Michigan SAT® School Day, PSAT™ 10, and PSAT™ 8/9 Coordinator Implementation Handbook

This handbook will help prepare SAT® School Day, PSAT™ 10, and PSAT™ 8/9 coordinators for the Michigan administration in spring 2019.

General Information for 2019

The Michigan Department of Education is providing the SAT with Essay, the PSAT 10, and PSAT 8/9 for Grades 8 and 9, for eligible students in spring 2019.

	SAT with Essay	PSAT 10	PSAT 8/9 for Grade 9	PSAT 8/9 for Grade 8
Initial Test Date	April 9, 2019	April 9, 10, or 11, 2019	April 9, 10, or 11, 2019	April 9, 2019
Makeup Test Date	April 23, 2019	April 10–16 or April 23–24, 2019	April 10–16 or April 23–24, 2019	April 10–16 or April 23–24, 2019
Accommodated Testing Window	April 9–23, 2019	April 9–23, 2019	April 9–23, 2019	April 9–23, 2019

Testing Dates

- All students, unless absent, are expected to test on April 9, 2019 for the SAT with Essay and PSAT 8/9 for Grade 8.

- Schools can choose which of the 3 dates (April 9, 10, or 11) they prefer for their initial test date for PSAT 8/9 for Grade 9 and PSAT 10.

  - Schools can elect to administer the test to different grades on different days or test all grades on the same day.

  - All students in the same grade in the standard testing rooms must be tested on the same day.

- Grades 8 and 9 can be tested in the same rooms for spring 2019. Note that this will change in the future.

Testing Times

- Following the standard testing schedule, testing room doors close at 8 a.m. to complete test day administrative activities.

- Schools may alter the start time by 30 minutes, and may therefore close testing room doors as early as 7:30 a.m., or as late as 8:30 a.m.

- Schools must start testing no later than 9 a.m.

  – For consideration and approval to start earlier or later than these times, schools should contact Michigan Educator Support at 866-870-3127.

- The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations. This start time does not apply to a late arrivals room, if your school chooses to have one to accommodate students who show up late to school on test day.

- Afternoon testing is supported for PSAT-related assessments only. Be sure to start early enough to complete testing before the end of the instructional day.

Using This Guide

This guide provides information about key activities required to prepare for your spring administrations. The topics covered include:

- **Updates for 2018–2019**

- **Establishing Schools for Testing**

- **Identifying and Preparing Staff**

- **Pre-ID Students**

- **Testing with Accommodations and Supports**

- **Planning for Material Shipments**

- **Preadministration Session**

- **Planning Your Space**

- **Glossary**

- **Coordinator Checklist**

Getting Assistance

- Contact the Michigan Team:

  – Jason Feig – **jfeig@collegeboard.org**

  – Kari Anama – **kanama@collegeboard.org**

  – Ted Gardella – **tgardella@collegeboard.org**

- Michigan Educator Hotline: Customer support for the SAT and PSAT-related assessments is available at 866-870-3127, or email **michiganadministratorsupport@collegeboard.org.**

- College Board Website: Please note that the Michigan SAT and PSAT-related assessment contracts may have different requirements from what is posted on the general College

- Board website. Be sure to adhere to information and deadlines that are available at **collegeboard.org/Michigan**, **michigan.gov/mme** for Michigan Merit Examination (MME) information, or **michigan.gov/psat** for PSAT-related assessment information.

- For questions about the Secure Site, eligibility to test, and accountability, contact the Michigan Department of Education (MDE) at:

  – 877-560-8378 and select the correct option.

  – **mde-oeaa@michigan.gov** for assessment questions.

  – **mde-accountability@michigan.gov** for accountability questions.

Updates for 2018-19

The College Board is planning several improvements for this school year. The following enhancements are intended to make the administration easier for students and for schools.

1. We have changed the staff titles for SAT School Day to better align with other College Board programs and general educational practice.

   - The test supervisor will now be known as the SAT School Day coordinator, or simply the test coordinator.

   - Associate supervisors will now be known as proctors.

   - Hall and room proctors will now be known as hall and room monitors.

2. The PSAT 10 and SAT answer sheets will come with a new Mobile Opt-In Policies document that students will use to help them decide whether to share their mobile phone number and that they can take home for reference (not applicable for PSAT 8/9).

3. We continue to expand the supports offered for English Learners.

   - English Learner (EL) students will now be eligible to test with 50% extended time.

   - Additional word-to-word glossaries have been approved for use.

Establishing Schools for Testing

Establishment Process

Establishment is the process in which the College Board knows which schools are administering which assessments and is based on rules that are coordinated with MDE. Public schools and private schools are established through different processes. Schools not established to test by November 30, 2018, will not be able to pre-ID students, will not receive testing materials, and cannot administer assessments.

Private Schools

Private schools must indicate intent to participate every year for each assessment. If a private school chooses to administer the SAT, they must administer all parts of the MME. If a private school chooses to administer the PSAT-related assessments, they must also administer the related M-STEP assessments for that grade.

Using the contact information in the Educational Entity Master (EEM), the College Board will send an email to all private schools with 11th-grade students requesting confirmation of their intent to participate in the MME in October. If you provide your intent to participate, you'll be able to confirm on the Test Center Participation Page in the Secure Site, starting October 9, 2018. If your school wishes to participate in one of the College Board assessments in Spring 2019 and didn't receive the email or encounter other problems indicating your intent to test, contact the Michigan Educator Hotline at 866-870-3127 or email **michiganadministratorsupport@collegeboard.org** as soon as possible. The intent to participate in any of the College Board assessments is due by November 30, 2018, to be able to pre-ID students in the OEAA Secure Site for testing materials.

Public Schools

Public school establishment rules:

- All active public schools with actual grades listed as 8 in EEM will be automatically established for PSAT 8/9 for 8th grade.

- All active public schools with actual grades listed as 11 in EEM will be automatically established for SAT with Essay

  - This also may mean that schools that are not planning to administer PSAT 8/9 for 8th grade or SAT may be established to do so in the chance that eligible students enroll by the test date.

- Public schools who returned used answer sheets for PSAT 8/9 for 9th grade in April 2018 will be automatically established for PSAT 8/9 for 9th grade for April 2019.

- Public school who returned used answer sheets for PSAT 10 in April 2018 will be automatically established for PSAT 10 for April 2019.

  - For example, if a school returned answer sheets for the PSAT 10 but did not administer the PSAT 8/9 for 9th grade, the school will be automatically established for the PSAT 10 but not for the PSAT 8/9 for 9th grade.

For public schools that are not automatically established, principals received an "intent to participate" email on October 11, 2018. Starting the week of October 8, you can confirm the assessments for which your school is established on the Test Center Participation Page on the Secure Site. If your school wishes to participate in one of the College Board assessments in Spring 2019 and didn't receive the email or encounter other problems indicating your intent to test, contact the Michigan Educator Hotline at 866-870-3127 or email **michiganadministratorsupport@collegeboard.org** by November 30, 2018. The intent to participate in any of the College Board assessments is due by November 30, 2018, to be able to pre-ID students in the OEAA Secure Site for testing materials.

For information on the Test Center Participation Page, visit **michigan.gov/securesitetraining.**

Attending Institution (AI) Codes

All participating schools will need a valid six-digit Attending Institution (AI) code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December 2018. Test coordinators will also be able to confirm AI codes in the Test Center Participation page in the Secure Site. Emails confirming AI codes will continue to be sent to test coordinators as the College Board completes the setup activities. The AI code connects student data to schools and is used on answer sheets and when returning testing materials. It is also required to apply for accommodations.

Off-Site Locations

Most schools participating in the state-provided test administrations in April 2019 will use their schools as the test location. However, if your school is a virtual school, or if you want to administer the SAT, PSAT 10, or PSAT 8/9 on the same day and don't have enough room in your school, you can request an off-site testing location.

These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. Here's how to request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.

2. Download and save the College Board Off-Site Testing Plan spreadsheet at **collegeboard.org/michigan.**

3. Fill in the required cells in the **Off-Site Request Form** tab of the spreadsheet. Required information includes name and address of the proposed testing location, off-site coordinator information, details on how materials will be kept secure, and how the site will meet seating and setup requirements. Use the **Instructions** tab in the spreadsheet for guidance.

4. Fill out the **Off-Site Request Form** tab for every off-site location your school needs by copying and pasting the **Off-Site Request Form** worksheet into a new tab.

5. Return the completed spreadsheet to **testingplans@info.collegeboard.org** no later than **midnight Eastern Time, December 14, 2018.**

6. The College Board will work with test coordinators requesting off-site testing locations to ensure that the location meets the requirements. If necessary, we'll contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.

7. All plans submitted on time will be reviewed and provided feedback by February 1, 2019.

Notes:

- A test coordinator must be identified in the Educational Entity Master (EEM) at the AI. Additionally, a unique off-site test coordinator must be identified for each off-site test location in the testing plan. A single person may oversee all assessments administered at an off-site location or a different off-site test coordinator may be identified for each assessment. While contact information for the off-site coordinator will not be captured or reflected in the EEM, the College Board will store this administration-specific information locally.

- Test center codes are no longer needed for off-site locations. However, we do recommend that you assign testing room codes at each location. This will ensure that an irregularity at one location does not potentially delay scores for students testing at all locations.

- Pre-identification will be completed by the AI, not each off-site location. It's the responsibility of the off-site test coordinator to be aware of which students are testing at each location.

- Test materials will also be shipped to the AI location. The test coordinator at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

Expelled Students

If a student is expelled and not allowed at the school to take the SAT, PSAT 10, or PSAT 8/9, the school can submit an off-site testing plan (see above) to test this student at another location, such as a district office. Submit the request as soon as possible.

Homeschooled Students

Homeschooled students are eligible to take the SAT, PSAT 10, or PSAT 8/9. Students or parents must contact the school ahead of testing to make arrangements. Homeschooled students must also be pre-ID'd in the Secure Site with a label locally printed and affixed to the answer sheet if the student was not pre-ID'd before the deadline. The test coordinator should inform the student/parent about when to arrive and what to bring on test day. Homeschooled students must present a valid photo ID on test day. Information about valid photo IDs can be found in the Coordinator Manuals or at **https://collegereadiness.collegeboard.org/sat/taking-the-test/id-requirements**.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

A College Board Professional Account provides access to a variety of College Board tools and services. The test coordinator and the SSD coordinator must have a College Board Professional Account to access certain tools for the administration. To create an account, go to **collegeboard.org**, click **Sign Up**, and follow the instructions to create an account. An educator only needs to create an account once.

Identification of Testing Staff

Staff members, including SAT, PSAT 10, and PSAT 8/9 test coordinators, can be selected if:

- A member of their household or child is not taking the same College Board test in the same window at any test site. In such instances, because staff members, including coordinators, have access to test content before test day, the related student's scores will be subject to cancellation.

- They haven't taken any College Board test within 180 days of the school day administration.

- They aren't engaged in any paid, private SAT test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.

Roles and Responsibilities of Testing Staff

Schools are responsible for identifying test coordinators, backup test coordinators, an SSD coordinator, proctors for each

testing room, and necessary room monitors and hall monitors. Some of these staff members need to be identified in EEM to receive communications. The College Board will not collect contact information for proctors or monitors.

Although the SAT, PSAT 10, or PSAT 8/9 test coordinator is responsible for coordinating the administration for all students, the test coordinator and the SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Staff members may serve multiple roles, if necessary; however, only one person can be identified in each role in EEM to receive communications from the College Board. If multiple people are indicated in EEM for each role, the most recent listing will be used.

Role	Primary Responsibility	Identify in EEM?
SAT coordinator	Responsible for coordinating SAT administration for all students.	Yes
SAT backup coordinator	Responsible for coordinating SAT administration if the SAT coordinator is not available.	Yes
SAT SSD coordinator	Requests accommodations and works with the SAT coordinator to coordinate the SAT for students with disabilities.	Yes
PSAT 8/9 Grade 8 coordinator	Responsible for coordinating PSAT 8/9 administration for all Grade 8 students.	Yes
PSAT 8/9 Grade 8 backup coordinator	Responsible for coordinating PSAT 8/9 Grade 8 administration if the PSAT 8/9 Grade 8 coordinator is not available.	Yes
PSAT 8/9 Grade 8 SSD coordinator	Requests accommodations and works with the PSAT 8/9 Grade 8 coordinator to coordinate the PSAT 8/9 for Grade 8 for students with disabilities.	Yes
PSAT 8/9 Grade 9 coordinator	Responsible for coordinating the PSAT 8/9 for Grade 9 administration for all Grade 9 students.	Yes
PSAT 10 coordinator	Responsible for coordinating the PSAT 10 administration for all Grade 10 students.	Yes
Grade 9/10 backup coordinator	Responsible for coordinating the PSAT 10 or PSAT 8/9 for Grade 9 administration if the regular coordinator is not available.	Yes
Grade 9/10 SSD coordinator	Requests accommodations for 9th- and 10th-grade students and works with the respective test coordinators for students with disabilities.	Yes
Proctor	Responsible for conducting secure, valid administration in the testing room.	No
Room monitor	Assists the proctor with activities and monitoring students in the testing room.	No
Hall monitor	Responsible for monitoring the hallways on test day.	No

Identifying Testing Staff in the Educational Entity Master (EEM)

The Educational Entity Master (EEM) is a repository that contains basic contact information regarding educational systems in the state of Michigan. The MDE sends the College Board information from the EEM for school addresses and contact information for testing staff.

To view contact information that will be provided to the College Board, go to: **https://cepi.state.mi.us/eem/**.

If the contact information for any of the roles required to be identified to the College Board needs to be changed or updated, update them in the EEM as soon as possible. This must be done by the district-authorized user, who can be identified by accessing the District and School Contacts page on the OEAA Secure Site under the Assessment Registration dropdown. College Board records will be updated 7–10 days after the change is made in the EEM.

Things to Note Regarding the EEM

- If there is more than one person listed for a role, the College Board will use the most recent.

- If the EEM information is not accurate, you will NOT receive critical testing communication or deliveries. Test materials will be sent to the address listed in the coordinator record in the EEM.

- For assistance with the EEM, email the Center for Educational Performance and Information (CEPI) at cepi@michigan.gov or call 517-335-0505 x3.

Training

Training is required every year for test coordinators. If a person is a test coordinator for multiple assessments, only one training needs to be completed. A link will be sent to SAT, PSAT 10, and PSAT 8/9 test coordinators in February to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training that is provided or by personalized training provided by the SAT, PSAT 10, or PSAT 8/9 test coordinator. Schools determine the best way to train other test day staff.

The College Board provides other training via optional webinars to help SAT and PSAT-related assessment test coordinators and SSD coordinators prepare for implementation.

The College Board hosts implementation workshops in the fall. This does not take the place of the required online training but is a supplement to help coordinators understand the process of administering the SAT or PSAT-related assessments. The Michigan Department of Education (MDE) will also host MME Day in November 2018. Visit michigan.gov/mme for more information.

The College Board will be providing other trainings to help test coordinators prepare for implementation. These webinars are optional. If you cannot attend the webinars in person, register, and the presentation will be emailed to you afterward. Look for links in *Spotlight* to register.

The Michigan Department of Education also has published an Assessment Coordinator Training Guide which covers all Michigan assessments. This is available at **www.michigan.gov/mme** and **www.michigan.gov/psat**.

Manuals

Michigan-specific manuals that assist the coordinators and proctors in test day activities will be sent to schools in February 2019.

Manual Title	What's Inside
SAT School Day Coordinator Manual	Used by the SAT test coordinator, gives complete instructions for preparing your school and staff for SAT testing.
SAT School Day Standard Testing Manual	Used by the proctor, gives instructions for testing students who are testing without accommodations and students testing with accommodations that may be administered in the standard testing room.
SAT School Day Accommodated Testing Manual	Used by the proctor, gives instructions for testing students with accommodations in nonstandard testing rooms.
PSAT 10 Coordinator Manual	Used by the PSAT 10 test coordinator and proctor, gives complete instructions for preparing your school and staff for PSAT 10 testing, including for proctors testing students without accommodations and students testing with accommodations that may be administered in the standard testing room or in nonstandard testing rooms.
PSAT 8/9 Coordinator Manual	Used by PSAT 8/9 test coordinators and proctors, gives complete instructions for preparing your school and staff for PSAT 8/9 testing, including for proctors testing students without accommodations and students testing with accommodations that may be administered in the standard testing room or in nonstandard testing rooms.

Pre-ID Students

Do **NOT** place orders directly with the College Board in the Test Ordering Site for the SAT, PSAT 10, or PSAT 8/9 spring materials for the primary test day for the state-provided College Board assessments.

The College Board will determine your materials order for state-provided assessments based on:

- The number of students pre-ID'd to test in the Secure Site by February 13, 2019.
- The number of students and types of approved accommodations via the College Board's SSD Online System.

A small overage of testing materials will be sent to accommodate students who may have enrolled in your school after the pre-ID deadline.

For information on who is eligible to take the SAT and who must take the SAT, go to **michigan.gov/mme**.

Secure Site

MDE will open the pre-ID window in the Secure Site on January 7, 2019. All updates must be complete by February 13, 2019, to receive pre-printed pre-ID labels.

- OEAA will pre-ID public school students included on the fall MSDS General Collection.
- For districts that submit new student enrollment and student exit records in a Student Record Maintenance (SRM) file by January 3, 2019, those records will also be included in the pre-ID by OEAA.
- OEAA will not pre-identify nonpublic school students. Nonpublic schools are responsible for pre-identifying all their students who will be testing directly in the OEAA Secure Site.

Action required in January:

- Log in to the Secure Site.
- Update the Pre-ID Student Report by unassigning students who will not test and adding new students who may have enrolled after fall count day, or homeschooled students who are participating at your school.
- If students are not Pre-ID'd by February 13, 2019, you may not receive enough test materials and labels for test day. Use the Additional Material Order window in mid-March to order additional standard materials, if necessary.

Testing with Accommodations and Supports

Requests for accommodations for the Michigan-provided SAT with Essay, PSAT 10, or PSAT 8/9 for 8th and 9th grades are submitted by the designated SSD coordinator in the College Board's online system, SSD Online. Accommodation requests can flow within the Services for Students with Disabilities (SSD) Online system in two ways: State-allowed or College Board–approved. The main difference between the two processes is that once approved, students remain approved for accommodations through the College Board–approved process, whereas the state-allowed process is only good for the specific Michigan-provided administration. Both processes are acceptable; however, applying for state-allowed accommodations is recommended by the Michigan Department of Education for 8th grade as it aligns to the current 8th-grade Individualized Education Program (IEP) or 504 plan. State-allowed accommodations (SAA) are in place to support state-required assessments where the use of the accommodation results in a score that higher education institutions do not accept.

Consideration of state-allowed accommodations are especially important for students taking the SAT, where the student generally wants scores to be reported to colleges and universities. However, at the 8th-grade level, scores are not reported to higher education institutions or scholarship programs.

College Board–Approved Accommodations	State-Allowed Accommodations
Once approved, can be used for all College Board assessments	Available only for Michigan-provided SAT, PSAT 10, or PSAT 8/9.
Once approved, students remain approved for accommodations	Must be requested each year
Available for all assessments, but recommended for 9th, 10th, 11th grade; **Choosing this option does not change the IEP team's responsibility to review student needs and necessary accommodations at each annual review.**	Available for all assessments, but recommended for 8th grade
Most requests are approved automatically. Some requests require documentation review, which could take up to 7 weeks.	All requests are automatically approved
Scores are provided to the state, school, student, and applicable colleges and scholarship programs, if requested	Scores are provided to the state, school, and student
Students will test with purple (SAT), blue (SAT in accommodated window), orange (PSAT 10), or dark red (PSAT 8/9) test books	Students will use lime test books for each assessment
Request deadline is February 19, 2019.	Request deadline is February 19, 2019.

Certain accommodations on the SAT, such as large-print test books, require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated two-week testing window. The Nonstandard Administration Report (NAR) will specify when students will test and will be available in SSD Online approximately four weeks prior to test day. **All** students with accommodations taking any PSAT-related assessment can be tested in the accommodated testing window.

Once approved, students remain so for College Board–approved accommodations for all other College Board assessments, including AP Exams. If a student's IEP or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online. State-allowed accommodations must be requested each year.

Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the NAR and assists the SAT, PSAT 10, and/or PSAT 8/9 test coordinator in determining testing rooms and staff needed for administering the SAT, PSAT 10, or PSAT 8/9 with accommodations. All testing materials, including nonstandard materials for use during the SAT School Day accommodated two-week testing window, are shipped to the SAT, PSAT 10, and/or PSAT 8/9 test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of testing materials, as needed. The SSD coordinator and test coordinator should also collaborate with the district EL coordinator to determine which students will use EL supports and which supports are appropriate. Although not an accommodation, EL students using 50% extended time will need to be identified in SSD Online starting in January 2019.

Administering the SAT with Essay or PSAT-Related Assessments with Accommodations

The manuals will have extensive information about different timing configurations for each section and breaks depending on the accommodations that students are approved for. Below are some common configurations and the duration of each. It is important to note that the times listed below are only the times allotted for the student to take the test; more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

SAT with Essay	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	4 hours, 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours, 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours, 15 minutes	Not applicable
50% Extended Time (Math only)	4 hours, 58 minutes	Not applicable
100% Extended Time (Math only)	5 hours, 37 minutes	Not applicable
50% Extended Time (Reading)	3 hours, 24 minutes	2 hours, 50 minutes
100% Extended Time (Reading)	4 hours, 25 minutes	3 hours, 42 minutes
Reader (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
Scribe (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
MP3 Audio	4 hours, 20 minutes	4 hours, 37 minutes

PSAT 10	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	2 hours, 55 minutes	Not applicable
Standard Time with Extra Breaks	3 hours, 10 minutes	Not applicable
Standard Time with Extended Breaks	3 hours, 5 minutes	Not applicable
50% Extended Time (Math only)	3 hours, 41 minutes	Not applicable
100% Extended Time (Math only)	4 hours, 15 minutes	Not applicable
50% Extended Time (Reading)	4 hours, 34 minutes	Not applicable
Reader (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
100% Extended Time (Reading)	3 hours, 20 minutes	2 hours, 30 minutes
MP3 Audio	4 hours, 10 minutes	2 hours, 30 minutes

PSAT 8/9	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	2 hours, 35 minutes	Not applicable
Standard Time with Extra Breaks	2 hours, 50 minutes	Not applicable
Standard Time with Extended Breaks	2 hours, 45 minutes	Not applicable
50% Extended Time (Math only)	3 hours, 15 minutes	Not applicable
100% Extended Time (Math only)	3 hours, 45 minutes	Not applicable
50% Extended Time (Reading)	4 hours, 3 minutes	Not applicable
Reader (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
100% Extended Time (Reading)	3 hours	2 hours, 10 minutes
MP3 Audio	3 hours, 50 minutes	2 hours, 10 minutes

English Learner Supports

English Learners will be able to utilize English Learner (EL) supports for the spring 2019 Michigan-provided assessments. These supports include the use of an approved word-to-word bilingual glossary, translated test directions, and 50% extended time. Students can use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

Use of a College Board–approved word-to-word bilingual glossary:

- The list will be expanded to approximately 100 glossaries for spring 2019.

- The use of a glossary does NOT require approval by The College Board.

- The approved list is posted at **collegeboard.org/michigan**.

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with the test materials.

- Use of translated test directions does NOT require approval by The College Board.

- Translations will be available in February 2019 to print from collegeboard.org/michigan

Use of 50% extended time:

- Students will receive 50% extended time on each section of the assessment. Students must sit for the entire time allotted and cannot go ahead in the test, even if they are the only one testing.

- Although not an accommodation, EL students requiring 50% extended time will need to be identified in SSD Online. Schools can request 50% extended time for ELs starting in January 2019. Students will be automatically approved, and no supporting documentation is required. More information about the process for entering student information will be available soon.

- EL students using 50% extended time can be tested with other students with accommodations testing with the same timing and test materials.

To determine if the use of 50% extended time for an English learner is appropriate please use the guiding questions below. A preponderance of evidence should exist rather than a few answers of "yes" to the following questions for the student to be provided this level of support. Consider:

- Is the student formally identified as an English Learner?

- Does the student typically receive additional time to complete assignments?

- Does the student typically receive additional time to complete in-class assessments?

- Is the student a recently arrived student (attended U.S. schools for 12 months or less)?

- Does the student typically use a bilingual word-to-word dictionary in the classroom?

- Does the student use additional or different linguistic supports in the classroom?

- Does the student need additional time to process written text in English?

- When given the choice, does the student indicate he or she would prefer to have extra time for assignments?

Planning for Material Shipments

All materials will be addressed to the test coordinators in 2019.

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Coordinator Planning Kit	Week of February 25, 2019	▪ Sample copies of each manual: *SAT School Day Coordinator Manual* *SAT School Day Standard Testing Manual* *SAT School Day Accommodated Testing Manual* *PSAT 10 Coordinator Manual* *PSAT 8/9 Coordinator Manual* ▪ Irregularity Report (IR) sample ▪ Test Materials Diagrams
Preadministration Materials	Week of March 18, 2019	▪ SAT School Day, PSAT 10 *Student Guides* ▪ All manuals to support testing ▪ Answer sheets ▪ Answer sheet instruction booklets for students ▪ Mobile Opt-In Policies documents (SAT and PSAT 10 only)
Pre-ID Labels	Week of March 18, 2019	▪ Pre-ID labels to be placed on answer sheets
Test Materials	Week of March 18, 2019	▪ SAT, PSAT 10, and PSAT 8/9 test books ▪ Answer sheet return envelopes/boxes ▪ Test book return labels for SAT

Preadministration Session

The SAT with Essay and PSAT 10 answer sheets allow students to provide information about their school experiences and plans for the future. A preadministration session should be scheduled ahead of the test day to complete the required and optional portions of the answer sheet. This session is estimated to last approximately 45–60 minutes for the SAT and 30–40 minutes for the PSAT 10.

Students will not participate in the questionnaire portion for PSAT 8/9 for 8th or 9th grade and therefore a preadministration session is not necessary but can be scheduled if the school wants some of the required demographics bubbled in prior to test day. More information about administering the preadministration session is included in the *SAT School Day Coordinator Manual*, the *PSAT 10 Coordinator Manual*, or the *PSAT 8/9 Coordinator Manual*.

Prior to the preadministration session, distribute an SAT School Day Student Guide or a PSAT 10 Student Guide to each student. Refer 8th- and 9th-graders to the *PSAT 8/9 Student Guide*, available online at **psat.org/8-9-resources**. This will not come printed for students. The Student Guides provide information about the features of the test, what the test measures, how the test is scored, test preparation resources, sample questions, College Board programs, and College Board terms and conditions. It also includes important information students should share with parents, including how student data is used and privacy policies. Students should be guided to review these policies with their parents before responding to the optional questionnaire portion of their answer sheets.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive (they will come around the same time, but in different shipments).

Planning Your Space

To prepare for test day, you will need:

- Bells and announcements to be silenced on test day

- A place to securely receive and store testing materials

- Rooms for testing standard and accommodated students

- A late-arrivals room for students who arrive late but still in time to be tested. If you don't have the space or staff for a late arrivals room, schedule students to test on a makeup date.

To promote an effective and secure administration, testing rooms must fulfill these requirements:

- Rooms must be located away from noisy areas and distracting activities.

- Rooms should be near restrooms as much as possible.

- Rooms must have:

    - A working clock, visible to all students

    - Proper ventilation

    - Proper seating that accommodates the seating requirements listed below

    - No materials related to test content on display (these can be removed or covered)

- We recommend you avoid using science rooms, computer labs, or rooms with specialized equipment. They may be uncomfortable for students and may not have adequate desk space.

The following are seating requirements for all testing rooms:

- Chairs must have backs.

- Seats must face the same direction.

- Chairs must be placed directly behind those in the preceding row.

- Each student must be separated by a minimum of 4 feet from right to left (measure from center of desks).

- Staff access to every student must be unimpeded.

- Only 1 student can be seated at a table measuring 6 feet in length or less.

- At tables longer than 6 feet, students must be seated at least 4 feet apart and facing the same direction.

- Large, smooth writing surfaces, preferably desks or tables, must be provided.

- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches (30 x 38 centimeters).

The following seating arrangements are not allowed:

- Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.

- Seat assignments that follow any expected patterns (such as alphabetical order). Seat students at random.

- Students may not select their own seats.

Glossary

Attending Institution (AI) Code: A six-digit code that identifies a school. Each attending institution has a unique AI code.

College Board–Approved Accommodations: A change in the format or administration of a test to provide access for a person with a disability that results in college- and scholarship-reportable scores. Such accommodations must be approved by the College Board. Some examples include extended testing time, special formats of the test, large-block answer sheets, readers, writers, sign language interpreters for spoken test instructions, extended or more frequent rest breaks.

Coordinator Report Form (CRF): The scannable form used to document how many answer sheets are being returned for scoring. The test coordinator returns this completed form with the used answer sheets after testing.

EL Supports: Supports for English learners, which include translated test directions and a list of approved word-to-word bilingual glossaries. Students may also be approved to test with 50% extended time.

Educational Entity Master (EEM): A repository of basic contact information regarding educational systems in the state of Michigan.

Eligibility Roster: List of all students in a school who are approved for accommodations. The list may be printed from SSD Online. It is used for submitting changes to student information in SSD Online.

Irregularity Report (IR): The scannable form used to document any irregularities that occur, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

Nonstandard Administration Report (NAR): A list of students approved for accommodations who are taking a specific test. Generated in SSD Online, it includes detailed information about the accommodations for which students are approved.

Pre-ID Label: Label provided for each student who is preidentified in the Secure Site. The pre-ID label is applied to the answer sheet before the test. Students without a label must be pre-ID'd and a label must be printed locally.

Services for Students with Disabilities (SSD): The College Board department that supports accommodation requests and accommodated testing.

State-Allowed Accommodation (SAA): An accommodation that may be available to your students that does **NOT** result in college- or scholarship- reportable scores and is applicable only to state-provided SAT, PSAT 10, and PSAT 8/9 testing. Recommended for Grade 8 accommodations.

Unique Identifier Code (UIC): State student number for the state of Michigan.

Coordinator Checklist

This is a suggested checklist of activities for the test coordinator. You may choose to do certain activities at a different time at your school, but be sure to reference the deadlines available on **www.michigan.gov/mme**, **www.michigan.gov/psat**, or **www.collegeboard.org/michigan**.

October–December

Mark when Complete	Activity
☐	Test staff information is updated in the EEM.
☐	Confirm establishment in the Test Center Participation page in the Secure Site.
☐	Test staff creates or confirms a College Board professional account.
☐	Off-site testing plans due
☐	Implementation workshops and webinars are available.
☐	Receive confirmation of AI code.

January

Mark when Complete	Activity
☐	Begin working with principal and other test day staff to determine room and staffing needs.
☐	Pre-ID students in Secure Site.
☐	Request 50% extended time for English Learners starting January 25, 2019.

February

Mark when Complete	Activity
☐	Coordinator planning kits arrive.
☐	Online training available for all test day staff.
☐	Read and review testing manuals for information on managing the administration.

March

Mark when Complete	Activity
☐	Preadministration and test material shipments arrive.
☐	Schedule a preadministration session with students.
☐	Create rosters for use on test day.
☐	Finalize room and staff assignments.
☐	Testing Tips webinar available.
☐	Identify and train proctors, hall monitors, and room monitors if you haven't already.
☐	Print translated test directions, as necessary. Review word-to-word bilingual glossary guidelines.
☐	Test materials arrive.

April

Mark when Complete	Activity
☐	Update rosters, if necessary.
☐	Ensure students know where and when to arrive for testing.
☐	Request makeup materials.