Testing Tips:
Michigan SAT with Essay, PSAT 10, and PSAT 8/9 for 9th Grade

Spring 2018

Welcome! We will begin shortly. You may not be able to hear any audio at this time.

Call in information: 1-866-469-3239
Access code: 634 730 985

You will be emailed a copy of this presentation and a link to the recording shortly after we conclude.

CollegeBoard

Agenda

Today we will review key reminders and questions that test supervisors may have while preparing for test day, covering a variety of topics.

Topics Include:

Frequently Asked Questions
Using English Learner Supports
Accommodations
Rosters
Preadministration Session
Important Forms
Returning Materials
Preparing for Makeup

Frequently Asked Questions

I didn't get any emails with tracking information. When are my packages coming? How do I know if I received everything?

NOTE: The State of Michigan was experiencing a network outage today (3/21) and access to the Secure Site was affected. They are working to restore access.

- The emails that include tracking numbers were producing incorrect information and therefore were not sent out.
- All tracking information is available in the Secure Site.
- 99% of all materials for schools in the state were scheduled to be delivered by the end of the day on March 21.
- Once you inventory the materials and additional standard materials are needed, use the additional material order window in the Secure Site to request additional **standard** materials.
  - Additional material order window is March 21-March 28, 2018.

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).

A student arrived to school late. What do I do?

- If students arrive before the timed test has begun, send them to their assigned testing room.
- If students arrive after the timed test has begun, we suggest designating a late arrivals room.
  - The late arrivals room must begin the timed test before the regular testing room begins their first break.
  - Students who arrive after the timed test has begun in the late arrivals room cannot begin testing and should take the makeup.
- If your school does not have the staff or facilities for a late arrivals room, students who arrive late should be scheduled for the makeup.

Something unexpected happened. What do I do?

Examples:

Fire alarm went off

Supervisor gave too much or too little time

Student was disruptive

Student gets sick

Student grids answers in wrong section

and more…

- The irregularity chart in the Supervisor Manual provides guidance for most issues that would occur on test day.
- Please do not guess as to what action to take. Follow the directions in the irregularity chart so that student scores are not jeopardized.

Irregularity Chart

How to handle irregularities

Irregularity	What you should do	How to fill out the SIR
Test Site Issues		
Test site closing/ cancellation of testing Call SAT School Day Support immediately.	In the event of a storm, power failure, or other emergency that requires cancellation before test day: ▪ Notify your principal or district. ▪ Notify campus/building security. ▪ Notify students of the cancellation. ▪ Don't attempt to use the test materials you have on-site. Secure them for earliest possible return. ▪ Order makeup materials as soon as possible.	Explain circumstances and impact of issue and section(s) affected. Bubble Page 1, Section 6—"Disturbance/Interruption." Include a list of students affected.
Interruption Call School Day Customer Support if the interruption (e.g., fire alarm) can't be resolved.	▪ Provide clear instructions for student safety. ▪ Direct students not to talk or use electronic devices. ▪ Collect test books and answer sheets, if necessary. Ensure that the room is locked if everyone must leave. ▪ Monitor students if they must leave the testing room. Keep them together in a group and do not allow them to go to their lockers. ▪ If you're able to resume testing, ensure that materials and students were properly monitored, and continue testing where each room left off. Timing should be paused, and no extra time may be given. ▪ If testing must be canceled: – Don't attempt to use the test materials you have on-site. Secure them for earliest possible return. – Order makeup materials as soon as possible. – Notify students that they will take a makeup test.	Note the source, length, and impact of the interruption and the section(s) affected. Bubble Page 1, Section 6—"Disturbance/Interruption." Fill in the number of affected students in 6a and the testing room code in box 6b. If the entire school is affected, note this in the "Comments"; otherwise, if no testing room code is available, list the individual students and their answer sheet litho codes.
Incorrect, Missing, Damaged, or Defective Materials		
Materials missing or damaged before testing Call OTI immediately.	Report if any materials are missing or damaged; if you detect any loss, theft, or tampering; or if the serial numbers on the test books do not correspond with those on the Shipping Notice.	Note any such irregularity. Bubble Page 1, Section 6—"Missing materials."

What are optional codes and testing room codes?

Optional Code – PSAT Only

- Schools that wish to have their students' paper score reports sorted for easier distribution may select optional codes.
- Some schools assign two-digit codes to particular counselors or particular home rooms. The optional codes are then provided to students to be gridded on their answer sheets.
- If codes are not used, the paper score reports will be returned alphabetically by student last name.

Testing Room Code – SAT sand PSAT

- Also 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

- For both the optional code and testing room code, these are codes assigned by the school. Provide the codes to the appropriate associate supervisors on test day, if you choose to use these codes.

Additional Notes for Off-Site Locations

- Only off-sites will have 5-digit test center codes for SAT this year.
- If you haven't received your test center code yet, contact the Michigan Educator Hotline.
- There are no test center codes for PSAT.

- Materials
  - All materials will ship to the attention of the primary test supervisor.
  - You will receive enough extra testing materials. You will not need to break apart bundles for the off-site locations.
  - You will also receive enough extra return items to ship your testing materials back.
- Pickups
  - Pickups will be scheduled the day of testing rather than the day after testing.
  - The test supervisor can use the information in the email to reschedule, as needed.
- Makeup Survey Email
  - Only the primary test supervisor for the school will receive the email(s) to submit for makeup materials.
  - The off-site supervisor should notify the primary test supervisor of how many absent students or the types of irregularities at each off-site location.
  - The primary test supervisor should submit a consolidated response, one for each assessment.

English Learner Supports

English Learner Supports

Supports are available at www.collegeboard.org/michigan

- Prior approval of translated test directions or word-for-word glossaries is not needed.
- An updated approved glossary list (with additional languages) and translated test directions are currently posted online.
  - The additional supported languages for glossaries are: French, Somali, Italian, Cambodian (Khmer), Burmese, German, Hmong, Japanese, Korean, Nepali, Punjabi, Romanian, and Swahili.
- Translated test directions are in PDF format and must be printed by the school ahead of test day.
- Students using a glossary or translated test directions can be tested in a standard testing room, unless the student is also approved for other testing accommodations.

Accommodations

What is the definition of a small group?

- Small group is an accommodation geared more for national, Saturday administrations of the SAT where the test center needs to know how to organize the students that are testing.
- For School Day tests, there is no minimum number of students that must test together.
  - Therefore, if a school has the space and staff to test each student individually, this is not prohibited.
- The College Board typically gives guidance of 5-10 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.

I seemed to have gotten a lot of extra SSD materials. Why do I have so much?

- The College Board ships SSD materials based on students in the pending and approved status for the state's contracted grades, which is 11th and 12th for SAT, for example.
  - Therefore:
    - You will receive materials for a student who may not be testing.
    - You will receive materials for a student who may not have an approval in SSD Online yet. Be sure to monitor the dashboard for status of approval before administering the test with accommodations.

What if a student doesn't want to use their 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.
  - Keep the note in your records at school.
  - Update room rosters, as necessary.
  - Remove the student's name from the NAR.

What if a student just got approved for accommodations at the last minute?

- Confirm the student has been approved in SSD Online.
- You should already have SSD materials for the student since College Board “ships to pending” status.
- Handwrite the student’s name on the NAR, if necessary.
- Update room rosters, if necessary.

What if a student isn’t on the NAR, can they still test with accommodations?

- There are a number of valid reasons that a student may not be on the NAR.
- If the SSD coordinator can confirm that the accommodations have been approved in SSD Online, the student can test with accommodations.
- Handwrite their name on the NAR, as needed.

How do I make sure the flash drives are working?

MP3 Audio and ATC Formats

- The MP3 audio and ATC test formats are delivered on USB flash drives.
  - To use either format, a student must have a computer with a USB port.
  - Chromebook, Mac®, and Windows formats are supported.
  - Since a USB port is required, a tablet may not be used to take the test.
- Prior to test day, check each USB drive to ensure its functionality.
  - From time to time, a license may fail on specific machines or USB ports.
  - If you experience error messages referring to media authorization or unlocking of media and/or licenses, follow the instructions under “Troubleshooting for USB Formats” in the manuals.
  - IMPORTANT: If you have any questions or would like support in walking through this process, please contact SSD.
- After ensuring the devices function properly, remove and securely store each USB file in its original packaging for use on test day.

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 or Green (State-allowed only)

PSAT 8/9: RED or Green (State-allowed only)

There are 3 colors of test books for SAT this year.

- Students use **PURPLE** books if they are testing under the following conditions:
  - In standard or accommodated rooms on the primary test day
  - 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 window
  - Reader, MP3 audio, 100% extended time for reading, 50% extended time for reading, breaks as needed, 20-pt large font, braille, and more.
- Students use **GREEN** books if they are testing under the following conditions:
  - Using state-allowed accommodations.

Timing Charts

Testing Rooms

It is very important that associate supervisors in all rooms understand the timing in which their students will be administered for the test.

Be sure to look at the script page numbers that are given to follow the correct script on test day.

Look at these scripts AHEAD of test day so that the associate supervisor is prepared and knows which pages to use.

The use of the wrong script or incorrectly timing the test will result in an irregularity.

Overview of Accommodated Timing and Breaks

TIMING CHART FOR ACCOMMODATED SCRIPTS 1–6

	Section 1	Section 2	Section 3	Section 4	Section 5	Total SAT	Total SAT with Essay
	Reading	Writing and Language	Math – No Calculator	Math– Calculator	Essay		
Script 1 Standard Time (Nonstandard Room)	65 minutes	35 minutes	25 minutes	55 minutes	2 min. break 50 minutes	3 hours, 15 minutes	4 hours, 7 minutes
	10 min. break		5 min. break				
Script 2 Standard Time with Extra Breaks	33 minutes	35 minutes	25 minutes	28 minutes	2 min. break 25 minutes	3 hours, 20 minutes	4 hours, 17 minutes
	5-min. break			5 min. break	5 min. break		
	32 minutes			27 minutes			
	5-min. break	5-min. break	5 min. break		25 minutes		
Script 3 50% Extended Time One-Day Testing	49 minutes	53 minutes	38 minutes	42 minutes	2 min. break 38 minutes	4 hours, 57 minutes	(N/A)
	5-min. break			5 min. break	5 min. break		
	49 minutes			41 minutes			
	5-min. break	5-min. break	5-min. break		37 minutes		
Script 4 100% Extended Time	65 minutes	70 minutes	50 minutes	55 minutes	2 min. break 50 minutes	6 hours, 20 minutes	8 hours, 7 minutes
	5-min. break			5 min. break	5 min. break		
	65 minutes			55 minutes			
	5-min. break	5-min. break	end Day 1		50 minutes		
Script 5 50% Extended Time Two-Day Testing	49 minutes	53 minutes	38 minutes	42 minutes	2 min. break 38 minutes	(N/A)	6 hours, 14 minutes
	5-min. break			5 min. break	5 min. break		
	49 minutes			41 minutes			
	5-min. break	5-min. break	end Day 1		37 minutes		
Script 6 MP3 Audio Users	65 minutes	58 minutes	50 minutes	55 minutes	2 min. break 50 minutes	7 hours, 10 minutes	8 hours, 57 minutes
	5-min. break	5-min. break		5 min. break	5 min. break		
	65 minutes	57 minutes		55 minutes			
	5-min. break	end Day 1	5 min. break		50 minutes		

Rosters

How do I access the Supervisor Online Attendance Roster (SOAR) I used last year?

- The use of the Supervisor Online Attendance Roster (SOAR) has been discontinued for SAT School Day.
- Schools will locally create their own rosters.

How do I create rosters?

The list of all students testing at your school is called the **Master Student List**.

- Run the Student Pre-ID Report from the Secure Site for all students who have been pre-ID'd. Refer to 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	MCoordinator
6	North	Adrian		11/30/1999	0007025788	P	SAT w/Essay	234	Y	RJ	Purple	T. Coach
7												
8												
9												
10												

How do I create rosters?

- Once you have generated a Master Student List, divide the list of students into individual room rosters.
- Supervisors can include the information on room rosters that is most appropriate and effective for the school's needs.
- A copy of the Master Student List should be returned with the testing materials after testing is complete.

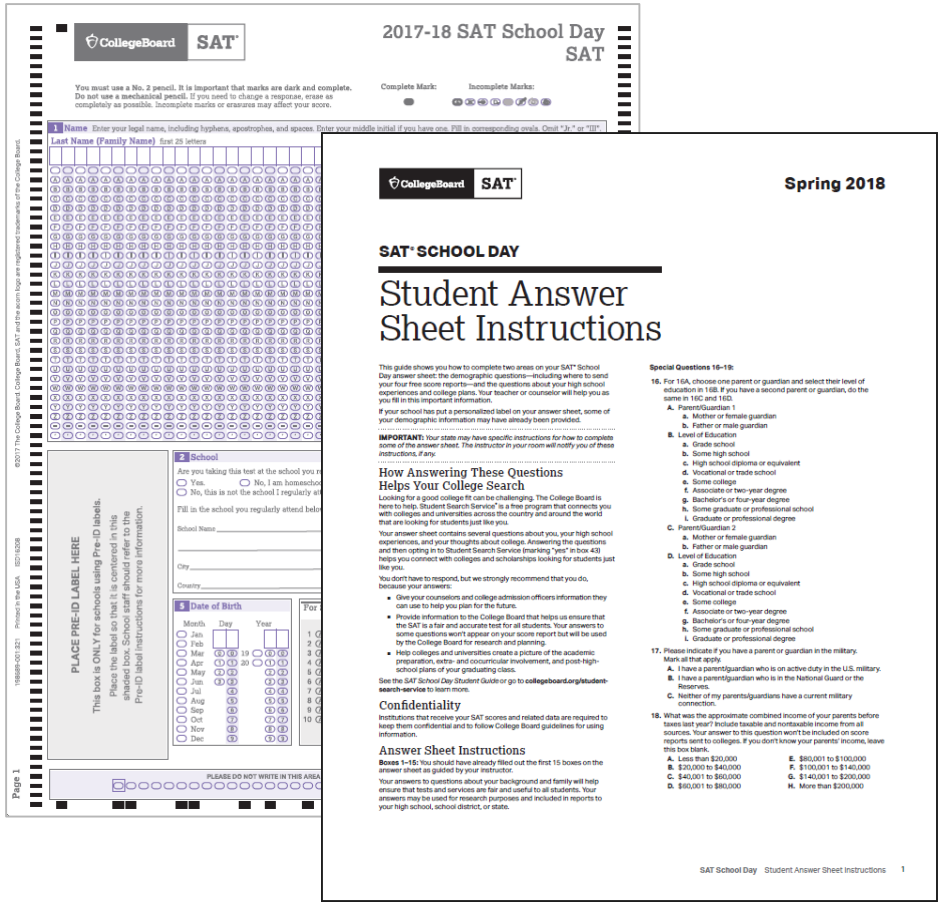
Preadministration Session

Preadministration Session

What is a preadministration session?

- Holding a preadministration session in advance of test day allows students to fill out information on the answer sheets early to reduce extra test day activities.
  - If a session cannot be completed in advance of test day, the manual indicates how students can complete the session after testing is complete.
- The preadministration session allows students to:
  - Fill out the required personal information
  - Identify the colleges, universities, or scholarship programs that they want their 4 free score sends to be sent
  - Opt into Student Search Service® and complete optional questionnaire

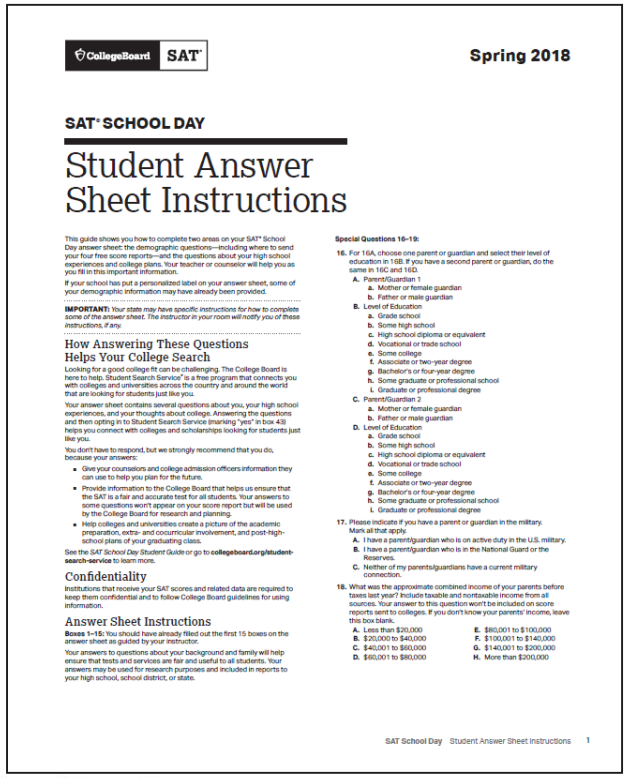
Preadministration Session



- Plan for approximately 45-60 minutes for SAT
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- All students will complete:
  - Part 1: Personal Information
    - All students, **including those with labels**, will bubble information including their name, school (AI) code, date of birth, address, grade, and UIC.
  - Part 2: Score Sends
    - Students will use the student answer sheet instructions to locate the appropriate codes for any colleges or scholarship programs.
  - Part 3: Optional Questionnaire
    - 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.

Error in Student Answer Sheet Instructions

SAT Only



CollegeBoard SAT

Spring 2018

SAT® SCHOOL DAY

Student Answer Sheet Instructions

This guide shows you how to complete two areas on your SAT® School Day answer sheet: the demographic questions—including where to send your four free score reports—and the questions about your high school experiences and college plans. Your teacher or counselor will help you as you fill in this important information.

If your school has put a personalized label on your answer sheet, some of your demographic information may have already been provided.

IMPORTANT: *Your state may have specific instructions for how to complete some of the answer sheet. The instructor in your room will notify you of these instructions, if any.*

How Answering These Questions Helps Your College Search

Looking for a good college fit can be challenging. The College Board is here to help. Student Search Service® is a free program that connects you with colleges and universities across the country and around the world that are looking for students just like you.

Your answer sheet contains several questions about you, your high school experiences, and your thoughts about college. Answering the questions and then opting in to Student Search Service (marking "yes" in box 43) helps you connect with colleges and scholarships looking for students just like you.

You don't have to respond, but we strongly recommend that you do, because your answers:

- Give your counselors and college admission officers information they can use to help you plan for the future.
- Provide information to the College Board that helps us ensure that the SAT is a fair and accurate test for all students. Your answers to some questions won't appear on your score report but will be used by the College Board for research and planning.
- Help colleges and universities create a picture of the academic preparation, extra- and cocurricular involvement, and post-high-school plans of your graduating class.

See the *SAT School Day Student Guide* or go to **collegeboard.org/student-search-service** to learn more.

Confidentiality

Institutions that receive your SAT scores and related data are required to keep them confidential and to follow College Board guidelines for using information.

Answer Sheet Instructions

Boxes 1–15: You should have already filled out the first 15 boxes on the answer sheet as guided by your instructor.

Your answers to questions about your background and family will help ensure that tests and services are fair and useful to all students. Your answers may be used for research purposes and included in reports to your high school, school district, or state.

Special Questions 16–19:

16. For 16A, choose one parent or guardian and select their level of education in 16B. If you have a second parent or guardian, do the same in 16C and 16D.
    - A. Parent/Guardian 1
      - a. Mother or female guardian
      - b. Father or male guardian
    - B. Level of Education
      - a. Grade school
      - b. Some high school
      - c. High school diploma or equivalent
      - d. Vocational or trade school
      - e. Some college
      - f. Associate or two-year degree
      - g. Bachelor's or four-year degree
      - h. Some graduate or professional school
      - i. Graduate or professional degree
    - C. Parent/Guardian 2
      - a. Mother or female guardian
      - b. Father or male guardian
    - D. Level of Education
      - a. Grade school
      - b. Some high school
      - c. High school diploma or equivalent
      - d. Vocational or trade school
      - e. Some college
      - f. Associate or two-year degree
      - g. Bachelor's or four-year degree
      - h. Some graduate or professional school
      - i. Graduate or professional degree
17. Please indicate if you have a parent or guardian in the military. Mark all that apply.
    - A. I have a parent/guardian who is on active duty in the U.S. military.
    - B. I have a parent/guardian who is in the National Guard or the Reserves.
    - C. Neither of my parents/guardians have a current military connection.
18. What was the approximate combined income of your parents before taxes last year? Include taxable and nontaxable income from all sources. Your answer to this question won't be included on score reports sent to colleges. If you don't know your parents' income, leave this box blank.
    - A. Less than $20,000
    - B. $20,000 to $40,000
    - C. $40,001 to $60,000
    - D. $60,001 to $80,000
    - E. $80,001 to $100,000
    - F. $100,001 to $140,000
    - G. $140,001 to $200,000
    - H. More than $200,000

Top of page 2 says:

> **Turn to page 7 of the answer sheet.**
> **GPA and Rank 24–27: These questions ask for your best estimate of your academic progress.**

- The top of page 2 incorrectly indicates to turn to page 7.
  - Students should actually be directed to turn to page 11 of their answer sheet.
- Direct associate supervisors that before beginning the preadministration script, have students to turn to page 2 of their Student Answer Sheet Instructions.
  - Find the top of the second column "Turn to page 7 of the answer sheet."
  - Then direct students to replace the "7" with "11."
  - Return to the script and start your preadministration session.

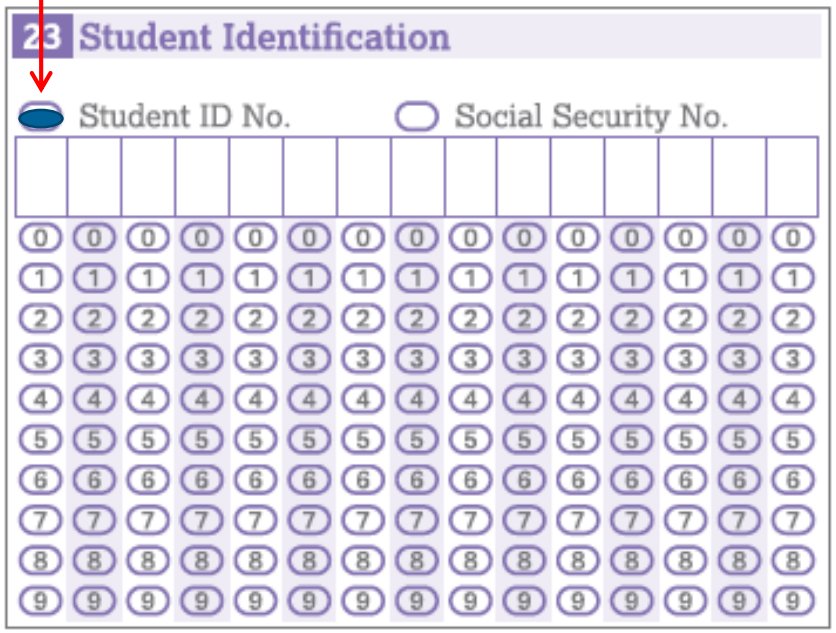
Preadministration Session

PSAT

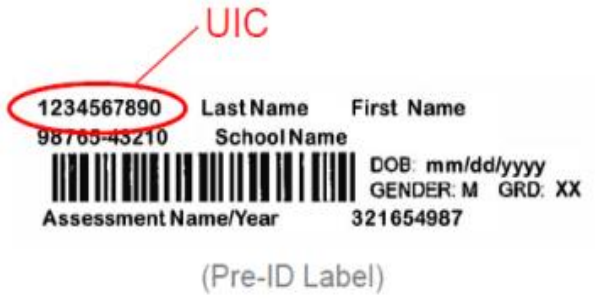
- Preadministration instructions are in the PSAT 8/9 and PSAT 10 Supervisor Manuals
- Affix pre-ID labels to student answer sheets
- Students will use student answer sheet instructions to go through questionnaire
- Schedule a preadministration time so that students enter demographic information
  - 30 minutes for PSAT 8/9 and 30-45 minutes for PSAT 10

UIC on Answer Sheet

Students should bubble "Student ID No." and start from the first box on the left when entering the digits of their UIC.



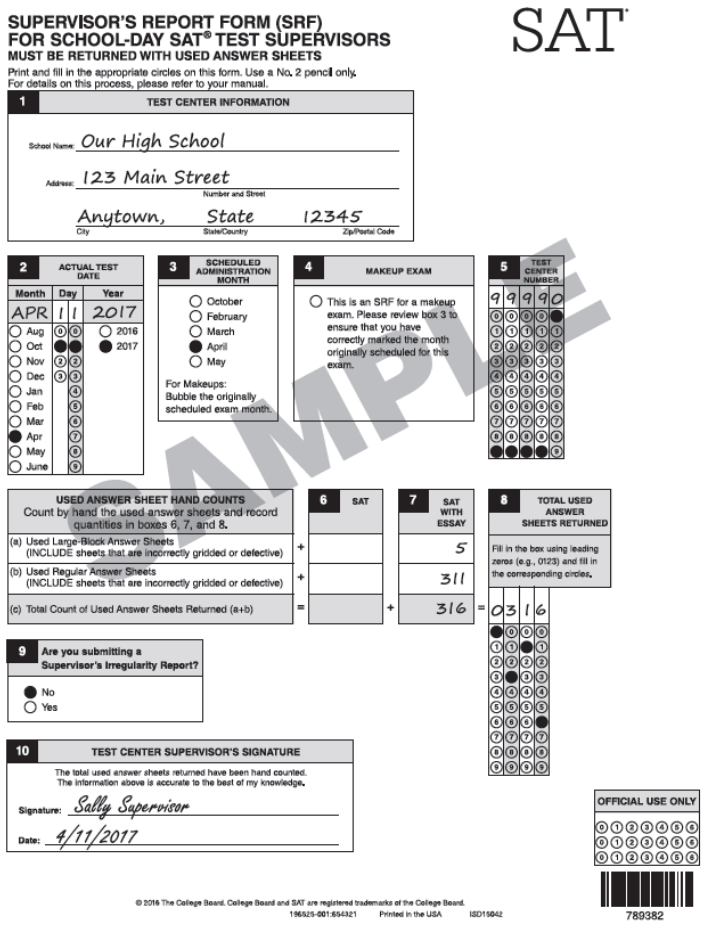
- All students will bubble in their UIC as their Student ID on the answer sheet.
  - Students can find their UIC in the upper-left corner of their pre-ID label.
- Any student that does not have a label (as well as homeschooled students) MUST be pre-ID'd in the Secure Site and a label printed locally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



(Pre-ID Label)

Important Forms

Supervisor's Report Form (SRF)



SUPERVISOR'S REPORT FORM (SRF)
FOR SCHOOL-DAY SAT® TEST SUPERVISORS
MUST BE RETURNED WITH USED ANSWER SHEETS

SAT

Print and fill in the appropriate circles on this form. Use a No. 2 pencil only.
For details on this process, please refer to your manual.

1 TEST CENTER INFORMATION

School Name: Our High School
Address: 123 Main Street (Number and Street)
Anytown, (City) State (State/Country) 12345 (Zip/Postal Code)

2 ACTUAL TEST DATE

Month: APR (Aug, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, June)
Day: 11
Year: 2017 (2016, 2017)

3 SCHEDULED ADMINISTRATION MONTH

October, February, March, April, May

For Makeups: Bubble the originally scheduled exam month.

4 MAKEUP EXAM

This is an SRF for a makeup exam. Please review box 3 to ensure that you have correctly marked the month originally scheduled for this exam.

5 TEST CENTER NUMBER

9 9 9 9 0

SAMPLE

USED ANSWER SHEET HAND COUNTS
Count by hand the used answer sheets and record quantities in boxes 6, 7, and 8.

	6 SAT	7 SAT WITH ESSAY	8 TOTAL USED ANSWER SHEETS RETURNED
(a) Used Large-Block Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective)	+	5	Fill in the box using leading zeros (e.g., 0123) and fill in the corresponding circles.
(b) Used Regular Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective)	+	311	
(c) Total Count of Used Answer Sheets Returned (a+b)	=	+ 316	= 0316

9 Are you submitting a Supervisor's Irregularity Report?

No
Yes

10 TEST CENTER SUPERVISOR'S SIGNATURE

The total used answer sheets returned have been hand counted.
The information above is accurate to the best of my knowledge.

Signature: Sally Supervisor
Date: 4/11/2017

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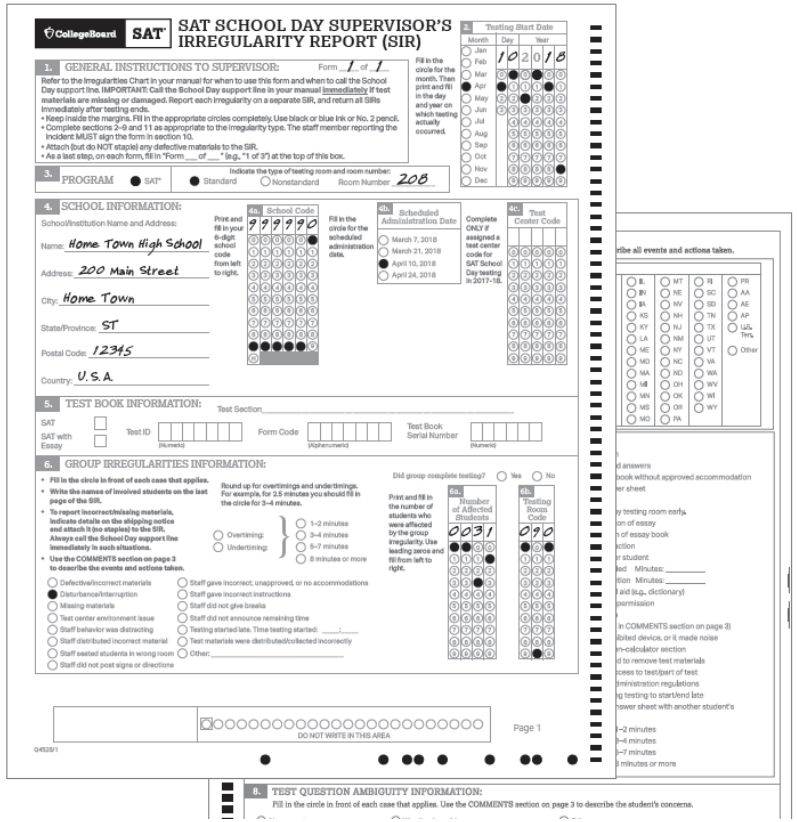
- **REQUIRED** form.
- SRFs will be returned for PSAT 8/9, PSAT 10, and SAT
- The test supervisor is responsible for completing the SRF for all answer sheets.
- One SRF for each assessment.
- When testing has concluded, the test supervisor is required to count the number of answer sheets and record the number on the SRF.
- This form is scanned and must be completed using a No. 2 pencil.
  - You cannot make copies of this form.
- A sample form is included in the supervisor's manual.
- It is **extremely important** to correctly grid the AI code.

Supervisor's Irregularity Report

Sample Supervisor's Irregularity Report (SIR)

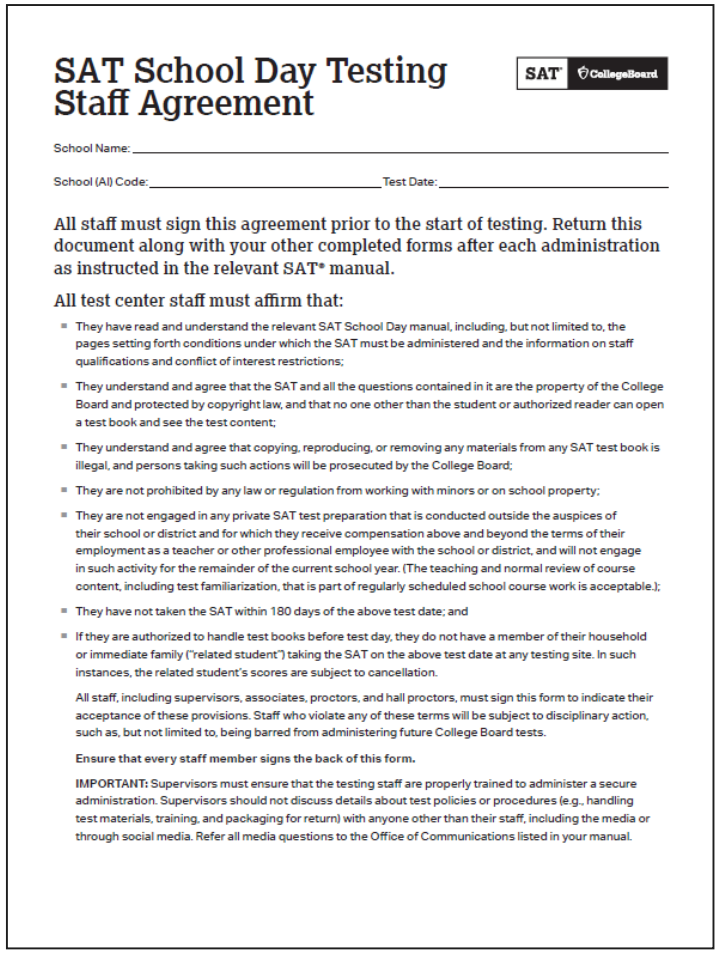
IMPORTANT: *This sample may not match your school's test date.*



SAT SCHOOL DAY SUPERVISOR'S IRREGULARITY REPORT (SIR)

- Use the Supervisor's Irregularity Report (SIR) to record an irregularity, including:
  - Security incidents
  - Misconduct
  - Test question errors or ambiguities
  - Other incidents or disturbances
  - Student complaints
- Make sure reports are complete and explicit. Fill out just one form for each issue, even if it affects more than one student (such as mistiming).
- Irregularities filed by associate supervisors must be countersigned by the test supervisor, who should add any information that might be useful.
- Keep a copy of any SIRs submitted should College Board require additional information during their review.
  - They will also be useful when completing your makeup materials requests.
- See the appendix of the Supervisor Manual to view a sample.

Testing Staff Agreement



SAT School Day Testing Staff Agreement

SAT | CollegeBoard

School Name: _____

School (AI) Code: _____ Test Date: _____

All staff must sign this agreement prior to the start of testing. Return this document along with your other completed forms after each administration as instructed in the relevant SAT® manual.

All test center staff must affirm that:

- They have read and understand the relevant SAT School Day manual, including, but not limited to, the pages setting forth conditions under which the SAT must be administered and the information on staff qualifications and conflict of interest restrictions;
- They understand and agree that the SAT and all the questions contained in it are the property of the College Board and protected by copyright law, and that no one other than the student or authorized reader can open a test book and see the test content;
- They understand and agree that copying, reproducing, or removing any materials from any SAT test book is illegal, and persons taking such actions will be prosecuted by the College Board;
- They are not prohibited by any law or regulation from working with minors or on school property;
- They are not engaged in any private SAT test preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district, and will not engage in such activity for the remainder of the current school year. (The teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable.);
- They have not taken the SAT within 180 days of the above test date; and
- If they are authorized to handle test books before test day, they do not have a member of their household or immediate family ("related student") taking the SAT on the above test date at any testing site. In such instances, the related student's scores are subject to cancellation.

All staff, including supervisors, associates, proctors, and hall proctors, must sign this form to indicate their acceptance of these provisions. Staff who violate any of these terms will be subject to disciplinary action, such as, but not limited to, being barred from administering future College Board tests.

Ensure that every staff member signs the back of this form.

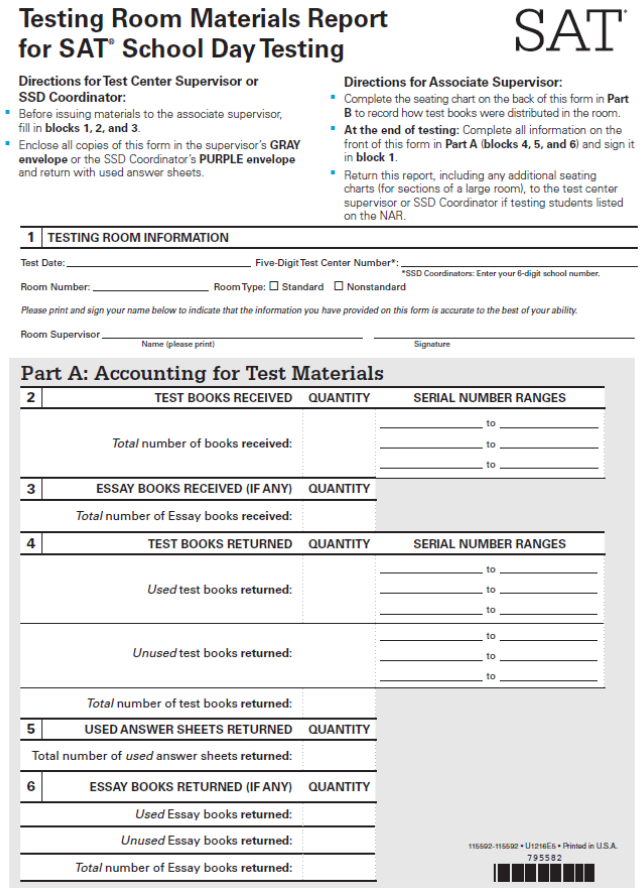
IMPORTANT: Supervisors must ensure that the testing staff are properly trained to administer a secure administration. Supervisors should not discuss details about test policies or procedures (e.g., handling test materials, training, and packaging for return) with anyone other than their staff, including the media or through social media. Refer all media questions to the Office of Communications listed in your manual.

- **REQUIRED** form for SAT.
- All testing staff should sign indicating you agree to the terms and conditions of administering the SAT.
  - There is no testing staff agreement for PSAT.
- Return a copy with testing materials.

Testing Room Materials Report

SAT Only

- **REQUIRED** form.
- 1 per testing room, can be photocopied, if needed.
- The SAT supervisor will fill out blocks 1, 2 and 3
- Additional seating charts can be used if testing in a large room.
- The purpose of this form is a “materials receipt” to follow chain of custody from supervisor to associate supervisor on test day, back to supervisor after testing is complete.
- Return with testing materials



Testing Room Materials Report for SAT® School Day Testing

SAT

Directions for Test Center Supervisor or SSD Coordinator:

- Before issuing materials to the associate supervisor, fill in **blocks 1, 2, and 3**.
- Enclose all copies of this form in the supervisor's **GRAY envelope** or the SSD Coordinator's **PURPLE envelope** and return with used answer sheets.

Directions for Associate Supervisor:

- Complete the seating chart on the back of this form in **Part B** to record how test books were distributed in the room.
- **At the end of testing:** Complete all information on the front of this form in **Part A (blocks 4, 5, and 6)** and sign it in **block 1**.
- Return this report, including any additional seating charts (for sections of a large room), to the test center supervisor or SSD Coordinator if testing students listed on the NAR.

1 TESTING ROOM INFORMATION

Test Date: _____ Five-Digit Test Center Number*: _____
*SSD Coordinators: Enter your 6-digit school number.

Room Number: _____ Room Type: ☐ Standard ☐ Nonstandard

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Room Supervisor _____ (Name (please print)) _____ (Signature)

Part A: Accounting for Test Materials

2 TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
Total number of books **received:**		_____ to _____ _____ to _____ _____ to _____
3 ESSAY BOOKS RECEIVED (IF ANY)	**QUANTITY**	
Total number of Essay books **received:**		
4 TEST BOOKS RETURNED	**QUANTITY**	**SERIAL NUMBER RANGES**
Used test books **returned:**		_____ to _____ _____ to _____ _____ to _____
Unused test books **returned:**		_____ to _____ _____ to _____ _____ to _____
Total number of test books **returned:**		
5 USED ANSWER SHEETS RETURNED	**QUANTITY**	
Total number of *used* answer sheets **returned:**		
6 ESSAY BOOKS RETURNED (IF ANY)	**QUANTITY**	
Used Essay books **returned:**		
Unused Essay books **returned:**		
Total number of Essay books **returned:**		

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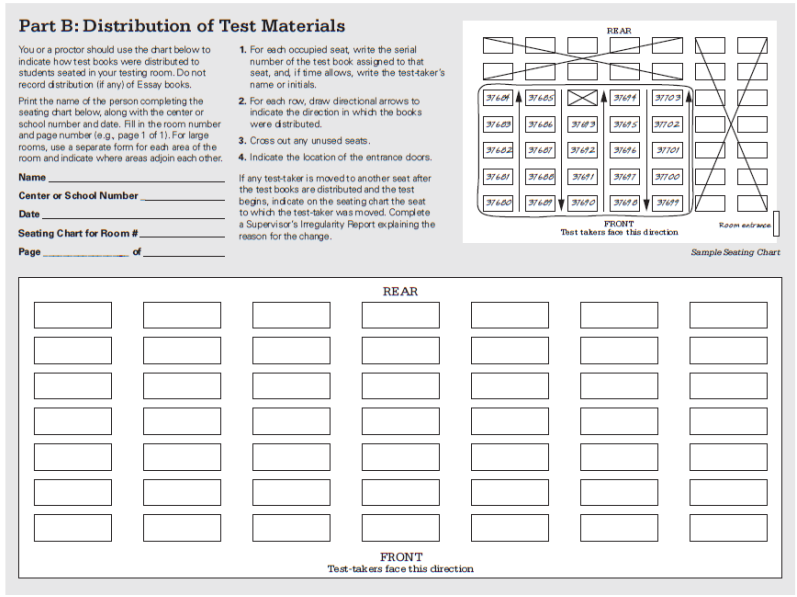


Part B: Distribution of Test Materials

You or a proctor should use the chart below to indicate how test books were distributed to students seated in your testing room. Do not record distribution (if any) of Essay books.

Print the name of the person completing the seating chart below, along with the center or school number and date. Fill in the room number and page number (e.g., page 1 of 1). For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.

Name _____
Center or School Number _____
Date _____
Seating Chart for Room # _____
Page _____ **of** _____

1. For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, write the test-taker's name or initials.
2. For each row, draw directional arrows to indicate the direction in which the books were distributed.
3. Cross out any unused seats.
4. Indicate the location of the entrance doors.

If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved. Complete a Supervisor's Irregularity Report explaining the reason for the change.

Sample Seating Chart

Seating Charts

- Seating charts do not need to be turned in for PSAT 8/9 or PSAT 10. Keep for your records.
- For SAT, seating charts will be turned in with the Testing Room Materials Report.
- The Answer Sheet Tracking Numbers section refers to the tracking numbers for your answer sheet returns shipment and can be found on the UPS Return Label.
- Test supervisors can note this number when associate supervisors turn in the seating charts.

UPS Return Label

Tracking Number

Distribution of PSAT 8/9 Materials

Associate Supervisor Name _____

School Name _____ Room No. _____ School AI Code _____

Type of seating chart: Single chart_____ OR Section _____ of _____ sections in large testing room.

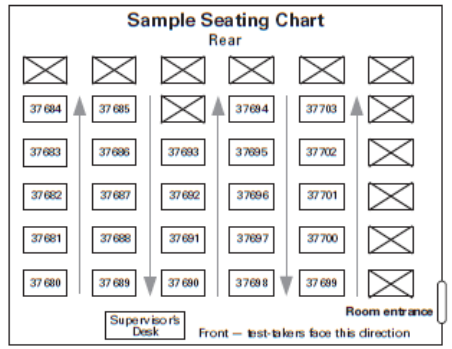
Seating Chart

Use the diagram below to indicate how test books were distributed in your testing room.
Proctors assisting the supervisor may complete the seating chart(s).

1. For large rooms, use a separate form for each area of the room and indicate where areas abut each other.
2. Indicate the position of the supervisor's desk or table if it is not at the front of the room.
3. Indicate the location of the entrance doors.
4. Draw a boundary line around the group of seats occupied in the room or your assigned area.
5. Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
6. For each occupied seat, write the test book serial number assigned to that seat.
7. For each row, draw directional arrows to indicate the direction in which the books were distributed.
8. If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved and complete a Supervisor's Irregularity Report explaining the reason for the change.

PSAT 8/9 Coordinator

» On the first seating chart, record your Answer Sheet tracking information in the space provided.

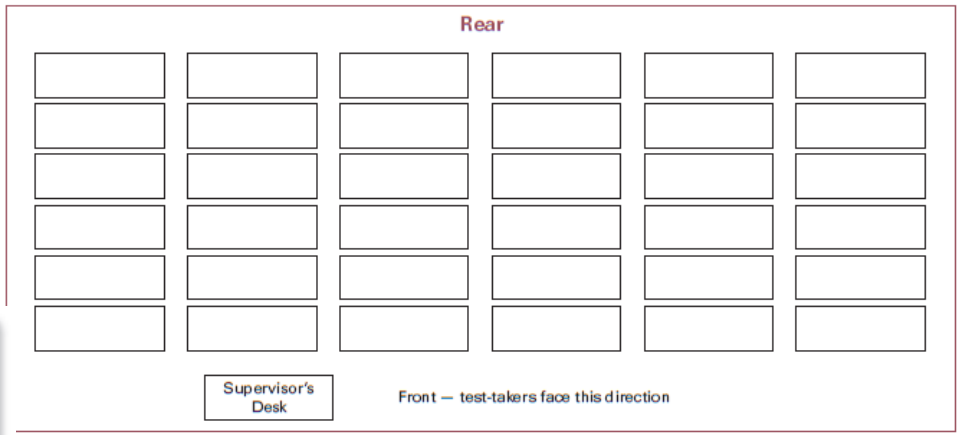


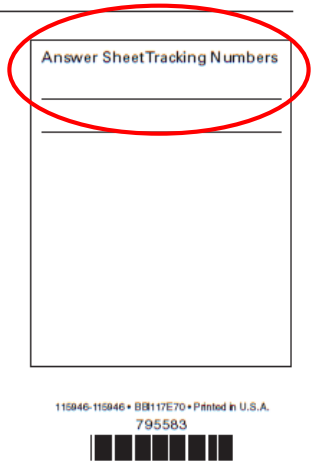
Print the name and title of the person completing this seating chart below:

Name: _____

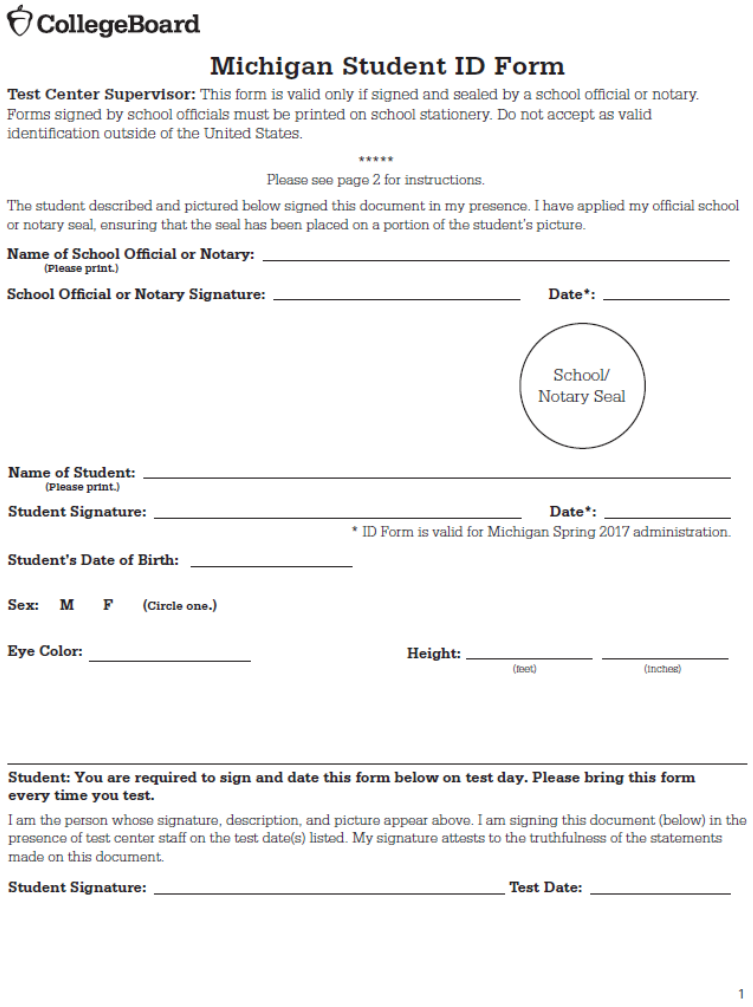
Title: _____

Date: _____





Student IDs



CollegeBoard

Michigan Student ID Form

Test Center Supervisor: This form is valid only if signed and sealed by a school official or notary. Forms signed by school officials must be printed on school stationery. Do not accept as valid identification outside of the United States.

*****

Please see page 2 for instructions.

The student described and pictured below signed this document in my presence. I have applied my official school or notary seal, ensuring that the seal has been placed on a portion of the student's picture.

Name of School Official or Notary: _____
(Please print.)

School Official or Notary Signature: _____ **Date*:** _____

School/
Notary Seal

Name of Student: _____
(Please print.)

Student Signature: _____ **Date*:** _____

* ID Form is valid for Michigan Spring 2017 administration.

Student's Date of Birth: _____

Sex: M F (Circle one.)

Eye Color: _____ **Height:** _____ (feet) _____ (inches)

Student: You are required to sign and date this form below on test day. Please bring this form every time you test.

I am the person whose signature, description, and picture appear above. I am signing this document (below) in the presence of test center staff on the test date(s) listed. My signature attests to the truthfulness of the statements made on this document.

Student Signature: _____ **Test Date:** _____

1

- Students only need to provide ID if they are unknown to testing staff.
- Students who do not have government or school-issued IDs may present a Student ID Form.
  - The Student ID Form must have been signed by the student in the presence of either a school official or a notary public, who must cosign it.
  - The original form (not a copy) must include a photo, and the notary or school seal must overlap the photo. If signed by a school officer, the document must be provided on school letterhead.
  - Directions are included for use if a student cannot provide a photo for religious beliefs.
- The Student ID form is available at www.collegeboard.org/Michigan

Returning Materials

What to do with materials

- Check the “After the Test” section of your Supervisor Manual for this chart that outlines which materials you should keep, which you should return and which should be destroyed

KEY INFORMATION

What to Do with Materials

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
Used answer sheets	Yes - in answer sheet return shipment	No	No
Used answer sheets (regular and large block) for students listed on the NAR	Yes - in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Unused answer sheets	Yes - in test book return shipment after makeup testing is complete	No	No
Answer sheets with demographic information or label but no item responses (absentee)	No - unless used for makeup testing	No	Securely store until makeup testing, then, if still not used, securely destroy after makeup testing is complete
Unused pre-ID labels (if applicable)	No - store securely if needed for makeup testing	No	Yes - securely destroy after makeup testing is complete

Material Pickup

- The pre-arranged UPS delivery to pick up test materials is arranged for **the day after** testing, to allow for more time to organize and package testing materials after testing has completed.
  - We are scheduling UPS pickups on April 11th, 12th, 25th, and 26th.
  - These pickup dates can be used for any materials that are ready to be returned.
- Test supervisors will receive an email on April 9th with confirmation of pick up times and directions if this time needs to be changed.
- If you have students testing in the accommodated testing window, you can send materials back once all students have finished testing. Simply provide the packages to UPS during a regularly-scheduled UPS visit (if your school has one) or call the Michigan Educator Hotline to schedule a pickup before the end of the window.
- For schools administering the SAT, PSAT 10 or PSAT 8/9 at an off-site location, UPS pickups will occur in the afternoon on test day to accommodate those locations where the supervisor will no longer be on-site the following day.

Returning Materials

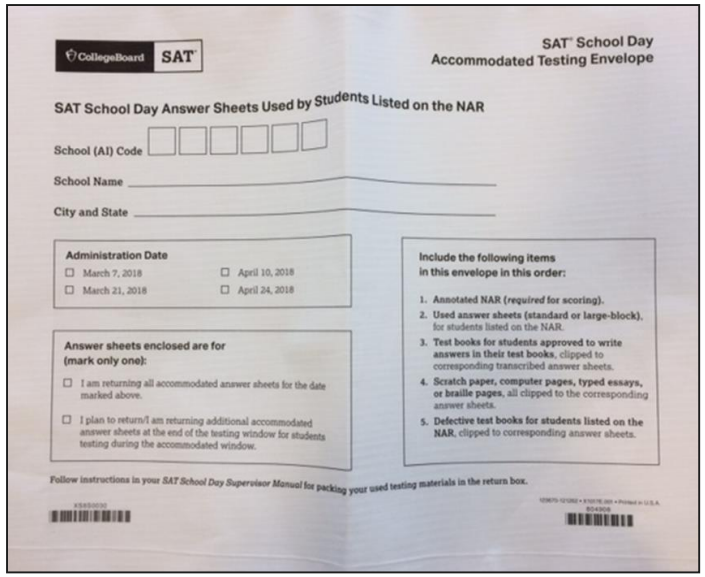
Image of pre-labeled white box for returning answer sheets

- Returning Answer Sheets
  - Use the pre-labeled white box(es) or UPS envelope(s) with UPS label and a colored Pearson label
    - SAT answer sheets testing on 4/10– Olive
    - SAT answer sheets testing in accommodated window – Goldenrod
    - PSAT 10 answer sheets label – Pink
    - PSAT 8/9 answer sheets label– Magenta
- Returning SAT Test Books (Do not return 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
- For PSAT, you will receive two sets of return materials
  - One for the primary administration and one to be set aside for the makeup administration and for students who tested in the accommodated window
- SAT Makeup
  - Supervisors will receive additional return materials with any SAT makeup books that are ordered.

Do I return standard and accommodated materials back separately?

- No. Students that do not use accommodations will be put in the answer sheet return box first (red circle).
- Answer sheets for students that use ANY accommodation will be put in the white accommodated testing envelope (blue circle) in the same box.

All answer sheets for students who used any accommodation will be sent back in this white accommodated envelope.


CollegeBoard SAT

SAT® School Day
Accommodated Testing Envelope

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

School (AI) Code

School Name

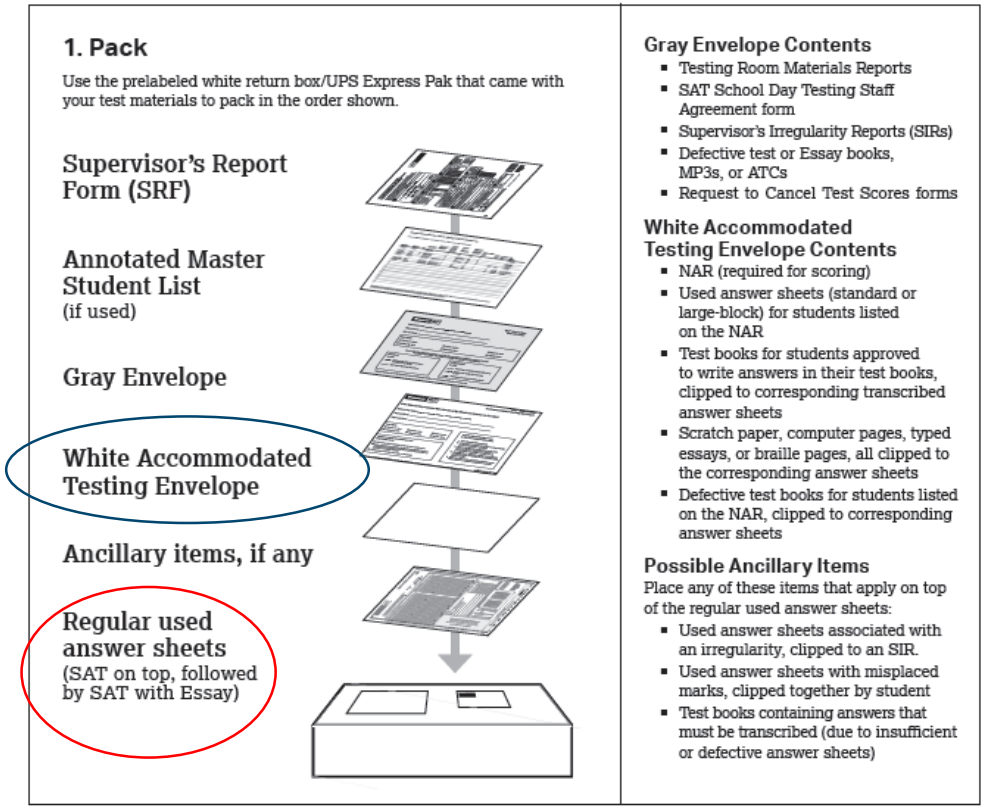
City and State

Administration Date
- ☐ March 7, 2018
- ☐ March 21, 2018
- ☐ April 10, 2018
- ☐ April 24, 2018

Answer sheets enclosed are for (mark only one):
- ☐ I am returning all accommodated answer sheets for the date marked above.
- ☐ I plan to return/I am returning additional accommodated answer sheets at the end of the testing window for students testing during the accommodated window.

Include 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.
5. Defective test books for students listed on the NAR, clipped to corresponding answer sheets.

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


1. Pack

Use the prelabeled white return box/UPS Express Pak that came with your test materials to pack in the order shown.

Supervisor's Report Form (SRF)

Annotated Master Student List (if used)

Gray Envelope

White Accommodated Testing Envelope

Ancillary items, if any

Regular used answer sheets (SAT on top, followed by SAT with Essay)

Gray Envelope Contents
- Testing Room Materials Reports
- SAT School Day Testing Staff Agreement form
- Supervisor's Irregularity Reports (SIRs)
- Defective test or Essay books, MP3s, or ATCs
- Request to Cancel Test Scores forms

White Accommodated Testing Envelope Contents
- NAR (required for scoring)
- Used answer sheets (standard or large-block) for students listed on the NAR
- Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets
- Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets
- Defective test books for students listed on the NAR, clipped to corresponding answer sheets

Possible Ancillary Items

Place any of these items that apply on top of the regular used answer sheets:
- Used answer sheets associated with an irregularity, clipped to an SIR.
- Used answer sheets with misplaced marks, clipped together by student
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)

Preparing for Makeup Testing

Preparing for Make Up Testing

- For standard SAT Make Up Testing:
  - Keep unused answer sheets and pre-ID labels for use on the make up.
  - Ship all test books back.
- For standard PSAT 10 and PSAT 8/9 Make Up Testing:
  - Keep unused answer sheets, **test books,** and pre-ID labels for use on the make up test dates.
  - New test books will not be sent for the make up.
- For students designated to test in the accommodated window on the NAR:
  - There are no make up dates. Students will test within the window.
- After all testing for PSAT 10 and PSAT 8/9:
  - Test books should be stored securely until score reports are delivered.
  - Once score reports are delivered, test books can be handed back to students

Make Up Survey

DEADLINE TO RESPOND: 4/12/18

- If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.
- It is imperative that schools respond on time.

- Test supervisors will receive an email on April 9th.
- The email will contain a link to a survey to assist in determining makeup materials.
- There will be a separate email for PSAT and SAT.
  - If you are the test supervisor for each assessment, you need to respond to each survey.
  - **You must respond to the survey even if you don't need makeup materials so we can accurately track responses.**
- The survey will only inquire about the materials needed for:
  - The **number** of students who were absent (not the names)
  - The type of irregularities (if any) for students
- The survey will NOT inquire about makeups for students testing in the accommodated window.
  - Requesting materials for students on the NAR should not be necessary due to the testing window.
  - If there is an irregularity during the accommodated window, TAS (Testing Administration Services) will follow up with guidance on the potential for a make up.

Thank You.

Michigan Educator Hotline: 866-870-3127

michiganadministratorsupport@collegeboard.org

CollegeBoard