Accommodations Sneak Peek: Preparing for SAT/PSAT10

College Board Accommodations & Supports

SSD Online

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College Board

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 a few common College Board accommodations (such as 50% extended time)
- Understand next steps for your SSD Coordinators, including training opportunities
- 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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What about EL accommodations?

Appendix

Test Dates and Student Participation

SAT & PSAT 10 Test Dates

Digital Administration

- **RIDE requires the SAT to be administered digitally to all 11th grade students, excluding students who qualify for the alternate assessment.**
- **RIDE requires the PSAT 10 be given to all 10th 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)

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.

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 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.
  - 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

For more information, visit Advice for SSD Coordinators.

The Accommodations and Supports Process

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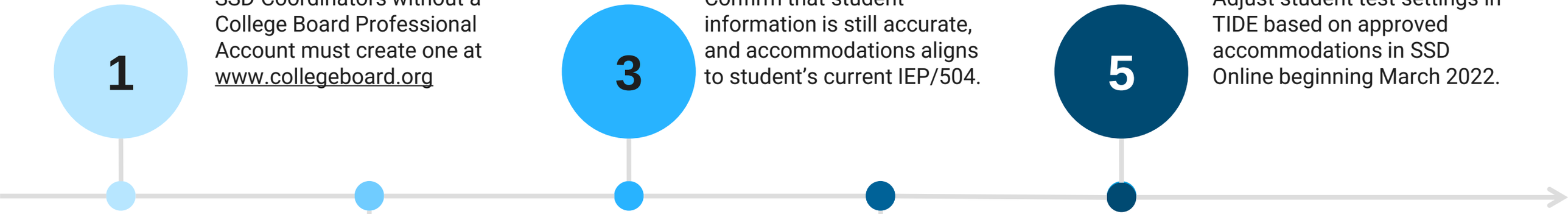
Accommodations and Supports Process



1

Create College Board Professional Account

SSD Coordinators without a College Board Professional Account must create one at www.collegeboard.org

2

Obtain Access to SSD Online

Submit SSD Coordinator Form, available at www.collegeboard.org/ssd to request access to the system.

3

Confirm Current Accommodations in SSD Online

Confirm that student information is still accurate, and accommodations aligns to student's current IEP/504.

4

Enter New Accommodations in SSD Online

For students without a current approval, enter accommodations and monitor status.

5

Adjust TIDE Settings

Adjust student test settings in TIDE based on approved accommodations in SSD Online beginning March 2022.

Key Accommodation Request Deadlines

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

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

- 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

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 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 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.

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	• Students will test in one day for PSAT 10 and SAT. • **Student will receive extended time for ALL sections.** • Student will receive extra breaks.
Time and one-half (+50%) for math*	1 Day	• Student will receive extended time **only for the math sections**. • Student will automatically receive extra breaks.
Double time (+100%) for reading	2 Days	• **Students will receive extended time for ALL sections.** • Student will automatically receive extra breaks. • Students have the option to test over two days for SAT and PSAT 10.
Double time (+100%) for math	1 Day	• Student will receive extended time **only for the math test**. • Student will automatically receive extra breaks.

*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

Pre-Recorded Audio (MP3 via Streaming)	1 or 2 Days	• Students will use text-to-speech on the digital platform.
		• Can be configured for all or parts of the test. Options include:
		  • Read Text Only (default) – students receive time and one-half
		  • Read Text and Graphics – students receive double time

Human Reader	1 or 2 Days	• Students will use text-to-speech on the digital platform.
		• Can be configured for all or parts of the test. Options include:
		  • Read Text Only (default) – students receive time and one-half
		  • Read Text and Graphics – students receive double time

Assistive Technology (AT)	1 Day	• Enables the use of assistive technology software and hardware (e.g., screen readers, refreshable braille devices, etc.) with the digital platform. • 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.

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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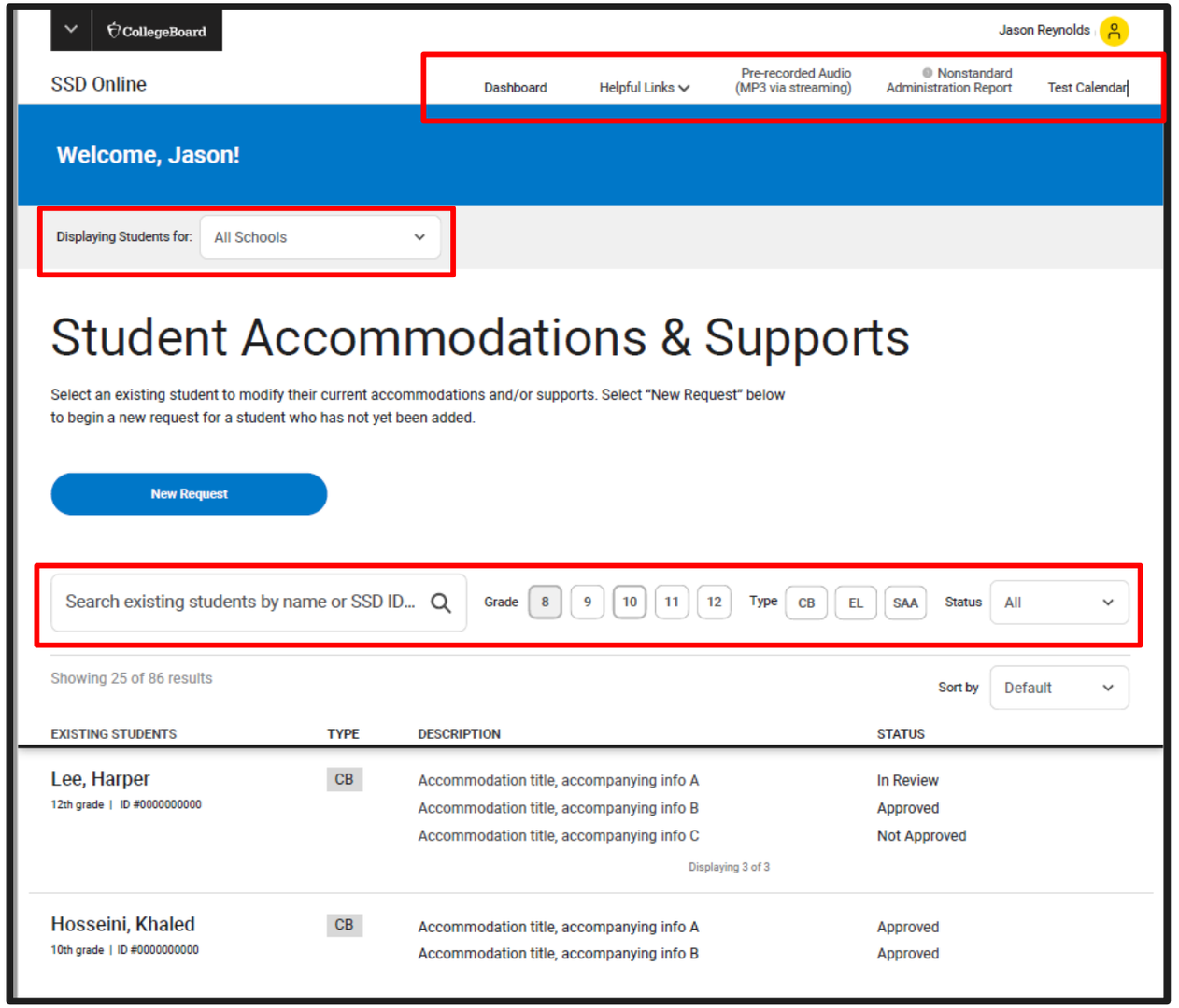
SSD Dashboard

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



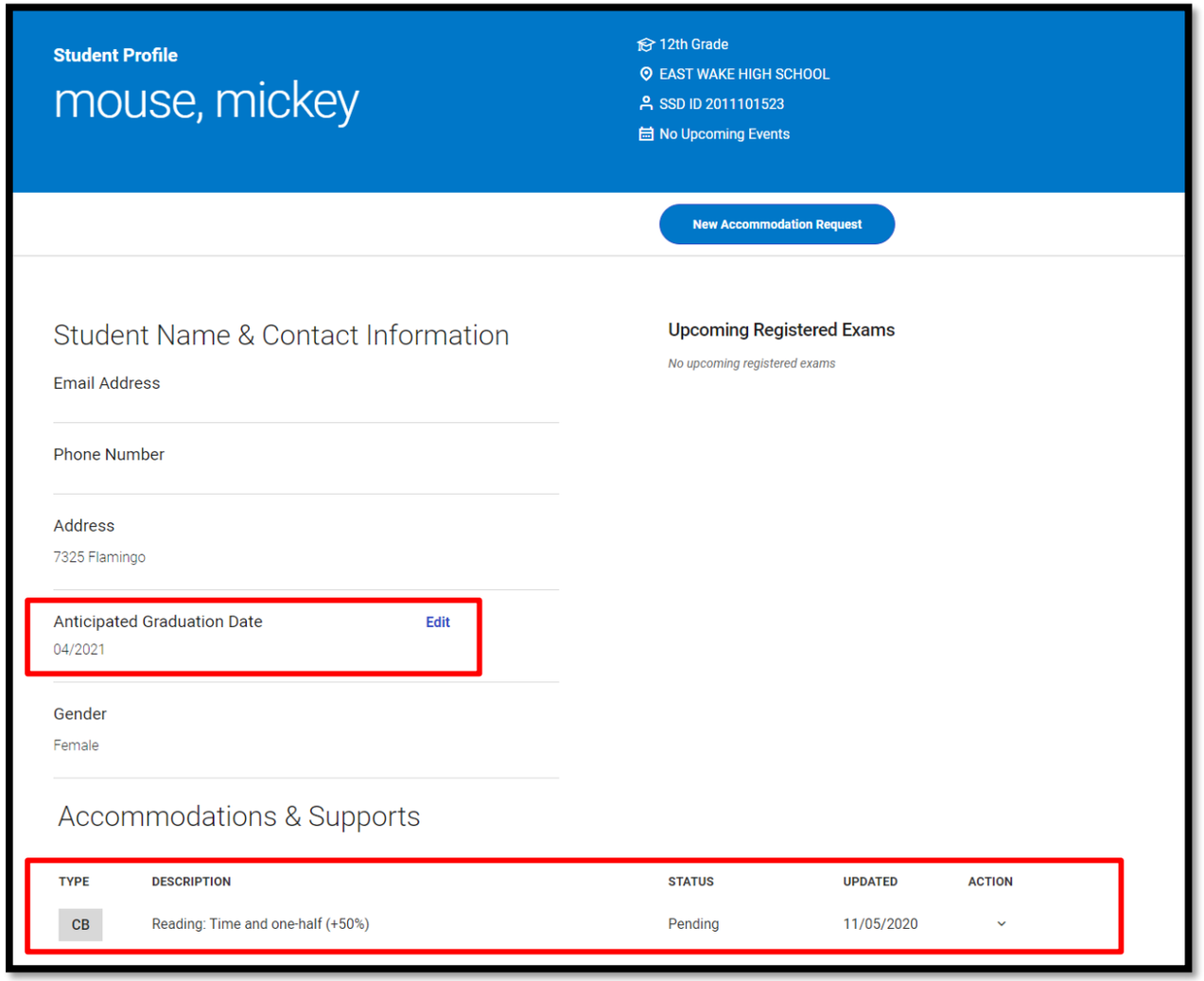
Resources

Filtering capability

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

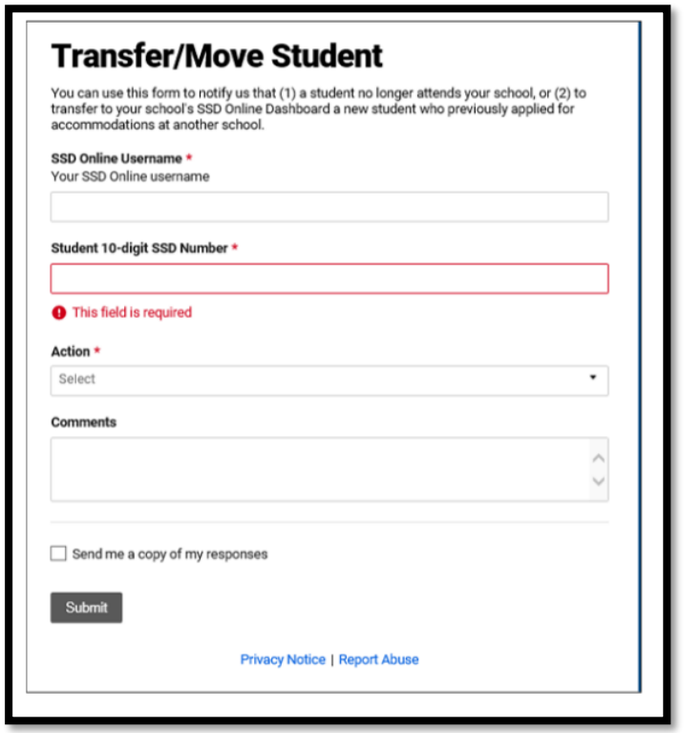
Student Profile

- 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.



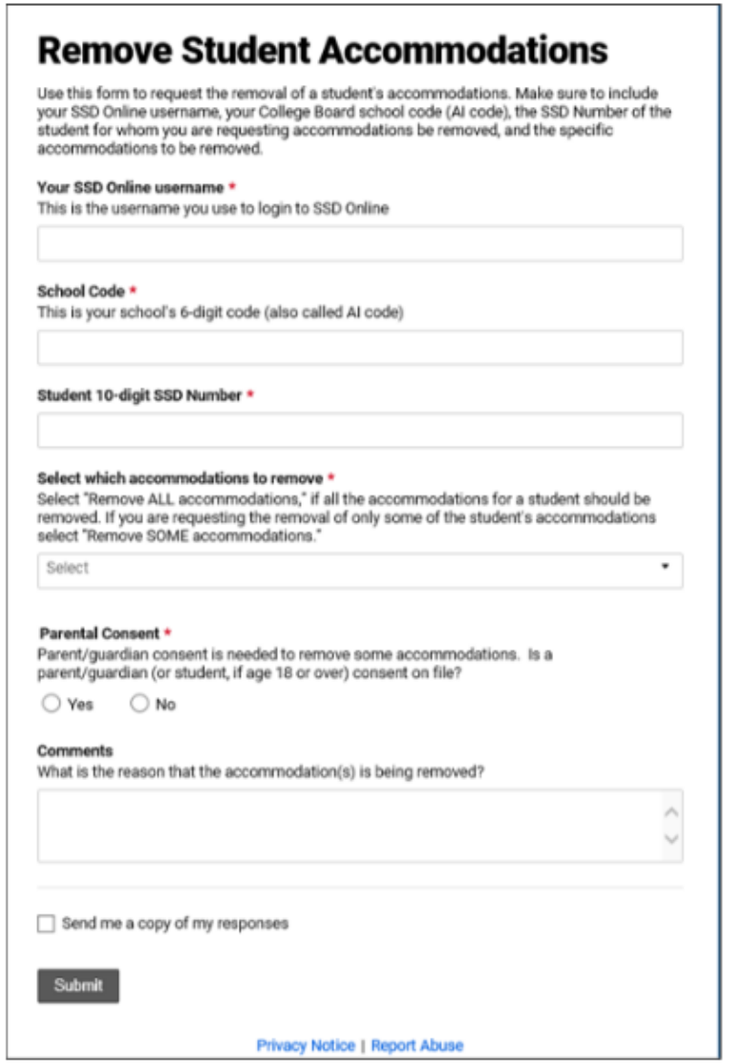
Transfer/Move Students

- 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.



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?

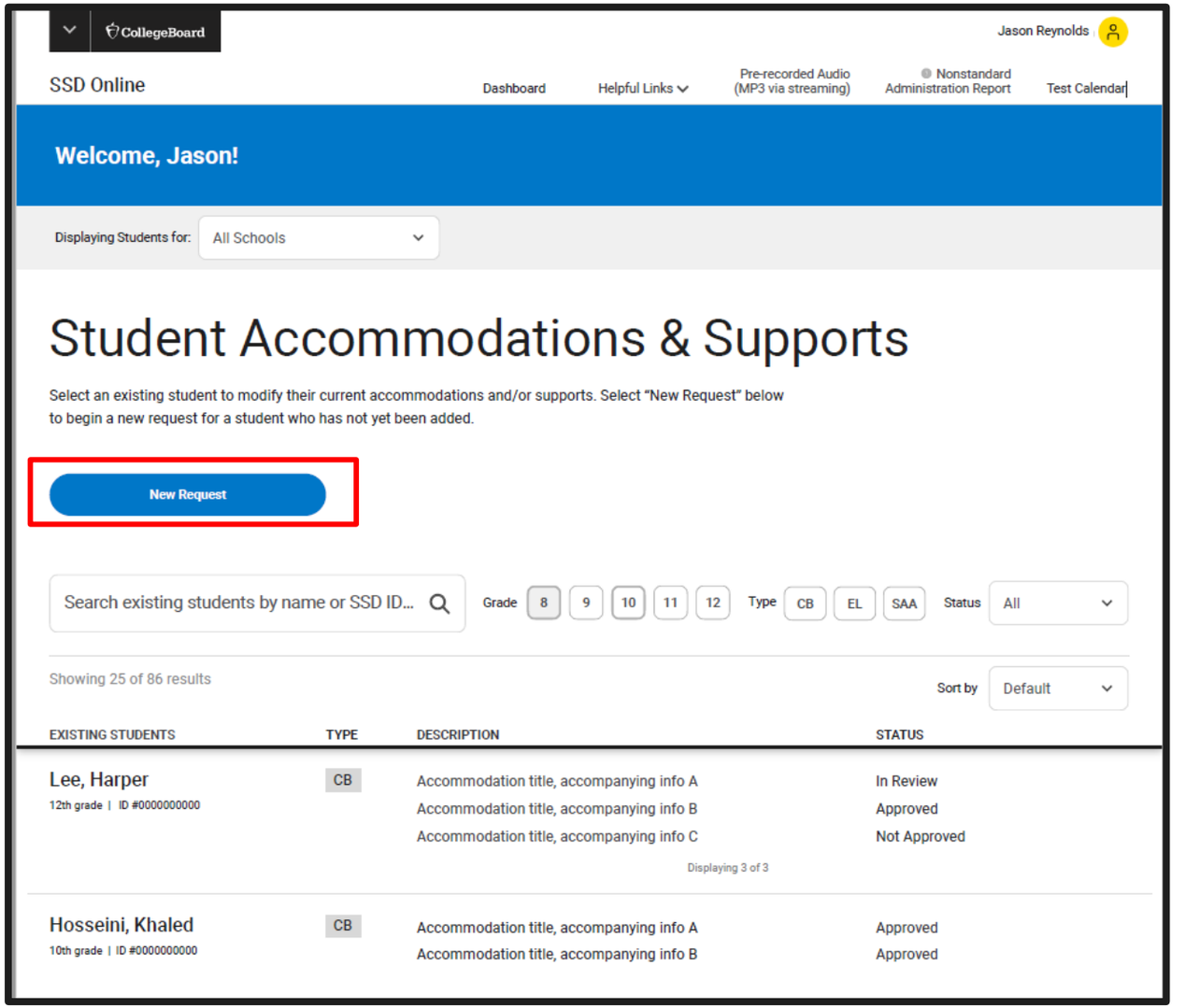
Send me a copy of my responses

Submit

Privacy Notice | Report Abuse

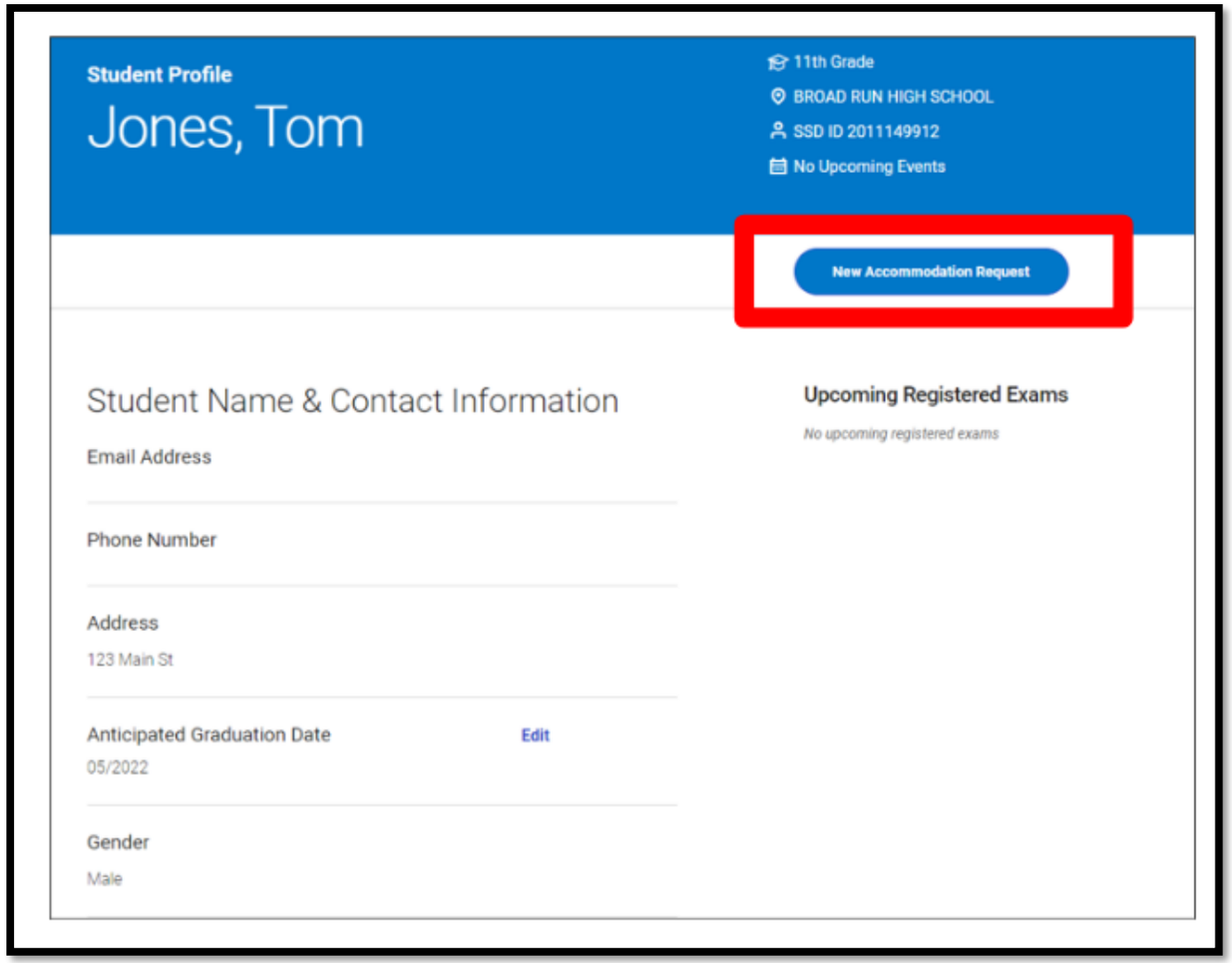
Enter a New Accommodation for a New Student

- Log in to www.collegeboard.org/ssdonline
- Click **New Request**



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.



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. 9th 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 Access module	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
- School Day support at 855-373-6387 or email RISchoolDay@collegeboard.org
  - ➢ *Dedicated inbox monitored by the Rhode Island College Board team*
- Digital Testing Portal: digitaltesting.collegeboard.org

Thank You!

CollegeBoard

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.

Appendix

Detailed slides regarding SSD Online and TIDE settings.

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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**

Participation in RI PSAT 10 and SAT School Day

Rhode Island State Assessment Program (RISAP) Test Coordinator Handbook (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.

Students Attending Outplacement Schools

Rhode Island Test Coordinator Handbook (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).

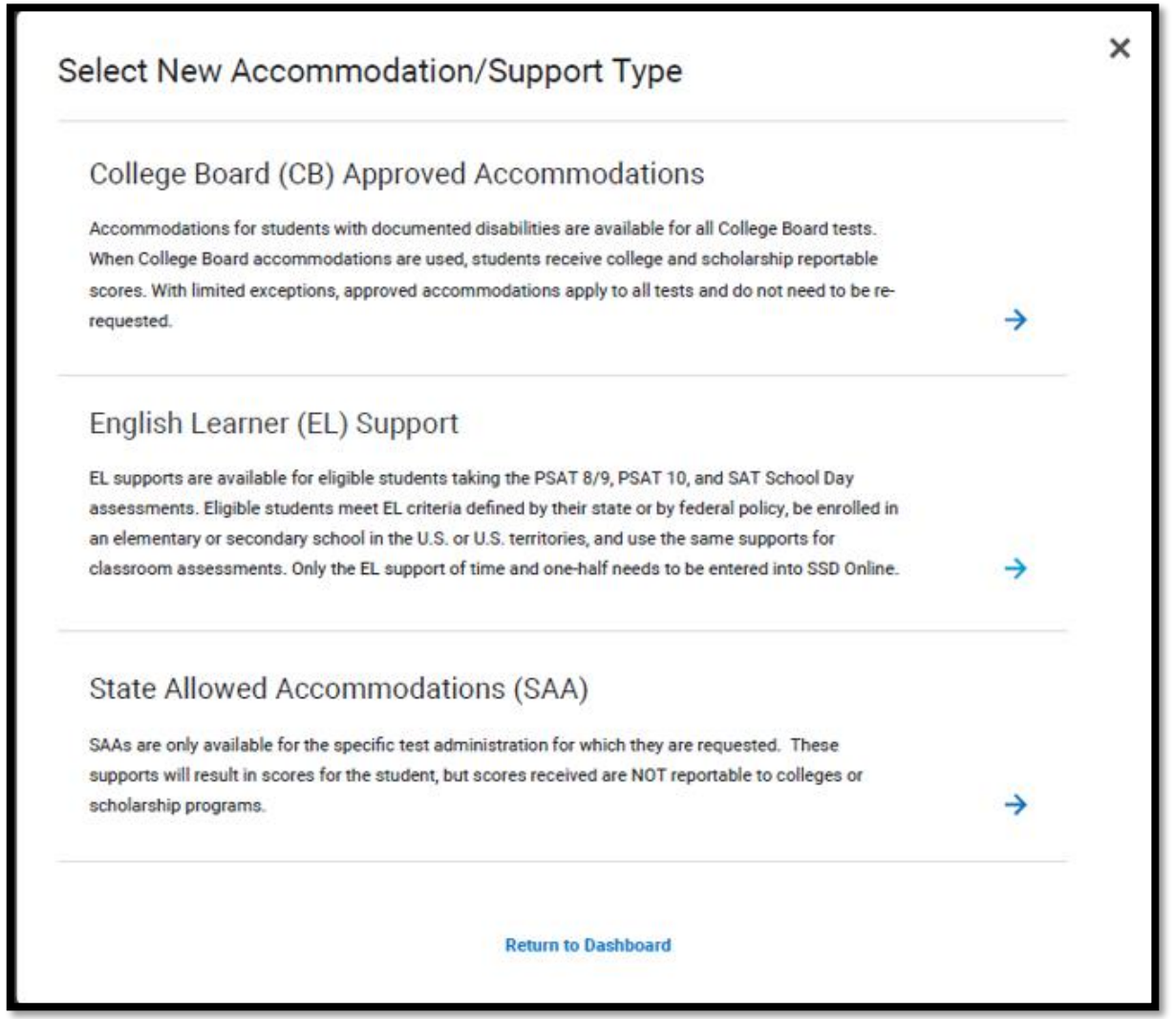
Detailed Instructions:

Entering a new accommodation into SSD Online

Enter a New Accommodation

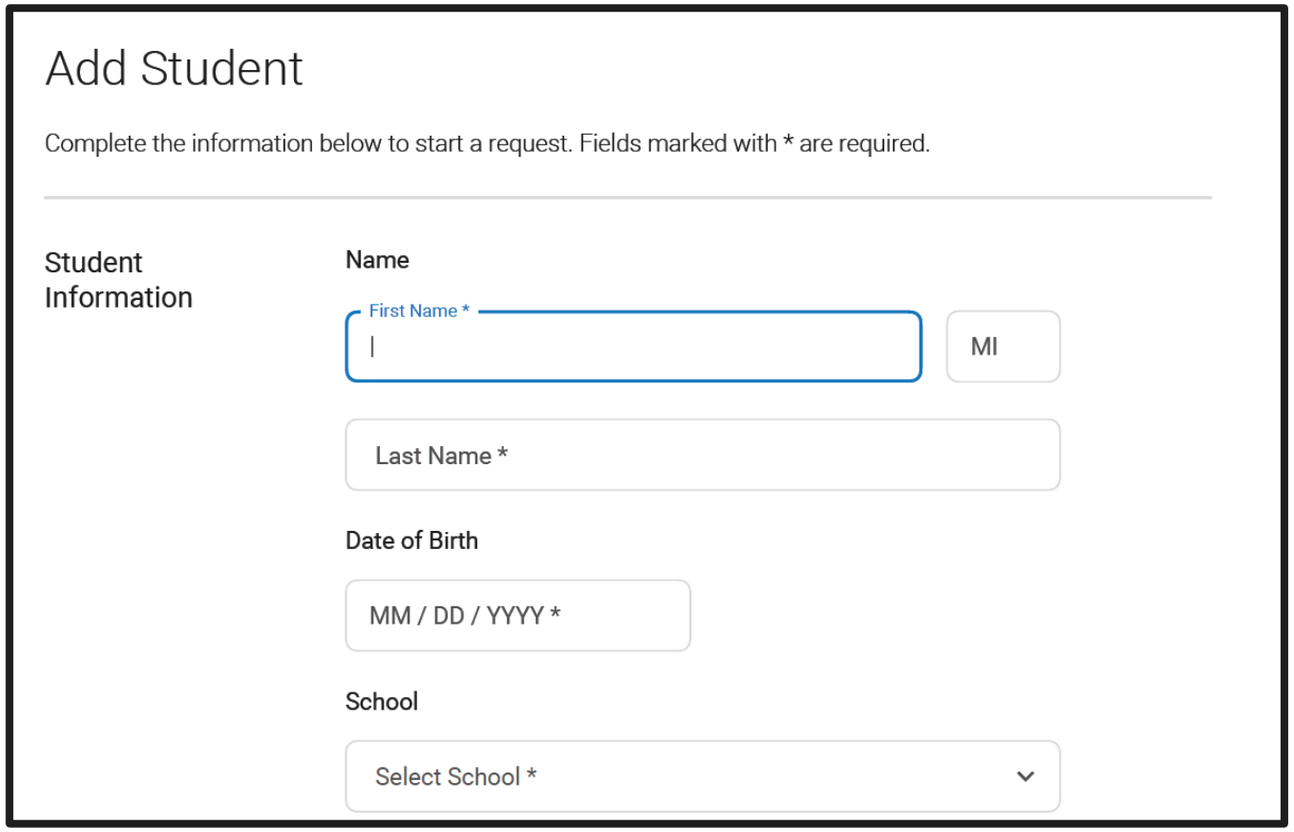
- Select the New Accommodation or Support Type

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

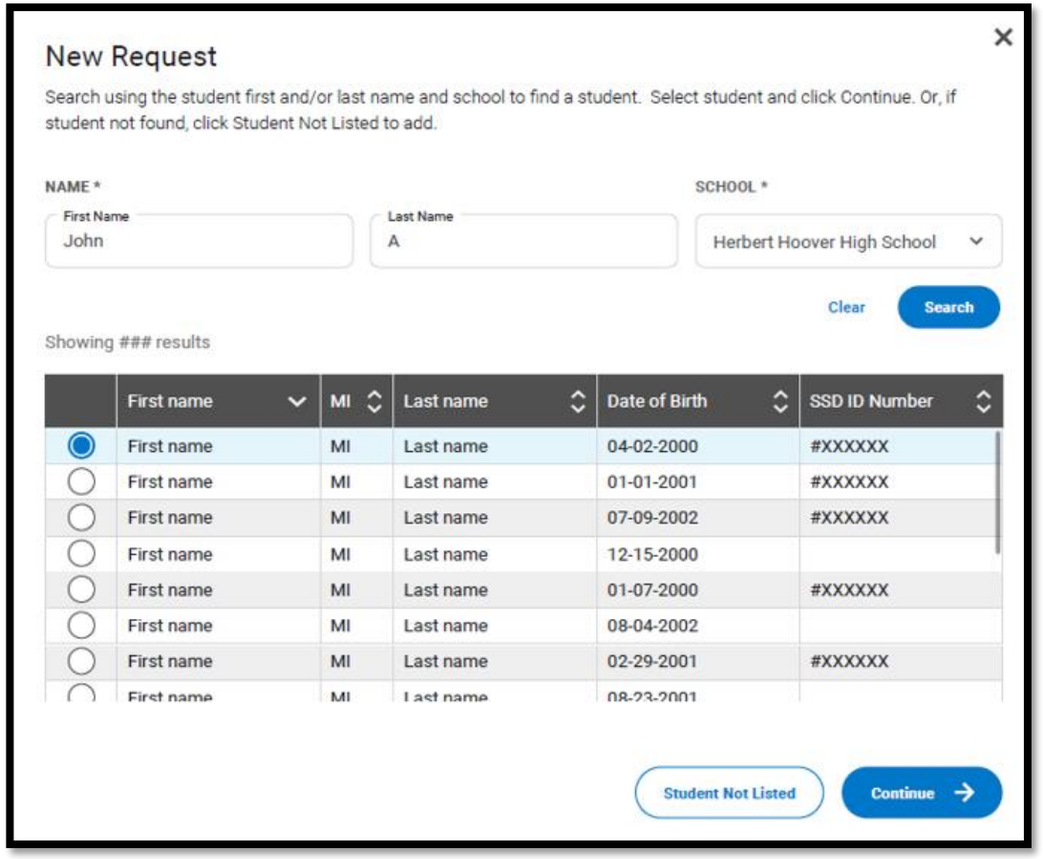


Enter a New Accommodation

- If the student was not found associated to your school, you will now enter student information.
- You will need the student's:
  - Name
  - Date of Birth
  - Expected Graduation Date (month/year)
  - Gender
  - Home Address
  - Email Address



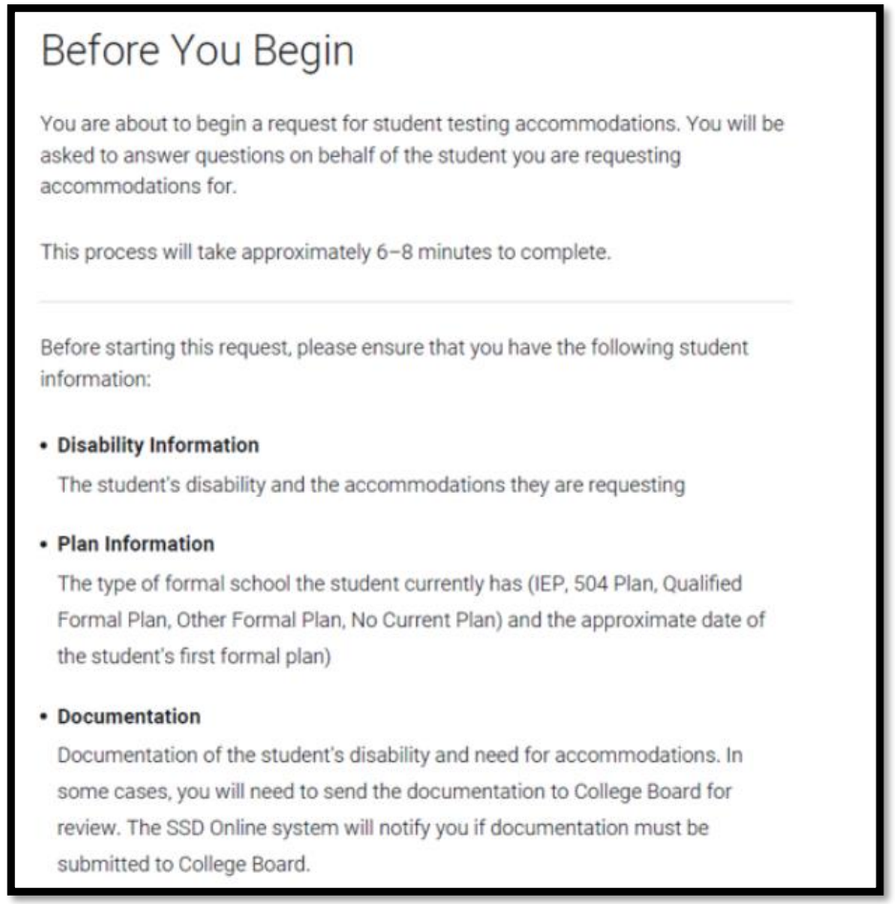
Enter a New Accommodation



- You will enter the student name to see if a record already exists for that student at your school.
  - It will only search records associated with your AI code.
- If the student is found, you can select that student and select **Continue**
- If the student is not found, select **Student Not Listed** to enter student information.

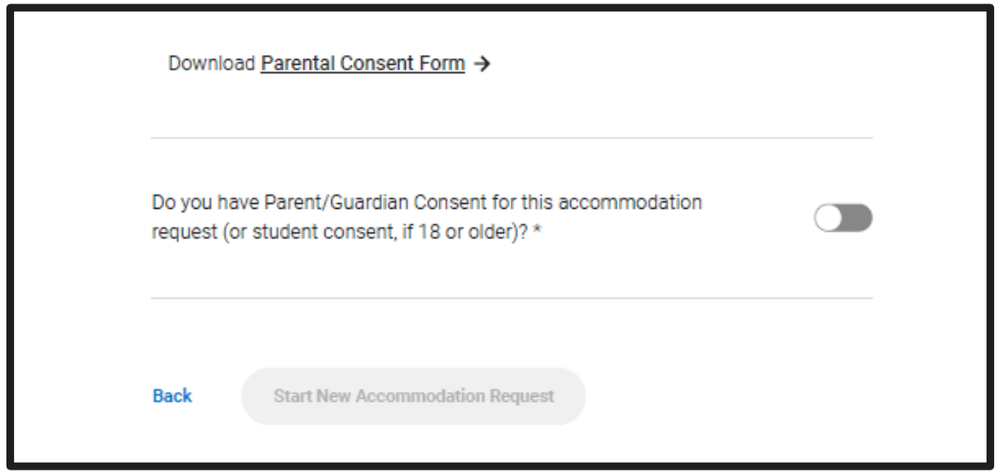
Enter a New Accommodation

- 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.



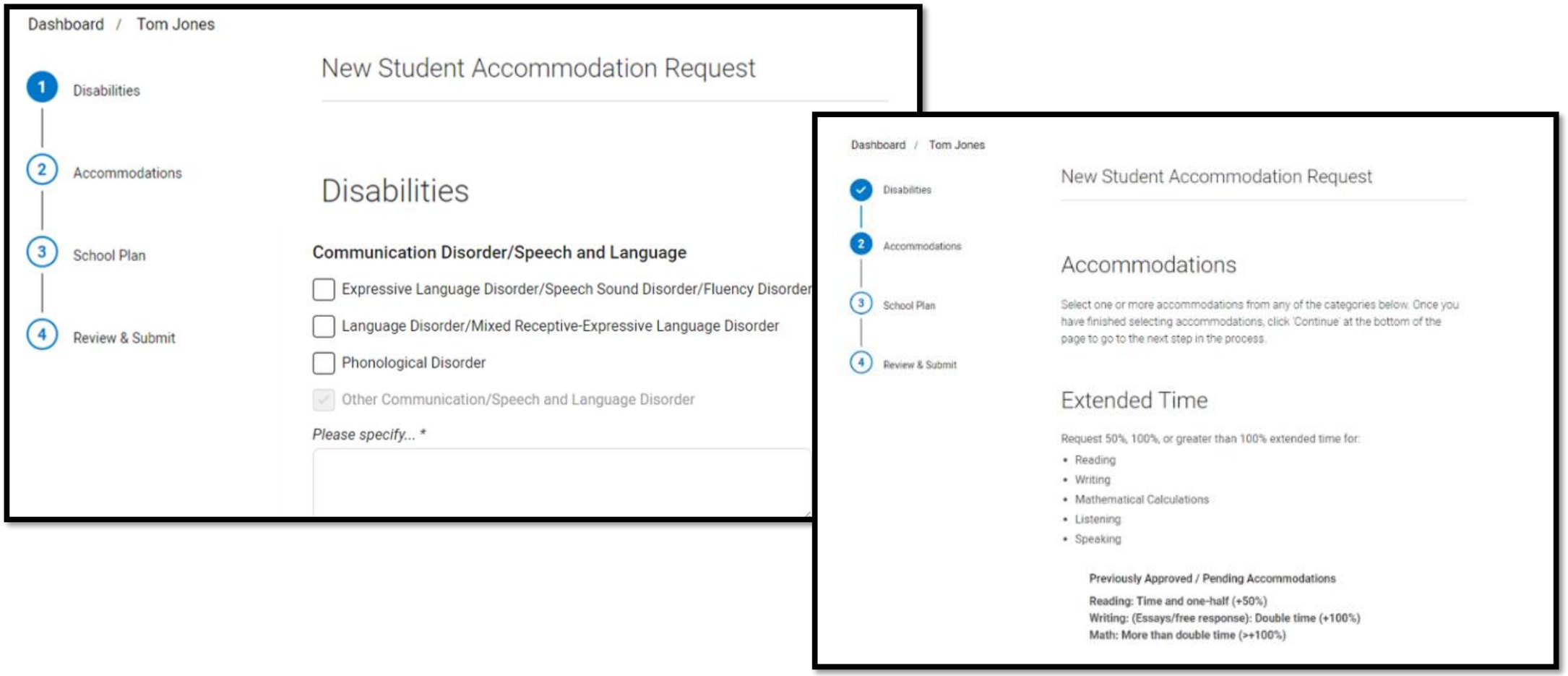
Enter a New Accommodation

- 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.**



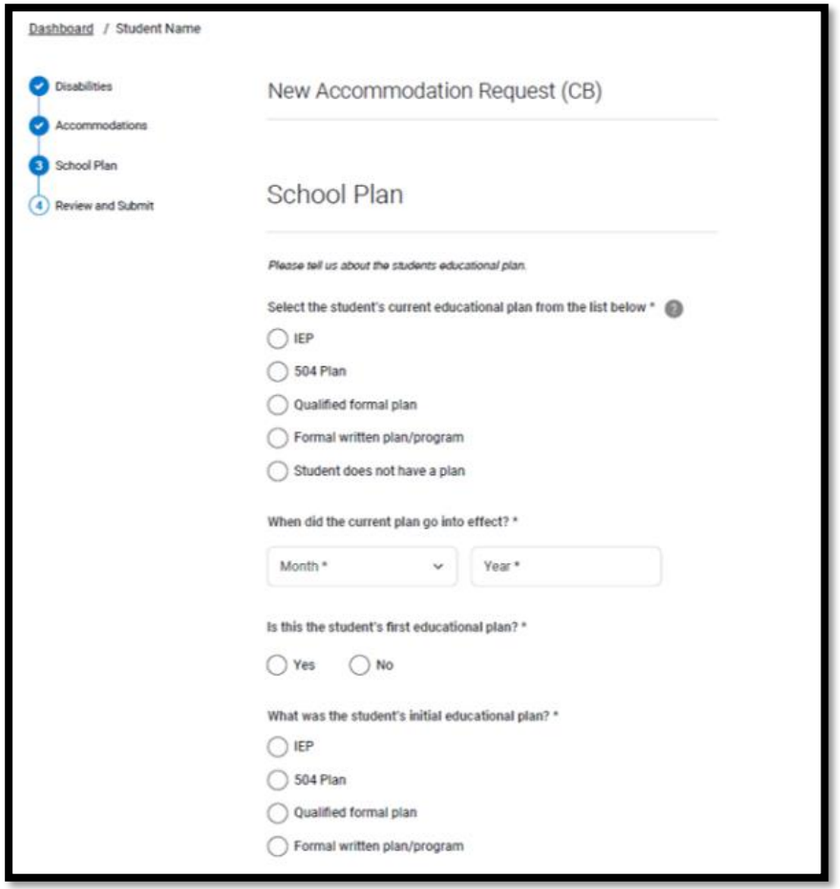
Enter a New Accommodation

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



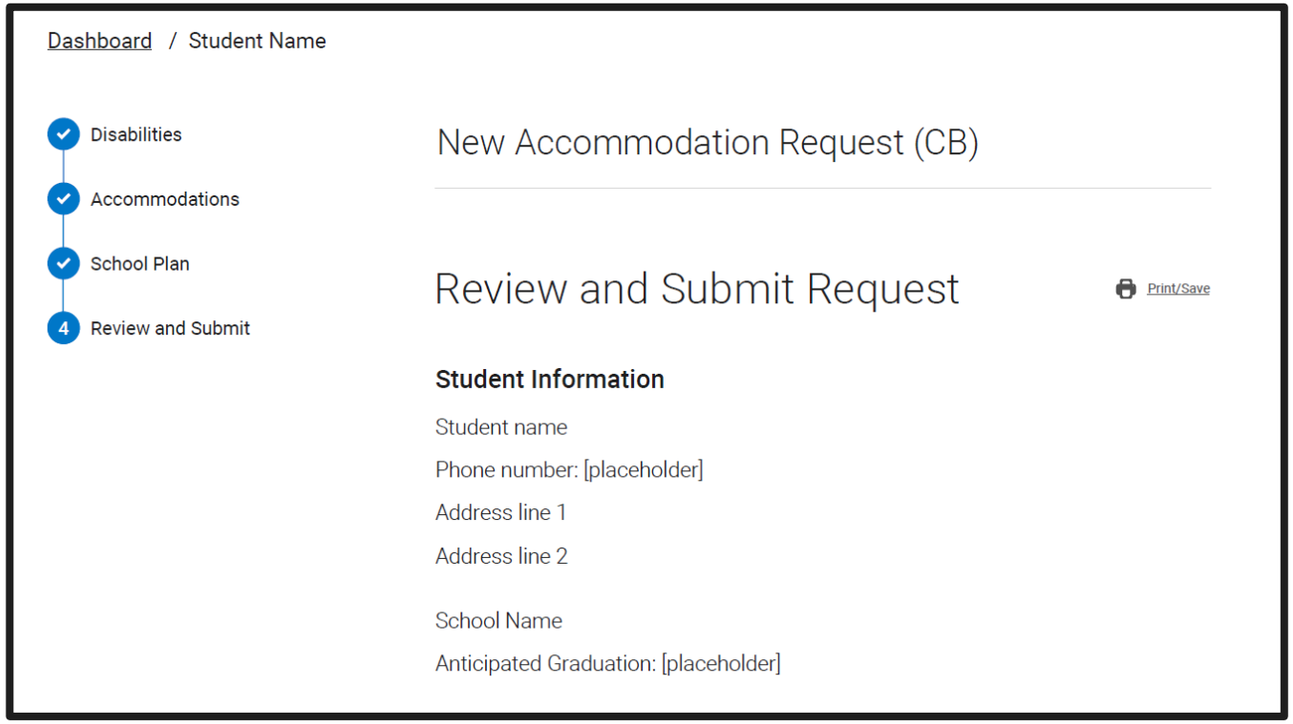
Enter a New Accommodation

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



Enter a New Accommodation

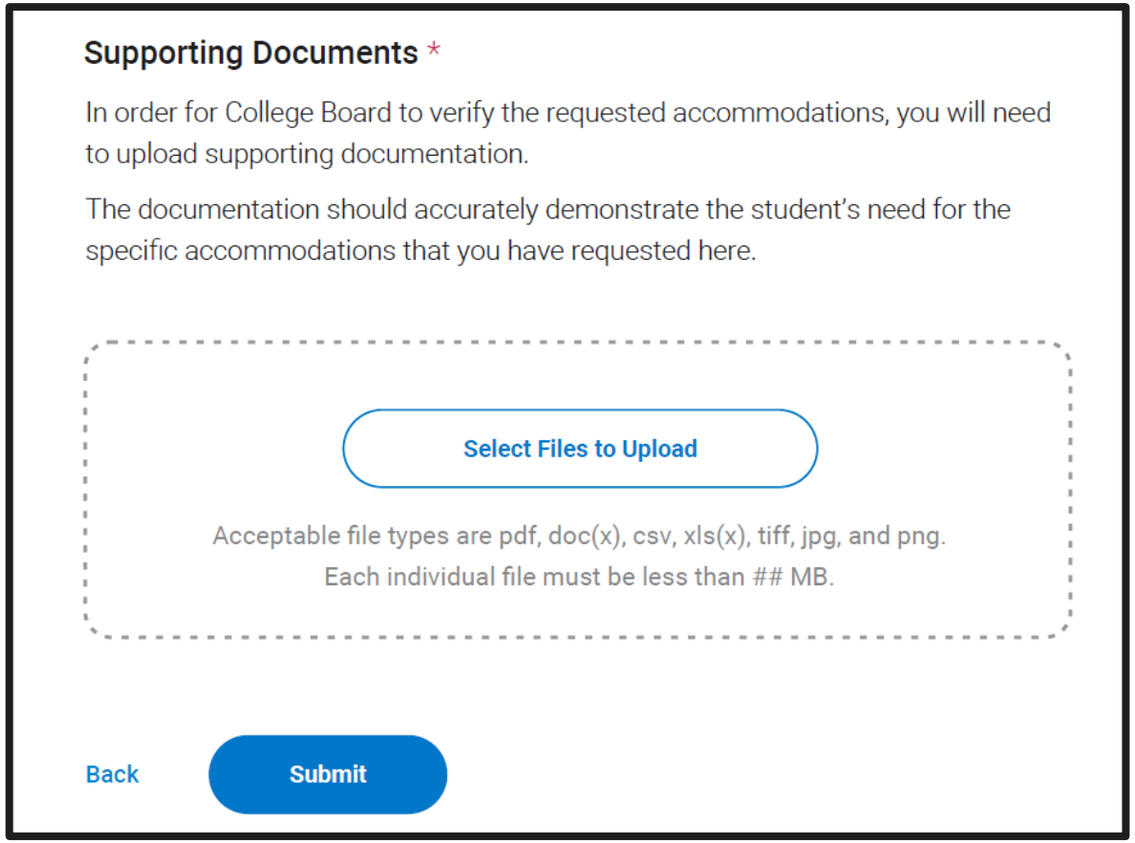
- Review and confirm the information entered.



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



- 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

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).
  - If you do not receive a timely approval, contact Heather Heineke (401-222-8493 or heather.heineke@ride.ri.gov) or Phyllis Lynch (401-222-4693 or Phyllis.lynch@ride.ri.gov) immediately.

Digital Accommodations in TIDE

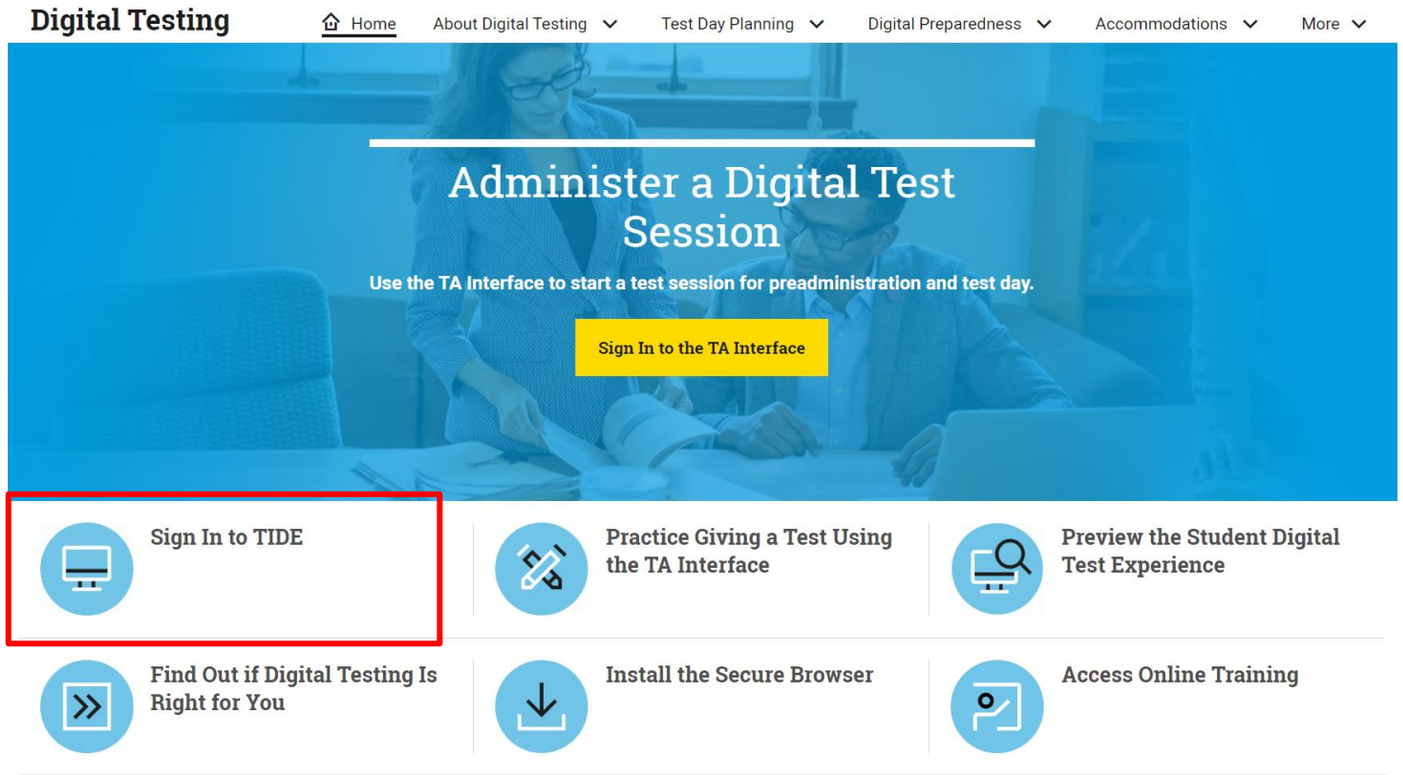
Available March 2022

RETURN TO ToC

Digital Testing Portal

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.



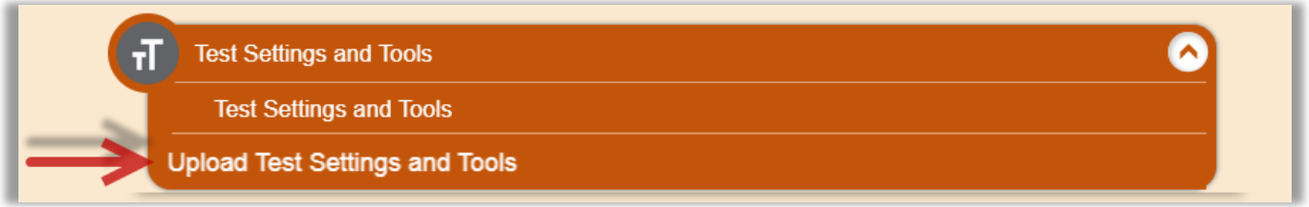
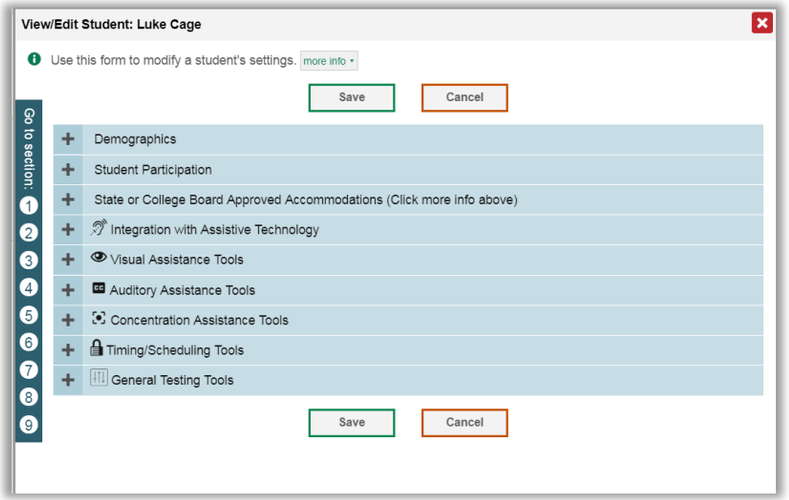
Managing Accommodation Settings in TIDE

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.
- Two options for managing settings:
  1. **File Upload:** Allows a user to modify test settings for multiple students at one time.



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