
Supplemental Manual
Instructions for
Michigan
SAT[®] School Day,
PSAT[™] 10, and PSAT[™] 8/9



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Michigan SAT® School Day and SAT Suite of Assessments

SAT® School Day has long offered students across the nation an opportunity to test in their local schools during school hours. This year, Michigan 11th graders and eligible 12th graders will join hundreds of thousands of students who benefit from all that SAT School Day has to offer. Not only that, but the state will also offer other components of the vertically aligned SAT Suite of Assessments – the PSAT™ 8/9 and PSAT™ 10 – to ninth- and 10th-grade students in the spring.

Michigan will deliver the SAT with Essay as part of the Michigan Merit Examination (MME) during the national SAT School Day administration on April 12.

Michigan Checklist

Michigan testing offers some unique features that may differ from other published information given to you by the College Board. Please review the checklist below so that you can be prepared for these differences, which are further explained in the rest of this supplement.

Use the information throughout this supplement to modify the materials you receive from the College Board in cases where the Michigan implementation of all three assessments differs from the typical SAT Suite of Assessments implementation.

	Typical Administration	Michigan Administration
SAT Test Date	Apr. 12, 2016	Same
PSAT 10 Test Dates	Feb. 22–Mar. 4	Apr. 12–Apr. 13
PSAT 8/9 Test Dates	Feb. 22–Mar. 4	Apr. 12–Apr. 13
Testing Schedule	During regular school hours	Same for SAT. Afternoon testing allowed for PSAT 10 and PSAT 8/9.
Testing Sites	Schools are the test sites for their students	Schools are the test sites for their students and off-site testing can be accommodated
Roster of Test-Takers Using Standard Materials	Accessed through ets.org/supervisor – lists standard and center-based Services for Students with Disabilities (SSD) test-takers	Accessed through michigan.gov/baa-secure – does not list any SSD accommodations
Roster of School-Based Accommodated Test-Takers	Accessed through collegeboard.org/ssdonline – lists school-based SSD test-takers only on the Nonstandard Administration Report (NAR)	Accessed through collegeboard.org/ssdonline – can pull lists of all accommodated test-takers and a separate list of student accommodations
SAT Essay	Paid by state or district	Same
Testing Accommodations	College Board-approved accommodations provided for SAT and PSAT 10	College Board-approved for SAT, PSAT 10, and PSAT 8/9; state-allowed accommodations (SAAs) provided

	Typical	Michigan
Deadline for SSD Requests	Feb. 24, 2016	Feb. 16, 2016
Registration Method	Online voucher or bulk registration through College Board	Registration through state, using Pre-ID process
Registration Deadline	Varies by registration method	Feb. 16, 2016
SAT Admission Ticket	Required for admission to testing area	Not used
Registration Number	Used on Answer Sheets and Questionnaire Forms	The Michigan Unique Identification Code (UIC) will be used in place of the registration number.
SAT Fee Waivers	Provides access to benefits such as additional score reports and other services after registration	Same
SAT Online Training	Opens Feb. 18	Same
PSAT 10 and PSAT 8/9 Online Training	Not applicable	Webinar will be offered.
Test Materials Arrive	Week of Apr. 3, 2016	No later than Mar. 23, 2016
Remittances for PSAT 10 and PSAT 8/9	Return after receipt of Answer Sheet count	Remittance Form not used; Schools follow state process for reporting counts
SAT Makeup Date	May 7, 2016 (in national center)	Apr. 26, 2016
PSAT 10 & PSAT 8/9 Makeup Dates	Not applicable	Apr. 26–Apr. 27

Michigan Assessments: Key Dates and Information

As you plan for your administration, use the key dates and deadlines specific to the Michigan-sponsored assessments listed on the back cover of this instruction booklet to plan for a successful test day experience.

Michigan Testing Procedures

IMPORTANT IDENTIFIERS

A six-digit College Board Attending Institution (AI) code has been assigned to each school administering the SAT, PSAT 10, or PSAT 8/9 in Michigan this spring. A school must have an active AI code to order and administer College Board tests, apply for student accommodations, receive materials and students' test scores.

In addition to the College Board AI code, in order to serve as a testing location for the SAT, you must have a five-digit test center number. Test center numbers are posted at each site on test day and used by students on their answer sheets and by Test Center Supervisors on the SAT School Day forms and materials shipments in order to identify the location of the administration. Test Center Supervisors listed in EEM will receive an email with both the AI code and test center number. SSD coordinators will receive an email listing the six-digit AI code.

Upon registration, most SAT School Day test-takers are assigned a registration number. Test-takers place this number on their answer sheets and the Questionnaire forms. Michigan students will not have this number. **Be sure to instruct students to place their UIC numbers in any field that asks for the registration number.**

OVERVIEW OF SAT TESTING IN MICHIGAN

The SAT will be administered the first day of the Michigan Merit Examination (MME) for which all three days of testing are required. The SAT with Essay is a required component of the MME for all grade 11 and eligible grade 12 students. The SAT Essay portion is not optional for the state-administered SAT.

Testing is scheduled to begin at 8:30 a.m. Eastern Time. Schools may alter the start time by 30 minutes and therefore start any time between 8:00 a.m. and 9:00 a.m. Eastern Time. Schools must contact the SAT School Day Customer Support for consideration and approval to start earlier than 8:00 a.m. or later than 9 a.m. Eastern Time. The start time applies to standard test takers as well as accommodated test takers in both the primary and make up administrations.

Standard Testing

All students testing with standardized materials are required to test on April 12, 2016. This group includes:

- Students testing without accommodations.
- Students approved for accommodations that can be provided with standardized materials in the center testing environment, such as preferred seating, large-print test books, 50% extended time, and more.

You will need to use two lists for tracking these test-takers: the list of test-takers for your school and a list of accommodated students accessed through the SSD Online portal by your SSD coordinator. See page 5 for more details.

Nonstandard Testing

Students testing with accommodations only offered in a school-based environment must complete testing during the window of April 12–15, 2016. These accommodations include Braille, MP3 Audio and Assistive Technology Compatible (ATC) formats, reader script, the use of a scribe, 100% extended time testing, and more. These students will be listed in the SSD Online system.

- All students must begin testing on the same day.
- Students who test over multiple days must test on consecutive days within the window.

Makeup Test Dates

Students who miss the primary test date must test on April 26, 2016, the makeup test date. The only exception is for students testing over two days with an approved accommodation; these students must begin on April 26, but they have through April 27 to complete their testing.

OVERVIEW OF PSAT 10 AND PSAT 8/9 TESTING IN MICHIGAN

Standard Testing

All students testing with standard materials are required to test on either April 12 or April 13, 2016. This group includes:

- Students testing without accommodations.
- Students approved for accommodations that can be provided with standardized materials in the standard testing environment, such as preferred seating, large-print test books, 50% extended time, and more.

All students in the same grade must be tested on the same day. Schools can choose the date that works best for them. Schools can choose to test ninth-graders on one day and 10th-graders on the other day, or test students from both grades on the same day.

Afternoon Testing

For PSAT 8/9 and PSAT 10, the standard policy is for testing to begin early enough to complete testing before lunch time. Both assessments last approximately three hours, not including pre-administration activities. Schools cannot break for lunch and then resume testing. The College Board recommends that testing be completed in the morning; however, afternoon testing will be supported for Michigan testing only. **Afternoon testing is NOT allowed for SAT with Essay.**

For PSAT 8/9 and PSAT 10, schools may test on either April 12 or April 13 in either the morning or afternoon without pre-approval from College Board. Schools must test all students in the same grade at the same time. The tests must be administered in one sitting and be completed before the end of the school day. All students in the same grade must be tested on the same day. The start time applies to students testing with accommodations as well, unless testing with school-based accommodations as detailed below.

Nonstandard Testing

Students testing with a school-based accommodation must complete testing between April 12 and April 27, 2016. These accommodations include Braille, MP3 Audio, ATC formats, reader script, the use of a scribe, 100% extended time testing over two days, and more.

- For accommodations that don't require multiple days, student testing must be completed on one of the days during the window.
- Students who test over two days must test on consecutive days, and their testing must begin by April 26 in order for all testing to be completed by April 27, 2016.

Makeup Test Dates

- Students testing with standard materials who miss the test date must take the makeup on April 26 or 27, 2016.
- Students testing with accommodations in school-based, nonstandard testing who miss the test date can test any day during the testing window; there is no specific makeup date.

Testing Accommodations

The SSD coordinator will receive materials and instructions for requesting accommodations for students using the SSD Online system (collegeboard.org/ssdonline). College Board approval is required for PSAT 8/9 for Michigan testing. Instructions for SSD testing in your PSAT 8/9 manual that are labeled “recommendations” must be followed.

STATE-ALLOWED ACCOMMODATIONS (SAAS)

In addition to College Board-approved accommodations, the College Board supports State-Allowed Accommodations (SAAs) for students taking Michigan-sponsored assessments in April 2016. SAAs are in place to provide accommodations or supports to students who may not want to use College Board accommodations, or for those such as English Learners who require a glossary when taking College Board assessments. SAAs provide scores to students, K-12 educators, and the Michigan Department of Education (MDE); however, students who test with an SAA will not receive a college-reportable score.

When applying for accommodations for SAT, PSAT 10, or PSAT 8/9, we recommend applying for College Board accommodations first, unless the accommodation requested is one of the following, as defined by the MDE:

- Reading test directions in the student’s native language.
- Reading content and questions in the student’s native language.
- Use of bilingual word-for-word non-electronic translation glossary for English language learners.
- Signing the content and test questions in American Sign Language (ASL).
- Student responds in ASL.

In each of the accommodations listed above, the test will need to be administered in a separate room and schools are expected to provide the translator or glossary per MDE guidelines.

All SAAs should be submitted via the SSD Online system (www.collegeboard.org/students-with-disabilities/ssd-online) beginning in January 2016. At that time, once logged in, the SSD coordinator will see a link in the upper left-hand corner to go to the SAA Dashboard. He or she will submit student information for SSA requests from this SAA Dashboard.

All requests must be submitted by February 16, 2016, for SAT for 11th graders, PSAT 10 for 10th graders, and PSAT 8/9 for ninth graders in order to ensure that the appropriate materials will be provided on test day. SAAs are available only for the Michigan-sponsored administration.

TESTING STUDENTS WITH SAAS

The SSD coordinator needs to:

- Ensure students and their parents understand that students testing with SAAs will not receive reportable scores for use in the college admission process.
- Inform students that they will receive a letter by mail identifying the approved accommodations or explaining why the request was denied. If approved, the letter includes the student’s SSD Eligibility Number.
- Once notified by email of a student’s decision, go online to view the decision letter and see the student’s status via the SSD Online Dashboard.

The SSD coordinator will generate and print a report of students testing with SAAs for planning and test-day purposes from the SSD Online system. The report will list each student and his or her accommodation(s).

SAA test-takers will be tested in rooms set up and supervised by the SSD coordinator. Students testing with SAAs cannot test in the same room as students testing with College Board-approved accommodations. The SSD coordinator will receive specific materials for SAA students separately from other testing materials. The shipment will include test books and manual(s) that have a lime-green cover. The shipping notice will indicate the specific test materials to be used by each student. Students using the lime-green SAA SAT with Essay test materials will use the standard SAT with Essay answer sheets, regular or large-block.

Preadministration Procedures

REGISTRATION AND PRE-IDENTIFICATION OF TEST-TAKERS

The Division of Accountability Services (DAS) will pre-identify students in the Secure Site, using the Fall 2015 MSDS General Collection and Student Record Maintenance (SRM) files submitted by schools. To ensure that you receive assessment materials for all your testing students, it is important to make sure your pre-identification information is accurate. You will receive additional guidance directly from DAS with more information on these steps.

The Pre-ID Student Report will be available to schools in the Secure Site (michigan.gov/baa-secure) the week of January 11, 2016. The district and/or the school takes responsibility to update the Pre-ID Student Report by unassigning students who exit and adding new students directly in the secure site.

The College Board will determine your school's material order for SAT, PSAT 10, and PSAT 8/9 based on:

- The students pre-identified in the Secure Site prior to the deadline.
- The students approved for accommodations through the College Board SSD Online system.

Pre-ID Labels

Labels for all three assessments will be shipped to your school for all pre-identified students. Labels will arrive sorted alphabetically by last name and organized by assessment. You will receive two sets of labels for students registered for the SAT, one for the answer sheet and one for the Student Data Questionnaire (SDQ). One set of labels will be provided for PSAT 10 and PSAT 8/9 test-takers. The College Board recommends that the test center supervisor affix the labels as early as possible. Once labels are applied to all answer sheets (PSAT 10, PSAT 8/9, and SAT), return all materials to the secure storage location.

NOTE: Labels for students with accommodations and for off-site testing will arrive with the label shipment. Ensure the correct materials are distributed to the SSD coordinator and off-site supervisor.

The test center supervisor must affix labels to the back of the each student's answer sheet. For SAT only, a second label must be affixed to the upper right corner of the front cover of the SDQ in advance of test day.

NOTE: Ensure labels are affixed to materials that correspond to the assessment (SAT, PSAT 8/9, or PSAT 10) listed on the label.

The College Board will ship a small overage of test materials to account for test-day registrations of test-takers, typically students who are late transfers to the school, etc. All test-takers to be registered on test day must be pre-identified in the Secure Site before testing. If a standby student has an accommodation (confirmed on the SSD Online system), test the student if you have available materials, staff, and testing room. If resources are not available, the student will take the test on the makeup date.

In addition, the school must generate a pre-ID label on site and affix the label to the answer sheet. Schools will receive a set of blank labels as part of your test materials shipment. Schools will need to generate labels for all students participating in the makeup administration.

SAT Student Data Questionnaires (SDQs)

Each school will receive a shipment of informational materials that includes student guides and SDQs to be distributed and completed by students taking the SAT in advance of test day. You will need to affix student labels to the questionnaire forms and organize the forms to facilitate their completion before test day. Use the Staff Guide in the informational mailing to help you guide students through filling out the form.

SDQs must be completed before test day. Once SDQs are completed, follow instructions given in your test materials and manual for returning the completed SDQ.

TEST MATERIALS

Test materials for students testing with standard test materials will be addressed to the test center supervisor at the school's address and will arrive about 20 days prior to your test administration date. Test materials for students listed on the Nonstandard Administration Report (NAR) will be addressed to the SSD coordinator. If you are also testing students with SAAs, these materials will be shipped separately to the SSD coordinator.

Select a secure, locked location for storing test materials and confirm that access to the storage area is limited to no more than three authorized individuals. Do not store materials in a classroom or residence.

If you do not receive testing materials by the expected dates, call

- TAS if you are administering the SAT
- Customer Service if you are administering PSAT 8/9 and/or PSAT 10

Check the contents of all boxes within 24 hours of delivery to allow enough time to get missing materials or extra materials to you, if needed. Use the packing lists to account for all items. Check materials daily until test day to ensure materials show no signs of tampering.

If you are administering all three assessments at your school, you may potentially receive a large number of boxes as part of your materials shipment. Within the SAT Supervisor's Kit, you will receive a job aid entitled "Michigan Assessments Materials and Timing for April 2016." This document provides examples and images of each of the different materials and their corresponding assessments. This will be a valuable reference document both during your material checks as well as on test day for material distribution. Ensure answer sheets, test books, and manuals all match for the correct assessment.

IMPORTANT: *The Michigan testing window for PSAT 10 and PSAT 8/9 differs from the dates listed on the manuals you receive.*

We recommend that you schedule time with your associate supervisors to review the manuals and call attention to any references or steps that do not apply to the Michigan administrations. In particular, cross out or otherwise note to ignore:

- Under checking materials, any step confirming that the test materials match your testing window.
- Under preparing for the test, references to using the test ordering site and the testing window.

Test Day Administration

STUDENT ROSTERS

For Michigan-sponsored assessments, the test center supervisor will need to look at a list of students testing at their location to generate lists for their testing rooms and verify student counts. In addition, a list of students approved to take the SAT, PSAT 10, or PSAT 8/9 with College Board-approved accommodations or SAAs can be pulled from the College Board SSD Online system. The combination of these two rosters will allow you to plan your room requirements, seating assignments, and staffing needs for each assessment.

SAT ADMISSION TICKETS

For the Michigan-sponsored SAT, Admission Tickets will not be required or available. Please instruct staff to ignore any references to checking Admission Tickets made in their manuals or other materials. We recommend that you meet with staff before test day to mark up the manuals and cross out any statements that refer to the Admission Tickets, specifically:

- Notifying students of what to bring on test day.
- In the Scripts:
 - › References to materials allowed on the desk.
 - › References to filling out the identification information on the answer sheet before beginning the test. Students should be directed to enter their UIC in place of the registration number.
 - › References to taking their Admission Tickets with them if they leave the room in the breaks between Sections 1 and 2 and between Sections 3 and 4.

Also eliminate places where staff is instructed to check Admission Tickets:

- When admitting students to the testing areas and rooms.
- When checking that students are in the correct testing room.
- When dismissing students.

Post-Administration Procedures

RETURNING MATERIALS

Advanced arrangements will be made for you to have a custom courier pick up the return packages before the end of the test day or, at the latest, by the next school day after the test administration. Keep materials secure until pickup. If this service is not available in your area, test center supervisors will receive an email with alternate directions for returning testing materials.

IMPORTANT: *A custom courier will pick up materials from all testing locations, including off-site locations.*

Follow packing and addressing instructions exactly as provided in the instructions included in each test materials box and the Test Center Supervisor's Manual. Please refer to the instructions in the Supervisor's Manual for the assessment that corresponds to the materials being prepared as the instructions vary by assessment. Failure to return answer sheets and test books promptly according to instructions may delay score reports for your school and your students.

You will need to return test materials separately for each assessment. Ensure that the correct color-coded label is affixed to the outside of the box; the color matches to the test type (SAT, PSAT 8/9, or PSAT 10).

NOTE: *Test books for PSAT 10 do not need to be returned. Follow the instructions in the PSAT 10 Supervisor's Manual to securely store used test books for student review once score reports are received.*

MAKEUP TESTING MATERIAL REQUEST AND PROCEDURES

As soon as possible after testing is completed, you will be asked to report the number of students possibly requiring makeups due to absence or irregularities encountered. You will receive directions for how to do this in an email message prior to test day.

For SAT, make-up test materials will be sent based on the counts provided in the online form, "Early Reporting Form-Absentees and Irregularities."

For PSAT 10 and PSAT 8/9, if you identify students possibly requiring a makeup, please keep unused test materials at your school for this administration. PSAT Customer Support will contact you to help you coordinate the makeup administration.

For all assessments, schools will need to generate labels for all students participating in the makeup administration.

Score Cancellation Policies

Students taking the SAT may cancel their scores up until 11:59 p.m. Eastern Time on the third business day after the test date. They should be made aware, however, that the state will receive their reports for accountability purposes. Students testing with State-Allowed Accommodations (SAAs) have no need to cancel their scores, which are used for state purposes only. Their scores will not be maintained in any SAT records by the College Board, nor will they be reported to any institutions for college admission or scholarship purposes.

Off-Site Testing

Most schools participating in the April 2016 Michigan-sponsored test administrations will use their schools as the test location. However, for schools that submitted a request and received approval for an off-site testing location, you may be planning for administrations at more than one location.

ATTENDING INSTITUTION CODES AND TEST CENTER NUMBERS

Attending institution (AI) codes have been assigned to each school administering the SAT, PSAT 10, or PSAT 8/9 in Michigan this spring. This code covers both your primary school location as well as any off-site locations approved for your school. Using the same AI code for all of your testing locations will ensure you receive score reports that account for all of the students attending your school regardless of where they tested.

While the AI code is common across all testing locations, schools with approved off-site testing locations should have received a unique test center number for each location. These codes are sent under separate cover once the testing plan is reviewed and approved by the Office of Testing Integrity (OTI). Test center numbers are posted at each site on test day and used by students on their answer sheets and by test center supervisors on the SAT School Day forms and materials shipments in order to identify the location of the administration.

Please note that test center numbers are unique to an administration and to a testing location so this number is not valid if you are administering the SAT at any other time before or after the primary April 12 administration or the April 26 makeup administration. Test center numbers are also unique to the SAT assessment. PSAT 10 and PSAT 8/9 do not require test center numbers for administration.

PRE-IDENTIFICATION AND TEST MATERIALS SHIPPING

Pre-identification will be completed by the Attending Institution (AI). The College Board will determine your school's material order based on the students pre-identified in the Secure Site and the students approved for accommodations through the College Board SSD Online system. Standard materials will arrive to the attention of the test center supervisor. Nonstandard and SAA test materials will be sent to the attention of the SSD Coordinator. It is the responsibility of the test center supervisors to be aware of which students are testing at each location. The test center supervisor at the AI will be responsible for coordinating the secure transport of materials to the attention of the supervisor at each testing location. All materials security policies must be followed both at the AI and the off-site testing location.

Test Materials Distribution

The test center supervisor at the AI will be responsible for coordinating the secure transport of materials to the attention of the supervisor at each testing location. Materials should only be transported to the off-site location at such time as the off-site test center supervisor will be available to accept them and ensure the security of test materials from arrival until their return.

Test books, Essay booklets, and associated answer sheets are shrinkwrapped. For security reasons, do not unseal or open the wrapping around the test books until test day. You should have received a sufficient number of test material bundles to accommodate distribution to each of your off-site testing locations without having to open the test book bundles.

Pre-ID labels will arrive at the AI alphabetized by last name for each assessment. Pre-ID labels should be applied to answer sheets prior to distributing materials to the off-site location(s). Answer sheets are shipped to you with the test books. Remove only the answer sheets; do not open the separate shrinkwrapping around the test books until test day.

Both SAT and PSAT 8/9 test books are serialized. In order to ensure accurate test materials tracking, test material security, and adherence to test administration policies, AI test center supervisors must note the off-site location and the beginning and ending serial numbers of the multiple choice test books you are distributing to each location. Follow the instructions in the manual for locating the serial numbers without opening the shrinkwrapping. Record the off-site location name, test center number, and test book serial numbers for each location and keep on file for six months. As stated in the SAT School Day Supervisor's manual, the off-site test center supervisor will be responsible for verifying the serial numbers on the materials received at their location as well as noting the assigned room for each associate supervisor and the beginning and ending serial numbers of the multiple choice test books they are distributing on the Testing Room Materials Report.

NOTE: PSAT 10 test booklets and SAT Essay booklets are not serialized.

PREPARING FOR TESTING

The test center supervisor identified for each location is responsible for ensuring that the test center meets the requirements for test materials security, room configuration/seating, and test day staffing as described in the SAT School Day, PSAT 10, and PSAT 8/9 Supervisor manuals. In addition, they will be responsible for all pre-administration and post-administration activities at their location.

RETURNING MATERIALS

Advanced arrangements will be made for you to have UPS pick up the return packages before the end of the test day or, at the latest, by the next school day after the test administration for each testing location. Unlike materials shipments which are sent to the AI, UPS pickups will take place from each testing location, including off-site locations. Each individual test center supervisor will receive an email with pickup details. The AI will receive enough return materials, including boxes, labels and envelopes, to distribute out to each of the off-site locations with the test materials. Keep materials secure until pickup. If this service is not available in your area, test center supervisors will receive an email with alternate directions for returning testing materials.

Recap: Marking Your Manuals

Hold a session with your associate supervisors before test day in which you walk through their manuals and mark any differences in procedure. This way, on test day, they can be confident of following Michigan-specific instructions.

PSAT 10 AND PSAT 8/9 MANUALS

- Cross out or ignore all instructions about the test date on the test books or front of manual.
- Ignore information about remittances.
- PSAT 8/9 accommodations (other than SAAs) should be approved by the College Board and follow the College Board recommendations for testing students with accommodations in the Supervisor’s Manual.

SAT SCHOOL DAY MANUAL

Section D: Testing Procedures

- Cross out all instructions to check the Admission Ticket.
- Note that references to Rosters will not be accurate for Michigan.

Section E: Standard Script

- Cross out all instructions and references regarding the Admission Ticket.
- When asked to provide a registration number, use the student’s unique identification code provided on the answer sheet label.
- For large block answer sheets, instruct students to find the Certification Statement Box on the inside back cover of the answer sheet.

Section F: Nonstandard Script

- Cross out all instructions and references regarding the Admission Ticket.
- When asked to provide a registration number, use the student’s unique identification code provided on the answer sheet label.
- For large block answer sheets, instruct students to find the Certification Statement Box on the inside back cover of the answer sheet.

Section G: Testing Accommodated Students

- Cross out all instructions and references regarding the Admission ticket.
- When asked to provide a registration number, use the student’s unique identification code provided on the answer sheet label.
- For large block answer sheets, instruct students to find the Certification Statement Box on the inside back cover of the answer sheet.

Contact Us

MICHIGAN SUPPORT

Michigan Educator Hotline: 866-870-3127 (option 1)

Email: michiganadministratorsupport@collegeboard.org

Test Administration Services (TAS): 800-257-5123 (option 2)

Customer Service: 888-477-PSAT (7728)

Michigan Assessments: Key Dates

Deadlines:

Pre-ID window in MDE secure site	Jan. 11, 2016 – Feb. 16, 2016
Deadline to submit off-site test plans	Jan. 15, 2016
Deadline for accommodations requests	Feb. 16, 2016
Window to affix pre-ID labels and have students complete SDQ	March 23 – April 11, 2016
Deadline to check SSD roster	March 29, 2016
Deadline to complete SAT test center supervisor training	March 30, 2016

Training:

SSD and SAA webinar	Jan. 13, 2016
SAT online training available	Feb. 18, 2016 – March 23, 2016
PSAT 8/9 and PSAT 10 test day training webinar	Available late March

Shipments:

SAT training materials mailed	Feb. 15, 2016
Test materials shipped	March 19, 2016

Test Dates:

SAT administration	April 12, 2016 (first day of the three-day MME administration)
SAT testing window for administering test with school-based accommodations	April 12-15, 2016
SAT makeup test date	April 26, 2016
PSAT 10 and PSAT 8/9 administration	April 12 or April 13, 2016
PSAT 10 and PSAT 8/9 testing window for school-based accommodations	April 12-26, 2016
All testing complete	April 27, 2016
Score reports released	Mid to late May



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