

Spring 2025 Connecticut SAT

Services for Students with Disabilities (SSD)



The webinar will begin momentarily.

Before We Start

Housekeeping

- Today's session is focused on the Connecticut SAT School Day and providing Services for Students with Disabilities (SSD).
- Please use the Chat feature in Teams for any questions during the presentation.
- If your question was not answered in the course of the presentation or directly in writing through the chat, we will follow up via email.

Reminder

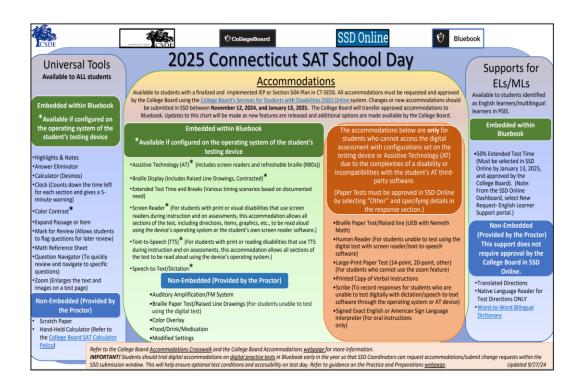
A Critical Note about Student Personally Identifiable Information (PII)

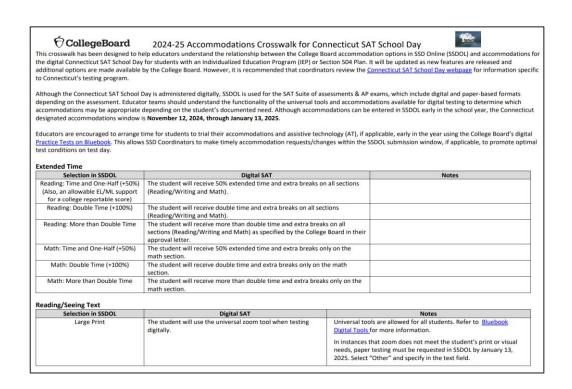
- Student PII should be handled with care. It should only be shared verbally, never in writing/email.
- Student PII includes:
 - Name
 - Date of Birth
 - Address
 - Phone Number
 - Email Address
 - Any Identifying Numbers (e.g., Registration, State Student ID, SSDID, etc.)
- If in doubt, err on the side of caution and ask for assistance before sharing.



CT SAT School Day Resources

Visit the <u>CT SAT School Day Resources webpage</u> for access to recorded webinars, trainings, test manuals, and resources related to accessibility supports and accommodations.









Other CT SAT School Day Accessibility Reminders

- Provide <u>all</u> students, especially those requiring the use of accommodations, an opportunity to trial accommodations and assistive technology using Bluebook Practice Tests well before test day.
- If applicable, contact the CSDE early to plan for special accommodations or specialized test settings needed for students with extensive and complex medical/physical accessibility needs.
- Reminder for students with the most significant cognitive disabilities: PPTs must complete and verify eligibility on the Connecticut Alternate Assessment System Eligibility Form in CT-SEDS and the IEP must be finalized and implemented before December 20, 2024. Otherwise, students may be included on the student roster for the CT SAT School Day.
- Refer to the <u>Connecticut Alternate Assessment System Training</u>
 <u>Resources</u> webpage for details about the CTAA (English Language
 Arts and Math) and the Connecticut Alternate Science (CTAS)
 Assessment.

Connecticut Alternate Assessment System Eligibility Form Verification in CT-SEDS	
CT-SEDS Implementation Date	Assessment
Fully Implemented IEP by December 20, 2024	Eligibility forms must be approved, verified, finalized, and implemented within the IEP in CT-SEDS for the following assessments for the students to be correctly registered for: • CAAELP (students identified as EL/ML in Grades K-12); and • CTAA and CTAS (Grade 11)
Fully Implemented IEP by February 1, 2025	Eligibility forms must be approved, verified, finalized, and implemented within the IEP in CT-SEDS for the following assessments for the students to be correctly registered for the: • CTAA (Grades 3-8, and newly identified students in Grade 11); and • CTAS (Grades 5, 8, and newly identified students in Grade 11)

For more information, refer to the Connecticut Alternate Assessment System Eligibility Form webpage.







The Connecticut College Board & CSDE Team

Introductions & Orientation



SAT Suite Support





College Board



James
Wilson
State Lead
SAT School Day





Kisha
Smith
Senior Director
SSD Customer
Service



Dianna
Frank
Sr. Director K12
State & District
Partnerships



Michelle Rosado Program Manager, CT SAT

CSDE



Abe
Krisst
Bureau Chief,
Performance
Office



Deirdre
Ducharme
Special
Populations,
Connecticut
Statewide
Assessments

Agenda

- 1 Five New SSD-Specific Features for Spring 2025
- 2 Assistive Technology
- Accessing SSD Online
- 4 Reviewing Past Approved Accommodations
- 5 Submitting New Accommodations
- 6 Paper Accommodations
- 7 Customer Support

5 New SSD-Specific Features for Spring 2025

- 01 Embedded Text-to-Speech
- 02 Ending Extended Time Early
- 03 Accommodation Names Streamlined
- 04 Request for Temporary Impairments in SSD Online
- 05 Student Transfers in SSD Online& Announcement Banner



Bluebook's Embedded Text to Speech (TTS)



Bluebook's Embedded Text-to-Speech (TTS)

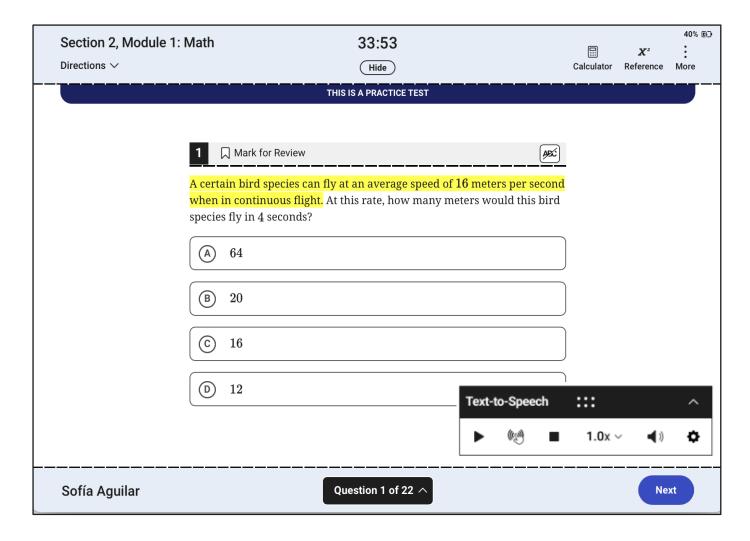
Functions and Features

- Is available on all set-up, check-in, and testing pages (including as an option on test previews and full-length practice tests)
- Works offline if internet access is lost, and does not increase exam download size or Bluebook's bandwidth requirements (i.e., device and network requirements do NOT change)
- Will appear as an embedded toolbar with basic controls: play, pause, speed, volume, select a voice
- Can start from the top of the screen or student may select a sentence to speak
- Highlights the sentence being spoken
- Reads math and tables
- Provides short descriptions for images and graphs
- Does NOT automatically come with extended time (this must be requested as a separate accommodation; however, non-Bluebook screen readers for visually impaired students does come with automatic up to +50%, as they read and describe everything that appears on the screen, not just selected content)





Bluebook's Embedded Text To Speech (TTS)





Ending Extended Time Early



Ending Extended Time Early

Availability and Accessing

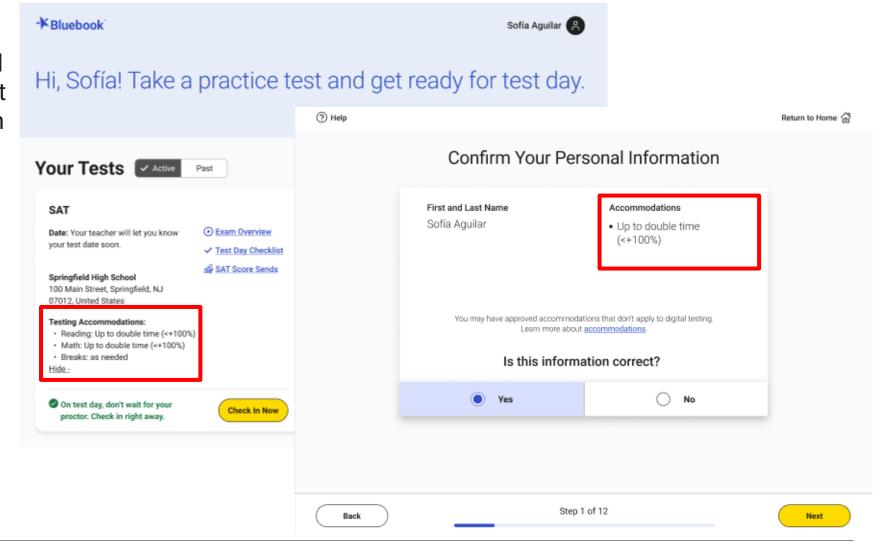
- Available to:
 - All assessments in Bluebook: SAT School Day, SAT Weekend, PSAT/NMSQT, PSAT 10, PSAT 8/9, AP
 - All variations of extended time (50, 100, >100) including EL 50%
 - Provisional accommodations (e.g., when extended time is auto-added for a test taker approved for screen reader)
- Students accessing:
 - Must sit (at a minimum) for the standard time for each module
 - Break times will NOT change (including extra and nutrition breaks). Students must take full break time(s).
 - Students approved for multi-day testing will still test over two or more days. Division of sections/days will be the same.
 - Can move ahead at the module level once standard time has expired, including:
 - From one section to the next if ending the second module early
 - From their final section to submission
 - Can't go back once they've moved forward into the next module, even if time was remaining



Updates to accommodation display names

Addition of phrase "Up to"

 Student accommodations will now read "Up to" their amount of approved extended time on their test card and during the exam setup and check in flows.

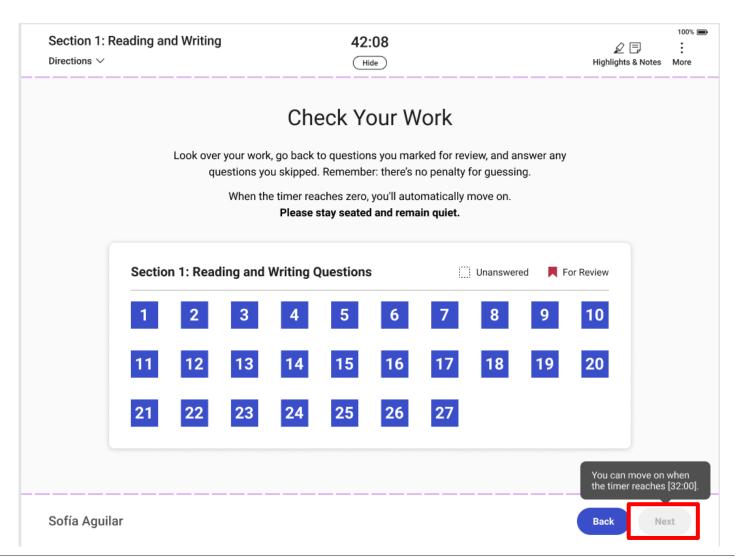




End of Module Review Screen

New Button for Extended Time Testers

- The "Next" button will only display for students approved for extended time.
- The "Next" button will remain inactive until standard time for the module or part has been reached (next slide).
- If a user hovers over the "Next" button while it is inactive, they will see a tool tip providing guidance as to when it will become active.

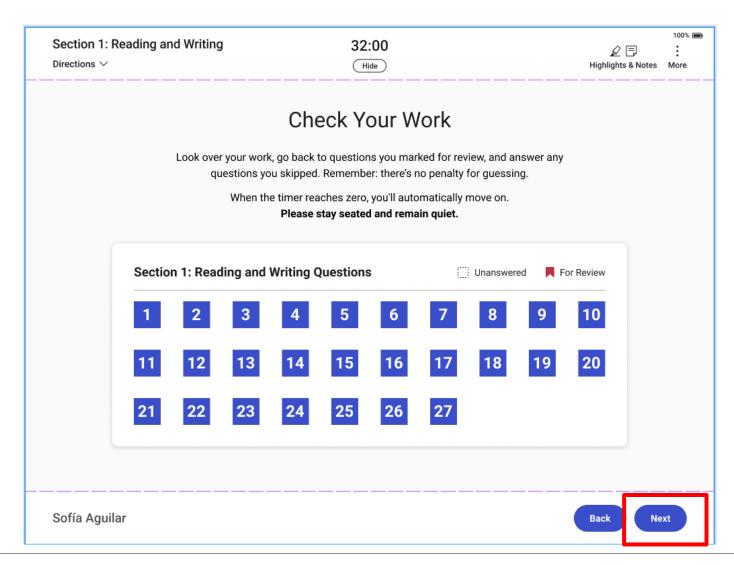




End of Module Review Screen

New Button for Extended Time Testers

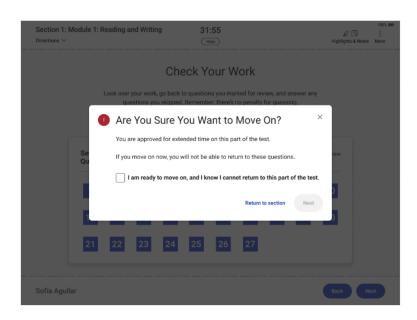
 When standard time has been reached, the "Next" button becomes active.

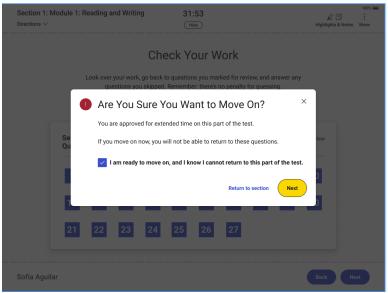


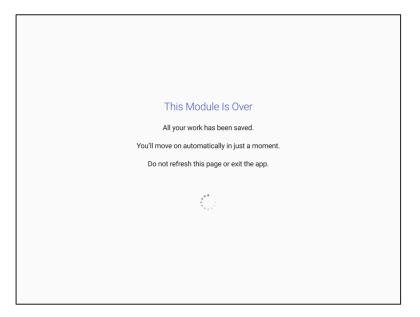
Confirmation Modal

Safeguards to prevent accidental or unconsidered opting out of Extended Time

- When the student clicks "Next", they will need to confirm their understanding that they cannot return to the module/part if they opt to move forward.
- If in this confirmation modal they check the box and click "Next" again, only then will they proceed to the end of module screen and rejoin the existing flow of the exam.

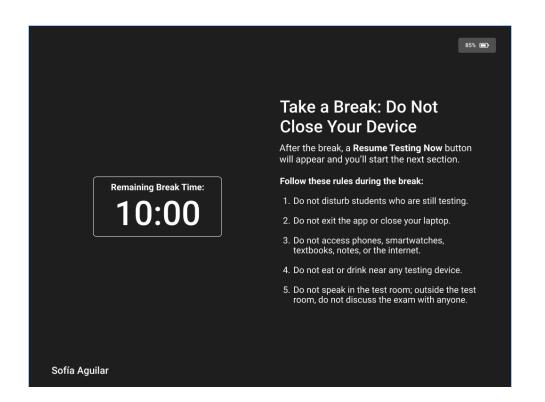


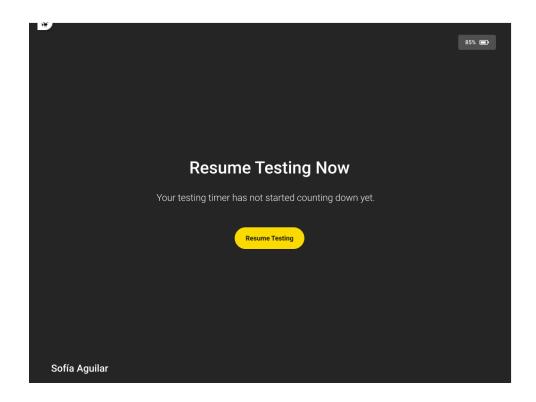




Break Screens

Break screens do not change for Extended Time testers





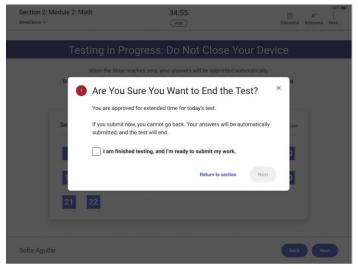


End of Module/End of Test Review Screen

Safeguards to prevent accidental or unconsidered ending of the exam with Extended Time remaining

- The final review screen follows the same safeguards as the end of module screens:
 - -The new "Next" button for extended time testers is inactive until standard time has been reached.
 - -If the student clicks "Next", a confirmation modal appears that also emphasizes that confirming will end the test.
- If in this confirmation modal the student checks the box and clicks "Next" again, the student will flow through the existing results submission screens including the "Congratulations" (confetti) screen.













SSD Online Updates



SSD Online

Updates for Spring 2025

- The Connecticut-specific accommodation submission window (including the request for EL/ML 50% extended time) is open from November 12, 2024-January 13, 2025.
- Accommodation names (not the accommodation itself, and no re-request is necessary) will be updated for clarity and consistency with what digital testing provides. For example: Braille with raised line drawing, contracted is now Braille (Refreshable Braille for Digital or Paper Braille if Approved); Writer/Scribe is now Dictation for Digital Tests.
- Temporary impairments (e.g., broken arm, recent concussion) are now requested in SSD Online in the same manner as other accommodations and supports. (Not available yet but will be in 2025 when temporary accommodation support requests may be appropriate).



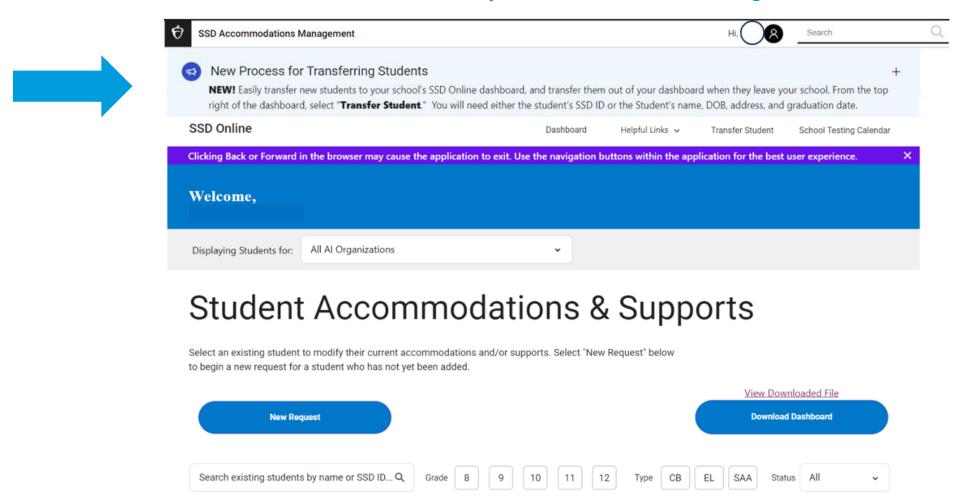


Student Transfers in SSD Online



Announcement Banner for New Processes

SSD Online dashboard will now call attention to new processes like transferring students.



Transfer In At-A-Glance

SSD Coordinator Journey









Identify Student

Review school enrollment for new students with accommodations in SSD Online from a prior school.

Collect Student Info

SSD ID or the combination of student first and last name, DOB, address and prior school's AI

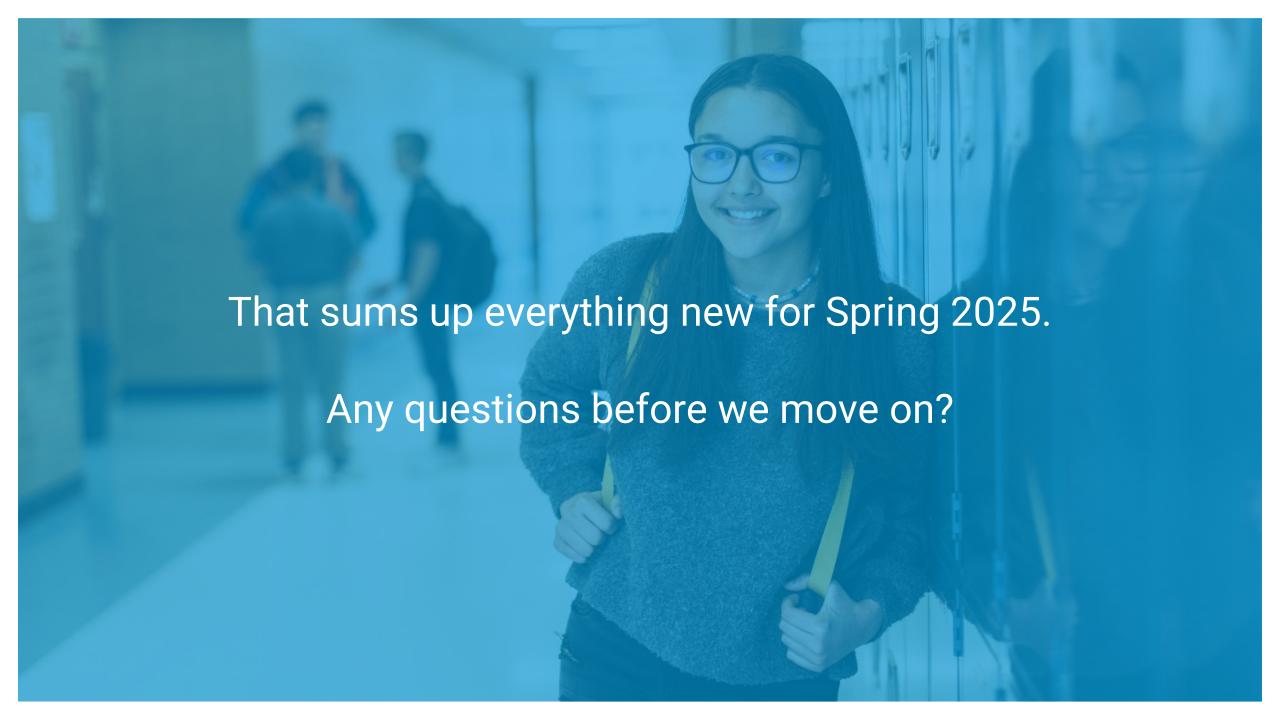
Transfer Student

In SSD Online, select Transfer Student and follow prompts to complete.

Manage Requests

Confirm student is now on the Dashboard and review or submit accommodation requests as appropriate.

When a student leaves your school, easily select and transfer them out directly from your dashboard.





Assistive Technology



General Device Requirements

Acceptable Devices, Power Requirements, Wi-Fi Accessibility https://bluebook.collegeboard.org/students/approved-devices





Desktops & Chromebooks must be school managed.

(other devices may be personal)

All external mice permitted, tablets only may use external keyboard



Must be charged for

3 hours of battery operation
or be plugged into a power
source.

Students testing with extended time, extended breaks, or breaks as needed must have access to power if needed.





Must be able to connect to the school network via ethernet or Wi-Fi.

Internet is only needed to start and submit the test.**



^{*} Minimum Screen Requirements: Size = 8" tablet, 10" computer Resolution = 1024x768

Testing with Assistive Technology

BluebookTM provides and permits a range of assistive technology options.

Please click on the specific accommodation-oriented links below in addition to your operating system's installation instructions (<u>Chromebook</u>, <u>Windows</u>, <u>iPad</u>, <u>Mac</u>) for complete details on what accessibility resources are available and how to ensure they are provided to the students who need them:

- Universal accessibility features available directly in Bluebook™ to all students without any additional request or configuration
- Embedded additional accessibility tools available directly in Bluebook™ to students with a corresponding approved accommodation
- External assistive technology available on the computer of a student if they have an approved
 accommodation that requires that non-embedded tool to remain provided on their computer after they log
 into Bluebook™ (e.g., screen reader, JAWS, NVDA)



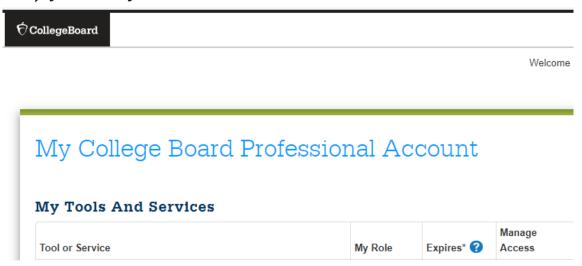
SSD Online



Accessing SSD Online

General Information

- You must have an updated* College Board professional educator account.
 - The email associated with your account must match the email that was either:
 - Submitted for your school's Spring 2025 SAT School Day onboarding survey back in September
 - Submitted later to College Board's <u>Update Your Coordinator Form</u>
 - Older accounts must be updated (next slide).
- Once you are approved for access (next slide) you may:
 - Log in directly at <u>ssdonline.collegeboard.org</u> using your College Board professional educator account credentials.
 - Access will also automatically appear in your College Board professional educator account under your listed "Tools and Services" pictured here:



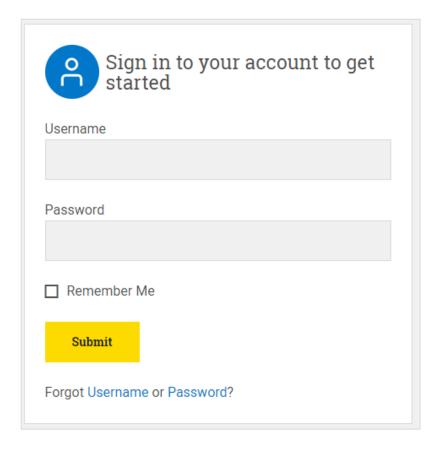
* Instructions for updating your College Board professional educator account follow the confirming/requesting access slides





Returning SSD Coordinators

Confirm Access



- Confirm that you still have access to SSD Online by logging in to your College Board Account at www.collegeboard.org.
 - If you've forgotten your password, use the forgot username or forgot password links on the sign-in page.
 - -Choose SSD Online from your <u>Account Dashboard</u> or login to SSD Online directly at: <u>ssdonline.collegeboard.org</u>.



New SSD Coordinators



- To access SSD Online, new SSD coordinators need to request access and meet the following criteria:
 - -School must have an Attending Institution (AI) Code.
 - -New SSD coordinator must:
 - Have a College Board professional educator account.
 - Complete and submit the <u>SSD Coordinator Form</u> pictured at left (also available at <u>www.collegeboard.org/ssd</u>) following the directions provided on the form.
- Please note:
 - -The new SSD Coordinator will receive an email confirmation when their form is received.
 - Each school must have one primary SSD coordinator.
 - -Schools may have multiple SSD coordinators with SSD Online access if permitted by district/school policy.





Have You Updated Your College Board Account Yet?

Accessing these College Board systems require a current professional account updated for 2025 following these 4 simple steps:

- Sign in to your account with your current credentials.
- Verify your email address:
 - Please use your official, valid WORK email address.
- 3. Create a password.
- 4. Add and verify a mobile phone number (optional).
- 5. Opt-in to multifactor authentication (MFA) for added security.

College Board educator accounts have been updated to a more modern, improved user experience.

You'll now log in using a unique and valid email address instead of a username.

Updating your account takes less than three minutes!

DEADLINE: December 31, 2024

Update Your Account Today!









SSD Online



Reviewing Past-Approved Accommodations in SSD Online

Best Practices

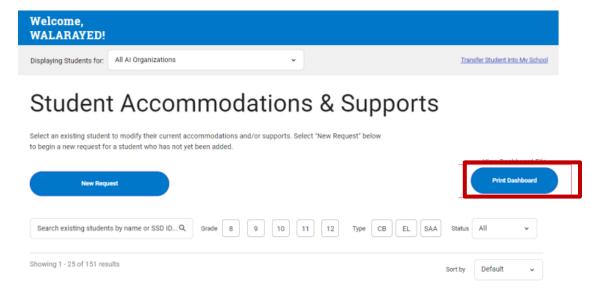
- Start early, leaving more time later for submitting new requests, whether for new students or new/updated IEPs/Section 504 Plans in CT-SEDS.
- Be certain about student and family expectations, and that these approved requests are appropriate:
 - Were they discussed during PPT/Section 504 meetings?
 - Are they congruent with what the student uses for other standardized or classroom tests?
 - Does the student and their guardian(s) understand the difference between College Board tests and these other assessments?
 - Do the accommodation requests make sense considering the range of available embedded universal tools in digital testing (keeping in mind that students may need these accommodations for a different College Board test at a later time)?



Reviewing Past-Approved Accommodations in SSD Online

2 Steps

- NEW: From the SSD Online Dashboard, you can now click the blue "Print Dashboard" button at right to:
 - Export a .CSV file of students and approved accommodations
 - Filter/Sort/Print this file as most convenient for your review.
 - NOTE: you may still "View Dashboard File" without download.
- 2. Follow the *Best Practices* listed previously as you review each student's accommodations, then either:
 - <u>Keep</u>: no change necessary *
 - <u>Remove</u>: Only if this accommodation has also been removed from student's IEP/504
 - Request added new: see subsequent slides.



* NOTE: There is no need to change or re-request an accommodation if it underwent a College Board name change; the conversion will be automatic (e.g., Writer/Scribe will automatically convert to Dictation for Digital Tests)







Submitting New Accommodations



Submitting New Accommodations

What we will cover in this section

- What circumstances do **not** require accommodation
- Under what circumstances new requests should be made
- Best practices
- Step-by-Step through submitting in SSD Online via 7 sequential questions:
 - 1. What area of accommodation are you requesting?
 - 2. Are you ready and do you have permission to submit a request on behalf of this student?
 - 3. Who are you requesting this accommodation for?
 - 4. Why are you requesting an accommodation?
 - 5. What specific accommodation(s) are you requesting?
 - 6. How has your school been supporting this accommodation before this request?
 - 7. Is all the information provided in your responses above true and accurate?
- Accommodation request examples/scenarios
- Commonly requested accommodations
- What if the student's request is to waive an accommodation?





What Circumstances Do NOT Require Accommodations?

Universal accessibility features, certain accessibility considerations, and select English Learner (EL) supports do NOT require an SSD Online request or approval.

- Digitally-embedded accessibility <u>features</u> are available to all students in BluebookTM:
 - Hide-able Test Timer
 - Flag and Review
 - Answer Option Eliminator (cross-out feature)
 - Line Reader
 - Highlight and Annotation Functions
 - Desmos Graphing Calculator (entire math section)
 - Math Reference Sheets
 - Zoom In/Out and Magnification
- Non-embedded accessibility <u>considerations</u> permitted **at school discretion**:
 - Small Group Testing (no minimum, recommended maximum of 10 students per standard sized classroom)
 - Preferential seating
 - Wheelchair accessibility and/or special furniture (seating distance rules still apply)
 - Access to nurse/aide during breaks
 - Familiar proctor (conflict of interest rules still apply)

EL <u>supports</u> freely granted:

- Translated Test Directions *
- Approved Word-to-Word bilingual dictionary (click <u>here</u> for list)
- NOT extended time
 (this <u>accommodation</u>
 requires SSD Online request)



Under What Circumstances Should New Requests Be Made?

When universal accessibility features and permitted considerations do NOT meet a student's IEP/504 plan

- If none of the features, considerations, or supports listed on the prior slide meet a student's IEP/Section 504 plan requirements, an <u>accommodation</u> may be requested **for** any documented disability with a demonstrated functional impact.
- If in SSD Online your request triggers a requirement to upload documentation, use this <u>upload form</u> available on the <u>CT SAT School Day webpage</u>. (Note: This applies to the CT SAT School Day only). For other College Board assessments, that documentation must demonstrate a need for the specific accommodation being requested.

Requesting New Accommodations in SSD Online

Best Practices

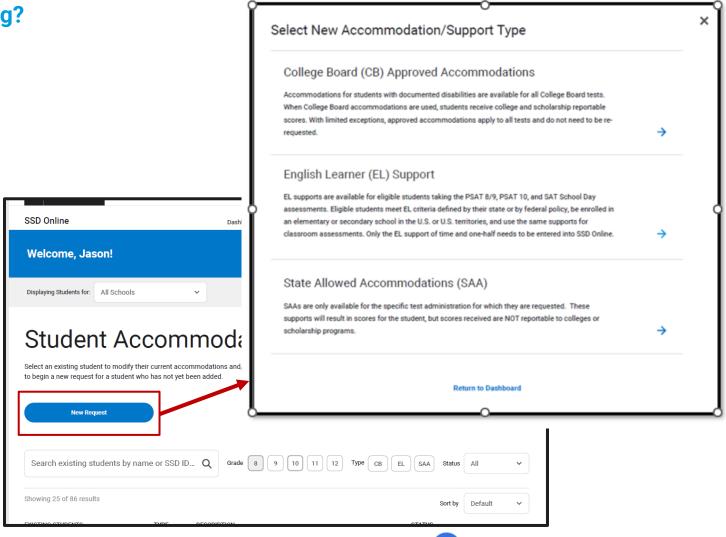
- Submit no later than January 13, 2025, all known new accommodations (i.e., students who are currently enrolled and already have an IEP/Section 504 Plan with requirements that cannot be met by universal accessibility features and permitted considerations). This will help ensure not only that these requests are processed in time for testing, but that both your school and College Board have the capacity later to focus attention on students who enroll at your school or receive a new IEP/Section 504 Plan after the deadline.
- Be certain about student and family expectations, and that these new requests are appropriate:
 - Were they discussed during IEP/Section 504 meetings?
 - Are they congruent with what this student uses for other standardized or classroom tests?
 - Does the student and their guardian(s) understand the difference between College Board tests and these other assessments?
 - Do the accommodation requests make sense considering the range of available embedded universal tools in digital testing (keeping in mind that students may need these accommodations for a different College Board test at a later time)?
- Carefully review SSD Online's disability/accommodation categories and avoid unnecessarily selecting the option "Other" (doing so can trigger a request to upload and submit documentation, which also takes longer to review).
- Carefully review and confirm all student information is typo- and error-free before submitting.
- Check your SSD Dashboard regularly and watch for College Board emails regarding decisions or requests for additional information.



What <u>area</u> of accommodation are you requesting?

Access SSD Online through your <u>College</u>
 <u>Board professional educator account</u> or
 by using the same credentials to log in
 directly at
 <u>www.collegeboard.org/ssdonline</u>.

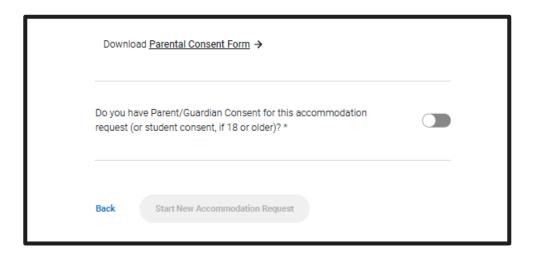
- Click the blue "New Request" button on your SSD Online dashboard.
- Click the blue arrow at the bottom right of the "New Accommodation/Support Type" you wish to request.
- NOTE:
 - English Learner (EL) Support is to request up to time +50% for this population of students without requiring a documented disability.

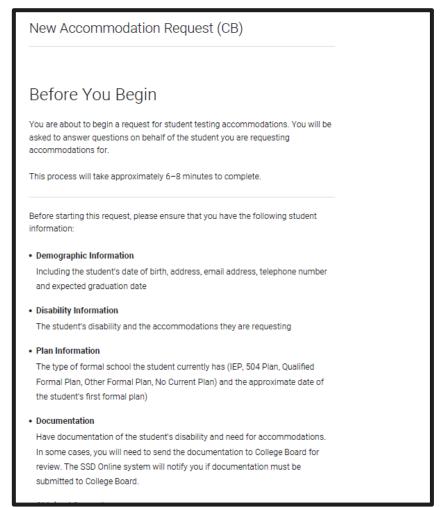




Are you ready and do you have permission to submit a request on behalf of this student?

- Review the "Before You Begin" page.
- Confirm you have the appropriate consent to continue. Note that in Connecticut, for the purposes of CT SAT School Day, the signed IEP/Section 504 fulfills parental/guardian consent.



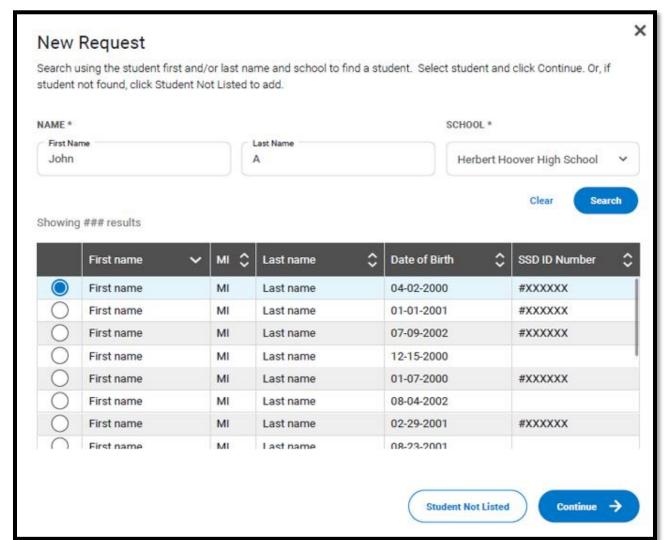






Who are you requesting this accommodation for? Part I: Finding your student

- Search and select the name of the student, then click the blue "Continue" button at bottom right.
- If the student does not appear in your search result, click the "Student Not Listed" button also at the bottom of the page and follow the prompts to enter this new student's information (next slide).
- NOTE: A student may be new to your school but already have approved accommodations in SSD Online from a prior enrollment. Search first.
 - Also, many students share names. Check all data in a suspected row of results before selecting that student and proceeding.

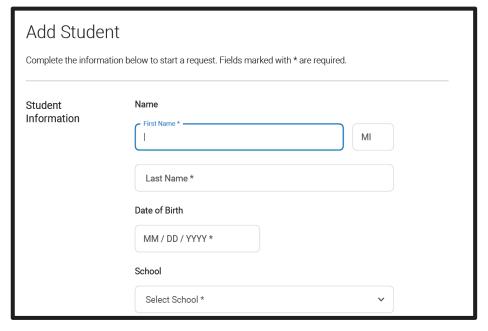




Who are you requesting this accommodation for? Part II: If your student was not found

If your student was not found and you clicked the "Student Not Listed" button on the prior screen, follow the
prompts below to enter this new student's information into SSD Online.

 Once the "Add Student" screen is complete you will join the workflow for creating and submitting your request.



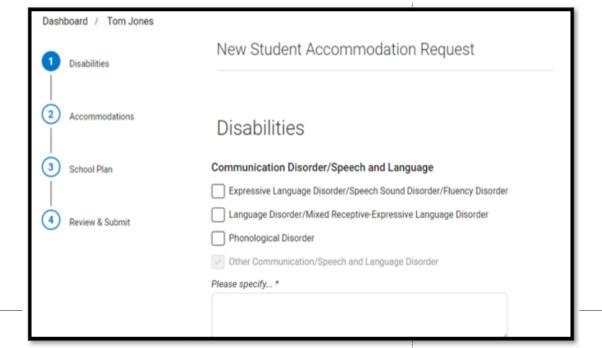


Why are you requesting an accommodation?

Once your student has been selected or added and consent confirmed, first select and specify the
disabilities this student has that require accommodation. Temporary disabilities (e.g., a broken arm) can
also be requested here.

NOTE RE English Language (EL) Supports: You will **not** be requested to provide a documented disability, these students **may** test with other "up to time-and-a-half" students, and the accommodation **will** result in a college reportable score; however, this accommodation expires and needs to be re-requested every year it is

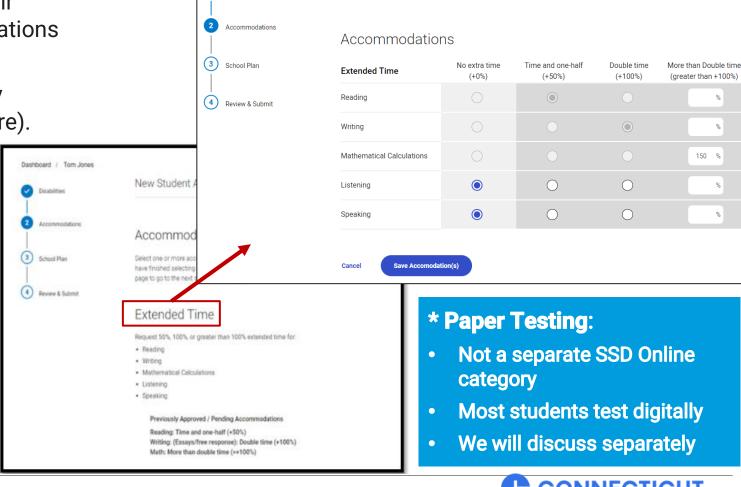
still needed.





What specific accommodation(s) are you requesting?

- Unless this is a new student, first review their previously approved or pending accommodations before making additional requests.
- Click to proceed to the appropriate category (for example, "Extended Time" as shown here).
- Tick appropriate requests then click the blue "Save Accommodations" button at the bottom of the screen.
- NOTE: SSD Online's accommodations are categorized under this framework *:
 - Extended Time
 - Extra/Extended Breaks
 - Reading/Seeing Text
 - Recording Answers
 - Modified Setting
 - Other (do not select unnecessarily)



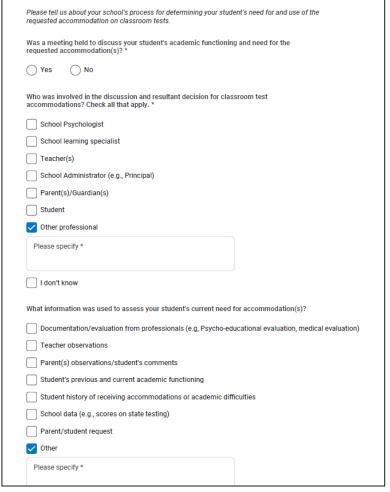
New Student Accommodation Request

Dashboard / Tom Jones

Disabilities

How has your school been supporting this accommodation before this request?

- Enter your "School Plan" regarding this student:
 - Click through responses.
 - Free type responses whenever "other" is selected.
 - Responses will require:
 - Information about the process used to determine the student's need for this accommodation
 - Confirmation whether the requested this accommodation is:
 - In the school plan
 - Used by the student on classroom tests
- If further documentation is needed, SSD Online will indicate. For the purposes of the CT SAT School Day, use this <u>upload form</u>.







Completion

- Read and consent to the terms and agreement confirming that your prior responses regarding this request are true and accurate.
- After submission, check your SSD Dashboard regularly and watch for College Board emails that provide
 decisions or requests for additional information regarding any of the accommodations you submitted for this
 student.



Commonly Requested Accommodations Category in SSD Online: "Extended Time" and "Extra/Extended Breaks"

Name	Detailed Request / Definition		
Extended Time	Detailed Variations of Request:	Math Only	Reading (whole test)
	- Up to Time and One-Half (+50%)- Up to Double Time (+100%)- Up to More than Double Time (>+100%)	3 Hours 09 Minutes (max) 3 Hours 44 Minutes (max) (individualized maybe multi-day)	3 Hours 41 Minutes (max) 4 Hours 48 Minutes (max) (individualized maybe multi-day)
	 Note that: Timings above include breaks (SAT standard timing with breaks is 2 Hours 24 Minutes) Nutrition break of 20 minutes is provided for some extended time scenarios.* Almost all test takers, including Reading Up to Double Time with essay, will test in one day 		
Limited Time	Student tests over multiple days to prevent exceeding their approved maximum time per session		
Extra Breaks	Module times remain standard, but a 5-minute break is added between modules within each section		
Extended Breaks	Module times remain standard, but each break time is double the standard break time		
Extra and Extended Breaks	Module times remain standard, but each standard break time is doubled and a 10-minute break is added between modules within each section		
Breaks as Needed	In Bluebook $^{\text{TM}}$ these students will have a pause button beneath their timer that "stops the test clock"		



^{*} Most common examples: Reading up to +100% or greater, Math up to >+100%, Human Reader for Digital Tests.

Commonly Requested Accommodations

Category in SSD Online: "Reading/Seeing Text" and "Recording Answers"

Name	Detailed Request / Definition		
Embedded Text-to-Speech	Enables TTS function provided by Bluebook™ for students with reading-related learning disorder.		
Non-Embedded Screen Reader	Enables third-party or operating system-integrated screen reader application to persist in Bluebook™ for students with visual impairments accustomed to using that screen reader application.		
Speech-to-Text Dictation for Digital Exams	Enables third-party or operating system-integrated speech-to-text application to persist in Bluebook TM for students with visual impairments accustomed to using that speech-to-text application.		
Braille	Detailed Variations of Request:		
	Raised Line Drawings	Provides physical supplement to digital exam when desired by students using Screen Reader instead of Braille to read the test.	
	Braille with Raised Line Drawings	Enables students to use refreshable braille display they are accustomed to using for classroom instruction and/or tests.	
	Braille Writer	Enables students to use braille writing software that they are accustomed to using for classroom instruction and/or tests.	

^{*} In the rare event a student cannot test with:

- Speech-to-Text or Screen Reader or with Speech-to-Text, a human reader and/or writer/scribe may be approved to permit (1:1 with auto +50%).
- Zoom in/out universally available in Bluebook[™], Magnification Device may be requested.
- Color contrast setting available on their device that is adjustable without accommodation, physical Color Overlay permission may be requested.





Commonly Requested Accommodations

Category in SSD Online: "Modified Setting" and "Other" *

Name	Detailed Request / Definition
Auditory Amplification / FM System	Permits student to use headphones for these purposes.
ASL/SEE – Direction Only	Permits student to have spoken instructions from the proctor signed to them in either American Sign Language or Signed Exact English. Sign language interpreters must be able to effectively able to do so, as well as voice the student's signing to the proctor. Conflict of interest rules still apply.
Food/Drink/Medication	Permits student to bring food, drink, and/or medication into the testing room.

^{*} Avoid unnecessarily selecting the option "Other" in SSD Online. Doing so can trigger a request to upload and submit documentation, which also takes longer to review.





What if the student's request is to "waive" an accommodation?

This is different from removing an accommodation and is NOT done in SSD Online.

- When is an accommodation waived prior to testing?
 - The accommodation is still part of their IEP/504 and therefore should **not** be removed from SSD Online
 - The accommodation is NOT extended time this is the only accommodation students can waive on their own while testing
 - The student does not want to use the accommodation in question for this specific exam
 - You have written, informed consent from the student and their guardian (if under 18) to waive the accommodation in question
- Where is the accommodation waived?
 - Within your State Data Management System (SDMS); this will be demonstrated in the spring during our inperson sessions for test coordinator workshops and their recording, as waiving accommodations is neither available nor appropriate this far in advance of the testing window.
- Who can waive a student's accommodation for them?
 - An SSD Coordinator and/or Test Coordinator





Thank You!





Support & Resources

College Board's Connecticut Customer Service

866-609-2205

CTSAT@collegeboard.org

CSDE's CT SAT Support

- CSDE CT SAT website
 Guides and Manuals for Spring 2025 will be posted here in early 2025
- Deirdre Ducharme, CSDE <u>deirdre.ducharme@ct.gov</u>
- Michelle Rosado, CSDE <u>michelle.rosado@ct.gov</u>





APPENDIX





Your Team: Testing Staff Roles and Responsibilities

Test Coordinator (TC)

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes sign-in tickets
- Submits irregularity reports

Services for Students with Disabilities (SSD) Coordinator

- Submits accommodation requests for all students with an Individualized Education Program (IEP) or a Section 504 Plan and 50% extended time for English learners/multilingual learners (ELs/MLs) who require them
- Assists the TC in determining rooms and staff required for administering the test to students with accommodations
- Collaborates with the TC and Technology Coordinator to administer the SAT to students testing with accommodations



20



Testing Staff Roles and Responsibilities Overview



Technology Coordinator

- Works with TC and SSD coordinators to meet students' test day tech needs
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing
- Tests network configuration and internet connectivity in each testing room

200

Technology Monitor

- Assists students and staff with technical troubleshooting in the help room on test day
- This role can be filled by the district or school tech coordinator or another staff member

Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, assists students as needed, keeps room distraction free o
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit



Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways and provides relief to proctors
- Directs students to help room, break area, and restroom

Scenario 1

Following their IEP, a student receives extended time on classroom tests.

On those classroom tests, the student sometimes uses their additional time to complete questions.

However, they often use that time to take additional breaks during testing instead.

What would be the appropriate College Board accommodation(s) to request?

A Sample Accommodation Request

- If the student does not need additional time to complete multiplechoice questions, they probably do not need to request extended time.
 - However, remember, students can now waive an extended time accommodation themselves during the test once standard time has expired. Therefore, you may want to err on the side of caution and request extended time anyway but make certain the student's proctor is aware of their needs and how that may affect their test day choices.
- "Extra Breaks" is the College Board accommodation that most closely matches how this student has been using additional time on their classroom tests. However:
 - Does the student also need longer breaks during classroom tests? If so, "Extended Breaks" or "Extra and Extended Breaks" may be needed.
 - Do regularly scheduled extra and/or extended breaks meet the student's needs, or would "Breaks as Needed" be more appropriate?
- The questions above emphasize having a discussion with the student, their teacher(s), and their guardian(s), as well as possibly having the student try these various accommodations on a full-length practice test before submitting your request.



Scenario 2

Following their IEP, a student uses large-print instructional materials during class.

How will the student take a College Board digital exam?

A Sample Accommodation Request

- The student may be able to take College Board exams in BluebookTM using our universally available tools. Therefore, before requesting an accommodation:
 - Have the student try the zoom in/out function available to all students using the test preview or a full-length practice test available in BluebookTM.
 - If greater magnification is necessary, try zoom in/out on a device with a larger screen size or using a more appropriately sized external monitor.
- If the student's needs are not satisfied by these universally available tools/options, do they ever use a Magnification Device (electronic/non-electronic) with their computer at school? This is a College Board accommodation you can request.
- In the rare event that none of the above options are familiar to or suitable for this student due to their documented disability and degree of functional impact, paper testing may be the appropriate accommodation to meet the requirements of their IEP and match their current School Plan, but paper testing's compromises need to be considered.



Scenario 3

Following their IEP, a student has a human reader for classroom tests.

How will the student take a College Board SAT Suite assessment?

A Sample Accommodation Request

- Most students with a human reader accommodation on classroom tests can use Bluebook[™] to test digitally.
 - Request "Embedded Text-to-Speech" for students with a readingrelated learning disorder.
 - Request (non-embedded) "Screen Reader for Digital Assessments" for visually impaired students if the student is accustomed to using either a third-party or operation system-integrated screen reader application on their computer. This accommodation will allow either form of application to persist in BluebookTM (requires proper computer configuration).
 - It is advisable for students to practice with these accommodations in BluebookTM prior to testing.
- In the rare event that neither of these options are suitable for this student due to their documented disability and degree of functional impact, a human reader may be requested.
 - Unlike text-to-speech and screen reader accommodations that use headphones, human reader accommodations require 1:1 testing.
 - Students using a human reader test digitally unless they are receiving a paper test due to a different, additional accommodation (rare).







Paper Testing Accommodations



Paper Testing

Before You Request

- For most students, testing digitally in BluebookTM has proven the preferred experience:
 - Shorter, adaptive assessment (standard time paper test is 2 Hours 54 Minutes, ½ hour longer than digital)
 - Universal accessibility tools are easier to use and more effectively accommodate most needs than paperbased accommodations as well as enable students to remain in the general testing environment with their peers
 - Responds to students' comfort and familiarity with technology generally
- For most test administration staff, testing digitally in BluebookTM has proven the preferred experience:
 - Shorter assessment
 - Greater test security
 - Better meets most students' preferences
 - No physical materials for shipment to or from your facility and the risks that can entail
- Further considerations are that:
 - Testing staff must transcribe paper tests into BluebookTM after testing is finished (a two-person process for accuracy)
 - For all the reasons stated above, requesting paper tests requires additional documentation and review





Paper Testing

Submitting a Request in SSD Online

- Select the accommodation area "Reading/Seeing Text."
- Tick the box "Other: Reading/Seeing Text."
- In the textbox that pops up, type the words "Paper test requested for digital assessments" and click save, after which you will be prompted to upload documentation verifying a specific need for paper testing.

