

# All About Accommodations

## Digital PSAT 10 / SAT School Day

College Board Accommodations & Supports  
SSD Online

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College Board



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# Session Goals

- Gain a familiarity of the process for providing accommodations to students for testing on Spring Digital PSAT 10 and SAT
- Highlight changes from last year to this year
- Understand the role of SSD Coordinator
- Be familiar with common College Board accommodations (such as 50% extended time)
- Understand next steps for ensuring all students with accommodations are entered into SSD online
- Become familiar with useful resources that can be accessed 24/7

NOTE: Any changes to these testing procedures or policies will be communicated to test coordinators through RIDE's and the College Board's test coordinator listservs, the Commissioner's Field Memo, the Monthly Test Coordinator Webinars, and the RIDE website (<http://www.ride.ri.gov/SAT>)

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# Test Dates and Student Participation

# SAT & PSAT 10 Test Dates

## Digital Administration

- RIDE requires the SAT to be administered digitally to all 11<sup>th</sup> grade students, excluding students who qualify for the alternate assessment.
- RIDE requires the PSAT 10 be given to all 10<sup>th</sup> graders, excluding students who qualify for the alternate assessments.
- **The Accommodated Testing Window** is for students with accommodations who require:
  - testing time beyond a standard school day
  - some separate settings
- Students designated to test during the Accommodated Testing Window will be listed on the Nonstandard Administration Report (NAR).
- Please note: **There is no essay for the spring 2022 SAT**

	Digital SAT & PSAT 10
Primary Testing Window	TUES April 13-15, 2022
Accommodated Testing Window	TUES April 13-26, 2022
Makeup Testing Window	WEDS April 26-28, 2021

# English Learners

*Rhode Island Test Coordinator Handbook ([www.ride.ri.gov/tc](http://www.ride.ri.gov/tc))*

Students are expected to participate in the tests for their current grade level. *It is the responsibility of the LEA to ensure that the student’s Enrollment and LEP Census information is accurate.*

	ELA Test (PSAT 10, SAT, RICAS, or DLM)	Math Test (PSAT 10, SAT, RICAS, or DLM)	Science Test (NGSA or DLM Science)
First-Year EL Students (on or after April 1, 2021)	Not Required	Required	Required
All Other EL Students	Required	Required	Required

NOTES:

- If a First Year EL student would like to take the ELA test, the LEA and school will receive the score in the assessment files and parents will receive a score report. The ELA score **will not** be used for accountability purposes. Only complete sets of test scores are college-reportable (scores from both ELA, math, and Essay if taking the SAT). Please make sure you talk with your EL students before you request a Math-only state-allowed accommodation for these students.

# What is an SSD Coordinator?

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# Responsibilities of the SSD Coordinator

SSD = Services for Students with Disabilities

Learn more at the [Accommodations on College Board Exams website](#).

- School liaison to College Board's Services for Students with Disabilities office.
- Use SSD Online to submit accommodation requests on behalf of students.
- Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the test with accommodations.
- Partnering with the test coordinator to reconcile and inventory accommodated testing materials and administer the SAT to students who are testing with accommodations.
- Schools may have more than one SSD Coordinator; however, one person will be identified as a primary SSD Coordinator who will receive communications from College Board.



# Cooperative Roles

Promoting partnership to support students with disabilities

Test Coordinator	SSD Coordinator
<ul style="list-style-type: none"><li>Responsible for planning the administration for ALL students, including those with accommodations</li><li>All shipments will be addressed to the test coordinator</li><li>Responsible for returning all materials for scoring</li></ul>	<ul style="list-style-type: none"><li>Responsible for students testing with accommodations and printing the list of students who will receive accommodations.</li></ul>
<b>Cooperative Responsibilities</b>	
The test coordinator can enlist the help of the SSD coordinator to assist with planning the test administration for students with disabilities.	

# Tools for SSD Coordinators

1

## **SSD Online**

Accommodations and some English learner supports will be entered in the College Board Accommodation and Supports Management system, known as SSD Online.

2

## **Nonstandard Administration Report (NAR)**

Report in SSD Online that provides a list of students approved for accommodations in SSD Online with information on when students test and how to administer the accommodations.

3

## **RISAP Accommodations and Accessibility Features Manual and Excel Table**

Document provided by RIDE and available on the RIDE website, that contains accommodations and accessibility features for all state assessments. It also includes all accommodations policies and other helpful documentation.

4

## **Temporary/Emergency Request Form**

Form used for students with short-term, temporary conditions such as a broken arm, concussion, etc. and needs an accommodations. The form is available on the RIDE website and should be submitted directly to the SSD office, not recorded in SSD Online. Submit the form as soon as possible after the condition occurs.

# SSD Coordinators – New and Returning

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# Creating your SSD Online Account

## NEW SSD COORDINATORS

- Go to [www.collegeboard.org](http://www.collegeboard.org) to create a College Board Professional Account if you don't already have one.
- Complete the [SSD Coordinator Form](#), and fax to 866-360-0114.
  - Provide information about you and your school.
  - Obtain your principal's signature.
  - After submission, an access code to SSD Online will be emailed in approximately 2-3 days.
- If you are the SSD Coordinator for more than one school, create one College Board Professional Account and submit a separate form for each school you work with.

## RETURNING SSD COORDINATORS

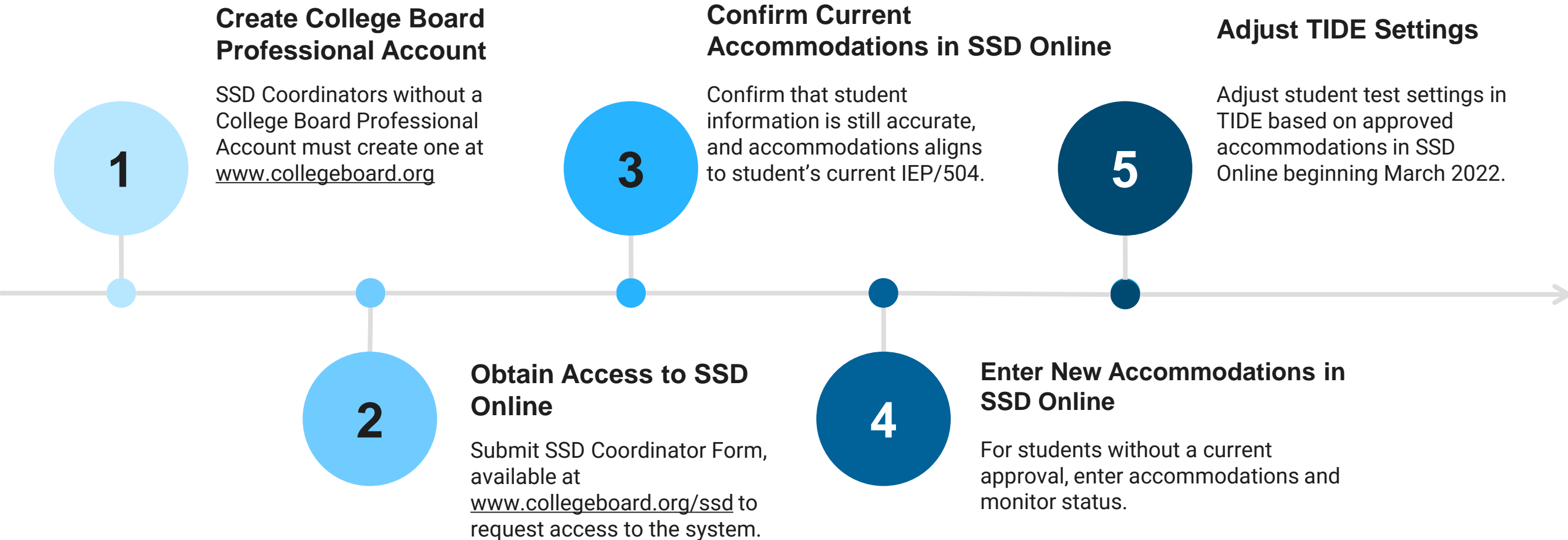
- Log in to your College Board Account at [www.collegeboard.org](http://www.collegeboard.org).
  - If you've forgotten your password, use the Forgot Username or Password links on the sign-in page.
- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline)

For more information, visit [Advice for SSD Coordinators](#).

# The Accommodations and Supports Process

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# Accommodations and Supports Process



# Key Accommodation Request Deadlines

Requests can  
take up to 7  
weeks to  
process so start  
early!

Activity	Dates
Accommodations (state-allowed & College Board)	Jan. 10 – Feb. 22, 2022
English Learner (EL) 50% Extended Time	Now – Feb. 22, 2022

- For students who transfer into a school after the accommodations request deadline, submit a request as soon as possible.
- College Board will review requests after the Accommodation and Supports Deadline for the following scenarios:
  - Students who are newly enrolled at the school
  - Students who have a new accommodation
  - Students who have a newly-identified disability

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# Paper Testing

- Students are expected to take the SAT and PSAT 10 digitally.
- **However, the following situations may require a paper test:**
  - Students who require a paper test as an accommodation.
  - Students who have “approval” to test in a home/hospital setting.
  - Homeschooled students
  - Rhode Island students attending schools outside of RI
- **To Order Paper Test Materials:** Contact [RISchoolDay@collegeboard.org](mailto:RISchoolDay@collegeboard.org) by February 1, 2022.



# Review Student Needs



Students will stay on your dashboard for one year after graduation in case they need to take the SAT their senior year or after graduation. You do not need to remove these students from your dashboard, and it will not impact your ability to administer the test.

- If a student already has approved accommodations in SSD Online:
  - Verify the accommodations and that the student's name, birth date, and graduation date are correct.
  - Update existing accommodations for students already in SSD Online, if needed.
- Verifying accommodations in the student's IEP/504 and in SSD Online ensures that coordinators have accurate rosters of students using accommodations on test day.

# Entering Accommodations and Supports in SSD Online

## College Board Accommodations

### For students with disabilities who have an IEP or 504 plan

- Students will receive college and scholarship reportable scores.
- If a student has an accommodation in SSD Online for another College Board test (PSAT/NMSQT, for example), those accommodations do not need to be re-entered in SSD Online.

## EL Time and One-Half Support

### For eligible English learners

- Students will receive college and scholarship reportable scores.
- Students receive support of time and one-half (+50%)
- Must be requested each academic year.

## State-Allowed Accommodations and Supports

### Specific accommodations or supports permitted by RIDE

- Students will **not** receive college and scholarship reportable scores.
- Scores will be reported to the student, school, and state, but will not be reportable to colleges or scholarship programs.
- These accommodations include: ASL translation of the test, student responds in ASL, or English learners who only take the math test.

# Determining Accommodations to Enter

Accommodations policy information and lists of accommodations allowed during PSAT 10 and SAT testing can be found at [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc) and click on ACCOMMODATIONS.

- The accommodations entered into SSD Online should be consistent with the accommodations the student uses for taking other state and local assessments, during instruction, and must be included in the student's IEP and/or 504 Plan.
- Some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature.
  - For example, if a student typically requires assessments read aloud, *reader* or *pre-recorded audio* (MP3 via streaming) may be the closest match to what College Board has listed in SSD Online.
  - The IEP team can determine the best option in consultation with the student and family.
  - Schools do not need to change the terminology in the IEP or 504 Plan to match the College Board accommodations. Choose the accommodation that best aligns to the student's need.

# Accommodations for Digital Testing

- Digital accommodations will not appear in SSD Online separate from their paper-based counterparts. For example:
  - A student who needs assessments read aloud and has an approval for a *human reader* or *pre-recorded audio* (MP3 via streaming) in SSD Online, will be able to test digitally with the text-to-speech accommodation. However, text-to-speech is not available in SSD Online to request.
- The accommodations on the following slides are examples of the most common types of accommodations requested for College Board tests.

Learn more about the essentials of digital accommodations [here](#).

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# Universal Design – Digital Testing

**Calculator:** An embedded calculator for calculator-allowed questions

**Student clock:** Counts down the time left for each section and gives a 5-minute warning

**Highlighter:** A feature for marking text, test questions, and answer choices with color options

**Line focus:** Uses highlighting to guide students as they read

**Mark for review:** Allows students to flag questions for later review during the test

**Notes:** For digital notetaking; students also receive scratch paper

**Reference:** Allows students to view standard mathematical formulas

**Strikethrough:** Allows students to eliminate answer options that seem incorrect

**Zoom in/zoom out:** Enlarges the text and images on the screen

# Understanding Common Accommodations

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# Common Accommodations – Extended Time

Students must sit for the entire amount of extended time that was submitted.  
No self-pacing is allowed.

## Timing

Accommodation	Day(s)	What to Know
Time and one-half (+50%) for reading*	1 Day	<ul style="list-style-type: none"><li>Students will test in one day for PSAT 10 and SAT.</li><li><b>Student will receive extended time for ALL sections.</b></li><li>Student will receive extra breaks.</li></ul>
Time and one-half (+50%) for math*	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time <b>only for the math sections.</b></li><li>Student will automatically receive extra breaks.</li></ul>
Double time (+100%) for reading	2 Days	<ul style="list-style-type: none"><li><b>Students will receive extended time for ALL sections.</b></li><li>Student will automatically receive extra breaks.</li><li>Students have the option to test over two days for SAT and PSAT 10.</li></ul>
Double time (+100%) for math	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time <b>only for the math test.</b></li><li>Student will automatically receive extra breaks.</li></ul>

\*Please note: With the elimination of the Essay requirement, students that previously tested with time and one-half are no longer 2-day testers and will complete the test in one day.

# Common Accommodations – Pre-Recorded Audio

Students must test for the entire amount of extended time that was submitted in SSD Online.  
No self-pacing is allowed.

## Reading/Seeing Text

Accommodation	Day(s)	What to Know
<b>Pre-Recorded Audio (MP3 via Streaming)</b>	1 or 2 Days	<ul style="list-style-type: none"><li>• Students will use text-to-speech on the digital platform.</li><li>• Can be configured for all or parts of the test. Options include:<ul style="list-style-type: none"><li>• Read Text Only (default) – students receive time and one-half</li><li>• Read Text and Graphics – students receive double time</li></ul></li></ul>
<b>Human Reader</b>	1 or 2 Days	<ul style="list-style-type: none"><li>• Students will use text-to-speech on the digital platform.</li><li>• Can be configured for all or parts of the test. Options include:<ul style="list-style-type: none"><li>• Read Text Only (default) – students receive time and one-half</li><li>• Read Text and Graphics – students receive double time</li></ul></li></ul>
<b>Assistive Technology (AT)</b>	1 Day	<ul style="list-style-type: none"><li>• Enables the use of assistive technology software and hardware (e.g., screen readers, refreshable braille devices, etc.) with the digital platform.</li><li>• Screen reader software downloaded from Google or other cloud-based is not allowed. The College Board must confirm that the assistive technology is compatible, secure, and does not impact test construct.</li></ul>



# English Learner Supports

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# English Learner Supports

**Scores will be college and scholarship reportable**

## **Translated Test Directions and/or approved word-for-word bilingual dictionaries:**

- Translated test directions are in PDF format (available in February 2021) and must be printed by the school ahead of test day. Languages available are:
  - Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.
- List of approved word-for-word bilingual dictionaries is available at <http://www.ride.ri.gov/accommodations>.

## **Time and one-half:**

- Although not an accommodation, students must be entered in SSD Online in order to configure student settings in TIDE.
- Students will be automatically approved, and no documentation will be required.
- Must be entered in SSD Online **each academic year**. New students requiring this support can be entered into SSD Online beginning now through Feb. 22, 2022.

# Using SSD Online

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# Monitoring the Dashboard – Preparing Requests



Is the student listed in SSD Online?



Is the student information correct?



Does the approved accommodation match the student’s current plan?

CollegeBoard

SSD Online

Dashboard

Helpful Links

Pre-recorded Audio (MP3 via streaming)

Nonstandard Administration Report

Test Calendar

Jason Reynolds

Welcome, Jason!

Displaying Students for: All Schools

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.

New Request

Search existing students by name or SSD ID... Q

Grade 8 9 10 11 12

Type CB EL SAA

Status All

Showing 25 of 86 results

Sort by Default

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Displaying 3 of 3			
Hosseini, Khaled 10th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

# SSD Dashboard

SSD coordinators can toggle between schools if they have access to multiple schools

## Resources

CollegeBoard

Jason Reynolds

SSD Online

DashboardHelpful LinksPre-recorded Audio (MP3 via streaming)Nonstandard Administration ReportTest Calendar

Welcome, Jason!

Displaying Students for: All Schools

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.

New Request

Search existing students by name or SSD ID...Grade89101112TypeCBELSAAStatusAll

Showing 25 of 86 resultsSort by Default

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

- Filtering capability
- By Grade
  - By Type of Accommodation or Support
  - By Status

# Student Profile

- Select a student name from the dashboard to view the Student Profile.
- Student's anticipate graduation date can be updated from this page.
- Actions such as submitting documentation (if needed) can be done.

Student Profile

mouse, mickey

12th Grade

EAST WAKE HIGH SCHOOL

SSD ID 2011101523

No Upcoming Events

New Accommodation Request

Student Name & Contact Information

Email Address

Phone Number

Address

7325 Flamingo

Anticipated Graduation Date

04/2021

Gender

Female

Upcoming Registered Exams

No upcoming registered exams





Accommodations & Supports

TYPE	DESCRIPTION	STATUS	UPDATED	ACTION
CB	Reading: Time and one-half (+50%)	Pending	11/05/2020	▼

# **Detailed Instructions:**

## **Entering a new accommodation into SSD Online**

# Start the Request

-  **Provide Disability**
-  **Identify Accommodations**
-  **Provide Plan Information**
-  **Review and Submit the Request**



# Enter a New Accommodation for a New Student

- Log in to [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline)
- Click **New Request**

CollegeBoard

Jason Reynolds

SSD Online

DashboardHelpful LinksPre-recorded Audio (MP3 via streaming)Nonstandard Administration ReportTest Calendar

Welcome, Jason!

Displaying Students for: All Schools

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.

New Request

Search existing students by name or SSD ID...

Grade89101112TypeCBELSAAStatusAll

Showing 25 of 86 resultsSort byDefault

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

# Enter a New Accommodation

- Select the New Accommodation or Support Type

Activity	Dates
Accommodations (state-allowed & College Board)	Jan. 10 – Feb. 22, 2022
English Learner (EL) 50% Extended Time	Now – Feb. 22, 2022

×

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](#)

# Search for Student



Search for a student using first and last name



Select the student, then Continue  
If the student does not appear on the list, click Student Not Listed

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 Name

Last Name

SCHOOL \*

John

A

Herbert Hoover High School

Clear

Search

Showing 14 results

	First name	MI	Last name	Date of Birth	SSD ID Number
<input checked="" type="radio"/>	Caroyln		Parra	04-02-2000	#XXXXXX
<input type="radio"/>	Damion	C	Daniels	01-01-2001	#XXXXXX
<input type="radio"/>	Efren	T	Fischer	07-09-2002	#XXXXXX
<input type="radio"/>	Jessica		Townsend	12-15-2000	
<input type="radio"/>	Larissa	A	Coleman	01-07-2000	#XXXXXX
<input type="radio"/>	Angelina	J	McSmith	08-04-2002	
<input type="radio"/>	Sherman	E	Hanson	02-29-2001	#XXXXXX
<input type="radio"/>	Sihvl		Rangel	08-23-2001	

Student Not Listed

Continue

# Student Not Listed – Add Student

Student Contact Information

Is the student residing inside or outside the greater U.S.? \*

Residing in U.S.

Residing Outside U.S.

Address line 1 \*

Address line 2 (optional)

City \*

State or Province \*

Zip Code \*

Phone number \*


+1 (866) 630-9305

Email \*

Cancel

Submit

 Enter Student Information

 Enter Contact Information

# Required Information

- **Obtained Consent**

You need to obtain consent from the student's parent/guardian. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then the school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

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](#)



**Disability  
Information**



**Plan Information**



**RIDE  
Questionnaire**



**Parent Consent**

# Enter a New Accommodation

- The next screen will provide some introductory information about what to have available when entering the accommodation.
- **NOTE:** From this point forward, SSD coordinators must submit the entry as the SAVE functionality is not yet available.

## 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:

- **Disability Information**

The student's disability and the accommodations they are requesting

- **Plan Information**

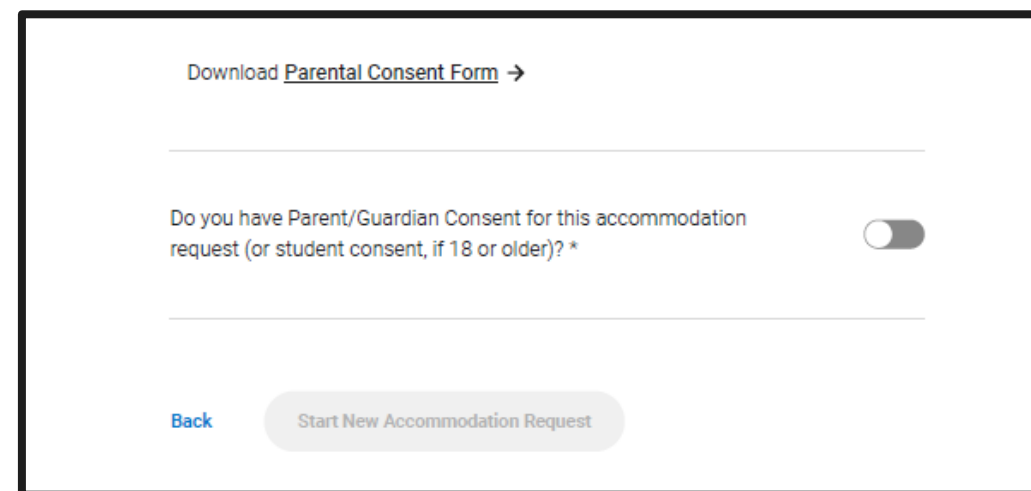
The type of formal school the student currently has (IEP, 504 Plan, Qualified Formal Plan, Other Formal Plan, No Current Plan) and the approximate date of the student's first formal plan)

- **Documentation**

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.

# Enter a New Accommodation

- The system will also ask you to confirm parental consent.
  - The purpose of this consent is for the school to have permission from the parent to share information about the student to the College Board.
  - RIDE indicates that it is assumed that the student's parent/guardian approves of the accommodations being entered into SSD Online because they completed and signed the student's IEP or 504.
  - A consent form is provided **but is not required to be signed or submitted.**
  - **The student can still test if parental consent is not obtained.**



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](#)

# Enter a New Accommodation

- Select the student's disability and identify the accommodations needed.
- RIDE is required to track and monitor how accommodations are used during testing.

Dashboard / Tom Jones

## New Student Accommodation Request

- 1 Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

### 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... \*

Select the disability. You may select more than one.

Dashboard / Tom Jones

## New Student Accommodation Request

- ✓ 1 Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

### 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

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%)

Select the accommodation(s)



# Enter a New Accommodation

- Answer questions about the student's plan.
- RIDE is required to track and monitor how accommodations are used during testing.

The screenshot shows a web form titled "New Accommodation Request (CB)". On the left is a vertical navigation menu with four items: "Disabilities" (checked), "Accommodations" (checked), "School Plan" (selected with a blue circle and number 3), and "Review and Submit" (numbered 4). The main content area is titled "School Plan" and contains the following fields:

- A heading: "Please tell us about the student's educational plan."
- A prompt: "Select the student's current educational plan from the list below \* 1"
- A list of radio button options:
  - ☐ IEP
  - ☐ 504 Plan
  - ☐ Qualified formal plan
  - ☐ Formal written plan/program
  - ☐ Student does not have a plan
- A prompt: "When did the current plan go into effect? \*"
- Two input fields: "Month \*" with a dropdown arrow and "Year \*"
- A prompt: "Is this the student's first educational plan? \*"
- A list of radio button options:
  - ☐ Yes
  - ☐ No
- A prompt: "What was the student's initial educational plan? \*"
- A list of radio button options:
  - ☐ IEP
  - ☐ 504 Plan
  - ☐ Qualified formal plan
  - ☐ Formal written plan/program

# Enter a New Accommodation

- Review and confirm the information entered.

[Dashboard](#) / Student Name

✓

Disabilities

✓

Accommodations

✓

School Plan

4

Review and Submit

New Accommodation Request (CB)

Review and Submit Request

Print/Save

Student Information

Student name

Phone number: [placeholder]

Address line 1

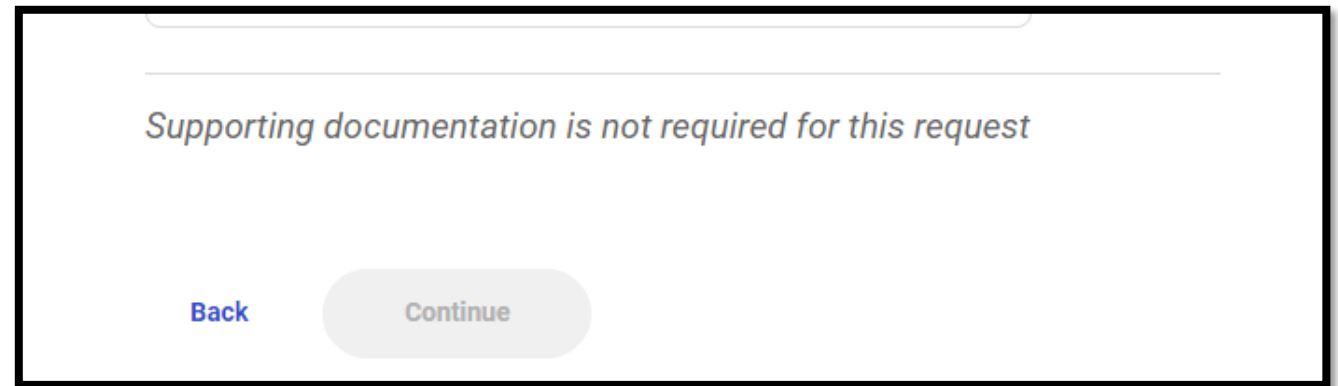
Address line 2

School Name

Anticipated Graduation: [placeholder]

# Enter a New Accommodation

- Based on the information provided by the SSD Coordinator and if the student has an IEP or 504 plan, most requests will be “approved” automatically through what is called the *school verification process*.
- The system will indicate that supporting documentation is not required for the request.
- Once submitted, the SSD coordinator’s dashboard will be updated with the “approved” status within several days.



# Enter a New Accommodation - Documentation

**Supporting Documents \***

In order for College Board to verify the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.

Select Files to Upload

Acceptable file types are pdf, doc(x), csv, xls(x), tiff, jpg, and png.  
Each individual file must be less than ## MB.

[Back](#)

Submit

- The system will request documentation to be submitted for some of the following accommodations:
  - 100% or more extended time,
  - Assistive Technology (AT),
  - One-to-one testing (human reader or writer/scribe),
  - Breaks as needed,
  - Other (for accommodation or disability)
- For documentation, educators must complete and submit the *Rhode Island SSD Questionnaire*.
  - This questionnaire is designed to provide additional information to College Board clarifying the accommodations provided in the student's IEP/504 plan.
  - Upload to SSD Online when required.
  - Can be found at [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations)

# Terms and Agreement

Please  
disregard #2 as  
it does not  
apply to School  
Day  
administrations

×

Terms & Agreement

1. Confirm True & Accurate Information

I verify that unless otherwise indicated in my responses above (1) the accommodations requested above are provided and used on school-based test; (2) the school has documentation on file that meets the College Board Guidelines for Documentation, and (3) all the information provided in my responses above is true and accurate.


2. You are submitting for School-Based Accommodation(s)

One or more of the requested accommodations is considered a "school-based accommodation", which should be administered in your school, if the student registers for the weekend SAT or SAT Subject Tests. Your School Testing Calendar indicates that there are weekend SAT administration dates for which your school is not available to administer school-based testing. Please make sure that your School Testing Calendar accurately reflects your school's availability, and that your student is notified of the school's testing schedule.

I have read, understand, and agree to the terms above.

Cancel

Agree & Continue

 CollegeBoard

45

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# RIDE Policy Regarding Submitting Documentation

- SSD coordinators may not upload evidence from IEPs, 504 Plans, or any medical or psychological assessments that may be part of these plans, to College Board or the SSD Online system if the accommodations being submitted are included in the IEP/504 Plan and are on RIDE's list of accommodations for PSAT 10 and SAT.
  - This policy applies only to assessments required as part of our statewide assessment system: SAT and PSAT 10 administered in spring. It does not apply to AP tests, PSAT 8/9, PSAT/NMSQT, or weekend SAT administrations.
- SSD Online is ONLY for recording accommodations, which is something all states are federally required to do.
- If you have questions about which accommodations will result in college reportable scores, review the Accommodations List on the RIDE SAT/PSAT 10 website ([www.ride.ri.gov/sat](http://www.ride.ri.gov/sat)).
  - If you do not receive a timely approval, contact Heather Heineke (401-222-8493 or [heather.heineke@ride.ri.gov](mailto:heather.heineke@ride.ri.gov)) or Phyllis Lynch (401-222-4693 or [Phyllis.lynch@ride.ri.gov](mailto:Phyllis.lynch@ride.ri.gov)) immediately.

# Other Functions

**Transfer/Move students**

**Removing accommodations**

**Waiving accommodations**

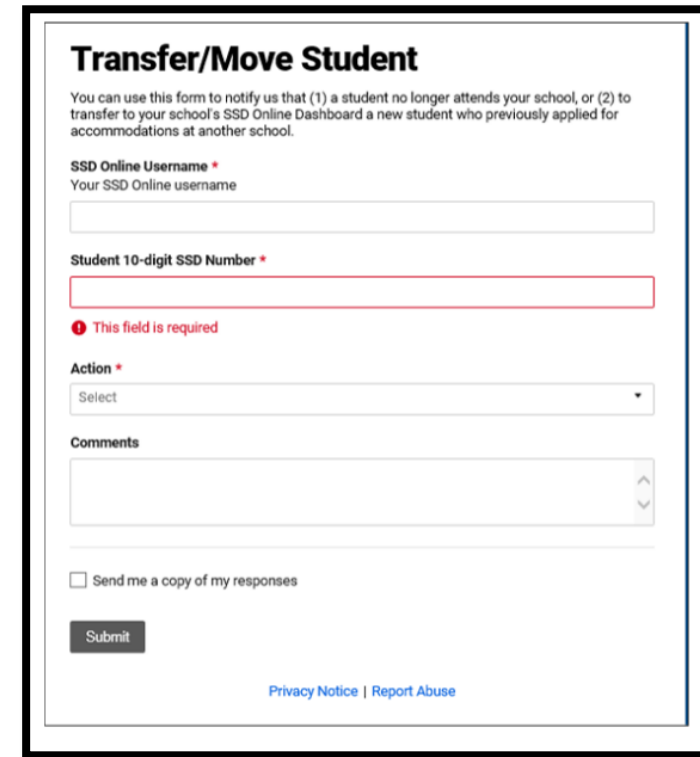
**Adding accommodations to existing**

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# Transfer/Move Students

If you have more than 10 students that need to be transferred, please email [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org) and request a Bulk Transfer template.

- Use the Transfer/Move student form located in SSD Online to transfer a student to your dashboard who has approvals at another school or to remove a student from your dashboard.
- To transfer a student from another school to your school, you must have the student's SSD number and date of birth.



**Transfer/Move Student**

You can use this form to notify us that (1) a student no longer attends your school, or (2) to transfer to your school's SSD Online Dashboard a new student who previously applied for accommodations at another school.

**SSD Online Username \***  
Your SSD Online username

**Student 10-digit SSD Number \***

**This field is required**

**Action \***

**Comments**

☐ Send me a copy of my responses

[Privacy Notice](#) | [Report Abuse](#)



# Remove an Accommodation

- From the Student Profile page, complete the Remove Student Accommodations form.

## Remove Student Accommodations

Use this form to request the removal of a student's accommodations. Make sure to include your SSD Online username, your College Board school code (AI code), the SSD Number of the student for whom you are requesting accommodations be removed, and the specific accommodations to be removed.

**Your SSD Online username \***  
This is the username you use to login to SSD Online

**School Code \***  
This is your school's 6-digit code (also called AI code)

**Student 10-digit SSD Number \***

**Select which accommodations to remove \***  
Select "Remove ALL accommodations," if all the accommodations for a student should be removed. If you are requesting the removal of only some of the student's accommodations select "Remove SOME accommodations."

Select ▼

**Parental Consent \***  
Parent/guardian consent is needed to remove some accommodations. Is a parent/guardian (or student, if age 18 or over) consent on file?

☐ Yes ☐ No

**Comments**  
What is the reason that the accommodation(s) is being removed?

☐ Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

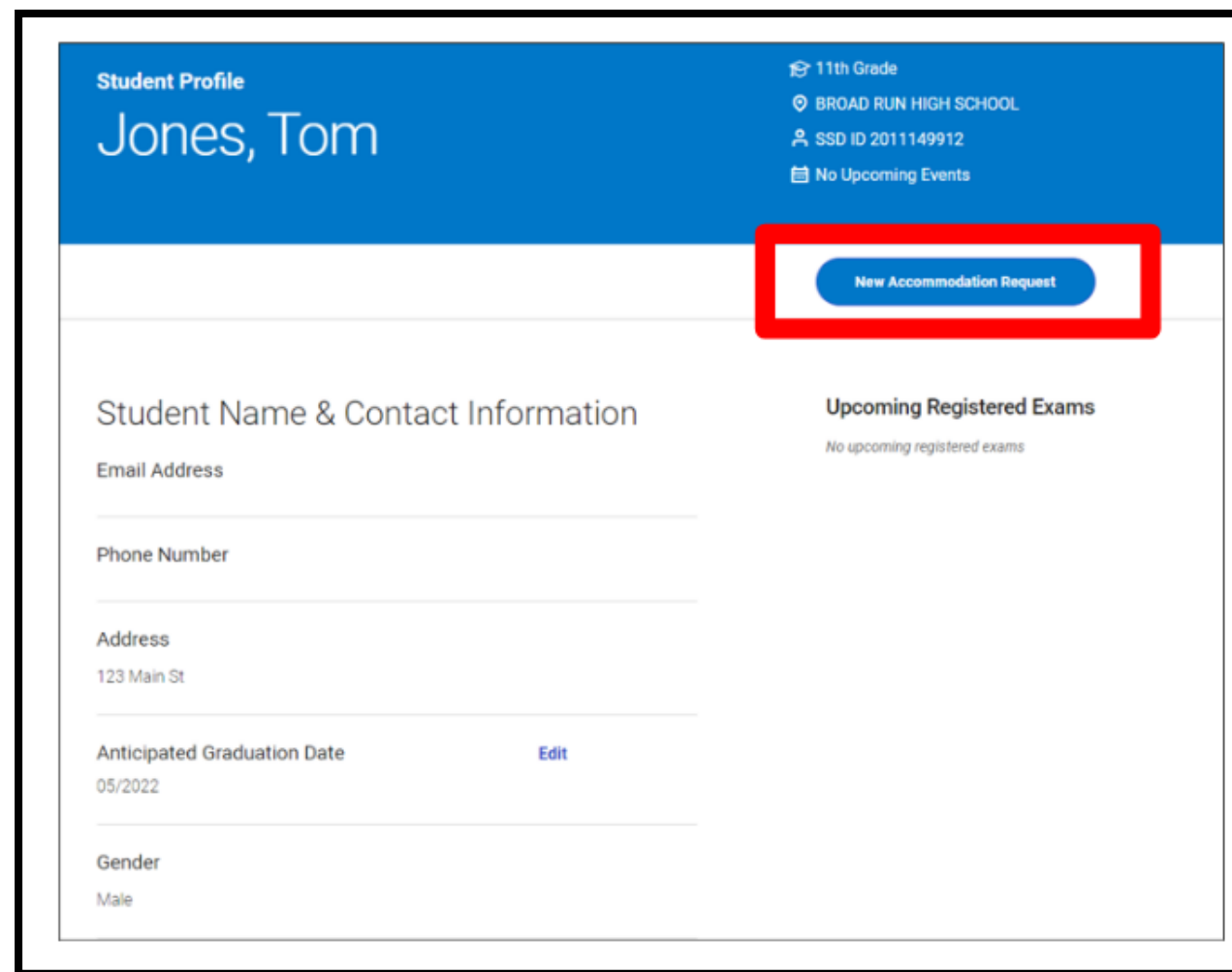
---

# Waiving Approved Accommodations

1. Student will need a signed letter indicating their request to waive approved accommodations (must be signed by the student, or a parent/guardian if the student is under 18.)
  - Keep this on file at your school – do not send back to College Board.
2. Note the change on your Master Student List. Mark the student as moved by printing an “M” next to the student’s name and note the new testing room assignment.
3. Remove student accommodations from test settings in TIDE.
4. The test coordinator will write a note to the proctor and sign it, authorizing the change.
5. Ensure student has a standard test ticket.

# Add an Accommodation for a Student Already on Your Roster

- From the Student Profile page, select New Accommodation Request to add accommodations to a student with a previous submission.
- Adding an accommodation will typically require documentation review.



**Student Profile**  
Jones, Tom

11th Grade  
BROAD RUN HIGH SCHOOL  
SSD ID 2011149912  
No Upcoming Events

**New Accommodation Request**

**Student Name & Contact Information**

Email Address

Phone Number

Address  
123 Main St

Anticipated Graduation Date  
05/2022 [Edit](#)

Gender  
Male

**Upcoming Registered Exams**  
No upcoming registered exams

# The NAR

Nonstandard Assessment Report

# Accessing the NAR

Available about 4 weeks prior to test day

Selecting the Nonstandard Administration Report tab will currently take you to the old SSD platform where you can access the NAR for each assessment.

The screenshot shows the CollegeBoard SSD Online interface. At the top, the CollegeBoard logo is on the left, and the user's name 'Jason Reynolds' is on the right. Below the logo, the text 'SSD Online' is displayed. To the right of 'SSD Online' are links for 'Dashboard', 'Helpful Links', 'Pre-recorded Audio (MP3 via streaming)', 'Nonstandard Administration Report' (highlighted with a red circle), and 'Test Calendar'. Below these links is a blue banner that says 'Welcome, Jason!'. Under the banner, there is a dropdown menu for 'Displaying Students for:' set to 'All Schools'. The main heading is 'Student Accommodations & Supports'. Below this heading is a paragraph: '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 is a blue button labeled 'New Request'. Below this is a search bar with the text 'Search existing students by name or SSD ID...' and 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). Below the filters, it says 'Showing 25 of 86 results'. On the right side, there is a 'Sort by' dropdown menu set to 'Default'. Below this is a table with the following columns: 'EXISTING STUDENTS', 'TYPE', 'DESCRIPTION', and 'STATUS'. The table contains one row for 'Lee, Harper' (12th grade | ID #0000000000) with a 'CB' type. The 'DESCRIPTION' column lists three accommodation titles: 'Accommodation title, accompanying info A', 'Accommodation title, accompanying info B', and 'Accommodation title, accompanying info C'. The 'STATUS' column shows 'In Review', 'Approved', and 'Not Approved' for the respective rows. At the bottom right of the table, it says 'Displaying 3 of 3'.

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A	In Review
		Accommodation title, accompanying info B	Approved
		Accommodation title, accompanying info C	Not Approved

# Print the SAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary (Including EL students using time and one-half)
  - Section 2: Students who test on the primary test day
  - Section 3: Students who test during the accommodated window
- Identifies students who can test in the same testing room.
- Provides additional instructions for accommodated students (if any)

Sample of Section 2: Students required to test on the primary test day

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT	Purple	One day	Script 2
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1
T5	Liraimls, Dredraola SSD #0007025813	Wheelchair Accessibility , Permission for food/medication , Reading +50% (time and 1/2)	SAT	Purple	One day	Script 3
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)				

**NOTE:** Include the NAR in your return kit

# Print the PSAT 10 Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary (including EL students using time and one-half)
  - Section 2: Guidance on testing specific accommodations
  - Section 3: Students who test during the accommodated window (will list everyone)

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
	itha	#0007025842
	aomla	#0007025812
	aomllarklkaltkjtI	#0007025801
	aomlka	#0007025804
	omla	#0007025825

**NOTE:** Include the NAR in your return kit

Brown, Robert (#0007025797)

Test Administration Date:

Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

Small group setting

Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.

Mathematical Calculations +50% (time and 1/2)

# Digital Accommodations in TIDE

## Available March 2022

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# Digital Testing Portal

[digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org)

Be aware that some deadlines on the Digital Portal do not align to the RI state assessment program. Refer to the Key Dates document on the RIDE website for dates specific to the RIDE assessments.


Digital Testing


[Home](#) [About Digital Testing](#) [Test Day Planning](#) [Digital Preparedness](#) [Accommodations](#) [More](#)


Administer a Digital Test Session


Use the TA Interface to start a test session for preadministration and test day.


Sign In to the TA Interface


 Sign In to TIDE

 Practice Giving a Test Using the TA Interface

 Preview the Student Digital Test Experience

 Find Out if Digital Testing Is Right for You

 Install the Secure Browser

 Access Online Training

# Managing Accommodation Settings in TIDE

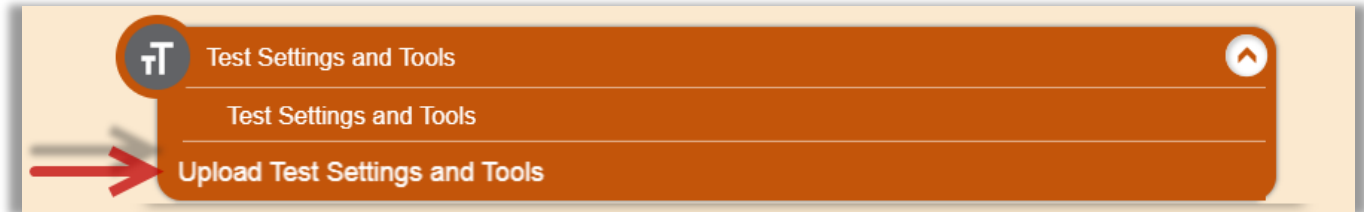
More information about configuring test settings in TIDE will be available closer to test day.

There will be several training opportunities in March to provide coordinators additional information on how to manage TIDE.

Coordinators will receive access to TIDE on March 2, 2022.

- Accommodations for digital testing must be configured in TIDE prior to test day

Settings are modified within an **individual student's record**.

A screenshot of the 'View/Edit Student: Luke Cage' form in TIDE. The form has a title bar with a close button. Below the title bar is a message: 'Use this form to modify a student's settings. more info'. There are 'Save' and 'Cancel' buttons. The main content area is a list of sections, each with a plus icon and a label. The sections are: Demographics, Student Participation, State or College Board Approved Accommodations (Click more info above), Integration with Assistive Technology, Visual Assistance Tools, Auditory Assistance Tools, Concentration Assistance Tools, Timing/Scheduling Tools, and General Testing Tools. On the left side of the list is a vertical sidebar with a 'Go to section:' label and a list of numbers 1 through 9. The 'Save' and 'Cancel' buttons are repeated at the bottom of the form.

# Training Opportunities & Resources

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# Training Opportunities for SSD Coordinators

What	When	More info
Webinar: All About Accommodations – SAT and PSAT10 Spring 2022	Thursday, Dec. 9 <sup>th</sup> 10:30AM ET – 12PM ET	All SSD Coordinators should attend. Will be recorded and posted.
Learning Management System (LMS) SSD Online and Accommodations for SAT/PSAT 10	Ongoing and available <u><a href="#">Access module</a></u>	College Board Professional Account* required.

\*Need a College Board Professional Account?

# Resources

## Helpful Documents

[Guide for Adjusting Test Settings in TIDE for Accommodations & Supports](#)

[RICAS Accommodations and Accessibility Features Manual \(2021-2022\)](#)

[Accommodations Help Center](#)

**RIDE PSAT 10 and SAT webpage:** <http://www.ride.ri.gov/SAT>

- RISAP Test Coordinator Handbook
- Links to:
  - Training registrations and recorded presentations
  - Checklists and other helpful publications
  - Information on participation requirements
  - Accommodations information
  - Medical exemptions
- Heather Heineke, RIDE, Office of Curriculum, Instruction, and Assessment:
  - 401-222-8493
  - [Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov)
- School Day support at 855-373-6387 or email [RISchoolDay@collegeboard.org](mailto:RISchoolDay@collegeboard.org)
  - *Dedicated inbox monitored by the Rhode Island College Board team*
- Digital Testing Portal: [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org)

# What Should I Do Now?

SSD Coordinators are a vital part of the success of a PSAT10 and / or SAT administration.

We highly recommend all SSD coordinators review and complete the e-modules for SSD Online (slide 59 has the link)

Prior to January 10th

1. Submit EL extended time accommodations.
2. Review existing accommodations for students.
3. Remove any accommodations that are no longer valid.

After January 10

1. Submit new accommodations requests.
2. Check the dashboard daily for approved accommodations.
3. When the NAR becomes available, review and print.
4. Set student test settings in TIDE for approved accommodations.

# Thank You!



# Appendix

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# Who should take the SAT and PSAT 10?

## The Dynamic Learning Maps (DLM) Alternate Assessments

- Students who qualify for the DLM alternate assessments do not take the PSAT 10.
- There is **NO** DLM alternate assessment administered at grade 10.
- Students meeting the criteria for the alternate assessment should have the following coded in the Special Education Census, so that they are not included in the student registration file for any general education assessments:
  - Assessment Accommodations
    - 1 = without accommodations
      - Registration for: PSAT 10, SAT, RICAS, NGSA
    - 2 = with accommodations
      - Registration for: PSAT 10, SAT, RICAS, NGSA
    - **3 = alternate assessment**
      - Registration for: Dynamic Learning Maps **ONLY**

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# Participation in RI PSAT 10 and SAT School Day

*Rhode Island State Assessment Program (RISAP) Test Coordinator Handbook ([www.ride.ri.gov/tc](http://www.ride.ri.gov/tc))*

Students are expected to participate in the tests for their current grade level (grade 10 or 11). *It is the responsibility of the LEA* to ensure that the student's Enrollment Census information is accurate.

## NOTES:

- SAT *does NOT include* the Essay for spring 2022
- Scores from any date(s) other than what are published in the *RISAP Test Coordinator Handbook* or the RIDE website are not considered valid for state assessment purposes.
- Students who do not take the PSAT 10 or SAT within the test windows of the RIDE-posted dates will be considered non-participants for accountability purposes.

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# Students Attending Outplacement Schools

*Rhode Island Test Coordinator Handbook ([www.ride.ri.gov/tc](http://www.ride.ri.gov/tc))*

Students tuitioned from a Rhode Island district are expected to participate in the tests for their current grade level.

## NOTES:

- It is the responsibility of the Rhode Island LEA to ensure that the school understands which tests must be administered to the student and that the student's Enrollment Record and Special Education Census information is accurate.
- **Out-of-State Schools:**
  - **ONLY** the tests given as part of the Rhode Island State Assessment Program can be administered. This includes the PSAT 10 and SAT. Any other administration date for the PSAT/NMSQT, weekend SAT, or other school- or district-sponsored School Day dates, do not count for state assessments; scores from other administrations will not be used for state assessment or accountability purposes.
  - Tests must be administered within the published testing windows (see [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)).