

College Board Assessments Preparation

Relevant assessments:

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

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

Assessment Coordinator Training Guide

NOTE to Reader:

The **Assessment Coordinator Training Guide** is comprised 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 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 **Assessment Coordinator Quick Reference** readily available for future use.



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Regardless of the test being administered, MDE requires that ALL testing staff read the **Assessment Integrity Guide** and sign the **OEAA Assessment Security Compliance Form**. A signed **Assessment Security Compliance Form**, testing schedules, and training materials should be kept on file for any staff member who participates in the administration of a state assessment or handles secure test materials. A link to the **OEAA Assessment Security Compliance Form** is also provided in the **Assessment Coordinator Quick Reference** chapter of this Training Guide.

Intro

As a new **College Board Assessment Coordinator**, if you have not already done so, make sure that you review the **Quick Start Guide** in the **Overview Module** of this training guide. The **Quick Start Guide** was developed with you in mind and 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 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 8th, 9th, and 10th grade students via 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.

This chapter provides an overview of the tasks that need to be completed before administering the **College Board Suite of Assessments** and 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 or the PSAT?
- ▶ What do I need to do to ensure the College Board knows my school will administer a College Board assessment?
- ▶ What tasks must be done through the OEAA Secure Site for all College Board assessments?
- ▶ Where can I find important dates and deadlines for College Board assessment-related tasks?
- ▶ Where can I find all the administration policies and procedures for College Board testing?
- ▶ How do I prepare the testing environment for the SAT with Essay and/or the PSAT?
- ▶ What do I need to know about Test Security?
- ▶ Where can I find test directions for all 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?
- ▶ How do I identify and train staff for administering the SAT with Essay and/or the PSAT?
- ▶ How do I prepare students to take the SAT with Essay and/or the PSAT?
- ▶ What do I need to know about testing students who need accommodations and English Learners (ELs)?

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 11th grade 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 Can/Must Take the MME?](#) to provide additional guidance for Test Coordinators responsible for any of the MME components.

- » Private schools may choose to offer the entire MME, including the SAT with Essay, to their eligible students.

■ **PSAT[™] 8/9 for 8th grade**

- » The PSAT 8/9 is a **required** assessment for 8th grade students beginning in spring 2019. It **replaces** the M-STEP English Language Arts (ELA) and mathematics assessments.

NOTE: Eighth grade students will continue to take the M-STEP science and social studies online assessments.

■ **PSAT[™] 8/9** (for 9th grade) and **PSAT 10** (for 10th grade)

- » Offered free of charge to high school students (for the Michigan April school-day administration only).

Student 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. See 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?



The process in Michigan for notifying the College Board of your school's intent to participate in SAT with Essay, PSAT 8/9 for 8th grade, PSAT 8/9 for 9th grade, and/or PSAT 10 for 10th grade 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**

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

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



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

■ Grade 8 Assessments

- » **Grade 8 List of Important Dates** – includes PSAT 8/9 for 8th grade and 8th grade M-STEP (social studies and science) important dates and deadlines and is located on both the MDE [PSAT web page](#) and the [M-STEP web page](#)

These documents are published in the fall, so test coordinators, and especially middle school 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 MDE MME, PSAT, and M-STEP web pages.

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



For the April administrations of the SAT with Essay, PSAT 8/9 for 8th grade, PSAT 8/9 for 9th grade, 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).

Additional material orders are also placed through the OEAA Secure Site.

IMPORTANT NOTE: While initial 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 all the administration policies and procedures for College Board testing?



Always refer to the following documents for guidance on the planning for, administration of, and return of materials for the SAT with Essay and PSAT assessments. The manuals can be found on the [College Board – Michigan website](#), as well as the MDE [MME web page](#), and the MDE [PSAT web page](#):

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 as used to elsewhere in this training. This chapter will refer to the Assessment Coordinator as the SAT Test Coordinator.

The following web pages also offer detailed documents and additional links for resources for the MME and the College Board assessments:

- » [College Board – Michigan website](#)
- » [MME web page](#)
- » [MDE 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 create your **Master Student List** of students eligible for testing. 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**, see 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 has the responsibility of scheduling rooms and testing sites. It is vitally

important 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 **Michigan SAT School Day Coordinator Manual**, the **Michigan PSAT 8/9 Coordinator Manual**, and the **Michigan PSAT 10 Coordinator Manual**. Also consult the **Prepare Your Room for Test Day** section of the **SAT Michigan Accommodated Testing Manual**.

These manuals are located on the [College Board – Michigan website](#), the [MME web page](#) and the MDE [PSAT web page](#). In order to avoid a test irregularity, it is critical that the guidelines provided in these manuals are followed closely.

What do I need to know about Test Security?



The College Board requires that before SAT with Essay testing begins, all testing staff must review, agree to, and sign the [SAT School Day Testing Staff Agreement](#). While the College Board does not require PSAT 8/9 and PSAT 10 testing staff sign an agreement, MDE requires that ALL testing staff read and sign the [OEAA Assessment Security Compliance Form](#).

For more information on test security, refer to the [Overview of Test Security](#) and the [Appropriate Practices for Test Security](#) chapters of this training guide. As an additional supplemental resource, MDE, along with Michigan Virtual (MV), has developed an optional online training course on test security, available through [MV's Online Learning Portal](#).

Where can I find Test Directions for all College Board Assessments?



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

■ SAT with Essay

The standard time testing script is provided in the [Michigan SAT School Day Coordinator Manual](#). Accommodated scripts are provided in the [Michigan SAT School Day Accommodated Testing Manual](#).

Both manuals can found on the [College Board – Michigan website](#). Accommodated scripts may be combined, depending on the type of accommodation the student requires.

■ PSAT 8/9 and PSAT 10

Test Day Scripts for the PSAT 8/9 and the PSAT 10 are provided in the [Michigan PSAT 8/9](#) and [PSAT 10 Coordinator Manuals](#), found on the [College Board – Michigan website](#).

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 will need to submit an Off-Site Administration Request with the College Board well in advance of testing to apply for approval. Check the [List of Important Dates](#) documents for the beginning and ending dates of the Off-site Administration Request window. For more information on off-site testing, see the [College Board – Michigan website](#).

NOTE: [Off-Site Test Administration Requests](#) for the M-STEP component of the MME, and for the 8th grade M-STEP social studies and science assessments, 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.

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 Educational Programs (IEPs) or 504 Plans.

Some students who need accommodations and English Learners (ELs) will require an additional level of support. Testing with accommodations requires pre-approval from the College Board. Accommodations 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 be 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 **Prepare Your Room for Test Day** section of the **SAT School Day Accommodated Testing Manual**.

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**, located on the [MME web page](#) under the **SAT – College Entrance Assessment** header or the [College Board – Michigan website](#), refer to the **Student Supports and Accommodations Overview** chapter of this training guide, and the **M-STEP, MI-Access, SAT, ACT WorkKeys, and WIDA Student Supports and Accommodations Table** for resources to determine allowable supports and accommodations for all College Board assessment administration.

And 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 are considered modifications of the test and thus violate 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 on the [College Board – Michigan website](#) under the **English Language Learner Resources** header. 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 for administering the SAT with Essay or the PSAT 8/9 and PSAT 10?



Test Coordinators are responsible for selecting and training the testing staff.

Testing staff roles will need to 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 whether 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 that will need to be addressed during the training session. The College Board provides online training that can be provided to Proctors. The College Board also provides resources for training Hall and Room Monitors on the [College Board – Michigan website](#).

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.

Regardless of the assessment being administered, Test Coordinators should hold a pre-administration session in advance of test day for students. 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 to bring); and
- » how to complete the demographics section of the student answer sheets.

Testing staff conducting the pre-administration session will need to 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, see 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 the 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 to 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.