



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2020 SAT School Day Administration

NUMBER: MEM-075500

ISSUER: Alison Yoshimoto-Towery
Interim Chief Academic Officer, Division of Instruction

Arzie Galvez, Director
Advanced Learning Options

DATE: January 14, 2020

ROUTING:
 Local District
 Superintendents
 Administrators of Instruction
 Administrators of Operations
 Principal Supervisors
 Fiscal Specialists
 High and Options Schools
 Principals
 Assistant Principals
 SAT School Day Coordinators
 Counselors
 Financial Managers

PURPOSE: The purpose of this Memorandum is to address the District 2020 SAT School Day administration. All District high schools must administer the SAT with essay to all District juniors (Class of 2021) on the date designated by its Local District.

MAJOR CHANGES: This is a new Memorandum.

INSTRUCTIONS: I. BACKGROUND

- A. The SAT is a college admission test that is accepted by most U.S. colleges. To ensure all students are on track for college, the District will administer the SAT to juniors (Class of 2021) during the school day. To ensure equitable access, the SAT School Day administration is supported with District funds.
- B. The date of a school’s SAT School Day administration was determined by the Local District.
- C. It is the District’s expectation that staff (administrators, teachers and counselors) at each high school will utilize the SAT School Day score reports to inform instruction, identify achievement gaps, and expand access to A-G advanced courses, including honors and Advanced Placement (AP).

II. DISTRICTWIDE ADMINISTRATION OF 2020 SAT SCHOOL DAY

- A. The districtwide administration of the SAT with essay to L.A. Unified juniors sends a powerful message about the District’s commitment to:
 - 1. Expand access: When students take the SAT during the school day, they do not have to rearrange weekend responsibilities or find transportation.
 - 2. Increase comfort: Students have lower stress levels when they are familiar setting and staff they know.



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3. Build confidence: Nothing builds confidence like practice, and the SAT is the only college admission test that offers free, personalized practice plans for all students. Official SAT Practice on Khan Academy provides individual practice plan for students. Students can access free, personalized SAT practice at <https://www.khanacademy.org/sat>.
- B. The SAT School Day also offers a valuable array of free services for students, parents/families and educators. It enables students and parents/families to:
1. receive an earlier and better gauge of students' post-secondary preparation.
 2. adjust student senior year schedules based on data.
 3. qualify to enter a scholarship program which does not require an essay, application or minimum GPA. For more information regarding scholarships, students should go to <https://opportunity.collegeboard.org/>.
 4. receive information from colleges (Student Search Service) and access tools and resources critical to college and career planning, i.e., BigFuture. To access these resources, go to <https://bigfuture.collegeboard.org/>.

III. PRE-ADMINISTRATION ACTIVITIES

- A. SAT School Day Action Plan: It is the District's expectation that each high school has an action plan to ensure the effective administration of the 2020 SAT School Day. For information regarding key implementation and communication resources, see SAT School Day Starter Kit (Attachment A). The school site plan should address:
1. The 2020 SAT School Day Timeline (Attachment B).
 2. Student and parent communications that provide facts about the SAT School Day benefits.
 3. Site efforts to support the linking of student College Board accounts with Khan Academy to receive free, official personalized SAT practice.
 4. Distribution of SAT School Day Official Student Guide to students (prior to the administration of the test).
 5. SAT School Day bell schedule for March administration. All testing must be done by lunch. There are no lunch breaks during testing. For information regarding the administration of the SAT School Day, refer to the *Spring 2020 SAT School Day Supervisor Manual* which is available at <https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads>.
 6. Setup of SAT School Day testing day logistics, i.e., testing rooms, seating arrangements, proctors (34:1), test security protocols.
 7. Intake (including test date verification) and storage of testing materials (shrink-wrapped test booklets are not to be opened until test day).
 8. Guidance and support to Testing Proctors.
 9. Adherence to Test Administrator/Proctor Checklist.



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10. Dissemination of released SAT School Day results and score interpretation reports to students, parents/families, and staff.
 11. Collaborative analysis of SAT School Day student score reports in departments to identify student needs and to inform the alignment of academic support.
- B. Prior to administration of the SAT School Day, the SAT School Day coordinator must:
1. Go to the online SAT School Day Coordinator site to order 2020 SAT School Day test materials at <https://account.collegeboard.org/login/login>.
 - a. If this is the first time your site is administering SAT School Day, select “Add New Administration.”
 - b. If this is not the first time, SAT School Day will appear under “Your Administrations.”
 - c. Steps for Ordering
 - i. Step 1: Select Test Date: Wednesday, March 4, 2020 or Wednesday, March 25, 2020 (Local District South only)
 - ii. Step 2: Select Make-up Date: March 25, 2020 (for March 4, 2020 administration) or April 28, 2020 (Local District South only).
 - iii. Step 3: Enter SAT School Day Coordinator information and under “reason for placing order,” enter “SAT School Day.”
 - iv. Step 4: Enter Grade Level: 11th (Class of 2021) and Test: SAT with Essay and quantities.
 - v. Step 5: Follow the prompts to place and review non-standard orders (tests for students with accommodations).
 - vi. Step 6: Enter the number of students who qualify for fee benefits.
 - vii. Step 7: Review and submit. The SAT School Day Coordinator will receive a confirmation email indicating submitted order.
 2. The College Board provides appropriate accommodations to allow students with disabilities an equal opportunity to take College Board tests.
 - a. Students who need to take the SAT using accommodated materials or other accommodations must be approved to do so by College Board Services for Students with Disabilities (SSD).
 - b. The College Board must approve accommodations prior to testing and approval typically takes seven weeks or more for complex cases.
 - c. For more information about the College Board Services for Students with Disabilities go to www.collegeboard.com/ssd.
- C. College Board Attending Institution (AI) Code: If a school did not obtain a Level 2 Code by the ordering deadline for its SAT School Day administration, it cannot order or administer SAT School Day exams. Schools without a Level 2 Code must arrange for students to take the SAT School Day at an authorized District site.



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IV. SAT SCHOOL DAY ADMINISTRATION

- A. SAT School Day Supervisor Manual
 - 1. The Spring 2020 SAT School Day Supervisor Manual delineates complete and approved test management procedures.
 - 2. The SAT School Day Coordinator must read the Spring 2020 SAT School Day Supervisor Manual in its entirety to ensure compliance with College Board administration requirements and complete the mandated training.
 - 3. The SAT School Day Coordinator is responsible for planning the administration for all juniors, including those with accommodations in accordance with the SAT School Day requirements.
 - 4. It is recommended the school principal designate a backup SAT School Day Coordinator. The backup test coordinator must also complete the mandatory training before testing day.
 - 5. A print copy of the manual is included with the test book shipment. This manual also addresses specifically the designation of proctors, their role and responsibilities.

- B. SAT School Day Testing Requirements
 - 1. The SAT School Day administration is approximately 4 hours and 40 minutes, which includes time for pre-administration activities and scheduled breaks.
 - a. Actual test is 3 hours and 50 minutes.
 - b. Pre-administration activities, such as seating students, handing out tests and answer sheets and capturing demographic information will take approximately 50 minutes.
 - c. Conducting a pre-administration session will reduce the time.
 - d. Students testing with approved accommodations may be eligible for extended time. See <https://accommodations.collegeboard.org/ssd-online?excmid=VT-00024> for details.
 - 2. All students must test at the same time in the morning. Once testing begins, allow enough time to complete testing before lunch. (It is not permissible to break for lunch and then resume testing.)
 - 3. Students with accommodations, i.e., extended testing beyond a standard school day, a required separate setting, specific test format, will have a two-week window to complete testing.

V. POST-ADMINISTRATION ACTIVITIES

- A. The SAT School Day Coordinator must adhere to the College Board deadline to return the SAT School Day answer sheets.
 - 1. Before returning the answer sheets, it is the SAT School Day Coordinator's responsibility to ensure that each student has marked the correct grade level on the answer sheet.



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2. The supervisor manual provides instructions on what to do with test materials after testing is completed, including how to pack the answer sheets. Two sets of return materials (standard and nonstandard) will be sent. Return materials for the makeup will be sent with the makeup materials.
 3. A Coordinator Report Form (CRF) must be returned for each assessment:
 - a. Primary
 - b. Accommodation
 - c. Makeup
 4. On the CRF, the SAT School Day Coordinator, with a No. 2 pencil, must indicate the number of answer sheets returned and include the school's six-digit AI code.
 5. The UPS pickup of materials will be arranged for you. The SAT School Day Coordinator will receive an email with information about the test materials which includes the UPS confirmation number and time of pickup. Best practice hint: take a picture of all labels before the UPS pickup or write down the tracking numbers so you can verify their receipt.
- B. SAT School Day Makeup
1. Students, not testing in the accommodated window, who miss the primary test date can test on the makeup date scheduled for the school.
 2. New SAT test books will be sent for all students testing on the makeup test date.
 3. For students who were absent on the primary date, use the primary test date pre-labeled answer sheets (if applicable) for the makeup test.
- C. Reporting Test Administration Irregularities
1. Use the Irregularity Report (IR) to record administration irregularities.
 2. Administration irregularities include:
 - a. Security incidents
 - b. Misconduct
 - c. Test question errors or ambiguities
 - d. Other incidents or disturbances
 - e. Student complaints
 3. Make certain reports are complete and explicit. Complete one form for each issue, even if it affects more than one student.
 4. Maintain a copy of all IRs submitted in case the College Board requires additional information during their review.
- D. SAT Fee Waiver Benefits
1. After logging into the College Board Test Ordering System (TOS) with the coordinator's Professional Educator username and password at <http://ordering.collegeboard.org>, each SAT School Day Coordinator must allocate their electronic SAT fee waiver benefits to participating students.



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2. SAT School Day Coordinators that requested SAT fee waiver benefits must select the names of the eligible students. The number of fee waivers used must match the number of names selected. Once the eligible students are identified, fee waiver benefits are “banked” into the student’s online College Board account for future use.
 3. If an SAT School Day Coordinator skips this step, the fee-waiver eligible students will not receive their fee waiver benefits automatically in their online College Board account.
 4. The deadline for schools to review, correct and allocate fee waivers depends on the school’s administration date determined by the Local District.
 5. There are no exceptions to the College Board deadlines.
- E. SAT Invoice and Correcting Mis-grids for Billing
1. After logging into the College Board Test Ordering System (TOS) at <http://ordering.collegeboard.org>, each SAT School Day Coordinator should review their school’s invoice and correct mis-grids as needed.
 2. Answer sheets received for grades other than 11th grade or SAT without essay are considered mis-grids and will likely result in a supplemental invoice to the school if not corrected.
 3. It is important to note that a mis-grid adjustment request is for invoicing purposes only and does not change the score reporting grade the student entered on the answer sheet. Students must contact Customer Service for Students and Parents (866-756-7346) to change the grade level indicated on their score report.
 4. After reviewing the school’s invoice and correcting mis-grids as needed, the SAT School Day Coordinator must also verify the contact information listed. Once contact information is verified, the person who is listed as the contact will receive the SAT School Day invoice by email.
- F. All SAT School Day Coordinators must hand-deliver the required SAT School Day documents listed below to Advanced Learning Options, Beaudry, 25th floor, Cubicle 25-175-1, Attention: Marie Danila, Administrative Secretary by the deadline of Tuesday, May 26, 2020 (noon),
1. SAT School Day invoice
 2. SAT School Day Coordinator Checklist
 3. Certificate of Completion of SAT School Day Training, Attachment B-1
- G. Any SAT School Day Coordinator documents, e.g., SAT School Day Coordinator Checklist, received after the May 26, 2019 deadline will **not** be processed.
- H. Payment of SAT School Day fees for all L.A. Unified high schools will be issued centrally. District funds cover SAT School Day test fees for juniors (Class of 2021).



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**VI. SAT SCHOOL DAY FEE WAIVER BENEFITS POST-ADMINISTRATION
ACTIVITIES**

- A. Students Eligible for SAT Fee Reduction Benefits
 - 1. Students who were indicated as eligible for the full set of SAT fee waiver benefits will be notified when they log-in to their College Board account.
 - 2. Students can accept or decline eligibility or choose to be asked later.

- B. SAT Fee Reduction Benefits
 - 1. Once students accept the fee waiver benefits, the fee waiver-eligible students will receive SAT benefits.
 - 2. SAT benefits include:
 - a. Two free SAT fee waivers to use on a national administration, with or without essay.
 - b. Six free SAT Subject Tests (up to three tests in two administrations).
 - c. Two free Question and Answer Service or Student Answer Service reports.
 - d. Unlimited score reports to send to colleges.
 - e. Waived application fees at participating colleges (for seniors).
 - f. Free College Scholarship Service (CSS) Profile applications to apply for financial aid from participating schools (for seniors).

**RELATED
RESOURCES:**

SAT School Day Educator Hotline for Schools	Phone: (855) 373-6387 Email: satschoolday@collegeboard.org
Services for Students with Disabilities	Phone (212) 713-8333 Website: https://accommodations.collegeboard.org/ Fax: (866) 360-0114
Hours: 8:00 a.m. to 7:00 p.m., ET, M-F (busiest between 11:30 a.m. and 1:00 p.m.)	

ASSISTANCE:

- Contact Advanced Learning Options staff:
- Arzie Galvez, Director, at (213) 241-8220 or arzie.galvez@lausd.net.
 - Marie Danila, Administrative Secretary, at (213) 241-8220 or marie.danila@lausd.net.

SAT School Day Starter Kit

Congratulations on providing SAT School Day to your students. This digital kit will point you to the implementation and communication resources we've designed to support you as you prepare for your administration date.

 Handouts
  Guides
  Presentations
  Web Resources
  Video

For Administrators and Teachers	BEFORE TEST DAY	DURING TEST DAY	AFTER TEST DAY
 What to Expect and Prepare for SAT School Day Get the basics and a planning timeline to guide you toward a successful school day administration.	✓		
 SAT Benefits Flyer—for Educators Find out how you can expand access to college with the SAT® by accessing actionable data, free Official SAT Practice on Khan Academy®, career planning tools, and fee waivers.	✓		
 SAT Suite of Assessments Overview Help administrators and teachers learn more about the SAT Suite of Assessments.	✓		
 SAT School Day Benefits Flyer—for Educators Learn the benefits of ordering online for any number of students and administering the SAT on a school day.	✓		
 SAT Suite of Assessments Cross Reference Guide Get a comparison guide to support to make the most of the SAT Suite of Assessments.	✓	✓	
 Spring and Anticipated SAT School Day Testing Dates Learn about SAT School Day administration dates.	✓		
 Supporting Students Using Official SAT Practice on Khan Academy Find out about Official SAT Practice on Khan Academy and best practices from Orange County Florida Public Schools.	✓		✓
 Official SAT Practice Lesson Plans for Teachers by Teachers Use lesson plans to build an SAT preparation program.	✓		✓
 SAT Suite of Assessments Professional Development Modules Give teachers modules focused on the SAT Suite of Assessments, including presentation slides with facilitator's notes.	✓		✓
 Connect to AP® Learn how to identify students who are likely to succeed in AP courses, based on their scores on SAT School Day or the PSAT-related assessments.			✓

For Counselors	BEFORE TEST DAY	DURING TEST DAY	AFTER TEST DAY
 NEW Communication Toolkit Tell students, parents, and colleagues about the upcoming initiative using our templates to make announcements through audio calls, email, social media , and add banners to your school LMS or website.	✓		
 NEW Getting to Know the SAT Show students and families test sections, score scales, benchmarks, and resources to make the most of the SAT and enhance college readiness.	✓		✓
 NEW SAT School Day Checklist and Best Practices Get tips, tools, and best practices to ensure a successful SAT School Day implementation.	✓	✓	✓
 NEW Prelesson Plan—for Students Help your students prepare for taking the test and doing their best.	✓		
 NEW Lesson Plan—for Educators Discuss the benefits of SAT School Day, and share an overview of the SAT Suite of Assessments, scores, and reports.			✓
 NEW Postlesson Plan—for Students Help your students after testing by reviewing their SAT score reports and accessing practice and career resources.			✓
 The SAT and SAT Subject Tests: Educator Guide Find information about the SAT and SAT Subject Tests™, scores and related services and how to find and order materials.	✓	✓	✓
 Tour the Online Student Score Report Take a tour of the online student score report to show students how they can make the most of their scores.			✓
 SAT School Day eLearning Modules Get an overview of the test and of Official SAT Practice, as well as step-by-step instructions for applying for SSD Accommodations and using the K-12 score reporting portal.			
 SAT School Day Accommodated Testing Manual Use this coordinator manual to support your students with disabilities.	✓	✓	✓
 Concordance Tables Compare students' scores from assessments like the old SAT, current SAT, and the ACT.			✓
 SAT Resource Library Get SAT weekend administration resources to support all aspects of the assessments.	✓	✓	✓

For Students and Families	BEFORE TEST DAY	DURING TEST DAY	AFTER TEST DAY
 SAT School Day Benefits—for Parents Learn how SAT School Day can benefit your child.	✓		
 Parent-Focused Videos See how one day can make a world of difference in your child's life.	✓		
 What to Expect—for Students Get tips, tools, and best practices to ensure a successful SAT School Day implementation.	✓		
 How to Take the SAT Flyer—for Students Help students learn how to prepare for the SAT.	✓		
 SAT School Day Student Guide Help students get familiar with the SAT and access test-taking advice and tips.	✓		✓
 Understanding Your SAT Score Report Help students understand their SAT score report.			✓
 SAT Score Flyer National Help students make the most of their SAT scores.			✓
 Colleges' SAT Essay Policies Get up-to-date information on SAT essay policies of colleges and scholarship providers.			✓
 Khan Academy and College Board Accounts Show students how to connect their College Board and Khan Academy accounts for personalized practice.			✓
 SAT Practice Flyer Update Show students how to connect their College Board and Khan Academy accounts for personalized practice.			✓
 BigFuture™ College Search and Road to Careers Planning Tool Use these tools to help your students explore college and plan their future.	✓		✓

2020 SAT School Day Timeline

March 4 Administration

Date	Action
January 10	Deadline for test book orders that include a coordinator planning kit.
January 14	Deadline to submit testing accommodation requests for students with disabilities.
January 31	<ul style="list-style-type: none"> • Deadline to reduce test book orders • Deadline to order standard and accommodated test books. • Deadline to request extended time for English learners.
February 18–20	Schools receive preadministration materials and student guides. Distribute SAT School Day Official Student Guide to students prior to administration.
February 26–March 2	All schools receive test books.
March 4–5	Return all answer sheets and test books (used and unused) from the March 4 administration. (Some schools will be directed to return materials on a different timeline. Check your manual for those instructions.)
March 4–6	Window to order test books for the makeup test.
March 26	Most scores available. Some essay scores may be posted on a later date.

March 25 Administration

Date	Action
January 31	Deadline for test book orders that include a coordinator planning kit.
February 4	Deadline to submit testing accommodation requests for students with disabilities.
February 21	<ul style="list-style-type: none"> • Deadline to reduce test book orders. • Deadline to order standard and accommodated test books. • Deadline to request extended time for English learners.
March 10–12	Schools receive preadministration materials and student guides. Distribute SAT School Day Official Student Guide to students prior to administration.
March 18–23	All schools receive test books.
March 25–26	Return all answer sheets and test books (used and unused) from the March 25 administration. (Some schools will be directed to return materials on a different timeline. Check your manual for those instructions.)
March 25–27	Window to order test books for the makeup test.
April 16	Most scores available. Some essay scores may be posted on a later date.