

# High School Assessment Frequently Asked Questions

The following questions and responses posted in this document will provide schools and districts with important test administration information for the Spring 2016 MME assessment, including PSAT 8/9 and PSAT10. The FAQ document will be updated as new questions are generated during webcasts, webinars, Q&A sessions, and other training events for the MME. New questions will be posted at the beginning of each topic section and will be starred with a “Just Added” icon to indicate their status.

## General Questions

- Q. Are homeschooled students allowed to take ONLY the SAT portion of the MME if they want to take the SAT?
- A. If they are testing, homeschooled students are expected to take the complete MME which includes the SAT with Essay, WorkKeys, and the Michigan Science and Social Studies state summative tests.
- Q. Can iPads or Chromebooks be used for the M-STEP online test?
- A. Yes, both iPads and Chromebooks can be used to administer the M-STEP.
- Q. Is it the Secure Site where we update contact information for the EEM?
- A. Contact information should be updated in the Educational Entity Master by the District Authorized User, not the Secure Site.
- Q. If a student took MI-Access in an earlier grade and then switched to a diploma track, is he/she allowed to take MME and not MI-Access?
- A. The IEP determines the proper assessment. If the student has not taken MI-Access as an 11th grader and the IEP team has determined that the MME is the appropriate assessment, the student should be administered the MME. For further information, please refer to the [Who Must/Can Take the Spring 2016 MME?](http://www.michigan.gov/documents/mde/Who_Must-Can_Take_the_Spring_2016_MME_504565_7.pdf?20151209124414) document ([http://www.michigan.gov/documents/mde/Who\\_Must-Can\\_Take\\_the\\_Spring\\_2016\\_MME\\_504565\\_7.pdf?20151209124414](http://www.michigan.gov/documents/mde/Who_Must-Can_Take_the_Spring_2016_MME_504565_7.pdf?20151209124414)).
- Q. How long will the M-STEP science and social studies tests take?
- A. The M-STEP science and social studies tests, for both online and paper/pencil modes, should take approximately 50 minutes each.
- Q. Does a student who was not living in the state last year have to be tested as a 12th grader?
- A. Grade 12 students who are new to the state are eligible to take the MME, but are not required to take it.
- Q. If an 11th grade student takes the SAT and the M-STEP components, but does not take the WorkKeys, will he/she receive a valid score?

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- A. The student will receive valid scores for both the M-STEP and the SAT and will count as NOT participating in WorkKeys.
- Q. If a student is approved for accommodations through College Board, is he/she automatically approved for accommodations through ACT WorkKeys and M-STEP, or do we have to send separate documentation for all tests?
- A. The approval process only applies to SAT. The other assessments do not require separate approval or submission of documentation. WorkKeys and M-STEP accommodations are based on a student's IEP, or 504 Plan.
- Q. Do students have to "bubble in" their pre-ID information on the answer document if we have pre-ID labels?
- A. Per the test directions, the students must complete all requested information even if they have a pre-ID label.
- Q. Where can I get an off-site request for each of the assessments?
- A. **SAT:** Go to the **K-12 Educators** section of the [College Board website](http://www.collegeboard.org/michigan) (www.collegeboard.org/michigan). Look for the **Requesting an Off-Site Testing Location** section for instructions and to download the Testing Plan Template. All off-site testing location requests must be received no later than **January 15, 2016**.
- WorkKeys:** An email was sent to Test Coordinators with instructions and log-in information to request an off-site location. All off-site testing location requests must be received no later than **January 15, 2016**. If you did not receive this email or cannot locate it, you can contact ACT customer service at (877) 560-8378 – Option 3.
- M-STEP:** The window to request an off-site administration of the M-STEP is November 9 through January 15, 2016. Download and complete the [Spring 2016 M-STEP Off-Site Authorization Request](https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/) document. (https://baameap.wufoo.com/forms/spring-2016-offsite-test-administration-request/).
- Note: Please follow the guidelines and instructions specific to each Off-Site Request as they are different.
- Q. When must ALL students testing be in the correct testing grade if they are testing this year?
- A. At the time of testing the grade level that students are enrolled determine their eligibility to test.

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## Secure Site

Q: What is meant by “Secure Site”?

A: The Secure Site is located at [www.michigan.gov/baa-secure](http://www.michigan.gov/baa-secure) and is a secured site that requires a login. The site is where districts/schools manage students for various state assessments, order assessment materials, verify student enrollment for accountability purposes, verify answer documents returned and report issues, provide a not tested reason for students that did not test, view score reports, view accountability scorecard and file appeals if needed and view Annual Measurable Achievement Objectives (AMAO) and file appeals if needed.

Q: Will only eligible 12th graders be pre-ID'd in the Secure Site? In the past, eligible, but not required to test 12 graders were pre-ID'd too.

A: Grade 11 and required to test grade 12 students will be pre-identified on the Secure Site using the fall Michigan Student Data System (MSDS) general collection (count day) and student record maintenance files. It is the district/school's responsibility to pre-identify any additional required or eligible students who will be testing directly on the Secure Site.

Q: What exactly do we use the “Pre-ID File Upload/Template” for?

A: Students who will be testing and were not pre-identified by DAS in the initial pre-ID load from MSDS will need to be pre-identified by the district/school for testing. This can be done by uploading a file to the Secure Site using the Pre-ID File Layout to create your own .txt or .csv file. Alternatively, you can also use the Pre-ID File Template along with the Pre-ID File Layout to create a file. Students can also be pre-identified one at a time through the Student Search function.

Q: 12th graders that may need to test—how do we know if they were not previously included in accountability calculations?

A: A district user who has access to the accountability functions on the Secure Site can check the student data files in the Scorecard function to determine if a student was previously included in accountability. Also, the district pupil accounting person can verify if a student was submitted in a previous spring MSDS general collection or SRM after the spring collection as grade 11 or 12 without an exit record. If the student was not submitted, then the student was not included in accountability calculations.

You can also view the student's testing history in the Secure Site through the Student Search function. If a student has taken all or part of the high school assessment in a previous year, he/she would have been included in accountability calculations. Keep in mind that if a student was grade 11 and did not test, he/she would have been included in accountability calculations but as “not tested.” If a student was un-assigned from a previous test cycle, it could have been for any reason and does not indicate if a student was or was not included in accountability.

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- Q: Homeschooled students—most of the time they only take the college-readiness test, SAT, and do not take the ACT Workkeys or Michigan tests. Is there a problem with that for accountability or the validity of their SAT scores?
- A: All students taking the MME, including homeschooled and nonpublic school students, are expected to take the full MME which includes SAT with Essay, Workkeys, and M-STEP science and social studies. Students will receive scores for each completed test they take. Homeschooled students, if properly identified in MSDS, are not included in accountability calculations whether they test or not.
- Q: Is it the school's/district's responsibility to identify homeschooled students or is it the homeschooled student/parent's responsibility to contact the school for testing?
- A: Districts/schools are not required to contact a homeschooled student's parents. Homeschooled students are not required to test but if they request to test, the local school district where they reside is obligated to include the student in state assessment testing.
- Q: Please clarify: Did you say you're going to pre-identify students on January 4? So, we'll just need to add/delete students thereafter?
- A: Yes. DAS will load students from MSDS for pre-identification in the Secure Site on January 4, 2016. Districts/schools will have access to the Pre-ID Student Report and pre-ID functions starting January 11, 2016, and can add additional students or un-assign students who have moved.
- Q: When we pre-identify an 11th grader, why doesn't the system automatically pre-identify them for all three tests?
- A: We were not able to do this for spring 2016. We regret that we were not able to accommodate this change and are working to make this change for spring 2017. Don't forget, once you pre-ID to one of the MME components, you can use the Mass Update Assessments screen under the Student Assessments menu and add additional test cycles to all students at once.
- Q: We will be testing M-STEP online but it looks like we will need a few paper/pencil tests for students with accommodations. How will we order those materials? Is there an approval process?
- A: There is no approval process to order paper/pencil tests for students who require them. Since M-STEP is the only online test for MME (SAT and WorkKeys are paper/pencil only), you will need to make sure the students online indicator is removed for the content area(s) that the student will be taking as the paper/pencil test. The standard materials will be ordered based on the pre-ID and students indicated as requiring paper/pencil. If you need accommodated versions of the test, you will need to order them from the Initial Material Order screen starting January 11, 2016.

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## College Board/SAT/PSAT

- Q: When will more details about SAT registration for students be provided? How soon can they register? When is the deadline?
- A: Students will not need to register for the SAT. Schools participating in MME will pre-ID students and submit accommodations requests to the College Board SSD Online system. The College Board will use both systems to register and ship materials to schools for students.
- Q: How are schools expected to be able to test every junior and every 9th and/or 10th grader in one day? If all juniors test on the 12th and 13th and all 9th and 10th graders are supposed to test either on the 12th or 13<sup>th</sup>, how can schools accommodate this?
- A: Each school is handling this differently depending on their size and resources. Some schools prefer to test all three grades at the same time on one day and will test on April 12th. However another option is to test juniors and 9th graders on April 12th, while the 10th graders test on April 13, 2016 with the juniors who will be taking ACT Work Keys, so that no more than two grades are testing at the same time. Another option may be to use an off-site testing location for one or more grades of testing. As you plan resources, we recommend you start with SAT since all juniors are required to test on April 12th unless they have an accommodation that allows for an extended testing window.
- Q: Do we have to test PSAT 8/9 and PSAT 10 on different days? Or can we test all three grades on the same day?
- A: Schools may choose to test all three grades on the same day. The only requirement is that SAT must be administered on April 12th. Also, when administering PSAT 8/9 or PSAT 10, all students in the same grade test on the same day.
- Q: Do we need to get approval for off-site SAT and PSAT testing?
- A: Yes. To request an off-site testing location, go to the "For K-12 Educators" section of our website for instructions and to download the Testing Plan template. All off-site testing location requests must be received no later than January 15, 2016, in order to allow sufficient time for processing prior to test administration day.
- Q: Does an off-site approval for initial testing allow schools to administer makeup testing off-site as well?
- A: When submitting a request for off-site testing, the form will request identification of which testing—initial or makeup—the off-site location is needed.
- Q: What and where is the form for "intent to test"? Do all schools need to complete it?

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- A: The "intent to test" notification was emailed to all non-public schools to determine if they would be participating in MME. Public schools are not required to complete an intent to test request since they are required to participate in MME.
- Q: Will there be a full list of AI and Test Center Codes available that ISD's/RESA's can use to assist our local schools?
- A: The College Board is working on this. The College Board field team can assist if there are immediate needs.
- Q: What is the latest time we can begin the SAT on testing day?
- A: According to our sample schedule, testing should begin at 8:30 A.M. However, schools will be able to adjust that time by up to 30 minutes. If they need to adjust the time by more than 30 minutes, they need to contact SAT Customer Service to request approval for an alternate start time.
- Q: Can WorkKeys be completed before SAT?
- A: Yes. There is no longer a requirement that the college entrance portion of MME must happen before WorkKeys.
- Q: Will there be rostering that is required to be done prior to test day? If so, is that only for students testing with accommodations or for all testers or for students testing off-site? Where and when do I access my rosters?
- A: Yes. The College Board will provide a roster for students who will be testing with school-based accommodations. That roster will be accessible to SSD Coordinators via the SSD Online system. For the remaining students, a roster can be created using the Secure Site. The College Board is still working through the details of establishing rosters and will have more information available in January, 2016.
- Q: Is our AI code the same as our CEEB code?
- A: Yes.
- Q: Who needs to update EEM? Will the Test Center Supervisor or SSD Coordinator need access?
- A: Test Center Supervisors and SSD Coordinators do not need EEM access. Instead, you may work with the district authorized EEM user to review the information and make any updates. For more information regarding EEM see the [Preparing for Spring 2016 Assessments](#) document. ([http://www.michigan.gov/documents/mde/Preparing\\_for\\_Spring\\_2016\\_Assessments\\_499712\\_7.pdf](http://www.michigan.gov/documents/mde/Preparing_for_Spring_2016_Assessments_499712_7.pdf))
- Q: Can you confirm that if the PSAT 8/9 is being administered to 8th graders, it must occur within the national College Board testing window?
- A: The April 2016 test administration is only available for state sponsored testing for 9th, 10th, or 11th graders. If schools are interested in testing 8th graders, you must register directly with the College Board. The national testing window is February 22 – March 4, 2016.

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## SAT/PSAT Accommodations

Q: If a student is approved to test over multiple days and starts the test on April 12th, but is absent on the 13th, can they finish the SAT on the next day they return to school?

A: If a student is testing over two days due to extended time, they must test on consecutive days. Therefore if they miss a day of testing, they must be rescheduled to take the test on the makeup day. The only exception is if no students test due to a school closing. To confirm any specific scenarios to ensure valid testing, please contact Services for Students with Disabilities at (844) 255-7728.

Q: Can accommodation requests be submitted before schools receive their AI code?

A: No, you must have an Attending Institution (AI) code to enter during the request process. The College Board expects to notify schools about their AI codes by mid-December, 2015. The deadline for accommodations requests is February 16, 2016.

Although requests cannot be entered, if a school wishes to get started with the process, they can begin the following actions:

- designate an SSD coordinator;
- distribute parent consent forms (available at [collegeboard.org/SSD](http://collegeboard.org/SSD) under "forms"); and
- determine what accommodations will be needed and collect supporting documentation.

Q: Do students with a medical condition, such as diabetes (that requires monitoring of blood sugar and/or allows snacks), test in the standard room?

A: Students who are approved for the accommodation of "permission to test blood sugar" test in the nonstandard room. Note that most students who need to test blood sugar are approved for the accommodation of extra or extended breaks, which would also place them in the nonstandard room. (Permission to test blood sugar, without other accommodations, allows the student to bring their equipment into the testing room and test their blood sugar, but does not provide any additional breaks). If the student is approved only for the accommodation of "permission for food/medication" (and not "permission to test blood sugar"), the student would test in the standard room.

Q: For students who have temporary conditions, what is the process to request?

A: If the condition is expected to be resolved by the makeup date, we recommend planning for the student to test on the makeup date. If not, complete the [request form](https://www.collegeboard.org/pdf/ssd/ssd-support-temporary-conditions.pdf) (<https://www.collegeboard.org/pdf/ssd/ssd-support-temporary-conditions.pdf>) from our website.

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- Q: Will students have multiple days to test for PSAT 8/9, PSAT 10, or SAT if they receive 100% extended time (double time)?
- A: Students testing with 100% extended time for PSAT 8/9 or PSAT 10 will test on a single test day. Students with 100 percent extended time for SAT will test over two consecutive days.
- Q: What type of calculator is allowed for accommodated testing? It seems that a 4-function calculator (ONLY) is required. Where does one obtain this type of 4-function calculator?
- A: Some students with disabilities may be approved for the use of a 4-function calculator for test sections that do not permit the use of a calculator. On these math sections, the approved students may use only a 4-function calculator. 4-function calculators can be found in office supply stores, pharmacies, discount stores, and online. On test sections that do permit the use of calculators, graphing calculators are permitted. The information about supported calculators will be in the Supervisor manual and can also be found [here](#).
- Q: If a student was approved for extra time as an accommodation for fall PSAT/NMSQT, but they do not want to use that accommodation for SAT, what is the process?
- A: Students who received accommodations for PSAT/NMSQT will automatically receive the same accommodation for SAT. If they wish to take the SAT without their accommodation, they have two options: submit an Accommodations Change Request, requesting that the accommodation be removed; or submit a signed notice to their school/test center indicating they do not wish to test with accommodations. For students under age 18, the notice must be signed by their parent or guardian.
- Q: Once accommodations are approved, are those materials ordered with everything else? Or do they need to be ordered separately?
- A: Accommodated materials will not need to be ordered separately. The College Board will determine the materials needed from the approved accommodations requests from the SSD Online system and the students' pre-ID's in the Secure Site.
- Q: Do parents have to sign the parental consent form for College Board accommodations every year?
- A: No. The parent/guardian only needs to sign the consent form at the time that accommodations are requested.
- Q: Who decides whether or not a student receives their accommodations for testing and what are their qualifications?
- A: The majority of accommodation requests are approved automatically, through the school-verification process, without the need for documentation. Where documentation review is needed, requests may be reviewed by internal or external reviewers who are specialists in the discipline for which they are reviewing. Our national panel of experts is composed of individuals involved in higher education, secondary education, as well as private practitioners. At the



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higher education level, all members hold doctorates in School Psychology, Clinical Psychology, or Special Education and work either as full-time professors and/or researchers or directors of the Disability Support Services Programs. At the secondary education level, all members hold doctorates or master's degrees in School Psychology, Clinical Psychology, or Special Education and work as full-time school psychologists or in Special Education. Private practitioners hold a doctorate or a master's degree in School Psychology or Clinical Psychology and conduct psycho-educational assessments.

Q: Will documentation be required when submitting state allowable accommodations for ELs?

A: An accommodations request for EL students is considered a State Allowed Accommodation (SAA). SAA requests will be submitted through the SSD Online system by using the State Allowed Accommodations Dashboard. Documentation will not be required for approval.

Q: Can 50% extended time with breaks be done over multiple days?

A: Extended time accommodations will be requested based on the subject areas for which they are needed. Students who are approved for math or essay extended time accommodations only will be required to test on one day. Students who are approved for extended time in reading will receive extended time for the entire test, and for the SAT school-day administration only, will take the test over two consecutive days.

College Board also provides an accommodation of limited time testing for students who are unable to sit for the entire test administration in one sitting and thus require testing over two days. This accommodation is usually requested for students with serious medical conditions.

Q: What are the guidelines for grouping accommodated students with similar timing codes, and those with a reader script, that should be followed in order to plan staffing needs?

A: Test center rosters will designate the rooms in which students with school-based accommodations should test. For general planning purposes, students who have test schedules that could distract each other should not test in the same room. For example, students who are approved only for accommodations, and who do not require extended time or extra breaks, should test in one room, students who are approved for extra breaks only (and not extended time) should test in a different room, and students who are approved for extended time should test in a third (a school may, or may not have students in all categories). Note that students who are approved for extended time, and students who are approved for both extended time and extra breaks, may test in the same test room because all students who are approved for extended time will also receive extra breaks. Students who are approved for a reader should test in a one-to-one setting.

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### Student Data Questionnaire

Q: Will the SAT answer document take extra time to fill out prior to the test?

A: Students will not require extra time to fill out the answer sheet before testing.

Q: Is the student data questionnaire (SDQ) a self-directed activity? Can teachers help with completing the questionnaire and will training be needed?

A: The SDQ is intended to be a self-directed activity; however some assistance may be required. The College Board provides an information booklet to assist in completing the SDQ. Additional training is not required.

Q: When should the SAT student data questionnaire (SDQ) be completed? Test day? Or, before test day? What if schools do not receive it in time to complete before test day?

A: While the SDQ should be completed in advance of test day, it is acceptable for it to be completed afterwards, if needed. The SDQ does not impact student test scores or reporting.

Q: Is there a student data questionnaire (SDQ) required for PSAT 8/9 or PSAT 10?

A: No. The SDQ is for SAT only.

Q: Does the student data questionnaire (SDQ) provide space for the school to ask a few survey questions?

A: No. The form does not include any blank spaces for school use.

Q: May schools hold onto unused student data questionnaires (SDQ) to allow students who were absent to complete them?

A: Yes. Return SDQs to the address provided once all questionnaires are completed.

### Test Center Staff & Testing Room Policies

Q: What is the policy regarding Test Center staff with a child, cousin, niece, etc. taking the SAT on the same day?

A: Staff members who have test-taking children, or other students in their household, cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day. For example:

- If a staff member's child will be taking the SAT, the staffer cannot serve as testing staff for the SAT, however he/she may serve as testing staff for PSAT 10 or PSAT 8/9.
- If an SSD Coordinator has a child who will be taking the SAT, the coordinator can serve as testing staff in the non-standard room, provided their child is testing in the standard room.
- It is possible for test day staff to serve multiple roles in a small test center. We recommend the Test Center Supervisor remain in the test room and

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have the additional test day staff serve the Hall Monitor. However, for large test centers we recommend the Associate Supervisors be in the testing rooms, with appropriate number(s) of Proctors and Hall Monitors. The Test Center Coordinator then can float around the test center, assisting with questions and resolving any issues that may arise.

Q: Do Associate Supervisors, Proctors, and Hall Monitors need to complete the training once? If they are in the same role next year do they have to complete the training again?

A: All Test Center Supervisors and Associate Supervisors must complete the training once to be certified. They do not need to take the training again the following year unless notified by College Board. Similarly, Proctors and Hall Monitors will need to view a training webinar in the first year but they will not be required to view it again in subsequent years unless notified by the College Board. For the 2017 testing year and beyond, all staff will continue to have access to training materials and we recommend that they review available materials to be best prepared for test day.

Q: Can Associate Supervisors be trained by our Test Center Supervisor in a group format or do they complete individually?

A: Associate Supervisors must complete the online training in addition to the Test Center Supervisors.

Q: Where does the SAT identification of testing staff occur? BAA Secure Site? Or EEM?

A: This occurs in the Educational Entity Master (EEM).

Q: Can a varsity head coach be an SSD Coordinator?

A: Any staff member in a school building whom the administration feels could serve the needs of students who are requesting accommodations can be the SSD coordinator.

Q: Can we double up a person as both a proctor and hall monitor?

A: For specific scenarios, contact customer service.

Q: If testing in a large gym, what is the max number of students?

A: The number of seats that can be placed in a testing room is determined by the dimensions of the testing room. Within that room, however, the standard minimum spacing requirement—this is, desks must be separated by 4 feet, measured from center of desk to center of desk—must still be followed.

### Fee Waivers

Q: Is a fee waiver used for in-school statewide testing? Does this use one of the two fee waivers the student may be eligible for?

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A: Fee waivers are not required for the in-school statewide testing. Therefore it will not use any of the fee waivers an eligible student may receive. For additional information on fee waivers please check the College Board website at [www.collegeboard.org](http://www.collegeboard.org).

### Training

Q: When will the Spring 2016 Supervisor Manuals be available? Will there be a document that identifies differences from the fall 2015 administration? Will they be posted?

A: The manuals will be available online in January 2016.

Q: May Test Center Supervisors view the SAT online training now?

A: The Test Center Supervisor training will be available in January, 2016.

Q: For training purposes, do Associate Supervisors need a code to create an account and access the training?

A: Test Center Supervisors will provide contact information for the Associate Supervisors at their site, and those Associate Supervisors will then receive information to access the training. No code is needed.

### Test Materials & Return

Q: The SAT materials have same day pickup. What happens if the materials cannot be packaged in time?

A: The Test Center Supervisors will receive an email the day before test day with the courier pickup information and timing. If there are any issues with the pickup time, schools can contact the courier to reschedule. Or call College Board to assist with rescheduling. If that were to happen, the schools need to secure the materials the after testing and arrange for a pickup the following day.

Q: How late will the pickup of test materials be on April 12<sup>th</sup>? Can the materials be dropped at a mailing center?

A: The timing of the test materials pickup varies based on the availability of couriers in each area. If your pickup is scheduled for a time that is earlier than when you anticipate being done with packaging the test materials, please contact the courier company to arrange an alternate pickup date/time. Please do not transport test materials to a mailing center.

Q: When do accommodated test materials need to be shipped back? Will we receive separate labels and instructions?

A: Test materials for students who tested with accommodations must be returned after those students complete testing. SSD Coordinators receive separate labels and instructions when they receive the accommodated testing materials.

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- Q: Why do we need to generate new labels for students participating in the makeup administration? Can we use the labels we received for initial testing?
- A: You may use the labels that you received for initial testing. If you no longer have those labels, then you must generate new labels.
- Q: Are standard and accommodated test materials returned together in the same shipment? Or separately?
- A: Standard and accommodated test materials are returned separately. Directions for returning each set of materials are included in the boxes with those materials.
- Q: When will non-standard materials be shipped? Are they labeled per student?
- A: Non-standard materials will be shipped in advance like standard materials, however, College Board will continue to ship materials as needed up until test day for accommodated students.
- Q: Will schools receive an overage of PSAT and SAT test materials in case new students move into the district after February 16th, 2016, or in case of defective materials?
- A: Each school will receive an overage of testing materials to support testing of students who may have entered the school following the February 16th Pre-ID deadline. Schools pre-ID these students and generate labels onsite at their school.
- Q: May schools hold onto unused answer documents if students are absent on the initial test date?
- A: Yes, unused answer sheets may be held to be used for the makeup test date.

### College Board Administration Policies

- Q: Are SAT bulletin board requirements the same as ACT?
- A: All instructional materials in testing rooms and adjoining areas where students may be on test day, such as hallways, must be covered or removed. Details about covering or removing instructional materials are available in the School Day Testing Manual.
- Q: What is SAT's policy on cell phones?
- A: Students are not permitted to use cell phones during testing or have cell phones with them. If a proctor sees or hears a student's cell phone, the phone will be confiscated and the student's score will be invalidated for prohibited behavior.
- Q: Can students use the break time to go to the cafeteria for a snack?
- A: Students may not leave the testing room, however snacks or food may be brought into the room for students to eat at their seat during breaks.

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- Q: What is the process for sending test score reports to colleges for SAT?
- A: To send test score reports to colleges, universities, and scholarship organizations, students should sign in to their online account. Once in their account, they will be able to designate the organizations to which they would like to send their scores. Students have until 11:59 P.M. EST on April 21, 2016 to send their score reports to no more than four schools or organizations at no charge. After that time, there will be a fee to send score reports.

### **ACT WorkKeys**

- Q. It was mentioned that students in some cases could earn college credit based on their ACT WorkKeys score. Can you give me specific information on this? How would it be possible? Or where has it occurred already?
- A. This is up to each individual community college. Some community colleges give credit based on the ACT WorkKeys scores. The student should check with the community college that they are interested in.
- Q. Is the maximum 100 students in a room a recommendation or a rule? If this is a rule, may we get special permission to exceed that number?
- A. This is a recommendation.
- Q. Do we need special permission to test 3 schools (all on the same campus but in separate buildings) in the same gym at the High School? If so, what is the process for this?
- A. Yes, you can test all three schools in the same site, but you will need to fill out an offsite application. ACT has sent out an email regarding offsite testing.
- Q. What will work in regards to the required ID? Many students do not drive and do not have a driver's license. Also, there may be some students who just moved to Michigan from another country.
- A. Page 20 in the [ACT WorkKeys Manual](#) gives you some examples of acceptable identification. (<http://www.act.org/aap/pdf/WKStateManual.pdf>)
- Q. Just to clarify ... schools DO NOT need to apply for ACT accommodations for WorkKeys, schools just need to have the correct documentation on file for one year. Is this correct?
- A. Yes, that is correct. For ACT WorkKeys, ACT, Inc. does not approve accommodation requests.
- Q. When will ACT WorkKeys materials be sent to schools?
- A. Multiple shipments are sent to schools; please refer to the [Schedule of Events document](#) for material shipments: (<http://www.act.org/aap/michigan/files/ScheduleOfEventsWorkkeys.pdf>)
- Q. Will certificates automatically be sent to those students whose scores qualify for a certificate and does MDE cover the cost of the certificates?

## High School Assessment Frequently Asked Questions

- A. Students testing ACT WorkKeys should create an account in [www.myworkkeys.com](http://www.myworkkeys.com) to order an NCRC that will be printed and shipped to them for a fee of \$20 payable by the examinee. MDE does not cover the cost of printing/shipping NCRCs.
  
- Q. When is the scheduled pick up for standard time materials?
  - A. Pickup for initial test day, standard time materials is scheduled for: April 14, 2016.
  
- Q. What is the total time of the ACT WorkKeys test?
  - A. The total test time is 2 hours and 30 minutes; this includes a 15 minute break.
  
- Q. Do we return unused books on the initial testing day? Or do we keep these until after the make-up date?
  - A. You will need to return all initial test books, both used and unused, after the initial test day. Pickup for initial test day standard time materials is scheduled for April 14, 2016. You will have to place an order for any makeup materials you need.