



# Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

## Digital SAT 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 and supports used for English learners (ELs) for the digital SAT test administration.

### General Questions

Number	Question	Answer
1	<b>What are the test dates for the SAT School Day?</b>	<p>The primary testing window will be held from March 1-3, 2023. The makeup testing window will be held from April 12-14, and April 18-19, 2023.</p> <p>Students with certain accommodations designated on the Nonstandard Administration Report (NAR) in <a href="#">Services for Students with Disabilities (SSD) Online</a> can be tested in an accommodated testing window from March 1-14, 2023.</p>
2	<b>How do I request accommodations for the SAT?</b>	<p>All accommodations must have prior College Board approval prior to administering the SAT in <a href="#">SSD Online</a>. Schools should designate at least one <a href="#">SSD Coordinator</a> 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.</p>
3	<b>What is the deadline to submit accommodation requests?</b>	<p>Schools can add or update accommodations any time prior to January 10, 2023. Requests made after that date cannot be guaranteed to be reviewed prior to the primary testing window.</p>
4	<b>Do accommodations that are approved for the PSAT/NMSQT in SSD Online need to be requested again for the SAT?</b>	<p>No. Once approved for accommodations in <a href="#">SSD Online</a>, the student may use the accommodation(s) on all College Board assessments. Confirm that the approved accommodations in SSD Online are still accurate. If they are, no additional action is needed.</p>
5	<b>What should schools do if they need accommodations after the request deadline on January 10, 2023?</b>	<p>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 test in the makeup window to allow time for documentation review.</p>



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<p><b>6</b></p>	<p><b>If students need new or different accommodations from what is currently in SSD Online, what is the timeline for adding or updating those requests?</b></p>	<p>SSD Coordinators can add or update accommodations any time prior to January 10, 2023. 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.</p>
<p><b>7</b></p>	<p><b>Will students who use an accommodation on the SAT receive a college- or scholarship-reportable score?</b></p>	<p>Yes; if the accommodations are approved by College Board prior to testing, the student will receive a reportable score. Some exceptions are referenced in the following question.</p>
<p><b>8</b></p>	<p><b>Are there any exceptions to students receiving college or scholarship reportable scores?</b></p>	<p>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 college or scholarship reportable.</p> <p>State-Allowed Accommodations (SAAs) can be used on the state assessment per IDOE policy but will not result in a college reportable score for students. SAAs include:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Text-to-speech (TTS) for ELs.</li> </ul>
<p><b>9</b></p>	<p><b>Will colleges or scholarship programs know that a student tested with an accommodation or EL support?</b></p>	<p>No; this information is not reported to colleges or scholarship programs.</p>
<p><b>10</b></p>	<p><b>I have a student that was designated to take I AM (Indiana's alternate assessment) in tenth grade. Is that student required to take the SAT?</b></p>	<p>No. Students who participate in the I AM assessment are exempt from taking the SAT.</p>
<p><b>11</b></p>	<p><b>I already identified my students' accommodations in Indiana IEP (IIEP). Why do I need to request them in SSD Online?</b></p>	<p>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.</p>



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12	<b>If I obtain approval of all requested accommodations in SSD Online, do I need to configure settings in College Board's Test Information Distribution Engine (TIDE) to ensure that students can test with those accommodations?</b>	Yes; SSD Online and TIDE do not share information, so test settings must be configured in TIDE for each student with an approved accommodation. See the TIDE and Student Test Settings section of this resource for more information.
13	<b>Can my students progress to the next section of the SAT when they are finished with the preceding section?</b>	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.
14	<b>What should I do if a student has a concussion or a broken arm right before test day and needs to test with assistance?</b>	A <a href="#">Support for Students with Temporary Physical/Medical Conditions Form</a> should be submitted directly to College Board's SSD office at <a href="mailto:ssd@info.collegeboard.org">ssd@info.collegeboard.org</a> and not entered into SSD Online. Submit the form as soon as possible after the condition occurs. A link to the form is available in the College Board <a href="#">Accommodations and Supports Handbook</a> . The student may need to test during the makeup testing window if the unforeseen incident occurs close to the primary testing window.

## SSD Coordinators

Number	Question	Answer
15	<b>How do new SSD Coordinators gain access to SSD Online?</b>	Submit an <a href="#">SSD Coordinator Form</a> . Once submitted, the SSD Coordinator will receive an email with instructions within a few days.
16	<b>I already have access to SSD Online. Do I need to do anything to request accommodations for the SAT?</b>	No; confirm that your username and password for SSD Online are still active. If you've forgotten your password, use the <i>Forgot Username or Password</i> links on the <a href="#">sign-in page</a> .
17	<b>Can a school have more than one SSD Coordinator?</b>	Yes. Schools can have as many as needed, but only one should be designated as the primary point of contact for College Board communications.



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<b>18</b>	<b>Does the SSD Coordinator need to complete any training?</b>	If acting as a proctor and administering tests on test day, the SSD Coordinator must complete the College Board proctor module of the on-demand SAT training. Training links will be made available to STCs during the first week of February. If not acting as proctor, the SSD Coordinator is not required to complete training.
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## Paper-and-Pencil SAT

Number	Question	Answer
<b>19</b>	<b>How do schools order paper tests for students that require it as an accommodation in their formal plan?</b>	Submit the <a href="#">Indiana Paper SAT Request Form</a> to request paper test forms no later than January 27, 2023. The form must be submitted for each student that requires a paper test.
<b>20</b>	<b>Do I need to request a paper assessment as an accommodation in SSD Online?</b>	No. Schools are only required to complete the <a href="#">Indiana Paper SAT Request Form</a> , and do not need to identify this in SSD Online.
<b>21</b>	<b>Can students testing via paper use the same testing windows as students testing digitally?</b>	No. Students testing via paper-and-pencil must take the SAT on March 1 or the makeup test date of April 12, 2023, unless the student has another accommodation that makes them eligible to test in the accommodated testing window as prescribed on the NAR in SSD Online.
<b>22</b>	<b>Who will the paper test materials be addressed to?</b>	Paper testing materials for the SAT will be shipped and addressed to the STC based on information provided to College Board by the school.
<b>23</b>	<b>When will schools receive the paper test materials?</b>	Paper testing materials are scheduled for delivery the week of February 20, 2023.



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## Using SSD Online

Number	Question	Answer
24	<b>College Board is asking for parental consent to submit a request for an accommodation. Do I need to have parents sign a form? What needs to be submitted to College Board for this?</b>	<p>The purpose of this consent is for the school to have permission from the parent to share information about the student with College Board. A consent form is provided but is not required to be signed or submitted.</p> <p>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.</p>
25	<b>My student needs Text-to-Speech (TTS) for the digital SAT, but I don't see a way to request this in SSD Online. What should I do?</b>	<p>SSD Online was created to originally serve paper-based testing; therefore, the options for reading the SAT aloud only include human reader and pre-recorded audio (MP3 via streaming). Once approved for pre-recorded audio (MP3 via streaming), the TTS functionality can be set in TIDE for the student to use. For more information on digital alternatives to the options in SSD Online, refer to the College Board <a href="#">Accommodations and Supports Handbook</a> or the <a href="#">Indiana SAT Accommodations Crosswalk</a>.</p>
26	<b>Will parents be notified of a request in SSD Online?</b>	<p>Yes. A copy of the student's eligibility letter will be sent to the home contact provided by the SSD Coordinator during the request process.</p>
27	<b>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?</b>	<p>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 received from College Board or in their College Board account. The sending school may also locate the SSD number in the student's profile.</p>
28	<b>A student no longer qualifies for an accommodation that is already approved in SSD Online. How do I remove this accommodation?</b>	<p>Complete the Remove Student Accommodations Form from the Student Profile page in SSD Online. The update will be reflected in 10-14 days.</p>



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29	<b>A student is approved for an accommodation in SSD Online and now qualifies for additional accommodations. How can these be added?</b>	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	<b>What is the school testing calendar in SSD Online?</b>	The school testing calendar is specific to weekend administrations of the SAT and is not applicable to SAT School Day.

## Submitting Documentation

Number	Question	Answer
31	<b>Is documentation required when requesting accommodations in SSD Online?</b>	Most students who are approved for and are using testing accommodations at their school through a current plan will have those same accommodations automatically approved for the SAT. The process includes the SSD Coordinator verifying that the student meets College Board eligibility criteria, that the student has a plan on file, and that the student consistently uses the requested accommodation(s) for school tests. In this case, documentation is not likely to be requested.
32	<b>When would College Board request documentation?</b>	Documentation will be required if: <ul style="list-style-type: none"> <li>• The accommodation is not included in the student's plan or is not used for school testing.</li> <li>• The student does not have a diagnosed disability.</li> <li>• The disability or accommodation is listed as "other."</li> <li>• The student's original plan is less than four months old.</li> <li>• The student is already approved for accommodations, but additional accommodations are requested.</li> <li>• The student does not have a formal plan that meets College Board criteria.</li> <li>• The student is requesting certain accommodations such as double-time or more than double-time, 24-point or larger text, breaks as needed, human reader, or home/hospital setting.</li> </ul>
33	<b>How do I know what documentation to provide to College Board?</b>	College Board will provide recommended documentation; however, SSD Coordinators should submit the documentation that best supports the functional need for the accommodation.



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## Common Testing Accommodations

Number	Question	Answer
34	<b>How do SSD Coordinators know which accommodations in a student's plan should be requested in SSD Online?</b>	College Board and IDOE have developed an <a href="#">Indiana SAT Accommodations Crosswalk</a> that aligns daily accommodations, SAT accommodations in IIEP, and options in SSD Online.
35	<b>If a student requires extended time, do I also have to request extra breaks?</b>	No. Students approved for extended time in SSD Online automatically receive extra breaks.
36	<b>How many students should be in a small group test setting?</b>	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	<b>A student is approved for extended time in reading. Do they only receive extended time on the reading test?</b>	No. Due to the amount of reading associated with the SAT, a student approved for reading will receive extended time for all sections of the SAT. If students only need extended time in mathematics, this can be requested and approved separately.
38	<b>If my student is using extended time, can they be provided a lunch break?</b>	No. Students may be provided snacks during breaks. This applies to both standard and accommodated testers.
39	<b>My student is approved for pre-recorded audio (MP3 via streaming) and will use TTS functionality in the Cambium Assessment, Inc. (CAI) testing platform.  College Board offers TTS – Read Text Only or TTS – Read Text and Graphics. Which should I use?</b>	This will be determined by the SSD Coordinator on a case-by-case basis. Students having only the text read aloud will receive time and one-half (+50%) extended time and complete the test in one day while students using the text and graphics option will receive double time (+100%) and will complete the test in two days. Choose the option that best meets the student's needs.





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40	<b>My student has the human reader accommodation in their plan. Are they required to use an actual human reader or can they use TTS functionality?</b>	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. It is not recommended that a human would read the digital test from the student's computer screen.
41	<b>If a student requires a cell phone to monitor blood sugar, is this automatically approved?</b>	No. The use of a cell phone to test blood sugar must be requested specifically.
42	<b>My student has a behavioral issue and may interrupt other students. The student does not have disabilities and therefore does not have an eligible plan. Can I test this student by themselves?</b>	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.

## NAR

Number	Question	Answer
43	<b>When will the NAR be available in SSD Online?</b>	The NAR will become available in SSD Online between January 2 and January 31, 2023.
44	<b>What is the purpose of the NAR?</b>	The NAR provides a resource for SSD Coordinators and STCs to help verify which students may test together in the same room and whether a student is eligible to test in the accommodated testing window.
45	<b>When a student is approved for the pre-recorded audio (via MP3 streaming) accommodation in SSD Online, the NAR indicates that the student must test with double time. Is this accurate?</b>	No, not if the student is testing digitally with TTS. The NAR is oriented to paper testing, so any student who takes the paper test with MP3 streaming is automatically assigned double time. If your student is testing digitally with TTS, the student will test with time-and-one-half if TTS Read Text Only is configured in TIDE and double time if TTS Read Text and Graphics is configured in TIDE.





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## TIDE and Student Test Settings

Number	Question	Answer
46	<b>When will schools receive access to TIDE to begin updating test settings?</b>	STCs and Corporation Test Coordinators (CTCs) will receive access to TIDE the week of January 30, 2023. STCs may then provide access to additional users, such as SSD Coordinators, at that time.
47	<b>Do I have to adjust settings for each individual student, or can I upload a file that adjusts the settings for many students?</b>	Modifying individual student records is more user friendly, but both options are available. In TIDE, Under <b>Test Settings and Tools</b> , click <b>Test Settings and Tools</b> to locate students and adjust test settings one student at a time, or click <b>Upload Test Settings and Tools</b> to upload a file. See the <a href="#">Test Information Distribution Engine User Guide</a> for additional details.
48	<b>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?</b>	No. Students may use an external calculator.
49	<b>What accommodations require configuration in TIDE prior to test day?</b>	<ul style="list-style-type: none"><li>● Assistive Technology</li><li>● Color Contrast</li><li>● Four-function Calculator (for use on Math – No Calculator section of the math test)</li><li>● Mouse Pointer</li><li>● Non-Embedded Accommodations (Examples include small group setting, permission to test blood sugar, etc.)</li><li>● Permissive Mode</li><li>● Streamline Mode</li><li>● TTS</li><li>● Test Time and Breaks</li><li>● Zoom/Font Size (Only if the student needs larger than 51-point font, otherwise student can use the Universal Zoom tool)</li></ul>
50	<b>What is a non-embedded accommodation?</b>	A non-embedded accommodation is one that is provided outside of the TIDE platform. Examples include small group setting, preferential seating, use of an external four-function calculator rather than the embedded calculator, sign language interpreter, permission to test blood sugar, food/drink/medication, etc.



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51	<b>How do I know whether to designate accommodations as SAAs or College Board approved in TIDE?</b>	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 be considered College Board approved, and the student will receive a college-reportable score.
52	<b>Who can update test settings in TIDE?</b>	Anyone with a District Admin (DA) user account in TIDE has access to update student test settings within the system.

## Eligible Plans

Number	Question	Answer
53	<b>SSD Online requires that I identify the type of plan that my student has. What is considered an eligible plan for College Board assessments?</b>	Eligible plans include: <ul style="list-style-type: none"> <li>● Individualized Education Program (IEP)</li> <li>● Section 504 Plan</li> <li>● Qualified Formal Plan. Examples include a Service Plan and a Choice Special Education Plan.</li> <li>● 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.</li> </ul>
54	<b>Are Individual Learning Plans (ILPs) considered eligible plans for College Board assessments?</b>	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.
55	<b>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?</b>	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.



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## **EL Supports**

Number	Question	Answer
56	<b>What supports are available to ELs on the SAT?</b>	Students can use translated test directions, an approved word-to-word bilingual dictionary, or time and one-half (+50% extended time).
57	<b>What EL supports require College Board approval?</b>	The use of extended time as an EL support, although not an accommodation, must be entered into SSD Online by January 10, 2023. This allows time for tracking purposes and TIDE test settings to be adjusted.
58	<b>If students have TTS and additional breaks in their ILPs, can they use these accommodations for a college-reportable score?</b>	No. TTS and additional breaks are not allowed as EL supports on College Board assessments. No specific action is needed to waive these accommodations.
59	<b>Will students using EL extended time receive extra breaks?</b>	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 and designated in the testing manual timing charts.
60	<b>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?</b>	Yes; any accommodations that are due to a diagnosed disability should be entered in SSD Online as accommodations, rather than as EL supports.
61	<b>Where can I access translated test directions for students?</b>	Translated test directions will be available in PDF format and must be printed by the school prior to test day, beginning in February 2023. The PDFs will be available on the College Board <a href="#">Digital Testing Portal</a> and IDOE's <a href="#">High School Assessment webpage</a> .
62	<b>What languages are translated test directions available in?</b>	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.



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<b>63</b>	<b>What if my student needs translated test directions in a language not provided by College Board?</b>	Translated test directions can be provided orally by a corporation-approved translator to the student in languages not available in PDF format.
<b>64</b>	<b>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?</b>	Instruct students to listen to directions carefully and note the timing on the board if also using time-and-one-half.
<b>65</b>	<b>Where can I find the list of approved word-to-word bilingual dictionaries?</b>	Access approved College Board word-to-word bilingual dictionaries <a href="#">here</a> .
<b>66</b>	<b>Do any EL supports require documentation to be submitted in SSD Online?</b>	No. Only EL extended time needs to be entered into SSD Online. These requests will be automatically approved, and no documentation is required.
<b>67</b>	<b>Since EL extended time must be entered into SSD Online, does it stay active in the student's record like an approved accommodation does?</b>	No. EL extended time is only good for each academic year and then it is removed from SSD Online.
<b>68</b>	<b>When can I begin entering EL extended time into SSD Online?</b>	Many schools will see the option to do so now; however, if not, the option will be available the week of January 9, 2023.
<b>69</b>	<b>Can my students use the approved EL supports on other College Board assessments?</b>	No. EL supports are not currently available for PSAT/NMSQT, weekend SAT testing, or AP testing.
<b>70</b>	<b>If EL students do not typically use support, should they still be provided on the test?</b>	It is not recommended. Providing support that students typically do not use will likely create a more confusing and frustrating testing experience for them.



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## Waiving Accommodations

Number	Question	Answer
71	<b>The College Board SAT Coordinator Manual indicates that students can waive their accommodations with a letter from the parent. Is this true?</b>	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](mailto:ssd@info.collegeboard.org) or 844-255-7728.