New Hampshire Statewide SAT School Day Implementation Overview
Session Goals

- Review the March 2016 SAT School Day timeline
- Provide an overview of the steps in the implementation process for the SAT School Day administration
- Discuss communication points with schools
- Review benefits of SAT
- Answer questions
Agenda

• **Topics we will cover:**
  • Overview
  • Test Center Setup and Intake
    • Roles and Responsibilities
    • Center Master Form
  • Registration and Ordering
    • Registration
    • Accommodations requests
  • Training
  • Test Day
    • Planning Schedules, Rooms, and Staff
  • Test Materials Delivery and Return
  • SAT Benefits
  • March 2016 Key Milestones
  • Contact Information
  • Questions
# Overview of SAT School Day

<table>
<thead>
<tr>
<th>Oct - Dec</th>
<th>January</th>
<th>February</th>
<th>March</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Center Intake</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registration, Ordering, &amp; SSD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supervisor Training</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ship Materials</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Test Day</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Practice</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Score Reporting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Test Center Intake**
  - SSD Coordinators submit applications.
  - TC Supervisor provides student registration information.
  - Students complete online registration.

- **Registration, Ordering, & SSD**
  - TC Supervisors must complete online modules approx. 45 minutes of training.
  - Associate Supervisors must complete approx. 25 minutes of training.

- **Ship Materials**
  - Materials mailed 2 weeks prior to test day, to arrive by 2/26/16.

- **Test Day**
  - Prepare students/parents for Practice
  - Resources available include Khan Academy, SAT Practice Mobile App, paper practice forms.

- **Score Reporting**
  - Student score reports made available through online portal.
  - K12 reporting available via online portal.
  - HED electronic score reporting sent based on student designation.
Roles and Responsibilities at Participating Schools

- **Principal** is our main instructional contact at the school and is responsible for:
  - Receiving and distributing general information about the Official SAT Practice through Khan Academy.
  - Receiving the school’s allotment of School Day Fee Waivers for distribution to eligible students.
  - Enlisting the aid of other staff, but s/he will be the College Board’s main contact.
Roles and Responsibilities at Participating Schools

- **SSD Coordinator** is responsible for:
  - Being the school’s liaison with the College Board’s Services for Students with Disabilities office.
  - Submitting accommodation requests for all students who request them at his/her school.
  - Administering the test to students who have a non-standard administration of the test and appear on the Non-standard Administration Roster (NAR).
Roles and Responsibilities at Participating Schools

- **Test Center Supervisor** (TCS) is responsible for:
  - All aspects of the School Day administration at a school, including:
    - Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
    - Everything on test day, including distribution of materials, monitoring of all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports.
  - TCS may choose to enlist the aid of others at the school to help him/her with student data questionnaire completion and test day planning and set-up.
    - The TCS will remain the main contact and receive all communications from the College Board and ETS.
  - Identifying staff to serve as **Associate Supervisors, Proctors** and **Hall Monitors** for test day staff support
Roles and Responsibilities at Participating Schools

- **Associate Supervisor(s)** are accountable for everyone in the testing room and everything that takes place in that room including management of all testing materials, conduct the testing and monitor test-takers to ensure a fair administration.
  - We recommend using current or retired teachers, counselors, administrators, or other educators who are familiar with test administration and/or classroom management.
  - Each room requires one Associate Supervisor.
  - One Associate Supervisor must be designated as the back-up for the Test Center Supervisor.
Roles and Responsibilities at Participating Schools

- **Proctor(s) and Hall Monitors** are responsible for assisting the Test Center and Associate Supervisors.

  - Proctors do not administer the test, but they do help set up the testing area and monitor testing. Hall Monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.

  - Proctors and Hall Monitors may be members of the school staff or other adults who have been trained to help Test Center Supervisors and Associate Supervisors.
Setting Up Your School’s Test Center

- All schools where testing will take place must be set-up as a School Day-specific test center.
  - Completing the Center Master Form (CMF)
    - CMF’s are sent to Test Center Supervisors at schools that are School Day testing sites.
    - CMFs are due back within 3 days of receipt
    - If a school does not complete their CMF they CANNOT administer the test to students
- If you are a Saturday test center, you must do a separate CMF for your School Day administration and will have a different Test Center Code than your Saturday Test Center Code
Sample Center Master Form

2013-14 SCHOOL DAY TEST CENTER MASTER FORM

Test Center Number: 33070

1. TEST SCHEDULED DATE CAPACITY SCHED AGREE COMMENTS
   10/16/2013 23x X

Please note that a makeup date will be determined for all students who require a makeup.

2. Reporting address (for students):
   RIVERSIDE HIGH SCHOOL
   665 VANECHURTON AVENUE

3. Shipping address (if different from mailing address in item 3):

4. Enter your 8-digit high school number: 33070

5. USA County in which center is located:

6. Enter the Supervisor's
   FAX number: ( )
   Email: gary.ziegler@riversidepublicschools.org

7. In accepting the appointment as Test Center Supervisor, I affirm that I have read and agree to abide by the conditions and requirements specified on the back of this form.
   Supervisor's name: Gary Ziegler
   Supervisor's signature: __________
   Title: __________
   Date: __________

8. Supervisor's mailing address (if address noted is no longer current, make changes below):
   Gary Ziegler
   RIVERSIDE HIGH SCHOOL
   665 VANECHURTON AVENUE
   YORKERS, NV 10701

9. Years of service as SAT Supervisor:
   Supervisor's telephone numbers:
   Cell: ( )
   Work: ( )
   Home: ( )

10. Name of person who will assume responsibility in your absence:
    Substitute supervisor's telephone numbers:
    Cell: ( )
    Work: ( )
    Home: ( )
    Substitute supervisor's email:

11. Ticket message (for printed Admission Ticket):
    __________
Student Registration – Online Voucher

- Students will register using a Voucher in lieu of payment for the Multiple Choice test
  - NH is supporting all students to take the SAT (without essay)
  - Students can choose to add the essay
    - Students are responsible for paying the essay fee of $11.50 if they choose to add the essay
- Registration materials will ship to schools on 1/4/16
- An online registration must be completed by **February 17th at 11:59PM EST**
- Each student must login to their College Board account to register
  - If a student does not have an account, they can create one at sat.collegeboard.org
  - If a student already has an account, they should NOT create another
- Registration takes approx. 45 minutes
Student Registration – Online Voucher

- Schools can choose different approaches to support registration
  - Students complete registration on their own
    - Supervisors can see who has registered via SOAR to monitor student registrations
    - Counselors can monitor registration via Counselor Registration Report
  - Students complete registration during a scheduled time
    - Some schools do this during an advisory period, an English class, or an extended homeroom period
- Students must have their admission tickets, which are generated during the registration process, on test day to be able to take the test
Online Voucher Registration – Sample Voucher

SAT® This voucher entitles you to one SAT® School Day registration.

Follow these steps:
1. Fill in your 6-digit high school code below:

2. Check with your counselor to make sure the information you have filled in above is correct.

3. Use the voucher code below to register online. The code is case sensitive. During registration, you may also need to provide your state student ID number.

Student voucher code:

To register online, go to collegeboard.org/mysat. Log in to your free account or follow the steps to create one. Enter the 12-digit student voucher code when prompted.

If you are unable to register online, call Customer Service at 866-756-7348 and supply the information on this voucher to the Customer Service representative.

SAT SCHOOL DAY STUDENT VOUCHER

Unique code that is entered to bypass payment
Online Voucher Registration – Screenshot
Online Voucher Registration – Screenshot
Register for the SAT® School Day

Welcome to the Tukwila School District Initiative

You are eligible to participate in SAT® School Day – Tukwila School District Initiative.

This opportunity allows you to take the SAT during school hours at your school (or other designated locations).

SAT® School Day Option:
Wednesday, October 14, 2015 (SAT with Essay)

Tell us if you would like to participate in this program.

- Yes, I would like to take the SAT using a voucher on a date specified.
- No, I want to pay the testing fee(s) and take the SAT Subject Tests or the SAT on a weekend administration date.

To take advantage of this special opportunity you will need a valid Student Voucher.

*Enter Your Student Voucher Code*

645C02Y5X32

Continue
Student Registration -- Admission Ticket

SAT® School Day Admission Ticket

Student Name: [Redacted]
Student Address: [Redacted]
Test Date: October 15, 2014
Test Type: SAT
Testing Site: [Redacted]

Important Messages for Students:

Requirements for Test Day:
- A printed copy of this SAT School Day Admission Ticket, which is required for entry to the test center. Electronic copies are not allowed.
- Acceptable photo identification.
- Two No. 2 pencils with soft erasers.
- An acceptable calculator (for mathematics sections only).
- A watch with no audible alarm or communications/recording capabilities.
- Extra batteries for your calculator.
- Snacks and drinks to have during breaks.
- A bag or backpack (which must be stored under the desk during testing).

Acceptable Identification:
ID documents must meet all of the following requirements:
- Be a valid, unexpired photo identification that is government-issued or issued by the school that you currently attend. School IDs from the prior school year are valid through the end of the current calendar year.
- Be an original document (not photocopied).
- Bear your full, legal name that exactly matches the name on your Admission Ticket, including the order of the name.
- Bear a recent, recognizable photograph that clearly matches both your appearance on test day and the photo on your Admission Ticket.
- Be in good condition, with clearly legible English language text, and a clearly visible photograph.

For a list of acceptable and unacceptable calculators, visit sat.org/test-day or see the Getting Ready for the SAT booklet.
Makeup Administration -- Materials

• Students who miss the initial test administration, will be required to take the SAT on the makeup date
  • For most schools the makeup date is April 12, 2016
  • For remaining 4 schools, the makeup date is April 27, 2016

• Test Center Supervisors and SSD Coordinators will receive an email reminding them of the makeup date with a link to request the necessary makeup materials.

• Test materials will be sent based on the counts provided in the online form, Early Reporting Form- Absentees & Irregularities.
Requesting Accommodations for Students with Disabilities

- Accommodations are requested through the College Board’s Services for Students with Disabilities (SSD) office using the **SSD Online System**.

- Requests for accommodations should be submitted by the school’s designated SSD Coordinator(s) by **January 13, 2016**.

- Any student that participated in other College Board assessments and received approved accommodations will not need to reapply unless their accommodation needs change.
  - This includes PSAT/NMSQT and Advanced Placement tests

- For students that have a temporary condition caused by injury or accident, do NOT submit via SSD Online. Instead, complete the Temporary Conditions Form available on our [website](#).
Requesting Accommodations

• If your school has not designated an SSD Coordinator, complete the SSD Coordinator Form to request access to SSD Online at https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access

• Schools may have more than one SSD Coordinator
  • One SSD Coordinator is designated as Primary and receives all communications from the College Board
  • Other SSD Coordinators may access SSD Online to input accommodations requests

• Webinar with more details about requesting accommodations for students with disabilities will take place on December 3rd
Requesting Accommodations – State Allowed

• Schools should request College Board accommodations for all students with the exception of the following accommodations types:
  • Reading content and test questions in the student’s native language.
  • Use of a bilingual word-for-word, non-electronic translation glossary for English language learners.
  • Signing of the content and test questions in American Sign Language (ASL).
  • Student responds in American Sign Language (ASL).
• Students who test with one of the above accommodations will NOT receive a college reportable score.
• Requests for State Allowed Accommodations are also submitted via SSD Online by the school’s designated SSD Coordinator(s).
Planning for Schedule on Test Days

- Testing time with breaks included is 3 hours, 30 minutes (without essay) and 4 hours, 22 minutes (with essay)

<table>
<thead>
<tr>
<th>SAT</th>
<th>Without essay (in mins)</th>
<th>With essay (in mins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>65</td>
<td>65</td>
</tr>
<tr>
<td>Break</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Writing and Language</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td>Math (no calculator)</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Math (with calculator)</td>
<td>55</td>
<td>55</td>
</tr>
<tr>
<td>Break</td>
<td>N/A</td>
<td>2</td>
</tr>
<tr>
<td>Book collection/ Essay distribution</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Optional Essay</td>
<td>N/A</td>
<td>50</td>
</tr>
<tr>
<td>Total (hours, minutes)</td>
<td>3h, 30m</td>
<td>4h, 22m</td>
</tr>
</tbody>
</table>

- School schedules will require some adjustments
  - Lunch periods
    - Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
    - Students may eat snacks during breaks
  - Bell schedules
    - Bells must be silenced during test administration
Planning for Schedule on Test Days

- **Standard Schedule for Test Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
<td>Close testing room doors.</td>
</tr>
<tr>
<td>8–8:30 a.m.</td>
<td>Distribute materials and read preliminary instructions.</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>Begin testing.</td>
</tr>
<tr>
<td>11:45 a.m. for SAT</td>
<td>Pencils down for standard test administrations.</td>
</tr>
<tr>
<td>12:52 p.m. for SAT with Essay</td>
<td></td>
</tr>
</tbody>
</table>

- Schools can vary from this schedule by up to 30 minutes.
- If a school needs to vary from this schedule by more than 30 minutes they need to contact SAT School Day Customer Support for approval.
Planning for Testing Rooms

• Size of cohort testing and size of rooms used for testing determine number of rooms needed.

  • Options for rooms include:
    • Larger spaces, such as auditoriums and gymnasiums
    • Smaller spaces, such as classrooms

  • Seating diagrams for different room types are available in Test Center Supervisor’s Manual
    • Spacing requirements and furniture requirements

  • Location of testing rooms within the building
    • Separated from other classes/tests on different schedules or taking different assessments
      • Minimize noise and other disruptions when classes or other assessments break
    • Area where there will be minimal noise/distractions from outside the building
    • Access to restrooms
    • Non-essay rooms should be closer to exits than Essay rooms to prevent disruption for students taking the essay portion
Seating and Furniture Requirements

- Use chairs with backs.
- Face seats in the same direction.
- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of four feet from right to left (measure from center of desk).
- Ensure unimpeded access to every student by staff.
- Seat only one student at a table measuring six feet in length or less.
- Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- Provide a large, smooth writing surface, preferably desks or tables.
- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.
Sample Seating Plans

Plan IA: level seating

X X X X X
X X X X X
X X X X X
X X X X X
X X X X X
X X X X X
X X X X X
X X X X X
X X X X

|-- 4' --|
Sample Seating Plans

Plan IB: level seating

<table>
<thead>
<tr>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

4'
Sample Seating Plans

Plan II: elevated seating

```
X   X   X   X   X
X   X   X   X   X
X   X   X   X   X
X   X   X   X   X
X   X   X   X   X
```

4'
Sample Seating Plans

Plan III: tables

X

6' or less

X ← 4' → X ← 4' → X

More than 12'
Planning for Staffing Needs

• The size of cohort testing, number of testing rooms and number of students in each room determine number of staff needed.
  • Formulas available in Test Center Supervisor Manual

• Test Day staff requirements
  • Not employed by an outside test-prep company.
  • Have not taken the SAT within 180 days of the administration date.
  • Does not have a member of immediate family taking the same test on the same date, regardless of location
  • Does not have to be comprised of only teachers.
    • Check with your school/district for their own policies about this.
    • Some schools utilize aides, paras, substitutes, coaches.
Planning for Staffing Needs

• Unless your school tests only a few students, you will need additional staff to assist the Test Center Supervisor.

• There should be a minimum of one Associate Supervisor (head proctor) for every 34 students.

• For rooms with more than 34 students, assign additional proctors to help.

• At least one Hall Proctor is needed, but more could be needed depending on the number of testing rooms in use.
Planning for Staffing Needs

- How can different room configurations change staffing needs?
- Example:
  - Your school is testing 100 juniors for SAT School Day

- Room configuration option #1
  - Using 4 classrooms of 25 students each
  - 5 staff members needed (plus hall monitor)
Planning for Staffing Needs

- How can different room configurations change staffing needs?
- Example:
  - Your school is testing 100 juniors for SAT School Day
- Room configuration option #2
  - Using the gym to test all 100 students together
  - 4 staff members needed (plus hall monitor)
Training for Test Center Supervisors

- Test Center Supervisor Training

  - Online Training
    - Access available through College Board Professional Account
    - Mandatory
    - Approximately 45 minutes to 1 hour to complete, broken up into modules
    - Must be completed by each individual supervisor once.

- Training Kit
  - Hard copies of manuals, test day forms and publications
  - Shipped to schools **in early January**
Training for Other Test Day Staff

• Associate Supervisor Training
  • Online Training, similar to Test Center Supervisor Training
  • Available through College Board Professional Account
  • Approximately 25 minutes to complete

• Proctor and Hall Monitor Training
  • Printed materials available, distributed by Test Center Supervisor
Test Materials Delivery

• Standard Test materials will be addressed to the Test Center Supervisor at the test center and will arrive no later than **February 26, 2016**

  • Let office staff know to expect the delivery.
  • Must be stored securely, in school safe, once delivered.
  • Check contents of boxes within 24 hours of delivery using packing lists.
    • Contact Test Administration Services (TAS) immediately if there is a problem with your shipment – see Supervisor’s Manual for specific instructions.
  • Check materials daily until test day.
    • Contact TAS immediately if materials show evidence of tampering.

• Non-Standard test materials for students on the NAR will be addressed to the SSD Coordinator.
  • Procedures for keeping materials secure are consistent with those for standard materials.
Test Day

- Test day processes are covered in depth in online training/webinars as well as in printed Testing Manuals.

- Test Center Supervisors should have the printed manuals with them on test day for quick and easy reference.

- The manuals and online trainings/webinars cover:
  - Check-in
  - Materials distribution
  - Active monitoring
  - Addressing challenges and testing irregularities
  - Materials packaging and return
Test Materials Return

• On March 1, 2016 the Test Center Supervisor will receive an email from TAS with information about custom courier test materials pick-up
  • The email may include a confirmation number along with the date and time of the pick-up.
  • If this service is not available in your area, Supervisors will receive an email with alternate directions for returning their materials.
• Once testing is complete, package all materials for shipment
  • Detailed instructions are included in test materials boxes and in the Test Center Supervisor’s Manual.
  • Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.
• Follow packing and addressing instructions exactly
  • Test books, answer sheets, and test day forms are sent to different locations and explicit shipping instructions are in the manual.
  • Errors in packing or shipping will lead to score delays for students.
  • If you have any questions, contact TAS for assistance.
**Test Materials Return - SAT**

**RETURNING**

**Used Answer Sheets and Forms**

Assemble and pack materials 1-7 in the sequence shown. SSD Coordinators:

1. Test Supervisor's Report Form
2. Annotated online roster (including nonstandard test-takers)
3. Green Envelope
4. Gray Envelope
5. Auxiliary Items not included in all test administrations
6. Large-block used answer sheets
7. Regular used answer sheets

---

**RETURNING**

**Test Books and Unused Answer Sheets**

1. PACK
   - Use the return from original test materials shipment.
   - Include only the items shown below.
2. SEAL
   - The shipment form.
3. ENCLOSED Answer Sheets
   - Include ALL packed answer sheets in one return shipment.
4. LABEL
   - The enclosed return labels.
   - Do not put return labels on test box or cover a return label with another label.
   - Write down tracking number for your records.
5. SHIP
   - Call the number to arrange for pickup or drop-off a special pickup.
   - Return the packages to your local mail center.

**IMPORTANT NOTES:**
- Do not put answer sheets inside test books.
- For more information about returning materials, see The SAT School Day Testing Manual.
Benefits of College Board Assessments

+ Khan Academy
+ Score reporting and scholarship opportunities
+ Student Search Services
+ Fee Waivers
  - SAT School Day
  - College Application
Khan Academy Road to Success

+ Khan Academy is designed to engage students in 30 minutes of productive practice on a daily basis.
  - All questions in the Khan platform meet SAT test specifications.
  - Four full-length SAT practice tests are available.
+ Practice is focused on priority areas.
  - Khan question format and design mirrors the design/format of the online SAT.
  - Each question will provide answer explanations, step-by-step solution, and hints.
  - Coming soon, students will be able to write an essay and have it scored in Khan Academy.
  - In the spring, students will also receive feedback about their essay.
Score Reporting and Scholarship Opportunities

• All students who take the SAT are eligible for 4 free “score sends”

• To send scores, students must log into their College Board account and add in the colleges or scholarship organizations to which they want to send the scores
  • This can be done at time of registration or a student can do it later

• Students have until **March 11, 2016** at 11:59PM EST to add score sends through their College Board account.

• After **March 11, 2016** students are still able to have their scores sent to colleges and scholarship organizations, but there is a fee.
Student Search Services

• Students may choose to participate in Student Search Service as part of answering the student data questionnaire.

• Student information will then be made available to participating colleges and scholarship services.

• Colleges and scholarship programs then use the Student Search Service to help them locate and recruit students with characteristics that they find to be a good match with their programs. This is a great way for you to get information about colleges with which you may not be familiar.

• For more information: https://sat.collegeboard.org/register/student-search-service
SAT School Day Fee Waiver

- Eligible students taking the School Day test are able to have access to benefits that students who take the weekend administration are able to access through their testing fee waiver
  - Students who are enrolled in or eligible for the National School Lunch Program (NSLP) are eligible

- For New Hampshire schools, SAT School Day Fee Waivers are sent to with the registration materials, arriving the first week in January
  - Schools then distribute them to eligible students

- Student benefits included with an SAT School Day Fee Waiver are:
  - 4 free score sends to use at any time (fee waiver code required)
  - Access to Student Answer Service for March School Day administration by calling Customer Service (fee waiver code required)
  - 4 College Application Fee Waivers, automatically delivered to student’s online account the August before they begin their senior year
  - For NH, fee-waiver eligible students can use a fee waiver to add the essay to their School Day registration at no charge
# March 2016 Key Milestones

<table>
<thead>
<tr>
<th>Activities</th>
<th>March Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center Master Form due (Test Center Setup)</td>
<td>12/7/15</td>
</tr>
<tr>
<td>Registration materials mailed</td>
<td>1/4/16</td>
</tr>
<tr>
<td>Test Center Supervisor training materials mailed</td>
<td>Mid-January</td>
</tr>
<tr>
<td>SSD Accommodations Request Deadline</td>
<td>1/13/2016</td>
</tr>
<tr>
<td>Test Center Supervisor online training available</td>
<td>1/14/2016</td>
</tr>
<tr>
<td>Registration ends</td>
<td>2/17/2016</td>
</tr>
<tr>
<td>Test Center Supervisor Training completion date</td>
<td>2/17/2016</td>
</tr>
<tr>
<td>Test materials ship to test centers</td>
<td>2/19/2016</td>
</tr>
<tr>
<td>Test materials arrive at test centers</td>
<td>2/26/2016</td>
</tr>
<tr>
<td>SAT School Day Test Administration</td>
<td>3/2/2016</td>
</tr>
<tr>
<td>Makeup Administration (in-school)</td>
<td>4/12/2016</td>
</tr>
<tr>
<td><em>4/27/2016 for schools closed on make-up date</em></td>
<td>*4/27/2016 for schools closed on make-up date</td>
</tr>
</tbody>
</table>
SAT School Day – Important Contacts

• **Test Center Supervisors, SSD Coordinators, and Educators**
  • SAT School Day Customer Support
    • 855-373-6387 or SATSchoolDaySupport@collegeboard.org
  • ETS Test Administration Support (TAS – for test day items, rosters, test material issues)
    • 800-257-5123 or tas@ets.org
  • SSD Support (help with submitting approvals or checking approval status)
    • 844-255-7728 or ssd@info.collegeboard.org
  • SAT Counselor Hotline
    • 888-SAT-HELP (728-4357)

• **Students and Parents** (registration, online account questions)
  • Customer Service Support
    • 866-756-7346
  • SSD Support and Questions
    • 212-713-8333