Preparing for the April 2020 Michigan SAT® with Essay, PSAT™ 10, and PSAT™ 8/9

College Board Accommodations & English Learner Supports

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General Information

2020 Testing Dates Summary

	Initial Test Day	Makeup Test Opportunities	Accommodated Testing Window*
PSAT 8/9 for Grade 8	April 14	April 15-21, April 28-29	April 14-28
PSAT 8/9 for Grade 9	April 14, 15, or 16	April 15-21, April 28-29	April 14-28
PSAT 10	April 14, 15, or 16	April 15-21, April 28-29	April 14-28
SAT with Essay	April 14	April 28	April 14-28

For students designated on the Nonstandard Administration Report in SSD Online

Spring Test Information

Accommodated Testing Window: **April 14-28, 2020**

- **All** students with approved accommodations taking the PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, and the PSAT 10, can flexibly be scheduled anytime in the accommodated testing window.
- Students with approved accommodations taking the SAT with Essay, as designated on the Nonstandard Administration Report (NAR) in SSD Online, can flexibly be scheduled anytime in the accommodated testing window.

Afternoon Testing

- Afternoon testing is allowed for the PSAT 10 and PSAT 8/9. No permission is required.
- Afternoon testing is NOT available for SAT with Essay.

8th and 9th graders cannot test together in 2020.

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Accommodation Request Deadlines

Accommodation and supports deadline is **2/24/20**.

- For students who transfer into a school after the accommodations request deadline, submit a request as soon as possible.
- College Board will review requests after 2/24/20 for the following scenarios:
  - Students who are newly enrolled at the school
  - Students who are newly classified at an eligible grade level
  - Students who have a newly identified disability
- The late accommodations deadline for these three scenarios is **3/6/20**.

Administration Timing

- Testing MUST be done in the morning.
- Plan for approximately 5 hours for the standard timing of SAT with Essay.
  - The schedule below does not include passing out and collecting test or Essay booklets or other test day administrative activities.

SAT with Essay

SAT	SAT with Essay - Standard Room (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Essay	50
Total (hours, minutes)	4 hours 7 minutes

Administration Timing

PSAT 10 and PSAT 8/9 for Grades 8 and 9

- Plan for approximately 3 hours for PSAT 8/9 and 3½ hours for PSAT 10 to account for test day administrative activities, testing, and break times.
- College Board will support morning or afternoon testing for PSAT 8/9 and PSAT 10 only.
  - Morning testing should begin early enough to complete before lunch.
  - No permission is necessary for afternoon testing.
- The schedule below does not include passing out and collecting test booklets or other test day administrative activities.
- **8th and 9th graders cannot test together in spring 2020.**

PSAT	PSAT 10 (in minutes)	PSAT 8/9 (in minutes)
Reading	60	55
Break	5	5
Writing and Language	35	30
Math (no calculator)	25	20
Break	5	5
Math (with calculator)	45	40
Total Testing Time	2 hours 55 minutes	2 hours 35 minutes

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Comparison of M-STEP and PSAT 8/9

Things that will be the same as M-STEP:

- Students will be pre-ID'd in the Secure Site.
- Test materials will be sent based on the number of students pre-ID'd in the Secure Site by **2/12/20**.

Things that will be different than M-STEP:

- **College Board assessments are timed and do not allow self-pacing**. Students must use the entire time allotted for each test. If approved for extended time, students must use the entire time for which they are approved.
  - EXAMPLE: If a student finishes before the full amount of time, they cannot move on to the next section, even if they are the only student testing. They must use the entire time allotted.
- Students will take a paper/pencil administration, there is no option for digital.
- Unless absent, students are expected to test on the initial test day.
- The standardized nature of the SAT Suite of Assessments requires an advance accommodation request for the universal tools, designated supports, and accommodations required by students that would have traditionally been used on the M-STEP.
  - Schools must request accommodations through the College Board Online system, known as SSD (Services for Students with Disabilities) Online.

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Test Staff

How College Board uses the Educational Entity Master (EEM)

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

- College Board will use the data in EEM to:
  - Identify testing staff
    - Emails will be sent with important test-related information
- **Review and update the testing staff in the EEM at a building level as soon as possible.**
  - If there is more than one person listed for a role, College Board will use the most recent.
  - If the information listed is correct, no action is needed.
  - If the information is incorrect, EEM should be updated by the district authorized user.
  - Address where testing materials will be sent is associated with the coordinator record in EEM.
- Anytime the identified staff changes during the school year, EEM should be updated to reflect the changes.
  - College Board receives the updates 7-10 days after making the change.

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EEM for Testing Staff

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

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

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

- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator

- PSAT Grade 10 Test Coordinator
- PSAT Grade 9 Test Coordinator
- PSAT Grade 9/10 Backup Test Coordinator
- PSAT Grade 8 Test Coordinator
- PSAT Grade 8 Backup Test Coordinator

- PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- PSAT Grade 8 Services for Students with Disabilities Coordinator

Roles and Responsibilities of Testing Staff

Test Coordinator

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

- Preparation activities such as:
  - Planning rooms and identifying staff to serve as **proctors, room monitors,** and **hall monitors** for test day
  - Receiving and securing test materials

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

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

Roles and Responsibilities of Testing Staff

SSD Coordinator

The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:

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

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

Cooperative Roles

Promoting partnership to support students with disabilities

Test Coordinator	SSD Coordinator
• Responsible for planning the administration for ALL students, including those with accommodations and supports • All shipments will be addressed to the test coordinator • Responsible for returning all materials for scoring	• Reviewing required supports and accommodations for students, submitting accommodation requests or changes, and planning for English Learner supports for all students who require them at his/her school • Prints the list of students who will receive accommodations.
Cooperative Responsibilities	
The test coordinator should enlist the help of the SSD coordinator and EL coordinator to assist with planning the test administration for students with disabilities and English learners.	

Staff with Related Students

- Staff with children cannot have access to any test materials for the same assessment(s) the child is taking before test day:
  - If a staff member's child will be taking the SAT, he/she cannot have access to testing materials before test day for the SAT no matter if the child lives with the staff member or not.
  - He/she may access testing materials prior to test day for PSAT 10 or PSAT 8/9.
- Staff with students who reside in the same household cannot have access to any test materials for the same assessment(s) the child is taking before test day.
  - If a staff member's niece will be taking the SAT and the niece does not live in the same house with the staff member, he/she can have access to testing materials before test day for the SAT.
- It is possible for test day staff to serve multiple roles in a small school.
- Additional flexibility may be available to small schools, if needed. Call the Michigan Educator Hotline for guidance.

New SSD Coordinators

Accessing SSD Online

New SSD Coordinators

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

To access the SSD Online system, the new SSD coordinator will need to request access:

- Have a College Board Professional Account
- Complete the SSD Coordinator Form, found on www.collegeboard.org/ssd
- Receive an access code to link your SSD Online access to your College Board professional account (first time only).
  - May take 1-2 days to receive the access code.

- You may have multiple SSD coordinators, but only 1 can be identified as the primary SSD Coordinator in the EEM.
- In order to gain access, schools will need an attending institution (AI) code.
  - Look it up in the Test Center Participation Page in the OEAA Secure Site
- If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.
- Test coordinators that also would like to have access to SSD Online can complete the same steps. Consider your district policy regarding student privacy when accessing information for students with disabilities before requesting access.

Returning SSD Coordinators

Returning SSD Coordinators

Login to your College Board Account at www.collegeboard.org.

- If you've forgotten your password, use the Forgot Username or Password links on the sign-in page.
- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: www.collegeboard.org/ssdonline

Prepare

Review student needs

Identify new requests and changes to approved accommodations

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

1. For students **without existing approved accommodations in SSD Online**, submit a new request through SSD Online.
2. For students with **already approved accommodations in SSD Online**, verify:
   - the accommodations approved match the student's **current** identified IEP/504 accommodations.
   - the student name, birth date, and graduation date are correct.

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

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

Types of College Board Accommodations

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

Examples when IEP/504 *may* say "Student receives extended time"

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

The College Board does not allow self-pacing for the SAT Suite of Assessments, even in a 1:1 setting. We require the use of the entire time that a student is approved for (either the standard amount of time or extended time) to:

- provide a consistent, standardized testing experience for all students
- prevent students from feeling rushed to finish or move ahead by other students or the proctor

Types of College Board Accommodations

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

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

Accommodation	Day(s)	What to Know
Extra Breaks	1 Day	• Given a break halfway through longer sections and a break after every section.
Extended Breaks	1 Day	• Given breaks at the standard time but breaks are typically twice as long. • Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.
Breaks as Needed	1 Day	• Typically given to students with physical or medical conditions. • Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break. • Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.

Please note that extended time and extended breaks are different accommodations. Break accommodations extend the TOTAL time of the testing experience but do not provide additional time with the test questions.

Types of College Board Accommodations

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

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

Accommodation	Day(s)	What to Know
MP3 Audio	2 Days	• Audio version of the test, downloaded from SSD Online. • Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections. • Student will complete the test in 2 days for PSAT and SAT with Essay.
Reader	1 or 2 Days	• Student will be read the test aloud by an adult. • Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.) • Student automatically receives 50% extended time and extra breaks on all sections. • Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.

Types of College Board Accommodations

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

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

Accommodation	Day(s)	What to Know
Writer/Scribe	1 or 2 Days	• Student will have an adult transcribe answers onto the answer sheet. • Student automatically receives 50% extended time and extra breaks on all sections. • They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing. • Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.

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

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

Have Ready During the Submission Process

Think about the accommodation that will create the most positive testing environment for the student. Once the appropriate accommodations have been chosen, it is helpful to have the following information readily available when requesting accommodations:

- IEP or 504 Plan
  - Confirmation of parental consent
- Demographic information
  - Name
    - It is helpful to use same name that student will be pre-ID'd with
  - Student or Parent Email
  - DOB
  - Estimated graduation date (Month and year)
  - Gender
  - Home mailing address
  - Home phone number

The Process

Prepare Your School

Accommodations

- College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need.
- The accommodations that students request should be included in the student's current IEP and/or 504 Plan. Accommodations for PSAT 8/9, PSAT 10, and SAT with Essay should be consistent with accommodations that students use during instruction and on other statewide and local assessments.
- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for Grade 8 and Grade 9, PSAT 10, and SAT with Essay) **must** have prior approval and be requested through the College Board Services for Students with Disabilities (SSD) Online system.
  - If your school provides a fall administration of the PSAT 8/9 for 8th or 9th grade students (not provided for by the state), approval in SSD online is not required, but suggested if your students require accommodations.
- Accommodations will be entered by the SSD coordinator through the Services for Students with Disabilities (SSD) Online system. This ensures:
  - Coordinators have accurate rosters to support students needing accommodations or supports on test day.
  - Students receive correct testing materials.

Accommodations Approval

- The vast majority of students who are approved for and are using testing accommodations at their school through a current IEP or 504 plan will have those same accommodations automatically approved for taking the SAT with Essay, PSAT 10, and PSAT 8/9.
- Most requests will be processed through school verification (the SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504)) allowing the SSD Coordinator to provide the answers to the following when submitting most requests for students:
  - Is the requested accommodation(s) in the student's plan?
  - Is the student consistently using this accommodation for school tests?

- Requests that are school verified by answering “yes” to the preceding 2 questions will be approved within a few days and will not require documentation.
- There are some requests that will require that documentation be submitted and could take up to 7 weeks for review. A few examples include:
  - Extended time more than 100%
  - Large print test book sizes greater than 20-point font
  - Anything designated as “Other” in SSD Online

When must documentation be provided?

Documentation must be provided for College Board review if:

- The requested accommodation is not included in the student's plan or is not being used for school tests.
  - Answer is "no" to: Is the requested accommodation(s) in the student's plan?
  - Answer is "no" to: Is the student consistently using this accommodation for school tests?
- The student is requesting certain accommodations, such as more than 100% extended time, large print greater than 20 point.
- The student does not have a diagnosed disability, disability is listed as "other", or accommodation is listed as "other".
- The student does not have a formal plan that meets College Board criteria.

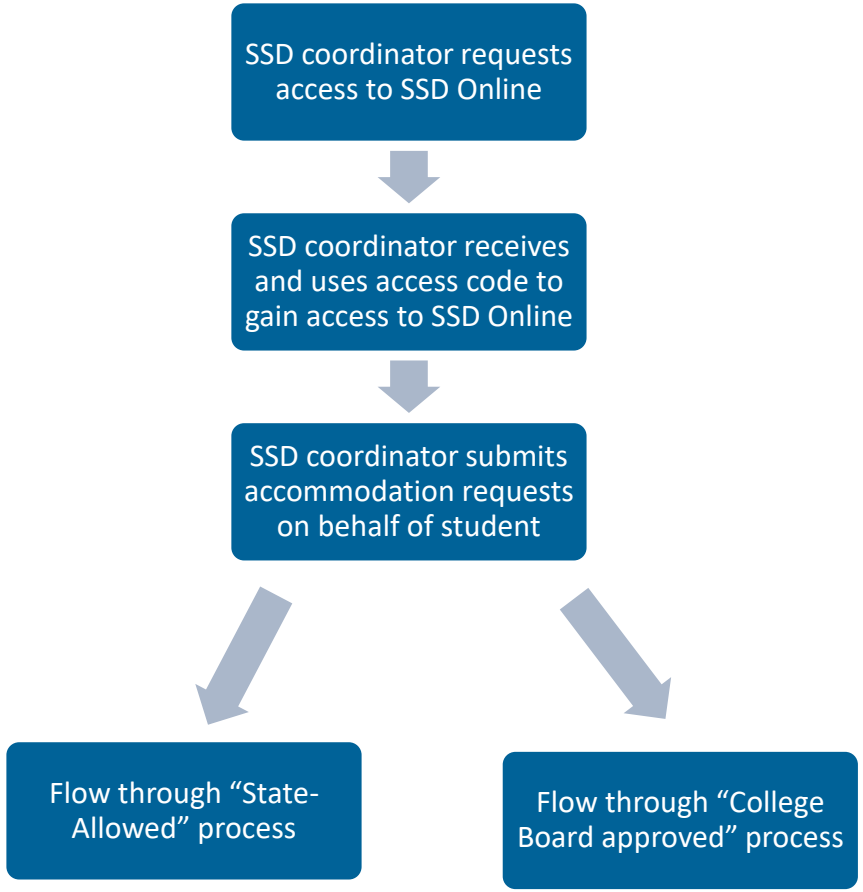
Process Flows in SSD Online

There are 2 processes in which accommodation requests can flow within the Services for Students with Disabilities (SSD) Online system: State-allowed or College Board approved.

Main differences between the two processes:

- Once approved, students remain approved for accommodations through the College Board approved process whereas the state-allowed process is only good for the Michigan-provided administration.
- State-allowed accommodations are automatically approved and require no documentation

Both processes are acceptable; however, applying for state-allowed accommodations is recommended by the Michigan Department of Education for 8th grade because it aligns with the student's current IEP/504.



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Process Flows in SSD Online

Process: State-Allowed		Process: College Board Approved
Automatically approved	**Approvals**	Most requests will be school-verified and automatically approved within a few days.
Only valid for one year and are only used for state assessments.	**Length of Use**	Remains valid until IEP or 504 changes and can be used for other College Board assessments.
None	**Documentation Required**	For some requests, yes. If documentation is required, approvals could take up to 7 weeks.
Students, schools, and MDE	**Who Receives Scores?**	Students, schools, and MDE
1/14/20 – 2/24/20	**Timeline for Requests**	Anytime – 2/24/20
Yes. School will apply either for state-allowed or College Board approved in the next year, if applicable.	**Reapplication Required?**	No. Student remains approved for accommodation unless the IEP or 504 requires a change. Using this process does not change the IEP team obligation to review a student's needs and supports at each IEP review.

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

- SAAs provide scores to students, educators, and the Michigan Department of Education; however, students who test with an SAA will NOT receive a college or scholarship reportable score.
- The use of state-allowed accommodations is recommended for 8th graders because:
  - PSAT 8/9 scores are not sent to colleges, universities or scholarship programs
  - SAAs align with the student's current IEP/504.
- Consideration of SAAs is especially important for students taking the SAT, where the students want scores to be reported to colleges and universities.
  - However, at the 8th grade level, scores are not reported to higher education institutions or scholarship programs.
  - Using an SAA in 8th grade does not preclude a student from using College Board approved accommodations in future years, when scores are desired to be sent to colleges.

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Requesting Accommodations

Submit a New Request

- Obtain parental consent.
  - Before submitting a request for accommodations for College Board tests, schools must have parent/guardian consent to share information for students under age 18.
  - Verification of consent will be requested during the online process.
  - If you do not have parent/guardian approval through the student's IEP or 504, then a consent form is available for your use in SSD Online. Email or phone consent is acceptable as long as this is allowable by district policy and is documented.
- Log in to SSD Online: www.collegeboard.org/ssdonline
- Enter basic student information.
- Answer questions about the student's disability.
- Answer questions about the student's plan and documentation.
  - Most accommodation requests are automatically approved based on information provided during the online process.
  - In the cases where additional documentation is required, the SSD coordinator will be provided a list of recommended documentation to submit. While the recommended documentation is most helpful in determining a student's need for accommodations, it is not required. The College Board will review all documentation that is submitted.
  - Send the documentation you have that demonstrates the need for the requested accommodation.

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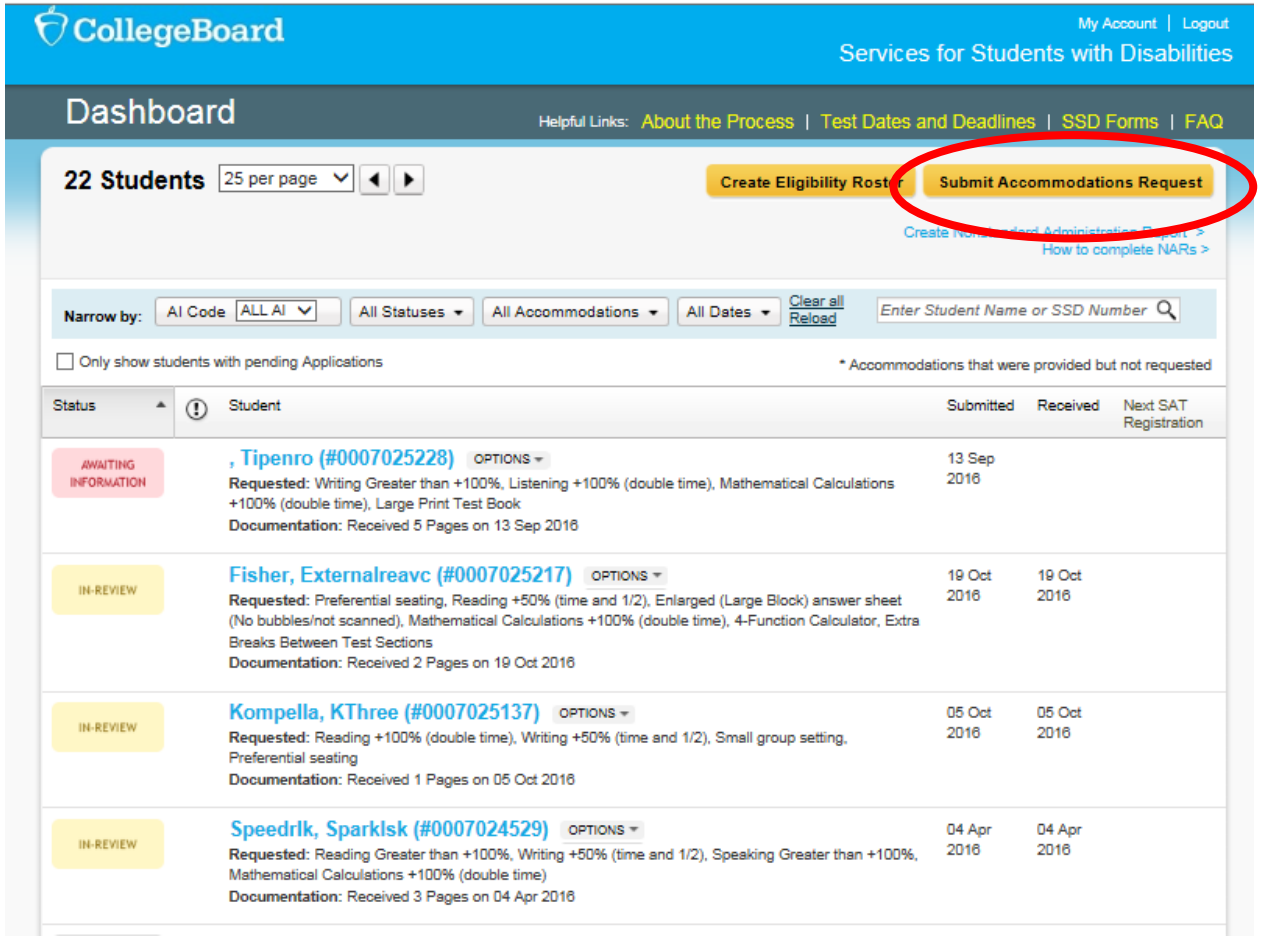
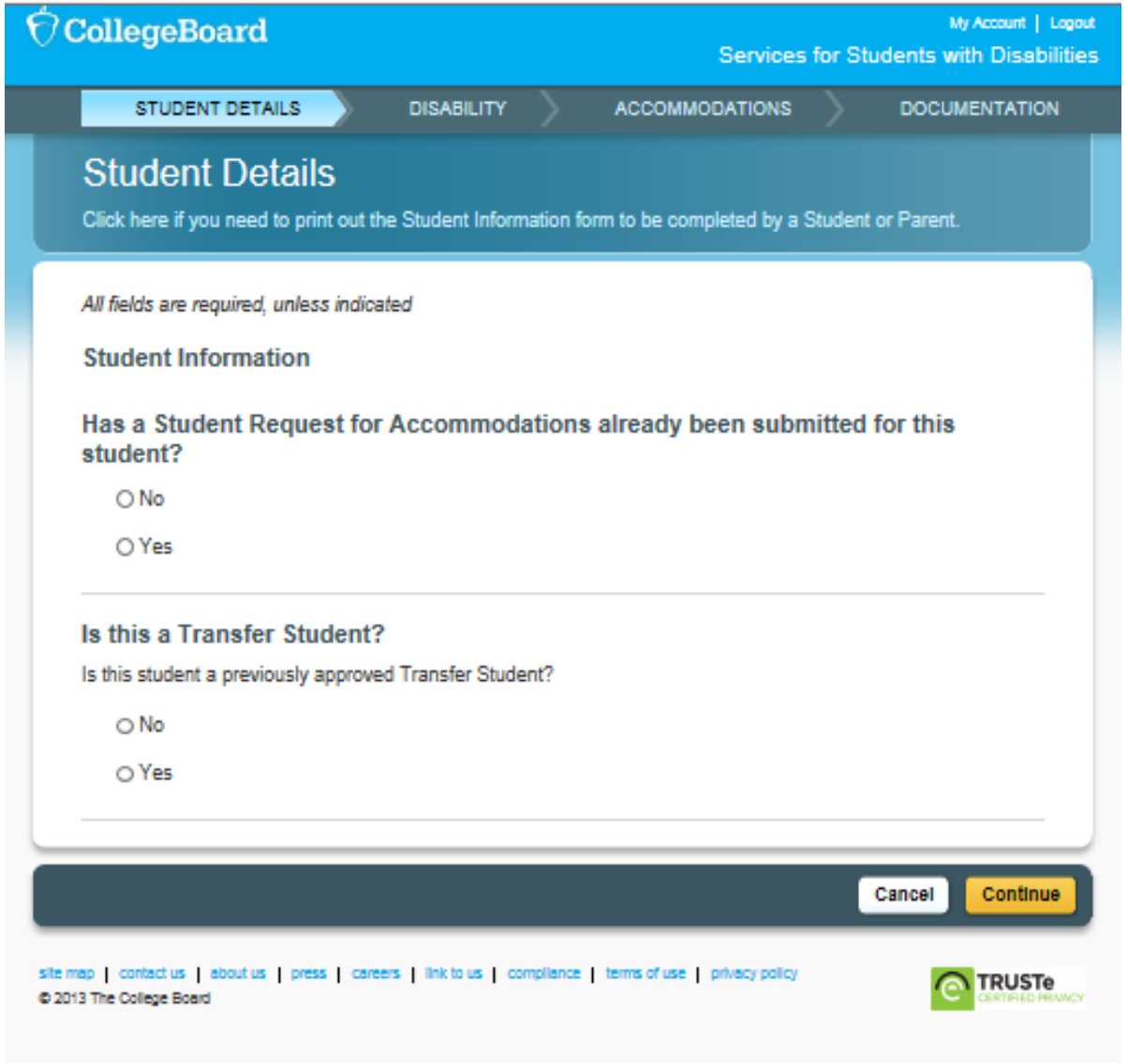
Submit a New Request

- Log in to www.collegeboard.org/ssdonline
- Click “Submit Accommodation Request” in upper right corner.



Submit a New Request

- Confirm if student has been submitted previously.
- This screen is helpful if transferring 9th grader with College Board approved accommodations as an 8th grader from middle school/junior high to high school.



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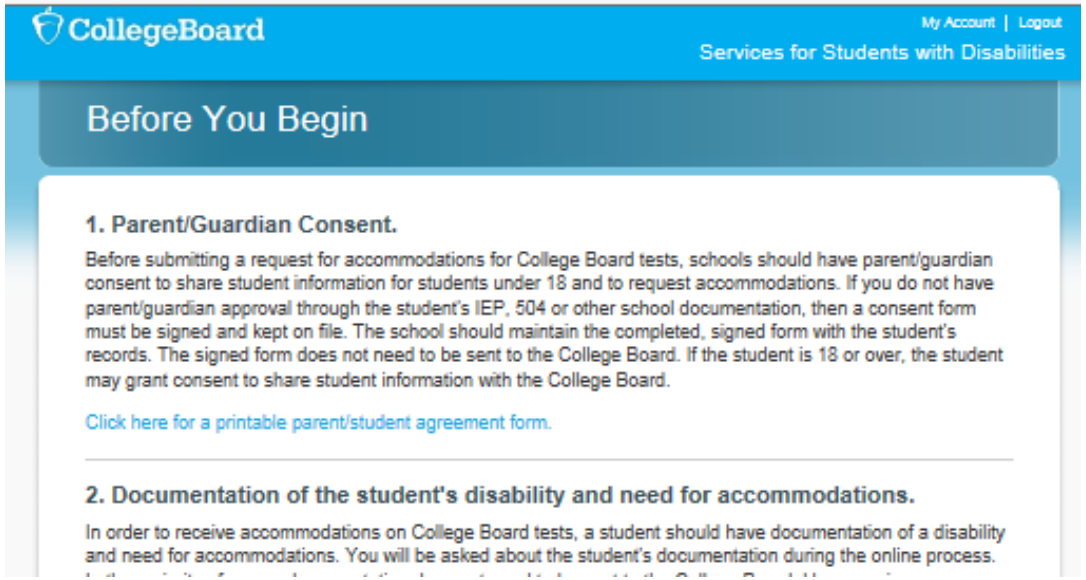
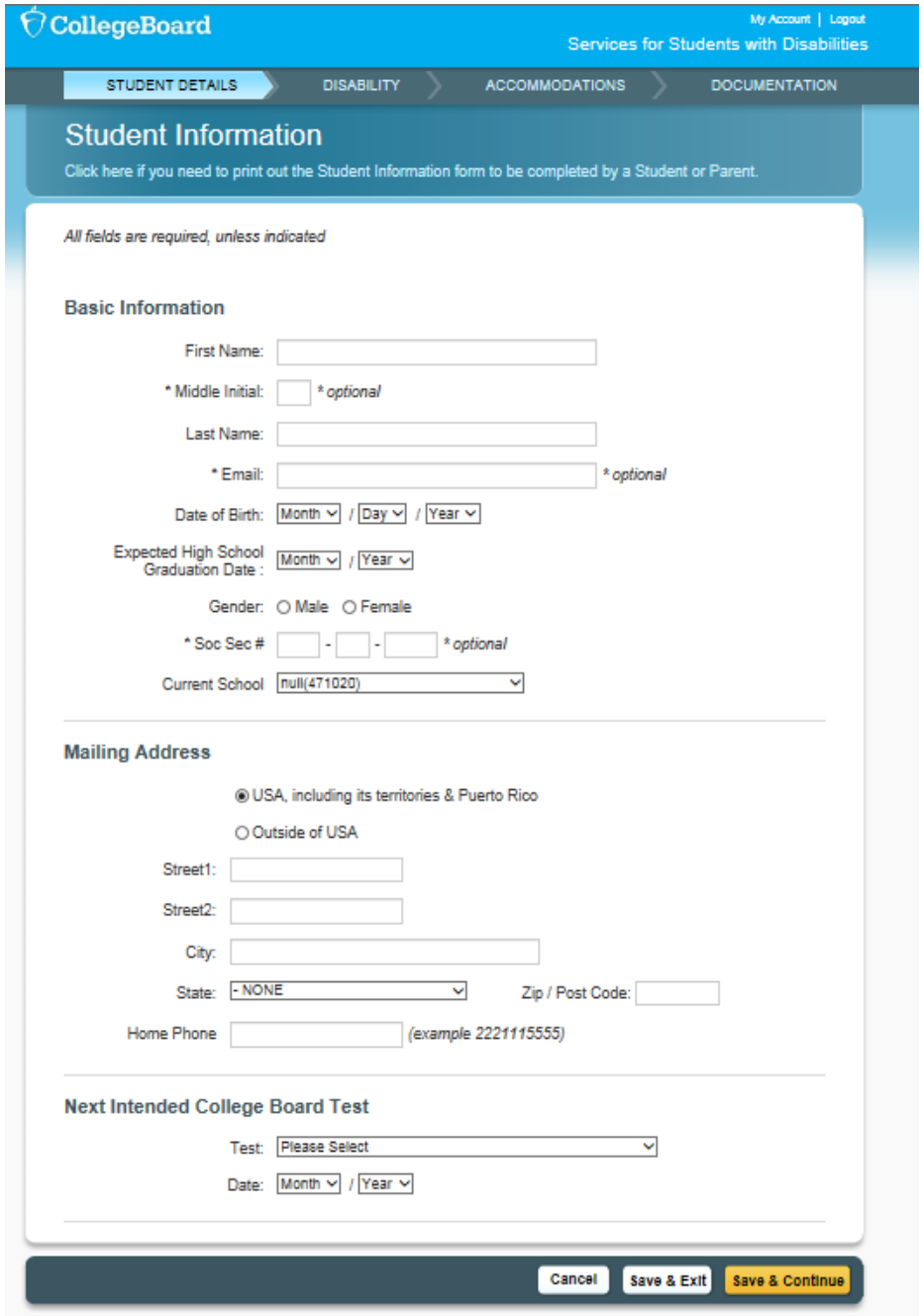
Submit a New Request

- Confirm parental consent.
- Enter basic student information.





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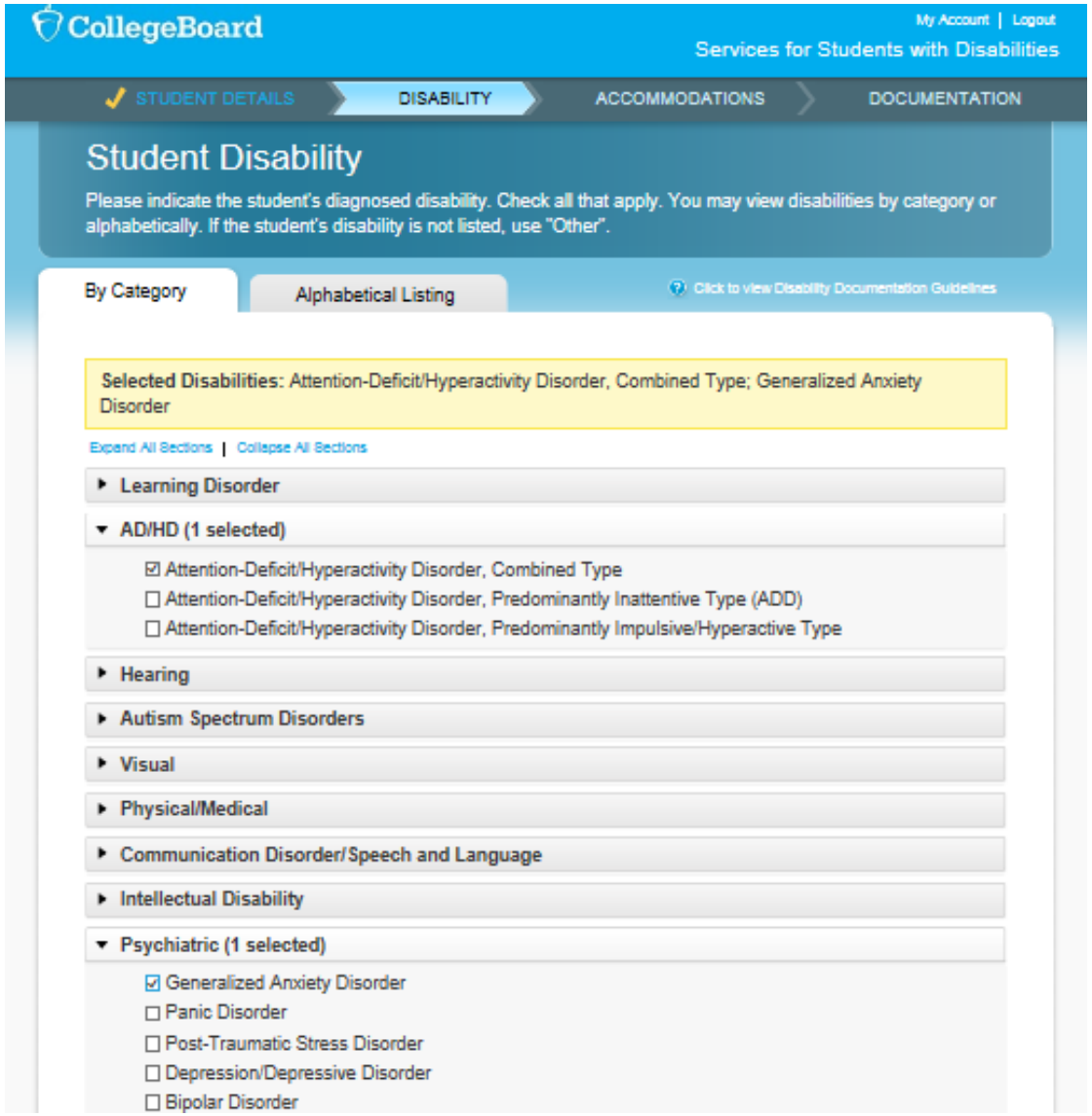
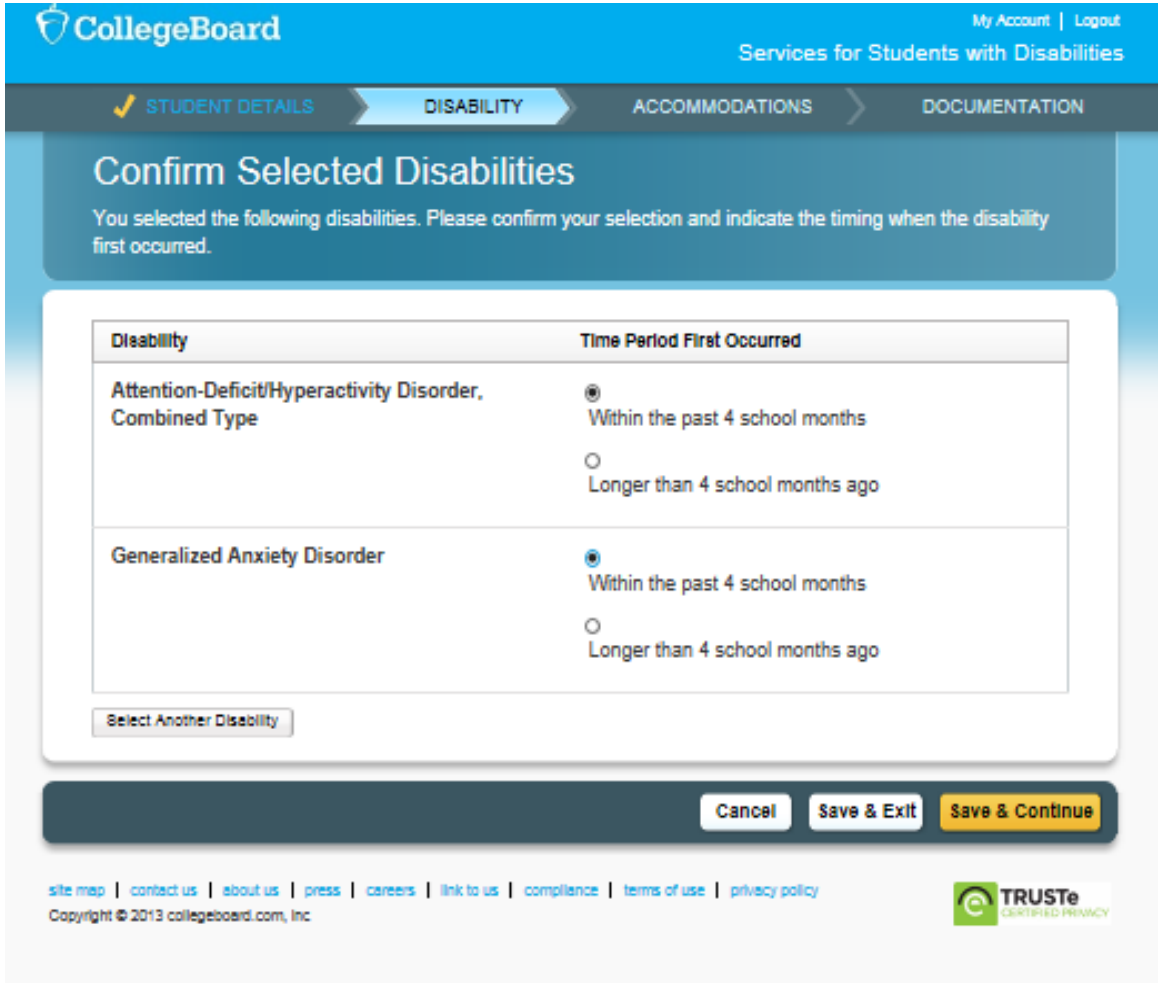
Submit a New Request

- Answer questions about the student's disability.



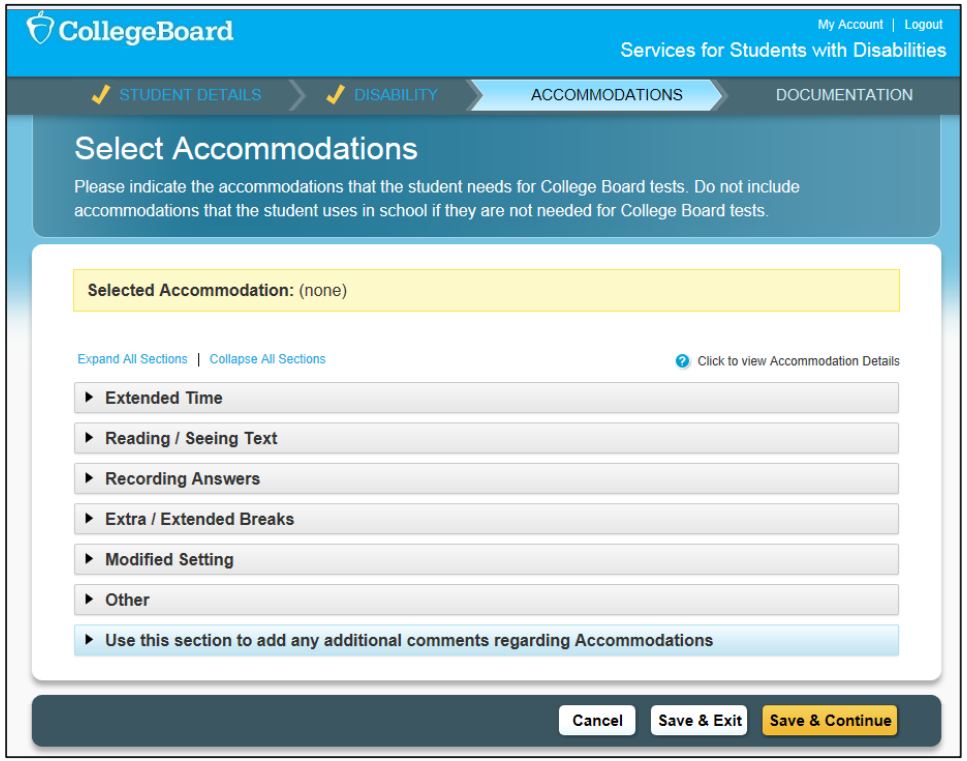
Submit a New Request

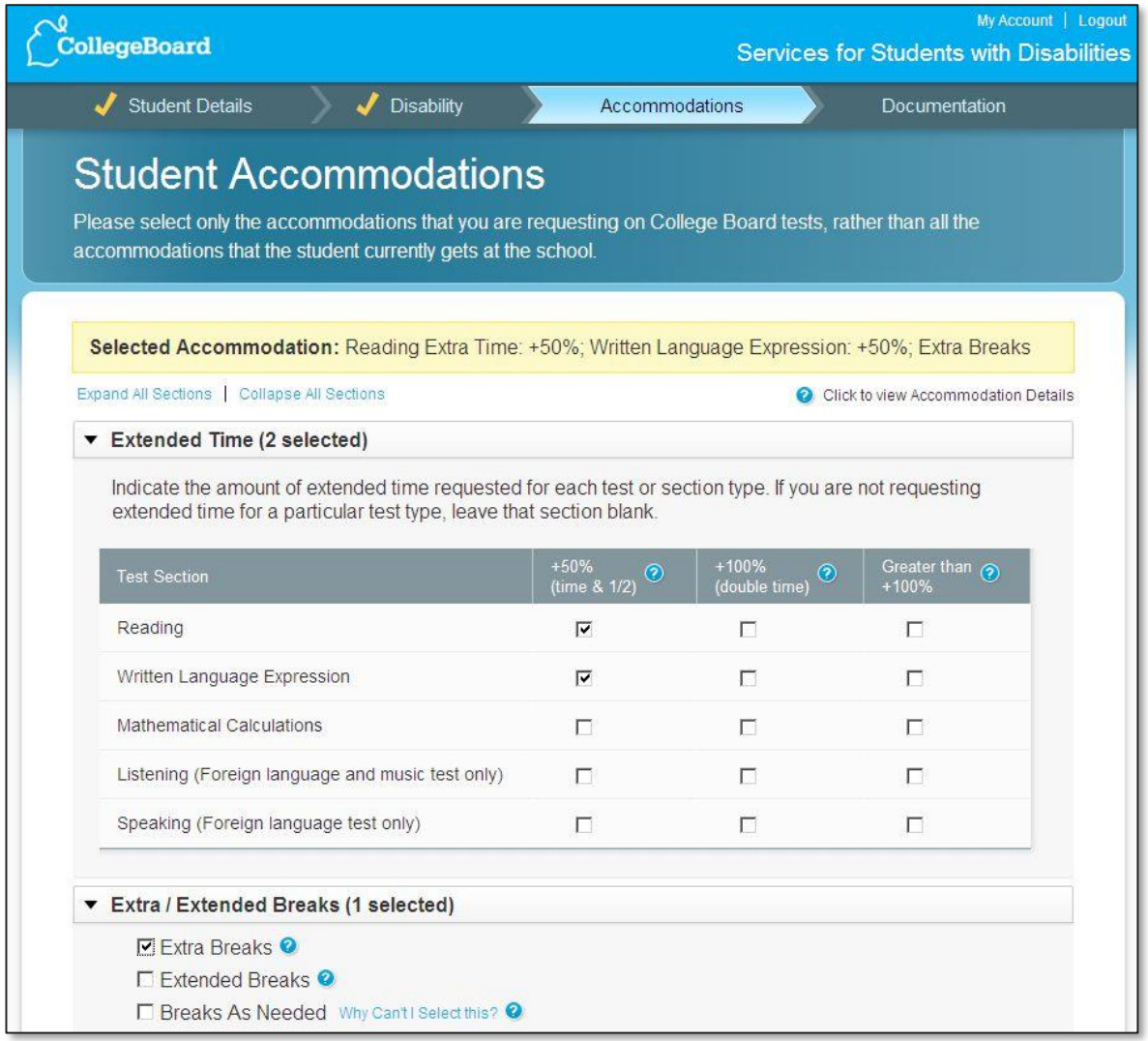
- Confirm disability and timeframe.



Submit a New Request

- Answer questions about requested accommodations.





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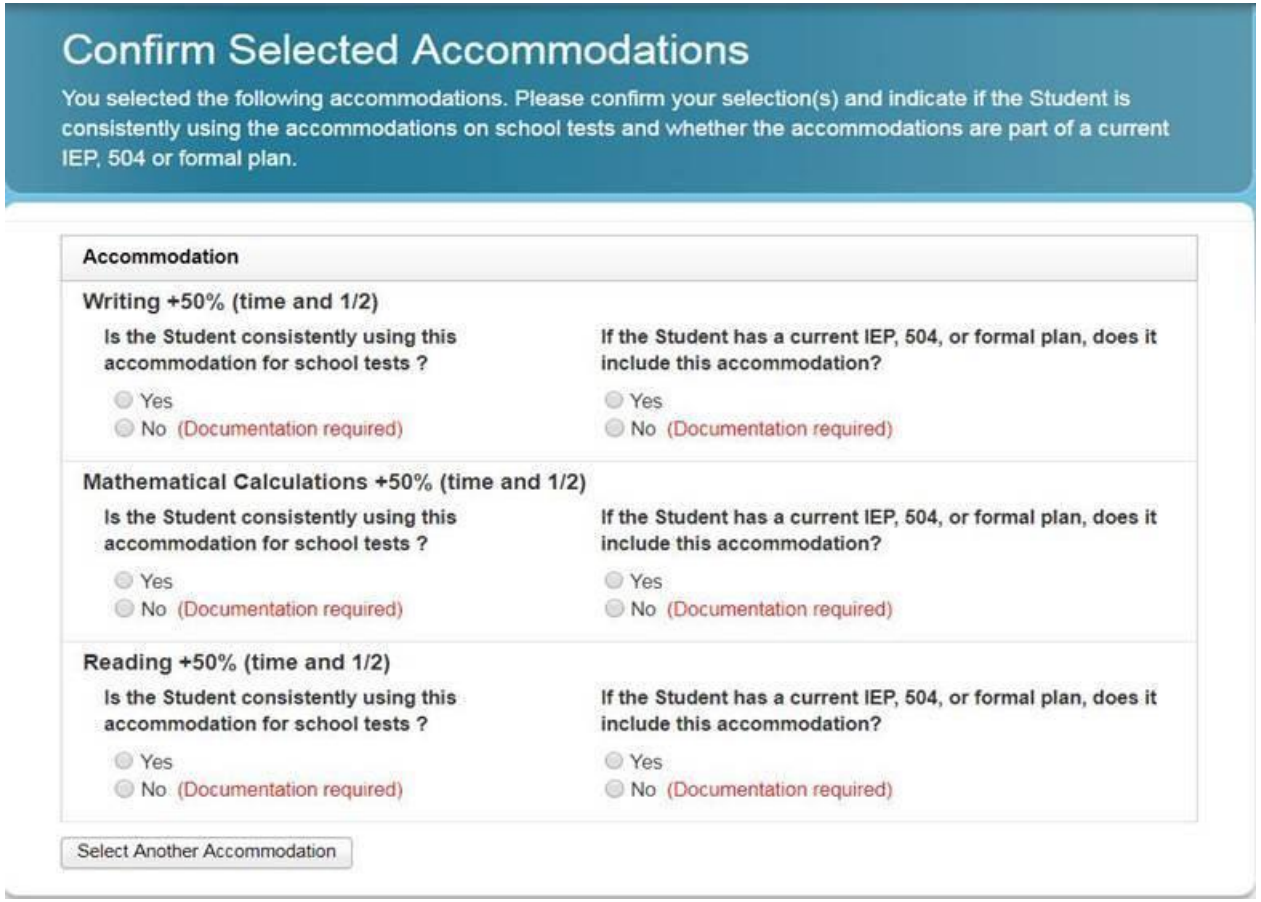
Submit a New Request

- Confirm accommodations
  - If “No” is selected for any question, you will be asked to submit documentation.



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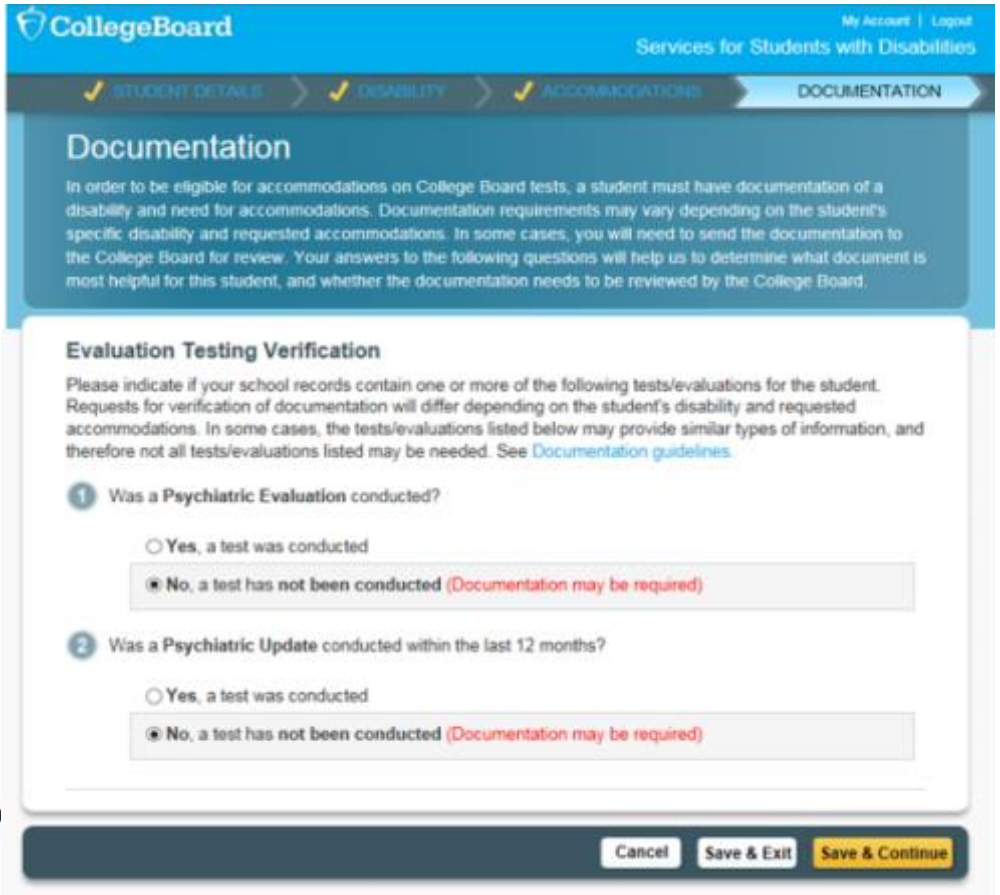
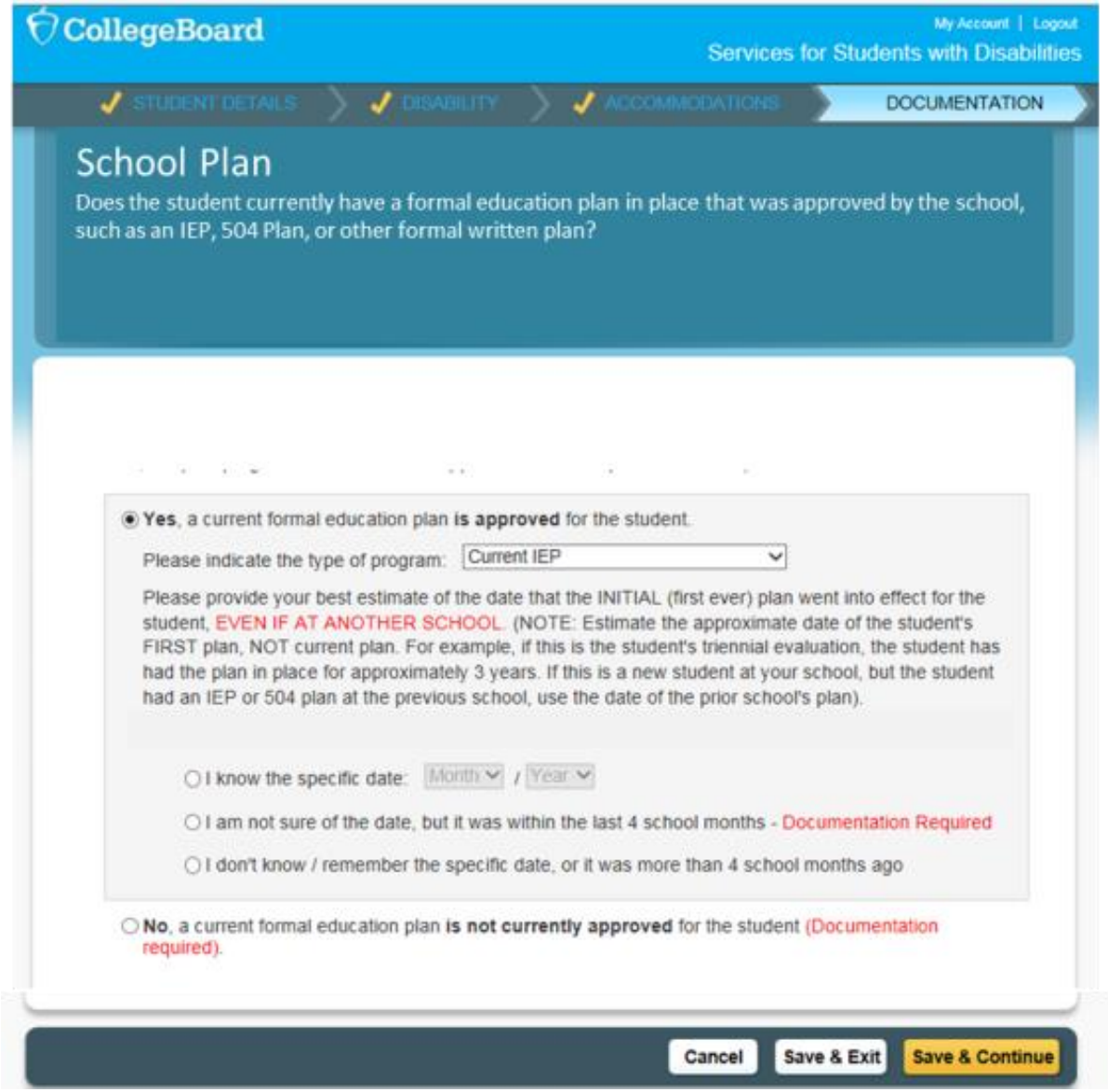
Submit a New Request

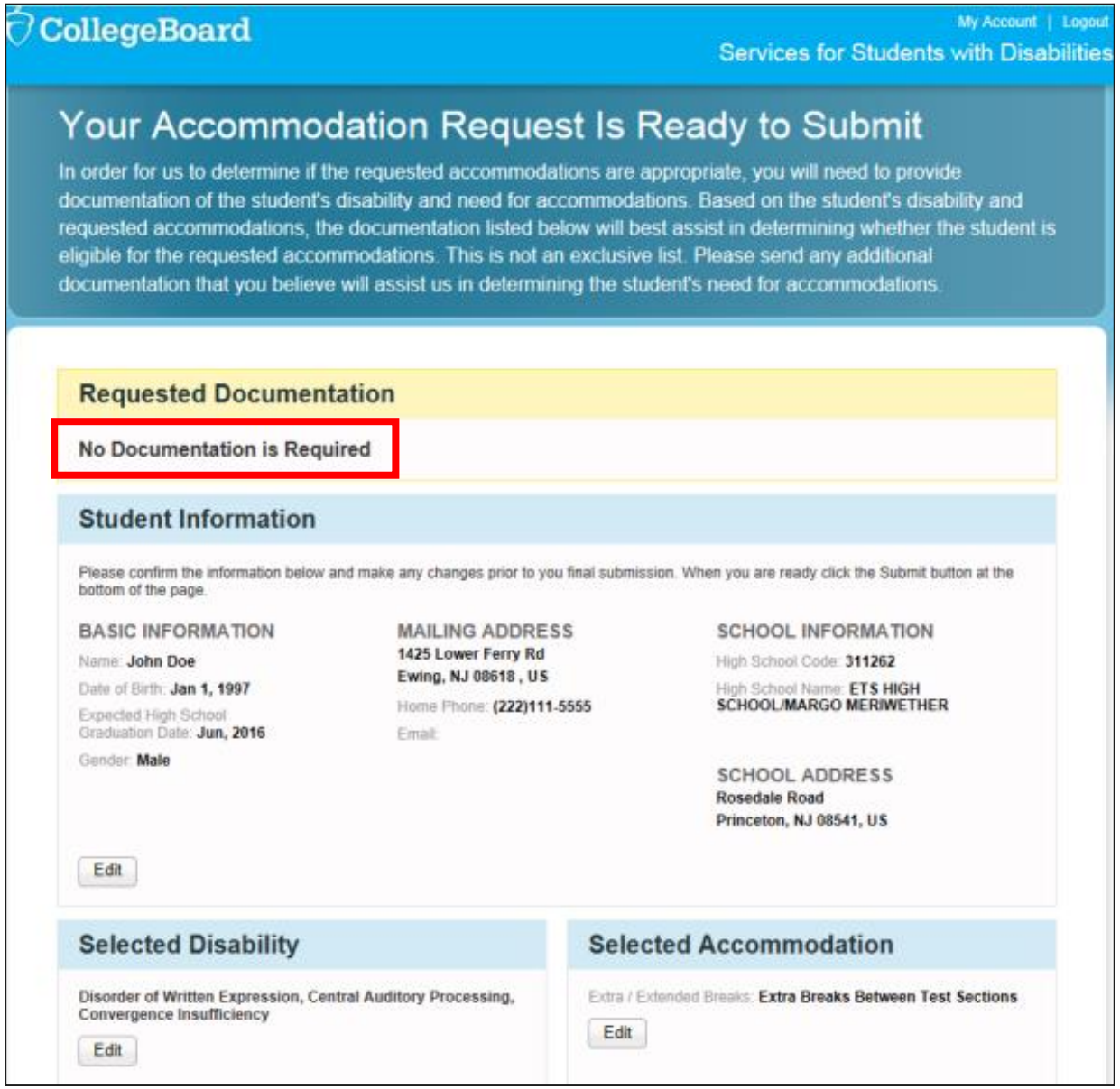
- Answer questions about the student's plan and documentation





Submit a New Request

- Most requests will be approved automatically through the school-verification process.
- Based on the information provided by the SSD Coordinator, the system will identify “No Documentation is Required”.



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Submit a New Request

- In some cases, you may be prompted to provide additional documentation.
- The system will request documentation and provide examples of the types of documentation that is helpful.
  - The documentation suggested is based on the type of disability and accommodation being requested.

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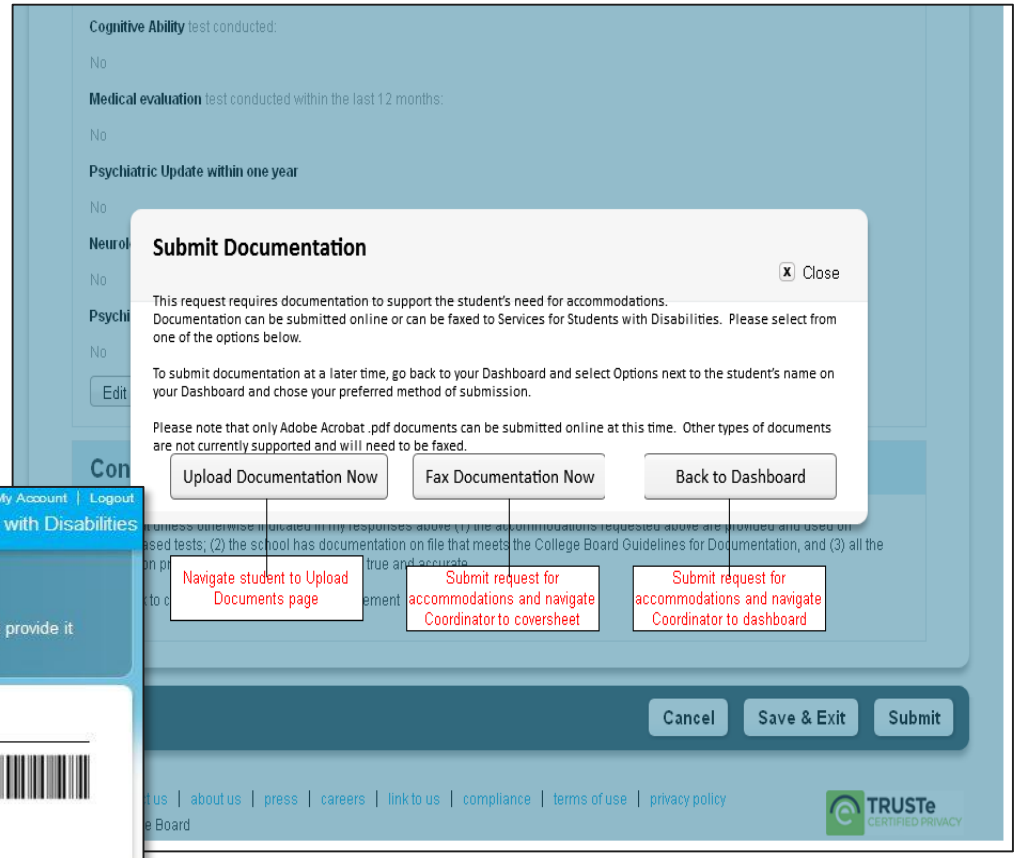
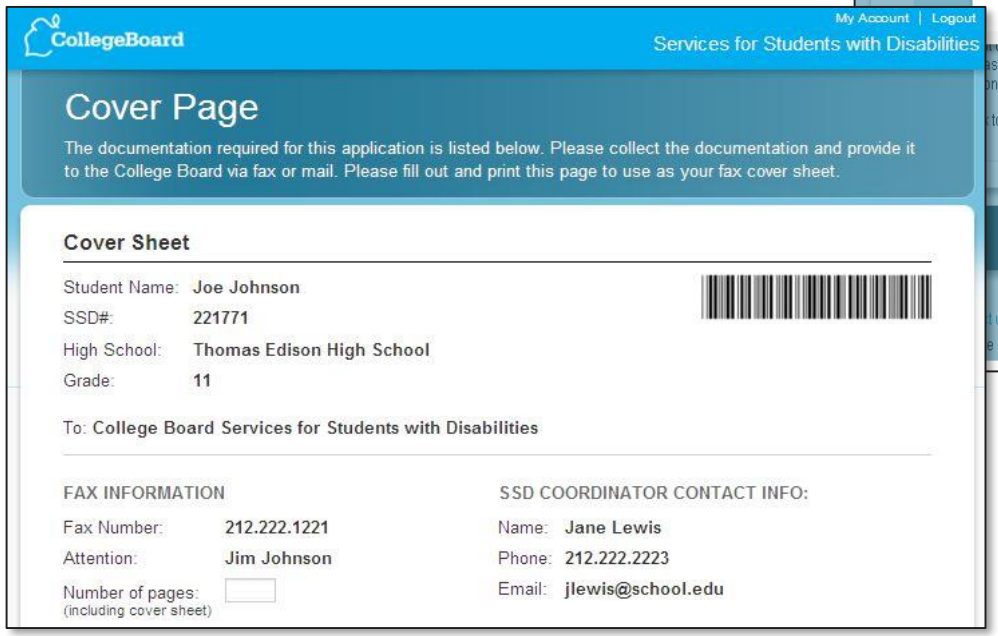
Submit a New Request

- Submit documentation (upload to SSD Online, fax, or mail) when required.
- SSD coordinator will receive e-mail notification that decision has been made; log in to view decision letter
    - Print and add the eligibility letter that contains the student's SSD number to the student CA-60.





CollegeBoard

Documentation Guidelines

Documentation should address:

- **What:** Provide the student's documented disability
- **How:** Describe the functional impact and degree of impact. The presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
- **Why**: Show the need for the specific accommodation being requested.

- If requested, the most current documentation that includes the following information is most helpful in the review process:
  - State the specific disability as diagnosed
  - Provide relevant educational, developmental and medical history
  - Describe the comprehensive testing techniques, *if applicable*
  - Describe the functional limitations
  - Describe the specific accommodations
  - Establish the professional credentials of the evaluator
- Send documentation that was used to make the determination, even if out of date, with any current information about the student. Please note that schools are <u>not</u> required to have students retested to support any documentation request.
- Any application can be resubmitted if not approved with additional documentation for consideration.

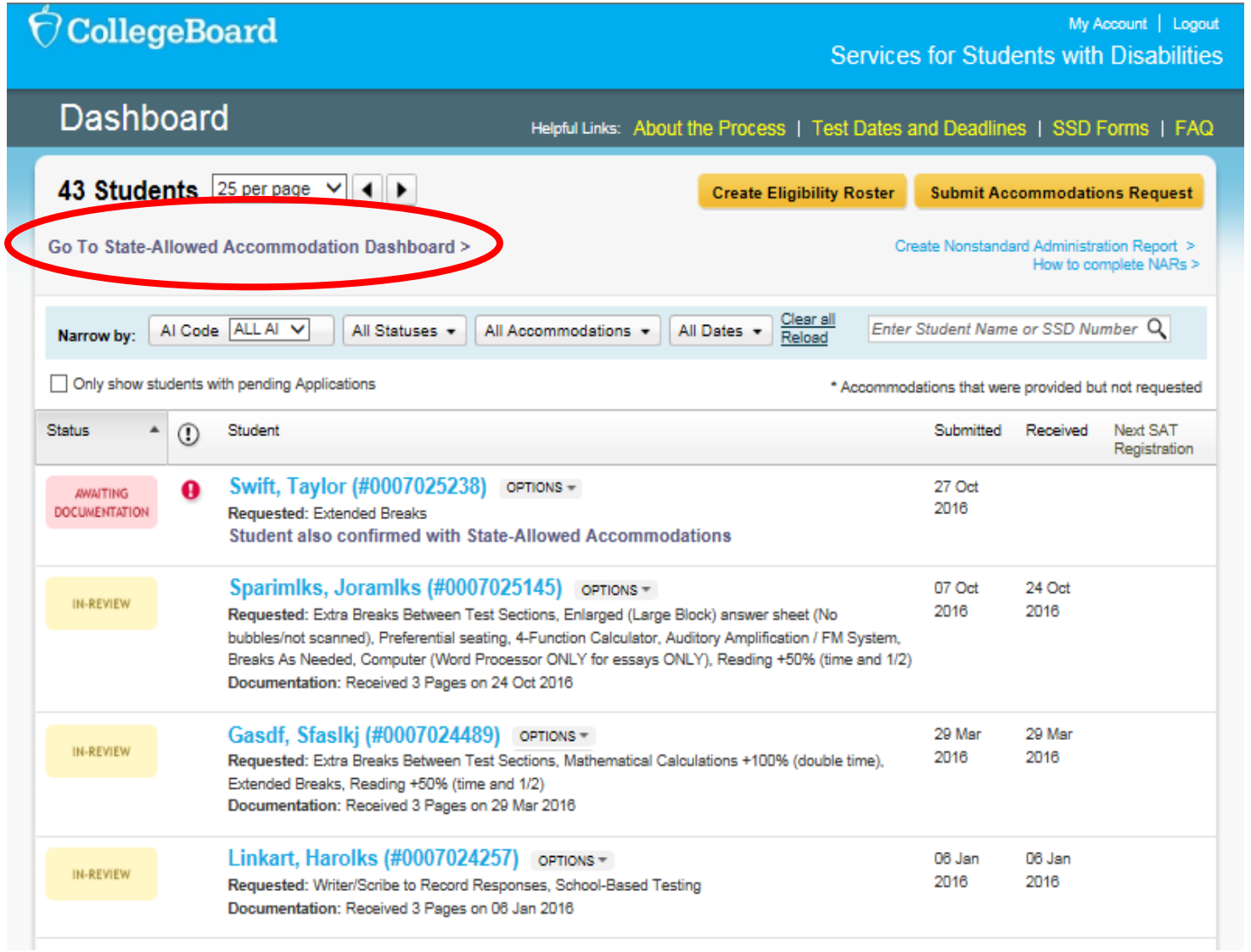
CollegeBoard

State-Allowed Accommodations (SAAs)

Recommended for 8th Graders

Submit an SAA Request

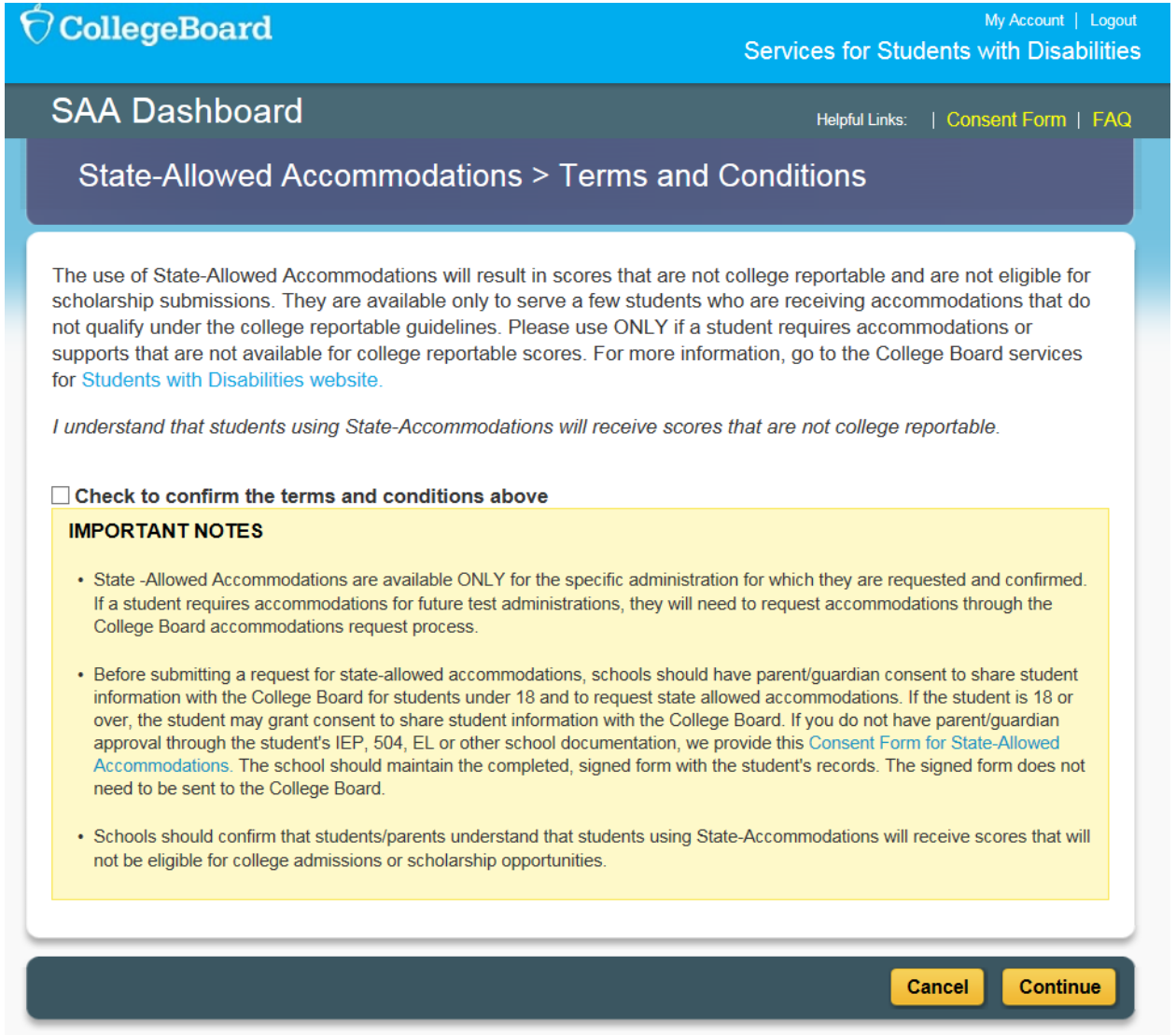
- Go to the SSD Online Dashboard
  Click link in upper left corner
  to access the SAA Dashboard.
- SAA Dashboard opens the week of January 14, 2020



CollegeBoard

Submit an SAA Request

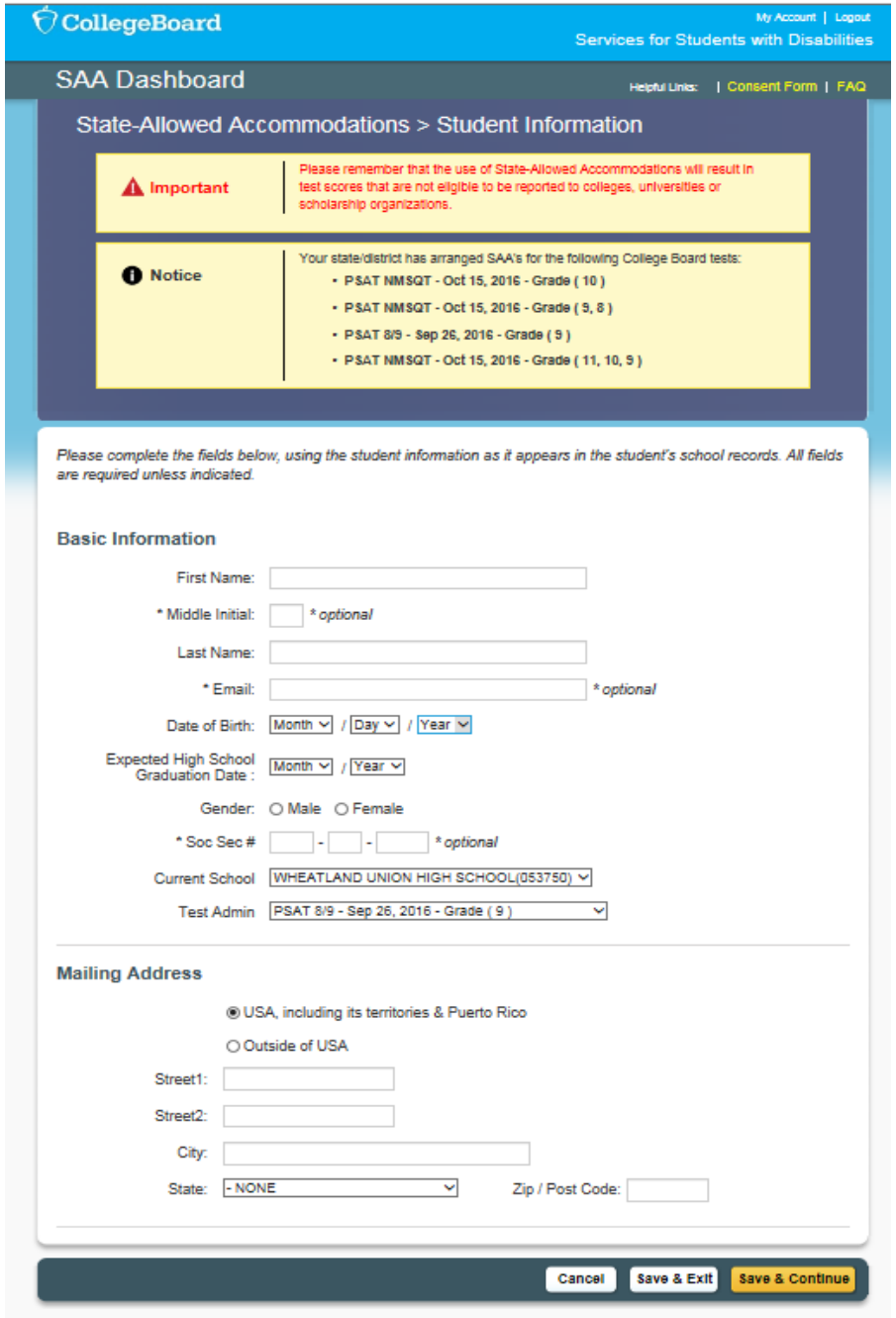
- The State-Allowed Dashboard is clearly marked to remind users these scores are not college or scholarship reportable.



CollegeBoard

Submit an SAA Request

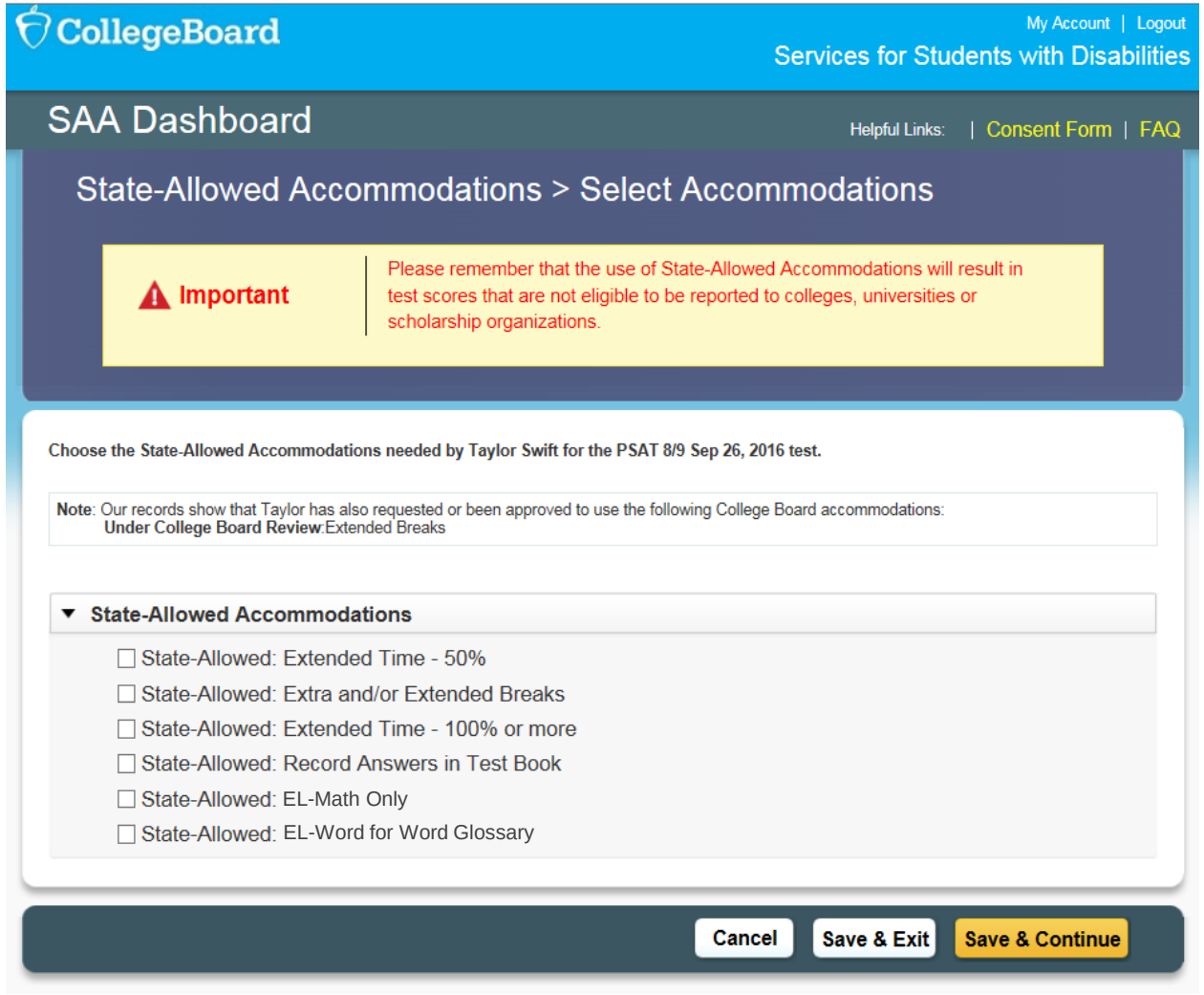
- Enter basic student information including name, home address, date of birth, and graduation date.



CollegeBoard

Submit an SAA Request

- Select the accommodation being requested.



CollegeBoard

Submit an SAA Request

- Review and submit request.
- Confirm parental consent.

All SAAs are automatically approved within a few days and do not require documentation.

CollegeBoard

English Learner Supports

English Learner (EL) Supports

Translated Test Directions for EL students

- Result in reportable scores and do not require advance approval
- Printed versions of the test directions will be downloadable for educators in February to distribute to students on test day as needed.
- Languages: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese.
  - New for 2020: French
- Other languages can be supported “on the fly” by approved translators.

Word-to-Word Glossary for EL students

- Result in reportable scores and do not require advance approval
- Updated list of glossaries will be available at www.Michigan.gov/mme and www.Michigan.gov/psat in January

CollegeBoard

English Learner (EL) Supports

50% Extended Time for EL Students

- Result in reportable scores
- Student receives 50% extended time on each section of the test.
- Must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, needs to be identified in SSD Online beginning the week of January 14, 2020.
- EL students using 50% extended time can be tested with other students using the same timing and test materials.
- Must be entered in SSD Online every year and does not remain in the system.

EL Supports

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

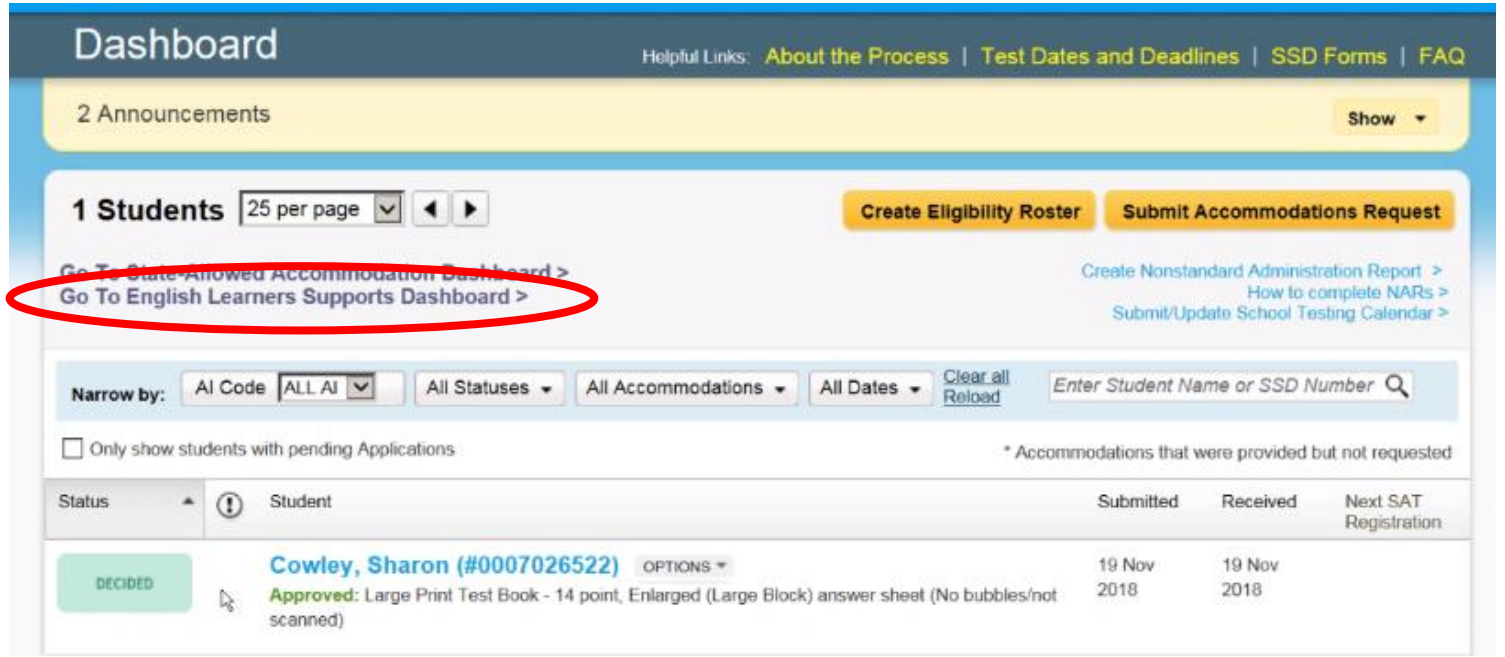
- To determine if providing EL supports are appropriate for students, refer to the *2020 Supports & Accommodations Guidance Document*
- Available at www.Michigan.gov/mme and www.Michigan.gov/psat

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

CollegeBoard

Entering Extended Time for ELs

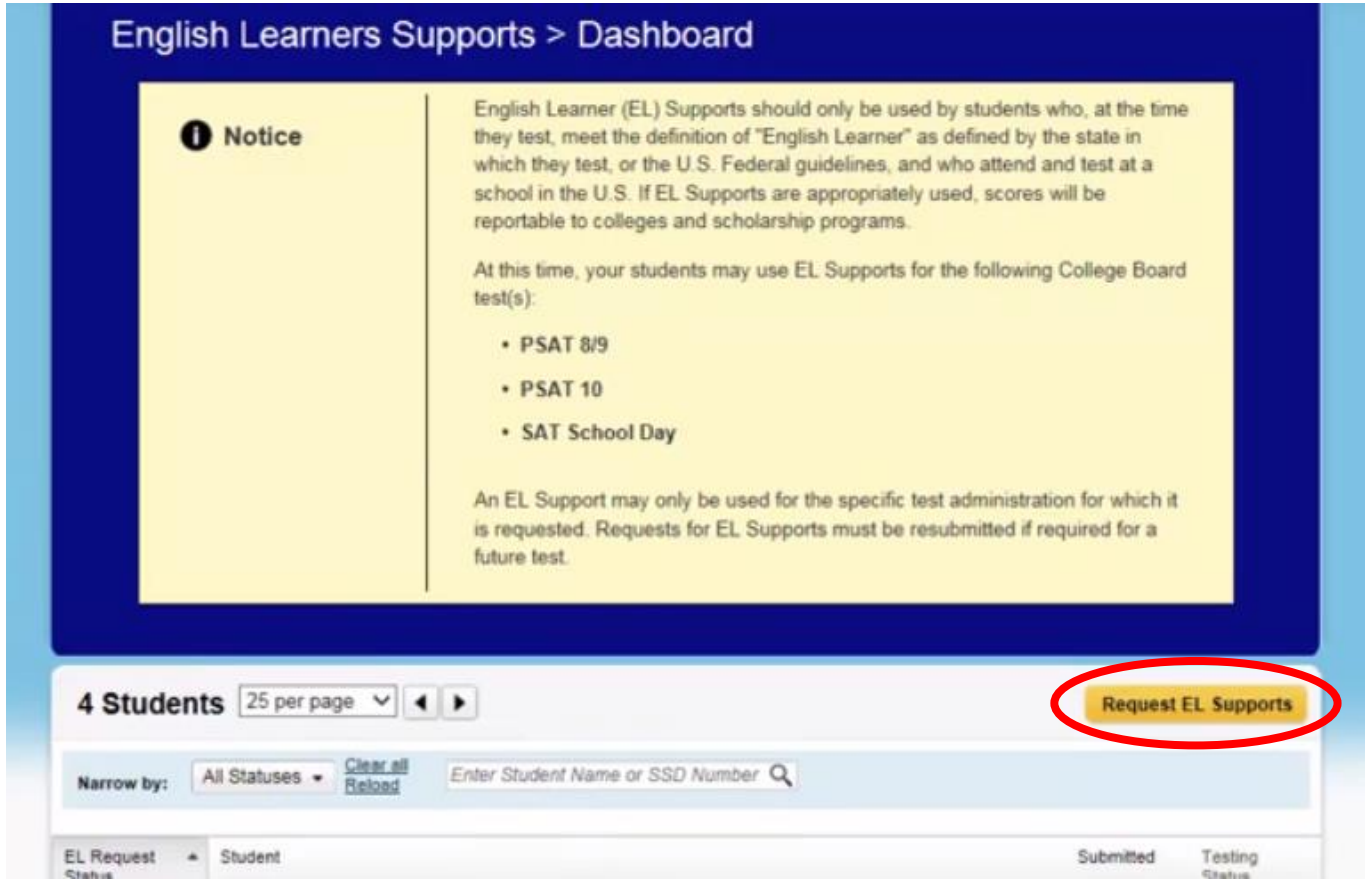
- **Beginning the week of January 14, 2020**, use the link: “Go to English Learners Supports Dashboard”
- This is where SSD coordinators will go to enter EL student information for 50% extended time (not necessary for glossary use or translated test directions)
  - No documentation is required



CollegeBoard

Entering Extended Time for ELs

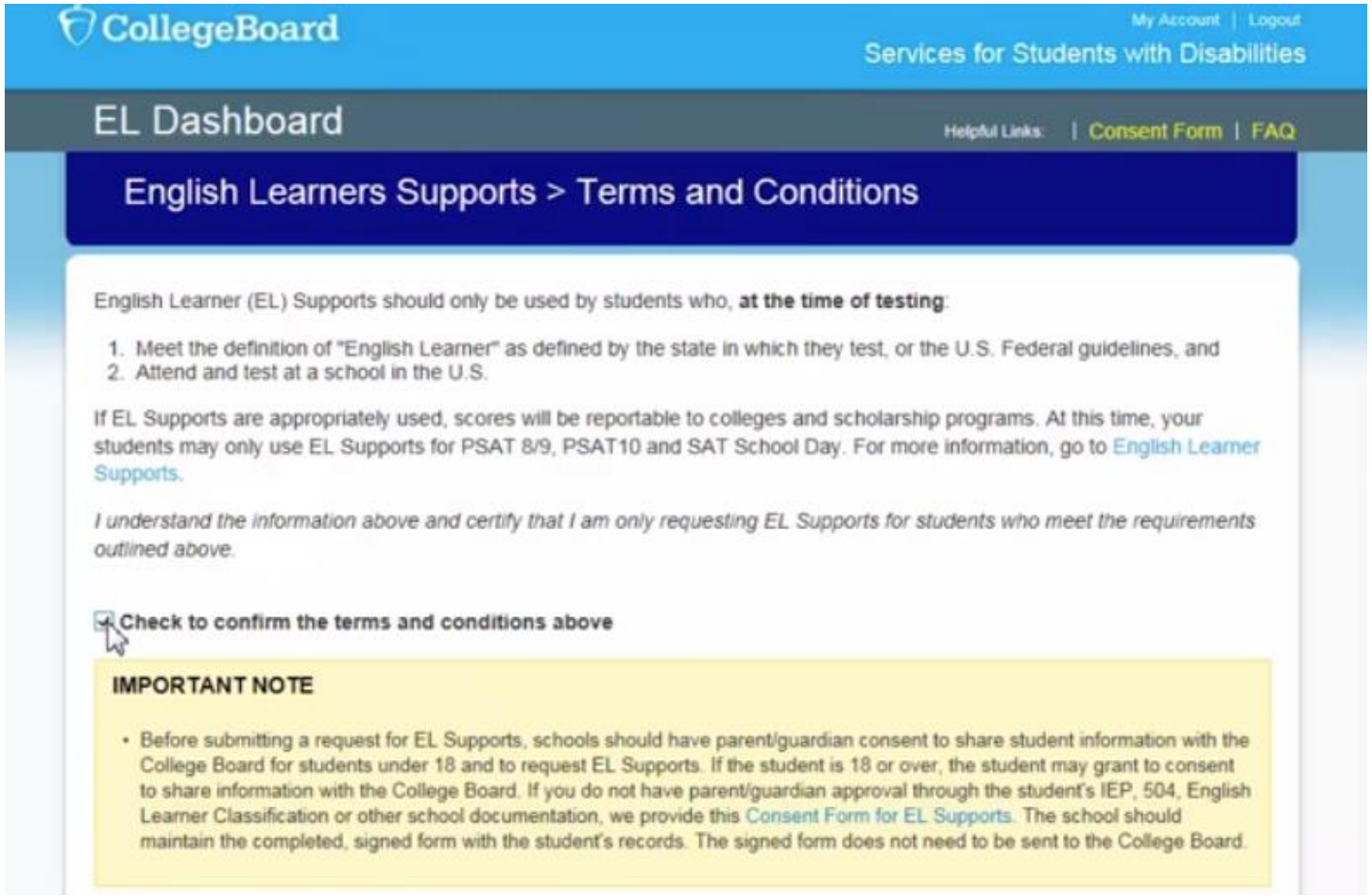
Click Request EL Supports



CollegeBoard

Entering Extended Time for ELs

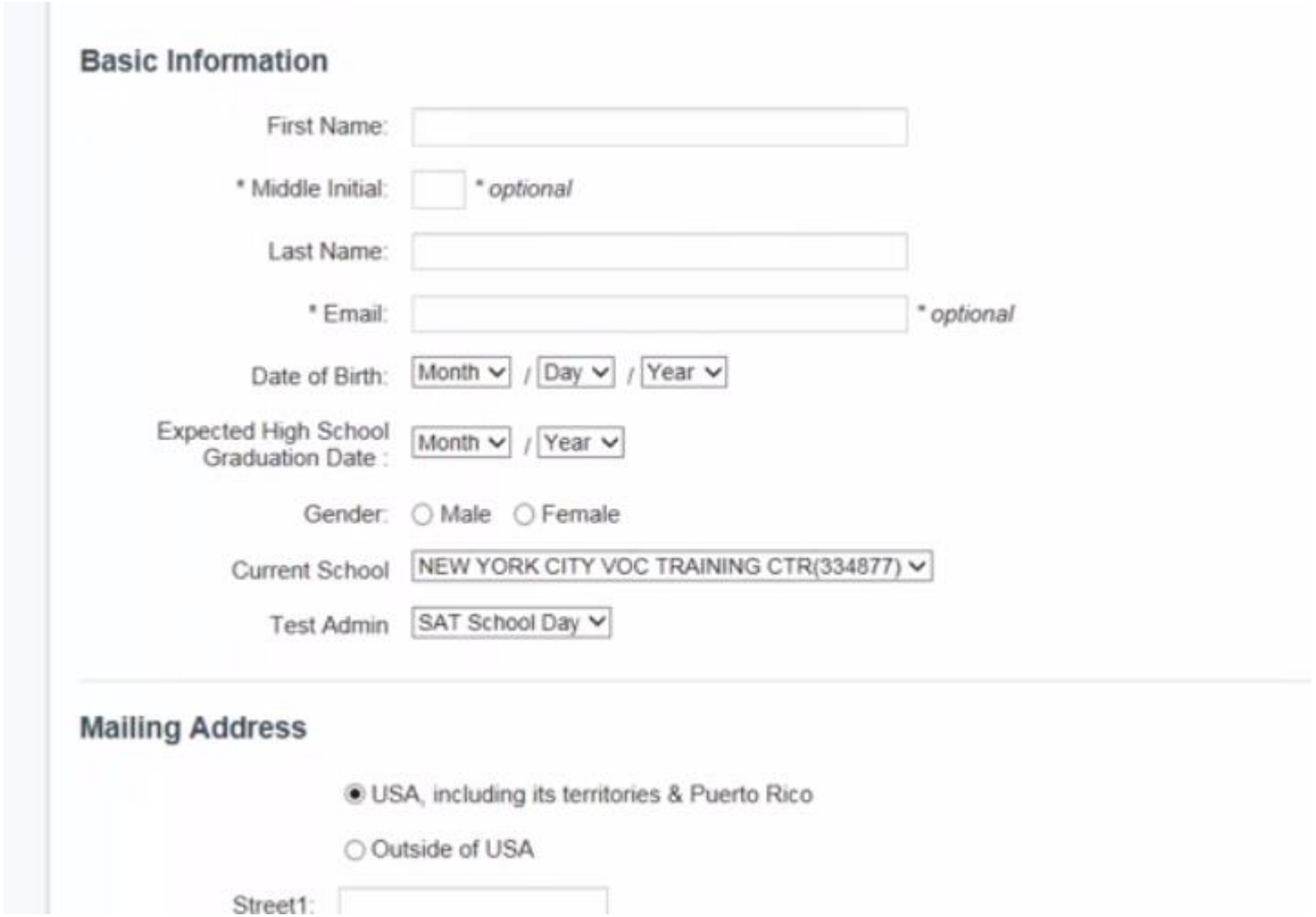
Verify that the student meets the definition of an English Learner and attend a school in the United States



Entering Extended Time for ELs

Enter Student Information

- Name
- Email (optional)
- DOB
- Expected Graduation Date
- Gender
- School
- Test Admin (SAT, PSAT 10, or PSAT 8/9)
- Mailing Address



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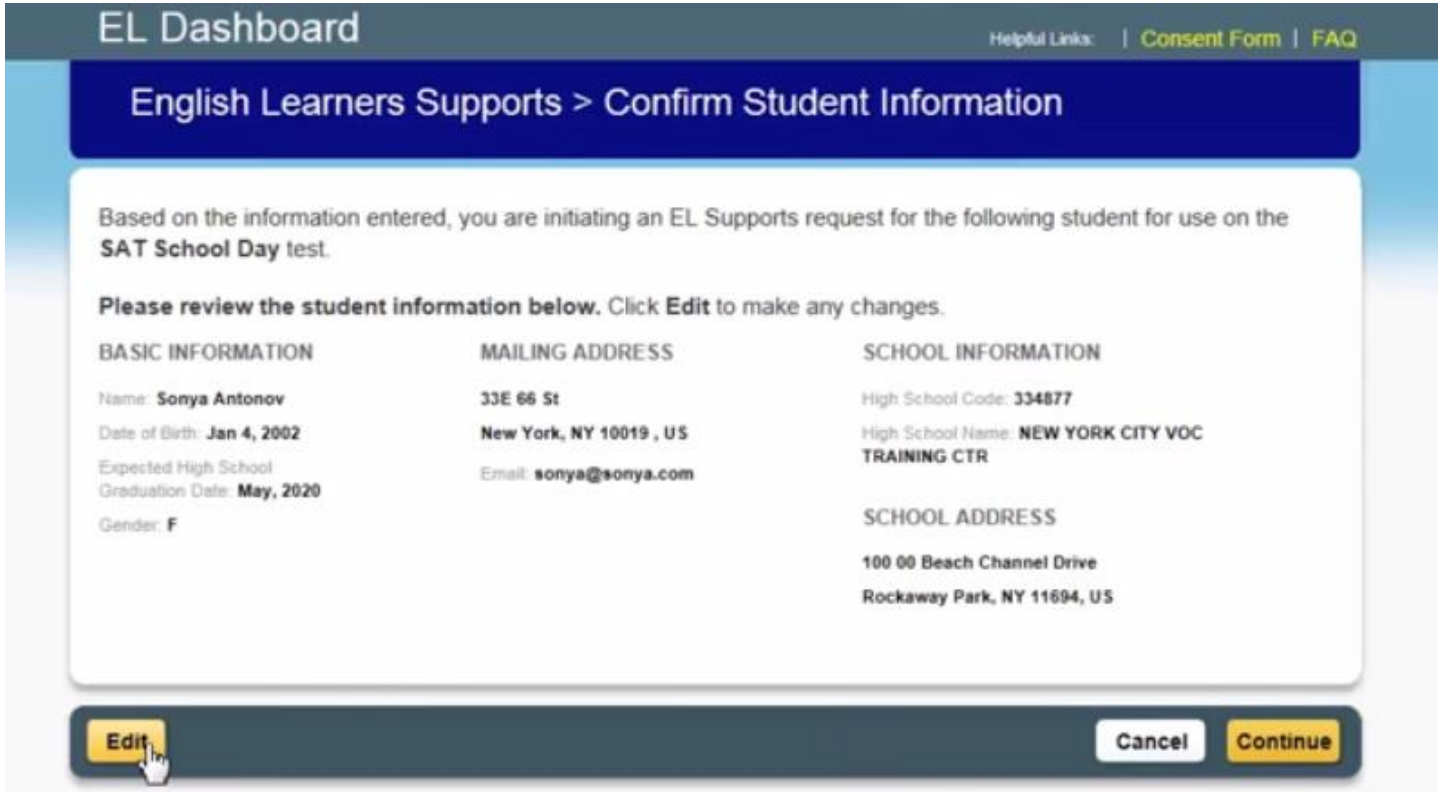
Entering Extended Time for ELs

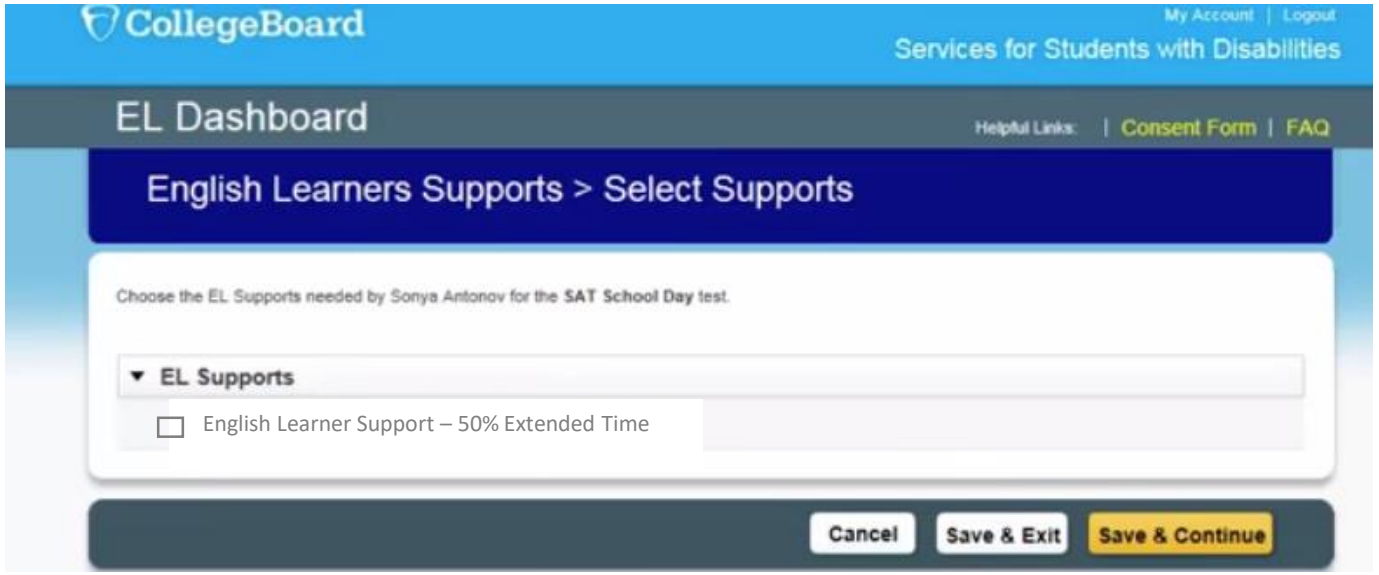
Confirm student information is entered accurately



CollegeBoard

Entering Extended Time for ELs

Select Extended Time (this will be the only option)

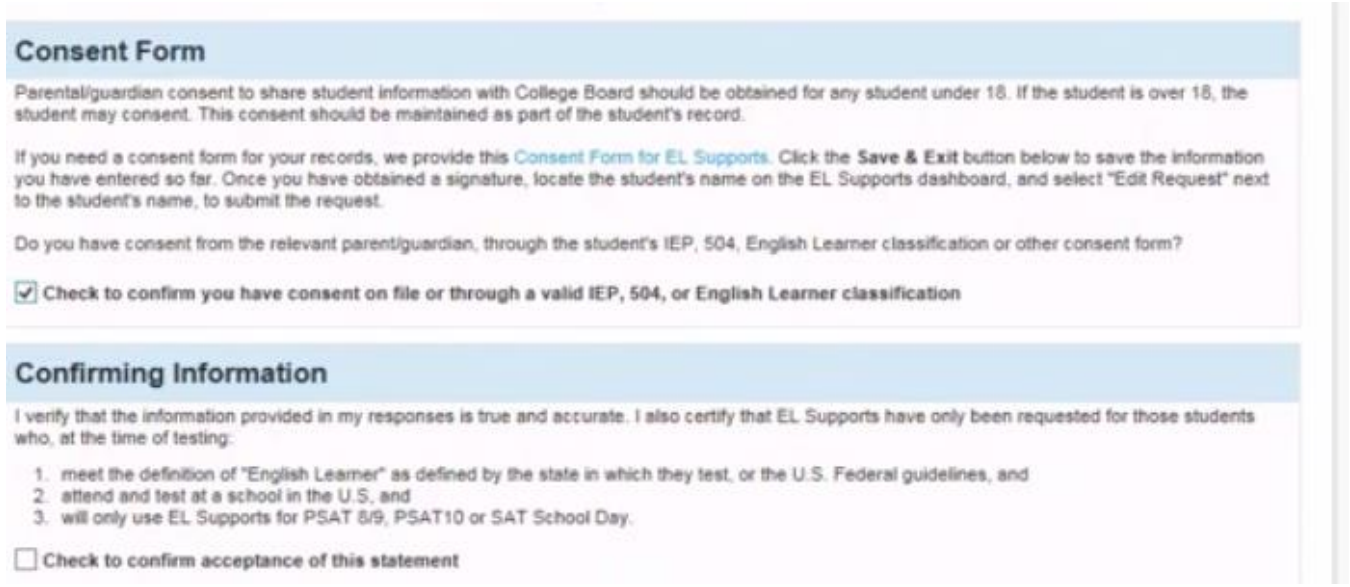


CollegeBoard

Entering Extended Time for ELs

Confirm Parental Consent

- Same consent guidelines apply as for accommodations
- A form is provided, but you can gather consent in whatever is acceptable for your district



Consent Form

Parental/guardian consent to share student information with College Board should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as part of the student's record.

If you need a consent form for your records, we provide this Consent Form for EL Supports. Click the **Save & Exit** button below to save the information you have entered so far. Once you have obtained a signature, locate the student's name on the EL Supports dashboard, and select "Edit Request" next to the student's name, to submit the request.

Do you have consent from the relevant parent/guardian, through the student's IEP, 504, English Learner classification or other consent form?

☑ **Check to confirm you have consent on file or through a valid IEP, 504, or English Learner classification**

Confirming Information

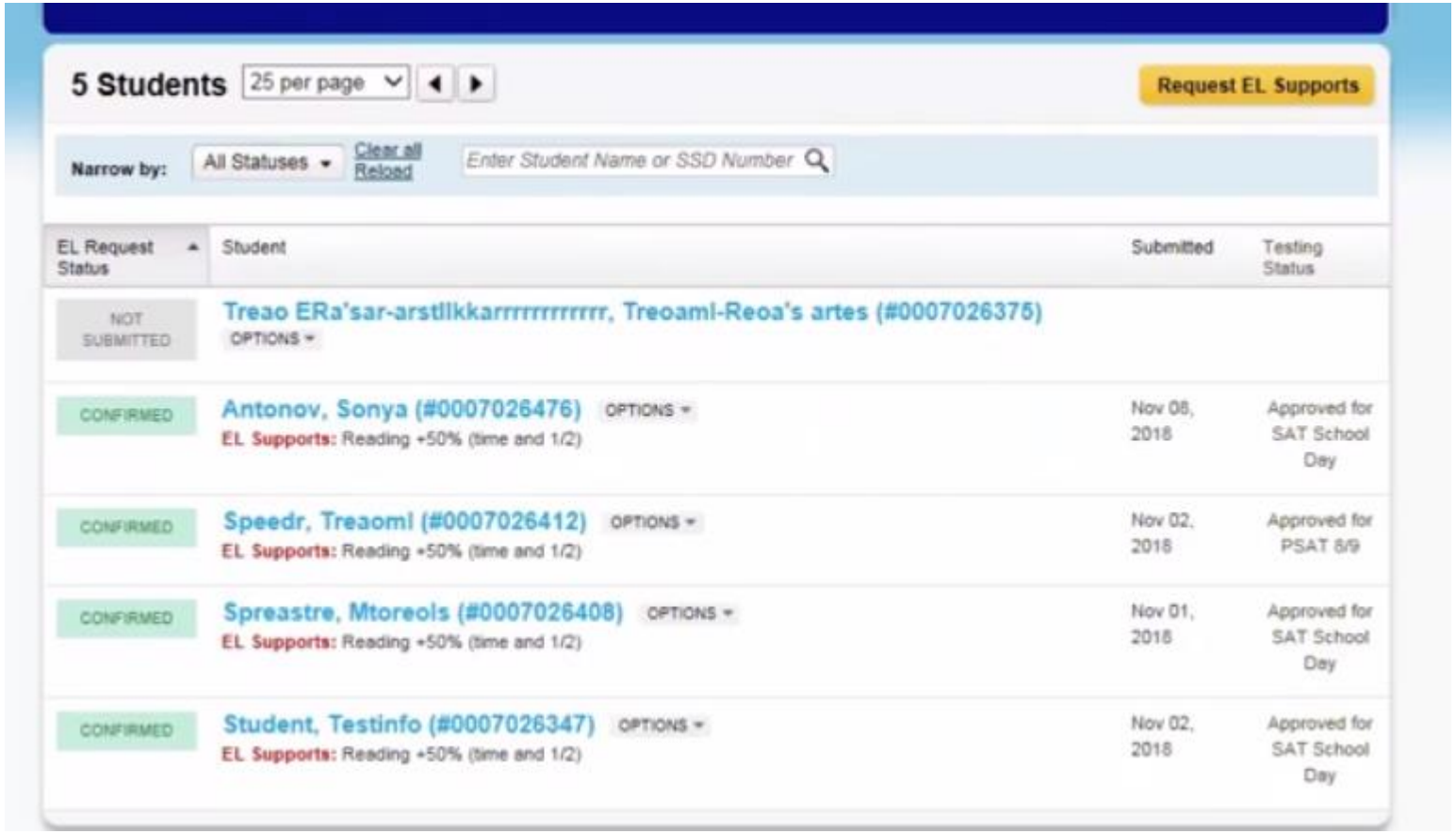
I verify that the information provided in my responses is true and accurate. I also certify that EL Supports have only been requested for those students who, at the time of testing:

1. meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and
2. attend and test at a school in the U.S, and
3. will only use EL Supports for PSAT 8/9, PSAT10 or SAT School Day.

☐ **Check to confirm acceptance of this statement**

Entering Extended Time for ELs

- Once submitted, the request will automatically be approved within a few days and status will be shown as “confirmed”
- Students will be listed on your EL Supports Dashboard



Math Only Exception

State-Allowed Accommodation

- Students that are identified as English Learner (EL) in the Michigan Student Data System (MSDS) and have been enrolled in U.S. schools for 12 months or less at the time of taking a state assessment may be eligible to receive a one-time exception from having to take the English language arts portion of state assessments.
- In order for a student to be eligible for an exception from the ELA portion of a state assessment, the student needs to:
  - Have taken the WIDA ACCESS Placement Test (W-APT) or WIDA Screener with their scores provided in the Secure Site.
  - Have taken the most recent administration of the summative WIDA ACCESS for ELLs or WIDA Alternate ACCESS if enrolled prior to the test administration window.
- Enter as a state-allowed accommodation starting January 14, 2020.
- A math-only version of the assessment will not be shipped. Students will use a lime test book but only be administered the math section.

English Learner Supports Summary

EL Supports Not Required to Enter in EL Dashboard in SSD Online

EL Support	Day(s)	What to Know
Translated Test Directions	1 Day	• Available for schools to print for students in February 2020
Word-to-Word Bilingual Glossary	1 Day	• Student must use a glossary on the approved list

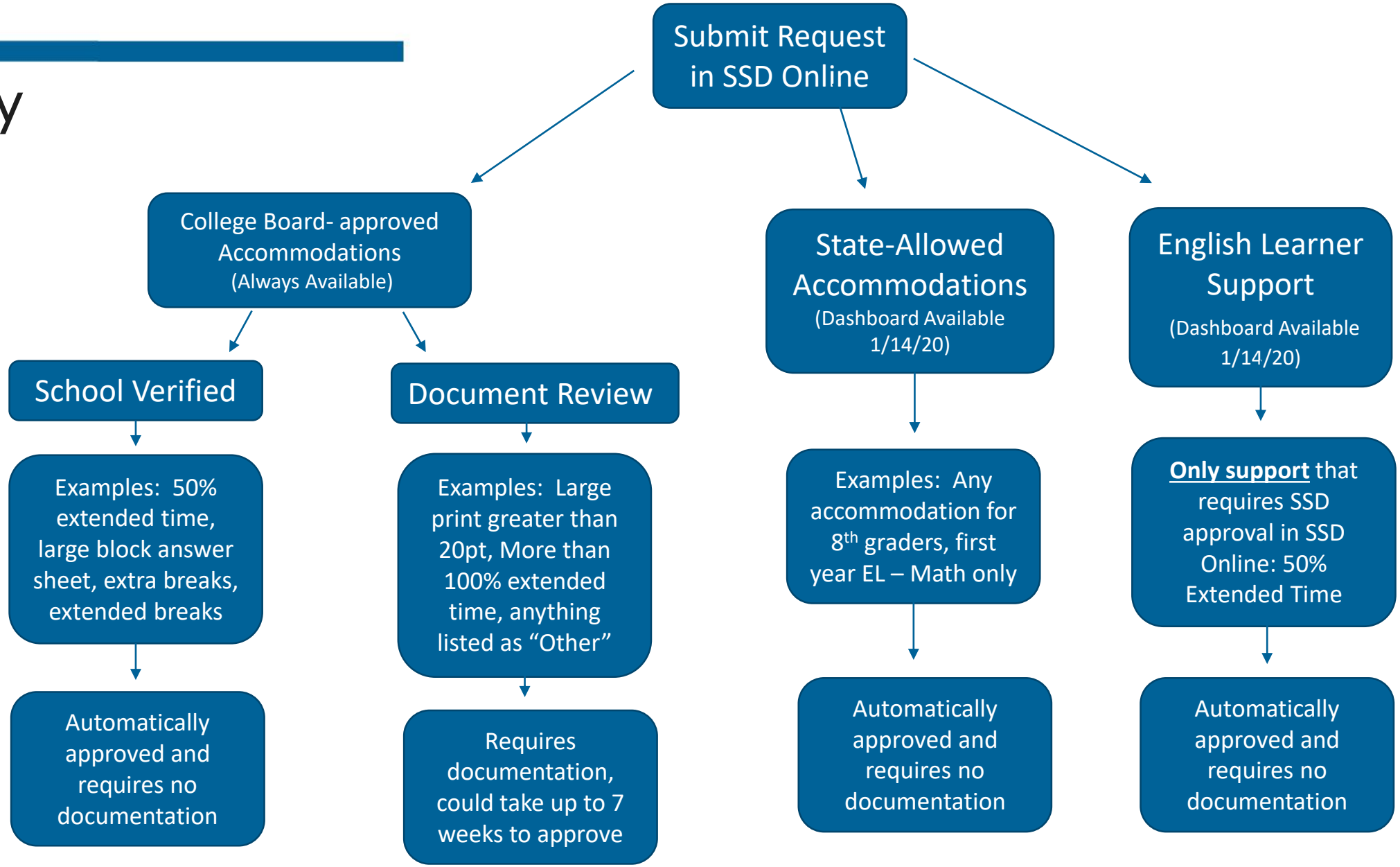
EL Support Required to Enter in EL Dashboard in SSD Online

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

EL SAA Required to Enter in SAA Dashboard in SSD Online

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

Summary



CollegeBoard

Manage Accommodations

Students with Prior Approvals

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

For students who had College Board-approved accommodations in 2019:

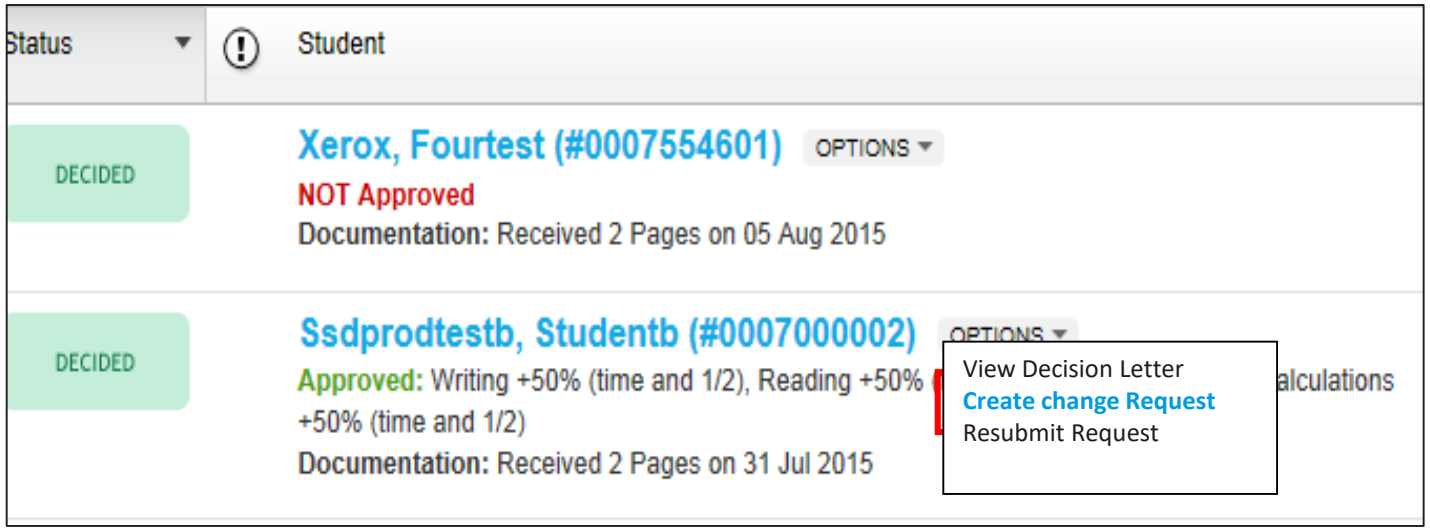
Spring 2019	Spring 2020	Action
School A	School A	Confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate in SSD Online. Re-application is not necessary.
School A	School B	Transfer student to new school in SSD Online. Then confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate.

For students who had state-allowed accommodations in 2019:

- Determine if state-allowed accommodations or College Board-approved accommodations are appropriate.
- Re-apply for state-allowed accommodations or apply for College Board-approved accommodations, as necessary.

Change an Existing Approval

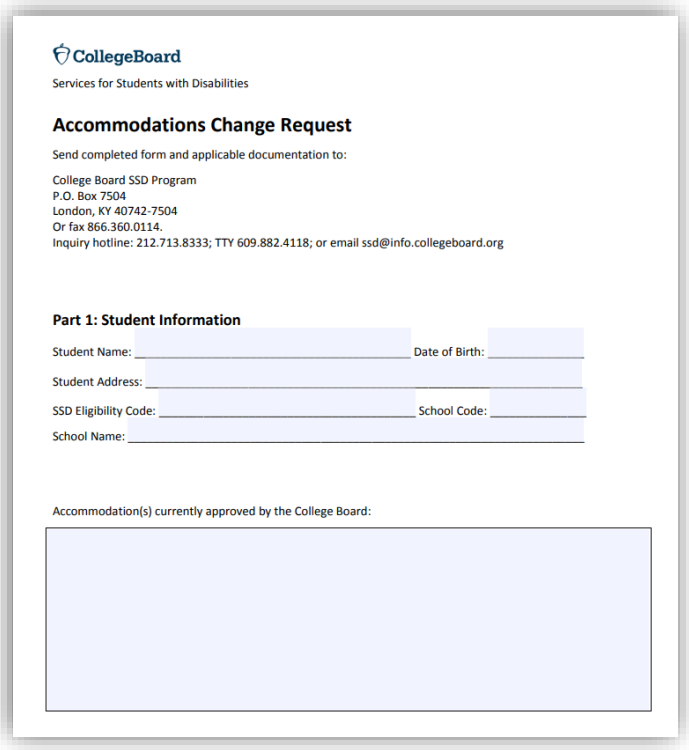
- A change may be required to:
  - Add or remove accommodations
  - Update student information, such as name
  - Update student graduation date
- To submit a change request:
  - From the SSD Online Dashboard, locate the student to change.
  - Select “Options.”
  - Click “Create Change Request.”
  - Print the change request form, annotate with requested changes, and fax the request form to SSD at (866) 360-0114.



Note: The request to add additional accommodations for a student typically requires supporting documentation.

CollegeBoard

Change Request Form



CollegeBoard

Services for Students with Disabilities

Accommodations Change Request

Send completed form and applicable documentation to:

College Board SSD Program
P.O. Box 7504
London, KY 40742-7504
Or fax 866.360.0114.
Inquiry hotline: 212.713.8333; TTY 609.882.4118; or email ssd@info.collegeboard.org

Part 1: Student Information

Student Name: _____ Date of Birth: _____

Student Address: _____

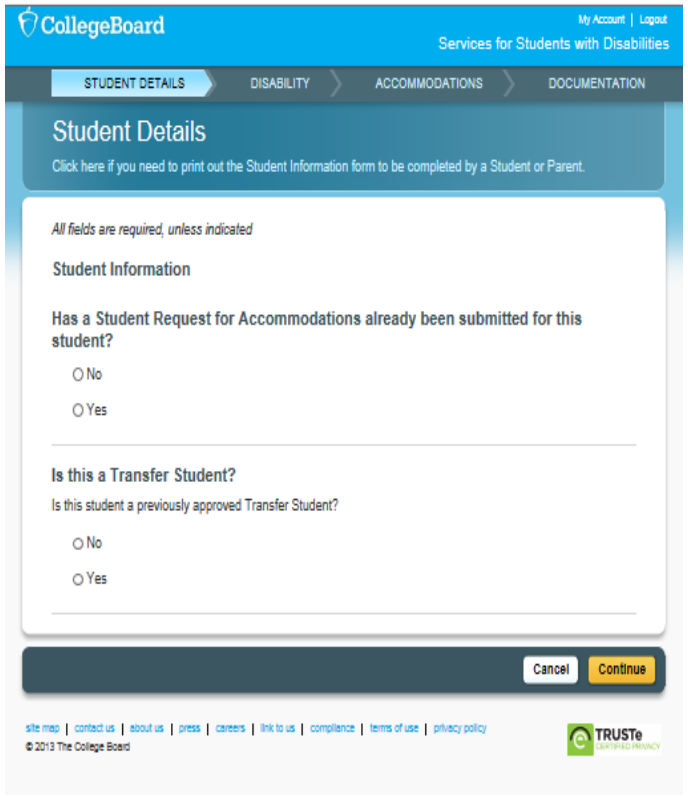
SSD Eligibility Code: _____ School Code: _____

School Name: _____

Accommodation(s) currently approved by the College Board:

- SSD Coordinators can also use a generic change request form available at: https://accommodations.collegeboard.org/pdf/ssd-accommodations-change-request.pdf
- Any request to remove accommodations requires a parental signature of concurrence.
  - Parents can sign the change request form directly.
- When a parental signature isn't submitted on the request form:
  - If a parent/guardian email is on file, the parent/guardian will receive an email from SSD. If no email is on file, the parent/guardian will receive a physical letter from SSD.
  - The notification will indicate to the parent/guardian that SSD has received notice to remove the accommodations.
  - If the parent/guardian wants the accommodations to remain in place, they will be asked to respond within 30 days.
  - If SSD does not receive a response from the parent/guardian, the accommodation will be removed after 30 days.

Add a Transfer Student



- Click “Submit Accommodations Request” in the top right corner of the dashboard.
- On the Student Details page, respond “Yes” to these two questions:
  - Has a request for accommodations already been submitted for this student?
  - Is this a Transfer Student?
- You will be asked for the student’s name, date of birth, and their College Board SSD number. To obtain a student’s College Board SSD number:
  - Ask the student or parent if they have a copy of the eligibility letter.
  - Have the student log in to their College Board account to obtain a copy of the eligibility letter.
  - Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
  - Contact the SAT School Day Educator Hotline, choose 1, and then choose the option for SSD.
    - The student must be present in order to provide permission to give the SSD number to the school.
- If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at your school, documentation review may be required.

CollegeBoard

Removing a Student From the Dashboard

Students will stay on your Dashboard for one year after graduation in the chance they need to take the SAT their senior year or after graduation. You do not need to remove these students from your dashboard.

To remove a student from your dashboard that no longer attends your school:

1. Login to SSD Online
2. From the dashboard, create eligibility roster
3. Print roster
4. Find the student's name that needs to be removed from your dashboard, and write this information on the roster about the specific student(s)
5. Fax annotated roster to (866) 360-0114.

CollegeBoard

The Nonstandard Administration Report (NAR)

Print the SAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

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

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

Print the PSAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary with SSD Numbers
  - Section 2: Guidance on testing specific accommodations
  - Section 3: Students who test during the accommodated window (will list everyone)
- Can be used as the room and attendance roster

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
[illegible]	[illegible]	#0007025842
		#0007025812
	altkjtl	#0007025801
		#0007025804
		#0007025825

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

___ Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

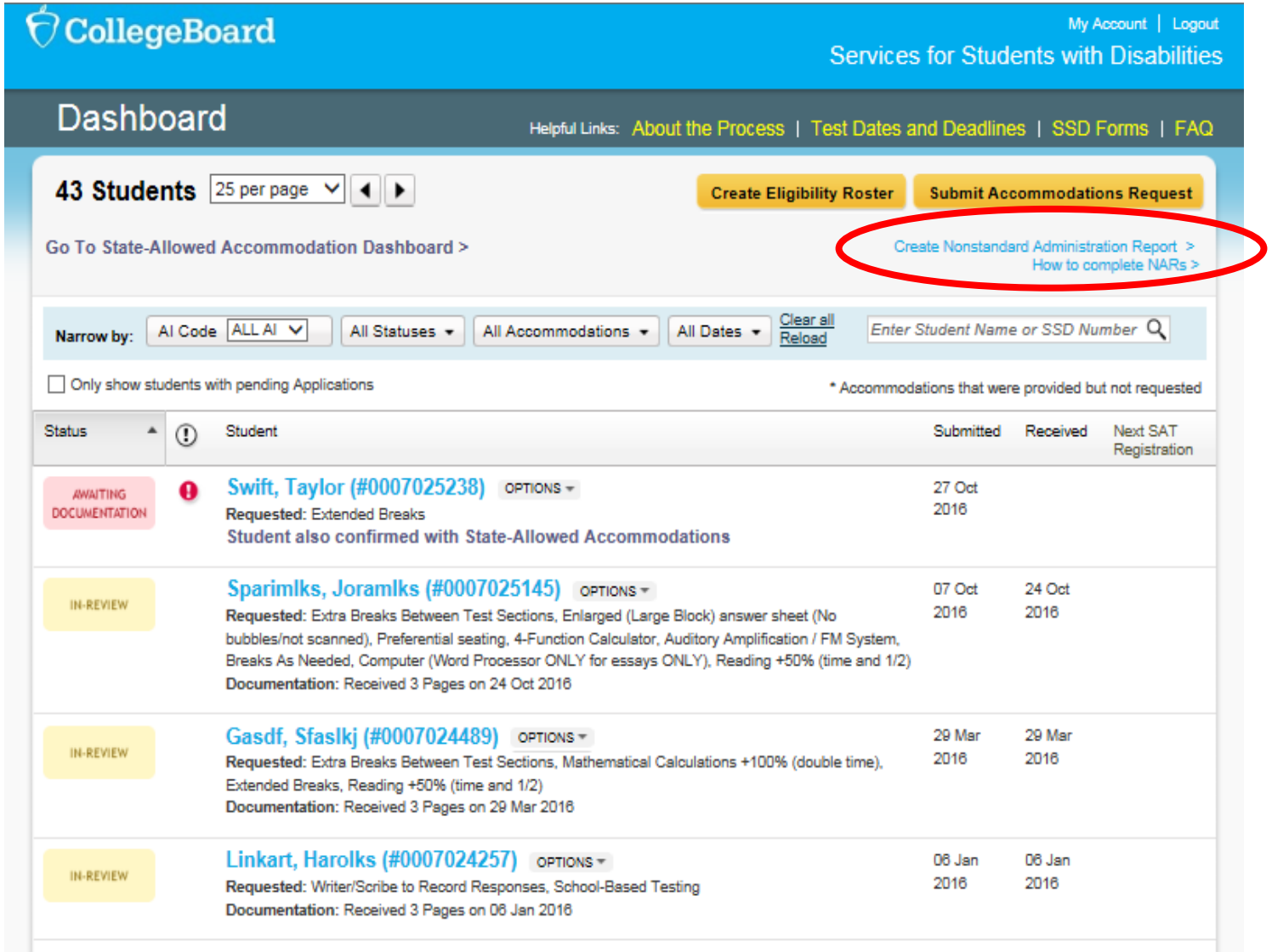
___ Small group setting

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

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

Printing the NAR

Available about 4 weeks prior to test day



CollegeBoard

Planning

SAT with Essay Accommodations and English Learner Supports Matrix

Room Type	Standard Room(s)		Non-Standard Room(s)		State-Allowed Room
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by MDE that do not result in a college reportable score
Where to find roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Accommodation Examples	• No accommodations	• 14 pt Large print • Large-block answer sheet • Magnifier • Written copy of oral instructions • Permission for food/medication • Wheelchair accessibility • Preferential seating • Record answers in test book • Use of colored overlay • Auditory amplification/FM system • Sign language interpreter for test directions	• Extended breaks • Extra breaks • Four-function calculator on math test-no calculator section • Permission to test blood sugar • Small group setting • 50% Extended Time (Math only) • 50% Extended time (Essay only)	• 20 pt Large print • MP3 Audio • Braille • 50% Extended time (All sections) • 100% Extended time (All sections) • 100% Extended Time (Essay only) • 100% Extended Time (Math only) • One-to-one testing • Breaks as needed • Magnifying machine • Braille writer • Reader • Writer/scribe to record responses • ATC format • Computer for essay • Home/hospital testing • Late start time • Limited testing time	• ASL interpreter for test content • ASL responses by student
English Learner Supports	• Translated test directions • Word-for-word glossaries			• 50% Extended Time (All sections)	• EL Math Only
Test Date(s)	April 14, 2020	April 14, 2020	April 14, 2020	April 14-28, 2020	April 14-28, 2020
Make-Up Test Date(s)	April 28, 2020	April 28, 2020	April 28, 2020	Anytime in window	Anytime in window
Number of Testing Days	One-day	One-day	One-day	One- or two-day testing (see NAR for official designation)	One- or two-day testing (see NAR for official designation)
SAT Test Book Colors	Purple	Purple	Purple	Blue	Lime

NAR = Nonstandard Administration Report

CollegeBoard

Planning

PSAT 8/9™ for Grades 8 and 9, PSAT™ 10 Accommodations and English Learner Supports Matrix

Room Type	Standard Room(s)		Non-Standard Room(s)	State-Allowed Room
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by MDE that do not result in a score reportable for scholarship opportunities
Where to find roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Accommodation Examples	• No accommodations	• 14 pt Large print • Large-block answer sheet • Magnifier • Written copy of oral instructions • Permission for food/medication • Wheelchair accessibility • Preferential seating • Record answers in test book • Use of colored overlay • Auditory amplification/FM system • Sign language interpreter for test directions	• Extended breaks • Extra breaks • Breaks as needed • Four-function calculator on math test-no calculator section • Permission to test blood sugar • Small group setting • 20 pt Large print or greater • **MP3 Audio** • 50% Extended time (All sections) • **100% Extended time (All sections)** • 50% Extended Time (Math only) • 100% Extended Time (Math only) • One-to-one testing • Magnifying machine • Braille or Braille writer • Reader • Writer/scribe to record responses • ATC format • Home/hospital testing • Late start time • Limited testing time	• ASL interpreter for test content • ASL responses by student • Any accommodation in the 2nd and 3rd columns that have been requested as state-allowed accommodations
English Learner Supports	• Translated test directions • Word-for-word glossaries		• 50% Extended time (All sections)	• EL Math only
Where to find roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Test Date(s) for PSAT 8/9 for Grade 8	April 14, 2020	April 14-28, 2020	April 14-28, 2020	April 14-28, 2020
Test Date(s) for PSAT 8/9 for Grade 9 and PSAT 10*	April 14, 15, or 16, 2020	April 14-28, 2020	April 14-28, 2020	April 14-28, 2020
Makeup Date(s)	April 15-21 or April 28-29, 2020	Anytime in Window	Anytime in Window	Anytime in Window
Number of Testing Days	One-day	One-day	One-day (Only MP3 Audio and 100% extended time are two-day tests)	One-day
PSAT 8/9 Test Book Colors	Dark Red	Dark Red	Dark Red	Lime
PSAT 10 Test Book Colors	Orange	Orange	Orange	Lime

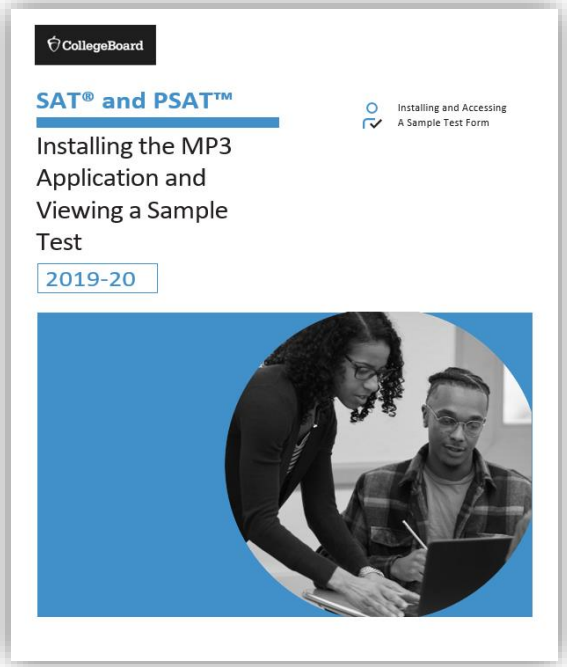
NAR = Nonstandard Administration Report

CollegeBoard

MP3 Audio Changes

Changes to MP3 Audio

There are helpful step-by-step directions in SSD Online



- Instead of shipping flash drives to schools, the MP3 audio files will be available to download from SSD Online.
- Although the streaming option is designed to enhance the testing experience for students and allow for additional security and convenience for those administering the SAT with Essay, PSAT 10, and PSAT 8/9, there are some set-up activities that are required:
  - **Prior to test day**, an application needs to be installed and tested on each computer used for MP3 audio testing.
    - If you already installed the application for fall College Board testing, you do not need to reinstall. You will use the same application.
    - Once installed, test the application to ensure it will work for your students on test day.
  - **On test day**, download the audio files.

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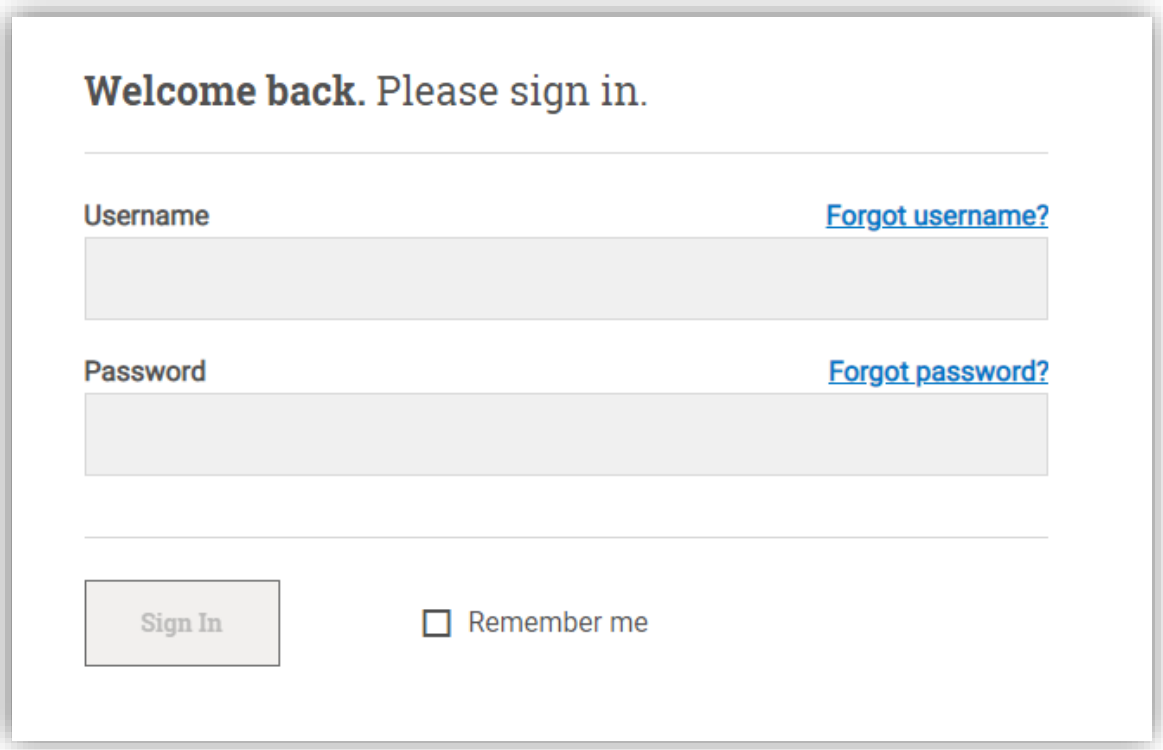
MP3 Audio: Install the Application

Prior to Test Day

Install the Application

1. Access the link available in SSD Online. https://cbsso.collegeboard.org/idp/startSSO.ping?PartnerSpId=ETSMP3&appId=229
2. Sign in with your College Board professional account.
   - Installing the application requires access to SSD Online.



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MP3 Audio: Install the Application

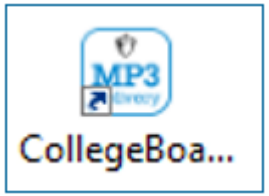
Prior to Test Day

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

3. Once your SSD Online credentials are verified, you will see a screen that has links for installing the MP3 application for computers that use Windows or a Mac.
    - If your school uses Chromebooks, the 3rd link will bring up a set of mass installation instructions that can be shared with your IT department to push the application to all Chromebooks.

4. Select the appropriate operating system and follow the instructions on the screen to install the application.

5. Once the application has been installed, an icon for the application will be available on the desktop.



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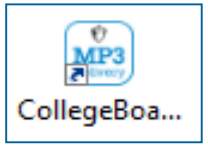
MP3 Audio: Test the Application

Prior to Test Day

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

Test the Application

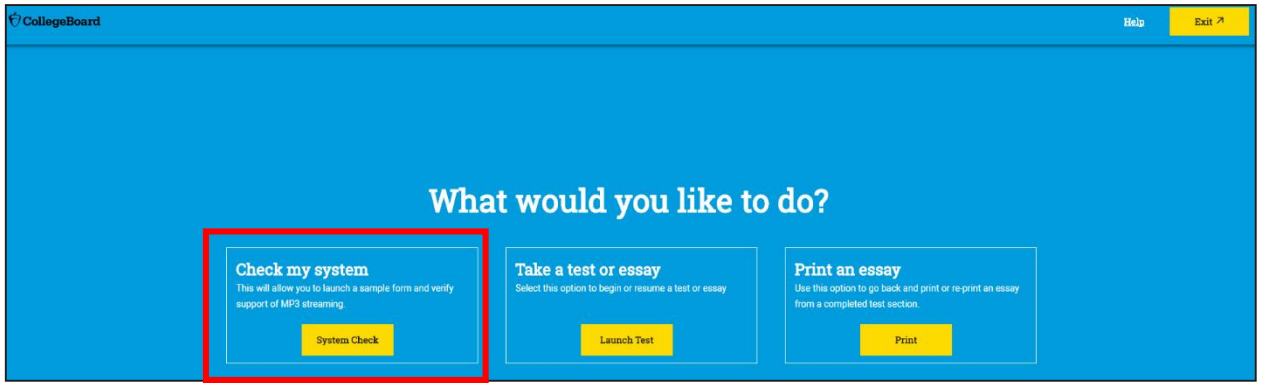
1. Select the icon for the MP3 Delivery application.



2. Login using your College Board professional account.

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

4. Follow the instructions on the screen or in the step-by-step guide available in SSD Online.



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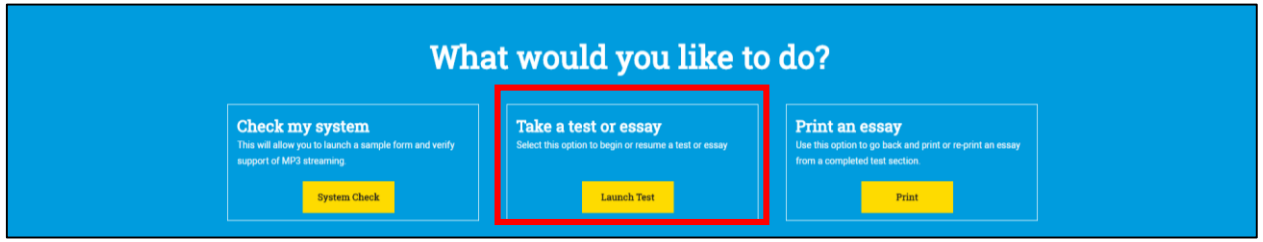
MP3 Audio: Download Test Forms

Can only be done on test day

Download the test forms

1. On test day, for each workstation or computer where students will use MP3 audio:
    - Select the icon for the MP3 Delivery application.
2. Login using your College Board professional account
3. Select “Launch Test”
4. Follow the instructions that will be available in your Coordinator Manual (PSAT 8/9 and PSAT 10) or Accommodated Testing Manual (SAT with Essay)



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Flash Drives

College Board Support Line for Michigan Educators:

(866) 870-3127

- It is expected that schools will utilize the new streaming application.
- Flash drives may still be requested for the following reasons:
  - For schools that download and test the application, but cannot get it to work properly
  - If you will not have internet access on test day to download the audio files
- Call the Michigan Educator Support line, select the option for SSD.
  - Call by February 24, 2020 if you need flash drives

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More Information to Come

- For assistance, there are various resources available in SSD Online, including short videos.
- For spring testing, SSD coordinators will be provided with access codes to provide to proctors to access the MP3 audio application.
  - This will allow more people to have access to administer the test but will not have access to SSD Online.
- Look for future articles in Spotlight for additional information about proctor access to the MP3 audio application and other helpful reminders and resources.

Obtaining Materials

Testing Materials

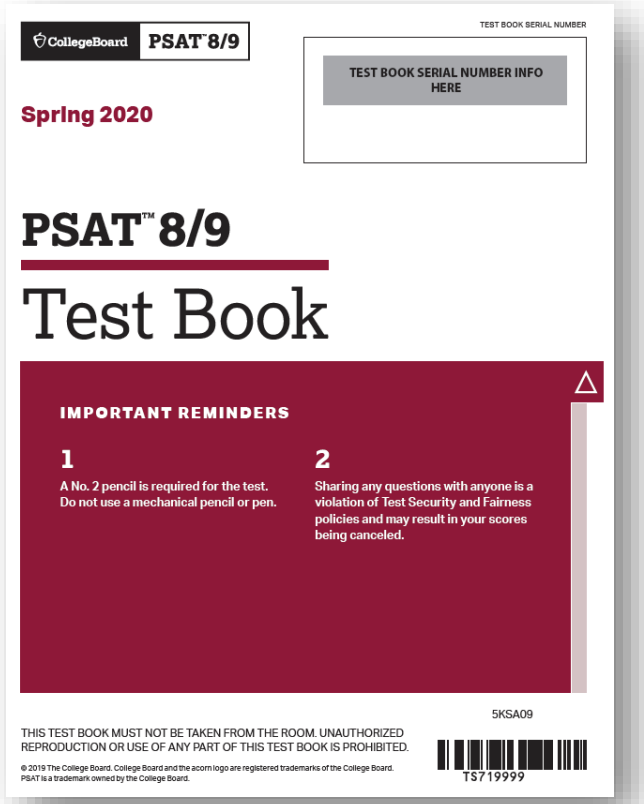
Will arrive the week of March 24

Accommodated testing materials:

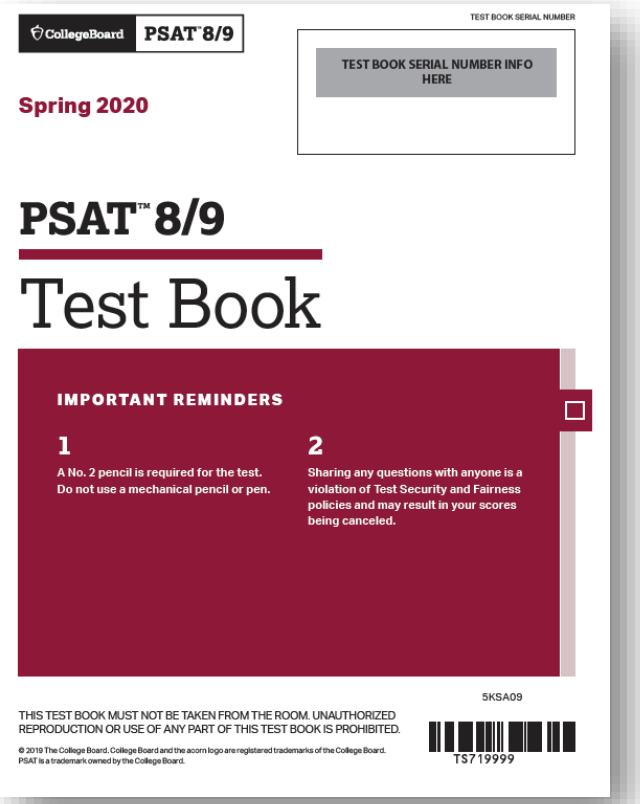
- Addressed to the test coordinator for that assessment. The test coordinator is responsible for maintaining the security of test materials.
- Are not designated for specific students (materials will simply be sent and coordinators will distribute based on approvals).
- Sent **automatically** based on any accommodation requests in the **pending** and **approved** status by 2/24/20
  - Materials are sent for requests in the pending status in the chance that the approval is granted before test day
  - Therefore, it is important to get requests in by the deadline
- Will be automatically sent for the students in the eligible grades for that assessment
  - PSAT 8/9 for Grade 8: 8th graders
  - PSAT 8/9 for Grade 9: 9th graders
  - PSAT 10: 10th graders
  - SAT with Essay: 11th and 12th graders
  - For instance, this means that schools will automatically receive accommodated SAT with Essay materials for all 11th and 12th grade students in the pending and approved status in SSD Online, no matter if you plan to test 12th graders or not.
  - Therefore, you will likely receive extra accommodated materials.

PSAT 8/9 Test Books

- 8th and 9th graders will use different test books this year and therefore cannot test in the same room.
- **Keep test books for each grade separated as you sort and prepare materials for testing.**



8th Grade = Triangle



9th Grade = Square

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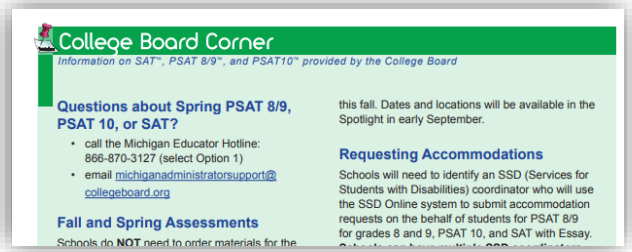
Have Additional Questions?

Spotlight

www.michigan.gov/mde-spotlight

College Board Corner: Implementation information for Michigan PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay



College Board Corner

Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email michiganadministratorsupport@collegeboard.org

Fall and Spring Assessments

Schools do **NOT** need to order materials for the

this fall. Dates and locations will be available in the Spotlight in early September.

Requesting Accommodations

Schools will need to identify an SSD (Services for Students with Disabilities) coordinator who will use the SSD Online system to submit accommodation requests on the behalf of students for PSAT 8/9 for grades 8 and 9, PSAT 10, and SAT with Essay.

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Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

September 19, 2019

Quick Links … take you directly to articles or sections …

- Secure Site Down for Maintenance September 20, 2019
- Kindergarten WIDA Screener Field Test Opportunity
- Do You Need to Score Your Online WIDA Screener?
- 2019-2020 Guide to State Assessments
- Focus on Assessment Literacy
  - What can we learn from state summative assessment score reports and what should we do with that knowledge?
- College Board Corner
- ACT WorkKeys
- Important Dates
- Contacts

Key: Reminder (previously run article)

Secure Site Down for Maintenance September 20, 2019

On **Friday, September 20, 2019** the OEAA Secure Site will be down for required maintenance in the early morning hours. If everything goes as planned, the Secure Site will be back up by 7:00 AM. If you are administering the Early Literacy and Mathematics Benchmark Assessments (K-2), we advise that you have students who will be testing on September 20 pre-identified on the Secure Site by September 19 to ensure the school doesn't incur any delays in testing.

This will only affect activities on the Secure Site and does not affect the testing of the Fall 2019 Early Literacy and Mathematics Benchmark Assessments in INSIGHT.

Kindergarten WIDA Screener Field Test Opportunity

WIDA is developing a new Kindergarten screener that can be used to identify Kindergarten English learners. This test will eventually replace the Kindergarten W-APT. **WIDA is seeking schools that can administer this paper/pencil Kindergarten Screener to at least 20 students between January 6 and February 28, 2020**. WIDA will provide all test materials and a test administration manual to make the testing process as easy as possible. Sites that successfully complete the field test will receive $100. If interested in participating, complete the sign-up form (https://bit.ly/2TBA27q).

Questions about this field test opportunity can be directed to Joy Pfeiffer at jcpfeiffer2@wisc.edu or by phone at 608-263-2735.

Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

vsletter Spotlight

be to the Weekly Spotlight on Student Assessment and Accountability in Your Email!

locate a topic covered in a Spotlight communication, hold down the Ctrl key and click on the F key ox and type in a word or two. This will allow you to search through the Summary of Communication Spotlight that contains a specific topic without having to scroll through each one.

UBJECT	SUMMARY OF COMMUNICATION
y Spotlight udent sment and ntability	Agenda for 2016 Student Assessment and Accountability Fall Webcast; Embargoed Spring 2016 WorkKeys Student Data File is Now Available; August 3, 2016 ESSA Notes Newsletter; Guidelines for 2016-16 English Learner (EL) Exits; 2016-16 Graduation Rate Appeals Window; NAEP is looking for a few good men and women; 1% MI-Access Proficiency Cap Exception Applications Due Soon!; Sending Scores Back Program Applications Due Soon! SAT Corner; Important Dates

Accommodations and Supports Handbook for SSD Coordinators

Updated version will be available at www.Michigan.gov/mme and www.Michigan.gov/psat

Look out for an update in Spotlight when it becomes available.

An updated Accommodations and Supports handbook will be available in December. It includes detailed information for all College Board assessments as well as information such as:

- Accessing SSD Online
- Requesting Accommodations
- Information about each accommodation such as how many days the student tests, when to schedule the student, and how to administer the assessment with that accommodation

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Testing Manuals

Available in February

- College Board will provide a Michigan-specific manual for SAT with Essay, PSAT 10, and PSAT 8/9.
- The SAT School Day manuals provide specialized information to each type of test day staff.
  - Coordinator Manual
    - Includes information about the test day set-up, preadministration session, forms, and return of standard and nonstandard materials
  - Standard Testing Manual
    - Includes all test day scripts and information needed by proctors in standard rooms
  - Accommodated Testing Manual
    - Includes test day scripts for proctors in accommodated rooms
- The PSAT 10 and PSAT 8/9 manuals include information for the coordinator and scripts for proctors.

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Thank You!

Resources

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