



SAT Suite Accommodations and Supports Verification Checklist

Overview

The [SAT® Suite Ordering and Registration \(SSOR\) system](#) is where authorized users verify accommodations for students with disabilities for the SAT Suite of Assessments and extended time support for English Learner (EL) students taking the PSAT™ 8/9. As mentioned in the [Accommodations Guide for PSAT-Related Assessments](#), Services for Students with Disabilities (SSD) coordinators should work with test coordinators to make the appropriate updates and corrections before test day.

Verifying Accommodations and Supports

Verify that students have the accommodations they need by following these steps:

1. **Make sure accommodations appear in SSOR.** Using SSD Online and the SSOR roster, verify that all students appear in SSOR with their accommodations by confirming an SSD ID number is present. Some students will have an SSD ID number, but some will not. Add approved accommodations to the student's record by **making sure the student's data is correct**.
 - If the student's data is incorrect in SSOR, click the **Edit** button in SSOR and update the student's data to match the student data in SSD Online.
 - Click the **Save** button in SSOR and their approved accommodations should now populate.

- If the data is correct in SSOR, click the **Edit** button, scroll to the **Accommodations** section, and click the **Find missing accommodations** option. Enter the student's SSD ID from SSD Online in the designated field and click the **Save** button. Their approved accommodations should now populate.

Students whose accommodations requests are pending in SSD Online will not appear in SSOR or Test Day Toolkit until approved. If the SSD number appears, or you add it to SSOR, the accommodations will update automatically in Test Day Toolkit once approved.

2. **Make sure accommodations in SSOR are correct.** Confirm the accommodations in SSOR align with the approved accommodations in SSD Online. However, there are some mismatches that are expected and do not require any next steps:
 - For students with extended time, you'll see both extended time and extra breaks in SSOR and Test Day Toolkit, even though extra breaks isn't in SSD Online. This is correct, as extra breaks are automatically included with extended time on SAT Suite of Assessments. See Table A on page 4 for all the accommodations that automatically include extra breaks.
 - For students with special formats like text-to-speech, human reader, or scribe you'll see extended time in SSOR and Test Day Toolkit, even though extended time isn't in SSD Online. This is correct as extended time comes with these formats automatically. See Table B on page 4 for all the accommodations that automatically include extended time.
 - If a student has an accommodation not described above but is absent or incorrect in SSOR, click the **Edit** button, scroll to the **Accommodations** section, and click the **Find missing accommodations** option. Enter the student's SSD ID from SSD Online in the designated field and click the **Save** button. Their approved accommodations should now populate. This has to be done before test day.
3. **If a student no longer wants to use their accommodations:**
 - To waive approved accommodations for a student ahead of test day, click the student's name in SSOR and click the **Edit** button.
 - Scroll to the **Accommodations** section and click the **Waive all accommodations** checkbox.
 - Click the **Save** button to save your changes.
 - You cannot waive single accommodations in SSOR. If a single accommodation needs to be waived, contact SSD Customer Service for assistance.
 - Wait for changes to appear in Test Day Toolkit before starting testing.

This information and other troubleshooting tips can be found in the [Digital Registration Guide for Districts and Schools](#).

Troubleshooting Verification of Accommodations

If you know a student was approved for accommodations but can't find their SSD ID:

- Look up the SSD ID in SSD Online.
- The SSD Online dashboard contains a list of all students from your school who requested accommodations or supports and provides important information about their request status. Search for a student by name to find their SSD ID.
- Contact SSD Customer Service if you can't locate the SSD ID or the student is not on your dashboard.

If a student's accommodations are not in SSOR:

- Does the student have multiple SSD IDs?
 - ♦ Refer to **If a student has multiple SSD IDs and the SSD ID matched to the student doesn't have any accommodations** below.
- Do the accommodations apply to the test?
 - ♦ For EL students, you may see an SSD ID in SSD Online and SSOR, but accommodations appear as "n/a" in SSOR and no accommodations are listed in Test Day Toolkit. You can ignore this if the student is taking the PSAT/NMSQT®, as EL supports don't apply for that assessment.
 - ♦ You may see writing accommodations in SSD Online but not in SSOR. You can ignore this as the PSAT 8/9 and PSAT/NMSQT do not have a writing section.
- Were the accommodations removed in SSD Online?
 - ♦ Accommodations removed in SSD Online will not be in SSOR.
 - ♦ Accommodations that were requested but not approved will not be in SSOR.
- Are the accommodations pending in SSD Online?
 - ♦ Accommodations that are still under review will not be in SSOR.
 - ♦ If the SSD number appears, or you add it to SSOR, the accommodations will update automatically in Test Day Toolkit once approved.
 - ♦ Contact SSD Customer Service to request a status update.

If a student has multiple SSD IDs and the SSD ID matched to the student doesn't have any accommodations:

- If the student already has a registration, delete the student and add them back.
- Manually add the primary SSD ID (ID with the accommodations) by editing the student's record. Click the **Edit** button, scroll to the **Accommodations** section, and click the **Find missing accommodations** option. Enter the student's SSD ID from SSD Online in the designated field and click the **Save** button. Their approved accommodations should now populate.
- If the primary SSD ID can't be manually added, contact SSD Customer Service before creating the registration. This has to be done before test day.

If students are twins and their SSD ID is incorrectly assigned to both twins (only one has accommodations) or the SSD ID appears for the wrong twin in SSOR:

- Waive the accommodations from the incorrectly matched twin. Click the student's name in SSOR and click the **Edit** button. Scroll to the **Accommodations** section and click the **Waive all accommodations** checkbox. Click the **Save** button to save your changes. This has to be done before test day.
- If needed, manually add the SSD ID to the student with accommodations by editing the student's record. Click the **Edit** button, scroll to the **Accommodations** section, and click the **Find missing accommodations** option. Enter the student's SSD ID from SSD Online in the designated field and click the **Save** button. Their approved accommodations should now populate. This has to be done before test day.
- Contact SSD Customer Service if the student's SSD ID can't be added or no accommodations show when the SSD ID is added.

If you want to change a student's testing group in Test Day Toolkit:

- Group types ensure that students with similar testing times are in the same rooms. Test Day Toolkit will prevent certain group types from being in the same rooms.
- However, you may forego assigning these students to rooms in advance and instruct students to sit in a selected room.
- Test Day Toolkit will create a room roster on test day when the students enter the room code their proctor gives them.

Table A: For the SAT Suite of Assessments, **the following accommodations are always administered with 016 – Extra Breaks**, even if not specifically requested. You may not see 016 – Extra Breaks for a student in SSD Online, but it will appear in Bluebook™ and Test Day Toolkit.

Accommodation Code	Accommodation Name
001	Reading: Time and One-Half (+50%)
002	Reading: Double Time (+100%)
003	Reading: More than Double Time (>+100%)
007	Math: Time and One-Half (+50%)
008	Math: Double Time (+100%)
009	Math: More than Double Time (>+100%)
025	Human reader for paper tests
026	Pre-recorded audio (MP3 via streaming)
034	Writer/Scribe for paper tests
201	Screen reader for digital tests
202	Dictation for digital tests
204	Human reader for digital tests
205	Scribe for digital tests

Table B: For the SAT Suite of Assessments, **the following accommodations are always administered with 001 – Reading: Time and One-Half (+50%)**, even if not specifically requested. This means the entire test will be 50% longer than the standard time. You may not see 001 – Reading: Time and One-Half for a student in SSD Online, but it will appear in Bluebook and Test Day Toolkit.

Accommodation Code	Accommodation Name
025	Human reader for paper tests
026	Pre-recorded audio (MP3 via streaming)
034	Writer/Scribe for paper tests
201	Screen reader for digital tests
202	Dictation for digital tests
204	Human reader for digital tests
205	Scribe for digital tests