Agenda

1. Overview of changes with the administration of the 2018 Connecticut SAT School Day

2. Accommodations process for special populations

3. Questions
2018 Connecticut SAT School Day

Primary Test Date: March 21, 2018

Make-up Dates: April 24 and 25, 2018
What’s New for 2018?
Student Registration

• All Grade 11 students in PSIS registration as of April 16, 2018, will be registered by the CSDE through a bulk registration process.

• Please make sure your district’s PSIS Coordinator maintains an updated list of Grade 11 students.
Rosters

• The SOAR roster has been eliminated. Schools will create their own rosters of students taking the standard CT SAT.

• The Non-Standardized Roster or NAR will now include ALL students who are approved for accommodations in SSD.
Answer Sheet and Labels

- Schools will receive student answer sheets at the beginning of March. This will allow schools to schedule time prior to the test to have students grid required demographics.
- Pre-Id labels will be generated for all Grade 11 students who are in PSIS as of January 19, 2018. These labels will be affixed to the answer booklet.
- The answer sheet now includes a place for students to indicate their four free score sends.
Preparing for Test Day

- Test Center Codes are not being used. Schools will use their 6-digit Attending Institution or AI code only.
- All testing manuals will be included with your answer sheets and arrive in your pre-administration shipment.
- Pre-administration materials include a Student Guide.
- All test materials will be shipped to the Test Supervisor.
## Shipment Delivery Timeframe

<table>
<thead>
<tr>
<th>Shipment</th>
<th>Contents (Not Exhaustive)</th>
<th>Approximate Delivery Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Planning Kit</td>
<td>Sample manuals and test day forms, posters</td>
<td>Mid-February</td>
</tr>
<tr>
<td>Preadministration: Materials</td>
<td>Answer sheets, instruction booklets for students, student guides, all manuals</td>
<td>Early-March</td>
</tr>
<tr>
<td>Preadministration: Pre-ID Labels</td>
<td>Labels for each student pre-ID’d at the school</td>
<td>Early-March</td>
</tr>
<tr>
<td>Test Materials</td>
<td>Test books, extra answer sheets, return kits</td>
<td>Mid-March</td>
</tr>
</tbody>
</table>
Test Day

- Admission Tickets have been eliminated.
- Students are not required to supply a photo ID unless the student is unknown to the testing staff.
- Pink test books have been eliminated. Students will use purple for standard, blue for some accommodated or green for State Allowed.
Testing Grade 12 students

- A *small* number of Grade 12 students will be required to take the Connecticut SAT School Day. Schools must test Grade 12 students if they “skipped” Grade 11 because of lack of credits. **This is the only reason to test a grade 12 student.**

- **Students who were absent in grade 11 do not test in grade 12.**

- **Schools with eligible Grade 12 students will be required to submit each student’s name, SASID number and DOB to the CSDE in order to register the student. More information will be sent to each TCS regarding this.**

- **No Grade 8, 9 or 10 students are permitted to take the Connecticut SAT School Day. Any tests received for these students will NOT be scored.**
Test Make-ups

• Students who miss the initial test administration, will be required to take the SAT on the make-up date, April 24 or 25, 2018.

• Schools will request makeup materials through a process similar to last year. Information will be provided before testing regarding access.

• Schools will receive all new materials for the makeup administration.

• Be sure to return ALL of your materials after the March 21 test date.
CT SAT School Day Supervisor Training

- Half-day trainings will be provided on February 13 or 14, 2018.
- Information regarding Grade 11 NGSS Field Test will be provided at these sessions.
- More details will follow soon about registration.
Accommodations for Special Populations
**Terminology**

- **Connecticut SAT School Day**: The required Connecticut State Assessment for grade 11 public school students for Language Arts and Mathematics
- **College Board (CB)**: Testing Company that will provide the Connecticut SAT School Day
- **SSD Coordinator**: School representative that registers students with CB for accommodations Services for Students with Disabilities (SSD)
- **IEP**: INDIVIDUALIZED EDUCATION PROGRAM, a document defining services for students with disabilities
- **Section 504 Plan**: Section 504 requires recipients to provide to students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met
- **EL Students**: English Learners (EL) also referred to as English Language Learners (ELL)
  - **AI Code**: Attending Institution code
  - **PSIS**: Public School Information System
### Accommodation Registration for Connecticut SAT School Day

**Counts for College Reportable and State Accountability**

<table>
<thead>
<tr>
<th>Standard Procedure for College Board Accommodations</th>
<th>Connecticut SAA Procedure for EL Students Time Extension</th>
</tr>
</thead>
</table>

- **Deadline:** 1/30/2018
- **Open:** 1/25/2018 - 3/15/2018

Both options require entry on the same College Board SSD Online System.
Who Is Involved in Accommodations Decisions?
How Do I Submit the LCI Online?

The deadline to submit the LCI online is January 19, 2018 to have students removed from CT SAT registration.
Test Assessment Options (Page 9 of the IEP)

Student: ___________________________   DOB: ______/_____/______  District: ___________________________  Meeting Date: ______/_____/______

STATE AND DISTRICT TESTING AND ACCOMMODATIONS
STATEWIDE ASSESSMENTS
Check the grade the student will be in when the test is given.

- Grade K
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grades 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

DISTRICTWIDE ASSESSMENTS
Check the grade(s) the student will be in when the tests are given.

- Grade Pre-K
- Grade K
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

Standard Assessments and Alternate Assessments
Smarter Balanced Assessments (Grades 3-8), Connecticut SAT (Grade 11) and the Connecticut Alternate Assessments (CTAA), include English Language Arts and Mathematics (Grades 3-8 & 11). Standard Assessment or Alternate Science Assessment required in Grades 5, 8, and 11.

Assessment Options: (Select ONE Option)
- 1. Smarter Balanced Assessments (Includes Standard Science Assessment – Grades 5 & 8)
- 2. CTAA** (Includes Alternate Science Assessment for Grades 5, 8, and 11) ★
- 3. Connecticut SAT and Standard Science Assessment (Grade 11)

English Language Proficiency Assessment
- English Language Proficiency Assessment required for all English Learners Grades K-12
- Student requires designated supports/accommodations on the ELP assessment

Administration Options: (Select ONE Option) – Accommodations will be provided.
- Yes The student is participating in the Smarter Balanced Assessments & Standard Science Assessment and requires designated supports and/or accommodations**
- Yes The student is participating in the Connecticut SAT & Standard Science Assessment and will request accommodations***

** Learner Characteristics Inventory (LCI) must be used for guidance on eligibility requirements. A PPT decision to assess the student using the CTAA and Alternate Science Assessment must be recorded on page 3 of the IEP. Prior Written Notice.

*** If supports/accommodations are given, attach a copy of the Test Designated Supports/Accommodations Form for the IEP and provide a copy to the district test coordinator for required registration.

Please note: There are two options for requesting accommodations for the Connecticut SAT. One option is through the College Board (CB) process. If all accommodations are approved through the CB process, test scores can be used for college admission and state accountability. The other option is through the State Authorized Accommodations (SAA) process. If accommodations are approved through the SAA process, test scores can ONLY be used for state accountability and NOT for college admission. Please make sure to discuss these options at a PPT meeting before completing this page of the IEP.

★ Learner Characteristics Inventory (LCI) must be completed at the PPT if student qualifies for the Alternate Assessment.
## Program Accommodations and Modifications - INCLUDING NONACADEMIC AND EXTRACURRICULAR ACTIVITIES/COLLABORATION/SUPPORT FOR SCHOOL PERSONNEL

### Accommodations and Modifications to be provided to enable the child:
- To advance appropriately toward attaining his/her annual goals;
- To be involved in and make progress in the general education curriculum;
- To participate in extracurricular and other non-academic activities, and
- To be educated and participate with other children with and without disabilities.

### Accommodations may include Assistive Technology Devices and Services

**Materials/Books/Equipment:**

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**Tests/Quizzes/Assessments:**

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**Grading:**

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**Organization:**

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**Environment:**

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**Behavioral Interventions and Support:**

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**Instructional Strategies:**

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**Other:**

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<th>Other</th>
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**Note:** When specifying required supports for personnel to implement this IEP, include the specific supports required, how often they are to be provided (frequency) and for how long (duration).

**Frequency and Duration of Supports Required for School Personnel to Implement this IEP include:**

<table>
<thead>
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<th>Frequency and Duration of Supports Required for School Personnel to Implement this IEP</th>
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Who is Eligible for Accommodations?

SECTION 504

Special Education

English Language Learners
SSD Coordinator Role and Responsibilities

Coordinates the collection, submission, and delivery of student accommodations on the Connecticut SAT School Day test.

SSD Coordinators will
• Create a College Board Professional Account by completing the SSD Coordinator Form found on www.collegeboard.org/ssd;
• Receive an access code to link the SSD Online access to a College Board professional account; and
• Submit accommodation requests once the access code is provided.

In order to gain access, schools will need an Attending Institution (AI) code issued by the College Board.

Districts may have multiple SSD Coordinators in a school but there is only one primary SSD Coordinator.
SSD Coordinator Role and Responsibilities

Other Duties:

• Serve as the school’s liaison with College Board and CSDE for Students with Disabilities and English language learners.
• Submit accommodation requests for all students who request them at his/her school (includes Special Accommodation petition).
• Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test supervisor in determining rooms and staff required for administering the test with accommodations.
• Coordinate efforts to test students who appear on NAR.

It’s essential that an SSD Coordinator have access to students’ documented information around accommodations needed during testing.
Getting Access to College Board SSD Online System

Getting Access to SSD Online

To use SSD Online and to submit requests for accommodations, schools must designate one or more SSD Coordinators, school officials who assume the responsibilities related to requesting testing accommodations on College Board exams.

SSD Coordinators are often special education coordinators, guidance directors, or school counselors. Schools may have more than one SSD Coordinator if multiple staff members will be requesting accommodations.

For Educator Use

Only approved educators can use SSD Online; parents and students can benefit from it by working with their school to request accommodations. Get an overview of the request process.

How to Sign Up for SSD Online

1. Fax a completed SSD Coordinator Form (pdf/216KB) to College Board’s Services for Students with Disabilities at 866-360-0114. As soon as the form is processed (usually within 1-2 business days), we will email you an SSD access code.
2. Create a College Board professional account if you don’t already have one.
3. When you receive the access code, go to the College Board home page.
4. Select the Professional tab of the sign-in module in top left corner of the screen and enter your username and password.
5. Select Disabilities Accommodation Mgmt from the Take me to drop-down list and click the Sign In button.
6. In the next screen you will be prompted for your organization and access code. If your organization is already in the drop-down, you can proceed with entering the access code. Otherwise, you can click Select Another Organization and enter your organization information together with the access code.
7. Once you have entered your SSD access code and organization information, click Add.
8. You should now see your organization and position (SSD Coordinator) under the Your Access heading. Click Finished.
9. Click SSD Online – Disabilities Accommodation Management to go to SSD Online. Contact Services for Students with Disabilities (SSD) if you have any questions.
All accommodations must be entered into the College Board SSD system by January 30, 2018

Late requests will be supported for the following reasons:

- Students who are newly enrolled at the school
- Students who are newly classified at an eligible grade level
- Students who have a newly identified plan/disability
- The late request deadline is February 15, 2018.
### Connecticut SAT School Day Accommodations

<table>
<thead>
<tr>
<th>Students with an IEP or Section 504 Plan</th>
<th>Used for state accountability system and college admission: Submit request on the SSD website</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Abacus</td>
<td>• Noise Buffering</td>
</tr>
<tr>
<td>• American Sign Language (ASL)- test directions only</td>
<td>• Reader</td>
</tr>
<tr>
<td>• Braille</td>
<td>• Scribe</td>
</tr>
<tr>
<td>• Color Overlay</td>
<td>• Signed Exact English -test directions and test content</td>
</tr>
<tr>
<td>• Computer</td>
<td>• Speech-to-Text (CB Assistive Technology)</td>
</tr>
<tr>
<td>• Extra/Extended Breaks</td>
<td>• 4 Function Calculator</td>
</tr>
<tr>
<td>• Large Print Booklet</td>
<td>• Text-to-Speech for all test content (CB MP3 audio)</td>
</tr>
<tr>
<td>• Magnification Device</td>
<td>• Time Extension 50% or 100%</td>
</tr>
<tr>
<td>• Modify Setting</td>
<td>• Examples of common accommodations, the list is not exhaustive</td>
</tr>
<tr>
<td>• Multiplication table</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Learners (EL)</th>
<th>Used for state accountability system and college admission.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No need to submit request on the SSD website</td>
<td>Applicable only for CT SAT School Day: Submit request on the SAA website</td>
</tr>
<tr>
<td>• Written Test Directions in: Albanian; Arabic; Bengali; Bosnian; Cambodian/Khmer; Chinese; French; Guajarati; Haitian Creole; Hindi; Italian; Polish; Portuguese; Russian; Somali; Spanish; Urdu; Vietnamese.</td>
<td>• Time Extension - 50% extended time</td>
</tr>
<tr>
<td>• Native Language Reader – test directions only</td>
<td></td>
</tr>
</tbody>
</table>
Time Extension allows the student extra time to complete the test. This is time working in an open test booklet. Available for 50% or 100% above standard time.

Extra/Extended Breaks allows the student breaks from testing. The test booklet must remain closed during the break.
TIME EXTENSION: THINGS TO CONSIDER

• Provided to students whose disabilities, processing, physical needs require additional time to complete a timed assessment.

• Available as 50% or 100% time extension. With 100% extended time the student may need to be tested over 2 days.

• Available for Evidence Based Reading/Writing or Mathematics, or for both.

• Student must remain in room for all of the extended time requested even if they finish early.

• Students approved for time extension automatically receive extra breaks.
## Types of College Board Accommodations

### Timing

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% extended time for reading</td>
<td>1 Day</td>
<td>- Student will receive extended time for ALL sections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Student must use the entire time for which they are approved. Student will automatically be approved for <strong>extra breaks</strong>.</td>
</tr>
<tr>
<td>50% extended time for math</td>
<td>1 Day</td>
<td>- Student will receive extended time only for the math sections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Student must use the entire time for which they are approved. Student will automatically be approved with <strong>extra breaks</strong>.</td>
</tr>
<tr>
<td>100% extended time for reading</td>
<td>2 Day</td>
<td>- Students will receive extended time for ALL sections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Students must use the entire time for which they are approved. Student will automatically be approved with <strong>extra breaks</strong>.</td>
</tr>
<tr>
<td>100% extended time for math</td>
<td>1 Day</td>
<td>- Student will receive extended time only for the math test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Student must use the entire time for which they are approved. Student will automatically be approved with <strong>extra breaks</strong>.</td>
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</table>
# Types of College Board Accommodations

## Breaks

<table>
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<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Breaks</td>
<td>1 Day</td>
<td>• Given a break halfway through longer sections and a break after every section.</td>
</tr>
<tr>
<td>Extended Breaks</td>
<td>1 Day</td>
<td>• Given breaks at the standard time but breaks are typically twice as long.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</td>
</tr>
<tr>
<td>Breaks as Needed</td>
<td>1 Day</td>
<td>• Typically given to students with physical or medical conditions.</td>
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<tr>
<td></td>
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<td>• Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</td>
</tr>
</tbody>
</table>
# Types of College Board Accommodations

## Reading/Seeing Text

<table>
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<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| **MP3 Audio** | 2 Days | • Audio version of the test, delivered on a flash drive.  
• Student automatically receives 100% **extended time** (plus additional time on the writing and language test) and **extra breaks** on all sections.  
• 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**    | 1 Day  | • Student will be read the SAT aloud by an adult.  
• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)  
• Student automatically receives 50% **extended time** and **extra breaks** on all sections.  
• 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. |
### Assistive Technology- Compatible (ATC)

- **Day(s):** 1 Day
- **What to Know:**
  - Digital version of the test, delivered on a flash drive.
  - For use with screen readers and other assistive technology.
  - Student is automatically given *100% extended time* on the writing and language section only.
  - 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.

### Braille

- **Day(s):** 1 Day
- **What to Know:**
  - Student will receive either a EBAE with Nemeth Math or UEB with Nemeth Math test book.
  - Student will receive a Braille Figure Supplement.
  - Typically approved with another accommodation such as scribe or braillewriter to record answers.

### American Sign Language (ASL)

- **Day(s):** 1 Day
- **What to Know:**
  - Student will receive test directions, the only listening portion of the SAT, in ASL by an adult.
  - Interpreters must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)
## Types of College Board Accommodations

### Recording Answers

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<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
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</table>
| Writer /Scribe*        | 1 Day  | - Student will have an adult transcribe answers onto the answer sheet.  
- Student automatically receives **50% extended time** and **extra breaks** on all sections.  
- 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. |

### Setting

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<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
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| Small Group Testing       | 1 Day  | - Will depend on the number of students in the group and the size of the room.  
- There is no minimum number of students that must be tested in a room, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation. |
| Home/Hospital Testing     | 1 Day  | - Requested through SSD Online  
- Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital).                                                                                                                                         |
# State Allowed Accommodations (SAA) for EL Students

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<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
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| EL – 50 % Extended Time                      | 1-Day  | **Reading:**  
| (students must remain in testing room for the entire testing time.) |        | • Student will receive extended time for ALL sections.  
|                                               |        | • Student must use the entire time for which they are approved. Student will automatically be approved for extra breaks. |
|                                               |        | **Math Only:**  
|                                               |        | • Student will receive extended time only for the math sections.  
|                                               |        | • Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks. |

*Any extended time accommodations provided to EL students only applies to the CT SAT School Day.*
College Board SSD Online System

SSD Online System
www.collegeboard.org/ssdonline

Standard Procedure
College Board Accommodations
Requesting College Board Accommodations For College Reportable Scores

Online request process - Log in at any time to see status of students’ request or to print a list of approved students. Go to: www.collegeboard.org/ssdonline
Application Process – New Requests

- Enter basic student information
- The IEP or 504 Plan gives consent so no parent consent form needs to be submitted.
Application Process – New Requests

Answer questions about student’s disability.
Application Process – New Requests

Answer questions about student’s requested accommodations.
Answer questions about student’s plan.
NO additional documentation needs to be sent to the College Board. If prompted for additional documentation, upload the Connecticut SAT SSD Form into the SSD system instead of any documentation.

Additional information may be collected by CSDE.
Accommodations – Already Approved Students

- Students with Approved accommodations through College Board from previous years, require **no action unless** you need to make changes.

- Test Materials will be shipped for these students based on the test materials needed for their existing approved accommodation in the SSD Dashboard.
### Changing an Accommodation Request

1. Click on the **button**
2. Choose **Create change Request**

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**Status**

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<th>Student</th>
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<tr>
<td>DECIDED</td>
<td>Xerox, Fourtest (#0007554601)</td>
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<td>NOT Approved</td>
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<td></td>
<td>Documentation: Received 2 Pages on 05 Aug 2015</td>
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<tr>
<td>DECIDED</td>
<td>Ssdprodtestb, Studentb (#0007000002)</td>
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<td>Approved: Writing +50% (time and 1/2), Reading +50% (timed) +50% (time and 1/2)</td>
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<tr>
<td></td>
<td>Documentation: Received 2 Pages on 31 Jul 2015</td>
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View Decision Letter
Create change Request
Resubmit Request
Accommodations – Changes to Previously Submitted Requests

Print, complete, and fax in the change request form to College Board’s secure electronic document system.

**AFTER SUBMISSION:** Check the SSD Dashboard for status change to Document Review
State-Allowed Accommodations (SAA)

Unique Accommodations

Contact CSDE regarding any student requiring these accommodations

Students with an IEP or Section 504 Plan

- Sign Language for test content and test questions - This includes whichever version of signing the student typically receives. (i.e. cued speech)

- Student signed responses
State-Allowed Accommodations (SAA)

Used to provide Time Extension 50% for English Learners (EL)

Scores used for state accountability and college admission

Connecticut Specific Procedure requested on SSD Accommodation website

Starting on Thursday, January 25, 2018 until Thursday, March 15, 2018
Requests for CT State Allowed Accommodations

- To access the State-Allowed (SAA) Accommodation Dashboard, click the link in the upper left hand corner.
Note: The College Board SAA website will remind you that SAA request are non-college reportable. However, for spring 2018 the EL – 50% Extended Time request WILL be reportable.
State Allowed Accommodation Request

Step 1:
Enter basic student information
Step 2: Confirm Student Information

Note: The College Board SAA website will remind you that SAA request are non-college reportable. However, for spring 2018 the EL – 50% Extended Time request WILL be reportable.
Step 3:
Select the specific SAA

Note: The College Board SAA website will remind you that SAA request are non-college reportable. However, for spring 2018 the EL – 50% Extended Time request WILL be reportable.
Step 4: Review and submit request.

Note: The College Board SAA website will remind you that SAA request are non-college reportable. However, for spring 2018 the EL – 50% Extended Time request WILL be reportable.
Practice Resources for Accommodated Testers

• Practice Tests for assistive technology can be found at: https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology

• Practice Tests for MP3 audio can be found at: https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations

• Practice Tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or ssd@info.collegeboard.org.
EL Accommodations and Considerations

• What process and documentation will be used to determine which accommodations are needed for EL students?

• Who will make accommodations decisions for ELs?

• How will these decisions be communicated to the SSD coordinator to ensure that they are inputted into the system?
Special Accommodations Procedure for the CT SAT School Day

REQUIRED FOR:

+ Scribe
+ Human Signer Accommodation (other than Signed Exact English)
+ Human Signer Passages Accommodation (other than Signed Exact English)

Deadline: January 30, 2018

This form requires the approval and signature of your District Test Coordinator and your Special Education Director.
Medical Exemptions

Medical Exemption for Connecticut SAT

Current Definition: In Connecticut, the exemption determination for a medical emergency rests primarily on the following criteria: the student is unable to attend school and is medically/emotionally unavailable for homebound/hospitalized instruction. Students who are hospitalized or homebound due to illness should be tested unless there are medical constraints. These students can have the test administered at home or in the hospital provided the test is administered by a certified school staff member who is fully trained in the proper test administration and security procedures for the Smarter Balanced Assessments, CMT/CAPT Science or CTA.

For the Connecticut SAT, in order for a student to receive a medical exemption the following criteria must be met: the student is unable to attend school due to a medical/emotional reason on March 2, 2016 and on April 27, 2016. This will require a signature by the student's physician. Students who are approved by the CSDE for a medical exemption will be excluded from all participation, achievement, and accountability calculations.

The steps below must be completed to request consideration for a medical exemption.

Step 1 – Initial Contact:
The District Test Coordinator (DTC) contacts the Academic Office at the Connecticut State Department of Education (CSDE) after the statewide Connecticut SAT makeup date of April 27, 2016.

- Contact Joe Armenta – joseph.armenta@ct.gov (860-713-0455) or Janet Stick – janet.muck@ct.gov (860-713-4837).
- Provide the following information:
  o State Assigned Student Identification (SASID) number;
  o Student Name (last, first);
  o Date of Birth;
  o Grade;
  o Name of School, District, Approved Private Special Education Program or RESC;
  o Reason for exemption.
- You will be notified if the student meets the initial criteria to be considered for medical exemption and whether to proceed to Step 2.

Step 2 – Medical Form:
Based on the result of Step 1, the DTC will receive the Emergency Medical Exemption Form. This form will include the name of the student who is seeking a medical exemption.

- The Emergency Medical Exemption Form must be signed by the student’s attending physician.
- For the purposes of the CSDE Medical Exemption a physician must be a Doctor of Medicine or Osteopathy licensed to practice medicine or surgery according to Chapter 370 and 371 of the Connecticut General Statutes, or licensed to practice medicine in another state. For the purpose of determining a medical emergency, this means an attestation is required from an MD, DO, or Psychiatrist, an attestation from a social worker will not suffice.
For Questions Regarding Accommodations, Contact:

Joe Amenta  
(860) 713-6855  
Joseph.Amenta@ct.gov

Deirdre Ducharme  
(860) 713-6859  
Deirdre.Ducharme@ct.gov
Questions regarding CT SAT School Day

CSDE
Michelle Rosado, CT SAT School Day Program Manager
michelle.rosado@ct.gov or 860-713-6748

CSDE SAT Web page: www.ct.gov/sde/sat

College Board
SAT School Day Customer Support
855-373-6387 or
SATSchoolDaySupport@collegeboard.org