



# Preadministration, Consent and Rosters

Spring 2023

Colorado SAT® & PSAT



February 2023



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# Session Goals

Our goals today include:

- Review of the preadministration session
- Provide an overview of the consent process for the optional student questionnaire
- Share tips on planning for the preadministration session
- Discuss student rosters and room planning

# What is the Preadministration Session?

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# Preadministration Session

## What is it?

- The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day.
  - Fill out personal information fields on the answer sheet (Name, SASID, and DOB are critical)
  - Complete the PSAT 10 and SAT optional questionnaire. For these exams, students may opt into Student Search Service
  - For SAT, students can select up to four colleges or scholarship programs to send their SAT scores
- Student and/or parent consent is required to participate in the optional questionnaire portion of PSAT 10 and SAT.
- There is no optional questionnaire for PSAT 8/9 therefore active consent is not needed in advance of the preadministration session.

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# Preadministration Session

## Benefits of Student Search Service

- The PSAT 10 and SAT optional questionnaires allow students to opt into Student Search Service and provide information about themselves to help connect them with colleges and scholarship programs based on their interests.
- Nearly 1,900 colleges use Student Search Service® to look for students who match a range of factors— such as the area where they live or go to school, their interests, and what they plan to study in college.
- Only eligible colleges and scholarship and educational organizations can participate. They most often search on expected high school graduation date, cumulative grade point average (GPA), and intended college major.
- Students can choose which optional questions they complete.
- Participation in the optional questionnaire is voluntary and optional and requires a signed consent form from the student.

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# Consent Must be Given Prior to Completing the Optional Questionnaire

## SAT and PSAT 10

- The questionnaire is **voluntary and optional** for students. Colorado law requires that parents or students give their consent prior to filling out the questionnaire.
  - Consent is only required for participation in the optional questionnaire. Students can still take the PSAT 10 and the SAT tests without completing the questionnaire.
  - Consent forms will be provided in the preadministration shipment for students/parents to sign. If needed, additional copies can be made by photocopying a blank letter or by printing it from the [collegeboard.org/Colorado](https://collegeboard.org/Colorado) website.
  - The state allows for the consent letter for the optional questionnaire to be signed by either the student or the parent. Districts can set requirements that are more stringent than the state.
  - If a student does not return a signed consent letter, the school should proceed assuming that the student/parent did NOT consent to participating in the questionnaire.

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# Consent Must be Given Prior to Completing the Optional Questionnaire

## SAT and PSAT 10

- If your district has a more stringent policy regarding obtaining active consent for the optional questionnaire, follow that policy.
- Signed consent forms should be kept by the school until the student has graduated or left the school. Consent forms should not be returned to College Board or the Colorado Department of Education (CDE).

# Preparing for the Preadministration Session

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# Preadministration Session

## Timing

- Depending on the number of students to be tested, the session may be conducted by a test coordinator, or one or more proctors may be needed to conduct multiple sessions.
- If students are absent for the preadministration session, a separate session will need to be scheduled with them some other time before test day.

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# Preadministration Session

## Timing

- SAT and PSAT 10
  - Allow enough time prior to the preadministration for students to review the Student Guide and consent form and discuss with their families. Students and parents must have at least two weeks to review the questionnaire and provide consent prior to the preadministration session.
  - Collect consent forms. The preadministration session can be scheduled for any time after the signed student consent forms have been returned but must be at least two weeks after the student guide and consent form were distributed.
  - We strongly recommend completing the preadministration session before test day, however if that's not possible, students will complete their personal information on their answer sheet on test day before testing begins. In this situation, score sends and the optional questionnaire will be completed after testing, however, additional supervision will be needed to ensure that students don't change responses to any test questions during a post-test session.

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# Preadministration Session

## Timing

- PSAT 8/9
  - The session can be planned any time after the receipt of the preadmin materials.
  - We recommend completing the preadministration session before test day, however if that's not possible, students will complete their personal information on their answer sheet on test day before testing begins.

# Preadministration Session

## Materials

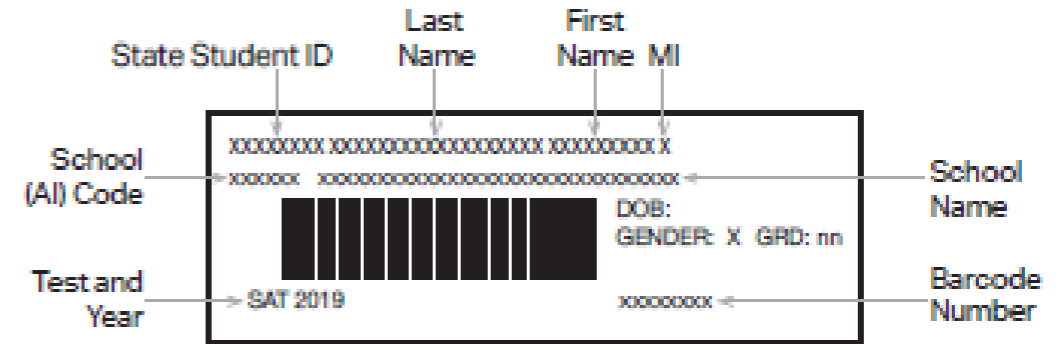
- Look for the preadministration materials which are scheduled to be delivered **March 16<sup>th</sup> – March 16<sup>th</sup>**.
- Schools on spring break during that period will receive materials **March 21<sup>st</sup> – March 23<sup>rd</sup>**.

Shipment	Contents	SAT	PSAT 10	PSAT 8/9
<b>Preadministration: Materials</b>	Answer sheets	X	X	X
	Student Answer Sheet Instructions	X	X	
	Student Guides	X	X	X
	Colorado Student Data Consent Forms	X	X	
	Coordinator Manuals	X	X	X
	Standard Testing Manuals	X		
	Accommodated Testing Manuals	X		
<b>Preadministration: Pre-ID Labels</b>	Labels for each student included in the Pre-ID file	X	X	X

# Pre-ID Labels

## Pre-ID Labels – SAT, PSAT 10, and PSAT 8/9

- Use your Schoolwide student list of who will be testing
- Verify information on labels prior to the preadministration session
  - Is the school AI code correct?
  - Do the students named attend your school?
  - Is the grade level correct?
- If the first name or last name listed on the label does not correctly reflect the student's legal name, please do not use the label. Instead, provide the student with a blank answer sheet and the student will grid their information.
- Apply the labels in the shaded box on the answer sheets as accurately as possible. Be sure to apply the label to the answer sheet that corresponds to the correct grade level (i.e., 9<sup>th</sup> grade labels to PSAT 8/9, 10<sup>th</sup> grade labels to PSAT 10, and 11<sup>th</sup> grade labels to SAT).



# Preadministration Session

## Answer Sheets

Place Pre-ID Label Here

CollegeBoard SAT SAT School Day Answer Sheet

You must use a No. 2 pencil. It's important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.

Complete Mark: ● Incomplete Mark: ○

1. Name: Enter your legal name, including hyphens, apostrophes, and spaces. Enter your middle initial if you have one. Fill in corresponding bubbles. Omit "Jr." or "III".

2. Testing Location: Are you taking this test at the school you regularly attend?

3. School Code

4. Student ID Number

5. Grade Level

6. School: Fill in information about the school you regularly attend.

7. Date of Birth

8. Gender

9. Test Type

PLACE PRE-ID LABEL HERE

This box is ONLY for schools using pre-ID labels. Center the label in this shaded box. Please refer to the pre-ID label instructions and/or the Coordinator Manual for more information.

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Page 1 SERIAL #



CollegeBoard PSAT 10

You must use a No. 2 pencil. It's important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.

Complete Mark: ● Incomplete Mark: ○

1. Name: Enter your legal name, including hyphens, apostrophes, and spaces. Enter your middle initial if you have one. Fill in corresponding bubbles. Omit "Jr." or "III".

2. Testing Location: Are you taking this test at the school you regularly attend?

3. School Code

4. Student ID Number

5. Grade Level

6. School: Fill in information about the school you regularly attend.

7. Date of Birth

8. Gender

9. Test Type

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Page 1 SERIAL #



CollegeBoard PSAT 8/9

You must use a No. 2 pencil. It's important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.

Complete Mark: ● Incomplete Mark: ○

1. Name: Enter your legal name, including hyphens, apostrophes, and spaces. Enter your middle initial if you have one. Fill in corresponding bubbles. Omit "Jr." or "III".

2. Testing Location: Are you taking this test at the school you regularly attend?

3. School Code

4. Student ID Number

5. Grade Level

6. School: Fill in information about the school you regularly attend.

7. Date of Birth

8. Gender

9. Test Type

PLACE PRE-ID LABEL HERE

This box is ONLY for schools using pre-ID labels. Center the label in this shaded box. Please refer to the pre-ID label instructions and/or the Coordinator Manual for more information.

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# Preadministration Materials

## Prepare Students – SAT & PSAT 10


- At least two weeks prior to the preadministration Session, distribute student guides and consent forms to students.
  - Allow time for students to review with parents and make a decision as to whether or not they will complete the optional questionnaire.
  - For SAT students can decide which universities or programs they wish to send their scores.
  - Collect consent forms from students and conduct the preadministration session by separating the students into two groups:
    - students who have provided consent to complete the optional questionnaire.
    - students who have not provided consent to complete the optional questionnaire.
- Inform students they will need No. 2 pencils for the session.
- Inform students of the date and time scheduled for the preadministration session.

# Preadministration Materials

CollegeBoard SAT

## SAT® SCHOOL DAY

# Student Guide




Learn all about the SAT® inside. Connect your College Board results and get personalized practice at [satpractice.org](https://satpractice.org).

CollegeBoard PSAT 10

## PSAT™ 10


# Student Guide



CollegeBoard PSAT 8/9

## PSAT™ 8/9

# Student Guide



- Important information about the PSAT 8/9
- Test-taking advice and tips
- Directions and sample test questions

CollegeBoard CO CDE

### PSAT™ 10 AND SAT® SCHOOL DAY

## Student Data Consent Form

The Colorado Department of Education is offering all Colorado public school students in 10th grade a chance to take the PSAT™ 10 and in 11th grade the SAT. These assessments are aligned to the Colorado Academic Standards and measure the skills and knowledge needed for college and career readiness.

The College Board, the provider of the SAT Suite of Assessments, provides a number of structures to support students' and their families' ability to connect to key opportunities available to them. As such, the College Board gives students and families complete discretion regarding the additional, voluntary information they provide to testing, students taking these exams will be required to provide the minimum needed to register and score our assessments. The optional questionnaire portion of the assessment requires additional student information needed for scoring, and the optional questionnaire portion covers the basics (name, school, state, sex, and date of birth) needed to score your test. Students also have a chance to choose up to four scholarship programs to share their SAT scores with for their college applications. We strongly encourage students to complete the optional questionnaire portion of the assessment to demonstrate their interest in their chosen schools.

The College Board only shares data with eligible colleges and universities and scholarship and other educational programs that signed a license agreement, by which the College Board can consistently monitor these organizations' use of student information for compliance. Student scores are not shared through Student Search Service. You may cancel your participation in Student Search Service at any time. To be clear, completion of the optional questionnaire and participation in Student Search Service are optional and voluntary for all students. Review the Colorado PSAT 10 or SAT School Day Student Guide for more information. You can also learn more in the College Board Privacy Policy at [collegeboard.org/privacy-policy](https://collegeboard.org/privacy-policy).

See page 3 for the information that will be collected on your answer sheet. Review the optional questions to determine if you wish to respond to them. After reviewing, return the completed and signed form to your school. Your teacher will identify the optional questions during the preadministration session, and you will receive instructions again when you complete the questionnaire.

added to your College Board student record, even if you choose not to participate in Student Search Service.

Your responses:

- Give counselors and college admission officers information to help you plan for the future. The more information you give, the more assistance they can give to you.
- Provide information to the College Board that is used to ensure the PSAT 10 and SAT are fair and accurate tests for all students.
- Are used by the College Board for research and planning to improve tests and services.
- Contribute—when combined with responses of all other students taking the PSAT 10 or SAT—to an understanding of your graduating class. This lets colleges and universities deliver programs and opportunities to serve you and your classmates.

The optional questionnaire portion of the assessment requires additional student information needed for scoring, and the optional questionnaire portion covers the basics (name, school, state, sex, and date of birth) needed to score your test. Students also have a chance to choose up to four scholarship programs to share their SAT scores with for their college applications. We strongly encourage students to complete the optional questionnaire portion of the assessment to demonstrate their interest in their chosen schools.

asks about you and your interests. This information is used for group reporting, for analysis to ensure the tests are fair for all groups, to connect you with potential colleges and opportunities, and for research.

If you choose to complete the optional questionnaire, the data you provide will be used to help you plan for the future. The more information you give, the more assistance they can give to you.

I have read the information provided on this form and in the Colorado PSAT 10 or SAT School Day Student Guide and plan to participate in the optional questionnaire.

I have read the information provided on this form and in the Colorado PSAT 10 or SAT School Day Student Guide and will not be participating in the optional questionnaire.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Data Consent Form 1

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# Preadministration Materials

## Prepare for the Session

- Read the “Preparing for the Preadministration Session” section in the Coordinator’s Manual.
- Apply labels to the correct answer sheet type for each student.
  - Standard or Large-block
- Create a room plan for conducting the preadministration session.
  - Determine how you will conduct your sessions (for example, in a class, in an assembly for students taking the test, or in small groups).
  - For SAT and PSAT 10, establish a deadline for consent forms to be returned. Assign students to preadministration session rooms based on whether they consented to the optional questionnaire.
  - Determine staffing needs.

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# Preadministration Materials

## Prepare for the Session

- Arrange for a separate preadministration session prior to test day for students who are absent. Although arrangements can be made for some students to complete the optional questionnaire and designate the colleges where they want to send their SAT scores after testing, we strongly recommend that all students complete these tasks prior to test day.
- Conduct the session in school. Do not let students take the answer sheets home.

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# Preadministration Materials

## Prepare Staff

- Meet with staff who will administer the preadministration sessions to:
  - Distribute copies of the manuals and instruct them to become familiar with the preadministration scripting
  - Provide their room assignment
  - Review roles and responsibilities of staff conducting the sessions.
  - Review the materials students will use during the session: answer sheets, pre-ID labels, and Student Answer Sheet Instructions (PSAT 10 and SAT only)
  - Review the appropriate scripts with staff so they are familiar with them.
  - Remind staff that students who have not submitted a signed consent form should not complete the optional questionnaire (PSAT 10 and SAT only)
  - Instruct staff to display the 6 digit AI code in a prominent place in the preadministration room for students to see.
- See the “Prepare Your Preadministration Session” section of the Coordinator Manual for more detail.

# Conducting the Preadministration Session

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# SAT Preadministration Session

## Students in Grade 11

- Plan for approximately 60 minutes.
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- All students will complete:
  - Part 1: Personal Information
    - All students, including those with labels, will bubble their name, school code, date of birth, address (optional, but needed if student is going to participate in Student Search Service), grade, and student ID (SASID).
  - Part 2: Score Sends
    - Students will use the answer sheet instructions to locate the appropriate codes for any colleges or scholarship programs.
- Students who submitted a signed consent form will also complete:
  - Part 3: Optional Questionnaire
    - Students will use the answer sheet instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

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# PSAT 10 Preadministration Session

## Students in Grade 10

- Plan for approximately 45 minutes.
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- All students will complete:
  - Part 1: Personal Information
    - All students, including those with labels, will bubble their name, school code, date of birth, address (optional), grade, and studentID (SASID).
- Students who submitted a signed consent form will also complete:
  - Part 2: Optional Questionnaire
    - Students will use the answer sheet instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

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# PSAT 8/9 Preadministration Session

## Students in Grade 9

- Plan for approximately 30 minutes.
- Distribute pre-labeled answer sheets
- PSAT 8/9 does not include an optional questionnaire, therefore a signed consent form is not required.
- All students, including those with labels, will bubble their name, school code, date of birth, address (optional), grade, and student ID(SASID).

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# After the Preadministration Session

## PSAT 8/9, PSAT 10, and SAT

- Proctors
  - Collect all answer sheets and answer sheet instruction document.
  - Confirm that all students have entered their SASID accurately.
  - For any students that left box 2, Student Identification, blank, enter their SASID on the answer sheet and fill in the corresponding bubbles.
  - Return answer sheets to your test coordinators as instructed
    - Alphabetize the completed answer sheets.
    - Sort them by testing room code (if applicable).
- Test coordinator will
  - Organize your labeled answer sheets by alphabetizing them within testing room groups before returning them to their boxes and securely storing them until test day.
  - Track students who missed the preadministration session and schedule a makeup preadministration session prior to test day.

# Rosters

# Roster & Schoolwide Student List

## What is it?

- Test coordinators will create a Schoolwide Student List to assist with test day room planning and to use for room rosters.
  - Pull a list of all eligible students from your local student information system.
  - Work with the SSD coordinator, using the NAR, to identify students testing with accommodations.
  - After comparing the lists, identify the students testing in a standard room.
  - For SAT, access the Registration Roster Report from the Educator Reporting Portal to determine which students will take SAT with Essay.
- Review the “Build Your Schoolwide Student List for Testing” section in the Coordinator’s manual for more information.

### Sample Schoolwide Student List

These are suggested fields. You should create a list based on your own school's needs.

**SSD** All students testing with accommodations and EL students testing with time and one-half are listed on the NAR. Reach out to your school's SSD coordinator to print copies in advance of the test. You will need to include these students when planning for staff and selecting test rooms.

Present Absent	Missed	Xero entry	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	Test Type (SAT SAT w/Essay)	Testing Room (Building code/room name)	Accommodated? (Y/No)	Testing Group	Test Book Type	EL Support Type	Language	Staff Assigned
1	P		Jones	Arla		3/5/2006	01010101	SAT	123	N	SAT	Foreign			A. Teacher
2	A		Smith	Terry	O	10/15/2005	10101010	SAT w/Essay	526	N	Essay	Foreign			B. Teacher
3	P		Rodriguez	John	J	2/15/2006	01010101	SAT	123	N	SAT	Foreign			A. Teacher
4	P		Brown	Robert		5/1/2005	0909020101	SAT w/Essay	789	Y	SR3P	Wisc.	20: 1/1, 1/2, 1/3, 1/4, 1/5, 1/6, 1/7, 1/8, 1/9, 1/10, 1/11, 1/12, 1/13, 1/14, 1/15, 1/16, 1/17, 1/18, 1/19, 1/20, 1/21, 1/22, 1/23, 1/24, 1/25, 1/26, 1/27, 1/28, 1/29, 1/30, 1/31, 1/32, 1/33, 1/34, 1/35, 1/36, 1/37, 1/38, 1/39, 1/40, 1/41, 1/42, 1/43, 1/44, 1/45, 1/46, 1/47, 1/48, 1/49, 1/50, 1/51, 1/52, 1/53, 1/54, 1/55, 1/56, 1/57, 1/58, 1/59, 1/60, 1/61, 1/62, 1/63, 1/64, 1/65, 1/66, 1/67, 1/68, 1/69, 1/70, 1/71, 1/72, 1/73, 1/74, 1/75, 1/76, 1/77, 1/78, 1/79, 1/80, 1/81, 1/82, 1/83, 1/84, 1/85, 1/86, 1/87, 1/88, 1/89, 1/90, 1/91, 1/92, 1/93, 1/94, 1/95, 1/96, 1/97, 1/98, 1/99, 1/100, 1/101, 1/102, 1/103, 1/104, 1/105, 1/106, 1/107, 1/108, 1/109, 1/110, 1/111, 1/112, 1/113, 1/114, 1/115, 1/116, 1/117, 1/118, 1/119, 1/120, 1/121, 1/122, 1/123, 1/124, 1/125, 1/126, 1/127, 1/128, 1/129, 1/130, 1/131, 1/132, 1/133, 1/134, 1/135, 1/136, 1/137, 1/138, 1/139, 1/140, 1/141, 1/142, 1/143, 1/144, 1/145, 1/146, 1/147, 1/148, 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# Testing Room Rosters

## Assign students and staff to testing rooms

- Use the Schoolwide Student List to create testing room rosters.
- Once the room assignments for staff have been determined, a student roster will need to be created for each testing room to be used by the proctor to record student attendance on test day.
- Proctors who are testing students with accommodations will also use the room roster to identify the appropriate test directions script(s) to be used on test day and to make other preparations for administering accommodations in their testingroom.
- Divide the Schoolwide Student List into individual room rosters for students testing in standard test rooms.
- Coordinators have the option to build student rosters for accommodated testing rooms or use copies of the NAR as the room roster.

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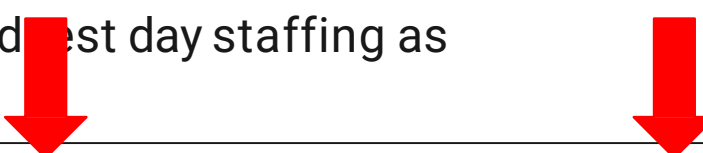
# Testing Room Rosters

## Assign students and staff to testing rooms

- As test day approaches, continue to account for additional students who may be eligible for testing (e.g., students who recently transferred into the school).
- In addition, the test coordinator and the SSD coordinator will continue to work together to identify students who may have been recently approved for accommodations.
- Update the Schoolwide Student List and room rosters as needed.

# Special Considerations for Off-site Testing

- Schools using multiple off-site locations will all use the same AI code. We recommend assigning a testing room code for each off-site location to help differentiate which students test at each location.
- Coordinators at off-site locations will need to know their school code when filling out the Irregularity Report (IR) or Coordinator Report Form (CRF).
- Make sure any off-site coordinator and proctors are provided with training.
- Plan for secure transport to and storage of testing materials at off-site locations. Completed test materials will be picked up from the off-site location the afternoon of test day.
- Each location's test coordinator is responsible for ensuring that the off-site test center meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the manuals.



Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	SAT	123	N	SAT		A Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	SAT w/Essay	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	SAT	123	N	SAT		A Teacher
4 Brown	Robert		9/1/2000	0007024797	P	SAT w/Essay	789	Y	SB20	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	0007025799	P	SAT	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	0007025788	P	SAT w/Essay	234	Y	R1	Purple	T. Coach
7											

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# Room Rosters

## Using Testing Room Codes

- Testing room codes allow you to better manage your test day administration.
- Assigning a unique code to each testing room allows you to organize answer sheets for preadministration sessions and for distribution on test day.
- If a group irregularity occurs, the code can help you pinpoint who may have been affected and which staff member(s) can offer information for quicker resolution and release of scores.
- If you have a mixture of students taking the SAT (no Essay) and SAT with Essay at your school, you can assign them to the same room to conserve space and staff if a preadministration session was completed. We still recommend separate rooms if feasible.

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# Nonstandard Administration Report

## What is the NAR?

- The NAR provides a list of students who have been approved for testing with accommodations.
- SSD coordinators will access and print the NAR from the SSD Online Dashboard.
- The NAR will be used to identify students testing with accommodations on your Schoolwide Student List and can also be used as the room roster for accommodated testing rooms.
- The NAR will be available on February 1.

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# Nonstandard Administration Report

## What is the NAR?

- The NAR includes
  - a summary of students with their SSD numbers,
  - a list of students who will test on the primary test date with accommodations,
  - a list of students who will test during the accommodated testing window, and
  - a list of students who will test with SAAs during the accommodated testing window, and
  - additional instructions for testing students with accommodations.

# NAR

- The NAR for the PSAT is now the same as the SAT.
  - Use the “Test Window” column to identify students testing during the accommodated window.
  - Identifies students who can test in the same testing room.
  - Indicates the color test book to administer
  - Use the accommodated manuals to identify which test script to read and any additional instructions.

Last Name	First Name	SSDID	Grade	Approved Accommodations	Testing Group	Test Book	1 or 2-day Testing	Testing Window	Testing Room	Tested
Exam	Joe	2207367157	11	<ul style="list-style-type: none"> <li>• Reading: Double time (+100%)</li> <li>• Math: Double time (+100%)</li> <li>• Breaks: Extra</li> <li>• Permission to Test Blood Sugar</li> <li>• Magnification Device (electronic) (undefined)</li> <li>• Record answers in test book</li> <li>• Other: Other (undefined)</li> <li>• Auditory Amplification / FM System</li> <li>• Assistive Technology Compatible Test Form</li> </ul>	SB5	Blue	1 Day If approved for Extended time, Scribe, Reader, MP3 or ATC please disregard and refer to Accommodated Testing Manual (“Preparing for Testing with Accommodations” section) for instructions on applicable Testing Days	Yes		

# Managing the NAR

- The NAR is available in SSD Online.
- The interface for generating the NAR has been updated.
- SSD Coordinators can also choose to generate it as a PDF or a CSV file.

SSD Online [Additional Accommodation Descriptions](#) [SSD Online](#) [School Testing Calendar](#)

## 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"/>	Cleppard	One	2209437959	11
<input type="checkbox"/>	four	four	2203123260	11
<input type="checkbox"/>	Testingrequest	Activitylog	2111163875	11

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# After Testing

## Returning the Schoolwide Student List

- After all materials have been collected from proctors, carefully check each room roster and NAR against the final Schoolwide Student List, noting the room assignment and testing room code of each student.
- Return the NAR in the white accommodated testing envelope with the answer sheet return shipment.
- Return the Annotated Schoolwide Student List in the answer sheet return shipment.
- Keep a copy of the Schoolwide Student List.
  - If all the information from each room roster is not transferred to the Schoolwide Student List, please keep a copy of each room roster (room rosters do not need to be returned).
- Keep copies of the signed student consent forms on file at the school until the student graduates or leaves the school.

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# Thank You!

- Call College Board's CO School Day Support:  
1-866-917-9030  
[coloroadministratorsupport@collegeboard.org](mailto:coloroadministratorsupport@collegeboard.org)

## Resources

- Contact Your District Assessment Coordinator
- Contact the College Board Field Team  
[coloradoschooldaysupport@collegeboard.org](mailto:coloradoschooldaysupport@collegeboard.org)  
Sarah Orłowski  
720-470-2343  
[sorłowski@collegeboard.org](mailto:sorłowski@collegeboard.org)

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