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.
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
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.
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 and 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.
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.

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date of Birth</th>
<th>SSD/Student ID Number</th>
<th>P A A M</th>
<th>X No entry</th>
<th>Test Type</th>
<th>Testing Room</th>
<th>Accommodated</th>
<th>Testing Group</th>
<th>Test Book Type</th>
<th>Staff Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones</td>
<td>Anita</td>
<td></td>
<td>3/5/2000</td>
<td>09090231</td>
<td>S</td>
<td></td>
<td>SAT</td>
<td>123</td>
<td>N</td>
<td>SAT</td>
<td>A</td>
<td>Teacher</td>
</tr>
<tr>
<td>Smith</td>
<td>Terry</td>
<td>O</td>
<td>10/15/1999</td>
<td>10101010</td>
<td>A</td>
<td></td>
<td>SAT w/Essay</td>
<td>456</td>
<td>N</td>
<td>Essay</td>
<td>B</td>
<td>Proctor</td>
</tr>
<tr>
<td>Ramirez</td>
<td>Juan</td>
<td>J</td>
<td>2/15/2000</td>
<td>51514514</td>
<td>P</td>
<td></td>
<td>SAT</td>
<td>123</td>
<td>N</td>
<td>SAT</td>
<td>A</td>
<td>Teacher</td>
</tr>
<tr>
<td>Brown</td>
<td>Robert</td>
<td></td>
<td>9/1/2000</td>
<td>0001024717</td>
<td>P</td>
<td></td>
<td>SAT w/Essay</td>
<td>769</td>
<td>Y</td>
<td>SB26</td>
<td>Blue</td>
<td>Scholar</td>
</tr>
<tr>
<td>Szymanski</td>
<td>Fila</td>
<td></td>
<td>6/12/2000</td>
<td>0001025719</td>
<td>P</td>
<td></td>
<td>SAT</td>
<td>012</td>
<td>Y</td>
<td>T2</td>
<td>Purple</td>
<td>MCordinator</td>
</tr>
<tr>
<td>North</td>
<td>Adrian</td>
<td></td>
<td>11/30/1999</td>
<td>0001025180</td>
<td>P</td>
<td></td>
<td>SAT w/Essay</td>
<td>234</td>
<td>Y</td>
<td>R</td>
<td>Purple</td>
<td>T</td>
</tr>
</tbody>
</table>
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

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

- 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
• 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.

Students should bubble “Student ID No.” and start from the first box on the left when entering the digits of their UIC.
Important Forms
Supervisor’s Report Form (SRF)

• **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.
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

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 understood the relevant SAT School Day Manual, including but not limited to, the language setting forth conditions under which the SAT must be administered and the information on staff qualifications and conflict of interest issues;
- 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 and/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 personalizing 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 professional employee in the school or district, and will not engage in such activity for the remainder of the current school year.

There is no testing staff agreement for PSAT.
- Return a copy with testing materials.

• **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.
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

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<table>
<thead>
<tr>
<th>Testing Room Materials Report for SAT® School Day Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
</tr>
</tbody>
</table>

### Part A: Accounting for Test Materials

<table>
<thead>
<tr>
<th>Test Book(s) Received</th>
<th>Quantity</th>
<th>General Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of books received:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essay Book(s) Received</th>
<th>Quantity</th>
<th>General Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of essay books received:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Book(s) Returned</th>
<th>Quantity</th>
<th>General Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used/Unused books returned:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essay Book(s) Returned</th>
<th>Quantity</th>
<th>General Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used/Unused books returned:</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Used Answer Sheet(s) Returned</th>
<th>Quantity</th>
<th>General Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of used answer sheet(s) returned:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essay Book(s) Returned</th>
<th>Quantity</th>
<th>General Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used/Unused books returned:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essay Book(s) Returned</th>
<th>Quantity</th>
<th>General Number Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used/Unused books returned:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### Part B: Distribution of Test Materials

- For each occupied test, write the server number of the stack of books that is allocated to the test server number on the server list.
- The server number for the test server is the same as the server number for the test server.
- The server number for the server is the same as the server number for the server.
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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.
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](http://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

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

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

2. Supervisor’s Report Form (SRF)

3. Annotated Master Student List (if used)

Gray Envelope Contents
- Testing Room Materials Report
- SAT School Day Testing Site Agreement form
- Supervisor’s Examinee Report (SER)
- Defective test or Essay books
- Miami or ASCs
- Request for Canceled Test Success form

White Accommodated Testing Envelope Contents
- NAAL (required for scoring)
- Third answer sheets (small or large-print) for students listed on the NAAL
- Test books for students approved to write answers in their text books, clipped to corresponding transcribed answer sheets
- Scratch paper, computer pages, typed essays, or handwritten pages, all clipped to the corresponding answer sheets
- Test books for students listed on the NAAL, 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 SRF
- Used answer sheets with replaced 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**

- 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.

- 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.

**Make Up Survey**

- **DEADLINE TO RESPOND: 4/12/18**

  - 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.

- 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.
Thank You.

Michigan Educator Hotline: 866-870-3127
michiganadministratorsupport@collegeboard.org