

Michigan-Provided Fall Testing FAQs

This document will provide answers to frequently asked questions for the Michigan-provided SAT[®] with Essay, PSAT/NMSQT[®] and PSAT[™] 8/9 administrations in fall 2020. Updated September 11, 2020.

General: Test Dates, School, and Student Eligibility

What assessments are being provided by the Michigan Department of Education?

2019-20 Grade	2020-21 Grade	Assessment	Test Dates/Window
8 th Grade	9 th Grade	PSAT 8/9	Choose any date between September 21-October 29 (Updated July 2020)
9 th Grade	10 th Grade	PSAT/NMSQT	October 14 and/or October 29 and/or January 26 (Updated September 2020)
10 th Grade	11 th Grade	PSAT/NMSQT	October 14 and/or October 29 and/or January 26 (Updated September 2020)
11 th Grade	12 th Grade	SAT with Essay	September 23 and/or October 14 and/or October 27 (Updated July 2020)

What are some key dates I need to be aware of for fall testing?

There is a list of key dates for the Michigan-provided fall assessments posted at www.michigan.gov/mme and www.michigan.gov/psat.

Is my school required to administer the fall assessments?

Schools are expected to administer the assessments.

When can I order for multiple dates in the College Board test ordering site?

You can currently order for multiple dates for SAT with Essay. The test ordering site will be updated in early August to allow for ordering for multiple PSAT/NMSQT dates. The January PSAT/NMSQT will be available to order approximately October 8 (Updated September 2020)

What date(s) will testing be administered?

SAT with Essay: Schools can order for September 23, October 14, or both, and split students across these 2 administrations. Schools can also use the October 27 makeup administration as an additional test date. Note: Students using the October 27 alternate test date will not have a makeup date. (Updated July 2020)

PSAT/NMSQT: Schools can administer the test on the primary test date (October 14) plus the alternate test dates (October 29 or January 26). College Board also offers a Saturday administration; however, the Saturday, October 17 administration is not part of the MDE-provided administrations. NOTE: College Board is working to update the Test Ordering Site to allow ordering for January. This functionality will be available approximately October 8. (Updated September 2020)

PSAT 8/9: Schools can choose one date **between** September 21-October 29 to administer the PSAT 8/9 to their 9th graders. From that chosen date, the school has 2 weeks to administer any makeup testing. Note that the PSAT 8/9 testing window extends until March; however, MDE-provided testing must occur between September 21-October 29, 2020. (Updated July 2020)

Is my school eligible to participate in the state-provided fall assessments?

Public and nonpublic schools that were established to participate for the spring 2020 assessments will be eligible to participate in the fall for the assessments for which they were established to administer in spring 2020. For example: A school established only for SAT with Essay in spring 2020 would be able to administer the SAT with Essay to 12th graders in the fall and have it provided by MDE. The school could administer the PSAT/NMSQT or PSAT 8/9, if desired, **but would be responsible for any and all costs associated with ordering and administering the assessment.** Schools can confirm what spring 2020 assessments they were established for by checking the Test Center Participation Page in the [OEAA Secure Site](#).

Which students are eligible to test?

2020-21 9th graders, 10th graders, 11th graders, and 12th graders are eligible at schools that were established to participate in spring 2020. Homeschoolers are also eligible to participate if they contact your school and make appropriate arrangements.

Students that were eligible to take the SAT with Essay as 12th graders in spring 2020 and graduated never received a chance to get an SAT score. Are they eligible to test this fall?

Students that graduated, were eligible, and pre-IDed to test in spring 2020 will have the opportunity to use a voucher to take a weekend SAT to get a college reportable score, at no cost to the student. To request a voucher, the student or someone at their high school must email MDE-OEAA@michigan.gov by September 1 with the following information: Student UIC, Student Email (if the voucher is to be sent directly to the student), ISD Code, ISD Name, District Code, District Name, Building Code, School Name. If a student email is not provided, the voucher will be sent to the school to provide to the student.

What if I want to offer assessments or grade levels not covered by the state?

You may order and administer any assessments or grades that are not covered by MDE. **Your school or district will be responsible for all fees associated with these assessments.** Examples include ordering the SAT (without Essay), the PSAT 8/9 for Grade 8, the PSAT/NMSQT administered on Saturday, October 17, and the SAT with Essay for a student in a grade listed as “other”. (Updated July 2020)

What testing mode will the fall assessments be offered?

The SAT with Essay and PSAT/NMSQT are only paper-based assessments. Schools have the option of administering the digital PSAT 8/9, using the Cambium Assessment, Incorporated (CAI) test delivery system. College Board assessments do not use the DRC INSIGHT portal. Visit the [digital testing portal](#) for more information. Digital testing will not be available for the Michigan-provided spring 2021 assessments.

Will the scores for the fall assessments be used for accountability purposes in my state?

No. This administration is being offered to provide your students the opportunity to take the assessments.

My state typically requires the Essay for spring SAT School Day testing. Are students required to take the Essay for fall assessments?

Yes. If the school orders the SAT without Essay, the school will be required to pay for any costs associated with this assessment. MDE is only providing the SAT with Essay.

Why aren't the 10th graders taking PSAT 10 in the fall?

The PSAT 10 and the PSAT/NMSQT are the same test but are offered at different times of the year. The PSAT/NMSQT is offered only in the fall while PSAT 10 is only offered in the spring.

Can students taking the PSAT/NMSQT provided by MDE qualify for the National Merit® Scholarship?

11th grade students taking the PSAT/NMSQT in the fall can qualify for the National Merit Scholarship, based on their PSAT/NMSQT scores.

Can I test my 10th graders on one of the PSAT/NMSQT dates and 11th graders on the other?

Yes. You can now administer the test on October 14, October 29, or January 26 dividing students between the dates, as necessary. (Updated September 2020)

Can 10th and 11th graders taking the PSAT/NMSQT test in the same room?

Yes.

For spring testing, we typically receive Michigan-specific testing manuals. Will I use those for fall?

No. Coordinators will use the standard fall testing manuals and they will not be Michigan-specific.

Do all students have to start testing at the same time?

No. Schools operating under social distancing restrictions can stagger arrivals and dismissals to be certain they have ample space and staffing. All testing must be completed within the same day (unless students are approved for a multiday testing accommodation). Keep in mind that under this option, cell phone collection is required for the duration of the school day for all students testing, or at least until after the last group has started testing. All testing must start before the first group to test completes testing. (Added July 2020)

My local guidance indicates that students must wear PPE during the school day and/or we have social distancing requirements. What is the College Board position on this?

Students will be required to follow local public health guidelines, and College Board supports efforts to ensure the safety and comfort of staff and students. This includes:

- Requiring and/or providing masks, gloves, hand sanitizer, or other PPE.
- Spacing desks at least 6 feet apart to adhere to social distancing guidelines.
- Ensuring staff are prepared to implement last-minute changes and effectively communicate them to students. (Added July 2020)

Has College Board provided any additional information about fall testing options?

Yes. Additional information about fall testing can be found in the [fall flexible testing options overview \(https://collegereadiness.collegeboard.org/pdf/fall-2020-flexible-testing-options-guide-sat-suite.pdf\)](https://collegereadiness.collegeboard.org/pdf/fall-2020-flexible-testing-options-guide-sat-suite.pdf). (Added July 2020)

Why do my SAT test books say “April” on them?

Because covid-19 caused most spring 2020 testing to be canceled, College Board has repurposed unused spring materials for SAT School Day administrations this fall. For the September 23 SAT School Day administration, test books will have “April 28, 2020” printed on the cover. For the October 14 SAT School Day administration, test books will have “April 14, 2020” printed on the cover. (Added September 2020).

The Coordinator Report Form (CRF) has different dates listed rather than the date I’m required to test. What do I do?

Review the information in the [test coordinator supplemental guide \(https://collegereadiness.collegeboard.org/pdf/test-coordinator-supplemental-guide.pdf\)](https://collegereadiness.collegeboard.org/pdf/test-coordinator-supplemental-guide.pdf) which will explain how the fall flexible policies will affect your school’s administration. (Added September 2020). This is a national publication and may have information that is not applicable to Michigan-provided testing, such as testing PSAT 8/9 after October 29 and the October 17 PSAT/NMSQT.

Ordering Standard and Accommodated Testing Materials

How will I get test materials for fall testing?

Test materials **must** be ordered through the College Board Test Ordering Site (TOS) for fall testing. TOS will not be used for spring 2021 testing provided by MDE.

Do I have to pre-ID students in the OEAA Secure Site for fall testing?

No. The OEAA Secure Site will not be used for fall 2020 testing but will be required for spring 2021 testing.

What is the deadline to order materials?

There is a list of key dates for the Michigan-provided fall assessments posted at www.michigan.gov/mme and www.michigan.gov/psat.

How do I order accommodated test materials?

For SAT with Essay: When placing your order, you'll be asked to select from a roster of students who have been approved in SSD Online to test with accommodations. Please note that students with a "pending" status (meaning that their cases are still under review) will not appear on the roster and their materials can't be ordered until they are approved. Once you've selected the students, you'll see the list of test materials that will be shipped for each student based on their approved accommodations. Be sure to only choose eligible 12th grade students and not students listed as a grade of "other". Schools will be invoiced directly for any student who is tested with a grade of "other". (Updated July 2020)

For PSAT/NMSQT and PSAT 8/9: When placing your order, you will order the accommodated materials that are needed for your students. A roster of students will not be listed like there is for SAT.

I am trying to order SAT with Essay but have a student with a grade listed as "Other" in the test ordering site but will be in Grade 12 in the 2020-21 school year. How do I update this?

Work with your Services for Students with Disabilities (SSD) coordinator to submit a change request in order to update the student's expected graduation date in SSD Online. Once updated in SSD Online, the student should be correctly identified as 12th Grade in TOS. (Added July 2020)

Once I place my order, can I update it?

You can update your order any time prior to the ordering deadline. Note that the College Board Test Ordering Site will be updated in early October in order to place orders for the January PSAT/NMSQT. (Updated September 2020)

How can I track my shipments?

You can track standard and accommodated test materials and returned answer sheets in the Test Ordering Site under *Shipping Status*. You will not receive emails with tracking information.

Should I order my spring 2021 Michigan-provided assessments in the College Board test ordering site?

No. Do **not** order other spring assessments that will be provided by the Michigan Department of Education. Orders for Michigan-provided assessments in the spring are determined by the number of students pre-IDed in the OEAA Secure Site by a certain deadline, typically in February.

How do I get makeup materials?

After your school administers the SAT with Essay on the primary test date, go to the test ordering site and enter the number of makeup tests needed. If administering on September 23, you must order makeup tests by September 25. If administering on October 14, you must order makeup tests by October 16. If schools want to use the makeup administration as an additional test date, order test materials for October 27 during the makeup ordering window that immediately follows your first test date. Makeup orders for PSAT/NMSQT and PSAT 8/9 are not available; however, schools can now administer the PSAT/NMSQT

on both offered test dates. (Updated July 2020)

What if I missed the ordering deadline?

Call the Michigan Educator Hotline at 866-870-3127 to determine if an order can still be placed.

Can districts place orders on behalf of schools?

Orders should be placed at the school-level for fall 2020. Districts can view and monitor orders that are placed on behalf of the schools.

Who should order materials at the school?

That is a local decision; however, we recommend that the test coordinator place the order, but it could also be done by the principal or a counselor.

If our school is administering multiple assessments, can multiple people place orders? Do they have to be done at the same time?

Orders can be placed for different assessments at different times and can be done by different people, as needed.

In the past, my school has been unable to order in TOS. Will I be able to order this fall?

Yes. College Board will allow all schools who were setup for spring 2020 testing to place orders for the Michigan-provided assessments for fall 2020.

Accessing and Using the Test Ordering Site (TOS)

How do I know if I have access to TOS?

Login to your College Board professional account. If "Test Ordering" is listed under My Tools and Services on your dashboard, you have access to TOS.

I don't have access to TOS, how do I get access to TOS?

First, create a College Board professional account if you don't already have one. Test coordinators and principals, as designated for spring 2020 testing, will be emailed an access code on June 9 to access TOS.

Will I use the same AI (school) code as I do for spring testing?

Yes.

How do I identify coordinator information for the fall assessments?

Every school needs to designate a test coordinator for any test they order in TOS. One person can coordinate all tests, if needed. To update coordinator contact information, click the name of your school or district in the top right of your screen and click View/Edit. Coordinator contact information for fall assessments will **not** be taken from the Educational Entity Master (EEM), as is done for spring assessments.

How will College Board know where to send my materials?

We will use the address listed in the school profile in TOS. If it is incorrect, contact 866-870-3127 as soon as possible. Address information for fall assessments will **not** be taken from the Educational Entity Master (EEM), as is done for spring assessments.

Registration and Pre-ID Labels

Will I get pre-ID labels to place on student answer sheets?

No, pre-ID labels are not available for fall testing.

I usually get pre-ID labels when I've administered PSAT/NMSQT in prior years. Why can't I get labels for fall 2020?

Bulk registration for pre-ID labels is not available for the Michigan-provided assessments in fall.

When I order my materials, TOS asks if I want to order bulk registration to get labels for answer sheets. Will I be charged?

No. Bulk registration for pre-ID labels is not available for the Michigan-provided assessments in fall, therefore choosing the option in TOS will not result in any billing.

Accommodations

Students have approved accommodations from spring 2020 testing already in SSD Online. What do I need to do for fall 2020 testing?

Confirm that the approved accommodations in SSD Online are still accurate and needed by the student. If all students that are testing have accurate information in SSD Online, order the appropriate accommodated materials in the Test Ordering Site.

Are state-allowed accommodations (SAAs) available for fall assessments?

No, SAAs are not available for fall assessments. Students who may have used an SAA for state accountability testing in the spring should be offered to the chance to take the appropriate assessment in the fall.

My current 9th graders had state-allowed accommodations for spring 2020 testing as 8th graders. Will they be able to use those SAAs for fall 2020 testing?

No. SAAs are not available for fall testing. Accommodations for the PSAT 8/9 in the fall are locally determined based on a student's IEP or 504 and do not need to be entered into SSD Online. Simply order the accommodated materials that you may need in TOS. However, for PSAT 8/9 testing in spring 2021, all requests must be entered into SSD Online.

Do I have to enter accommodation requests in SSD Online for fall 2020 testing for my 9th graders?

No. Accommodations for the PSAT 8/9 in the fall are locally determined based on a student's IEP or 504 and do not need to be entered into SSD Online. Simply order the accommodated materials that you may need in TOS. However, for PSAT 8/9 testing in spring 2021, all requests must be entered into SSD Online.

What about students who have only been in the United States for less than a year who only had to take the math portion of the assessment (EL Math Only)?

Since the student scores will not be used for accountability purposes, students who may have used the EL Math Only state-allowed accommodated for state testing in the spring should be offered to the chance to take the applicable assessment in the fall.

Will all accommodations be administered the same way as they are in the spring?

Not necessarily. Some accommodations that allow students to test over 2 days in the spring will complete testing in 1 day in the fall. Be sure to read the fall Coordinator Manuals for each assessment for detailed information on administering accommodations in the fall.

English Learner (EL) Supports

Can students use the same EL supports they can use for spring?

For SAT with Essay and PSAT 8/9: Yes, students can use translated test directions, an approved word-to-word bilingual glossary, or 50% extended time. Be sure to print the [fall translated test directions](#).

For PSAT/NMSQT: EL supports are not available for this assessment.

I entered EL students in SSD Online for 50% extended time for spring 2020 testing. Do I have to re-enter those students in SSD Online for fall testing?

For SAT with Essay: Yes, they will need to be re-entered for fall.

For PSAT 8/9: They do not need to be entered into SSD Online for fall testing.

For PSAT/NMSQT: EL supports are not available.

Off-site Testing

Can I use an off-site location to administer the fall assessments?

Yes. No request for approval is needed for fall testing.

I will need additional return materials for each of my off-site locations. How do I obtain those materials?

It's recommended that schools return materials in one consolidated shipment if possible. If schools plan to return materials directly from each site, you will need to request additional ancillary test return kits. To request ancillary materials, submit the [Ancillary Materials Request Form](#) no later than the applicable ordering deadline for the assessment in which you're administering off-site. When submitting this form, have your school's AI code, test date(s), and expected number of off-site locations available. (Updated July 2020).

Fee Reduction Benefits/Fee Waivers

While ordering SAT with Essay and PSAT/NMSQT, I am being asked about fee reduction benefits. What are fee reduction benefits?

Fee reduction benefits are benefits to low-income students that include college application fee waivers, unlimited free score reports, and free Question-and-Answer Service or Student Answer Service. When you order SAT School Day or PSAT/NMSQT tests, you'll be asked if you need benefits for eligible students. These benefits are the same as what is provided by using the fee waiver codes that were distributed to schools in March 2020 in the K-12 reporting portal. You can deliver these benefits either by providing the fee waiver codes that are in the K-12 reporting portal, or you can follow the process to identify in TOS.

How are fee reduction benefits different than the fee waiver codes that my school received in the K-12 reporting portal in March 2020?

They are not different, it's just a different way of delivering benefits to students and schools. If you have already provided fee waiver codes to students, no action is required. If you'd rather identify students directly in TOS to receive the benefits, you can follow the process to do so. Schools will also receive additional fee waivers in spring 2021 that can be used.

Will my school get more fee waiver codes in spring 2021?

Yes. Schools will receive more fee waiver codes delivered in the K-12 reporting portal in spring 2021.

Which students are eligible for fee reduction benefits or fee waivers?

Please see the [Fee Waiver Service Counselor Guide](#) for student eligibility criteria and information about fee waiver benefits.

How do I identify students to receive fee reduction benefits?

After the test administration, log in to the test ordering site, generate the invoice, and select those students eligible for fee reduction benefits from a roster. Please see the [list of important dates](#) for when this can be completed. By identifying the students, the student will receive notification in their College Board account and must accept those benefits in order to use them.

What if I've already given my student a fee waiver code that was available in the K-12 reporting portal in March 2020?

If the student has used the fee waiver code, you do not need to identify them for fee reduction benefits in TOS.

Training

I completed SAT School Day training while preparing for the spring 2020 testing. Do I have to complete training again?

Yes. Fall training has different policies and procedures than spring testing.

Is training required for PSAT/NMSQT or PSAT 8/9?

Training is provided but not required. Coordinators are required to read the applicable Coordinator Manual.

After the Test Activities and Invoicing

Do I have to return test books?

All SAT with Essay test books must be returned. PSAT 8/9 for fall testing can be securely stored until scores are available to students and then distributed to students, as necessary. PSAT/NMSQT test books for the October 14 and October 28 administrations can be securely stored until scores are available to students and then distributed to students, as necessary.

Does my school have to pay for fall testing?

No. As long as your school is eligible to participate and you are testing eligible students provided by MDE, you will not have to pay for the administration. If your school orders assessments or grades NOT provided by MDE are ordered (8th grade or SAT without Essay, for example), schools would be responsible for all fees associated with those assessments.

I ordered other assessments or grades that are not covered by the state (PSAT 8/9 for 8th graders, for example). How do I pay for those assessments?

Once testing is complete, you will need to generate an invoice in TOS and submit payment. Please see the [list of important dates](#) for when this can be completed.

A student mistakenly bubbled they were in 8th grade, but they are actually a 9th grader and now my school is being charged for that student since MDE is not providing the test to 8th graders. Can I fix it?

Yes. After testing is complete, coordinators will have the ability to make grade level adjustments in TOS. Please see the [list of important dates](#) for when this can be completed and the deadline by which this must be done.

I am only administering the Michigan-provided assessments this fall. I see in TOS that I need to generate an invoice after testing is complete. Do I need to do this if the state is paying for it?

It is highly recommended that you complete the process so that you can ensure that the grade levels of students are accurate and that there is no money owed by your school.

Score Release

When will scores for fall assessments be available?

Fall score release timelines can be found on the [list of important dates](#). Educators typically have access to scores in the K-12 reporting portal within a few days of students.

Will I get paper score reports sent to my school?

Paper score reports are not sent to schools for SAT School Day. Copies of paper score reports can be printed from the K-12 reporting portal, as needed. Schools will receive one printed copy of PSAT/NMST and PSAT 8/9 score reports. Additional copies can also be printed from the K-12 reporting portal.

Parental Consent

Is parental consent for students to opt-into Student Search Service and to complete the optional questionnaire required for fall assessments?

The Michigan Department of Education has guidance about parental consent in the [Student Search Service Guidance Document for Schools](#) posted at www.michigan.gov/mme and www.michigan.gov/psat. (Updated July 2020).

I heard that students can now complete the optional questionnaire online. How does that impact my preadministration session and gathering parental consent?

To help reduce the time needed for the preadministration session, students now have the opportunity to opt-in to Student Search Service and complete the entire optional online questionnaire (<http://studentsearch.collegeboard.org>). If students are directed to complete this process at home, schools should make parents aware of this request. Guidance about how to organize your preadministration session if your students use the online option, including how students will identify their four free SAT score sends, will be available on the MDE MME (www.michigan.gov/mme) and PSAT (www.michigan.gov/psat) web pages. (Added September 2020).