Preparing for the April 2022 Michigan SAT® with Essay, PSAT™ 10, and PSAT™ 8/9

College Board Accommodations &
English Learner Supports

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Session Goals

Our goal today is to share the latest information about the state-provided spring SAT and PSAT-related assessments based on current planning.

College Board and MDE will continue to finalize implementation details, and as more information becomes available, we will share through the Michigan Department of Education webpages, and the Spotlight on Student Assessment and Accountability online newsletter.

General Information

Spring 2022 Testing

- Refer to the Michigan Department of Education <u>MME webpage</u> or <u>PSAT webpage</u> for information on Spring 2022 test dates.

- The Essay is still required for all students taking the SAT.

Accommodated Testing Window

- **<u>All</u>** students with approved accommodations taking the PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, and the PSAT 10, can flexibly be scheduled anytime in the accommodated testing window.

- Students with approved accommodations taking the SAT with Essay, as designated on the Nonstandard Administration Report (NAR) in SSD Online, can flexibly be scheduled anytime in the accommodated testing window.

Accommodation Request Deadlines

Accommodations Deadline	Date
Accommodation and Supports Deadline	February 22, 2022
Late Accommodation Deadline	March 4, 2022

- For students who transfer into a school after the accommodations request deadline, submit a request as soon as possible.

- College Board will review requests after the Accommodation and Supports Deadline for the following scenarios:
  - Students who are newly enrolled at the school
  - Students who are newly classified at an eligible grade level
  - Students who have a newly identified disability

Updates and New Items for Spring 2022

Optional Lunch Break
- In order to improve flexibility for students and educators on test day, testing staff may give students testing over 1 day with 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.

Script for ATC Format Removed from Manual
- For proctors administering the assistive technology–compatible (ATC) format, we have provided standalone scripts for use in the testing room.
  - The Test Coordinator or SSD Coordinator will download from SSD Online and print a copy of the applicable script for each ATC room, based on the timing accommodations of students in the room.
  - The standalone scripts also include specific ATC instructions and a timing chart.

Paper score reports
- Printed paper score reports will no longer be shipped for PSAT-related assessments.

SSD Issue

- There is a known issue in SSD Online where SSD Coordinators receive an "Error Adding Student" message when attempting to add a new student in SSD Online.
    - This error will **only** occur if the student has been approved for accommodations at another school.
- If the error message is received, use the Transfer/Move Request Form in SSD Online to add that student onto your school's dashboard.
    - SSD Coordinators will need the student's SSD number in order to submit the form. Students can log in to his or her College Board account, select "Update Your Account", and scroll to the bottom of the page to locate their SSD number.
- If you have more than 10 students you need to transfer, email ssd@info.collegeboard.org and request a bulk transfer template. Fill out the template with the required information and send back to SSD.
    - Transfers are being prioritized and will occur within 3-5 days.

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Comparison of M-STEP and PSAT 8/9

Comparison of M-STEP and PSAT 8/9 for Grade 8

Item	M-STEP	PSAT 8/9
Pre-ID	Completed in OEAA Secure Site	Completed in OEAA Secure Site
Timing	Untimed	**College Board assessments are timed and do not allow self-pacing**. Students must use the entire time allotted for each test. If approved for extended time, students must use the entire time for which they are approved.
Testing Mode	Option Available	**Paper/Pencil administration only** (Digital testing was only allowed for the Fall PSAT 8/9 and is not available for Spring 2022).
Test Day	Flexible	Unless absent, students are expected to test on the primary test day.
Student Accommodations	No SSD Online submission required but must align with those documented in students' IEP or 504 plan.	Advance accommodation request for the Universal Tools, Designated Supports, and Accommodations required by students that would have traditionally been used on the M-STEP is required. Schools must request accommodations through the College Board Online system, known as SSD Online.

Test Staff

How College Board uses the Educational Entity Master (EEM)

Educational Entity Master (EEM) is the repository of entity and contact information for educational systems in Michigan.

- College Board will use the data in EEM to:
  - Identify testing staff
    - Emails will be sent with important test-related information

- **Review and update the testing staff in the EEM at a building level as soon as possible.**
  - If there is more than one person listed for a role, College Board will use the most recent.
  - If the information listed is correct, no action is needed.
  - If the information is incorrect, EEM should be updated by the district authorized user.
  - Address where testing materials will be sent is associated with the applicable Test Coordinator record in EEM.

- Anytime the identified staff changes during the school year, EEM should be updated to reflect the changes.
  - College Board receives the updates 7-10 days after making the change.

EEM for Testing Staff

Update, if required, the roles in EEM at the building level as soon as changes occur.

If EEM information is not accurate, you will NOT receive critical testing communications.

Identify or update in EEM at the **building** level:

- SAT Test Coordinator

- PSAT Grade 10 Test Coordinator

- PSAT Grade 9 Test Coordinator

- PSAT Grade 8 Test Coordinator

- SAT Backup Test Coordinator

- PSAT Grade 9/10 Backup Test Coordinator

- PSAT Grade 8 Backup Test Coordinator

- SAT Services for Students with Disabilities Coordinator

- PSAT Grade 9/10 Services for Students with Disabilities Coordinator

- PSAT Grade 8 Services for Students with Disabilities Coordinator

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Roles and Responsibilities of Testing Staff

Test Coordinator

The **Test Coordinator** is responsible for all aspects of the administration at a school, including:

- Preparation activities such as:
    - Planning rooms and identifying staff to serve as **proctors, room monitors,** and **hall monitors** for test day
    - Receive, inventory, and securely store test materials

- Activities on test day such as:
    - Distribution of materials
    - Monitoring of all test day activities and staff
    - Packaging and returning test materials
    - Completing necessary forms

- Test Coordinator may choose to enlist the aid of others at the school to help with test day planning and set-up.
    - The Test Coordinator will remain the main contact and receive communications from the College Board.
    - The Test Coordinator should coordinate with the SSD Coordinator to ensure that students with disabilities and English learners are appropriately planned for.

Roles and Responsibilities of Testing Staff

SSD Coordinator

The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:
- Being the school's liaison with the College Board's Services for Students with Disabilities office.
- Reviewing required supports and accommodations for students, submitting accommodation requests or changes, and planning for English Learner supports for all students who require them at his/her school
- Printing the roster of students approved for accommodations (Nonstandard Administration Report – NAR).

- Schools may have more than one SSD Coordinator; however, one person will be identified as a primary SSD Coordinator in EEM who will receive communications from College Board.
  - If a school has multiple SSD Coordinators, the primary SSD Coordinator should share any communications with other SSD Coordinators.
  - The SSD Coordinator and Test Coordinator should also collaborate with the district English Learner (EL) Coordinator to help plan for testing students with EL supports.

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The Accommodations and Supports Process

College Board Tools for SSD Coordinators

1 **SSD Online**

Accommodations and some English learner supports will be entered in the College Board Accommodation and Supports Management system, known as SSD Online.

2 **Nonstandard Administration Report (NAR)**

3 **Accommodations and Supports Handbook**

Posted on the MDE websites, contains detailed information about all College Board accommodations and supports and explains how to administer them to all College Board assessments, including Advanced Placement.

4 **Temporary Request Form**

Form used for students with short-term, temporary conditions such as a broken arm, concussion, etc. and needs an accommodation. The form should be submitted directly to the SSD office, not entered in SSD Online. Submit the form as soon as possible after the condition occurs. Link to form is available in Handbook (Tool #3).

Resource to Help Discuss Accommodations with Parents

College Board has developed a brochure that can be shared with parents to help inform them of how accommodations on College Board assessments may differ from classroom tests.

Brochure is posted on the Michigan webpages.

Accommodations and Supports Process

1

Create College Board Professional Account

SSD Coordinators without a College Board Professional Account must create one at www.collegeboard.org

2

Request Access to SSD Online

Submit SSD Coordinator Form to request access to the system.

3

Enter New Accommodations

For students without a current approval, enter accommodations and monitor status.

4

Confirm Current Accommodations

Confirm that student information is still accurate, and accommodations aligns to student's current IEP/504.

5

Collaborate with the Test Coordinator

Work with the Test Coordinator to plan for test day for your students, administering the tests, as needed.

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New SSD Coordinators

Accessing SSD Online

New SSD Coordinators

Being identified in EEM as the SSD Coordinator is only used for email communications from College Board. SSD Coordinators still need to request access to SSD Online.

- To access the SSD Online system, the new SSD Coordinator will need to request access:
  - Have a College Board Professional Account
  - Complete the SSD Coordinator Form
  - Receive an email confirmation of your SSD Online access
    - May take 3-5 days to receive the confirmation, slightly longer during peak request times.
- You may have multiple SSD Coordinators, but only 1 can be identified as the primary SSD Coordinator in the EEM.
- In order to gain access, schools will need an attending institution (AI) code.
  - Look it up in the Test Center Participation Page in the OEAA Secure Site
- If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.
- Test Coordinators that also would like to have access to SSD Online can complete the same steps. Consider your district policy regarding student privacy when accessing information for students with disabilities before requesting access.

Returning SSD Coordinators

Returning SSD Coordinators

- Login to your <u>College Board Account</u>

- If you've forgotten your password, use the Forgot Username or Password links on the sign-in page.

- Choose SSD Online from your Account Dashboard.

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Prepare

Review Student Needs

Identify new requests and changes to approved accommodations

Students with prior approvals in SSD Online that no longer qualify due to a change in their IEP or 504 MUST have those accommodations removed from the system.

1. For students **without existing approved accommodations in SSD Online**, submit a new request through SSD Online.

2. For students with **already approved accommodations in SSD Online**, verify:

- the accommodations approved match the student's **current** identified IEP/504 accommodations.
- the student name, birth date, and graduation date are correct.

When identifying student needs for a College Board test, it may be necessary to "translate" what is in the IEP or 504 and what is available in SSD Online.

- Example: Student's IEP may say "extended time on assessments"
- Options in SSD Online include: Time and one-half (+50%), double time (+100%), and more than double time (+100%)
- It is **NOT** necessary to change a student's IEP or 504 to indicate a specific timing.
- Simply request the appropriate option in SSD Online that aligns with the student's plan and creates the most positive testing environment for the student.
- The next few slides will review the common options available to SSD Coordinators in SSD Online.

Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

Examples when IEP/504 _may_ say "Student receives extended time"

Accommodation	Day(s)	What to Know
Time and one-half (+50%) for reading	1 or 2 Days	• Students will test in 1 day for PSAT and 2 days for SAT with Essay. • **Student will receive extended time for ALL sections.** • Student will automatically be approved for extra breaks.
Time and one-half (+50%) for math	1 Day	• Student will receive extended time only for the math sections. • Student will automatically be approved with extra breaks.
Double time (+100%) for reading	2 Days	• **Students will receive extended time for ALL sections.** • Student will automatically be approved with extra breaks. • Students will test over 2 days for PSAT and SAT with Essay.
Double time (+100%) for math	1 Day	• Student will receive extended time only for the math test. • Student will automatically be approved with extra breaks.
Time and one-half (+50%) for writing	1 Day	• Student will receive extended time only for the Essay portion of the SAT.
Double time (+100%) for writing	1 Day	• Student will receive extended time only for the Essay portion of the SAT.

The College Board does not allow self-pacing for the SAT Suite of Assessments, even in a 1:1 setting. We require the use of the entire time that a student is approved for (either the standard amount of time or extended time) to:
• provide a consistent, standardized testing experience for all students
• prevent students from feeling rushed to finish or move ahead by other students or the proctor

Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

Examples when IEP/504 _may_ say "Student receives breaks during testing"

Accommodation	Day(s)	What to Know
Breaks: Extra	1 Day	• Given a break halfway through longer sections and a break after every section.
Breaks: Extended	1 Day	• Given breaks at the standard time but breaks are typically twice as long. • Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.
Breaks: As Needed	1 Day	• Typically given to students with physical or medical conditions. • Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break. • Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.
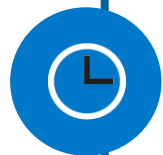
Please note that extended time and extended breaks are different accommodations. Break accommodations extend the TOTAL time of the testing experience but do not provide additional time with the test questions.

Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

Examples when IEP/504 _may_ say "Student has assessments read aloud"

Accommodation	Day(s)	What to Know
Pre-Recorded Audio (MP3 via Streaming)	2 Days	• Audio version of the test, downloaded from SSD Online. • Student automatically receives double time (plus additional time on the writing and language test) and extra breaks on all sections. • Student will complete the test in 2 days for PSAT and SAT with Essay.
Human Reader	1 or 2 Days	• Student will be read the test aloud by an adult. • Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.) • Student automatically receives time and one-half and extra breaks on all sections. • Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.

Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

Examples when IEP/504 _may_ say "Student gives oral answers to assessments"

Writer/Scribe for Recording Answers	1 or 2 Days	• Student will have an adult transcribe answers onto the answer sheet. • Student automatically receives time and one-half and extra breaks on all sections. • Student cannot move to the next section or end the assessment when they are finished, even if they are the only student testing. • Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.

Examples when IEP/504 _may_ say "Student has alternative setting during assessments"

Small Group Testing	1 Day	• Will depend on the number of students in the group and the size of the room. • **There is no minimum number of students that must be tested in a room**. • Small group testing doesn't need to be requested in SSD Online unless the student is planning to take the weekend SAT at a national test center.
Home/Hospital Testing	1 Day	• Requested through SSD Online. • Student with a disability that prevents them from attending school will be administered the test at a home or hospital location.

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I have a student who may be a behavioral issue and I want to test them individually. Do I need permission for this?

- For College Board tests administered on a school day, there is no minimum number of students that must test together.
  - If a school has the space and staff to test students individually, they can do so without permission.
  - If a student needs 1-to-1 testing for a weekend SAT, this must be requested in SSD Online.

What is the definition of a small group?

- Small group is an accommodation aimed at weekend administrations of the SAT where the test center needs to know how to organize the students that are testing.
- The College Board typically gives guidance of 10-15 students. However, it's important to make sure the needs of the student are being met.
  - One student might need a smaller configuration, whereas another student could be comfortable with 10 students.

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What if a student doesn't want to use his/her accommodations?

- A student who opts not to use his or her approved accommodation must provide a written note signed by the student's parent or guardian prior to test day.
    - Keep the note in your records at school.
    - Update room rosters, as necessary.
    - Remove or cross off the student's name from the NAR.

Providing Accommodations

Providing Accommodations

- College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need.

- The accommodations that students request should be included in the student's current IEP and/or 504 plan. Accommodations for PSAT 8/9, PSAT 10, and SAT with Essay should be consistent with accommodations that students use during instruction and on other statewide and local assessments.

- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for Grade 8 and Grade 9, PSAT 10, and SAT with Essay) **must** have prior approval and be requested through the College Board Services for Students with Disabilities (SSD) Online system.
    - If your school administered the Fall 2020 administration of the PSAT 8/9 for 9th grade students, approval in SSD online was not required. It is required for Spring 2022 testing.

- Accommodations will be entered by the SSD Coordinator through the SSD Online system. This ensures:
    - Coordinators have accurate rosters to support students needing accommodations or supports on test day.
    - Students receive correct testing materials.

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Providing Accommodations

- The vast majority of students who are approved for and are using testing accommodations at their school through a current IEP or 504 plan will have those same accommodations automatically approved for taking the SAT with Essay, PSAT 10, and PSAT 8/9.

- Most requests will be processed through school verification, if the SSD Coordinator:
  - Verifies that the student meets College Board eligibility criteria and the student has documentation on file (IEP or 504)
  - Provides the answers to the following when submitting most requests for students:
    - Is the requested accommodation(s) in the student's plan?
    - Is the student consistently using this accommodation for school tests?
  - Requests that are school verified by answering "yes" to the preceding 2 questions will be approved within a few days and will not require documentation.

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When must documentation be provided?

Documentation must be provided for College Board review if:

- The requested accommodation is not included in the student's plan or is not being used for school tests.
  - Answer is "no" to: Is the requested accommodation(s) in the student's plan?
  - Answer is "no" to: Is the student consistently using this accommodation for school tests?

- The student is requesting certain accommodations, such as double time or more, large print greater than 20 point, breaks as needed, etc.

- The student does not have a diagnosed disability, disability is listed as "other", or accommodation is listed as "other".

- The student does not have a formal plan that meets College Board criteria.

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Accommodations

There are two categories of accommodations:

- College Board-approved accommodations
  - Require preapproval
  - Result in college and scholarship reportable scores and once approved, can be used for other College Board assessments
  - Used for students with diagnosed disabilities documented in a 504 or IEP
  - Window to apply: **Now to February 22, 2022**
- State-allowed accommodations (SAAs)
  - Require preapproval
  - Are automatically approved and require no documentation
  - Do NOT result in college and scholarship reportable scores
  - Must be applied for every state assessment
  - Recommended for PSAT 8/9 for Grade 8 but should only be used for unique circumstances for SAT
  - Window to apply: **Week of January 10, 2022, to February 22, 2022**

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State-Allowed Accommodations in 8th Grade vs. 11th Grade

- SAAs provide scores to students, educators, and the Michigan Department of Education; however, students who test with an SAA will **NOT** receive a college or scholarship reportable score.

- The use of state-allowed accommodations is recommended for 8th graders because:
  - PSAT 8/9 scores are **NOT** sent to colleges, universities or scholarship programs
  - SAAs align with the student's current IEP or 504 plan.

- State-allowed accommodations for SAT are unique student circumstances that may require additional documentation or discussion with College Board and the OEAA.
  - The unique accommodation needs of students may be met on an exception basis and may be beyond the college- and scholarship-reportable supports provided.

- Consideration of SAAs is especially important for students taking the SAT, where the students want scores to be reported to colleges and universities.
  - However, at the 8th grade level, scores are not reported to higher education institutions or scholarship programs.
  - Using an SAA in 8th grade does not preclude a student from using College Board approved accommodations in future years, when scores are desired to be sent to colleges.

Accommodation Types Summary

State-Allowed	Consideration	College Board Approved
Automatically approved	**Approvals**	Most requests will be school-verified and automatically approved within a few days.
Only valid for the state assessment	**Length of Use**	Remains valid until IEP or 504 changes and can be used for other College Board assessments.
None	**Documentation Required**	For some requests, yes. If documentation is required, approvals could take up to 7 weeks.
Students, schools, and MDE (Colleges and scholarship programs do not)	**Who Receives Scores?**	Students, schools, and MDE
Week of January 10, 2022 – February 22, 2022	**Timeline for Requests**	Anytime – February 22, 2022
Yes. School will apply either for state-allowed or College Board approved in the next year, if applicable.	**Reapplication Required?**	No. Student remains approved for accommodation unless the IEP or 504 requires a change. Using this process does not change the IEP team obligation to review a student's needs and supports at each IEP review.

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Using SSD Online

Have Ready During the Submission Process

Think about the accommodation that will create the most positive and useful testing environment for the student that is **aligned to his/her plan.**

Once the appropriate accommodations have been chosen, it is helpful to have the following information readily available when requesting accommodations:

- IEP or 504 Plan
- Demographic information
  - Name
    - It is helpful to use same name that student will be pre-IDed with
  - Student Email Address
  - DOB
  - Estimated graduation date (Month and year)
  - Gender
  - Home mailing address

SSD Dashboard

SSD Coordinators can toggle between schools if he/she has access to multiple schools

Resources
- Access NAR
- Pre-recorded Audio (MP3)
- Testing Calendar
- ATC Script

Filtering capability
- By Grade
- By Type of Accommodation or Support
- By Status

Student Profile

- Select a student name from the dashboard to view the Student Profile.

- Student's anticipated graduation date can be updated from this page.

- Actions such as submitting documentation (if needed) can be done from this page.

Request a New Accommodation

- Log in to SSD Online.

- Click **New Request**

Request a New Accommodation

- Select the New Accommodation/Support Type

- Only College Board approved accommodations will be available for now.

The English Learner Support and State Allowed Accommodation options will be available the week of January 10, 2022.

(Some schools may already see the EL Support option – if you do not, wait until the week of January 10).

Select New Accommodation/Support Type

College Board (CB) Approved Accommodations

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.

English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.

State Allowed Accommodations (SAA)

SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.

Return to Dashboard

Request a New Accommodation

- Enter the student name to see if a record already exists for that student at your school.
  - It will only search records associated with your AI code.
- If the student is found, you can select that student and select **Continue.**
- If the student is not found, select **Student Not Listed** to enter student information.

Note: Some schools are receiving an error message when attempting to add a student, there is a known issue and will not occur for all students. See Slide 7 for additional information.

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Request a New Accommodation

- If the student was not found associated to your school, you will now enter student information.

- You will need the student's:
  - Name
  - Date of Birth
  - Expected Graduation Date (month/year)
  - Gender
  - Home Address
  - Email Address

Add Student

Complete the information below to start a request. Fields marked with * are required.

Student Information

Name

First Name *
|

MI

Last Name *

Date of Birth

MM / DD / YYYY *

School

Select School *

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Request a New Accommodation

- The next screen will provide some introductory information about what to have available when entering the accommodation.

Before You Begin

You are about to begin a request for student testing accommodations. You will be asked to answer questions on behalf of the student you are requesting accommodations for.

This process will take approximately 6–8 minutes to complete.

Before starting this request, please ensure that you have the following student information:

- **Disability Information**

  The student's disability and the accommodations they are requesting

- **Plan Information**
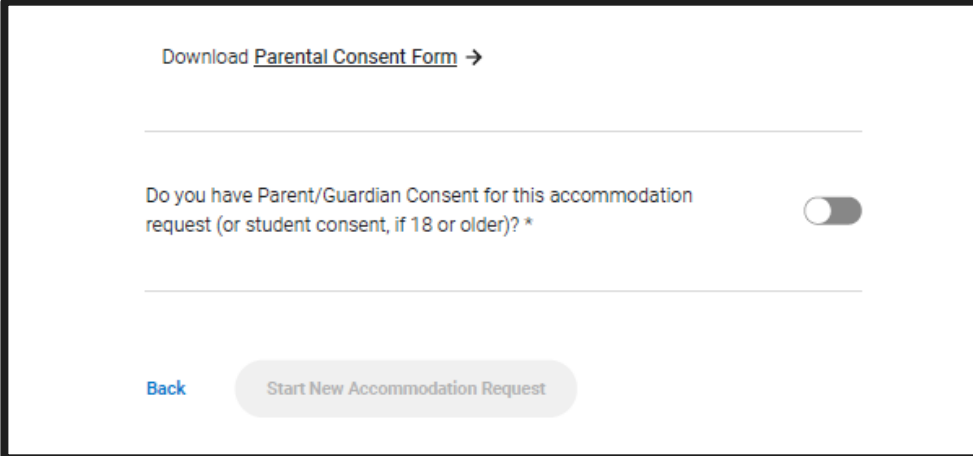
  The type of formal school the student currently has (IEP, 504 Plan, Qualified Formal Plan, Other Formal Plan, No Current Plan) and the approximate date of the student's first formal plan)

- **Documentation**

  Documentation of the student's disability and need for accommodations. In some cases, you will need to send the documentation to College Board for review. The SSD Online system will notify you if documentation must be submitted to College Board.

Request a New Accommodation

- The system will ask you to confirm parental consent.
    - The purpose of this consent is for the school to have permission from the parent to share information about the student to the College Board.
    - If you do not have parent/guardian approval through the student's IEP or 504, then a consent form is available for your use in SSD Online. Email or phone consent is acceptable as long as this is allowable by district policy and is documented.

Download Parental Consent Form →

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? *

Back   Start New Accommodation Request

Request a New Accommodation

- Select the student's disability and identify the accommodations needed.

Request a New Accommodation

- Answer questions about the student's plan, specifically the date it was created and who was involved in its creation.

Request a New Accommodation

- Review and confirm the information entered.

Dashboard / Student Name

- ✓ Disabilities
- ✓ Accommodations
- ✓ School Plan
- 4 Review and Submit

New Accommodation Request (CB)

Review and Submit Request

🖶 Print/Save

Student Information

Student name

Phone number: [placeholder]

Address line 1

Address line 2

School Name

Anticipated Graduation: [placeholder]

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Request a New Accommodation

- Based on the information provided by the SSD Coordinator and if the student has an IEP or 504 plan, most requests will be approved automatically through what is called the *school verification process*.

- The system will indicate that supporting documentation is not required for the request.

- Once submitted, the SSD Coordinator's dashboard will be updated with the "approved" status within a few days.

Supporting documentation is not required for this request

Back   Continue
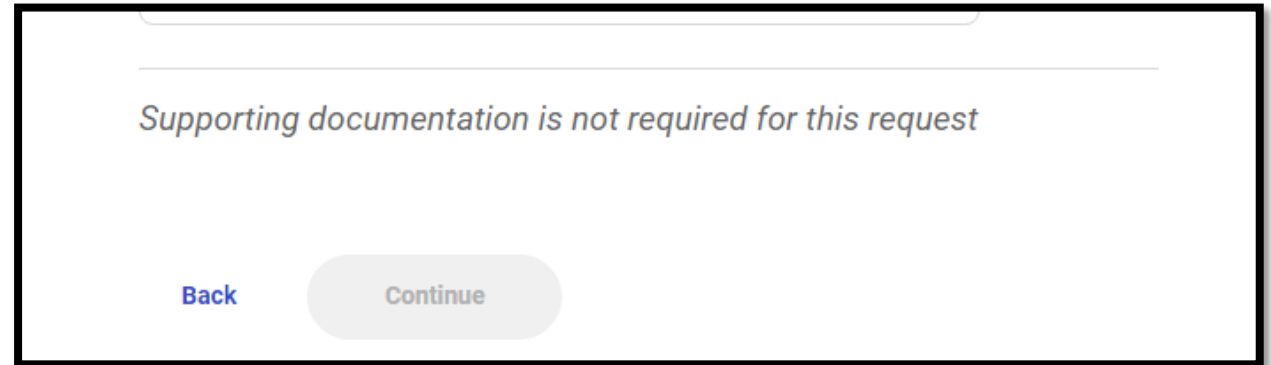
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Request a New Accommodation

Supporting Documents *

In order for College Board to verify the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.

Select Files to Upload

Acceptable file types are pdf, doc(x), csv, xls(x), tiff, jpg, and png.
Each individual file must be less than ## MB.

Back   **Submit**

- The system will request documentation to be submitted for the following accommodations (not an extensive list):
  - 100% or more extended time
  - Assistive Technology (AT)
  - One-to-one testing (human reader or writer/scribe)
  - Breaks as needed
  - Other (for accommodation or disability)

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Making Changes in SSD Online

Remove an Accommodation

- From the Student Profile page, complete the Remove Student Accommodations form.
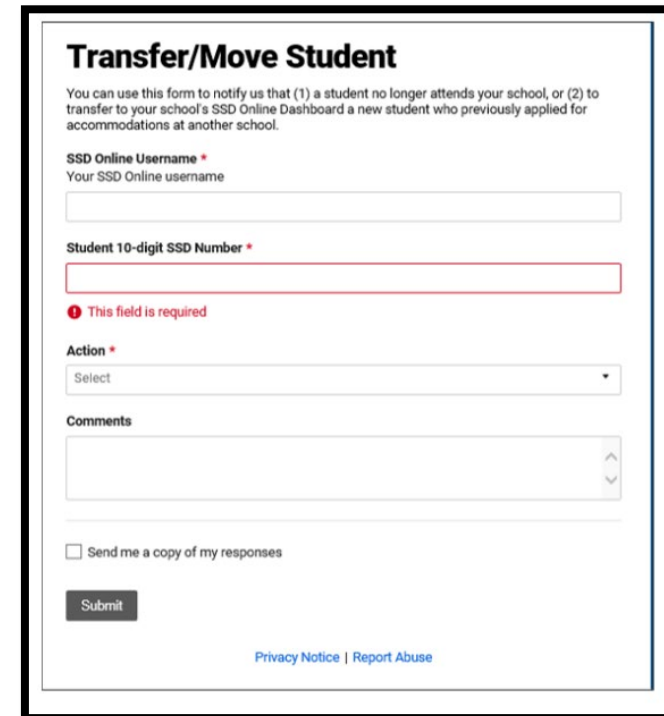
Add an Accommodation

- From the Student Profile page, select New Accommodation Request to add accommodations to a student with a previous submission.

- Adding an accommodation will typically require documentation review.

Transfer/Move Students

- Use the Transfer/Move student form located in SSD Online to transfer a student to your dashboard who has an approval at another school or to remove a student from your dashboard.

- To transfer a student from another school to your school, you must have the student's SSD number and date of birth.

Obtaining a Student's SSD Number

- Have the student log in to their College Board account, select Update Your Account, then scroll to the bottom of the page for their SSD number.

- Contact the student's previous school and request a copy of the eligibility letter or the SSD number.

- Contact the SAT School Day Educator Hotline, then choose the option for SSD.
  - The student should be present in order to provide permission to give the SSD number to the school.

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Students with Prior Approvals

For students who had College Board-approved accommodations in 2021:

Spring 2021	Spring 2022	Action
School A	School A	Confirm accommodation is appropriate based on <u>current</u> IEP/504 and graduation date is accurate in SSD Online. Re-application is not necessary.
School A	School B	Transfer student to new school in SSD Online. Confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate.

For students who had state-allowed accommodations in 2021:

- Determine if state-allowed accommodations or College Board-approved accommodations are appropriate.

- Re-apply for state-allowed accommodations or apply for College Board-approved accommodations, as necessary.

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English Learner (EL) Supports

EL Supports

Translated Test Directions for EL students

- Result in reportable scores and do not require advance approval

- Printed versions of the test directions will be downloadable for educators in February to distribute to students on test day as needed.

- Languages: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, French, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese.

- Other languages can be supported "on the fly" by approved translators.

  - Translator sits next to the student and orally translates the directions as the proctor reads them.

  - **NOTE**: Translator can ONLY provide translations of the test directions, not the test content.

  - Directions are only provided for the standard script and do not follow Michigan-specific directions as provided in the manuals. Instruct students to listen to directions carefully and note the timing on the board.

EL Supports

Time and One-Half (+50%) for EL Students

- Result in reportable scores

- Student receives time and one-half on each section of the test.

- Must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.

- Although not an accommodation, needs to be identified in SSD Online beginning the week of January 10, 2022 (some schools may see the option now).

- EL students using time and one-half can be tested with other students using the same timing and test materials.

- Must be entered in SSD Online each academic year and does not remain in the system from year-to-year.

  - If a student was approved to use this support for Fall 2021 testing, it does not need to be re-entered for Spring 2022.

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EL Supports

Word-to-Word Dictionary for EL students

- Result in reportable scores and do not require advance approval

- List of approved dictionaries is available on the Michigan webpages

EL Supports are not currently available for PSAT/NMSQT, weekend SAT testing or AP testing

The use of EL supports may not be appropriate for all EL students.

- To determine if providing EL supports are appropriate for students, refer to the *Supports & Accommodations Guidance Document*

- Available on the Michigan webpages

Math Only Exception

State-Allowed Accommodation

- Students that are identified as English Learner (EL) in the Michigan Student Data System (MSDS) and have been enrolled in U.S. schools for 12 months or less at the time of taking a state assessment may be eligible to receive a one-time exception from having to take the English language arts portion of state assessments.

- In order for a student to be eligible for an exception from the ELA portion of a state assessment, the student needs to:
  - Have taken the WIDA ACCESS Placement Test (W-APT) or WIDA Screener with their scores provided in the OEAA Secure Site.
  - Have taken the most recent administration of the summative WIDA ACCESS for ELLs or WIDA Alternate ACCESS if enrolled prior to the test administration window.

- Enter as a state-allowed accommodation starting the week of January 10, 2022.

- A math-only version of the assessment will not be shipped. Students will use a lime test book but only be administered the math section.

English Learner Supports Summary

EL Supports Not Required to Enter in SSD Online

EL Support	Day(s)	What to Know
Translated Test Directions	1 Day	• Available for schools to print for students in February of each year
Word-to-Word Bilingual Dictionaries	1 Day	• Student must use a dictionary on the approved list

EL Support Required to Enter in SSD Online

EL Support	Day(s)	What to Know
Time and One-Half (+50%)	1 or 2 Days	• Student will receive time and one-half on each section of the SAT with Essay, PSAT 10, or PSAT 8/9 • Students will complete the test in 1 day for PSAT 10 and PSAT 8/9; 2 days for SAT with Essay

EL SAA Required to Enter in SSD Online

State-Allowed Accommodation	Day(s)	What to Know
EL – Math Only	1 Day	• Student will only take the math sections of the SAT with Essay, PSAT 10, or PSAT 8/9

The Nonstandard Administration Report (NAR)

Accessing the NAR

Available about 4 weeks prior to test day

Selecting the Nonstandard Administration Report tab will currently take you to the old SSD platform where you can access the NAR for each assessment.

Print the SAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary
  - Section 2: Students who test on the primary test day
  - Section 3: Students who test during the accommodated window
- Identifies students who can test in the same testing room (and will include EL students with extended time)
- Indicates the color test book to administer.
- Identifies the name of the 'test script' to read.
- Provides additional instructions for accommodated students (if any)

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1	
T5	Liraimls, Dredraola SSD #0007025813	Wheelchair Accessibility , Permission for food/medication , Reading +50% (time and 1/2)	SAT	Purple	One day	Script 3	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)					

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Print the PSAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary with SSD Numbers
  - Section 2: Guidance on testing specific accommodations
  - Section 3: Students who test during the accommodated window (will list everyone)

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gowrie	Nibitha	#0007025842
		#0007025812
	altkjtl	#0007025801
		#0007025804
		#0007025825

Brown, Robert (#0007025797)   Test Administration Date: _____

____ Check here if student was absent

_____

Approved Accommodations Please check all accommodations used by student.

____ Small group setting

____ Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.

____ Mathematical Calculations +50% (time and 1/2)

Planning

SAT with Essay Accommodations and English Learner Supports Matrix

Room Type	Standard Room(s)		Non-Standard Room(s)		State-Allowed Room
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by MDE that do not result in a college reportable score
Where to find roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Accommodation Examples	• No accommodations	• 14 pt large print • Large-print answer sheet • Magnifier • Written copy of oral instructions • Food/drink/medication • Wheelchair accessibility • Preferential seating • Record answers in test book • Use of colored overlay • Auditory amplification/FM system • Sign language interpreter for test directions	• Breaks: Extended • Breaks: Extra • Four-function calculator on math test-no calculator section • Permission to test blood sugar • Small group setting • Time and one-half (+50%) - Math only • Time and one-half (+50%) - Essay only	• 20 pt Large print • Pre-recorded audio (MP3) • Braille • Time and one-half (+50%) – Reading (all sections) • Double time (+100%) – Reading (all sections) • Double time (+100%) – Essay only • Double time (+100%) – Math only • One-to-one testing • Breaks: As Needed • Magnifying Machine • Braille Writer • Human Reader • Writer/scribe • ATC Format • Computer for essay • Home/hospital testing • Late start time • Limited testing time	• ASL interpreter for test content • ASL responses by student
English Learner Supports	• Translated test directions • Word-for-word dictionaries			• Time and one-half (+50%) – Reading (all sections)	• EL Math Only
Test Date(s)	April 13, 2022	April 13, 2022	April 13, 2022	April 13-26, 2022	April 13-26, 2022
Make-Up Test Date(s)	April 26, 2022	April 26, 2022	April 26, 2022	Anytime in window	Anytime in window
Number of Testing Days	One-day	One-day	One-day	One- or two-day testing (see NAR for official designation)	One- or two-day testing (see NAR for official designation)
SAT Test Book Colors	Purple	Purple	Purple	Blue	Lime

NAR = Nonstandard Administration Report

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Planning

Room Type	Standard Room(s)		Non-Standard Room(s)	State-Allowed Room
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by MDE that do not result in a score reportable for scholarship opportunities
Where to find roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Accommodation Examples	• No accommodations	• 14 pt Large print • Large-print answer sheet • Magnifier • Written copy of oral instructions • Food/drink/medication • Wheelchair accessibility • Preferential seating • Record answers in test book • Use of colored overlay • Auditory amplification/FM system • Sign language interpreter for test directions	• Breaks: Extended • Breaks: Extra • Breaks: As needed • Four-function calculator on math test-no calculator section • Permission to test blood sugar • Small group setting • 20 pt Large print or greater • **Pre-recorded audio (MP3)** • Time and one-half (+50%) (All sections) • **Double time (+100%) (All sections)** • Time and one-half (+50%) (Math only) • Double time (+100%) (Math only) • One-to-one testing • Magnifying machine • Braille or Braille Writer • Human Reader • Writer/scribe • ATC format • Home/hospital testing • Late start time • Limited testing time	• ASL interpreter for test content • ASL responses by student • Any accommodation in the 2nd and 3rd columns that have been requested as state-allowed accommodations
English Learner Supports	• Translated test directions • Word-for-word dictionaries		• Time and one-half (+50%) (All sections)	• EL Math only
Where to find roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Test Date(s) for PSAT 8/9 for Grade 8	April 13, 2022	April 13-26, 2022	April 13-26, 2022	April 13-26, 2022
Test Date(s) for PSAT 8/9 for Grade 9 and PSAT 10*	April 13-19, 2022	April 13-26, 2022	April 13-26, 2022	April 13-26, 2022
Makeup Date(s)	April 26-27, 2022	Anytime in Accommodated Window	Anytime in Accommodated Window	Anytime in Accommodated Window
Number of Testing Days	One-day	One-day	One-day (Only MP3 Audio and 100% extended time are two-day tests)	One-day
PSAT 8/9 Test Book Colors	Dark Red	Dark Red	Dark Red	Lime
PSAT 10 Test Book Colors	Orange	Orange	Orange	Lime

NAR = Nonstandard Administration Report

CollegeBoard

Pre-Recorded Audio (MP3 via Streaming)

Pre-Recorded Audio (MP3 via Streaming)

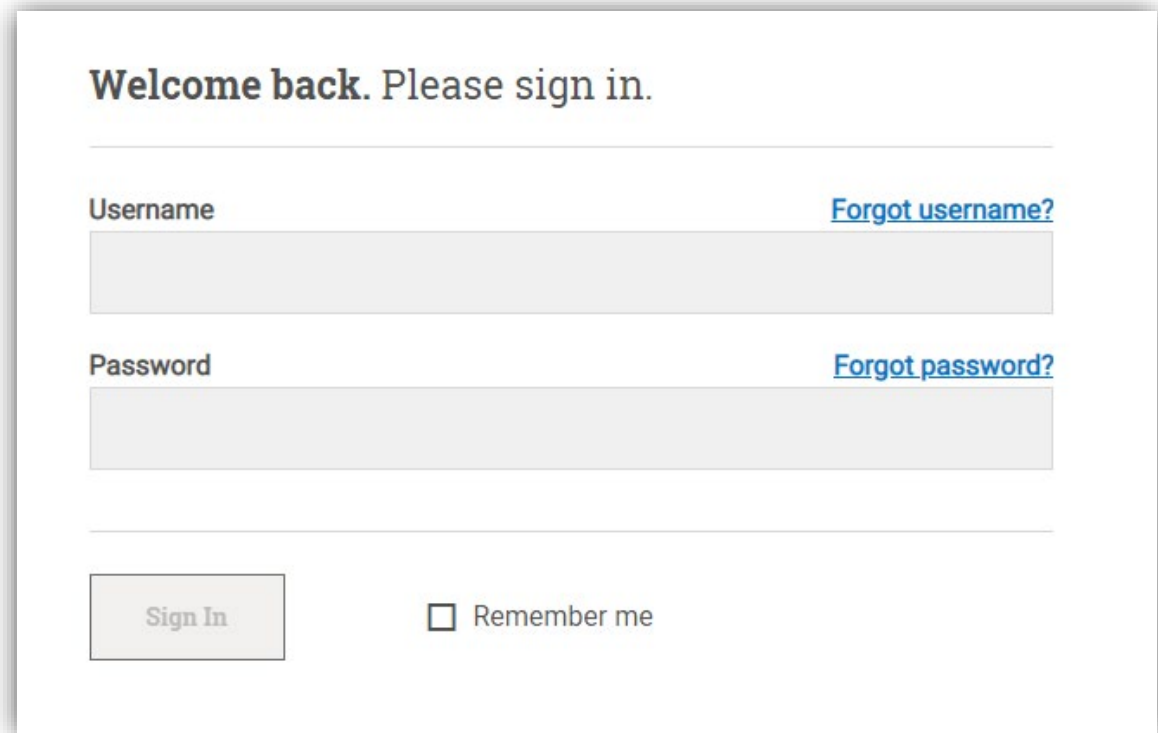There are step-by-step directions in SSD Online

- The MP3 audio files will be available to download from SSD Online.

- Although the streaming option is designed to enhance the testing experience for students and allow for additional security and convenience for those administering the SAT with Essay, PSAT 10, and PSAT 8/9, there are some set-up activities that are required:

  - **Prior to test day**, an application needs to be installed and tested on each computer used for MP3 audio testing.
    - If you already installed the application for fall College Board testing, you do not need to reinstall. You will use the same application.
    - Once installed, test the application to ensure it will work for your students on test day.
  - **On test day**, download the audio files.

Pre-Recorded Audio (MP3): Install the Application

Prior to Test Day

Install the Application

1. Access the link available in SSD Online.

2. Sign in with your College Board professional account.

   • Installing the application requires access to SSD Online.

Welcome back. Please sign in.

Username   Forgot username?

Password   Forgot password?

Sign In   ☐ Remember me

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Pre-Recorded Audio (MP3): Install the Application

Prior to Test Day

Detailed instructions for a mass install of the application is available in SSD Online to share with your IT staff.

CollegeBoa...
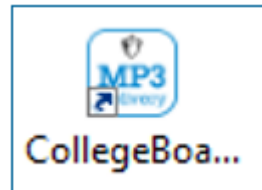
3. Once your SSD Online credentials are verified, you will see a screen that has links for installing the MP3 application for computers that use Windows or a Mac.

- If your school uses Chromebooks, the 3rd link will bring up a set of mass installation instructions that can be shared with your IT department to push the application to all Chromebooks.

4. Select the appropriate operating system and follow the instructions on the screen to install the application.
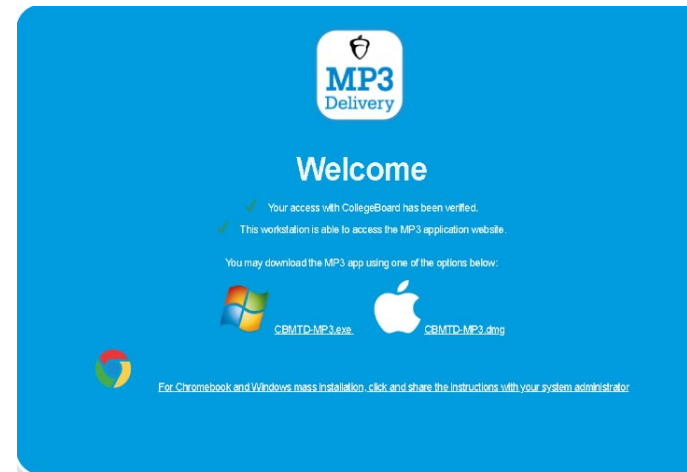
5. Once the application has been installed on a Windows or Mac device, an icon for the application will be available on the desktop.

Pre-Recorded Audio (MP3): Test the Application

Prior to Test Day

Testing coordinators are highly advised to review the functionality of the streaming application by accessing the sample form prior to test day. This is to ensure that everything is working as expected and to get yourself familiar with accessing forms.

Test the Application

1. Select the icon/app for the MP3 Delivery application.

2. Login using your College Board professional account.

3. Once logged in, select the first option that says "System Check"

4. Follow the instructions on the screen or in the step-by-step guide available in SSD Online.
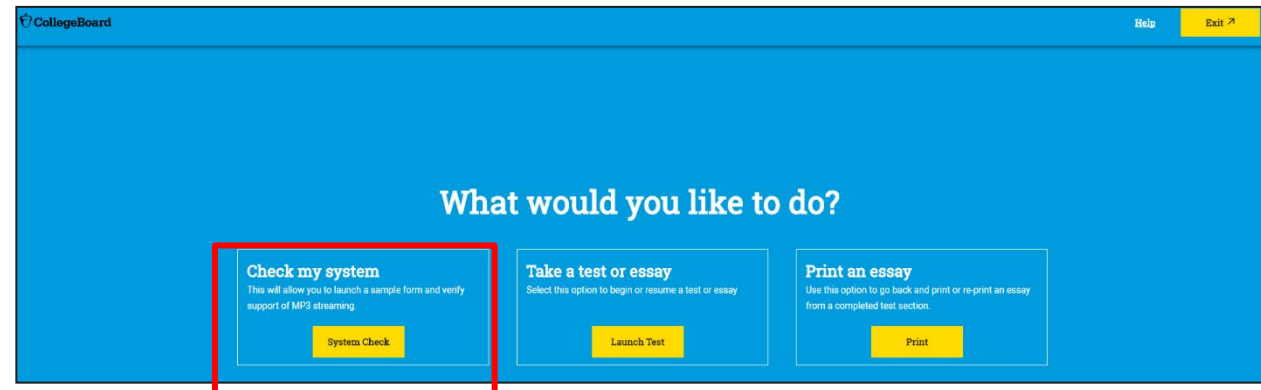
Pre-Recorded Audio (MP3): Download Test Forms

Can only be done on test day

Download the test forms

1. On test day, for each workstation or computer where students will use MP3 audio:

• Select the icon for the MP3 Delivery application.

2. Login using your College Board professional account

3. Select "Launch Test"

4. Follow the instructions that will be available in your Coordinator Manual (PSAT 8/9 and PSAT 10) or Accommodated Testing Manual (SAT with Essay)

• If you have many students using MP3, it is suggested that you follow the instructions in the manuals for students to enter their information rather than the proctor or SSD Coordinator.
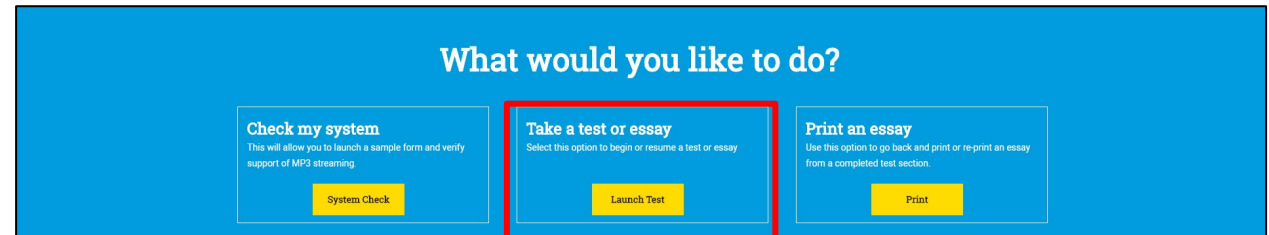
Accommodated Testing Materials

Accommodated Testing Materials

- Addressed to the Test Coordinator for that assessment.
- Are not designated for specific students (materials will simply be sent and coordinators will distribute based on approvals).
- Sent **automatically** based on any accommodation requests in the **pending** and **approved** status in SSD Online by February 22, 2022.
  - Materials are sent for requests in the pending status in the chance that the approval is granted before test day
  - Submit requests in by the deadline and monitor status – only provide accommodations to students with approvals
  - Do not order test materials in the College Board test ordering site
- Will be automatically sent for the students in the eligible grades for that assessment
  - PSAT 8/9 for Grade 8: 8th graders
  - PSAT 8/9 for Grade 9: 9th graders
  - PSAT 10: 10th graders
  - SAT with Essay: 11th and 12th graders
  - For instance, this means that schools will automatically receive accommodated SAT with Essay materials for all 11th and 12th grade students in the pending and approved status in SSD Online, no matter if you plan to test 12th graders or not.
  - Therefore, you will likely receive extra accommodated materials.

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Next Steps

What Do I Do Now?

Next steps for SSD Coordinators include:

- Ensure you are listed as the applicable SSD Coordinator in EEM. Talk with your Test Coordinator or your district authorized user to make any changes, as necessary.

- If you already have access to SSD Online, confirm you can login using your username and password.

- If you don't have access to SSD Online, submit the SSD Coordinator Form.

- Begin to review students with current approvals in the system.

- Start to generate a list of students who need state-allowed accommodations and English learners who will need time and one-half for entry into the system starting the week of January 10, 2022.

- Mark February 22, 2022, on your calendar as the deadline to request all accommodations and supports.

Have Additional Questions?

Spotlight on Student Assessment and Accountability

College Board Corner:

Implementation information for Michigan PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay

Testing Manuals

Available in February

- College Board will provide a Michigan-specific manual for SAT with Essay, PSAT 10, and PSAT 8/9.

- The SAT School Day manuals provide specialized information to each type of test day staff.

  - Coordinator Manual

    - Includes information about the test day set-up, preadministration session, forms, and return of standard and nonstandard materials

  - Standard Testing Manual

    - Includes all test day scripts and information needed by proctors in standard rooms

  - Accommodated Testing Manual

    - Includes test day scripts for proctors in accommodated rooms

- The PSAT 10 and PSAT 8/9 manuals include information for the coordinator and scripts for proctors.

Thank You!

Resources

- MDE Webpages
  - www.Michigan.gov/mme
  - www.Michigan.gov/psat
- College Board Support Line for Michigan Educators
  - (866) 870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org
- Contact the Michigan Field Team
  - Kari Anama
  - Ted Gardella
- Weekly Spotlight – Sign up or access previous editions
- Questions about Secure Site, eligibility to test, and accountability, contact MDE at:
  - Call: 877-560-8378 and select the correct option
  - Email: mde-oeaa@michigan.gov for assessment questions
  - Email: mde-accountability@michigan.gov for accountability questions