

**Michigan**

**SAT<sup>®</sup> with Essay**

**PSAT<sup>™</sup> 10**

**PSAT<sup>™</sup> 8/9 for Grades 8 and 9**

Spring 2021

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# Spring Test Administration

## SAT with Essay Dates

SAT with Essay will be one part of the Michigan Merit Exam which is required for 11<sup>th</sup> graders.

Students testing in a standard room will be required to test on a single day.

- Initial test day: **April 13, 2021**
- Makeup test day: **April 27, 2021**

A contingency date has been added. This should only be used for schools who were not able to test on April 13 or April 27 due to COVID-related issues.

- Contingency test day: **May 18, 2021**

Will discuss accommodated testing in upcoming slides.

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# 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.

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# 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 Grade 9 are expected to test on a primary test day that is chosen within a primary testing window.

- Primary testing window: **April 13-16, 2021**
- Schools can choose which date within the window that works best for them as the primary test day.
  - 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.
  - The remaining days in the primary testing window can be used for students absent on the primary test day.

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 and PSAT 10.**

- Different test books will be used in the primary testing window and the makeup testing window for standard test takers.
- Grade 9 test books for the primary testing window will have a star on the cover.
- Grade 9 test books for the makeup testing window will have a crescent on the cover.
- Grade 10 test books for the primary testing window will have a triangle on the cover.
- Grade 10 test books for the makeup testing window will have a square on the cover.

# Accommodated Testing Window

## Accommodated Testing Window for SAT: **April 13-26, 2021**

- 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.
- Students absent during this window due to COVID-related issues or who experience an irregularity and need to take a makeup, can test in an additional makeup accommodated window: **April 27-29, 2021**
- Schools not in session during the makeup accommodated window can test during the contingency accommodated window: **May 18-20, 2021**

## Accommodated Testing Window for PSAT 10 and PSAT 8/9: **April 13-May 7, 2021**

- **All** students with approved accommodations taking the PSAT 8/9 for 8<sup>th</sup> grade, PSAT 8/9 for 9<sup>th</sup> 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 from the primary testing window throughout the accommodated testing window. Makeup materials will not be ordered for these students.

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# 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.

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# 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.

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# 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](http://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, PSAT 10, and PSAT 8/9 School Day Testing* document from the Michigan Department of Education available at [www.michigan.gov/mme](http://www.michigan.gov/mme) and [www.michigan.gov/psat](http://www.michigan.gov/psat).

# Pre-ID Reminder

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# Pre-ID in OEAA Secure Site

- Do **NOT** place orders directly in the College Board Test Ordering Site for the Spring 2021 Michigan-provided SAT with Essay, PSAT 10, or PSAT 8/9 for Grades 8 and 9.
- 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

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# 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.

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# 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 SAT with Essay, PSAT 10, and PSAT 8/9.
  - Schools can use the same PSAT 8/9 manual for 8<sup>th</sup> and 9<sup>th</sup> grades.
- The SAT manuals provide specialized information to each type of test day staff.
  - Coordinator Manual
    - Includes information about the test day set-up, preadministration session, forms, and return of standard and accommodated 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 Coordinator Manuals include information for the coordinator AND scripts for proctors.
- Do not use any Fall 2020 manuals during Spring 2021 testing.

# Accommodation Reminders

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# Requesting Accommodations

- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for 8<sup>th</sup> and 9<sup>th</sup> 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.
- 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](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat).

# Test Material Delivery

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# Test Materials Delivery

- Expected delivery: Week of March 22, 2021
- 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.

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# 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](http://www.michigan.gov/securesitetraining) for more information

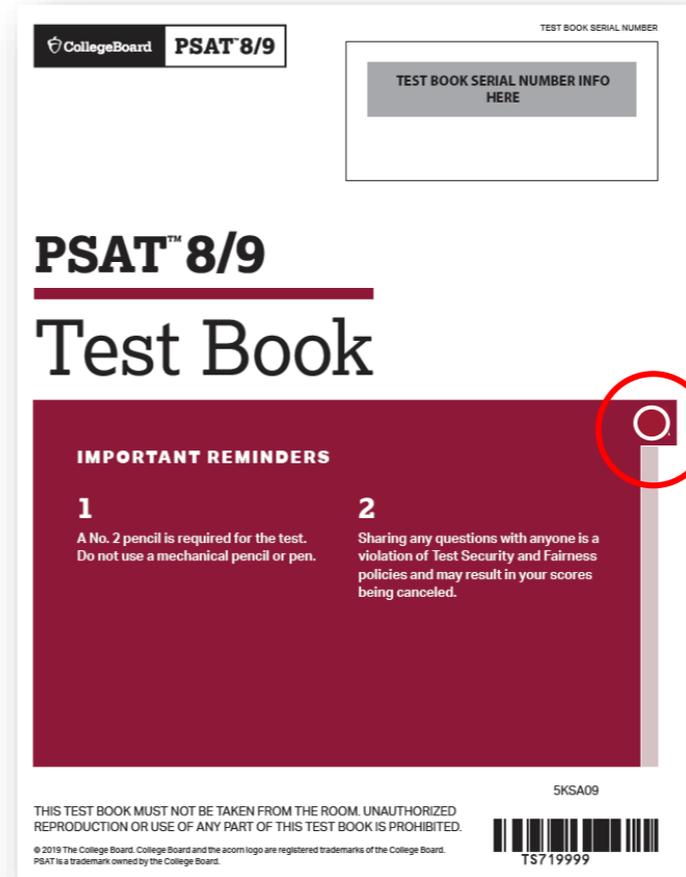
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# Additional Material Order

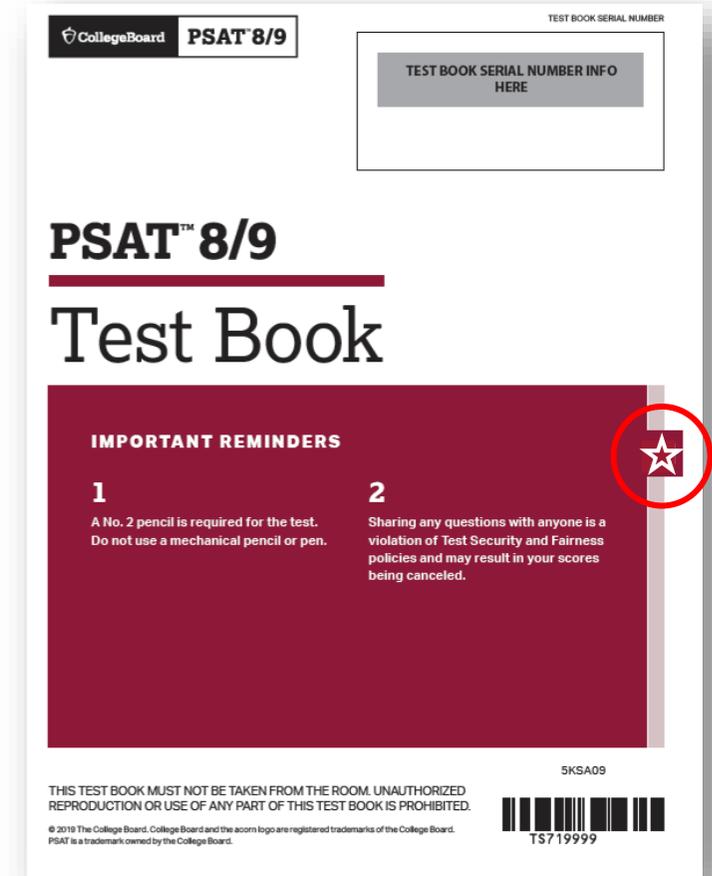
- We will support an additional material order window in OEAA Secure Site from **March 23, 2021 – April 6, 2021**.
  - Allows schools to order **standard** test materials for students who are newly enrolled at the school and were not initially pre-IDed during the window.
- More details will be available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

- Plan for approximately 5 hours on test day.
- 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.
- The schedule below does not include passing out and collecting test booklets or other test day administrative activities.
- **8<sup>th</sup> and 9<sup>th</sup> 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

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# Student Search Service<sup>®</sup> and Consent

## SAT with Essay and PSAT 10

- Students who are under the age of eighteen and are participating in the Michigan-provided SAT with Essay or PSAT 10 will need parental consent to opt into the Student Search Service and to complete the optional questionnaire.
- For additional information on Student Search Service, see the *Student Search Service Guidance* document on the MME web page ([www.Michigan.gov/mme](http://www.Michigan.gov/mme)) under College Entrance Assessment and on the PSAT ([www.Michigan.gov/psat](http://www.Michigan.gov/psat)) web page under Current Assessment Administration.
- Schools should gather parental consent in accordance with their district policy.
  - The *SAT Suite of Assessments Participation in College Planning Options Consent Form* is available on the Michigan Department of Education's MME web page and PSAT web page for schools to use if they choose.
- Consent forms should remain at the school for 3 years and do not need to be returned to College Board.
- Consent only needs to be obtained once.

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# Scheduling a Preadministration Session

- The tasks of the preadministration session include:
  - bubble in all required information for scoring (name, date of birth, UIC as student ID number)
  - allow students to opt into Student Search Service (SAT, PSAT 10) and complete the optional questionnaire
  - identifying where the student's four free score reports are to be sent (SAT only)
- While scheduling a preadministration session for SAT with Essay, PSAT 10, and PSAT 8/9 prior to test day is always optional, it is highly recommended.
- All parts of the preadministration session can be done on test day, if needed.
- If you choose to hold a preadministration session, prior to conducting the session, pass out a copy of the applicable SAT School Day, PSAT 10, or 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.

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# Online Option

- Students may now opt into Student Search Service and complete the online questionnaire (<http://studentsearch.collegeboard.org>) outside of school day testing.
- **Schools must notify parents if students are encouraged, by the school, to complete this process online.**
  - A College Board flyer, *Connect with Colleges: Student Search Service*, is available for distribution to parents on the MME and PSAT web pages under Parent/Student Information.
  - Districts and schools can also find additional guidance on parental consent from the U.S. Department of Education on the MME and PSAT web pages.
- Students who complete the optional questionnaire and opt into Student Search Service online must still bubble in all required information for scoring (Name, Date of Birth, UIC as Student ID Number) prior to starting the test.

# Preadministration Session

## SAT with Essay and PSAT 10

To prepare for the preadministration session:

- Affix pre-ID label to front of student answer sheets.
- Identify which students have parental consent to complete the optional questionnaire and opt into Student Search Service.
- Students will use copies of the SAT School Day or PSAT 10 *Student Answer Sheet Instructions* during the session.
- Estimated time
  - 45-60 minutes if students complete the questionnaire for SAT
  - 25-35 minutes if students complete the questionnaire for PSAT 10.

**SAT® SCHOOL DAY**

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## Student Answer Sheet Instructions

This guide will help you fill out your SAT® School Day answer sheet—including where to send your four free score reports. Be sure to record your answers to the questions on the answer sheet. Answers that are marked in this booklet won't 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 appropriate questions.

**9–12. Home/Mailing Address** Your home or mailing address is used to assist the College Board in matching your answer sheet to your College Board record. The College Board may contact you regarding this test, and your address will be added to your record. If you also opt in to Student Search Service (Question 15), your address will be shared with interested educational organizations such as colleges and scholarship programs.

Use these street address abbreviations to answer Question 9:  
Apartment **APT** Northwest **NW**

**PSAT 10**

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## 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.

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

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# 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.
  - If students complete the online questionnaire, they will still need to identify their score sends on their answer sheet.

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# Preadministration Session

## PSAT 8/9 for Grades 8 and 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.

# 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:

- 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.
- 2. TESTING START DATE:** A calendar grid for selecting the testing start date.
- 3. PROGRAM:** Radio buttons for SAT, Standard, or Accommodated, and a field for Room Number.
- 4. SCHOOL INFORMATION:** Fields for School/Institution Name and Address, School Code, Scheduled Administration Date, and Test Center Code.
- 5. TEST BOOK INFORMATION:** Fields for Test ID, Form Code, Test Book Serial Number, and Essay Code.
- 6. GROUP IRREGULARITIES INFORMATION:** A detailed section for reporting irregularities, including a list of irregularity types (e.g., Defective/incorrect materials, Disturbance/interruption, etc.) and a grid for recording the number of affected students and the testing room code.

At the bottom of the form, there is a section for the test coordinator's signature and a "DO NOT WRITE IN THIS AREA" section.

# 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

# SAT with Essay Returns

Return	Testing Materials to Include	When to Schedule
Return #1	Test books and used answer sheets for all students who finish testing on April 13	No later than April 14
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 used answer sheets for all students who test on April 27 makeup	No later than April 28

Returns for the additional makeup dates will be available in the Spotlight online newsletter in April.

# PSAT 10 and 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 but no later than May 10.
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

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# Ordering 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.

- 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.
- There will be a separate survey for SAT, PSAT 10, and PSAT 8/9 for Grade 9 and PSAT 8/9 for Grade 8.
  - Coordinators must respond for each assessment.
  - Respond to the survey even if you don't need materials so we can accurately track responses.

# Score Release

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# Score Release

**TENTATIVE**

- Student scores will likely be released to their College Board accounts in May 2021.
- 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 in the OEAA Secure Site.
  - This will likely occur in mid-to-late June 2021.
  - 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.
  - Questions and answer choices will still be available for SAT with Essay.
  - 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.

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# Thank You!

## Resources

- MDE Websites
  - [www.michigan.gov/mme](http://www.michigan.gov/mme) for MME and SAT with Essay information
  - [www.michigan.gov/psat](http://www.michigan.gov/psat) for PSAT 10 and PSAT 8/9 information
- Michigan Educator Hotline
  - (866) 870-3127 or email
  - [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)
- Contact the Michigan Field Team
  - Kari Anama [kanama@collegeboard.org](mailto:kanama@collegeboard.org)
  - Ted Gardella [tgardella@collegeboard.org](mailto:tgardella@collegeboard.org)
- Weekly Spotlight on Student Assessment and Accountability Online Newsletter