

SSAT

Batch Registration Checklist

READY...

- Check in with students/families
 - Testing accommodations students should create student accounts and have approved accommodations on file. Accommodations expire July 31. Reapply after August 1.
 - Be sure to allocate fee waiver, if desired, and add the waiver to column O on the spreadsheet.*
 - For existing student/parent accounts, ensure data matches to avoid duplicate accounts
 - Schedule your test and order materials. Make it a closed test if you want to limit the registrants to only your batched students.
 - Download and complete the **NEW** Batch Registration Template spreadsheet
 - Be sure to keep it in a .csv file!
 - Remember the matching criteria (see table above)
 - Do not edit or delete any columns
 - All columns with an * must contain data
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SET...

- Upload the Batch Registration Template spreadsheet to the Member Access Portal
 - Check the boxes to receive scores and/or serve as a score advisor
 - Review the uploaded records, paying close attention to the green and yellow notification boxes
 - Check YES or NO for students approved for accommodations, indicating use for this test
 - Check student information and edit, if necessary, to avoid duplicate accounts.
 - Remove students if any of their information is in question. You can always add students at a later date.
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GO...

- Check your roster to ensure all of your students are registered and all testing accommodations have been applied. You have successfully uploaded your batch registration!