

Preparing for Test Day Webinar Questions and Answers

March 8, 2023

Accommodations and English Learner Supports

Q: How should students who refuse the approved CB accommodations be processed?

A: Ask the student to provide a letter signed by a parent/guardian indicating they are waiving their accommodations. Keep this letter on file at your school, do not send it to College Board. Ensure that the student is placed in a standard testing room.

Q: If students are taking the SAT and using the accommodation of word processor for essays, can they take the essay portion in the same room as other students?

A: No, these students must be tested separately.

Q: Can a student with standard time test using translated directions test with other standard time students?

A: Yes.

Q: Is +50% extended time for the SAT offered over two days this year? The manual only appears to have timing listed for the one-day option.

A: Students approved for extended time for Reading will use extended time on the entire assessment. This means these students will test over 2 days for the SAT with Essay with time and one-half. All students testing with double time will also test over 2 days.

Preadministration Session / Pre-ID Labels

Q: For the PSAT 8 answer sheet with a label, which boxes MUST be completed by the student during preadministration for the test to be scored properly?

A: During the preadministration session, students will bubble in name, student ID (UIC), and date of birth. There are additional fields that must be completed only on test day (form code, test book serial number, etc.). Instructions to complete these fields are included in the test day scripts.

Test Day Administration / Student Eligibility

Q: Can proctors use their computers to project an analog clock, digital clock, or count-down timer during administration of the College Board Suite of Assessments?

A: Yes. Coordinators and proctors are responsible for providing a working clock in the testing room visible to all students. While this clock is typically non-digital, the proctor may use a computer clock to keep time. Computer sounds must be disabled so there is no distraction to students while testing. In addition, proctors should not use their computers for other activities such as checking emails or working on their gradebooks during testing.

Q: Can PSAT 8/9 students make up testing in the same room?

A: 8th grade and 9th grade students must be tested separately for all testing.

Q: Would a student be considered homeschooled even if they take electives at the high school?

A: Students are considered a homeschooled student if they are submitted with a residency code of 07 or 15 in the Michigan Student Data System (MSDS). Please work with your authorized district MSDS user if you are unsure about a student's residency code.

Q: Students can't use timers, but can a proctor use a timer to count down the testing time accurately?

A: Yes.

Q: For seating charts for PSAT 8, is recording serial numbers of test booklets required?

A: Yes.

Q: If I'm the coordinator for two schools with different codes, can they test in the same building/rooms?

A: They can test in the same building, but be sure that the students from school A use the materials from school A while the students from school B use the materials from school B. We highly recommend they do not test in the same rooms for the potential of using the wrong materials or wrong school code, which introduces risk of reporting errors and/or score delays. Please contact the Michigan Field Team for further guidance.

Material Questions / Shipping

Q: If my materials shipment is shipping on March 20th, and they arrive on Friday, March 24th when the building is closed for break, what happens to my materials?

A: College Board uses spring break dates to determine if your shipment will be delivered the week of March 20 or the week of March 27. In mid-December, test coordinators were sent an email confirming their AI code and spring break dates. Please try to find that email to confirm when we have your spring break date listed. If this was not updated at this time, we will attempt to re-ship the materials the following week if no one is there to receive them.

Q: What is College Board doing to make sure materials will be shipped and arrive at schools on time?

A: College Board is working with UPS to get materials delivered to schools on time for testing.

Staffing Questions/Training

Q: Due to the lack of staff at our school, is the test coordinator allowed to be a room monitor for the PSAT 10 or even the backup test coordinator? Can either be a proctor for a late room for SAT or PSAT 10?

A: The test coordinator cannot be the backup test coordinator. You need someone to be prepared in case the test coordinator has an emergency and is not able to be at school to help with testing. As for the other roles, yes, if needed, the test coordinator can serve as a proctor or monitor; however, we would recommend this as a last resort. The test coordinator needs to be available in case an issue arises in any of the testing rooms that requires their assistance.

Q: In the past, staff that had children or relatives taking the CB assessment were not used as proctors. The manual states that staff with children/family taking a CB assessment cannot see the test materials ahead of time. Can we have these staff proctor if they don't proctor their child and do not see the test materials ahead of test day?

A: Yes. They cannot proctor their own child or relative and cannot have access to test materials ahead of test day.

Q: Does the coordinator training qualify a person to act as a proctor? Or, does the person need to do the proctor training in addition to the coordinator training, if doing both roles within the month?

A: The proctor training is already embedded in the coordinator training in case the coordinator needs to act as a proctor.

Irregularities

Q: If students have an irregularity on PSAT 8, are they allowed to retest? (My understanding was that they were not allowed a retest.)

A: It depends on the irregularity, but if eligible for a retest, it is allowed.

Q: No irregularity report is needed for phone disturbance?

A: No irregularity report is needed if a student's phone makes noise while in the proctor's possession or when stored away from the student, and if the proctor can turn the phone off to prevent additional disturbances. Other instances involving cell phones do require an irregularity report to be submitted – refer to the Irregularity Chart in the manuals for specific instructions.

Returning Materials

Q: For PSAT 8, do we send the materials back on April 19th? Or right after primary test day on the 12th?

A: Hold all PSAT 8/9 materials until students have finished testing in the primary testing window.

Q: When is the deadline to return the material?

A: The absolute deadline for materials to be returned to ensure they are used for accountability is April 28.