

MICHIGAN

Coordinator Implementation Handbook

SAT School Day, PSAT 10, and PSAT 8/9

General Information

The Michigan Department of Education is providing the SAT[®] with Essay, the PSAT[™] 10, and PSAT[™] 8/9 for grades 8 and 9, for eligible students. This implementation handbook applies to the administration of the state-provided assessments for spring 2023 only.

	SAT with Essay	PSAT 10	PSAT 8/9 for Grade 9	PSAT 8/9 for Grade 8
Primary Test Date/Window	April 12, 2023	April 12–18, 2023	April 12–18, 2023	April 12 and April 13–18, 2023
Makeup Test Date/Window	April 25, 2023	April 25–26, 2023	April 25–26, 2023	April 25–26, 2023
Accommodated Testing Window	April 12–25, 2023	April 12–25, 2023	April 12–25, 2023	April 12–25, 2023

Testing Dates

- All students, unless absent, are expected to test on April 12, 2023, for the SAT with Essay.
- All students, unless absent, are expected to test on April 12, 2023, for the PSAT 8/9 for grade 8. The remaining days of the primary testing window (April 13–18) can be used for students absent on April 12.
- Schools can choose which of the dates they prefer for their primary test date for PSAT 8/9 for grade 9 and PSAT 10 within the primary testing window (April 12–18). The remaining days within the primary testing window can be used for students absent on the primary test day.

The makeup window is for any student who was absent during the primary test day/window or for students who need to retest due to an irregularity.

- ♦ Schools can elect to administer the test to different grades on different days or test all grades on the same day.
- ♦ All students in the same grade in the standard testing rooms must be tested on the same day.
- **Grades 8 and 9 MUST be tested separately.**

Eligibility and State Guidance

For information about who must/can take the Michigan Merit Exam (MME), visit: michigan.gov/mme.

Using This Guide

This guide provides information about key activities required to prepare for your spring administrations. The topics covered include:

- Updates and Reminders for 2022-23 on page 3
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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 Michigan Department of Education (MDE) at:
 - ♦ 877-560-8378
 - ♦ mde-oeaa@michigan.gov for assessment questions
 - ♦ mde-accountability@michigan.gov for accountability questions

Updates and Reminders for 2022-23

College Board has made the following changes for this school year.

1. College Board will introduce a redesigned Nonstandard Administration Report (NAR) for 2022-23, but policies and procedures regarding the NAR will remain largely unchanged from previous administrations.
2. Test coordinators must submit an off-site testing request only if they will be returning test materials directly from the off-site testing location. If the off-site test coordinator sends test materials back to the school (AI) for consolidated return, an off-site testing request is not needed.

Establishing Schools for Testing

Establishment Process

Establishment is the process that allows College Board to know which schools are administering which assessments and is based on rules that are coordinated with MDE. Public schools and nonpublic schools are established through different processes. Schools not established to test will not be able to pre-ID students, will not receive testing materials, and cannot administer assessments.

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-related assessments, they must also administer the related Michigan Student Test of Educational Progress (M-STEP) assessments for that grade.

Using the contact information in the Educational Entity Master (EEM), College Board will send an email in November to all nonpublic schools with eligible students 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 2023 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 21, 2022, to be able to pre-ID students in the OEAA Secure Site for testing materials.

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 2021 and spring 2022 using PSAT 8/9 for 8th grade

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 2021 and spring 2022 using PSAT 8/9 for 9th grade

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 2021 and spring 2022 using PSAT 10

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 2021 and spring 2022 using SAT with Essay

For public schools that are not automatically established, principals, test coordinators, and district assessment coordinators will receive an “intent to participate” email in November 2022. If your school wishes to participate in College Board assessments in spring 2023 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 21, 2022. Indication of intent to participate in College Board assessments is due by November 21, 2022, to be able to pre-ID students in the OEAA Secure Site for testing materials.

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 by January 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 and is used on answer sheets and when returning testing materials. It is also required to apply for accommodations.

Off-Site Locations

Most schools will use their schools as the test location. However, if you plan to use an off-site location to test students, you can request additional return kits sent for each location. New for 2023, if you do not need any additional return kits for your off-site testing locations, no request for off-site testing is required.

Here’s how to request an off-site testing location to receive additional return kits:

1. Identify the number of locations that you will need per assessment for off-site testing. An accurate number is necessary for College Board to send the appropriate amount of return kits for testing materials.
2. Submit the off-site testing request form with the required information at sat.org/offsiterequest. You will receive email confirmation of your off-site request once your form is submitted.
3. Complete your off-site requests no later than midnight ET, January 20, 2023.
4. If necessary, College Board will contact test coordinators to address any questions about the request. Please submit all off-site testing requests and respond to inquiries **by the deadline** to ensure appropriate test materials are shipped in time for test day.

Notes

- A test coordinator must be identified in the EEM at the school level. Additionally, a unique off-site test coordinator must be identified for each off-site test location. A single person may oversee all assessments administered at an off-site location, or a different off-site test coordinator may be identified for each assessment. Contact information for the off-site coordinator will not be captured or reflected in the EEM.

- We recommend that you assign testing room codes at each location. This will ensure that an irregularity at one location does not potentially delay scores for students testing at all locations.
- Preidentification will be completed by the AI, not each off-site location. It's the responsibility of the off-site test coordinator to be aware of which students are testing at each location.
- Test materials will also be shipped to the AI location. The test coordinator at the 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.

Expelled Students

If a student is expelled and not allowed at the school to take the SAT, PSAT 10, or PSAT 8/9, the school should only submit an off-site request (see above) to test this student at another location, such as a district office, if an additional return kit is needed. If the test coordinator will return the expelled student's test materials together with the rest of the school's materials, no off-site request is required.

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. Test coordinators and SSD coordinators must each have a College Board professional account to access tools for the administration. To create an account, go to collegeboard.org, click **Sign up**, and follow the instructions. [Click here for help creating an account](#). 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 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 English learner (EL) supports, to make changes to existing approved accommodations for students, to print the Nonstandard Administration Report (NAR), and to download test forms for the pre-recorded audio (MP3 via streaming) format.

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

Identification of Testing Staff

Avoid recruiting anyone to serve on the testing staff if they have any of the following conflicts of interest:

- They are employed part- or full-time at a test preparation company. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled coursework, is acceptable.)
- They have taken any College Board test within 180 days of test day.

When making staff assignments, adhere to these policies:

- If a staff member has a child or member of their household taking the SAT School Day at any test site during the same testing window, they must not take a role in which they will have access to test books before test day. At a minimum, this includes the roles of test coordinator, SSD coordinator, and backup test coordinator. In cases where this policy isn't followed, the related student's scores are subject to invalidation.

- Never assign a proctor or other support staff to administer the test to a member of their family. If a staff member administers the test to their own child or other member of their household, the scores will be invalidated, and the student will require a makeup test.

Roles and Responsibilities of Testing Staff

Schools are responsible for identifying test coordinators, backup test coordinators, an SSD coordinator, proctors for each testing room, and room and hall monitors. Some 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 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 entity listing will be used.

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 works with the SAT test coordinator to coordinate the SAT for students with disabilities.	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
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

Identifying Testing Staff in the Educational Entity Master (EEM)

The EEM is a repository that contains basic contact information regarding educational systems in the state of Michigan. The MDE sends College Board information from the EEM for school addresses and contact information for testing staff.

To view contact information that will be provided to College Board, go to cepi.state.mi.us/eem.

If the contact information for any of the roles required to be identified to College Board needs to be changed or updated, update them in the EEM as soon as possible. This must be done by the district-authorized user, who can be identified by accessing the District and School Contacts page on the OEAA Secure Site under the **Assessment Registration** drop-down. College Board records will be updated 7–10 days after the change is made in the EEM.

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 to SAT, PSAT 10, and PSAT 8/9 test coordinators in March to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training that is provided or by personalized training provided by the SAT, PSAT 10, or PSAT 8/9 test coordinator. Schools determine the best way to train other test day staff.

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 emailed to you afterward. Look for links in the “Spotlight on Student Assessment and Accountability” online newsletter to register.

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

Manuals

Michigan-specific manuals to assist coordinators and proctors on test day will be sent to schools several weeks before the administration date.

Manual Title	What's Inside
<i>SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator, gives complete instructions for preparing your school and staff for SAT testing.
<i>SAT School Day Standard Testing Manual</i>	Used by the proctor, gives instructions for testing students who are testing without accommodations and students testing with accommodations that may be administered in the standard testing room.
<i>SAT School Day Accommodated Testing Manual</i>	Used by the proctor, gives instructions for testing students with accommodations in nonstandard testing rooms.
<i>PSAT 10 Coordinator Manual</i>	Used by the PSAT 10 test coordinator and proctors, gives complete instructions for preparing your school and staff for PSAT 10 testing, including for proctors testing students without accommodations and students testing with accommodations that may be administered in the standard testing room or in accommodated testing rooms.
<i>PSAT 8/9 Coordinator Manual</i>	Used by PSAT 8/9 test coordinators and proctors, gives complete instructions for preparing your school and staff for PSAT 8/9 testing, including for proctors testing students without accommodations and students testing with accommodations that may be administered in the standard testing room or in accommodated testing rooms.

Pre-ID Students

Do **not** place orders directly with College Board in the Test Ordering Site for the SAT, PSAT 10, or PSAT 8/9 for the state-provided College Board assessments in spring 2023.

College Board will determine your materials order for state-provided assessments based on:

- The number of students pre-ID'd to test in the OEAA Secure Site by the February deadline in the MDE List of Important Dates.
- The number of students and types of approved accommodations in College Board's SSD Online system.

A small overage of testing materials will be sent to accommodate students who may have enrolled in your school after the pre-ID deadline.

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/mme.

Secure Site

MDE will open the pre-ID window in the OEAA Secure Site in early January 2023. All updates must be complete by the February deadline to receive preprinted pre-ID labels.

- OEAA will pre-ID public school students included on the fall Michigan Student Data System (MSDS) General Collection, if the school is established prior to December 31, 2022.
- For districts that submit new student enrollment and student exit records in a Student Record Maintenance (SRM) file by December 31, 2022, 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.
- Any schools not established by December 31, 2022, must pre-ID all students in the OEAA for each applicable assessment.

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.
- If students are not pre-ID'ed by the February deadline, you may not receive enough test materials and labels for test day. Use the Additional Material Order window in mid-March to order additional standard materials, if necessary.

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.** If the student is not pre-ID'ed before the February deadline, a label must be printed locally and affixed to the answer sheet. 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.

Testing with Accommodations and Supports

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. Both processes are acceptable; however, applying for state-allowed accommodations (SAAs) is recommended by MDE for 8th grade as it aligns to the current 8th-grade Individualized Education Program (IEP) or 504 plan. 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.

Consideration of SAAs is especially important for students taking the SAT, where the student generally wants scores to be reported to colleges and universities. However, at the 8th-grade level, scores are not reported to higher education institutions or scholarship programs.

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	Requested in SSD Online and are automatically approved
Available for all assessments, but recommended for 9th, 10th, and 11th grade; choosing this option does not change the IEP team’s responsibility to review student needs and necessary accommodations at each annual review	Available for all assessments, but recommended for 8th grade
Most requests are approved automatically; some requests require documentation review, which could take up to 7 weeks	All requests are automatically approved
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
Students will test with purple (SAT), blue (SAT in accommodated window), orange (PSAT 10), or dark red (PSAT 8/9) test books	Students will use lime green test books for each assessment
Request deadline is February 21, 2023	Request deadline is February 21, 2023

Certain accommodations on the SAT require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window. The NAR will specify when students will test and will be available in SSD Online approximately 4 weeks prior to test day. **All** students with accommodations taking any PSAT-related assessment can be tested in the accommodated testing window.

Once approved, students remain so for College Board–approved accommodations for all other College Board assessments, including AP® Exams. If a student’s IEP or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online. SAAs must be requested each year.

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 accesses and prints the NAR and assists the test coordinator in determining testing rooms and staff needed for administering the tests with accommodations. All testing materials, including nonstandard materials for use during the accommodated testing window, are shipped to the test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of testing materials, as needed. 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 (+50% extended time) 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 manuals will have extensive information about different timing configurations for each section and breaks 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, such as passing out test books and reading directions.

SAT with Essay		
	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	4 hours, 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours, 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours, 15 minutes	Not applicable
Time and One-Half (Math only)	4 hours, 58 minutes	Not applicable
Double Time (Math only)	5 hours, 37 minutes	Not applicable
Time and One-Half (Reading)	3 hours, 24 minutes	2 hours, 50 minutes
Double Time (Reading)	4 hours, 25 minutes	3 hours, 42 minutes
Human Reader (automatic time and one-half)	3 hours, 24 minutes	2 hours, 50 minutes
Scribe (automatic time and one-half)	3 hours, 24 minutes	2 hours, 50 minutes
Pre-recorded Audio (MP3)	4 hours, 20 minutes	4 hours, 37 minutes

PSAT 10

	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	2 hours, 55 minutes	Not applicable
Standard Time with Extra Breaks	3 hours, 10 minutes	Not applicable
Standard Time with Extended Breaks	3 hours, 5 minutes	Not applicable
Time and One-Half (Math only)	3 hours, 41 minutes	Not applicable
Double Time (Math only)	4 hours, 15 minutes	Not applicable
Time and One-Half (Reading)	4 hours, 34 minutes	Not applicable
Human Reader (automatic time and one-half)	4 hours, 34 minutes	Not applicable
Scribe (automatic time and one-half)	4 hours, 34 minutes	Not applicable
Double Time (Reading)	3 hours, 20 minutes	2 hours, 30 minutes
Pre-recorded Audio (MP3)	4 hours, 10 minutes	2 hours, 30 minutes

PSAT 8/9

	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	2 hours, 35 minutes	Not applicable
Standard Time with Extra Breaks	2 hours, 50 minutes	Not applicable
Standard Time with Extended Breaks	2 hours, 45 minutes	Not applicable
Time and One-Half (Math only)	3 hours, 15 minutes	Not applicable
Double Time (Math only)	3 hours, 45 minutes	Not applicable
Time and One-Half (Reading)	4 hours, 34 minutes	Not applicable
Human Reader (automatic time and one-half)	4 hours, 3 minutes	Not applicable
Scribe (automatic time and one-half)	4 hours, 3 minutes	Not applicable
Double Time (Reading)	3 hours	2 hours, 10 minutes
Pre-recorded Audio (MP3)	3 hours, 50 minutes	2 hours, 10 minutes

English Learner Supports

English learners will be able to utilize English Learner (EL) supports for the spring 2023 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; no printed test directions will come with the test materials.
- 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 will also support 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 English learner 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 English learner?
- 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?

Planning for Material Shipments

All materials will be addressed to the test coordinators. Materials for each grade will be shipped separately. Each shipment may contain multiple boxes.

Shipment	Estimated Delivery	Contents
Coordinator Planning Kit	Approximately 6 weeks prior to test day	<ul style="list-style-type: none">Sample copies of each manual:<ul style="list-style-type: none"><i>SAT School Day Coordinator Manual</i><i>SAT School Day Standard Testing Manual</i><i>SAT School Day Accommodated Testing Manual</i><i>PSAT 10 Coordinator Manual</i><i>PSAT 8/9 Coordinator Manual</i>
Preadministration Materials and Pre-ID Labels	Approximately 3–4 weeks prior to test day	<ul style="list-style-type: none">SAT School Day, PSAT 10, and PSAT 8/9 student guidesAll manuals to support testingAnswer sheetsAnswer sheet instruction booklets for students (SAT and PSAT 10)Pre-ID labels to be placed on answer sheets
Test Materials	Approximately 3–4 weeks prior to test day	<ul style="list-style-type: none">SAT with Essay, PSAT 10, and PSAT 8/9 test booksAnswer sheet return envelopes/boxesTest book return labels for SAT with Essay, PSAT 10, and PSAT 8/9

Preadministration Session

The answer sheet for SAT School Day and PSAT 10 allows students to provide information about themselves, their high school experiences, and their plans for college, as well as request their 4 free score reports. In addition, students, with parental consent, may opt in to the free, voluntary Student Search Service™ and complete the optional student questionnaire.

Students also have the opportunity to opt in to Student Search and complete the entire optional questionnaire online at studentsearch.collegeboard.org. If students take advantage of the online option, only fields required for scoring and the 4 free score reports are necessary to be bubbled on the answer sheet on test day, saving schools and students time. Students who opt in to Student Search and complete the optional questionnaire can update their information and opt out of Student Search at any time through their College Board online student profile at studentsearch.collegeboard.org/opt-out. Students can also opt out by calling College Board at 866-825-8051.

If students are directed to complete this process at home, schools must make parents aware of this request. “Connecting with Colleges: Student Search Service,” which provides guidance about Student Search, is available on the MDE MME (michigan.gov/mme) and PSAT (michigan.gov/psat) websites under the **Parent/Student Information** section.

A preadministration session should be scheduled ahead of test day to complete these demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes for the SAT and 30–40 minutes for the PSAT 10 if all information, including the optional questionnaire, is completed. More information about administering the preadministration

session will be included in the coordinator manuals and in the MDE guidance document mentioned earlier.

Students will not participate in the questionnaire portion for PSAT 8/9 for 8th or 9th grade and therefore consent is not required, nor is a preadministration session necessary, but one can be scheduled if the school wants some of the required student information bubbled in prior to test day.

Prior to the preadministration session, distribute an *SAT School Day Student Guide*, *PSAT 10 Student Guide*, or *PSAT 8/9 Student Guide* to each student. The student guides provide information about the features of the test, what the test measures, how the test is scored, test preparation resources, College Board programs, and College Board terms and conditions. In addition, schools should collect consent from parents for students who wish to opt in to Student Search and complete the optional questionnaire.

Consent is only required to opt in to Student Search and the questionnaire. Students will still take the SAT and PSAT 10 without completing the questionnaire.

Follow your district or school policy for collecting consent. Schools and districts may opt to use the consent forms provided by MDE (the “SAT Suite of Assessments Participation in College Planning Options Consent Form” is available at michigan.gov/mme and michigan.gov/psat) or may choose to use their own.

Consent forms only need to be collected once and should be kept on file for 3 years and don’t need to be returned to College Board.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive (they will come around the same time, but in different shipments) after allowing enough time for students to review the student guide with their parents. The preadministration scripts will provide guidance on how to conduct the session based on parental consent.

Planning Your Space

To prepare for test day, you will need:

- Bells and announcements to be silenced on test day.
- A place to securely receive and store testing materials.
- Rooms for testing standard and accommodated students.
- A late-arrivals room for students who arrive late but still in time to be tested. If you don’t have the space or staff for a late-arrivals room, schedule students to test on a makeup date.

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

- Rooms must be located away from noisy areas and distracting activities.
- Rooms should be near restrooms as much as possible.
- Rooms must have:
 - ♦ A working clock, visible to all students.
 - ♦ Proper ventilation.
 - ♦ Proper seating that accommodates the seating requirements listed below.
 - ♦ No materials related to test content on display (these can be removed or covered).
- We recommend you avoid using science rooms, computer labs, or rooms with specialized equipment. They may be uncomfortable for students and may not have adequate desk space.

The following are seating requirements for all testing rooms:

- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.

- Each student must be separated by a minimum of 3 feet from right to left (measured from center of desks).
- Staff access to every student must be unimpeded.
- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches (30 x 38 centimeters).

The following seating arrangements are not allowed:

- Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
- Seat assignments that follow any expected patterns (such as alphabetical order). Seat students at random.
- Students may not select their own seats.

Coordinator Checklist

This is a suggested checklist of activities for the test coordinator. You may choose to do certain activities at a different time at your school, but be sure to reference the deadlines available on michigan.gov/mme and michigan.gov/psat.

October–December

Mark when Complete	Activity
<input type="checkbox"/>	Test staff information is updated in the EEM.
<input type="checkbox"/>	Confirm establishment in the Test Center Participation page in the OEAA Secure Site.
<input type="checkbox"/>	Test staff creates or confirms a College Board professional account.
<input type="checkbox"/>	Implementation and SSD webinars are available.
<input type="checkbox"/>	Receive confirmation of AI code.
<input type="checkbox"/>	Collaborate with SSD coordinator in requesting or updating accommodations for students who need them.

January

Mark when Complete	Activity
<input type="checkbox"/>	Off-site requests due.
<input type="checkbox"/>	Begin working with principal and other test day staff to determine room and staffing needs.
<input type="checkbox"/>	Pre-ID students in OEAA Secure Site.

February

Mark when Complete	Activity
<input type="checkbox"/>	Coordinator planning kits arrive.
<input type="checkbox"/>	Read and review testing manuals for information on managing the administration.
<input type="checkbox"/>	Submit accommodation requests in SSD Online by February 21, 2023.

March

Mark when Complete	Activity
<input type="checkbox"/>	Online training available for all test day staff.
<input type="checkbox"/>	Preadministration and test material shipments arrive.
<input type="checkbox"/>	Schedule a preadministration session with students, ensuring parental consent is obtained for students who want to opt in to Student Search.
<input type="checkbox"/>	Create rosters for test day.
<input type="checkbox"/>	Finalize room and staff assignments.
<input type="checkbox"/>	Identify and train proctors, hall monitors, and room monitors if you haven't already.
<input type="checkbox"/>	Print translated test directions, as necessary. Review word-to-word bilingual dictionary guidelines.

April

Mark when Complete	Activity
<input type="checkbox"/>	Update rosters, if necessary.
<input type="checkbox"/>	Ensure students know where and when to arrive for testing.
<input type="checkbox"/>	Request makeup materials.