SSAT Benchmark Instructions

Registering students as a group for Internal testing
(Batch Registration)

Sample Benchmark Report
Choose your training destination

Select a training area by clicking on one of the boxes below:

- **The Basics**
  - Batch Registration Basics

- **SSAT**
  - How to schedule a test at your test center

- **Batch Registration**
  - Batch registration up close and personal
Learn the basics before learning the finer details of Batch Registration
Log into your MAP

- Go to enrollment.org and click on LOGIN in the top right corner of the webpage. This will direct you to the Member Access Portal page, where you can log in. Or click [here](#).
- Enter your user name and password
Select the Testing Workstation link
SSAT Test Type Descriptions

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.

The 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 Exam Levels Descriptions

When scheduling a 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 test dates at your test center
Schedule The Test

• Under “Approved Test Centers” click on your school name
• Click on the gray button “Schedule a test”
Schedule The Test

Select your test type (Benchmark) from the drop down menu (note: batches can be submitted for standard, flex or benchmark administrations)

- Select Exam Level
- Select test date from the dropdown menu, and press the submit button

You will choose Benchmark as Test Type. You can choose Elementary or Middle/Upper as your Test Type.
Schedule The Test

Enter test date, type and level details, test center capacity, order your test materials and confirm shipping information, then click Submit.

Order your Test Materials. Be sure you order enough of each level depending on your roster.

Select your Test Date. You can NOT offer the Benchmark Test on a Standard Test Date.

Choose a Test Administrator.

Enter your Capacity (number of students you will uploading in your Batch Registration).

Be sure your address is correct. You can change it for this test administration only.
Test Confirmation Page

This is your confirmation page. Check your entry for accuracy.

<table>
<thead>
<tr>
<th>The New Test</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Center Name</td>
<td>SSAT Academy (Sample)</td>
</tr>
<tr>
<td>Test Type</td>
<td>Benchmark</td>
</tr>
<tr>
<td>Exam Level</td>
<td>Middle/Upper</td>
</tr>
<tr>
<td>Date</td>
<td>10/15/2015</td>
</tr>
<tr>
<td>Registration Deadline</td>
<td>--/--/---</td>
</tr>
<tr>
<td>Accepts Special Accommodation</td>
<td>No</td>
</tr>
<tr>
<td>Special Accommodation Capacity</td>
<td>0</td>
</tr>
<tr>
<td>General Capacity</td>
<td>4</td>
</tr>
<tr>
<td>Total Capacity</td>
<td>4</td>
</tr>
<tr>
<td>Special Admission Ticket Instructions</td>
<td>Bring extra pencils!</td>
</tr>
</tbody>
</table>

Test Administrator: SSAT Support
Administrator Cell Phone: 123-123-1234
Administrator Email: youreemail@youreemail.org
Shipping Address: Your Test Center’s delivery address is listed here

Standard date test materials are shipped automatically and the test center is not responsible for placing an order.

Materials will be shipped 5 days prior to test unless otherwise indicated by SSATB.

Changes/cancellation of this test date is not permitted after the first student registers.

If you made an error, you can delete the test as long as no one has registered.
Test Fee Waivers

Please note: Test Fee Waivers are not available for Benchmark Tests

• Because the Benchmark Test is offered at a reduced rate of $20 per test, fee waivers are not permissible.
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, you need not apply for accommodation via SSAT.org.
Tutorial on how to create Batch Registrations
Batch Now

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

The New Test

- **Test Center Name**: SSAT Academy (Sample)
- **Test Type**: Standard
- **Exam Level**: Middle/Upper
- **Date**: 10/15/2016
- **Registration Deadline**: --/--/-----
- **Accepts Special Accommodation**: No
- **Special Accommodation Capacity**: 0
- **General Capacity**: 4
- **Total Capacity**: 4
- **Special Admission Ticket Instructions**: Bring extra pencils!
- **Test Administrator**: SSAT Support
- **Administrator Cell Phone**: 123-123-1234
- **Administrator Email**: Youremail@youremail.org
- **Shipping Address**: Your Test Center’s delivery address is listed here

Standard date test materials are shipped automatically and the test center is not responsible for placing an order.

Materials will be shipped 5 days prior to test unless otherwise indicated by SSATB.

Changes/cancellation of this test date is not permitted after the first student registers.
Batch 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 Batch Register This Test link.
Batch Registration – Ready to Batch

- 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 .CVS 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 delete any columns
- Enter student specific data in column A, B, L, M and N (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 benchmark@ssat.org as the email
  - In these columns, enter the data once, then click on the right bottom corner of each field and copy the data down to your last test registrant
Saving your Completed Template

Once you have entered your student specific data into each column and copied all your school information into the appropriate columns (see slide 19 for details), you will need to Save Template as .csv on your desktop (or somewhere you can easily locate it)
Uploading Your Template

Choose File - Locate your template (suggested place to save was on your Desktop)

Click Upload Batch File
Batch Registration – Double check it

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

If anything is wrong, you can remove the registrant from the batch by selecting Remove this student from the batch.
Batch Registration – Adding Students

To add another student, select the Add Another Student button at the bottom of the screen.
Batch Registration – Click Import

When you are satisfied with 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.
Batch Registration – Payment Page

This is your confirmation letting you know that your students are registered.

- Enter your payment details. You can pay by credit card (preferred) or mail a check to The Enrollment Management Association.

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**REVIEW AND PAY**

Students have been registered successfully.

**Payment Information**

If you wish to pay later by check, you do not need to fill out the form below. Payments by check should be made payable to EN 5238 Princeton NJ 08543

Please print this invoice screen for your business office. Please note: Test scores will not be processed or released until payment is received by EN 5238.

If you will be paying now with a credit card, please complete and submit the form below. Please do not leave this page until you have submitted the information below – as you will not be able to return to it at a later time to make a credit card payment.

To view the test roster of registered students, please click here. To return to your MAP homepage, please click here.

**Your Basket**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015 MU 1717 2014-08-21 FLEX</td>
<td>2</td>
<td>$248.00</td>
</tr>
</tbody>
</table>

**Billing Address**

The card holder's name and address

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>852 Route 519</td>
</tr>
<tr>
<td>City</td>
<td>Skillman</td>
</tr>
<tr>
<td>State / Province / Region</td>
<td>NJ</td>
</tr>
</tbody>
</table>
Batch Registration – 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.
Batch Registration – 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
Batch Registration – 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.