

# 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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# 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.

Today we will provide:

- General information on the Spring 2021 SAT with Essay, PSAT 10, and PSAT 8/9 for Grades 8 and 9 administrations.
- An update on changes planned for Spring 2021 testing.
- Reminders on how the Fall 2020 and Spring 2021 administrations are different.
- Information to help you verify that your school is set up to administer the spring assessments.
- Introductory accommodations and supports information.
- Tasks that should be done between now and the end of 2020 to get your school ready for testing.

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# Spring Flexibility

- As always, the health and safety of students and educators is our first priority.
  - At this time, the fall flexibility options that were provided are only applicable to that testing window.
  - Any potential spring flexibility options are still being determined and will be shared when information is available.

# Key Differences of System Usage

- The processes for Fall 2020 and Spring 2021 testing are different.
- For a full list of differences between fall and spring testing, review the *Differences between Fall 2020 and Spring 2021 Testing for PSAT and SAT* posted at [www.Michigan.gov/mme](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat)

Systems	Fall 2020	Spring 2021
OEAA Secure Site	Was <b>not</b> used	<b>Required:</b> <ul style="list-style-type: none"> <li>• Verify establishment for testing</li> <li>• Pre-ID students</li> <li>• Additional material order window</li> <li>• Answer document verification</li> </ul>
Educational Entity Master (EEM)	Was <b>not</b> used	<b>Required:</b> <ul style="list-style-type: none"> <li>• Identify test staff and school address</li> </ul>
College Board Test Ordering Site (TOS)	<b>Required:</b> <ul style="list-style-type: none"> <li>• Identify test staff and verify school address</li> <li>• Order standard and accommodated test materials</li> <li>• Tracking information</li> </ul>	Will <b>not</b> be used
SSD Online	<b>Required:</b> <ul style="list-style-type: none"> <li>• SAT with Essay</li> <li>• PSAT/NMSQT</li> </ul>	<b>Required:</b> <ul style="list-style-type: none"> <li>• SAT with Essay</li> <li>• PSAT 10</li> <li>• PSAT 8/9</li> </ul>

# 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 PSAT 10® 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.

**Spotlight**  
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

**MICHIGAN**  
Department of Education

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**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.

SUBJECT	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!; Sending Scores Back Program Applications Due Soon! SAT Corner; Important Dates

# The College Board and MDE are here to support you.

- In addition to communication through Spotlight, the College Board and MDE will provide the following supports throughout the school year:
  - Webinars
    - Registration links will be available in Spotlight.
    - Recorded versions will be posted shortly after webinar occurs.
  - MDE has several resources available on their websites throughout the year for all assessments provided by the state.

Resource	Type	Date	Notes
Coordinator Implementation Handbook	PDF	November 2020	Reviews key activities to prepare your school for testing. Is available at <a href="http://www.Michigan.gov/mme">www.Michigan.gov/mme</a> and <a href="http://www.Michigan.gov/psat">www.Michigan.gov/psat</a>
Accommodations & Supports Handbook	PDF	November 2020	Detailed information about the process and policies for all College Board accommodations & supports. Is available at <a href="http://www.Michigan.gov/mme">www.Michigan.gov/mme</a> and <a href="http://www.Michigan.gov/psat">www.Michigan.gov/psat</a>
2021 MME and PSAT in High School Test Administration Training Part I	On-Demand Modules	November 5, 2020	Overview of preparing for the MME and PSAT in high school and PSAT 8/9 for Grade 8 (will be separate presentations). Links will be available on the Michigan webpages.
Accommodations & Supports	Webinar	December 9, 2020 12-1:30 pm	Detailed information about the process and policies for accommodations & supports for Michigan-provided testing in spring. Register at: <a href="https://tinyurl.com/2021Accommodations-MI">https://tinyurl.com/2021Accommodations-MI</a>
Preparing for Test Day	Webinar	January 20, 2010 1-2:00 pm	Helpful information about preparing to administer the College Board assessments. Register at: <a href="https://tinyurl.com/2021Preparation-MI">https://tinyurl.com/2021Preparation-MI</a>
MME and PSAT in High School Test Administration Training Part II	On-Demand Modules	February 4, 2021	Overview of administering the MME and PSAT in high school and PSAT 8/9 for Grade 8 (will be separate presentations). Links will be available on the Michigan webpages.
Online Training	On-Demand Modules	March 2021	Required training for test coordinators; modules available for proctors

# PSAT 8/9 for 8<sup>th</sup> Grade

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	Paper/Pencil administration only
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.



# General Information

What's New for Spring 2021?

Spring 2021 Test Dates

Roles and Responsibilities of Test Staff

# Updates and New Items for Spring 2021



## Accommodations and English Learner Supports

- The SSD Online platform is being redesigned to be more efficient and streamlined.
- Some accommodations may be referred in new ways (how they are administered won't change). 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.

## 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 instead of holding onto them and using the same test books for all assessments.

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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 and eligible 12<sup>th</sup> graders.
- Students testing in a standard room will be required to test on a single day.
  - Primary test day: **April 13, 2021**
  - Makeup test day: **April 27, 2021**
- Schools will use a survey to request makeup test books.
- Will discuss accommodated testing in upcoming slides.
- For student eligibility questions, MDE has updated the *Who Can/Must Take the MME* document, available at [www.Michigan.gov/mme](http://www.Michigan.gov/mme).


# Spring Test Administration

## PSAT 8/9 for Grade 8 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.
  - Makeup testing window: **April 27-28, 2021**
-  **Schools will use a survey to request makeup test books for PSAT 8/9 this year.**
  - **Different test books will be used in the primary testing window and the makeup testing window.**
- Will discuss accommodated testing in upcoming slides.

# Spring Test Administration

## PSAT 10 and PSAT 8/9 for Grade 9 Dates

- Unless absent, students taking the PSAT 10 or PSAT 8/9 for 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.
  - Makeup testing window: **April 27-28, 2021**
-  **Schools will use a survey to request makeup test books for PSAT 10 and PSAT 8/9 this year.**

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# Accommodated Testing Window

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

- **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.

# 2021 Testing Dates Summary

	Primary Test Day	Primary Testing Window	Accommodated Testing Window	Makeup Testing Window
<b>PSAT 8/9 for 8<sup>th</sup> Grade</b>	April 13	April 13-16	April 13-26	April 27 and 28
<b>PSAT 8/9 for 9<sup>th</sup> Grade</b>	April 13, 14, 15, or 16	April 13-16	April 13-26	April 27 and 28
<b>PSAT 10</b>	April 13, 14, 15, or 16	April 13-16	April 13-26	April 27 and 28
<b>SAT with Essay</b>	April 13	April 13 ONLY	April 13-26	April 27 ONLY

Testing in red must use test books ONLY from the primary test shipment.

Testing in yellow must use test books ONLY from the makeup test shipment.

# Roles and Responsibilities of Testing Staff



Test coordinators, backup coordinators and SSD coordinators must be identified in the Educational Entity Master (EEM).

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



# Roles and Responsibilities of Testing Staff

## Test Coordinator

The **test coordinator** is responsible for all aspects of the administration at a school, including:

- Preparation activities
  - 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
  - Distribution of materials
  - Monitoring of all test day activities and staff
  - Packaging and returning test materials
  - Completing necessary forms
- The 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.

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# Roles and Responsibilities of Testing Staff

## SSD Coordinator

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

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

# Roles and Responsibilities of Testing Staff

## Proctor



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

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

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

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# Roles and Responsibilities of Testing Staff

## Room Monitor and Hall Monitor

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

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

# Staff with Related Students

- Staff with children cannot have access to any test materials for the same assessment(s) the child is taking before test day:
  - If a staff member's child will be taking the SAT, he/she cannot have access to testing materials before test day for the SAT no matter if the child lives with the staff member or not.
  - He/she may access testing materials prior to test day for PSAT 10 or PSAT 8/9.
- Staff with students who reside in the same household cannot have access to any test materials for the same assessment(s) the child is taking before test day.
  - If a staff member's niece will be taking the SAT and the niece does not live in the same house with the staff member, he/she can have access to testing materials before test day for the SAT.
- Proctors may not administer the test to any member of his/her family.
- It is possible for test day staff to serve multiple roles in a small school.
- Additional flexibility may be available to small schools, if needed. Call the Michigan Educator Hotline for guidance.

# Implementation Activities

1

## Before Testing

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

Covered in this presentation

2

## During Testing

Prepare Your Schedule  
Prepare Testing Rooms  
Distributing Materials  
Admitting Students

Covered in January presentation

3

## After Testing

Collecting Materials  
Important Forms  
Packing and Returning Materials  
Ordering Makeup Materials  
Score Reporting

# Implementation Activities

1

## Before Testing

### Establishing School to Test

Pre-ID Students  
Training & Determining Staff Needs  
Accommodations & Supports  
Shipments

2

## During Testing

Prepare Your Schedule  
Prepare Testing Rooms

3

## After Testing

# Using the Educational Entity Master (EEM)

- Educational Entity Master (EEM) is the repository of entity and contact information for educational systems in Michigan.
- College Board will use the data in EEM to identify:
  - Contact information for testing staff (email addresses listed are used to send emails)
  - Address to send testing materials
- **Review and update the testing staff in the EEM at a building level as soon as possible.**
  - If there is more than one person listed for a role, College Board will use the most recent.
  - If the information listed is correct, no action is needed.
  - If the information is incorrect, EEM should be updated by the district authorized user.
- Anytime the identified staff changes during the school year, EEM should be updated to reflect the changes.
  - College Board receives the updates 7-10 days after making the change.



# EEM for Testing Staff

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

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

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

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

# EEM

## Educational Entity Master

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

The top screenshot shows the EEM-Search interface with the search bar containing 'EEM-Search' and a 'Go' button. The bottom screenshot shows the search results for 'Alpena High School'.

**Search Results**

Your search yielded 2 result(s).

Name	Entity Code	Parent	Type	County	City	Match Ranking
<a href="#">Alpena High School</a>	00075	Alpena Public Schools	LEA School	Alpena	ALPENA	1
<a href="#">Alpena High School Sisters Michigan Capital Region</a>	990000075	Lansing Public School District	Other Non-School Recipient	Ingham	LANSING	6

Items per page: 10 Page 1 of 1 Excel Export

# District Authorized User

To send a message to the district authorized user:

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

Center for Educational Performance and Information  
Michigan.gov Home | CEPI Home | User Guide | Help | Contact CEPI | Glossary | Login

EEM Profile: Public User | EEM-Search Go A- A+

EEM Home > Entity EEM-Search

**Search Results**

Your search yielded 2 result(s).

EEM-Search for Alpena+High+School+(00075)

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

Items per page: 10 Page 1 of 1 Excel Export

Printer Friendly **Contact Authorized User**

\* = Required

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

# Confirm Email and Address in EEM

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

The screenshot shows the EEM system interface. At the top, there are tabs: Admin/Contacts, Addresses, Relationships, and Members. Below the tabs is a table with the following data:

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

Below the table is a detailed form for Brian Tippman. The form includes fields for First Name, Mid Init, Last Name, Suffix, Telephone Number, Fax Number, Email, Mailing Address, Street, Address Line, City, State, Zip, System Effective Date, and a Note. The Email field is circled and labeled "Where emails will be sent". The Mailing Address field is circled and labeled "Where test materials will be sent – must be the school address".

Where emails will be sent

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

Nonpublic schools should contact [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) to update EEM.

# Establishment Process

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

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

There are two general routes for establishment:

- Public School Process
- Nonpublic School Process

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# Establishment Process

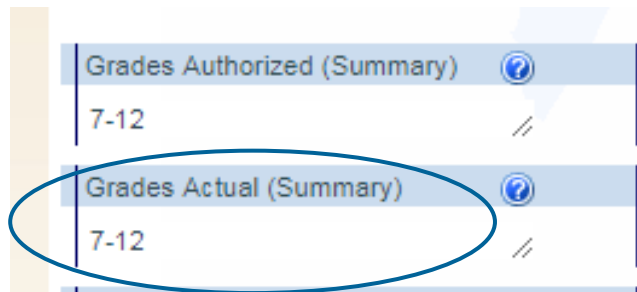
## Public Schools

- MDE and College Board have determined rules in which some schools are automatically established to participate for an assessment.
  - If a school has been automatically established and plans to administer the assessment, no action is needed.
  - If a school does not meet the autoestablishment rules for a particular assessment, the school will need to indicate their intent to participate (yes or no) for that assessment.
  - If a school has been automatically established and does not plan to administer the assessment, contact College Board immediately to request to be unestablished. Be ready to provide a reason for requesting unestablishment.



# PSAT 8/9 for Grade 8 Establishment

## Public Schools



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

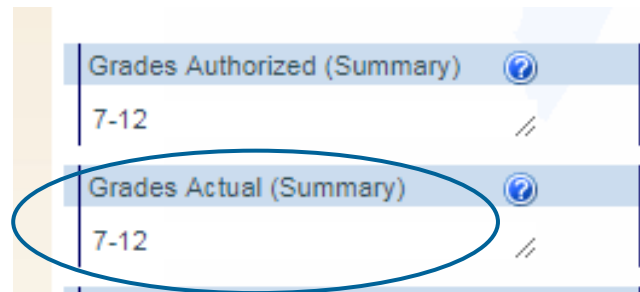
- Schools will be automatically established to administer PSAT 8/9 for Grade 8 if:
  - The “actual grade” listed in EEM includes 8 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (M-STEP in 2018 and PSAT 8/9 for 8<sup>th</sup> grade in 2019).

OR

- The “actual grade” listed in EEM includes 8 **AND**
- Your school is new in 2020-2021

# PSAT 8/9 for Grade 9 Establishment

## Public Schools



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

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

OR

- The “actual grade” listed in EEM includes 9 **AND**
- Your school is new in 2020-2021



# PSAT 10 Establishment

## Public Schools



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

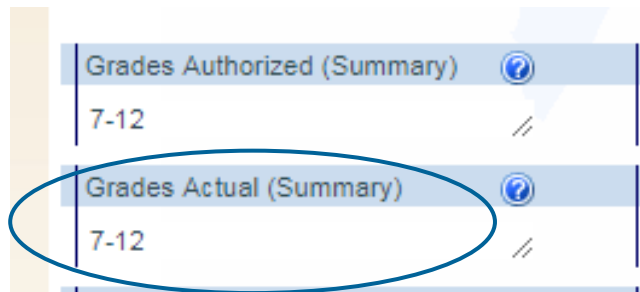
- Schools will be automatically established to administer PSAT 10 if:
  - The “actual grade” listed in EEM includes 10 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (PSAT 10 in 2019 and 2018).

OR

- The “actual grade” listed in EEM includes 10 **AND**
- Your school is new in 2020-2021

# SAT with Essay

## Public Schools



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

- Schools will be automatically established to administer SAT with Essay if:
  - The “actual grade” listed in EEM includes 11 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (SAT with Essay in 2019 and 2018).

OR

- The “actual grade” listed in EEM includes 11 **AND**
- Your school is new in 2020-2021

# Establishment Process

## Nonpublic Schools

- Must indicate intent to participate **every year for each assessment**.
- If you choose to administer the SAT, you must administer all parts of the MME (ACT WorkKeys and M-STEP).
- If you choose to administer the PSAT 8/9 for Grade 8, you must administer the M-STEP.
- Roles should be identified or reviewed in EEM as soon as possible.
  - If you need to make updates, contact [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov)
- Using the contact information provided by MDE, College Board sent an email to all nonpublic schools requesting confirmation of their intent to participate in MME the week of November 2.
  - To confirm, call (866) 870-3127 or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)
  - Provide your state-assigned district and building codes, the name of your school, and the assessments you plan to administer.
  - Must respond by **November 20, 2020** or your school may not be able to administer the assessments.

# Intent to Participate Outreach

- District assessment coordinators, principals, and test coordinators received an “intent to participate” email the week of November 2 if a school was not automatically established.
  - Includes all nonpublic schools
  - Certain public schools that did not meet the autoestablishment rules previously discussed.
- **ACTION REQUIRED:** Respond to the “intent to participate” communication, if received.
  - If schools do not respond by **November 20, 2020**, they may not be able to administer the assessments.
  - Follow the directions in the email even if you don’t plan to participate, so that we can remove you from the communication list.
- MDE has a Test Center Participation Page in the OEAA Secure Site where schools can verify the assessments they are established for.
  - Establishment began the week of October 26 and will continue on a rolling basis.
  - Participation will be updated in the OEAA Secure Site as new establishment activities occur.
- **Allow for potential updates.**
  - Contact the Michigan Educator Hotline at 866-870-3127 if establishment information is not correct in the OEAA Secure Site by December 18, 2020.

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# Common Issues

Common issues that delay a school's establishment:

- The “actual” grades listed in EEM are inaccurate.
- Coordinator information is inaccurate in EEM.
- The address associated with the coordinator record in EEM is inaccurate.
- Schools don't respond to the intent to participate communication by the deadline.
- Updates to EEM are made at the district-level instead of the building-level.

# Implementation Activities

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**Pre-ID Students**

Training & Determining Staff Needs

Accommodations & Supports

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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.

# Pre-ID in OEAA Secure Site



You will receive materials based on the number of students pre-IDed in OEAA Secure Site

- MDE will open the pre-ID window in OEAA Secure Site on January 6, 2021.
- Public school students will automatically be pre-IDed based on fall count day enrollment if established by January 6, 2021.
  - Nonpublic schools and public school established after January 6, 2021, must pre-ID all students that are testing.
- Action required in January:
  - Login to OEAA Secure Site
  - Update the *Pre-ID Student Report* by unassigning students who will not test and assigning new students
- All updates must be complete by **February 17, 2021** in order to receive pre-printed labels.



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# Pre-ID Labels

- Labels and answer sheets will be shipped to schools for all students who were pre-IDed by **February 17, 2020**.
  - Schools will receive a printed pre-ID label for each pre-IDed student to be affixed to the answer sheet.
  - For any students pre-IDed after the deadline, schools **must** generate a label locally for the student from OEAA Secure Site.
- College Board will ship a small overage of test materials to account for newly enrolled test takers, typically students who are last minute transfers into the school, etc.
- **All answer sheets MUST have a pre-ID label in order to be processed. Missing or incorrect labels will delay scoring or make scoring not possible.**

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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 in early March.
    - Approximately 45-60 minutes to complete, broken up into modules.

# Test Day Training

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

- Test coordinators can use staff meetings, for example, to train all staff or provide the following options:
  - Training proctors
    - Option: Forward the College Board training email
    - There is a module specifically for proctors and how to administer the test
    - Approximately 20-30 minutes to complete
  - Training hall and room monitors
    - Option: PowerPoint will be available 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.

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# Planning for Staffing Needs

- The staffing needed for test day depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.
- Besides the policies regarding familial relationships, there are additional guidelines to consider:
  - Per MDE guidelines, test day staff should be licensed teachers or licensed education administrators employed by the district. If not available, then test day staff may be:
    - paraprofessionals or non-licensed administrative personnel employed by the district **-or-**
    - licensed substitute teachers employed by the district for the purpose of administering the test.
  - Per College Board guidelines, test day staff cannot:
    - be employed by an outside test-prep company.
    - have taken the SAT within 180 days of the administration date.

# Planning for Staffing Needs

- Once you determine the rooms you’re using for testing and the number of students in each room, you can determine how many staff you need.
- Every testing room needs 1 proctor.
- For standard rooms with more than 34 students, assign additional room monitors to help.
- For accommodated rooms with more than 20 students, assign additional room monitors to help.

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

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

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

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# Updated Accommodation Names

- Some accommodation names will be updated. Only the name will change, how the accommodation is requested or administered will not change.
- Additionally, how the name is referenced in the manuals may be slightly abbreviated for conciseness and ease of reading.
- Some examples are included (not an exhaustive list):

Old Accommodation Name in SSD Online	New Accommodation Name in SSD Online	May Be Referenced As
Reading +50% (time and ½)	Reading: Time and one-half (+50%)	Time and one-half
Reading +100% (double time)	Reading: Double time (+100%)	Double time
Extra Breaks	Breaks: Extra	Extra breaks
MP3 Audio	Pre-recorded audio (MP3 via streaming)	Pre-recorded audio
Braille graphs and figures	Raised Line Drawings	Raised line drawings
Permission for food/medication	Food/drink/medication	Food/drink/medication

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# Requesting Accommodations

- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for Grades 8 and 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.
  - Students taking the PSAT 8/9 for Fall 2020 testing did not need SSD approval; but this is required for Spring 2021.
- 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.

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# Requesting Accommodations

- The vast majority of students who are approved for and are using testing accommodations at their school through a current IEP or 504 plan will have those same accommodations automatically approved for taking the SAT with Essay, PSAT 10, and PSAT 8/9.
- These requests will be processed through school verification allowing the SSD Coordinator to provide the answers to the following questions when submitting requests for students:
  - Is the requested accommodation(s) in the student's plan?
  - Is the student consistently using this accommodation for school tests?

# Accommodations



More information about the differences between College Board-approved and state-allowed will be discussed in the Accommodations & Supports Webinar on December 9.

There are two categories of accommodations:

- College Board-approved accommodations
  - Require preapproval
  - Result in college and scholarship reportable scores
  - Used for students with diagnosed disabilities documented in a 504 or IEP
  - Window to apply: **Now to February 22, 2021**
- State-allowed accommodations
  - Require preapproval
  - Are automatically approved and require no documentation
  - Do NOT result in college and scholarship reportable scores
  - Must be applied for every year
  - Recommended for 8<sup>th</sup> grade
  - Window to apply: **January to February 22, 2021**

# Accessing SSD Online

## New SSD Coordinators



The primary SSD Coordinator identified in EEM is used for communication purposes only

SSD Coordinators must also request access to SSD Online to submit requests

- To access the SSD Online system, the new SSD coordinator will need to request access:
  - Create a College Board Professional Account
  - Complete the SSD Coordinator Form, found on [www.collegeboard.org/ssd](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.
- Accommodation requests may begin once you receive your access code.
- Test coordinators that also would like to have access to SSD Online can complete the same steps. Consider your district policy regarding student privacy when accessing information for students with disabilities before requesting access.

# 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 spring 2020:**

Spring 2020	Spring 2021	Action
School A	School A	Confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate in SSD Online. Re-application is not necessary.
School A	School B	The student must be transferred to the new school in SSD Online. Then confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate.

**For students who had state-allowed accommodations in spring 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 Supports

**Scores will be college and scholarship reportable**



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

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

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

English learners can be provided with time and one-half for the Michigan-provided assessments.

- Although not an accommodation, students must be identified in SSD Online in order to receive correct testing materials.
- Students will be automatically approved, and no documentation will be required.
- If this was entered for a student for Fall 2020 testing, re-application for Spring 2021 testing is not needed. New requests can be added starting in January 2020.

Criteria for determining who may benefit from EL supports can be found in the *Supports & Accommodations Guidance Document* posted at [www.Michigan.gov/mme](http://www.Michigan.gov/mme) and [www.Michigan.gov/psat](http://www.Michigan.gov/psat).



# Redesigned Platform

- SSD Online is being redesigned for a more efficient, streamlined system.
- The redesigned system is set to launch by December 2020.
- Information about the redesigned system and a more detailed look into accommodations and English learner supports will be available in the Accommodations and Supports webinar, scheduled for December 9, 2020.
  - Register at <https://tinyurl.com/2021Accommodations-MI>



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# Shipments

- Test coordinators will receive distinct shipments for each grade in preparation for testing.
- NOTE: Each shipment may come in multiple boxes; standard materials will come separately from accommodated materials.

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit	Sample set of manuals, posters	Early March
Preadministration Materials	Answer sheets, pre-ID labels, student answer sheet instructions, student guides, full set of manuals	Late March
Primary Test Materials	Test books to be used on the primary test day/window and accommodated testing window, return materials	Late March
Makeup Test Materials	Test books to be used on the makeup day/window, return materials	Late April

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# Considerations for Planning

- Coordinators should work with the principal and other staff to think about planning for the following:
  - Number of staff needed
  - Rooms that will be used
  - Schedule for test day
  - Scheduling a pre-administration session prior to test day
  - Preparing materials for the preadministration session and for test day

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# Student Search Service®

## SAT with Essay and PSAT 10

- The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.
- By opting into the Student Search Service and completing the optional questionnaire, students are allowing the College Board to share personal information, such as college preferences and plans for the future, with colleges and scholarship organizations.
- This will provide students with:
  - information about colleges and universities that match the student's academic interests
  - information on financial aid and scholarships, helping deserving students to access the assistance they are eligible to receive
  - information about academic majors, courses, and degree options

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# Student Search Service

- The College Board only shares student data with eligible colleges, universities, and scholarship and educational opportunity programs that have signed an agreement to communicate with students only for the purposes listed above.
  - These entities most often connect with students based on expected graduation date, cumulative grade point average (GPA), score range, and intended college major, as indicated on the questionnaire.
- Opting into Student Search Service is not available for PSAT 8/9.

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# Student Search Service 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.
- 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 ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and PSAT web page ([www.michigan.gov/psat](http://www.michigan.gov/psat)) 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.

# 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.



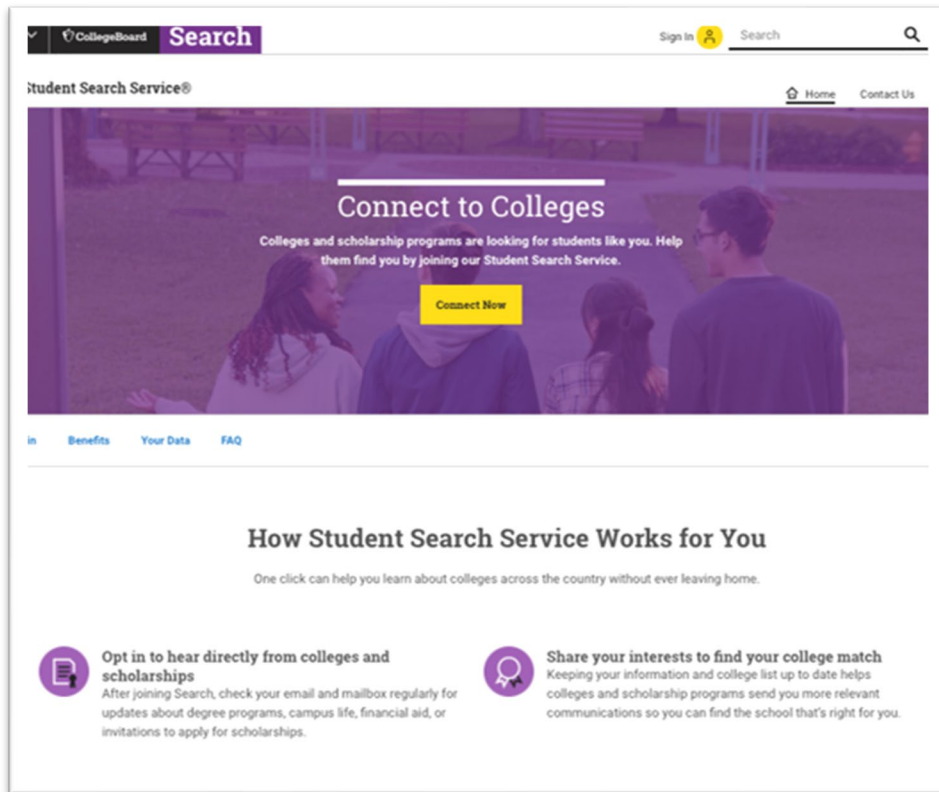


# Online Option

- 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.
  - For additional information on Student Search Service, see the *Student Search Service Guidance* document on the MME web page under College Entrance Assessment and on the PSAT web page under Current Assessment Administration.

# Online Option

## Directions for Students



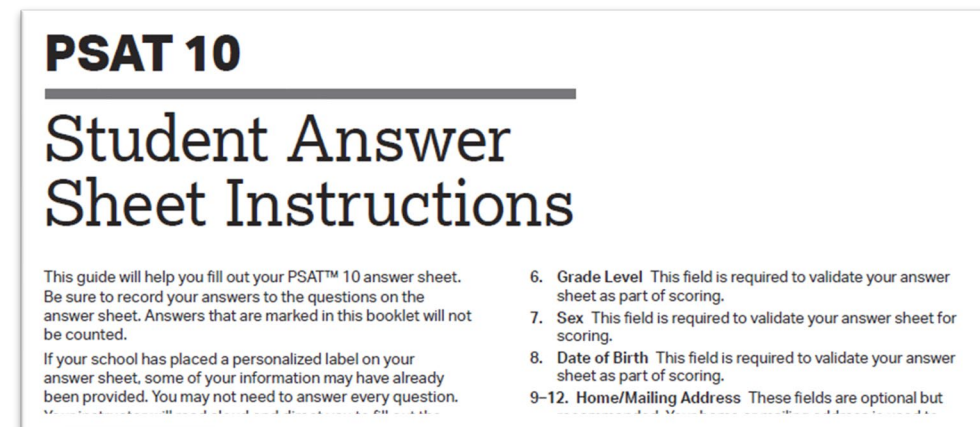
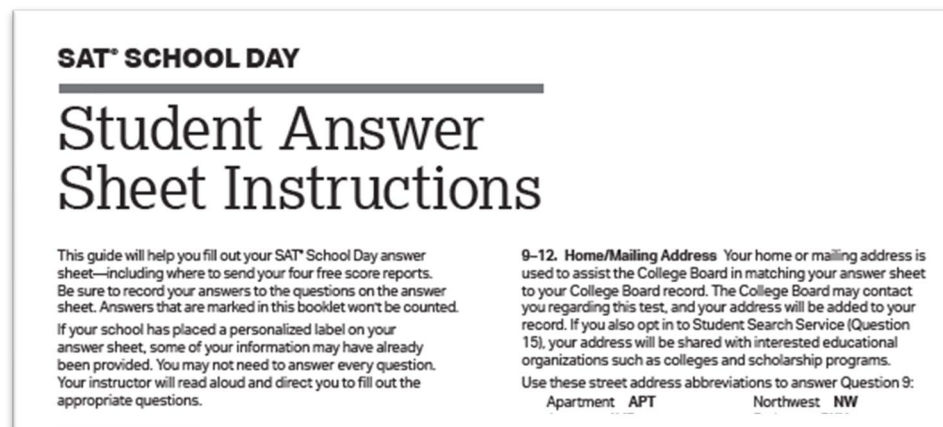
- Go to <http://studentsearch.collegeboard.org> and login using your College Board student account information.
  - Create a College Board student account, if necessary.
  - Select **Connect Now** and follow the prompts.
  - Students can complete the online option and update their information at any time.
- More detailed information will be available in the Spotlight on Student Assessment and Accountability online newsletter by the end of 2020.

# 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.



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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.
  - Students can submit additional score sends from their College Board account for a fee.
  - Low income students have unlimited free score sends from their College Board account.

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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.

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# Start Time

- For SAT with Essay, the standard schedule includes testing room doors closing at 8:00 am for test day administrative activities and testing beginning at 8:30 am.
  - Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 am or as late as 8:30 am, and they may start testing any time between 8:00 am and 9:00 am.
  - Schools must contact the Michigan Educator Hotline (866-870-3127) for consideration and approval to start earlier or later than these times. The start time applies to standard test takers as well as accommodated test takers in both the initial and makeup administrations.
- Testing is allowed in the afternoon for PSAT 8/9 and PSAT 10 only.
  - Begin testing early enough to complete testing by the end of the day.

# Administration

## Timing

### SAT with Essay

- Schools should plan for approximately 5 hours of testing including test day administrative activities, testing, and break times.
  - The schedule below does not include passing out test booklets or other test day administrative activities such as completing the optional questionnaire or identifying score sends.
- Schools must complete testing before breaking for lunch.
- Testing **MUST** be done in the morning.

SAT with Essay	SAT with Essay (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.
- College Board will support morning or afternoon testing for **PSAT-related assessments only**.
  - Morning testing should begin early enough to complete before lunch.
  - No permission is necessary for afternoon testing.
- **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



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# Planning for Testing Rooms

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

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# Seating and Furniture Requirements

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

# Off-Site Testing



Requests must be submitted for Spring 2021 testing.

- Most schools participating in the Spring 2021 Michigan-provided assessments will use their schools as the test location.
  - However, if you need more space – or if, for example, your school is a virtual school, you can request an off-site testing location.
- Additional details will be shared via Spotlight online newsletter this fall.
  - Request form will be a Google form that can be edited after submission.
  - Go to: [www.sat.org/offsiterequest](http://www.sat.org/offsiterequest) for both SAT and PSAT-related requests.
  - The submitter will receive an email confirmation of submission, which will include a link to edit the submission, as necessary.
  - To request an offsite location, a request and test plan must be submitted by **December 18, 2020**.
- Submission of the request can be assumed to be automatically approved, unless otherwise communicated by College Board. No approval email will be sent to coordinators.
- Requests for off-sites testing for College Board assessments must be done separately than off-site testing requests for M-STEP or ACT WorkKeys.



# Final Information

Resources

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# Tasks to Complete

Tasks to complete between now and the end of 2020:

- ☐ Ensure EEM is updated and accurate as soon as possible at the building-level.
- ☐ Respond to the intent to participate communication, if you received it, by November 20, 2020.
- ☐ If you didn't receive an intent to participate communication, verify in the Test Center Participation Page in the OEAA Secure Site that your school is established to participate in the appropriate assessments by December 18, 2020.
- ☐ Submit an off-site testing request, if needed, by December 18, 2020.
- ☐ Request access to SSD Online, if needed.

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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)
- Spotlight on Student Assessment and Accountability online newsletter