

College Board December Monthly Newsletter

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Dear District Test Coordinators and School Test Coordinators,

Greetings and welcome to the December Test Coordinator Newsletter for the spring 2024 Michigan-provided SAT® with Essay, PSAT™ 10, and PSAT™ 8/9 assessments. Please read this newsletter in its entirety to keep abreast of updates pertinent to the spring 2024 test administration.

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Interactive Checklist Activities Review

In the second week of January, school test coordinators, Services for Students with Disabilities (SSD) coordinators, and technology coordinators will receive a welcome email, introducing them to the Interactive Coordinator Checklist. Shortly thereafter, these test staff roles will begin receiving tasks to complete in accordance with Michigan's spring 2024 test administration timeline. Each test staff member will only receive tasks relevant to their role.

A training resource will be provided in your welcome email to acclimate you to this new tool and its reporting features. You can work at your own pace as long as you meet key deadlines. If you need more time, let us know by selecting **In Progress** for a friendly reminder. And remember, if you're stuck, reply to the checklist task with your question, and we'll provide support.

Note: In January, one of the items on your checklist will be an option to have College Board enter school staff and testing rooms on behalf of schools in [Test Day Toolkit](https://testday.collegeboard.org/) (<https://testday.collegeboard.org/>). To take advantage of this option, you'll need to follow the instructions associated with the checklist task explaining where and how to attach the completed template provided in the interactive checklist tool.

For questions, contact michiganadministratorsupport@collegeboard.org.

Upcoming Tasks/Due Dates

Please review the table below for important dates leading up to the spring 2024 test administrations.

Action	Description	Time Frame
Request CB-Approved Accommodations and EL Extended Time Requests	Request CB-approved accommodations and EL Extended Time in SSD Online (https://accommodations.collegeboard.org/media/pdf/accommodations-supports-handbook.pdf)	Now–February 16
Request State-Allowed Accommodations	Request state-allowed accommodations as defined by the Michigan Department of Education (MDE) (https://click.e.collegeboard.org/?qs=7969e1d2306e688e302e2d619ee2d32bbf54916419ca180652f449417ef17cbe13dfda7d958572bb1e5c37591fc7eea88c5983d2c944cad3)	January 9–February 16
Submit Off-Site Requests	If testing off-site, submit an off-site request form (https://click.e.collegeboard.org/?qs=7969e1d2306e688e1aa5cbc1e52d70ff3125a1656ac339116a19395d211ab8d2a441fb2f2825af97107bffab8e63edbab2f0849ddf4f28ca).	Now–March 1
Complete Required Online Training	Designated testing staff complete required online training.	Late February–April 1
Install Bluebook™	Install Bluebook on all student testing devices (https://bluebook.collegeboard.org/technology/devices).	Now–March 11
Gain Access to Test Day Toolkit	School test coordinators gain access to Test Day Toolkit.	Week of March 11
Complete Digital Readiness Check	Tech coordinators, test coordinators, and proctors double-check devices and ensure students complete digital readiness check.	March 11–April 5
Administer Tests	Administer SAT Suite of Assessments.	April 8–26

Training Opportunities

Please register today for training sessions that are relevant to your test staff role. Forward the registration links to technology coordinators and SSD coordinators when applicable. Be sure to watch for announcements in upcoming newsletters, spotlight articles, and webinars regarding any additional training sessions or office hours as they become available.

Testing staff will have two live options from which to choose for each College Board webinar. The content in the repeat session will mirror the first, and recordings of all trainings will be available on <https://www.michigan.gov/mme> and <https://www.michigan.gov/psat> for on-demand access.

Training/Registration Link	Audience	Date	Time
Technical Readiness Webinar (Option 1) (https://collegeboard.zoom.us/webinar/register/WN_b1V3zaLJRS-jJwceV6go1w#/registration)	Technology Coordinators; Test Coordinators	January 10, 2024	1–2 p.m. ET
Technical Readiness Webinar (Option 2) (https://collegeboard.zoom.us/webinar/register/WN_imFe0kHRSh69v8PTShZ7sQ?SFMC_cid=EM1088428- &rid=393665552#/registration)	Technology Coordinators; Test Coordinators	January 16, 2024	1–2 p.m. ET
SSD/Accommodations Webinar (Option 1) (https://collegeboard.zoom.us/webinar/register/WN_nY_FY7zRQR2NydmdXPA35Q?SFMC_cid=EM1088428- &rid=393665552#/registration)	SSD Coordinators; Test Coordinators	January 17, 2024	1–2:30 p.m. ET
SSD/Accommodations Webinar (Option 2) (https://collegeboard.zoom.us/webinar/register/WN_TRYWX4gPQleCEJC3p8HgiA?SFMC_cid=EM1088428- &rid=393665552#/registration)	SSD Coordinators; Test Coordinators	January 24, 2024	1–2:30 p.m. ET

School Test Coordinator Webinar, Part 2 (Option 1) (https://collegeboard.zoom.us/webinar/register/WN_9fA2_ucOTliKS5m0BCqzng?SFMC_cid=EM1088428-&rid=393665552#/registration)	School Test Coordinators	March 7, 2024	10–11:30 a.m. ET
School Test Coordinator Webinar, Part 2 (Option 2) (https://collegeboard.zoom.us/webinar/register/WN_I-SELGcXTTaNJUC2PFWKMg?SFMC_cid=EM1088428-&rid=393665552#/)	School Test Coordinators	March 13, 2024	1–2:30 p.m. ET

Technical Readiness Reminder

School test coordinators should work closely with technology coordinators to help ensure a successful test administration. The network requirements may vary based on your testing schedule—whether you administer tests for most students on the same day or spread testing across multiple days.

Consider your network capability as you plan your testing schedule. A higher volume of testing correlates with higher network loads. Therefore, the technology coordinator must ensure that your network can handle the highest number of simultaneous testers your school plans to test on any given day. For detailed information, refer to the [Network Readiness](#)

(<https://bluebook.collegeboard.org/technology/networks>) section on College Board's website.

Every student participating in the test administration must have a device with Bluebook installed on it. Requirements vary based upon the testing device and operating system. Bluebook is compatible with [Windows](#)

(<https://bluebook.collegeboard.org/technology/devices/requirements#windows-spec>), [Macs](#)

(<https://bluebook.collegeboard.org/technology/devices/requirements#mac-spec>), [iPads](#)

(<https://bluebook.collegeboard.org/technology/devices/requirements#ipad-spec>), and [school-managed Chromebooks](#)

(<https://bluebook.collegeboard.org/technology/devices/requirements#chromebook-spec>). In

scenarios where testing occurs over several days or in both morning and afternoon sessions, the same devices can be utilized for multiple students.

However, it's crucial that these devices maintain power throughout each student's testing session.

Submitting Paper-Based Tests

Most students will take the digital versions of the SAT with Essay, PSAT 10, and PSAT 8/9. However, in rare cases where a student is unable to test using a computer or for schools with an approved online waiver, paper/pencil testing will be permitted.

For an accommodated paper test, the SSD coordinator should submit a request for paper testing through [SSD Online](#) (<https://accommodations.collegeboard.org/?excmpid=vt-00009>). It's advisable to make these requests prior to February 16 to ensure timely approval and delivery of necessary materials.

Please note:

- The paper version of the digital SAT is not adaptive and offers a longer testing experience.
- Designated testing staff will be responsible for transcribing students' multiple-choice responses into Bluebook. Essays and other paper test materials will be returned to College Board for processing and scoring.

For questions, contact michiganadministratorsupport@collegeboard.org.

Reviewing Accommodations Needs

The SSD coordinator should keep a record of students with approved test day accommodations and track those with pending requests. Students can't test with pending accommodations, as the approval process is necessary before any accommodations can be provided on test day.

Review the student list to confirm the validity of accommodations for those previously approved, including students who participated in fall testing, those with recent accommodation changes, and those in need of new accommodation requests.

Certain accommodations may necessitate the use of assistive technology, a resource with which students using that accommodation should already be familiar. Work closely with the technology coordinator to ensure assistive technology can be provided to the student on test day.

For more information on digital accommodations, visit:

<https://satsuite.collegeboard.org/digital/accommodations-digital-testing/using-accommodations-digital-tests>.

For more information on assistive technology, visit:

<https://bluebook.collegeboard.org/students/accommodations-assistive-technology>.

For questions, contact SSD@info.collegeboard.org.

Preparing Your Students

Khan Academy Official Digital SAT Prep:

Through a direct partnership with College Board, Khan Academy® allows students to gain access to a number of resources, including thousands of practice questions, videos, lessons, helpful hints, and valuable test-taking tips and strategies. Every section of the digital SAT is expertly crafted by Khan Academy's team of math, reading, and writing experts.

Share this link with students: [khanacademy.org/SAT](https://www.khanacademy.org/SAT) (<https://www.khanacademy.org/SAT>).

For practice tests on Bluebook:

1. Students 13 and over with a College Board account can download Bluebook to their personal devices and take practice tests in Bluebook. If your school is testing using school-managed devices, ensure students are aware they'll be logging in on a school-managed device on test day. Practicing in Bluebook allows students to familiarize themselves with the tools and features they'll encounter on test day. Performance feedback is instant, offering insights into correct and incorrect answers. Share this link with students: satsuite.collegeboard.org/digital/digital-practice-preparation/practice-tests/bluebook (<https://satsuite.collegeboard.org/digital/digital-practice-preparation/practice-tests/bluebook>).
2. Students under the age of 13 or those without a College Board account will be able to access Bluebook practice tests using the sign-in tickets that the test coordinator or proctor provides to them between the weeks of March 11 and April 5. School test coordinators will decide the exact time at which sign-in tickets are provided to students for the digital readiness check and practice tests.
3. Additionally, students can practice with [full-length paper practice tests](https://satsuite.collegeboard.org/sat/practice-preparation/practice-tests/paper) (<https://satsuite.collegeboard.org/sat/practice-preparation/practice-tests/paper>). It's recommended for students who'll test with paper-based accommodations on test day.

If you have questions or need support, please contact the Michigan Educator Helpline at 866-870-3127 or michiganadministratorsupport@collegeboard.org.

Sincerely,

College Board

College Board | 250 Vesey Street | New York, NY 10281

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