

MICHIGAN

Coordinator Implementation Handbook

SAT with Essay, PSAT 10, and PSAT 8/9

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General Information

The Michigan Department of Education (MDE) is providing the SAT[®] with Essay, the PSAT[™] 10, and PSAT[™] 8/9 for grades 8 and 9, for eligible students. The SAT Essay is required for all students taking the Michigan-provided SAT with Essay. This implementation handbook applies to the administration of the state-provided assessments for spring 2024 only and is provided to give test coordinators an overview of the administration and a basic timeline. More details regarding test administration will be

shared in the test coordinator and proctor manuals scheduled for release in late January 2024.

The testing window for all Michigan SAT and PSAT-related assessments is April 8–26, 2024.

Testing Dates

- Testing may begin at any time during the day but must be completed in 1 day unless students have accommodations that allow for 2-day testing. Testing cannot be paused for standard test takers, so testing should occur before or after lunch.
- Testing schedules are flexible. Schools can test in the morning and/or the afternoon and can run multiple testing sessions in a day.
- All grades must test separately in different rooms. This includes grades 8 and 9 who will take the PSAT 8/9.

Eligibility and State Guidance

For information about who must/can take the Michigan Merit Exam (MME), visit: www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf.

Contact Information

- Contact the Michigan Team:
 - ♦ Kari Anama – kanama@collegeboard.org
 - ♦ Ted Gardella – tgardella@collegeboard.org
- Michigan Educator Hotline: Customer support for the SAT and PSAT-related assessments is available at 866-870-3127 or michiganadministratorsupport@collegeboard.org.
- College Board Website: Please note that the Michigan SAT and PSAT-related assessment contracts may have different requirements from what is posted on the general College Board website. Be sure to adhere to information and deadlines available at michigan.gov/mme for MME information, or michigan.gov/psat for PSAT-related assessment information.
- For questions about the Office of Educational Assessment and Accountability (OEAA) Secure Site, eligibility to test, and accountability, contact the MDE at:
 - ♦ 877-560-8378, option 3
 - ♦ mde-oeaa@michigan.gov for assessment questions
 - ♦ mde-accountability@michigan.gov for accountability questions

Coordinator Interactive Checklist

The Interactive Checklist Tool for test coordinators is designed to help schools organize the tasks they need to complete for the spring 2024 test administrations. The Coordinator Interactive Checklist is for all assessments, and all coordinators will receive the same notifications. If a coordinator oversees multiple assessments, they should only receive one notification that applies to all of the assessments. Building-level test coordinators receive:

- A school-specific checklist.
- Automated email reminders, in which they can mark tasks as complete or let College Board know they need support.

While district test coordinators will not receive automated email messages with school test coordinator tasks, they will have access to a district-level dashboard to monitor their schools' progress on preparation activities. In early December, district test coordinators should expect to receive an email with login instructions for the dashboard.

Updates and Reminders for Spring 2024

The SAT Suite of Assessments is now offered digitally for all assessments. While the transition to digital brings a number of student- and educator-friendly changes, many important features of the SAT and PSAT-related assessments have stayed the same. That said, we're not simply creating a digital version of the current paper and pencil tests—we're taking full advantage of what digital testing makes possible. The digital tests will be easier to administer, more secure, and more relevant.

- Nearly all materials for staff and students are digital. College Board will still ship paper test materials for students with accommodations that require a paper administration.
- Testing staff use Test Day Toolkit, a web-based application, to administer the test. Test Day Toolkit requires a College Board professional account and can be used on any device that connects to the internet.
- Students use Bluebook™, the College Board testing application, to take the test on Mac and Windows devices, iPads, and school-managed Chromebooks.
- Students will find full-length practice tests in Bluebook and can preview and try the testing tools available on test day.
- Students will have more time, on average, to answer each question, meaning that, more so than ever before, the tests measure skills and knowledge, not test-taking speed.
- In the Reading and Writing section, there are shorter reading passages, and only 1 question tied to each passage.
- Bluebook has a built-in Desmos calculator. Students can use this or their own approved calculator for the entire Math section.
- The digital test is more secure because every student will have a unique test form, so it will be practically impossible to share answers.
- Bluebook times each student individually, so they may start the test, take breaks, and complete testing at slightly different times. More guidance for managing different test timing and student breaks will be available closer to test day.

Schools and Testing Situations

Nonpublic Schools

Nonpublic schools must indicate intent to participate every year for each assessment. If a nonpublic school chooses to administer the SAT, they must administer all parts of the MME. If a nonpublic school chooses to administer the PSAT 8/9 in grade 8, they must also administer the grade 8 Michigan Student Test of Educational Progress (M-STEP) assessments.

Using the contact information in the Educational Entity Master (EEM), College Board will send an email in November to all nonpublic schools requesting confirmation of their intent to participate in the MME. If you indicate your intent to participate, you'll be able to confirm on the Test Center Participation page in the Secure Site approximately 2 weeks after providing intent. If your school wishes to participate in College Board assessments in spring 2024 and didn't receive the email or encountered other problems indicating your intent to test, contact the Michigan Educator Hotline at 866-870-3127 or michiganadministratorsupport@collegeboard.org as soon as possible. Indication of intent to participate in College Board assessments is due by November 22, 2023, to be able to pre-ID students in the OEAA Secure Site in early January.

Public Schools

Public school establishment rules:

Your school will be automatically established for PSAT 8/9 for 8th grade if:

- You are a public school with actual grades in EEM as 8 **and**
- Your school tested at least 5 students combined in spring 2022 and spring 2023 using PSAT 8/9 for 8th grade
- **or** the school is new in 2023-24

Your school will be automatically established for PSAT 8/9 for 9th grade if:

- You are a public school with actual grades in EEM as 9 **and**
- Your school tested at least 5 students combined in spring 2022 and spring 2023 using PSAT 8/9 for 9th grade
- **or** the school is new in 2023-24

Your school will be automatically established for PSAT 10 if:

- You are a public school with actual grades in EEM as 10 **and**
- Your school tested at least 5 students combined in spring 2022 and spring 2023 using PSAT 10
- **or** the school is new in 2023-24

Your school will be automatically established for SAT with Essay if:

- You are a public school with actual grades in EEM as 11 **and**
- Your school tested at least 5 students combined in spring 2022 and spring 2023 using SAT with Essay
- **or** the school is new in 2023-24

For public schools that are not automatically established, principals, test coordinators, and district assessment coordinators will receive an “intent to participate” email in November 2023. If your school wishes to participate in College Board assessments in spring 2024 and didn’t receive the email or encountered other problems indicating your intent to test, contact the Michigan Educator Hotline at 866-870-3127 or michiganadministratorsupport@collegeboard.org by November 22, 2023. Indication of intent to participate in College Board assessments is due by November 22, 2023, to be able to pre-ID students in the OEAA Secure Site in early January 2024.

To confirm your school is established for all applicable grades and assessments, review the Test Center Participation page in the OEAA Secure Site. For information on the Test Center Participation page, visit michigan.gov/securesitetraining.

Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive confirmation of their school’s AI code in mid-December 2023. Test coordinators will be able to confirm AI codes in the Test Center Participation page in the OEAA Secure Site. The AI code connects student data to schools. It is also required to apply for accommodations.

Off-Site Testing

Most schools will use their building as the test location. However, if you need more space or, for example, your school is a virtual school, coordinators can request an off-site testing location.

To request an off-site testing location:

1. Identify the number of locations that you will need for off-site testing.

2. Submit the online off-site request form available at sat.org/offsiterequest with the required information. You will receive an email confirmation of your off-site request once the form is submitted.
3. Complete your off-site requests no later than midnight ET, March 1, 2024.

A few things to note about off-site testing:

- Each off-site test location must be assigned an off-site test coordinator who is responsible for ensuring that the test location meets the digital testing policies and technical specifications, such as room configuration, seating, and test day staffing as described in the spring SAT Suite of Assessments digital testing guide. Off-site test coordinators are responsible for knowing which students are testing at their location. An off-site technology monitor may be needed to staff a help room and assist students with basic troubleshooting.
- Off-site testing locations must have Wi-Fi networks that meet bandwidth and configuration requirements as outlined on cb.org/bluebook-networks. Off-site testing staff should ensure that they have access to the off-site location's guest network name and password, backup devices (fully charged with Bluebook installed), additional device chargers, and extra power supplies as needed.
- Email communications for the test administration will be sent to the primary AI test coordinator. The primary AI test coordinator is responsible for provisioning off-site testing staff access to Test Day Toolkit and for ensuring the off-site test coordinator has student sign-in tickets for test day.
- If a student is approved to test with paper test materials, the materials will be shipped to the AI location. The test coordinator at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location. Students approved for paper testing will identify their answers in the test book, and testing staff are required to transcribe the multiple-choice responses into Bluebook once testing is complete and before the testing window closes on April 26. The off-site test coordinator must ensure paper test materials are securely transported back to the AI location or returned directly to College Board.

Expelled Students

If a student is expelled and is not allowed at school to take the SAT or PSAT-related assessments, the school can submit an off-site request (see above) to test this student at another location, such as the district office. If the expulsion occurs after the submission deadline, call customer support as soon as possible to request an off-site testing location.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

A College Board professional account provides online access to College Board tools and services. All testing staff, including test coordinators, proctors, SSD coordinators, and hall and room monitors, must each have a College Board professional account to access tools for the administration. To create an account, go to collegeboard.org, click **Create Account**, and follow the instructions. An educator needs to create an account only once.

Test day staff will use their College Board professional account to access the following tools and services:

- **Test Day Toolkit:** Access the web application used to administer the test.
- **Test day training:** Training on how to plan to test, administer the test, and return test materials.
- **K-12 score reporting portal:** For detailed roster reports and test scores.
- **SSD Online:** Required to submit requests for accommodations and certain EL supports, and to make changes to existing approved accommodations for students.

Please note: To access College Board's SSD Online system, the SSD coordinator will need to fax the [SSD Coordinator Form](#), signed by the school principal, to College Board's SSD office.

Identification of Testing Staff

Testing staff may not be recruited if they have any of the following conflicts of interest:

- They've taken any College Board test within 180 days of the SAT School Day administration.
- They're engaged in any paid, private SAT preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.
- Test coordinators and technology monitors may not serve as staff at the same testing school that a member of their household or immediate family is testing. Test coordinators and technology monitors may serve as testing staff at a different location on the same day that a member of their household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of their household or immediate family member testing in their assigned room. They may proctor a different room while the student is testing in the same school on the same day.

Failure to comply with the conflict of interest policies may result in cancellation of the student's score.

Roles and Responsibilities of Testing Staff

Schools are responsible for identifying test coordinators, backup test coordinators, an SSD coordinator, a technology coordinator, proctors for each testing room, a technology monitor, and room and hall monitors. The table below specifies which of these staff members need to be identified in EEM to receive communications. College Board will not collect contact information for proctors or monitors.

Although the SAT, PSAT 10, or PSAT 8/9 test coordinator is responsible for coordinating the administration for all students, the test coordinator and the SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities and English learners is planned for and administered effectively.

Staff members may serve multiple roles, if necessary; however, only one person can be identified in each role in EEM to receive communications from College Board. If multiple people are indicated in EEM for each role, the most recent person assigned to the role will be used.

Test coordinators and proctors will use Test Day Toolkit to administer the tests to students. Educators will receive access to Test Day Toolkit about 6 weeks prior to the start of Michigan's testing window. Upon gaining access, test coordinators can begin adding testing staff, setting up rooms, and preparing for digital readiness activities. For more information about Test Day Toolkit, visit satsuite.collegeboard.org/k12-educators/tools-resources/test-day-tool-kit.

Role	Primary Responsibility	Identify in EEM?
SAT test coordinator	Responsible for coordinating the SAT administration for all students.	Yes
SAT backup test coordinator	Responsible for coordinating the SAT administration if the SAT test coordinator is not available.	Yes
SAT SSD coordinator	Requests accommodations and extended time EL supports and works with the SAT test coordinator to coordinate the SAT for students with disabilities and ELs with extended time supports.	Yes
PSAT 8/9 grade 8 test coordinator	Responsible for coordinating the PSAT 8/9 administration for all grade 8 students.	Yes
PSAT 8/9 grade 8 backup test coordinator	Responsible for coordinating the PSAT 8/9 grade 8 administration if the PSAT 8/9 grade 8 test coordinator is not available.	Yes
PSAT 8/9 grade 8 SSD coordinator	Requests accommodations and works with the PSAT 8/9 grade 8 test coordinator to coordinate the PSAT 8/9 for grade 8 for students with disabilities.	Yes
PSAT 8/9 grade 9 test coordinator	Responsible for coordinating the PSAT 8/9 administration for all grade 9 students.	Yes
PSAT 10 test coordinator	Responsible for coordinating the PSAT 10 administration for all grade 10 students.	Yes
Grade 9/10 backup test coordinator	Responsible for coordinating the PSAT 10 or PSAT 8/9 grade 9 administration if the regular test coordinator is not available.	Yes
Grade 9/10 SSD coordinator	Requests accommodations for 9th- and 10th-grade students and works with the respective test coordinators for students with disabilities.	Yes
Technology coordinator	Makes sure the school's technology and network infrastructure can support digital testing, including student testing devices, test coordinator and proctor devices, and the school's network. Also supports technical troubleshooting on test day(s). Can be someone at a school or district level.	Yes
Proctor	Responsible for conducting a secure, valid administration in the testing room.	No
Room monitor	Assists the proctor with activities and monitors students in the testing room.	No
Hall monitor	Responsible for monitoring the hallways on test day.	No
Technology monitor	Staffs the help room for the duration of testing and provides basic technical troubleshooting for students and staff.	No

Identifying Testing Coordinators in the Educational Entity Master (EEM)

The EEM is a public repository that contains basic information, including contact information, regarding educational entities in the state of Michigan. College Board uses the EEM to obtain contact information, including email address, phone number, and mailing address, for assessment coordinators for each of the College Board assessments.

To view current contact information that will be used by College Board, go to michigan.gov/eem. If information in the EEM needs to be updated, please reach out to your authorized district EEM user for assistance.

Notes Regarding the EEM

- If there is more than 1 person listed for a role, College Board will use the most recent.
- If the EEM information is not accurate, you will **not** receive critical testing communication or deliveries. Test materials will be sent to the address listed in the coordinator record in the EEM and must be owned by the district.
- For assistance with the EEM, email the Center for Educational Performance and Information (CEPI) at cepi@michigan.gov or call 517-335-0505 (option 3).

Training

Training is required every year for test coordinators. There will be one training for all test coordinators, regardless of assessment. A link will be sent via email to SAT, PSAT 10, and PSAT 8/9 testing staff in late February–early March to access the training. In addition, testing staff may access the training by logging into their College Board accounts. There will be training modules for test coordinators, proctors, technology monitors, and hall and room monitors.

College Board provides webinars to help test coordinators and SSD coordinators prepare for implementation. These webinars are optional. If you cannot attend the live webinars, you may still register, and the presentation will be provided to you afterward. Look for links in the Spotlight on Student Assessment and Accountability online newsletter to register.

Michigan requires all staff with access to secure testing materials, including those assisting students with online testing, to sign the OEAA Security Compliance Form and be trained with MDE’s test security training materials. See the Required Assessment Security Training section on page 12 of the [MDE Assessment Integrity Guide](#) located on the PSAT (michigan.gov/psat) and MME (michigan.gov/mme) webpages.

Training	Date
School test coordinator webinar: Part 1	December 5, 2023
Technical readiness webinar	January 10, 2024
SSD/Accommodations webinar	January 17, 2024
School test coordinator webinar: Part 2	March 7, 2024

MDE has published an Assessment Coordinator Training Guide that covers all Michigan assessments. This is available at michigan.gov/mme and michigan.gov/psat.

Publications

Schools will no longer receive printed manuals to support testing staff in their test administration. College Board will provide shorter and more focused PDFs, each addressing more specific aspects of test preparation and administration, that can be downloaded from the web closer to test day. Titles for these manuals and guides may include:

- *Test Coordinator Manual*
- *Proctor Manual*
- *Accommodations Guide*
- *Technical Troubleshooting Guide*

Registration

Do **not** place orders directly with College Board in the SAT Suite Ordering and Registration (SSOR) site for the SAT, PSAT 10, or PSAT 8/9 for the state-provided College Board assessments in spring 2024.

For information on who is eligible to take the SAT and who must take the SAT, refer to the Who Must/Can Take the MME document posted at michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf.

Secure Site

MDE will open the initial pre-ID window for public schools in the OEAA Secure Site from January 3–February 14, 2024. All updates must be complete by the February deadline. College Board will pull pre-ID data from the Secure Site on a rolling basis from January 3–April 22 for online testing. College Board will pull pre-ID data for late arriving students approved for testing with paper and pencil from February 15–April 18. Once College Board processes pre-ID data, students will populate in their enrolled school in Test Day Toolkit.

- OEAA will pre-ID public school students included on the fall Michigan Student Data System (MSDS) General Collection.
- For districts that submit new student enrollment and student exit records in a Student Record Maintenance (SRM) file by December 31, 2023, those records will also be included in the pre-ID by OEAA.
- OEAA will not pre-ID nonpublic school students. Nonpublic schools are responsible for preidentifying all their students who will be testing directly in the OEAA Secure Site.

Action required in January:

- Log in to the OEAA Secure Site.
- Update the Pre-ID Student Report by unassigning students who will not test and adding new students who may have enrolled after fall count day, or homeschooled students who are participating at your school.

Homeschooled Students

Homeschooled students are eligible to take the SAT, PSAT 10, or PSAT 8/9. Students or parents must contact the school ahead of testing to make arrangements. **Homeschooled students must be pre-ID'ed in the OEAA Secure Site.** The test coordinator should inform the student/parent about when to arrive and what to bring on test day. Homeschooled students must present a valid photo ID on test day. Information about valid photo IDs can be found in the coordinator manuals or at satsuite.collegeboard.org/sat/what-to-bring-do/id-requirements.

College Board–Approved and State-Allowed Accommodations

Requests for accommodations for the Michigan-provided SAT with Essay, PSAT 10, or PSAT 8/9 for 8th and 9th grades are submitted by the designated SSD coordinator in the College Board online system, SSD Online. Accommodation requests can flow within the SSD Online system in 2 ways: State-allowed or College Board–approved. The main difference between the 2 processes is that once approved, students remain approved for accommodations through the College Board–approved process, whereas the state-allowed process is only good for the specific Michigan-provided administration and results in a non college or scholarship reportable score. Both processes are acceptable

Once students are approved for College Board–approved accommodations, they remain approved for all other College Board assessments, including AP[®] Exams. Please note that this doesn't change the IEP team's responsibility to review student needs and

necessary accommodations at each annual review. If a student’s IEP or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online. College Board and MDE recently released new accommodations guidance for 8th graders, which is available to review here: michigan.gov/mde/-/media/Project/Websites/mde/OEAA/PSAT/PSAT-8_9-Accommodations-for-Eighth-Grade.pdf.

If SSD coordinators submitted College Board–approved accommodations for 8th graders in the fall, no further action is necessary. If SSD coordinators did not submit accommodations for fall testers, they may submit state-allowed accommodations for 8th graders in spring. In previous years, it was recommended that requests for SAAs be submitted for most 8th graders. With the transition to digital testing, SAAs may still be used if required to meet student needs, but educators are encouraged to request College Board–approved accommodations, when applicable. SAAs are in place to support state-required assessments where the use of the accommodation results in a score that higher education institutions do not accept. SAAs do not carry over from year to year and must be requested each year.

Consideration of SAAs is especially important for students taking the SAT, where the student generally wants scores to be reported to colleges and universities.

College Board–Approved Accommodations	State-Allowed Accommodations
Once approved, can be used for all College Board assessments	Available only for Michigan-provided SAT, PSAT 10, or PSAT 8/9
Once approved, students remain approved for accommodations	Must be requested each year
Requested in SSD Online, goes through a review process. Most requests are approved automatically; some requests require documentation review, which could take up to 7 weeks	Requested in SSD Online and are automatically approved
Available for all assessments	Available for all assessments
Scores are provided to the state, school, student, and applicable colleges and scholarship programs, if requested	Scores are provided to the state, school, and student but are not reportable to colleges or scholarship programs
Request deadline is February 16, 2024. Can make requests now.	Request deadline is February 16, 2024. May begin making requests January 9, 2024.

Schools have the flexibility to test any time within the approved window, and they may allocate multiple days within the window for testing. Students must still complete testing in 1 day unless they have accommodations that allow for two-day testing. Test Day Toolkit provides a list of all registered students’ accommodations and appropriate groupings for testing.

Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator assists the test coordinator in determining testing rooms and staff needed for administering the tests with accommodations. For digital testing, the default for all accommodated students is online testing. However, paper tests are available if students cannot test digitally as specified in their IEP or 504 plan. When a request for an accommodated paper test is approved in SSD Online, College Board will ship paper materials to the school prior to the start of the window. The SSD coordinator and test coordinator should also collaborate with the district EL coordinator to determine which students will use EL supports and which supports are appropriate. Although not an accommodation, EL students using time and one-half will need to be identified in SSD Online.

Although not acting as the primary SSD coordinator, test coordinators may also get access to the information in SSD Online if the [SSD Coordinator Form](#) is submitted.

Administering Accommodations

The *Accommodations Manual* will be available on the [SAT Suite of Assessments website](#) and will have extensive information about different timing configurations for each section depending on the accommodations that students are approved for. Below are some common configurations and the duration of each. It is important to note that the times listed below are only the times allotted for the student to take the test; more time needs to be scheduled in the day to account for administrative activities.

Test Duration		
Timing	PSAT 10 and PSAT 8/9 (Including Breaks)	SAT with Essay (Including Breaks)
Standard Time	2 hours, 24 minutes	3 hours, 19 minutes
Extended Time: Math Time and One-Half	3 hours, 4 minutes	3 hours, 59 minutes
Extended Time: Math Double Time	3 hours, 39 minutes	4 hours, 34 minutes
Extended Time: Reading Time and One-Half (entire test)	3 hours, 41 minutes	5 hours, 16 minutes
Extended Time: Reading Double Time (entire test)	4 hours, 58 minutes	6 hours, 43 minutes

English Learner Supports

English learners will be able to utilize English learner (EL) supports for the spring 2024 Michigan-provided assessments. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half. Students can use one or any of these supports in combination. Students will receive college reportable scores when any of these supports are used. These supports are not currently available for the weekend administrations of the SAT, PSAT/NMSQT®, or Advanced Placement® courses.

Use of a College Board–approved word-to-word bilingual dictionary:

- The list includes approximately 100 dictionaries.
- The use of a dictionary does **not** require approval by College Board.
- The approved list will be posted at michigan.gov/mme and michigan.gov/psat.

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese. College Board also supports on-the-fly translations of directions by district-approved translators.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available to print in February 2023 from MDE’s MME and PSAT websites.

Use of time and one-half:

- Students will receive time and one-half on each section of the assessment. Students must sit for the entire time allotted and cannot go ahead in the test, even if they are the only one testing.

- Although not an accommodation, EL students requiring time and one-half will need to be identified in SSD Online each academic year. Students will be automatically approved, and no supporting documentation is required.
- EL students using time and one-half can be tested with other students with accommodations testing with the same timing and test materials.

To determine if the use of time and one-half for an EL is appropriate, please use the guiding questions below. A preponderance of evidence should exist rather than a few answers of “yes” to the following questions for the student to be provided this level of support.

Consider:

- Is the student formally identified as an EL?
- Does the student typically receive additional time to complete assignments?
- Does the student typically receive additional time to complete in-class assessments?
- Is the student a recently arrived student (attended U.S. schools for 12 months or less)?
- Does the student typically use a bilingual word-to-word dictionary in the classroom?
- Does the student use additional or different linguistic supports in the classroom?
- Does the student need additional time to process written text in English?
- When given the choice, does the student indicate they would prefer to have extra time for assignments?

Practice Resources

There are a variety of practice options available to students before test day. Schools can share these with students to help them feel prepared and know what to expect on the test.

- Students can download Bluebook at bluebook.app.collegeboard.org for the following resources:
 - ♦ **Test Preview:** A short set of untimed questions lets students experience digital testing and try out the tools. They will not receive scores or any feedback on their answers.
 - ♦ **Full-Length Practice:** These tests are timed like a real test, except students can move forward from one section to the next before time expires. Full-length practice tests will be available in Bluebook. Sign-in ticket login credentials are used to access Bluebook and the in-app practice tests. After finishing the practice test in Bluebook, students can use the same sign-in ticket login on **My Practice** at mypractice.collegeboard.org to view their score results and their practice exam questions, answers, and their explanations. As always, students can also later log in to their personal accounts for additional insights about their practice results.
- Students can use Official Digital SAT Prep on Khan Academy® at khanacademy.org/sat to get customized practice that includes videos, articles, and worked examples designed to help them understand and experience what’s new about the digital SAT Suite.
- Paper practice tests are available for students who will be testing with accommodations that require a paper format, or for students who are just looking for additional sample questions.
- More information about practicing with assistive technology is available at bluebook/collegeboard.org/students/accomodations-assistive-technology.

More information about practice resources for students is available online at satsuite.collegeboard.org/digital/digital-practice-preparation.

Planning Your Space

To prepare for test day, you will:

- Post directional signs to the testing rooms, help room, break area, and restrooms (if necessary).
- Make sure all testing staff have a device with access to Test Day Toolkit.
- Make sure outlets are available in rooms reserved for extended time testing in case students need to charge their device(s).
- If possible, reserve a room for students who arrive late, after the proctor reads the script in their assigned testing room. If you don't have a late room, late arrivals should be rescheduled for another time in the testing window.

To promote an effective and secure administration, testing rooms must fulfill these requirements:

- The chairs have backs.
- Seats face the same direction.
- Students can't easily see each other's screens.
- Proctors and monitors unimpeded access to every student and can easily see them.
- Students are separated by at least 3 feet on the right and left (measured from center of desk).
- Power outlets are available and easily located, and seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions.
- Tables that seat more than 1 student have enough space for students to sit 3 feet apart.
- Students won't be seated at round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. (Partitions and dividers are allowed only if testing in a computer lab.)
- It has a clock that's visible to all students.
- It doesn't have visible maps, charts, or other teaching materials.

Digital Readiness Check

With the shift to digital testing, schools administering SAT with Essay, PSAT 10, and PSAT 8/9 will complete a digital readiness check. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the digital readiness check, students will log in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and try a test preview.

Students will use sign-in tickets to complete the digital readiness check and may bring the tickets home with them to complete practice tests before test day. If schools allow students to keep their sign-in tickets from the digital readiness check, the test coordinator must print new sign-in tickets for students to use on test day.

These sessions can be completed in 30 minutes or less and we suggest completing the readiness check as soon as possible. The school testing team should complete the digital readiness check in March, ideally 1–2 weeks before testing. Schools need to complete a digital readiness check for each test administration within the window.

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.
- Allow students to confirm their registration information appears correctly in Bluebook and that any approved accommodations are enabled and correct.
- Save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, answer a few (optional) questions about

themselves, see what to bring on test day, and have an opportunity to receive scores and other educational information on the BigFuture® School mobile application (if they're eligible). **Note:** Parental consent must be collected by schools before students submit College Board's optional student information, provide their mobile number on test day to download College Board's BigFuture School app, and/or opt in to Connections™. Click [here](#) to learn more about MDE's parental consent guidance. Click [here](#) for an MDE-provided parental consent form.

- Make sure Bluebook is installed on managed devices properly.
- Gauge network readiness.

Please see the *Test Coordinator Manual* or *Proctor Manual* for more information about the readiness check.

Paper Testing

For Spring 2024, the default for all students is digital testing; however, paper tests are available in the following circumstances:

1. Individual students can't test digitally due to their IEP or 504 plan. In such cases, SSD Coordinators must request a paper test for the student as an accommodation. When a request for a paper test accommodation is approved in SSD Online, College Board will ship paper materials to the school for testing.
2. A school submits and obtains approval for an online waiver.

The Online Waiver form in the OEAA Secure Site has been updated to include SAT with Essay and PSAT-related assessments. Online waivers can be submitted between Monday, October 16, and Wednesday, November 22, 2023.

Educators may choose one of four options to categorize their requests:

1. For locations operating as a special education center-based program, approvals will only be granted if all students at the location must test with paper and pencil based upon accommodations in their IEP requiring paper assessments. If that is not the case, the waiver request will be denied, and SSD coordinators must request paper-based assessments in SSD Online for the individual students who require them.
2. For juvenile detention centers and/or alternate education programs, the waiver will be approved if there is a device or internet access policy that prohibits all students from testing online.
3. For schools that desire to test with paper and pencil because they are not tech ready, the request is not considered a valid reason for an approved waiver. If a school is concerned with the number of devices they have or lack of internet connectivity, the request will be escalated to College Board who will follow up with appropriate administrative recommendations/information to help the school test successfully.
4. Finally, the Other category requests will be escalated to College Board who will follow up with the school to make a final decision. Schools with an approved online waiver will be permitted to test with paper and pencil.

Paper materials will arrive in March 2024 for schools with an approved online waiver and students with an approved paper-based accommodation. **Note:** Paper testers will write their answers in the test book and designated testing staff are required to transcribe the multiple-choice responses into Bluebook once testing is complete. For SAT with Essay, multiple-choice answers must be transcribed, but students will write their essay on a provided answer sheet to be mailed back to College Board for scoring.

Postadministration Activities

For most students testing digitally, testing staff will have relatively few activities to complete when testing is concluded. The PDF manuals will contain information for testing staff regarding the submission of Irregularity Reports and additional steps to take to support rescheduling and retesting students who require it.

More information about after test day activities and scores will be available closer to test day.