

Michigan
SAT[®] with Essay
PSAT[™] 10
PSAT[™] 8/9 for Grades 8 and 9

Spring 2020

Session Goals

Our goal today is to share the latest information about the state-provided SAT and PSAT-related assessments based on current planning.

College Board and MDE will continue to finalize implementation details, and as more information becomes available, we will share through www.Michigan.gov/psat, www.Michigan.gov/mme, and Spotlight.

Today we will provide:

- An overview of SAT, PSAT 10, and PSAT 8/9 administration
 - Includes PSAT 8/9 for Grade 8
- An update on changes planned for 2019-20
- Services for Students with Disabilities

For returning coordinators, changes for this year will be called out through this icon:



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.

Spotlight

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) (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](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

Newsletter **Spotlight**
Subscribe to the Weekly Spotlight on Student Assessment and Accountability in Your Email

To locate a topic covered in a Spotlight communication, hold down the Ctrl key and click on the F key box 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.

SUBJECT	SUMMARY OF COMMUNICATION
Weekly Spotlight on Student Assessment and Accountability	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

PSAT 8/9 for 8th Grade

Comparison of M-STEP and PSAT 8/9

Comparison of M-STEP and PSAT 8/9

Things that are the same as M-STEP:

- Students will be pre-ID'd in the Secure Site.

Things that are 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.
- 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.

General Information

Test Dates

Roles and Responsibilities of Test Staff

What's New for 2020?

Spring Test Administration

SAT with Essay Dates

- SAT with Essay will be one part of the Michigan Merit Exam which is required for 11th graders and eligible 12th graders.
- Students testing in a standard room will be required to test on a single day.
 - Initial test day is: **April 14, 2020**
 - Makeup test day is: **April 28, 2020**
- Will discuss accommodated testing in upcoming slides.

Spring Test Administration

PSAT 8/9 for Grade 8 Dates

- Unless absent, students are expected to test on the initial test day.
 - Initial test day is: **April 14, 2020**
 - Schools can flexibly schedule students who miss the initial test day for PSAT 8/9 for Grade 8 for a makeup between **April 15-21, 2020 or April 28-29, 2020**.
 - All makeup testing must be completed by April 29, 2020.
- Will discuss accommodated testing in upcoming slides.

Spring Test Administration

PSAT 10 and PSAT 8/9 for Grade 9 Dates

- Unless absent, students taking the PSAT 10 or PSAT 8/9 for 9th grade are expected to test on the initial test day.
 - Initial test day is: **April 14, 15, or 16, 2020**
 - Schools can choose which date works best for them.
 - Schools can elect to administer the test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day.
- Schools can flexibly schedule students who miss the initial test day for PSAT 8/9 for Grade 9 and PSAT 10 for a makeup between **April 15-21, 2020 or April 28-29, 2020.**
 - All makeup testing must be completed by April 29, 2020.

Accommodated Testing Window

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

- **All** students with approved accommodations taking the PSAT 8/9 for 8th grade, PSAT 8/9 for 9th grade, 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.

2020 Testing Dates Summary

	Initial Test Day	Makeup Test Opportunities	Accommodated Testing Window*
PSAT 8/9 for 8th Grade	April 14	April 15-21, April 28-29	April 14-28
PSAT 8/9 for 9th Grade	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 to test in the accommodated testing window

Roles and Responsibilities of Testing Staff

- **Test Coordinator:** Responsible for all aspects of the administration at the school
- **Backup Test Coordinator:** Responsible for the administration if the test coordinator is not available
- **SSD Coordinator:** Responsible for requesting accommodations for students with disabilities and supports for English learners
- **Proctor:** The test administrator in a testing room
- **Room Monitor:** Assists the proctor with monitoring students in the testing room
- **Hall Monitor:** Monitoring the hallways on test day and provides breaks to other test staff

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.
 - Submitting accommodation requests and planning for English learner supports for all students who request 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 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.

Roles and Responsibilities of Testing Staff

Proctor



We will discuss how many staff members you will need for testing in upcoming slides.

The **proctor(s)** is responsible for:

- Managing all activities that happen in the testing room
- Conducting the test and monitor test-takers to ensure a fair administration
- Each room requires one proctor

Roles and Responsibilities of Testing Staff

Room Monitor and Hall Monitor

The **room monitor(s)** and **hall monitor(s)** are responsible for assisting the test coordinator and proctor.

- Room monitors help set up the testing area and monitor testing.
- Hall monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.

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.
- Proctors may not administer the test to any member of his/her family.
- 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.

Updates and New Items for 2020



Will cover each item in detail as applicable during today's presentation.

- Seating distance is now 3 feet from center of desk instead of 4 feet; 2 students can be seated at tables at least 6 feet long.
- Room monitor-to-student ratios have changed from 1 to every 10 students to 1 to every 20 students in accommodated rooms.
- Test coordinators will be able to schedule their own UPS pickups.
- MP3 audio content is now available to download from SSD Online rather than needing a physical flash drive shipped.
- Answer sheets now allow for more diverse gender identification.
- Labels will be available to place on the outside of answer sheet bags/boxes associated with an irregularity for faster processing time.
- Student Guides for PSAT 8/9 will be printed and provided for each 8th and 9th grader.
- One coordinator training will be provided for all 3 assessments.
- Parents should provide consent for students to complete the optional questionnaire for SAT with Essay and PSAT 10.
- Translated test directions will be available in French
- **8th and 9th graders must be tested separately this year.**
- **All test books must be returned this year.**

Implementation Activities

1

Before Testing

Establishing School to Test

Pre-ID Students
Training & Determining Staff Needs
Accommodations & Supports
Organizing Materials

2

During Testing

Prepare Your Schedule
Prepare Testing Rooms
Distributing Materials
Admitting Students

3

After Testing

Collecting Materials
Important Form: CRF
Packing and Returning Materials
Ordering Makeup Materials

Using 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:
 - Contact information for testing staff (email addresses listed are used to send emails)
 - Address to send testing materials
- **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.
- 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.

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 as necessary:

- Test Coordinators
 - SAT Test Coordinator
 - PSAT Grade 10 Test Coordinator
 - PSAT Grade 9 Test Coordinator
 - PSAT Grade 8 Test Coordinator
- Backup Test Coordinators
 - SAT Backup Test Coordinator
 - PSAT Grade 9/10 Backup Test Coordinator
 - PSAT Grade 8 Backup Test Coordinator
- Services for Students with Disabilities Coordinators
 - SAT Services for Students with Disabilities Coordinator
 - PSAT Grade 9/10 Services for Students with Disabilities Coordinator
 - PSAT Grade 8 Services for Students with Disabilities Coordinator

EEM

Educational Entity Master

- To view school and contact information that will be provided to College Board, go to: <https://cepi.state.mi.us/eem/>
- Search for your school in the EEM-Search window
- Click the link for your school.

The screenshot shows the EEM-Search window on the Center for Educational Performance and Information website. The search results are as follows:

Name	Entity Code	Parent	Type	County	City	Match Ranking
Alpena High School	00075	Alpena Public Schools	LEA School	Alpena	ALPENa	1
Big Brothers Big Sisters Michigan Capital Region	99000075	Lansing Public School District	Other Non-School Recipient	Ingham	LANSING	6

The search criteria used were "Alpena+High+School+ (00075)". The results are displayed in a table with columns for Name, Entity Code, Parent, Type, County, City, and Match Ranking. The first result, Alpena High School, has a match ranking of 1. The second result, Big Brothers Big Sisters Michigan Capital Region, has a match ranking of 6. The search results are displayed on a page with a navigation menu on the left and a sidebar on the right containing news items.

District Authorized User

To send a message to the district authorized user:

- Click on school name in EEM
- Click “Contact Authorized User”
-- OR --
- Use the *District and School Contact Page*, under the *Assessment Registration* tab, of the OEAA Secure Site to retrieve the name and contact information for your district authorized user.

Center for Educational Performance and Information
Michigan.gov Home | EEM Home | User Guide | Help | Contact CEPI | Glossary | Login
Profile: Public User | EEM-Search | Go | A- | A+
EEM Home > Entity EEM-Search
Search Results
Your search yielded 2 result(s).
EEM-Search for Alpena+High+School+(00075)
Filter...

Name	Entity Code	Parent	Type	County	City	Match Ranking
Alpena High School	000	Alpena Public Schools	LEA School	Alpena	ALPENA	1
Sisters Michigan Capital Region	990000075	Lansing Public School District	Other Non-School Recipient	Ingham	LANSING	6

Items per page: 10 | Page: 1 of 1 | Excel | Export

Printer Friendly | [Contact Authorized User](#)
* = Required

Official Name of Entity	Common Name		
Allegan Area Educational Service Agency	Allegan Area ESA		
Entity Code	REMC Code	Agreement Number	
03000	7	03000	
Ownership	Owned		
County (Code)	Prosperity Region	IPS code	Locale Code
Allegan (03)	4 - West Michigan Prosperity Alliance	26005	Town: Distant
NCES District Code	Chartering Agency Code		
2680100	0300000000		

Confirm Email and Address in EEM

- Scroll to the bottom of the page
- Click “Details” next to the name to confirm email and address

The screenshot shows the EEM system interface. At the top, there are tabs for 'Admin/Contacts', 'Addresses', 'Relationships', and 'Members'. Below these is a table with four rows of contact information. The first row is highlighted, and a 'Details' button next to it is circled in black. Below the table is a detailed form for the selected contact, Brian Tippman. The form includes fields for First Name, Mid Init, Last Name, Suffix, Telephone Number, Fax Number, and Email. The email field 'tippmanb@alpenaschools.com' is circled in black. Below the email field is a 'Mailing Address' section with fields for Street, Address Line, City, State, and Zip. The street address '3303 South Third Avenue' and the city 'Alpena' are circled in black. At the bottom of the form, there is a 'System Effective Date' field with the date '09/18/2015'. A note at the bottom states: 'Note: The System Effective Date reflects the System Effective Date entered on the main page prior to saving the record changes.' A 'Back' button is located at the bottom right of the form.

	PSAT 10 Test Coordinator	Brian Tippman	(989) 358-5306	09/18/2015	Details
<input type="checkbox"/>	PSAT 8/9 Test Coordinator	Brian Tippman	(989) 358-5306	09/18/2015	Details
<input type="checkbox"/>	PSAT Backup Coordinator	Romeo Bourdage	(989) 358-5310	09/18/2015	Details
<input type="checkbox"/>	SAT Backup Test Coordinator	Romeo Bourdage	(989) 358-5310	09/18/2015	Details

Where emails will be sent

Where test materials will be sent – must be the school address

Nonpublic schools should contact nonpublicschools@michigan.gov or 517-241-5384 to update EEM.

Establishment Process

How College Board knows which schools are administering PSAT-related assessments or SAT with Essay

- All schools need a valid Attending Institution (AI) Code to administer College Board assessments.
 - Will also be referred to as school code (different than Michigan-assigned building code)
 - Six digits, usually starting with 23
 - Purpose: Connects student data to a particular school
- To confirm your AI code:
 - Can be looked up online:
<https://collegereadiness.collegeboard.org/k-12-school-code-search>
 - Once establishment activities are complete this winter, AI codes will also be included in the Test Center Participation page of the Secure Site.
 - Coordinators will receive email confirmation of the AI Code in December/January.

There are two general routes for establishment:

- Public School Process
- Nonpublic School Process

Establishment Process

Nonpublic Schools

- Must indicate intent to participate **every year for each assessment.**
- If you choose to administer the SAT, you must administer all parts of the MME (ACT WorkKeys and M-STEP).
- If you choose to administer the PSAT-related assessments, you must administer the M-STEP.
- Roles should be identified or reviewed in EEM as soon as possible.
 - If you need to make updates, contact nonpublicschools@michigan.gov
- Using the contact information provided by MDE, College Board sent an email to all nonpublic schools requesting confirmation of their intent to participate in MME the week of October 21.
 - To confirm, call (866) 870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org
 - Provide your state-assigned district and building codes, and the name of your school.
 - Must respond by **11/29/19** or your school may not be able to administer the assessments.

Establishment Process

Public Schools

- MDE and College Board have determined rules in which some schools are automatically established to participate for an assessment.
 - If a school has been automatically established and plans to administer the assessment, no action is needed.
 - If a school does not meet the autoestablish rules for a particular assessment, the school will need to indicate their intent to participate for that assessment.
 - If a school has been automatically established and does not plan to administer the assessment, contact College Board immediately.

Things to Consider:

- The autoestablishment rules this year are different than last.
- Center programs and technical education programs may not be automatically established based on this year's rules.
 - Contact College Board immediately to be unestablished from testing, if necessary.



PSAT 8/9 for Grade 8 Establishment

Public Schools

Grades Authorized (Summary)	7-12	//
Grades Actual (Summary)	7-12	//

- Schools will be automatically established to administer PSAT 8/9 for 8th grade if:
 - The “actual grade” listed in EEM is 8 **AND**
 - Your school tested at least 5 students the last 2 years (M-STEP in 2018 and PSAT 8/9 for 8th grade in 2019).

OR

- The “actual grade” listed in EEM is 8 **AND**
- Your school is new in 2019-2020



PSAT 8/9 for Grade 9 Establishment

Public Schools

Grades Authorized (Summary)	7-12	//
Grades Actual (Summary)	7-12	//

- Schools will be automatically established to administer PSAT 8/9 for 9th grade if:
 - The “actual grade” listed in EEM is 9 **AND**
 - Your school tested at least 5 students the last 2 years (PSAT 8/9 for 9th grade).

OR

- The “actual grade” listed in EEM is 9 **AND**
- Your school is new in 2019-2020



PSAT 10 Establishment

Public Schools

Grades Authorized (Summary)	7-12	//
Grades Actual (Summary)	7-12	//

- Schools will be automatically established to administer PSAT 10 if:
 - The “actual grade” listed in EEM is 10 **AND**
 - Your school tested at least 5 students the last 2 years (PSAT 10).

OR

- The “actual grade” listed in EEM is 10 **AND**
- Your school is new in 2019-2020



SAT with Essay

Public Schools

- Schools will be automatically established to administer SAT with Essay if:
 - The “actual grade” listed in EEM is 11 **AND**
 - Your school tested at least 5 students the last 2 years (SAT).

OR

- The “actual grade” listed in EEM is 11 **AND**
- Your school is new in 2019-2020

Grades Authorized (Summary)	7-12	//
Grades Actual (Summary)	7-12	//

Intent to Participate Outreach

- District assessment coordinators, principals, and test coordinators received an “intent to participate” email the week of October 21 if a school was not automatically established (all nonpublic schools and certain public schools that did not meet the autoestablishment rules previously discussed).
- **IMPORTANT:** Respond to the “intent to participate” communication.
 - **If schools do not respond by November 29, 2019**, they will not be able to administer the assessments.
- MDE has a Test Center Participation Page in the Secure Site where schools can verify the assessments they are established for.
 - Establishment occurs on a rolling basis. Establishment is underway and will be updated in the Secure Site as new establishment activities occur.
 - **Allow for potential updates.**
 - Contact the Michigan Educator Hotline at 866-870-3127 if establishment information is not correct by December 20, 2019.

Off-Site Testing

- Most schools participating in the Spring 2020 Michigan-provided assessments will use their schools as the test location.
 - However, if you need more space – or if, for example, your school is a virtual school, you can request an off-site testing location.
- Additional details will be shared via Spotlight this fall.
 - Request form will be a Google form that can be edited after submission. Go to: www.sat.org/offsiterequest for both SAT and PSAT requests.
 - An email confirmation of submission will contain a link to edit the form.
- To request an offsite location, a request and test plan must be submitted by **12/20/19**.
- College Board will then provide a confirmation of approval to the coordinator after the plan has been reviewed.
- Requests for off-sites testing for College Board assessments must be done separately than off-site testing requests for M-STEP or ACT WorkKeys.



Implementation Activities

1

Before Testing

Establishing School to Test
Pre-ID Students
Training & Determining Staff Needs
Accommodations & Supports
Organizing Materials

2

During Testing

Prepare Your Schedule
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Distributing Materials
Admitting Students

3

After Testing

Collecting Materials
Important Form: CRF
Packaging and Returning Materials
Ordering Makeup Materials

Pre-ID in Secure Site

- Do **NOT** place orders directly in the College Board Test Ordering System for the Michigan-provided SAT with Essay, PSAT 10, or PSAT 8/9 for grades 8 and 9 in April.
- College Board will determine your initial material order for the Michigan-provided assessments based on:
 - The number of students pre-ID'd to test in the Secure Site
 - The number of students approved for accommodations via College Board's SSD Online System.
- If students are not pre-ID'd by **2/12/20**, you may not receive enough test materials and labels for test day.

Pre-ID in Secure Site



You will receive materials based on the number of students pre-ID'd in Secure Site

- MDE will open the pre-ID window in Secure Site on January 8, 2020.
- Students will automatically be pre-ID'd based on fall count day enrollment.
 - **Only for public schools**
 - Students who are eligible to test, but not required, will not be pre-identified.
- Action required in January:
 - Login to Secure Site
 - Update the *Pre-ID Student Report* by unassigning students who will not test and assigning new students
- All updates must be complete by **2/12/20** in order to receive pre-printed labels.

Pre-ID Labels

- Labels and answer sheets will be shipped to schools for all students who were pre-ID'd by **2/12/20**.
 - Schools will receive a printed pre-ID label for each pre-ID'd student to be affixed to the answer sheet.
 - For any students pre-ID'd after the deadline, schools **must** generate a label locally for the student from Secure Site.
- College Board will ship a small overage of test materials to account for newly enrolled test takers, typically students who are last minute transfers into the school, etc.
- **All answer sheets MUST have a pre-ID label in order to be processed. Missing or incorrect labels will delay scoring or make scoring not possible.**

Agenda

1

Before Testing

Establishing School to Test
Pre-ID Students

Training & Determining Staff Needs

Accommodations & Supports
Organizing Materials

2

During Testing

Schedule
Prepare Testing Rooms
Distributing Materials
Admitting Students


3

After Testing

Collecting Materials
Important Form: CRF
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Ordering Makeup Materials

Test Day Training

Available in February

- All testing staff are required to be trained.
- Training for test coordinators:
 - MDE requires test coordinators take online training every year.
 -  **-There will be one Michigan training module that covers the SAT with Essay, PSAT 10, and PSAT 8/9.**
 - Coordinators will receive an email with a link to access the online training.
 - Approximately 45-60 minutes to complete, broken up into modules
- Test coordinators are required to train other staff in some way.
 - Training proctors
 - Option 1: Forward the training email
 - There is a module specifically for proctors and administering the test
 - Approximately 20-30 minutes to complete
 - Option 2: Provide training in staff meeting or other way that works for your school
 - Training hall and room monitors
 - Training PowerPoint will be available for coordinators to show to monitors
 - Training SSD coordinators
 - Can either take the test coordinator training or the proctor training, depending on his/her test day role.

Testing Manuals



Coordinators must read the manuals prior to test day.

Proctors should review the scripts prior to test day.

- College Board will provide a Michigan-specific manual for SAT with Essay, PSAT 10, and PSAT 8/9.
 - Schools can use the same PSAT 8/9 manual for 8th and 9th grades.
- The SAT manuals provide specialized information to each type of test day staff.
 - Coordinator's 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 using standard timing
 - 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.

Planning for Staffing Needs

- The staffing needed for test day depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.
- Besides the policies regarding familial relationships, there are additional guidelines to consider:

Per MDE guidelines, test day staff should be licensed teachers or licensed education administrators employed by the district. If not available, then test day staff may be:

- ▶ Paraprofessionals or non-licensed administrative personnel employed by the district -or-
- ▶ Licensed substitute teachers employed by the district for the purpose of administering the test.

Per College Board guidelines, test day staff cannot

- ▶ be employed by an outside test-prep company.
- ▶ have taken the SAT within 180 days of the administration date.

Planning for Staffing Needs

- Once you determine the rooms you're using for testing and the number of students in each room, you can determine how many staff you need.
- Every testing room needs 1 proctor.
- For rooms with more than 34 students, assign additional room monitors to help.
- The ratio for room monitors in accommodated testing rooms has been changed to 1 for more than 20 students (rather than 1 for more than 10 students).



FOR EACH STANDARD TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1-34	0
35-50	1
51-100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH ACCOMMODATED TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1-20	0
More than 20	1+ (1 monitor for each additional 20 students)

NUMBER OF HALL MONITORS NEEDED	
Number of Rooms	Number of Hall Monitors Needed
1-5	1
6-10	2
11-15	3
16-20	4
More than 20	5+ (1 monitor for each additional 5 rooms)

Agenda

1

Before Testing

Establishing School to Test
Pre-ID Students
Training & Determining Staff Needs
Accommodations & Supports
Organizing Materials

2

During Testing

Prepare Your Schedule
Prepare Testing Rooms
Distributing Materials
Admitting Students

3

After Testing

Collecting Materials
Important Form: CRF
Packing and Returning Materials
Ordering Makeup Materials

Requesting Accommodations

- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for 8th and 9th grades, 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 for 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.
- Most requests are approved automatically within a few days and require no submission of documentation.
- There are some requests that will require that documentation be submitted and could take up to 7 weeks for review.
- Schools should designate an SSD coordinator that has access to SSD Online and submits requests on behalf of students.
 - Schools can have multiple SSD coordinators to submit requests

Requesting Accommodations

- 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 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?



Accommodations

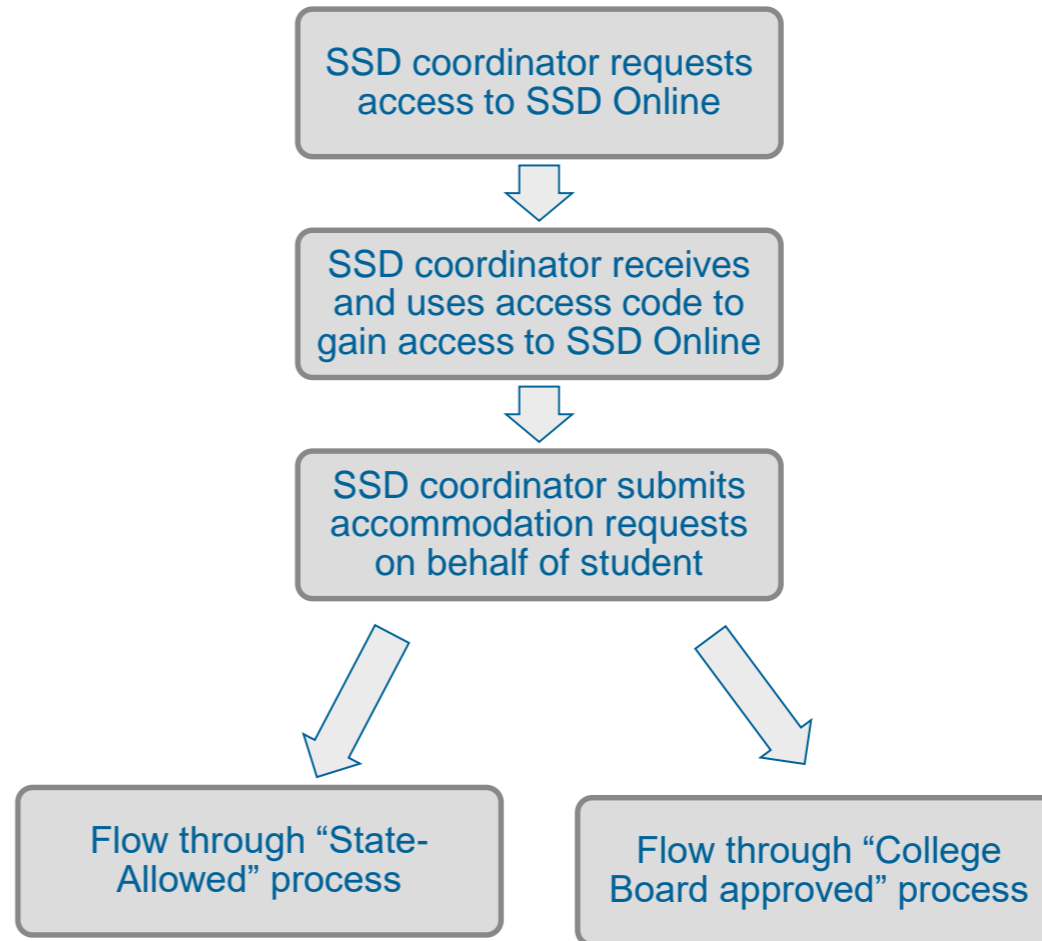
There are two categories of accommodations:

- College Board-approved accommodations
 - Require preapproval
 - Result in college and scholarship reportable scores
 - Used for students with diagnosed disabilities documented in a 504 or IEP
 - Window to apply: **Now to 2/24/20**
- State-allowed accommodations
 - Require preapproval
 - Are automatically approved and require no documentation
 - Do NOT result in college and scholarship reportable scores
 - Must be applied for every year
 - Window to apply: **1/14/20 to 2/24/20**

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 difference 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 current year Michigan-provided administration.
- **Both processes are acceptable; however, applying for state-allowed accommodations is recommended by MDE for 8th grade.**




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
January 14, 2020 – February 24, 2020	Timeline for Requests	Anytime – February 24, 2020
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.

Have Ready During the Submission Process

- 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
 - Gender
 - Home Mailing address
 - Home phone number
- Think about the accommodation that will create the most positive testing environment for the student

Assessments Read Aloud

College Board Options	What Does This Mean?
Reader	<ul style="list-style-type: none">• Staff reads the test to the student.• Must be completed in a 1-to-1 environment.• Students automatically receive 50% extended time and extra breaks on all sections.
 MP3 Audio	<ul style="list-style-type: none">• Audio version of the test, downloaded from SSD Online• Student automatically receives 100% extended time, extra breaks on all sections, and additional time for section 2 (writing and language).• Additional information is included in upcoming slide.

Breaks During Assessments



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.

College Board Options	What Does This Mean?
Extra Breaks	<ul style="list-style-type: none">Students are given more breaks.
Extended Breaks	<ul style="list-style-type: none">Students are given double the time of regularly-scheduled breaks.
Breaks As Needed	<ul style="list-style-type: none">Breaks are granted as requested by the student during the test.Timing of the test is paused during the break.Must be tested in a 1-to-1 environment.

Extended Time

Most Common College Board Options	What Does This Mean?
50% Extended Time	<ul style="list-style-type: none">• Students are given time-and-a-half for each test they are approved for.• If students are approved for 50% in reading, the student will receive extended time on each test.
100% Extended Time	<ul style="list-style-type: none">• Students are given double time for each test they are approved for.



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

Accessing SSD Online

New SSD Coordinators

- To access the SSD Online system, the new SSD coordinator will need to request access:
 - Create 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.
- Accommodation requests may begin once you receive your access code.
- 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.

Application Process

Online request process - Log in at any time to see status of students' request or to print a list of approved students.

Go to: www.collegeboard.org/ssdonline

The screenshot shows the 'Dashboard' for the SSD Online system. At the top, it displays '30 Students' and a '25 per page' dropdown menu. There are buttons for 'Create Eligibility Roster' and 'Submit Eligibility Form'. Below this, there are filters for 'Narrow by' (AI Code, All AI, All Statuses, All Accommodations, All Dates) and a search bar for 'Enter Student Name or SSD Number'. A checkbox option is available for 'Only show students with pending Applications'. The main table lists students with columns for Status, Student Name (with ID), Dates, and Next SAT Registration. The table contains four rows of student data.

Status	Student	Create Eligibility Roster	Submit Accommodations Request	Next SAT Registration
PROCESSING	Doe, John (#0000000007) Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009			14 Sep 2012
PROCESSING	Gray, Macy (#0000000002) Approved: Permission for food/medication			14 Jun 2012
PROCESSING	Rubin, Andy (#0000000010) Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009			14 Apr 2012
AWAITING INFORMATION	Gibs, Joe (#0000000014) Requested: Permission for food/medication			14 Apr 2012

Application Process

- Go to SSD Online (CB Professional account required)
- Confirm parental consent
- Enter basic student information

Before You Begin

You will need the following information to submit an accommodations request.

1. Parent or student signature.

Where a student is under 18, a signed parent agreement is required to be on file. If the student is 18 or over, the student may sign the agreement.

[Click here for a printable parent/student agreement form.](#)

2. Documentation of the student's disability and need for accommodations.

In order to be eligible for accommodations on College Board tests, a student must have documentation of a disability and need for accommodations. In some cases, you will need to send the documentation to the College Board for review. Documentation requirements may vary depending on the student's disability and requested accommodations. Upon completion of the online Student Eligibility Form, you will receive a printable list of required documentation for the specific student.

STUDENT DETAILS | DISABILITY | ACCOMMODATIONS | DOCUMENTATION

Student Information

Click here if you need to print out the Student Information form to be completed by a Student or Parent.

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

Email:

Date of Birth: / /

Expected High School Graduation Date: /

Gender: Male Female

* Soc Sec #: - - * optional

Current School:

Mailing Address

USA, including its territories & Puerto Rico
 Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:

Phone:

College Board Test

Test:

Date: /

Application Process

- Answer questions about student's disability

The screenshot shows the 'Student Disability' section of the CollegeBoard application process. The browser address bar shows 'https://ssd.collegeboa...'. The page title is 'CollegeBoard Services for Students with Disabilities'. The navigation menu includes 'STUDENT DETAILS', 'DISABILITY', 'ACCOMMODATIONS', and 'DOCUMENTATION'. The 'DISABILITY' section is active, with a sub-header 'Student Disability' and instructions: 'Please indicate the student's diagnosed disability. Check all that apply. You may view disabilities by category or alphabetically. If the student's disability is not listed, use "Other".' Below this, there are two tabs: 'By Category' (selected) and 'Alphabetical Listing'. A link to 'Click to view Disability Documentation Guidelines' is also present. The 'Selected Disabilities' section shows 'Diabetes' is selected. Below this, there are several expandable categories: 'Learning Disorder', 'AD/HD', 'Hearing', 'Autism Spectrum Disorders', 'Visual', 'Physical/Medical (1 selected)', 'Communication Disorder/Speech and Language', and 'Intellectual Disability'. The 'Psychiatric' category is expanded, showing a list of disorders with checkboxes: Generalized Anxiety Disorder, Panic Disorder, Post-Traumatic Stress Disorder, Depression/Depressive Disorder, Bipolar Disorder, Obsessive-Compulsive Disorder, Schizophrenia Spectrum Disorder, Oppositional Defiant Disorder, and Tourette's Syndrome/Tic Disorder.

Application Process

- Answer questions about requested accommodations and available documentation

CollegeBoard

Student Details > Disability > Accommodations

Documentation

In order to be eligible for accommodations on College Board tests, a student must have a documented disability and need for accommodations. Documentation requirements may vary by test. Please provide documentation for the disability and requested accommodations. In some cases, you will need to provide documentation for the disability and requested accommodations. Your answers to the following questions will help us to determine if the student is eligible for accommodations, what accommodations are available for the student, and whether the documentation needs to be reviewed by the College Board.

Formal Education Plan / Program Verification

Is there a current school-generated formal educational plan/program that the plan/program must have been approved within the past 12 months.)

Yes, a current formal education plan is approved for the student.

Please indicate the type of program:

Please provide your best estimate of the date the initial (first ever) plan/program was approved (even if at different school):

I know the specific date: /

I am not sure of the specific date, but it was within the last 12 months.

I don't know / remember the specific date or it was not within the last 12 months.

No, a current formal education plan is not currently approved for the student.

Evaluation Testing Verification

Your request for Extended Time based on a Disorder of Written Expression and Bipolar Disorder requires the following testing verification:

CollegeBoard My Account | Logout

Services for Students with Disabilities

Student Details > Disability > **Accommodations** > Documentation

Student Accommodations

Please select only the accommodations that you are requesting on College Board tests, rather than all the accommodations that the student currently gets at the school.

Selected Accommodation: Reading Extra Time: +50%; Written Language Expression: +50%; Extra Breaks

[Expand All Sections](#) | [Collapse All Sections](#) [Click to view Accommodation Details](#)

Extended Time (2 selected)

Indicate the amount of extended time requested for each test or section type. If you are not requesting extended time for a particular test type, leave that section blank.

Test Section	+50% (time & 1/2) ?	+100% (double time) ?	Greater than +100% ?
Reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Language Expression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening (Foreign language and music test only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking (Foreign language test only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extra / Extended Breaks (1 selected)

Extra Breaks ?

Extended Breaks ?

Breaks As Needed [Why Can't I Select this?](#) ?

Application Process

- Confirm that the student is consistently using these accommodations on school tests and is part of an IEP, 504, or formal plan

Confirm Selected Accommodations

You selected the following accommodations. Please confirm your selection(s) and indicate if the Student is consistently using the accommodations on school tests and whether the accommodations are part of a current IEP, 504 or formal plan.

Accommodation

Writing +50% (time and 1/2)

Is the Student consistently using this accommodation for school tests ?

- Yes
 No (Documentation required)

If the Student has a current IEP, 504, or formal plan, does it include this accommodation?

- Yes
 No (Documentation required)

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

Is the Student consistently using this accommodation for school tests ?

- Yes
 No (Documentation required)

If the Student has a current IEP, 504, or formal plan, does it include this accommodation?

- Yes
 No (Documentation required)

Reading +50% (time and 1/2)

Is the Student consistently using this accommodation for school tests ?

- Yes
 No (Documentation required)

If the Student has a current IEP, 504, or formal plan, does it include this accommodation?

- Yes
 No (Documentation required)

Select Another Accommodation

Application Process

- Submit the request electronically via SSD Online
- Review the system notification regarding any requested documentation

CollegeBoard My Account | Logout
Services for Students with Disabilities

Your SSD is ready to Submit

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

Requested Documentation

- 1 Test of Academic Achievement** (Commonly used tests that measure academic achievement)
Achievement tests should be individually administered, nationally-normed, comprehensive assessments of academic achievement. They measure academic functioning in areas such as reading, math and written expression. Abbreviated academic measures (i.e., WRAT-4, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate a disability. Please provide standard scores for all academic subtests, as well as the written report. Age or grade equivalents, ranges, percentiles or RPI scores are not sufficient.
[Why is this required?](#)
- 2 Psychiatric Update Within 1 year**
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
[Why is this required?](#)

[Print Documentation Checklist](#)

Student Information

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer ut libero quis nibh sodales tincidunt. Phasellus dui velit, blandit ac, adipiscing interdum, sodales in, augue. Cras eros neque, eleifend vel, tristique at, porta eu, lorem.

BASIC INFORMATION	MAILING ADDRESS	SCHOOL INFORMATION
Name: John Doe	222 Main Anywhere, VA 22001, US	High School Code: 000000
Date of Birth: Feb 1, 1992	Home Phone: 7035563300	High School Name: PS 1221
Expected High School Graduation Date: Jun 1, 2010	Email: john@doe.com	
Gender: Male		SCHOOL ADDRESS
Soc. Sec. #:		124 Main St. New York, NY 10001, USA

[Edit](#) [Print for Student / Parent Signature](#)

Application Process

- If necessary, 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.

The screenshot displays the CollegeBoard Services for Students with Disabilities application interface. A 'Submit Documentation' dialog box is open, providing instructions on how to submit documentation (online or via fax) and offering buttons for 'Upload Documentation Now', 'Fax Documentation Now', and 'Back to Dashboard'. Red callout boxes provide navigation instructions: 'Navigate student to Upload Documents page' points to the 'Upload Documentation Now' button, 'Submit request for accommodations and navigate Coordinator to coversheet' points to the 'Fax Documentation Now' button, and 'Submit request for accommodations and navigate Coordinator to dashboard' points to the 'Back to Dashboard' button.

The 'Cover Page' form is also visible, containing the following information:

Cover Sheet

Student Name: Joe Johnson
SSD#: 221771
High School: Thomas Edison High School
Grade: 11

To: College Board Services for Students with Disabilities

FAX INFORMATION

Fax Number: 212.222.1221
Attention: Jim Johnson
Number of pages:
(including cover sheet)

SSD COORDINATOR CONTACT INFO:

Name: Jane Lewis
Phone: 212.222.2223
Email: jlewis@school.edu

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 the accommodation(s) for school testing?*
- The student is requesting certain accommodations, such as 100% extended time or accommodations where student does not have current documentation on file.
- The student does not have a diagnosed disability or disability is listed as “other”.
- The student does not have a formal plan that meets College Board criteria.

State-Allowed Accommodations (SAA) 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.
 - SAAs 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.
- The use of SAAs or College Board-approved accommodations are especially important for SAT with Essay, where the scores are reported to colleges and universities.
 - However, at the 8th grade level, scores are not reported to higher education institutions or scholarship programs.

State-Allowed Accommodations

- The state-allowed requests can begin January 14, 2020 and should be entered by **2/24/20**.
- The state-allowed dashboard is clearly marked to remind users these scores are not college reportable.
- Recommended for 8th grade.

Back to SSD Dashboard Helpful Links: | [FAQ](#)

State-Allowed Accommodations > Dashboard

i Notice

State-Allowed Accommodations (SAA) should only be used by students when College Board accommodations are not available. Use of SAA's will result in an unreportable score and student scores will not be eligible for college submission or scholarship opportunities.

Your state/district has arranged SAA's for the following College Board tests:

An SAA request must be submitted for each student that requires them. To start, click the **Request State-Allowed Accommodations** button below

0 Students 25 per page ◀ ▶

Narrow by: [Clear all](#)

SAA Request Status	Student	Submitted	Testing Status
--------------------	---------	-----------	----------------

State-Allowed Accommodations

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

Back to SSD Dashboard Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Student Information

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Notice: Your state/district has arranged SAA's for the following College Board tests:
SAT School-Day, March 1, 2015, (11th)
SAT School-Day, March 1, 2015, (12th)

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: *optional

Last Name:

* Email: *optional

Date of Birth: / /

Expected High School Graduation Date: / The current SSD rules to determine grade level by Expected High School Graduation Date will also apply here.

Gender: Male Female

* Soc Sec # - - *optional SSN is collected here for matching, but is not displayed on any users within SSD

Current School:

Mailing Address

USA, including its territories & Puerto Rico
 Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:

State-Allowed Accommodations

- Select the accommodation being requested.

CollegeBoard My Account | Logout
Services for Students with Disabilities

< Back to SSD Dashboard Helpful Links: Consent Form | FAQs

State-Allowed Accommodations: Select Accommodations

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Choose the State-Allowed Accommodations needed by Larry Walker for the SAT School-Day March 1, 2015 test.

Note: Our records show that Larry has also requested or been approved to use the following College Board accommodations:
College Board Approved: Magnifier, Extra Breaks
Under College Board Review: Permission to Test Blood Sugar

State-Allowed Accommodations:
Click [here](#) for information on State-Allowed Accommodation mappings for your district or state.

- State-Only - Extended Time (Same Day)
- State-Only - Extended Time (Multiple Days)
- State-Only - Extra and/or Extended Breaks
- State-Only - Late Start
- State-Only - Alternate Location
- State-Only - One-to-One Testing
- State-Only - Small Group Testing
- State-Only - Reader
- State-Only - Sign Language Interpreter
- State-Only - Assistive Technology
- State-Only - Large Print Test Book (20 point)
- State-Only - Braille
- State-Only - Use of Bilingual Dictionary
- State-Only - Cassette Test Book
- State-Only - Computer (Word Processor For Essays)
- State-Only - Brailier
- State-Only - Clarification of Directions
- State-Only - Other State Accommodations

If a LPA is similar to a College Board approved accommodation for the student, the LPA cannot be selected

Cancel Save & Exit Save & Continue

State-Allowed Accommodations

- Review and submit request.
- Because state-allowed accommodations are not college-reportable, they are automatically approved and require no documentation.

CollegeBoard Services for Students with Disabilities

< Back to SSD Dashboard Helpful Links: Consent Form | FAQ

State-Allowed Accommodations: Review and Submit

Important Message: Please remember that the use of State-Allowed Accommodations will result in unreportable test scores.

Student Information

Please confirm the information below and make any changes needed.

BASIC INFORMATION	MAILING ADDRESS	SCHOOL INFORMATION
Name: Larry Walker	123 Main Street Los Angeles, CA 00977, US	High School Code: 051585
Date of Birth: Jan 1, 2002		High School Name: WESTSIDE COMMUNITY ADULT SCHOOL
Expected High School Graduation Date: Jan, 2016	Email: lwalker@yahoo.com	
Gender: Male		SCHOOL ADDRESS 7850 Melrose Avenue Los Angeles, CA 90046, US

[Edit](#)

State-Allowed Accommodations

Bilingual Dictionary

[Edit](#)

Consent Form

A signed consent form is required for each student requesting State-Allowed Accommodations. The form must be signed by the student's parent/guardian, if the student is under 18, or by the student if 18 or over. The school should maintain the signed form with the student's records. It does not need to be sent to the College Board. A blank consent form can be viewed and printed at the [Consent Form for State-Allowed Accommodations](#).

Is there a signed consent form on file with the school?

Yes, I have a copy of the signed consent form on file.

No

If you do not have a signed consent form, print the [Consent Form for State-Allowed Accommodations](#). 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 State-Allowed Accommodations dashboard, and select "Edit State-Allowed Accommodation Request" next to the student's name, to submit the request.

Confirming Information

I verify that the information provided in my responses above is true and accurate. I also acknowledge that I am aware that because State-Allowed Accommodations are not reviewed or approved by the College Board's Services for Students with Disabilities, the student's scores for the [test] [state] test administration will not be reported to the student, to colleges, or for scholarship opportunities.

[Save & Exit](#) [Submit](#)

Accommodations

Changes to Previously Submitted Requests

From the Dashboard, locate the student.

- Select "OPTIONS"
- Click "Create Change Request"

Status	Student
DECIDED	Xerox, Fourtest (#0007554601) OPTIONS NOT Approved Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	Ssdprodtestb, Studentb (#0007000002) OPTIONS Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015

- View Decision Letter
- Create change Request
- Resubmit Request

Accommodations

- Print, complete, and fax in the change request form to College Board's secure electronic document system.
- Monitor the SSD Online Dashboard for changes.

Changes to Previously Submitted Requests

↑
Insert this end into fax machine
Please ensure all attached pages are facing in the same direction

Cover Sheet
Use this page as your submission cover sheet.
PLEASE DO NOT ATTACH AN ADDITIONAL COVER SHEET TO THIS DOCUMENT WHEN FAXING.

Student Name: **Emily Breen**
SSD#: **0007546816**
High School: **ETS HIGH SCHOOL/MARGO MERIWETHER**
Grade: **11th Grade**

R0007546816


To: **College Board Services for Students with Disabilities**

FAX INFORMATION
Fax Number: **(866) 360-0114**
Attention: **College Board Services for Students with Disabilities**
Number of pages:
(including cover sheet)

SSD COORDINATOR CONTACT INFO:
Name: **Mithun Roy**
Phone:
Email: **mithun.roy026@gmail.com**
Fax:

SELECT REQUEST OPTION(S):

Resubmission of Previously Denied Request
 Request to Add or Remove Accommodations from Approved Request

COMPLETE THIS SECTION FOR RESUBMISSION OF PREVIOUSLY DENIED REQUEST

Please check any previously denied accommodations that you wish to have re-reviewed:

EXTRA / EXTENDED BREAKS

Permission to Test Blood Sugar

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.

Transferring a New Student to Your SSD Dashboard

Using SSD Online is the most efficient way to transfer a student to your dashboard:

1. Click **Submit Accommodations Request** in the top right corner of the dashboard.
 - A screen titled “Before You Begin” will open.
 - Read the information provided and click **Continue** to proceed.
2. On the Student Details page, respond “Yes” to these two questions:
 - Has a Student Eligibility Form already been submitted for this student?
 - Is this a Transfer Student?
3. You will be asked for the student’s name, date of birth, and SSD number.
 - Best practice: Add the eligibility letter that contains the student's SSD number to the student CA-60.
4. If the student is requesting different accommodations from those approved, documentation review may be required.

Obtaining a Student's SSD Number

NOTE: It is helpful to put a copy of the eligibility letter in the student's CA-60 for the new school to be able to access.

The following are ways to obtain a student's SSD number if they are new to your school:

1. Have the student login to his/her College Board account to obtain eligibility letter.
2. Ask the student or parent if they have a copy of the eligibility letter.
3. Contact the student's previous school and request a copy of the eligibility letter.
4. Contact the Michigan Educator Hotline (866-870-3127), choose 1, and then choose the option for SSD. The student must be present to provide consent to obtain SSD number.

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.

Late Accommodation Request Deadline

- 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 the initial request deadline 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 to support students in these scenarios will be published later this fall.



Changes to MP3 Audio

- 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, 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.
 - **On test day**, the actual MP3 audio files can be downloaded.
- No action is required now.
 - More information/instructions will be available closer to test day and in the *Accommodations and Supports Webinar* on December 5, 2019.
 - Link to register for the webinar is available in Spotlight.

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	<ul style="list-style-type: none"> No accommodations 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> ASL interpreter for test content ASL responses by student
English Learner Supports	<ul style="list-style-type: none"> Translated test directions Word-for-word glossaries 			<ul style="list-style-type: none"> 50% Extended Time (All sections) 	<ul style="list-style-type: none"> 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

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	<ul style="list-style-type: none"> No accommodations 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Translated test directions Word-for-word glossaries 		<ul style="list-style-type: none"> 50% Extended time (All sections) 	<ul style="list-style-type: none"> 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

Nonstandard Administration Report (NAR) for SAT with Essay

- For SAT, the NAR is grouped by students that must test on the initial day and those that can test in the accommodated window
 - Will include EL students identified to use 50% extended time
- Includes what test book color and the script name the student should use
- For PSAT 10 and PSAT 8/9, all students with approved accommodation can test in the window.

SECTION 2. Students who can test in the window

Testing Group	Last Name, First Name SSD#	Approved Accommodations	Test Type	Test Book Color	One or Two Day Testing	Script Name	Test Room Code and Proctor
Group 1	Thaler, Sarah SSD# 54321 Anama, Kari SSD# 23432 Gardella, Ted SSD# 68724	Reading +50%	SAT with Essay	Blue	Two Day	Script #3	Mr. Jones 123
Group 2	Feig, Jason SSD# 12345	Reading +100%	SAT with Essay	Blue	Two Day	Script #4	Mrs. Edwards 456
Additional Instructions							


English Learner Supports

Scores will be college and scholarship reportable



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

Students can use translated test directions and/or approved word-for-word bilingual glossaries without prior approval.

- Translated test directions for designated languages are in PDF format and must be printed by the school ahead of test day.
 -  Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.
- Approved glossary list may be updated. Look for information in Spotlight.

English learners can be provided with 50% extended time for the Michigan-provided assessments.

- Although not an accommodation, students must be identified in SSD Online in order to receive correct testing materials.
- Students will be automatically approved and no documentation will be required.
- Must be entered in SSD Online each year starting in January.

Criteria for determining who may benefit from EL supports can be found in the Supports & Accommodations Guidance Document posted on the MDE website.

(https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf)

EL Students

State-Allowed Accommodation for Math Only

- 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.
- Apply for state-allowed accommodations beginning in January
- 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.

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Shipments

- Test coordinators will receive distinct shipments for each grade in preparation for testing.
- NOTE: Each shipment may come in multiple boxes.

Deliveries will be adjusted for schools on spring break during the delivery of preadministration and test shipments. If your school is out the week of March 23, your materials will deliver the week of March 30.

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit	Sample set of manuals, posters	Week of February 24, 2020
Preadministration Materials	Answer sheets, pre-ID labels, student answer sheet instructions, student guides, full set of manuals	Week of March 23, 2020
Test Materials	Test books, return materials	Week of March 23, 2020

Test Materials Delivery

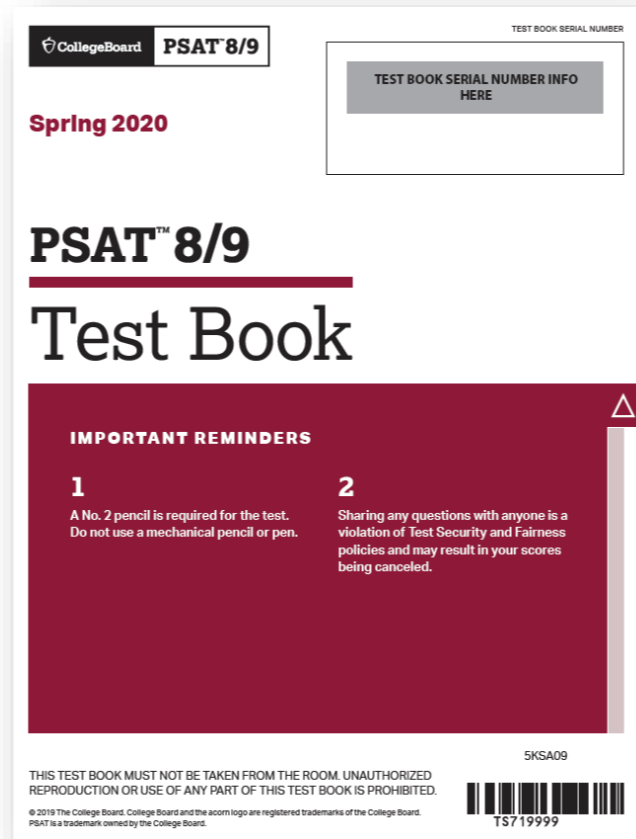
- All shipments will be addressed to the test coordinator of that assessment.
 - Delivered to the address in the coordinator record in EEM.
- Test materials must be stored securely, once delivered.
 - Check contents of boxes within 24 hours of delivery using packing lists.
 - ▶ Contact College Board immediately if there is a problem with your shipment – see Coordinator’s Manual for specific instructions.
 - Check materials until test day.
 - ▶ Contact College Board immediately if materials show evidence of tampering.

Additional Material Order

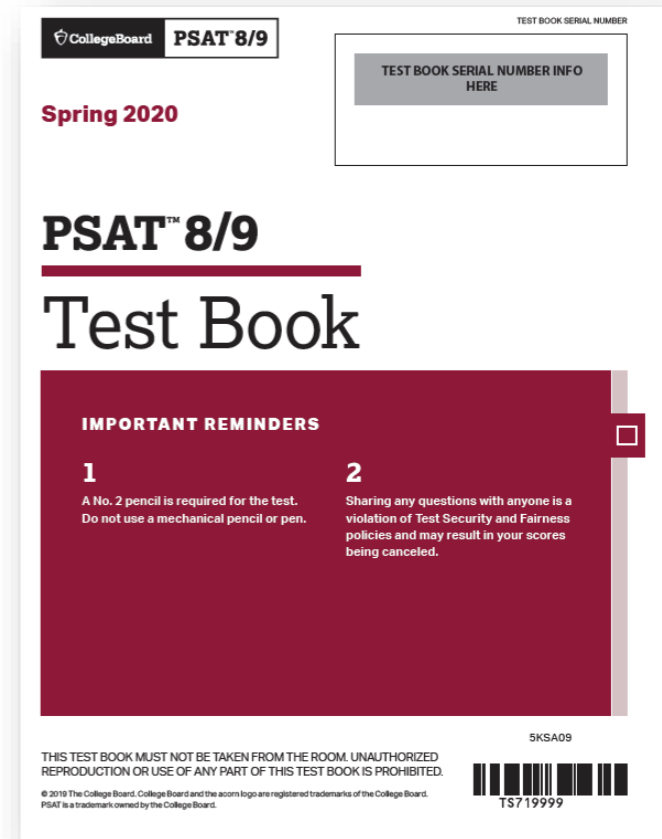
- We will support an additional material order window in Secure Site from **March 24, 2020 – April 7, 2020**.
 - Allows schools to order **standard** test materials for students who are newly enrolled at the school and were not initially pre-ID'd during the window.
- More details will be available in Spotlight as we get closer to the opening of the window.

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

Tracking Materials

- Coordinators will receive emails about material shipments.
 - Please note: Coordinators may receive emails before the items are actually shipped from UPS.
 - Tracking numbers in the email will become valid once shipped.
- Tracking numbers will also be made available on the *Material Order Summary Report* under the *Assessment Registration and Material Orders* menu in the Secure Site.
 - See www.michigan.gov/securesitetraining for more information

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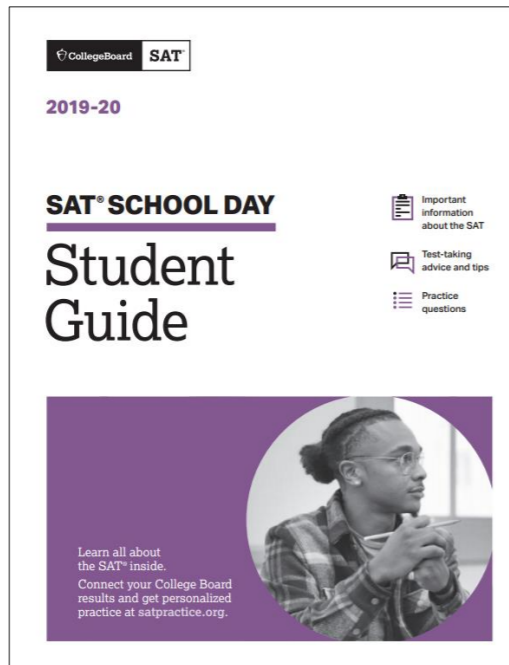
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Important Form: CRF
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Ordering Makeup Materials

Considerations for Planning

- Coordinators should work with the principal and other staff to think about planning for the following:
 - Number of staff needed
 - Rooms that will be used
 - Schedule for test day
 - Scheduling a preadministration session prior to test day
 - Preparing materials for the preadministration session and for test day
- The Coordinator Manual will give guidance on planning for these activities on test day.

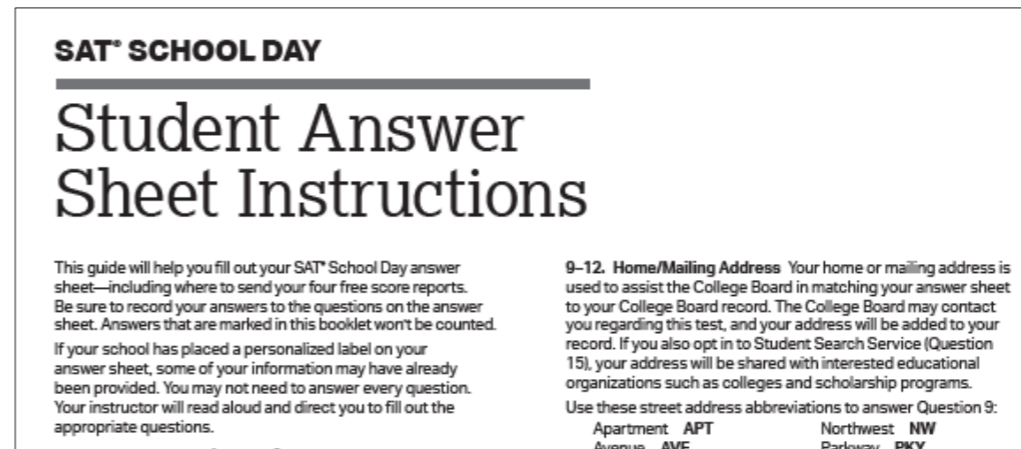
Plan a Preadministration Session

SAT with Essay



Purpose: To provide time prior to test day for students to bubble in required demographic information (name, date of birth, UIC), opt into Student Search Service®, complete the optional questionnaire, and identify where to send scores.

- Affix pre-ID label to front of student answer sheets.
- Schedule a preadministration time prior to test day.
- Provide students with a copy of the *SAT Student Guide*.
- Students will use copies of the *SAT School Day Student Answer Sheet Instructions* during the session.
- Estimated time: 45-60 minutes if students complete the questionnaire.



Student Search Service[®]

SAT with Essay and PSAT 10

- The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.
- By opting in, students give the College Board permission to share their names and limited information provided by the optional questionnaire with colleges and scholarship programs looking for students like them.
- Opting into Student Search Service is not available for PSAT 8/9.



Student Search Service and Consent

SAT with Essay and PSAT 10

- Parents can give consent for students to opt-into Student Search Service and complete the questionnaire.
 - Consent is only required to opt into Student Search Service and the questionnaire. Students can still take the SAT with Essay and identify their four free scores sends without completing the questionnaire.
- Follow your district or school policy for collecting consent. Schools and districts may opt to use a consent form that is provided by MDE (www.Michigan.gov/mme and www.Michigan.gov/psat) or may choose to use their own.
- Consent should be collected prior to the preadministration session.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.
- Students can opt-into Student Search Service online (<https://studentsearch.collegeboard.org>) but cannot complete the optional questionnaire.

Score Sends for SAT with Essay

- Students can send their SAT scores to colleges, universities, and scholarship programs by bubbling codes on their answer sheet.
- The *Student Answer Sheet Instructions* have the list of codes.
- Students do NOT need parental consent to submit their score sends; all students taking the SAT should be encouraged to complete this portion on their answer sheet.
 - Students can submit additional score sends from their College Board account for a fee.
 - Low income students have unlimited free score sends from their College Board account.

Score Reporting Code List (for Field 14)

U.S. COLLEGES AND UNIVERSITIES

ALABAMA			
Alabama Agricultural and Mechanical University 1003	· Birmingham 1856	Scottsdale Community College 4755	American Academy of Dramatic Arts West 7024
Alabama Southern Community College · Monroe 1644	· Huntsville 1854	Sessions College for Professional Design 6356	American Career College 3694
· Thomasville 0184	· Tuscaloosa 1830	South Mountain Community College 4734	American Jewish University 4876
Alabama State University 1006	University of Mobile 1515	Southwest University of Visual Arts 3037	American University of Health Sciences 7346
American Sentinel University 3806	University of Montevallo 1004	The Paralegal Institute 3888	Antelope Valley College 4005
Athens State College 0706	University of South Alabama 1880	United States Army Yuma Proving Ground Command 4080	Antioch University Los Angeles 1862
Auburn University 1005	University of West Alabama 1737	Universal Technical Institute 2504	Antioch University Santa Barbara 3071
Auburn University Montgomery 1036	Virginia College 2596	University of Advancing Technology 3608	Argosy University 6237
Bevill State Community College 0720	Virginia College Huntsville 3451	University of Arizona 4832	· Inland Empire 6239
Bevill State Community College 0213	Wallace Community College · Sparks Campus 0103	University of Phoenix 1024	· Orange County 7910
Bevill State Community College Brewer 0723	Wallace State Hanceville 0528	Western International University – Online 4419	Art Center College of Design 4009
Birmingham Southern College 1064	ALASKA	Yavapai College 4996	Art Institute of California · Hollywood 3463
Bishop State Community College 1517	Alaska Bible College 1237	ARKANSAS	· Inland Empire 6717
Bishop State Community College Carver 0087	Alaska Christian College 7227	Agape College 4453	· Orange County 3831
Calhoun Community College 1356	Alaska Pacific University 4201	Arkansas Baptist College 7301	· Sacramento 5737
Central Alabama Community College 0715	Charter College 3453	Arkansas Northeastern College 1267	· San Diego 3036
Central Alabama Community College Childersburg 0189	Covenant Life College 0127	Arkansas State University 6011	· San Francisco 4421
Chattahoochee Valley Community College 1167	Ilisagvik College 0469	· Beebe 0782	Ashford University 6418
Columbia Southern University 3878	Kenai Peninsula College 4373	· Mountain Home 6057	Azusa Pacific University 4596
Community College of the Air Force 1175	Kodiak College University Alaska Anchorage 4372	· Newport 6631	Bakersfield College 4015
	Matanuska-Susitna College 4509	Arkansas Tech University 6010	Barstow Community College 4020
	Prince William Sound Community College 4636	· Ozark Campus 6028	Berkeley City College 7711
	University Alaska Southeast 4897	Black River Technical College 3879	Bethesda Christian University 3895

Plan a Preadministration Session

PSAT 10

Purpose: To provide time prior to test day for students to bubble in required demographic information (name, date of birth, UIC), opt into Student Search Service®, and complete the optional questionnaire.

- Affix pre-ID label to front of student answer sheets.
- Schedule a preadministration time prior to test day.
- Provide students with a copy of the *PSAT 10 Student Guide*.
- Students will use copies of the *PSAT 10 Student Answer Sheet Instructions* during the session.
- Estimated time: 25-35 minutes if students complete the questionnaire

PSAT 10


Student Answer Sheet Instructions

This guide will help you fill out your PSAT™ 10 answer sheet. Be sure to record your answers to the questions on the answer sheet. Answers that are marked in this booklet will not be counted.

If your school has placed a personalized label on your answer sheet, some of your information may have already been provided. You may not need to answer every question. Your instructor will read aloud and direct you to fill out the

6. **Grade Level** This field is required to validate your answer sheet as part of scoring.
7. **Sex** This field is required to validate your answer sheet for scoring.
8. **Date of Birth** This field is required to validate your answer sheet as part of scoring.
- 9–12. **Home/Mailing Address** These fields are optional but recommended. Your home or mailing address is used to

Preadministration Session for PSAT 8/9

- Students will NOT complete **any** of the optional questions for PSAT 8/9.
 - They will only bubble the required elements on their answer sheet (Name, Date of Birth, and UIC as their student ID number).
 - No consent is necessary since students are not completing any optional questions.
 - Student Answer Sheet Instructions are not necessary and will not be sent.
- Schools can determine if the required bubbling needs to occur prior to test day during a preadministration session or can be completed on test day.
-  Provide students with a copy of the PSAT 8/9 Student Guide, which will be printed and shipped to schools this year prior to test day.

Answer Sheet Items

- **Student ID Number**

- Students will bubble in their UIC as their Student ID Number, which can be found in the upper-left corner of their pre-ID label.



5 Student ID Number														
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

- **Gender**

- Answer sheets now allow students to provide “Another” as an option.
- Gender is not listed on student score reports.
- Whatever is written in the free-response line will not be captured.
- Reporting to MDE will be based on what gender the student is pre-ID’d under.
- Gender is not a required element to bubble on the answer sheet.

8 Gender	
<input type="radio"/>	Female
<input type="radio"/>	Male
<input type="radio"/>	Another (not listed):

Administration Timing

SAT with Essay

- Schools should plan for approximately 5 hours of testing including test day administrative activities, testing, and break times.
 - Does not include time for completing the questionnaire portion or score sends
- The standard schedule includes testing room doors closing at 8 a.m. for test day administrative activities and testing beginning at 8:30 a.m.
 - Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m., and they may start testing any time between 8:00 a.m. and 9:00 a.m.
 - Schools must contact the Michigan Educator Hotline (866-870-3127) for consideration and approval to start earlier or later than these times. The start time applies to standard test takers as well as accommodated test takers in both the initial and makeup administrations.
- Schools must complete testing before breaking for lunch.

Administration Timing


- Testing **MUST** be done in the morning.
- The schedule below does not include passing out multiple choice test 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
Book collection/ Essay distribution	15
Essay	50
Total (hours, minutes)	4 hours 22 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-related assessments 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

Planning the Schedule on Test Days

School schedules may require some adjustments

- Lunch Periods
 - Testing cannot be interrupted for lunch unless a student is approved for an accommodation testing over 2 days
 - Lunches must take place after testing is complete (unless PSAT is testing in the afternoon)
 - Students may eat snacks during breaks
- Bell Schedules
 - Bells must be silenced during test administration
- Public Address System Announcements
 - There should be no PA announcements during test administration

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Planning for Testing Rooms

- The size of cohort testing and the size of rooms used for testing will determine number of rooms needed.
- Options for rooms include:
 - Larger spaces, such as auditoriums and gymnasiums
 - Smaller spaces, such as classrooms
- Location of testing rooms within the building
 - Separated from other classes/tests on different schedules or taking different assessments
 - Minimize noise and other disruptions when classes or other assessments break
 - Area where there will be minimal noise/distractions from outside the building
 - Access to restrooms



Seating and Furniture Requirements

- Use chairs with backs.
- Face seats in the same direction.
- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of 3 feet from right to left (measure from center of desks).
- At tables, students must be seating at least 3 feet apart and facing the same direction.
- Two students can be seated at a table that is at least 6 feet long.
- Ensure unimpeded access to every student by staff.
- Provide a large, smooth writing surface, preferably desks or tables.
- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

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Distributing Materials

- Suggest creating testing room packets
 - Use plastic tubs or boxes to organize materials for each testing room.
 - Include materials such as:
 - ▶ Roster of students in the room
 - ▶ Copy of the NAR if testing students with accommodations
 - ▶ Pre-labeled answer sheets
 - ▶ Test books (don't open shrink wrap until the morning of test day)
 - ▶ Extra pencils and calculators
 - ▶ Copies of translated test directions for students that need them
 - See the Coordinator Manual for other suggestions

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Admitting Students

- Decide whether you are going to have a central check-in or room check-in.
 - Central check-in: All students check into a central location such as the library and then get told which room to report for testing.
 - Room check-in: Room assignments are posted for students prior to test day and students report to their assigned room the day of the test.
- Determine how attendance will be taken in both situations.
 - Rosters will be created locally.
 - We recommend starting with a *Master Student List* of all students expected to test.
 - Then divide the *Master Student List* into individual room rosters.
- During check-in, students are not required to supply a photo ID unless the student is unknown to the testing staff.
 - A photo ID form will be available for students that cannot or do not have a photo ID.

Late Arrivals Room

Plan for Students that Arrive Late

- If student arrives before the proctor begins timed portion of the test:
 - Student can be admitted into the regular testing room
- If student arrives after the proctor begins timed portion of the test:
 - Student should be admitted into the designated late arrivals room.
 - Admittance to the late arrival rooms should not be allowed after regular testing rooms have begun their first break.
- If schools do not have the space for a late arrivals room, plan to test these students on the makeup date.

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Collecting Materials

- Designate an area for proctors to return all testing materials to the test coordinator once testing is complete.
- Ensure that all testing materials are accounted for and answer sheets are not placed in test books before dismissing the proctor.
- **Keep testing materials for each grade separated as you sort and prepare materials for return.**

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After Testing

Collecting Materials
Important Form: CRF
Packing and Returning Materials
Ordering Makeup Materials

Important Form: Coordinator Report Form (CRF)

- Purpose: Lets the College Board know how many answer sheets you are returning for scoring.
- **CRFs will be returned separately for each grade** (i.e. CRF for SAT with Essay, CRF for PSAT 10, CRF for PSAT 8/9 for 9th grade, CRF for PSAT 8/9 for 8th grade).
- The coordinator is responsible for completing the CRF.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You cannot make copies of this form. Keep it in a safe place once it arrives.

SAT School Day
COORDINATOR REPORT FORM (CRF)
Must be returned with used answer sheets
Print and fill in the appropriate bubbles on this form. Use a No. 2 pencil only.
For more information, please refer to the SAT® School Day Coordinator Manual.

SAT® CollegeBoard

NO INK

1 School and Coordinator Information

School Name _____ Coordinator Name _____
Street Address _____ Coordinator Email Address _____
City _____ State/Country _____ Zip/Postal Code _____ Coordinator Phone Number _____

2 Administration Date
Bubble in the test date you're returning materials for (primary or makeup).
 Oct 16, 2019
 Oct 30, 2019
 Mar 4, 2020
 Mar 25, 2020
 Apr 14, 2020
 Apr 28, 2020

3 Date in Accommodated Window (if applicable)

Month	Day	Year
<input type="radio"/> Oct	<input type="radio"/> 0	<input type="radio"/> 2019
<input type="radio"/> Nov	<input type="radio"/> 1	<input type="radio"/> 2020
<input type="radio"/> Dec	<input type="radio"/> 2	
<input type="radio"/> Jan	<input type="radio"/> 3	
<input type="radio"/> Feb	<input type="radio"/> 4	
<input type="radio"/> Mar	<input type="radio"/> 5	
<input type="radio"/> Apr	<input type="radio"/> 6	
<input type="radio"/> May	<input type="radio"/> 7	
<input type="radio"/> Jun	<input type="radio"/> 8	

4 School Code

<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9	<input type="radio"/> 0	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 9	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

5 Accommodations Answer Sheets

Are you submitting answer sheets for students receiving accommodations?
 No
 Yes (Place accommodated answer documents in the white Accommodated Testing Envelope.)

Implementation Activities

1

Before Testing

Establishing School to Test
Pre-ID Students
Training & Determining Staff Needs
Accommodations & Supports
Organizing Materials

2

During Testing

Prepare Your Schedule
Prepare Testing Rooms
Distributing Materials
Admitting Students

3

After Testing

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Materials**
Ordering Makeup Materials

Packing Materials



- Schools **MUST** return all SAT with Essay, PSAT 10, and PSAT 8/9 test books this year.
- Schools need to return answer documents and test books separately for each **grade**. Examples:
 - Do **NOT** return SAT answer sheets in the same box with PSAT 10 answer sheets.
 - Do **NOT** return PSAT 8/9 answer sheets for 8th grade in the same box as PSAT 8/9 for 9th grade. They must be treated as separate assessments this year.
- There are detailed diagrams in the manuals to help assist you in packing boxes/envelopes.

Packing Materials

Image of white box for returning answer sheets



UPS
Label

Pearson
Label

- Packing Answer Sheets
 - Answer sheet return bags/boxes will need both a colored Pearson label and a UPS label.
 - Each assessment will have a different color label.
- If an irregularity occurs, pink labels will be provided to place on the outside of the answer sheet bag/box.
- The use of the pink IR label is not required, but highly recommended for quicker processing of answer sheets that are involved in an irregularity.

NEW



Packing Materials

Image of loose UPS label that needs to be affixed to outside of box



TB Returns

- Packing Test Books
 - Reuse the boxes your test materials arrived in to return test books
 - Loose UPS labels will be included in the shipment with the header “TB Returns”
 - Apply one label to each box
- Follow packing and addressing instructions in the manual.
 - Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.
 - Errors in packing or shipping will lead to score delays for students.

Returning Materials for SAT with Essay

The Coordinator Manual will have a chart on what to return, what to keep, and what to destroy.

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
CRF	Yes—in answer sheet return shipment	Yes	No
Used answer sheets containing student responses to test questions	Yes—in answer sheet return shipment	No	No
Used answer sheets containing student responses to test questions (regular and large block) for students listed on the NAR	Yes—in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Blank unused answer sheets	Yes—in test book return shipment after makeup testing is complete	No	No

When Testing on April 14 is Complete

Keep extra answer sheets, pre-ID labels, and manuals	Use these for the makeup date
Keep blue or green test books	These can be used for the accommodated window testing; return when testing is complete
Return ALL purple test books	You will get new ones for the makeup date

Returning Materials for PSAT 10 and PSAT 8/9

Important Notes for the PSAT 10 and PSAT 8/9	
Keep extra answer sheets, pre-ID labels, and manuals	Use these for the makeup date(s)
Keep test books	Use these for the accommodated window or the makeup dates; return them as described in the PSAT 8/9 or PSAT 10 Coordinator Manual

Returning Materials



- UPS pickups will not be pre-arranged.
- Directions will be provided for coordinators to schedule pickups with UPS.
 - If UPS regularly stops by at your school, give materials to the driver during those stops.
- Coordinators will need the tracking numbers on the return labels to schedule the pickups and not be charged.
- More information will be available in the manuals, webinars, and Spotlight closer to test day.

IMPORTANT: When returning answer sheets and test books, write down or take a picture of the tracking numbers of these shipments so you can verify their receipt.

- All answer sheets must be shipped by **May 1, 2020**.
 - Answer sheets will not be scored if shipped after this date.**

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Ordering Makeup Materials

SAT with Essay

- Students, not testing in the accommodated window, who miss the initial test date will test on **April 28, 2020**.
- Coordinator will receive an email a day or two before test day with a link to a survey to request makeup materials.

PSAT 10 and PSAT 8/9

- Schools may flexibly test students who miss the initial test date between **April 15-21, 2020** or **April 28-29, 2020**.
- Coordinator will receive an email a day or two before test day with a link to a survey to request additional makeup materials, if needed. It is not necessary to request additional materials if you have enough onsite.

Final Information

[Answer Document Verification](#)

[Score Release](#)

[Resources](#)

Answer Document Verification Window

- MDE's answer document verification process in the Secure Site provides a way for schools to verify that all answer documents have been received and processed by College Board.
 - Also gives districts and schools the ability to submit a reason why a student did not complete one or more of the required tests or content areas. This information is reviewed for a possible accountability exemption and is also included in required federal reporting.
- Once this review period is over, no additional issues will be accepted.
- This window will likely be available at the end of May.
- Look for more information in Spotlight this spring.

Score Release

TENTATIVE

- Student scores will likely be released to their College Board accounts in May 2020.
- Scores will be released to educators via the College Board K-12 score reporting portal based on school verification and appeals made during the Answer Document Verification window on the Secure Site.
 - This will likely occur in mid-to-late June 2020.
 - No changes can be made for students in the K–12 score reporting portal once the Answer Document Verification window activities are complete.
- PSAT 10 and PSAT 8/9 will no longer be disclosed forms.
 - Questions and answer choices will not be available in the reporting portal for PSAT 10 or PSAT 8/9.
 - Additional resources are in development to provide educators with detailed information about sample test questions and is expected to be available this spring.
 - Questions and answer choices will still be available for SAT with Essay.



The College Board and MDE are here to support you.

- Throughout the 2019-20 school year, there will be a number of ways the College Board and MDE will support you, including:
 - Weekly updates in Spotlight.
 - Webinars
 - Registration links will be available in Spotlight. Recorded versions will be posted shortly after webinar occurs.
 - MDE has a number of resources available throughout the year for all assessments.

Resource	Type	Date	Note
Implementation Handbook	PDF	October 2019	Reviews key activities to prepare your school for testing. Available now at www.Michigan.gov/mme and www.Michigan.gov/psat
Accommodations & Supports	Webinar	12/5/19	Detailed information about the process and policies for accommodations & supports. Link to register is available in Spotlight.
Accommodations & Supports	Handbook	December 2019	Detailed information about the process and policies for all College Board accommodations & supports
Testing Tips	Webinar	3/25/20	Last minute reminders and helpful hints for a successful test day
Online Training	On-Demand Modules	February 2020	Required training

Thank You!

Resources

- MDE Websites
www.michigan.gov/mme for MME and SAT with Essay information
www.michigan.gov/psat for PSAT 10 and PSAT 8/9 information
- Michigan Educator Hotline
(866) 870-3127 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
Look for information about upcoming webinars