



# SAT Suite of Assessments Preadministration Guidance Document – Fall 2020

Guidance to Districts and Schools from the Michigan Department of Education (MDE)

September 22, 2020

While scheduling a preadministration session for SAT with Essay and PSAT/NMSQT prior to test day is always optional, it is highly recommended. All parts of the preadministration session can be done on test day, if needed.

The tasks of the preadministration session include:

- bubbling in all required information for scoring
- allowing test-takers to opt into Student Search Service (SAT, PSAT/NMSQT) if the students have not already completed this online
- identifying where the student’s four free score reports are to be sent (SAT only)

(For SAT with Essay, students should come to school day testing knowing the four colleges or universities where they would like their test scores sent.)

The required fields for each assessment that are included in the test day scripts include:

SAT with Essay	PSAT/NMSQT	PSAT 8/9
1 – Name	1 – Name	1 – Name
2 – Testing Location	2 – Testing Location	2 – Testing Location
3 – School	3 – School	3 – School
4 – AI Code	4 – AI Code	4 – AI Code
5 – Student ID Number (highly encouraged)	5 – Questions to Determine Entry into National Merit	5 – Student ID Number
6 – Grade	6 – Date of Birth	6 – Grade
7 – Date of Birth	7 – Grade	7 – Gender
8 – Gender	8 – Gender	8 – Date of Birth
9 – Test Type	A – Form Code	A – Form Code
A – Form Code	B – Test ID	B – Test ID
B – Test ID		
C – Test Book Serial Number		

## Completing Student Search Service and Optional Questionnaire

Schools must collect parental consent before students can opt into the Student Search Service and complete the optional questionnaire on the school test day.

Schools should gather parental consent in accordance with their district policy. The [SAT Suite of Assessments Participation in College Planning Options Consent Form](#) is available on the Michigan Department of Education’s [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) and [PSAT web page](#) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) for schools to use if they choose.

For Fall 2020, due to the COVID-19 pandemic, additional flexibility is being provided in how students may complete the optional questionnaire. In order to minimize the time needed for the in-person pre-administration tasks, students may opt into Student Search Service and complete the [online questionnaire](#) (<http://studentsearch.collegeboard.org>) outside of school day testing.

A College Board flyer, [Connect with Colleges: Student Search Service](#), is available for distribution to parents on the [MME web page](#) and [PSAT web page](#) under **Parent/Student Information**. Schools must notify parents if students are encouraged, by the school, to complete this process online. This flexibility option will be reevaluated for Spring 2021 school day testing.

Students who complete the optional questionnaire and opt into Student Search Service online must still bubble in all required information for scoring prior to starting the test.

For additional information on Student Search Service, see the [Student Search Service Guidance document](#) on the [MME web page](#) ([www.michigan.gov/mme](http://www.michigan.gov/mme)) under **College Entrance Assessment** and on the [PSAT web page](#) ([www.michigan.gov/psat](http://www.michigan.gov/psat)) under **Current Assessment Administration**.