathematical Calculators, Listening, and Speaking. The 'Extended Time' section is highlighted, showing a list of accommodations under the 'Reading / Seeing Text' category. The 'Other: Reading / Seeing Text' option is selected, marked with a checkmark and labeled 'DOCUMENTATION REQUIRED'. A text box below this option contains the text 'Paper test for digital assessments'. At the bottom, there are 'Cancel' and 'Save Accomodation(s)' buttons.

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)

Student Transfer

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

Exchange Accommodations



Exchange Accommodations in SSD Online

What's New?

- SSD Coordinators can now easily exchange certain accommodations themselves in SSD Online.
- Processing time reduced from up to **7 weeks** to about **15 minutes**.
- No College Board review required for eligible exchanges.

How it Works

1. Coordinator goes to the **Student's Profile** in SSD Online.
2. Under **Actions**, select **Exchange Approved Accommodation**.
3. Choose the accommodation to remove and select a replacement.
4. Confirm parent consent, review details, and submit.
5. Within ~15 minutes: The eligible approved accommodation is marked *Removed*, what it was exchanged to is marked *Approved*, and a new decision letter is posted to the student's file.

The screenshot displays the 'Student Profile' page for 'One, Wafa'. The page includes a header with the student's name, grade (10th Grade), school (ETS High School: Mary Wunder), and SSD ID (2509853662). A 'New Request' button is visible. The main content area is divided into sections: 'Student Information' (Contact Email, Parent/Guardian Email, Phone Number, Address, Anticipated High School), 'Decision Letters' (09/18/2025), 'Accommodations & Supports' (a table with columns for TYPE, DESCRIPTION, STATUS, UPDATED, and ACTION), 'Uploaded Documents', and 'Actions'. The 'Actions' section is highlighted with a red box, showing options: 'Exchange Accommodations', 'Remove Accommodations', and 'Transfer Student'.

Dashboard / Student Profile

Student Profile

One, Wafa

10th Grade
ETS High School: Mary Wunder
SSD ID 2509853662

New Request

Student Information

Contact Email

A contact email is needed to communicate with the student. If none was provided, the parent/guardian email will be used instead, if one was provided.

No email provided [Edit](#)

Parent/Guardian Email

No email provided [Edit](#)

Phone Number

Address

100 Happy St
Reston, VA
20190
US

Anticipated High School

06/2028

Decision Letters

09/18/2025 [Download](#)

Accommodations & Supports

TYPE	DESCRIPTION	STATUS	UPDATED	ACTION
CB	Breaks: Extra	Approved	09/18/2025	▼
	Breaks: Extended	Approved	09/18/2025	▼

Uploaded Documents

*Documents will typically be reflected in this section within 30 minutes of upload.

No uploaded documents

Actions

Exchange Accommodations

Remove Accommodations

Transfer Student

Accommodations Eligible for Exchange

A banner on the SSD Online Dashboard will alert and direct Coordinators on accessing this self-serve option

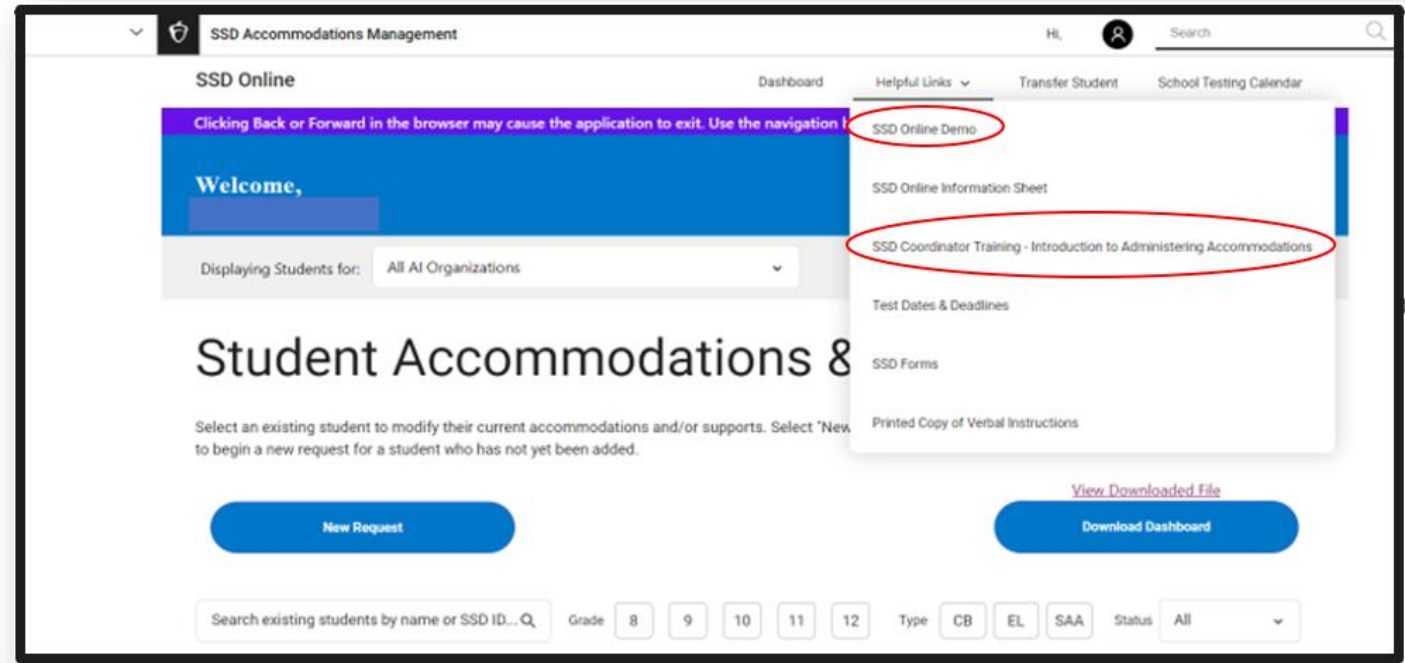
Category	Eligible Approved	Exchangeable to...	Notes
Extended Time	Up to Double Time More Than Double Time	Up to Time and One-Half Up to Double OR Time and One-Half	Must be same section(s)
Assistive Tech	Screen Reader Text-to-Speech	Text-to-Speech Screen Reader	May select entire test or math only
Breaks	Extended Breaks Extra Break Breaks as Needed	Extra Breaks Extended Breaks Extra or Extended Breaks	-- -- Cannot change back
Modified Settings	Small Group	Preferential Seating	

1. Coordinator goes to the **Student's Profile** in SSD Online.
2. Under **Actions**, select **Exchange Approved Accommodation**.
3. Choose the accommodation to remove and select a replacement.
4. Confirm parent consent, review details, and submit.
5. Within ~15 minutes: The eligible approved accommodation is marked *Removed*, what it was exchanged to is marked *Approved*, and a new decision letter is posted to the student's file.

Training

SSD Online Training for SSD Coordinators

- [SSDC Coordinator Training](#)
- [Intro to Administering Accommodations](#)
- [Transfer Student Process](#)
- [New Requests in SSD Online](#)



Online Training

- College Board's required online training will be available for Rhode Island's Educators on **February 09, 2026**, 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 for registration links:
<https://ride.ri.gov/media/41361/download>

Training	Date
Accommodations and Supports Workshop for SSD Coordinators	In-Person: Tuesday, December 9 Webinar: Thursday, December 11
SAT Test Day Training for Test Coordinators	In-Person: Monday, January 13, 2025 Webinar: Tuesday, January 15, 2025
Online e-Learning Modules (LMS) for Coordinators, Proctors, Hall/Room Monitors	Launching February 9, 2026
Accommodations and Supports Workshop for Coordinators Part 2	Webinar: Thursday, February 26, 2026
College Board Office Hours	Wednesday, February 25, 2026
Data & Reporting Workshops	In-person: Monday, May 18, 2026 Webinar: Tuesday, May 19, 2026

You
are
here


Resources

Interactive Checklist



- All test coordinators were assigned the project tasks for this year. They can 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

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

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.

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 2026 Accommodations Guide will be published and available for download at the end of January 2026.

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

Tricia.Federico@ride.ri.gov

(401) 222-8478

College Board SSD Support

(844)-255-7728

rischoolday@collegeboard.org

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/>

Thank You!



Appendix

Device Requirements

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
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

Student Practice

Digital SAT Practice in Bluebook

No accommodations
available



Test Preview

A short set of untimed questions lets students experience digital testing and try out the tools. They won't receive scores or any feedback on their answers.

Accommodations
available

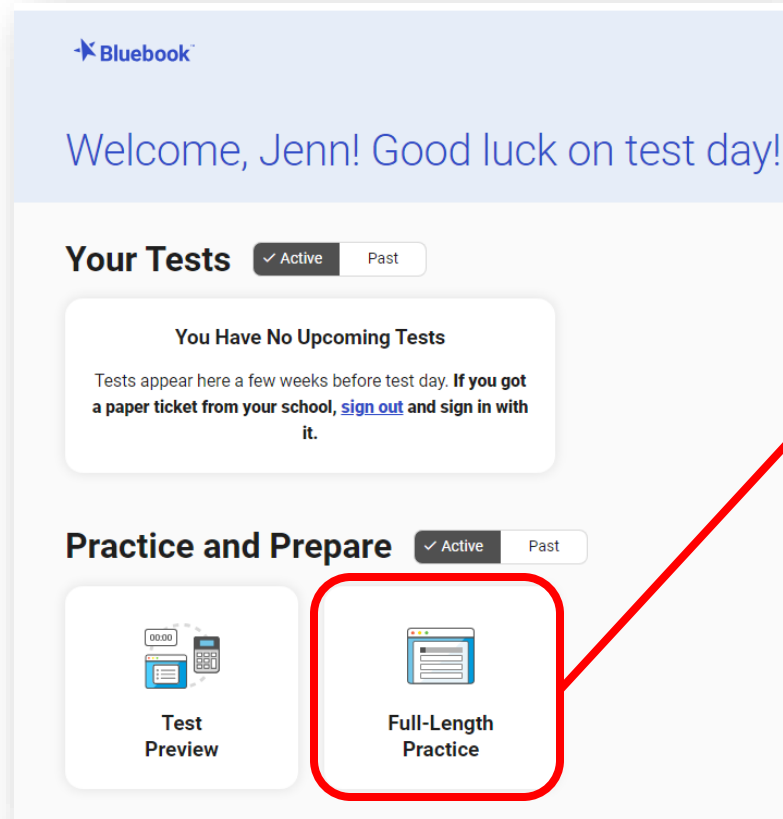


Full-Length Practice Test

Full-length practice tests are timed like a real test and include all the tools available to students on the actual tests. Students are also scored just as they would on the real thing.

<https://satsuite.collegeboard.org/practice>

Digital Practice in Bluebook



Choose a Full-Length Practice

Test Type * * = Required

SAT

Practice Test *

SAT Practice 1

Accommodations and Supports

I will be testing with accommodations ☒

Note: Selecting a testing accommodation here does not mean you will receive it on test day. [Need more info about testing accommodations?](#)

Reading: Extended Time ⓘ

Reading: time and one-half (+50%)

Math: Extended Time

Math: time and one-half (+50%)

Breaks

☐ Extra Breaks ⓘ

☐ Extended Breaks ⓘ

☐ Breaks as Needed ⓘ

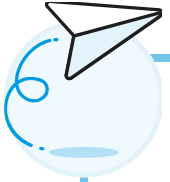
Other

☐ Raised Line Drawings ⓘ

Accommodations available on-demand for Full Length Practice tests in Bluebook (no approval required)

- Extended Time
- Extended/Extra Breaks
- Breaks As Needed
- Embedded Text to Speech (whole test)
- Print a practice paper test

My Practice



After completing the full-length practice test, students can sign in to [My Practice](#) to view their results.

- View practice score results and practice exam questions, answers, and explanations.
- Access progress bars representing knowledge of all the content domains on the test.
- Use practice test scores to filter questions in the Question Bank by domain, skill, and difficulty, allowing targeted practice in areas with the most opportunity to grow.
- Generate a set of Practice Specific Questions based on practice test results to provide additional review in the areas with the greatest opportunities for improvement.

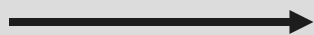
SAT/PSAT 10 Overview

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

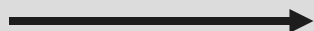


**Student's
Reading/Writing
Score**

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



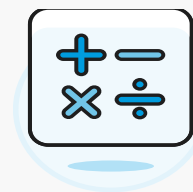
44 total questions

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



70 total minutes

1.59 min/question



Discrete questions

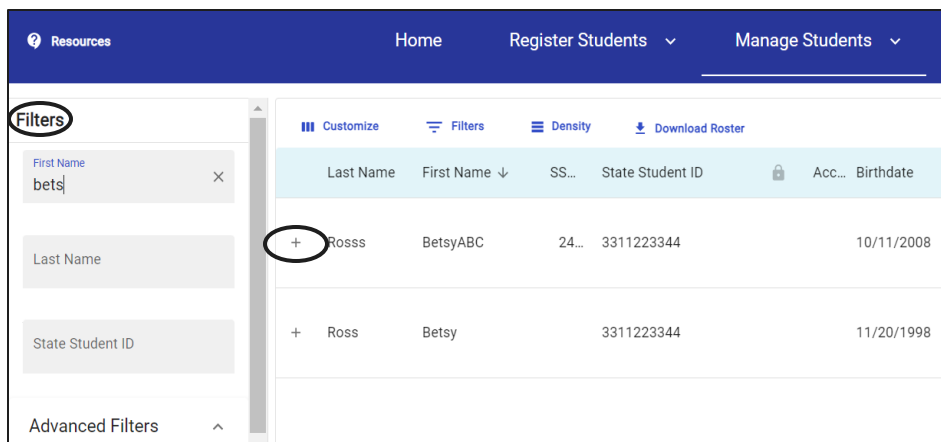
*75%: Four-option multiple-choice
25%: Student-produced
responses (SPR)*

Waiving Accommodations

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

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 the 'Student Details' form in the SDMS system. At the top, there are navigation links: 'Customize', 'Filters', 'Density', 'Download Roster', and 'Show Deleted Students'. Below these is a header row with labels: 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Birthdate', 'MI', 'Grade', 'Gender', 'AI Code', and 'School Narr'. The form itself contains several input fields: 'Middle Initial', 'Last Name*' (with the value 'TestFifteen'), 'dateofbirth*' (with the value '01/11/2005'), 'Grade*' (with the value '11th Grade'), 'Gender*' (a dropdown menu), and a checkbox for 'Home Schooled'. At the bottom, there are two fields: 'SSD ID' and 'Accommodation'. The 'SSD ID' field is highlighted with a red oval, indicating where the user should enter the SSD ID to force match the accommodations.

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.