

# College Board January Monthly Newsletter

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Dear Michigan Test Coordinator,

Welcome to the January 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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## New Interactive Checklist for Spring 2024

By this time, school test coordinators, technology coordinators, and SSD coordinators should've received a welcome message from [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org) introducing them to the Interactive Coordinator Checklist. Created to help test staff maintain schedules and prepare for impending tasks, the interactive checklist provides timely email messages indicating when a task opens, reminders to complete the task, and notifications after a deadline has passed. Users have the option to turn off reminders and notifications, if preferred.

Here's what you need to know about your checklist:

- **Tailored Just for You:** Your checklist is personalized to match your test staff role, so you'll only receive notifications relevant to your test administration responsibilities. If you hold multiple roles, you'll see tasks for all your roles. If you're the SSD coordinator for more than one school, you'll receive two checklists, detailing tasks for each school.
- **Project Plan View:** View all your tasks simultaneously using the "Plan view" available within the interactive checklist.

- **Easy Interaction via Email:** Click the buttons in task notification emails to engage with your checklist. Inform College Board whether the task is complete, in progress, or stuck. If you're chronically "stuck," someone from College Board will reach out to assist.
- **Weekly Project Updates:** Stay in the loop with a weekly project overview email, highlighting your priorities and any overdue items.

Because all interactive checklist updates will arrive from [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org), be sure to whitelist this email address so it doesn't go to spam.

## Upcoming Due Dates

Activity	Due Date
<a href="#">Request College Board–approved accommodations and EL extended time requests</a> (.pdf/3.36 MB).	February 16
<a href="#">Request state-allowed accommodations</a> (.pdf/3.54 MB).	January 9–February 16
If testing off-site, submit the <a href="#">off-site request form</a> .	March 1
<a href="#">Technology coordinators install Bluebook™</a> on all testing devices.	Now–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

Please register for training sessions that are pertinent to your test staff role. Forward the registration links to technology coordinators and SSD coordinators when applicable.

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 the second session for each training will be available on [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat) for on-demand access.

<b>Training/Registration Link</b>	<b>Audience</b>	<b>Date</b>	<b>Time</b>
<a href="#">Technical Readiness Webinar</a> (Option 1)	Technology Coordinators; Test Coordinators	January 10, 2024	1–2 p.m. ET
<a href="#">Technical Readiness Webinar</a> (Option 2)	Technology Coordinators; Test Coordinators	January 16, 2024	1–2 p.m. ET
<a href="#">SSD/Accommodations Webinar</a> (Option 1)	SSD Coordinators; Test Coordinators	January 17, 2024	1–2:30 p.m. ET
<a href="#">SSD/Accommodations Webinar</a> (Option 2)	SSD Coordinators; Test Coordinators	January 24, 2024	1–2:30 p.m. ET
<a href="#">School Test Coordinator Webinar, Part 2</a> (Option 1)	School Test Coordinators	March 7, 2024	10–11:30 a.m. ET
<a href="#">School Test Coordinator Webinar, Part 2</a> (Option 2)	School Test Coordinators	March 13, 2024	1–2:30 p.m. ET

## Digital Readiness Check Reminder

Ideally, the digital readiness check should be scheduled 1–2 weeks prior to the test date by the test coordinator to ensure student and staff technical readiness. Test coordinators should set aside approximately 20–30 minutes for the digital readiness check.

### **The digital readiness check will:**

- Familiarize students and staff with Bluebook and Test Day Toolkit prior to test day.
- Allow students to confirm their registration information and accommodations.
- Save time on test day as students will be able to complete exam setup in advance.

For the digital readiness check, students will sign in to Bluebook using the devices they'll test with on test day. Test coordinators and proctors may allow students to keep their sign-in tickets for the test preview or to take a full-length practice test. If test coordinators permit students to take their sign-in tickets home, new sign-in tickets must be printed for the actual test administration.

### **Test coordinators should work closely with their technology coordinators to ensure the following tasks are completed prior to the digital readiness check:**

- Install Bluebook on all devices that students will use during test day (whether school-managed or student-provided).
- Let traffic to and from the following domains bypass firewalls, content filters, proxy servers, and any other security appliances or software: (1) .collegeboard.org and (2) .sentry.io.
- In the Apple App Store, enable Bluebook updates if students are testing on Macs or iPads.
- If testing off-site, share the password to any necessary guest network with administrative staff.

For questions, contact [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

## Opening of the State-Allowed Accommodations Request Window

The window for requesting state-allowed accommodations (SAA) opened today (January 9). All SAAs should be entered in SSD Online by February 16. SAAs are state-specific accommodations defined by MDE that align to a student's current IEP or 504 plan for the Michigan-provided assessments.

SAAs are automatically approved, must be requested each year for spring testing, and, for SAT with Essay, result in a non-college-reportable score.

SAAs are applicable to all grade-level students eligible to take the Michigan-provided SAT with Essay, PSAT 10, or PSAT 8/9 in spring 2024. However, with the transition to digital testing, they may be of particular interest to eighth-grade testers.

An example of an SAA is EL Math Only. In order for students using the Reading/Writing exception to receive a valid math score, schools must select the "EL Math Only" SAA in SSD Online before testing.

- See page 62 of MDE's [Supports and Accommodations Guidance Document](#) for more information on selecting SAAs in SSD Online.

For more information on which type of accommodation is most suitable for eighth graders, refer to the [Michigan PSAT 8/9 Accommodations and English Learner Supports for Eighth Grade](#) (.pdf/264 KB) document.

## Submitting English Learner Supports

There are three EL supports available to students for spring testing: (1) EL Extended Time, (2) Translated Test Directions, and (3) Word-to-Word Bilingual Dictionaries. EL students using any combination of these supports will still receive a college-reportable score. EL Supports, including Time and One-Half, must be renewed annually.

### 1. EL Time and One-Half (+50%):

With EL Time and One-Half support, EL students receive extended time on each section of the test. The deadline to submit English Learner (EL) Extended Time is February 16, 2024.

- During testing sessions, students are required to test for the entire testing time. No self-pacing is permitted.
- Group testing is permitted for students using the same timing.
- Timely submission of EL Time and One-Half in [SSD Online](#) is crucial to ensuring EL students can test with this support.

The process of requesting EL Time and One-Half is streamlined through SSD Online and requires no documentation.

## **2. Translated Test Directions:**

Starting in February 2024, educators can download printed versions of test directions in various languages from the [College Board website](#). Available languages include Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese.

The use of translated test directions doesn't require an SSD Online submission.

## **3. Word-to-Word Bilingual Dictionaries:**

You have access to a comprehensive list of approved dictionaries on [College Board's Approved Dictionaries List](#) (.pdf/293 KB). These dictionaries serve as a valuable resource during testing.

The use of approved bilingual dictionaries doesn't require an SSD Online submission.

If you have any questions, contact [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

Sincerely,

College Board