



2016-17 SAT, PSAT 10, and PSAT 8/9 Activities

Date	Activity
Continuous	Update the information in EEM if changes are needed
11/15/16	Deadline to submit intent to test for nonpublic schools
12/15/16	Deadline to submit off-site testing plans
1/6/17	Test center supervisor receives confirmation of AI and test center codes
Mid-January	SSD Coordinators begin submitting state-allowed accommodations in SSD Online
1/9/17 – 2/14/17	Pre-ID window in the Secure Site for PSAT 8/9, PSAT 10, and SAT
Now – 2/14/17	SSD Coordinators begin/continue submitting accommodation requests, or submitting changes in SSD Online for College Board accommodations
2/9/17	Online training available for SAT test center supervisors, SSD coordinators, and associate supervisors
By 2/20/17	PSAT training materials available
Mid-February	Print translated test directions from www.collegeboard.org/Michigan , if needed
Mid-February	Receive implementation and training kit with samples of manuals and test day forms
3/20/17-3/23/17	Testing material shipments arrive. Materials will arrive in multiple shipments for each assessment.
By 3/24/17	Test center supervisor gets access to Online Attendance roster and SSD coordinator gets access to NAR to assist with room assignments
3/23/17-3/30/17	Additional material order for standard materials in the BAA Secure Site
3/21/17	Deadline for late accommodation requests for students who are newly enrolled at the school, students who are newly classified at an eligible grade level, or students who have a newly identified disability
3/23/17-4/10/17	Affix pre-ID labels to the answer sheets and SDQ, schedule preadministration activities
Until test day	Monitor SSD Online dashboard for accommodation approval status
4/11/17	Test day for SAT
4/11/17 or 4/12/17	Test day for PSAT 10 and PSAT 8/9
4/13/17	Deadline to respond to email for ordering makeup materials
4/11/17 – 4/25/17	Accommodated testing window for students that appear on the Nonstandard Administration Report (NAR)
4/20/17	Deadline for students to submit score sends if they did not indicate them on their answer sheet or change score send requests in their College Board account
By 4/21/17	Makeup testing materials arrive
4/25/17	Makeup test day for SAT
4/25/17 or 4/26/17	Makeup test day for PSAT 10 and PSAT 8/9
4/28/17	Deadline to return answer sheets for scoring
4/28/17	Deadline to return student data questionnaires