

College Board November Monthly Newsletter

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Dear Michigan Test Coordinator,

Welcome to the first edition of College Board's monthly newsletter for Michigan test coordinators. This newsletter will provide an overview of the information needed for each month's activities in preparation for the Michigan-provided SAT[®] with Essay, PSAT[™] 10, and PSAT[™] 8/9 in spring 2024.

Starting next month, you can expect to receive a newsletter on the second Tuesday of each month. As a friendly reminder, your testing window is April 8–26. Schools may test on any day within this window in the morning and/or in the afternoon, and if preferred, schools can run multiple testing sessions in one day. However, testing still must be completed in one sitting unless a student has an approved accommodation that allows for two-day testing. For digital testing, two-day accommodations include Double Time in Reading for SAT with Essay; Double Time in Math and Essay for SAT with Essay; and More than Double Time for SAT with Essay. Finally, since standard testers won't be permitted to break for lunch, all standard testing must be completed before or after lunch.

Overview of November Newsletter:

- [Register](https://collegeboard.zoom.us/webinar/register/WN_ZP4w2OG9QM2pFK7qDRBJTA#/registration) (https://collegeboard.zoom.us/webinar/register/WN_ZP4w2OG9QM2pFK7qDRBJTA#/registration) for the Upcoming School Test Coordinator Webinar
- New for Spring 2024—Interactive Checklists for Schools
- Attending Institution (AI) Code Confirmation Email
- Request Access to Services for Students with Disabilities (SSD) Online
- District Test Coordinator Webinar Recording

Resources and General Announcements:

- If you have questions or need support, please contact the Michigan Educator Helpline at 866-870-3127 or michiganadministratorsupport@collegeboard.org.
- Refer to the [Michigan Department of Education Spotlight Newsletter](https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter) (https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter) for weekly updates for spring 2024 testing.

Upcoming Activities

Attend the School Test Coordinator Webinar, Part 1

Priority: **High**

Deadline: December 5, 2023

Roles Responsible: School Test Coordinators, District Test Coordinators

The original School Test Coordinator session scheduled for Tuesday, December 5, has reached capacity. For that reason, on Tuesday, December 12, at 1 p.m. ET, College Board will host an *additional School Test Coordinator webinar* for SAT with Essay, PSAT 10, and PSAT 8/9.

Intended primarily for **school test coordinators**, this 90-minute session will include information about policies, procedures, available resources, student registration, accommodations, digital readiness, and communications that will be distributed leading up to the Michigan- provided SAT with Essay and PSAT-related assessments in spring 2024.

If you haven't already registered for the December 5 session, [register now](https://collegeboard.zoom.us/webinar/register/WN_ZP4w2OG9QM2pFK7qDRBJTA#/) (https://collegeboard.zoom.us/webinar/register/WN_ZP4w2OG9QM2pFK7qDRBJTA#/ registration) for the new session scheduled for December 12.

Note: Based on their initial registration date for the original session, some registrants for the December 5 webinar may receive a new invitation to attend the December 12 session. This is to ensure that earlier registrants will be able to attend the December 5 session. In addition, a recording of the webinar will be shared with registrants from both sessions and posted on the michigan.gov/mme and michigan.gov/psat sites for on-demand access.

Open the Interactive Checklist

Priority: **High**

Deadline: December 6, 2023

Roles Responsible: School Test Coordinators, SSD and Technology Coordinators (when applicable)

To help school test coordinators, SSD coordinators, and technology coordinators keep abreast of digital SAT and PSAT-related assessment preparation activities, **College Board is launching a new interactive checklist tool**. Test staff will receive a checklist they can use to guide their activities and share completion status with College Board. The interactive checklist is easy to use. Update it by clicking a button in a reminder email, or click on the checklist to get a global view of the testing season's upcoming activities.

District test coordinators will have access to a report that will show the status of each activity for their schools.

The tool will launch on Wednesday, December 6. Test coordinators will receive emails with the link to their school's unique checklist. More details will be provided in upcoming newsletters.

Read the AI Code Confirmation Email

Priority: **High**

Deadline: December 13, 2023

Roles Responsible: Test Coordinators, Principals

Schools should expect to receive an AI code confirmation email on December 13, 2023, indicating that their school is established for testing in spring 2024.

AI codes are six-digit codes that College Board uses to tie student data to the correct school. This code usually begins with 23 and is different from your building code.

If you already have an AI code, it will remain the same, but you'll still receive the AI code email confirming your school's establishment for spring 2024 testing. If you're in a new school, you'll receive your new AI code on December 13.

If you don't receive the AI confirmation email, please check your spam folder. If the email isn't in spam, contact College Board at 866-870-3127 or michiganadministratorsupport@collegeboard.org to inquire about your school's establishment status and AI code.

Request Access to SSD Online

Priority: **High**

Deadline: December 31, 2023

Roles Responsible: SSD Coordinators

To access the SSD Online system, new SSD coordinators must complete the [SSD Coordinator Form](https://accommodations.collegeboard.org/media/pdf/ssd-coordinator.pdf?SFMC_cid=EM1081221-amp;rid=52649216) (https://accommodations.collegeboard.org/media/pdf/ssd-coordinator.pdf?SFMC_cid=EM1081221-amp;rid=52649216). College Board's recommendation is that SSD coordinators complete and submit this form as soon as possible and no later than December 31, 2023.

To do this:

1. The SSD coordinator's school must have an AI code.

2. The SSD coordinator must have a College Board professional account that can be created at collegeboard.org.
3. Once the completed form is faxed to 866-360-0114, and College Board processes it, the SSD coordinator will receive an email confirming that they're set up in College Board's SSD Online system.
4. There can be multiple SSD coordinators with SSD Online access at a school if allowed by district/school policy, but each school should have only one primary SSD coordinator listed in the Educational Entity Master (EEM).

Access District Test Coordinator Webinar Recording

Priority: **Medium**

Roles Responsible: Test Coordinators

To support the spring 2024 testing administration, College Board recently provided a "District Test Coordinator Orientation" webinar. This session provided district test coordinators with a high-level overview of the spring 2024 digital testing platforms, implementation timeline, school establishment, and key differences between the fall and spring testing administrations.

You can access the [recording](https://youtu.be/GySPp54ru3A?si=N-B_rHsbX9NVN99c) (https://youtu.be/GySPp54ru3A?si=N-B_rHsbX9NVN99c) of the "District Test Coordinator Orientation" webinar presented on November 7.

If you have any questions, please contact College Board at 866-870-3127 or michiganadministratorsupport@collegeboard.org.

Sincerely, College Board

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