

SSAT Benchmark Instructions

Scheduling Your Test Date &
Registering Students

We'll go over...

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Learn the basics before
doing the finer details



SSAT Testing Basics

When scheduling a test, you will need to select the type of test you are giving. There are four types of tests, you will select **Benchmark** when scheduling your test date.

The paper-based test types are as follows:

- **Standard:** open to public, anyone can register, test materials will automatically be sent based on the number of registered testers
- **Open Flex:** open to the public, anyone can register, order test materials at this step
- **Closed Flex:** only students with the automatically generated access code that you provide can register for the test, order test materials at this step
- **Benchmark:** internal test for your enrolled students only, given at discounted price, scores cannot be used for admission, order test materials at this step

SSAT Testing Basics

When scheduling your Benchmark test, you will need to select the Exam Level you are offering.

The Exam Levels are as follows:

- **Elementary:** Choose the Elementary Level test for students currently in grades 3 and 4.
- **Middle/Upper:** Choose the Middle/Upper level test for students currently in grades 5-11. The Middle level test is for students currently in grades 5-7, and the Upper level test is for student currently in grade 8 to 11.

How to Schedule Your Benchmark Test



Log into your MAP

- [Member Access Portal \(MAP\)](#)
- Enter your username and password

The Enrollment Management Association

Sign in

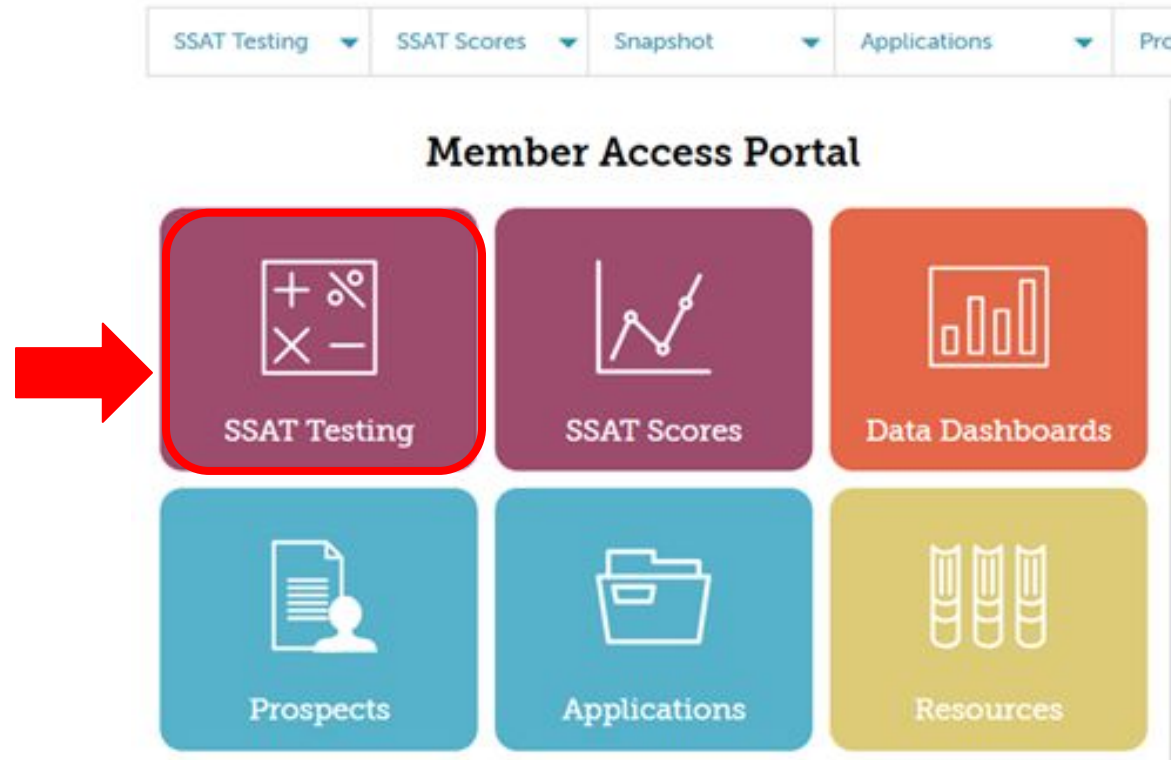
Username [Forgot Username?](#)

yourusername

Password [Forgot Password?](#)

Remember Me

Select SSAT Testing



Select your Test Center & click on Schedule a Test

Approved Test Center(s) | Test Center(s) Awaiting Approval

International Site

SSAT Academy

Schedule a Test | Test Center Profile

Upcoming Tests | Post Test Processing | Completed Tests

	Date	Exam Type	Exam Level	Total Registered
+	Aug 15, 2017	Flex	Elementary	2
+	Oct 14, 2017	Standard	Middle/Upper	2
+	Oct 15, 2017	Standard	Middle/Upper	0
+	Nov 11, 2017	Standard	Middle/Upper	1
+	Dec 16, 2017	Standard	Middle/Upper	2
+	Jan 13, 2018	Standard	Middle/Upper	0
+	Feb 3, 2018	Standard	Middle/Upper	0

Set Test Details

- Choose your test type as **Benchmark**, and select the proper Exam Level
- To order materials: indicate 'I need to request more test materials'* and type the number of test materials that will be needed. Be sure you order enough of each level depending on your roster.
- Select a **test date**- You can NOT offer the Benchmark Test on a Standard Test Date.

**Materials need to be order for every Benchmark test; materials may NOT be used interchangeably with Flex materials.*

The screenshot shows a three-step form for setting test details. The first step, 'New Test', shows 'Test Center Name' as 'SSAT Academy (Sample Center - Not Real)', 'Test Type' as 'Benchmark', and 'Exam Level' as 'Middle/Upper'. The second step, 'Testing Material', shows two radio buttons: 'I have enough test materials' (unselected) and 'I need to request more test materials' (selected). Below these are two input fields: 'Middle Level Tests (Grades 5-7)' with the value '10' and 'Upper Level Tests (Grades 8-11)' with the value '10'. The third step, 'Test Date', shows a date picker with a date selected, which is circled in red.

Field	Value
Test Center Name	SSAT Academy (Sample Center - Not Real)
Test Type	Benchmark
Exam Level	Middle/Upper
I need to request more test materials	<input checked="" type="radio"/>
Middle Level Tests (Grades 5-7)	10
Upper Level Tests (Grades 8-11)	10
Test Date	[Date]

Set Test Details (Cont'd)

- Select the test administrator
- Enter your Capacity (number of students you will uploading in your Batch Registration).
- Confirm your shipping address
- Click Submit

Admin Details

This Test Center currently has **ssat Support** as its Administrator.

Use ssat Support as this test's Administrator.

Use a different administrator for this individual test instance.

Capacity

Number of Students

Shipping Address

This Test Center's delivery address is currently:

862 Route 518
Skillman, NJ 08558
United States


Use the above delivery address for this test

Use a different delivery address for this individual test

Confirmation

Review the confirmation to ensure everything is correct.

If you made an error, click Delete Test and schedule the test again.



Thank you. Your test has been created.
Your shipment order for 10 middle grade books and 10 upper grade books has been submitted. You will be notified when the shipment is sent.

New Test

Test Center Name	New Center (EM)	Delete Test Batch Registration
Test Type	Benchmark	
Exam Level	Middle/Upper	
Date	8/17/2020	
Total Capacity	20	
Test Administrator	Erica Molina	
Test Admin Cell Phone	555-555-5555	
Test Admin Email	emolina@enrollment.org	
Shipping Address	123 Main Street Skillman, NJ 08610 United States	

Please refer to your test management homepage to view, edit or batch register for this test.
Please call SSATB if you need further assistance 609-683-5558.

[Back to Test Center](#)

Notes

- Students CANNOT register for a Benchmark test on ssat.org, they must be batch registered.
- Test Fee Waivers are not available for Benchmark tests
- You may not cancel a test if students are registered.
- After testing, don't forget to complete Post-Test Processing — honoraria is not eligible for Benchmark tests.

Notes

Testing Accommodations

- If you have a student who receives test accommodations in school, you may offer the same accommodation for the Benchmark test. Because the test is used for Internal purposes only, the student does not need an approved accommodation on file for a Benchmark test.

Completing your Batch Registration




What is Batch Registration?

- Batch registration allows you to register a group of students for this test instead of having each test taker's parent/guardian register on their own.
- There is no limit on how many batch registration templates you can upload to an individual test.

Start Batch Registration Now

If you plan to register students immediately, simply click on the **Batch Registration** button to get started.

 **Thank you. Your test has been created.**
Your shipment order for 10 middle grade books and 10 upper grade books has been submitted. You will be notified when the shipment is sent.

New Test

Test Center Name	New Center (EM)	Delete test	Batch Registration
Test Type	Benchmark		
Exam Level	Middle/Upper		
Date	8/17/2020		
Total Capacity	20		
Test Administrator	Erica Molina		
Test Admin Cell Phone	555-555-5555		
Test Admin Email	emolina@enrollment.org		
Shipping Address	123 Main Street Skillman, NJ 08610 United States		

Please refer to your test management homepage to view, edit or batch register for this test.
Please call SSATB if you need further assistance 609-683-5558.

[Back to Test Center](#)

Start Batch Registration Later

If you wish to register students at a later time, you can return to this test under Upcoming Tests.

Select the test you want to register students for by clicking on the + (plus) key next to the date. Then select the **Batch Register This Test**.

The screenshot shows the SSAT Academy interface. At the top, there is a dropdown menu for 'SSAT Academy' and two buttons: 'Schedule a Test' and 'Test Center Profile'. Below this is a navigation bar with three tabs: 'Upcoming Tests', 'Post Test Processing', and 'Completed Tests'. The 'Upcoming Tests' tab is active. A table displays test information:

Date	Exam Type	Exam Level	Total Registered
Jul 18, 2017	Benchmark	Middle/Upper	6

Below the table, there is a detailed view for the selected test. It includes fields for 'Test Admin Name', 'Cell: 555-1212', 'Capacity: 10', and 'Special Accommodation: Yes'. A red circle highlights the 'Batch register this test' button, which has a plus sign icon next to it. A 'Student Roster' button is also visible.

Batch Registration Template (CSV File)

Download the registration template by selecting the link shown.

It may automatically download, or you will be prompted to open the .CSV file.

Save the document, keeping it in .CSV format.

Step 3

Upload Your CSV File

Please upload a CSV file containing all the students you want to register. You can download the template [here](#).

No file chosen

First row contains column headers

[Cancel](#)

Filling out the Template

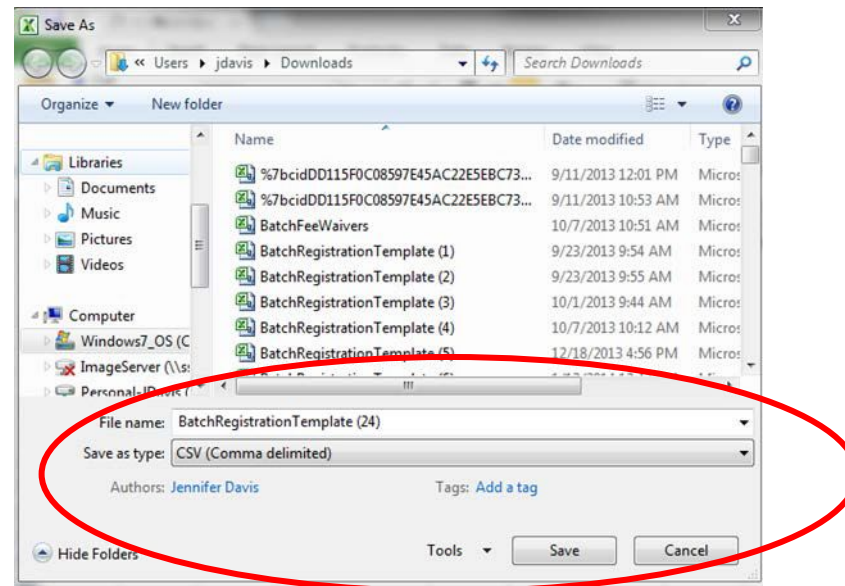
Because this test is for Internal purposes only and students will not receive a score report nor will the test results be uploaded to their SSAT Account, you can complete the template in the following ways:

- Do not reorder, rename, add or delete columns
- Columns marked with an *asterisk* are required
- Enter student specific data in column A, B, L, M, N, P and Q (see green columns below)
- Enter school generic data in column D, F, G, H, I, J and K (see pink columns below)
 - Use your school address and phone number
 - Use a general school email address

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Last Name*	First Name*	MI	Street Address 1*	Street Add	City*	State*	Zip*	Country*	Phone*	Parent E-Mail*	Birthdate*	Sex (M/F)*	Grade*	Fee Waive	Parent First Name*	Parent Last Name*
2	Green	Sarah		Your School Address		Your City	NJ	08558	USA	609-555-5555	benchmark@schoolname.org	1/1/2003	M	8		Andy	Green
3	Smith	John		Your School Address		Your City	NJ	08559	USA	609-555-5556	benchmark@schoolname.org	1/2/2003	F	8		Maria	Smith
4	Jones	Mark		Your School Address		Your City	NJ	08560	USA	609-555-5557	benchmark@schoolname.org	1/3/2003	M	8		Laura	Jones
5	Black	Lily		Your School Address		Your City	NJ	08561	USA	609-555-5558	benchmark@schoolname.org	1/4/2003	F	8		Sean	Black
6																	
7																	
8																	

Saving your Completed Template

Once you have entered your student specific data into each column and your school information into the appropriate columns, you will need to save the Template as .CSV on your desktop (or somewhere you can easily locate it)



Ready to Batch

Back at the **Batch Register this Test** screen, see Steps 1, 2 & 3

Batch Registration

You are about to batch register test takers for the following test. Batch registration allows you to register a group of students for this test and is the only way to register test takers for a Benchmark test.

For an overview of batch registration, [click here](#).

TEST INFORMATION

Test Date: Saturday, June 4, 2017 at New Center (Middle/Upper).....

Test Type: Benchmark Test

Step 1 - Confirm Data Authorization

As a research study, Benchmark administrations are not subject to a requirement of parent/guardian consent. However, The Association strongly recommends that all member organizations provide each test taker's parent/guardian the opportunity to 'opt out' of the benchmark administration and thus not be included in the batch registration.

Step 2

Select Your Score Options

You will automatically receive Benchmark score results from this administration.

Ready to Batch

Click the Choose File button to select your CSV file that you saved on your computer then click Upload Batch File.

Step 3

Upload Your CSV File

Please upload a CSV file containing all the students you want to register. You can download the template [here](#).

BatchRegis...SAMPLE.csv

First row contains column headers

[Cancel](#)

Verify Student Information

After selecting Upload Batch File, individual registrant information will appear.

- Check spelling of name
- Check birthdate
- Check grade
- Check gender

Prior to importing, you can still make changes or additions to the spreadsheet. Once you click submit, you cannot alter your data in any way.

Please take the time to be sure your data is correct.

If anything is wrong, you can remove the registrant from the batch by selecting Remove this student from the batch in the top right corner.



Batch Registrations

Please confirm that the following details are correct before continuing:

Registration #1					<input type="checkbox"/> Remove this student from the batch
According to our records, there is no ssat.org account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.					
If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.					
Last Name *	First Name *	Middle Initial			
<input type="text" value="Medina"/>	<input type="text" value="Noa"/>	<input type="text" value="E"/>			
Birth Date * (mm/dd/yyyy)	Sex *	Grade *			
<input type="text" value="05/11/2000"/>	<input type="radio"/> Male <input checked="" type="radio"/> Female	<input type="text" value="5"/>			
Address Lines 1 * / 2	City *	State *	Zip *	Country *	
<input type="text" value="123 Green Lane"/>	<input type="text" value="Hamilton"/>	<input type="text" value="NJ"/>	<input type="text" value="8619"/>	<input type="text" value="United States"/>	
Phone *	Parent's Email Address *	Parent's First Name *	Parent's Last Name *		
<input type="text" value="555-5555"/>	<input type="text" value="emolina@enrollment.org"/>	<input type="text" value="Erica"/>	<input type="text" value="Molina"/>		
Fee Waiver (optional)	Special Accommodations				
<input type="text"/>					

Add Another Student

When you are happy with the data in the table above, use the Import button below to process this batch of registrations.

Import

Adding Students

To add another student, select the Add Another Student button at the bottom of the screen.

Registration #2 Remove this student from the batch

According to our records, there is no SSATB account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.

If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.

Last Name *	First Name *	Middle Initial		
Smith	Jane			
Birth Date * (mm/dd/yyyy)	Sex *	Grade *		
01/01/2000	<input type="radio"/> Male <input checked="" type="radio"/> Female	7		
Address Lines 1 * / 2	City *	State *	Zip *	Country *
main street	mainville	nj	17887	United States
Phone *	Parent's Email Address *			
6093824440	jeidamdavis+0408@gmail.			
Fee Waiver (optional)	Special Accommodations			

Add Another Student

When you are happy with the data in the table above, use the Import button below to process this batch of registrations.

Import

Click Import

When you are satisfied with all the data, click **Import**.

Batch Registrations

Please confirm that the following details are correct before continuing:

Registration #1 Remove this student from the batch

According to our records, there is no ssat.org account for a student matching the information you have supplied below. A new account will be created for this student and login information will be sent to the email address provided.

If you believe this student may already have an account, PLEASE DO NOT PROCEED before checking with the student or family to ensure that you are using the correct Email Account, Date of Birth, and full spelling of the student's name before submitting this registration. You can remove this student from this batch by checking the box above if necessary.

Last Name *	First Name *	Middle Initial		
Medina	Noa	E		
Birth Date * (mm/dd/yyyy)	Sex *	Grade *		
05/11/2000	<input type="radio"/> Male <input checked="" type="radio"/> Female	5		
Address Lines 1 * / 2	City *	State *	Zip *	Country *
123 Green Lane	Hamilton	NJ	8619	United States
Phone *	Parent's Email Address *	Parent's First Name *	Parent's Last Name *	
555-5555	emolina@enrollment.org	Erica	Molina	
Fee Waiver (optional)	Special Accommodations			

Add Another Student

When you are happy with the data in the table above, use the Import button below to process this batch of registrations.

Import

Be patient while the information loads. **DO NOT CLICK UPLOAD** more than once. This window will open to notify you of your status.



Processing Your Registrations

Please be patient while we process your batch registrations.

Done! Redirecting to payment page...

Depending on the number of students you are registering this process could take several minutes.

Please do not close your browser or refresh the page during this time.

Confirmation and Payment Process

- **Do not include any payment with the returned test materials.**
- Your School will receive an email with an invoice within 30 day after tests are scored. Payment terms are net 30 from when you receive the invoice.
- The invoice is based on the number of tests successfully administered and returned to EMA for a scheduled test date.
- Please help us support this process by completing your attendance roster on your portal (via post-test processing).

Family Emails

Unlike the Flex and the Standard Test Administration, families will NOT receive an email notification from us.

Benchmark Tests will not be posted on a student/family account

Student Roster

To confirm you've completed the Batch Registration, return to your test center page

- Click on the + (plus) next to your test date and view the details
- Click on the Student Roster and you should see all those batch registered

The screenshot shows a web interface for test center management. At the top, there are tabs for 'Approved Test Center(s)' and 'Test Center(s) Awaiting Approval'. Below this, there are sections for 'International Site' and 'SSAT Academy'. A 'Schedule a Test' button is visible. The main content area has tabs for 'Upcoming Tests', 'Post Test Processing', and 'Completed Tests'. A table lists upcoming tests with columns for Date, Exam Type, Exam Level, and Total Registered. The first row shows a test on Aug 21, 2014, of type Flex, at Middle/Upper level, with 2 total registered. Below the table, there is an 'Access Code: 2N-0F1N-3C3I' and a detailed view of the test. This view includes fields for 'Test Admin Name', 'Special Accommodation' (No), 'Cell' (555-1212), 'Special Accommodation Capacity' (2), and 'Capacity' (2). At the bottom of this view, there are two buttons: 'Batch register this test' and 'Student Roster'. The 'Student Roster' button is circled in red. An 'Order Materials' button is also visible at the bottom right of the interface.

Date	Exam Type	Exam Level	Total Registered
Aug 21, 2014	Flex	Middle/Upper	2

Access Code: 2N-0F1N-3C3I

Test Admin Name:		Special Accommodation:	No
Cell:	555-1212	Special Accommodation Capacity:	2
Capacity:	2		

[Batch register this test](#) [Student Roster](#) [Order Materials](#)

Student Roster

After clicking on Student Roster, a spreadsheet will open with the details for your registrants, including their registration IDs.

- Adjust the columns to see more information in each column
- Export to Excel by clicking on “Export to CSV”
- You can sort each column by clicking on the blue arrow at the top of each column

Email testgroup@enrollment.org if you have any questions resulting from your batch registration.

Below is the most up-to-date roster for your upcoming scheduled SSAT administration. Use the column headers to sort the roster. You can also export the roster into a CSV file if desired.

Test Date Thursday, September 1, 2016
Test Center SSAT Academy (Sample Center - Not Real)
Attendance total 8

Export to CSV

Registration Id	First Name	Last Name	Exam Level	Grade	Special Accommod	Date Of Birth	Parent Name	Parent Email	P
170826146	Jacob	Black	Upper	8		06-28-2003		Benchmark@60	
170826143	Susie	Brown	Upper	8		07-25-2003		Benchmark@60	
170826140	Jennifer	Davis	Upper	8		01-01-2003		Benchmark@60	
170826144	Olivia	Gray	Upper	8		05-25-2003		Benchmark@60	
170826145	Sophia	Green	Upper	8		02-08-2002		Benchmark@60	
170826142	Michael	Jones	Upper	8		09-05-2003		Benchmark@60	
170826141	John	Smith	Upper	8		10-06-2002		Benchmark@60	
170826147	Steve	White	Upper	8		04-01-2003		Benchmark@60	

Benchmark Analysis

To see a Sample Benchmarking Analysis, click [here](#)!

Thank you!

Contact us with any questions or concerns

Test Administration Support:

Email: testgroup@enrollment.org

Phone: 609-527-3877

Monday- Friday 9am- 4:30pm EST

Erica Molina

Support Services Manager

Email: emolina@enrollment.org



The
**Enrollment
Management**
Association

