

# Preparing for Test Day

Michigan SAT<sup>®</sup> with Essay

PSAT<sup>™</sup> 10

PSAT<sup>™</sup> 8/9 for Grades 8 and 9

Spring 2022

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# Recent College Board Announcement

On Tuesday, January 25, College Board announced plans to transition to a new digital SAT Suite of Assessments in the 2023-2024 school year.

This does not impact the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations in Spring 2022 or Spring 2023; these will remain paper-based administrations of the current SAT Suite of Assessments as you are used to.

Additional information about the new digital suite of assessments and the Spring 2024 administrations will be provided by the Michigan Department of Education at a later date.

# Implementation Activities

1

## Before Testing

Establishing School to Test  
Pre-ID Students  
Training & Determining Staff Needs  
Accommodations & Supports  
Shipments

2

## During Testing

Prepare Your Schedule  
Prepare Testing Rooms  
Distributing Materials  
Admitting Students

3

## After Testing

Collecting Materials  
Important Forms  
Packing and Returning Materials  
Ordering Makeup Materials  
Score Reporting

Covered in Implementation Webinar in November;  
available on MDE webpages

Covered in This Presentation

# Distributing Materials

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# Distributing Materials

We suggest creating testing room packets or kits.

- Use plastic tubs or boxes to organize materials for each testing room.
- Include materials such as:
  - Roster of students in the room
  - Copy of the NAR, if testing students with accommodations
  - Pre-labeled answer sheets
  - Test books
  - Extra pencils and calculators
  - Copies of translated test directions for students that need them
- The Coordinator Manual will have a full list of recommended items.

When organizing test books:

- SAT test books are differentiated by color
- PSAT 10 and PSAT 8/9 test books are differentiated by shapes

# Organizing Test Materials

A diagram is posted to the MDE webpages to help you organize your materials once they arrive at your school the week of March 21, 2022.

CollegeBoard

MICHIGAN  
Department of  
Education

## Spring 2022 Testing Materials

	SAT®				PSAT™ 10			PSAT™ 8/9		
Testing Room	Standard Room	Accommodated Testing on Primary Test Day	Accommodated Testing in the Accommodated Testing Window	Accommodated Testing with State-Allowed Accommodations	Standard Room	Accommodated Testing Room	Accommodated Testing with State-Allowed Accommodations	Standard Room	Accommodated Testing Room	Accommodated Testing with State-Allowed Accommodations
Test Books										
Answer Sheets										
Manuals										
Answer Sheets Return Labels										
Test Book Return Labels										

NOTE: SAT test books for use on the primary test date and the accommodated testing window will have a teardrop on the cover. SAT test books for use on the makeup test date will have a sun on the cover.

NOTE: PSAT 10 test books for the primary and accommodated testing window will have a shield on the cover. PSAT 10 Makeup test books will have a lightbulb on the cover.

NOTE: PSAT 8/9 test books for 8th graders in the primary and accommodated testing window will have a shield on the cover. PSAT 8/9 test books for 9th graders in the primary and accommodated testing window will have a bell on the cover. PSAT 8/9 test books for both grades in the makeup testing window will have a light bulb on the cover.

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# How do I know what color test book a student will use?

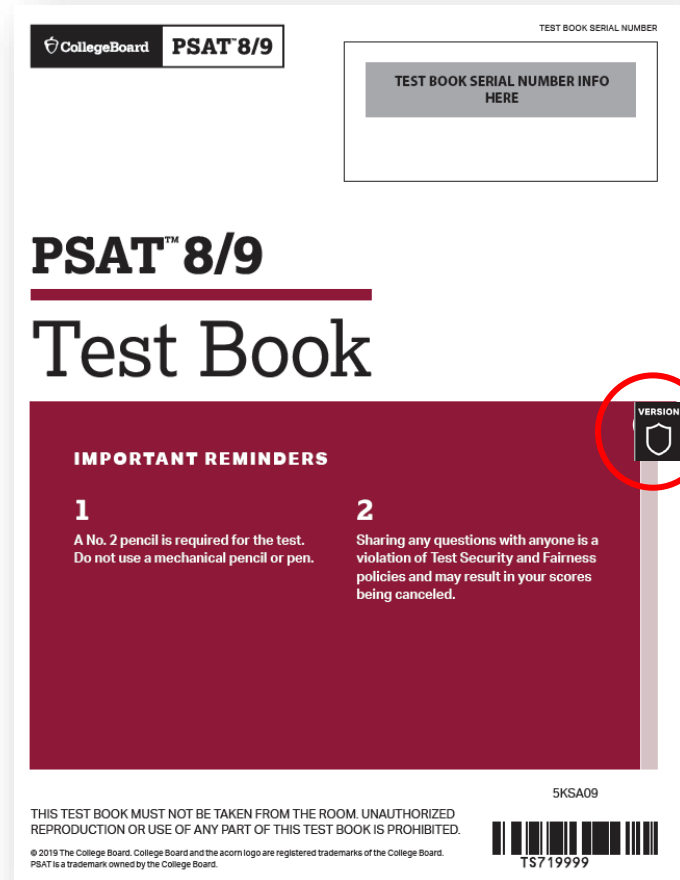
Check the NAR for all SAT students testing with accommodations and what color test book they should use.

PSAT 10: **ORANGE** (standard or in accommodated window) or **GREEN** (State-allowed only)

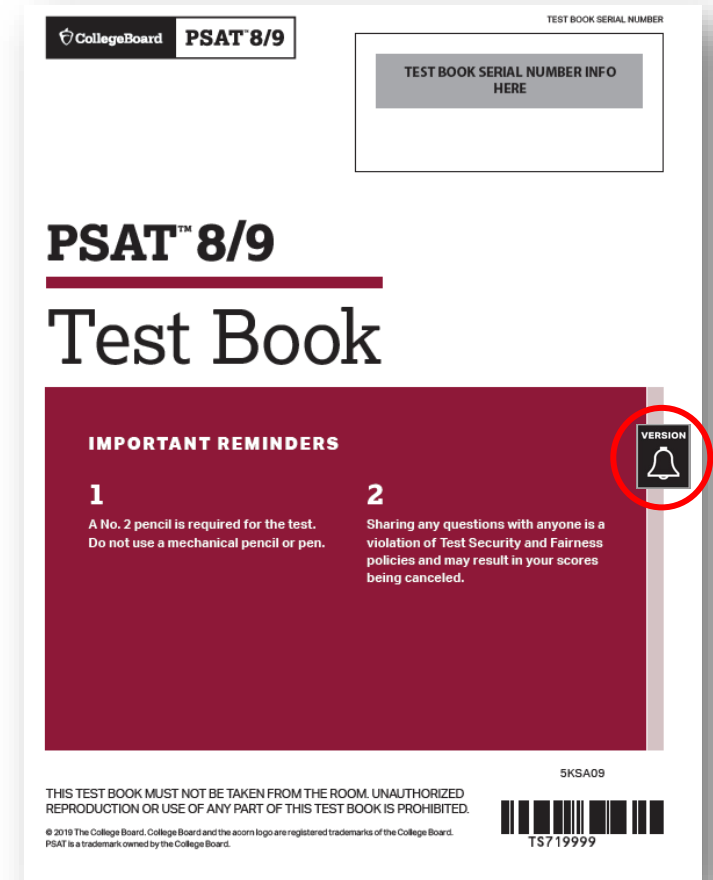
PSAT 8/9: **RED** (standard or in accommodated window) or **GREEN** (State-allowed only)

- There are 3 colors of SAT with Essay test books.
- Students use **PURPLE** books if they are testing under the following conditions:
  - In standard or accommodated rooms required to test on April 13, April 26
  - Using 14-pt large print, small group, extended breaks, extra breaks, four-function calculator on the math-no calculator section, permission to test blood sugar, large block answer sheet, and more.
- Students use **BLUE** books if they are testing under the following conditions:
  - In accommodated rooms during the accommodated testing window
  - Using human reader, pre-recorded audio (MP3 via streaming), double time for reading, time and one-half for reading, breaks as needed, 20-pt large font or larger, braille, and more.
- Students use **GREEN** books if they are testing under the following conditions:
  - Using any state-allowed accommodations.

# How do I differentiate between PSAT 8/9 test books for Grade 8 and Grade 9?












Grade 8 test books for primary testing window and accommodated testing window = Shield



Grade 9 test books for primary testing window and accommodated testing window = Bell



# Test Book Shapes for PSAT 10 and PSAT 8/9

Testing Window	PSAT 8/9 for Grade 8*	PSAT 8/9 for Grade 9*	PSAT 10
Primary Testing Window April 13-19	Shield 	Bell 	Shield 
Accommodated Testing Window April 13-26	Shield 	Bell 	Shield 
Makeup Testing Window April 26-27	Lightbulb 	Lightbulb 	Lightbulb 

\*8<sup>th</sup> and 9<sup>th</sup> graders cannot test together.

# Admitting Students

# Creating Test Day Rosters

- The list of all students testing at your school is called the **Master Student List** (including any homeschoolers). This will help you plan for all students who will be testing.
  - Run the Student Pre-ID Report from the OEAA Secure Site for all students who have been pre-IDed. Refer to [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) for assistance.
- An example is shown in the manual, but schools may choose to include other information as they deem appropriate based on the school's needs.

## Sample Master Student List

These are suggested fields; you should create a list that is based on your own school's needs.

Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	SAT	123	N	SAT		A. Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	SAT w/Essay	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	SAT	123	N	SAT		A. Teacher
4 Brown	Robert		9/1/2000	0007024797	P	SAT w/Essay	789	Y	SB28	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	0007025799	P	SAT	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	0007025788	P	SAT w/Essay	234	Y	R1	Purple	T. Coach
7											
8											
9											
10											

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# Admitting Students

Decide whether you are going to have a central check-in or room check-in for students on test day.

- Central check-in: All students check into a central location such as the library and then get told which room to report for testing.
- Room check-in: Room assignments are posted for students prior to test day and students report to their assigned room the day of the test.

Determine how attendance will be taken in both situations.

- Rosters will be created locally.
- We recommend starting with a *Master Student List* of all students expected to test.
- Then divide the *Master Student List* into individual room rosters.

During check-in, students are not required to supply a photo ID unless the student is unknown to the testing staff.

- A photo ID form will be available for students that cannot or do not have a photo ID.

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# Late Arrivals Room

## Plan for Students that Arrive Late

If student arrives **before** the proctor begins timed portion of the test:

- Student can be admitted into the regular testing room

If student arrives **after** the proctor begins timed portion of the test:

- Student should be admitted into the designated late arrivals room.
- Admittance to the late arrival rooms should not be allowed after regular testing rooms have begun their first break.

If schools do not have the space for a late arrivals room, plan to test these students on the makeup date.

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# Optional Lunch

- In order to improve flexibility for students and educators on test day, testing staff may give students testing over 1 day up to a 30-minute lunch break between Section 4 and the Essay.
- This policy only applies to students taking the SAT with Essay and does not apply to students who are testing over 2 days.
- Providing a lunch break is optional.
- If a lunch break is provided, it must be provided to all students taking the SAT with Essay in 1 day.
- Be sure to add additional time to your testing day to account for the lunch break.

# Collecting Materials

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# Collecting Materials

- Designate an area for proctors to return all testing materials to the test coordinator once testing is complete.
- Ensure that all testing materials are accounted for, and answer sheets are not placed in test books before dismissing the proctor.
- Keep testing materials for each grade separated as you sort and prepare materials for return.
- **Each answer sheet must have a pre-ID label affixed for the answer sheet to be scored.**



# Important Forms

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# Coordinator Report Form (CRF)

Purpose: Lets the College Board know how many answer sheets you are returning for scoring.

- **REQUIRED FORM**
- **CRFs will be returned separately for each grade**
  - CRF for SAT with Essay
  - CRF for PSAT 10
  - CRF for PSAT 8/9 for Grade 9
  - CRF for PSAT 8/9 for Grade 8
- The coordinator is responsible for completing the CRF.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You cannot make copies of this form. Keep it in a safe place once it arrives.

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# Testing Room Materials Report

- **REQUIRED form**
- 1 per testing room, can be photocopied, if needed.
- The purpose of this form is a “materials receipt” to follow chain of custody from coordinator to proctor on test day, back to coordinator after testing is complete.
- Return a copy of the SAT testing room materials report.
- Keep the PSAT 10 and PSAT 8/9 testing room materials reports in your records.

# Packing and Returning Materials

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# Packing Materials

- Schools **MUST** return all SAT with Essay, PSAT 10, and PSAT 8/9 test books.
- Schools need to return answer documents and test books separately for each **grade**. Examples:
  - Do **NOT** return SAT answer sheets in the same box with PSAT 10 answer sheets.
  - Do **NOT** return PSAT 8/9 answer sheets for Grade 8 in the same box as PSAT 8/9 for Grade 9. They must always be treated as separate assessments.
- There are detailed diagrams in the manuals to help assist you in packing boxes/envelopes.

# Packing Answer Sheets

- Schools will either receive a white carton (box) or express envelope to return answer sheets, depending on the size of your school.
- Return answer sheets from assessments separately (do not return PSAT 10 answer sheets with SAT answer sheets or Grade 8 answer sheets with Grade 9).
- The carton or envelope will have a UPS shipping label and a colored label that is specific to an assessment.
  - SAT answer sheets completed on 4/13, 4/26 – Olive
  - SAT answer sheets completed in an accommodated window – Orange
  - All PSAT 10 answer sheets label – Yellow
  - All PSAT 8/9 answer sheets label– Pink




Answer Sheet Return Carton/Box



Answer Sheet Return Express Envelope

# What goes in the white accommodated envelope?

- When packing answer sheets, all answer sheets for any student who is listed on the NAR, should be placed in the white accommodated envelope for return.
  - This includes English learners testing with time and one-half.
- Make sure to **ONLY** include answer sheets for students on the NAR who tested with accommodations or English learners who used time and one-half.
  - We assume that all answer sheets returned in this envelope tested with an accommodation or extended time for an English learner.
  - If an answer sheet is included for a student that did NOT test with an accommodation or an English learner with extended time, the student's score will go on a hold for using an unapproved accommodation or support.



SAT<sup>®</sup> School Day  
Accommodated Testing Envelope

**SAT School Day Answer Sheets Used by Students Listed on the NAR**

School (AI) Code

School Name

City and State

**Administration Date**  
☐ October 16, 2019   ☐ March 4, 2020   ☐ April 14, 2020  
☐ October 30, 2019   ☐ March 25, 2020   ☐ April 28, 2020


**Answer sheets enclosed are for (mark only one):**  
☐ I am returning accommodated answer sheets for the date marked above.  
☐ I am returning accommodated answer sheets for students testing during the accommodated window.

**Include only the following items in this envelope in this order:**  

1. Annotated NAR (required for scoring).
2. Used answer sheets (standard or large-block), for students listed on the NAR.
3. Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets.
4. Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets.

Do NOT return answer sheets for students who aren't listed on the NAR in this envelope.

Follow instructions in your SAT School Day Coordinator Manual for packing your used testing materials in the return box.

137765-121262 • D1819E75 • Printed in U.S.A.  
SX9X0006  


# How do I return my test books?

**REMINDER: All SAT and PSAT-related test books must be returned.**

- Returning SAT and PSAT Test Books
  - Reuse the boxes your test materials arrived in to return test books
  - Loose UPS labels will be included in the shipment with the header “TB Returns” – apply one label to each box
  - Return test books separately for each assessment (Grade 8 and Grade 9 should be returned separately, too)



Image of loose UPS label that needs to be affixed to outside of box



# Returning Materials for SAT with Essay

- The Coordinator Manual will have a chart on what to return, what to keep, and what to destroy.

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
CRF	Yes—in answer sheet return shipment	Yes	No
Used answer sheets containing student responses to test questions	Yes—in answer sheet return shipment	No	No
Used answer sheets containing student responses to test questions (regular and large block) for students listed on the NAR	Yes—in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Blank unused answer sheets	Yes—in test book return shipment <b>after</b> makeup testing is complete	No	No

When Testing on April 13 is Complete	What Happens Next
Keep extra answer sheets, pre-ID labels, and manuals	Use these for the makeup date.
Keep <b>blue</b> or <b>green</b> test books	These can be used for the accommodated window testing; return when testing is complete.
Return ALL <b>purple</b> test books	You will get new ones for the makeup date.

# Returning Materials for PSAT 10 and PSAT 8/9

- The Coordinator Manual will have a chart on what to return, what to keep, and what to destroy.

When the Primary Testing Window (April 13-19) is Complete	What Happens Next
Keep extra answer sheets, pre-ID labels, and manuals	Use these for the makeup testing window.
Return all PSAT 10 and PSAT 8/9 test books that were used in the primary testing window.	You will get new ones for the makeup testing window.
Keep all PSAT 10 and PSAT 8/9 test books that need to be used for the accommodated testing window.	Securely store these until all students in the window are finished testing.

# When should I return my SAT materials?

Return	Testing Materials to Include	When to Schedule
Return #1	Test books and used answer sheets for all students who finish testing on April 13	No later than April 14
Return #2	Test books and used answer sheets for any students who finish testing in the accommodated window	Once all students who are eligible to test in the window have completed testing but no later than April 27
Return #3	Test books and used answer sheets for all students who test on April 26	No later than April 27

# When should I return my PSAT materials?

Return	Testing Materials to Include	When to Schedule
Return #1	Test books and used answer sheets for all students who finish testing in the primary testing window.	Once all students have finished testing, but no later than April 20.
Return #2	Test books and used answer sheets for any students who finish testing in the accommodated window.	Once all students who are eligible to test in the window have completed testing but no later than April 27.
Return #3	Test books and answer sheets for all students who test during the makeup testing window.	Once all students have finished testing, but no later than April 28.

# Shipping Materials

- UPS return shipments will not be pre-arranged.
- If UPS makes regular stops at your school, you can provide any packed boxes to them during their pickup.
- If UPS doesn't make a daily stop at your school, schedule a pickup at [ups.com](https://www.ups.com), or call 800-PICKUPS (800-742-5877).
- Make sure to use the tracking number printed on the pre-applied answer sheet return labels when scheduling pickups.
- Multiple boxes can be provided per pickup (you don't need to schedule a pickup for each assessment).
- You can also take packages to any UPS counter, but don't place materials in a UPS drop box.
  - You must hand them directly to a UPS driver or UPS counter employee, so you have a chain of custody for the shipment.
- Detailed instructions to arrange a pickup on [ups.com](https://www.collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf) can be found at [www.collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf](https://www.collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf)
- All answer sheets must be shipped by **April 29, 2022**
  - Answer sheets returned after this date will not be scored.

# Ordering Makeup Materials

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# Ordering Makeup Materials

- Test coordinators will receive an email the week of April 12.
- The email will contain links to a survey to assist in determining makeup materials.
- There will be a separate survey for SAT, PSAT 10, and PSAT 8/9 for Grade 9 and PSAT for Grade 8.
  - Coordinators must respond for each assessment.
  - **Deadline: April 15, 2022**
  - If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.
- Although the entire primary window does not end until April 19, the deadline to submit the survey is still April 15. Provide a best estimate of how many makeup test books you will need for PSAT 10 and PSAT 8/9.

# Score Release



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# Answer Document Verification Window

- MDE's answer document verification process in the OEAA Secure Site provides a way for schools to verify that all answer documents have been received and processed by College Board.
  - Also gives districts and schools the ability to submit a reason why a student did not complete one or more of the required tests or content areas.
  - This information is reviewed for a possible accountability exemption and is also included in required federal reporting.
- Once this review period is over, no additional issues will be accepted.
- Look for more information in Spotlight this spring.

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# Score Release

## TENTATIVE

- Student scores will likely be released to their College Board accounts in May 2022.
- Scores will be released to educators via the College Board K-12 score reporting portal based on school verification and appeals made during the Answer Document Verification window on the OEAA Secure Site.
  - This will likely occur in June 2022.
  - No changes can be made for students in the K–12 score reporting portal once the Answer Document Verification window activities are complete.
- PSAT 10 and PSAT 8/9 are not disclosed forms.
  - Questions and answer choices will not be available in the reporting portal for PSAT 10 or PSAT 8/9.
  - Questions and answer choices will still be available for SAT with Essay for students that test in April 13.
  - Educators can access the College Board SAT Suite Test Bank (<https://collegereadiness.collegeboard.org/educators/k-12/sat-suite-question-bank>) to access over 3,500 sample test questions for PSAT-related assessments and SAT.

# Frequently Asked Questions: Preadministration Session

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# What is the purpose of having a preadministration session?

The preadministration session allows students to:

- Fill out the required personal information on their answer sheet
- Identify the colleges, universities, or scholarship programs that they want their 4 free score sends to be sent (SAT)
- Opt-into Student Search Service® and complete optional questionnaire (SAT and PSAT 10)

# Do I have to have a preadministration session?

- If you cannot or do not hold a preadministration session prior to test day, students have the opportunity to complete the optional questionnaire for SAT and PSAT 10 on test day or online. Parents must be notified if students are encouraged to complete this online.
- There is NO optional questionnaire for PSAT 8/9, therefore a preadministration session may be considered unnecessary at your school.

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## What is the benefit of Student Search Service?

Student Search Service gives students the opportunity to start the important conversations with colleges and scholarship organizations to explore their postsecondary options.

When students choose to participate, their contact information and answers they provide as part of the optional questionnaire are shared with colleges and scholarship organizations.

## Can students complete the questionnaire online?

Yes, students can now complete the questionnaire and opt into Student Search Service online. Parents must be notified by the school if students are encouraged to complete this at home.

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# Do I have to collect parental consent to participate in the preadministration session?

- The Michigan Department of Education requires that students under the age of 18 receive parental consent to complete the optional questionnaire and opt-into Student Search Service. Schools should gather parental consent in accordance with their district policy.
- The *SAT Suite of Assessments Participation in College Planning Options Consent Form* is available on the Michigan Department of Education's MME web page ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and PSAT web page ([www.michigan.gov/psat](http://www.michigan.gov/psat)) for schools to use if they choose.
- Schools must notify parents if students are encouraged, by the school, to complete this process online.
  - A College Board flyer, *Connect with Colleges: Student Search Service*, is available for distribution to parents on the MME and PSAT web pages under Parent/Student Information.
  - Districts and schools can also find additional guidance on parental consent from the U.S. Department of Education on the MME and PSAT web pages.

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My students have pre-ID labels. Do they still have to bubble their personal information?

- We recommend bubbling in all required fields; however, at a minimum, students **must** bubble these fields for data verification purposes:
  - Name
  - Student ID Number (UIC)
  - Date of Birth
- The manuals indicate to adjust the scripts, as necessary, if you choose to only have your students bubble in those 3 fields.

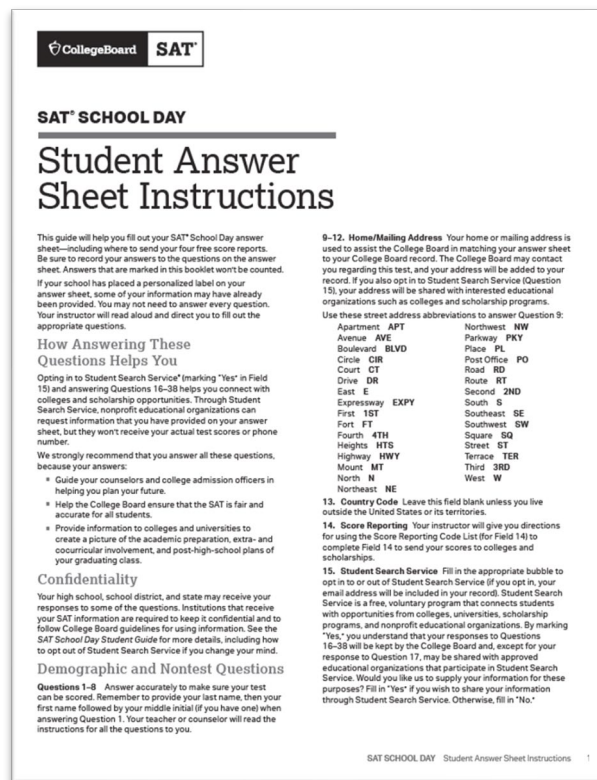
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# What do students use as their Student ID number?

- All students will bubble in their UIC as their Student ID on the answer sheet.
  - Students can find their UIC in the upper-left corner of their pre-ID label.
- Any student that does not have a label (as well as homeschooled students) **MUST** be pre-IDed in the Secure Site and a label printed locally to be placed on the answer sheet or the answer sheet will not be scored.



# How long should I plan the preadministration session to last?



The image shows the front page of the SAT School Day Student Answer Sheet Instructions. It includes the CollegeBoard SAT logo at the top. The title is "SAT® SCHOOL DAY Student Answer Sheet Instructions". Below the title, there is a paragraph explaining the purpose of the guide. To the right, there is a section titled "B-12. Home/Mailing Address" with a list of street abbreviations. Below that, there is a section titled "How Answering These Questions Helps You" with a list of instructions. At the bottom, there are sections for "Confidentiality" and "Demographic and Nontest Questions".

**SAT® SCHOOL DAY**  
**Student Answer Sheet Instructions**

This guide will help you fill out your SAT® School Day answer sheet—including where to send your four free score reports. Be sure to record your answers to the questions on the answer sheet. Answers that are marked in this booklet won't be counted. If your school has placed a personalized label on your answer sheet, some of your information may have already been provided. You may not need to answer every question. Your instructor will read aloud and direct you to fill out the appropriate questions.

**How Answering These Questions Helps You**

Opting in to Student Search Service® (marking "Yes" in Field 15) and answering Questions 16–38 helps you connect with colleges and scholarship opportunities. Through Student Search Service, nonprofit educational organizations can request information that you have provided on your answer sheet, but they won't receive your actual test scores or phone number.

We strongly recommend that you answer all these questions, because your answers:

- Guide your counselors and college admission officers in helping you plan your future.
- Help the College Board ensure that the SAT is fair and accurate for all students.
- Provide information to colleges and universities to create a picture of the academic preparation, extra- and extracurricular involvement, and post-high-school plans of your graduating class.

**Confidentiality**

Your high school, school district, and state may receive your responses to some of the questions. Institutions that receive your SAT information are required to keep it confidential and to follow College Board guidelines for using information. See the SAT School Day Student Guide for more details, including how to opt out of Student Search Service if you change your mind.

**Demographic and Nontest Questions**

**Questions 1–8** Answer accurately to make sure your test can be scored. Remember to provide your last name, then your first name followed by your middle initial (if you have one) when answering Question 1. Your teacher or counselor will read the instructions for all the questions to you.

**B-12. Home/Mailing Address** Your home or mailing address is used to assist the College Board in matching your answer sheet to your College Board record. The College Board may contact you regarding this test, and your address will be added to your record. If you also opt in to Student Search Service (Question 15), your address will be shared with interested educational organizations such as colleges and scholarship programs. Use these street address abbreviations to answer Question 9:

Apartment APT	Northwest NW
Avenue AVE	Parkway PKY
Boulevard BLVD	Place PL
Circle CIR	Post Office PO
Court CT	Road RD
Drive DR	Route RT
East E	Second 2ND
Expressway EXPY	South S
First 1ST	Southeast SE
Fort FT	Southwest SW
Fourth 4TH	Square SQ
Heights HTS	Street ST
Highway HWY	Terrace TER
Mount MT	Third 3RD
North N	West W
Northeast NE	

**13. Country Code** Leave this field blank unless you live outside the United States or its territories.

**14. Score Reporting** Your instructor will give you directions for using the Score Reporting Code List (for Field 14) to complete Field 14 to send your scores to colleges and scholarships.

**15. Student Search Service** Fill in the appropriate bubble to opt in to or out of Student Search Service if you opt in, your email address will be included in your record. Student Search Service is a free, voluntary program that connects students with opportunities from colleges, universities, scholarship programs, and nonprofit educational organizations. By marking "Yes," you understand that your responses to Questions 16–38 will be kept by the College Board and, except for your response to Question 17, may be shared with approved educational organizations that participate in Student Search Service. Would you like us to supply your information for these purposes? Fill in "Yes" if you wish to share your information through Student Search Service. Otherwise, fill in "No."

SAT SCHOOL DAY Student Answer Sheet Instructions 1

- Plan for approximately 45-60 minutes for SAT and 35-45 minutes for PSAT 10 if students are completing the questionnaire.
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- Preadministration session covers:
  - **Part 1: Personal Information**
    - All students will bubble information including their name, date of birth, and UIC.
  - **Part 2: Score Sends (SAT only)**
    - Students will use the student answer sheet instructions to locate the appropriate codes for any colleges or scholarship programs.
  - **Part 3: Optional Questionnaire (SAT and PSAT 10 only)**
    - Students will use the answer sheet instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

# Frequently Asked Questions: General Information

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# What is my school code?

- The school code is a 6-digit number that connects your student's scores to your school.
- It is also known as your **AI** (attending institution) **code**.
- It is different than any state building code that is assigned to you by the Michigan Department of Education.
- You can look up your school (AI) code in the Test Center Participation Page of the OEAA Secure Site.
  - Go to [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) if you need assistance accessing this page.

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# Can students have snacks?

- Students are encouraged to bring food or drink to consume during designated times.
  - Snacks can be stored under a student's desk or placed in a designated area away from the testing materials.
- The testing room should have a designated area in which students can eat to ensure test materials are not ruined.
- Students may not eat or drink during the test (unless the student has an approved accommodation to do so).

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# What are testing room codes?

## Testing Room Code

- Optional, highly recommended
- Three-digit code designed to help reduce score holds
- If there is an irregularity, the holds will only be applied to the room(s) with the irregularity rather than all students
- Code is assigned by the school
- Provide the codes to the appropriate proctors on test day, if you choose to use this code

# Are students allowed to have cell phones in the testing room?

**BEST PRACTICE:** Do not have students bring cell phones into the testing room.

- If allowed under school policy, tell students to turn off their electronic devices and have proctors collect them prior to testing.
  - NOTE: If using staggered start times, you must collect cell phones.
- If collection is prohibited, proctors must instruct students to store their **powered-down** devices in a bag or backpack placed to the side of the room away from the testing area.
- Once the instructions are read:
  - If a student's phone makes noises while in the proctor's possession or stored away in the bag or backpack placed away from testing:
    - Proctor should turn off the phone to prevent additional disturbances during testing and issue a warning to the student who owns the phone that additional disturbances will result in dismissal. No Irregularity Report needs to be filed.
  - Refer to the Irregularity Chart if a student is observed with an electronic device.
- Students approved to have a cell phone in the room to test blood sugar, must keep their phone on the proctor's desk and can only be viewed under direct supervision. More information is available in the manuals about students approved for cell phone usage.

The manual says that timers are prohibited. Is this the same thing as a watch?

- No. Timers refer to items such as a stopwatch or a digital timer that count up or down for a specific amount of time. These are prohibited.



- Students are allowed to wear simple, nondigital watches.

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# How do I test homeschoolers?

- Homeschoolers should contact you prior to test day to make arrangements.
  - Let them know of where and when to arrive, what to bring and what not to bring on test day.
- Homeschoolers still must be pre-IDed in the OEAA Secure Site and a label printed locally, if not pre-IDed by the February 16 deadline.
- For Field 2 (Testing Location) on the answer sheet:
  - Homeschoolers should bubble in the selection, “No, I am homeschooled.”
- For Field 4 (School Code) on the answer sheet:
  - Homeschoolers should bubble in 970000 for SAT.
  - Homeschoolers should leave field 4 blank for PSAT 10 and PSAT 8/9.



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# Thank You!

## Resources

- MDE Websites
  - [www.michigan.gov/mme](http://www.michigan.gov/mme) for MME and SAT with Essay information
  - [www.michigan.gov/psat](http://www.michigan.gov/psat) for PSAT 10 and PSAT 8/9 information
- Michigan Educator Hotline
  - (866) 870-3127 or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)
- Contact the Michigan Field Team
  - Kari Anama [kanama@collegeboard.org](mailto:kanama@collegeboard.org)
  - Ted Gardella [tgardella@collegeboard.org](mailto:tgardella@collegeboard.org)
- Weekly Spotlight on Student Assessment and Accountability Online Newsletter