Indiana Department of Education

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Digital SAT School Day Accommodations and English Learner Supports Frequently Asked Questions (FAQs)

The Indiana Department of Education's (IDOE's) Office of Student Assessment and College Board provides this document to address common questions regarding accommodations for students with disabilities and supports for English learners (ELs) on the digital SAT School Day.

General Questions

Number	Question	Answer
1	**What are the test dates for the SAT School Day?**	The primary testing window will be held from Monday, March 4, through Friday, March 15, 2024. The makeup testing window will be held from April 8 – 19, 2024. There is no accommodated window in Spring 2024. Schools will have the flexibility to test anytime within the window, so long as they complete the test in one sitting.
2	**How do I request accommodations for the SAT?**	All accommodations must have prior College Board approval in Services for Students with Disabilities (SSD) Online prior to administering the SAT. Schools must designate at least one SSD Coordinator to request accommodations on behalf of students and help coordinate the SAT for students with disabilities. A school may have more than one person with access to SSD Online, but only one SSD Coordinator should function as the primary point of contact between the school and College Board.
3	**What is the deadline to submit accommodation requests?**	Schools can currently add or update College Board-approved accommodations through January 12, 2024. Requests made after that date cannot be guaranteed to be reviewed prior to the opening of the primary testing window. Schools can request State-Allowed Accommodations (SAAs) from January 9 to February 16, 2024.
4	**Do College Board-approved accommodations that are used for the PSAT/NMSQT in SSD Online need to be requested again for the SAT?**	No. Once approved for accommodations in SSD Online, the student may use these accommodations on all College Board assessments. Confirm that the approved accommodations in SSD Online are still accurate. If they are, no additional action is needed.
5	**What should schools do if they need to request accommodations after the advised deadline on January 12, 2024?**	Schools that need to request accommodations after the deadline must submit the request as soon as possible. SSD Online never closes, and many requests will be approved within a few days. If the request requires documentation review, those students may need to participate in the makeup testing window to allow time for documentation review.

6	**What is the timeline for updating requests if students require new or different accommodations in SSD Online?**	SSD Coordinators can add or update accommodations any time prior to January 12, 2024. Requests can be made after that date, but cannot be guaranteed to be reviewed prior to the primary testing window. Submit the request as soon as possible and monitor the approval status in SSD Online. Schools may only administer accommodated tests to students with approved College Board accommodations to guarantee reportable scores for colleges and scholarships.
7	**Will students who use College Board-approved accommodations on the SAT receive a reportable score for colleges and scholarships?**	Yes; if the student's accommodations are approved by College Board prior to testing, they will receive a reportable score to send to colleges and qualify for potential scholarships. Some exceptions are defined in the following question.
8	**Are there any exceptions to students receiving reportable scores for colleges and scholarships?**	Yes; if a student is administered an accommodation that does not have prior approval, the student, school, and IDOE will receive the scores, but they will not be reportable for colleges and scholarship considerations. State-allowed Accommodations (SAAs) can be used on the state assessment per IDOE policy but will also not result in a reportable score for colleges and scholarships. SAAs include: ● An interpreter signing test questions and answer choices using American Sign Language (ASL) or Pidgin Signed English (PSE). The student may also sign their responses to the interpreter; and ● Text-to-speech (TTS) for English Learners
9	**How do I know whether to designate accommodations as SAAs or approved by College Board?**	SAAs in Indiana include TTS for EL students and an interpreter signing the Reading and Writing and/or Mathematics test to students using American Sign Language (ASL) or Pidgin Signed English (PSE). These accommodations are allowed on the state assessment but will not result in college-reportable scores. Any other accommodation that is approved by College Board will result in a reportable score for colleges and scholarships.
10	**Will colleges or scholarship programs know that a student tested with an approved accommodation or EL support?**	No; this information is not reported to colleges or scholarship programs.
11	**I have a student that was designated to take I AM (Indiana's alternate assessment) in grade 10. Is that student required to take the SAT?**	No. Students who participate in the I AM assessment are exempt from taking the SAT School Day assessment .

12	I already identified my students' accommodations in Indiana IEP (IIEP). Why do I need to request them in SSD Online?	College Board policy indicates that all accommodations for the Indiana SAT must have prior approval in SSD Online to be eligible for a college- and scholarship-reportable score.
13	If I obtain approval of all requested accommodations in SSD Online, do I need to configure settings in College Board's Test Day Toolkit or Bluebook application?	No; SSD Online is integrated with Test Day Toolkit and Bluebook. Once accommodations are approved in SSD Online, they will automatically transfer to both applications.
14	Can my students progress to the next section of the SAT when they are finished with the preceding section?	No; College Board does not allow for self-pacing on the SAT, even in a one-on-one setting. A student is required to use the entire time for which they have been approved (either the standard amount of time or extended time) in order to provide a consistent, standardized testing experience.
15	What should I do if a student has a concussion or a broken arm right before test day and needs to test with assistance?	Students with injuries that impact their ability to test can request temporary support. Generally, temporary supports are intended for injuries with a recovery time of six months or less. IDOE recommends scheduling these students to test later in the testing window to provide enough time to process the request. The process for requesting temporary support is currently being revised for spring 2024. More details regarding the request process will be shared in upcoming communications.

SSD Coordinators

Number	Question	Answer
16	How do new SSD Coordinators gain access to SSD Online?	Submit the SSD Coordinator Form via fax to College Board at 866-360-0114, ensuring that all fields are completed and signed. The SSD Coordinator will receive an email with instructions to access SSD Online within a few days of submission.
17	I already have access to SSD Online. Do I need to do anything to request accommodations for the SAT?	No; confirm that your username and password for SSD Online are still active. If you've forgotten your password, use the *Forgot Username or Password* links on the sign-in page.

18	**Can a school have more than one SSD Coordinator?**	Yes. Schools can have as many SSD Coordinators as needed, but only one should be designated as the primary point of contact for College Board communications.
19	**Does the SSD Coordinator need to complete any training?**	If acting as a proctor and administering tests on test day, the SSD Coordinator must complete College Board's required online training for proctors. Links will be made available to SAT School Test Coordinators (STCs) during the first week of February. If the SSD Coordinator is not acting as proctor, test coordinator, room monitor, or hall monitor, they are not required to complete any training. Refer to College Board's SSD Online for Coordinators webpage for guidance on requesting and managing accommodation requests.

Paper-and-Pencil SAT

Number	Question	Answer
20	**How do schools order paper tests for students that require it as an accommodation in their formal plan?**	If the student's Individualized Education Program (IEP) requires a paper assessment, SSD Coordinators must submit an accommodation request in SSD Online for an accommodated paper test by January 12, 2024. Once the request is approved, College Board will ship paper materials to the school's provided shipping address. STCs and testing staff must ensure that test security precautions and protocols are upheld, as these are considered secure testing materials.
21	**Can students testing via paper use the same testing windows as students testing digitally?**	Yes.
22	**Who will the paper test materials be addressed to?**	Paper testing materials for the SAT School Day will be shipped and addressed to the STC based on information provided to College Board in the school onboarding survey.
23	**When will schools receive paper testing materials?**	Schools should expect to receive paper materials during the first or second week in February.

Using SSD Online

Number	Question	Answer
24	**College Board is asking for parental consent to submit a request for an accommodation. Do schools need to have parents sign a form? What needs to be submitted to College Board for this?**	The purpose of this consent is for the school to have permission from the parent and/or guardian to share information about the student with College Board. A consent form is provided, but is not required to be signed or submitted. Many schools have policies that specify that consultants, volunteers, or other parties to whom they have outsourced institutional functions may be considered school officials with legitimate educational interests such that written parental consent is not required under the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g; 34 CFR Part 99). Check with your administration to determine whether an exception applies.
25	**My student needs TTS for the digital SAT, but I don't see a way to request this in SSD Online. What should I do?**	SSD Online now includes the screen reader accommodation, which will also allow TTS functionality for digital testing. The pre-recorded audio (MP3 format) will not be available for the digital SAT School Day; however, if the student is currently approved in SSD Online for the former pre-recorded audio (MP3) accommodation, no change is required in SSD Online to receive the Screen Reader. The MP3 audio accommodation will automatically be updated to the digital alternative, and students will test with a screen reader or TTS functionality on their device. For more information on digital alternatives, refer to College Board's Accommodations and Supports Handbook or the Indiana SAT Accommodations Crosswalk.
26	**Will parents be notified of a request in SSD Online?**	Yes. A copy of the student's eligibility letter will be mailed to the home contact provided by the SSD Coordinator during the initial request process.
27	**A student has transferred into my school that already has an approval in SSD Online. Is there a way to transfer the student to my SSD Dashboard?**	Yes. Complete the Transfer/Move Request Form in SSD Online. You will need the student's SSD number to submit the request. Students can find their SSD number on their eligibility letter from College Board or in their College Board student account. The sending school may also locate the SSD number in the student's profile.
28	**A student no longer qualifies for an accommodation that is approved in SSD Online. How do I remove this accommodation?**	Complete the Remove Student Accommodations Form from the Student Profile page in SSD Online. The update will be reflected in 10-14 days.

Number	Question	Answer
29	**A student is approved for an accommodation in SSD Online and now qualifies for additional accommodations. How can these be added?**	Select New Accommodation Request from the Student Profile page in SSD Online to add accommodations to a student with a previous approval. Adding an accommodation will typically result in documentation review.
30	**What is the school testing calendar in SSD Online?**	The school testing calendar is specific to weekend administrations of the SAT and is <u>not</u> applicable to SAT School Day.

Submitting Documentation

Number	Question	Answer
31	**Is documentation required when requesting accommodations in SSD Online?**	College Board has streamlined the accommodations request process, and most students are approved during the initial request process without documentation review if: ● The requested accommodation is included in the student's IEP or Section 504 Plan, **and** ● The student is consistently using the requested accommodation for classroom tests. If accommodations cannot be approved through our streamlined approval process, documentation will be requested for review.
32	W**hat are some instances in which College Board would request documentation?**	Documentation will be required if: ● The accommodation is not included in the student's plan or is not used for school testing. ● The student does not have a diagnosed disability. ● The disability or accommodation is listed as "other." ● The student's original plan is less than four months old. ● The student is already approved for accommodations, but additional accommodations are requested. ● The student does not have a formal plan that meets College Board criteria. ● The student is requesting certain accommodations such as more than double-time, breaks as needed, human reader (paper testing), scribe (paper testing), assistive technology, other paper testing (e.g., braille, large print), or other modified test setting such as home/hospital testing.
33	**What documentation should be submitted to College Board?**	College Board will provide recommended documentation; however, SSD Coordinators should submit the documentation that best supports the functional need for the accommodation.

Common Testing Accommodations

Number	Question	Answer
34	**How do SSD Coordinators know which accommodations in a student's plan should be requested in SSD Online?**	College Board and IDOE have developed an Indiana SAT Accommodations Crosswalk that aligns daily accommodations, SAT accommodations in IIEP, and options in SSD Online.
35	**If a student requires extended time, do we also need to request extra breaks?**	No. Students approved for extended time in SSD Online automatically receive extra breaks.
36	**How many students should be in a small group test setting?**	College Board typically indicates 10-15 students; however, the goal is to meet the needs of your students. If a student needs to be in a group of five or fewer, coordinators should create testing rooms with five or fewer students.
37	**A student is approved for extended time in reading. Do they only receive extended time on the reading test?**	No. Due to the amount of reading associated with the SAT, a student approved for extended time on the Reading and Writing section of the SAT will receive extended time for Mathematics, as well. If students only need extended time in Mathematics, this can be requested and approved separately.
38	**If my student is using extended time, can they be provided a lunch break?**	No. Students may be provided snacks during breaks. This applies to both standard and accommodated testers.
39	**My student is approved for screen reader/TTS. How will this accommodation work in Bluebook?**	Click here for guidance on using screen readers/TTS with Bluebook.
40	**My student has the human reader accommodation in their plan. Are they required to use an actual human reader or can they use TTS?**	The human reader accommodation will automatically convert to the screen reader/TTS accommodation for the digital SAT. If the SSD Coordinator deems the screen reader or TTS accommodation to be appropriate for a student with the human reader accommodation, the student can test digitally. However, it is not recommended that a human actually read the digital test from the student's computer screen. IDOE recommends that a student with the human reader accommodation in their plan take the paper test and use a human reader, as the paper version includes a detailed reader script for the proctor.

41	If a student requires a cell phone to monitor blood sugar, is this automatically approved?	No. The use of a cell phone to test blood sugar or for additional medical reasons must be requested specifically.
42	Can students with behavioral tendencies that may cause disruptions to other testers be tested individually if they do not have a formal plan?	College Board does not have a minimum number of students required to be in a testing room; therefore, schools may test students individually without approval in SSD Online.

Bluebook and Student Test Settings

Number	Question	Answer
43	When will schools receive access to the Test Day Toolkit application to begin preparing for testing?	STCs will receive access to Test Day Toolkit the week of February 5, 2024. STCs may then provide access to additional testing staff at that time.
44	Does a student approved for a four-function calculator on the Math – No Calculator section of the SAT have to use the embedded calculator during testing?	There is no longer a Math – No Calculator section. There is only one math section, and a calculator may be used during the entire section. Students may use the built-in Desmos calculator or an approved external calculator.

Eligible Plans

Number	Question	Answer
45	SSD Online requires that I identify the type of plan that my student has. What is considered an eligible plan for College Board assessments?	Eligible plans include: ● Individualized Education Program (IEP) ● Section 504 Plan ● Qualified Formal Plan. Examples include a Service Plan and a Choice Special Education Plan. ● Formal Written Plan/Program. This is a formal education/medical plan approved by the school that is not covered by the options above for students with disabilities.

46	Are Individual Learning Plans (ILPs) considered eligible plans for College Board assessments?	No. ILPs are not considered eligible plans, as College Board does not consider ELs to be students with disabilities. College Board does offer numerous supports for ELs. See the EL Supports section of this resource for more information.
47	My student's plan says that they need "additional breaks", but the College Board equivalent is called "breaks as needed." Do I have to change the plan to match the College Board accommodation name?	No. Schools do not need to change the terminology in the student's plan to match College Board's terminology. Choose the accommodation that aligns to the student's plan.

EL Supports

Number	Question	Answer
48	What supports are available to ELs on the SAT?	EL students can use translated test directions, an approved word-to-word bilingual dictionary, or time and one-half (+50% extended time).
49	What EL supports require College Board approval?	None. However, the use of extended time as an EL support, although not an accommodation, must be entered into SSD Online by January 12, 2024.
50	If students have TTS and additional breaks in their ILPs, can they use these accommodations for a college-reportable score?	No. TTS and additional breaks are not allowed as EL supports on College Board assessments. No specific action is needed to waive these accommodations.
51	Will students using EL extended time receive extra breaks?	Yes, students receiving the time and one-half (+50%) extended time accommodation or EL support will automatically receive extra breaks during their testing time, as allowed by College Board.
52	My EL student has an ILP and an IEP (or other eligible plan allowed by College Board) due to their diagnosed disability. Can I request the accommodations that are on the IEP for my EL student?	Yes; any accommodations that are due to a diagnosed disability should be entered in SSD Online as accommodations, rather than as EL supports.

53	Where can I access translated test directions for students?	Translated test directions will be available in PDF format and must be printed by the school prior to test day, beginning in February 2024. The PDFs will be available on the College Board website and the Indiana Google Drive.
54	What languages are translated test directions available in?	Directions for spring 2023 will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese, Ukrainian, and Pashto.
55	What if my student needs translated test directions in a language not provided by College Board?	Translated test directions can be provided orally by a corporation-approved translator to the student in languages not available in PDF format.
56	My student is using translated test directions and extended time; however, I notice that the directions are only for standard time. What should I do?	Instruct students to listen to directions carefully and note the timing on the board if also using time-and-one-half.
57	Where can I find the list of approved word-to-word bilingual dictionaries?	Access approved College Board word-to-word bilingual dictionaries here.
58	Do any EL supports require documentation to be submitted in SSD Online?	No. Only EL extended time needs to be entered into SSD Online. These requests will be automatically approved, and no documentation is required.
59	Since EL extended time must be entered into SSD Online, does it stay active in the student's record like an approved accommodation does?	No. EL extended time is only good for each academic year and then it is removed from SSD Online.
60	When can I begin entering EL extended time into SSD Online?	Some schools may see the option to do so now; however, if not, the option will be available the week of January 9, 2024.
61	Can my students use the approved EL supports on other College Board assessments?	No. EL supports are not currently available for PSAT/NMSQT, weekend SAT testing, or AP testing.

62	**If EL students do not typically use support, should they still be provided on the test?**	It is not recommended. Providing support that students typically do not use will likely create a more confusing and frustrating testing experience for them.

Waiving Accommodations

Number	Question	Answer
63	**The College Board SAT Coordinator Manual indicates that students can waive their accommodations with a letter from the parent. Is this true?**	Although College Board policy allows students to waive accommodations, Indiana state policy does not. Schools must follow state policy. Per IDOE's Office of Student Assessment, students must be provided any accommodations that are in their plan for use on the SAT. Conduct Case Conference Committees to evaluate student plans and update accordingly, as needed.

For additional information, please contact SSD Support at ssd@info.collegeboard.org or 844-255-7728.