SSAT Batch Registration
Registering students as a group with and without testing accommodations
These instructions will show you the batch registration process from start to finish. The main steps are:

- Create a test
- Start a batch registration for the test
- Confirm parental consent
- Select if you’d like scores or to be a Score Advisor
- Download and complete a CSV spreadsheet template with student information
- Upload the spreadsheet
- Verify student information
- Confirm proper completion

If you will be using fee waivers or registering students with approved testing accommodations we recommend you read through the entire process before beginning since those require additional steps to be completed first.
Learn SSAT Basics before learning the finer details of Batch Registration
Basics — SSAT Test Types

When scheduling a test, you will need to select the type of test you are giving. 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
Basics — Exam Levels

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. (EL testing begins December 8th, 2018)
- **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.
Basics — Parental Consent

Before uploading batch registration information for most tests, you will need to ensure you have parental consent to provide Personally Identifiable Information (PII) to The Association. PII might include information like the student’s name or date of birth.

• **Flex or Standard** – You need to either have parental consent by:
  • Getting a signed consent from each parent/guardian (shown in later steps)
  • Having ‘in loco parentis’ or a similar legal agreement granting you authority to provide each student’s PII—many boarding schools already have such authority.

• **Benchmark** – As a research study benchmark administrations do not require parental consent.
  • It is important to remember that you must have consent BEFORE submitting any student information.
How to Schedule a Test Date at Your Test Center
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 Link
Schedule The Test

- Under “Approved Test Centers” click on your school name to expand
- Then, click on the blue button “Schedule a test”
Schedule The Test

Select your test type from the drop down menu (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

Once you select a Test Type you will be able to select the test date

If you choose Flex test, you will be given an option to select Open or Closed Flex test.
Schedule The Test

Enter administrator details, test center capacity, special instructions and confirm shipping information, then click Submit.

Choose the Test Administrator, adding a new user if needed.

Set your capacity keeping in mind that if you offer testing accommodation, you will need to prepare your site with extra rooms and extra proctors.

Special Instructions can be added to help the tester.

Verify your shipping address.
Test Confirmation Page

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

<table>
<thead>
<tr>
<th>Test Center Name</th>
<th>SSAT Academy (Sample)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Type</td>
<td>Standard</td>
</tr>
<tr>
<td>Exam Level</td>
<td>Middle/Uppper</td>
</tr>
<tr>
<td>Date</td>
<td>10/15/2016</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>
<tr>
<td>Test Administrator</td>
<td>SSAT Support</td>
</tr>
<tr>
<td>Administrator Cell Phone</td>
<td>123-123-1234</td>
</tr>
<tr>
<td>Administrator Email</td>
<td><a href="mailto:Youremail@youremail.org">Youremail@youremail.org</a></td>
</tr>
<tr>
<td>Shipping Address</td>
<td>Your Test Center’s delivery address is listed here</td>
</tr>
</tbody>
</table>

Thank you. This test date has been published.
The test will be available for students to register in the academic year of the test (beginning August 1st each year).

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

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.
How to Create Batch Registrations
Batch Now

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

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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 the Batch Register This Test link.
Special Notes:

Testing Accommodations

• If you will be registering a student that needs testing accommodations, ensure they have already created an account, requested all accommodations, and been approved before proceeding.

Fee Waivers

• If you will be using test fee waivers, see and follow the separate instructions on your MAP for creating bulk or individual fee waivers before proceeding.
Parental Consent

You must have parental consent before proceeding. Indicate how you have parental consent.

- If you have ‘in loco parentis’ or equivalent, select the first option.
- If you have consent via signed SSAT provided consent forms, select the second option.**

**You can access the consent form or request EMA to send you preprinted paper forms where highlighted below.

***No parental consent is necessary for benchmark registrations.

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 instead of having each test taker’s parent/guardian register on their own.

For an overview of batch registration, click here.

TEST INFORMATION

Test Date: Saturday, October 14, 2017 at International Site (Middle/Upper)
Test Type: Standard Test

Step 1 - Confirm Data Authorization

In order to batch register students for a Flex or Standard test, you must indicate that you have parental consent.

Select how you have parental consent:

- We have consent through an agreement such as “In loco parentis” for each test taker included in the spreadsheet granting us the authority to provide the student’s Personally Identifiable Information to The Association. We additionally understand that it is our responsibility, based upon our acceptance of The Association’s membership agreement, to notify all parents/guardians about the provision of their student’s information to The Association.

- We have a parent/guardian signed SSAT Batch Registration Agreement for each test taker included in the spreadsheet. We will keep the signed agreement(s) on record at our location for no less than five years and will provide SSAT Batch Registration Agreements to The Association within five business days if requested.

SSAT Batch Registration Agreement

- [Download the SSAT Batch Registration Agreement here](#) - or -
- E-mail members@enrollment.org and request we send you the number of pre-printed agreements you need by FedEx.
Scoring Options

- Indicate if you’d like to receive scores for these registrants and if you’d like to be a Score Advisor
  - A Score Advisor is able to see scores and report those scores to other score recipients on behalf of the test taker.

**You will NOT receive scores if you do not select one of the options below!

Step 2

Select Your Score Options Check all that apply

- If you don’t select either option below, you WILL NOT have access to scores from any students registered!**
- We would like to receive scores for all registrants
- We wish to act as the Score Advisor for all registrants
CSV Download

Step 3

- Download the CSV file template file and complete it with the test taker information (see CSV tips on the next slides)
- Do not include any test taker for whom you do not have parental consent.
CSV Template – General/Info Match

- Download the spreadsheet and save it as a .CSV Excel file
- Do not re-order, rename or delete columns
- Enter information in all columns marked with an *asterisk
- Match accounts previously made by matching these criteria:

<table>
<thead>
<tr>
<th>ALL 3 MUST MATCH EXACTLY</th>
<th>One of the following must MATCH EXACTLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Parent Email Address</td>
</tr>
<tr>
<td>Last Name</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Middle Initial</td>
</tr>
</tbody>
</table>

*Same parent email, parent first name and parent last name required for parent match*
CSV Template – Test Fee Waivers

If using test fee waivers, ensure you copy/paste them into the spreadsheet carefully.

In the Member Access Portal be sure you are creating Test Fee Waivers and not Application Fee Waivers, for students that need a fee waiver.
CSV Template – Student Emails

The email account entered for this student during registration is permanently and FOREVER linked in our system; and as such, may not be changed once an account is created.

• Please DO NOT use your own personal or work email account or a “dummy” account when registering students.
• In the case of divorced parents, only one email can be used/associated with the student record so a parent will have to confirm which email to use. Once a username/password is assigned to them, they can share that with each other so both parent can log in and see their child's information.
CSV Template – Testing Accommodations

Students requiring testing accommodations must create their own SSAT user account and complete the process of requesting special accommodations online BEFORE you can register them for testing via batch registration.

• Once the student is approved for testing accommodation, you can include them in your spreadsheet (register them with accommodations). When you upload the spreadsheet, the system will identify them with testing accommodations and you will apply them to the test.

• Be sure the matching criteria is utilized here so that the system can find the account the student created with the testing accommodation affixed:

<table>
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</tr>
<tr>
<td>Last Name</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Middle Initial</td>
</tr>
</tbody>
</table>

*Same parent email, parent first name and parent last name required for parent match

Instructions for student requesting special accommodations can be found on our website at http://ssat.org/about-ssat/testing-accommodations
CSV File Upload

Use the Choose File button to select your CSV file that you saved on your computer using the template.

• 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](#).

Choose File  No file chosen

☑ First row contains column headers

Upload Batch File  Cancel
Batch Registration – Verification

- After selecting Upload Batch File, individual registrant information will appear. Confirm the details for each student.
- Prior to clicking Submit, 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 now to be sure your data is correct.

The green box tells you this student already has an account with SSAT.
For special accommodation students this MUST be the case. Click yes to apply or no to not apply them to this test. You MUST take an action.

The yellow box indicates this registration will create an account for this student. You may edit in this view, remove a registration or add a registration.
Batch Registration – Verification

• Check special accommodation
• Check spelling of name
• Check fee waiver number
• Check birthdate
• Check email address

If anything is wrong, you can remove the registrant from the batch by selecting Remove this student from the batch.
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 all the data, Click Import

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.

Be patient while the information loads. 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.
Batch Registration – Confirmation and Payment Process

- Within 30 days of EMA scoring your returned test materials, an invoice is generated by bill.com and sent via email to the test administrator email on file.
- 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).

*Note: Fee waivers, if uploaded to column O during batch registration, will be applied to the final invoice.*
Family Emails

Once you submit the Batch Registration, the parents of your students registered will receive an email regarding the SSAT registration.**

- Please alert your parents to your batch registration so they are on the lookout for emails from noreply@enrollment.org
- Ask parents to contact you if they do not get an email.
- If a student already had an account, they will be notified that the registration has been added to the existing account.
- If a student did not previously have an account, they will be notified of their new account, new registration, and how to login.

**Not applicable for Benchmark registrations
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
- 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.