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# Optional SAT Essay

## January 2019

Spring 2019  
Colorado SAT®

Brought to you by the College Board and  
the Colorado Department of Education



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# Session Goals

Our goals today include:

- Provide District Assessment Coordinators and School Test Coordinators with information to help students and their families understand the benefits of the SAT Essay.
- Describe the process students will use to update their registration to include the optional essay.
- Show how essay registrations can be monitored.

# SAT with Essay

- All 11<sup>th</sup> grade students attending public schools in Colorado will take the SAT. The SAT without essay is the default registration for all students.
- Colorado statute requires that students have the option to take the SAT with essay.
  - Adding the optional essay to their SAT registration is an individual student choice. Schools or districts should not make policy decisions regarding which students will or will not take the SAT essay.
  - Students who wish to take the essay must register for it between: **January 15, 2019 – February 12, 2019.**
  - Bulk registration for the SAT Essay is not available.
  - Students may add the essay to their registration through their online College Board account or by calling the College Board.
- SAT Essay scores are not included in state accountability calculations and are excluded from state assessment reports.
- The optional essay is only offered as part of the 11<sup>th</sup> grade SAT. There is no essay option for PSAT 8/9 or PSAT 10.

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# The Structure of the SAT Essay

- The essay is offered at the conclusion of the required SAT tests (Reading, Writing and Language, and Math)
  - Requires students to make purposeful, substantive use of textual evidence in a way that can be objectively evaluated
  - Not designed to elicit student's subjective opinions
  - Connects reading and writing in a manner that both embodies and reinforces the interdependency of these ELA/literacy skills
  - Uses a consistent essay prompt in all administrations of the SAT. However, the passage for analysis will differ from administration to administration.

# What the Essay Measures

- The SAT Essay assesses how well the student understands a passage and can use it as the basis for a well-written, thought-out discussion.
- The essay will be scored between 2 and 8 points in each of three categories:
  - Reading: students show that they understood the passage including important details and their use of textual evidence.
  - Analysis: students demonstrate an understanding of how the author builds an argument by examining the author's use of reasoning and persuasive techniques and supporting claims with well-chosen evidence from the passage
  - Writing: students responses are evaluated for focus, organization, and precision, with an appropriate style and tone that varies sentence structure and follows the conventions of standard written English.
- There is no composite SAT Essay score (the three scores are not added together) and there are no percentiles.
- The SAT Essay is scored separately from the SAT. A student's score on the essay will not improve or reduce their score on the SAT.

# Colleges and the SAT Essay

- The essay may be required by some colleges and universities. To find a specific school's essay policies go to:

<https://collegereadiness.collegeboard.org/sat/register/college-essay-policies>

## SAT Essay Policies of Colleges and Scholarship Providers

Browse by Country

United States

Browse by State

Colorado

Or Search by College Name

Search

Search

### Colorado College

Colorado Springs, CO 80903

<http://www.coloradocollege.edu>

[Profile](#)

Neither Require nor Recommend

### Colorado School of Mines

Golden, CO 80401

<http://www.mines.edu>

[Profile](#)

Recommend

### Colorado School of Trades

Lakewood, CO 80215

<http://www.schooloftrades.edu>

[Profile](#)

Contact Institution for Information

# Essay Practice with the Official SAT Practice

- Go to the Official SAT Practice on Khan Academy: <http://satpractice.org>
- Practice Tests 1 and 2 have computer scorable essays.
  - The system analyzes the student's writing and gives specific recommendations for how to improve their writing in the three areas scored on the SAT essay: Reading, Analysis, and Writing.
  - Students get "Signal Strengths" to get a sense for how well the essay is measuring against different criteria.

## Scoring

This paper scored a 3/3/3.

**Reading—3:** This response demonstrates effective comprehension of the source text by illustrating proficient understanding of the central ideas and important details in Gioia's piece. The writer appropriately uses textual evidence in the form of direct quotations to convey the central idea in the text ("*...the interest young Americans showed in the arts—and especially literature—actually diminished*"). Furthermore, the writer accurately paraphrases some of the important details that support Gioia's main ideas (*Also, Gioia lists traits that employers may desire in a potential employee such as: imagination, creativity and higher-order thinking*). The writer's understanding is further demonstrated throughout the remainder of the essay. In the concluding paragraph, for example, the writer succinctly summarizes the main point of the passage (*America's literary education is slowly failing*) and aptly interprets Gioia's goal in writing: *to depict what a desirable literary education provides as well as what the lack of literary education can result in*. The response is free of errors of fact and interpretation, and, on the whole, demonstrates proficient reading comprehension.

**Analysis—3:** This response offers an effective analysis of Gioia's argument, demonstrating proficient understanding of the analytical task. Following the basic thesis that *Gioia uses comparisons as well as facts and statistics to assert why "advanced literacy is a specific intellectual skill and social habit that depends on a great many educational, cultural, and economic factors,"* the writer competently evaluates these elements of Gioia's text. In the second body paragraph, for example, the writer notes that Gioia's comparison of readers and nonreaders *may accomplish two things: scare any parent and inspire his audience*. In this example, the writer explains the effect of Gioia's argument on the reader and, in so doing, demonstrates an understanding of how the comparison serves Gioia's argument. Although the writer occasionally provides unsubstantiated assertions (*Of course, these are all positive characteristics for a person to have; Just from that statement, Gioia has captured the attention of parents*), this does not substantially detract from what is overall a proficient analysis of how Gioia builds and structures his argument.

**Writing—3:** This response is mostly cohesive and demonstrates effective use of language. Although the introduction is only one sentence long, it contains a clear central claim (*Gioia uses comparisons as well as facts and statistics to assert why "advanced literacy is a specific intellectual skill and social habit..."*). The essay follows this basic structure, albeit in reverse order: the first body paragraph is centered on Gioia's use of *study-based statistics* and facts (*Gioia states that literary readers are more "civically engaged than non readers" and that they are two to four times more likely to participate in charity work*), while the second body paragraph is focused on Gioia's use of comparisons in the passage, such as his comparison *between people who don't read and people who do*. There is a clearly signaled conclusion, which summarizes both the main ideas of Gioia's passage and the writer's preceding analysis. Each paragraph in the response remains on-topic and demonstrates a clear progression of ideas. The response also provides a variety of sentence structures and precise word choice and is free of significant language errors. Overall, this response demonstrates proficient writing.

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# Essay Practice with the Official SAT Practice

- Practice Tests 3 – 8 also include practice essays available to print and practice but cannot be computer scored at this time.
- Students can revise and rewrite to improve the essay and writing skills.
- An optional prewriting area is provided to outline and organize ideas.
- Students can view the rubric used to evaluate SAT essays.
- Tips and Strategies are available to help students approach the essay task.



# Informing Students and their Families

- Share the [Essay Information Sheet](#) that is posted on collegeboard.org/colorado.
- Provide resources for families to understand more about the essay:
  - About the Essay  
<https://collegereadiness.collegeboard.org/sat/inside-the-test/essay>
  - College Essay Policies  
<https://collegereadiness.collegeboard.org/sat/register/college-essay-policies>
  - Essay Scoring Guide  
<https://collegereadiness.collegeboard.org/sat/scores/understanding-scores/essay>
- Share sample prompts and practice materials
  - <https://collegereadiness.collegeboard.org/sample-questions/essay>

# Accommodations

- Work with the SSD Coordinator to review student accommodation needs for the writing task.
  - Accommodation requests for new students will be submitted for all accommodation needs at once.
  - Students with already approved accommodations may need to have an additional accommodation request submitted for writing. Submit a new request
    - If a student will require extended time for writing only.
    - If a student will require the use of a computer to respond to the essay, due to their disability or in addition to or instead of a scribe.
  - No action is necessary for students with already approved accommodations for the following:
    - Extended Time Reading
    - MP3
    - Assistive Technology Compatible
- Submit all requests for accommodations by **February 19, 2019**.

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# Essay Registration Process Using an Existing Account

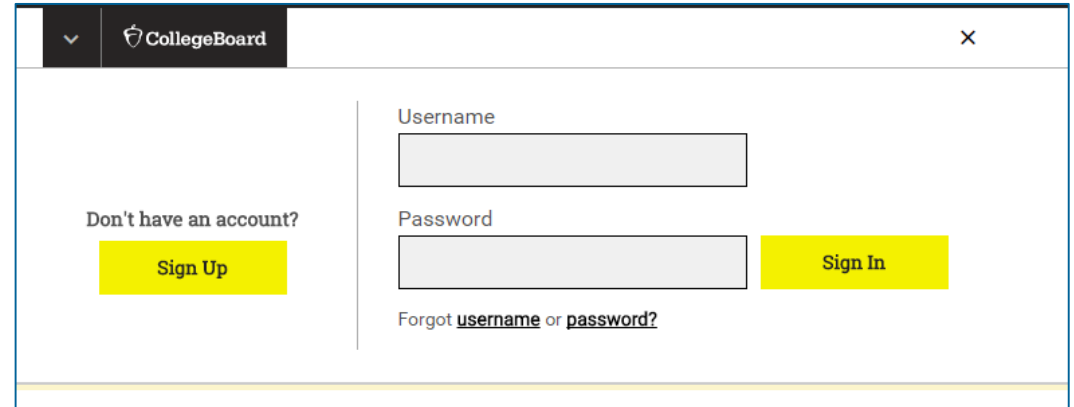
A blue-tinted photograph of three students walking past a brick wall. The student in the middle is a young man with a backpack, looking towards the right. The student on the left is a young woman with a backpack, looking towards the middle student. The student on the right is a young woman with a backpack, looking towards the middle student. The background is a brick wall.

# Registering for the Optional Essay

- For the school day administration of the Colorado SAT in April, the default registration for all students is the SAT without Essay. Students can add the essay to their registration at no charge.
- Students may register **online** at [www.collegeboard.org](http://www.collegeboard.org) using their existing College Board account (or creating a new one if they don't already have one) or by **calling** the College Board's Colorado help center at 866-917-9030, Option 2.
  - In limited cases, the student will also need to have their their SAT test registration number.
- We recommend having interested students update their registration during the school day so that you can assist if they have a problem.
- If students will be updating their online registration at home, be sure they have a copy of the [Essay Information Sheet](#) to assist them during the registration process.
- All registrations must be updated by
  - Online: February 12, 2019 by 10 p.m. Mountain time
  - Phone: February 12, 2019 by 7 p.m. Mountain time

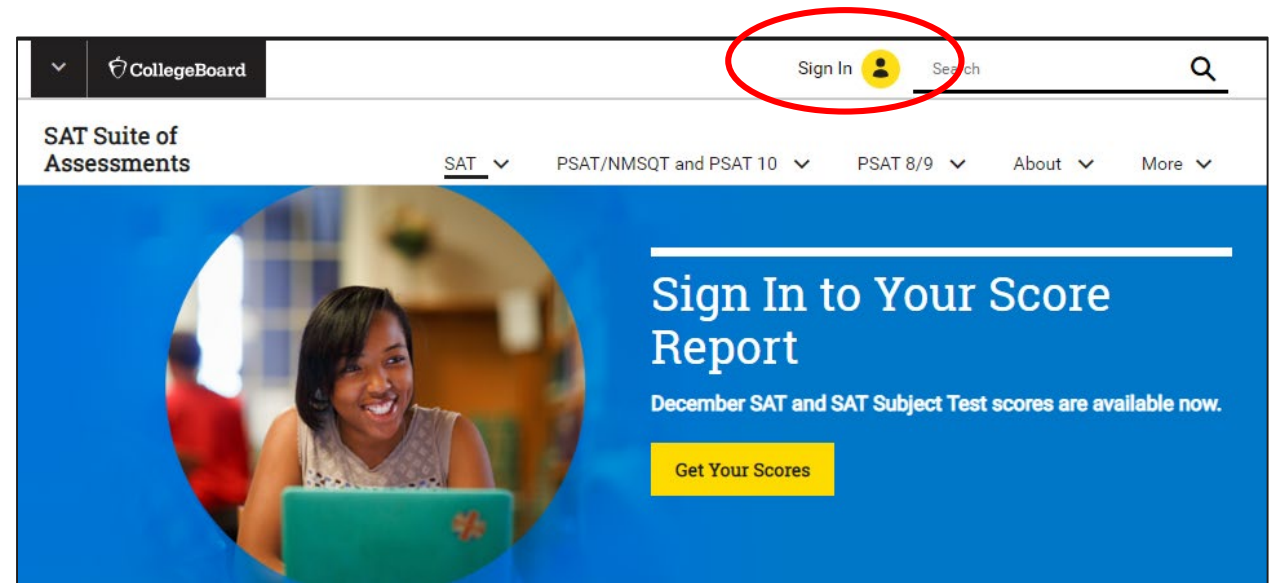
# Register Using an Existing College Board Account

- Go to [collegeboard.org](https://collegeboard.org). If a student already has a College Board account, enter username and password. Students can recover their username or password if forgotten.



A screenshot of the CollegeBoard login page. The page has a dark header with the CollegeBoard logo. Below the header, there is a white box containing a login form. On the left side of the form, there is a yellow button labeled "Sign Up" and the text "Don't have an account?". The main form area has two input fields: "Username" and "Password". To the right of the "Password" field is a yellow button labeled "Sign In". Below the input fields, there is a link that says "Forgot username or password?".

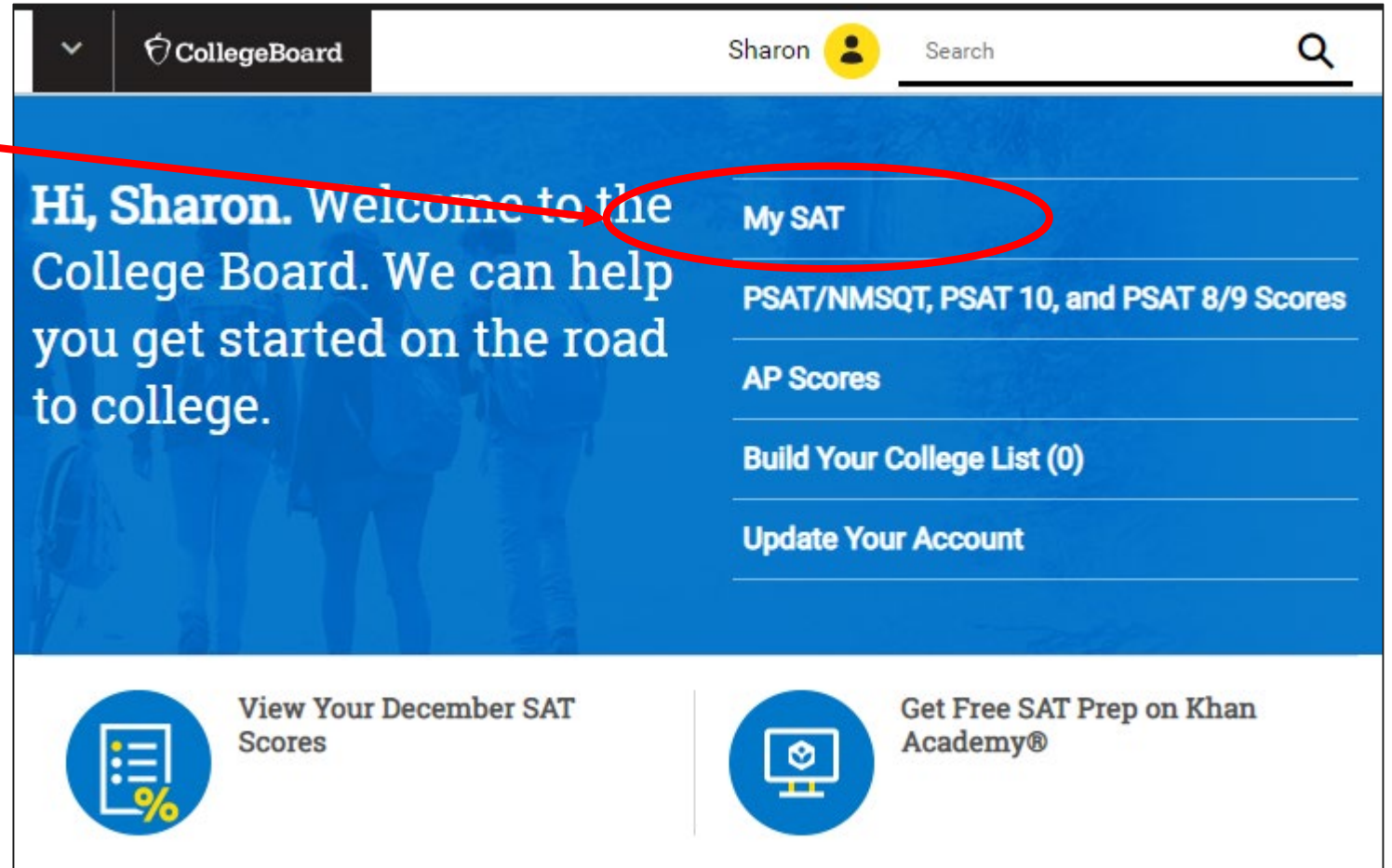
- Or, go to [sat.org](https://sat.org), choose Sign In. If a student already has a College Board account, enter username and password.



A screenshot of the SAT Suite of Assessments website. The top navigation bar includes the CollegeBoard logo, a "Sign In" button with a user icon (circled in red), and a search bar. Below the navigation bar, there is a section for "SAT Suite of Assessments" with dropdown menus for "SAT", "PSAT/NMSQT and PSAT 10", "PSAT 8/9", "About", and "More". The main content area features a large blue banner with a circular image of a smiling woman looking at a laptop. To the right of the image, the text reads "Sign In to Your Score Report" and "December SAT and SAT Subject Test scores are available now." Below this text is a yellow button labeled "Get Your Scores".

# Registering Online for the Optional Essay

- Once logged in, choose "My SAT"



The screenshot shows the CollegeBoard user interface. At the top, the CollegeBoard logo is on the left, and the user's name 'Sharon' with a profile icon and a search bar are on the right. The main content area has a blue background with a white text overlay: 'Hi, Sharon. Welcome to the College Board. We can help you get started on the road to college.' To the right of this text is a vertical menu with several options: 'My SAT', 'PSAT/NMSQT, PSAT 10, and PSAT 8/9 Scores', 'AP Scores', 'Build Your College List (0)', and 'Update Your Account'. The 'My SAT' option is circled in red. Below the main content area, there are two promotional tiles. The first tile has a blue circular icon with a document and a percentage sign, and the text 'View Your December SAT Scores'. The second tile has a blue circular icon with a computer monitor and a graduation cap, and the text 'Get Free SAT Prep on Khan Academy®'.

# My SAT

- Click “**Change Registration**” from the My SAT homepage.

**NOTE: If a student does not see their SAT School Day registration after logging in, call customer service, 866-917-9030, for assistance.**



CollegeBoard SAT

Jane Search

My SAT Home Update My Info Help

Hi, Sharon Register for the SAT

What to do next?

Get ready for college - take the SAT. →

Prepare for test day with free, personalized Official SAT Practice. →

My Test Registrations

School Day SAT - April 9, 2019

Status: Complete

Order Question-and-Answer Service

Change Registration

Change Score Report Preference

# Adding the Optional Essay

- Select **“Add the essay to my registration”** from the Change Your SAT Registration page.

Students will not be able to add the optional essay to their registration after **February 12, 2019**.

Nickolas Scheel | nscheel\_nsasteve@epsilon.cbreston.org | Return to My SAT

CollegeBoard | SAT Registration

## Change Your SAT Registration

You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.

Note: There is NO fee associated with changing this information.

Test administered under conditions that do not require a photo.

Add Photo

Student Name: Sharon Scheel  
Student Address: 19600 S Vermont Ave  
Beaumont, TX 77703  
Email: nscheel\_nsasteve@epsilon.cbreston.org  
Birth Date: 10/22/2001  
Sex: Female  
High School: 220515  
MATIGNON HIGH SCHOOL  
CAMBRIDGE, MA 02140  
Grade: 12th grade or higher  
Graduation: 5/2017  
Student ID: NSCHEEL ⓘ  
Change my personal information

Test Date: April 10, 2018 | Test Type: SAT | Test Center: 08400: KENT COUNTY ILC  
631 RIDGLEY STREET STE 19  
DOVER, DE 19904  
We're sorry, this registration is not available for a test center change

Registration Number: 0000169576 | Test Services: None

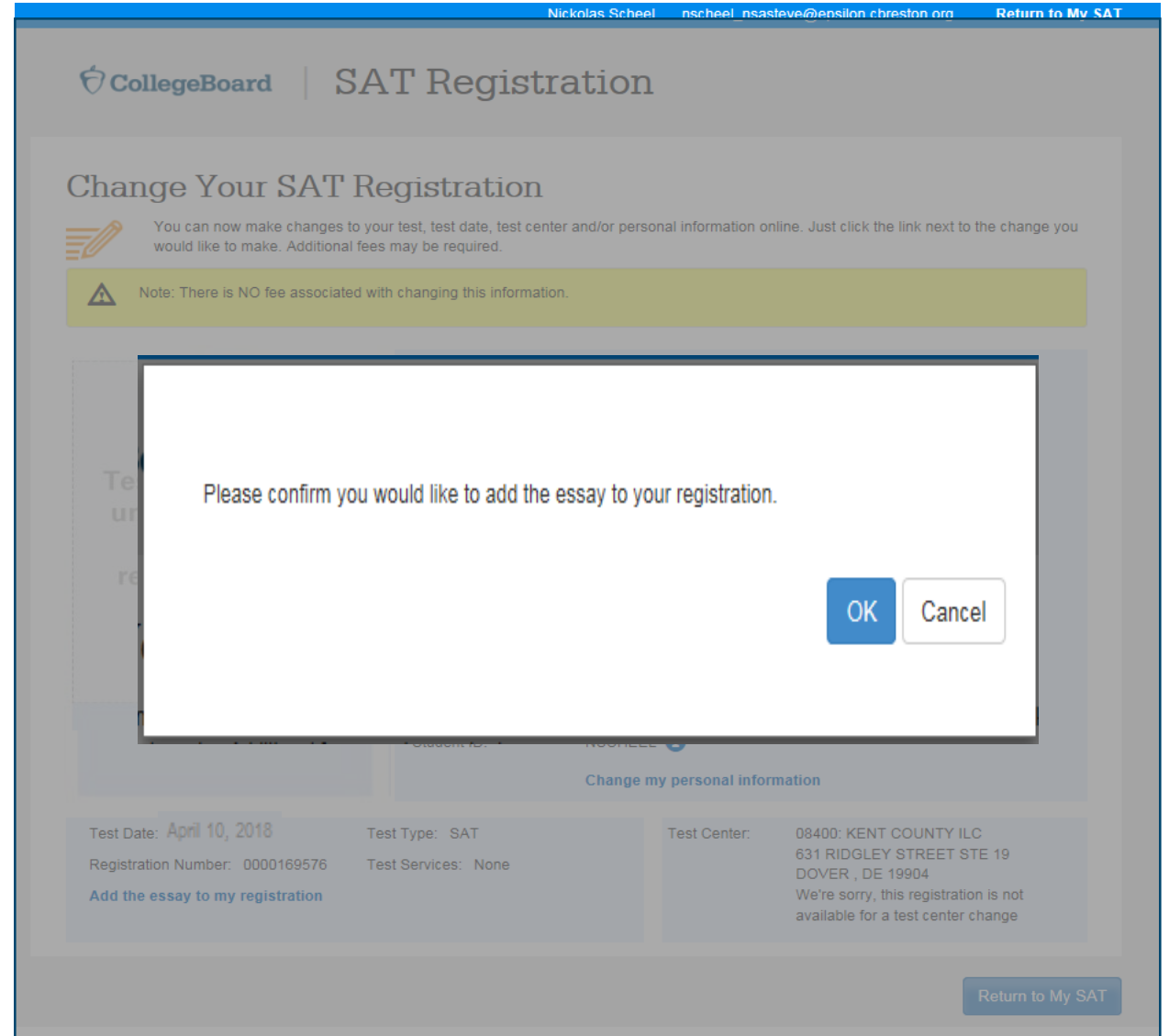
**Add the essay to my registration**

Return to My SAT



# Confirming the Optional Essay has been Added

- Once the “**Add the essay to my registration**” link is selected, a confirmation message is presented.
- Click **OK** to continue.



The screenshot shows the CollegeBoard SAT Registration interface. At the top, the user is identified as 'Nickolas Scheel' with the email 'nscheel\_nsastave@ensilion.chreston.org' and a 'Return to My SAT' link. The main heading is 'CollegeBoard | SAT Registration'. Below this, the section is titled 'Change Your SAT Registration'. A message states: 'You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.' A yellow note box contains the text: 'Note: There is NO fee associated with changing this information.' A modal dialog box is centered on the screen with the text: 'Please confirm you would like to add the essay to your registration.' The dialog has two buttons: 'OK' and 'Cancel'. Below the dialog, the registration details are visible: 'Test Date: April 10, 2018', 'Test Type: SAT', 'Test Center: 08400: KENT COUNTY ILC, 631 RIDGLEY STREET STE 19, DOVER, DE 19904', and 'Registration Number: 0000169576'. A link 'Add the essay to my registration' is highlighted. At the bottom right, there is a 'Return to My SAT' button.

# Checking the Completed Registration

- Students can view their updated registration.

The screenshot shows the 'Change Your SAT Registration' page for Sharon Scheel. The page includes a header with the CollegeBoard logo and 'SAT Registration', a user name 'Nickolas Scheel', an email 'nscheel\_nsasteve@epsilon.cbreston.org', and a 'Return to My SAT' link. The main content area has a title 'Change Your SAT Registration' and a message: 'You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.' A yellow note states: 'Note: There is NO fee associated with changing this information.' The student's profile is displayed with the following information: Student Name: Sharon Scheel; Student Address: 19600 S Vermont Ave, Beaumont, TX 77703; Email: nscheel\_nsasteve@epsilon.cbreston.org; Birth Date: 10/22/2001; Sex: Female; High School: 220515 MATIGNON HIGH SCHOOL, CAMBRIDGE, MA 02140; Grade: 12th grade or higher; Graduation: 5/2017; Student ID: NSCHEEL. A red circle highlights the 'Test Type: SAT with Essay' field. Below the profile, there are fields for 'Test Date: April 10, 2018' and 'Registration Number: 0000169576'. A 'Remove the essay from my registration' link is present. The test center information is: 08400: KENT COUNTY ILC, 631 RIDGLEY STREET STE 19, DOVER, DE 19904. A message at the bottom right states: 'We're sorry, this registration is not available for a test center change.' The page footer includes the CollegeBoard logo and a 'Return to My SAT' button.

Nickolas Scheel nscheel\_nsasteve@epsilon.cbreston.org Return to My SAT

CollegeBoard | SAT Registration

## Change Your SAT Registration

You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.

Note: There is NO fee associated with changing this information.

Test administered under conditions that do not require a photo.

Add Photo

Student Name: Sharon Scheel

Student Address: 19600 S Vermont Ave  
Beaumont, TX 77703

Email: nscheel\_nsasteve@epsilon.cbreston.org

Birth Date: 10/22/2001

Sex: Female

High School: 220515  
MATIGNON HIGH SCHOOL  
CAMBRIDGE, MA 02140

Grade: 12th grade or higher

Graduation: 5/2017

Student ID: NSCHEEL

Change my personal information

Test Date: April 10, 2018

Registration Number: 0000169576

Remove the essay from my registration

Test Type: SAT with Essay

Test Center: 08400: KENT COUNTY ILC  
631 RIDGLEY STREET STE 19  
DOVER, DE 19904

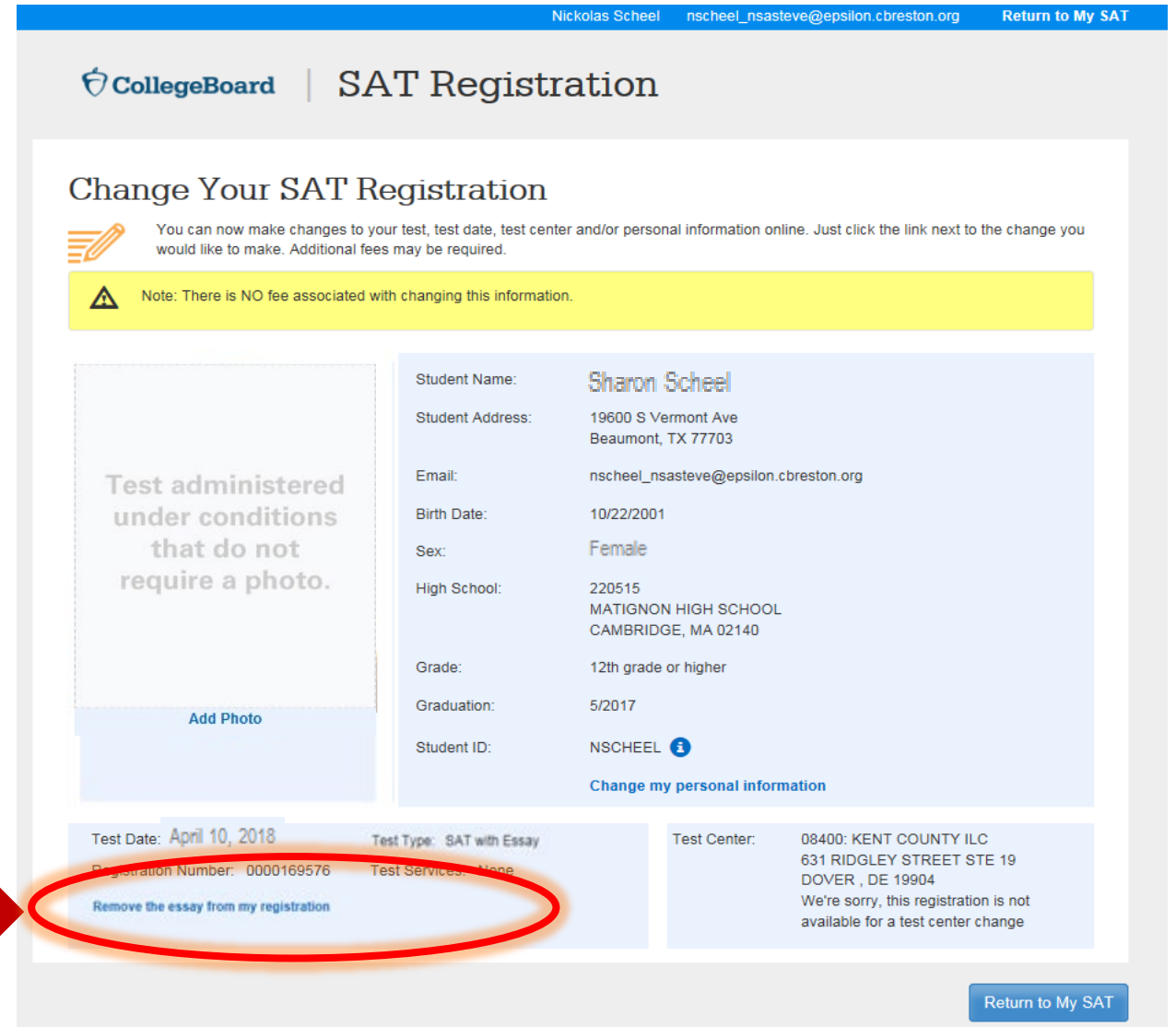
We're sorry, this registration is not available for a test center change.

Return to My SAT

# Removing the Optional Essay from a Registration

- If the student changes their mind and would like to remove the essay, select the link to **“Remove the essay from my registration”** before the February 12, 2019 deadline.


Students will not be able to remove the optional essay from their registration after **February 12, 2019**.




Nickolas Scheel nscheel\_nsasteve@epsilon.cbreston.org Return to My SAT

CollegeBoard | SAT Registration

## Change Your SAT Registration

 You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.

 Note: There is NO fee associated with changing this information.

Test administered under conditions that do not require a photo.

Add Photo

Student Name: Sharon Scheel  
Student Address: 19600 S Vermont Ave  
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CAMBRIDGE, MA 02140  
Grade: 12th grade or higher  
Graduation: 5/2017  
Student ID: NSCHEEL ⓘ  
[Change my personal information](#)

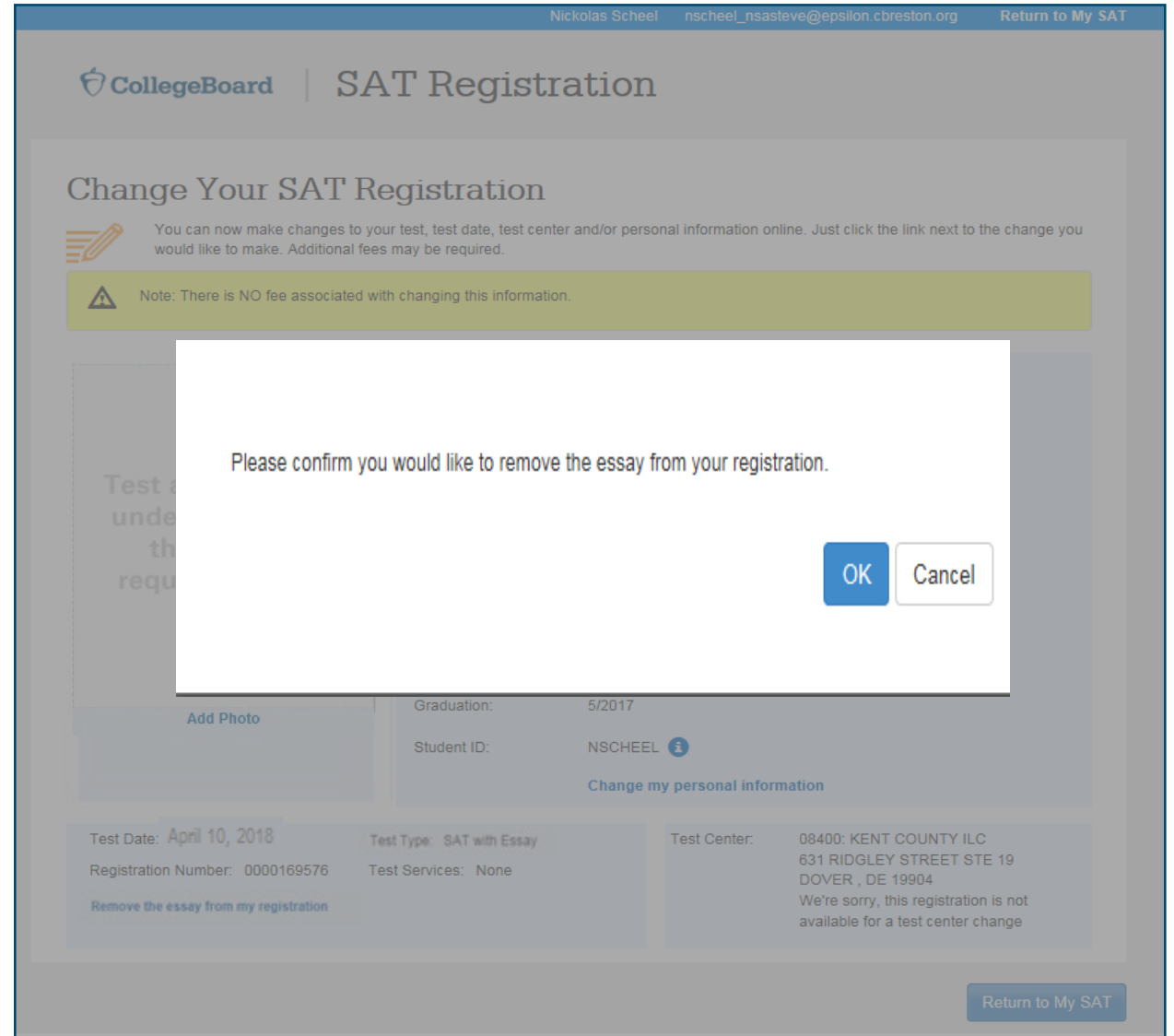
Test Date: April 10, 2018 Test Type: SAT with Essay  
Registration Number: 0000169576 Test Services: None  
[Remove the essay from my registration](#)

Test Center: 08400: KENT COUNTY ILC  
631 RIDGLEY STREET STE 19  
DOVER, DE 19904  
We're sorry, this registration is not available for a test center change

Return to My SAT

# Confirming the Optional Essay has been Removed

- Once the “**Remove the essay to my registration**” link is selected, a confirmation message is presented.
- Click **OK** to continue.



The screenshot displays the CollegeBoard SAT Registration interface. At the top, the user's name 'Nickolas Scheel' and email 'nscheel\_nsastave@epsilon.cbreston.org' are visible, along with a 'Return to My SAT' link. The main heading is 'CollegeBoard | SAT Registration'. Below this, the section is titled 'Change Your SAT Registration'. A message states: 'You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.' A green note box contains the text: 'Note: There is NO fee associated with changing this information.' A white confirmation dialog box is centered on the screen with the text: 'Please confirm you would like to remove the essay from your registration.' The dialog has two buttons: 'OK' (blue) and 'Cancel' (white with a grey border). The background is dimmed, showing registration details: 'Add Photo', 'Graduation: 5/2017', 'Student ID: NSCHEEL', and 'Change my personal information'. At the bottom, there is a table of registration information: Test Date: April 10, 2018; Test Type: SAT with Essay; Test Center: 08400: KENT COUNTY ILC, 631 RIDGLEY STREET STE 19, DOVER, DE 19904; Registration Number: 0000169576; Test Services: None. A link 'Remove the essay from my registration' is visible. A 'Return to My SAT' button is at the bottom right.

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# Updating the Registration by Phone

- Students or their parents may call to register for the essay before the February 12, 2019 registration deadline.
- Call 866-917-9030, Option 2  
Hours: Monday-Friday, 6:30 a.m.–7:00 p.m., Mountain time
- When calling, students will need to provide: their legal first name, last name, date of birth, and school name. In limited cases, they will also need to provide their State Student ID (SASID) and/or their SAT school day test registration number.

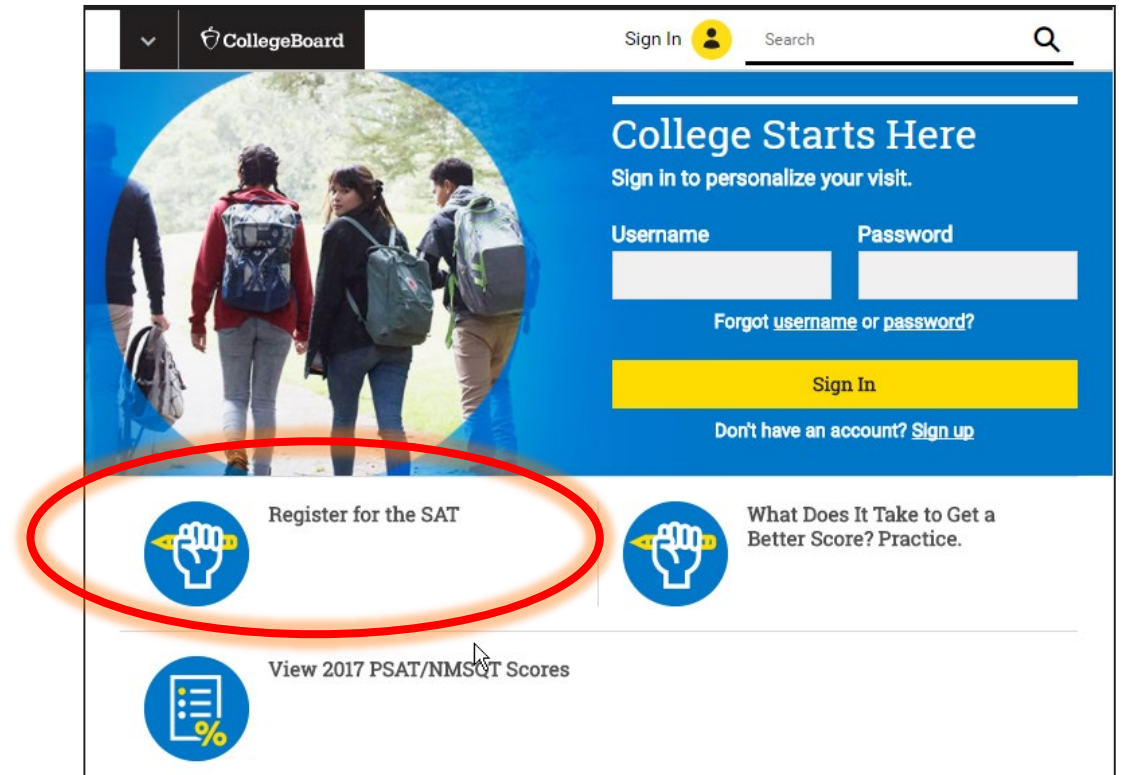
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# Essay Registration Process Using a New Account

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is a young man with a backpack, looking towards the right. The student on the left is a young woman with a backpack, looking towards the middle student. The student on the right is a young woman with a backpack, looking towards the middle student. The background is a brick wall.

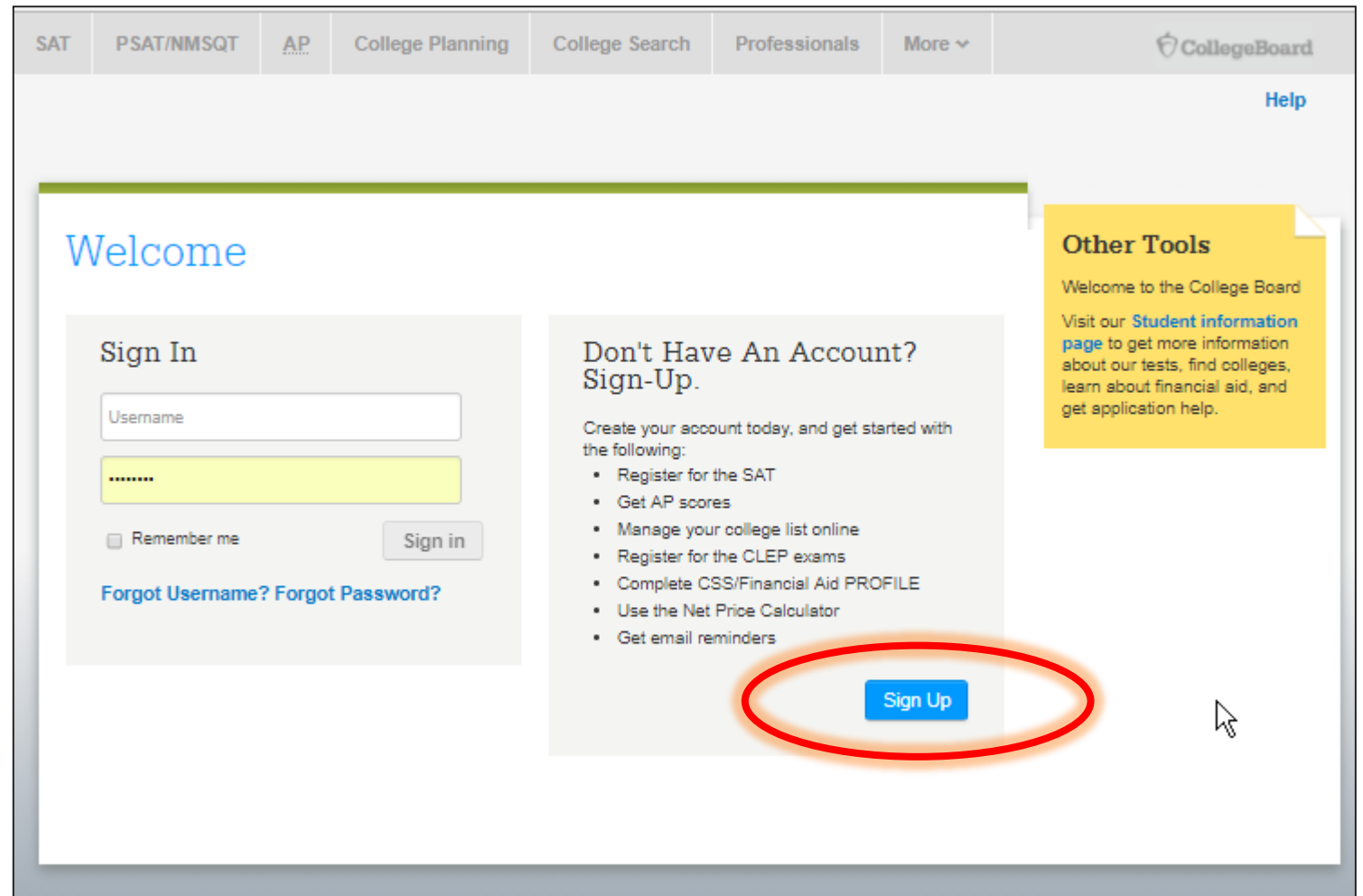
# Register Using an Existing College Board Account

- If a student doesn't already have a College Board account, go to [collegeboard.org](https://collegeboard.org).
- Click **Register for the SAT**.



# Create an Account

- Choose **Sign Up** to begin the account creation process.




The screenshot shows the CollegeBoard website's account creation page. At the top, there is a navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. The CollegeBoard logo is in the top right corner. Below the navigation bar, the page is divided into two main sections. On the left, there is a 'Sign In' section with a 'Username' input field, a password input field (highlighted in yellow), a 'Remember me' checkbox, and a 'Sign in' button. Below the 'Sign In' section, there are links for 'Forgot Username?' and 'Forgot Password?'. On the right, there is a 'Don't Have An Account? Sign-Up.' section with a list of benefits: Register for the SAT, Get AP scores, Manage your college list online, Register for the CLEP exams, Complete CSS/Financial Aid PROFILE, Use the Net Price Calculator, and Get email reminders. A blue 'Sign Up' button is located at the bottom of this section and is circled in red. To the right of the main content, there is a yellow 'Other Tools' box with a 'Help' link at the top right of the page.



# Create an Account

- Students will complete the required fields to create an account including
  - First and Last name
  - Sex
  - Date of Birth
  - Email Address
  - High School Graduation Date
  - Username and Password

 SAT PSAT/NMSQT AP College Search College Planning More ▾

## Create Your Student Account

This one account is for everything, including SAT, AP, PSAT/NMSQT, CLEP, and BigFuture activities, so provide complete and accurate information.

**Tip:** If you're using a shared or public computer, disable the autofill setting on your browser. Always double-check your information to make sure it's complete and correct before you submit it.

*\* = Required*

### General Student Information

First (given) name: \*

Middle initial:

Last name (surname): \*

Sex: \*

Female  Male

Date of birth: \*

Month  ▾ Day  ▾ Year  ▾

Email address: \*

Confirm email address: \*

High school graduation (or equivalent): \*

Month  ▾ Year  ▾

**Already have an account?**

Click here to login to your College Board account.

[Account Help](#)

### Why create an account?

With a College Board account, you can access your SAT and AP scores online, and send them to colleges. You can also register for the SAT and CLEP exams, and print your SAT Admission Ticket or CLEP Registration Ticket. Additionally, an account lets you manage your personal college list, save your scholarship searches, compare costs at colleges that interest you, and more.

# SAT Registration

- Click **Continue** on the SAT Registration page.

Sharon Cowley sharon.cowley@gmail.com Return to My SAT

Update Personal Info Create Student Profile Select Test & Center Upload Photo Checkout

1 2 3 4 5

## SAT Registration

### Getting Started

- Get Comfy**  
Registration will take approximately 30 to 40 minutes
- Check for Essay**  
Some college applications require that you take the essay - be sure to check with your colleges first
- Find a Valid Photo**  
Upload a photo for your test admission ticket  
[More Info...](#)
- Have Payment Ready**  
Credit Card, PayPal, or Fee Waiver are accepted  
[More Info...](#)

### Create Your Student Profile

- Share Your Story**  
You'll be asked to answer questions about your high school classes, plans for college, parent(s)/guardian(s) details and more in the Create Student Profile section of the registration.
- Connect to Colleges & Scholarships**  
Answering these questions helps colleges and scholarships programs find you. Schools and programs send you information about themselves so you can see if they fit your plans.

[Continue](#)

# SAT Registration

- Complete the **Personal Info** section
  - The fields will be prefilled using the information entered by the student when creating their College Board account.

Allison Cowley ali2573@aol.com

CollegeBoard | SAT Registration 0% Completed

Update Personal Info 1 Create Student Profile 2 Select Test & Center 3 Upload Photo 4 Checkout 5

Personal Information ● Demographics ○

To register for the SAT, we need to know some information about you. Some of your answers may be used for research purposes, so we can make sure the SAT continues to be fair and useful to all students. Some responses may also be shared with your high school, school district, state, or the colleges that you choose to send scores to.

### Your Personal Info

\*Student's First Name

Student's Middle Initial

\*Student's Last Name

Social Security Number (SSN) ⓘ  
 -  -

\*Sex  
⚠ Please check that your answer is correct. You cannot change this information once your SAT registration has been processed.

\*Date of birth  
⚠ Please check that your answer is correct. You cannot change this information once your SAT registration has been processed.

# SAT Registration

- Complete the **Your High School** section.
  - Use the “Find Your School” tool.
- Complete the **Your Mailing Address** section.
- Click Continue.

**Your High School**

\*Name of Your High School ⓘ  
SOUTH COUNTY HIGH SCHOOL  
[Find Your School](#)

Your Expected Graduation Date  
May ▼ 2019

\*Current Grade Level  
- Select - ▼

**Your Mailing Address**

\*Your Country ⓘ  
 United States, U.S. Territories, and Puerto Rico  
 Outside the United States

\*Street Address 1 (i.e. street address, P.O. Box, or a/o)  
[Text Input]

Street Address 2  
[Text Input]

\*City  
[Text Input]

\*State  
- Select - ▼

\*Zip Code  
22079 - [Text Input]

Home Phone ⓘ  
( [Text Input] ) [Text Input] - [Text Input]

**Find Your High School**

Confirm the country where you are taking your test  
 United States, U.S. Territories, and Puerto Rico  
 Outside the United States

High School Code (Optional) ⓘ  
[Text Input]

High School Name (Optional)  
south county

City (Optional)  
Lorton

\*State  
Virginia ▼

Zip Code (Optional)  
[Text Input]

Clear Search or [Search for High School](#) [Can't find your high school?](#)

High School Search Results

High School Name	Address	
SOUTH COUNTY HIGH SCHOOL	LORTON, VA	<a href="#">Select</a>

<< < 1/1 > >>

# SAT Registration

- The student will be asked to provide their Registration Number.
  - The registration number can be found on the Roster Report – SAT Registration Summary in the Educator Reporting Portal.
- Choose **Yes** for previous registration.
- Students will enter the registration number, provided by their supervisor, in the **Your Previous Registration Number** field.
- Click Continue.

The screenshot shows the CollegeBoard SAT Registration interface. At the top, the user is identified as Dinesh Stapelton with the email dstapelton\_nsasteve@epsilon.cbreston.org. The page title is 'SAT Registration' with a '0% Completed' indicator. A progress bar shows five steps: 1. Update Personal Info (active), 2. Create Student Profile, 3. Select Test & Center, 4. Upload Photo, and 5. Checkout. Below the progress bar, there are two sub-sections: 'Personal Information' (active) and 'Demographics'. A red error message box states: 'We're sorry, you must enter all the required fields before we can process your information. Please verify the information that you have entered: The information you entered for "Previous Registration Number" and/or "Date You Took the Test" does not match our records. You can find this information on one of your past SAT Admission Tickets or Score Reports. If you did not take the SAT in the past, please select the "No" option for the "I have registered before for the SAT" question.' Below this, the 'Previous Registration' section has a radio button for 'Yes' selected. The 'Your Previous Registration Number' field contains '1234567890' and is circled in red. The 'Date You Took the Test' field shows 'Jun' and '2017'. A note below says 'You can find this information on your prior SAT Admission Ticket or score report.' At the bottom, there is a privacy notice and the heading 'Your Personal Info'.

# My SAT

- If the student account matches the registration that was created based on the Pre-ID information provided by CDE, they will see the My SAT page.
- Click **“Change Registration”** from the My SAT homepage.

**NOTE:** If a student cannot choose **“Change Registration”** it means a match was not possible for some reason and they should call customer service, 866-917-9030, for assistance.

The screenshot shows the My SAT homepage for a user named Jane. The page features a blue header with the CollegeBoard logo and 'SAT' branding. Below the header, there's a 'Hi,' greeting and a yellow 'Register for the SAT' button. A 'What to do next?' section contains two links: 'Get ready for college - take the SAT.' and 'Prepare for test day with free, personalized Official SAT Practice.' The main content area is titled 'My Test Registrations' and contains a registration card for 'School Day SAT - April 9, 2019' with a status of 'Complete'. To the right of the card are three buttons: 'Order Question-and-Answer Service', 'Change Registration' (circled in red), and 'Change Score Report Preference'. A red arrow points from the text on the left to the 'Change Registration' button.

# Adding the Optional Essay

- Select **“Add the essay to my registration”** from the Change Your SAT Registration page.

Students will not be able to add the optional essay to their registration after **February 12, 2019**.

Nickolas Scheel | nscheel\_nsasteve@epsilon.cbreston.org | Return to My SAT

CollegeBoard | SAT Registration

## Change Your SAT Registration

You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.

Note: There is NO fee associated with changing this information.

Test administered under conditions that do not require a photo.

Add Photo

Student Name: Sharon Scheel  
Student Address: 19600 S Vermont Ave  
Beaumont, TX 77703  
Email: nscheel\_nsasteve@epsilon.cbreston.org  
Birth Date: 10/22/2001  
Sex: Female  
High School: 220515  
MATIGNON HIGH SCHOOL  
CAMBRIDGE, MA 02140  
Grade: 12th grade or higher  
Graduation: 5/2017  
Student ID: NSCHEEL ⓘ  
Change my personal information

Test Date: April 10, 2018 | Test Type: SAT | Test Center: 08400: KENT COUNTY ILC  
631 RIDGLEY STREET STE 19  
DOVER, DE 19904  
We're sorry, this registration is not available for a test center change

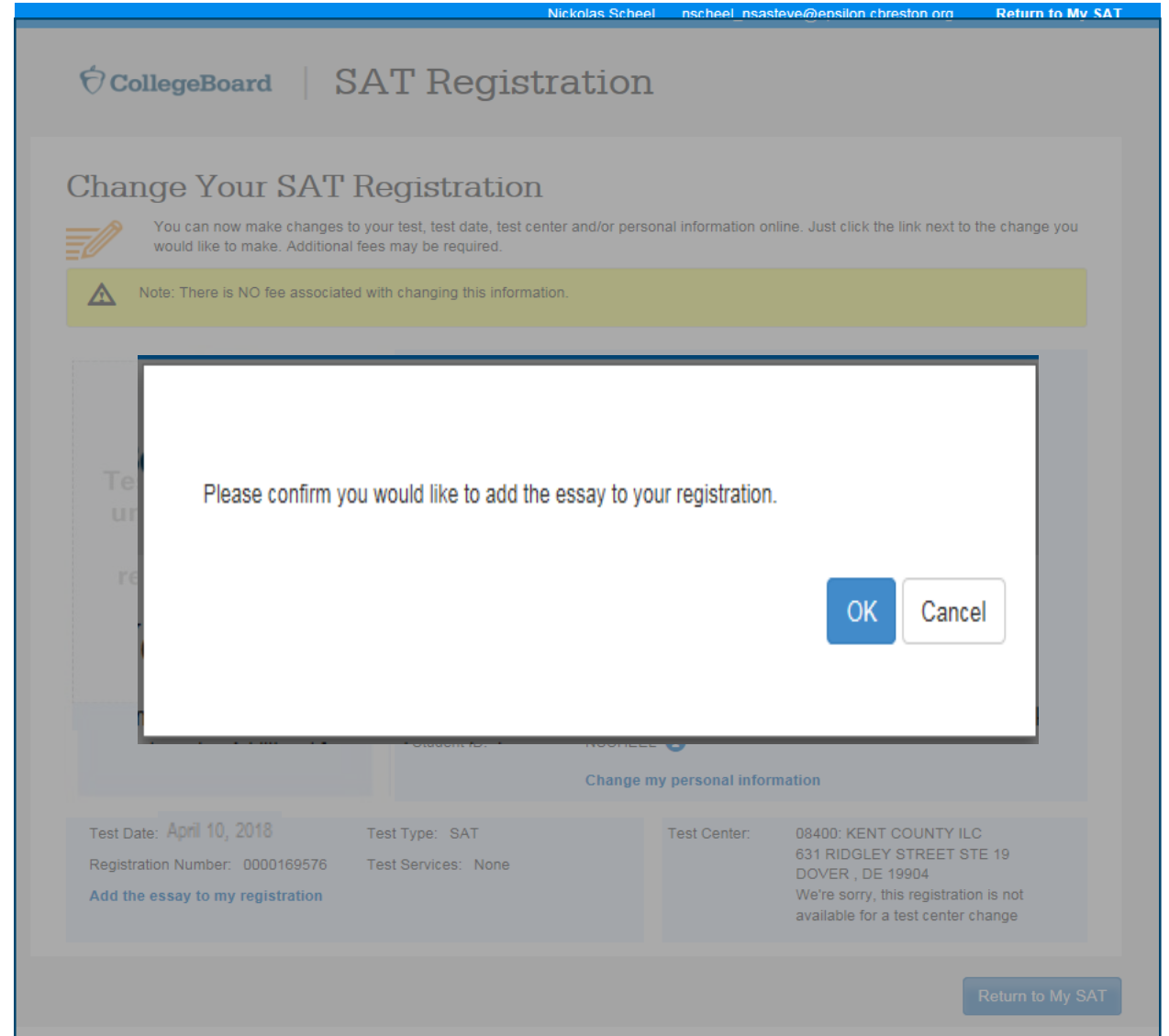
Registration Number: 0000169576 | Test Services: None

**Add the essay to my registration**

Return to My SAT

# Confirming the Optional Essay has been Added

- Once the “**Add the essay to my registration**” link is selected, a confirmation message is presented.
- Click **OK** to continue.



The screenshot shows the CollegeBoard SAT Registration interface. At the top, the user is identified as 'Nickolas Scheel' with the email 'nscheel\_nsastave@ensilion.chreston.org' and a 'Return to My SAT' link. The main heading is 'CollegeBoard | SAT Registration'. Below this is the section 'Change Your SAT Registration' with a pencil icon and the text: 'You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.' A yellow note box states: 'Note: There is NO fee associated with changing this information.' A modal dialog box is centered on the screen with the text: 'Please confirm you would like to add the essay to your registration.' and two buttons: 'OK' and 'Cancel'. Below the dialog, the registration details are visible: 'Test Date: April 10, 2018', 'Test Type: SAT', 'Test Center: 08400: KENT COUNTY ILC, 631 RIDGLEY STREET STE 19, DOVER, DE 19904', and 'Registration Number: 0000169576'. A link 'Add the essay to my registration' is highlighted. At the bottom right, there is a 'Return to My SAT' button.



# Checking the Completed Registration

- Students can view their updated registration.

The screenshot shows the CollegeBoard SAT Registration page for Sharon Scheel. The page includes a header with the user's name and email, and a navigation link. The main content area is titled "Change Your SAT Registration" and contains a message about making changes online. A yellow note states that there is no fee associated with changing information. The student's profile is displayed with fields for name, address, email, birth date, sex, high school, grade, graduation date, and student ID. A red circle highlights the "Test Type: SAT with Essay" field. The page also shows the test date, registration number, and test center information.

Nickolas Scheel nscheel\_nsasteve@epsilon.cbreston.org Return to My SAT

CollegeBoard | SAT Registration

## Change Your SAT Registration

You can now make changes to your test, test date, test center and/or personal information online. Just click the link next to the change you would like to make. Additional fees may be required.

Note: There is NO fee associated with changing this information.

Test administered under conditions that do not require a photo.

Add Photo

Student Name: Sharon Scheel  
Student Address: 19600 S Vermont Ave  
Beaumont, TX 77703  
Email: nscheel\_nsasteve@epsilon.cbreston.org  
Birth Date: 10/22/2001  
Sex: Female  
High School: 220515  
MATIGNON HIGH SCHOOL  
CAMBRIDGE, MA 02140  
Grade: 12th grade or higher  
Graduation: 5/2017  
Student ID: NSCHEEL ⓘ  
[Change my personal information](#)

Test Date: April 10, 2018  
Registration Number: 0000169576  
[Remove the essay from my registration](#)

Test Type: SAT with Essay  
Test Center Name

Test Center: 08400: KENT COUNTY ILC  
631 RIDGLEY STREET STE 19  
DOVER, DE 19904  
We're sorry, this registration is not available for a test center change

Return to My SAT

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# Monitoring Essay Registrations

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is looking back over his shoulder towards the student behind him. They are all wearing backpacks.

# Monitoring Essay Registrations

- As the Test Coordinator, it will be important to monitor registrations so you can
  - Verify that interested students have successfully updated their registration to include the optional essay during the window.
  - Prepare for the number of rooms you will need for testing
- During the opt-in window, you can check the **Registration Report daily** to determine which students have successfully updated their registration. The daily updates are new for this year and **are available beginning January 25, 2019.**
- **Hint:** Encourage students to register before the deadline. This will give Test Coordinators a couple of days before the window closes to help any remaining students who still want to take the optional essay but haven't completed their registration.

# Monitoring Registrations

Test Coordinators can monitor student essay registrations using the following steps:

- Log into the Educator Reporting Portal using your College Board Professional Account.
- Use the **Roster Report** to view essay registrations.
  - Report is updated daily beginning January 25, 2018.
  - Contact your DAC, if you need access.

The screenshot displays the K-12 Reporting Portal interface. At the top, there is a navigation bar with the CollegeBoard logo, 'Assessment Reporting', and a 'Sign In' button. Below this is a header for 'K-12 Reporting Portal' with links for 'Reports', 'Downloads', and 'Help'. A dark navigation bar contains a yellow 'Run Reports' button and 'Sample School 1'. The main content area features a search section titled 'Find a Student Score Report' with input fields for 'Currently Enrolled Stud...', 'Student Last Name', and 'Student First Name', and a 'Search' button. Below this is a 'Report Options' section with the heading 'What do you want to get done?'. It contains a grid of report options: 'Counsel Students' (Share scores with students and parents), 'Improve Instruction' (Figure out who needs help and improve curriculum), 'Track Progress' (Monitor and report on your institution and plan for the future), 'Roster' (highlighted with a red circle), 'Instructional Planning', 'Summary', 'Scores and Benchmarks', and 'Scores and Benchmarks'. At the bottom, there is a note: 'Find out about the new and enhanced reports under construction this year.' and a section for 'Your Recent Reports'.

# Monitoring Registrations

- Expand the SAT Registration Summary Report.

The screenshot shows a web interface for 'Sample School 1' under the 'Run Reports' section. At the top right, there is a search icon and the word 'SEARCH'. Below the header, the main content area is titled 'Summary Roster (Aug 2016 - Jul 2017)'. To the right of this title is an 'EXPORT' button. A list of reports follows, each with a 'More' link (indicated by a downward arrow) or a 'Less' link (indicated by an upward arrow). The 'SAT Registration Summary' report is circled in red. The reports listed are: SAT Registration Summary (More), SAT Score Summary (More), SAT Subject Test Registration Summary (More), SAT Subject Test Score Summary (More), and PSAT-related Score Summary (Less).

# Monitoring Registrations

- Choose to view the Full Registration Roster for SAT School Day April 9, 2019

### SAT Registration Summary

Administration	Total Registrations	SAT Registration	SAT Absent	SAT % Absent	SAT with Essay Registration	SAT with Essay Absent	SAT with Essay % Absent	Fer Waiv Use
<a href="#">SAT June 2017</a>	24	14	0	0%	10	1	10%	0
<a href="#">SAT May 2017</a>	3	3	0	0%	0	0	0%	0
<a href="#">SAT School Day April 5, 2017</a>	423	0	0	0%	423	70	17%	0
<a href="#">SAT March 2017</a>	8	6	1	17%	2	0	0%	0
<a href="#">SAT January 2017</a>	26	17	4	24%	9	0	0%	1
<a href="#">SAT December 2016</a>	29	16	0	0%	13	1	8%	4
<a href="#">SAT November 2016</a>	34	13	0	0%	21	1	5%	5
<a href="#">SAT October 2016</a>	48	13	0	0%	35	1	3%	3

[See Full Registration Roster](#) Less

### SAT Score Summary

[See Full Score Roster](#) Less

Administration	Total Test	SAT Test	SAT with	% SAT with	Mean Total Score	Mean ERW Score	Mean Math Score	% Met Both Benchmarks	% Me Benc
					?	?	?	?	(
	1140	568	572	70%	8				
	1000	517	483	0%	6				
	1023	520	503	35%	7				
	990	494	496	29%	5				
	986	501	485	27%	5				
	1003	517	486	29%	7				
	996	507	489	30%	7				
	1127	565	562	66%	8				

[SAT Score Summary](#) More

# Review

- Locate the student's registration number to provide to students.
- Identify the students who have added the Essay to their registration.
- Use the export function to save a copy of the report.

**K-12 Reporting Portal** Reports Downloads ? Help

**Run Reports** Sample School 1 SEARCH

[< Back to Summary](#)

595 Test Taker(s) This School's AP Potential Access Code: Not Available

### SAT (Aug 2016 - Jul 2017) Detailed Roster

Roster Report Filters AP Potential Tool EXPORT

Registration Report / Admission Tickets Score Reports / Labels Printing

Student Name / Student Admission Tickets from Selected

<input type="checkbox"/> All	Student Name	Student ID	Date of Birth	Grade	Assessment	Administration	Registration Date	Registration Number
	Adams, Mark B.	081686	Jan 1, 2008	12th grade	SAT with essay	SAT October 2016	Aug 23, 2016	005149
	Adams, Carol T.	460655	Jan 1, 2008	11th grade	SAT with essay	SAT School Day April 5,	Mar 6, 2017	005557

Live Chat

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# Update Room and Staffing Plans

- After the opt-in window closes on February 12, 2019, run the Registration Roster Report the following Monday to identify how many students will be taking the SAT with Essay
- Determine how many separate rooms you will need for testing.
  - We recommend providing separate rooms for students testing with and without essay. However, you may test students in the same room if necessary due to room or staffing constraints. Refer to the *SAT Test Coordinator Manual* for more information.
  - Use your Master List/Room Roster and Nonstandard Accommodations Roster (NAR) to refine your room planning even further.



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# Assisting Students

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is a young man with a backpack, looking towards the right. The student on the left is a young woman with a backpack, also looking right. The student on the right is a young woman with a backpack, looking right. The background is a brick wall.

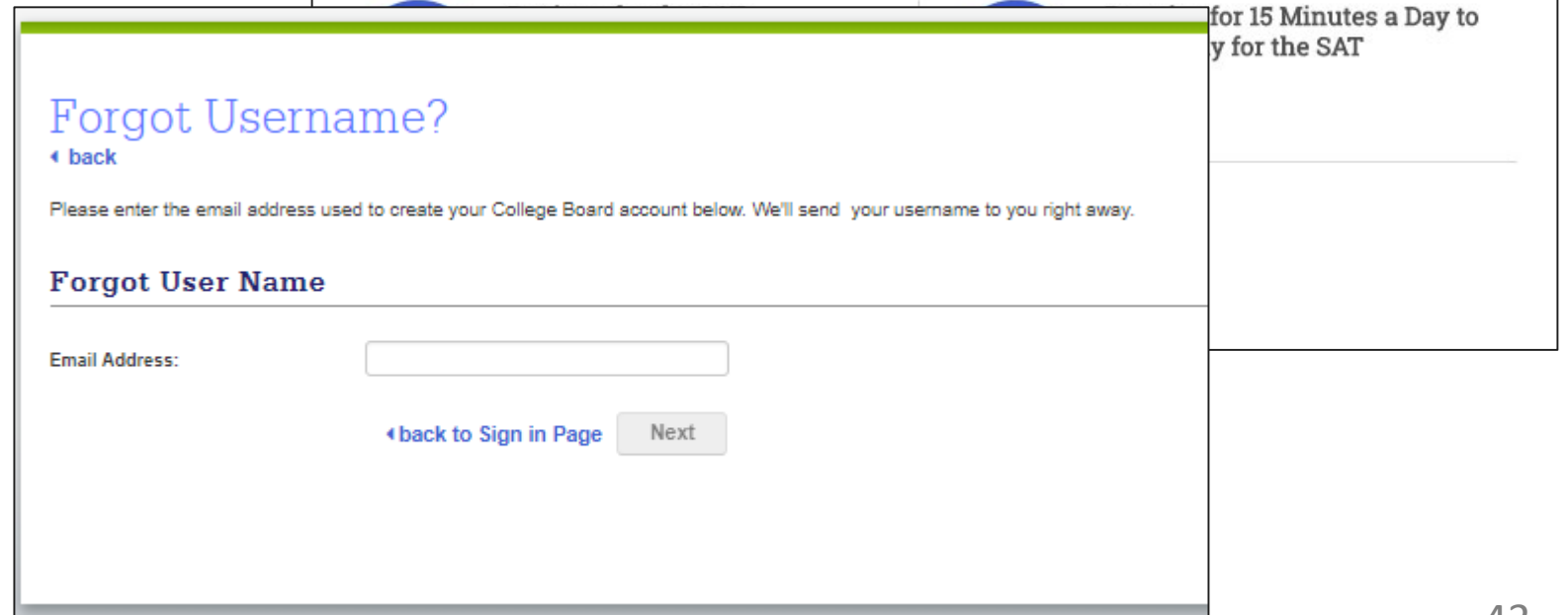
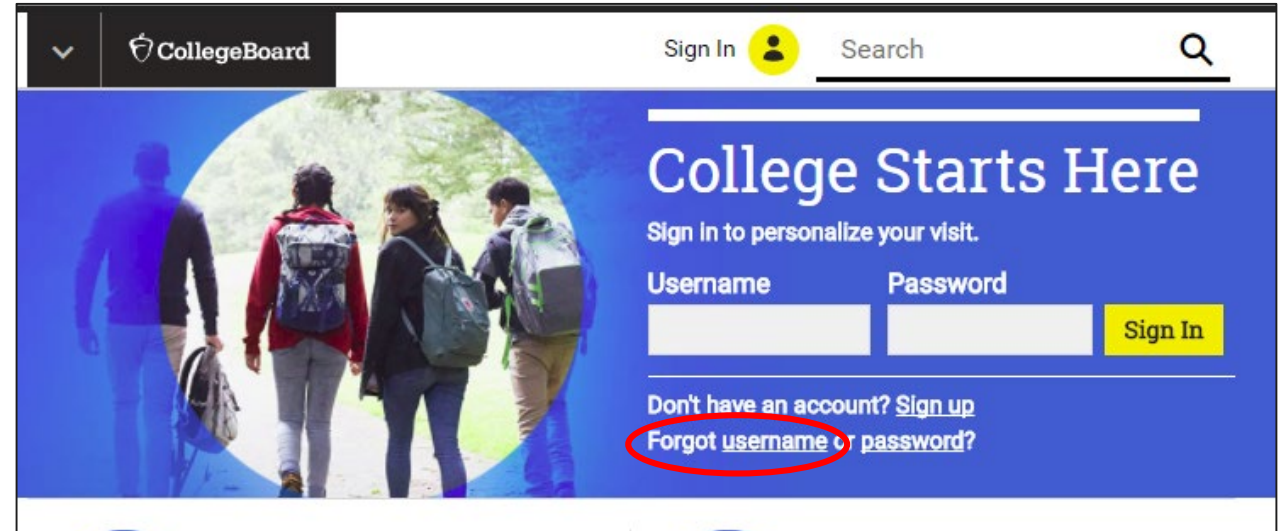
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# Transfer students

- If you have students who transferred from another school within Colorado after the October count, they will not appear on your registration roster report. If they cannot register online using their existing College Board account,
  - You may request their registration number from their old school to provide to the student, or
  - Have the **student** call College Board to add the essay to their existing registration.
- If you have students who transferred from a school outside of Colorado after the October count, they will not appear on your roster detail report. The Test Coordinator should contact College Board to request the essay for the student.

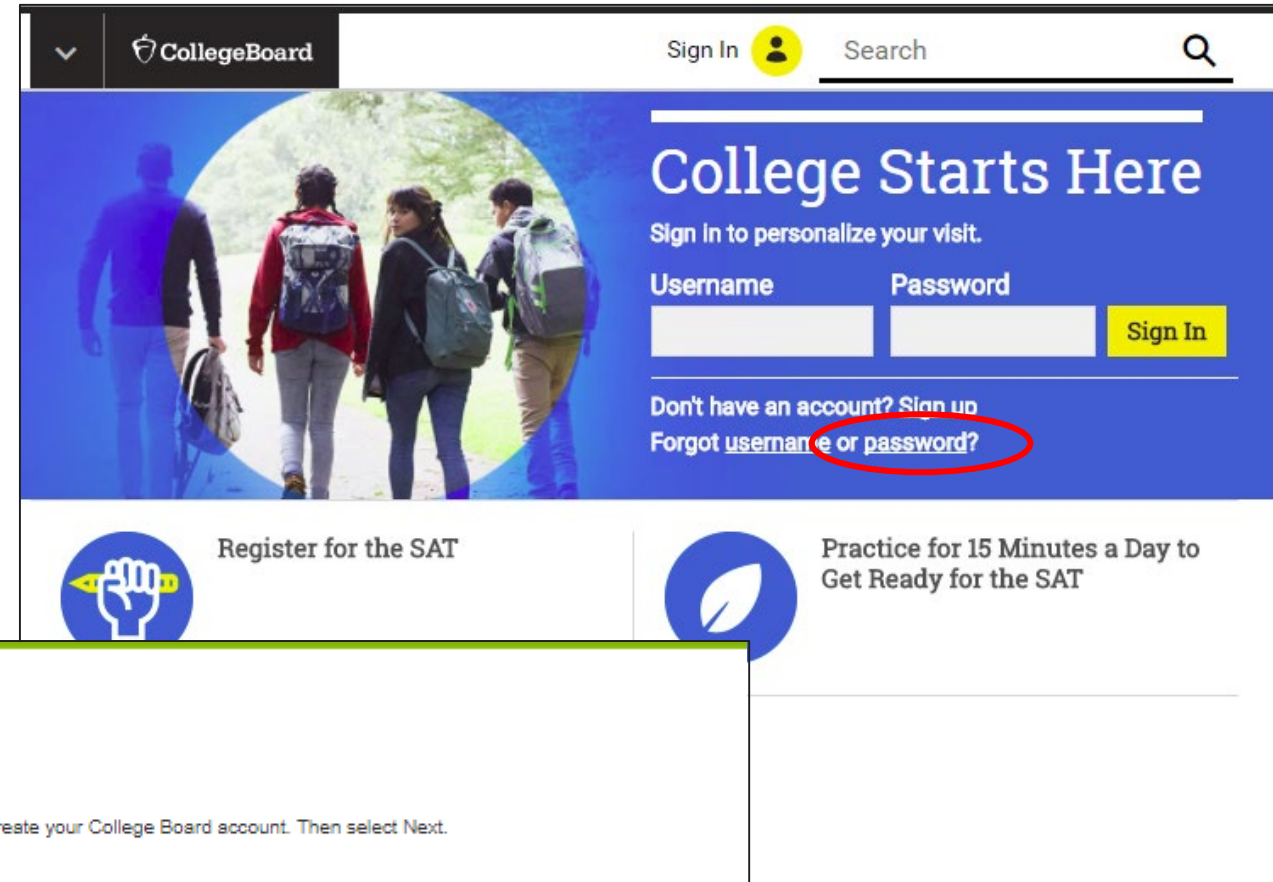
# Forgot Username

- Click the “username” link.
- Enter email address to receive username.
- Sign in again.
- This feature is also a great way for students to figure out if they already have an account. They can submit a “forgot username” request for each of their email addresses to confirm if there is an existing username for them.

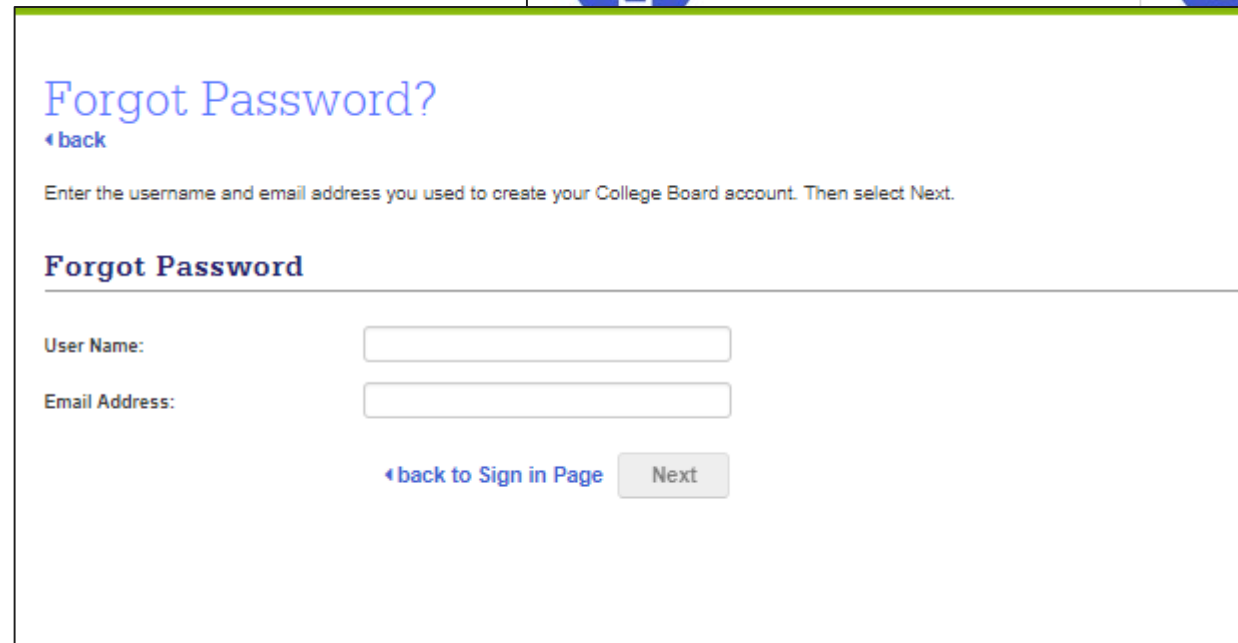


# Forgot Password

- Click the “password” link.
- Enter user name and email address to receive a link to reset password.



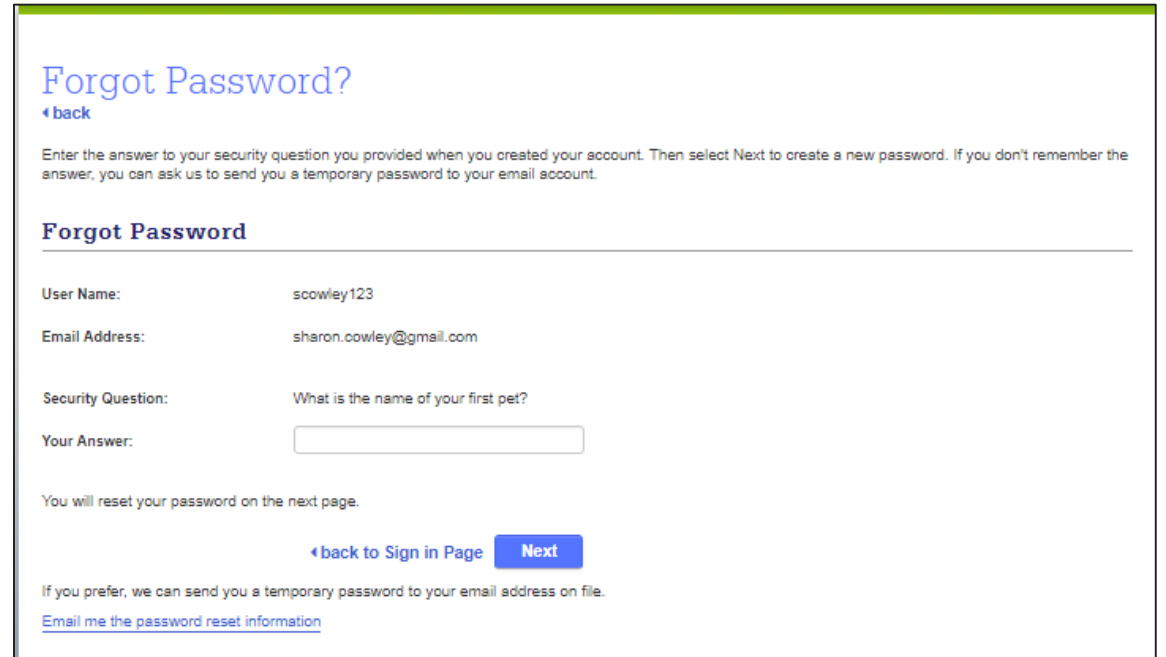
The screenshot shows the CollegeBoard homepage. At the top, there is a navigation bar with the CollegeBoard logo, a 'Sign In' button with a user icon, and a search bar. Below the navigation bar is a large blue banner with the text 'College Starts Here' and 'Sign In to personalize your visit.' There are two input fields for 'Username' and 'Password', and a yellow 'Sign In' button. Below the input fields, there is a link that says 'Don't have an account? Sign up' and a link that says 'Forgot username or password?'. The 'Forgot username or password?' link is circled in red. Below the banner, there are two promotional cards: 'Register for the SAT' and 'Practice for 15 Minutes a Day to Get Ready for the SAT'.



The screenshot shows the 'Forgot Password?' page. At the top, there is a blue header with the text 'Forgot Password?' and a blue link that says 'back'. Below the header, there is a paragraph of text that says 'Enter the username and email address you used to create your College Board account. Then select Next.' Below the text, there is a section titled 'Forgot Password' with two input fields: 'User Name:' and 'Email Address:'. Below the input fields, there is a blue link that says 'back to Sign in Page' and a grey button that says 'Next'.

# Forgot Password

- Enter the answer to your security question or request an email link with a temporary password.
- Enter a new password
- Click “Reset Password”.
- Sign in again.



Forgot Password?  
[← back](#)

Enter the answer to your security question you provided when you created your account. Then select Next to create a new password. If you don't remember the answer, you can ask us to send you a temporary password to your email account.

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**Forgot Password**

User Name: scowley123

Email Address: sharon.cowley@gmail.com

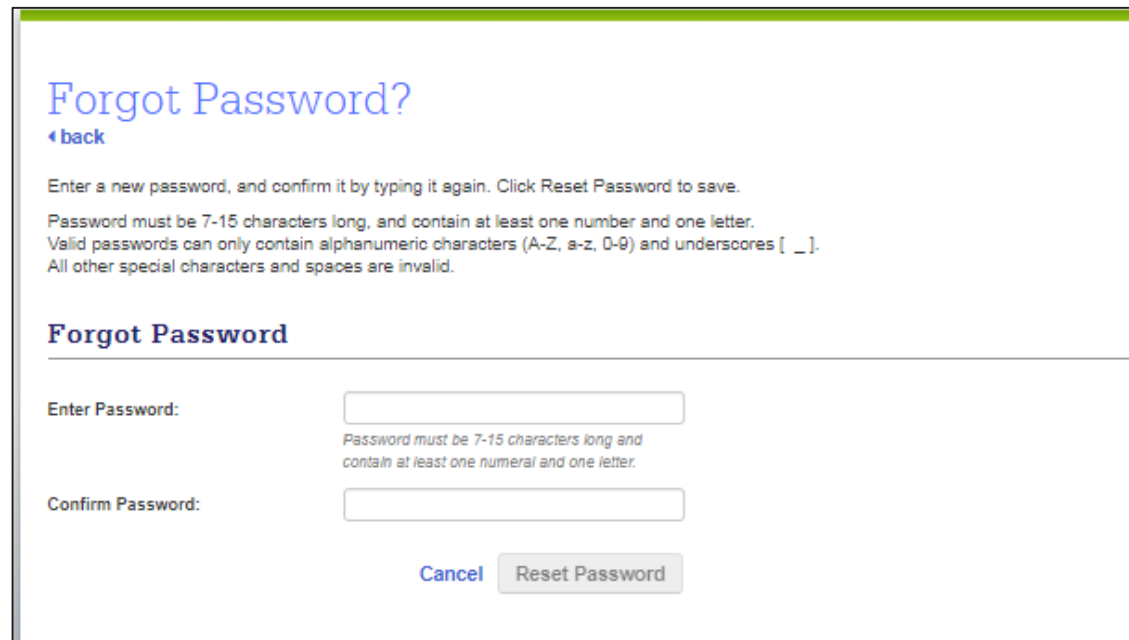
Security Question: What is the name of your first pet?

Your Answer:

You will reset your password on the next page.

[← back to Sign in Page](#) [Next](#)

If you prefer, we can send you a temporary password to your email address on file.  
[Email me the password reset information](#)



Forgot Password?  
[← back](#)

Enter a new password, and confirm it by typing it again. Click Reset Password to save.

Password must be 7-15 characters long, and contain at least one number and one letter.  
Valid passwords can only contain alphanumeric characters (A-Z, a-z, 0-9) and underscores [ \_ ].  
All other special characters and spaces are invalid.

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**Forgot Password**

Enter Password:

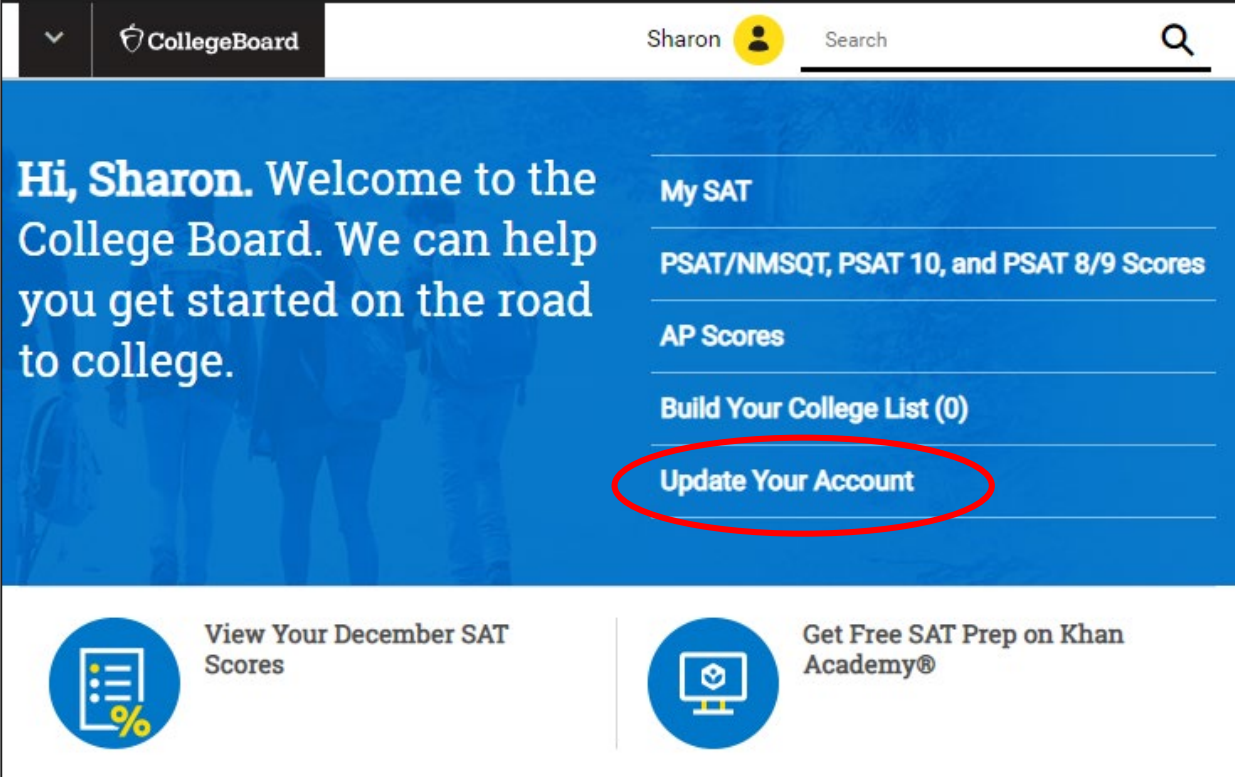
Password must be 7-15 characters long and contain at least one numeral and one letter.

Confirm Password:

[Cancel](#) [Reset Password](#)

# Updating Account Information

- If student information has changed since they setup their account, students can access “Account Settings” to update information such as:
  - Address
  - Email Address  
*Recommend using a non-school address so students can access after graduation.*
  - School Name
  - Username & Password



The screenshot shows the CollegeBoard user interface for a user named Sharon. The top navigation bar includes the CollegeBoard logo, the user's name 'Sharon', a search bar, and a search icon. The main content area is a blue banner with the text: "Hi, Sharon. Welcome to the College Board. We can help you get started on the road to college." To the right of this banner is a vertical menu of options: "My SAT", "PSAT/NMSQT, PSAT 10, and PSAT 8/9 Scores", "AP Scores", "Build Your College List (0)", and "Update Your Account". The "Update Your Account" option is highlighted with a red circle. Below the banner are two promotional tiles: "View Your December SAT Scores" with a document icon and "Get Free SAT Prep on Khan Academy®" with a computer icon.

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# Next Steps

- Confirm your access to the reporting portal. Contact your DAC for access.
  - Print a list of students with their registration numbers on January 15, 2019.
- Share information with students and their families regarding the essay.
  - Review the online essay links.
  - Share the [Essay Information Sheet](#).
- Remind students of the window.
  - The window opens January 15, 2019.
  - All essay additions must be completed by:
    - Online: February 12, 2019 by 10 p.m. mountain time
    - Phone: February 12, 2019 by 7 p.m. mountain time.
- Submit writing accommodations requests if needed.

# Thank You!

- Check the Colorado Website:  
[www.collegeboard.org/colorado](http://www.collegeboard.org/colorado)
  - Call College Board's CO Customer Service:  
1-866-917-9030  
[coloroadministratorsupport@collegeboard.org](mailto:coloroadministratorsupport@collegeboard.org)
  - Contact Your District Assessment Coordinator
- Contact the College Board Field Team  
[coloradoschooldaysupport@collegeboard.org](mailto:coloradoschooldaysupport@collegeboard.org)  
Sarah Orłowski  
720-470-2343  
[sorłowski@collegeboard.org](mailto:sorłowski@collegeboard.org)  
  
Kelly Doubleday  
970-230-1665  
[kdoubleday@collegeboard.org](mailto:kdoubleday@collegeboard.org)
  - Contact CDE:  
Jared Anthony  
303-866-6932  
[Anthony\\_J@cde.state.co.us](mailto:Anthony_J@cde.state.co.us)