

---

# Optional SAT Essay

January 2016

---

Brought to you by the College Board and  
the Colorado Department of Education

# Agenda

---

- ▶ Provide District Assessment Coordinators and School Test Center Supervisors with information to help students and their families understand the benefits of the SAT essay
- ▶ Describe the process students will use to update their registration to include the optional essay
- ▶ Show how the Test Center Supervisor can monitor essay registrations
- ▶ Q&A

# Optional Essay

# SAT with Essay

---

- ▶ All 11<sup>th</sup> grade students attending public schools in Colorado will take the SAT. The SAT without essay is the default registration for all students.
- ▶ Colorado statute requires that students have the option to take the SAT with essay.
  - ▶ Adding the essay to their SAT registration is a student level choice. Schools or districts should not make policy decisions regarding which students will or will not take the SAT essay nor should schools or districts encourage or discourage individual students from taking the SAT essay.
  - ▶ Students who wish to take the essay must register for it between **January 27, 2017 – February 12, 2017**
  - ▶ Students may add the essay to their registration through their online College Board account or by calling the College Board.

# Colleges and the SAT Essay

- ▶ The essay provides students a chance to show colleges they are ready for college level writing assignments.
- ▶ The essay may be required by some colleges and universities. To find out school's essay policies go to:  
<https://collegereadiness.collegeboard.org/sat/register/college-essay-policies>

### SAT Essay Policies of Colleges and Scholarship Providers

Browse by Country      Browse by State      Or Search by College Name

United States      Colorado      Search

---

**Adams State University**  
Alamosa, CO 81101  
Contact Institution for Information

---

**Aims Community College**  
Greeley, CO 80634  
Contact Institution for Information

---

**American Diesel Automotive College**  
Denver, CO 80223  
Contact Institution for Information

---

**American Sentinel University**  
Aurora, CO 80014  
Contact Institution for Information

---

**Anthem College: Aurora**  
Aurora, CO 80011  
Contact Institution for Information | [Visit Institution Site](#)

# What the Essay Measures

---

- ▶ The SAT Essay assesses how well the student understands a passage and can use it as the basis for a well-written, thought-out discussion.
- ▶ The essay will be scored between 1 and 4 points in each of three categories:
  - ▶ Reading: students show that they understood the passage including important details and their use of textual evidence.
  - ▶ Analysis: students demonstrate an understanding of how the author builds an argument by examining the author’s use of reasoning and persuasive techniques and supporting claims with well-chosen evidence from the passage
  - ▶ Writing: students responses are evaluated for focus, organization, and precision, with an appropriate style and tone that varies sentence structure and follows the conventions of standard written English.

# Informing Students and their Families

---

- ▶ Share the Essay Information Sheet
- ▶ Provide resources for families to understand more about the essay:
  - ▶ About the Essay  
<https://collegereadiness.collegeboard.org/sat/inside-the-test/essay>
  - ▶ College Essay Policies  
<https://collegereadiness.collegeboard.org/sat/register/college-essay-policies>
  - ▶ Essay Scoring Guide  
<https://collegereadiness.collegeboard.org/sat/scores/understanding-scores/essay>
- ▶ Share sample prompts and practice materials
  - ▶ <https://collegereadiness.collegeboard.org/sample-questions/essay>

# Registering for the Essay

# Register Online for the Optional Essay

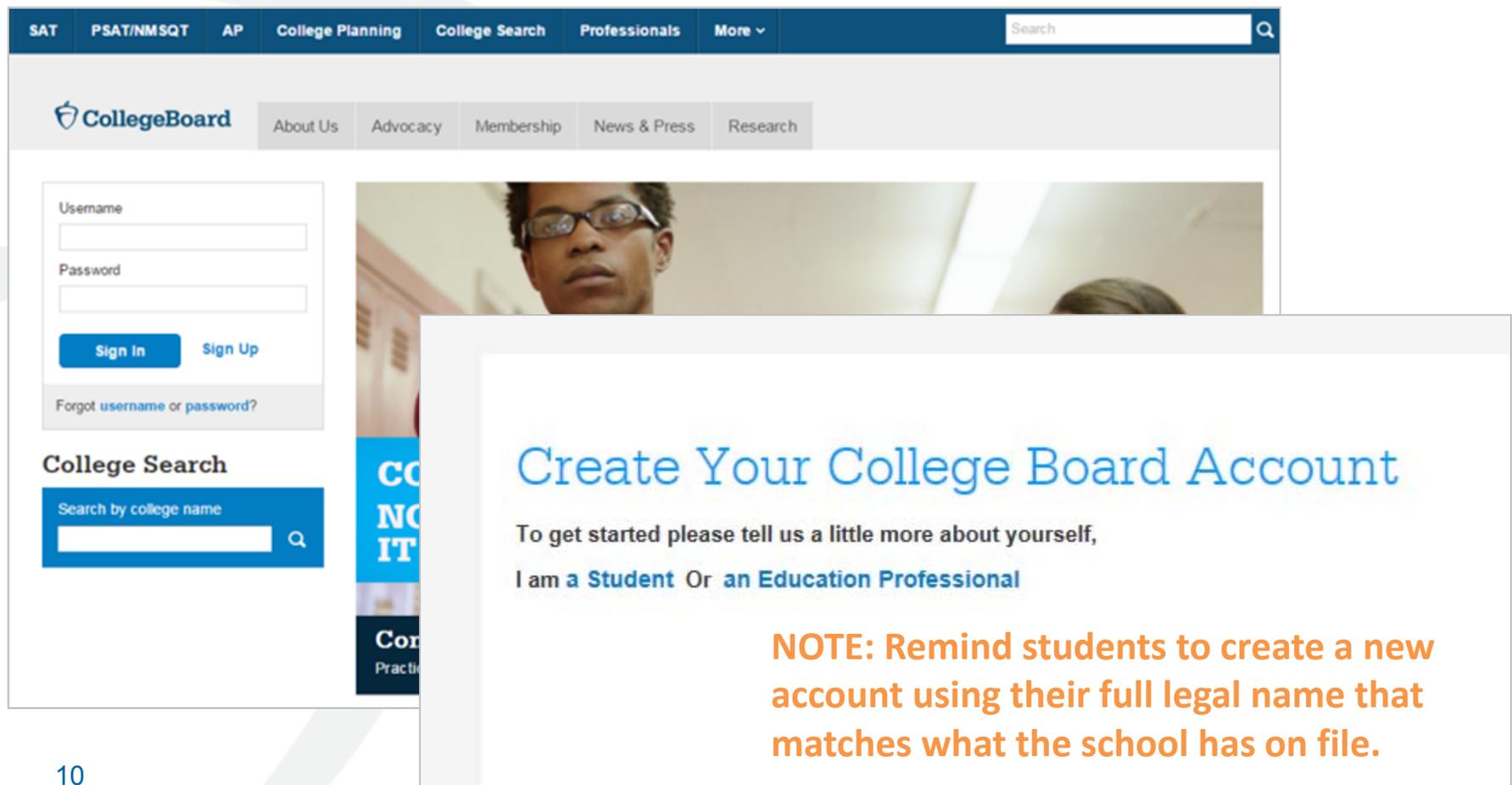
---

## Logistics

- ▶ For the school day administration of the Colorado SAT in April, students can add the essay to their registration at no charge.
- ▶ Students may register online at [www.collegeboard.org](http://www.collegeboard.org) or by calling the College Board's Colorado help center at 866-917-9030, Option 2.
- ▶ We recommend having interested students update their registration during the school day so that you can assist if they have a problem.
- ▶ If students will be updating their online registration at home, be sure they have a copy of the Essay Information Sheet to assist them during the registration process.

# Create a College Board Account

Go to collegeboard.org and complete the requested information



The screenshot shows the College Board website's account creation page. The top navigation bar includes links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. Below this is the College Board logo and a secondary navigation bar with links for About Us, Advocacy, Membership, News & Press, and Research. The main content area features a sign-in/sign-up form with fields for Username and Password, and buttons for Sign In and Sign Up. A link for 'Forgot username or password?' is also present. To the left of the form is a 'College Search' section with a search box. The central part of the page displays a large heading 'Create Your College Board Account' and a prompt: 'To get started please tell us a little more about yourself, I am a Student Or an Education Professional'. A note at the bottom right of the page reads: 'NOTE: Remind students to create a new account using their full legal name that matches what the school has on file.'

# Use an Existing College Board Account

Provide username and password

If a student has forgotten their username or password, they can have an email sent to recover it.



A screenshot of the College Board website's login page. The page has a navigation bar at the top with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. The main content area is titled 'Welcome' and contains two primary sections: 'Sign In' and 'Don't Have An Account? Sign-Up.' The 'Sign In' section includes a text input field with 'croever' entered, a password field with masked characters, a 'Remember me' checkbox, and a blue 'Sign in' button. Below these fields is a blue link that reads 'Forgot Username? Forgot Password?'. The 'Don't Have An Account? Sign-Up.' section includes a list of benefits for creating an account and a blue 'Sign Up' button. To the right of the main content is a yellow 'Other Tools' box with a white border, containing a welcome message and a link to the 'Student information page'. The College Board logo is in the top right corner, and a 'Help' link is in the top right of the main content area.

# My SAT

- ▶ Choose My SAT from the left-hand navigation bar.
- ▶ Select “**Change Registration**” from the MySAT homepage.

**NOTE: If a student does not see their registration after logging in, call customer service, 866-917-9030, for assistance.**

The screenshot displays the My SAT user interface. At the top, there is a navigation bar with the SAT logo and the CollegeBoard logo. Below the navigation bar, the user is greeted with "Hi, Nickolas" and a "Need Help?" link. A yellow banner contains two messages: "Don't forget to use your registration score report credits" and "Register for the SAT". Below the banner, there is a section titled "My Test Registrations" which is highlighted with a red box. This section contains a table with the following information:

DATE	TEST & SUBJECTS	STATUS
March 1, 2017	School Day SAT	Complete

Below the table, there are links for "Change Registration", "Change Score Report Preference", "Print Admission Ticket", and "Order Score Verification". A red arrow points from the note to the "Change Registration" link. To the right of the "My Test Registrations" section, there is a "Register for another SAT" button and a promotional banner for "The Official SAT Study Guide". At the bottom of the page, there is a "My Test Scores" section with the text "You have no available scores." and a footer with "Contact | Terms of Use | Privacy Policy" and "© 2014 The College Board".

# Register Online for the Optional Essay

- ▶ Select “Add the essay to my registrations” from the Change Your Registration page

Nickolas Scheel   nscheel\_nsasteve@epsilon.cbreston.org   [Return to My SAT](#)

 | SAT Registration

## Change Your SAT Registration

 You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.

 Note: There is NO fee associated with changing this information.



11762118

[Change Photo](#)

Student Name:	Nickolas A Scheel
Student Address:	19600 S Vermont Ave Beaumont, TX 77703
Email:	nscheel_nsasteve@epsilon.cbreston.org
Birth Date:	10/22/2001
Sex:	Male
High School:	220515 MATIGNON HIGH SCHOOL CAMBRIDGE, MA 02140
Grade:	12th grade or higher
Graduation:	5/2017
Student ID:	NSCHEEL 

[Change my personal information](#)

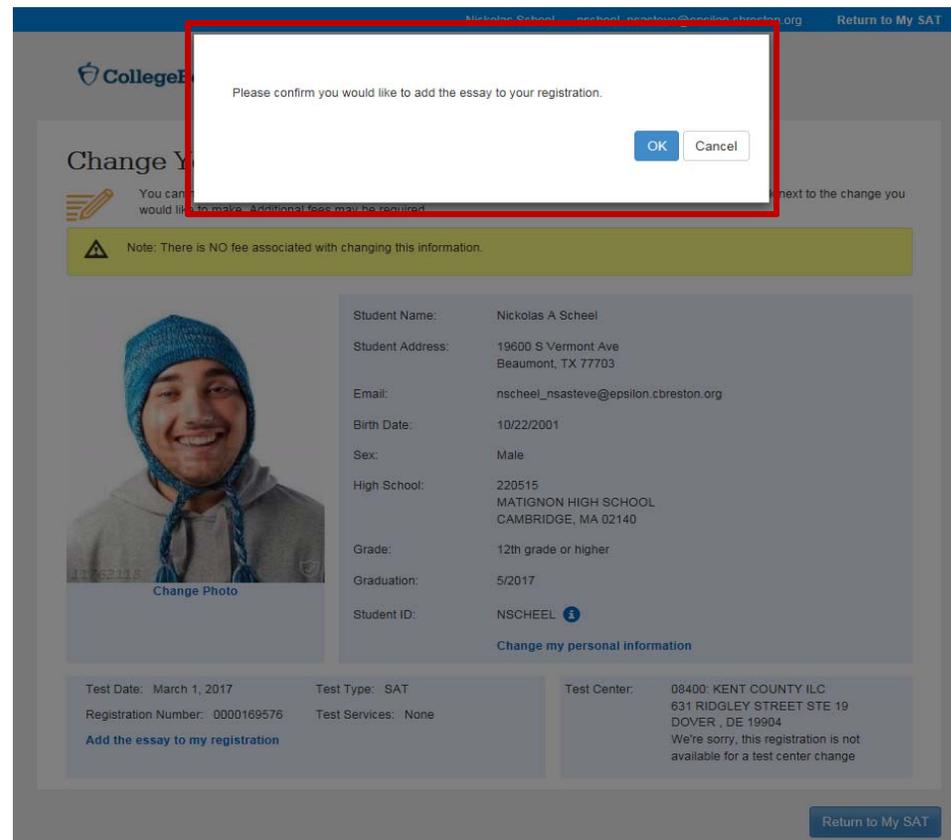
Test Date: March 1, 2017	Test Type: SAT	Test Center: 08400: KENT COUNTY ILC 631 RIDGLEY STREET STE 19 DOVER , DE 19904 We're sorry, this registration is not available for a test center change
Registration Number: 0000169576	Test Services: None	

 [Add the essay to my registration](#)

[Return to My SAT](#)

# Register Online for the Optional Essay

- ▶ Once the “**Add the essay to my registration**” link is selected, a confirmation message is presented.
- ▶ Click **OK** to continue.



# Checking the Completed Registration

- ▶ Students can review their updated registration

CollegeBoard | SAT Registration

## Change Your SAT with Essay Registration

 You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.

 Note: There is NO fee associated with changing this information.



[Change Photo](#)

Student Name:	Nickolas A Scheel
Student Address:	19600 S Vermont Ave Beaumont, TX 77703
Email:	nscheel_nsasteve@epsilon.cbreston.org
Birth Date:	10/22/2001
Sex:	Male
High School:	220515 MATIGNON HIGH SCHOOL CAMBRIDGE, MA 02140
Grade:	12th grade or higher
Graduation:	5/2017
Student ID:	NSCHEEL 

[Change my personal information](#)

Test Date: March 1, 2017	<b>Test Type: SAT with Essay</b>	Test Center: 08400: KENT COUNTY ILC 631 RIDGLEY STREET STE 19 DOVER, DE 19904 We're sorry, this registration is not available for a test center change
Registration Number: 0000169576	Test Services: None	

[Remove the essay from my registration](#)

[Return to My SAT](#)

# Removing the Optional Essay from a Registration

- ▶ If the student would like to remove the essay, select the link to **“Remove the essay from my registration”** link **before the 2/12 deadline**.

The screenshot shows the 'Change Your SAT with Essay Registration' page. At the top, it says 'CollegeBoard | SAT Registration'. Below that, the title is 'Change Your SAT with Essay Registration'. A message states: 'You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.' A yellow note box says: 'Note: There is NO fee associated with changing this information.' The student's profile is shown with a photo of a young man wearing a blue beanie and a grey hoodie. To the right of the photo is a list of personal information: Student Name: Nickolas A Scheel; Student Address: 19600 S Vermont Ave, Beaumont, TX 77703; Email: nscheel\_nsasteve@epsilon.cbreston.org; Birth Date: 10/22/2001; Sex: Male; High School: 220515 MATIGNON HIGH SCHOOL, CAMBRIDGE, MA 02140; Grade: 12th grade or higher; Graduation: 5/2017; Student ID: NSCHEEL. Below the photo is a 'Change Photo' link. Below the personal information is a 'Change my personal information' link. At the bottom, there are three boxes: 'Test Date: March 1, 2017', 'Registration Number: 0000169576', and 'Test Type: SAT with Essay', 'Test Services: None'. A red arrow points to a link that says 'Remove the essay from my registration'. To the right of this is another box for 'Test Center: 08400: KENT COUNTY ILC, 631 RIDGLEY STREET STE 19 DOVER, DE 19904' with a note: 'We're sorry, this registration is not available for a test center change'. At the bottom right is a 'Return to My SAT' button.

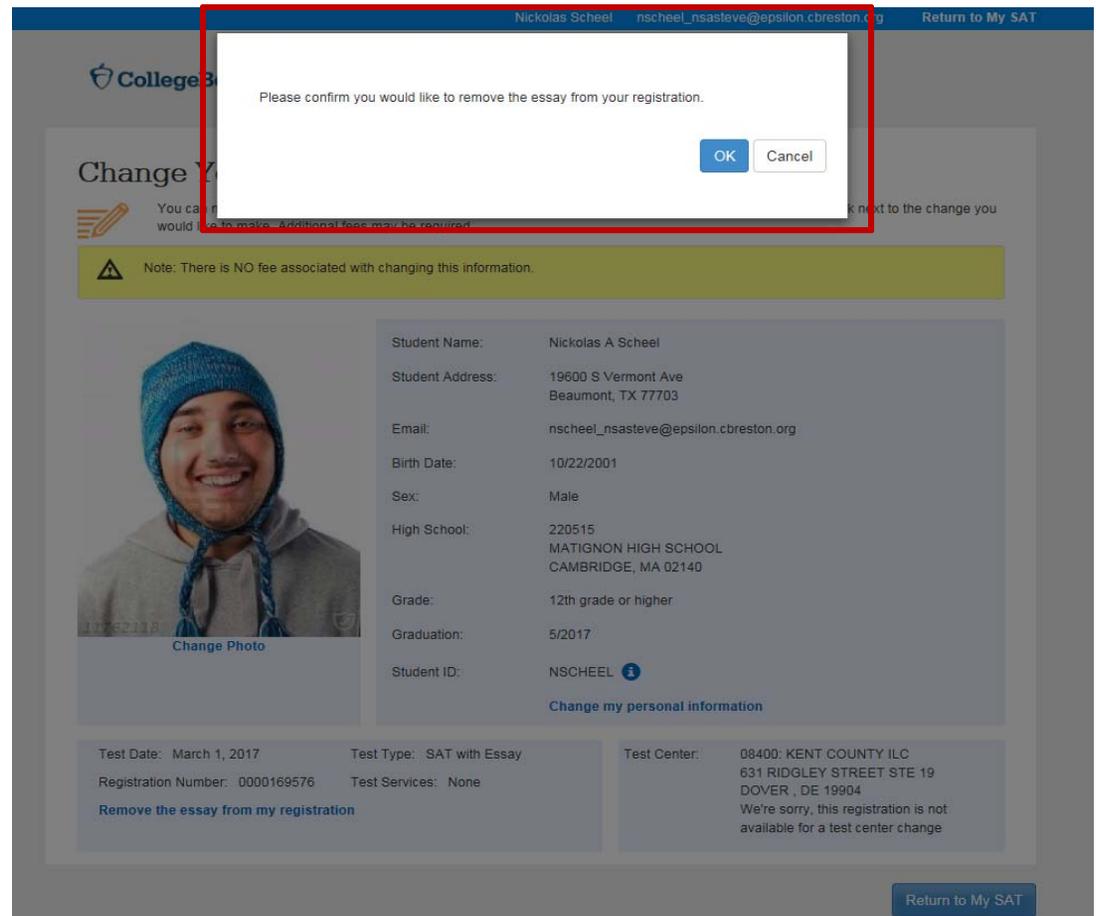
Student Name:	Nickolas A Scheel
Student Address:	19600 S Vermont Ave Beaumont, TX 77703
Email:	nscheel_nsasteve@epsilon.cbreston.org
Birth Date:	10/22/2001
Sex:	Male
High School:	220515 MATIGNON HIGH SCHOOL CAMBRIDGE, MA 02140
Grade:	12th grade or higher
Graduation:	5/2017
Student ID:	NSCHEEL ⓘ

Test Date: March 1, 2017      Test Type: SAT with Essay  
Registration Number: 0000169576      Test Services: None

Test Center: 08400: KENT COUNTY ILC  
631 RIDGLEY STREET STE 19  
DOVER, DE 19904  
We're sorry, this registration is not available for a test center change

# Register Online for the Optional Essay

- ▶ Once the “**Remove the essay to my registration**” link is selected, a confirmation message is presented.
- ▶ Click **OK** to continue.



# Updating Registration by Phone

---

- ▶ Students or their parents may call to register for the essay.
- ▶ Call 866-917-9030, Option 2
- ▶ When calling students will need
  - ▶ to provide their legal first, last name, date of birth, and school name

# Monitoring Registrations

# Monitoring Registrations

---

As the Testing Center Supervisor, it will be important to monitor registrations so you can:

## **Be sure interested students update their registration during the window**

- ▶ During the opt-in window, you can check the Roster Report to determine which students have successfully updated their registration. The report is updated nightly.

# Monitoring Registrations

---

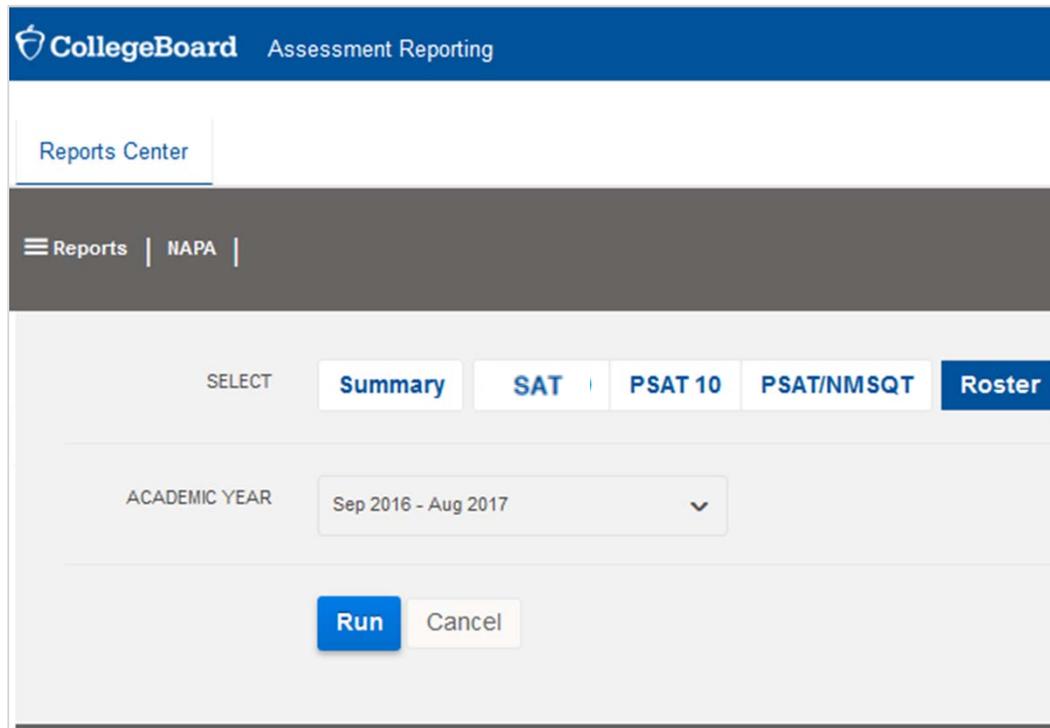
As the Testing Center Supervisor, it will be important to monitor registrations so you can:

## **Be prepared for the number of rooms you will need for testing**

- ▶ After the opt-in window closes on February 12, you should run the Roster Report to identify how many students will be taking the SAT with Essay in order to determine how many separate rooms you will need for testing.
- ▶ Students taking the essay must be in separate rooms from students not taking the essay.
- ▶ Once the Online Attendance Roster and Nonstandard Accommodations Roster (NAR) is available you can refine your room planning even further.

# How can I be sure my students have registered?

- ▶ Use the College Board Report Portal to monitor
- ▶ Run the Roster Report



The screenshot displays the CollegeBoard Assessment Reporting interface. At the top, the CollegeBoard logo and "Assessment Reporting" are visible. Below this is a "Reports Center" tab. A navigation bar shows "Reports" and "NAPA". The main content area features a "SELECT" section with five buttons: "Summary", "SAT", "PSAT 10", "PSAT/NMSQT", and "Roster". The "Roster" button is highlighted in blue. Below the buttons is an "ACADEMIC YEAR" dropdown menu set to "Sep 2016 - Aug 2017". At the bottom, there are "Run" and "Cancel" buttons.

# Roster Report

## Review Students Registered by Test Date

CollegeBoard Assessment Reporting John Smith

Reports Center Download Center HELP

Reports New York City Department of Education / Fordham High School for the Arts List: All Students (182) SEARCH

[Back to Summary](#)  
Report Updated Dec. 5, 2015 | 25200 Test Takers

### SAT Spring 2016 Roster Report Details

Roster Report Filters

Student Name / Student ID

<input type="checkbox"/> Student Name	Student ID	Grade	Access Code	Total Score	ERW
All					
<input type="checkbox"/> Antun, Katlyn R.	000123456	11th	N39484512Y	1298	540
<input type="checkbox"/> Baldree, Sammie B.	000123456	11th	N39484512Y	1098	410
<input type="checkbox"/> Ball, Jake D.	000123456	11th	N39484512Y	987	563
<input type="checkbox"/> Carollo, Allyson G.	000123456	11th	N39484512Y	1104	343
<input type="checkbox"/> Ciccone, Leonie A.	000123456	11th	N39484512Y	1002	320 348
<input type="checkbox"/> Collard, Sonya D.	000123456	11th	N39484512Y	1098	330 333

+/- Customize This Table

Check All Clear All Restore to default Cancel Apply

<p><b>Basic Student info</b></p> <p><input type="checkbox"/> Sex</p> <p><input type="checkbox"/> Race / Ethnicity</p> <p><input type="checkbox"/> Date of Birth</p> <p><input checked="" type="checkbox"/> Grade</p>	<p><b>Registration Info</b></p> <p><input checked="" type="checkbox"/> Test Date</p> <p><input type="checkbox"/> Access Code</p> <p><b>Test Center</b></p> <p><input type="checkbox"/> Test Center Name</p> <p><input type="checkbox"/> Test Center City</p>	<p><b>Scores</b></p> <p><input type="checkbox"/> Total &amp; Section Scores</p> <p><input type="checkbox"/> Test &amp; Cross-test Scores</p> <p><input type="checkbox"/> Subscores</p> <p><input type="checkbox"/> Benchmarks</p> <p><input type="checkbox"/> Percentiles details</p> <p><input type="checkbox"/> National Merit Details</p> <p><input type="checkbox"/> AP Potential</p>
--	--	---

# Questions

---



# Educator Contact Information

---

Colorado Website: [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado)

College Board's Colorado School Day Support:

1-866-917-9030 (6:30am to 4:00pm MT)

[SATSchoolDaySupport@collegeboard.org](mailto:SATSchoolDaySupport@collegeboard.org)

Colorado Department of Education:

Will Morton

303.866.6997

[Morton\\_W@cde.state.co.us](mailto:Morton_W@cde.state.co.us)

Jared Anthony

303.866.6932

[Anthony\\_J@cde.state.co.us](mailto:Anthony_J@cde.state.co.us)