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# Services for Students with Disabilities (SSD) Coordinator Handbook

This handbook is to help prepare Services for Students with Disabilities (SSD) coordinators for requesting and administering accommodations and supports for the state-provided SAT<sup>®</sup> Suite of Assessments.

## Using This Guide

Districts in Ohio have a choice of test date and mode for 2018:

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## Understanding College Board–Approved Accommodations

College Board–approved accommodations are designed for students with documented disabilities and must be approved in advance by the College Board. Students who are approved for accommodations by the College Board will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.

Requests for accommodations are submitted by the designated SSD coordinator in the College Board online system, SSD Online. Requests can be submitted as soon as a school has a six-digit Attending Institution (AI) code. For SAT School Day, students with some accommodations will test on the primary test day; other accommodations allow the school to schedule the test day(s) during a designated two-week accommodations testing window.

The accommodations that students request for the College Board assessments generally should be consistent with the accommodations they use for taking assessments in school. Some terminology used in the creation of Individualized Education Program (IEP) or 504 plans may differ from the College Board nomenclature. For example, if a student typically has assessments read aloud in school, they may wish to request a reader or MP3 audio format to have the test read aloud. Additionally, some accommodations may be administered differently on College Board tests than they are for school tests, and it is important to understand how an accommodation is administered to determine whether it is appropriate for an individual student. When evaluating time needs, the key differentiation is to determine if a student requires more testing time or more time off the clock. The school can determine the best option in consultation with the student and family. Use the following information to assist in determining which College Board option may be appropriate for the accommodation(s) defined in the IEP or 504 plan.

## Extended Time

College Board Option	What Does This Mean?
50% Extended Time	Student receives time-and-a-half for each approved section of the test. Student may be approved for extended time for the entire test, or for just one section (e.g., Reading, Writing and Language, Math, or Essay). Students must stay for the entire amount of extended time; they cannot self-pace.
100% Extended Time	Student receives double time for each approved section of the test and may receive extended time in Reading, Writing and Language, Math, or Essay. Students must stay for the entire amount of extended time; they cannot self-pace.

Note: More than 100% extended time is also available.

## Breaks

College Board Option	What Does This Mean?
Extra Breaks	Student is given a break halfway through longer sections, and a break after every section.
Extended Breaks	Student is given breaks at the standard time, but breaks are typically twice as long.
Breaks as Needed	Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.

Note: Testing time does not include breaks, i.e., the clock stops before and resumes after breaks.

## Assessments Read Aloud

College Board Option	What Does This Mean?
Reader	Test staff reads the test to the student. To be completed in a one-to-one environment. Student automatically receives 50% extended time and extra breaks on all sections.
Assistive Technology–Compatible (ATC) Format	Compatible Microsoft Word format of the test; intended to be used with screen readers or other assistive technology.
MP3 Audio Format	Audio version of the test. Student automatically receives 100% extended time, extra breaks on all sections, and additional time for section 2 (Writing and Language Test).

It's also helpful to know specific information about common types of accommodations. You can use the accommodation(s) that will create the most positive testing environment for the student. Keep in mind that these are not the only options of accommodations available but are examples of commonly requested accommodations. The College Board provides many different types of accommodations for students with disabilities and will consider all requests. **All of the College Board–approved accommodations listed in the following table result in college- and scholarship-reportable scores.**

Be sure to confirm with the test coordinator which assessment(s) your state or district is administering. Use the chart below to understand the meaning of certain accommodations for the SAT (no Essay), SAT with Essay, PSAT™ 10, and PSAT™ 8/9.

## Timing

Accommodation	What to Know	Days of Testing
50% Extended Time for Reading (Time and a Half)	<ul style="list-style-type: none"> <li>Student receives extended time for ALL sections.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.</li> <li>Student is automatically approved for extra breaks.</li> </ul>	SAT (no Essay): 1 day SAT with Essay (SAT School Day only): 2 days PSAT 10: 1 day PSAT 8/9: 1 day
50% Extended Time for Mathematical Calculations (Time and a Half)	<ul style="list-style-type: none"> <li>Student receives extended time only for the math sections (unless approved for other accommodations).</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.</li> <li>Student is automatically approved for extra breaks for math sections.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
50% Extended Time for Written Language Expression (Essay) (Time and a Half)	<ul style="list-style-type: none"> <li>Student receives extended time only for the SAT Essay (unless approved for other accommodations). If they are not taking the SAT with Essay, they would test in the standard test room.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.</li> <li>Student is automatically approved for extra breaks for the Essay.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day
100% Extended Time for Reading (Double Time)	<ul style="list-style-type: none"> <li>Student receives extended time for ALL sections.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.</li> <li>Student is automatically approved for extra breaks.</li> </ul>	SAT (no Essay): 2 days SAT with Essay: 2 days PSAT 10: 2 days PSAT 8/9: 2 days

Accommodation	What to Know	Days of Testing
100% Extended Time for Mathematical Calculations (Double Time)	<ul style="list-style-type: none"> <li>Student receives extended time only for the Math Test.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.</li> <li>Student is automatically approved for extra breaks.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
100% Extended Time for Written Language Expression (Essay) (Double Time)	<ul style="list-style-type: none"> <li>Student receives extended time only for the Essay. If they are not taking the SAT with Essay, they would test in the standard test room.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.</li> <li>Student is automatically approved for extra breaks for the Essay.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day*  *Note: If a student is approved for 100% extended time for both Math and Writing and Language, and is taking the SAT with Essay, they would test over 2 days.
Extra Breaks	<ul style="list-style-type: none"> <li>Student is given a break halfway through longer sections and a break after every section.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
Extended Breaks	<ul style="list-style-type: none"> <li>Student is given breaks at the standard time, but breaks are typically twice as long.</li> <li>A student with extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
Breaks as Needed	<ul style="list-style-type: none"> <li>Most often provided for students with significant physical or medical conditions, but also appropriate for some other disabilities.</li> <li>Breaks are granted as requested by the student during the test. Timing of the test is paused during the break.</li> <li>A student who requests breaks as needed may need additional accommodations such as permission to eat, take medication, or test blood sugar during the test. These must be requested specifically.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day

Accommodation	What to Know	Days of Testing
Permission to Test Blood Sugar	<ul style="list-style-type: none"> <li>Will use standard time, unless approved for other timing or break accommodations.</li> <li>Approval to test blood sugar does not include approval to take additional breaks. If a student needs breaks beyond the standard breaks, the student should request extra breaks, extended breaks, or breaks as needed.</li> <li>Approval to test blood sugar does not permit the student to have a cell phone, unless they are also approved for a cell phone in the testing room.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day

## Presentation

Accommodation	What to Know	Days of Testing
Assistive Technology–Compatible (ATC) Format	<ul style="list-style-type: none"> <li>Digital version of the test (accessible Microsoft Word format); delivered on a flash drive.</li> <li>For use with screen readers and other assistive technology. The type of device must be provided in the request.</li> <li>Student is automatically given 100% extended time on the Writing and Language Test only. If extended time is needed for other sections, it must be requested.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.</li> <li>Coordinator must identify the device the student is requesting to use.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
MP3 Audio	<ul style="list-style-type: none"> <li>Audio version of the test.</li> <li>Student automatically receives 100% extended time (plus additional time on the Writing and Language Test) and extra breaks on all sections.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</li> <li>Students must either use headphones or test in a one-to-one setting.</li> </ul>	SAT (no Essay): 2 days SAT with Essay: 2 days PSAT 10: 2 days PSAT 8/9: 2 days

Accommodation	What to Know	Days of Testing
Reader	<ul style="list-style-type: none"> <li>Student is read the test aloud by an adult.</li> <li>Student must be in a one-to-one setting. (Each student must have their own reader. Reader cannot read to a group of students.)</li> <li>Student automatically receives 50% extended time and extra breaks on all sections.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing. Reader reads the entire test.</li> </ul>	SAT (no Essay): 1 day SAT with Essay (SAT School Day only): 2 days PSAT 10: 1 day PSAT 8/9: 1 day

## Recording Answers

Accommodation	What to Know	Days of Testing
Writer/Scribe	<ul style="list-style-type: none"> <li>Student orally tells their responses to an adult scribe, and the scribe records the responses onto an answer sheet.</li> <li>Student must test in a one-to-one setting. (Each student must have their own scribe.)</li> <li>Student automatically receives 50% extended time and extra breaks on all sections.</li> <li>Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</li> <li>The scribe must capture responses as dictated by the student. For the SAT Essay, student does not have to dictate spelling, unless a word is unclear. They do need to dictate punctuation to be captured by the scribe.</li> </ul>	SAT (no Essay): 1 day SAT with Essay (SAT School Day only): 2 days PSAT 10: 1 day PSAT 8/9: 1 day
Large-Block Answer Sheet (LBAS)	<ul style="list-style-type: none"> <li>Students will mark squares with an "X" instead of filling in bubbles.</li> <li>May be requested on its own or with other accommodations.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day

Computer for Essay	<ul style="list-style-type: none"> <li>Approval for computer applies only to students taking the SAT with Essay and is used only for the Essay task.</li> <li>School must provide the computer; students may not use a personal computer or a computer belonging to their family.</li> <li>Computer must have word processing software, be attached to a working printer, and cannot be connected to the internet or a network.</li> <li>Typed essays must comply with certain guidelines, available in the SAT Accommodated Testing Manual, to be properly scored and for the students to be able to receive online images of their essay.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
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## Setting/Other

Accommodation	What to Know	Days of Testing
Sign Language Interpreter for Oral Instructions	<ul style="list-style-type: none"> <li>Interpreter provides test directions (the only oral portion of the SAT, PSAT 10, or PSAT 8/9) in sign language, such as American Sign Language (ASL) or Exact English Signing (EES).</li> <li>ASL interpreter cannot be used for test questions.</li> <li>Interpreters are designated by the school and must meet testing staff requirements.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
Small Group	<ul style="list-style-type: none"> <li>Student tests with a smaller group of students. Number of students that may be assigned to a “small group” room depends on size of the room (i.e., standard classroom versus the library).</li> <li>In a school day administration, schools plan rooms based on their capacity and assign students to rooms. While a school can assign students to a “small group” room without accommodations, approval of small group ensures that a student receives this accommodation for future tests, e.g., national SAT testing.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day

Accommodation	What to Know	Days of Testing
Sign Language Interpreter for Oral Instructions	<ul style="list-style-type: none"> <li>Interpreter provides test directions (the only oral portion of the SAT, PSAT 10, or PSAT 8/9) in sign language, such as American Sign Language (ASL) or Exact English Signing (EES).</li> <li>ASL interpreter cannot be used for test questions.</li> <li>Interpreters are designated by the school and must meet testing staff requirements.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
Preferential Seating	<ul style="list-style-type: none"> <li>In a school day administration, schools plan rooms based on their capacity and assign students to rooms. While a school can provide preferential seating without a need for approved accommodation, approval of preferential seating ensures that a student receives this accommodation for future tests, e.g., national SAT testing.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
Four-Function Calculator	<ul style="list-style-type: none"> <li>For use on the Math Test – No Calculator.</li> <li>Percentage and square-root functions are permitted.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
Permission for Food/Medication	<ul style="list-style-type: none"> <li>Will use standard time, unless approved for other timing or break accommodations. May also need to request breaks as needed</li> <li>EpiPens are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing.</li> <li>For other medications, contact the SSD office.</li> </ul>	
Home/Hospital Testing	<ul style="list-style-type: none"> <li>Requested through SSD Online</li> <li>Test is administered at a location other than school (e.g., home or hospital) to a student with a disability that prevents them from attending school.</li> <li>If a student requires an alternate testing location for reasons other than a disability, do not request home/hospital testing. Instead, refer to your state process for requesting an alternate location.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day



Accommodation	What to Know	Days of Testing
Sign Language Interpreter for Oral Instructions	<ul style="list-style-type: none"> <li>Interpreter provides test directions (the only oral portion of the SAT, PSAT 10, or PSAT 8/9) in sign language, such as American Sign Language (ASL) or Exact English Signing (EES).</li> <li>ASL interpreter cannot be used for test questions.</li> <li>Interpreters are designated by the school and must meet testing staff requirements.</li> </ul>	SAT (no Essay): 1 day SAT with Essay: 1 day PSAT 10: 1 day PSAT 8/9: 1 day
Temporary Medical Conditions	<ul style="list-style-type: none"> <li>Support can be requested for students with temporary impairments caused by injury or accidents.</li> <li>Accommodations should NOT be requested through SSD Online.</li> <li>See <b>Forms</b> section in the Appendix for the necessary paperwork.</li> </ul>	For all tests, the number of testing days depends on the specific support approved for.

Students testing over two days should test over consecutive days. If a student is absent on the second day, they should resume testing the next day they return to school.

Combinations of accommodations are possible (example: breaks as needed AND 100% extended time). In these instances, be sure to refer to the Nonstandard Administration Report (NAR) for information on the number of days a student will test and, for SAT School Day, whether this will occur on the primary test day or in the accommodated two-week testing window.

## Accessing SSD Online

SSD coordinators use SSD Online to submit requests for accommodations and EL 50% extended time support on the behalf of students. **Schools can have multiple SSD coordinators**, but only one should be listed as the primary coordinator who will receive communications from the College Board.

Once the SSD coordinator or coordinators are identified, they should request access to the SSD Online system. To access the system, the SSD coordinator(s) will need to:

1. Create a College Board Professional Account.
2. Complete the [SSD Coordinator Form](#), found on [collegeboard.org/ssd](https://collegeboard.org/ssd).
3. Receive an access code to link your SSD Online access to your College Board Professional Account (first time only). It may take 1–2 days to receive the access code.

Requests for accommodations may begin once the access code is used for SSD Online.

## Requesting Accommodations and EL Supports

### Preparing to Request Accommodations

The process for requesting accommodations can be more efficient if the SSD coordinator has certain information about the student(s) on hand. This information includes:

- IEP or 504 Plan:
  - ♦ Information about the diagnosed disability.
  - ♦ Estimated month/year that the IEP or 504 plan was first created.
- Required demographic information:
  - ♦ Official student name with which the student will be registered
  - ♦ Date of birth
  - ♦ Estimated graduation date
  - ♦ Gender
  - ♦ Student mailing address
  - ♦ Student phone number

An Accommodations Request Worksheet is included in the Appendix of this handbook to assist SSD coordinators in organizing student information before going into SSD Online to submit a request. This worksheet is **NOT** required; it is offered only as a resource.

## Getting Started

Use the following suggested steps to organize your requests:

1. Identify students who will be testing this year and confirm previously approved accommodations.
  - a. Use the Dashboard to look students up, or
  - b. Print the Eligibility Roster. The roster provides a list of all students approved for accommodations at your school.
2. For new students or students who need accommodations that have not yet been requested, submit a request in SSD Online.
3. For students with previously approved accommodations, verify:
  - a. Accommodations approved match the student's current needs.
  - b. Student information including name, birth date, and graduation date are correct.
4. For any student no longer at your school, note the information on the eligibility roster. Fax the roster to 866-360-0114 to have the student removed from the dashboard and reports.
5. Identify EL students who require 50% extended time support and submit a request in SSD Online starting in late January.

Verify the accommodations request deadlines for your state or district school day administration. They may be different from the deadlines posted online for national testing.

## Using SSD Online

### Requesting College Board Accommodations

1. Obtain parental consent. Before submitting a request for accommodations for College Board tests, schools must have parent/guardian consent to share information and to request accommodations. (For students over the age of 18, the student can provide consent.) Verification of consent will be requested during the online process. Consent forms are available at [collegeboard.org/students-with-disabilities/forms](https://collegeboard.org/students-with-disabilities/forms). The College Board does not require schools to submit the consent form, but it must be kept on file at the school. (Parent/guardian approval obtained through the student's IEP, 504 plan, or other school documentation may be acceptable if it includes consent for requesting accommodations.) Then a consent form must be signed and kept on file at the school.
2. Sign in to SSD Online.
3. Enter basic student information.
4. Answer questions about the student's disability and requested accommodations.
5. Answer questions about the student's plan and documentation.
  - a. Many requests for accommodations are automatically approved based on information provided during the online process.
  - b. In cases where additional documentation is required, the SSD coordinator will be provided a list of recommended documentation to submit. Please note that while the recommended documentation listed is most helpful in determining a student's need for accommodations, it is not required. The College Board will review all documentation that is submitted.
  - c. Upload or fax documentation that demonstrates the need for the requested accommodation.

### Requesting EL 50% Extended Time Support

You can request 50% extended time for English Learners starting in late January 2019.

1. Obtain parental consent. Before submitting a request for the support for College Board tests, schools must have parent/guardian consent to share information for students under the age of 18. Verification of consent will be requested during the online process. However, the College Board does not require schools to submit the consent form. If you do not have parent/guardian approval through the student's school documentation, then a consent form must be signed and kept on file at the school. Email or phone consent is acceptable if allowed by district policy and it is documented.
2. Sign in to SSD Online starting in late January 2019.
3. Go to the EL Support Dashboard.
4. Enter basic student information.
5. Select the 50% extended time support.
6. Submit the request.

Note: Requests for EL 50% extended time are automatically approved. If the requests are submitted by the published request deadline, materials will be automatically shipped for testing.

## Monitoring Your Dashboard

SSD coordinators can follow the progress of requests for accommodations on the SSD Online Dashboard.

The screenshot shows the SSD Online Dashboard interface. At the top, there's a header with 'Dashboard' and helpful links. Below that, a summary bar shows '30 Students' and a '25 per page' dropdown. To the right are buttons for 'Create Eligibility Roster' and 'Submit Accommodations Request'. A search bar is also present. Below the search bar are filters for 'Narrow by:' including 'AI Code', 'All AI', 'All Statuses', 'All Accommodations', and 'All Dates'. There are also links for 'Clear all' and 'Reload'. A checkbox option 'Only show students with pending Applications' is visible. The main table lists students with columns for Status, Student, Submitted, Received, and Next SAT Registration. The table contains four rows of student data, each with a status label (PROCESSING or AWAITING INFORMATION) and a detailed description of their accommodation request.

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	<b>Doe, John (#0000000007)</b> <small>OPTIONS ▾</small> <b>Approved:</b> Permission for food/medication <b>Documentation:</b> Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	<b>Gray, Macy (#0000000002)</b> <small>OPTIONS ▾</small> <b>Approved:</b> Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING	<b>Rubin, Andy (#0000000010)</b> <small>OPTIONS ▾</small> <b>Approved:</b> Permission for food/medication <b>Documentation:</b> Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION	<b>Gibs, Joe (#0000000014)</b> <small>OPTIONS ▾</small> <b>Requested:</b> Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012

Both the SSD coordinator and the student will be notified of the College Board's decision. If the student does not have a College Board account, an eligibility letter will be mailed to the student's home address describing the accommodations the student has been approved to use. Schools can also print a copy of the eligibility letter in SSD Online, if desired.

From the SSD Online Dashboard, SSD coordinators can also initiate other requests for accommodations, view the SSD School Testing Calendar, access necessary SSD forms, and create an Eligibility Roster or an NAR.

## Maintaining Your Dashboard

As test day approaches, check your dashboard to confirm that the students listed still attend your school and that the information for each student is accurate. You may need to make changes to listed students, student information, or requested accommodations.

### Making Changes to Previously Submitted Requests

1. From the Dashboard, locate the student to change.
2. Select **Options**.
3. Click **Create Change Request**.
4. Print the change request form, annotate with requested changes, and fax the request form to SSD at 866-360-0114.
5. Note that the request to add additional accommodations for a student typically requires supporting documentation.

## Changing Graduation Date

It's important to keep the student's graduation date accurate. If a student's expected graduation date changes, this change should also be made in SSD Online.

1. From the dashboard, create the **Eligibility Roster**.
2. Print the roster.
3. Find the student, annotate with the new graduation date, and fax the eligibility roster to SSD at 866-360-0114.

## Changing Demographic Information

If you need to change other demographic information in SSD Online such as student name, date of birth, or gender, call School Day Support for guidance at 855-373-6387, or PSAT-Related Assessments Support at 888-477-7728.

## Adding a Student to the SSD Online Dashboard

SSD coordinators can transfer students to and from their dashboard. It's helpful if students provide their SSD number. The first step is to obtain a student's College Board SSD Number.

The following are ways to obtain a student's SSD number if the student is new to your school:

1. Ask the student or parent if they have a copy of the eligibility letter.
2. Have the student sign in to their College Board account to obtain a copy of the eligibility letter.
  - a. Select **My Plan**.
  - b. Select **View your eligibility letter**.
3. Contact the student's previous school and request a copy of the eligibility letter or the SSD number.
4. Contact the SSD Department directly at 844-255-7728.

To add the student with previously approved accommodations to your dashboard:

5. Click **Submit Accommodations Request** in the top right corner of the dashboard.
  - a. A screen titled "Before You Begin" will open.
  - b. Read the information provided and click **Continue** to proceed.
6. On the Student Details page, respond **Yes** to these two questions: "Has a Student Eligibility Form already been submitted for this student?" and "Is this a Transfer Student?"
7. You will be asked for the student's name, date of birth, and SSD number.
8. If the student is requesting accommodations that are different from those approved or is not receiving the approved accommodations at your school, documentation review may be required.

## Removing a Student from Your SSD Online Dashboard

To remove a student who no longer attends your school from your dashboard:

1. Sign in to SSD Online.
2. From the dashboard, create the Eligibility Roster.
3. Print the roster.

4. Find the name of each student who needs to be removed from your dashboard and annotate the roster with as much detail as possible.
5. Fax the annotated roster to SSD at 866-360-0114.

## SSD Online Reports

### Nonstandard Administration Report (NAR)

The NAR is a list of students approved for accommodations who are taking a specific test. The NAR will be used for room and staff planning for testing students with accommodations and is available approximately four weeks prior to test day.

The SSD coordinator must print a copy of the NAR before test day. The NAR is typically available four weeks prior to test day. The test coordinator can also request access to SSD Online (see previous section) to obtain access to the NAR, if desired.

To access the NAR (when available):

1. From the SSD Online Dashboard, select **Create Nonstandard Administration Report**.
2. Select the appropriate test administration.
3. If necessary, enter your school's six-digit AI code, and then select **Continue**.
4. Select **Create Nonstandard Administration Report**, which will list all the students approved for accommodations.

For the SAT, the NAR includes helpful information about organizing testing for accommodated students. The NAR includes **all** students with disabilities and indicates which color test book the student must use, whether the student tests over one day or two, and whether the student can be scheduled in the accommodated two-week testing window.

For the PSAT 10 and state-provided PSAT 8/9, the NAR includes all students who have been approved for accommodations.

### Eligibility Roster

The Eligibility Roster is used by the school for the purpose of sending updates about students to the College Board or to make changes to the student's information in SSD Online. It provides a list of all students with approved accommodations who will test at the school.

## Maintaining Your Dashboard

As test day approaches, check your dashboard to confirm that the students listed still attend your school and that the information for each student is accurate. You may need to make changes to listed students, student information, or requested accommodations.

### Making Changes to Previously Submitted Requests

1. From the Dashboard, locate the student to change.
2. Select **Options**.
3. Click **Create Change Request**.
4. Print the change request form, annotate with requested changes, and fax the request form to SSD at 866-360-0114.
5. Note that the request to add additional accommodations for a student typically requires supporting documentation.

## Changing Graduation Date

It's important to keep the student's graduation date accurate. If a student's expected graduation date changes, this change should also be made in SSD Online.

1. From the dashboard, create the **Eligibility Roster**.
2. Print the roster.
3. Find the student, annotate with the new graduation date, and fax the eligibility roster to SSD at 866-360-0114.

## Changing Demographic Information

If you need to change other demographic information in SSD Online such as student name, date of birth, or gender, call School Day Support for guidance at 855-373-6387, or PSAT-Related Assessments Support at 888-477-7728.

## Adding a Student to the SSD Online Dashboard

SSD coordinators can transfer students to and from their dashboard. It's helpful if students provide their SSD number. The first step is to obtain a student's College Board SSD Number.

The following are ways to obtain a student's SSD number if the student is new to your school:

1. Ask the student or parent if they have a copy of the eligibility letter.
2. Have the student sign in to their College Board account to obtain a copy of the eligibility letter.
  - a. Select **My Plan**.
  - b. Select **View your eligibility letter**.
3. Contact the student's previous school and request a copy of the eligibility letter or the SSD number.
4. Contact the SSD Department directly at 844-255-7728.

To add the student with previously approved accommodations to your dashboard:

1. Click **Submit Accommodations Request** in the top right corner of the dashboard.
  - a. A screen titled "Before You Begin" will open.
  - b. Read the information provided and click **Continue** to proceed.
2. On the Student Details page, respond **Yes** to these two questions: "Has a Student Eligibility Form already been submitted for this student?" and "Is this a Transfer Student?"
3. You will be asked for the student's name, date of birth, and SSD number.
4. If the student is requesting accommodations that are different from those approved or is not receiving the approved accommodations at your school, documentation review may be required.

## Removing a Student from Your SSD Online Dashboard

To remove a student who no longer attends your school from your dashboard:

1. Sign in to SSD Online.
2. From the dashboard, create the Eligibility Roster.
3. Print the roster.

4. Find the name of each student who needs to be removed from your dashboard and annotate the roster with as much detail as possible.
5. Fax the annotated roster to SSD at 866-360-0114.

## SSD Online Reports

### Nonstandard Administration Report (NAR)

The NAR is a list of students approved for accommodations who are taking a specific test. The NAR will be used for room and staff planning for testing students with accommodations and is available approximately four weeks prior to test day.

The SSD coordinator must print a copy of the NAR before test day. The NAR is typically available four weeks prior to test day. The test coordinator can also request access to SSD Online (see previous section) to obtain access to the NAR, if desired.

To access the NAR (when available):

1. From the SSD Online Dashboard, select **Create Nonstandard Administration Report**.
2. Select the appropriate test administration.
3. If necessary, enter your school's six-digit AI code, and then select **Continue**.
4. Select **Create Nonstandard Administration Report**, which will list all the students approved for accommodations.

For the SAT, the NAR includes helpful information about organizing testing for accommodated students. The NAR includes **all** students with disabilities and indicates which color test book the student must use, whether the student tests over one day or two, and whether the student can be scheduled in the accommodated two-week testing window.

For the PSAT 10 and state-provided PSAT 8/9, the NAR includes all students who have been approved for accommodations.

### Eligibility Roster

The Eligibility Roster is used by the school for the purpose of sending updates about students to the College Board or to make changes to the student's information in SSD Online. It provides a list of all students with approved accommodations who will test at the school.

## SSD Coordinator Role in National SAT Testing

Although your state is opting to provide the SAT on a school day to your students, some students may also choose to register for a national administration of the SAT at their own expense. For national testing, most students will test in a weekend test center. These test centers are normally housed in high schools or colleges that applied to the College Board and were approved for weekend testing. Many accommodations, including 50% extended time, extra breaks, use of a calculator, and others can be provided in a test center.

However, students who have certain accommodations, such as 100% extended time testing over two days, MP3 audio, assistive technology-compatible (ATC) format, braille, or large font greater than 20 points, have the option to test in their school due to their special testing needs. This is referred to as "school-based testing." This means your school, even if you have not signed up to be a national test center, may have students looking to test there. The primary SSD coordinator of a school serves as the contact for the College Board and students who require school-based testing.



In order to support this process, we ask that each primary SSD coordinator fill out their SSD School Testing Calendar online. It is accessible on the SSD Online Dashboard; it allows you to notify us if there are administrations for which you will not be able to provide school-based testing for students. Please make sure that your testing calendar and summer contact information are updated in SSD Online.

School-based testing for national tests can be done anytime between the Saturday of the national test date and the following Tuesday. All testing must be complete by the Wednesday after the Saturday administration. (There is an extended testing window for the August administration.) Schools may determine the best schedule. Based on your school's defined availability on the SSD School Testing Calendar, you will receive a notification in advance of test day from College Board/ETS if any of your students with school-based accommodations have registered for an administration of the SAT. To see the students at your school who have been approved for the accommodations that require national testing at their school, as well as any administrations for which those students have registered, your school's SSD coordinator can sign in to SSD Online and check the NAR.

Honoraria for school-based national SAT testing are available if one of the following applies:

1. The number of students being tested requires the hiring of external staff for administration of the SAT during school hours.
2. The SAT was administered on a weekend (by school and/or external staff).
3. The SAT was administered before or after the school year (for example in June or August).

To request payment under these circumstances, please complete the [SAT School-Based Testing Payment Authorization Form](#). This does not apply to schools and districts participating in the SAT School Day program in which all students take the test on a weekday.

## English Learner Supports

English learners will be able to utilize EL supports for the spring 2019 state-provided assessments. These supports include the use of an approved word-to-word bilingual glossary, translated test directions, and 50% extended time. Students can use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

Use of an approved word-to-word bilingual glossary:

- The list will be expanded to approximately 100 glossaries for spring 2019.
- The use of a glossary does NOT require approval by the College Board.
- The approved list is available at <https://collegereadiness.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf>.

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with the test materials.
- Use of translated test directions does NOT require approval by the College Board.
- Translations will be available in February 2019 to print.

Use of 50% extended time:

- Students will receive 50% extended time on each section of the SAT. Students must sit for the entire time allotted and cannot go ahead in the test, even if they are the only one testing.
- Although not an accommodation, EL students requiring 50% extended time will need to be identified in SSD Online. Schools can request 50% extended time for ELs starting in late January 2019. Students will be automatically approved, and no supporting documentation is required. More information about the process for entering student information will be available soon.
- EL students using 50% extended time can be tested with other students with accommodations testing with the same timing and test materials.

## Glossary

- **AI code:** A six-digit code that identifies an attending institution (a school a student is enrolled in). Each attending institution has a unique AI code.
- **Bulk registration:** The process a state or district uses to submit a file to pre-identify test takers.
- **College Board–approved accommodation:** A change in the format or administration of a test to provide access for a person with a disability and produce college-reportable scores. Must be approved by the College Board. Some examples include extended testing time, special formats of the test, large-block answer sheets, readers, writers, sign language interpreters for spoken test instructions, extended or more frequent rest breaks, and others.
- **EL Support:** supports for English learners, which include translated test directions and a list of approved word-to-word bilingual glossaries. Students may also be approved to test with 50% extended time.
- **Eligibility roster:** List of all students in a school who are approved for accommodations. May be printed from SSD Online and used for submitting changes to student information in SSD Online.
- **Nonstandard Administration Report (NAR):** A list of students approved for accommodations who are testing during a specific test administration. Generated in SSD Online and includes detailed information about the accommodations the students are approved for.
- **Pre-ID label:** Label provided for each student included in the bulk registration (pre-identification) file submitted. The pre-ID label is applied to the answer sheet before the test.
- **Services for Students with Disabilities (SSD) office:** College Board department that supports accommodation requests and accommodated testing.

## SSD Coordinator Checklist

This is a suggested checklist of activities for the SSD coordinator. You may choose to conduct certain activities at a different time at your school; be sure to reference the deadlines available for your state or district.

### Present–7 Weeks Prior to Test Day

Mark When Complete	Activity
<input type="checkbox"/>	Primary SSD coordinator for the school is identified, creates a College Board professional account, and requests access to SSD Online.
<input type="checkbox"/>	Review any current approvals to ensure student information and graduation date are accurate.
<input type="checkbox"/>	Begin submitting College Board requests for accommodations in SSD Online.
<input type="checkbox"/>	Coordinate with the test coordinator on tasks and responsibilities for testing students with disabilities.
<input type="checkbox"/>	Obtain parent/guardian consent.
<input type="checkbox"/>	Read and review testing manuals for information on managing the administration.
<input type="checkbox"/>	Request 50% extended time for English Learners starting late January 2019.

### 4 Weeks Prior to Test Day

Mark When Complete	Activity
<input type="checkbox"/>	Utilize online training available for SSD coordinators.
<input type="checkbox"/>	Continue submitting College Board accommodation requests, and monitor approval status in SSD Online.
<input type="checkbox"/>	Print initial NAR to assist in room and schedule planning.

### 2 Weeks Prior to Test Day

Mark When Complete	Activity
<input type="checkbox"/>	Monitor approval status in SSD Online.
<input type="checkbox"/>	Print new NAR if additional students have been approved.

### 1 Week Prior up to Test Day

Mark When Complete	Activity
<input type="checkbox"/>	Ensure that students testing with accommodations know where and when to report for test day.
<input type="checkbox"/>	Assist the test coordinator in reconciling test materials for students testing with accommodations.
<input type="checkbox"/>	Monitor approval status in SSD Online.
<input type="checkbox"/>	Print new NAR if additional students have been approved.
<input type="checkbox"/>	Coordinate activities with the test coordinator for test day and administering the assessment to students with disabilities.

## Accommodations Request Worksheet (for local use only)

**NOTE:** Use this worksheet to collect the information needed to submit an accommodations request. This worksheet is for preparation purposes only, is NOT required, and should NOT be sent to the College Board.

Student Name \_\_\_\_\_

Parent Consent Received? Yes \_\_\_\_\_ No \_\_\_\_\_

### Student Information

Date of Birth: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Student Mailing Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Next Intended Test: \_\_\_\_\_

### Disability

Diagnosis (Be specific—e.g., learning disorder in reading; generalized anxiety disorder; diabetes).

When did the disability first occur? (Within the past 4 school months or longer than 4 school months ago?)

### Requested Accommodations

(Include only accommodations that will be needed for College Board tests. Be specific, e.g., 50% extended time in Reading, Writing and Language, and Math; extra breaks between test sections).

Is the student currently receiving these accommodations for school tests on a daily basis? Yes \_\_\_\_\_ No \_\_\_\_\_

If the student has a current IEP, 504, or formal plan, does it include these accommodations? Yes \_\_\_\_\_ No \_\_\_\_\_

### Documentation

#### Formal Plan

Type: IEP \_\_\_\_\_ 504 Plan \_\_\_\_\_ Other formal plan \_\_\_\_\_ No current plan \_\_\_\_\_

Approximate date of FIRST school plan (even if at a different school): \_\_\_\_\_

#### Tests/Evaluations on File at School

(Differs with disability—e.g., tests of cognitive ability and academic achievement for learning disabilities, RTI or MTSS documentation, eye examination for visual disability, medical examination for physical/medical disability.)

Where applicable, include:

Test name(s) and date(s): \_\_\_\_\_

Examiner's name, title, license type: \_\_\_\_\_

## Support for Students with Temporary Physical/Medical Conditions

### Who Should Use This Form?

This form should be used only to request testing support for **students with temporary impairments** (caused by injury, accident, etc.) who cannot postpone their tests. Use for state-provided SAT®, PSAT™ 10, and PSAT™ 8/9 requests only. Students seeking testing supports for impairments that are not temporary must use SSD Online or complete the College Board's Student Eligibility Form to receive approval for testing accommodations.

**Important:** If a student uses extended testing time or any other testing support without first receiving written authorization from the College Board's SSD office, that student's test score(s) will **not** be reported.

### Directions for SSD Coordinator (or other appropriate school official)

1. Complete Part 1. You will need information from the student's doctor and teachers.
2. Enter your school code on all pages.
3. Give the student a copy of this form. The student must obtain written confirmation from their doctor regarding the needed supports. Remind the student that the doctor must provide information pertaining to all items in Part 3 and that the student and parent or guardian must sign Part 2. The student should return the signed form and documentation to you.
4. Collect a completed Teacher's Survey Form (Part 4) from the student's teacher(s). If the student is taking an AP® Exam, collect a Teacher's Survey from each of the AP teachers in whose subject the student is taking an AP Exam. For the SAT, include a Teacher's Survey from the student's core teachers. (Teachers may respond on a separate sheet as long as it contains all information requested in Part 4, including the student's name.)
5. Depending on the student's physical/medical condition, additional documentation may be needed. **Note:** If the student is requesting testing assistance for a concussion or head injury, copies of medical evaluation(s) and testing (e.g., ImpACT testing or neuropsychological evaluation) must be included.
6. Fax the completed request form along with any attachments to 973-735-1900. If you are unable to fax, mail the request form and documents to:

College Board Services for Students with Disabilities – Temporary Supports  
Educational Testing Service  
1425 Lower Ferry Road  
Ewing, NJ 08618

### Time Frame

Submit this form and documentation as soon as the temporary impairment has been medically verified. The College Board will expedite processing of temporary support forms. However, an appropriate review and determination cannot occur instantaneously. Individuals who submit requests or information shortly before a scheduled College Board test should be prepared to be informed that there was insufficient time to make a determination on their request. The College Board will reply by email or fax as soon as possible.



Services for Students with Disabilities

## Support for Students with Temporary Physical/Medical Conditions

### PART 1: To Be Completed by School Official

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Expected Date of Graduation (month/year): \_\_\_\_\_ School Code: \_\_\_\_\_

If you don't know your school's code, look it up at <http://sat.collegeboard.org/register/sat-code-search>.

School Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Specify the tests(s) and date(s) for which the student needs support (state-provided SAT, PSAT 10, or PSAT 8/9):

Test Name: \_\_\_\_\_ Test Date: \_\_\_\_\_

Test Name: \_\_\_\_\_ Test Date: \_\_\_\_\_

Describe the specific support requested:

Describe the injury/medical condition, including date of onset:

Name of school official completing form: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

What is the best way to contact you? ☐ Telephone ☐ Fax ☐ Email

Signature of School Official: \_\_\_\_\_ Date: \_\_\_\_\_

### PART 2: Student and Parent/Guardian Signatures

Agreement below must be signed by the student and, if the student is under 18, the student's parent/guardian before the request can be processed.

I wish to request support on College Board test(s) for a temporary physical/medical condition. I give the College Board permission to receive and review my records and to discuss my physical/medical condition and needs with school personnel and other professionals.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Support for Students with Temporary Physical/Medical Conditions

### PART 3: Doctor's Confirmation

Return to school official: \_\_\_\_\_ by \_\_\_\_\_ (date). School Code: \_\_\_\_\_

Attach a letter from the doctor that responds to **ALL** of the following statements (this request for support cannot be considered unless each of the following items has been addressed):

- 1) Description of injury and degree of impairment.
- 2) Date of injury/onset of condition.
- 3) Expected date of recovery.
- 4) For students with hand/arm/wrist injuries:
  - a. If the student is in a cast or restraining device:
    - Indication of the area covered (a picture can be substituted).
    - The anticipated date of removal of the cast/device.
    - If the cast/device is removable, indicate when it must be worn and any restrictions during removal periods.
    - If the cast involves the hand, the degree of movement that is possible with the hands and fingers.
  - b. If a hand or arm is affected, is this the dominant hand/arm (i.e., the one with which the student customarily writes)?
- 5) For students who are requesting testing assistance for a concussion/head injury, you **must** include:
  - a. Copies of a medical evaluation.
  - b. Copies of testing that has been completed (e.g., ImPACT testing or neuropsychological evaluation). Please note that ImPACT testing is a brief screening measure, not a diagnostic instrument, and without other measures is **not** sufficient to establish a need for support. If this is the only testing available, be sure to provide a detailed medical evaluation.
  - c. Information regarding the student's current condition, including:
    - i. Full description of the injury, including how the student was injured and whether the student lost consciousness.
    - ii. Description of **current** symptoms, including frequency, intensity, and duration of current symptoms.
    - iii. Description of current medical restrictions, if any.
    - iv. If extended time is requested, information about the student's ability to perform timed tasks.

Please note that concussions have a normal course of recovery and, therefore, documentation should include symptom progression during and after the recovery phase.

**The doctor's confirmation must clearly indicate the doctor's name, specialty, address, and phone number and must be signed and dated by the doctor.**



Services for Students with Disabilities

## Support for Students with Temporary Physical/Medical Conditions

### PART 4: Teacher Survey Form

Student Name: \_\_\_\_\_ Return To: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Subject/Class: \_\_\_\_\_ School Code: \_\_\_\_\_

**To the teacher:** The student named in Part 1 has requested temporary assistance for College Board tests. Your detailed input regarding their needs on classroom tests is valuable in our decision-making process.

1. How long has the student been in your class? \_\_\_\_\_
2. **OBSERVATION:** Briefly describe your observations of the student's condition and its impact during your class. Where possible, provide specific examples. Include the frequency and severity of symptoms displayed during class.

3. **SUPPORTS USED:** What specific temporary supports are used by the student during classroom testing? Please indicate which of these supports are used on a consistent basis.

4. **EXTENDED TIME USED:** If the student is provided extended time for classroom tests, how much additional time do they generally use (e.g., 50%) to complete each of the following question types? (Note: Indicate time actually used, not the time approved.)

- a. Multiple-choice test items: \_\_\_\_\_
- b. Other question types, such as short-answer questions, essays, and math problems (indicate the amount of additional time used for each applicable type):

- c. How does the student generally use the extended time (e.g., to complete test questions, to review completed test questions, to take breaks, etc.)?

5. **IMPACT:** Describe the impact of the provided supports on the student's performance. Does the student use the temporary supports effectively? How does it change their performance on tests? What happens if supports are not provided?

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

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

Contact the College Board at 212-713-8333 if you have questions.