

# College Board April Monthly Newsletter

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Dear Michigan Test Coordinator,

Welcome to the April 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 for spring 2024 test administrations.

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## Due Dates

Activity	Due Date
Ensure students complete the digital readiness check.	Prior to testing
State testing is open.	April 8–26

## Training Opportunities

Recordings of all College Board webinars are located on the MDE website and can be accessed on demand. In addition, College Board invites you to attend Office Hours on April 10 and 17 from 2–3 p.m. ET to ask questions and receive support for spring 2024 Michigan-provided testing.

Join us for these sessions.

### **If prompted, use the following credentials to join:**

Meeting ID: 268 797 740 793

Passcode: WiKaAT

## College Board's Required Online Training

- **The deadline for completing College Board's required online training was Monday, April 1.** However, you can still complete the required online training prior to your school's scheduled test date. In addition to completing the training yourself, you must ensure that your proctors and technology monitors complete their required trainings, as well.
- **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 for their records.
- **MDE-Required Assessment Security Training Reminder:** MDE requires all staff involved with testing to receive assessment security training. Details related to this training can be found in the [MDE Additional Guidance for Administration of the SAT Suite of Assessments document](#) (.pdf/574 KB) under Educator Training.

## Score Release

### For Students

Student score release will happen in two phases based upon when Michigan schools complete their tests. Students who submit tests between April 8 and April 12 can view their scores starting on May 2, and those who submit tests between April 15 and April 26 can view their scores starting on May 16.

Test Submission Dates	Student Score Release
April 8-12	May 2, 2024
April 15-26	May 16, 2024

### For Educators

Educator score release in the K–12 reporting portal is tentatively scheduled for June 25.

## 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.

### Transcription and Score Release

Transcription guidelines for paper tests are outlined in the [SAT School Day](#) (.pdf/2.20 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™, ideally on the same day that students test and no later than two business days after students test. 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 began arriving in schools between March 26 and 28. College Board will continue to 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 (TTAI)

Test administration activities play an important role on test day. Paper testers receive the same test taker rules 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.

### **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.

## **Retesting and Irregularities**

All testing Irregularity Reports (IRs) for the SAT Suite of Assessments, including those for paper testers, must be submitted in Test Day Toolkit. Schools will have the opportunity to set up retests in Test Day Toolkit when they submit an IR, although only certain IR types will have an option for retesting.

Eligible students who missed a scheduled test date or students who were present on test day but didn't enter a room code before experiencing an issue must be scheduled to test at another time, per the school test coordinator's direction; this is considered a reschedule. Additionally, students who entered a room code but experienced an irregularity that resulted in an approved retest must be scheduled to test again at an appropriate time; this is considered a retest.

It's important not to test rescheduled students in the same room as those retaking tests due to approved retest irregularities. Doing so will require the proctor to manage multiple devices and test sessions in Test Day Toolkit, increasing the risk of potential issues and test irregularities in the testing administration.

Once retests for IRs are processed by College Board, a new digital test package will be provided in Bluebook, and makeup materials will be promptly sent to the school if the student is a paper tester.

It's crucial for school test coordinators to plan testing sessions early in the window to allow ample time for processing irregularities and administering retests. Approved retests submitted after Wednesday, April 24, may jeopardize a student's ability to retest. For additional guidance on irregularities and retests, refer to the [Retest and Irregularities Guide](#) (.pdf/592 KB).

## **College Board's State Data Management System**

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 [College Board's State Data Management System \(SDMS\)](#) (.pdf/1.05 MB).** SDMS serves as a hub of data, coordinating student information received from the Office of Educational Assessment and Accountability (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.

College Board will continuously retrieve pre-identification (pre-ID) data from the OEAA Secure Site from March 8 through April 22, 2024. Once collected, pre-ID data typically transfers to SDMS within an average of two business days. It typically takes another two days for data to transfer from SDMS to Test Day Toolkit for a total average of four business days. While rare exceptions may occur where transfers take longer, this shouldn't be the case for most students.

For pre-ID data transfer concerns outside of these specified time frames, contact the Michigan Helpline at 866-870-3127 or [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org).

**Note:** All enrollment changes should be processed through the OEAA Secure Site. Any changes to enrollment or accommodations made after April 22 will jeopardize a student's ability to test.

## Digital Readiness Check

College Board requires each student 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](http://michigan.gov/mme) and [michigan.gov/psat](http://michigan.gov/psat) for [SAT with Essay](#) (.ppt/5.25 MB), [PSAT 10](#) (.ppt/5.13 MB), and [PSAT 8/9](#) (.ppt/4.71 MB).

**Note:** Students retaking a test must complete the exam setup process again prior to the retest, even if they completed it prior to their initial test.

## Off-Site Testing

All off-site testers should review College Board's [Off-Site Testing Tip Sheet](#) (.pdf/169 KB) prior to test administration.

**The Off-Site Testing Tip Sheet covers critical information such as:**

1. Adherence to College Board digital testing policies and procedures.
2. Preparation of off-site testing locations, including network requirements and staffing.
3. Guidelines for providing materials to testing locations, including accommodations for students with disabilities and supports for English learners.

As you plan for off-site testing, note that the same Test Day Toolkit guidelines for on-site testing also apply to off-site testing. Specifically, students from schools with different Attending Institution (AI) codes can't test in the same room at the off-site location. If you're an off-site tester with plans to test students from different schools at a central location, you must adhere to the following guidelines:

**1. Each school or AI must provide their own testing staff.**

- This ensures that each proctor can use a single device for administering tests and oversee students according to their AI code grouping.

**2. Testing rooms should be arranged by school/AI code to pair students from the same school with their designated proctor.**

- In special cases where separate rooms can't be set up due to circumstances outside of the testing staff's control, arrangements must be made to provide space or separation between students from different schools or AIs within the testing room. Even in these special cases, two distinct proctors must be present to administer the test to the students assigned to their respective schools.

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

Sincerely,

College Board