Answers to Questions Submitted During the Michigan Accommodations and Supports Webinar for Spring 2021 Testing on December 9, 2020

There were a number of questions regarding issues such as students that are attending school virtually, impacts to accountability, parental concerns about students attending school, and social distancing. The Michigan Department of Education is working with College Board to provide some additional flexibility on Spring 2021 policies and procedures and we will communicate these in the Spotlight on Student Assessment and Accountability online newsletter.

While additional flexibility options will be provided, there will be no option to administer the SAT, PSAT 10 or PSAT 8/9 remotely to students either on paper or by computer.

MDE has updated the [Who Must/Can Take the MME](https://www.michigan.gov/documents/mde/MME_Eligibility_544301_7.pdf) (https://www.michigan.gov/documents/mde/MME_Eligibility_544301_7.pdf) document posted on www.michigan.gov/mme for eligibility requirements. For additional eligibility questions, contact MDE-OEAA@michigan.gov.

As of 12/14/20, plans to administer all assessments in Spring 2021 are continuing and 95% participation is required. Any changes allowed by the Michigan legislature or U.S. Department of Education will be communicated through the Spotlight of Student Assessment and Accountability online newsletter.

General Accommodation and SSD Online Questions

Q: If we have never used SSD, how do we set up an account?
A: First, create a College Board professional account at www.collegeboard.org. Second, fill out the [SSD Coordinator Form](#) and send to College Board with the directions on the form. Once submitted, you will receive an access code to access SSD Online.

Q: What are the differences again between state allowed and College Board approved accommodations? Could you provide examples of each?
A: Any accommodation can be requested as a state allowed accommodation (SAA) or a College Board approved. SAAs are recommended for 8th grade because it is an easier process for middle schools to submit because they do not require documentation. Because scores for PSAT 8/9 aren't college reportable, the SAA process is just a simpler one. SAAs for 11th grade are unique circumstances where the student will not receive college reportable scores for the SAT and should be requested on an exception basis. The most common example of an SAA for SAT is EL – math only for first year EL students who are exempt from the ELA portion of state assessments.

Q: What is more than double time?
A: Any extended time requested more than 100%. There are rare instances for triple time, for example.

Q: So with the pre-recorded audio, if they automatically receive double time does that mean that they have to take double time? So they HAVE to stay in the room for double the testing time?
A: Yes, they must use the double time.

Q: What is the max number of students in a small group?
A: College Board recommends 10-15, but the size of a small group should take into consideration student needs. For example, one student may be comfortable with 15 students, while another needs to only have 5.

Q: You suggested 10-15 students for small group. What if we had 1-2 over and felt comfortable that all students would be fine in that setting?
A: 10-15 is the College Board suggestion. As long as the student's needs are being met, you can organize your testing groups however you'd like.

Q: CB website indicates that accommodations may be provided to students taking the PSAT 8/9 without having them identified through the SSD dashboard. Are students able to be placed in appropriate accommodations at 8th grade w/out asking CB (no SSAs either)?
A: No. For state testing, entry into SSD Online is required for monitoring and to send the correct testing materials to you.

Q: Do accommodations from previous years carry over to current year?
A: Only College Board-approved accommodations, state-allowed accommodations do not.

Q: You mentioned having to use all of the time students are approved for. But what if a student has finished a testing section and is requesting to move onto the next section. Do we have to sit and wait out the clock? I worry about students with Autism and those who have Emotional Impairments getting frustrated with this process and not testing well.
A: Yes, you need to use the entire time approved for that student and cannot move on even if they are the only student testing. If the student is finishing the test with significant amounts of time remaining, then perhaps using extended time isn't creating the best environment for the student and other accommodations can be used instead.

Q: If I applied for students to have the audio accommodation which automatically comes with double time, and then I also applied for them to have extended time, do I need to have that extended time removed? I don't need them to have extended time above and beyond what the audio extended time allots for. I wasn't sure if I needed to at first so I applied for both. Is that a problem having both of them on there?
A: You do not need to remove them, it's fine to have them all on there and the student can use what is most appropriate option.

Q: Will English learners automatically get extended time again, or will we have to apply for this accommodation again?
A: Extended time for English learners must be requested each academic year. If a student was approved for this support for Fall 2020 testing, it will carry over to Spring 2021.

Q: What if a student moves into our district after the deadline but before testing and require accommodations?
A: Request as soon as possible. Depending on the accommodation, it may be approved within a few days and the student will be able to test. Do not administer the test with the accommodation until the student has approval in SSD Online. If you need special materials for the student, call the Michigan Educator Hotline (866-870-3127) and select the option for SSD.

Q: Are you saying if they have an accommodation for PSAT 8, they must also have it for M-STEP?
A: Not necessarily. Any accommodation needed for PSAT 8/9 for Grade 8, however, must be requested in SSD Online.

Q: Will test booklets be different for students with State Allowed accommodations and those with College Board Approved accommodations.
A: Yes. Any student testing with a state allowed accommodation will be testing with a lime-green colored test book.

Q: I thought you said February 11 for SAA and EL, not Jan 11. Which one is correct?
A: You can start requesting state-allowed accommodations and English learner extended time the week of January 11.

Q: So for clarification, if I am only using SAA for my 8th graders, do I start the process of filling out accommodations request now or wait until Jan. 11?
A: You will wait until the week of January 11, 2021.

Q: Our district uses SAA's for 8th graders. The ESL tutor/consultant has requested MP3 audio for our EL students....is this allowable?
A: Even though the scores are not reportable to colleges, students should only use accommodations if they are documented in an IEP/504 plan.

Q: How do we change a student from using College Board accommodations to taking the MI-ACCESS?
A: In the OEAA Secure Site, students should be unassigned from the Spring 2021 SAT, Spring 2021 PSAT 8, 9 or 10 and then pre-identified to the Spring 2020 MI-Access FI (Functional Independence, MI-Access P (Participation) or MI-Access SI (Supported Independence). If possible, this should be done by February 17, 2021 to ensure proper paper/pencil materials in the initial material order. Directions on how to pre-identify students to an assessment can be found at www.michigan.gov/securesitetraining under the Pre-Identification section.

Q: Is there a way to print all SSD accommodations pages at one time?
A: Not at this time, it's is on the roadmap for future enhancements.

Q: I was wondering what email address we should use when requesting new accommodations for students? I was told, by a counselor, that students were not able to use their school email. Should we be seeking out their personal emails? What if they don't have one?
A: There is nothing from a College Board perspective preventing you from using a student's school email address. If they do not have one, use a parent's email address.

Q: When, in relation to test day, should the MP3 be tested?
A: Anywhere from 1-2 weeks before is a good idea.

Q: Can you do the NAR the same for SAT and PSAT by grade?
A: At this time, the NAR is generated by assessment, not by grade.

Q: Are EL supports different from SAAs? Earlier it was mentioned that SAAs resulted in non-college reportable. However, EL supports slides suggest that these scores are reportable to colleges.
A: There is a slight overlap. EL supports that result in reportable scores include the use of translated test directions, word-to-word bilingual dictionary, and time and one-half. English learners who have been in the U.S. for a year or less and are eligible for a one-time exemption from the ELA portion of state assessments can use EL – Math Only, which is a state-allowed accommodation. They will not receive reportable scores.

Q: Did you say this will be a new SSD layout because the current layout is very different than what you just showed?
A: The layout that you see in this webinar shows the new system, that will be launched the week of December 14, and is different than the current system available today, December 9.

Q: Do we still need to have the date of the "initial" onset of support services?
A: The only date that SSD coordinators will be asked is, "When did the current plan go into effect?" SSD coordinators will also be asked to confirm (Yes/No) if the student was diagnosed with the disability more than four months prior to the request.

Q: Students who are going to graduate in the spring should remain in the system until graduation date is met?
A: Yes.

Waiving Accommodations

Q: Can they choose on test day to waive their accommodations?
A: Yes. Students must provide a signed letter from a parent/guardian to waive the accommodations. Keep the letter on file at school.

Q: In the past, if students did not use their accommodations, and were on the NAR, we would need to do an irregularity. Is that still the procedure?
A: That has not been the procedure for the past few years. An irregularity report is not required if a student waives accommodations.

Q: If a student has an approved accommodation but has stated before testing (and have parent approval) that they do not want to use it, for example extended time, should we remove that accommodation from SSD? Or should we keep it in there in case want to use it for a weekend test. If they have it in SSD and don't want to use it for a weekend test, will this cause an issue for them?
A: Yes, you should keep it there. Only remove it if the student no longer is eligible for that accommodation. It will not create any issues if it's in SSD Online and not used. Just make sure that the student does not add the accommodations to their weekend registration.

Parental Consent

Q: Is the IEP or 504 enough for parent permission or does a parent need to complete a consent form?
A: How you gather consent is a district policy decision.

Q: Is there a digital form for parental consent?
A: There is not, but how you gather consent is a district policy decision.

Q: Do we need to have parental permission for SAA accommodations?
A: Yes, as you are still sharing personal information with the College Board. How you gather this consent is up to your district policy.

Transferring Students/Making Changes in SSD Online

Q: I am a SSD coordinator at the high school and I talked to the staff at the middle school to have them transfer over my 9th graders and they said they did it like last year and they have never shown up in my roster.
A: The sending school cannot make the transfer in the current system, the receiving school must bring the students to the new school's dashboard. You should ask the middle school for the SSD numbers and dates of birth of each student and you can submit the transfer form for each student. Once the new system launches, either the sending school or the receiving school can request the transfer. The sending school must know which school the student is transferring to.

Q: How do I merge two listings of a student?
A: Call the Michigan Educator Hotline (866-870-3127) and select the option for SSD to get accounts merged. If one is correct but you want to remove one, you can use the Transfer/Move form in the redesigned platform to request one of the records to be removed from your dashboard.

Q: I have a student who is showing up twice on my list with two different numbers. What should I do to fix this?
A: Call the Michigan Educator Hotline (866-870-3127) and select the option for SSD to get accounts merged. If one is correct but you want to remove one, you can use the Transfer/Move form in the redesigned platform to request one of the records to be removed from your dashboard.

Q: Will the new system allow us to take out duplicate students or merge their accounts together? I have a few students with 2 SSD numbers and different accommodations on both accounts.
A: You cannot merge student accounts at this time. Call the Michigan Educator Hotline (866-870-3127) and select the option for SSD to get accounts merged. If one is correct but you want to remove one, you can use the Transfer/Move form in the redesigned platform to request one of the records to be removed from your dashboard.

Q: Is there a way to search for a new student using the student's SSD #? I tried but could not find a way to do that. I do not want to request accommodations for a student who has already been approved.
A: No, the search functionality will only search within your school, not outside of it. You can ask the student to log into his/her account and provide you with their eligibility letter, which will have the SSD number. Depending on what accommodations the students need, it may be easier just to submit a new request.

Q: Will changing the graduation date in SSD affect the test the student is assigned to on the testing rosters?
A: For the most part, yes. However, changing a student from an 11th to a 12th grader (or vice versa) will keep that student on the Nonstandard Administration Report for the SAT with Essay.

Q: What if a student has accommodations approved but does not know their SSD number?
A: They can login to their College Board account to obtain a copy of their eligibility letter which will include the SSD number, you can call the other school to ask for it, or you can call the Michigan Education Hotline (866-870-3127) and select the option for SSD. Depending on what accommodations the students need, it may be easier just to submit a new request.

Q: If a student's IEP changes and accommodations are removed, should accommodations be removed from the SSD? If so, what if the next year those accommodations are needed again?
A: If a student's IEP changes and the student is not eligible for particular accommodations, they should be removed from SSD Online. If the IEP changes again and the student needs accommodations added back, you can submit a request to add them.

Q: When you go to apply for an accommodation if a student is attached to another school will you still be told that that they already have an account?
A: Not at this time. That may change with future enhancements.

Test Staff/EEM

Q: I'm the SSD coordinator for my district and my 11th grader tests with accommodations. What, if any limitations are there to my role?
A: You can serve as the SSD coordinator in regards to requesting accommodations and assisting the test coordinator with organizing the test for students with accommodations. You cannot have access to any test materials prior to test day for the SAT.

Can paraprofessionals be proctors for the SAT/PSAT for students with accommodations?
A: Yes.

Q: Is there a different between the PSAT 8/9 for 8th grade and PSAT 8/9 for 9th grade? If a teacher had a child taking the PSAT 8/9 for 8th grade, would they be able to proctor the PSAT 8/9 for 9th grade test?
A: As long as they are not proctoring to their own child.

Q: Where do you go to check the EEM?
A: Information in EEM can be checked by going to: https://cepi.state.mi.us/eem/