



2019-2020 Data Policy

Colorado Student Data Collected for SAT® and PSAT™ 10, PSAT™ 8/9

College Board provides a number of structures to support students' and their families' ability to connect to key opportunities available to them. As such, College Board gives students and families complete discretion regarding the additional information they disclose beyond the minimum needed to register and score our assessments.

Student Information Collected for Test Registration

The following elements are data elements College Board receives in connection with assessment registration and administration:

Question (If blank, the question is not asked)	SAT®	PSAT™ 10	PSAT™ 8/9
First, Middle Initial, Last Name	Required	Required	Required
Testing Location Student identifies whether they are taking the test at the school they regularly attend or at an alternate location.	Required	Required	Required
School Name and School Code Student provides their school name and College Board school identifier.	Required	Required	Required
Student ID Number Student provides their Colorado student identifier.	Required	Required	Required
Grade Level	Required	Required	Required
Date of Birth	Required	Required	Required
Gender	Required	Required	Required
Mobile Number If mobile number is provided, the student agrees to receive text messages from College Board: about the test program for which they are registered, with invitations to participate in research surveys, and/or with offers for free college planning services.	Optional	Optional	Optional
Language Background. Students are asked which language was their first spoken and what language they know best. This information is used by College Board for research and test validity analyses.	Optional	Optional	Optional
Score Reporting Students may identify up to four higher educational institutions or scholarship programs on their answer sheet to share their test scores for admission purposes. Student's demographic information will be sent along with the student's actual test results.	Optional	N/A	N/A

Student Information Collected for Student Search Service

Each student taking the SAT® and PSAT™ 10 is asked to respond to the Student Search Service® Opt In question (Yes or No response). This question allows a student to choose whether or not to opt into Student Search Service®. This is the only question that is required to participate in Student Search Service. A student cannot be included in Student Search Service unless he or she opts into the program. If left blank, College Board will assume a “no” response unless an opt-in is already on file for the student. In which case, College Board will not change the student’s current status.

When a student opts into Student Search Service and provides the optional information shown in the table below, this allows colleges, scholarship programs, and nonprofit education organizations to find students based on these criteria (for example, based on their intended major or GPA or score range). Colleges, scholarship programs, and nonprofit education organizations may request information from College Board that students provide in order to inform them of educational opportunities and financial aid. Participating entities will not receive actual student scores from any College Board assessments through Student Search Service. In addition, if a student prepares a college list on BigFuture™, and opts into Student Search Service, we may share that list, or part of the list. Please note we never share disability status, phone numbers, or actual test scores.

For students who have opted into Student Search Service, College Board will share the student’s First, Middle, and Last Name, Date of Birth, Gender, School Name and School Code, and Student ID Number provided at test registration. Students are also asked to provide the following optional information when choosing to participate in Student Search Service. Students may decline to answer the following questions by leaving blank (for students completing these questions on the answer sheet) or by checking “I do not wish to respond” (online registrants)

Question	SAT®	PSAT™ 10	PSAT™ 8/9
Address Mailing address is only required if a student also opts into the Student Search Service. When provided, the College Board may contact the student regarding their test, and their address will be added to their student record.	Optional (Required if participating in Student Search Service)	Optional (Required if participating in Student Search Service)	Optional
Email Address Email address is optional. If provided, it will also be used by College Board to provide reminders about SAT test dates registration deadlines, test-preparation strategies, and score availability. If a student provides a parent or guardian's email, it will only be used by the College Board to provide updates on test programs.	Optional	Optional	Optional
Racial/Ethnic Group Students are asked if they are of Hispanic, Latino, or Spanish origin and to specify their race. For Colorado school-day testing, this information is provided by the State. If provided by the student, the information will be available in Student Search Service.	Optional	Optional	Optional

Student Search Service Optional Questionnaire

Optional Questionnaire Items: Students may decline to answer the following questions by leaving them blank (for students completing these questions on the answer sheet). These optional questions are used primarily in connection with Student Search Service to help align educational aspirations, share specific interests, and college preferences of each student to colleges. College Board may occasionally use select questions for analysis purposes.

Question	SAT®	PSAT™ 10	PSAT™ 8/9
High School Activities Students are asked to identify up to 10 high school activities they participated or plan to participate in high school, including academic honor society; athletics: intramural; athletics: Varsity; career-oriented activity; community or service activity; dance activity or club; debating or public speaking; ethnic or cross-cultural activity; foreign exchange or studyabroad; foreign language activity; government or political activity; journalism or literary activity; Junior ROTC; religious activity; science or math activity; school spirit activity; work: co-op program; or other activity. Students are asked to identify if they have been a leader or won special recognition for the activity, for example team captain, prize for writing, etc.	Optional	N/A	N/A
Self-Rating Students are asked to rate their ability compared to other students in math, science, and writing.	Optional	N/A	N/A
Grade Point Average In Colorado, students taking the PSAT 10 and SAT are asked to estimate their high school grade point average. This question also appears on the PSAT 8/9 answer sheet; however, Colorado school day proctor scripts skip this question and do not instruct 9 th grade students to answer it.	Optional	Optional	Optional
Expected High School Graduation Date	Optional	N/A	N/A

<p>Coursework</p> <p>Students are asked to indicate which coursework they have taken or plan to take for Math, English/Language Arts, Science, Social Studies, Languages. Students mark the courses for each year taken as well as honors, Advanced Placement, or dual enrollment coursework.</p> <p>Students are asked if they have taken or plan to take: Pre-Algebra, Integrated Math Program, Statistics, Algebra I, Geometry, Algebra II, Trigonometry, Pre-Calculus, Computer Science, and/or Other Math in high school.</p> <p>Students are asked if they have taken or plan to take: English/Language Arts, American Literature, Composition/Writing, British Literature, World Literature, English as a Second Language, Journalism, Creative Writing, Communications, Public Speaking in high school and/or Other English courses.</p> <p>Students are asked if they have taken or plan to take: Biology, Chemistry, Environmental, Earth or Space Science, Physics, Engineering, and/or other Science Courses in high school.</p> <p>Students are asked if they have taken or plan to take: US History, US government/civics, European History, World History or Cultures, Ancient History, Economics, Geography, Psychology, Sociology, and/or Other Social Science/History Courses in high school.</p> <p>Students are asked if they have taken or plan to take: Chinese, French, German, Greek, Hebrew, Italian, Japanese, Korean, Latin, Russian, Spanish, and/or Other Languages in high school.</p>	Optional	N/A	N/A
<p>College Plans</p> <p>Given a list of choices, students are asked to answer the following: What college setting(s) do you prefer?</p> <p>Where would you like to go to college?</p> <p>What size college(s) are you thinking of attending?</p> <p>What types of institution(s) are you interested in attending? Where do you plan to live during your first year in college?</p>	Optional	N/A	N/A
<p>College Programs and Activities</p> <p>Students are asked which activities and programs they are interested in participating in in college, including art; athletics: intramural or club sports; athletics: varsity sports; community or service organization; cooperative work or internship program; dance; debating or public speaking; departmental organization (club within a major); drama or theatre; environmental or ecology activity; ethnic activity or club; foreign study or study-abroad program; fraternity, sorority, or social club; honors program or independent study; journalism or literary activity; music: instrumental performance; music: vocal performance; religious activity; Reserve Officer's Training Corps (ROTC); student government; or none of the above. Students can make multiple selections.</p>	Optional	N/A	N/A
<p>College Major</p> <p>Students are asked to identify their anticipated college major</p>	Optional	Optional	N/A

Degree Goal Students are asked to identify the highest level of education they plan to complete.	Optional	N/A	N/A
Interest in AP® Students are asked whether they are interested in applying AP credit for one of the following subjects: Art, Biology, Chemistry, Computer Science, English, and Foreign Languages.	Optional	N/A	N/A
Sports Students are asked which sports, up to six, which they have or plan to participate in including: baseball, basketball, bowling, cheerleading, cross-country, field hockey, football, golf, gymnastics, Lacrosse, soccer, softball, swimming, tennis, track and field, volleyball, wrestling, and/or other.	Optional	N/A	N/A
Part-Time Job Students are asked if they plan to look for a part-time job in college.	Optional	N/A	N/A
Financial Aid Students are asked if they plan to apply for financial aid.	Optional	N/A	N/A
Arts and Music Students are asked the art and music subjects and/or courses they have taken or plan to take for example art history, music, dance, drama, etc..	Optional	N/A	N/A
Educational Opportunities Students are asked if they would like College Board to share their name, zip code, and email address with educational access organizations that can inform the student about certain opportunities, such as extracurricular activities, outreach programs, and financial aid. In Colorado, this question appears on the answer sheet, however proctor scripts skip this question and do not instruct students to answer it.	N/A	N/A	Optional

Student Score Sends (SAT Only)

Students may identify institutions to receive their SAT scores. Each student receives 4 free score sends as part of the Colorado School Day administration.

Student scores are only provided to higher education institutions and scholarship organizations when authorized by students and are used by those entities to inform the admission and financial aid processes.

Accommodation Requests via SSD Online

Test accommodations and student disability information is not provided to colleges or scholarship organizations that receive student scores and is not included as part of Student Search Service. Student score reports do not indicate if the student tested with or without accommodations. For all accommodations requests, College Board requires the following demographic data and other information regarding the student's disability and requested accommodation(s):

Required Student Data for Requests for Testing Accommodations:

Demographic information:

- Name
- Date of birth
- Expected high school graduation date
- Gender
- Current school
- Student mailing address

Information on Disability and Requested Accommodation(s):

- Confirmation that the school has obtained parental consent to submit a request for testing accommodations
- Identification of existence of disability
- Time since disability was first identified
- Identification of testing accommodation(s) being requested
- Intended College Board tests
- Identification of disability type
- Identification of the time period the disability first occurred – within or longer than four school months
- Confirmation that the student receives the requested accommodation for school tests
- Confirmation that the student has a current IEP, 504 Plan or other formal plan
- Confirmation that the requested accommodation(s) are included in the student's plan
- Date of first plan (best estimate)

Supplemental Information

- For some students, additional information to substantiate the need for the accommodation being requested (e.g., pertinent pages from the formal plan, date of most recent evaluation, etc.) or copies of other supporting documentation may be requested.

Required Student Data for Requests for 50% Extended Time for English Learners or for State Allowed Accommodations:

Demographic information:

- Name
- Date of birth
- Expected high school graduation date
- Gender
- Current school
- Student mailing address (not required for EL 50% Extended Time support)
- Identification of the testing accommodation(s)/support being requested

College Board Student Accounts

With an optional College Board account, students can access their SAT and PSAT scores online and submit requests to send their SAT scores to the colleges they identify. When students create an online account, the following personally identifiable information is requested: first name, middle initial, last name, zip code, gender, date of birth, high school, email address, mailing address, mobile phone number, username, and password. Students can also provide a parent or guardian's first and last name and email address to opt in to "CC: A Parent" or the Parent Newsletter. Students can select colleges to send their scores for free on their answer sheets on test day. Students can send their scores to colleges at any time in the future for a fee. The account also allows students to manage their personal college list, save scholarship searches, compare costs at colleges of interest, and more.

When setting up an account, students may opt to receive a monthly email newsletter and/or text message alerts, which will allow them to receive college-planning milestones, test-preparation strategies, score availability, AP[®] resources, advice about creating effective applications, and information on searching for colleges and scholarship opportunities. In addition, they can choose to have their parents participate in our "CC a Parent" email service so that they receive copies of any emails sent to students, such as test day reminders, score release reminders, college planning resources, etc. from College Board.

How Student Data Is Used

Through a secure online reporting portal, the Colorado Department of Education as well as a student's school and district will receive the score data and the information provided by the student on their answer sheet including their responses to the optional questionnaire. This data is provided to assist them in understanding the student's performance and helping them understand his or her results. A student's school and district will define which users are authorized to have access to aggregate level data (non-personally identifiable) versus detail level (personally-identifiable) data in the reporting tool.

Students' overall performance data (not personally identifiable) are used in creating district, state, and national reports to inform policy, strategy, and operational decisions. By participating in the SAT

School Day program offered across the state this spring, students are taking a very important step in accessing a host of educational opportunities.

College Board uses student information consistent with its mission and in connection with the services associated with administering its tests. These uses include: sharing information with Educational Testing Service (ETS) and Pearson for the purposes of administering testing services, producing and generating student score reports, sharing scores with high schools, colleges, and governmental departments of education for reporting purposes and sharing information with research partners conducting research on behalf of College Board to validate and enhance its assessment programs. Data released to third parties for research purposes shall be released only for furthering an education purpose beneficial to the interests of students, states, schools, and districts.

Additionally, these uses include:

- To invite students to participate in surveys and focus groups.
- To verify user identity during customer service calls.
- To customize and/or personalize a student's website experience, including pre-filling an exam registration with stored personally identifiable information; fulfilling online purchase requests or other transactions performed on the site(s), including sharing relevant personally identifying information with a College Board vendor so the vendor can complete purchases or transactions.
- College Board uses outside companies to process credit cards and to ship free or purchased goods. These companies do not retain, share, store, or use personally identifiable information for any other purpose.
- In support of operating, hosting, and enhancing College Board website(s), personally identifiable information may be accessed by contractors who assist with programming and technical aspects of website operation, such as maintenance to educator and student accounts. All contractors adhere to College Board's confidentiality and privacy conditions which meet the contractual requirements with the Colorado Department of Education.
- College Board may also include de-identified and/or aggregate information that users provide to conduct research and to use to identify, develop, and offer products and services that help in the transition from high school to college.
- Researchers do not receive access to student names.

Subcontractors Used By College Board

Alorica Inc.

- Alorica provides customer service personnel to assist College Board by responding to inbound calls from parents and students. They have access to a student's information in his/her College Board online account, which may include first, middle and last name, address, date of birth, sex, grade, school, email address, student ID number, telephone number (if provided), ethnicity and assessment scores.
- Alorica has access to SSD Online including the required and supplemental student data listed in the [Accommodation Requests via SSD Online](#) section of this document.

Conduent Inc., formerly known as Xerox

- Conduent has access to documentation that a parent or school sends in connection with a student's submission for testing accommodations, **only if sent by mail in lieu of uploading this information online**. This may include first, middle and last name, date of birth, expected high school graduation, gender, current school, mailing address, type of disability, accommodation requested, whether student receives that accommodation for school tests, existence of current IEP, 504 Plan or other formal plan, whether the requested accommodation(s) are included in the student's plan, date of first plan, and any additional information regarding documentation of the student's disability or accommodations request provided by the school or parent.
- Conduent does not have access to SSD Online or student information submitted via that system.

Educational Testing Service (ETS)

- ETS provides operational activities for assessment test administration including test security; call support for school staff regarding testing day issues and accommodation requests; and generating paper score reports.
- ETS has access to a student's first, middle and last name, address, date of birth, sex, grade, school, mailing address (if provided), email address (if provided), telephone number (if provided), ethnicity, student ID number, score reports, responses to the optional student questionnaire (if provided), and SSD Online including the required and supplemental student data listed in the Accommodation Requests via SSD Online section of this document.

Pearson

- Pearson provides operational activities for assessment test administration, including answer sheet scanning, essay scoring, and print/fulfillment.
- Pearson has access to student's first, middle and last name, address, date of birth, sex, grade, school, email address, telephone number (if provided), ethnicity, and student ID number, and responses to the optional student questionnaire (if provided).

Requesting Changes

Students have access to a variety of ways to change their information and communication preferences. Through their optional College Board account, students can edit their personal information and manage their opt-in status to emails and other communications in their account profile.

Students can also cancel subscriptions to email communications using any of the following methods:

- Click the “unsubscribe” link at the bottom of any College Board email.
- Call Customer Service at 866-756-7346.
- Write to: College Board, Attention: User Account Manager, 250 Vesey Street, New York, NY 10281.

Students who have opted in to Student Search may cancel their participation in that service by opting out online at: <https://student.collegeboard.org/student-search-service/opt-out> or by contacting College Board by phone at (866) 825-8051.

For additional questions or issues, students or parents may contact College Board’s customer service support:

- SAT – Call: 866-756-7346 or email: sat@info.collegeboard.org
- PSAT-related Assessments – Call: 212-237-1335 (609-882-4118 TTY)

Other References

- College Board Privacy Center: <https://about.collegeboard.org/privacy-center?navId=gf-pp&navId=gf-pp>
- College Board Site Terms and Conditions: <https://www.collegeboard.org/site-terms>
- Student Search Services: <https://student.collegeboard.org/student-search-service>