

Material Order Review

PSAT and SAT testing materials will be automatically ordered for each school based on the number of students at each grade level in the registration file submitted by CDE. The Material Order Review window provides Test Coordinators with the opportunity to view their SAT and PSAT test materials order counts. During this window, you will be able to view quantities of test materials scheduled to be shipped to your school. The number shown will account for the total number of PSAT 8/9, PSAT 10, and SAT tests ordered for the school and will not be broken down by standard vs. accommodated, nor will it show SAT with Essay vs. SAT without essay. Though you won't be able to edit the number of materials you will receive, this review provides you with an opportunity to notify College Board in advance if there are any concerns about the total number of materials that will be delivered to your school.

The order review window will be open **January 25th, 2021 through February 5th, 2021**. To review your school's test material order, you will need to:

1. Go to <https://ordering.collegeboard.org>
2. At the sign in screen, enter your College Board username and password. If you do not have a College Board account, create an account.

For users logging into Test Ordering System (TOS) for the very first time you will see a Terms and Conditions page. This is only presented to new users of the TOS system.

3. Enter your access code to access the Test Ordering System. This number is unique to you and your school; it should not be shared. You will receive an email with your access code a few days before the window opens.
4. You will arrive on the "Welcome" page.
5. Click on the "View Order Details" link for the Colorado State Assessment to view the amount of materials scheduled to be shipped to your school. The order quantities are based on the number of students included in the October count plus a small overage for additional students that enroll at your school before test day.

6. Review the count of materials in the “Order” column for standard test books. The number of materials displayed includes both standard and accommodated tests and should be greater than the total number of students at your school for each grade level being tested.
 - a. If the count of materials is greater than the number of students you have in each grade level, there is nothing further you need to do.
 - b. If the count of materials is less than the number of students you have in each grade level, contact the Colorado Support Line, 1-866-917-9030, to request additional test books.

Standard Test Books		
Grade ?	Contract	Order
10	State of Colorado	90
	Total	90

7. You may also review the count of additional materials, Student Guides and Coordinator Manuals, to be shipped to your school.
 - a. If the count of Student Guides is greater than the number of students you have in each grade level, there is nothing further you need to do.
 - b. If the count of Coordinator Manuals aligns to the number of testing rooms you anticipate having, there is nothing further you need to do. All of your Coordinator Manuals will arrive with your preadministration shipments; you will still have time to request additional manuals once you finalize your room plans.

Additional Materials		
		Order
Student Guides	?	0
Testing Manuals	?	0

- c. If the count of materials is less than the number you need contact the Colorado Support Line, 1-866-917-9030, to request additional materials.

8. Repeat these steps for each assessment. You will be able to access the system through February 5th, 2021.

Colorado School Day Support

College Board Phone: (866) 917-9030

College Board Email: coloroadministratorsupport@collegeboard.org

Colorado Website: collegeboard.org/colorado