

CB College Board Corner

Information on SAT®, PSAT™ 8/9, and PSAT™ 10 provided by the College Board

WHAT'S NEW

Changes to the Michigan Department of Education's Consent Policy for Optional Student Information for SAT with Essay, PSAT 8/9 and PSAT 10

The Michigan Department of Education (MDE) wants you to know about a recent shift in the Office of Educational Assessment and Accountability's (OEAA) policy for students taking the Michigan-provided SAT with Essay, PSAT 8/9, and PSAT 10 in Spring 2024.

The process for students to access the BigFuture School app, participate in the Connections program, and to provide optional student information during the SAT Suite of Assessments has transitioned to an "opt-out" policy. This means that parents/guardians will no longer need to provide consent for their students to use these resources; instead, parents will have the option to opt their students out from these activities.

Note: Students taking PSAT 8/9 will be presented with only the opportunity to answer the optional questions. Due to their ages, PSAT 8/9 testers are not eligible to access BigFuture School or Connections.

Schools must distribute the [Parental/Guardian Opt-Out Form](https://bit.ly/494q4kx) (https://bit.ly/494q4kx) to parents and guardians on a timely basis according to district policy and collect any completed forms before testing starts.

Additionally, detailed guidance on this policy is available in the [Michigan Department of Education Guidance for the Parental/Guardian Opt-Out Form for Optional Information Provided During the SAT Suite of Assessments](https://bit.ly/427Tc8j) document (https://bit.ly/427Tc8j).

MDE requires that parents be made aware of their right to opt their students out of providing optional information. For additional information, see the "Parental/Guardian Opt-Out Policy for Optional Information Provided During the SAT Suite of Assessments" article on [page 1](#) of this edition of Spotlight. If you have any questions or need further clarification, refer to the provided resources or contact the Michigan Department of Education by phone at 877-560-8378 (option 3) or by email at mde-oeaa@michigan.gov.

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REMINDERS

Pre-identification in the OEAA Secure Site

All students must be pre-identified for testing in the Office of Educational Assessment and Accountability (OEAA) Secure Site. This includes both digital and paper/pencil testers.

Note: Do not use the SAT Suite Ordering and Registration (SSOR) site for ordering assessments for the Spring 2024 Michigan-provided SAT with Essay, PSAT 8/9, and PSAT 10. College Board will cancel all SSOR orders for Michigan-provided Spring 2024 testing and use only the Pre-ID data from the OEAA Secure Site for student registration in the Test Day Toolkit.

Michigan's Pre-identification window for initial paper material orders opened in the OEAA Secure Site on January 3, 2024, and will close **February 14, 2024**. You can refer to articles in the [Spotlight - December 14, 2023, issue](https://bit.ly/41uYwSG) (<https://bit.ly/41uYwSG>) regarding student pre-identification (Pre-ID) and initial material orders for Spring 2024 College Board (CB) testing (SAT with Essay, PSAT 10), as well as for WorkKeys, M-STEP, and MI-Access.

The Pre-ID page for College Board assessments will remain open through **April 22, 2024**.

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College Board Trainings

To support the Spring 2024 testing administration, College Board is offering several online trainings between now and March 2024. Please register today for training sessions that are pertinent to your test staff role.

Testing staff will have two live options for participation in each College Board webinar. The content in the repeat session will mirror the first, and recordings of all trainings will be available online at www.michigan.gov/mme and www.michigan.gov/psat for on-demand access.

Training/Registration Link	Audience	Date	Time
School Test Coordinator Webinar, Part 2 [Option 1] (https://bit.ly/3t5qK9X)	<ul style="list-style-type: none">School Test Coordinators	Thursday, March 7, 2024	10:00 - 11:30 a.m.
School Test Coordinator Webinar, Part 2 [Option 2] (https://bit.ly/47Xxgym)	<ul style="list-style-type: none">School Test Coordinators	Wednesday, March 13, 2024	1:00 - 2:30 p.m.

Questions about Spring SAT, PSAT 8/9, or PSAT 10?

- Call the Michigan Educator Hotline:
866-870-3127 (select Option 1)
- Email: michiganadministratorsupport@collegeboard.org



What's New

Off-site Testing

Schools must obtain approval for off-site testing from the Office of Educational Assessment and Accountability (OEAA). Submit your requests using the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) through May 1, 2024. Refer to the [Spotlight Newsletter - December 21, 2023 issue](#) (<https://bit.ly/3UerXqy>) for additional information.

ACT requires only the off-site location name and address to be documented in the **Test Room Report** portion of the **Test Administration Form folder**.

Reminders

ACT WorkKeys Training Webinars

All school staff are invited to attend ACT's optional Workkeys training webinars. These sessions will provide an overview of how to administer the WorkKeys assessments, including receiving and returning test materials.

Use the links below to register for one or both sessions (participants do not have to attend both sessions). Each session will be recorded and available for on-demand viewing about an hour after the session concludes. The registration links are also posted to the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) in Step 5: Preparation.

- **Wednesday, February 7, 2024, 10:00 – 11:30 a.m. ET**
[Registration URL](https://bit.ly/3tLdRCn) (<https://bit.ly/3tLdRCn>)
- **Tuesday, March 5, 2024, 3:30 – 5:00 p.m. ET**
[Registration URL](https://bit.ly/3vwR9hl) (<https://bit.ly/3vwR9hl>)



ACT WorkKeys Test Administration Resources

WorkKeys Test Coordinators, room supervisors, and proctors are urged to become familiar with the following test administration resources posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) before testing begins:

- [Spring 2024 Schedule of Events](https://bit.ly/49wbZ02) (<https://bit.ly/49wbZ02>)
- [WorkKeys Accessibility Supports Guide](https://bit.ly/47HMdEe) (<https://bit.ly/47HMdEe>)
- [ACT Test Coordinator Information Manual](https://bit.ly/3tXYV3I) (<https://bit.ly/3tXYV3I>)
- [ACT WorkKeys Administration Manual – Standard Time Paper](https://bit.ly/47OybRm) (<https://bit.ly/47OybRm>)
- [ACT WorkKeys Administration Manual – Accommodations Paper](https://bit.ly/466ICia) (<https://bit.ly/466ICia>)
- [WorkKeys Administration Supplement](https://bit.ly/48DJ35E) (<https://bit.ly/48DJ35E>)
- [Test Administration Form - ACT WorkKeys Standard Time Paper](https://bit.ly/4bfTHBt) (<https://bit.ly/4bfTHBt>)
- [Test Administration Form - ACT WorkKeys Accommodations Paper](https://bit.ly/3HnPk9t) (<https://bit.ly/3HnPk9t>)
- [Calculator Policy](https://bit.ly/3SrO0cg) (<https://bit.ly/3SrO0cg>)

Pre-identify Students and Order WorkKeys Test Materials

The window to submit student data for pre-identification barcode labels and to order ACT WorkKeys standard-time and accommodations materials is **January 3 – February 14, 2024, 5:00 p.m.**, through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Initial material orders for Standard Time, Regular Print WorkKeys materials will be based on the number of students pre-identified on the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) by **5:00 p.m. on February 14, 2024.**

Accommodated materials and Spanish test booklets must be ordered (if needed) through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure) on the Initial Material Orders page by **5:00 p.m. on February 14, 2024.**

The projected number of Standard Time, Regular Print materials that will be sent based on the pre-identification can be viewed on the Initial Material Orders page on the OEAA Secure Site. The number of Standard Time, Regular Print materials can only be adjusted by pre-identifying additional students and/or unassigning students from the testing. Accommodated and Spanish materials orders will automatically reduce the number of Standard Time booklets sent.

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Refer to the [Spotlight on Student Assessment and Accountability Newsletters](#) (www.michigan.gov/mde-spotlight) articles for complete information:

- "Pre-ID for SAT, PSAT, WorkKeys, M-STEP, and MI-Access" – [the Spotlight, December 14, 2023 issue](#) (<https://bit.ly/41uYwSG>)
- "Spring 2023 Assessment Initial Materials Orders" – [the Spotlight, December 14, 2023 issue](#) (<https://bit.ly/41uYwSG>)
- "ACT WorkKeys" – [the Spotlight, January 11, 2024 issue](#) (<https://bit.ly/3u8mve6>)

Upcoming Events and Deadlines

For all upcoming events and deadlines, refer to the following documents:

- [ACT WorkKeys Schedule of Events](#) (<https://bit.ly/49wbZ02>) posted on the [ACT state testing website](#) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page.
- [ACT WorkKeys List of Important Dates](#) (<https://bit.ly/48UC74H>) posted on the [MME web page](#) (www.michigan.gov/mme) under **General information, List of Important Dates**.

Questions about ACT WorkKeys?

Contact the ACT WorkKeys Customer Support Team:

- **email** ACT WorkKeys at workkeys@act.org
- **call** ACT WorkKeys at 800-967-5539; available from 9:30 a.m. to 6:00 p.m. ET
- **email** accommodations questions to ACTStateAccoms@act.org

Mon	Tue	Wed	Thu	Fri	Sat
				5	6
9	10	11	12		13

Important Dates

January 2024

Winter Early Literacy and Mathematics Benchmark Assessments

Test Window

Now through February 2, 2024

- Pre-ID Students in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)
- For information about how to Pre-ID students for testing, or how to gain access to the OEAA Secure Site, go the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining)

M-STEP

Passage-based Writing Field Test Testing Window

Now through February 9, 2024

- Pre-identify Students in the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)
- For information about how to Pre-ID students for testing, or how to gain access to the OEAA Secure Site, go to the [Secure Site Training web page](http://www.michigan.gov/secaresitetraining) (www.michigan.gov/secaresitetraining)

Initial Material Order Window (All Grades)

Now through February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

Now through February 14, 2024, by 5:00 p.m.

Alternate INSIGHT Request Form Available

Now through March 15, 2024

- [Alternate INSIGHT Availability Request Form](https://bit.ly/3v6ZwQT) (<https://bit.ly/3v6ZwQT>)

Off-site Test Administration Request – Pencil/Paper

Now through May 2, 2024

Off-site Test Administration Request – Online

Now through May 16, 2024

Pre-identification of Students

Now through May 16, 2024, by 5:00 p.m.

MI-Access

Initial Material Order Window

Now through February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

Now through February 14, 2024, by 5:00 p.m.

Alternate INSIGHT Request Form Available

Now through March 15, 2024

- [Alternate INSIGHT Availability Request Form](https://bit.ly/3v6ZwQT) (<https://bit.ly/3v6ZwQT>)

Off-site Test Administration Request

Now through May 23, 2024

Pre-identification of Students

Now through May 23, 2024

(Continued on next page)

Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

Important Dates

January 2024

SAT with Essay

Pre-identification of Students for Initial Paper Material Order (for schools with approved online waiver)

Now through February 14, 2024, by 5:00 p.m.

Request College Board Approved Accommodations

Now through February 16, 2024

Request State Allowed Accommodations (SAAs)

Now through February 16, 2024

Off-site Testing Request for Spring 2024

Now through March 1, 2024

- If your school is covered under a state contract in Spring 2024, you must submit the [Off-site Testing Request Form](https://bit.ly/3N6ldXB) (https://bit.ly/3N6ldXB) and ensure that all off-site testing location(s) meet the digital testing policies and technical requirements.

Pre-identification of Late Arriving Students

Now through April 22, 2024

PSAT 10 & PSAT 8/9 for Grades 8 & 9

Pre-identification of Students for Initial Paper Material Order (for schools with approved online waiver)

Now through February 14, 2024, by 5:00 p.m.

Request College Board Approved Accommodations

Now through February 16, 2024

Request State Allowed Accommodations (SAAs)

Now through February 16, 2024

Off-site Testing Request for Spring 2024

Now through March 1, 2024

- If your school is covered under a state contract in Spring 2024, you must submit the [Off-site Testing Request Form](https://bit.ly/3N6ldXB) (https://bit.ly/3N6ldXB) and ensure that all off-site testing location(s) meet the digital testing policies and technical requirements.

Pre-identification of Late Arriving Students

Now through April 22, 2024

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Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

Important Dates

January 2024

ACT WorkKeys

Initial Material Order Window

Now through February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

Now through February 14, 2024, by 5:00 p.m.

Off-site Test Administration Request

Now through May 1, 2024

WIDA

Districts Receive Test Materials

January 29, 2024

Additional Material Order Window

January 29 – March 15, 2024

WIDA Test Administration Window

February 5 – March 22, 2024

WIDA AMS Test Setup Available

Now through March 22, 2024

Off-site Test Administration Request; includes WIDA ACCESS for ELLs, WIDA Alternate Access for ELLs

Now through March 22, 2024

- Includes WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs
- Requests should be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

Conferences & Webinars

February 2024

Spring 2024 ACT WorkKeys Test Administration Training #1

February 7, 2024, 10:00 a.m.

- [Registration link](https://bit.ly/3tLdRCn) (https://bit.ly/3tLdRCn)
- This training event provides Test Coordinators with an overview of how to administer a successful paper test administration. Participants will understand procedures for administering the WorkKeys assessments on paper, including receiving and returning materials.

Michigan School Testing Conference

February 14 – 15, 2024

- Conference registration is now open. **Early Bird Registration is available through January 14, 2024.**
 - » [Full conference details and a printable registration form](https://bit.ly/3QhN87w) (https://bit.ly/3QhN87w)
 - » [Register online](https://gomasa.org/mstc24) (gomasa.org/mstc24)
- A hotel block is available at the Sheraton Ann Arbor from February 13 to February 15. The room rate is \$136/night. **Last Day to Book: Thursday, February 1, 2024.**
 - » [Ann Arbor Sheraton Hotel - special conference room rate & reservations](https://bit.ly/472c35G) (https://bit.ly/472c35G)

M-STEP Administration Training

February 27, 2024, 10:00 -11:00 a.m.

- **Join M-STEP Webinar:** [Microsoft Teams meeting](https://bit.ly/3O9R2zf) (https://bit.ly/3O9R2zf)
 - » **Meeting ID:** 271 289 523 152
 - » **Passcode:** PF33dU
- [Download Teams](https://bit.ly/45P5x1n) (https://bit.ly/45P5x1n)
[Join on the web](https://bit.ly/3tLhgAx) (https://bit.ly/3tLhgAx)
- **Or call in (audio only):**
 - » +1 612-704-8944, 724203416# United States, Minneapolis
 - » **Phone Conference ID:** 724 203 416#

MI-Access Administration Training

February 28, 2024, 1000 -11:00 a.m.

- **Join MI-Access Webinar:** [Microsoft Teams meeting](https://bit.ly/3vHcYeE) (https://bit.ly/3vHcYeE)
 - » **Meeting ID:** 295 336 343 283
 - » **Passcode:** fZ8svs
- [Download Teams](https://bit.ly/45P5x1n) (https://bit.ly/45P5x1n)
[Join on the web](https://bit.ly/3tLhgAx) (https://bit.ly/3tLhgAx)
- **Or call in (audio only):**
 - » +1 612-704-8944, 3082689# United States, Minneapolis
 - » **Phone Conference ID:** 308 268 9#

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Conferences & Webinars

March 2024

Spring 2024 ACT WorkKeys Test Administration Training #2

March 5, 2024, 3:30 p.m.

- [Registration link](https://bit.ly/3vwR9hl) (https://bit.ly/3vwR9hl)
- This training event provides Test Coordinators with an overview of how to administer a successful paper test administration. Participants will understand procedures for administering the WorkKeys assessments on paper, including receiving and returning materials.

College Board School Test Coordinator Webinar, Part 2

Thursday, March 7, 2024, 10:00 - 11:30 a.m.

- [Registration link](https://bit.ly/3t5qK9X) (https://bit.ly/3t5qK9X)
- Intended primarily for school test coordinators, this session will provide details about test-day preparation, test administration, policies and procedures, deadlines, resources, and an extended opportunity for Q&A.

College Board School Test Coordinator Webinar, Part 2

Wednesday, March 13, 2024, 1:00 - 2:30 p.m.

- [Registration link](https://bit.ly/47Xxgym) (https://bit.ly/47Xxgym)
- This is **a repeat of the March 7 webinar** listed above. A second webinar is scheduled to accommodate all registrants.

Contact Us

Assessment and Accountability Call Center

For assistance with assessment or accountability issues:

Call **877-560-8378** (select appropriate option)

Options	Topics
1	to report cheating and unethical behavior by a district/school in regards to state assessments
2	for support of Central Office Services (COS), DRC INSIGHT Portal, and INSIGHT for the online M-STEP, MI-Access, and Early Literacy and Mathematics Benchmark Assessments (K-2)
3	for support of the OEAA Secure Site for all state assessments, administration and policy questions related to M-STEP, MI-Access, Early Literacy and Mathematics Benchmark Assessments (K-2), and accountability reporting
4	for questions about the College Entrance and WorkKeys assessments <ol style="list-style-type: none"> 1. Eligibility, MDE policies, and OEAA Secure Site Support 2. SAT, PSAT 8/9, and PSAT 10 – College Board 3. WorkKeys – ACT
5	for questions about the WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs, and support for WIDA AMS, INSIGHT, and Central Office Services (COS)
8	for all other questions

Email

For assessment questions:

mde-oeaa@michigan.gov

For accountability questions:

mde-accountability@michigan.gov

WIDA Client Services

Call **866-276-7735** for assistance with **WIDA Screener** and the **WIDA Secure Portal** questions (for questions not covered in options 3 and 5 in the table above)