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# **Preparing for the April 2021 Michigan SAT<sup>®</sup> with Essay, PSAT<sup>™</sup> 10, and PSAT<sup>™</sup> 8/9**

**College Board Accommodations  
& English Learner Supports**

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# Session Goals

Our goal today is to share the latest information about the state-provided spring 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](http://www.Michigan.gov/psat), [www.Michigan.gov/mme](http://www.Michigan.gov/mme), and the Spotlight on Student Assessment and Accountability online newsletter.

# General Information

# Updates and New Items for Spring 2021

## **Accommodations and English Learner Supports**

- Some accommodations may be referred to in new ways (how they are administered won't change). A few examples:
  - 50% extended time will be referred to as time and one-half
  - 100% extended time will be referred to as double time
  - Braille graphs and figures will be referred to as raised line drawings
- SSD coordinators can download a copy of test directions directly from SSD Online for students approved for a written copy of oral instructions.

## **Online Optional Questionnaire**

- Students can now opt-into Student Search Service® and complete the optional questionnaire online, providing more flexibility for schools. Parental notification is required if this option is chosen.

## **PSAT-Related Test Books**

- The primary and makeup test books for PSAT 8/9 and PSAT 10 will be different, now aligning to SAT processes.
- Schools must use a makeup survey to request new test books for makeup testing.

# Updates and New Items for Spring 2021

The screenshot displays the SSD Online dashboard for a user named Jason Reynolds. The dashboard includes a navigation bar with links to the Dashboard, Helpful Links, Pre-recorded Audio (MP3 via streaming), Nonstandard Administration Report, and Test Calendar. A welcome message "Welcome, Jason!" is shown. Below this, there is a section for "Student Accommodations & Supports" with instructions on how to manage student requests. A "New Request" button is prominently displayed. A search bar allows users to find existing students by name or SSD ID. Filters for Grade (8-12), Type (CB, EL, SAA), and Status (All) are available. The results table shows two students: Lee, Harper (12th grade) and Hosseini, Khaled (10th grade), each with their respective accommodation details and status.

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

The College Board Accommodations and Supports Management system, known as SSD Online, is being updated for a modern, streamlined user experience.

- User-friendly dashboard with improved filtering and access to student information.
- Simplified accommodations request process.
- Ability to edit some student information within the system.
- No more faxing documentation or change requests.
- One dashboard that is inclusive of all accommodation and support types – no need to go to different dashboards for English learners or state-allowed accommodations.
- Expected to launch the week of December 14, 2020.

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# Spring 2021 Testing

- Refer to the Michigan Department of Education webpages ([www.Michigan.gov/mme](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat)) for information on Spring 2021 test dates.
- For student eligibility questions, MDE has updated the *Who Must/Can Take the MME* document, available at [www.Michigan.gov/mme](http://www.Michigan.gov/mme).

## Accommodated Testing Window

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

# Accommodation Request Deadlines

	Deadline
Accommodation and Supports Deadline	February 22, 2021
Late Accommodation Deadline	March 5, 2021

- 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 Accommodation and Supports 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

# Comparison of M-STEP and PSAT 8/9



# Comparison of M-STEP and PSAT 8/9

	M-STEP	PSAT 8/9
Pre-ID	Completed in OEAA Secure Site	Completed in OEAA Secure Site
Timing	Untimed	<b>College Board assessments are timed and do not allow self-pacing.</b> 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.
Testing Mode	Option Available	<b>Paper/Pencil administration only</b> (Digital testing was only allowed for the Fall PSAT 8/9 and is not available for Spring 2021).
Test Day	Flexible	Unless absent, students are expected to test on the primary test day.
Student Accommodations	No approval needed but must align with those documented in students' IEP or 504 plan.	Advance accommodation request for the universal tools, designated supports, and accommodations required by students that would have traditionally been used on the M-STEP is required. Schools must request accommodations through the College Board Online system, known as SSD Online.

# Test Staff

# How College Board uses the Educational Entity Master (EEM)

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

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

# EEM for Testing Staff

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

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

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

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

# 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
  - Receive, inventory, and secure test materials
- Activities on test day as:
  - Distribution of materials
  - Monitoring of all test day activities and staff
  - Packaging and returning test materials
  - Completing necessary forms
- Test coordinator may choose to enlist the aid of others at the school to help with test day planning and set-up.
  - The test coordinator will remain the main contact and receive communications from the College Board.
  - The test coordinator should coordinate with the SSD coordinator to ensure that students with disabilities and English learners are appropriately planned for.

# Roles and Responsibilities of Testing Staff

## SSD Coordinator

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

- Being the school's liaison with the College Board's Services for Students with Disabilities office.
  - Reviewing required supports and accommodations for students, submitting accommodation requests or changes, and planning for English Learner supports for all students who require them at his/her school
  - Printing the roster of students approved for accommodations (Nonstandard Administration Report – NAR).
- 
- Schools may have more than one SSD Coordinator; however, one person will be identified as a primary SSD coordinator in EEM who will receive communications from College Board.
    - If a school has multiple SSD coordinators, the primary SSD coordinator should share any communications with other SSD coordinators.
    - The SSD coordinator and test coordinator should also collaborate with the district English learner (EL) coordinator to help plan for testing students with EL supports.

# The Accommodations and Supports Process

# College Board Tools for SSD Coordinators

**1**

## **SSD Online**

Accommodations and some English learner supports will be entered in the College Board Accommodation and Supports Management system, known as SSD Online.

**2**

## **Nonstandard Administration Report (NAR)**

Report in SSD Online that provides a list of students approved for accommodations in SSD Online with information on when students and how to administer the accommodations.

**3**

## **Accommodations and Supports Handbook**

Posted on the MDE websites, contains detailed information about all College Board accommodations and supports and explains how to administer them to all College Board assessments, including Advanced Placement.

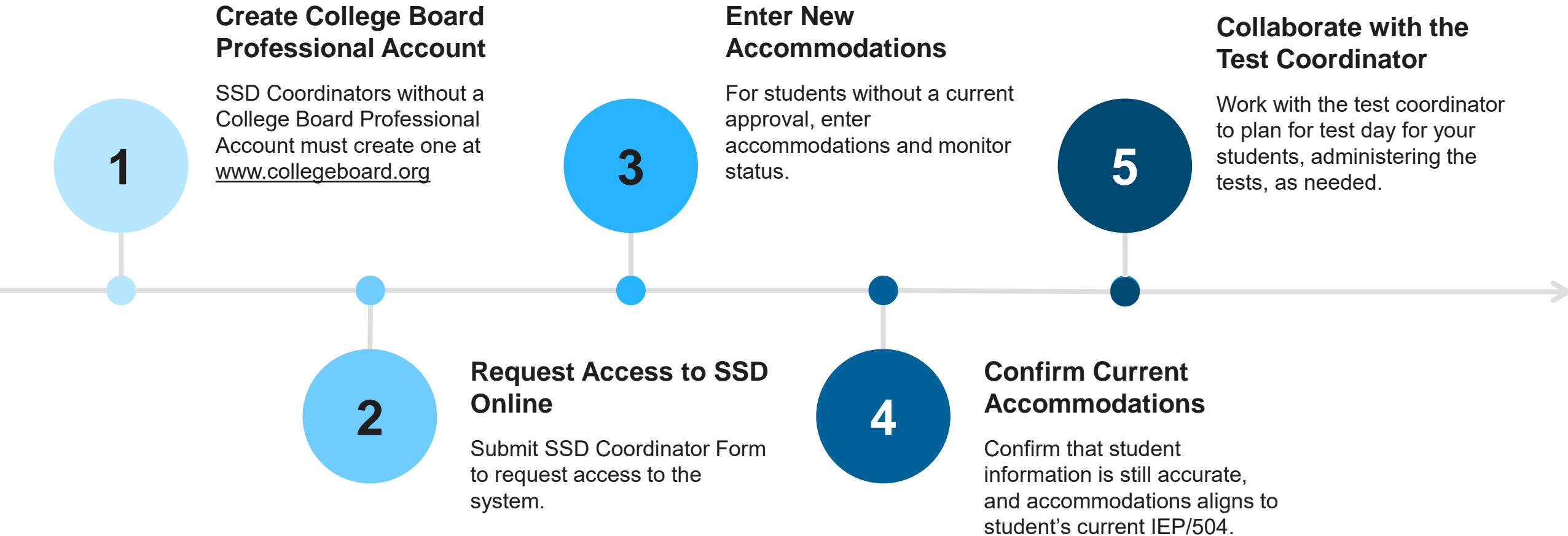
**4**

## **Temporary Request Form**

Form used for students with short-term, temporary conditions such as a broken arm, concussion, etc. and needs an accommodations. The form should be submitted directly to the SSD office, not entered in SSD Online. Submit the form as soon as possible after the condition occurs. Link to form is available in Handbook (Tool #3).



# Accommodations and Supports Process



# New SSD Coordinators

# Accessing SSD Online

## New SSD Coordinators



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

- To access the SSD Online system, the new SSD coordinator will need to request access:
  - Have a College Board Professional Account
  - Complete the SSD Coordinator Form, found on [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)
  - Receive an access code to link your SSD Online access to your College Board professional account (first time only).
    - May take 1-2 days to receive the access code.
- You may have multiple SSD coordinators, but only 1 can be identified as the primary SSD Coordinator in the EEM.
- In order to gain access, schools will need an attending institution (AI) code.
  - Look it up in the Test Center Participation Page in the OEAA Secure Site
- If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.
- Test coordinators that also would like to have access to SSD Online can complete the same steps. Consider your district policy regarding student privacy when accessing information for students with disabilities before requesting access.

# Returning SSD Coordinators

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# Returning SSD Coordinators

- Login to your College Board Account at [www.collegeboard.org](https://www.collegeboard.org).
  - If you've forgotten your password, use the Forgot Username or Password links on the sign-in page.
  - Choose SSD Online from your Account Dashboard.

# Prepare

# Review student needs

Identify new requests and changes to approved accommodations



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

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

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

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

# Types of College Board Accommodations

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

Examples when IEP/504 may say “Student receives extended time”

Accommodation	Day(s)	What to Know
Time and one-half (+50%) for reading	1 or 2 Days	<ul style="list-style-type: none"><li>Students will test in 1 day for PSAT and 2 days for SAT with Essay.</li><li><b>Student will receive extended time for ALL sections.</b></li><li>Student will automatically be approved for extra breaks.</li></ul>
Time and one-half (+50%) for math	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time only for the math sections.</li><li>Student will automatically be approved with extra breaks.</li></ul>
Double time (+100%) for reading	2 Days	<ul style="list-style-type: none"><li><b>Students will receive extended time for ALL sections.</b></li><li>Student will automatically be approved with extra breaks.</li><li>Students will test over 2 days for PSAT and SAT with Essay.</li></ul>
Double time (+100%) for math	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time only for the math test.</li><li>Student will automatically be approved with extra breaks.</li></ul>
Time and one-half (+50%) for writing	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time only for the Essay portion of the SAT.</li></ul>
Double time (+100%) for writing	1 Day	<ul style="list-style-type: none"><li>Student will receive extended time only for the Essay portion of the SAT.</li></ul>

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

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



# Types of College Board Accommodations

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

Examples when IEP/504 may say “Student receives breaks during testing”

Accommodation	Day(s)	What to Know
<b>Breaks: Extra</b>	1 Day	<ul style="list-style-type: none"><li>Given a break halfway through longer sections and a break after every section.</li></ul>
<b>Breaks: Extended</b>	1 Day	<ul style="list-style-type: none"><li>Given breaks at the standard time but breaks are typically twice as long.</li><li>Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li></ul>
<b>Breaks: As Needed</b>	1 Day	<ul style="list-style-type: none"><li>Typically given to students with physical or medical conditions.</li><li>Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.</li><li>Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li></ul>



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

# Types of College Board Accommodations

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

Examples when IEP/504 may say “Student has assessments read aloud”

Accommodation	Day(s)	What to Know
<b>Pre-Recorded Audio (MP3 via Streaming)</b>	2 Days	<ul style="list-style-type: none"><li>• Audio version of the test, downloaded from SSD Online.</li><li>• Student automatically receives double time (plus additional time on the writing and language test) and extra breaks on all sections.</li><li>• Student will complete the test in 2 days for PSAT and SAT with Essay.</li></ul>
<b>Human Reader</b>	1 or 2 Days	<ul style="list-style-type: none"><li>• Student will be read the test aloud by an adult.</li><li>• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)</li><li>• Student automatically receives time and one-half and extra breaks on all sections.</li><li>• Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.</li></ul>

# Types of College Board Accommodations

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

## Examples when IEP/504 may say “Student gives oral answers to assessments”

Accommodation	Day(s)	What to Know
<b>Writer/Scribe for Recording Answers</b>	1 or 2 Days	<ul style="list-style-type: none"><li>• Student will have an adult transcribe answers onto the answer sheet.</li><li>• Student automatically receives time and one-half and extra breaks on all sections.</li><li>• They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</li><li>• Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.</li></ul>

## Examples when IEP/504 may say “Student has alternative setting during assessments”

Accommodation	Day(s)	What to Know
<b>Small Group Testing</b>	1 Day	<ul style="list-style-type: none"><li>• Will depend on the number of students in the group and the size of the room.</li><li>• <b>There is no minimum number of students that must be tested in a room.</b></li><li>• Small group testing doesn’t need to be requested in SSD Online unless the student is planning to take the weekend SAT at a national test center.</li></ul>
<b>Home/Hospital Testing</b>	1 Day	<ul style="list-style-type: none"><li>• Requested through SSD Online.</li><li>• Student with a disability that prevents them from attending school will be administered the test at a home or hospital location.</li></ul>

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I have a student who may be a behavioral issue and I want to test them individually. Do I need permission for this?

- For College Board tests administered on a school day, there is no minimum number of students that must test together.
  - If a school has the space and staff to test students individually, they can do so without permission.
  - If a student needs 1-to-1 testing for a weekend SAT, this must be requested in SSD Online.

What is the definition of a small group?

- Small group is an accommodation aimed at weekend administrations of the SAT where the test center needs to know how to organize the students that are testing.
- The College Board typically gives guidance of 10-15 students. However, it's important to make sure the needs of the student are being met.
  - One student might need a smaller configuration, whereas another student could be comfortable with 10 students.

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# What if a student doesn't want to use their accommodations?

- A student who opts not to use his or her approved accommodation must provide a written note signed by the student's parent or guardian.
  - Keep the note in your records at school.
  - Update room rosters, as necessary.
  - Remove or cross off the student's name from the NAR.

# Providing Accommodations

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# Providing Accommodations

- College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need.
- The accommodations that students request should be included in the student's current IEP and/or 504 plan. Accommodations for PSAT 8/9, PSAT 10, and SAT with Essay should be consistent with accommodations that students use during instruction and on other statewide and local assessments.
- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for Grade 8 and Grade 9, PSAT 10, and SAT with Essay) **must** have prior approval and be requested through the College Board Services for Students with Disabilities (SSD) Online system.
  - If your school administered the Fall 2020 administration of the PSAT 8/9 for 9<sup>th</sup> grade students, approval in SSD online was not required. It is required for Spring 2021 testing.
- Accommodations will be entered by the SSD coordinator through the SSD Online system. This ensures:
  - Coordinators have accurate rosters to support students needing accommodations or supports on test day.
  - Students receive correct testing materials.

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# Providing 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, if the SSD coordinator:
  - verifies that the student meets College Board eligibility criteria and the student has documentation on file (IEP or 504)
  - Provides the answers to the following when submitting most requests for students:
    - Is the requested accommodation(s) in the student's plan?
    - Is the student consistently using this accommodation for school tests?
- Requests that are school verified by answering “yes” to the preceding 2 questions will be approved within a few days and will not require documentation.



# When must documentation be provided?

Documentation must be provided for College Board review if:

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

# Accommodations

There are two categories of accommodations:

- College Board-approved accommodations
  - Require preapproval
  - Result in college and scholarship reportable scores and once approved, can be used for other College Board assessments
  - Used for students with diagnosed disabilities documented in a 504 or IEP
  - Window to apply: **Now to February 22, 2021**
- State-allowed accommodations (SAAs)
  - Require preapproval
  - Are automatically approved and require no documentation
  - Do NOT result in college and scholarship reportable scores
  - Must be applied for every state assessment
  - Recommended for PSAT 8/9 for Grade 8 but should only be used for unique circumstances for SAT
  - Window to apply: **Week of January 11, 2021 to February 22, 2021**

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# State-Allowed Accommodations in 8<sup>th</sup> Grade vs. 11<sup>th</sup> Grade

- SAAs provide scores to students, educators, and the Michigan Department of Education; however, students who test with an SAA will **NOT** receive a college or scholarship reportable score.
- The use of state-allowed accommodations is recommended for 8th graders because:
  - PSAT 8/9 scores are not sent to colleges, universities or scholarship programs
  - SAAs align with the student's current IEP or 504 plan.
- State-allowed accommodations for SAT are unique student circumstances that may require additional documentation or discussion with College Board and the OEAA.
  - The unique accommodation needs of students may be met on an exception basis and may be beyond the college- and scholarship-reportable supports provided.
- Consideration of SAAs is especially important for students taking the SAT, where the students want scores to be reported to colleges and universities.
  - However, at the 8<sup>th</sup> grade level, scores are not reported to higher education institutions or scholarship programs.
  - Using an SAA in 8th grade does not preclude a student from using College Board approved accommodations in future years, when scores are desired to be sent to colleges.

# Accommodation Types

State-Allowed		College Board Approved
Automatically approved	Approvals	Most requests will be school-verified and automatically approved within a few days.
Only valid for the state assessment	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
Week of January 11, 2021 – February 22, 2021	Timeline for Requests	Anytime – February 22, 2021
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.

# Using SSD Online

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# Have Ready During the Submission Process

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

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

# SSD Dashboard

SSD coordinators can toggle between schools if he/she has access to multiple schools

CollegeBoard

Jason Reynolds

SSD Online

DashboardHelpful LinksPre-recorded Audio (MP3 via streaming)Nonstandard Administration ReportTest Calendar

Welcome, Jason!

Displaying Students for: All Schools

Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.

New Request

Search existing students by name or SSD ID...Grade89101112TypeCBSAASAAStatusAll

Showing 25 of 86 resultsSort by Default

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

## Resources

- Access NAR
- Pre-recorded Audio (MP3)
- Testing Calendar

## Filtering capability

- By Grade
- By Type of Accommodation or Support
- By Status

# Student Profile

- Select a student name from the dashboard to view the Student Profile.
- Student’s anticipated graduation date can be updated from this page.
- Actions such as submitting documentation (if needed) can be done from this page.

Student Profile

mouse, mickey

12th Grade

EAST WAKE HIGH SCHOOL

SSD ID 2011101523

No Upcoming Events

New Accommodation Request

Student Name & Contact Information

Email Address

Phone Number

Address

7325 Flamingo

Anticipated Graduation Date

04/2021

Gender

Female

Upcoming Registered Exams

No upcoming registered exams

Accommodations & Supports

TYPE	DESCRIPTION	STATUS	UPDATED	ACTION
CB	Reading: Time and one-half (+50%)	Pending	11/05/2020	▼



# Request a New Accommodation

- Log in to SSD Online.
- Click **New Request**

The screenshot shows the SSD Online dashboard for Jason Reynolds. The page title is 'SSD Online'. The navigation bar includes 'Dashboard', 'Helpful Links', 'Pre-recorded Audio (MP3 via streaming)', 'Nonstandard Administration Report', and 'Test Calendar'. A blue banner says 'Welcome, Jason!'. Below this, there's a filter for 'Displaying Students for: All Schools'. The main heading is 'Student Accommodations & Supports', followed by instructions: 'Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.' A blue 'New Request' button is highlighted with a red box. Below the button is a search bar 'Search existing students by name or SSD ID...' and filters for 'Grade' (8, 9, 10, 11, 12), 'Type' (CB, EL, SAA), and 'Status' (All). It shows 'Showing 25 of 86 results' and a 'Sort by Default' dropdown. A table lists existing students with columns for 'EXISTING STUDENTS', 'TYPE', 'DESCRIPTION', and 'STATUS'.

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B Accommodation title, accompanying info C	In Review Approved Not Approved
Hosseini, Khaled 10th grade   ID #0000000000	CB	Accommodation title, accompanying info A Accommodation title, accompanying info B	Approved Approved

# Request a New Accommodation

- Select the New Accommodation/Support Type
- Only College Board approved accommodations will be available for now.

**The English Learner Support and State Allowed Accommodation options will be available the week of January 11, 2021.**

Select New Accommodation/Support Type

College Board (CB) Approved Accommodations

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.

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English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.

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State Allowed Accommodations (SAA)

SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.

→

[Return to Dashboard](#)

# Request a New Accommodation

New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME \*

First Name  
John

Last Name  
A

SCHOOL \*  
Herbert Hoover High School

Clear

Search

Showing ### results

	First name	MI	Last name	Date of Birth	SSD ID Number
<input checked="" type="radio"/>	First name	MI	Last name	04-02-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	01-01-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	07-09-2002	#XXXXXX
<input type="radio"/>	First name	MI	Last name	12-15-2000	
<input type="radio"/>	First name	MI	Last name	01-07-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-04-2002	
<input type="radio"/>	First name	MI	Last name	02-29-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-23-2001	

Student Not Listed

Continue →

- Enter the student name to see if a record already exists for that student at your school.
  - It will only search records associated with your AI code.
- If the student is found, you can select that student and select **Continue**.
- If the student is not found, select **Student Not Listed** to enter student information.

# Request a New Accommodation

- If the student was not found associated to your school, you will now enter student information.
- You will need the student's:
  - Name
  - Date of Birth
  - Expected Graduation Date (month/year)
  - Gender
  - Home Address
  - Email Address

## Add Student

Complete the information below to start a request. Fields marked with \* are required.

---

Student Information

Name

First Name \*

MI


Last Name \*

Date of Birth

School

Select School \*

▼

 CollegeBoard

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# Request a New Accommodation

- The next screen will provide some introductory information about what to have available when entering the accommodation.
- **NOTE:** From this point forward, SSD coordinators must submit the entry as the SAVE functionality is not yet available.

## Before You Begin

You are about to begin a request for student testing accommodations. You will be asked to answer questions on behalf of the student you are requesting accommodations for.

This process will take approximately 6–8 minutes to complete.

Before starting this request, please ensure that you have the following student information:

- **Disability Information**

The student's disability and the accommodations they are requesting

- **Plan Information**

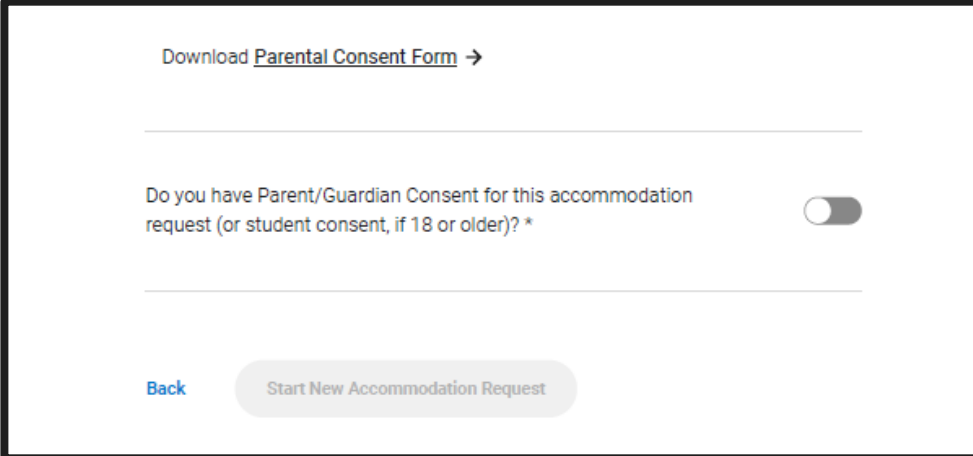
The type of formal school the student currently has (IEP, 504 Plan, Qualified Formal Plan, Other Formal Plan, No Current Plan) and the approximate date of the student's first formal plan)

- **Documentation**

Documentation of the student's disability and need for accommodations. In some cases, you will need to send the documentation to College Board for review. The SSD Online system will notify you if documentation must be submitted to College Board.

# Request a New Accommodation

- The system will ask you to confirm parental consent.
  - The purpose of this consent is for the school to have permission from the parent to share information about the student to the College Board.
  - If you do not have parent/guardian approval through the student's IEP or 504, then a consent form is available for your use in SSD Online. Email or phone consent is acceptable as long as this is allowable by district policy and is documented.



The screenshot shows a web interface for requesting a new accommodation. At the top, there is a link that says "Download [Parental Consent Form](#) →". Below this is a horizontal line. The main question is "Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? \*", followed by a toggle switch that is currently turned off. Another horizontal line is below the question. At the bottom left is a blue link labeled "Back". At the bottom right is a grey button labeled "Start New Accommodation Request".

# Request a New Accommodation

- Select the student's disability and identify the accommodations needed.

Dashboard / Tom Jones

## New Student Accommodation Request

- 1 Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

### Disabilities

**Communication Disorder/Speech and Language**

- ☐ Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder
- ☐ Language Disorder/Mixed Receptive-Expressive Language Disorder
- ☐ Phonological Disorder
- ☒ Other Communication/Speech and Language Disorder

Please specify... \*

Dashboard / Tom Jones

## New Student Accommodation Request

- ✓ 1 Disabilities
- 2 Accommodations
- 3 School Plan
- 4 Review & Submit

### Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

### Extended Time

Request 50%, 100%, or greater than 100% extended time for:

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Previously Approved / Pending Accommodations

Reading: Time and one-half (+50%)  
Writing: (Essays/free response): Double time (+100%)  
Math: More than double time (>+100%)

# Request a New Accommodation

- Answer questions about the student's plan, specifically the date it was created and who was involved in its creation.

The screenshot shows a web form titled "New Accommodation Request (CB)". On the left is a vertical progress bar with four steps: "Disabilities" (checked), "Accommodations" (checked), "School Plan" (active, highlighted with a blue circle and number 3), and "Review and Submit" (disabled, highlighted with a grey circle and number 4). The main content area is titled "School Plan" and contains the following fields:

- A heading: "Please tell us about the student's educational plan."
- A label: "Select the student's current educational plan from the list below \*".
- A list of radio button options:
  - ☐ IEP
  - ☐ 504 Plan
  - ☐ Qualified formal plan
  - ☐ Formal written plan/program
  - ☐ Student does not have a plan
- A label: "When did the current plan go into effect? \*".
- Two input fields: "Month \*" (a dropdown menu) and "Year \*" (a text box).
- A label: "Is this the student's first educational plan? \*".
- A list of radio button options:
  - ☐ Yes
  - ☐ No
- A label: "What was the student's initial educational plan? \*".
- A list of radio button options:
  - ☐ IEP
  - ☐ 504 Plan
  - ☐ Qualified formal plan
  - ☐ Formal written plan/program



# Request a New Accommodation

- Review and confirm the information entered.

[Dashboard](#) / Student Name

✓

Disabilities

✓

Accommodations

✓

School Plan

4

Review and Submit

New Accommodation Request (CB)

Review and Submit Request

Print/Save

**Student Information**

Student name

Phone number: [placeholder]

Address line 1

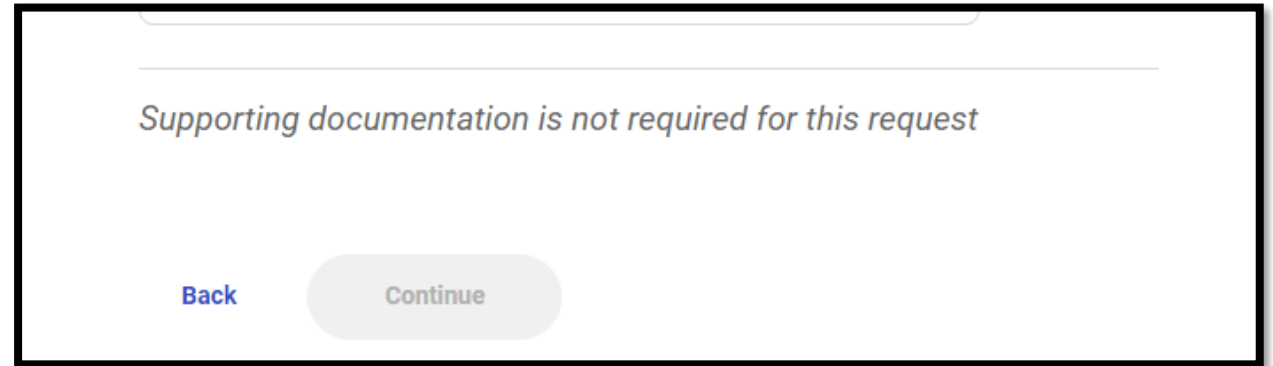
Address line 2

School Name

Anticipated Graduation: [placeholder]

# Request a New Accommodation

- Based on the information provided by the SSD Coordinator and if the student has an IEP or 504 plan, most requests will be approved automatically through what is called the *school verification process*.
- The system will indicate that supporting documentation is not required for the request.
- Once submitted, the SSD coordinator's dashboard will be updated with the "approved" status within a few days.



# Request a New Accommodation

**Supporting Documents \***

In order for College Board to verify the requested accommodations, you will need to upload supporting documentation.

The documentation should accurately demonstrate the student's need for the specific accommodations that you have requested here.

Select Files to Upload

Acceptable file types are pdf, doc(x), csv, xls(x), tiff, jpg, and png.  
Each individual file must be less than ## MB.

[Back](#)

Submit

- The system will request documentation to be submitted for some of the following accommodations:
  - 100% or more extended time,
  - Assistive Technology (AT),
  - One-to-one testing (human reader or writer/scribe),
  - Breaks as needed,
  - Other (for accommodation or disability)

---

# Launch of New System

- Expected the week of December 14.
- Data migration to the new system will occur beginning on December 11 and therefore the system will be down.
  - Submit any unsubmitted requests
  - Submit any requests in “Awaiting Documentation” status
  - All other data will be migrated to the new system
- SSD coordinators can use the same login information to access and will receive an email from College Board when the new system is active.

# Making Changes in SSD Online

# Remove an Accommodation

- From the Student Profile page, complete the Remove Student Accommodations form.

## Remove Student Accommodations

Use this form to request the removal of a student's accommodations. Make sure to include your SSD Online username, your College Board school code (AI code), the SSD Number of the student for whom you are requesting accommodations be removed, and the specific accommodations to be removed.

**Your SSD Online username \***  
This is the username you use to login to SSD Online

**School Code \***  
This is your school's 6-digit code (also called AI code)

**Student 10-digit SSD Number \***

**Select which accommodations to remove \***  
Select "Remove ALL accommodations," if all the accommodations for a student should be removed. If you are requesting the removal of only some of the student's accommodations select "Remove SOME accommodations."

Select ▾

**Parental Consent \***  
Parent/guardian consent is needed to remove some accommodations. Is a parent/guardian (or student, if age 18 or over) consent on file?

☐ Yes ☐ No

**Comments**  
What is the reason that the accommodation(s) is being removed?

☐ Send me a copy of my responses

Submit

[Privacy Notice](#) | [Report Abuse](#)

# Add an Accommodation

- From the Student Profile page, select New Accommodation Request to add accommodations to a student with a previous submission.
- Adding an accommodation will typically require documentation review.

The screenshot displays the 'Student Profile' page for Tom Jones. The top blue header contains the student's name and several details: '11th Grade', 'BROAD RUN HIGH SCHOOL', 'SSD ID 2011149912', and 'No Upcoming Events'. Below the header, a blue button labeled 'New Accommodation Request' is highlighted with a red rectangular box. The main content area is divided into two columns. The left column, titled 'Student Name & Contact Information', includes fields for 'Email Address', 'Phone Number', 'Address' (with the value '123 Main St'), 'Anticipated Graduation Date' (with the value '05/2022' and an 'Edit' link), and 'Gender' (with the value 'Male'). The right column, titled 'Upcoming Registered Exams', shows the text 'No upcoming registered exams'.

# Transfer/Move Students

- Use the Transfer/Move student form located in SSD Online to transfer a student to your dashboard who has an approval at another school or to remove a student from your dashboard.
- To transfer a student from another school to your school, you must have the student's SSD number and date of birth.



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.

**Transfer/Move Student**

You can use this form to notify us that (1) a student no longer attends your school, or (2) to transfer to your school's SSD Online Dashboard a new student who previously applied for accommodations at another school.

**SSD Online Username \***  
Your SSD Online username

**Student 10-digit SSD Number \***

**This field is required**

**Action \***

Select

**Comments**

☐ Send me a copy of my responses

[Privacy Notice](#) | [Report Abuse](#)



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# Obtaining a Student's SSD Number

- Have the student log in to their College Board account to obtain a copy of the eligibility letter, which will include the SSD number.
- Contact the student's previous school and request a copy of the eligibility letter or the SSD number.
- Contact the SAT School Day Educator Hotline, then choose the option for SSD.
  - The student should be present in order to provide permission to give the SSD number to the school.

# 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 2020:

Spring 2020	Spring 2021	Action
School A	School A	Confirm accommodation is appropriate based on <u>current</u> 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. Confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate.

## For students who had state-allowed accommodations in 2020:

- 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.

# English Learner (EL) Supports

# EL Supports

## Translated Test Directions for EL students

- Result in reportable scores and do not require advance approval
- Printed versions of the test directions will be downloadable for educators in February to distribute to students on test day as needed.
- Languages: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, French, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese.
- Other languages can be supported “on the fly” by approved translators.
  - Translator sits next to the student and orally translates the directions as the proctor reads them.
  - **NOTE:** Translator can ONLY provide translations of the test directions, not the test content.
  - Directions are only provided for the standard script and do not follow Michigan-specific directions as provided in the manuals. Instruct students to listen to directions carefully and note the timing on the board.

# EL Supports

## Time and One-Half (+50%) for EL Students

- Result in reportable scores
- Student receives time and one-half on each section of the test.
- Must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, needs to be identified in SSD Online beginning the week of January 11, 2021.
- EL students using time and one-half can be tested with other students using the same timing and test materials.
- Must be entered in SSD Online each academic year and does not remain in the system.
  - If a student was approved to use this support for Fall 2020 testing, it does not need to be re-entered for Spring 2021. You should see these on your dashboard the week of January 11, 2021.

# EL Supports

## Word-to-Word Dictionary for EL students

- Result in reportable scores and do not require advance approval
- List of approved dictionaries is available at [www.Michigan.gov/mme](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat)



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

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

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

# Math Only Exception

## State-Allowed Accommodation

- Students that are identified as English Learner (EL) in the Michigan Student Data System (MSDS) and have been enrolled in U.S. schools for 12 months or less at the time of taking a state assessment may be eligible to receive a one-time exception from having to take the English language arts portion of state assessments.
- In order for a student to be eligible for an exception from the ELA portion of a state assessment, the student needs to:
  - Have taken the WIDA ACCESS Placement Test (W-APT) or WIDA Screener with their scores provided in the OEAA Secure Site.
  - Have taken the most recent administration of the summative WIDA ACCESS for ELLs or WIDA Alternate ACCESS if enrolled prior to the test administration window.
- Enter as a state-allowed accommodation starting the week of January 11, 2021.
- A math-only version of the assessment will not be shipped. Students will use a lime test book but only be administered the math section.

# English Learner Supports Summary

## EL Supports Not Required to Enter in SSD Online

EL Support	Day(s)	What to Know
Translated Test Directions	1 Day	<ul style="list-style-type: none"><li>Available for schools to print for students in February of each year</li></ul>
Word-to-Word Bilingual Dictionaries	1 Day	<ul style="list-style-type: none"><li>Student must use a dictionary on the approved list</li></ul>

## EL Support Required to Enter in SSD Online

EL Support	Day(s)	What to Know
Time and One-Half (+50%)	1 or 2 Days	<ul style="list-style-type: none"><li>Student will receive time and one-half on each section of the SAT with Essay, PSAT 10, or PSAT 8/9</li><li>Students will complete the test in 1 day for PSAT 10 and PSAT 8/9; 2 days for SAT with Essay</li></ul>

## EL SAA Required to Enter in SSD Online

State-Allowed Accommodation	Day(s)	What to Know
EL – Math Only	1 Day	<ul style="list-style-type: none"><li>Student will only take the math sections of the SAT with Essay, PSAT 10, or PSAT 8/9</li></ul>

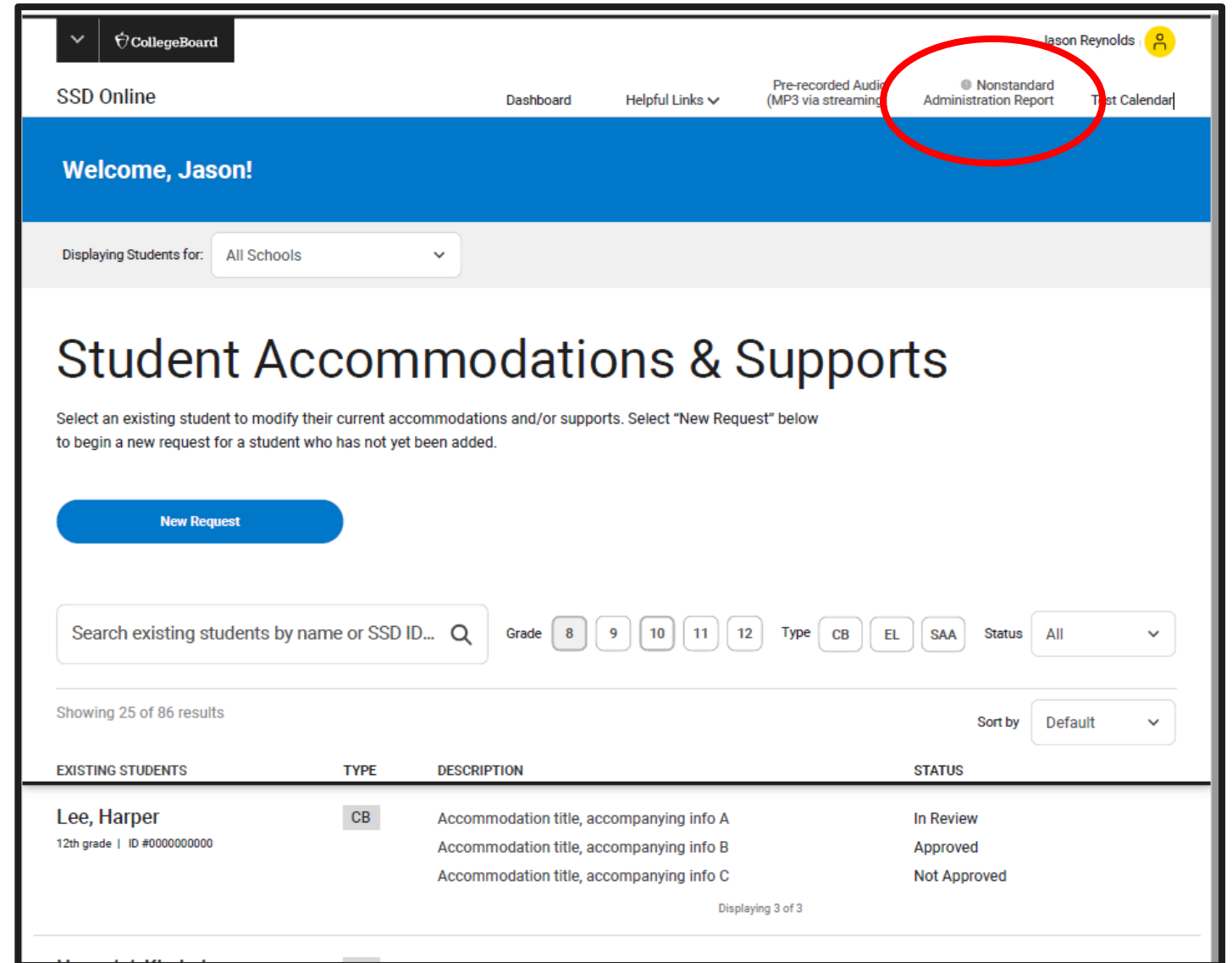


# **The Nonstandard Administration Report (NAR)**

# Accessing the NAR

Available about 4 weeks prior to test day

Selecting the Nonstandard Administration Report tab will currently take you to the old SSD platform where you can access the NAR for each assessment.



The screenshot shows the CollegeBoard SSD Online interface. At the top, the user is logged in as Jason Reynolds. The navigation bar includes links for Dashboard, Helpful Links, Pre-recorded Audio (MP3 via streaming), Nonstandard Administration Report (highlighted with a red circle), and Test Calendar. Below the navigation bar, a blue banner says "Welcome, Jason!". Underneath, there's a dropdown menu for "Displaying Students for:" set to "All Schools". The main heading is "Student Accommodations & Supports". Below this, there's a text instruction: "Select an existing student to modify their current accommodations and/or supports. Select 'New Request' below to begin a new request for a student who has not yet been added." A blue button labeled "New Request" is present. Below the button is a search bar: "Search existing students by name or SSD ID...". To the right of the search bar are filters for Grade (8, 9, 10, 11, 12), Type (CB, EL, SAA), and Status (All). Below the filters, it says "Showing 25 of 86 results" and "Sort by Default". A table lists existing students with columns for EXISTING STUDENTS, TYPE, DESCRIPTION, and STATUS. The first student listed is Lee, Harper (12th grade, ID #0000000000), with a CB type. The table shows three rows of accommodation information: "Accommodation title, accompanying info A" (In Review), "Accommodation title, accompanying info B" (Approved), and "Accommodation title, accompanying info C" (Not Approved). At the bottom right of the table, it says "Displaying 3 of 3".

EXISTING STUDENTS	TYPE	DESCRIPTION	STATUS
Lee, Harper 12th grade   ID #0000000000	CB	Accommodation title, accompanying info A	In Review
		Accommodation title, accompanying info B	Approved
		Accommodation title, accompanying info C	Not Approved

# Print the SAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

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

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

# Print the PSAT Nonstandard Administration Report (NAR)

- Includes three sections
  - Section 1: Student Summary with SSD Numbers
  - Section 2: Guidance on testing specific accommodations
  - Section 3: Students who test during the accommodated window (will list everyone)

Available about 4 weeks prior to test day

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Cornia	Nikita	#0007025842
		#0007025812
altkjt		#0007025801
		#0007025804
		#0007025825

Brown, Robert (#0007025797)

Test Administration Date:

☐ Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

☐ Small group setting

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

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

# Planning

**SAT with Essay Accommodations and English Learner Supports Matrix**

Room Type Description	Standard Room(s)		Non-Standard Room(s)		State-Allowed Room
	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"> <li>No accommodations</li> </ul>	<ul style="list-style-type: none"> <li>14 pt Large print</li> <li>Large-print answer sheet</li> <li>Magnifier</li> <li>Written copy of oral instructions</li> <li>Food/drink/medication</li> <li>Wheelchair accessibility</li> <li>Preferential seating</li> <li>Record answers in test book</li> <li>Use of colored overlay</li> <li>Auditory amplification/FM system</li> <li>Sign language interpreter for test directions</li> </ul>	<ul style="list-style-type: none"> <li>Breaks: Extended</li> <li>Breaks: Extra</li> <li>Four-function calculator on math test-no calculator section</li> <li>Permission to test blood sugar</li> <li>Small group setting</li> <li>Time and one-half (+50%) - Math only</li> <li>Time and one-half (+50%) - Essay only</li> </ul>	<ul style="list-style-type: none"> <li>20 pt Large print</li> <li>Pre-recorded audio (MP3)</li> <li>Braille</li> <li>Time and one-half (+50%) – Reading (all sections)</li> <li>Double time (+100%) – Reading (all sections)</li> <li>Double time (+100%) – Essay only</li> <li>Double time (+100%) – Math only</li> <li>One-to-one testing</li> <li>Breaks: As Needed</li> <li>Magnifying Machine</li> <li>Braille Writer</li> <li>Human Reader</li> <li>Writer/scribe</li> <li>ATC Format</li> <li>Computer for essay</li> <li>Home/hospital testing</li> <li>Late start time</li> <li>Limited testing time</li> </ul>	<ul style="list-style-type: none"> <li>ASL interpreter for test content</li> <li>ASL responses by student</li> </ul>
English Learner Supports	<ul style="list-style-type: none"> <li>Translated test directions</li> <li>Word-for-word dictionaries</li> </ul>			<ul style="list-style-type: none"> <li>Time and one-half (+50%) – Reading (all sections)</li> </ul>	<ul style="list-style-type: none"> <li>EL Math Only</li> </ul>
Test Date(s)	April 13, 2021	April 13, 2021	April 13, 2021	April 13-26, 2021	April 13-26, 2021
Make-Up Test Date(s)	April 27, 2021	April 27, 2021	April 27, 2021	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

# Planning

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

Room Type	Standard Room(s)		Non-Standard Room(s)	State-Allowed Room
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by MDE that do not result in a score reportable for scholarship opportunities
Where to find roster of students	OEAA Secure Site	NAR in SSD Online	NAR in SSD Online	NAR in SSD Online
Accommodation Examples	<ul style="list-style-type: none"> <li>No accommodations</li> </ul>	<ul style="list-style-type: none"> <li>14 pt Large print</li> <li>Large-print answer sheet</li> <li>Magnifier</li> <li>Written copy of oral instructions</li> <li>Food/drink/medication</li> <li>Wheelchair accessibility</li> <li>Preferential seating</li> <li>Record answers in test book</li> <li>Use of colored overlay</li> <li>Auditory amplification/FM system</li> <li>Sign language interpreter for test directions</li> </ul>	<ul style="list-style-type: none"> <li>Breaks: Extended</li> <li>Breaks: Extra</li> <li>Breaks: As needed</li> <li>Four-function calculator on math test-no calculator section</li> <li>Permission to test blood sugar</li> <li>Small group setting</li> <li>20 pt Large print or greater</li> <li><b>Pre-recorded audio (MP3)</b></li> <li>Time and one-half (+50%) (All sections)</li> <li><b>Double time (+100%) (All sections)</b></li> <li>Time and one-half (+50%) (Math only)</li> <li>Double time (+100%) (Math only)</li> <li>One-to-one testing</li> <li>Magnifying machine</li> <li>Braille or Braille Writer</li> <li>Human Reader</li> <li>Writer/scribe</li> <li>ATC format</li> <li>Home/hospital testing</li> <li>Late start time</li> <li>Limited testing time</li> </ul>	<ul style="list-style-type: none"> <li>ASL interpreter for test content</li> <li>ASL responses by student</li> <li>Any accommodation in the 2<sup>nd</sup> and 3<sup>rd</sup> columns that have been requested as state-allowed accommodations</li> </ul>
English Learner Supports	<ul style="list-style-type: none"> <li>Translated test directions</li> <li>Word-for-word dictionaries</li> </ul>		<ul style="list-style-type: none"> <li>Time and one-half (+50%) (All sections)</li> </ul>	<ul style="list-style-type: none"> <li>EL Math only</li> </ul>
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 13, 2021	April 13-26, 2021	April 13-26, 2021	April 13-26, 2021
Test Date(s) for PSAT 8/9 for Grade 9 and PSAT 10*	April 13, 14, 15 or 16, 2021	April 13-26, 2021	April 13-26, 2021	April 13-26, 2021
Makeup Date(s)	April 27-28, 2021	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

# **Pre-Recorded Audio (MP3 via Streaming)**

# Pre-Recorded Audio (MP3 via Streaming)

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



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

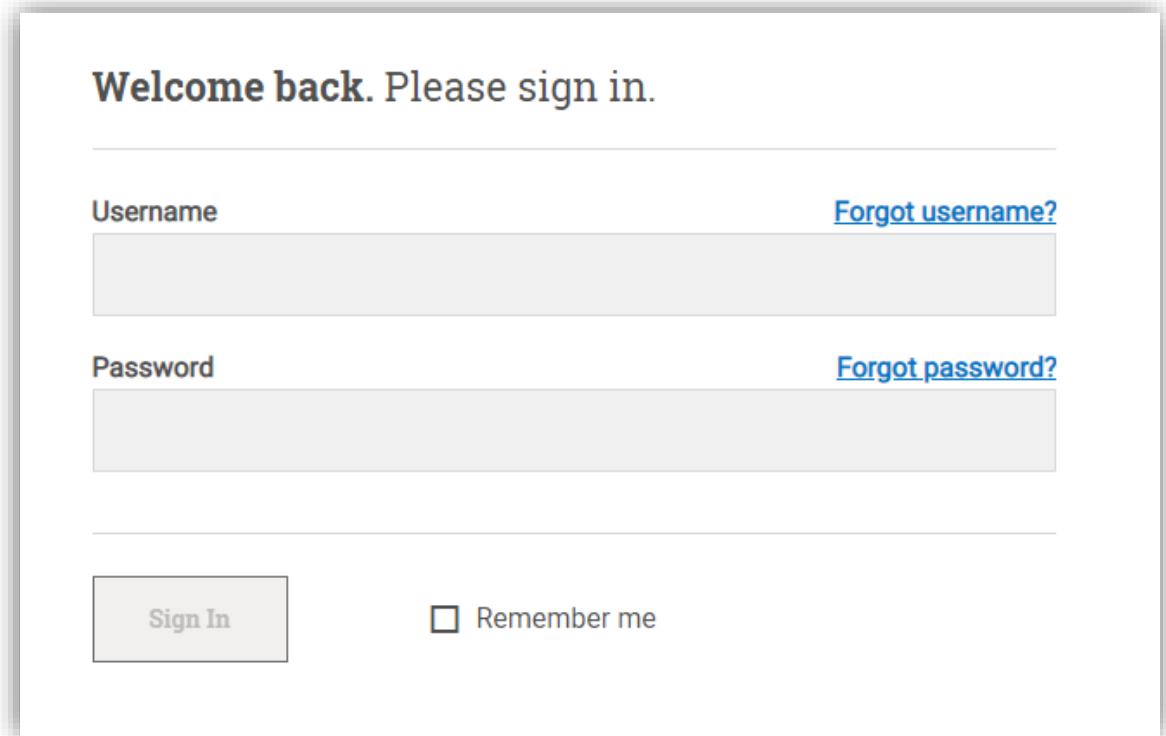


# Pre-Recorded Audio (MP3): Install the Application

Prior to Test Day

## Install the Application

1. Access the link available in SSD Online.
2. Sign in with your College Board professional account.
  - Installing the application requires access to SSD Online.



Welcome back. Please sign in.

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Username [Forgot username?](#)

Password [Forgot password?](#)

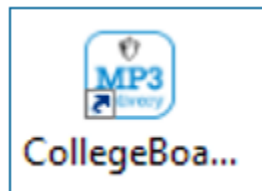
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☐ Remember me

# Pre-Recorded Audio (MP3): Install the Application

## Prior to Test Day

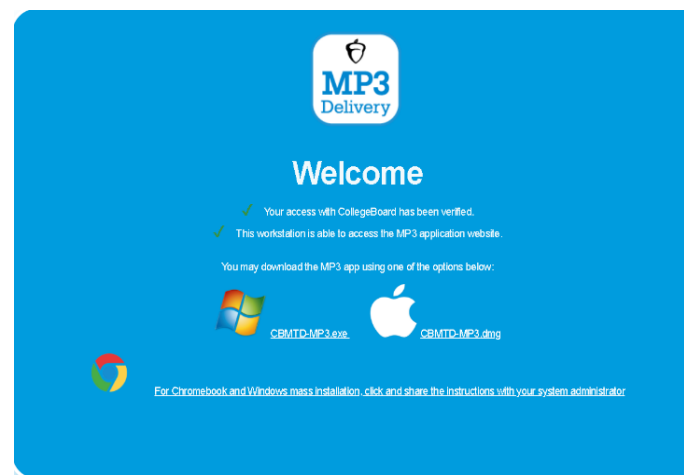
Detailed instructions for a mass install of the application is available in SSD Online to share with your IT staff.



3. Once your SSD Online credentials are verified, you will see a screen that has links for installing the MP3 application for computers that use Windows or a Mac.

- If your school uses Chromebooks, the 3<sup>rd</sup> link will bring up a set of mass installation instructions that can be shared with your IT department to push the application to all Chromebooks.

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



5. Once the application has been installed on a Windows or Mac device, an icon for the application will be available on the desktop.

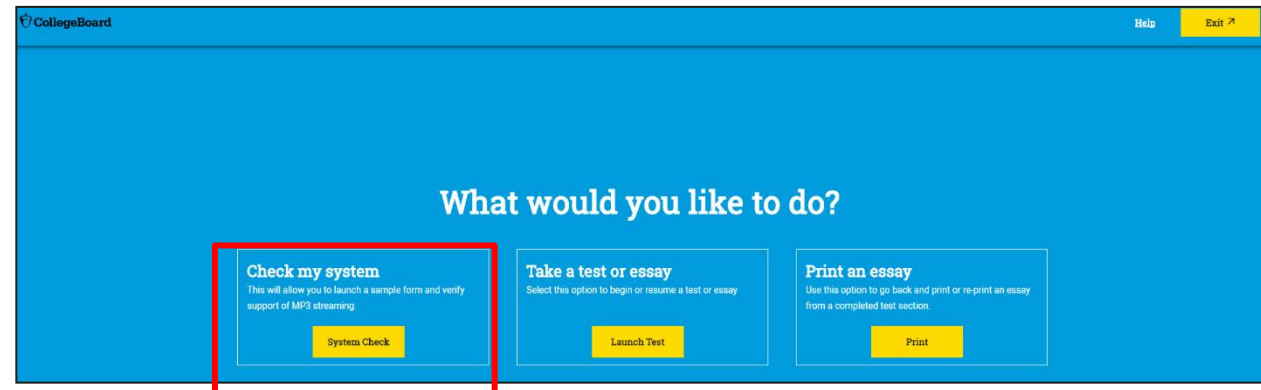
# Pre-Recorded Audio (MP3): Test the Application

## Prior to Test Day

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

## Test the Application

1. Select the icon/app for the MP3 Delivery application.
2. Login using your College Board professional account.
3. Once logged in, select the first option that says “System Check”
4. Follow the instructions on the screen or in the step-by-step guide available in SSD Online.

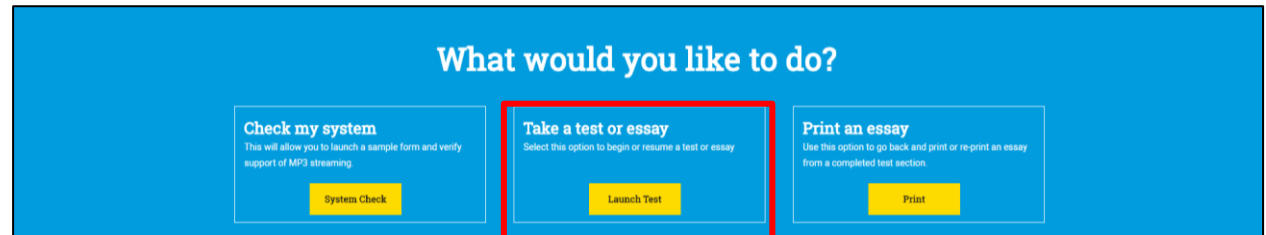


# Pre-Recorded Audio (MP3): Download Test Forms

Can only be done on test day

## Download the test forms

1. On test day, for each workstation or computer where students will use MP3 audio:
  - Select the icon for the MP3 Delivery application.
2. Login using your College Board professional account
3. Select “Launch Test”
4. Follow the instructions that will be available in your Coordinator Manual (PSAT 8/9 and PSAT 10) or Accommodated Testing Manual (SAT with Essay)
  - If you have many students using MP3, it is suggested that you follow the instructions in the manuals for students to enter their information rather than the proctor or SSD coordinator.



# Accommodated Testing Materials

# Accommodated Testing Materials

- Addressed to the test coordinator for that assessment.
- Are not designated for specific students (materials will simply be sent and coordinators will distribute based on approvals).
- Sent **automatically** based on any accommodation requests in the **pending** and **approved** status in SSD Online by February 22, 2021.
  - Materials are sent for requests in the pending status in the chance that the approval is granted before test day
  - Submit requests in by the deadline and monitor status – only provide accommodations to students with approvals
  - Do not order test materials in the College Board test ordering site
- Will be automatically sent for the students in the eligible grades for that assessment
  - PSAT 8/9 for Grade 8: 8<sup>th</sup> graders
  - PSAT 8/9 for Grade 9: 9<sup>th</sup> graders
  - PSAT 10: 10<sup>th</sup> graders
  - SAT with Essay: 11<sup>th</sup> and 12<sup>th</sup> graders
  - For instance, this means that schools will automatically receive accommodated SAT with Essay materials for all 11<sup>th</sup> and 12<sup>th</sup> grade students in the pending and approved status in SSD Online, no matter if you plan to test 12<sup>th</sup> graders or not.
  - Therefore, you will likely receive extra accommodated materials.

# Upcoming Features

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# Upcoming Features

- College Board will continue to improve the platform and roll out additional features.
- Some of the planned enhancements include:
  - Exporting student lists
  - Save and return functionality
  - Remove an accommodation directly in the system without submission of the form



# Next Steps

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# What Do I Do Now?

Next steps for SSD coordinators include:


- ☐ Ensure you are listed as the applicable SSD coordinator in EEM. Talk with your test coordinator or your district authorized user to make any changes, as necessary.
- ☐ If you already have access to SSD Online, confirm you can login using your username and password.
- ☐ If you don't have access to SSD Online, submit the SSD Coordinator Form found at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)
- ☐ Begin to review students with current approvals in the system.
- ☐ Submit any unsubmitted requests or those in "Awaiting Documentation" status by December 10.
- ☐ Start to generate a list of students who need state-allowed accommodations and English learners who will need time and one-half for entry into the system starting the week of January 11, 2021.
- ☐ Mark February 22, 2021 on your calendar as the deadline to request all accommodations and supports.

# Have Additional Questions?

# Spotlight on Student Assessment and Accountability

[www.michigan.gov/mde-spotlight](http://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](mailto: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.



MICHIGAN  
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Education

on Student Assessment and Accountability

**September 24, 2020**

**Quick Links**... take you directly to articles or sections...

- Updated Assessment Security Training
- 2020-21 Assessment Integrity Guide Released
- Coming Next Week: 2020-2021 Guide to State Assessments
- Are Your School and District Contacts Up to Date in the EEM?
- Michigan School Grades (A-F grades) Reporting Requirements
- Assessment Learning Network (ALN) Webinar
- MAP Growth: Tools to Support Learning Loss
- Recorded Webinar - Return to Learn with Renaissance Star Assessments
- College Board Corner
- ACT WorkKeys
- Important Dates
- Contacts

**Updated Assessment Security Training**  
The Michigan Department of Education (MDE) is pleased to announce that the 2020-21 Assessment Security Training is now available for District Assessment Coordinators and Test Administrators. For those who have completed the training in previous years, the Refresher Course is also available. All learners will register for the same course in the catalog, and the system will route them to the refresher if they have successfully completed the full course previously.

**About the Assessment Security Training course**  
In this training, staff will:

- review the importance of test security during all phases of test administration
- learn how to properly prepare for test administration
- gain understanding of what to do if something does not go as planned during testing

Each module is designed to be completed in 10-15 minutes. Learners who complete all four modules and demonstrate their knowledge on a short comprehensive test will print a Certificate of Completion at the end of the training; the certificate is to be kept on file within the district or building.

This course is available free of charge through Michigan Virtual's Professional Learning Portal.

[Register for the MDE Assessment Security 2020-21 training \(http://bit.ly/MDEAssessmentSecurity\)](http://bit.ly/MDEAssessmentSecurity)

**Remember:** District Assessment Coordinators are required to complete the Assessment Security Training Modules or Refresher each school year. Test Administrators can complete the modules and/or read the Assessment Integrity Guide.

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

MDE Home Top Topics Contact MDE MI.gov

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MDE STUDENT ASSESSMENT M-STEP SUMMATIVE

Search

**Spotlight**

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

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

OBJECT	SUMMARY OF COMMUNICATION
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!; SAT Corner; Important Dates

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# Testing Manuals

Available in February

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

# Thank You!

## Resources

- MDE Websites
  - [www.Michigan.gov/mme](http://www.Michigan.gov/mme)
  - [www.Michigan.gov/psat](http://www.Michigan.gov/psat)
- College Board Support Line for Michigan Educators
  - (866) 870-3127 (select Option 1) 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 – Sign up or access previous editions at [www.michigan.gov/mde-spotlight](http://www.michigan.gov/mde-spotlight)
- Questions about Secure Site, eligibility to test, and accountability, contact MDE at:
  - Call: 877-560-8378 and select the correct option
  - Email: [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) for assessment questions
  - Email: [mde-accountability@michigan.gov](mailto:mde-accountability@michigan.gov) for accountability questions