

MICHIGAN

Coordinator Implementation Handbook

SAT School Day, PSAT 10, and
PSAT 8/9

General Information

The Michigan Department of Education is providing the SAT[®] with Essay, the PSAT[™] 10, and PSAT[™] 8/9 for Grades 8 and 9, for eligible students.

	SAT with Essay	PSAT 10	PSAT 8/9 for Grade 9	PSAT 8/9 for Grade 8
Initial Test Date	April 14, 2020	April 14, 15, or 16, 2020	April 14, 15, or 16, 2020	April 14, 2020
Makeup Test Date	April 28, 2020	April 15–21 or April 28–29, 2020	April 15–21 or April 28–29, 2020	April 15–21 or April 28–29, 2020
Accommodated Testing Window	April 14–28, 2020	April 14–28, 2020	April 14–28, 2020	April 14–28, 2020

Testing Dates

- All students, unless absent, are expected to test on April 14, 2020 for the SAT with Essay and PSAT 8/9 for grade 8.
- Schools can choose which of the 3 dates (April 14, 15, or 16) they prefer for their initial test date for PSAT 8/9 for grade 9 and PSAT 10.
 - Schools can elect to administer the test to different grades on different days or test all grades on the same day.
 - All students in the same grade in the standard testing rooms must be tested on the same day.
- **Grades 8 and 9 MUST be tested separately this year.**

Testing Times

- Following the standard testing schedule, testing room doors close at 8 a.m. to complete test day administrative activities.
- Schools may alter the start time by 30 minutes, and may therefore close testing room doors as early as 7:30 a.m., or as late as 8:30 a.m.
- Schools must start testing no later than 9 a.m.
 - For consideration and approval to start earlier or later than these times, schools should contact Michigan Educator Support at 866-870-3127.
- The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations. This start time does not apply to a late arrivals room, if your school chooses to have one to accommodate students who show up late to school on test day.
- Afternoon testing is supported for PSAT-related assessments only. Be sure to start early enough to complete testing before the end of the instructional day.

Eligibility and State Guidance

For information about who can/must take the Michigan Merit Exam (MME), visit: https://www.michigan.gov/documents/mde/MME_Eligibility_544301_7.pdf

Using This Guide

This guide provides information about key activities required to prepare for your spring administrations. The topics covered include:

- [Updates for 2019–20](#) on page 3
- [Establishing Schools for Testing](#) on page 3
- [Identifying and Preparing Testing Staff](#) on page 5
- [Pre-ID Students](#) on page 8
- [Testing with Accommodations and Supports](#) on page 9
- [Planning for Material Shipments](#) on page 14
- [Preadministration Session](#) on page 14
- [Planning Your Space](#) on page 15
- [Coordinator Checklist](#) on page 16

Contact Information

- Contact the Michigan Team:
 - Jason Feig – jfeig@collegeboard.org
 - Kari Anama – kanama@collegeboard.org
 - Ted Gardella – tgardella@collegeboard.org
- Michigan Educator Hotline: Customer support for the SAT and PSAT-related assessments is available at 866-870-3127, or email michiganadministratorsupport@collegeboard.org.

- College Board Website: Please note that the Michigan SAT and PSAT-related assessment contracts may have different requirements from what is posted on the general College Board website. Be sure to adhere to information and deadlines that are available at michigan.gov/mme for Michigan Merit Examination (MME) information, or michigan.gov/psat for PSAT-related assessment information.
 - For questions about the OEAA (Office of Educational Assessment and Accountability) Secure Site, eligibility to test, and accountability, contact the Michigan Department of Education (MDE) at:
 - ♦ 877-560-8378 and select the correct option
 - ♦ mde-oeaa@michigan.gov for assessment questions
 - ♦ mde-accountability@michigan.gov for accountability questions
-

Updates for 2019–20

College Board has made the following changes for this school year.

1. Seating requirements have changed. The minimum distance between students has been reduced from 4 feet to 3 feet. Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk). At tables, students must be seated at least 3 feet apart and facing the same direction. You may seat 2 students at a table that is 6 feet or longer.
 2. Required staff-to-student ratios have changed for accommodated rooms. The ratio is now 1 staff member per 20 students (instead of 1 to 10). A room monitor is not required until there are 21 or more accommodated students testing in the same room.
 3. Test coordinators will now use their school’s regularly scheduled UPS pickup to return materials. If UPS does not make regular pickups at your school, schedule a pickup with UPS using the prepaid label and information provided by College Board.
 4. Preadministration scripts now include options for administering the session to students with and without parental consent. As part of the preadministration session, students have the option to participate in Student Search Service® and the optional questionnaire. Your school or district may already have a process in place for parental notification/consent. If not, MDE now provides a consent form template to assist schools in obtaining parental consent for Student Search Service and the optional questionnaire.
 5. Students approved for use of the MP3 audio accommodation will now receive test content via a streaming application instead of a flash drive. If your school is unable to use a streaming application (e.g., due to no internet access), contact the SSD office as soon as possible.
 6. We’ve modified the answer sheet to allow for more diverse gender identification, in addition to male and female.
 7. If you’re reporting an irregularity, you will apply a pink Irregularity Report (IR) label to the outside of all used answer sheet return shipments. If you’re reporting a test day irregularity, scores may be delayed if you don’t apply the IR label to the outside of your shipment.
 8. All PSAT 10 and PSAT 8/9 test books will be serialized and must be returned after testing.
 9. Students taking the PSAT 8/9 in grades 8 and 9 must be tested separately this year. They will have different test books.
-

Establishing Schools for Testing

Establishment Process

Establishment is the process that allows College Board to know which schools are administering which assessments and is based on rules that are coordinated with MDE. Public schools and nonpublic schools are established through different processes. Schools not established to test

will not be able to pre-ID students, will not receive testing materials, and cannot administer assessments.

Nonpublic Schools

Nonpublic schools must indicate intent to participate every year for each assessment. If a nonpublic school chooses to administer the SAT, they must administer all parts of the MME. If a nonpublic school chooses to administer the PSAT-related assessments, they must also administer the related M-STEP assessments for that grade.

Using the contact information in the Educational Entity Master (EEM), College Board will send an email to all nonpublic schools with 11th-grade students requesting confirmation of their intent to participate in the MME in October. If you indicate your intent to participate, you'll be able to confirm on the Test Center Participation Page in the Secure Site, starting November 2019. If your school wishes to participate in College Board assessments in Spring 2020 and didn't receive the email or encountered other problems indicating your intent to test, contact the Michigan Educator Hotline at 866-870-3127 or michiganadministratorsupport@collegeboard.org as soon as possible. Indication of intent to participate in College Board assessments is due by November 29, 2019, to be able to pre-ID students in the OEAA Secure Site for testing materials.

Public Schools

Public school establishment rules:

Your school will be automatically established for PSAT 8/9 for 8th grade if:

- You are a public school with actual grades in EEM as **8 and**
- Your school tested at least 5 students in spring 2018 (M-STEP) and spring 2019 (PSAT 8/9 for 8th grade)

Your school will be automatically established for PSAT 8/9 for 9th grade if:

- You are a public school with actual grades in EEM as **9 and**
- Your school tested at least 5 students in spring 2018 and spring 2019 using PSAT 8/9 for 9th grade

Your school will be automatically established for PSAT 10 if:

- You are a public school with actual grades in EEM as **10 and**
- Your school tested at least 5 students in spring 2018 and spring 2019 using PSAT 10

Your school will be automatically established for SAT with Essay if:

- You are a public school with actual grades in EEM as **11 and**
- Your school tested at least 5 students in spring 2018 and spring 2019 using SAT with Essay

For public schools that are not automatically established, principals, test coordinators, and district assessment coordinators will receive an "intent to participate" email in October 2019. If your school wishes to participate in College Board assessments in Spring 2020 and didn't receive the email or encountered other problems indicating your intent to test, contact the Michigan Educator Hotline at 866-870-3127 or michiganadministratorsupport@collegeboard.org by November 29, 2019. Indication of intent to participate in College Board assessments is due by November 29, 2019, to be able to pre-ID students in the OEAA Secure Site for testing materials.

For information on the Test Center Participation Page, visit michigan.gov/securesitetraining.

Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December 2019. Test coordinators will also be able to confirm AI codes in the Test Center Participation page in the Secure Site. Emails

confirming AI codes will continue to be sent to test coordinators as College Board completes the setup activities. The AI code connects student data to schools and is used on answer sheets and when returning testing materials. It is also required to apply for accommodations.

Off-Site Locations

Most schools will use their schools as the test location. However, if your school is a virtual school, or if you want to administer the SAT, PSAT 10, or PSAT 8/9 on the same day and don't have enough room in your school, you can request an off-site testing location.

These additional locations must be approved by College Board to make sure they meet testing, staffing, training, and security requirements. Here's how to request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.
2. Submit the online off-site testing form available at <http://sat.org/offsiterequest> with the required information.
 - Required information includes name and address of the proposed testing location and off-site coordinator information.
3. Submit the online form no later than **midnight Eastern Time, December 20, 2019**.
4. College Board will work with test coordinators requesting off-site testing locations to ensure that the location meets the requirements. If necessary, we'll contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.
5. All plans submitted on time will be reviewed and provided feedback by February 1, 2020.

Notes:

- A test coordinator must be identified in the Educational Entity Master (EEM) at the AI. Additionally, a unique off-site test coordinator must be identified for each off-site test location in the testing plan. A single person may oversee all assessments administered at an off-site location or a different off-site test coordinator may be identified for each assessment. While contact information for the off-site coordinator will not be captured or reflected in the EEM, College Board will store this administration-specific information locally.
- We recommend that you assign testing room codes at each location. This will ensure that an irregularity at one location does not potentially delay scores for students testing at all locations.
- Preidentification will be completed by the AI, not each off-site location. It's the responsibility of the off-site test coordinator to be aware of which students are testing at each location.
- Test materials will also be shipped to the AI location. The test coordinator at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

Expelled Students

If a student is expelled and not allowed at the school to take the SAT, PSAT 10, or PSAT 8/9, the school can submit an off-site testing plan (see above) to test this student at another location, such as a district office. Submit the request as soon as possible.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

A College Board professional account provides online access to a College Board tools and services. Test coordinators and SSD coordinators must each have a College Board professional account to access tools for the administration. To create an account, go to collegeboard.org, click **Sign up**, and follow the instructions. [Click here for help creating an account](#). An educator needs to create an account only once.

Test day staff will use their College Board professional account to access the following tools and services:

- Test day training: training on how to plan to test, administer the test, and return test materials
- K–12 score reporting portal: for detailed roster reports and test scores
- SSD Online: required to submit requests for accommodations and certain English learner supports, to make changes to existing approved accommodations for students, and to print the Nonstandard Administration Report (NAR)

Please note: To access College Board’s SSD Online system, the SSD Coordinator will need to fax the [SSD Coordinator Form](#), signed by the school principal, to College Board’s Services for Students with Disabilities at 866-360-0114.

Identification of Testing Staff

Staff members, including SAT, PSAT 10, and PSAT 8/9 test coordinators, can be selected if:

- A member of their household or child is not taking the same College Board test in the same window at any test site. Because staff members, including coordinators, have access to test content before test day, the related student’s scores will be subject to cancellation.
- They haven’t taken any College Board test within 180 days of the school day administration.
- They aren’t engaged in any paid, private SAT test preparation. This doesn’t include teaching course content and test familiarization as part of regular school coursework.

Roles and Responsibilities of Testing Staff

Schools are responsible for identifying test coordinators, backup test coordinators, an SSD coordinator, proctors for each testing room, and room monitors and hall monitors. Some of these staff members need to be identified in EEM to receive communications. College Board will not collect contact information for proctors or monitors.

Although the SAT, PSAT 10, or PSAT 8/9 test coordinator is responsible for coordinating the administration for all students, the test coordinator and the SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Staff members may serve multiple roles, if necessary; however, only one person can be identified in each role in EEM to receive communications from College Board. If multiple people are indicated in EEM for each role, the most recent entity listing will be used.

Role	Primary Responsibility	Identify in EEM?
SAT test coordinator	Responsible for coordinating the SAT administration for all students.	Yes
SAT backup test coordinator	Responsible for coordinating SAT administration if the SAT test coordinator is not available.	Yes
SAT SSD coordinator	Requests accommodations and works with the SAT test coordinator to coordinate the SAT for students with disabilities.	Yes
PSAT 8/9 grade 8 test coordinator	Responsible for coordinating PSAT 8/9 administration for all grade 8 students.	Yes
PSAT 8/9 grade 8 backup test coordinator	Responsible for coordinating PSAT 8/9 Grade 8 administration if the PSAT 8/9 grade 8 test coordinator is not available.	Yes

Role	Primary Responsibility	Identify in EEM?
PSAT 8/9 grade 8 SSD coordinator	Requests accommodations and works with the PSAT 8/9 grade 8 test coordinator to coordinate the PSAT 8/9 for grade 8 for students with disabilities.	Yes
PSAT 8/9 grade 9 test coordinator	Responsible for coordinating the PSAT 8/9 for grade 9 administration for all grade 9 students.	Yes
PSAT 10 test coordinator	Responsible for coordinating the PSAT 10 administration for all grade 10 students.	Yes
Grade 9/10 backup test coordinator	Responsible for coordinating the PSAT 10 or PSAT 8/9 for grade 9 administration if the regular test coordinator is not available.	Yes
Grade 9/10 SSD coordinator	Requests accommodations for 9th- and 10th- grade students and works with the respective test coordinators for students with disabilities.	Yes
Proctor	Responsible for conducting secure, valid administration in the testing room.	No
Room monitor	Assists the proctor with activities and monitoring students in the testing room.	No
Hall monitor	Responsible for monitoring the hallways on test day.	No

Identifying Testing Staff in the Educational Entity Master (EEM)

The Educational Entity Master (EEM) is a repository that contains basic contact information regarding educational systems in the state of Michigan. The MDE sends College Board information from the EEM for school addresses and contact information for testing staff.

To view contact information that will be provided to College Board, go to: <https://cepi.state.mi.us/eem/>

If the contact information for any of the roles required to be identified to College Board needs to be changed or updated, update them in the EEM as soon as possible. This must be done by the district-authorized user, who can be identified by accessing the District and School Contacts page on the OEAA Secure Site under the Assessment Registration dropdown. College Board records will be updated 7–10 days after the change is made in the EEM.

Things to Note Regarding the EEM

- If there is more than 1 person listed for a role, College Board will use the most recent.
- If the EEM information is not accurate, you will **not** receive critical testing communication or deliveries. Test materials will be sent to the address listed in the coordinator record in the EEM and must be owned by the district.
- For assistance with the EEM, email the Center for Educational Performance and Information (CEPI) at cepi@michigan.gov or call 517-335-0505 x3.

Training

Training is required every year for test coordinators. There will be one training for all test coordinators, regardless of assessment. A link will be sent to SAT, PSAT 10, and PSAT 8/9 test coordinators in February to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training that is provided or by personalized training provided by the SAT, PSAT 10, or PSAT 8/9 test coordinator. Schools determine the best way to train other test day staff.

College Board hosts implementation workshops in the fall. This does not take the place of the required online training but is a supplement to help coordinators understand the process of

administering the SAT or PSAT-related assessments. The Michigan Department of Education (MDE) will post a recorded webinar in December. Visit michigan.gov/mme for more information.

College Board provides webinars to help test coordinators and SSD coordinators prepare for implementation. These webinars are optional. If you cannot attend the webinars in person, register, and the presentation will be emailed to you afterward. Look for links in *Spotlight* to register.

The Michigan Department of Education has published an Assessment Coordinator Training Guide that covers all Michigan assessments. This is available at www.michigan.gov/mme and www.michigan.gov/psat.

Manuals

Michigan-specific manuals to assist coordinators and proctors on test day will be sent to schools in February 2020.

Manual Title	What's Inside
<i>SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator, gives complete instructions for preparing your school and staff for SAT testing.
<i>SAT School Day Standard Testing Manual</i>	Used by the proctor, gives instructions for testing students who are testing without accommodations and students testing with accommodations that may be administered in the standard testing room.
<i>SAT School Day Accommodated Testing Manual</i>	Used by the proctor, gives instructions for testing students with accommodations in nonstandard testing rooms.
<i>PSAT 10 Coordinator Manual</i>	Used by the PSAT 10 test coordinator and proctor, gives complete instructions for preparing your school and staff for PSAT 10 testing, including for proctors testing students without accommodations and students testing with accommodations that may be administered in the standard testing room or in accommodated testing rooms.
<i>PSAT 8/9 Coordinator Manual</i>	Used by PSAT 8/9 test coordinators and proctors, gives complete instructions for preparing your school and staff for PSAT 8/9 testing, including for proctors testing students without accommodations and students testing with accommodations that may be administered in the standard testing room or in accommodated testing rooms.

Pre-ID Students

Do **not** place orders directly with the College Board in the Test Ordering Site for the SAT, PSAT 10, or PSAT 8/9 spring materials for the primary test day for the state-provided College Board assessments.

College Board will determine your materials order for state-provided assessments based on:

- The number of students pre-ID'd to test in the Secure Site by February 12, 2020.
- The number of students and types of approved accommodations in College Board's SSD Online System.
- A small overage of testing materials will be sent to accommodate students who may have enrolled in your school after the pre-ID deadline.
- For information on who is eligible to take the SAT and who must take the SAT, go to michigan.gov/mme.

Secure Site

MDE will open the pre-ID window in the Secure Site on January 8, 2020. All updates must be complete by February 12, 2020, to receive preprinted pre-ID labels.

- OEAA will pre-ID public school students included on the fall MSDS General Collection.
- For districts that submit new student enrollment and student exit records in a Student Record Maintenance (SRM) file by January 3, 2020, those records will also be included in the pre-ID by OEAA.
- OEAA will not preidentify nonpublic school students. Nonpublic schools are responsible for preidentifying all their students who will be testing directly in the OEAA Secure Site.

Action required in January:

- Log in to the Secure Site.
- Update the Pre-ID Student Report by unassigning students who will not test and adding new students who may have enrolled after fall count day, or homeschooled students who are participating at your school.
- If students are not pre-ID'd by the February deadline, you may not receive enough test materials and labels for test day. Use the Additional Material Order window in mid-March to order additional standard materials, if necessary.

Homeschooled Students

Homeschooled students are eligible to take the SAT, PSAT 10, or PSAT 8/9. Students or parents must contact the school ahead of testing to make arrangements. Homeschooled students must also be pre-ID'd in the Secure Site with a label locally printed and affixed to the answer sheet if the student is not pre-ID'd before February 12, 2020. The test coordinator should inform the student/parent about when to arrive and what to bring on test day. Homeschooled students must present a valid photo ID on test day. Information about valid photo IDs can be found in the coordinator manuals or at collegereadiness.collegeboard.org/sat/taking-the-test/id-requirements.

Testing with Accommodations and Supports

Requests for accommodations for the Michigan-provided SAT with Essay, PSAT 10, or PSAT 8/9 for 8th and 9th grades are submitted by the designated SSD coordinator in the College Board's online system, SSD Online. Accommodation requests can flow within the Services for Students with Disabilities (SSD) Online system in two ways: State-allowed or College Board-approved. The main difference between the two processes is that once approved, students remain approved for accommodations through the College Board-approved process, whereas the state-allowed process is only good for the specific Michigan-provided administration. Both processes are acceptable; however, applying for state-allowed accommodations is recommended by the Michigan Department of Education for 8th grade as it aligns to the current 8th-grade Individualized Education Program (IEP) or 504 plan. State-allowed accommodations (SAA) are in place to support state-required assessments where the use of the accommodation results in a score that higher education institutions do not accept.

Consideration of state-allowed accommodations are especially important for students taking the SAT, where the student generally wants 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.

College Board–Approved Accommodations	State-Allowed Accommodations
Once approved, can be used for all College Board assessments	Available only for Michigan-provided SAT, PSAT 10, or PSAT 8/9
Once approved, students remain approved for accommodations	Must be requested each year
Requested in SSD Online, goes through a review process	Requested in SSD Online and are automatically approved
Available for all assessments, but recommended for 9th, 10th, 11th grade; choosing this option does not change the IEP team’s responsibility to review student needs and necessary accommodations at each annual review	Available for all assessments, but recommended for 8th grade
Most requests are approved automatically. Some requests require documentation review, which could take up to 7 weeks	All requests are automatically approved
Scores are provided to the state, school, student, and applicable colleges and scholarship programs, if requested	Scores are provided to the state, school, and student but are not reportable to colleges or scholarship programs
Students will test with purple (SAT), blue (SAT in accommodated window), orange (PSAT 10), or dark red (PSAT 8/9) test books	Students will use lime green test books for each assessment
Request deadline is February 24, 2020	Request deadline is February 24, 2020

Certain accommodations on the SAT, such as large-print test books, require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window. The Nonstandard Administration Report (NAR) will specify when students will test and will be available in SSD Online approximately four weeks prior to test day. **All** students with accommodations taking any PSAT-related assessment can be tested in the accommodated testing window.

Once approved, students remain so for College Board–approved accommodations for all other College Board assessments, including AP® Exams. If a student’s IEP or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online. State-allowed accommodations must be requested each year.

Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the NAR and assists the test coordinator in determining testing rooms and staff needed for administering the tests with accommodations. All testing materials, including nonstandard materials for use during the SAT School Day two-week accommodated testing window, are shipped to the test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of testing materials, as needed. The SSD coordinator and test coordinator should also collaborate with the district EL coordinator to determine which students will use EL supports and which supports are appropriate. Although not an accommodation, EL students using 50% extended time will need to be identified in SSD Online starting in January 2020.

Although not acting as the primary SSD coordinator, test coordinators may also get access to the information in SSD Online if the [SSD Coordinator Form](#) is submitted.

Administering the SAT with Essay or PSAT-Related Assessments with Accommodations

The manuals will have extensive information about different timing configurations for each section and breaks depending on the accommodations that students are approved for. Below are some common configurations and the duration of each. It is important to note that the times listed below are only the times allotted for the student to take the test; more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

SAT with Essay Duration		
	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	4 hours, 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours, 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours, 15 minutes	Not applicable
50% Extended Time (Math only)	4 hours, 58 minutes	Not applicable
100% Extended Time (Math only)	5 hours, 37 minutes	Not applicable
50% Extended Time (Reading)	3 hours, 24 minutes	2 hours, 50 minutes
100% Extended Time (Reading)	4 hours, 25 minutes	3 hours, 42 minutes
Reader (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
Scribe (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
MP3 Audio	4 hours, 20 minutes	4 hours, 37 minutes

PSAT 10 Duration

	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	2 hours, 55 minutes	Not applicable
Standard Time with Extra Breaks	3 hours, 10 minutes	Not applicable
Standard Time with Extended Breaks	3 hours, 5 minutes	Not applicable
50% Extended Time (Math only)	3 hours, 41 minutes	Not applicable
100% Extended Time (Math only)	4 hours, 15 minutes	Not applicable
50% Extended Time (Reading)	4 hours, 34 minutes	Not applicable
Reader (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
100% Extended Time (Reading)	3 hours, 20 minutes	2 hours, 30 minutes
MP3 Audio	4 hours, 10 minutes	2 hours, 30 minutes

PSAT 8/9 Duration

	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	2 hours, 35 minutes	Not applicable
Standard Time with Extra Breaks	2 hours, 50 minutes	Not applicable
Standard Time with Extended Breaks	2 hours, 45 minutes	Not applicable
50% Extended Time (Math only)	3 hours, 15 minutes	Not applicable
100% Extended Time (Math only)	3 hours, 45 minutes	Not applicable
50% Extended Time (Reading)	4 hours, 34 minutes	Not applicable
Reader (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
100% Extended Time (Reading)	3 hours	2 hours, 10 minutes
MP3 Audio	3 hours, 50 minutes	2 hours, 10 minutes

English Learner Supports

English Learners will be able to utilize English Learner (EL) supports for the spring 2020 Michigan-provided assessments. These supports include the use of an approved word-to-word bilingual glossary, translated test directions, and 50% extended time. Students can use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT or Advanced Placement courses.

Use of a College Board–approved word-to-word bilingual glossary:

- The list includes approximately 100 glossaries.
- The use of a glossary does **not** require approval by College Board.
- The approved list will be posted at michigan.gov/mme and michigan.gov/psat.

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with the test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. College Board will also support on-the-fly translations of directions by district-approved translators.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available to print in February 2020 from MDE’s MME and PSAT websites.

Use of 50% extended time:

- Students will receive 50% extended time on each section of the assessment. Students 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, EL students requiring 50% extended time will need to be identified in SSD Online. Schools can request 50% extended time for ELs starting in January 2020. Students will be automatically approved, and no supporting documentation is required. More information about the process for entering student information will be available soon.
- EL students using 50% extended time can be tested with other students with accommodations testing with the same timing and test materials.

To determine if the use of 50% extended time for an English learner is appropriate please use the guiding questions below. A preponderance of evidence should exist rather than a few answers of “yes” to the following questions for the student to be provided this level of support. Consider:

- Is the student formally identified as an English learner?
- Does the student typically receive additional time to complete assignments?
- Does the student typically receive additional time to complete in-class assessments?
- Is the student a recently arrived student (attended U.S. schools for 12 months or less)?
- Does the student typically use a bilingual word-to-word dictionary in the classroom?
- Does the student use additional or different linguistic supports in the classroom?
- Does the student need additional time to process written text in English?
- When given the choice, does the student indicate he or she would prefer to have extra time for assignments?

Planning for Material Shipments

All materials will be addressed to the test coordinators. Materials for each grade will be shipped separately. Each shipment may contain multiple boxes.

Shipment	Estimated Delivery	Contents
Coordinator Planning Kit	Week of February 24, 2020	<ul style="list-style-type: none">Sample copies of each manual:<ul style="list-style-type: none"><i>SAT School Day Coordinator Manual</i><i>SAT School Day Standard Testing Manual</i><i>SAT School Day Accommodated Testing Manual</i><i>PSAT 10 Coordinator Manual</i><i>PSAT 8/9 Coordinator Manual</i>Irregularity Report (IR) sampleTest Materials Diagram
Preadministration Materials*	Week of March 23, 2020	<ul style="list-style-type: none">SAT School Day, PSAT 10, and PSAT 8/9 student guidesAll manuals to support testingAnswer sheetsAnswer sheet instruction booklets for students (SAT and PSAT 10)
Pre-ID Labels	Week of March 23, 2020	<ul style="list-style-type: none">Pre-ID labels to be placed on answer sheets
Test Materials	Week of March 23, 2020	<ul style="list-style-type: none">SAT with Essay, PSAT 10, and PSAT 8/9 test booksAnswer sheet return envelopes/boxesTest book return labels for SAT with Essay, PSAT 10, and PSAT 8/9

Preadministration Session

The answer sheet for SAT School Day and PSAT 10 allows students to provide information about themselves, their high school experiences, and their plans for college, as well as to request their four free score sends. In addition, students, with parental consent, may opt in to the free, voluntary Student Search Service and complete the optional student questionnaire.

A preadministration session should be scheduled ahead of test day to complete these demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes for the SAT and 30–40 minutes for the PSAT 10 if all information, including the optional questionnaire, is completed. More information about administering the preadministration session will be included in the coordinator manuals.

Students will not participate in the questionnaire portion for PSAT 8/9 for 8th or 9th grade and therefore consent is not required, nor is a preadministration session necessary, but one can be scheduled if the school wants some of the required student information bubbled in prior to test day.

Prior to the preadministration session, distribute an *SAT School Day Student Guide*, *PSAT 10 Student Guide*, or *PSAT 8/9 Student Guide* to each student. The student guides provide information about the features of the test, what the test measures, how the test is scored, test preparation resources, College Board programs, and College Board terms and conditions. In addition, schools should collect consent from parents for students who wish to opt in to Student Search Service and complete the optional questionnaire.

Consent is only required to opt in to Student Search Service and the questionnaire. Students will still take the SAT and PSAT 10 without completing the questionnaire.

Follow your district or school policy for collecting consent. Schools and districts may opt to use the consent forms provided by MDE (available at michigan.gov/mme and michigan.gov/psat) or may choose to use their own. Parental consent should be collected prior to the preadministration session.

If a parent does not return a consent form, the school should proceed assuming that the student/parent did not consent to opting in to Student Search and the student questionnaire.

Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive (they will come around the same time, but in different shipments) after allowing enough time for students to review the student guide with their parents. New for spring 2020, the preadministration scripts will provide guidance on how to conduct the session based on parental consent.

Planning Your Space

To prepare for test day, you will need:

- Bells and announcements to be silenced on test day.
- A place to securely receive and store testing materials.
- Rooms for testing standard and accommodated students.
- A late-arrivals room for students who arrive late but still in time to be tested. If you don't have the space or staff for a late-arrivals room, schedule students to test on a makeup date.

To promote an effective and secure administration, testing rooms must fulfill these requirements:

- Rooms must be located away from noisy areas and distracting activities.
- Rooms should be near restrooms as much as possible.
- Rooms must have:
 - ◆ A working clock, visible to all students
 - ◆ Proper ventilation
 - ◆ Proper seating that accommodates the seating requirements listed below
 - ◆ No materials related to test content on display (these can be removed or covered)
- We recommend you avoid using science rooms, computer labs, or rooms with specialized equipment. They may be uncomfortable for students and may not have adequate desk space.

The following are seating requirements for all testing rooms:

- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 3 feet from right to left (measure from center of desks).
- Staff access to every student must be unimpeded.
- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches (30 x 38 centimeters).

The following seating arrangements are not allowed:

- Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
- Seat assignments that follow any expected patterns (such as alphabetical order). Seat students at random.
- Students may not select their own seats.

Coordinator Checklist

This is a suggested checklist of activities for the test coordinator. You may choose to do certain activities at a different time at your school, but be sure to reference the deadlines available on www.michigan.gov/mme and www.michigan.gov/psat.

October–December

Mark when Complete	Activity
<input type="checkbox"/>	Test staff information is updated in the EEM.
<input type="checkbox"/>	Confirm establishment in the Test Center Participation page in the Secure Site.
<input type="checkbox"/>	Test staff creates or confirms a College Board professional account.
<input type="checkbox"/>	Off-site testing plans due.
<input type="checkbox"/>	Implementation workshops and webinars are available.
<input type="checkbox"/>	Receive confirmation of AI code.
<input type="checkbox"/>	Collaborate with SSD coordinator in establishing accommodations for students who need them.

January

Mark when Complete	Activity
<input type="checkbox"/>	Begin working with principal and other test day staff to determine room and staffing needs.
<input type="checkbox"/>	Pre-ID students in Secure Site.

February

Mark when Complete	Activity
<input type="checkbox"/>	Coordinator planning kits arrive.
<input type="checkbox"/>	Online training available for all test day staff.
<input type="checkbox"/>	Read and review testing manuals for information on managing the administration.

March

Mark when Complete	Activity
<input type="checkbox"/>	Preadministration and test material shipments arrive.
<input type="checkbox"/>	Schedule a preadministration session with students ensuring parental consent is obtained for students that want to opt in to Student Search Service.
<input type="checkbox"/>	Create rosters for test day.
<input type="checkbox"/>	Finalize room and staff assignments.
<input type="checkbox"/>	Testing Tips webinar available.
<input type="checkbox"/>	Identify and train proctors, hall monitors, and room monitors if you haven't already.
<input type="checkbox"/>	Print translated test directions, as necessary. Review word-to-word bilingual glossary guidelines.
<input type="checkbox"/>	Test materials arrive.

April

Mark when Complete	Activity
<input type="checkbox"/>	Update rosters, if necessary.
<input type="checkbox"/>	Ensure students know where and when to arrive for testing.
<input type="checkbox"/>	Request makeup materials.