

TEST COORDINATOR SUPPLEMENTAL GUIDE

Flexible Policies for Administering **SAT School Day**, **PSAT 10**, and **PSAT 8/9**

As schools continue to deal with uncertainties due to the coronavirus, the top priorities for College Board are the health and safety of you and your students.

To provide the most opportunity for the greatest number of students, we've adapted policies and procedures. These changes allow for more flexibility around ordering test materials and easing the process of administering SAT[®] School Day, the PSAT[™] 10, and the PSAT[™] 8/9 for in-school testing during spring 2021.

These options currently apply for the in-school administration of SAT School Day in March and April, and to PSAT 10 and PSAT 8/9 in the February–March and April testing windows. If participating in a state-provided administration or a district-wide contract, some policies may differ, as we note in this document.

This coordinator manual supplement outlines how the flexible policies below will affect how you administer the tests at your school:

1. [Procedural Updates](#)
2. [Option to Test Across Multiple Dates](#)
3. [Flexible Start Times](#)
4. [No Charge for Unused Tests](#)
5. [Off-Site Testing](#)

IMPORTANT: If you must unexpectedly close your school for testing, do the following:

- Call the Support Hotline immediately.
- Communicate with your testers.
- Follow the instructions for returning/destroying unused test books that apply to your test date (see [No Charge for Unused Tests](#) on page 4).

Procedural Updates

Fee Waivers

Schools no longer need to order fee waivers or fee reductions prior to test day. You'll continue to see a prompt to order fee reductions in the test ordering site for SAT School Day, but you can leave this field blank. After test day, sign in to the test ordering site (ordering.collegeboard.org) and select fee-waiver eligible students from an online roster during the invoicing process.

Handling Answer Sheets

We encourage you to exercise caution (e.g., wearing disposable gloves, etc.) when handling used answer sheets. You must not alter the procedures for returning used answer sheets as outlined in your coordinator manual. We can't process used answer sheets that are individually bagged or placed in sleeves. Doing so may delay or invalidate test scores.

Option to Test Across Multiple Dates

Schools can administer spring SAT School Day, PSAT 10, and PSAT 8/9 on multiple administration dates. This flexibility has always existed for spring assessments.

How can this help my school?

Schools operating under local health guidelines can take advantage of multiple administration dates to reduce the number of students reporting to school on a single test date.

What else do I need to know?

- **Schools covered by district or state contracts should verify which test dates are covered before planning to use multiple administration dates.**
- There is no minimum number of students who can test on any of the administration dates.
- Test books shipped to the school for use on a particular test date cannot be used for a different test date.
 - ♦ Test scores may be canceled or made ineligible for scholarship consideration for schools that test using materials intended for a different administration day.
 - ♦ To keep from testing with the wrong materials on the wrong day, please store test materials for different administration days separately and securely.
 - ♦ Don't return answer sheets from different administration dates together; this may result in delayed or invalidated test scores.
- To ensure timely and accurate reporting, you must return materials immediately following each administration as instructed in your coordinator manual. Use the return packaging, labels, and forms provided in your test shipment for that date. Do not hold materials or try to consolidate return materials from different test dates.

Schools that are concerned about testing students who don't regularly attend their school may use the multi-admin ordering option to order tests for both the primary test administration and one or more makeup test date(s) for SAT School Day. For PSAT 10 and PSAT 8/9, schools may test students in groups throughout the testing window. This would allow them to test their regularly attending students on a separate date from nonattending students.

For SAT School Day:

- Students may sit for multiple SAT School Day administrations.
- Schools can only administer SAT School Day to students on the published test date.

For PSAT 10 and PSAT 8/9:

- Schools can order materials for the February–March testing window or the April 13–30 window, or both.
- Students should only take the PSAT 10 and/or the PSAT 8/9 once in each window.

NOTE: If participating in a state-provided administration or testing under a district contract, be sure to adhere to dates and participation requirements covered in your contract.

- If a school's testing plans are disrupted, the test coordinator must securely store the test materials until the test can be administered. The school may administer the PSAT 10 or PSAT 8/9 in May, as long as answer sheets are returned no later than May 28, 2021.

NOTE: If you have to shift testing to a later time, you'll begin receiving email reminders to return answer sheets a few days following your intended test date—you can ignore these premature reminders and return your answer sheets after testing is completed.

Additional tip:

- Schools should define a set of criteria to determine which students will test on which test dates. For example, students with last names starting with the letters A–L test on the first day, all other students test on the second day.

Example of 3 different multi-administration testing plans for SAT School Day

	School A (250 students)	School B (250 students)	School C (250 students)
Wednesday, March 3	None	50 students test	None
Wednesday, March 24	None	100 students test	100 students test
Tuesday, April 13	All 250 students test	100 students test	100 students test
Tuesday, April 27	Makeup testing only	Makeup testing only	50 students test* (in addition to makeup testing)

*The 50 students testing on April 27 won't have a makeup option.

Flexible Start Times

For SAT School Day, the PSAT 10, and the PSAT 8/9, schools can start testing earlier and/or later than usual and split their students across multiple testing groups.

How can this help my school?

Schools operating under local health guidelines can stagger arrivals and dismissals to be certain they have enough space to meet social distancing requirements.

What else do I need to know?

All requirements for timing and breaks still apply, and all testing must be completed within the same school day (unless students are approved for a multiday testing accommodation). Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at the same time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. Hall monitors should help ensure that students don't share any test content if they leave the room and that students reenter their assigned testing rooms in a safe manner.

Schools testing as part of a state or district contract should consult with their state and/or district for guidance on using flexible start times.

Important reminders:

- All testing must start before the first group to test completes testing; that is, no group of students can begin testing after another group has completed the test.
- A group must complete all testing before they are dismissed for lunch.
- Mobile phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.

- Schools can use flexible start times when testing groups of students taking the same assessment or taking different assessments. (For example, if administering both SAT School Day and PSAT 10, the group of SAT School Day testers could begin first, with PSAT 10 testers starting at a later time.)

Additional tips:

- Consider multiday test takers and students with extended time when assigning test groups. College Board recommends assigning students testing with extended time to the earliest testing group.
- Work with school administrators to keep track of bus schedules and when students will arrive at school for testing. This will affect testing group assignments.
- Plan for any necessary changes to attendance-taking procedures for early and late testing groups.
- Assign rooms for separate testing groups in different areas of the school building to limit contact between students.
- Allow students to consume snacks and drinks while standing behind their desks (away from test materials). Snacks and drinks must still be stored under desks during testing.
- Be aware of staff schedules while planning. Overlapping groups will require additional proctors and test staff relative to regular testing. Consider assigning proctors to help with other duties when they're not testing their own groups.

Example of multiple start times when administering SAT School Day and/or PSAT 10

Group A Time	Group B Time	Task
6:45 a.m.	8:45 a.m.	Staff reporting time and facility preparation.
7 a.m.	9 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Report forms.
7:15 a.m.	9:15 a.m.	Staff report to their rooms and prepare for student arrival.
7:30 a.m.	9:30 a.m.	Students report to the designated assembly area.
7:45–8 a.m.	9:45–10 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).
8 a.m.	10 a.m.	Close testing room doors.
8–8:30 a.m.	10–10:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	10:30 a.m.	Begin testing.
11:25 a.m.	1:25 p.m.	Testing ends for standard timing of the PSAT 10.
11:45 a.m.	1:45 p.m.	Testing ends for standard timing of the SAT without Essay.
12:55 p.m.	2:55 p.m.	Testing ends for standard timing of the SAT with Essay.

No Charge for Unused Tests

Schools won't be charged test fees if they're unable to administer February–April 2021 administrations:

- March or April SAT School Day
- February–April PSAT 8/9
- February–April PSAT 10

How can this help my school?

As the covid-19 pandemic continues to evolve, we understand many schools and districts are pursuing partial or full virtual instruction options and experiencing shifting schedules. We know the decision to test may not be made until closer to the administration dates, so we're providing this additional flexibility.

What else do I need to know?

- Please adjust your test book volumes the best you can by the ordering deadlines.
- If you end up only using some of your test books for SAT School Day, follow the instructions in your coordinator manual for returning materials within 2 days of testing to Ewing, N.J.
- If you end up only using some of your test books for PSAT 8/9 and PSAT 10 or are unable to test any students:
 - ♦ Follow the instructions in your coordinator manual for handling unused test materials.
 - ♦ Note that all PSAT 10 test books and all April PSAT 8/9 test books must be returned no later than the next school day after testing is completed.

Off-Site Testing

Most schools (unless covered by a contract that requires approval of off-site plans) don't need to submit an off-site plan for approval for their SAT School Day spring 2021 administrations. For SAT School Day, the PSAT 10, and the PSAT 8/9, you'll simply select the off-site testing sites you want to use and order materials for those sites accordingly.

How can this help my school?

Schools following local health guidelines can use this option to distribute students among multiple locations, allowing for more distance between test takers.

IMPORTANT: Schools participating in state-provided testing must still get approval for off-site testing plans. Please verify the process to request off-site testing locations with your state department of education.

What else do I need to know?

- To ensure accurate test material tracking, security, and adherence to test administration policies:
 - ◆ Record the off-site testing location name and testing room code(s).
 - ◆ Provide test books in intact bundles—don't open shrinkwrap prior to test day.
 - ◆ Record the number of test books provided to each off-site testing location.
- Order extra materials in proportion to the number of off-site testing locations you're using to avoid the need to break test book bundles.
- You must return all materials for the off-site and primary testing locations following each administration.
- College Board recommends that schools return materials from off-site and primary testing locations in 1 consolidated shipment for each test administration date, if possible. If you plan to return materials directly from each site, contact customer service using the contact information listed in the coordinator manual to request additional test materials return kits.

For planning purposes:

- Assign an off-site test coordinator for each off-site testing location.
- Each location's test coordinator is responsible for ensuring the off-site location meets the requirements for test material security, room configuration, seating (round tables are prohibited for testing), and test day staffing, as described in the coordinator manual for the applicable assessment.
- Make sure off-site test coordinators and proctors are provided with the appropriate training.
- Plan for secure transport of materials to each off-site testing location and ensure each off-site location is supplied with the necessary materials prior to test day. Off-site test coordinators must be available to accept materials and securely store them until they are returned after testing.
- For locations that aren't owned by your school district, make sure somebody is available to address any problems that arise on test day. Also ensure that you are able to disable bells, alarms, and intercoms for the entirety of test day.
- Plan for any necessary changes to attendance-taking procedures for off-site testing and ensure your school administration is appropriately informed of all students' whereabouts on test day.
- Take steps to ensure the testing experience for students is not disrupted or negatively affected by their environment. If this is not possible for a given location, consider a different one. This is especially critical if a school chooses an outdoor site.

Additional tips:

- Consider district offices, religious institutions, or community centers as viable off-site testing choices. Look for other sites in the district that are on bus routes to make it as easy as possible for students to get to their designated testing site.
- Make a plan early and clearly communicate it to staff, students, and parents to limit test day confusion.
- Work with your SSD coordinator to plan for students with accommodations.
- Schools that are concerned about testing students who don't regularly attend their school may use an off-site testing location to administer the test to these students. To ensure there is no conflict of interest, all staff, including the staff at the off-site testing location, must meet the guidelines outlined in the coordinator manual.

We're Here to Help

We're pleased to give schools these options for administering our assessments during this unprecedented time. Schools will be required to follow local public health guidelines and should be prepared to implement last-minute changes and effectively communicate them to students. College Board supports efforts to help ensure the safety and comfort of their staff and students. The **CDC** recommends taking precautions such as:

- Requiring and/or providing face masks, gloves, hand sanitizer, or other PPE.
- Spacing students at least 6 feet apart to adhere to social distancing guidelines.
- Encouraging students and staff to practice regular handwashing and stay home if they are sick.
- Please follow instructions in your coordinator manual for retaining copies of all seating charts in case they are needed for contact tracing.

If your school will be closed on your scheduled test date, please contact the Support Hotline immediately.

If you have already received test materials and are unable to test on your scheduled test date, please ensure materials are safely secured:

- SAT School Day test materials cannot be reused later and must be destroyed or returned to College Board when school resumes and it is safe to do so.
 - ♦ For SAT School Day, return all test books.
 - ♦ If feasible to test on a later SAT School Day administration date, follow instructions in your manual to order materials for the makeup.
- If your school was scheduled to administer the PSAT 8/9 or the PSAT 10, test materials can be used later in the testing window. If necessary, materials may be used through May as long as the answer sheets are returned no later than May 28, 2021. Schools administering assessments for state purposes should verify test dates with their state department of education.
- Please notify PSAT-related Assessments or SAT School Day Support Hotline that you cannot test.

College Board is committed to giving you and your students a positive testing experience. We'll continue to provide detailed updates for schools and districts, as well as professional learning opportunities.

PLEASE CONTACT US WITH ANY QUESTIONS.

SAT School Day Support Hotline: 855-373-6387

Email: satschoolday@collegeboard.org

PSAT-related Assessments Support Hotline:
888-477-7728

Email: psat@info.collegeboard.org

For details on these updates and options, visit: sat.org/covid19