

SAT-NR

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October 12, 2022



# Preparation – Students to Test

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- SAT-NR is for **Grade 12** students who have not yet met FSA ELA or FSA Algebra 1 EOC requirement
- Student must be listed as grade 12 in FOCUS
- FSA ELA Concordance :
  - EBRW – 480
  - Reading subtest - 24
- FSA Algebra 1 Concordance:
  - SAT Math - 420



# Preparation – Materials

<https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads>

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- Order grade level materials (SAT-NR)
  - <https://professionals.collegeboard.org/test-ordering-services>
  - Must have access to ordering system – must request at school level
  - Order Standard Time materials – do not order accommodated unless the student has an approved accommodation in CB
- Receive and **inventory** materials
- Keep your boxes for returning materials
- Securely store the materials
- Coordinator manual covers each type of material (staff or student)



# Preparation —

## For School Assessment Coordinator

## Manuals

## For Proctor/Test Administrator



2022-23

**SAT® SCHOOL DAY**

### Coordinator Manual

Look inside for:



ADMINISTRATION SETUP  
AND MANAGEMENT



STAFF AND FACILITY  
REQUIREMENTS



SECURITY REQUIREMENTS



RECEIVING AND  
RETURNING MATERIALS



2022-23

**SAT® SCHOOL DAY**

### Accommodated Testing Manual

Look inside for:



ACCOMMODATED TESTING  
ROOM PROCEDURES



ACCOMMODATED TEST  
DAY SCRIPTS



SECURITY REQUIREMENTS

# Preparation – Ordering

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- You should have ordered materials for Grade 12 only who need to meet grad requirements
- 12<sup>th</sup> graders are not Pre-Id'd so they will not have labels



# Preparation – Testing Timing

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- Script 3 – Extended Time One-Day Testing

<b>Script 3</b> 50% Extended Time 1-Day Testing	49 minutes	53 minutes	38 minutes	42 minutes	2-min. break	4 hours, 57 minutes
	5-min. break			5-min. break	38 minutes	
	49 minutes	5-min. break	5-min. break	5-min. break		
	5-min. break	5-min. break	5-min. break	41 minutes	37 minutes	

\*\* No lunch break allowed, so schools need to plan around breaks



# Preparation – Training

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- All staff must be trained and have a signed “SAT School Day Staff Agreement”
- Outline of training found in Coordinator manual
- Ensure you cover procedures, test security, forms, and timing.
- Ensure you pass out manuals



# Preparation – Seating

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- Chairs must have backs
- Seats must face the same direction
- Chairs must be placed directly behind those in the preceding row
- Each student must be separated by at least 3 feet
- Not allowed:
  - Round table, study carrels, lapboards, partitions or divider
  - Seat assignments that follow an expected pattern or defined order
  - \*\* Students MAY NOT select their own seats



# Preparation – Test Room Setup

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- Create a seating diagram for each room
- Visual aids should be covered or removed
- Start/Stop times should be displayed at the front of the room
- Post school testing code (6 digit)
- Post school name and address



# Preparation – Room Materials

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- Test room cover sheet
  - # of student assigned to room
  - Type of test administered
  - Name of proctor
  - Testing room code
  - School AI code
- Testing Room Materials Report
- Irregularity Report (copy)
- Organize answer documents and test booklets by room
- Store securely until test day – cannot have student assistance



# Preparation – Pre-administration Session

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- Students will receive Student Answer Sheet Instructions and a blank answer sheet
- Read script as outlined in *Accommodated Testing Manual*



# Preparation – Proctors

## FOR EACH STANDARD TESTING ROOM

<b>Number of Students</b>	<b>Number of Room Monitors Needed</b>
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)



# Test Day – During Testing

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- Test Administrators must follow the script in the manual
  - See Irregularity Chart
- Tests must be administered in order and in a single day – cannot skip sections
- Time limits must be followed – even if all students are completed
- Electronic devices are prohibited – even during breaks
- Calculators are only allowed during a portion of the math test
- No long lunch break, must follow allowable breaks in script



# During Testing – Irregularities

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- Irregularity Chart in Accommodated Testing Manual
- Gives Test Site Issues, What You Should Do, and How to Fill Out the IR
- Give each room a blank IR and make sure these are filled out (if needed) correctly
- Sample in the Coordinator Manual

Pages 109-117, Accommodated Testing Manual

Pages 66-75, Coordinator Manual



# After Testing

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- Collect and pack materials after testing
  - Include irregularity reports (if any)
- Securely store the following at your school:
  - Copies of seating charts, irregularity reports, admin records
- Complete remittance online – verify total # of tests returned for scoring.
- Ensure your attendance data is accurate – if it is not, scores might not get posted

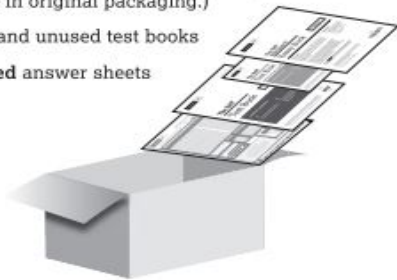


# Returning Test Books, Essay Books, and Unused Answer Sheets

## 1. Pack

Use carton(s) from original test materials shipment and include only the items shown.

1. Used and unused Essay books (if applicable)  
(Place loosely on top in the first return carton.)
2. Used and unused flash drives, if any  
(Place in original packaging.)
3. Used and unused test books
4. **Unused** answer sheets

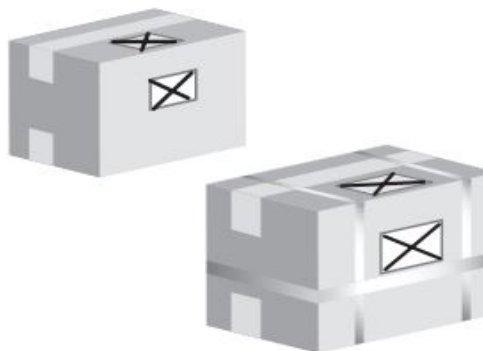


Include **all** packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

## 2. Seal

Use supplied tape and remove, cover, or cross out the original shipping labels.

- For small boxes, the tape should extend 3 inches.
- For large boxes, place tape around the perimeter of the box.



## 3. Label

- Use the supplied UPS return labels from your test book materials shipment.
- Remove any old labels from the box, then place one label on each box. Do not put two UPS return labels on one box. Make sure each label can be clearly read.
- Note the UPS tracking number (starting with '1Z' in the center of the label) for your records.

**NOTE:** Supplied labels may be different from samples shown.



## 4. Ship

Test coordinators will schedule their own pickups to return material shipments for the primary test date, the end of the accommodated testing window, and the makeup date. (See Ship Materials later in this section for details.)

## Important Notes

- Do not put answer sheets inside test books.
- Only return unused answer sheets in this shipment. (See What Is a Used Answer Sheet? earlier in this section.)
- If your return labels are missing, contact School Day Support.



# After Testing

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- Ship materials back to College Board
- Email Heather Rykard when you have shipped your materials



# Questions

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- Contact Evaluation Services
- Heather Rykard (Administration, Accommodations)
  - 850-469-5387
  - [hrykard@ecsdfl.us](mailto:hrykard@ecsdfl.us)
- Scott Dodson (Score reporting, Data)
  - 850-469-5389
  - [sdodson@ecsdfl.us](mailto:sdodson@ecsdfl.us)