



MDE ADDITIONAL GUIDANCE FOR ADMINISTRATION OF THE SAT SUITE OF ASSESSMENTS

Abstract

This document provides specific policy, procedures, and tasks that are unique to Michigan accountability testing in April. It is designed to supplement College Board materials to ensure a smooth test administration.

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Michigan-Specific Guidance for the Administration of the SAT Suite of Assessments

Introduction

Implementation of the College Board Suite of Assessments for both online and paper/pencil testing requires the use of various manuals, guides, the College Board Test Day ToolKit (TDTK) test management application, and the College Board Bluebook testing application. Several College Board resources have been edited by the College Board specifically for Michigan School Day testing, while other resources are not Michigan-specific and are used by the College Board on a national level.

This document is provided to Test Coordinators to specify policy, procedures, and tasks that are unique to the Michigan accountability testing in April. It is designed to supplement the College Board materials and when used in conjunction with those materials will help ensure a smooth trouble-free test administration.

Michigan-Specific vs. Generic College Board Manuals and Guides

College Board has provided a wide array of resources to assist testing staff with the administration of the SAT Suite of Assessments. While most documents were developed to support College Board's national testing program, several have been modified to provide Michigan-specific information. Regardless of which type of resource, Michigan-specific or generic, the information in this document takes precedence.

All manuals and guides can be viewed and printed from the following web pages:

- [MME](http://www.michigan.gov/mme) (www.michigan.gov/mme)
- [PSAT](http://www.michigan.gov/psat) (www.michigan.gov/psat)

Michigan-Specific Manuals and Guides

There are two Michigan-specific manuals:

- [SAT Suite of Assessments Test Coordinator Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Test-Coordinator-Manual-Sp24.pdf)
(https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Test-Coordinator-Manual-Sp24.pdf)
- [SAT Suite of Assessments Proctor Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf)
(https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf).

All test coordinators must read both the Test Coordinator and Proctor Manual prior to test day. All proctors must read the Proctor Manual prior to test day.

In addition, there are several other Michigan-specific documents:

- [College Board’s State Data Management System \(SDMS\)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-State-Data-Management-System-SDMS-Overview.pdf)
(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-State-Data-Management-System-SDMS-Overview.pdf>)
- [Digital Readiness Check Walkthrough SAT with Essay](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-Readiness-Check-Walkthrough-SAT-with-Essay.pptx)
(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-Readiness-Check-Walkthrough-SAT-with-Essay.pptx>)
- [Digital Readiness Check Walkthrough PSAT 10](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-Readiness-Check-Walkthrough-PSAT-10.pptx)
(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-Readiness-Check-Walkthrough-PSAT-10.pptx>)
- [Digital Readiness Check Walkthrough PSAT 8/9](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-Readiness-Check-Walkthrough-PSAT-8/9.pptx)
(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Digital-Readiness-Check-Walkthrough-PSAT-8/9.pptx>)

Generic Manuals

With reference to the College Board generic guides, remember to follow any MDE and local policies, including those outlined in this document, related to Spring 2024 Michigan-provided accountability testing for SAT with Essay, PSAT 8/9, and PSAT 10.

Internal Communication Guidance

Test Coordinators should regularly communicate with the Technology and Services for Students with Disabilities (SSD) Coordinators starting several weeks before the testing window opens. In addition, Test and SSD Coordinators must coordinate student accommodations and English Learner supports with the Special Education Director and English Learner Coordinator well in advance of the testing window.

MDE and College Board recommends brief, biweekly meetings to review the College Board Checklist tasks that have been delivered to both Technology and SSD Coordinators, as well as online [training content](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Technical-Troubleshooting-Guide-Sp24.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Technical-Troubleshooting-Guide-Sp24.pdf>) that has been delivered.

Who Must Test

Student Grade Considerations

Students Who Repeat a Grade Level or are in Advanced Classes – Grades 8 to 10

Students must take the state assessments designated for the grade level in which they are enrolled. If a student takes a test that is in a grade different from the one identified for him/her in the Michigan Student Data System (MSDS), the test is “Out of Level”, will not receive a score, and the student is considered “Not Tested” for accountability purposes.

Students in Grades 11 and 12

The [Who Must/Can Take the MME](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf) document (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MME_Eligibility.pdf) spells out which 11th and 12th graders

are required to take the Michigan Merit Exam (MME) and which are eligible, but not required, to participate in the MME.

Students with IEPs and Section 504 Plans

Students receiving special education services (also referred to as students with disabilities (SWDs)) must participate in the state's general education or alternate assessments, with or without accommodations as specified by content area in their Individualized Education Program (IEP). Students with a Section 504 plan must have accommodations identified in their Section 504 plan. There may also be students who require Universal Tools or Designated Supports during testing. Students with disabilities placed in private schools as a means of receiving special education and related services are required to be included in the statewide assessment system.

The Michigan Department of Education (MDE) has two online resources aimed at helping school/district personnel, parents, and the public understand the state guidelines for selecting the proper state assessment for a student. These are available on the [MI-Access web page](https://www.michigan.gov/mi-access) ([https:// www.michigan.gov /mi-access](https://www.michigan.gov/mi-access)).

- **Assessment Selection Guidelines Training** – a web-based presentation focused on helping IEP teams understand how to make decisions between general and alternate assessments
- **Assessment Selection Interactive Decision-Making Tool for IEP Teams** – a question-based navigational tool to help IEP teams to decide the most appropriate level of assessment for students

There is currently not an alternate assessment option in grades 9 and 10 therefore students whose IEP specifies an alternate assessment are not required to test.

English Learner Students

All English Learners (ELs), including ELs with disabilities, must participate in state assessment programs. ELs who are in their first year in a United States school (defined as the first twelve months of enrollment) are not required to participate in the Reading and Writing section (or the Essay section of the SAT) of the College Suite of assessments if they have taken the WIDA Screener, or WIDA ACCESS for ELLs and have been identified in the Michigan Student Data System (MSDS) as needing EL services. This flexibility is only allowed one time per student. To take advantage of the one-time exemption, a Not Tested issue with the reason for the one-time exemption must be submitted and approved. This is typically done in June, in the OEAA Secure Site Answer Documents Received and Not Tested Students page.

Homebound or Hospitalized Students

Students who are homebound or hospitalized during the testing window are required to test.

- An off-site test administration request must be filed. The request form is available at www.sat.org/offsiterequest.
- A Home/Hospital accommodation request must be filed in SSD Online. The request will require documentation to support why the student needs to test outside of the school. If a homebound or hospitalized student tests without the approved accommodation, the test could be invalidated.

- If a student requires a paper/pencil test, the SSD coordinator must request the paper test in SSD online by selecting the Reading / Seeing Text accommodations category > Other > add "Paper Test" in the text box.

Suspended and Expelled “With Services” Students

Schools must test suspended students and students who have been expelled “with services”. Testing may occur in a separate location, such as an administration building, and such students taking the online test may be given a unique time within the established window. If students are tested off-campus (which includes an administration building), an off-site test administration request must be filed.

Students who are expelled “without services” do not have to be tested. However, a district exit record must be submitted for them in the MSDS, using an appropriate “as of” date prior to the Student Record Maintenance (SRM) deadline for assessment and accountability purposes.

Students in Detention or Juvenile Facilities

A student’s enrollment information in the MSDS determines who is responsible for administering the applicable SAT Suite of Assessments test. The school where the student is reported as enrolled by the end of testing will be the school held accountable for testing the student.

Remote Learners and Virtual Schools

All state summative assessments must be administered in-person; remote administrations are not allowed. Therefore, online or virtual schools must test at a remote site. Virtual schools are those schools that offer full-time virtual learning for their educational program. Virtual school personnel should plan to work closely with the College Board to ensure that testing at remote sites is managed in a secure fashion. An off-site test administration request must be filed. The request form is available at www.sat.org/offsiterequest.

Transfer Students

Transfer-In

For students who move into a school during the testing window:

Make outreach to the sending school to:

- ensure the student has not already completed testing.
- verify if the student has an IEP that requires accommodated testing. If so, obtain the SSD ID and which accommodations the student has been approved for from the sending school.

If the student still needs to test:

- pre-Id the student in the OEAA Secure Site and allow up to three business days for the data to transfer into SDMS.
- once in SDMS, verify all approved accommodations are associated with the student. If not, the Test or SSD Coordinator can apply a force-match on the SSD ID in SDMS. See the [MDE State Data Management System \(SDMS\) document](#) for information on how to apply the force-match.
- Allow up to two business days for the data to transfer into Test Day Toolkit after the student record appears in SDMS or after accommodations are updated in SDMS.

Districts are not required to immediately submit a Student Record Maintenance (SRM) file in the Michigan School Data System (MSDS) to be able to pre-identify a student on the OEAA Secure Site. Schools can Pre-ID and test a student prior to a new enrollment record being submitted in MSDS. However, student enrollment, exits, and demographics will need to be updated in MSDS by the posted June deadline with the correct “as of” date.

In April, when the Accountable Students and Demographics report is available on the OEAA Secure Site, schools will be able to verify enrollment and student demographics from MSDS and work with the authorized district MSDS person to ensure MSDS is updated by the posted June deadline for assessment and accountability reporting. This is no different than past administrations and reporting.

Transfer Out

For students who move out of a school during the testing window:

- if testing was not completed, unassign the student from testing in the Secure Site.
- by unassigning a student from the test in the OEAA Secure Site, this does not remove the student from accountability calculations. Schools will need to work with their authorized district MSDS user to ensure enrollment, exits, and student demographics are updated by the posted June deadline to ensure accurate assessment and accountability reporting.
- be prepared to answer questions from the receiving school regarding the student’s testing status and need for accommodations including the SSD ID if applicable.

Homeschooled Students

Homeschooled students are eligible—but not required—to test. If they opt to participate in testing, they must contact their local public school and arrange for their participation.

- Homeschooled students in grade 8 must also participate in the M-STEP science and social studies assessments.
- Homeschooled students in grade 11 must also participate in the ACT WorkKeys and the M-STEP science and social studies assessments.
- All homeschooled students who test must have a state-assigned unique identification code (UIC).
- If the school claims a partial Fulltime Equivalent (FTE) for homeschooled students, the correct residency code (07 or 15) for these students must be entered in the Michigan Student Data System (MSDS) to keep the student out of the school’s accountability calculations.
- If the district is not claiming a partial FTE for a homeschooled student, then the student must be identified as homeschooled (HS) in his/her record on the Student Assessment Details screen in the OEAA Secure Site.
- The test results for homeschool students who take the test will not be included in school and district aggregate reports as long as the student is appropriately reported in MSDS and/or identified in the OEAA Secure Site as homeschooled.
- These students are expected to follow the school-established test schedule; additionally, the school is not required to provide makeup testing for homeschooled students.
- When returning test results to homeschooled students, schools may request a stamped, self-addressed envelope from the student’s parent/guardian.

- For students taking a SAT Suite assessment using paper/pencil, proctors will transcribe student responses into the Test Day ToolKit to be submitted online.
- Homeschool students are required to participate in a Digital Readiness Check (DRC) at the school where they test, at a time the specified by the school. The DRCs should be done on the school network to ensure all devices and technology connects and works properly in the testing location.

Nonpublic/Private Students

Private/nonpublic students are eligible—but not required—to test. If they opt to participate in testing, they must take SAT Suite assessment at their school, unless the students also take courses at a public school. In that case, students may take the SAT Suite assessments in the public school, but they must have the correct nonpublic residency code of 04 or 08 entered in the residency field in the MSDS, or they will be included on the school’s “Expected to Test” list and accountability calculations.

- Students in grade 8 must also take the M-STEP science and social studies assessments.
- Students in grade 11 must also take the M-STEP science and social studies assessments and the ACT WorkKeys assessment.

Students Out of the State or Country During the Test

Every enrolled student is expected to test during the test administration window. However, students who are out of state or out of the country cannot test and are not eligible for an Off-Site test administration. Therefore, students who do not test because they are out of state or country during the test window are considered not tested for accountability purposes.

Testing Roles

The [SAT Suite of Assessments Test Coordinator Manual](#) contains descriptions of the various testing roles that must be filled for the spring assessments.

Testing Roles in EEM

Some roles specific to Michigan testing must be updated early in the fall on the [Educational Entity Master](#) (EEM) website (www.michigan.gov/eem) and on an ongoing basis as needed. College Board will use contact information in EEM for assessment communications and paper material shipments (when applicable). The roles to be reviewed and kept up to date are:

- PSAT Grade 8 Test Coordinator
- PSAT Grade 9 Test Coordinator
- PSAT Grade 10 Test Coordinator
- SAT Test Coordinator
- PSAT Grade 8 Backup Test Coordinator
- PSAT 9/10 Backup Test Coordinator
- SAT Backup Test Coordinator
- PSAT Grade 8 SSD Coordinator
- PSAT 9/10 SSD Coordinator
- SAT SSD Coordinator
- Technology Director (Coordinator) one per building

Other Testing Roles

There are several other testing roles the Test Coordinator must plan for. These include:

- Proctors who must be loaded into Test Day Toolkit
- Room Monitors
- Hall Monitors
- Technology Monitors

Technology Coordinator vs Technology Monitor Clarification

Note the different roles of the Technology Coordinator and the Technology Monitor:

- **Technology Coordinator** – responsible for ensuring the school’s network connection/capabilities and testing devices meet technical specifications and are ready for testing.
- **Technology Monitor** – resolves technical problems for individual students using the [Technical Troubleshooting Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Technical-Troubleshooting-Guide-Sp24.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Technical-Troubleshooting-Guide-Sp24.pdf), during the Digital Readiness Check and on test day thus freeing proctors to focus on their test room responsibilities.

Educator Training

MDE requires all staff who participate in a state assessment, handle secure assessment materials, or support testing in any way be fully trained in assessment security and test administration procedures according to their role. Moreover, all testing staff must sign and submit the [Office of Educational Assessment and Accountability \(OEAA\) Assessment Security Compliance Form](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/OEAA_Security_Compliance_Form.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/OEAA_Security_Compliance_Form.pdf) before participating in administering any of the state’s assessments.

Required MDE Assessment Security Training

District/Building Assessment Coordinator Training Requirements:

- Complete the [MDE Assessment Security](#) online course through Michigan Virtual. After completion of the training course a refresher course is available for subsequent years' training.
- Read the [Assessment Integrity Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/OEAA_Security_Compliance_Form.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/OEAA_Security_Compliance_Form.)

Proctors, Room Monitors, Hall Monitors, and Technology Monitors Training Requirements:

- Read the *Assessment Integrity and Security for Proctors/Hall and Room Monitors* training document (Appendix G in the [Assessment Integrity Guide](#)) **and/or**
- complete the MDE Assessment Security online course through [Michigan Virtual](#).
- Test Coordinators will decide which mode of training is best for their Proctors and Monitors.

Technology Coordinators and Other Staff (anyone who will handle or have access to secure materials) Training Requirements:

- Read the *Keeping Assessment Materials Secure* training document (Appendix E in the [Assessment Integrity Guide](#))

Required College Board Test Administration Training

All Test Coordinators, Technology Coordinators, and Proctors must complete the required College Board training online. See the [OEAA Spotlight of Student Assessment and Accountability](#), February 29, 2024, College Board article (<https://www.michigan.gov/mde/services/student-assessment/spotlight-newsletter>).

Optional College Board Field Trainings

For Spring 2024, College Board implemented ISD/districts/school training for those in need of more training. The College Board “Boots on the Ground” four-member team is available to provide training by email, phone call, or live meetings. These meetings are designed to be supportive and proactive with training priority to schools that did not test in Fall 2023 and have not completed trainings.

See the [College Board MI Boots on the Ground Support Staff Flyer](#) for names, contact information, and regions supported. (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/College-Board-MI-Boots-on-the-Ground-Support-Staff-Flyer.pdf?>)

Educator Access to Practice Tests and Sample Items

Educators can experience the practice test by launching Bluebook, selecting “I’m an educator” on the Sign In page, logging in with their College Board Professional account, and clicking Full-Length Practice.

Training Resources

College Board resources can be found on the www.michigan.gov/mme and www.michigan.gov/psat web pages. Both web pages have links to the following:

- [MME, PSAT, Grade 8 Test Administration Training page](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training)
(<https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/training/mme-psat-grade-8-test-administration-training>)
- [SAT Suites Manuals, Handbooks, and Guides page](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides)
(<https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides>)

OEAA Secure Site Activities

Test Coordinators perform many tasks in the Secure Site before, during, and after the testing window. Extensive information and training resources are located on the [Secure Site Training page](#) (www.michigan.gov/securesitetraining).

Pre-identification

All students must be pre-identified in the OEAA Secure Site in order to take one of the College Board Suite of SAT Assessments. OEAA pre-identifies all public-school students, including Public School

Academies (PSAs) in early January of each year based on the Fall MSDS General Collection and Student Record Maintenance (SRM) files submitted through the end of the calendar year. Schools are responsible for pre-identifying additional students on the OEAA Secure Site.

- Schools must be established, by grade, indicating their intention to participate in one or more of the SAT Suite of Assessments, prior to student pre-identification.
- Based on grade, enrolled students in established schools are pre-identified to SAT with Essay, PSAT 10, PSAT 8/9 for grade 9, or PSAT 8/9 for grade 8.
- The PSAT 8/9 is one test that is administered to both grades 8 and 9. However, in the OEAA Secure Site, the test cycle is split into two – PSAT 8 and PSAT 9. Use care to ensure students are identified to the correct grade.
- Students whose IEP specify the alternate assessment - MI-Access - as the appropriate assessment, must be reassigned from the SAT Suite of Assessments to the correct MI-Access assessments before the initial pre-id pull by College Board in March.
- Students who move into a school after the initial pre-id load must be pre-identified to the appropriate assessments by the Test Coordinator.
- Students who move out of a school after the initial pre-id load must be unassigned from all assessments by the Test Coordinator.
- Students in public schools that were established after to the initial pre-id load must be pre-identified by the Test Coordinator.
- All nonpublic school students must be pre-identified by the Test Coordinator; Unique Identification Codes (UICs) are required.
- All home-school students must be pre-identified by the Test Coordinator; UICs are required.
- Students are pre-identified for SAT Suite of Assessments as online testers unless they were enrolled in a school with an approved online testing waiver. Students pre-identified as online testers are automatically registered for online testing in Test Day Tool Kit.
- The mode of testing for these students cannot be changed in the OEAA Secure Site.

Material Orders

Most students take the assessments online. There are **no** materials shipped to schools with only online testers. Only schools and individual students that are pre-approved for paper/pencil testing will receive material orders.

For individual students who need a paper/pencil accommodation, the school's SSD Coordinator must apply for that student's accommodation(s) through the College Board's Services for Students with Disabilities (SSD) [Online](https://ssdonline.collegeboard.org/) website (<https://ssdonline.collegeboard.org/>).

- Once the accommodation is approved, College Board will send paper/pencil materials to the school for those individual students.
- Those individual students will continue to show as testing online in the OEAA Secure Site, but SSD Coordinators can confirm the student's accommodations on the SSD website.
- For information on SSD Online, see the [Accommodations and Supports Handbook](#).
- Material orders are **not** placed through College Board's State Data Management System (SDMS).

Initial Material Orders (IMO)

Initial material orders are based on pre-id counts in the Secure Site at the time of the IMO pull. Therefore, it is important to add newly arrived students, unassign students who have left your school, and reassign students will be taking a MI-Access assessment on a timely basis.

- Paper materials are sent to schools preapproved for paper/pencil testing.
- Paper materials are sent to schools with students who have been approved for a paper/pencil test accommodation in SSD Online.
- Materials are shipped in late March to be in schools in time for testing.

Additional Material Orders (AMO)

The concept of an additional material order does not exist for the SAT Suite of Assessments as it does for other assessments MDE offers.

Material Orders for Students in Authorized Paper/Pencil Schools

Paper materials will be automatically shipped as newly arrived students are pre-identified in the Secure Site to schools preapproved for paper/pencil testing. Students can be pre-ided through April 22, 2024 and still receive paper materials for the spring administration window.

Material Orders for Students Authorized for Paper/Pencil Accommodated Testing

Paper materials will be automatically shipped as students are approved in SSD Online for a paper/pencil accommodation.

- Students can be approved for a paper/pencil accommodation before April 22, 2024 and still receive paper materials for the spring administration window.
- College Board will automatically ship materials to students who are Pre-IDed in the OEAA Secure Site and approved for an accommodated paper test in SSD Online.
- Check SDMS to review student records and accommodations two to three business days after students are Pre-IDed in the OEAA Secure Site.

Material Order Tracking

Schools have several ways to keep track of materials and verify shipping/tracking details for students testing with paper/pencil.

- Schools will receive an email from the College Board confirming that a paper/pencil order has been received. Paper/pencil material orders may take 1-2 business days to be shipped after the school receives the confirmation that an order has been received.
- College Board will provide tracking information to the OEAA Secure Site.
 - For initial material orders for schools with an approved online waiver, tracking information will be associated with the IMO order and stored in the Secure Site.
 - Additional material orders for schools with an approved online waiver and for orders associated with students who are approved for a paper/pencil accommodation are not ordered directly through the Secure Site. An “order” will be created specifically for tracking these materials and shipping and tracking details will be added to these “orders”. The tracking “order” will only contain tracking information; it will not include information on the specific materials included in the order.

Materials Included in Shipments

For SAT with Essay Testers

- One copy of the Test Taker Administration Instructions
- One copy of the college and scholarship codes list
- One multiple-choice test book
- One Essay test book
- One answer sheet for students to write their Essay responses
(Educators will not transcribe the Essay responses; they will return the Essay answer sheets back to College Board with the test books)

For PSAT 8/9 and PSAT 10 Testers

- One copy of the Test Taker Administration Instructions
- One multiple-choice test book

Each school will receive one copy of the following materials for each assessment

- Shipping notice that denotes which test book is assigned to each student
- Testing Room Materials Report form
- Tape for sealing the box in which materials are returned
- Return kits, which include necessary prepaid return shipping labels (a colored label and a UPS shipping label with tracking number)
- “Transcription Complete” stickers, which should be affixed to the return shipment to confirm transcription has been completed

Accountable Students and Answer Document Verification

The Accountable Students and Answer Document Verification tasks are some of the most overlooked, yet most important tasks, Test Coordinators are responsible for. These tasks happen after the testing window closes and can have profound consequences on a district and school’s accountability outcomes if not performed timely and correctly. See the [Secure Site Training page](#) and watch Spotlight for dates and details. Tasks include:

- Accountable Students Enrolled and Demographics – confirm the list of students OEAA expects the school or district is accountable for testing and their demographics.
- Answer Documents Received and Not Tested Students – confirm OEAA received student responses for all students tested and, if applicable, file reasons why students did not test. Student responses may be flagged as invalid with possible resolution options.
- Submitted Issues for Answer Documents and Not Test Students – review the status of issues submitted on the Answer Documents Received and Not Test Students page.

Access to Test Scores

After the testing, schools and districts may access test scores from the Secure Site. Scores are typically available in late summer before most schools start the next school year.

- Dynamic Score Report Site – this site provides authorized users with a variety of student-level and aggregate level reports. A complete list of reports and descriptions are provided in the appropriate Interpretive Guide to Reports (IGR). There are separate IGRs for MME and for PSAT. These documents are published in conjunction with the release of the reports and are made available on the MME and PSAT web pages.

- Downloadable Student Data Files (SDF) and Aggregate Data Files (ADF) include all the released data for schools, districts, and the State. These files are usually available to authorized users in the Secure Site in early August.
- Student Summary - All student state assessment scores can be accessed by the current primary education providing entity (PEPE) on the Student Summary page under the Assessment History section. Authorized users can view individual student score history for students whom they tested or for whom they are the PEPE.

College Board’s State Data Management System

The State Data Management System (SDMS) is a College Board system that serves as a hub of data, coordinating student information received from the OEAA Secure Site and from SSD Online, all of which is transferred to the Test Day Toolkit test administration system and the Bluebook testing application.

- School Test and SSD Coordinators will have limited edit access and District Test Coordinators will have view access. Except for the two use cases listed below, all updates to student demographic data must come from the Secure Site.
- **View Student Data** – District and School Test Coordinators and SSD Coordinators will have view access to student data.
- **Force Match Accommodations** – Sometimes a student’s SSD ID does not get associated correctly to the student’s school day testing registration because the demographic data in SSD Online does not match the data in the OEAA Secure Site. School Test and SSD Coordinators can “force match” the SSD ID onto the registration record in SDMS.
- **Waive Accommodations** – School Test and SSD Coordinators, can waive accommodations upon request if the student and with approval from the parents/guardians and the IEP team. This must be done at least four business days before testing to ensure the student’s test package is configured properly.
- Test coordinators and SSD coordinators gained access to SDMS by receiving an email from collegeboard@e.collegeboard.org with the subject “Access SDMS to Review Student Data”. The email contains a link these coordinators will use to access to College Board’s State Data Management System.
- For information on SDMS and how Michigan educators will use it, see the [SDMS document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-State-Data-Management-System-SDMS-Overview.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/MDE-State-Data-Management-System-SDMS-Overview.pdf)

Preparing Students for Test Day

Just like testing staff, students must be prepared for test day. They need to be familiar with the testing engine and online tools. They also need to know the expectations for allowed items in the testing room and acceptable testing behaviors.

Student Guides

College Board provides electronic Student Guides. There is a Student Guide for each test: SAT, PSAT 10, and PSAT 8/9. The guides are posted to the [SAT Suites Manuals, Handbooks, and Manuals page](https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides). (https://www.michigan.gov/mde/services/student-assessment/michigan-merit-examination-mme/sat-suite-manuals-handbooks-and-guides)

Schools should print or share the links to these guides with students well in advance of test day. These guides are not Michigan-specific and contain information that is not relevant to the Michigan School Day administrations. MDE recommends students focus on the following sections:

- Test-Taking Information
Review the entire section.
- Before You Test
Focus on:
 - section Introduction
 - Testing Devices (if students will be testing on personal devices)
 - If You Need Testing Accommodations (for students participating in accommodated testing)
 - Accommodations and Digital Testing (for students participating in accommodated testing)
- Prepare for the SAT (or PSAT 10 or PSAT 8/9 depending on the guide)
Focus on:
 - section Introduction
 - Practice Test
 - What the Digital Reading and Writing Section Is Like
 - What the Digital Math Section Is Like
 - What the SAT Essay is Like (for students taking the SAT)
- Information You'll Need on Test Day for Digital Testing
Review the entire section.
- After the Digital Test
Review the entire section.
- SAT (or PSAT 10 or PSAT 8/9 depending on the guide) School Day Testing Rules
 - Section 1: Requirements for the SAT (or PSAT 10 or PSAT 8/9 depending on the guide)
 - Section 2: Prohibited Items
 - Section 3: Prohibited Behaviors

Student Practice Opportunities

As part of the digital readiness check, students are also given the option to complete a short **Test Preview**. These sample items allow students to experience how Bluebook will work on test day. The Test Preview allows students to try out testing tools and accommodation assistive technology that may be used during the test.

Students may take a **Full-Length Practice test** to familiarize themselves with the SAT Suite format and timing. To access Bluebook practice tests, students must launch Bluebook, sign in with their College Board account or sign-in with the test ticket given during the Digital Readiness Check.

- The Full-Length Practice test will allow students to try out testing tools and accommodation assistive technology that may be used during the test.
- After completing a Full-Length Practice test, students can access [My Practice](https://mypractice.collegeboard.org/login) (https://mypractice.collegeboard.org/login) to see their score on the practice test.

- Students under the age of 13 are not allowed to create a College Board account, and so they will need to wait until they receive a sign-in test ticket during the Digital Readiness Check before they can access the Bluebook practice test or Test Review.
- Other practice resources include:
 - Resources are listed in the [Spring 2024 Michigan Coordinator Implementation Handbook \(https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MDE-Coordinator-Implementation-Handbook_Sp24.pdf\)](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MDE-Coordinator-Implementation-Handbook_Sp24.pdf) on page 12.
 - Students can view College Board's [SAT Practice and Preparation web page \(https://satsuite.collegeboard.org/sat/practice-preparation\)](https://satsuite.collegeboard.org/sat/practice-preparation), which provides links to Practice Tests, Khan Academy, and Assistive Technology.
 - Information for practice of the PSAT 10 can be found here: [PSAT 10 Full-Length Practice Test \(https://satsuite.collegeboard.org/psat-10/preparing/practice-tests\)](https://satsuite.collegeboard.org/psat-10/preparing/practice-tests).
 - Information for practice of the PSAT 8/9 can be found here: [Preparing for the PSAT 8/9 \(https://satsuite.collegeboard.org/psat-8-9/preparing\)](https://satsuite.collegeboard.org/psat-8-9/preparing).

What to Bring and Do on Test Day

Pages 15 and 16 in the [Proctor Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf)

(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf>) and the Student Guides provide list of what items are allowed in the testing room:

- a fully charged testing device (laptop, tablet, Chromebook) *****Required*****
- pencil or pen for use with scratch paper *****Required*****
- a power cord or portable charger
- an approved handheld calculator (The Bluebook application has a built-in graphing calculator students can use)
- an external mouse and mouse pad
- an external keyboard
(External keyboards only allowed with tablets. They are not allowed to be used with laptops except during SAT with Essay testing.)
- snacks and drinks, set aside in a sack or bag away from testing devices; students will not have access to backpacks during testing (Snacks/drinks may only be consumed during breaks, away from testing devices.)
- Students must close all other applications and programs other than Bluebook while testing.

What Not to Bring and Do on Test Day

Page 16 in the [Proctor Manual](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf)

(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/SAT-Suite-Proctor-Manual-Sp24.pdf>) and the Student Guides provide list of what items and behaviors are prohibited from the testing room:

- Students may not bring in any notes, books, or other reference materials.
- Students may not bring in scratch paper. Scratch paper must be provided by the Proctor.

- Student may not use headphones or earbuds unless they are testing with a College Board-approved accommodation that necessitates headphones/earbuds.
- Cameras, recording devices, timers, mobile phones, and smartwatches are not allowed; if students bring in such devices, the proctor must collect them before testing starts.
- Students must not attempt to cheat or otherwise obtain an unfair advantage.
- Students may not copy or remove testing questions, responses, or other testing materials from the testing room.
- Students must not attempt give or receive assistance.
- Students must not communicate anyone other than the Proctor or other testing staff while testing is in session.
- There are many more prohibited behaviors outlined in the Student Guides.

Testing Room Guidance

Testing staff will use College Board professional accounts to sign in to Test Day Toolkit on a tablet or laptop that connects to the internet. The assignment and use of testing rooms is based on staffing, breaks, and accommodations, however providing for the rooms listed below is highly recommended for a successful online testing experience.

Rooms Based on Assessment Timings

In order to minimize testing disruptions and classroom management issues caused by students testing under different timings, MDE and College Board **strongly** recommend testing rooms be set up according to timing requirements.

Technical Help Room

The Technical Help Room is for students who are having a problem with their device in the testing room that the proctor cannot quickly resolve. In this room, the Technology Monitor or the Technology Coordinator will work with the student to get their device ready for testing.

Late Arrival Room

The Late Arrival Room is intended for students who arrive to their assigned Testing Room after testing has started. Students who are in the Technical Help Room can also be sent here if testing has commenced in their assigned Testing Room.

It is recommended that testing in this room start testing 30 minutes to 1 hour after the regularly scheduled start time. Once testing starts in this room, no additional students may be admitted; they must be assigned to a make-up session.

Digital Readiness Check (DRC) Rooms

Designate rooms for students to complete the Digital Readiness Check prior to test day. Completing the DRC early will allow time to address and correct technical issues on student devices.

DRC Not Completed Prior to Test Day Room

This is a space for students who were not available to complete the DRC before test day. These students

will complete the DRC in this room and then test there or move to the Late Arrival Room if testing has not yet started in that room.

Optional Information Opt-out Room

This is a special room for students whose parents or guardians have opted them out of answer optional information questions during the DRC. Having a separate room will allow for active monitoring to minimize student opportunity to respond to the optional questions. The Data Readiness Check Walk Through documents include scripts the Proctor can read that will prompt these students which questions they need to skip.

Testing Room Kits

MDE recommends Test Coordinators provide room kits to Proctors for the Data Readiness Check and on Test Day. This will ensure Proctors have the materials and information they need to administer the DRC or assessment. Suggestions for the contents are provided below.

Contents for the Digital Readiness Check Room

- student sign-in tickets
- Scholarship and School Code List for students taking SAT
- Digital Readiness Check Walk Through document
- If your school has students whose parents have opted them out of answering optional questions during the Digital Readiness Check (DRC) include the following information:
 - Local guidance to help Proctors minimize the opportunities for these students to respond to the optional questions. Information on which steps of the DRC are to be skipped are in the Digital Readiness Check Walk Through documents. These are summarized in the table below.

Assessments	Optional Information to Skip	DRC Slide Number	Bluebook Step
SAT and PSAT 10	BigFuture School Participation	15	3 of 8
SAT and PSAT 10	BigFuture School Participation Reminder	16	3 of 8
SAT and PSAT 10	Optional Questions – Privacy Notice	17	4 of 8
SAT and PSAT 10	Optional Questions – Your Contact Info	18	5 of 11
SAT and PSAT 10	Optional Questions – Tell Us Yourself	19	6 of 11
SAT and PSAT 10	Optional Questions – Academic Goals	20	7 of 11
SAT and PSAT 10	Optional Questions – Family	21	8 of 11
SAT and PSAT 10	Connections Opt-In	22	5 of 8
PSAT 8/9	Optional Questions – Privacy Notice	15	3 of 9
PSAT 8/9	Optional Questions – Your Contact Info	16	4 of 9
PSAT 8/9	Optional Questions – Tell Us Yourself	17	5 of 9
PSAT 8/9	Optional Questions – Academic Goals	18	6 of 9
PSAT 8/9	Optional Questions – Family	19	7 of 9

Contents for All Testing Rooms

- roster for the testing room
- contact information for use if there are problems:
 - Test Coordinator or delegate
 - Technology Monitor

- Attending Institution Code (School’s 6-digit AI Code)
- student sign-in tickets for the testing room
- scratch paper and extra sharpened pencils
- extra handheld calculators
- printed test directions for students who are approved for this accommodation

Additional Contents for Paper/Pencil SAT with Essay Rooms

- Unique Identification Code (UIC) for paper/pencil students
- Paper Testing Guide (this is where the proctor scripts are found)
- paper/pencil accommodated scripts
- student copies of the Paper Test Taker Administration Instructions
- student copies of the college and scholarship codes list
- student multiple-choice test book
- student Essay test books
student answer sheets for student to write Essay responses
(Educators will not transcribe the Essay responses; they will return the Essay answer sheets back to College Board with the test books)

Additional Contents for Paper/Pencil PSAT-related Rooms

- Unique Identification Code (UIC) for paper/pencil students
- Paper Testing Guide (this is where the proctor scripts are found)
- paper/pencil accommodated scripts
- student copies of the Paper Test Taker Administration Instructions
- student copies of multiple-choice test book

Questions Paper/Pencil Students Must Skip if Parental Opt-out Received

If your school has students whose parents have opted them out of answering optional questions during the test administration include the following information:

- Local guidance to help Proctors minimize the opportunities for these students to respond to the optional questions. Information on which pages in the Paper Test Taker Administration Instructions (PTTAI) are to be skipped as well as associated proctor scripts in the Paper Testing Guide (PTG) are summarized in the table below.

Assessments	Optional Information to Skip	PTTAI	PTG
SAT and PSAT 10	BigFuture School Participation/Scores by Phone	28	19
SAT and PSAT 10	Optional Questions – Your Contact Info	30	19
SAT and PSAT 10	Optional Questions – Tell Us Yourself	31	19
SAT and PSAT 10	Optional Questions – Academic Goals	32	19
SAT and PSAT 10	Optional Questions – Family	33	19
SAT and PSAT 10	Connections Opt-In	33	19/20
PSAT 8/9	Optional Questions – Privacy Notice	26	19
PSAT 8/9	Optional Questions – Your Contact Info	27	19
PSAT 8/9	Optional Questions – Tell Us Yourself	28	19

PSAT 8/9	Optional Questions – Academic Goals	29	19
PSAT 8/9	Optional Questions – Family	30	19

Test Day Guidance

Information on how to administer the SAT Suite Assessments are documented in the various manuals provided by College Board including the Proctor Manual and the SAT Suite Accommodations Guide. The information presented below clarifies MDE policy, procedures, and recommendations that may conflict with what is found in the College Board materials.

Educator Cell Phones

Educators are allowed to have cell phones in the testing room for emergency purposes only. They should be muted and put on vibrate so that they do not ring during testing and disrupt students. Proctors are to use tablets, laptop, or desktop devices to perform Test Day tasks in Test Day Toolkit. Testing staff are to actively monitor students during test sessions and should not use their cell phone or other devices to do work or perform other activities outside of their Test Day duties.

Test Ticket Distribution and Collection

Test Ticket Distribution

MDE recommends **against** using test tickets to assign student seating. Students are to be seated randomly and not self-select seats when testing. However, placing test tickets on desks to make the random seat assignments creates an increased risk that students will test with the wrong test ticket necessitating test invalidation and retesting. MDE recommends test tickets are handed out individually to students after they are seated. If they are used to direct random seating, then the Proctor and Room Monitor(s) must ensure each student is seated in the correct seat with the correct test ticket prior to the start of testing.

Test Ticket Collection

MDE recommends test tickets are collected immediately after students are successfully signed into Bluebook. This will avoid the need for testing staff to individually inspect each test ticket upon dismissal to ensure no notes, especially notes related to test content, have been written on the test ticket.

College Board policy allows students to keep test tickets after the Data Readiness Check to participate in practice tests either inside or outside of school.

On Test Day, students taking the SAT with Essay may use their test ticket for up to three days after testing to request their four free score sends. Students who wish to do this may either be provided with a fresh ticket or testing staff must carefully inspect each ticket for written material. Tickets with written material must be confiscated and returned to the Test Coordinator for secure destruction. Since there is no reason for students taking the PSAT 8/9 or PSAT 10 to keep their test tickets, these should be collected returned to the Test Coordinator.

Classroom and Break Management Guidance

There is to be no talking between students in the testing room. Talking is allowed on breaks and outside of the testing room, however no discussion of test content is allowed.

- Seat students according to staff knowledge of the students by assigning seats appropriately to lessen opportunities for misbehavior. Students are not to self-select seats.
- Students are not to have access to backpacks, bags, or lockers during breaks.
- Before test day, students are to be told they may bring snacks/drinks in a bag or sack they can store under their desks as they test.
 - If students are having a break within the testing room, snacks/drinks must be kept away from testing devices and materials.
 - **Students cannot talk at all if taking their break in the testing room.**
 - If students leave the room on a scheduled break, they can take only their snack/drink and may talk so long as they are not discussing test content; students who leave the room for unscheduled breaks may not take anything with them.
- The Start Code should not be provided to students until all students are ready to begin testing. This will allow, assuming testing rooms are set up according to timings and break accommodations, all students to reach breaks at approximately the same time.
- The Test Coordinator should establish procedures related to how breaks are to be structured and ensure all Proctors are aware of the expectations. The procedures should consider things like:
 - How will students be dismissed for breaks and what instructions will they receive (for example, no talking of test content)?
 - What directions and information will students be provided related to unscheduled breaks?
 - What procedures will be put in place to ensure all students return from breaks on a timely basis?
 - Where will Hall Monitors be located to ensure students are adhering to the rules during breaks?
 - What procedures will be put in place to ensure students resume testing at the same or close to the same time?

Irregularity Reporting

Irregularity Reporting will be done through Test Day Toolkit by the Proctor, Room Monitor, or School Test Coordinator. It will not be done through the Secure Site Incident Report Tool.

- A [Retesting and Irregularities Guide](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Retest--Irregularities-Guide.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Retest--Irregularities-Guide.pdf?) is available on www.michigan.gov/mde and www.michigan.gov/psat. Test Coordinators should determine in advance of testing which scenarios will be allowed to request a retest. This information must be communicated to Proctors and others who may submit irregularities.
- Test Coordinators must approve submissions by proctors or monitors before they are sent to College Board.
- Submitters will be asked to choose a category for the type of irregularity they are submitting. When entering an irregularity report, choose the category that most closely matches the issue observed.
- Irregularities are to be entered on the day they happen. Irregularity reports will not be accepted more than five days after the irregularity occurred.
- Irregularities should be entered three days before the testing window closes so College Board can process the Irregularity and ship any needed materials or regenerate the test package.

- If a retest irregularity is submitted, the school must obtain parent/guardian permission to retest. This parental confirmation will be kept at the school or district for three years.

Kiosk Floating Accessibility Menu on Chromebooks During Testing

The Michigan Department of Education (MDE) was made aware of a conflict in how the College Board’s Bluebook and the Data Recognition Corporation’s (DRC) INSIGHT address accessibility features, such as Text-To-Speech (TTS). This conflict could impact students using Chromebooks for their online testing.

Bluebook is designed to work with the built-in accessibility features of the testing device, while INSIGHT has its accessibility features embedded in the testing engine itself. The conflict can arise when the Kiosk Floating Accessibility Menu is enabled for Bluebook, since this is done at the organizational level, and not at the device level.

When students use the same Chromebook for their College Board testing and for Michigan’s online testing delivered through INSIGHT (such as M-STEP and MI-Access), the Kiosk Floating Accessibility Menu will be also be available for students testing through INSIGHT.

MDE has worked with several districts, a Regional Educational Service Agency, College Board, and with DRC to provide suggestions and guidance on how to mitigate the impact on students and testing. The [Managing the Floating Accessibility Menu Guidance document](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Managing-the-Floating-Accessibility-Menu-Guidance.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/M-STEP/Managing-the-Floating-Accessibility-Menu-Guidance.pdf>) is now available.

SAT Suite of Assessments Test Design

Multi-stage Adaptive Online Assessment

The SAT and PSAT-related assessments use a multistage adaptive design. Each test section (Reading and Writing, Math) is divided into two equal-length, separately timed parts, called modules. Students will answer a set of questions in the first module before moving on to the next. The questions students are given in the second module depend on how they performed on the first module. View the College Board webpage, “[What is Digital SAT Adaptive Testing?](https://blog.collegeboard.org/what-digital-sat-adaptive-testing)” (<https://blog.collegeboard.org/what-digital-sat-adaptive-testing>).

The Reading and Writing Section

The SAT digital-suite of assessments now have a consolidated Reading and Writing section. Passages in this section are shorter, offering students more opportunities to demonstrate their abilities and engage with content. Although passages are shorter, they maintain College Board’s rigorous academic standards. Each passage is self-contained, accompanied by a single multiple-choice question; this differs from the paper/pencil testing format, where multiple questions were tied to longer passages.

The Math Section

Calculator use is now permitted throughout the Math section, replacing the separate “no calculator” and “calculator allowed” sections of the paper/pencil SAT Suite Math test. Students can use their own approved handheld calculator, or the Desmos Graphing Calculator integrated into Bluebook.

The following directives apply to student-produced responses (answers that students type into the application). Bluebook provides the following instructions to students:

For **student-produced response questions**, solve each problem and enter your answer as described below:

- If you find **more than one correct answer**, enter only one answer.
- You can enter up to 5 characters for a **positive** answer and up to 6 characters (including the negative sign) for **negative** answers.
- If your answer is a **fraction** that does not fit in the provided space, enter the decimal equivalent.
- If your answer is a **decimal** that doesn't fit in the provided space, enter it by truncating or rounding at the fourth digit.
- If your answer is a **mixed number** (such as $3\frac{1}{2}$), enter it as an improper fraction ($7/2$) or its decimal equivalent (3.5).
- Don't enter symbols such as a percent sign, comma, or dollar sign.

Note: Because the decimal point counts as a character, decimal answers should be truncated or rounded at the fourth digit if they don't fit the provided space. For instance, if the correct answer is 3.5555555..., the correct responses to enter would be "3.555" (truncated) or "3.556" (rounded).

The Essay Section (for SAT with Essay)

The SAT Essay section is a writing assignment in which students are asked to read and analyze a passage and then produce an essay in response to a single prompt about that passage. This gives students the opportunity to demonstrate their reading, analysis, and writing skills.

During the essay section, students will:

- read a passage between 650 and 750 words in length.
- explain how the author builds an argument to persuade an audience.
- support their explanation with evidence from the passage.

Parental/Guardian Opt-Out Guidance

Parent/Guardian(s) have the opportunity to opt out their students from providing optional student information to the College Board, including participation in BigFuture School and Connections, when their students are scheduled to take the SAT with Essay and the PSAT 10.

Because students taking the PSAT 8/9 for grade 8 do not have the option of BigFuture School and Connections, parent/guardians have the option to log out grade 8 students from providing the additional student information to the College Board.

- MDE suggests that students whose parent/guardian(s) have provided an opt-out form for their student to be moved to a separate testing room from students who are not opting out of these options during the Digital Readiness Check.
- For additional details, see the [January 25, 2024 Spotlight article](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-01-25-2024.pdf), page 1: (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-01-25-2024.pdf)
- [Michigan Department of Education Guidance for the Parental/Guardian Opt-Out Form for Optional Information Provided During the SAT Suite of Assessments](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MDE-Guidance-for-the-ParentalGuardian-Opt-Out-Form-for-Optional-Student-Information-Provided-During.pdf) https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/MDE-Guidance-for-the-ParentalGuardian-Opt-Out-Form-for-Optional-Student-Information-Provided-During.pdf

- [Parental/Guardian Opt-Out Form for Optional Information Provided During the SAT Suite of Assessments](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Parental_Guardian-Opt-Out-Form-for-Optional-Information-Provided-During-the-SAT-Suite-of-Assessments.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Parental_Guardian-Opt-Out-Form-for-Optional-Information-Provided-During-the-SAT-Suite-of-Assessments.pdf)

Miscellaneous

Unique Identifying Code (UIC)

Each student in Michigan is assigned a unique identification code (UIC) when they enroll in a public school. Homeschooled, private, and non-public students are also required to have a UIC to take state assessments. UICs are used to identify students and report their test results; therefore, it is vital that the codes are correctly applied.

SAT Essay

The Essay is required in Michigan. Students who do not complete the Essay will not receive a valid score for accountability purposes. This is especially critical to keep in mind for paper/pencil testers. Those students will respond to the Essay on a paper answer document which must be returned to College Board for scoring as soon as all paper/pencil testing is completed and no later than the end of the testing window.

Shared Educational Entities (SEES) / Specialized Shared Educational Entities (S2E2S)

All information for students enrolled in SEEs or S2E2s will be based on MSDS enrollment information. All students are expected to test where they are enrolled. SEE schools and the schools that operate S2E2 classroom programs are responsible for handling all assessment and related verification processes in the OEAA Secure Site. These processes occur during various date windows and should be completed on behalf of the resident districts that the SEE/S2E2 serves.

Only SEE schools and the schools that operate S2E2 classroom programs will be able to view and manage the SEE/S2E2 students in the OEAA Secure Site to ensure enrollment and demographics are correct. SEE schools and the schools that operate S2E2 classroom programs are the only entities that can view and submit issues for missing answer documents or not-tested students. Student scores will be sent back to the district for school accountability attribution purposes; however, testing arrangements and expectations are still based on enrollment information submitted in the MSDS.

A student's Primary Educational Providing Entity (PEPE) school is the school responsible for testing that student.

Off-site Testing Requests

If your school is planning to administer assessments off-site (that is, at a location other than the school the student attends), an Off-site Testing Request must be submitted for each assessment administered.

- Off-site Testing Requests for the SAT with Essay, PSAT 10, and PSAT 8/9 must be requested from the College Board at www.sat.org/offsiterequest.
- The deadline for submitting requests was March 1, but the form will remain open for late submissions.

- Review College Board’s [Off-Site Tip Sheet](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Off-Site-Testing-Tip-Sheet.pdf) (https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/SAT-Suite/Off-Site-Testing-Tip-Sheet.pdf) for important updates and reminders for off-site tester

Resources

The MME web page (www.michigan.gov/mme) and the PSAT web page (www.michigan.gov/psat) contain a wealth of information to assist Test Coordinators in planning for and executing smooth and trouble-free test administrations. A few of the key documents on these pages in addition to the manuals, handbooks, and guides mentioned earlier, include:

Assessment Integrity Guide (AIG)

(https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Integrity-and-Security/Assessment_Integrity_Guide.pdf)

The [Assessment Integrity Guide](#) or AIG is intended to provide information to districts and schools to assist in developing professional knowledge and clarification on test administration standards for Michigan educational staff and students.

- District Superintendents and District and Building Assessment Coordinators should use this guide as a resource in the secure administration of state assessments.
- Information is provided on the required assessment security practices needed before, during, and after testing.
- Detailed information is provided on the required communication between districts/schools and the OEAA, reporting of irregularities, monitoring of test administration practices conducted by the OEAA, and the investigation and remediation of irregularities.

Supports and Accommodations Guidance Document

(https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accommodations-and-Supports/ Michigan_Accommodations_Manualfinal.pdf)

The [Supports and Accommodations Guidance Document](#) provides Test and SSD Coordinators an explanation of MDE’s supports and accommodations framework. It provides information specific to SAT with Essay and the PSAT-related assessments and serves as an important supplement to the documentation provided by College Board.

Assessment Calendars

(https://www.michigan.gov/mde/services/student-assessment/assessment-calendars)

The [Assessment Calendars web page](#) provides the lists of important dates specific to SAT with Essay and the PSAT-related assessments. Lists of Important dates are available in three formats:

- **PDF format** - there is a separate PDF for SAT with Essay and another for PSAT assessments.
- **Excel spreadsheet** – the spreadsheet is sortable and filterable and provides important dates for all state provided assessments.
- **Google calendar** – this calendar resource can be viewed or printed by week, month, or agenda. It can also be imported into your own google calendar. In addition to the list of important dates it includes resources to assist test coordinators in completing the various tasks.

Accountability Best Practices: Data Reporting Guide for Trouble-free Accountability Data
(<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Accountability/General/Accountability-Best-Practices-Guide.pdf>)

The [Accountability Best Practices document](#) is a must-read resource school and district staff engaged in accountability reporting. The purpose of the document is to help districts understand how data submitted in Center for Educational Performance and Information (CEPI) and Michigan Department of Education (MDE) data systems impact accountability calculations and to provide some specific student examples.