

# College Board and ACT Participation Process

## 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 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 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 **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

The College Board and ACT each has their own unique process for confirming that your school(s) will administer the College Board's SAT® with Essay, PSAT™ 8/9 for 8th and 9th grades, 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 Process?
- ▶ 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 the status of our participation 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 company has a different process by which to identify public and nonpublic schools that will administer their assessments.

Communications from the College Board and ACT will be sent to the school **SAT Test Coordinator, PSAT Grade 8 Test Coordinator, PSAT Grade 9 Test Coordinator, PSAT Grade 10 Test Coordinator,** and **WorkKeys Test Coordinator** listed in the [Educational Entity Master \(EEM\)](#) for each 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 the correct staff members receive the 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 be administering the PSAT 8/9, PSAT 10, and/or the SAT with Essay each year. 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 9, and PSAT 10, if the school returned used Answer Sheets for that assessment for scoring in the previous assessment administration. For example, if a school returned Answer Sheets for scoring the PSAT 10, but did return Answer Sheets for the PSAT 8/9, the school will be established the following year for PSAT 10, but not for PSAT 8/9 in grade 9.
- » For spring 2019, schools that are identified in the EEM as having grade 8 will be **automatically** established for the **PSAT 8/9 for grade 8**, and schools that are identified in the EEM as having grade 11 will be **automatically** established for the **SAT**.

IMPORTANT NOTE: Schools that are listed as having grade 8 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.

- » If your public school(s) did not administer one or more College Board assessments the previous year:
  - Building Assessment Coordinators and principals (as listed in the EEM) will receive an **Intent to Participate** email from the College Board in early October. This email will contain instructions on how to submit an **Intent to Participate** for any new assessments for the coming school year.
  - This outreach will be made to schools with new grades and to schools that have never tested, if school contact information is available in the EEM.

IMPORTANT NOTE: Even if you are not a new school but have a **new school code**, the school will be considered new and will be required to follow the **Intent to Participate** process. If a school does not respond to the **Intent to Participate** communication, the school will not be able to administer the College Board assessments.

- » If a school administered both the PSAT 8/9 for grade 9 and the PSAT 10 the previous year, the school will be automatically established for both assessments, and Coordinators/principals will not receive the **Intent to Participate** email.
- » Schools that administered the grade 8 M-STEP in the previous administration will also not receive the **Intent to Participate** communication because those schools will automatically be marked as participating.

## ■ Nonpublic Schools

- » Nonpublic Schools must complete the **Intent to Participate** process every year for each of the College Board assessments.

NOTE: If a school chooses 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 school chooses 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, SAT and/or PSAT Test Coordinators must be made current and accurate by early September.
  - Nonpublic schools can email [nonpublicschools@michigan.gov](mailto:nonpublicschools@michigan.gov) or call 517-241-5385 to request EEM contact updates.
- » Using the contact information in EEM, the College Board will send an email in early October every year to all Nonpublic School high school principals and SAT Test Coordinators requesting confirmation of their intent to participate in the SAT. Schools will use the instructions in the email to confirm their intent. If the process is not completed by the deadline, the school will not be able to administer the College Board assessments to its students.
- » Nonpublic schools wishing to administer one of the PSAT assessments must contact the

College Board directly at 866-870-3127 by the deadlines listed in the [List of Important Dates](#) documents for PSAT and MME.

For more on 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 procedure 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 or not they have previously administered the WorkKeys during the MME administration, must complete the **Manage Participation** process every year in ACT's online system, [PearsonAccess<sup>next</sup>](#).

- » 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<sup>next</sup> system. Once the WorkKeys Coordinator has created a password, they will receive a confirmation email and will be able to log onto the system.

**IMPORTANT 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<sup>next</sup>, 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 November, to ensure these individuals receive communications from ACT about the **Manage Participation** process.
- » **ALL** public and nonpublic schools must use the PearsonAccess<sup>next</sup> 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<sup>next</sup>, see the [ACT PearsonAccess<sup>next</sup>](#) chapter of this training guide.

For more on 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](#). The **Test Center Participation** page will be refreshed each fall and will be 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 for 10th grade
- » PSAT 8/8 for 9th grade
- » PSAT 8/9 for 8th grade