

Postadministration Activities

Michigan SAT[®] with Essay

PSAT[™] 10

PSAT[™] 8/9 for Grades 8 and 9

Spring 2023

Coordinator Report Form (CRF)

REQUIRED FORM

- **CRFs will be returned separately for each assessment and grade**
 - CRF for SAT with Essay
 - CRF for PSAT 10
 - CRF for PSAT 8/9 for grade 8
 - CRF for PSAT 8/9 for grade 9
- The coordinator is responsible for completing the CRF.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- Districts/schools cannot make copies of this form. Keep it in a safe place once it arrives.

Testing Room Materials Report

REQUIRED FORM

- 1 per testing room—can be photocopied, if needed.
- The purpose of this form is a “materials receipt” to follow chain of custody from coordinator to proctor on test day and back to the coordinator once testing is complete.
- Return a copy of the SAT testing room materials report.
- Keep the PSAT 10 and PSAT 8/9 testing room materials reports in your records.

Packing Answer Sheets

- Schools need to return answer documents separately for each **grade**.
 - **Examples:**
 - Do **NOT** return SAT answer sheets in the same box with PSAT 10 answer sheets.
 - Do **NOT** return PSAT 8/9 answer sheets for grade 8 in the same box as PSAT 8/9 for grade 9. They **must** be treated as separate assessments.
- There are detailed diagrams in the manuals to help assist Coordinators with packing boxes/envelopes.

Packing Answer Sheets

- Schools will receive either a white carton (box) or express envelope to return answer sheets, depending on the size of the school.
- The carton or envelope will have a UPS shipping label and a colored label that is specific to the assessment.
 - SAT answer sheets completed on 4/12, 4/25 – Olive
 - SAT answer sheets completed in the accommodated window – Orange
 - All PSAT 10 answer sheets label – Yellow
 - All PSAT 8/9 answer sheets label – Pink



Answer Sheet Return Carton/Box































Answer Sheet Return Express Envelope

Packing Answer Sheets

Test Materials Diagram


- Click [here](#) to access the test materials diagram.

Spring 2023 Testing Materials

	SAT®				PSAT™ 10			PSAT™ 8/9		
Testing Room	Standard Room	Accommodated Testing on Primary Test Day	Accommodated Testing in the Accommodated Testing Window	Accommodated Testing with State-Allowed Accommodations	Standard Room	Accommodated Testing Room	Accommodated Testing with State-Allowed Accommodations	Standard Room	Accommodated Testing Room	Accommodated Testing with State-Allowed Accommodations
Test Books										
Answer Sheets										
Manuals										
Answer Sheets Return Labels										
Test Book Return Labels										

What goes in the white accommodated envelope?

- When packing answer sheets, all answer sheets for any student who is listed on the NAR should be placed in the white accommodated envelope for return.
 - This includes English learners testing with time and one-half.
- **ONLY** include answer sheets for students on the NAR who tested with accommodations or English learners (ELs) who used time and one-half.
 - CB assumes that all answer sheets returned in this envelope tested with an accommodation or extended time support for English learners.
 - If an answer sheet is included for a student that did NOT test with an accommodation or EL extended time, the student's score will be placed on hold for using an unapproved accommodation or support.



SAT[®] School Day
Accommodated Testing Envelope

SAT School Day Answer Sheets Used by Students Listed on the NAR

School (AI) Code

School Name

City and State

Administration Date
☐ October 16, 2019 ☐ March 4, 2020 ☐ April 14, 2020
☐ October 30, 2019 ☐ March 25, 2020 ☐ April 28, 2020

Answer sheets enclosed are for (mark only one):
☐ I am returning accommodated answer sheets for the date marked above.
☐ I am returning accommodated answer sheets for students testing during the accommodated window.


Include only the following items in this envelope in this order:

1. Annotated NAR (required for scoring).
2. Used answer sheets (standard or large-block), for students listed on the NAR.
3. Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets.
4. Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets.

Do NOT return answer sheets for students who aren't listed on the NAR in this envelope.

Follow instructions in your SAT School Day Coordinator Manual for packing your used testing materials in the return box.

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How do I return my test books?

REMINDER Schools must return all SAT and PSAT-related test books.

- **Returning SAT and PSAT Test Books**
 - Reuse the boxes your test materials arrived in to return test books
 - Loose UPS labels are included in the shipment with the header “TB Returns” – apply one label to each box
 - Return test books separately for each assessment. **Note:** Grade 8 and grade 9 test books should be returned separately.



Image of loose UPS label that needs to be affixed to outside of box

Returning Materials for SAT with Essay

- The Coordinator Manual has a chart on what to return, what to keep, and what to destroy.

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE			
Test Materials	Return	Keep Copies for Your Records	Destroy
CRF	Yes—in answer sheet return shipment	Yes	No
Used answer sheets containing student responses to test questions	Yes—in answer sheet return shipment	No	No
Used answer sheets containing student responses to test questions (regular and large block) for students listed on the NAR	Yes—in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Blank unused answer sheets	Yes—in test book return shipment after makeup testing is complete	No	No

When Testing on April 12 is Complete	Reminder
Keep extra answer sheets, pre-ID labels, and manuals	Use these for the makeup date.
Keep blue or green test books	These can be used for the accommodated testing window; return when testing is complete.
Return ALL purple test books	You will get new ones for the makeup date.

Returning Materials for PSAT 10 and PSAT 8/9

- The Coordinator Manual will have a chart on what to return, what to keep, and what to destroy.

When the Primary Testing Window (April 12-18) is Complete	Reminder
Keep extra answer sheets, pre-ID labels, and manuals	Use these for the makeup testing window.
Keep all PSAT 10 and PSAT 8/9 test books that need to be used for the accommodated testing window.	Securely store these until all students in the window are finished testing.
Return all PSAT 10 and PSAT 8/9 test books that were used in the primary testing window.	You will get new ones for the makeup testing window.

When should I return my SAT materials?

Return	Testing Materials to Include	When to Schedule
Return #1	Test books and used answer sheets for all students who finish testing on April 12	No later than April 13
Return #2	Test books and used answer sheets for any students who finish testing in the accommodated window	Once all students who are eligible to test in the window have completed testing but no later than April 26
Return #3	Test books and used answer sheets for all students who test on April 25	No later than April 26

When should I return my PSAT materials?

Return	Testing Materials to Include	When to Schedule
Return #1	Test books and used answer sheets for all students who finish testing in the primary testing window.	Once all students have finished testing, but no later than April 19.
Return #2	Test books and used answer sheets for any students who finish testing in the accommodated window.	Once all students who are eligible to test in the window have completed testing, but no later than April 26.
Return #3	Test books and answer sheets for all students who test during the makeup testing window.	Once all students have finished testing, but no later than April 27.

Shipping Materials

- UPS return shipments will not be pre-arranged.
- If UPS makes regular stops at your school, you can provide any packed boxes to them during their pickup.
- If UPS doesn't make a daily stop at your school, schedule a pickup at [ups.com](https://www.ups.com), or call 800-PICKUPS (800-742-5877).
- Make sure to use the tracking number printed on the pre-applied answer sheet return labels when scheduling pickups.
- Multiple boxes can be provided per pickup (you don't need to schedule a pickup for each assessment).
- You can also take packages to any UPS counter, but don't place materials in a UPS drop box.
 - You must hand them directly to a UPS driver or UPS counter employee, so you have a chain of custody for the shipment.
- Detailed instructions to arrange a pickup on [ups.com](https://www.collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf) can be found at www.collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf
- All answer sheets must be shipped by **April 28, 2023**
 - Answer sheets returned after this date will not be scored.

Ordering Makeup Materials

- Test coordinators will receive an email on April 11.
- The email will contain a link to a survey to assist in determining makeup materials.
- There will be a separate survey for SAT, PSAT 10, and PSAT 8/9 for grade 8 and PSAT for grade 9.
 - Coordinators must respond for each assessment.
 - **Deadline: April 14, 2023**
 - If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.
- Although the entire primary window does not end until April 18, the deadline to submit the survey is still April 14. Provide a best estimate of how many makeup test books you will need for PSAT 10 and PSAT 8/9.

Answer Document Verification Window

- MDE's answer document verification process in the OEAA Secure Site provides a way for schools to verify that all answer documents have been received and processed by College Board.
 - Also gives districts and schools the ability to submit a reason why a student did not complete one or more of the required tests or content areas.
 - This information is reviewed for a possible accountability exemption and is also included in required federal reporting.
- Once this review period is over, no additional issues will be accepted.
- Look for more information in Spotlight this spring.

Score Release

TENTATIVE

- Student scores are scheduled to be released to their College Board accounts in May 2023.
- Scores will be released to educators via the College Board K-12 score reporting portal based on school verification and appeals made during the Answer Document Verification window on the OEAA Secure Site.
 - This will likely occur in June 2023.
 - No changes can be made for students in the K–12 score reporting portal once the Answer Document Verification window activities are complete.
- PSAT 10 and PSAT 8/9 are not disclosed forms.
 - Questions and answer choices will not be available in the reporting portal for PSAT 10 or PSAT 8/9.
 - Questions and answer choices will still be available for SAT with Essay for students that test on April 12.
 - Educators can access the College Board SAT Suite Test Bank (<https://collegereadiness.collegeboard.org/educators/k-12/sat-suite-question-bank>) to explore over 3,500 sample test questions for PSAT-related assessments and SAT.

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
- Weekly Spotlight on Student Assessment and Accountability Online Newsletter