

College Board March Monthly Newsletter

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Dear Michigan Test Coordinator,

Welcome to the March 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
Complete College Board’s required online training.	April 1
Ensure students complete the digital readiness check.	March 12-April 5
State testing is open.	April 8-26

Training Opportunities

Don't miss the [School Test Coordinator Webinar, Part 2](#), scheduled for March 13, 2024. This session will cover the same content presented on March 7. A recording of the March 13 session will be accessible [here](#) for on-demand access, along with all other College Board trainings. Register for CB training sessions by clicking the links below.

Training/Registration Link	Audience	Date	Time
School Test Coordinator Webinar, Part 2 (Option 2)	School Test Coordinators	March 13, 2024	1–2:30 p.m. ET
College Board Office Hours	All Coordinators	March 20, 27 April 3, 10, 17	2-3 p.m. ET

College Board's Required Online Training

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

Required Test Staff Roles: Each school test coordinator, technology monitor, and proctor is required to complete their designated online training module. While the online training for these test staff must be completed individually, complementary, locally developed training may be provided in a group setting.

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 [this College Board–provided PDF](#) (.pdf/185 KB), or review the PDF independently, if the school test coordinator permits.

Services for Students with Disabilities (SSD) Coordinators: Training is optional for SSD coordinators who aren't serving in any other test role. If SSD coordinators opt to complete the training, they can choose between the test coordinator or proctor training.

Duration: The online school test coordinator training will take approximately one hour, while the other online trainings will take 30–40 minutes.

Notification: School test coordinators received an email notifying them of the training's availability on February 26. They can forward that email to testing staff or direct staff to log in to their [College Board professional accounts](#) for access. After logging in to your College Board professional account, select **Test Administration Training for the SAT Suite of Assessments** under **My Tools and Services** in your dashboard. Choose **In-School Assessment** to access your training course.

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

Eligibility and Testing Window

Only schools with approved online waivers and students with approved paper-based accommodations in SSD Online are eligible to take a paper and pencil test. The spring 2024 paper and pencil testing window for the Michigan-provided SAT with Essay, PSAT 10, and PSAT 8/9 is April 8–26. This window will be used for all testing, including rescheduling for absentees and retests for students with approved irregularities.

Retests and Test Taker Administration Instructions

All irregularity reports for College Board testing are submitted in Test Day Toolkit. The submission of irregularities in Test Day Toolkit is key. Once retests for irregularities are processed, makeup test materials will be promptly sent to the school. It's crucial for test coordinators to plan testing sessions early in the window to allow ample time for processing irregularities and administering retests. For guidance on irregularities and retests, refer to the [Retest and Irregularities guide](#) (.pdf/592 KB).

Transcription and Score Release

Transcription guidelines for paper tests are outlined in the [SAT School Day](#) (.pdf/2.18 MB), [PSAT 10](#) (.pdf/1.68 MB), and [PSAT 8/9](#) (.pdf/1.62 MB) Paper Testing Guides. Timely completion of transcription activities is imperative. Educators must transcribe all multiple-choice responses from the paper test book to Bluebook™ as soon as possible after testing. For SAT with Essay, student essays will be written on essay answer documents and shipped back to College Board for scoring. Paper test scores will be released concurrently with digital tests. It's important to note that the timing of SAT with Essay score release will vary depending on when Essay materials are received.

Paper Material Shipments

The earliest paper shipments will begin arriving in schools the week of March 25. College Board will process updated pre-ID data and paper material shipments through Monday, April 22, with the latest shipments delivering on April 25.

Test Taker Administration Instructions

Test administration activities play an important role on test day. Paper testers receive the same Test Taker Administration Instructions (TTAI) as digital testers. These instructions are essential for familiarizing students with the testing process and ensuring a smooth experience on test day. When your material shipment arrives, familiarize yourself with the TTAI. Be sure to review the paper testing guides prior to test day to become acquainted with the testing scripts and test administration procedures.

Required Training

College Board's required online training for school test coordinators contains a section on paper testing. For that reason, school test coordinators at schools approved for paper and pencil testing are required to complete College Board's required online training. The required online training became available on **February 26** and must be completed by **April 1, 2024**.

School test coordinators received an email notifying them of the training's availability on February 26. They can use that link or log in to their [College Board professional accounts](#) for access. After logging in to your College Board professional account, select **Test Administration Training for the SAT Suite of Assessments** under **My Tools and Services** in your dashboard. Choose **In-School Assessment** to access your training course.

Practice Opportunities

There are [four nonadaptive, full-length SAT practice tests](#), one full-length [PSAT 10 practice test](#), and one full-length [PSAT 8/9 practice test](#) available on the College Board website to print and practice. These practice tests cater to students' preparation needs, helping to ensure they're well-equipped for test day.

Testing Environment

Paper and digital testers must test separately due to differing instructions and timings. Maintaining testing integrity is paramount to ensure a fair and standardized testing experience for all students. By adhering to guidelines and utilizing available resources, educators can ensure that every student has the opportunity to demonstrate their abilities.

Translated Test Directions

Translated test directions for both paper/pencil and online testers are [now available](#). Translated test directions serve as a support available to all English learners and don't necessitate entry in SSD Online.

College Board's State Data Management System

For spring 2024 accountability testing, the SAT with Essay, PSAT 10, and PSAT 8/9 aren't ordered via the SAT Suite Ordering and Registration (SSOR) system. Instead, students are pre-identified in the OEAA Secure Site, and their data is subsequently managed through [College Board's State Data Management System \(SDMS\)](#).

By this point, district test coordinators, school test coordinators, and SSD coordinators should've received an email from collegeboard@e.collegeboard.org with the subject line "Access SDMS to Review Student Data." **The link provided in the email allows you to access SDMS.** SDMS serves as a hub of data, coordinating student information received from the OEAA Secure Site and SSD Online, all of which transfer to the Test Day Toolkit test administration system and Bluebook testing application.

SDMS has different permissions for different levels of users. In Michigan, district test coordinators have "view only" access permitting them to see student rosters for the schools within their district. School test coordinators and SSD coordinators can force match accommodations and waive accommodations (with parental consent as determined at the local level). Schools won't be able to make any other modifications directly in SDMS.

All enrollment changes should be processed through the OEAA Secure Site. College Board will pull pre-ID data from the OEAA Secure Site on an ongoing basis between March 8 and

April 22.

Note: Any changes to enrollment or accommodations made after April 22 will jeopardize a student's ability to test.

Digital Readiness Check

College Board requires students to complete the digital readiness check prior to testing. The digital readiness check ensures device compatibility, correct installation of Bluebook, and completion of exam setup prior to test day, which allows students to review test taker rules, provide optional information, sign up for BigFuture® School and Connections™ for PSAT 10 and SAT with Essay, and add four free score sends for SAT with Essay.

Students will also be able to complete a test preview or practice test in Bluebook to explore universal tools and engage with sample questions.

The digital readiness check takes approximately 30 minutes (not counting the test preview or full-length practice test). A PowerPoint that walks test staff through the digital readiness check can be found at michigan.gov/mme and michigan.gov/psat for [SAT with Essay](#), [PSAT 10](#), and [PSAT 8/9](#).

Testing Room Requirements

To ensure an optimal testing environment, please adhere to the following testing room requirements:

- Use rooms away from noisy areas.
- Provide a display area, such as a whiteboard.
- Ensure a clock is visible for all students.
- Chairs must have back and face forward in the same direction.
- Tablet-arm chairs are acceptable if they have a minimum 12x15-inch writing surface.
- Avoid displaying maps, charts, or teaching materials.
- Don't use round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. (Note: Round tables aren't permitted under any circumstances.)
- Computer labs may be used for testing.
- Maintain at least three feet of spacing between students, regardless of table length.
- Ensure access to power supply for electronic devices.

Fee Waivers

College Board provides [fee waivers for income-eligible students](#) to take the SAT Suite during a weekend administration. Additional benefits of fee waivers include unlimited free score sends, college application fee waivers, and CSS Profile® sharing free of charge.

If your school has unused fee waiver codes from previous years, those codes are still active and can be distributed to eligible students. Fee waiver code files that were distributed in previous years can be accessed in the Download Center of your school's K-12 assessment reporting portal.

If your school needs additional fee waiver codes to distribute, you can contact the Michigan Helpline at 866-870-3127.

This year, College Board also launched a program [where students can request fee waivers on their own](#), without involving anyone from their school.

If any income-eligible student would like to take the May or June SAT Weekend assessments, they should get access to a fee waiver and register for the test in February or March.

Contact 866-870-3127 or michiganadministratorsupport@collegeboard.org with any questions.

Sincerely,

College Board