

All About Accommodations & Supports

Preparing for Digital SAT School Day with Essay

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Session Goals

- Gain a familiarity of the process for providing accommodations to students for testing on Spring Digital SAT with Essay
- 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

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Test Dates and Student Participation

SAT with Essay Test Dates

Digital Administration

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

	Digital SAT with Essay
Primary Testing Window	March 22-24 & 28-29, 2023
Accommodated Testing Window	March 22–April 4, 2023
Makeup Testing Window	April 12-14 & 18-19, 2023

Who is eligible for accommodations/supports?

- Students with an active Individualized Education Program (IEP)
- Students who have an active Section 504 Plan
- Identified English Learners

In order to receive the accommodation or support, they **MUST** have an active IEP, 504 or identified as EL *at the time* of the test.

Do EL Learners need to take the test?

YES

Supports are available, such as time and one half (+50%) extended time, for EL learners.

Exception:

Less than 12 months in a US school

Active English Learners based on WIDA screener

Exempt for one administration of the reading or language arts assessment.

However, taking Digital SAT with Essay with a state allowed accommodation of EL Math Only will result in that student's score as not being college or scholarship reportable.

Students Attending Out-of-District Schools

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

NOTES:

- It is the responsibility of the LEA to ensure that the school understands which tests must be administered to the student and that the student's data reported in i4see and IEP, 504 and/or EL Plan is accurate.
- **Out-of-State Schools:**
 - **ONLY** the assessments given as part of New Hampshire's Statewide Assessment Program can be administered. This includes the SAT with Essay. Any other administration date for the PSAT/NMSQT or weekend SAT, **do not** count as statewide assessments; scores from other administrations will not be used for accountability purposes.
 - SAT with Essay **must** be administered on the paper administration dates (see sidebar)

Paper/Pencil Admin Dates

Primary: March 22
Makeup: April 13
Accommodated:
March 22–April 4

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">• Responsible for planning the administration for ALL students, including those with accommodations• All shipments will be addressed to the test coordinator• Responsible for returning all materials for scoring	<ul style="list-style-type: none">• Responsible for students testing with accommodations and printing the list of students who will receive accommodations.
Cooperative Responsibilities	
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

NH SAT School Day FAQ

A document that answers some of the most frequently asked questions by New Hampshire educators administering Digital SAT School Day with Essay.

4

NHED SAT with Essay Web Page

The comprehensive resource for NHED SAT with Essay. Links to manuals, the testing portal, checklists, and more.

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 email will arrive with specific instructions on how to access SSD Online.
- 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

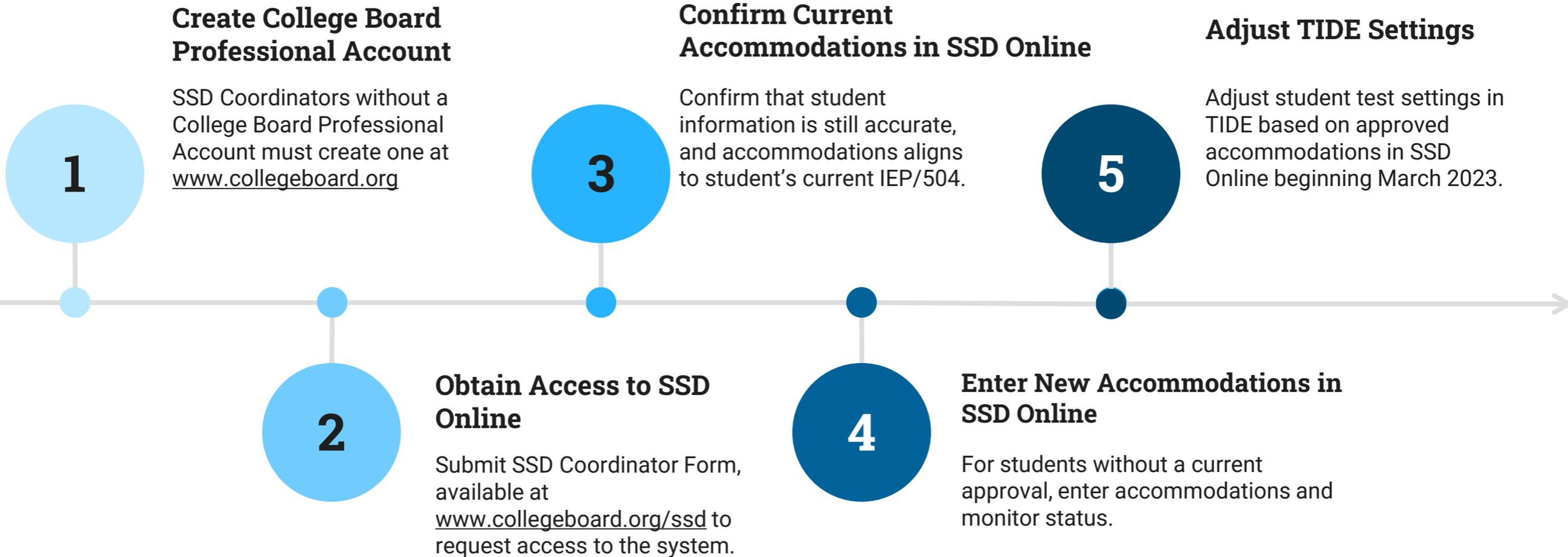
- Log in to your College Board Account at www.collegeboard.org.
 - If you've forgotten your password, use the Forgot Username or Password links on the sign-in page.
- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: www.collegeboard.org/ssdonline

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

The Accommodations and Supports Process

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Accommodations and Supports Process



Key Accommodation Request Deadlines

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

Activity	Dates
Accommodations (state-allowed & College Board)	Now – January 31, 2023
English Learner (EL) 50% Extended Time	Now – January 31, 2023

- 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 with Essay 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.
 - New Hampshire students in schools outside of NH.
- **To Order Paper Test Materials:**
<https://bit.ly/RequestPaperTestForm>



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 NHDOE

- 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.
- Any accommodation can be requested as a state-allowed accommodation; however, these should be selected only in unique circumstances as state-allowed accommodations do not result in a college or scholarship reportable score. If the student has a documented disability, a College Board approved accommodation should be requested.

Determining Accommodations to Enter

- 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*	2 Days	<ul style="list-style-type: none">• Students will test in two days.• Student will receive extended time for ALL sections.• Student will receive extra breaks.
Time and one-half (+50%) for math*	1 Day	<ul style="list-style-type: none">• Student will receive extended time only for the math sections.• Student will automatically receive extra breaks.
Double time (+100%) for reading	2 Days	<ul style="list-style-type: none">• 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 with Essay.
Double time (+100%) for math	1 Day	<ul style="list-style-type: none">• Student will receive extended time only for the math test.• Student will automatically receive extra breaks.

*Please note: Remember to schedule in time for administrative activities, such as passing out test books and reading directions.

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)	2 Days	<ul style="list-style-type: none">• Students will use text-to-speech on the digital platform.• Can be configured for all or parts of the test. Options include:<ul style="list-style-type: none">• Read Text Only (default) – students receive time and one-half• Read Text and Graphics – students receive double time
Human Reader	2 Days	<ul style="list-style-type: none">• Students will use text-to-speech on the digital platform.• Can be configured for all or parts of the test. Options include:<ul style="list-style-type: none">• Read Text Only (default) – students receive time and one-half• Read Text and Graphics – students receive double time
Assistive Technology (AT)	1 Day	<ul style="list-style-type: none">• 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 2023) and must be printed by the school ahead of test day. Languages available are:
 - Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, 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 <https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/sonh/sat-sd-college-board-approved-glossaries.pdf>

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 January 31, 2023.

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?

The screenshot shows the SSD Online dashboard for Jason Reynolds. The 'Dashboard' link in the top navigation bar is circled in red. Below the navigation bar, there is a 'Welcome, Jason!' message and a dropdown menu for 'Displaying Students for:' set to 'All Schools'. The main heading is 'Student Accommodations & Supports', with instructions to select an existing student or a 'New Request' button. A search bar is present with filters for Grade (8-12), Type (CB, EL, SAA), and Status (All). The results table shows two students: Lee, Harper (12th grade) and Hosseini, Khaled (10th grade), with their respective accommodation types and statuses.

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

SSD Dashboard

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

The screenshot shows the SSD Online dashboard interface. At the top, there is a navigation bar with links for 'Dashboard', 'Helpful Links', 'Pre-recorded Audio (MP3 via streaming)', 'Nonstandard Administration Report', and 'Test Calendar'. Below this is a blue banner with 'Welcome, Jason!'. A dropdown menu is set to 'All Schools'. A 'New Request' button is visible. A search bar allows filtering by grade (8-12), type (CB, EL, SAA), and status (All). Below the search bar, a table lists existing students with their names, types, descriptions, and statuses.

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

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.

Student Profile 12th Grade
mouse, mickey 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 [Edit](#)
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
- Click **New Request**

The screenshot shows the SSD Online dashboard for Jason Reynolds. The main heading is 'Student Accommodations & Supports'. Below the heading, there is a search bar and filters for Grade (8-12) and Type (CB, EL, SAA). A 'New Request' button is highlighted with a red box. Below the search bar, there is a table of existing students with columns for Name, Type, Description, and Status.

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)	Now – Jan. 31, 2023
English Learner (EL) 50% Extended Time	Now – Jan. 31, 2023

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 * **SCHOOL ***

First Name Last Name

[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](#)

 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)? *



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[Start New Accommodation Request](#)

-  **Disability Information**
-  **Plan Information**
-  **Parent Consent**

Enter a New Accommodation

- The next screen will provide some introductory information about what to have available when entering the accommodation.

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**

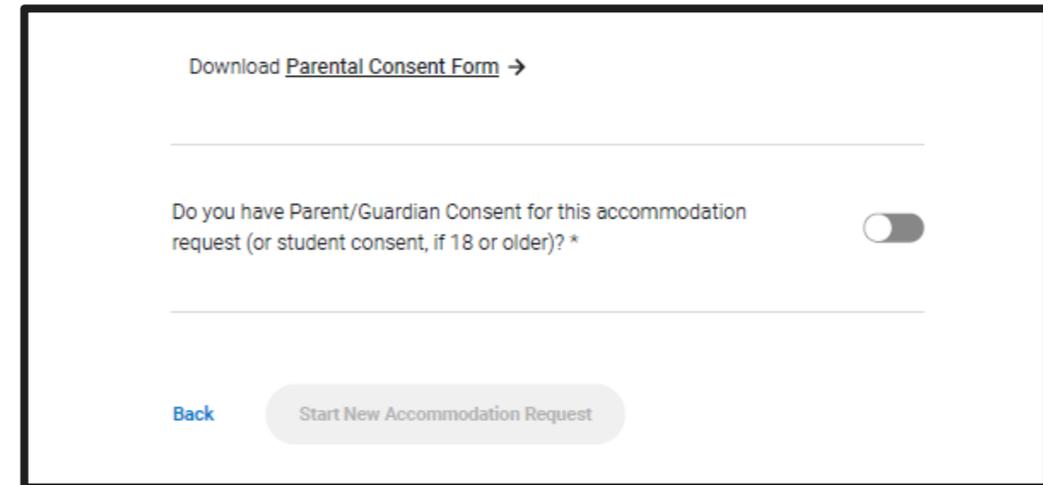
The type of formal school the student currently has (IEP, 504 Plan, Qualified Formal Plan, Other Formal Plan, No Current Plan) and the approximate date of the student's first formal plan)

- **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.
 - Parental Consent is based on district policy.



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.

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

✓ 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.

Dashboard / Student Name

Disabilities
Accommodations
3 School Plan
4 Review and Submit

New Accommodation Request (CB)

School Plan

Please tell us about the student's educational plan.

Select the student's current educational plan from the list below * ?

IEP

504 Plan

Qualified formal plan

Formal written plan/program

Student does not have a plan

When did the current plan go into effect? *

Month * Year *

Is this the student's first educational plan? *

Yes No

What was the student's initial educational plan? *

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

Student Information

Student name

Phone number: [placeholder]

Address line 1

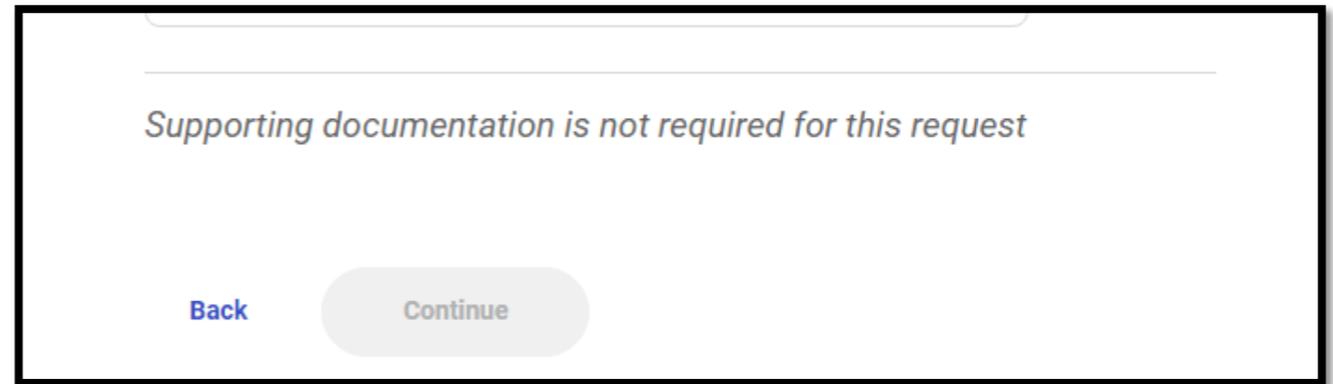
Address line 2

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)

Terms and Agreement

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](#)

Other Functions

Transfer/Move students

Removing accommodations

Waiving accommodations

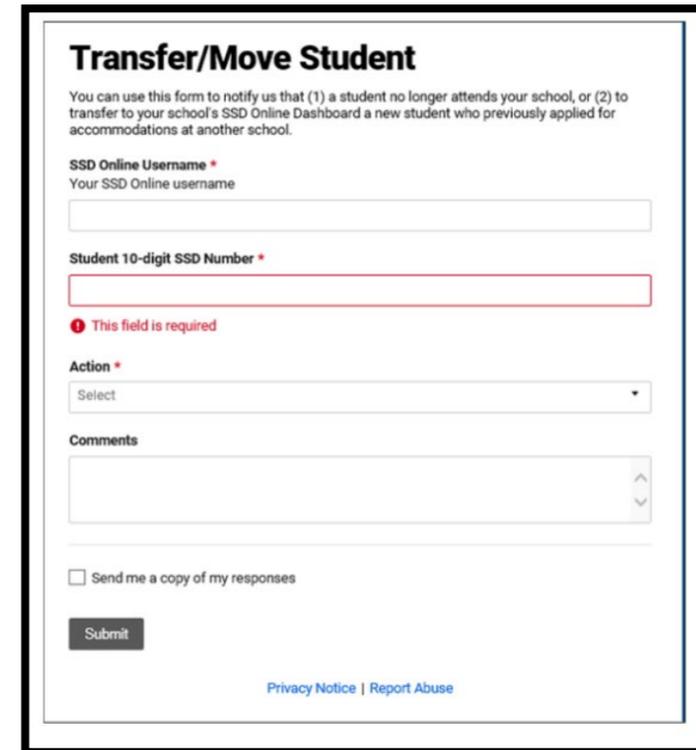
Adding accommodations to existing

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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.

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



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 *
Select

Comments

Send me a copy of my responses

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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

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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. The student uses the same 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.

The screenshot displays a 'Student Profile' page for Tom Jones. The header includes the student's name, grade (11th), school (Broad Run High School), SSD ID (2011149912), and a note that there are no upcoming events. A blue button labeled 'New Accommodation Request' is highlighted with a red rectangular box. Below the header, the page is divided into two columns. The left column, titled 'Student Name & Contact Information', contains fields for Email Address, Phone Number, Address (123 Main St), Anticipated Graduation Date (05/2022) with an 'Edit' link, and Gender (Male). The right column, titled 'Upcoming Registered Exams', shows 'No upcoming registered exams'.

The NAR

Nonstandard Assessment Report

Nonstandard Administration Report (NAR)



NEW

The Nonstandard Administration Report (NAR) has a new look, more detailed student information, and a more efficient sign in process.

- NARs can now be created throughout the year.
- More information – In addition to the approved accommodations, the NAR displays the following for each student:
 - Group Types (Which students can sit together)
 - Test book color
 - Number of test days (one day or more than one)
- Export to PDF or CSV

Welcome, Testing

Non-Standard Administration Report

The Non-Standard Administration Report (NAR) provides a list of students who are testing with accommodations for a particular assessment. To create a NAR:

1. Select your **School, Assessment name** and **Test date** of the test for which you wish to generate the NAR. If only specific grades are testing, select the grades that you wish to include, or select **ALL** to select all grades.
2. Select **Get student list** to see a list of available students. For the weekend SAT, the list will provide all students who are registered for the SAT with approved school-based accommodations. For SAT School Day and PSAT-related assessments, you will be shown a list of all students with approved accommodations.
3. For a print ready student list with administration instructions, select **Generate NAR** to create a pdf format. For a list of approved students that can be imported into a spreadsheet, select **Generate CSV**. (Note: you may need to widen columns to view all data. Student SSD numbers should be 10 characters long. If the length is less than that, add 000 at the beginning of the number. The SSD number is also visible on the Dashboard in SSD Online)
4. Click "Download NAR" or "Download CSV" when they appear, to download the file. Click on the file link.

1

School:
ETS HIGH SCHOOL/MARGO MERIWETHER

Assessment Type:
SAT School Day Without Essay

Test Date:
March 22, 2023

Grade(s):
 8 9 10 11 12

2

[Get Student List](#)

3

[Generate PDF](#)[Generate CSV](#)

Showing 1 - 3 of 3 results

<input type="checkbox"/> Select All	First Name	Last Name	SSDID	Grade
<input type="checkbox"/>	Clepssd	One	2209437959	11
<input type="checkbox"/>	four	four	2203123260	11
<input type="checkbox"/>	Testingrequest	Activitylog	2111163875	11

Nonstandard Administration Report (NAR)

Generate PDF



- Options to view/create NAR.
- Generate PDF to create a print ready list.
- Generate CSV to create list of approved students that can be imported into another spreadsheet, or manipulated to include other information, such as script number.

CollegeBoard

Nonstandard Administration Report

School: ETS HIGH SCHOOL/MARGO MERIWETHER
MAIL STOP 05Q RM Q510
EWING, NJ, 08618, US
AI Code: 311262
Assessment: SAT School Day Without Essay
Administration Date: March 22, 2023
Grades: 11

SAT School Day NAR

Below is a list of all students from your school who will be taking the SAT® School Day administration designated above with accommodations or English Learner (EL) Supports. **Please print this report as close to test day as possible and work with your school's test coordinator to distribute it to proctors prior to the test.**

NOTE: The NAR does not include accommodations that do not apply to SAT School Day.

Using the NAR

- Prior to test day, review the NAR to confirm that student information and accommodations are correct.
- Testing Group:** Students in the same Testing Group may test in the same test room even if they have different accommodations.
- Test Book:** Work with the Test Coordinator to ensure that students are provided the appropriate test book.
- One or Two Day testing:** Some accommodations, such as Double Time, Pre-Recorded Audio and Limited Test Time, test over two days. Students testing over two days should complete their test on the next consecutive day.
- Accommodated Testing Window:** Most students with accommodations will test on the Primary test day. However, some students with accommodations may test during the Accommodated Testing Window. The NAR indicates "Yes" in this column for students who may test during the Accommodated Testing Window.

Last Name	First Name	SSDID	Grade	Approved Accommodations	Testing Group	Test Book	1 or 2-day Testing	Testing Window	Testing Room	Tested
four	four	2203123260	11	<ul style="list-style-type: none"> Reading: Double time (+100%) Math: Double time (+100%) Breaks: Extended Large Print Test Book: Other 	SB44	Blue	2 Days	Yes		
Activitylog	Testingrequest	2111163875	11	<ul style="list-style-type: none"> EL - Time and one-half (+50%) 				N/A		

SSD Coordinator: Provide your name and contact information and sign the form below. Return all pages of this completed report with your testing materials. See the SAT School Day Coordinator Manual for instructions on how to return test materials.

SSD Coordinator Name: _____

SSD Coordinator Signature: _____

SSD Coordinator Title: _____

Phone number: _____

Email: _____

SSDID	FirstName	MiddleInit	LastName	Grade	Accommodations	GroupType	TestBook	TestingDays	TwoWeek	Tested
2209437959	Clepssd		One	11	Reading: Time and one-half (+50%); SB73		Blue	1 Day	Y	
2203123260	four		four	11	Reading: Double time (+100%); MSB44		Blue	2 Days	Y	
2111163875	Testingrequest		Activitylog	11	EL - Time and one-half (+50%)					

Generate CSV

Important Changes and Reminders



Stand-alone scripts for the **Assistive technology-compatible (ATC)** format can be downloaded and printed from SSD Online for use during testing.

The standalone scripts include specific ATC instructions and timing. Choose the correct script based on the student's test and approved accommodation.

- **More information is available:**
 - SSD Online [Demo](#) or <https://tinyurl.com/yckpup8t> (available from SSD Online dashboard)
- **Downloadable Copies of Test Directions:**
 - Can be printed for students approved for a printed copy of verbal instructions.

Digital Accommodations in TIDE

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Digital Testing Portal

digitaltesting.collegeboard.org

Be aware that some deadlines on the Digital Portal do not align to the NHED SAT with Essay dates. Refer to the Key Dates document on the NHED website for dates specific to the NH SAT with Essay.

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

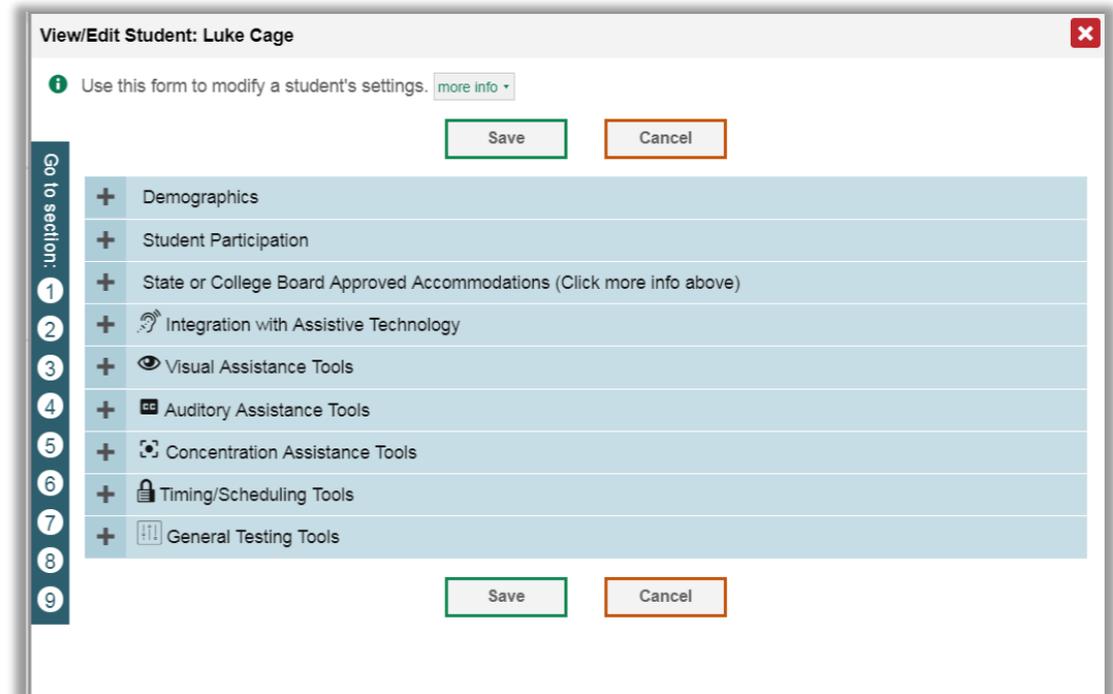
More information about configuring test settings in TIDE will be available closer to test day.

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

Coordinators will receive access to TIDE the week of **February 6, 2023.**

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

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



Training Opportunities & Resources

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Training Opportunities for SSD Coordinators

What	When	More info
Learning Management System (LMS) SSD Online and Accommodations for SAT	Ongoing and available <u>Access module</u>	College Board Professional Account is not required.

Resources

Helpful Documents

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

[Accommodations Help Center](#)

NHED SAT with Essay web page:

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-instructional-support/sat>

- Links to:
 - Training registrations and recorded presentations
 - Checklists and other helpful publications
 - Information on participation requirements
 - Accommodations information
- Bureau of Accountability and Assessment
 - 603-271-3582
 - Assessment@doe.nh.gov
- School Day Support
 - 855-373-6387
 - Email: NHSAT@collegeboard.org
 - *This email is a dedicated inbox monitored by the New Hampshire College Board team*
- Digital Testing Portal: digitaltesting.collegeboard.org

What Should I Do Now?

SSD Coordinators are a vital part of the success of the SAT with Essay administration.

We highly recommend all SSD coordinators review and complete the e-modules for SSD Online (slide 60 has the link)

1. Submit EL extended time accommodations.
2. Review existing accommodations for students.
3. Remove any accommodations that are no longer valid.
4. Submit new accommodations requests.
5. Check the dashboard daily for approved accommodations.

At least 1 month prior to test day:

1. Review and possibly re-print the NAR for any final updates.
2. Set student test settings in TIDE for approved accommodations.

Thank You!

Appendix

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Questions

Question	Answer