

SAT WEEKEND

Quick Guide to Accommodations

For Coordinators and Proctors

As a test coordinator or a proctor for weekend testing, you play an important role in ensuring that all students have a positive testing experience. For some students, that includes testing with accommodations they've requested and have been approved for by our Services for Students with Disabilities (SSD) team.

How to Use This Guide

The icons in this quick guide will help you understand how to administer the most common accommodations you'll see during weekend testing. For more detailed information on any accommodation listed here, consult the [SAT Suite Accommodations Guide for Coordinators](#).



This icon indicates that students can manage the accommodation themselves in Bluebook™. You should not need to do anything beyond your normal coordinator and proctor duties to assist students with this accommodation. If a student has difficulty managing their accommodation, send them to the help room for troubleshooting by the technology monitor.



This icon indicates that you will need to take action to assist students with this accommodation. The information provided will explain the actions you need to take.



This icon indicates a school-based accommodation. In some cases, a test center coordinator may be expected to administer the test at their test center on a Saturday (or Sunday) to students normally tested in school-based testing. The information provided will explain any actions you need to take to administer the school-based accommodation.

NOTE: *Even though they share the same SAT® Weekend test date, center-based testing and school-based testing are separated into two test administrations in Test Day Toolkit. Each has its own roster and needs to be set up separately. Visit satsuite.collegeboard.org/sat/testing-staff/school-based-accommodations-test-center to learn more.*

Types of Accommodations

Extended Time, Limited Time, and Small-Group Testing



Extended Time (Student-Managed): Students with extended time accommodations are approved to test for longer than other students, either at time and one-half, double time, or more than double time. Once the standard testing time has elapsed, the student will see the option in Bluebook to move ahead to the next part of the test or end the test before their full extended time expires.

While students are encouraged to use all the time they need and are approved for, you may allow a student to move to the next section or leave before their full extended time has passed if they finish testing sooner and standard time has already concluded. Students should exit the room quietly when they are finished so they do not disturb other students who are still testing.



Limited Time (School-Based): Students testing with limited time test over multiple days. If a student is testing over 2 days, Bluebook will automatically provide 2 test cards, 1 for each day. No additional action is needed from the proctor. Students testing over 3 days or more will test using a paper exam.



Small-Group Testing (Action Needed): Students are tested in a separate room with a smaller group of students (generally, no more than 15 students). Be sure the room has a separate proctor. Students approved for small-group testing and the same amount of extended time may test together in a small-group setting.

Breaks



Breaks as Needed (Student-Managed): The student will see a Pause button in Bluebook that allows them to pause the test to take breaks and resume testing. Allow the student to leave the testing room for breaks as frequently as needed; no permission is needed.



Extended Breaks (Student-Managed): The student will receive a doubled break time in between modules and sections. Allow the student to leave the testing room during their scheduled break time if they wish. Like all students, they may choose to take an unscheduled break, but they will lose testing time.



Extra Breaks (Student-Managed): The student will receive an extra 5-minute break between Module 1 and Module 2 during both the Reading and Writing section and the Math section. Allow the student to leave the testing room during their scheduled break time if they wish. Like all students, they may choose to take an unscheduled break, but they will lose testing time.



Extra and Extended Breaks (Student-Managed): The student will receive doubled break time in between modules and sections, as well as an extra 5-minute break between Module 1 and Module 2 of both sections. Allow the student to leave the testing room during their scheduled break time if they wish. Like all students, they may choose to take an unscheduled break, but they will lose testing time.

Braille Accommodations



Braille (Refreshable Braille for Digital Testing or Paper Braille if Approved)

(School-Based): Students who are approved for a braille accommodation and paper testing will receive a paper braille test form. Otherwise, they'll test using a screen reader, text-to-speech, or a refreshable braille display. If they are using a screen reader or text-to-speech, allow the student to wear headphones.



Raised Line Drawings (School-Based): Be sure the student is provided with the Raised Line Drawings supplement, which will be sent to the student's test site. Please note that most students approved for this accommodation are also approved for other accommodations (e.g., screen reader). Students testing with a paper supplement test for longer than students taking the adaptive tests in Bluebook.



Braille Writer (School-Based): The student will test using a braille writing software on their device.

Reading and Writing Accommodations



Screen Reader for Digital Tests (School-Based): Allow this student to wear headphones. The screen reader for students with this accommodation is not embedded in Bluebook, so some configuration may be needed.



Text-to-Speech (School-Based): Allow this student to wear headphones. The text-to-speech accommodation is embedded in Bluebook and does not need additional configuration.

Assistive Technology



Assistive Technology (School-Based): Students should come prepared with their approved assistive technology installed on their testing device. If the student is using a school-managed Chromebook, some configuration may be needed. For more details, see bluebook.collegeboard.org/students/accommodations-assistive-technology. If they have technical issues, their test will need to be rescheduled and you should document the issue as an irregularity.

Audio and Visual Accommodations



Auditory Amplification/FM System (Student-Managed): Allow this student to wear headphones.



Color Overlay/Color Contrast (Student-Managed): Most students can adjust the color through their device settings. Allow this student to attach a plastic overlay to the screen of their testing device if necessary.

Other Accommodations



Permission to Test Blood Sugar (Student-Managed): Students with this accommodation may test their blood sugar at any time during testing. They may or may not choose to leave the room to do so. Allow them to have a glucose monitor on their desk.

Some glucose monitors may work with a mobile phone, in which case the student will need approval for a separate accommodation to have a mobile phone in the testing room.

The mobile phone should be kept at the proctor's desk, not the student's. Read the [Accommodations Guide for Coordinators](#) for more information.



Permission for Food/Drink/Medication (Student-Managed): Students with this accommodation may keep their food, drinks, and medication on their desk during testing. They do not need to wait until a break to eat, drink, or take their medicine.



Wheelchair Accessibility (Action Needed): If needed, assist the student in finding a space in the testing room that is easily accessible for their wheelchair. The student should be seated near the door to the room.



Modified Settings (School-Based): Some students may have been granted approval to test in a 1:1, home, or hospital setting. They may also be approved for other accommodations, such as a human reader, a scribe, or dictation.