

# Michigan

SAT<sup>®</sup> with Essay

PSAT<sup>™</sup> 10

PSAT<sup>™</sup> 8/9 for Grade 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 Grade 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.
- 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>

# 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 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.**
  - **Makeup test books will be different than primary test books.**



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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 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
PSAT 8/9 for 9 <sup>th</sup> Grade	April 13, 14, 15, or 16	April 13-16	April 13-26	April 27 and 28
PSAT 10	April 13, 14, 15, or 16	April 13-16	April 13-26	April 27 and 28
SAT with Essay	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

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# 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).
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- 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.

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# Roles and Responsibilities of Testing Staff

## Proctor

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.

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# 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.



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# 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
- Backup Test Coordinators
  - SAT Backup Test Coordinator
  - PSAT Grade 9/10 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

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# 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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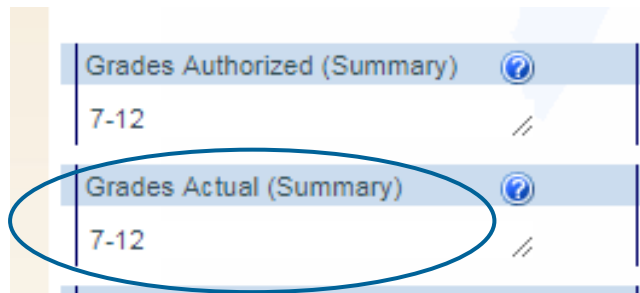
# Establishment Process

## 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 auto-establishment 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 9 Establishment

## Public Schools



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

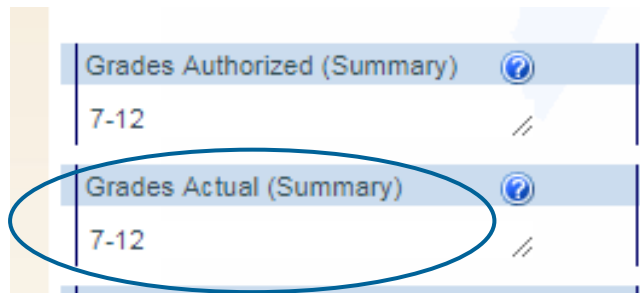
- Schools will be automatically established to administer PSAT 8/9 for Grade 9 if:
  - The “actual grade” listed in EEM includes 9 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (PSAT 8/9 for 9<sup>th</sup> grade in 2019 and 2018).

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

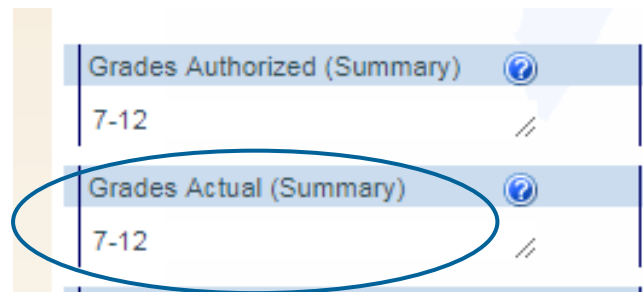
- Schools will be automatically established to administer PSAT 10 if:
  - The “actual grade” listed in EEM includes 10 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (PSAT 10 in 2019 and 2018).

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

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# Establishment Process

## Nonpublic Schools

- Must indicate intent to participate **every year for each assessment**.
- If you choose to administer the SAT, you must administer all parts of the MME (ACT WorkKeys and M-STEP).
- If you choose to administer the PSAT-related assessments, you must administer the M-STEP.
- Roles should be identified or reviewed in EEM as soon as possible.
  - If you need to make updates, contact [nonpublicschools@michigan.gov](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 auto-establishment 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.

# 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.



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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