

# Preparing for Test Day

**Michigan SAT<sup>®</sup> with Essay**

**PSAT<sup>™</sup> 10**

**PSAT<sup>™</sup> 8/9 for Grades 8 and 9**

**Spring 2023**

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# Spring Test Administration

## SAT with Essay Dates

SAT with Essay will be one part of the Michigan Merit Exam which is required for 11<sup>th</sup> graders.

The Essay is still required for all students taking the SAT.

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

- Initial test day: **April 12, 2023**
- Makeup test day: **April 25, 2023**

Will discuss accommodated testing in upcoming slides.

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# Spring Test Administration

## PSAT 8/9 for Grade 8 Standard Testing 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 12-18, 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 must use a survey to request makeup test books for PSAT 8/9.**

- Different test books must be used in the primary testing window and the makeup testing window or scores will be invalidated.

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# 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 a primary testing window.

- Primary testing window: **April 12-18, 2023**
- Schools can choose which date within the window that 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 must use a survey to request makeup test books for PSAT 8/9 and PSAT 10.**

- Different test books must be used in the primary testing window and the makeup testing window or scores will be invalidated.

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# Accommodated Testing Window

## Accommodated Testing Window for SAT: **April 12-25, 2023**

- 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.

## Accommodated Testing Window for PSAT 10 and PSAT 8/9: **April 12-25, 2023**

- **All** students with approved accommodations taking the PSAT 8/9 for Grades 8 and 9, and the PSAT 10, can flexibly be scheduled anytime in the accommodated testing window.
- Students will use the test books from the primary testing window throughout the accommodated testing window. Makeup materials will not be ordered for these students.

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# Training

**MDE requires training each year for test coordinators.**

**1. Assessment security training provided by OEAA:**

Review the [Assessment Integrity Guide](#), starting on page 11, for guidelines on how to access this training and how to train other staff.

**2. College Board required online training:**

There will be one Michigan training module that covers the SAT with Essay, PSAT 10, and PSAT 8/9. Completion of previous trainings does not count for this spring's training.

Coordinators received an email with a link to access the online training on March 1, 2023. If the email was not received, coordinators can access it directly from <http://professionaltraining.collegeboard.org>. A College Board account is required.

The training takes approximately 45-60 minutes to complete and is broken up into modules.

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# Training

Test coordinators are required to train other test day staff in some way for the SAT Suite of Assessments. Test coordinators can use staff meetings, for example, to train all staff or provide the following options:

## Training proctors

- **Option:** Forward the College Board training email or URL to test proctors
- There is a module specifically for proctors and how to administer the test
- Takes approximately 20-30 minutes to complete

## Training hall and room monitors

- **Option:** PowerPoint is available on the MDE webpages to provide to monitors

## Training SSD coordinators

- **Option:** Take the test coordinator training or proctor training, depending on test day role.

# Organizing Test Materials

A diagram is posted to the MDE webpages to help you organize your materials once they arrive at your school the week of March 20, 2023.



## 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										

NOTE: SAT test books for use on the primary test date and the accommodated testing window will have a teardrop on the cover. SAT test books for use on the makeup test date will have a sun on the cover.

NOTE: PSAT 10 test books for the primary testing window and accommodated testing window will have a sun on the cover. PSAT 10 test books testing with state-allowed accommodations will have a heart on the cover. PSAT 10 makeup test books will have an hourglass on the cover.

NOTE: PSAT 8/9 test books for 8th graders in the primary and accommodated testing window will have an apple on the cover. PSAT 8/9 test books for 9th graders in the primary and accommodated testing window will have a crescent on the cover. PSAT 8/9 test books for both grades in the makeup testing window will have a flower on the cover.



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# Distributing Materials

We suggest creating testing room packets or kits.

- Use plastic tubs or boxes to organize materials for each testing room.
- Include materials such as:
  - Roster of students in the room
  - Copy of the NAR, if testing students with accommodations
  - Pre-labeled answer sheets
  - Test books
  - Extra pencils and calculators
  - Copies of translated test directions for students that need them
- The Coordinator Manual will have a full list of recommended items.

When organizing test books:

- SAT test books are differentiated by color
- PSAT 10 and PSAT 8/9 test books are differentiated by shapes

# How do I know what color test book a student will use?

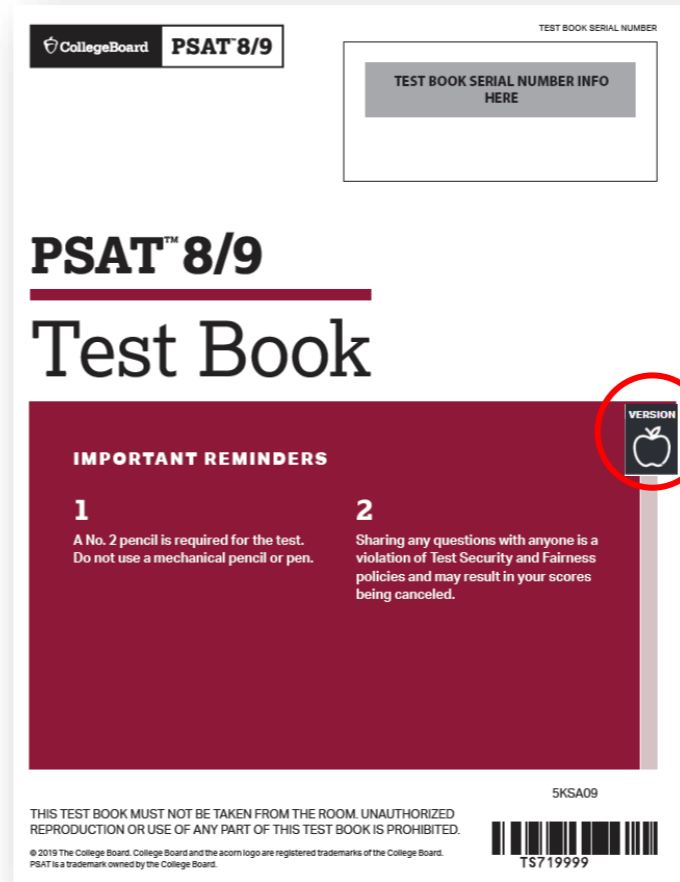
Check the NAR for all SAT students testing with accommodations and what color test book they should use.

**PSAT 10: ORANGE** (standard or in accommodated window) or **GREEN** (State-allowed only)

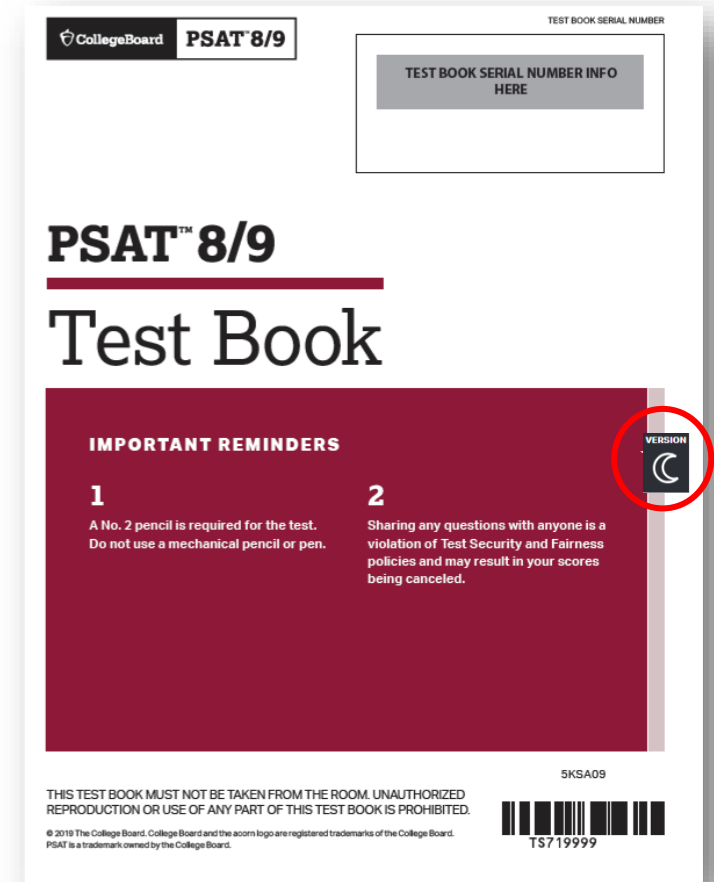
**PSAT 8/9: RED** (standard or in accommodated window) or **GREEN** (State-allowed only)

- There are 3 colors of SAT with Essay test books.
- Students use **PURPLE** books if they are testing under the following conditions:
  - In standard or accommodated rooms required to test on April 12 or April 25
  - Using 14-pt large print, small group, extended breaks, extra breaks, four-function calculator on the math-no calculator section, permission to test blood sugar, large block answer sheet, and more.
- Students use **BLUE** books if they are testing under the following conditions:
  - In accommodated rooms during the accommodated testing window
  - Using human reader, pre-recorded audio (MP3 via streaming), double time for reading, time and one-half for reading, breaks as needed, 20-pt large font or larger, braille, and more.
- Students use **GREEN** books if they are testing under the following conditions:
  - Using any state-allowed accommodations.

# How do I differentiate between PSAT 8/9 test books for Grade 8 and Grade 9?



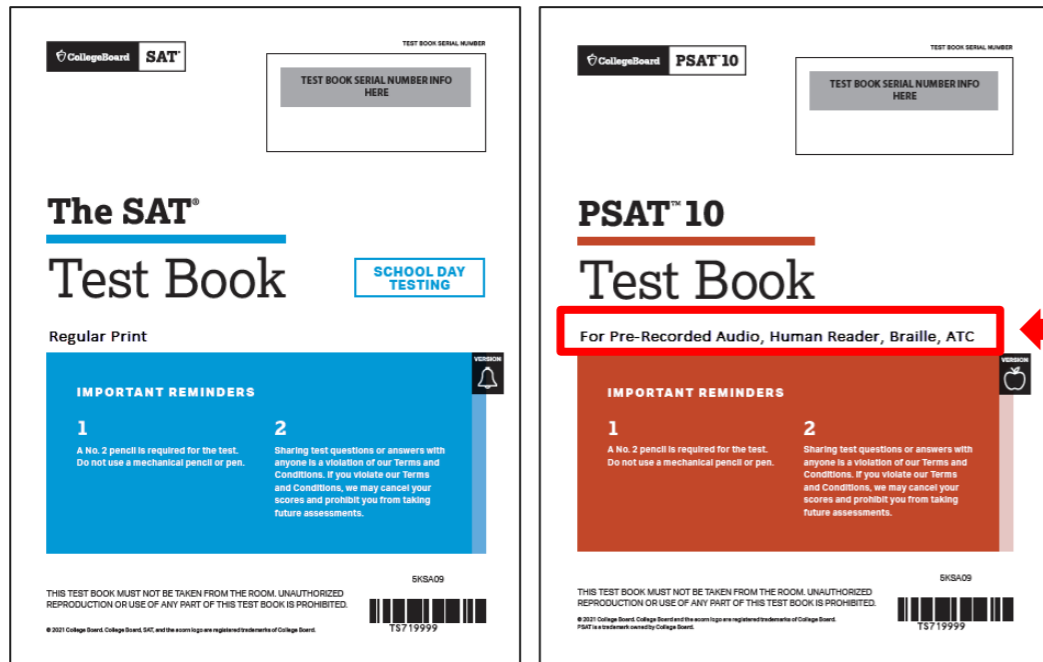
Grade 8 test books for primary testing window and accommodated testing window = Apple



Grade 9 test books for primary testing window and accommodated testing window = Crescent










# Test Book Usage for Pre-Recorded Audio

- Students who are approved for pre-recorded audio must use a test book that corresponds with the audio files presented to the student.



- For students taking SAT with Essay and pre-recorded audio: students must use a blue test book.
- For students taking PSAT 10 or PSAT 8/9 and pre-recorded audio, students must use a subtitled test book that says, “For Pre-Recorded Audio, Human Reader, Braille, ATC”.
- Follow the instructions in each Coordinator Manual to ensure the correct test book is being used.

# Test Book Shapes for PSAT 10 and PSAT 8/9

Testing Window	PSAT 8/9 for Grade 8*	PSAT 8/9 for Grade 9*	PSAT 10
Primary Testing Window April 12-18	Apple 	Crescent 	Sun 
Accommodated Testing Window April 12-25	Apple 	Crescent 	Sun 
Makeup Testing Window April 25-26	Flower 	Flower 	Hourglass 

\*8<sup>th</sup> and 9<sup>th</sup> graders cannot test together.

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# Admitting Students

Decide whether you are going to have a central check-in or room check-in for students on test day.

- Central check-in: All students check into a central location such as the library and then get told which room to report to for testing.
- Room check-in: Room assignments are posted for students prior to test day and students report to their assigned room the day of the test.

Determine how attendance will be taken in both situations.

- Rosters will be created locally.
- We recommend starting with a *Schoolwide Student List* of all students expected to test.
- Then divide the *Schoolwide Student List* into individual room rosters.

During check-in, students are not required to supply a photo ID unless the student is unknown to the testing staff.

- A photo ID form will be available for students that cannot or do not have a photo ID.

# Creating Test Day Rosters

- The list of all students testing at your school is called the Schoolwide Student List (including any homeschoolers). This will help you plan for all students who will be testing.
- Run the Student Pre-ID Report from the OEAA Secure Site for all students who have been pre-IDed. Refer to [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) for assistance.
- An example is shown in the manual, but schools may choose to include other information as they deem appropriate based on the school's needs.

## Sample Schoolwide Student List

These are suggested fields. You should create a list based on your own school's needs.

**SSD** All students testing with accommodations and EL students testing with time and one-half are listed on the NAR. Reach out to your school's SSD coordinator to print copies in advance of the test. You will need to include these students when planning for staff and selecting test rooms.

	P=present A=absent M=moved X=no entry	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	EL Support Type	Language	Staff Assigned
1	P	Jones	Anita		3/5/2006	09090909	123	N	Essay	Purple			A. Teacher
2	A	Smith	Terry	O	10/15/2005	10101010	456	N	Essay	Purple			B. Proctor
3	P	Ramirez	Juan	J	2/15/2006	54545454	123	N	Essay	Purple			A. Teacher
4	P	Brown	Robert		9/1/2006	0001024771	789	Y	SB30	Blue	1.5x XT; translated directions	Spanish	S. Scholar
5	P	Szymanski	Ella		8/12/2006	0001025779	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2005	0001025188	234	Y	R1	Purple			T. Coach
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# Late Arrivals Room

## Plan for Students that Arrive Late

If a student arrives before the proctor begins timed portion of the test:

- Student can be admitted into the regular testing room

If student arrives after the proctor begins timed portion of the test:

- Student should be admitted into the designated late arrivals room.
- Admittance to the late arrival rooms should not be allowed after regular testing rooms have begun their first break.

If schools do not have the space for a late arrivals room, plan to test these students on the makeup date.



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# Optional Lunch

- In order to improve flexibility for students and educators on test day, testing staff may give students testing over 1 day up to a 30-minute lunch break between Section 4 and the Essay.
- This policy only applies to students taking the SAT with Essay and does not apply to students who are testing over 2 days.
- Providing a lunch break is optional.
- If a lunch break is provided, it must be provided to all students taking the SAT with Essay in 1 day.
- Be sure to add additional time to your testing day to account for the lunch break.

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# Collecting Materials

- Designate an area for proctors to return all testing materials to the test coordinator once testing is complete.
- Ensure that all testing materials are accounted for and that answer sheets are not placed in test books before dismissing the proctor.
- Keep testing materials for each grade separated as you sort and prepare materials for return.
- **Each answer sheet must have a pre-ID label affixed for the answer sheet to be scored.**

# Frequently Asked Questions: Preadministration Session

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## What is the purpose of having a preadministration session?

The preadministration session allows students to:

- Fill out the required personal information on their answer sheet
- Identify the colleges, universities, or scholarship programs that they want their 4 free score sends to be sent (SAT)
- Opt-into Student Search Service<sup>®</sup> and complete optional questionnaire (SAT and PSAT 10)

## Do I have to have a preadministration session?

- If you cannot or do not hold a preadministration session prior to test day, students have the opportunity to complete the optional questionnaire for SAT and PSAT 10 on test day or online. Parents must be notified if students are encouraged to complete this online.
- There is NO optional questionnaire for PSAT 8/9; therefore, a preadministration may be considered unnecessary at your school.

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## What is the benefit of Student Search Service?

Student Search Service gives students the opportunity to start the important conversations with colleges and scholarship organizations to explore their postsecondary options.

When students choose to participate, their contact information and answers they provide as part of the optional questionnaire are shared with colleges and scholarship organizations.

## Can students complete the questionnaire online?

Yes, students can now complete the questionnaire and opt into Student Search Service online. Parents must be notified by the school if students are encouraged to complete this at home.

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# Do I have to collect parental consent to participate in the preadministration session?

- The Michigan Department of Education requires that students under the age of 18 receive parental consent to complete the optional questionnaire and opt-into Student Search Service. 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.
- 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.
  - 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.

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My students have pre-ID labels. Do they still have to bubble their personal information?

- We recommend bubbling in all required fields; however, at a minimum, students **must** bubble these fields for data verification purposes:
  - Name
  - Student ID Number (UIC)
  - Date of Birth
- The manuals indicate to adjust the scripts, as necessary, if you choose to have your students bubble in only those 3 fields.

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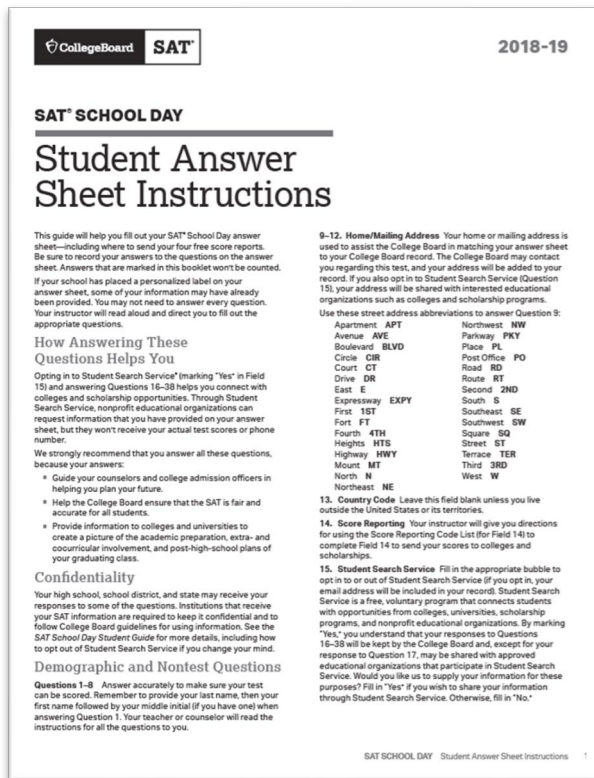
# What do students use as their Student ID number?

- All students will bubble in their UIC as their Student ID on the answer sheet.
  - Students can find their UIC in the upper-left corner of their pre-ID label.
- Any student that does not have a label (as well as homeschooled students) **MUST** be pre-IDed in the Secure Site and a label printed locally to be placed on the answer sheet or the answer sheet will not be scored.



# How long should I plan the preadministration session to last?

- Plan for approximately 45-60 minutes for SAT and 35-45 minutes for PSAT 10 if students are completing the questionnaire.
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- Preadministration session covers:



- Part 1: Personal Information
  - All students will bubble information including their name, date of birth, and UIC.
- Part 2: Score Sends (SAT only)
  - Students will use the student answer sheet instructions to locate the appropriate codes for any colleges or scholarship programs.
- Part 3: Optional Questionnaire (SAT and PSAT 10 only)
  - Students will use the answer sheet instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

# Frequently Asked Questions: General Information

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# What is my school code?

- The school code is a 6-digit number that connects your student's scores to your school.
- It is also known as your **AI** (attending institution) **code**.
- It is different than any state building code that is assigned to you by the Michigan Department of Education.
- You can look up your school (AI) code in the Test Center Participation Page of the OEAA Secure Site.
  - Go to [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) if you need assistance accessing this page.

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## Can students have snacks?

- Students are encouraged to bring food or drink to consume during designated times.
  - Snacks can be stored under a student's desk or placed in a designated area away from the testing materials.
- The testing room should have a designated area in which students can eat to ensure test materials are not ruined.
- Students may not eat or drink during the test (unless the student has an approved accommodation to do so).

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# What are testing room codes?

## Testing Room Code

- Optional, highly recommended
- Three-digit code designed to help reduce score holds
- If there is an irregularity, the holds will only be applied to the room(s) with the irregularity rather than all students
- Code is assigned by the school
- Provide the codes to the appropriate proctors on test day, if you choose to use this code

# Are students allowed to have cell phones in the testing room?

**BEST PRACTICE:** Do not have students bring cell phones into the testing room.

- If allowed under school policy, tell students to turn off their electronic devices and have proctors collect them prior to testing.
  - **NOTE:** If using staggered start times, you must collect cell phones.
- If collection is prohibited, proctors must instruct students to store their **powered-down** devices in a bag or backpack placed to the side of the room away from the testing area.
- **Once the instructions are read:**
  - If a student's phone makes noises while in the proctor's possession or stored away in the bag or backpack placed away from testing:
    - Proctor should turn off the phone to prevent additional disturbances during testing and issue a warning to the student who owns the phone that additional disturbances will result in dismissal. No Irregularity Report needs to be filed.
  - Refer to the Irregularity Chart if a student is observed with an electronic device.
- Students approved to have a cell phone in the room to test blood sugar must keep their phone on the proctor's desk and can only be viewed under direct supervision. More information is available in the manuals about students approved for cell phone usage.

The manual says that timers are prohibited. Is this the same thing as a watch?

- No. Timers refer to items such as a stopwatch or a digital timer that count up or down for a specific amount of time. These are prohibited.



- Students are allowed to wear simple, nondigital watches.

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# How do I test homeschoolers?

- Homeschoolers should contact you prior to test day to make arrangements.
  - Let them know where and when to arrive, what to bring, and what not to bring on test day.
- Homeschoolers still must be pre-IDed in the OEAA Secure Site and a label printed locally, if not pre-IDed by the February 15 deadline.
- For Field 2 (Testing Location) on the answer sheet:
  - Homeschoolers should bubble in the selection, “No, I am homeschooled.”
- For Field 4 (School Code) on the answer sheet:
  - Homeschoolers should bubble in 970000 for SAT.
  - Homeschoolers should leave field 4 blank for PSAT 10 and PSAT 8/9.



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# Thank You!

- MDE Websites
  - [www.michigan.gov/mme](http://www.michigan.gov/mme) for MME and SAT with Essay information
  - [www.michigan.gov/psat](http://www.michigan.gov/psat) for PSAT 10 and PSAT 8/9 information
- Michigan Educator Hotline
  - (866) 870-3127 or email [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)
- Contact the Michigan Field Team
  - Kari Anama [kanama@collegeboard.org](mailto:kanama@collegeboard.org)
  - Ted Gardella [tgardella@collegeboard.org](mailto:tgardella@collegeboard.org)
- Weekly Spotlight on Student Assessment and Accountability Online Newsletter
- After Testing Webinar will be held the week of March 27 focused on activities for coordinators once testing has concluded (packing materials, what to return, etc.) Look to a future Spotlight for registration details.