Preparing for the April 2019 Michigan SAT® with Essay, PSAT™ 10, and PSAT™ 8/9

College Board Accommodations & English Learner Supports
General Information
# 2019 Testing Dates Summary

<table>
<thead>
<tr>
<th></th>
<th>Initial Test Day</th>
<th>Makeup Test Opportunities</th>
<th>Accommodated Testing Window*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSAT 8/9 for 8th Grade</td>
<td>April 9</td>
<td>April 10-16, April 23-24</td>
<td>April 9-23</td>
</tr>
<tr>
<td>PSAT 8/9 for 9th Grade</td>
<td>April 9, 10, or 11</td>
<td>April 10-16, April 23-24</td>
<td>April 9-23</td>
</tr>
<tr>
<td>PSAT 10</td>
<td>April 9, 10, or 11</td>
<td>April 10-16, April 23-24</td>
<td>April 9-23</td>
</tr>
<tr>
<td>SAT with Essay</td>
<td>April 9</td>
<td>April 23</td>
<td>April 9-23</td>
</tr>
</tbody>
</table>

*For students designated on the Nonstandard Administration Report in SSD Online*
Accommodated Testing Window: April 9-23, 2019

- **All** students with approved accommodations taking the PSAT 8/9 for 8th grade, PSAT 8/9 for 9th grade and the PSAT 10, can flexibly be scheduled anytime in the accommodated testing window.

- Students with approved accommodations taking the SAT with Essay, as designated on the Nonstandard Administration Report (NAR) in SSD Online, can flexibly be scheduled anytime in the accommodated testing window.

Afternoon Testing

- Afternoon testing is allowed for all PSAT assessments. No permission is required.

- Afternoon testing is NOT available for SAT with Essay.

  8th and 9th graders can test together in the same room, if necessary.

- Please note: This will change in future years but is allowable for 2019.
Accommodation Request Deadlines

- Accommodation and supports deadline is 2/19/19.
  - For students who transfer into a school after the accommodations request deadline, submit a request as soon as possible.
  - College Board will review requests after 2/19/19 for the following scenarios:
    - Students who are newly enrolled at the school
    - Students who are newly classified at an eligible grade level
    - Students who have a newly identified disability
  - The late accommodations deadline for these 3 scenarios is 3/4/19.
Testing MUST be done in the morning.
The schedule below does not include passing out and collecting test or Essay booklets or other test day administrative activities.

## Administration Timing

### SAT with Essay

<table>
<thead>
<tr>
<th>SAT</th>
<th>SAT with Essay - Standard Room (in minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>65</td>
</tr>
<tr>
<td>Break</td>
<td>10</td>
</tr>
<tr>
<td>Writing and Language</td>
<td>35</td>
</tr>
<tr>
<td>Math (no calculator)</td>
<td>25</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
</tr>
<tr>
<td>Math (with calculator)</td>
<td>55</td>
</tr>
<tr>
<td>Break</td>
<td>2</td>
</tr>
<tr>
<td>Essay</td>
<td>50</td>
</tr>
<tr>
<td>Total (hours, minutes)</td>
<td>4 hours 7 minutes</td>
</tr>
</tbody>
</table>
**Administration Timing**

**PSAT 10 and PSAT 8/9 for Grades 8 and 9**

- College Board will support morning or afternoon testing.
  - Morning testing should begin early enough to complete before lunch.
  - Afternoon testing should begin early enough to complete before dismissal.
- The schedule below does not include passing out and collecting test booklets or other test day administrative activities.
- 8th and 9th graders can test together in 2019. This will not be available in future years.

<table>
<thead>
<tr>
<th>PSAT</th>
<th>PSAT 10 (in minutes)</th>
<th>PSAT 8/9 (in minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>60</td>
<td>55</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Writing and Language</td>
<td>35</td>
<td>30</td>
</tr>
<tr>
<td>Math (no calculator)</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Math (with calculator)</td>
<td>45</td>
<td>40</td>
</tr>
<tr>
<td>Total Testing Time</td>
<td>2 hours 55 minutes</td>
<td>2 hours 35 minutes</td>
</tr>
</tbody>
</table>
Comparison of M-STEP and PSAT 8/9

The PSAT 8/9 for Grade 8 replaces the M-STEP ELA and Math assessments for accountability in 2019.

Things that will be the same as M-STEP:

- Students will be pre-ID’d in the Secure Site.
- Test materials will be sent based on the number of students pre-ID’d in the Secure Site by 2/13/19.

Things that will be different than M-STEP:

- **College Board assessments are timed and do not allow self-pacing.** Students must use the entire time allotted for each test. If approved for extended time, students must use the entire time for which they are approved.
  - **EXAMPLE:** If a student finishes before the full amount of time, they cannot move on to the next section, even if they are the only student testing. They must use the entire time allotted.

- Students will take a paper/pencil administration, there is no option for digital.

- Unless absent, students are expected to test on the initial test day.

- The standardized nature of the SAT Suite of Assessments requires an advance accommodation request for the universal tools, designated supports, and accommodations required by students that would have traditionally been used on the M-STEP.
  - Schools must request accommodations through the College Board Online system, known as SSD (Services for Students with Disabilities) Online.
Test Staff
Test Staff

- Staff titles for SAT and PSAT have changed to better align with other College Board programs

<table>
<thead>
<tr>
<th>Past Title</th>
<th>Current Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Supervisor</td>
<td>Test Coordinator</td>
</tr>
<tr>
<td>Associate Supervisor</td>
<td>Proctor</td>
</tr>
<tr>
<td>Hall Proctor</td>
<td>Hall Monitor</td>
</tr>
<tr>
<td>Room proctor</td>
<td>Room Monitor</td>
</tr>
</tbody>
</table>

- **Test Coordinator**: Responsible for all aspects of the administration at the school
- **Proctor**: The test administrator in a testing room
- **Room Monitor**: Assists the proctor with monitoring students in the testing room
- **Hall Monitor**: Monitoring the hallways on test day and provides breaks to other test staff
How College Board uses the Educational Entity Master (EEM)

- Educational Entity Master (EEM) is the repository of entity and contact information for educational systems in Michigan.
- College Board will use the data in EEM to:
  - Identify testing staff
    - Emails will be sent with important test-related information
  - Review and update the testing staff in the EEM at a building level as soon as possible.
    - If there is more than one person listed for a role, College Board will use the most recent.
    - If the information listed is correct, no action is needed.
    - If the information is incorrect, EEM should be updated by the district authorized user.
    - Address where testing materials will be sent is associated with the coordinator record in EEM.
  - Anytime the identified staff changes during the school year, EEM should be updated to reflect the changes.
    - College Board receives the updates 7-10 days after making the change.
EEM for Testing Staff

Update, if required, the roles in EEM at the building level as soon as changes occur.

If EEM information is not accurate, you will NOT receive critical testing communications.

Identify or update in EEM at the building level:

- SAT Test Coordinator
- SAT Backup Test Coordinator
- SAT Services for Students with Disabilities Coordinator
- PSAT Grade 10 Test Coordinator
- PSAT Grade 9 Test Coordinator
- PSAT Grade 9/10 Backup Test Coordinator
- PSAT Grade 8 Test Coordinator
- PSAT Grade 8 Backup Test Coordinator
- PSAT Grade 9/10 Services for Students with Disabilities Coordinator
- PSAT Grade 8 Services for Students with Disabilities Coordinator
To view school and contact information that will be provided to College Board, go to: [https://cepi.state.mi.us/eem/](https://cepi.state.mi.us/eem/)

- Search for your school in the EEM-Search window
- Click the link for your school.
District Authorized User

To send a message to the district authorized user:

- Click on school name in EEM
- Click “Contact Authorized User”
Confirm Email and Address in EEM

- Scroll to the bottom of the page
- Click “Details” next to the name to confirm email and address

Nonpublic schools should contact nonpublicschools@michigan.gov or 517-335-0543 to update EEM.
Roles and Responsibilities of Testing Staff

SSD Coordinator

- The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:
  - Being the school’s liaison with the College Board’s Services for Students with Disabilities office.
  - Submitting accommodation requests for all students who request them at his/her school.
  - Printing the roster of students approved for accommodations (Nonstandard Administration Report – NAR).
  - Schools may have more than one SSD Coordinator, however one person will be identified as a primary SSD coordinator in EEM who will receive communications from College Board.
    - If a school has multiple SSD coordinators, the primary SSD coordinator should share any communications with other SSD coordinators.
  - The SSD coordinator and test coordinator should also collaborate with the district EL coordinator to help plan for testing students with EL supports.
Staff with Related Students

- Staff with children cannot have access to any test materials for the same assessment(s) the child is taking before test day:
  - If a staff member’s child will be taking the SAT, he/she cannot have access to testing materials before test day for the SAT no matter if the child lives with the staff member or not.
  - He/she may access testing materials prior to test day for PSAT 10 or PSAT 8/9.

- Staff with students who reside in the same household cannot have access to any test materials for the same assessment(s) the child is taking before test day.
  - If a staff member’s niece will be taking the SAT and the niece does not live in the same house with the staff member, he/she can have access to testing materials before test day for the SAT.

- It is possible for test day staff to serve multiple roles in a small school.
- Additional flexibility may be available to small schools, if needed. Call the Michigan Educator Hotline for guidance.
Cooperative Roles

Promoting partnership to support students with disabilities

<table>
<thead>
<tr>
<th>Test Coordinator</th>
<th>SSD Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Responsible for planning the administration for ALL students, including those with accommodations and supports</td>
<td>• Responsible for applying for accommodations and supports on behalf of students</td>
</tr>
<tr>
<td>• All shipments will be addressed to the test coordinator</td>
<td>• Prints the list of students who will receive accommodations.</td>
</tr>
<tr>
<td>• Responsible for returning all materials for scoring</td>
<td></td>
</tr>
</tbody>
</table>

Cooperative Responsibilities

The test coordinator can enlist the help of the SSD coordinator and EL coordinator to assist with planning the test administration for students with disabilities and English learners.
Requesting Accommodations
The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need.

The accommodations that students request should be consistent with the accommodations they use for taking other statewide and local assessments and used during instruction and included in the student’s IEP and/or 504 Plan.

Accommodations will be entered by the SSD coordinator through our Services for Students with Disabilities (SSD) Online system. This ensures:

- Coordinators have accurate rosters to support students needing accommodations or supports on test day.
- Students receive correct testing materials.
Accommodations Approval

• The vast majority of students who are approved for and are using testing accommodations at their school through a current IEP or 504 plan will have those same accommodations automatically approved for taking the SAT with Essay, PSAT 10, and PSAT 8/9.

• Most requests will be processed through school verification allowing the SSD Coordinator to provide the answers to the following when submitting most requests for students:
  • Is the requested accommodation(s) in the student's plan?
  • Has the student used the accommodation(s) for school testing?
All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for 8th and 9th grade, PSAT 10, and SAT with Essay) must have prior approval and be requested through the College Board Services for Students with Disabilities (SSD) Online system.

- If your school provides for a fall administration of the PSAT 8/9 for 8th or 9th grade students (not provided for by the state), approval in SSD online is not required, but suggested if your students require accommodations.

- Most requests are approved automatically through school verification within a few days and require no submission of documentation.

- There are some requests that will require that documentation be submitted and could take up to 7 weeks for review.
Process Flows in SSD Online

There are 2 processes in which accommodation requests can flow within the Services for Students with Disabilities (SSD) Online system: State-allowed or College Board approved.

Main differences between the two processes:

- Once approved, students remain approved for accommodations through the College Board approved process whereas the state-allowed process is only good for the Michigan-provided administration.
- State-allowed accommodations are automatically approved and require no documentation.

Both processes are acceptable; however, applying for state-allowed accommodations is recommended by the Michigan Department of Education for 8th grade because it aligns with the student’s current IEP/504.
## Process Flows in SSD Online

<table>
<thead>
<tr>
<th>Process: State-Allowed</th>
<th>Process: College Board Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatically approved</td>
<td>Approvals</td>
</tr>
<tr>
<td>Only valid for one year and are only used for state assessments.</td>
<td>Length of Use</td>
</tr>
<tr>
<td>None</td>
<td>Documentation Required</td>
</tr>
<tr>
<td>Students, schools, and MDE</td>
<td>Who Receives Scores?</td>
</tr>
<tr>
<td>Week of January 7 – 2/19/19</td>
<td>Timeline for Requests</td>
</tr>
<tr>
<td>Yes. School will apply either for state-allowed or College Board approved in the next year, if applicable.</td>
<td>Reapplication Required?</td>
</tr>
</tbody>
</table>
SAAs provide scores to students, educators, and the Michigan Department of Education; however, students who test with an SAA will NOT receive a college or scholarship reportable score.

The use of state-allowed accommodations is recommended for 8th graders because:

- PSAT 8/9 scores are not sent to colleges, universities or scholarship programs
- SAAs align with the student’s current IEP/504.

Consideration of SAAs is especially important for students taking the SAT, where the students want 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.
- Using an SAA in 8th grade does not preclude a student from using College Board approved accommodations in future years, when scores are desired to be sent to colleges.
New SSD Coordinators
To access the SSD Online system, the new SSD coordinator will need to request access:

- Have a College Board Professional Account
- Complete the SSD Coordinator Form, found on www.collegeboard.org/ssd
- Receive an access code to link your SSD Online access to your College Board professional account (first time only).
  - May take 1-2 days to receive the access code.
- You may have multiple SSD coordinators, but only 1 can be identified as the primary SSD Coordinator in the EEM.

In order to gain access, schools will need an attending institution (AI) code.

- Look it up in the Test Center Participation Page in the Secure Site or wait until email confirmation in December.

If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.
Returning SSD Coordinators
Returning SSD Coordinators

- Login to your College Board Account at [www.collegeboard.org](http://www.collegeboard.org).
  - If you’ve forgotten your password, use the Forgot Username or Password links on the sign-in page.
- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline)
Prepare
Review student needs

Identify new requests and changes to approved accommodations

1. For students without existing approved accommodations in SSD Online, submit a new request through SSD Online.

2. For students with already approved accommodations in SSD Online, verify:
   • the accommodations approved match the student’s current identified IEP/504 accommodations.
   • the student name, birth date, and graduation date are correct.

When identifying student needs for a College Board test, it may be necessary to “translate” what is in the IEP or 504 and what is available in SSD Online.

   • Example: Student’s IEP may say “extended time on assessments”
   • Options in SSD Online include: 50% extended time, 100% extended time, and more than 100% extended time
   • It is NOT necessary to change a student’s IEP or 504 to indicate a specific timing.
   • Simply request the appropriate option in SSD Online that aligns with the student’s plan and creates the most positive testing environment for the student.
   • The next few slides will review the common options available to SSD coordinators in SSD Online.
## Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

### Examples when IEP/504 *may* say “Student receives extended time”

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| 50% extended time for reading | 1 or 2 Day | • Students will test in 1 day for PSAT and 2 days for SAT with Essay.  
• **Student will receive extended time for ALL sections.**  
• Student will automatically be approved for extra breaks. |
| 50% extended time for math  | 1 Day    | • Student will receive extended time only for the math sections.  
• Student will automatically be approved with extra breaks. |
| 100% extended time for reading | 2 Day    | • **Students will receive extended time for ALL sections.**  
• Student will automatically be approved with extra breaks.  
• Students will test over 2 days for PSAT and SAT with Essay. |
| 100% extended time for math  | 1 Day    | • Student will receive extended time only for the math test.  
• Student will automatically be approved with extra breaks. |
<p>| 50% extended time for writing | 1 Day    | • Student will receive extended time only for the Essay portion of the SAT. |
| 100% extended time for writing | 1 Day    | • Student will receive extended time only for the Essay portion of the SAT. |</p>
<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Breaks</td>
<td>1 Day</td>
<td>• Given a break halfway through longer sections and a break after every section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students must use the entire time for which they are approved. No self-pacing is allowed.</td>
</tr>
</tbody>
</table>
| Extended Breaks     | 1 Day  | • Given breaks at the standard time but breaks are typically twice as long.  
                        |                     | • Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically. |
|                     |        | Examples when IEP/504 may say “Student receives breaks during testing”                                                                      |
| Breaks as Needed    | 1 Day  | • Typically given to students with physical or medical conditions.  
                        |                     | • Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.  
                        |                     | • Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically. |
## Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

**Examples when IEP/504 may say “Student has assessments read aloud”**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| **MP3 Audio** | 2 Days | • Audio version of the test, delivered on a flash drive.  
• Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections.  
• Student will complete the test in 2 days for PSAT and SAT with Essay. |
| **Reader** | 1 or 2 Days | • Student will be read the test aloud by an adult.  
• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)  
• Student automatically receives 50% extended time and extra breaks on all sections.  
• Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay. |
## Types of College Board Accommodations

Students must use the entire time for which they are approved. No self-pacing is allowed.

### Examples when IEP/504 *may* say “Student gives oral answers to assessments”

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Writer/Scribe         | 1 or 2 Days | - Student will have an adult transcribe answers onto the answer sheet.  
                       |             | - Student automatically receives 50% extended time and extra breaks on all sections.  
                       |             | - They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.  
                       |             | - Student will complete the test in 1 day for PSAT and 2 days for SAT with Essay.                                                          |

### Examples when IEP/504 *may* say “Student has alternative setting during assessments”

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Small Group Testing   | 1 Day  | - Will depend on the number of students in the group and the size of the room.  
                       |         | - **There is no minimum number of students that must be tested in a room**, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation. |
| Home/Hospital Testing | 1 Day  | - Requested through SSD Online.  
                       |         | - Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital). |
Think about the accommodation that will create the most positive testing environment for the student. Once the appropriate accommodations have been chosen, it is helpful to have the following information readily available when requesting accommodations:

- IEP or 504 Plan
  - Confirmation of parental consent
- Demographic information
  - Name
    - It is helpful to use same name that student will be pre-ID’d with
  - Student or Parent Email
  - DOB
  - Estimated graduation date
  - Gender
  - Home Mailing address
  - Home phone number

Have Ready During the Submission Process
The appendix of the SSD Coordinator Handbook includes a worksheet that some SSD coordinators find helpful when entering requests.

This is **NOT** a required document, but assists in organizing all relevant information when applying for an accommodation.

### Accommodations Request Worksheet (for local use only)

**NOTE:** Use this worksheet to collect the information needed to submit an accommodations request. This worksheet is for preparation purposes only, is NOT required, and should **NOT** be sent to the College Board.

**Student Name:**

**Parent Consent Received?** Yes ______ No ______

**Student Information**

Date of Birth: ___________________ Expected Graduation Date: ___________________

Student Mailing Address: ___________________

Home Phone Number: ___________________ Next Intended Test: ___________________

**Disability**

Diagnosis (Be specific—e.g., learning disorder in reading, generalized anxiety disorder, diabetes).

When did the disability first occur? (Within the past 4 school months or longer than 4 school months ago?)

**Requested Accommodations**

(Including only accommodations that will be needed for College Board tests. Be specific e.g., 50% extended time in Reading, Writing and Language, and Math; extra breaks between test sections.)

Is the student currently receiving these accommodations for school tests on a daily basis? Yes ______ No ______

If the student has a current IEP, 504, or formal plan, does it include these accommodations? Yes ______ No ______
### SAT® School Day Accommodations and English Learner Supports Matrix

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Standard Room(s)</th>
<th>Non-Standard Room(s)</th>
<th>State-Allowed Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>No accommodations are used; students test in the standard testing rooms</td>
<td>Approved accommodations that can be used in the standard testing rooms</td>
<td>Approved accommodations that are separate from the standard testing rooms</td>
</tr>
<tr>
<td><strong>Where to find roster of students</strong></td>
<td>OEAA Secure Site</td>
<td>NAR in SSD Online</td>
<td>NAR in SSD Online</td>
</tr>
<tr>
<td><strong>Accommodation Examples</strong></td>
<td>No accommodations</td>
<td>14 pt Large print</td>
<td>Extended breaks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large-block answer sheet</td>
<td>Extra breaks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Magnifier</td>
<td>Four-function calculator on math test-no calculator section</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written copy of oral instructions</td>
<td>Permission to test blood sugar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Permission for food/medication</td>
<td>Small group setting</td>
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<tr>
<td></td>
<td></td>
<td>Wheelchair accessibility</td>
<td>50% Extended Time (Math only)</td>
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<td></td>
<td></td>
<td>Preferential seating</td>
<td>50% Extended time (Essay only)</td>
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<td></td>
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<td>Record answers in test book</td>
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<td></td>
<td></td>
<td>Use of colored overlay</td>
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<td></td>
<td>Auditory amplification/FM system</td>
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<td>Sign language interpreter for test directions</td>
<td>Braille writer</td>
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<td></td>
<td></td>
<td></td>
<td>Reader</td>
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<td>Write/scribe to record responses</td>
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<td>ATC format</td>
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<td>Computer for essay</td>
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<td>Home/hospital testing</td>
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<td></td>
<td>Late start time</td>
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<td></td>
<td></td>
<td></td>
<td>Limited testing time</td>
</tr>
<tr>
<td><strong>English Learner Supports</strong></td>
<td>Translated test directions</td>
<td>50% Extended time (All sections)</td>
<td>EL Math Only</td>
</tr>
<tr>
<td></td>
<td>Word-for-word glossaries</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Test Date(s)

<table>
<thead>
<tr>
<th>Test Date(s)</th>
<th>Make-Up Test Date(s)</th>
<th>Number of Testing Days</th>
<th>SAT Test Book Colors</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 9, 2019</td>
<td>April 23, 2019</td>
<td>One-day</td>
<td>Purple</td>
</tr>
<tr>
<td>April 9, 2019</td>
<td>April 23, 2019</td>
<td>One-day</td>
<td>Purple</td>
</tr>
<tr>
<td>April 9, 2019</td>
<td>April 23, 2019</td>
<td>One-day</td>
<td>Purple</td>
</tr>
<tr>
<td>April 9, 2019</td>
<td>April 23, 2019</td>
<td>One-day</td>
<td>Blue</td>
</tr>
<tr>
<td>April 9, 2019</td>
<td>April 23, 2019</td>
<td>One-day</td>
<td>Lime</td>
</tr>
</tbody>
</table>

NAR = Nonstandard Administration Report
<table>
<thead>
<tr>
<th>Room Type</th>
<th>Description</th>
<th>Standard Room(s)</th>
<th>Non-Standard Room(s)</th>
<th>State-Allowed Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>No accommodations are used; students test in the standard testing rooms</td>
<td>Approved accommodations that can be used in the standard testing rooms under standard testing time</td>
<td>Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window</td>
<td>Accommodations allowed by MDE that do not result in a score reportable for scholarship opportunities. Recommended for 8th grade</td>
</tr>
<tr>
<td>Accommodation Examples</td>
<td>No accommodations</td>
<td>14 pt Large print</td>
<td>Extended breaks</td>
<td>ASL interpreter for test content</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Large-block answer sheet</td>
<td>Extra breaks</td>
<td>ASL responses by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Magenta</td>
<td>Breaks as needed</td>
<td>Any accommodation in the 2nd and 3rd columns that have been requested as a state-allowed accommodation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Written copy of oral instructions</td>
<td>Four-function calculator on math test-no calculator section</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Permission for food/medication</td>
<td>Permission to test blood sugar</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wheelchair accessibility</td>
<td>Small group setting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preferential seating</td>
<td>20 pt Large print or greater</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Record answers in test book</td>
<td>MP3 Audio</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use of colored overlay</td>
<td>50% Extended time (All sections)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Auditory amplification/PM system</td>
<td>100% Extended time (All sections)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sign language interpreter for test directions</td>
<td>50% Extended Time (Math only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>100% Extended Time (Math only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>On-line testing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Magnifying machine</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Braille or Braille writer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reader</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Writer/scribe to record responses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ACT format</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Home/hospital testing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Late start time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Limited testing time</td>
<td></td>
</tr>
</tbody>
</table>

**English Learner Supports**
- Translated test directions
- Word-for-word glossaries
- 50% Extended time (All sections)
- EL Math only

**Where to find roster of students**
- OEAA Secure Site
- NAR in SSD Online

**Test Date(s)**

| Test Date(s) for PSAT 8/9 for Grade 8 | April 9, 2019 | April 9-23, 2019 | April 9-23, 2019 | April 9-23, 2019 |
| Test Date(s) for PSAT 8/9 for Grade 9 and PSAT 10* | April 9, 10, or 11, 2019 | April 9-23, 2019 | April 9-23, 2019 | April 9-23, 2019 |
| Make-Up Test Date(s) | April 10-16 or April 23-24, 2019 | Anytime in window | Anytime in window | Anytime in window |

**Number of Testing Days**
- One-day
- One-day
- One-day (Only MP3 Audio and 100% extended time are two-day tests)
- One-day (Only MP3 Audio and 100% extended time are two-day tests)

**PSAT 8/9 Test Book Colors**
- Dark Red
- Dark Red
- Dark Red
- Lime

**PSAT 10 Test Book Colors**
- Orange
- Orange
- Orange
- Lime

*Schools pick one of the three days as the initial test date.*
Request Accommodations
All accommodations requests will be submitted through the College Board SSD Online system.

The approval of accommodations will go through one of two paths:

- **School verification** – Most requests will be automatically approved through our school-verification system.
  - The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504).

- **Documentation Review** – Some requests require documentation, a few examples include:
  - Extended time more than 100%
  - Large print test book sizes greater than 20 point font
  - Other
When must documentation be provided?

Documentation must be provided for College Board review if:

- The requested accommodation is not included in the student’s plan or is not being used for school tests.
  - Answer is “no” to: *Is the requested accommodation(s) in the student's plan?*
  - Answer is “no” to: *Has the student used the accommodation(s) for school testing?*

- The student is requesting certain accommodations, such as more than 100% extended time, or accommodations where student does not have current documentation on file.

- The student does not have a diagnosed disability or disability is listed as “other”.

- The student does not have a formal plan that meets College Board criteria.
Submit a New Request

- Obtain parental consent.
  - Before submitting a request for accommodations for College Board tests, schools must have parent/guardian consent to share information for students under age 18.
  - Verification of consent will be requested during the online process.
  - If you do not have parent/guardian approval through the student’s IEP or 504, then a consent form is available for your use in SSD Online. Email or phone consent is acceptable as long as this is allowable by district policy and is documented.

- Log in to SSD Online: www.collegeboard.org/ssdonline
- Enter basic student information.
- Answer questions about the student’s disability.
- Answer questions about the student’s plan and documentation.
  - Most accommodation requests are automatically approved based on information provided during the online process.
  - In the cases where additional documentation is required, the SSD coordinator will be provided a list of recommended documentation to submit. While the recommended documentation is most helpful in determining a student’s need for accommodations, it is not required. The College Board will review all documentation that is submitted.
- Send the documentation you have that demonstrates the need for the requested accommodation.
Submit a New Request

- Log in to www.collegeboard.org/ssdonline
- Click “Submit Accommodation Request” in upper right corner.
Submit a New Request

- Confirm if student has been submitted previously.
Submit a New Request

- Confirm parental consent.
- Enter basic student information.
Submit a New Request

- Answer questions about the student's disability.
Submit a New Request

- Confirm disability and timeframe.
Submit a New Request

- Answer questions about requested accommodations.
Submit a New Request

- Confirm accommodations
  - If “No” is selected for any question, you will be asked additional information.
Submit a New Request

- Answer questions about the students plan and documentation
Most requests will be approved automatically through our school-verification system.

Based on the information provided by the SSD Coordinator, the system will identify “No Documentation is Required”.

Submit a New Request
In some cases, you may be prompted to provide additional documentation.

The system will request documentation and provide examples of the types of documentation that is helpful. The documentation suggested is based on the type of disability and accommodation being requested.
Submit a New Request

- Submit documentation (upload to SSD Online, fax, or mail) when required.
- Receive e-mail notification that decision has been made; log in to view decision letter.
Documentation Guidelines

Documentation should address:

- **What:** Provide the student’s documented disability
- **How:** Describe the functional impact and degree of impact. The presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
- **Why:** Show the need for the specific accommodation being requested.

- If requested, the most current documentation that includes the following information is most helpful in the review process:
  - State the specific disability as diagnosed
  - Provide relevant educational, developmental and medical history
  - Describe the comprehensive testing techniques, *if applicable*
  - Describe the functional limitations
  - Describe the specific accommodations
  - Establish the professional credentials of the evaluator

- Send documentation that was used to make the determination, even if out of date, with any current information about the student. Please note that schools are **not** required to have students retested to support any documentation request.

- Any application can be resubmitted if not approved with additional documentation for consideration.
New Requests – State Allowed Accommodations (SAA)

*Recommended for 8th Graders
Submit an SAA Request

- Go to the SSD Online Dashboard
  Click link in upper left corner
to access the SAA Dashboard.

- SAA Dashboard opens the week of
  January 7, 2019
Submit an SAA Request

- The State-Allowed Dashboard is clearly marked to remind users these scores are not college or scholarship reportable.
Submit an SAA Request

- Enter basic student information including name, home address, date of birth, and graduation date.
Submit an SAA Request

- Select the accommodation being requested. The list of accommodations will be specific to those approved by the state.
- If a student has been approved for a College Board Accommodation, it will also be displayed here.
Submit an SAA Request

- Review and submit request.
- Confirm parental consent.

All SAAs are automatically approved and do not require documentation.
Manage Accommodations
Change an Existing Approval

• A change may be required to:
  • Add or remove accommodations
  • Update student information, such as name
  • Update student graduation date

• To submit a change request
  • From the SSD Online Dashboard, locate the student to change.
  • Select “Options.”
  • Click “Create Change Request.”
  • Print the change request form, annotate with requested changes, and fax the request form to SSD at (866) 360-0114.

• Note: The request to add additional accommodations for a student typically requires supporting documentation.
Add a Transfer Student

- Click “Submit Accommodations Request” in the top right corner of the dashboard.
- On the Student Details page, respond “Yes” to these two questions:
  - Has a Student Eligibility Form already been submitted for this student?
  - Is this a Transfer Student?
- You will be asked for the student’s name, date of birth, and their College Board SSD number. To obtain a student’s College Board SSD number:
  - Ask the student or parent if they have a copy of the eligibility letter.
  - Have the student log in to their College Board account to obtain a copy of the eligibility letter.
    - Select “My Plan.”
    - Select “View your eligibility letter.”
  - Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
  - Contact the SAT School Day Educator Hotline, choose 1, and then choose the option for SSD.
- If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at your school, documentation review may be required.
Remove a Student

- To remove a student from your dashboard that no longer attends your school:
  - Log in to SSD Online.
  - From the dashboard, create eligibility roster.
  - Print roster
  - Find the student’s name that needs to be removed from your dashboard, and write this information on the roster about the specific student(s).
  - Fax the annotated roster to (866) 360-0114.
English Learner Supports
English Learner (EL) Supports

• Translated Test Directions for EL students
  • Result in reportable scores and do not require advance approval
  • Printed versions of the test directions will be downloadable for educators in February to distribute to students on test day as needed.
  • Languages: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese.
  • Other languages can be supported “on the fly” by approved translators.

• Word-to-Word Glossary for EL students
  • Result in reportable scores and do not require advance approval
  • Increased list to approximately 100 glossaries for 2019
  • List of glossaries can currently be found at www.collegeboard.org/michigan
English Learner (EL) Supports

- 50% Extended Time for EL Students:
  - Result in reportable scores
  - 50% extended time on each section of the test.
  - 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, needs to be identified in SSD Online beginning the week of January 25, 2019.
  - EL students using 50% extended time can be tested with other students using the same timing and test materials.
The use of EL supports may not be appropriate for all EL students.

- To determine if providing EL supports are appropriate for students, refer to the *2019 Supports & Accommodations Guidance Document* that will be updated and released in the coming weeks.
Beginning the week of January 25, 2019, a link will appear that says, “Go to English Learners Supports Dashboard.”

This is where SSD coordinators will go to enter EL student information for 50% extended time (not necessary for glossary use or translated test directions).

No documentation is required.
Entering Extended Time for ELs

Click Request EL Supports
Entering Extended Time for ELs

Verify that the student meets the definition of an English Learner and attend a school in the United States.
Entering Extended Time for ELs

Enter Student Information

- Name
- Email (optional)
- DOB
- Expected Graduation Date
- Gender
- School
- Test Admin (SAT, PSAT 10, or PSAT 8/9)
- Mailing Address
Entering Extended Time for ELs

Confirm student information is entered accurately
Entering Extended Time for ELs

Select Extended Time (this will be the only option)
Entering Extended Time for ELs

Confirm Parental Consent

- Same consent guidelines apply as for accommodations
- A form is provided, but you can gather consent in whatever is acceptable for your district
Entering Extended Time for ELs

- Once submitted, the request will automatically be approved and status will be shown as “confirmed”
- Students will be listed on your EL Supports Dashboard
Working with the Nonstandard Administration Report
Print the SAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary
  - Section 2: Students who test on the primary test day
  - Section 3: Students who test during the accommodated window
- Identifies students who can test in the same testing room (and will include EL students with extended time)
- Indicates the color test book to administer.
- Identifies the name of the ‘test script’ to read.
- Provides additional instructions for accommodated students (if any)

<table>
<thead>
<tr>
<th>Testing Group</th>
<th>Last Name, First Name (Mark X if absent on test day)</th>
<th>Approved Accommodations</th>
<th>Test Type</th>
<th>Test Book Color</th>
<th>One or two day testing</th>
<th>Script Name</th>
<th>Test Room Code and Associate Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2</td>
<td>Gnacikis, Gioraoula SSD #0007025812</td>
<td>Extra Breaks Between Test Sections</td>
<td>SAT with Essay</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Smith, Jadae SSD #0007025798</td>
<td>Extra Breaks Between Test Sections , Large Print Test Book - 14 point</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Szymanowski, Elias SSD #0007025799</td>
<td>Extra Breaks Between Test Sections</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T3</td>
<td>Tiberios, Reonika SSD #0007025811</td>
<td>Extended Breaks , Permission to Test Blood Sugar , Small group setting</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 1</td>
<td></td>
</tr>
<tr>
<td>T5</td>
<td>Luramis, Doodle SSD #0007025813</td>
<td>Wheelchair Accessibility , Permission for food/medication , Reading +50% (time and 1/2)</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 3</td>
<td></td>
</tr>
</tbody>
</table>

Additional Instructions: Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)
Print the PSAT Nonstandard Administration Report (NAR)

Includes three sections
- Section 1: Student Summary with SSD Numbers
- Section 2: Guidance on testing specific accommodations
- Section 3: Students who test during the accommodated window (will list everyone)

Can be used as the room and attendance roster

Available about 4 weeks prior to test day

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSD#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Robert</td>
<td>#0007025797</td>
</tr>
<tr>
<td>Evergreen</td>
<td>Kevin</td>
<td>#0007025810</td>
</tr>
<tr>
<td>Smith</td>
<td>Alex</td>
<td>#0007025842</td>
</tr>
<tr>
<td>Doe</td>
<td>Jane</td>
<td>#0007025812</td>
</tr>
<tr>
<td>Clark</td>
<td>Sarah</td>
<td>#0007025801</td>
</tr>
<tr>
<td>Green</td>
<td>Michael</td>
<td>#0007025804</td>
</tr>
<tr>
<td>Brown</td>
<td>Robert</td>
<td>#0007025825</td>
</tr>
</tbody>
</table>

- Check here if student was absent

Approved Accommodations: Please check all accommodations used by student.
- Small group setting
- Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.
- Mathematical Calculations +50% (time and 1/2)
Printing the NAR

Available about 4 weeks prior to test day
Obtaining Materials
Testing Materials

Will arrive the week of March 18

• Accommodated testing materials:
  • Addressed to the test coordinator for that assessment
  • Are not designated for specific students (materials will simply be sent and coordinators will distribute based on approvals)
  • Sent automatically based on any accommodation requests in the pending and approved status
    • Materials are sent for requests in the pending status in the chance that the approval is granted before test day
    • Therefore, it is important to get requests in by 2/19/19
  • Will be automatically sent for the students in the eligible grades for that assessment
    • PSAT 8/9 for Grade 8: 8th graders
    • PSAT 8/9 for Grade 9: 9th graders
    • PSAT 10: 10th graders
    • SAT with Essay: 11th and 12th graders
    • For instance, this means that schools will automatically receive accommodated SAT with Essay materials for all 11th and 12th grade students in the pending and approved status in SSD Online, no matter if you plan to test 12th graders or not.
    • Therefore, you will likely receive extra accommodated materials.
Have Additional Questions?
Spotlight

www.michigan.gov/mde-spotlight

**College Board Corner:** Implementation information for Michigan PSAT 8/9 for Grades 8 and 9, PSAT 10, and SAT with Essay
Includes detailed information such as:

- Accessing SSD Online
- Understanding types of accommodations
- Requesting accommodations
- SSD coordinator checklist

Updated version is available at
www.Michigan.gov/mme and
www.Michigan.gov/psat
Testing Manuals

Available in February

- College Board will provide a Michigan-specific manual for SAT, PSAT 10, and PSAT 8/9.
- The SAT manuals provide specialized information to each type of test day staff.
  - Coordinator Manual
    - Includes information about the test day set-up, preadministration session, forms, and return of standard and nonstandard materials
    - Includes all test day scripts and information needed by proctors in standard rooms
  - Accommodated Testing Manual
    - Includes test day scripts for proctors in accommodated rooms
- The PSAT 10 and PSAT 8/9 manuals include information for the coordinator and scripts for proctors.
Thank You!

Resources

- College Board Website
  www.collegeboard.org/Michigan
- MDE Websites
  www.Michigan.gov/mme
  www.Michigan.gov/psat
- College Board Support Line for Michigan Educators
  (866) 870-3127 (select Option 1) or email
  michiganadministratorsupport@collegeboard.org
- Contact the Michigan Field Team
  - Jason Feig  jfeig@collegeboard.org
  - Kari Anama  kanama@collegeboard.org
  - Ted Gardella  tgardella@collegeboard.org
- Weekly Spotlight – Sign up or access previous editions at www.michigan.gov/mde-spotlight
- Questions about Secure Site, eligibility to test, and accountability, contact MDE at:
  - Call: 877-560-8378 and select the correct option
  - Email: mde-oeea@michigan.gov for assessment questions
  - Email: mde-accountability@michigan.gov for accountability questions