

College Board and ACT Participation Processes

Relevant assessments:

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

- Preparing for Participation
- College Board Intent to Participate
- ACT WorkKeys Manage Participation
- Verifying Participation Status

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.



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Intro

The **College Board** and **ACT®** each have their own unique process for confirming which school(s) will administer the College Board's SAT® with Essay, PSAT™ 8/9 for grades 8 and 9, PSAT™ 10, and/or ACT's WorkKeys® assessments. This chapter discusses these processes by answering the following questions:

- ▶ How do I prepare for the College Board and the ACT Participation processes?
- ▶ How will I register my intent to participate in the College Board assessments?
- ▶ How will I manage my participation with ACT?
- ▶ How can I verify my school's participation status in the College Board Assessments and ACT WorkKeys?

How do I prepare for the College Board and ACT Participation processes?



The **SAT with Essay**, **PSAT 8/9**, and **PSAT 10** are College Board assessments. The **ACT WorkKeys** is an ACT assessment. Each organization has a different process for identifying which public and nonpublic schools will administer their assessments.

Communications from the College Board and ACT will be sent to the school SAT Test Coordinator, the PSAT 8/9 for Grade 8 Test Coordinator, the PSAT 8/9 for Grade 9 Test Coordinator, the PSAT 10 Test Coordinator, and the WorkKeys Test Coordinator listed in the [Educational Entity Master \(EEM\)](#) for every school that includes students in any of the following grades: 8, 9, 10, 11, and 12. If there is no coordinator listed in the EEM, the communications will be sent to the building principal.

It is important that each Assessment Coordinator's contact information be verified/updated in the EEM every September, to ensure that the appropriate staff members receive all important communications from the College Board and ACT. Reminders to update the EEM prior to the participation process will be posted in the weekly Michigan Department of Education (MDE) [Spotlight on Student Assessment and Accountability](#) newsletter.

If you are not already familiar with the EEM and how it is used and updated, refer to the [Educational Entity Master \(EEM\)](#) chapter of this training guide.

How will I register my intent to participate in the College Board assessments?



Intent to Participate is the College Board's term for the process the College Board uses to identify which schools will administer the PSAT 8/9 for Grade 8, the PSAT 8/9 for Grade 9, the PSAT 10, and/or the SAT with Essay every year. Schools must be established for each grade and assessment they will

administer. For example, a K-12 school will need to be established separately for PSAT 8/9 in Grade 8, PSAT 8/9 in Grade 9, PSAT 10, and SAT with Essay. This process is based on rules coordinated between the College Board and the Michigan Department of Education [Office of Educational Assessment and](#)

Accountability (OEAA). Public schools and nonpublic schools are established through different processes.

■ Public School Participation

- » Public schools are **automatically** identified as participating for PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, PSAT 10, and SAT with Essay in accordance with the following rules:
 - the school is active in the Educational Entity Master (EEM) with actual grades of 8, 9, 10, or 11, and has tested at least five students over the previous two spring test administrations
 - for example, the school is active for grade 11 in EEM and tested two grade 11 students in 2021, and three grade 11 students in 2022; the school would be automatically established to administer the SAT with Essay for 2023
 - this includes schools that tested at least five students in either grades 11 or 12
 - each of grades 8 through 11 is individually considered for automatic establishment; rules are applied separately by school, grade, and assessment, not by school only
 - the school is active in the EEM with actual grades 8, 9, 10, or 11, and tested at least five students in the prior assessment year
 - this includes schools that tested at least five students in either grades 11 or 12
 - the school is active in the EEM with actual grades of 8, 9, 10, or 11, and is a newly established school
 - the school is active in the EEM, but while current actual grades do not include 8, 9, 10, or 11, in the prior spring assessment year the school tested five or more students in grades 8, 9, 10, or 11
 - for example, the school's actual grades in the EEM are 9 and 10 only, but in Spring 2022 the school administered the SAT to five or more students; the school would be automatically established for the SAT assessment for the Spring 2023 testing cycle

» Public school(s) active in grades 8, 9, 10, or 11 in the EEM that did not administer one or more College Board assessments to at least five students over the last two years will not be automatically identified as participating.

- Building Assessment Coordinators, District Assessment Coordinators, and principals (as listed in EEM) will receive an Intent to Participate email from the College Board in late October–early November; this email will contain instructions on how to submit an Intent to Participate for any new assessments for the coming school year.
- A school that wishes to participate in one of the College Board Assessments in the spring but does not receive the email should contact the Michigan Educator Hotline at 866-870-3127 or email michiganadministratorssupport@collegeboard.org by the end of November. The Intent to Participate must be completed by the end of November for students to be pre-identified in the OEAA Secure Site for testing materials.
- If a school does not respond to the Intent to Participate communication, the school will be unable to administer the College Board assessments.
- This email outreach will also be made to established schools that have added new grades.

Important Notes:

- If a school has been established for testing in previous testing cycles and has been assigned a new school code, the school will be considered new and subject to the Intent to Participate process as a new school.
- Schools that have been established and are active for grades 8 and/or 11, but do not have students eligible to take the PSAT or SAT (such as center-based programs or technical schools) must notify the College Board that they do not plan to participate in PSAT 8/9 for grade 8 or the SAT with Essay.

■ Nonpublic Schools

- » Nonpublic schools must complete the **Intent to Participate** process every year for each of the College Board assessments.
- Note:** If a nonpublic school plans to administer the SAT with Essay, it is expected to administer **all** parts of the [Michigan Merit Exam \(MME\)](#): SAT with Essay, ACT WorkKeys, and the M-STEP science and social studies assessments. If a nonpublic school plans to administer the PSAT 8/9 to grade 8 students, it is expected to administer the grade 8 M-STEP science and social studies assessments as well.
- » If a nonpublic school plans to administer one or more of the College Board assessments:
 - the EEM information for the building principal and the SAT and/or PSAT Test Coordinators must be made current and accurate by early September. Nonpublic schools can email nonpublicschools@michigan.gov or call 517-241-5384 to request EEM contact updates.
 - » Using the contact information in the EEM, the College Board will send an email in late October–early November each year to all nonpublic high school principals and/or SAT/PSAT Test Coordinators, requesting confirmation

of their Intent to Participate in the SAT/PSAT assessments. Nonpublic schools will use the instructions in the email to confirm their intent, and will be able to confirm participation on the Test Center Participation page in the Secure Site. If a nonpublic school does not complete the process by the deadline, it will not be able to administer the College Board assessments to its students.

- » If a nonpublic school wishes to participate in one of the College Board assessments and did not receive the email, or encountered other problems when indicating intent to participate, that school should contact the Michigan Educator Hotline at 866-870-3127 or email michiganadministratorsupport@collegeboard.org. The Intent to Participate in any of the College Board assessments is due by the end of November–early December date posted in the [Spotlight](#) newsletter and in the [SAT List of Important Dates](#). The Intent to Participate is required for schools to be able to pre-identify in the OEAA Secure Site for testing materials.

For more information on College Board assessment preparation, see the [College Board Assessments Preparation](#) chapter of this training guide.

How will I manage my participation with ACT?



Manage Participation is ACT's term for the process schools must use to acknowledge that they will be administering the ACT WorkKeys, and to record their agreement with ACT's policies and procedures. **All** public and nonpublic schools, whether they have previously administered WorkKeys during the MME administration or not, must complete the Manage Participation process each year in ACT's online system, [PearsonAccess^{next}™](#).

- The assigned WorkKeys Test Coordinator listed in the [EEM](#) will receive an email from ACT in early November with a link and instructions on how to create a password for the PearsonAccess^{next} system. Once the WorkKeys Test Coordinator

has created a password, they will receive a confirmation email and will be able to log into the system.

Note: For schools that are authorized for grades 11 and 12 but have no eligible students, and therefore do not plan to administer the MME, the WorkKeys Test Coordinator or principal must still acquire access to PearsonAccess^{next}, log in, and complete the Reason for Not Participating section of the Manage Participation page. (Center-based and other specialized programs should not complete this section if it is at all possible they might have an eligible student or students during the spring MME testing window.)

- The EEM information for the WorkKeys Test Coordinator must be made current and accurate by early October to ensure these individuals receive communications from ACT about the Manage Participation process.
- **All** public and nonpublic schools must use the PearsonAccess^{next} system every year to confirm they are participating or they will not receive test materials and will not be able to administer the WorkKeys assessment.

For additional information on PearsonAccess^{next}, see the [ACT PearsonAccess^{next}™](#) chapter of this training guide.

For more information on ACT WorkKeys assessment preparation, see the [ACT WorkKeys Assessment Preparation](#) chapter of this training guide.

How can I verify my school's participation status for the College Board and the ACT WorkKeys assessments?



As a last step in the participation process for PSAT 8/9, PSAT 10, SAT with Essay, and for ACT WorkKeys, the Building Assessment Coordinator should always verify their school's status on the Test Center Participation page of the [OEAA Secure Site](#).

Note: The Test Center Participation page is refreshed each fall and is updated daily throughout the participation period.

Schools must be identified as participating in each planned assessment separately. For public schools this means:

- » ACT WorkKeys
- » SAT with Essay
- » PSAT 10
- » PSAT 8/9 for Grade 9
- » PSAT 8/9 for Grade 8