

College Board February Monthly Newsletter

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Dear Michigan Test Coordinator,

Welcome to the February 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 for updates pertinent to the spring 2024 test administration.

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Upcoming Due Dates

Activity	Due Date
Request state-allowed accommodations (.pdf/3.54 MB).	February 16
Request College Board–approved accommodations and EL Extended Time requests (.pdf/3.36 MB).	February 16
If testing off-site, submit the off-site request form .	March 1
Technology coordinators install Bluebook™ on all testing devices.	March 11
Complete College Board's required online training.	February 26–April 1
Technology coordinators, school test coordinators, and proctors verify devices and ensure students complete the digital readiness check.	March 11–April 5
State testing window is open.	April 8–26

Training Opportunities

Don't miss the School Test Coordinator Part 2 webinars scheduled for March 7 and March 13, 2024. Test coordinators can opt for one of two live sessions, both covering identical content. For added flexibility, a recording of the second session will be accessible on www.michigan.gov/mme and www.michigan.gov/psat, for on-demand access. Register for the training session of your choice using the links below.

Training/Registration Link	Audience	Date	Time
School Test Coordinator Webinar, Part 2 (Option 1)	School Test Coordinators	March 7, 2024	10–11:30 a.m. ET
School Test Coordinator Webinar, Part 2 (Option 2)	School Test Coordinators	March 13, 2024	1–2:30 p.m. ET

College Board's Required Online Training

College Board's required online trainings will become available during the week of February 26, 2024. Here's what you need to know:

- **Required Test Staff Roles:** Test coordinators, technology monitors, and proctors are required to complete the online training modules, ensuring thorough preparation for the upcoming assessments.
- **Hall and Room Monitors:** Hall and room monitors have options—they can complete College Board's online module, be trained by their test coordinator using the PowerPoint that College Board will provide, or review the PowerPoint independently, if the school test coordinator permits.
- **Services for Students with Disabilities (SSD) Coordinators:** Training is optional for SSD coordinators. If SSD coordinators choose to complete the training, they can choose between the test coordinator or proctor training based on their test day role.
- **Duration:** The online test coordinator training will take approximately one hour, while the other online trainings will take 30–40 minutes.
- **Notification:** Test coordinators will receive an email notifying them of the training's availability on February 26. They can then forward this email to testing staff or direct them to log in to their College Board professional accounts for access.
- **Completion:** While there's no way for test coordinators to monitor training completion through their College Board accounts, coordinators can ask staff to print training completion certificates.

Paper Testers

- While the majority of students will take their College Board assessments online, we acknowledge that some may encounter unique circumstances that require paper testing. Only schools with an approved online waiver, students approved for a paper/pencil test in SSD Online, or students with an approved individual waiver, such as a religious exemption, will be permitted to test using paper/pencil. Paper versions of the digital assessments aren't adaptive tests and offer a slightly longer testing experience.

Accommodated Paper Tests:

- SSD coordinators must request an accommodated paper test in [SSD Online](#). Once approved, College Board will begin the process of shipping paper materials to the school.

Transcription Process:

- Designated test staff must transcribe students' multiple-choice answers from the paper test book into Bluebook. For SAT with Essay, multiple-choice answers will be transcribed, but student essays must be written on the paper answer document provided and shipped back to College Board with all other return materials for scoring and processing.

Student-Specific Test Books:

- Students will be assigned a specific test book, as noted by a symbol on the cover and an indicator on the shipping notice. Students who don't use their assigned test book must retest.

Materials Shipped Include:

- Paper test book
- Test taker administration instructions
- Essay answer document (for SAT with Essay)
- Score-send list (for SAT with Essay)
- Packing list with students' names, registration numbers, and test book symbols

Access to Test Day Toolkit

As we prepare for the upcoming assessments, we're excited to share the latest update on College Board's support in configuring Test Day Toolkit.

Automatic Provisioning:

College Board granted school test coordinators, backup school test coordinators, and district coordinators access to Test Day Toolkit during the week of February 5 based upon the contact information provided in the Educational Entity Master (EEM). Coordinators can [log in to Test Day Toolkit](#) using their College Board professional account.

Setting Up Test Day Toolkit:

Upon accessing Test Day Toolkit, school test coordinators can enter additional test day staff and set up rooms as needed.

If you have any questions, contact michiganadministratorsupport@collegeboard.org.

Sincerely,

College Board