SSAT Benchmark Instructions

Scheduling Your Test Date & Registering Students
We’ll go over...

1. SSAT Testing Basics
2. How to Schedule Your Benchmark Test
3. Completing your Batch Registration
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 students 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
Select SSAT Testing
Select your Test Center & click on Schedule a Test
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.
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
Confirmation

Review the confirmation to ensure everything is correct.

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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name*</td>
<td>First Name*</td>
<td>MI</td>
<td>Street Address 1*</td>
<td>Street Add City*</td>
<td>State*</td>
<td>Zip*</td>
<td>Country*</td>
<td>Phone*</td>
<td>Parent E-Mail*</td>
<td>Birthdate*</td>
<td>Sex (M/F)*</td>
<td>Grade*</td>
<td>Fee Waive</td>
<td>Parent First Name*</td>
<td>Parent Last Name*</td>
<td></td>
</tr>
<tr>
<td>Green</td>
<td>Sarah</td>
<td></td>
<td>Your School Address</td>
<td></td>
<td>NJ</td>
<td>08558</td>
<td>USA</td>
<td>609-555-5555</td>
<td><a href="mailto:benchmark@schoolname.org">benchmark@schoolname.org</a></td>
<td>1/1/2003</td>
<td>M</td>
<td>8</td>
<td></td>
<td>Andy</td>
<td>Green</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>John</td>
<td></td>
<td>Your School Address</td>
<td></td>
<td>NJ</td>
<td>08559</td>
<td>USA</td>
<td>609-555-5556</td>
<td><a href="mailto:benchmark@schoolname.org">benchmark@schoolname.org</a></td>
<td>1/1/2003</td>
<td>F</td>
<td>8</td>
<td></td>
<td>Maria</td>
<td>Smith</td>
<td></td>
</tr>
<tr>
<td>Jones</td>
<td>Mark</td>
<td></td>
<td>Your School Address</td>
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<td>NJ</td>
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<td>USA</td>
<td>609-555-5557</td>
<td><a href="mailto:benchmark@schoolname.org">benchmark@schoolname.org</a></td>
<td>1/1/2003</td>
<td>M</td>
<td>8</td>
<td></td>
<td>Laura</td>
<td>Jones</td>
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<td>USA</td>
<td>609-555-5558</td>
<td><a href="mailto:benchmark@schoolname.org">benchmark@schoolname.org</a></td>
<td>1/4/2003</td>
<td>F</td>
<td>8</td>
<td></td>
<td>Sean</td>
<td>Black</td>
<td></td>
</tr>
</tbody>
</table>
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

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**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

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**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.

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**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.

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**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](#).

- Choose File: BatchRegis...SAMPLE.csv
- First row contains column headers

[Upload Batch File] [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

According to our records, there is no SAT.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 Address, 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.

<table>
<thead>
<tr>
<th>Last Name *</th>
<th>First Name *</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medina</td>
<td>Noa</td>
<td>E</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Birth Date <em>(mm/dd/yyyy)</em></th>
<th>Sex *</th>
<th>Grade *</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/2000</td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Lines 1 / 2</th>
<th>City *</th>
<th>State *</th>
<th>Zip *</th>
<th>Country *</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Green Lane</td>
<td>Hamilton</td>
<td>NJ</td>
<td>8619</td>
<td>United States</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone *</th>
<th>Parent’s Email Address *</th>
<th>Parent’s First Name *</th>
<th>Parent’s Last Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td>555-5555</td>
<td><a href="mailto:email@enrollment.org">email@enrollment.org</a></td>
<td>Erica</td>
<td>Molina</td>
</tr>
</tbody>
</table>

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.
Click Import

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

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

<table>
<thead>
<tr>
<th>Registration ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Exam Level</th>
<th>Grade</th>
<th>Special Accommodated</th>
<th>Date of Birth</th>
<th>Parent Name</th>
<th>Parent Email</th>
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</tr>
</thead>
<tbody>
<tr>
<td>170826146</td>
<td>Jacob</td>
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<td>Upper</td>
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<td></td>
<td>05-25-2003</td>
<td>Benchmark</td>
<td></td>
<td></td>
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<tr>
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<td>Brown</td>
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<tr>
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<td>Davis</td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>Gray</td>
<td>Upper</td>
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<td>Benchmark</td>
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<td></td>
</tr>
<tr>
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<td>Green</td>
<td>Upper</td>
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<td></td>
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<tr>
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<td>Upper</td>
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<td></td>
</tr>
<tr>
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<tr>
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<td></td>
<td>04-01-2003</td>
<td>Benchmark</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Benchmark Analysis

To see a Sample Benchmarking Analysis, chick 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