CollegeBoard

Michigan Implementation Overview Webinar
SAT® with Essay
PSAT™ 10
PSAT™ 8/9 for grades 8 and 9

Spring 2023

Presenter: Terrence Ingram

November 17, 2022

Session Goals

Our goal today is to share the latest information about the state-provided spring SAT and PSAT-related assessments based on current planning.

College Board and MDE will continue to finalize implementation details, and as more information becomes available, we will share through www.Michigan.gov/psat, www.Michigan.gov/mme, and the Spotlight on Student Assessment and Accountability online newsletter.

Today we will provide:

- General information on the Spring 2023 SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9 administrations.

- An update on changes planned for Spring 2023 testing.

- Information to help you verify that your school is set up to administer the spring assessments.

- Introductory accommodations and supports information.

- Tasks that should be completed between now and the end of 2022 to get your school ready for testing.

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Spotlight on Student Assessment and Accountability

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
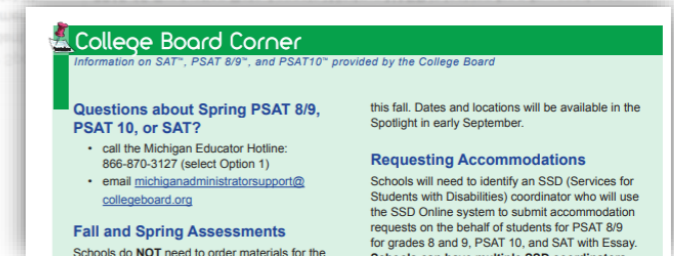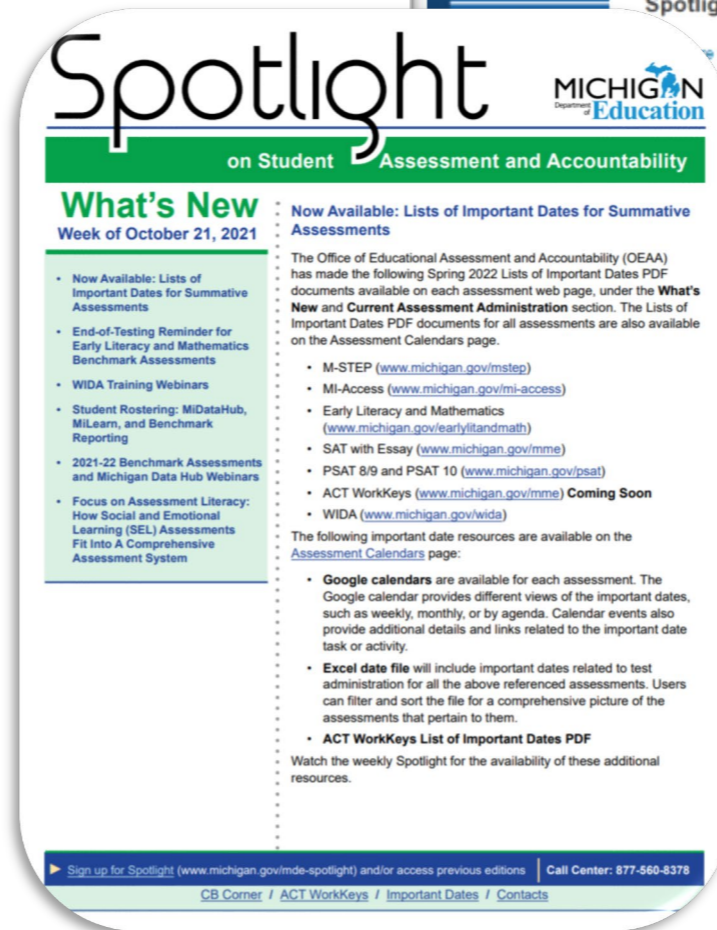
The College Board and MDE are here to support you.

- In addition to communication through the Spotlight, College Board and MDE provide the following supports throughout the school year:
  - Webinars
    - Registration links are available in Spotlight.
    - Recorded versions will be posted shortly after webinar occurs.
    - Participation is optional.
  - MDE has several resources available on their websites throughout the year for all assessments provided by the state.

Resource	Type	Date	Notes
Coordinator Implementation Handbook	PDF	October 2022	Reviews key activities to prepare your school for testing. Is available at www.Michigan.gov/mme and www.Michigan.gov/psat
Accommodations & Supports Handbook	PDF	October 2022	Detailed information about the process and policies for all College Board accommodations & supports. Is available at www.Michigan.gov/mme and www.Michigan.gov/psat
Accommodations & Supports Webinar	Webinar	December 6, 2022 11am-12:30 pm	Detailed information about the process and policies for accommodations & supports for Michigan-provided testing in spring.
Preparing for Test Day Webinar	Webinar	January 25, 2023 2-3:00 pm	Helpful information and frequently asked questions about preparing to administer the College Board assessments.
Postadministration Webinar	Webinar	March 29, 2023 9-9:30 am	Reminders for activities that are required once testing is complete, including how to return materials.
Online Training	On-Demand Modules	March 2023	Required training for test coordinators; modules available for proctors.

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PSAT 8/9 for grade 8

Comparison of M-STEP and PSAT 8/9

Comparison of M-STEP and PSAT 8/9 for grade 8

Content	M-STEP	PSAT 8/9
Pre-ID	Completed in OEAA Secure Site	Completed in OEAA Secure Site
Timing	Untimed	**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.
Testing Mode	Options Available	Paper/Pencil administration only
Test Day	Flexible	Unless absent, students are expected to test on the primary test day
Student Accommodations	No approval needed but must align with those documented in student's IEP or 504 plan.	Accommodations must be made in advance for 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.

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General Information

What's New for Spring 2023?

Spring 2023 Test Dates

Roles and Responsibilities of Test Staff

Updates and New Items for Spring 2023

Paper Administration (Reminder)

- The Spring 2023 SAT with Essay, PSAT 10, and PSAT 8/9 will remain paper-based tests. There is no option for digital testing this spring.

Off-Site Testing

- Coordinators must submit an off-site testing request only if they will be returning test materials directly from the off-site testing location.

Schoolwide Student List

- Master Student List is now referred to as the Schoolwide Student List in the testing manuals.

Translated Test Directions for English Learners

- Now available in Pashto and Ukrainian for SAT with Essay, PSAT 10, and PSAT 8/9.

Nonstandard Administration Report (NAR)

- Available to download in .csv format.
- The PSAT-related NAR and SAT NAR now have a consistent format.

NEW

Spring Test Administration

SAT with Essay Dates

- SAT with Essay will be one part of the Michigan Merit Exam which is required for 11th graders and eligible 12th graders.

- Students testing in a standard room will be required to test on a single day.

  - Primary test day: **April 12, 2023**

  - Makeup test day: **April 25, 2023**

- Schools will use a survey to request makeup test books.

- Will discuss accommodated testing in upcoming slides.

- For student eligibility questions, MDE has updated the *Who Must/Can Take the MME* document, available at www.Michigan.gov/mme.

Spring Test Administration

PSAT 8/9 for grade 8 Dates

- Grade 8 students are expected to test on the primary test day.

  - Primary test day: **April 12, 2023**

- Students absent on the primary test day can be flexibly scheduled to test in primary testing window.

  - Primary testing window: **April 13-18, 2023**

- The makeup window is for any student who was absent during the primary testing window or for students that need to retest due to an irregularity.

  - Makeup testing window: **April 25-26, 2023**

- Schools will use a survey to request makeup test books for PSAT 8/9.

  - Different test books will be used in the primary testing window and the makeup testing window.

- We will discuss accommodated testing in upcoming slides.

Spring Test Administration

PSAT 10 and PSAT 8/9 for grade 9 Dates

- Unless absent, students taking the PSAT 10 or PSAT 8/9 for grade 9 are expected to test on a primary test day that is chosen within the primary testing window.

  - Primary testing window: **April 12-18, 2023**

  - Schools can choose which date within the window works best for them as the primary test day.

    - Schools can elect to administer the test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day.

    - The remaining days in the primary testing window can be used for students absent on the primary test day.

- The makeup window is for any student who was absent during the primary testing window or for students that need to retest due to an irregularity.

  - Makeup testing window: **April 25-26, 2023**

- Schools will use a survey to request makeup test books for PSAT 10 and PSAT 8/9 for grade 9.

Accommodated Testing Window

Accommodated Testing Window: April 12-25, 2023

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

2023 Testing Dates Summary

Assessment	Primary Test Date/Window	Makeup Test Opportunities	Accommodated Testing Window*
PSAT 8/9 for grade 8	April 12 April 13-18	April 25-26	April 12-25
PSAT 8/9 for grade 9	April 12-18	April 25-26	April 12-25
PSAT 10	April 12-18	April 25-26	April 12-25
SAT with Essay	April 12	April 25	April 12-25

*only for students designated to test in the accommodated window

Roles and Responsibilities of Testing Staff

- **Test coordinator**: Responsible for all aspects of the administration at the school

- **Backup test coordinator:** Responsible for the administration if the test coordinator is not available

- **SSD coordinator**: Responsible for requesting accommodations for students with disabilities and supports for English learners

- **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

Roles and Responsibilities of Testing Staff

Test Coordinator

The **test coordinator** is responsible for all aspects of the administration at a school, including:

- Preparation activities
    - Planning rooms and identifying staff to serve as **proctors, room monitors,** and **hall monitors** for test day
    - Receiving, inventorying, and securing test materials

- Activities on test day include:
    - Distribution of materials
    - Monitoring of all test day activities and staff
    - Packaging and returning test materials
    - Completing all necessary forms

- The test coordinator may choose to enlist the aid of others at the school to help with test day planning and set-up.
    - The test coordinator will remain the main contact and receive communications from the College Board.
    - The test coordinator should coordinate with the SSD coordinator to ensure that students with disabilities and English learners are planned for appropriately.

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 and planning for English learner supports for all students who request them.
- 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 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 English learner (EL) coordinator to help plan for testing students with EL supports.

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Roles and Responsibilities of Testing Staff

Proctor

Each room requires one **proctor** who is responsible for managing all activities that happen in the testing room as well as administering the test and monitoring test-takers to ensure a fair administration.

Roles and Responsibilities of Testing Staff

Room Monitor and Hall Monitor

The **room monitor(s) and hall monitor(s)** are responsible for assisting the test coordinator and proctor.

- Room monitors help set up the testing area and monitor testing.

- Hall monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.

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.

- Proctors may not administer the test to any member of their family.

- 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 at (866) 870-3127 for guidance.

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Implementation Activities

1

Before Testing

Establishing School to Test
Pre-ID Students
Training & Determining Staff Needs
Accommodations & Supports
Shipments

2

During Testing

Prepare Your Schedule
Prepare Testing Rooms
Distributing Materials
Admitting Students

3

After Testing

Collecting Materials
Important Forms
Packing and Returning Materials
Ordering Makeup Materials
Score Reporting

Covered in this presentation

Covered in winter and spring presentations

Implementation Activities

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After Testing

Using 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:
  - Contact information for testing staff (email addresses listed are used to send emails)
  - Address to send testing materials

- **Review and update the testing staff in the EEM <u>at a building level</u> as soon as possible.**
  - If there is more than one person listed for a role, College Board will use the <u>most recent</u>.
  - If the information listed is correct, no action is needed.
  - If the information is incorrect, EEM should be updated by the district authorized user.

- 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 changes are made.

EEM for Testing Staff

- **If required, update 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** as necessary:

- Test Coordinators
  - SAT Test Coordinator
  - PSAT grade 10 Test Coordinator
  - PSAT grade 9 Test Coordinator
  - PSAT grade 8 Test Coordinator

- Backup Test Coordinators
  - SAT Backup Test Coordinator
  - PSAT grade 9/10 Backup Test Coordinator
  - PSAT grade 8 Backup Test Coordinator

- Services for Students with Disabilities Coordinators
  - SAT Services for Students with Disabilities Coordinator
  - PSAT grade 9/10 Services for Students with Disabilities Coordinator
  - PSAT grade 8 Services for Students with Disabilities Coordinator

EEM

Educational Entity Master

- To view school and contact information that will be provided to College Board, go to: 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"

-- OR --

- Use the *District and School Contact Page* under the *Assessment Registration* tab of the OEAA Secure Site to retrieve the name and contact information for your district authorized user.

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Confirm Email and Address in EEM

- Scroll to the bottom of the page

- Click "Details" to confirm email and address.

Nonpublic schools should contact nonpublicschools@michigan.gov to update EEM.

Where emails will be sent

Where test materials will be sent – must be the school address

Establishment Process

How College Board knows which schools are administering PSAT-related assessments or SAT with Essay

- All schools need a valid Attending Institution (AI) Code to administer College Board assessments.
  - Will also be referred to as school code (this is different than your Michigan-assigned building code)
  - Six digits, usually starts with 23
  - Purpose: Connects student data to the student's school

- To confirm your AI code:
  - Navigate to: https://collegereadiness.collegeboard.org/k-12-school-code-search
  - As establishment activities are completed, AI codes will be included in the Test Center Participation Page of the OEAA Secure Site.
  - Test coordinators will receive email confirmation of the AI Code in mid-December.

There are two general routes for establishment:

- Public School Process

- Nonpublic School Process

Establishment Process for Public Schools

Scenario 1

School has been automatically established to test and plans to test.

- No action is needed.
- Confirm in the Test Center Participation Page of the OEAA Secure Site that the school is established for each assessment.

Scenario 2

School has been automatically established to test and does not plan to test.

- Contact the Michigan Educator Hotline immediately at (866) 870-3127 to request to be unestablished.
- Be prepared to provide a reason for unestablishment.
- MDE will review the request and may make outreach for additional information.
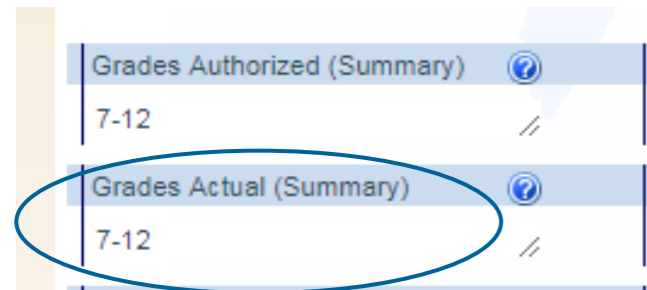
Scenario 3

School does not meet rules for automatic establishment.

- Respond to the intent to participate communication by November 21, 2022, to indicate your school's intent for each assessment. Confirm your participation status in the OEAA Secure Site once intent has been provided.
- If your intent is not to participate, indicate this to College Board so you can be removed from communications for the school year.

PSAT 8/9 for Grade 8 Establishment

Public Schools

- Public schools will be automatically established to administer PSAT 8/9 for grade 8 if:
  - The "actual grade" listed in EEM includes 8 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (PSAT 8/9 for grade 8 in 2022 and 2021).

  OR

  - The "actual grade" listed in EEM includes 8 **AND**
  - Your school is new in 2022-2023

PSAT 8/9 for Grade 9 Establishment

Public Schools

- Public schools will be automatically established to administer PSAT 8/9 for grade 9 if:
  - The "actual grade" listed in EEM includes 9 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (PSAT 8/9 for grade 9 in 2022 and 2021).

  OR

  - The "actual grade" listed in EEM includes 9 **AND**
  - Your school is new in 2022-2023

PSAT 10 Establishment

Public Schools

- Public schools will be automatically established to administer PSAT 10 if:
  - The "actual grade" listed in EEM includes 10 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (PSAT 10 in 2022 and 2021).

  OR

  - The "actual grade" listed in EEM includes 10 **AND**
  - Your school is new in 2022-2023

SAT with Essay

Public Schools

- Public schools will be automatically established to administer SAT with Essay if:
  - The "actual grade" listed in EEM includes 11 **AND**
  - Your school tested at least 5 students combined in the last 2 testing years (SAT with Essay in 2022 and 2021).

  OR

  - The "actual grade" listed in EEM includes 11 **AND**
  - Your school is new in 2022-2023

Establishment Process

Nonpublic Schools

- Must indicate intent to participate **every year for each assessment.**

- If you choose to administer the SAT, you must administer all parts of the MME (ACT WorkKeys and M-STEP).

- If you choose to administer the PSAT 8/9 for grade 8, you must administer the M-STEP.

- Roles should be identified or reviewed in EEM as soon as possible.
  - If you need to make updates, contact nonpublicschools@michigan.gov

- Using the contact information provided by MDE, College Board sent an email to all nonpublic schools requesting confirmation of their intent to participate in MME on November 4.
  - To confirm, call (866) 870-3127 or email michiganadministratorsupport@collegeboard.org
  - Provide your state-assigned district and building codes, the name of your school, and the assessments you plan to administer.
  - Must respond by **November 21, 2022,** or your school may not be able to administer the assessments.

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Intent to Participate Outreach

Public & Nonpublic Schools

- District assessment coordinators, principals, and test coordinators received an "intent to participate" email on November 4 if a school was not automatically established.
  - Includes all nonpublic schools
  - Certain public schools that did not meet the auto-establishment rules previously discussed.
- **ACTION REQUIRED**: Respond to the "intent to participate" communication, if received.
  - If schools do not respond by **November 21, 2022**, they may not be able to administer the assessments.
  - Follow the directions in the email even if you don't plan to participate so we can remove you from the communication list.
- MDE has a Test Center Participation Page in the OEAA Secure Site where schools can verify the assessments they are established for.
  - Establishment has begun and will continue on a rolling basis.
  - Participation will be updated in the OEAA Secure Site as new establishment activities occur.
- **Allow for potential updates.**
  - Contact the Michigan Educator Hotline at 866-870-3127 only if establishment information is not correct in the OEAA Secure Site by December 16, 2022.

Common Issues

Common issues that delay a school's establishment:

- Inaccuracies in the "actual" grades or coordinator information.

- The address associated with the coordinator record in EEM is inaccurate.

- Failing to respond to the intent to participate communication by the deadline.

- Making updates in EEM at the district-level instead of the building-level.

Implementation Activities

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Pre-ID in OEAA Secure Site

- Do **NOT** place orders directly in the College Board Test Ordering Site for the Spring 2023 Michigan-provided SAT with Essay, PSAT 10, or PSAT 8/9 for grades 8 and 9.
- College Board will determine your initial material order for the Michigan-provided assessments based on:
  - The number of students pre-ID'd to test in the OEAA Secure Site by **February 15, 2023**.
  - The number of students approved for accommodations via College Board's SSD Online System.
- If students are not pre-ID'd by **February 15, 2023**, you may not receive enough test materials and labels for test day.

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Pre-ID in OEAA Secure Site

You will receive materials based on the number of students pre-ID'd in OEAA Secure Site by the deadline.

- MDE will open the pre-ID window in OEAA Secure Site on January 4, 2023.
- Public school students will automatically be pre-ID'd based on fall count day enrollment if the school was established to test by January 4, 2023.
  - Nonpublic schools and public schools established after January 4, 2023, must pre-ID all students that are testing.

- Action required in January:
  - Log in to the OEAA Secure Site
  - Update the *Pre-ID Student Report* by unassigning students who will not test and assigning new students
- All updates must be completed by **February 15, 2023**, in order to receive pre-printed barcode labels.

Pre-ID (Barcode) Labels

- Labels and answer sheets will be shipped to schools for all students who were pre-ID'd by **February 15, 2023**.
  - For any students pre-ID'd after the deadline, schools **must** generate a label locally for the student from the OEAA Secure Site to be affixed to the answer sheet.
  - Valid barcode labels for the SAT with Essay, PSAT 10, and PSAT 8/9 will have the following elements:
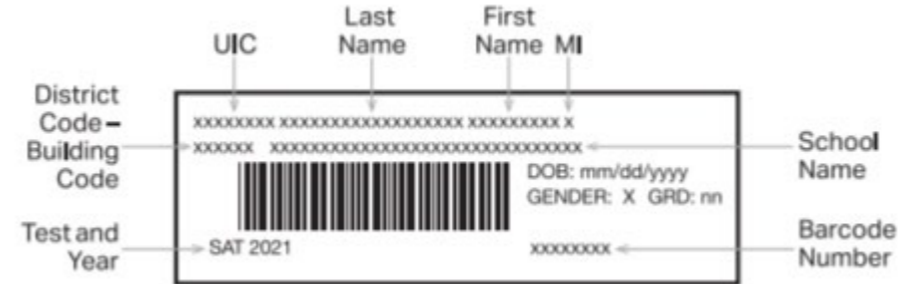
Pre-ID (Barcode) Labels

- With an increase in the number of student answer documents being returned without a barcode label or without a valid barcode label, MDE strongly emphasizes the following:
  - **Every student answer document for the SAT with Essay, PSAT 10, and PSAT 8/9 must have a valid barcode label attached for the answer document to be scored.**
  - Schools submitting answer documents without correct barcode labels may be subject to follow-up by MDE.

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Test Day Training

Available in Early March

Assessment security training is also required to be completed by OEAA.

- All testing staff are required to be trained.
- Training for test coordinators:
  - MDE requires test coordinators take online training every year for spring testing.
  - **There will be one Michigan training module that covers the SAT with Essay, PSAT 10, and PSAT 8/9.**
  - Coordinators will receive an email with a link to access the online training.
  - The training is approximately 45-60 minutes and is broken up into modules.
- Test coordinators are required to train other staff in some way.
  - Training proctors
    - Option 1: Forward the training email
      - There is a module specifically for proctors and administering the test
      - Approximately 20-30 minutes to complete
    - Option 2: Provide training in staff meeting or other way that works for your school
  - Training hall and room monitors
    - Training PowerPoint will be available for coordinators to show to room and hall monitors
  - Training SSD coordinators
    - Can either take the test coordinator training or the proctor training, depending on their test day role.
  - *Assessment Security Training is required by the OEAA for all staff participating in the administration of the assessments. See the Assessment Integrity Guide for more information on this requirement.*

Testing Manuals

Coordinators must read the manuals prior to test day.

Proctors should review the scripts prior to test day.

- College Board will provide a Michigan-specific manual for SAT with Essay, PSAT 10, and PSAT 8/9.
    - Schools can use the same PSAT 8/9 manual for 8th and 9th grades.
- 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 accommodated materials
    - Standard Testing Manual
        - Includes all test day scripts and information needed by proctors using standard timing
    - Accommodated Testing Manual
        - Includes test day scripts for proctors in accommodated rooms
- The PSAT 10 and PSAT 8/9 Coordinator Manuals include information for the coordinator AND scripts for proctors.

Planning for Staffing Needs

- The staffing needed for test day depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.

- Besides the policies regarding familial relationships, there are additional guidelines to consider:

  - Per MDE guidelines, test day staff should be licensed teachers or licensed education administrators employed by the district. If not available, then test day staff may be:

    - paraprofessionals or non-licensed administrative personnel employed by the district **-or-**

    - substitute teachers employed by the district for the purpose of administering the test.

  - Per College Board guidelines, test day staff cannot:

    - be employed by an outside test-prep company.

    - have taken the SAT within 180 days of the administration date.

Planning for Staffing Needs

- Once you determine the rooms you're using for testing and the number of students in each room, you can determine how many staff you need.

- Every testing room needs 1 proctor.

- For standard rooms with more than 34 students, assign additional room monitors to help.

- For accommodated rooms with more than 20 students, assign additional room monitors to help.

FOR EACH STANDARD TESTING ROOM

Number of Students	Number of Room Monitors Needed
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH ACCOMMODATED TESTING ROOM

Number of Students	Number of Room Monitors Needed
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

NUMBER OF HALL MONITORS NEEDED

Number of Rooms	Number of Hall Monitors Needed
1–5	1
6–10	2
11–15	3
16–20	4
More than 20	5+ (1 monitor for each additional 5 rooms)

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Requesting Accommodations

- All accommodations for the Michigan-provided assessments in spring (PSAT 8/9 for grades 8 and 9, PSAT 10, and SAT with Essay) **<u>must</u>** have prior approval and be requested through the College Board Services for Students with Disabilities (SSD) Online system.

- Most requests are approved automatically 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.

- Schools should designate an SSD coordinator that has access to SSD Online and submits requests on behalf of students.
  - Schools can have multiple SSD coordinators to submit requests.

Requesting Accommodations

- 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.

- These requests will be processed through school verification allowing the SSD Coordinator to provide the answers to the following questions when submitting requests for students:
  - Is the requested accommodation in the student's plan?
  - Is the student consistently using this accommodation for school tests?

Accommodations

More information about the differences between College Board-approved and state-allowed will be discussed in the Accommodations & Supports Webinar on December 6.

There are two categories of accommodations:

- College Board-approved accommodations
  - Require preapproval
  - Result in college and scholarship reportable scores
  - Used for students with diagnosed disabilities documented in a 504 or IEP
  - Window to apply: **Now to February 21, 2023**

- State-allowed accommodations
  - Require preapproval
  - Are automatically approved and require no documentation
  - Do NOT result in college and scholarship reportable scores
  - Must be applied for every year
  - Recommended for 8th grade
  - Window to apply: **The week of January 9, 2023, to February 21, 2023**

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Accessing SSD Online

New SSD Coordinators

> The primary SSD Coordinator identified in EEM is used for communication purposes only.
>
> SSD Coordinators must also request access to SSD Online to submit requests.

- To access the SSD Online system, the new SSD coordinator will need to request access:
  - Create a College Board Professional Account
  - Complete the SSD Coordinator Form, found on www.collegeboard.org/ssd
  - SSD coordinators will receive an email in approximately 3-5 days with instructions on how to access SSD Online.
    - May take longer to receive instructions based on peak times.
  - You may have multiple SSD coordinators, but only 1 can be identified as the primary SSD Coordinator in the EEM.

- Accommodation requests may begin once you receive access to SSD Online.

- Test coordinators that also would like to have access to SSD Online can complete the same steps. Before requesting access, consider your district policy regarding student privacy when accessing information for students with disabilities.

Students with Prior Approvals

Students with prior approvals in SSD Online that no longer qualify due to a change in their IEP or 504 MUST have those accommodations removed from the system.

For students who had College Board-approved accommodations in Spring 2022:

Spring 2022	Spring 2023	Action
School A	School A	Confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate in SSD Online. Re-application is not necessary.
School A	School B	The student must be transferred to the new school in SSD Online. Then confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate.

For students who had state-allowed accommodations in spring 2022:

- Determine if state-allowed accommodations or College Board-approved accommodations are appropriate.
- Re-apply for state-allowed accommodations or start a new request for College Board-approved accommodations, as necessary.

English Learner Supports

Scores will be college and scholarship reportable

⊘ EL Supports are not currently available for PSAT/NMSQT, weekend SAT testing or AP testing

Students can use translated test directions and/or approved word-to-word bilingual dictionaries without approval.

- Translated test directions for designated languages are in PDF format and must be printed by the school ahead of test day.
  - Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, Vietnamese

- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.

- Approved dictionary list is available at https://digitaltesting.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf.

English learners can be provided with time and one-half for the Michigan-provided assessments.

- Although not an accommodation, students must be identified in SSD Online in order to receive correct testing materials.

- Students will be automatically approved, and no documentation will be required.

- Time and one-half for English learners must be requested each academic year.

Criteria for determining who may benefit from EL supports can be found in the *Supports & Accommodations Guidance Document* posted at www.Michigan.gov/mme and www.Michigan.gov/psat.

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Shipments

- Test coordinators will receive distinct shipments **for each grade** in preparation for testing.

- Each shipment may come in multiple boxes. For instance, standard materials will be packaged separately from accommodated materials for the preadministration and test material shipments.

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit (CPK)	Sample set of manuals Each school will receive one CPK that includes a sample set of manuals for all assessments (SAT, PSAT 10, PSAT 8/9 for grade 9 and PSAT 8/9 for grade 8). If you are not administering a particular assessment(s), discard those manuals.	Early March
Preadministration Materials	Answer sheets, pre-ID labels, student answer sheet instructions, student guides, full set of manuals	Mid to Late March
Primary Test Materials	Test books to be used on the primary test day/window and accommodated testing window, return materials	Mid to Late March
Makeup Test Materials	Test books to be used on the makeup day/window, return materials	Late April

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Considerations for Planning

- Coordinators should work with the principal and other staff to think about planning for the following:
    - Scheduling a preadministration session prior to test day
    - Preparing materials for the preadministration session for test day
    - Preparing the Schedule for test day

CollegeBoard

Scheduling a Preadministration Session

- The tasks of the preadministration session include:
  - Bubbling in all required information for scoring (name, date of birth, UIC as student ID number)
  - Allowing students to opt into Student Search Service (SAT, PSAT 10) and complete the optional questionnaire
  - Identifying where the student's four free score reports are to be sent (SAT only)

- While scheduling a preadministration session for SAT with Essay, PSAT 10, and PSAT 8/9 prior to test day is always optional, it is highly recommended, but all parts of the preadministration session can be completed on test day, if needed.

- Prior to conducting the preadministration session, pass out a copy of the applicable SAT School Day, PSAT 10, or PSAT 8/9 Student Guide to each student.
  - Student guides provide information about the test and explain how student data is used.
  - If you choose not to hold a preadministration session, ensure students have a copy of this guide prior to test day.

Preadministration Session

SAT with Essay and PSAT 10

To prepare for the preadministration session:

- Affix pre-ID labels to the front of student answer sheets.
- Identify which students have parental consent to complete the optional questionnaire and opt into Student Search Service.
- Students will use copies of the SAT School Day or PSAT 10 *Student Answer Sheet Instructions* during the session.
- Estimated time to complete preadministration:
  - 45-60 minutes if students complete the questionnaire for SAT
  - 25-35 minutes if students complete the questionnaire for PSAT 10

Student Search Service®

SAT with Essay and PSAT 10

- The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.

- By opting into the Student Search Service and completing the optional questionnaire, students are allowing the College Board to share personal information, such as college preferences and plans for the future, with colleges and scholarship organizations.

- This will provide students with information about:
  - Colleges and universities that match the student's academic interests
  - Financial aid and scholarships, helping deserving students to access the assistance they are eligible to receive
  - Academic majors, courses, and degree options

Student Search Service®

SAT with Essay and PSAT 10

- College Board shares student data with eligible colleges, universities, and scholarship and educational opportunity programs that have signed an agreement to communicate with students only for the purposes listed on the previous slide.
  - These entities most often connect with students based on expected graduation date, cumulative grade point average (GPA), score range, and intended college major, as indicated on the questionnaire.

- Opting into Student Search Service is not available for PSAT 8/9.

CollegeBoard

Student Search Service and Consent

SAT with Essay and PSAT 10

- Students who are under the age of eighteen and are participating in the Michigan-provided SAT with Essay or PSAT 10 will need parental consent to opt into the Student Search Service and to complete the optional questionnaire.

- 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) and PSAT web page (www.michigan.gov/psat) for schools to use if they choose.

- Consent forms should remain at the school for 3 years and do not need to be returned to College Board.

- Consent only needs to be obtained once.

CollegeBoard

Online Option

- Students may opt into Student Search Service and complete the online questionnaire (http://studentsearch.collegeboard.org) outside of school day testing.

- Schools must notify parents if students are encouraged, by the school, to complete this process online.
  - A College Board flyer, *Connect with Colleges: Student Search Service*, is available for distribution to parents on the MME and PSAT web pages under Parent/Student Information.
  - Parents may learn more at the College Board Privacy Center (https://about.collegeboard.org/ privacy-center).
  - Districts and schools can also find additional guidance on parental consent from the U.S. Department of Education on the MME and PSAT web pages.

- Students who complete the optional questionnaire and opt into Student Search Service online must still bubble in all required information for scoring (Name, Date of Birth, UIC as Student ID Number) prior to starting the test.
  - For additional information on Student Search Service, see the *Student Search Service Guidance* document on the MME web page under College Entrance Assessment and on the PSAT web page under Current Assessment Administration.

Online Option

Directions for Students

- Go to http://studentsearch.collegeboard.org and login using your College Board student account information.
  - Create a College Board student account, if necessary.
  - Select **Connect Now** and follow the prompts.
  - Students can complete the online option and update their information at any time.
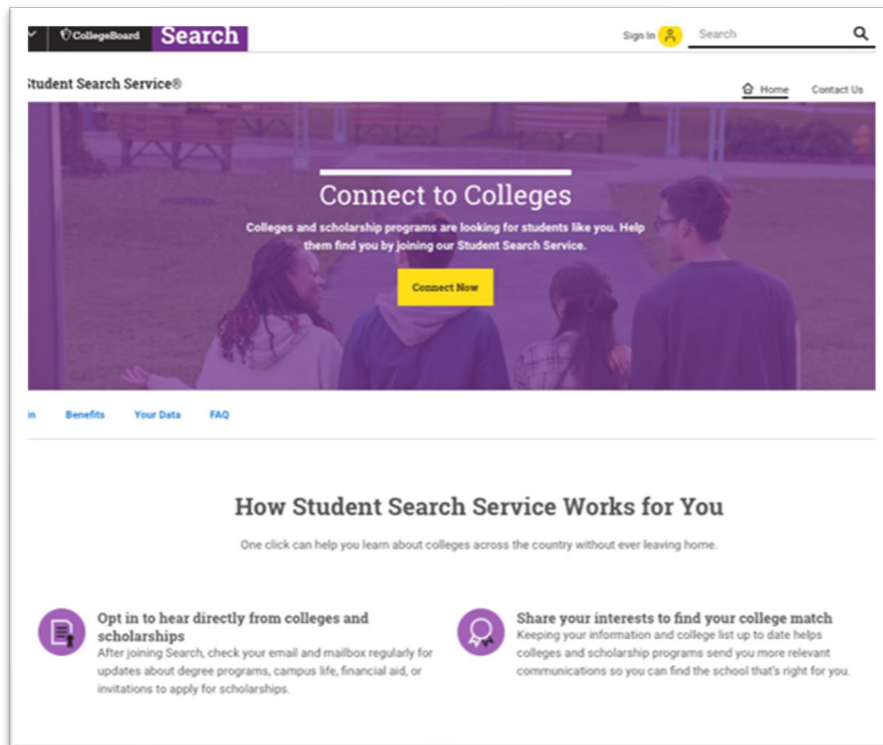
Score Sends for SAT with Essay

- Students can send their SAT scores to colleges, universities, and scholarship programs by bubbling codes on their answer sheet.

- The *Student Answer Sheet Instructions* have the list of codes.

- Students do NOT need parental consent to submit their score sends; all students taking the SAT should be encouraged to complete this portion on their answer sheet.
  - If students complete the online questionnaire, they will still need to identify their score sends on their answer sheet.
  - Students can submit additional score sends from their College Board account for a fee.
  - Low-income students have unlimited free score sends from their College Board account.

Preadministration Session

PSAT 8/9 for grades 8 and 9

- Students will NOT complete **any** of the optional questions for PSAT 8/9.
  - They will only bubble the required elements on their answer sheet (Name, Date of Birth, and UIC as their student ID number).
  - No consent is necessary since students are not completing any optional questions.
  - Student Answer Sheet Instructions are not necessary and will not be sent.
- Schools can determine if the required bubbling needs to occur prior to test day during a preadministration session or can be completed on test day.

Flexible Start Times

College Board permission to start later is not required.

Schools can start testing earlier and/or later than usual and split their students across multiple testing groups:

- All requirements for timing and breaks still apply, and all testing must be completed within the same school day (unless students are approved for a multiday testing accommodation).

- No group of students can begin testing after another group has completed the test.

- Mobile phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.

- Schools can use flexible start times when testing groups of students taking the same assessment or taking different assessments.

- Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at a time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. You may allow students to consume snacks and drinks while standing behind their desks (away from test materials).

- Assign rooms for separate overlapping testing groups in different areas of the school building to limit contact between students.

Administration Timing

SAT with Essay

- Schools should plan for approximately 5 hours of testing, including test day administrative activities, testing, and break times.
  - The schedule below does not include passing out test booklets or other test day administrative activities such as completing the optional questionnaire or identifying score sends.
  - If schools decide to offer the 30-minute optional lunch break between the Math (with calculator) section and Essay, be sure to add this time to the schedule to account for the lunch.

SAT with Essay	SAT with Essay (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Book collection/ Essay distribution	15
Essay	50
Total (hours, minutes)	4 hours 22 minutes

Administration Timing

PSAT 10 and PSAT 8/9 for grades 8 and 9

- Plan for approximately 3 hours for PSAT 8/9 and 3½ hours for PSAT 10 to account for test day administrative activities, testing, and break times.
  - The schedule below does not include passing out and collecting test booklets or other test day administrative activities.
- 8th and 9th graders cannot test together.
- The optional lunch break is not applicable for PSAT 10 or PSAT 8/9.

PSAT	PSAT 10 (in minutes)	PSAT 8/9 (in minutes)
Reading	60	55
Break	5	5
Writing and Language	35	30
Math (no calculator)	25	20
Break	5	5
Math (with calculator)	45	40
Total Testing Time	2 hours 55 minutes	2 hours 35 minutes

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Planning for Testing Rooms

- The size of the cohort testing and the size of rooms used for testing will determine number of rooms needed.

- Options for rooms include:
  - Larger spaces, such as auditoriums and gymnasiums
  - Smaller spaces, such as classrooms

- Testing rooms should:
  - Be separate from other classes on different schedules or taking different assessments;
  - Minimize noise and other disruptions when classes or other assessments break;
  - Be in an area with minimal noise/distractions from outside the building;
  - And have access to restrooms.

CollegeBoard

Seating and Furniture Requirements

- Use chairs with backs.

- Face seats in the same direction.

- Place chairs directly behind those in the preceding row.

- Separate each student by a minimum of 3 feet from right to left (measure from center of desks).

- Two students can be seated at a table that is at least 6 feet long.

- Ensure unimpeded access to every student by staff.

- Provide a large, smooth writing surface, preferably desks or tables.

- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.

- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

Off-Site Testing

NEW

If needed, off-site requests must be submitted by **January 20, 2023.**

If off-site testing is needed after the deadline, contact the Michigan Educator Hotline for additional return materials.

- Most schools participating in the Spring 2023 Michigan-provided assessments will use their schools as the test location.
  - However, if you need more space – or if, for example, your school is a virtual school, you may request an off-site testing location.

- **New for Spring 2023**: Coordinators only need to submit an off-site testing request **if they will be returning test materials directly from the off-site testing location**. If the off-site test coordinator will be sending test materials back to the Pre-ID'ing school so the school can return all materials together, an off-site testing request is not needed.

- Go to: www.sat.org/offsiterequest for both SAT and PSAT-related requests.

Final Information

Tasks to Complete

Resources

Tasks to Complete

Tasks to complete between now and the end of 2022:

- Ensure EEM is updated and accurate as soon as possible at the building level.

- Respond to the intent to participate communication, if you received it, by November 21, 2022.

- If you didn't receive an intent to participate communication, verify in the Test Center Participation Page in the OEAA Secure Site that your school is established to participate in the appropriate assessments by December 16, 2022.

- Submit an off-site testing request, if needed, by January 20, 2023.

- Request access to SSD Online, if needed.

Thank You!

Resources

- MDE Websites
  www.michigan.gov/mme for MME and SAT with Essay information
  www.michigan.gov/psat for PSAT 10 and PSAT 8/9 information

- Michigan Educator Hotline
  (866) 870-3127 or email
  michiganadministratorsupport@collegeboard.org

- Contact the Michigan Field Team
  Kari Anama   kanama@collegeboard.org
  Ted Gardella tgardella@collegeboard.org

- Spotlight on Student Assessment and Accountability online
  newsletter