

# Michigan

**SAT<sup>®</sup> with Essay**

**PSAT<sup>™</sup> 10**

**PSAT<sup>™</sup> 8/9 for Grade 9**

Spring 2022

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# Session Goals

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 2022 SAT with Essay, PSAT 10, and PSAT 8/9 for Grade 9 administrations.
- An update on changes planned for Spring 2022 testing.
- Reminders on how the Fall 2021 and Spring 2022 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 2022 to get your school ready for testing.

# Key Differences of System Usage

- The processes for Fall 2021 and Spring 2022 testing are different.

| Systems                                | Fall 2021  | Spring 2022  |
|--|--|--|
| 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</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 2022?

Spring 2022 Test Dates

Roles and Responsibilities of Test Staff

# Updates and New Items for Spring 2022



## Optional Lunch Break

- In order to improve flexibility for students and educators on test day, testing staff may give students testing over 1 day up to a 30-minute lunch break between Section 4 and the Essay.
  - This policy only applies to students taking the SAT with Essay and does not apply to students who are testing over 2 days.
  - Providing a lunch break is optional.

## Script for ATC Format Removed from Manual

- For proctors administering the assistive technology–compatible (ATC) format, we have provided standalone scripts for use in the testing room.
  - The test coordinator or SSD coordinator will download and print a copy of the applicable script for each ATC room, based on the timing accommodations of students in the room.
  - The standalone scripts also include specific ATC instructions and a timing chart.

## Paper score reports

- Printed paper score reports will no longer be shipped for PSAT-related 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, 2022**
  - Makeup test day: **April 26, 2022**
- 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 Must/Can 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 13-19, 2022**
  - 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 26-27, 2022**
- **Schools will use a survey to request makeup test books for PSAT 10 and PSAT 8/9.**
  - **Makeup test books will be different than primary test books.**

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# Accommodated Testing Window

## Accommodated Testing Window: **April 13-26, 2022**

- **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.



# 2022 Testing Dates Summary

|                                    | Primary Testing Window | Accommodated Testing Window | Makeup Testing Window |
|------------------------------------|------------------------|-----------------------------|-----------------------|
| PSAT 8/9 for 9 <sup>th</sup> Grade | April 13-19            | April 13-26                 | April 26 and 27       |
| PSAT 10                            | April 13-19            | April 13-26                 | April 26 and 27       |
| SAT with Essay                     | April 13 ONLY          | April 13-26                 | April 26 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).
- 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.
- Additional flexibility may be available to small schools, if needed. Call the Michigan Educator Hotline for guidance.

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# 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
- 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.

There are two general routes for establishment:

- Public School Process
- Nonpublic School Process

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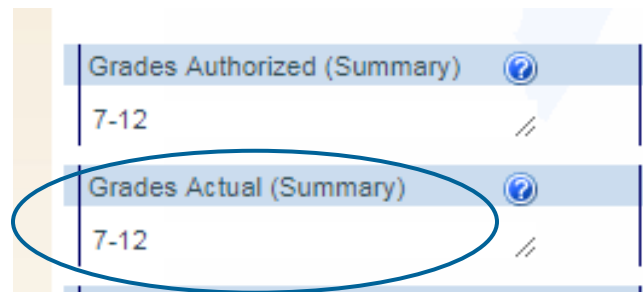
# Establishment Process

## 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 2021 and 2019).

OR

- The “actual grade” listed in EEM includes 9 **AND**
- Your school is new in 2021-2022

# PSAT 10 Establishment

## Public Schools



A screenshot of a table with two rows. The first row is 'Grades Authorized (Summary)' with a blue question mark icon and the value '7-12'. The second row is 'Grades Actual (Summary)' with a blue question mark icon and the value '7-12'. The second row is circled in blue.

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

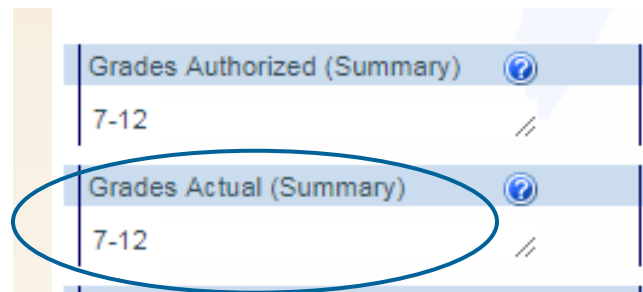
- Schools will be automatically established to administer PSAT 10 if:
  - The “actual grade” listed in EEM includes 10 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (PSAT 10 in 2021 and 2019).

OR

- The “actual grade” listed in EEM includes 10 **AND**
- Your school is new in 2021-2022

# 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 2021 and 2019).

OR

- The “actual grade” listed in EEM includes 11 **AND**
- Your school is new in 2021-2022

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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 will send an email to all nonpublic schools requesting confirmation of their intent to participate in MME the week of November 1.
  - 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 22, 2021**, or your school may not be able to administer the assessments.

# Intent to Participate Outreach

- District assessment coordinators, principals, and test coordinators will receive an “intent to participate” email the week of November 1 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 22, 2021**, 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 processes have begun and will continue on a rolling basis.
  - Participation status 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 only if establishment information is not correct in the OEAA Secure Site by December 17, 2021.



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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.

| SAT with Essay                      | SAT with Essay<br>(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                             |
| <b>Total (hours, minutes)</b>       | <b>4 hours 22 minutes</b>      |

# 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.
- **8<sup>th</sup> and 9<sup>th</sup> graders cannot test together.**

| PSAT                      | PSAT 10<br>(in minutes)   | PSAT 8/9<br>(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                        |
| <b>Total Testing Time</b> | <b>2 hours 55 minutes</b> | <b>2 hours 35 minutes</b> |

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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.

# Flexible Start Times

**College Board permission to start later is not required.**

Schools can start testing earlier and/or later than usual and split their students across multiple testing groups:

- All requirements for timing and breaks still apply, and all testing must be completed within the same school day (unless students are approved for a multiday testing accommodation).
- No group of students can begin testing after another group has completed the test.
- Mobile phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.
- Schools can use flexible start times when testing groups of students taking the same assessment or taking different assessments.
- Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at a time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. You may allow students to consume snacks and drinks while standing behind their desks (away from test materials).
- Assign rooms for separate overlapping testing groups in different areas of the school building to limit contact between students.

# Off-Site Testing



Requests must be submitted for Spring 2022 testing.

- Most schools participating in the Spring 2022 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.
- Go to: [www.sat.org/offsiterequest](http://www.sat.org/offsiterequest) for both SAT and PSAT-related requests.
  - The form no longer requires information about the testing locations. Submitters will only need to identify how many off-sites locations are being utilized.
  - To request an offsite location, a request must be submitted by **January 21, 2022**, to ensure that additional return materials can be sent to your school.
  - If off-site testing is needed after the deadline, coordinator must call the Michigan Educator Hotline to request additional return materials.
- 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-site testing for College Board assessments must be done separately than off-site testing requests for M-STEP or ACT WorkKeys.



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# Pre-ID (Barcode) Labels

- With an increase in the number of student answer documents being returned without a barcode label or without a valid barcode label, MDE strongly emphasizes the following:
  - **Every student answer document for the SAT with Essay, PSAT 10, and PSAT 8/9 must have a valid barcode label attached in order for the answer document to be scored.**
  - **MDE may need to implement additional measures for addressing missing and invalid barcode labels if the issue cannot be improved during the 2021-2022 year.**



# Final Information

Resources

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# Tasks to Complete

Tasks to complete between now and the end of 2021:

- 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 22, 2021.
- 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 17, 2021.

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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