

**MI Implementation Webinar Q&A (11.17.2022)**

Question	Category	Answer
If a student testing with MP3 audio finishes before the allotted time, and they are at the end of their test, can they shut their computer off? Or do they have to leave the screen open?	Accommodations	They should leave their screen open in case they decide to go back and review their responses.
Are you still encouraging to apply for State-Allowed Accommodations for grade 8?	Accommodations	Yes
Is there a deadline to get accommodations into SSD online?	Accommodations	21-Feb
Where can we find the consent form to apply for state-allowed accommodations?	Accommodations	It will be in SSD Online. If it is not there now, it will be there once the SAA window opens in SSD Online in early January.
Can a student refuse their approved accommodation? If so - what is required of us?	Accommodations	A parent will need to provide a letter approving of the refusal of approved accommodations. Keep the letter on file at the school, do not return this to College Board. Provide the student with a standard test book.
For students with accommodations, that have mp3 for 2 day testing, if they test the first day, but are sick on the second day, do you resume 2nd day testing as soon as they are back in school?	Accommodations	Correct.
Do MP3 SAT testers have to test for two consecutive days or can there be a few days in between tests dates as long as it's within the accommodated testing window?	Accommodations	They should be 2 consecutive days as much as possible. If a student is absent the 2nd day, complete testing the next day the student returns.
Transferring students in the SSD Online platform has been challenging because we don't have a way to get students' SSD ID numbers other than asking students (who Horton have no idea what we're asking for). Is there a way to get those from College Board to support that work?	Accommodations	We continue to try to make improvements to this process. We suggest that the SSD # is included in student records so that schools have access to this if students transfer schools. Students also can look up their SSD # in their CB account.
You said that accommodations can be put in any time in SSD online, but then you said the window to apply is Jan 9-Feb. 21. Can you clarify?	Accommodations	The window to apply for state allowed accommodations specifically is Jan 9-Feb 21.
Do I have to individually transfer all my 8th grade students to the High School in my district in SSD Online or will this be updated with Fall count information?	Accommodations	It will not be automatically updated - SSD Online doesn't "talk" to other systems. Schools will need to transfer students in SSD Online.
Will the accommodated test be on computer?	Accommodations	Only if a student is approved for an accommodation that would require a computer (MP3, computer for Essay)
As the SSD coordinator I do NOT get notification when something has changed for a student. You also mentioned the transfer of students. I have not had any luck with transfers. All I get is error messages every time. Adding students for the first time has been a challenge as well. Sometimes it works, sometimes I get an error message.	Accommodations	My apologies for these inconveniences. Please contact <a href="mailto:ssd@info.collegeboard.org">ssd@info.collegeboard.org</a> for assistance regarding the issues you are experiencing.
Is there anyway for SSD to notify the SSD Coordinator when accommodations have been approved or denied that are requested to be added or removed?	Accommodations	SSD coordinators should receive an indication that accommodations have changed in a student's record, then they'd have to login to check whether the student has been approved, added, or denied. Typically, we do not provide notifications if the accommodation is removed, that I'm aware of.
I sent an email with an intent to participate two days ago, but the information is not yet updated in the OEAA site. What is the typical turnaround on this?	Establishment	5-7 days
How do you know if you are established?	Establishment	Review the Test Center Participation Page in the OEAA Secure Site.
How do I change the address for shipping?	Establishment	Update EEM; however, MDE requires that test materials be sent to the official school address.
On the OEAA secure site it lists us as being registered for the SAT but not WorkKeys. How do we do that?	Establishment	You'll need to reach out to ACT for questions related to WorkKeys.
I checked OEAA and under PSAT 8 its says no to participating in PSAT 8/9. We are a k-8 school and did not receive an intent to participate, how should I proceed? We do have a level 2 AI code.	Establishment	You do not need a Level 2 AI code for the Michigan-provided assessments. Call the MI educator hotline (866-870-3127) to indicate your intent to participate.
Do Alternative schools need to test all grades?	Establishment	Please direct eligibility questions to MDE.
Is the Intent to Participate email sent to the coordinator listed in the EEM?	Establishment	It was sent to the principal, test coordinator, and district test coordinator
I thought they were eliminating the Essay for SAT?	General	MDE still requires it as part of the Michigan Merit Exam.
Why were the testing dates changed from starting testing on a Tuesday to now beginning on Wednesday? Previous to last year, testing always began on a Tuesday.	General	Based on feedback from schools.
Are schools required to offer a make-up PSAT 8/9 and PSAT 10 test option for students who miss the initial test date?	General	Yes, you should offer a make-up opportunity.
Are sites such as Youth Centers (jail) considered off site?	Off-Site Testing	If the youth center is a stand-alone school with its own building code, AI code, and address where students are Pre-ID'd, it is not an offsite testing location.

For schools that are not able to preadminister (online schools), what might you recommend?	Preadministration Session	The scripts will provide direction to have these activities completed on test day, once testing is complete. Plan your test day schedule accordingly to allow time for testing and these activities.
Do we still have to get parent permission for students to participate in Student Search Service?	Preadministration Session	Yes
Did I read it correctly that all the student search service items could be done online by the student/family before test day to save time on test day? Then we wouldn't have to worry about the consent forms and such?	Preadministration Session	Yes; however, you must communicate to parents that you're telling students to do this at home.
Will we be able to determine if a student completes the questionnaire online?	Preadministration Session	There is currently no way for educators to know whether a student has completed this online.
Can a district use an opt out availability notification with all info provided regarding student search, would this be allowed? My district has asked if we can do this.	Preadministration Session	You should follow district policy for what does and does not qualify as consent for your school.
If we have rolling admission and I get a new student AFTER I already confirmed my labels, am I able to go in and add the new student or how would I handle this?	Pre-ID Labels	You will pre-ID the student and locally print a pre-ID label from the OEAA Secure Site for every answer document.
What will the turnaround look like for make-up materials? Last year make-up materials were set to arrive the Monday before make-up testing dates. For online schools, this is not ideal as we send materials out with proctors on that Monday.	Shipments	We understand there were shipping issues in April 2022. Test materials for makeups should arrive the Thursday or Friday prior to the makeup date.
Will SSD materials for return (and manuals, etc) come in boxes addressed to the Test Coordinator?	Shipments	Yes
What about a student that is on a certificate of completion? PSAT is not appropriate for that student. Which test can we administer to them?	Student Eligibility	Eligibility questions should be directed to MDE.
When scheduling and Pre-IDing students, if we have a foreign exchange student in 10th grade, should we include them to test?	Student Eligibility	Eligibility questions should be directed to MDE.
I thought PSAT 8 and 9 had to be given same day since it is the same test.	Test Dates	While PSAT 8/9 for grade 8 and 9 measures the same construct, 8th graders and 9th graders use different test books.
So if I am reading this correctly, the PSAT 8 has to be administered on April 12th and the rest of the window for the PSAT 8 is for those who were absent and didn't show up?	Test Dates	Correct.
Where do I change who is listed as the testing coordinator?	Testing Staff	Your district authorized user needs to update EEM.
Where do we identify who is the primary SSD Coordinator? EEM?	Testing Staff	Yes
I am the test coordinator at my school. My son, an 8th grader, attends a different school. Am I still allowed to be a test coordinator?	Testing Staff	You cannot be the test coordinator for PSAT 8/9 for grade 8.
Can a staff member proctor a test that their child might be taking in another room or building?	Testing Staff	As long as they don't proctor to their own child and do not have access to test books prior to the morning of the test.
Proctors - it says they cannot proctor in a room with a family member. Is that immediate family or any family member?	Testing Staff	Any family member
I am listed in the EEM as the PSAT 8/9 test coordinator and the SSD coordinator in my school, but I am not actually coordinating SSD testing. What are the ramifications if this is not corrected/updated?	Testing Staff	Being the SSD coordinator in EEM ONLY indicates you will receive emails from College Board related to accommodations.
The testing coordinator at our school is the same for all assessments (SAT, PSAT10, PSAT8/9). If they have a child taking one of those assessments, can the backup coordinator manage/handle that one test- without having the change the testing coordinator?	Testing Staff	No because the test materials will be sent to your school and addressed to the test coordinator. It will also be important that the backup coordinator receive emails/notifications/etc which will not happen if not listed as the test coordinator.
Can a staff member who has a child taking the SAT have access to the script/manual prior to test day and just not any other materials? Or access to nothing? She will not test her son, obviously.	Testing Staff	Yes, she can have access to the manual, just not test books.
Can the Test Coordinator also be the SSD Coordinator?	Testing Staff	Yes, but this is not recommended unless your school is short-staffed, and you do not have two different people to fill these roles. The Test Coordinator and SSD Coordinator have multiple responsibilities. Dividing the work amongst more than one person is ideal, if possible.
To clarify, if I have a son who is in 8th grade this year can I still be the Testing Coordinator to plan and manage everything as long as I do not store or have access to test materials and I also don't proctor?	Testing Staff	If you have a son in 8th grade, you can be school test coordinator for PSAT 10 and SAT with Essay but not PSAT 8/9 for grade 8. You can still help your principal and other staff plan for testing, but cannot be listed as the PSAT 8/9 for grade 8 test coordinator.
Are all staff required to do the OEAA training or are we just required to hold a training?	Training	Are you referring to the Assessment Security Training from MDE? If so, you'll need to reference the MDE Assessment Integrity Guide for more information about this.
Where and when will the training power point for hall and room monitors be available?	Training	These are currently posted on <a href="http://www.michigan.gov/mme">www.michigan.gov/mme</a> and <a href="http://www.michigan.gov/psat">www.michigan.gov/psat</a>
When will the link for the SSD training be sent out?	Training	<a href="https://collegeboard.zoom.us/webinar/register/WN_m6pEFeJyQhCuQrVth8F2NA">The link for the Accommodations webinar is included in the Nov 17 edition of Spotlight. I've included it here as well: https://collegeboard.zoom.us/webinar/register/WN_m6pEFeJyQhCuQrVth8F2NA</a>