

College Board Assessments Preparation

Relevant assessments:

- **MME**
 - » SAT® with Essay
- **PSAT™ 8/9 for Grade 8**
- **PSAT 8/9 for Grade 9**
- **PSAT 10**

- Who Takes the College Board Assessments
- Intent to Participate
- Important Dates
- OEAA Secure Site
- Policies and Procedures
- Preparing the Test Environment
- Test Directions
- Off-Site Testing
- Accommodated and EL Testing
- Preparing Staff and Students

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



608 W. Allegan St.
P.O. Box 30008
Lansing, Michigan 48909

Website: www.michigan.gov/oeaa
Email: mde-oeaa@michigan.gov
Phone: 877-560-8378
Fax: 517-335-1186

Intro

If as a new **College Board** Test Coordinator you have not already reviewed the [Quick Start Guide](#) in the **Overview Module** of this training guide, be sure to do so. The Quick Start Guide, developed with you in mind, lists several up-front tasks that all Test Coordinators must complete in order to ensure a smooth test administration, regardless of the assessment(s) you are responsible for.

The Michigan Merit Exam (MME) assesses students in grade 11 and eligible students in grade 12. The MME is administered each spring and consists of three required components:

- **SAT® with Essay** – College Board's paper/pencil format college entrance exam, which provides the English language arts (ELA) and mathematics scores for accountability purposes
- **ACT® WorkKeys®** – ACT's paper/pencil format work skills assessments in Applied Math, Graphic Literacy, and Workplace Documents
- Michigan-developed **M-STEP science and social studies** online assessments

The College Board's **PSAT™ 8/9** and **PSAT™ 10**—parts of the SAT suite of assessments—are administered to students in grades 8, 9, and 10 in a paper/pencil format. The PSAT tests assess the skills and knowledge most important for success in college and careers, and target areas of greatest need for study and practice in preparation for the **SAT with Essay** college entrance exam given in 11th grade. Assessment results from the SAT with Essay and the PSAT 8/9 for grade 8 will be part of Michigan's accountability system.

This chapter provides an overview of the tasks that must be completed before the [College Board Suite of Assessments](#) is administered, as well as information about where to find the resources and tools necessary to complete each task, by answering the following questions:

- ▶ Who is expected to take the SAT with Essay, the PSAT 10, or the PSAT 8/9?
- ▶ What do I need to do to ensure the College Board knows my school will administer a College Board assessment?
- ▶ Where can I find important dates and deadlines for College Board assessment-related tasks?
- ▶ What tasks must be done through the OEAA Secure Site for College Board assessments?
- ▶ Where can I find the administration policies and procedures for College Board testing?
- ▶ How do I prepare the testing environment for the SAT with Essay, the PSAT 10, or the PSAT 8/9?
- ▶ Where can I find test directions for College Board assessments?
- ▶ What do I need to do if my school needs an off-site test location for a student or group of students?
- ▶ What do I need to know about testing students who need accommodations and English Learners (ELs)?
- ▶ How do I identify and train staff to administer the SAT with Essay and/or the PSAT?
- ▶ How do I prepare students to take the SAT with Essay and/or the PSAT?

Who is expected to take the SAT with Essay, the PSAT 10, or the PSAT 8/9?



Here are the specifics of each assessment:

■ **SAT with Essay**

- » All public school grade 11 students are expected to take the entire MME.

Due to the many nuances in high school enrollment, the Michigan Department of Education (MDE) has developed a document titled [Who Must/Can Take the MME?](#) to provide additional guidance for Test Coordinators responsible for any of the MME components.

- » Private schools opting to offer the MME are required to offer all three components of the MME, including the SAT with Essay, the ACT WorkKeys, and the M-STEP assessments.

■ **PSAT 8/9 for grade 8**

- » The PSAT 8/9 is a required English language arts and mathematics assessment for grade 8 students.
- » Grade 8 students are also required to take the M-STEP online assessments for science and social studies.
- » Private schools opting to offer the PSAT 8/9 for grade 8 are also required to offer the M-STEP science and social studies assessments.

■ **PSAT 8/9** (for grade 9) and **PSAT 10** (for grade 10)

- » Offered free of charge to high school students (for the Michigan April school-day administration only).
- » Assessment results from the PSAT 8/9 for grade 9 and the PSAT 10 will not be part of Michigan's accountability system.

Students taking the MI-Access FI alternate assessment may take the SAT with Essay. However, ELA and mathematics cannot be split between SAT with Essay and the MI-Access FI. Students must be assessed with either the SAT with Essay or the MI-Access FI assessment for both content areas.

This also applies to grade 8 students. Students taking the MI-Access FI alternate assessment may take the PSAT 8/9 for grade 8. However, the ELA and mathematics assessments cannot be split between PSAT 8/9 for grade 8 and the MI-Access FI. Students must be assessed with either the PSAT 8/9 for grade 8 or the MI-Access FI assessment for both ELA and mathematics. Refer to the [MI-Access: Who Takes an Alternate Assessment?](#) chapter of this training guide for more information.

What do I need to do to ensure the College Board knows my school will administer a College Board assessment?



In Michigan, the process for notifying the College Board of your school's intent to participate in SAT with Essay, PSAT 8/9 for grade 8, PSAT 8/9 for grade 9, and/or PSAT 10 is called **Intent to Participate**. Most public schools in Michigan will be automatically flagged as participating. However there are some exceptions. The Intent to Participate process takes

place in the fall of each year, long before the spring testing. Therefore, it is very important that you carefully review the [College Board and ACT Participation Processes](#) chapter of this training guide early in the school year, so you do not miss important details and deadlines.

Where can I find important dates and deadlines for College Board assessment-related tasks?



Every year, MDE publishes a **List of Important Dates** document for each of the state's assessments that Test Coordinators need to be aware of. **The College Board List of Important Dates** documents are posted on each assessment's web page.

■ High School Assessments

- » **MME List of Important Dates** – includes SAT with Essay and PSAT for grades 9 and 10, as well as ACT WorkKeys and grade 11 M-STEP important dates and deadlines; located on the [MME web page](#)
- » **PSAT List of Important Dates** – includes PSAT 8/9 for grade 9 and PSAT 10 important dates and deadlines; located on the MDE [PSAT web page](#)

■ Grade 8 Assessments

- » **Grade 8 List of Important Dates** – includes PSAT 8/9 for grade 8 and grade 8 M-STEP (science and social studies) important dates and

deadlines; located on both the MDE [PSAT web page](#) and [M-STEP web page](#)

MDE has provided an **Excel File of Important Dates for All Spring 2020 Assessments**. This spreadsheet allows users to filter the Important Dates for all Michigan assessment programs according to individual needs. Users may also filter by start date, end date, task/activity, test mode, and/or by testing window. Instructions on using this Excel file are included on the spreadsheet, which is posted on the [MME](#), [PSAT](#), and [M-STEP](#) web pages.

Important Dates are published in the fall, so Test Coordinators will want to stay apprised of when these documents become available by reviewing the weekly MDE **Spotlight on Student Assessment and Accountability** newsletter and the MME, PSAT, and M-STEP web pages.

What tasks must be done through the OEAA Secure Site for College Board Assessments?



For the April administrations of the SAT with Essay, PSAT 8/9 for grade 8, PSAT 8/9 for grade 9, and PSAT 10, students are registered through the [OEAA Secure Site](#) and not through the College Board Online Registration Portal.

In addition, only students who are pre-identified through the OEAA Secure Site will receive the initial materials for the April test date(s).

Initial material orders and additional material orders are placed through the OEAA Secure Site.

Makeup materials must be ordered through the College Board.

For more information on pre-identifying students and ordering materials (including makeup materials), see the **Pre-identification of Students for State Assessments**, the **Initial Material Orders**, and the **Additional Material Orders** chapters of this training guide.

Where can I find the administration policies and procedures for College Board testing?



Always refer to the following documents for guidance on planning for the administration of and the return of materials for the SAT with Essay and PSAT assessments:

- For Test Coordinators:
 - » [Michigan SAT School Day Coordinator Manual](#)
- For Test Proctors:
 - » [Michigan SAT School Day Standard Testing Manual](#)
 - » [Michigan SAT School Day Accommodated Testing Manual](#)
- For Test Coordinators and Proctors:
 - » [Michigan PSAT 8/9 Coordinator Manual](#)

» [Michigan PSAT 10 Coordinator Manual](#)

Note: College Board uses the title Test Coordinator when referring to the person responsible for coordinating test administration tasks, rather than the title of Building Assessment Coordinator used elsewhere in this training. This chapter will refer to the Assessment Coordinator as the SAT or PSAT Test Coordinator.

The manuals, as well as other detailed documents and additional resource links for the MME and the College Board assessments, can be found on the following MDE web pages :

- » [MME web page](#)
- » [PSAT web page](#)

How do I prepare the testing environment for the SAT with Essay, the PSAT 10, or the PSAT 8/9?



For all College Board assessments, the first step in preparing the test environment for test day is to build your Master Student List of students eligible for testing. From the Master Student List, students can be assigned to room rosters, which can be used to inform proctors and students of when and where students will test. You will generate the Master Student List from those students who are pre-identified through the [OEAA Secure Site](#). For more information on the pre-identification process, see the [Pre-Identification of Students for State Assessments](#) chapter of this training guide.

For specific details on building your Master Student List, refer to the section, Build Your Master List for Testing, and the Appendix (for a Sample Master Student List) in the appropriate Michigan [SAT School Day](#) and/or [Michigan PSAT Coordinator Manual](#).

The Test Coordinator is responsible for scheduling rooms and testing sites. It is vitally important for you to

be aware of the specific requirements for facilities and testing rooms that must be followed.

For testing room requirements and tasks associated with preparing the testing environment, consult the Plan Your Space section of the following manuals:

- [Michigan SAT School Day Coordinator Manual](#)
- [Michigan PSAT 8/9 Coordinator Manual](#)
- [Michigan PSAT 10 Coordinator Manual](#).

Also consult the Prepare Your Room for Test Day section of the following manuals:

- [SAT Michigan Accommodated Testing Manual](#)
- [SAT School Day Standard Testing Manual](#)

These manuals are located on the [MME web page](#), and the MDE [PSAT web page](#). To prevent test irregularities, it is critical that the guidelines provided in these manuals are followed closely.

Where can I find Test Directions for College Board Assessments?



■ SAT with Essay

- » The **Standard Time Testing Script** is provided in the **Michigan SAT School Day Standard Testing Manual**.
- » **Accommodated Scripts** are provided in the **Michigan SAT School Day Accommodated Testing Manual**. Both manuals can be found on the [MME web page](#). Accommodated scripts may be combined, depending on the type of accommodation the student requires.

■ PSAT 8/9 and PSAT 10

- » Both the **Standard Time Scripts** and the **Accommodated Scripts** for PSAT 8/9 and PSAT 10 are provided in the **Michigan PSAT 8/9 and PSAT 10 Coordinator Manuals**, found on the [PSAT web page](#).

Make sure Proctors read in advance and follow the standard and accommodated scripts, including breaks, exactly as they are written for College Board assessments.

What do I need to do if my school needs an off-site test location for a student or group of students?



Schools using off-site testing facilities must submit an Off-Site Administration Request to the College Board well in advance of testing. Check the List of Important Dates documents for the beginning and ending dates of the Off-site Administration Request window. The deadline for an off-site request is typically in December. For more information on off-site testing, see the [MME web page](#), under **SAT – College Entrance Assessment**

Note: Off-Site Test Administration Requests for the M-STEP component of the MME, the 8th grade M-STEP social studies and science assessments,

and the ACT WorkKeys are submitted separately. For more information on submitting an Off-Site Test Administration Request for the M-STEP component, refer to the **M-STEP Assessment Preparation** chapter of this training guide.

For more information on submitting an Off-Site Test Administration Request for the ACT WorkKeys, refer to the **ACT WorkKeys Assessment Preparation** chapter of this training guide.

What do I need to know about testing students who need accommodations and English Learners?



The Test Coordinator will need to work with the Services for Students with Disabilities (SSD) Coordinator to plan for students who require accommodations or specific testing conditions, based on their Individualized Education Programs (IEPs) or 504 Plans.

Some students who need accommodations and some English Learners (ELs) will require an additional level of support. Testing with accommodations requires pre-approval from the College Board. Accommodations requiring documentation must be requested at least seven weeks in advance of the

test day. The school's SSD Coordinator applies for accommodations for students through the College Board [SSD Online Portal](#) and provides the Test Coordinator with the [Nonstandard Administration Report \(NAR\)](#).

The Test Coordinator should meet with the SSD Coordinator after the SSD Coordinator has secured accommodations through SSD Online, and well in advance of the test date. The Test Coordinator and the SSD Coordinator should review the students listed on the NAR to make sure all required supports and room requirements have been provided. The NAR should be available 30 days before testing and will be updated as students are added/subtracted from the NAR.

For more information about testing facilities and room requirements for accommodated and English Learner students, consult the following:

- **Prepare Your Room for Test Day** section of the SAT School Day Accommodated Testing Manual, which is located on the [MME web page](#) under **SAT – College Entrance Assessment**
- **Plan Your Space** section of the Michigan PSAT 8/9 Coordinator Manual and the Michigan PSAT 10 Coordinator Manual, which is located on the [PSAT web page](#) under **Current Assessment Administration**

Additional information on the College Board SSD Online Portal is provided in the [College Board Systems Used in State Assessments](#) chapter of this training guide.

In addition to the SAT School Day Accommodated Testing Manual, refer to the [Student Supports and Accommodations Overview](#) chapter of this training guide, and the [Supports and Accommodations Guidance Document](#) for resources to determine allowable supports and accommodations for all College Board assessment administration.

On the [MME web page](#), you will find a [Supports and Accommodations Frequently Asked Questions](#) document.

Note: The use of accommodations of any kind other than the allowable supports listed in these documents is considered a modification of the test and thus violates the construct the test is designed to measure.

It is important to follow all standard and accommodated test administration procedures, requirements, scripts, and timing regulations to ensure these students' scores are valid and reportable. These procedures and requirements are provided in the [Michigan SAT School Day Accommodated Testing Manual](#) and in the [Michigan SAT School Day](#) or [PSAT Coordinator Manuals](#) in the Before Test Day/Prepare to Test with Accommodations section, depending on the assessment being administered.

English Learner supports are posted prior to spring testing and will be available on the [MME web page](#) under SAT – College Entrance Assessment, and the [PSAT web page](#) under Current Assessment Administration. For more information on the tasks associated with testing English Learners, refer to the Before Test Day/Prepare to Test with English Learner Supports section of the [Michigan SAT School Day](#) or [PSAT Coordinator Manual](#), depending on the assessment being administered.

How do I identify and train staff to administer the SAT with Essay or the PSAT 8/9 and PSAT 10?



Test Coordinators are required to complete online College Board training every year and are responsible for selecting and training the testing staff.

Testing staff roles must be filled well in advance of test day. There are specific rules for who may and may not act as testing staff. See the [Michigan SAT](#)

School Day and/or **Michigan PSAT Coordinator Manual**, as well as the [Assessment Integrity Guide](#), to review policies for selecting testing staff.

A complete description of each role and its responsibilities can be found in the Introduction section of the **Michigan SAT School Day** and/or **Michigan PSAT Coordinator Manual**, depending on the assessment being administered, under Staff Roles and Responsibilities.

The Test Coordinator is responsible for training all testing staff, regardless of if they are new or returning, and should begin training sessions three to four weeks prior to test day. Refer to the Before Test Day/

Train Your Staff section of the **Michigan SAT School Day** and/or **Michigan PSAT Coordinator Manual** for a list of topics to be addressed during the training session. The College Board provides online training that can be provided to Proctors as well as resources for training Hall and Room Monitors.

In addition to College Board training, all staff members who participate in a state assessment must be fully trained in assessment security. Assessment Security Training Requirements can be found in the [Assessment Integrity Guide](#), available on the [MME](#) and [PSAT](#) web pages and in the [Overview of Test Security](#) chapter of this training guide.

How do I prepare students for testing?



Test Coordinators should inform students about SAT and PSAT test day activities and testing schedules well in advance.

A pre-administration session for students taking the SAT with Essay or the PSAT 10 will give students time prior to test day to bubble in required demographic information, to opt into Student Search Services, and to complete the optional questionnaire. Students taking the SAT with Essay will also be able to send their SAT with Essay scores to colleges, universities, and scholarship programs.

For more information on conducting the pre-administration session for College Board assessments, review with testing staff the Before Test Day/Prepare Your Students and the Prepare Your Pre-administration Session sections in the applicable **SAT** or **PSAT Michigan Coordinator Manuals**. These sections provide key information on:

- information to provide students prior to test day
- informing families about test day
- where to find test practice opportunities
- where and when to report on test day
- what to bring (and not bring) to the test sessions
- how to complete the demographics section of the student answer sheets

Testing staff conducting the pre-administration session must follow the scripts in the Conduct the Pre-administration Session section of the **SAT Standard Testing Manual** and the **PSAT 8/9** and **PSAT 10 Michigan Coordinator Manuals**.

For additional resources for preparing students to take the SAT with Essay or the PSAT 8/9 and 10 assessments, refer to the chapter on [Preparing Students and Parents for Testing](#) of this training guide.



Practical Tips

- Use the **Coordinator's Checklist** and timelines in the **Michigan SAT School Day** and/or **Michigan PSAT Coordinator Manual**, depending on the assessment being administered, to make sure you have accomplished all tasks associated with [College Board](#) testing in a timely manner. The checklist also points to resources and sections in the manual that provide additional information associated with each task.
- Be sure to continue updating your **Master Student List** and room rosters right up until testing day, to ensure that all students eligible to test, particularly accommodated students, are assigned to testing rooms and have the materials needed for testing.
- If your school has multiple testing rooms, MDE strongly recommends using the testing room code field on the student answer sheets to assign a unique three-digit code to each testing room. This will help you organize materials prior to and during testing, and if an irregularity occurs, to identify who may have been affected, for faster resolution and release of scores.