

Michigan

PSAT™ 8/9 for Grade 8

Spring 2021

Spring Test Administration

PSAT 8/9 for Grade 8

Standard Testing Dates

Grade 8 students are expected to test on the primary test day.

- Primary test day: **April 13, 2021**

Students absent on the primary test day can be flexibly scheduled to test in primary testing window.

- Primary testing window: **April 13-16, 2021**

The makeup window is for any student who was absent during the primary testing window or for students that need to retest due to an irregularity. This has been extended for additional testing flexibility.

- Makeup testing window: **April 27-May 7, 2021**

Schools must use a survey to request makeup test books for PSAT 8/9.

- Different test books will be used in the primary testing window and the makeup testing window for standard test takers.
- Grade 8 test books for the primary testing window will have a circle on the cover.
- Grade 8 test books for the makeup testing window will have a crescent on the cover.

Accommodated Testing Window

Accommodated Testing Window: **April 13-May 7, 2021**

- **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.
- The accommodated testing window has been extended for additional flexibility.
- Students will use the test books with circles on the cover for use in the entire window. Keep test books securely stored during the entire window.

Spring Flexibility

Schools may stagger start times for assessments

- Schools can provide flexible starting times, without College Board approval to do so.
- All groups must begin testing before the first group finishes to maintain test security.
- Even though cell phone collection is typically at the school's discretion, cell phone collection is **required** for the duration of the school day for all students testing, or at least until after the last group has started testing, if staggering start times.
- Testing must start early enough to finish before school ends.

Extended breaks

- Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at a time.
- In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion.
- Hall monitors should help ensure that students do not share any test content if they leave the room and that students reenter their assigned testing rooms in a safe way.
- If extended breaks are provided, they must be provided to all students.

Spring Flexibility

PPE (personal protection equipment) will be allowed during testing

- PPE includes items such as the use of masks, gloves, and hand sanitizer during testing.
- The use of PPE should follow local guidance.
- Test coordinators or proctors must check student's PPE prior to testing to ensure that nothing has been written on the PPE or prohibited materials have been hidden within the PPE.

Spacing of students should follow local guidelines

- Follow local guidance on the spacing of your students.
- College Board requires a minimum of 3 feet from center of desk to center of desk; however, if local guidance indicates that students must be 6 feet apart, schools should seat students 6 feet apart during testing.

Spring Flexibility

Off-Site testing is allowed

- Off-site testing is allowed if you need more space to administer the test.
- **Requests to test at an off-site location are required for Spring 2021 testing.**
- Submit requests at www.sat.org/offsiterequest
- Although the deadline to submit a plan was December 18, 2020, we will accept late plans, as necessary, for schools that need to reconfigure their testing environment.

Additional Information

More information is available in the Spring 2021 Contingency Test Dates and Flexibility Options for SAT with Essay, PSA 10, and PSAT™ 8/9 School Day Testing document from the Michigan Department of Education available at www.michigan.gov/mme and www.michigan.gov/psat.

Pre-ID Reminder

Pre-ID in OEAA Secure Site

- Do **NOT** place orders directly in the College Board Test Ordering Site for the Spring 2021 Michigan-provided PSAT 8/9 for Grade 8.
- College Board will determine your initial material order for the Michigan-provided assessments based on:
 - The number of students pre-IDed to test in the OEAA Secure Site
 - The number of students approved for accommodations via College Board's SSD Online System.
- If students are not pre-IDed by **February 17, 2021**, you may not receive enough test materials and labels for test day.

Training

Test Day Training

MDE requires training each year for test coordinators:

- Assessment security training provided by OEAA
 - Review the “Overview of Test Security” chapter of the MDE Assessment Coordinator Training Guide for guidelines on how to access this training.
- Online training provided by College Board
 - Completion of training for Fall 2020 testing does not count for Spring 2021.
 - **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 the week of March 1, 2021.
 - Approximately 45-60 minutes to complete, broken up into modules.

Test Day Training

Test coordinators are required to train other test day staff in some way.

- Test coordinators can use staff meetings, for example, to train all staff or provide the following options:
 - Training proctors
 - Option: Forward the College Board training email
 - There is a module specifically for proctors and how to administer the test
 - Approximately 20-30 minutes to complete
 - Training hall and room monitors
 - Option: PowerPoint will be available on the MDE webpages to provide to monitors
 - Training SSD coordinators
 - Option: Take the test coordinator training or the proctor training, depending on his/her test day role.
- Review the “Overview of Test Security” chapter of the MDE Assessment Coordinator Training Guide for guidelines on assessment security training for other test day staff.

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 the PSAT 8/9 for Grade 8.
 - Schools can use the same PSAT 8/9 manual for 8th and 9th grades.
- The PSAT 8/9 Coordinator Manual include information for the coordinator AND scripts for proctors.
- Do not use any Fall 2020 manuals during Spring 2021 testing.

Accommodation Reminders

Requesting Accommodations

- All accommodations for the Spring 2021 Michigan-provided PSAT 8/9 for Grade 8 **must** have prior approval and be requested through the College Board Services for Students with Disabilities (SSD) Online system.
- 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.
- Requests must be submitted by February 22, 2021.
- For more information about College Board accommodations, review the Accommodations and Supports Webinar posted at www.Michigan.gov/mme and www.Michigan.gov/psat.

Test Material Delivery

Test Materials Delivery

- All shipments will be addressed to the test coordinator of that assessment.
- 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 your Coordinator Manual for specific instructions.
 - Check materials periodically until test day.
 - Contact College Board immediately if materials show evidence of tampering.

Tracking Materials

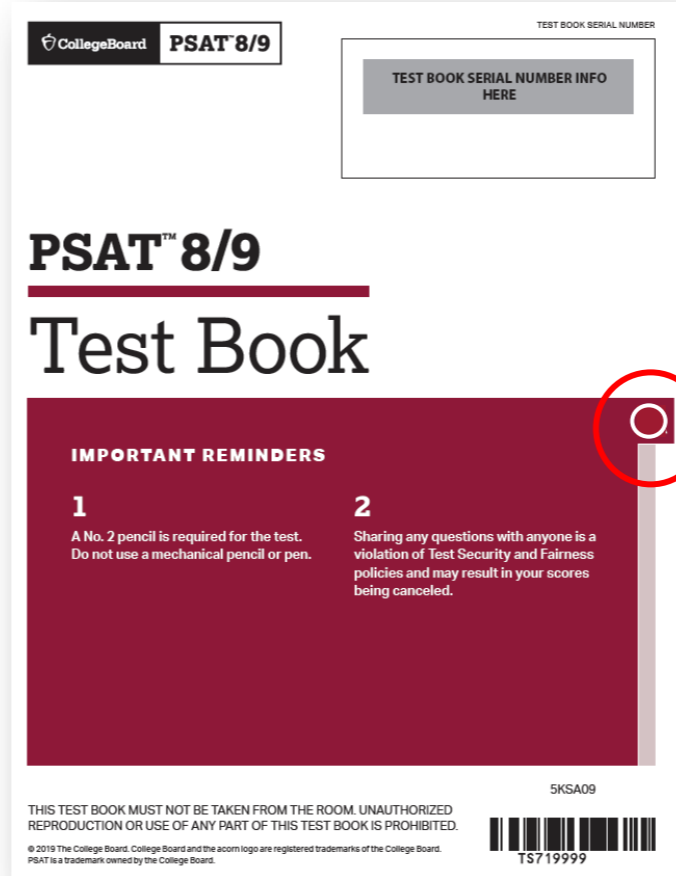
- Coordinators will receive emails about material shipments.
 - Please note: Coordinators may receive emails before the items are actually shipped from UPS.
 - Tracking numbers in the email will become valid once shipped.
- Tracking numbers will also be made available on the *Material Order Summary Report*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

Additional Material Order

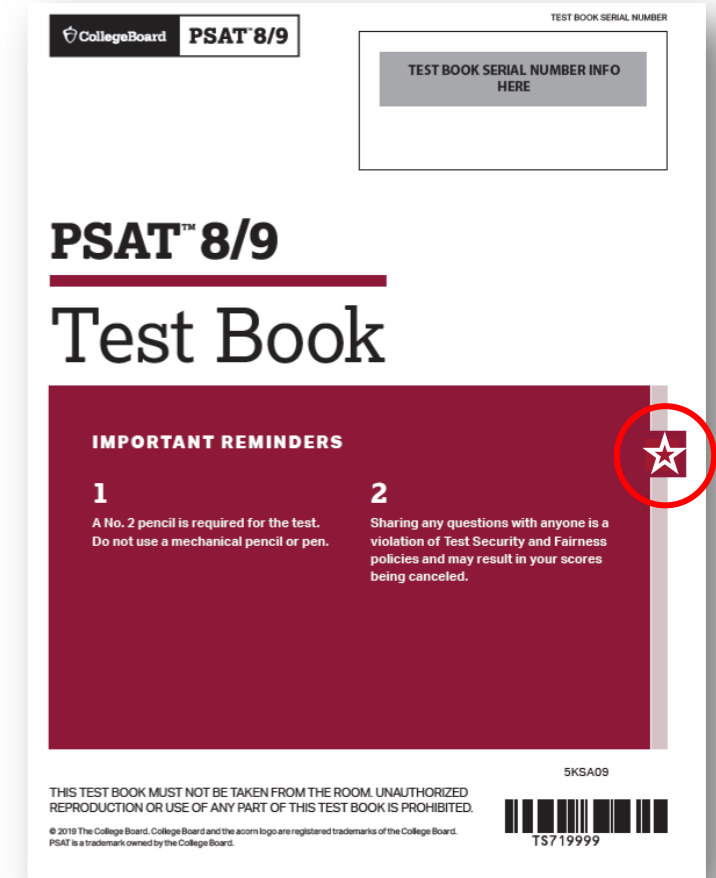
- We will support an additional material order window in OEAA Secure Site from **March 23-April 6, 2021**.
 - Allows schools to order **standard** test materials for students who are newly enrolled at the school and were not initially pre-IDed during the window.
- More details will be available in Spotlight as we get closer to the opening of the window.

PSAT 8/9 Test Books

- 8th and 9th graders cannot test together.
- **Keep test books for each grade separated as you sort and prepare materials for testing.**



Grade 8 test books for primary testing window and accommodated testing window = Circle



Grade 9 test books for primary testing window and accommodated testing window = Star

Test Day Timing

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.
- 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.**

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

Organizing a Preadministration Session



Preadministration Session

PSAT 8/9 for Grade 8

- Students will NOT complete **any** of optional questions on their answer sheet 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 parental 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.
 - Estimated time for a preadministration session = 15-20 minutes
- If you choose to hold a preadministration session, prior to conducting the session, pass out a copy of the applicable PSAT 8/9 Student Guide to each student.
 - Student guides provide information about the test and explains how student data is used.
 - If you choose not to hold a preadministration session, ensure students have a copy prior to test day.

Testing Irregularities

Irregularities on Test Day

- If issues arise on test day, use the Irregularity Report (IR) to record information about:
 - Security incidents
 - Student misconduct
 - Test question errors or ambiguities
 - Mistiming
- The irregularity chart in the back of the manuals will indicate whether an IR is required to be submitted.
 - Please do not guess as to what action to take. Follow the directions in the irregularity chart so that student scores are not jeopardized.
- Make sure reports are complete and explicit.
- Irregularities filed by proctors must be countersigned by the test coordinator, who should add any information that might be useful.
- Keep a copy of any IRs submitted should College Board require additional information during their review.
 - They will also be useful when completing your makeup materials requests.

The image shows a sample of the SAT School Day Irregularity Report (IR) form. It is divided into several sections:

- Section 1: GENERAL INSTRUCTIONS TO COORDINATOR:** Includes instructions on how to use the form, such as filling in the circle for the month and year, and reporting irregularities immediately.
- Section 2: PROGRAM:** A section for indicating the type of testing room and room number, with radio buttons for 'Standard' and 'Accommodated'.
- Section 3: SCHOOL INFORMATION:** A section for providing school details, including name, address, city, state/province, postal code, and country. It also includes a 'School Code' grid and a 'Scheduled Administration Date' grid.
- Section 4: TEST BOOK INFORMATION:** A section for providing test book details, including 'Test ID', 'Form Code', 'Test Book Serial Number', and 'Essay Code'.
- Section 5: GROUP IRREGULARITIES INFORMATION:** A section for reporting irregularities that affect a group of students. It includes a grid for 'Number of Affected Students' and 'Testing Room Code', and a list of irregularity types such as 'Defective/incorrect materials', 'Disturbance/interruption', 'Misleading materials', etc.


Returning Materials

What to Return

- Check the “After the Test” section of your Coordinator Manual for this chart that outlines which materials you should keep, which you should return, and which should be destroyed

KEY INFORMATION

What to Do with Materials

 In this table, “securely destroy” means to shred or otherwise render unreadable.

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
CRF	Yes—in each 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
Completely blank unused answer sheets	No	No	Yes—securely destroy after makeup testing is complete

PSAT 8/9 Returns

Return	Testing Materials to Include	When to Schedule
Return #1	Test books and used answer sheets for all students who finish testing in the primary testing window.	Once all students have finished testing, but no later than April 17.
Return #2	Test books and used answer sheets for any students who finish testing in the accommodated window.	Once all students who are eligible to test in the window have completed testing.
Return #3	Test books and answer sheets for all students who test during the makeup testing window.	Once all students have finished testing, but no later than May 10.

Ordering Makeup Materials

Ordering Makeup Materials

- Test coordinators will receive an email the week of test day.
- The email will contain a link to a survey to assist in determining makeup materials.

DEADLINE TO RESPOND: 4/15/21

If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.

Score Release

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 OEAA 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 8/9 will no longer be a disclosed form.
 - Questions and answer choices will not be available in the reporting portal for PSAT 8/9.
 - Educators can access the College Board SAT Suite Test Bank (<https://collegereadiness.collegeboard.org/educators/k-12/sat-suite-question-bank>) to access over 3,500 sample test questions for PSAT-related assessments and SAT.

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
 - Kari Anama kanama@collegeboard.org
 - Ted Gardella tgardella@collegeboard.org
- Weekly Spotlight on Student Assessment and Accountability Online Newsletter