

CB College Board Corner

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

REMINDERS

District Test Coordinator Webinar for SAT with Essay, PSAT 8/9, and PSAT 10

College Board is hosting a one-hour online District Test Coordinator (DTC) Orientation for SAT with Essay, PSAT 8/9, and PSAT 10, on Tuesday, November 7, beginning at 10 a.m. ET.

This session will provide DTCs with a high-level overview of the Spring 2024 digital testing platforms, implementation timeline, school establishment, and key differences between the fall and spring testing administrations.

[Click here](https://bit.ly/3LOi2mO) (https://bit.ly/3LOi2mO) to register for the webinar.

School Establishment and the Educational Entity Master (EEM)

School establishment is the process through which Michigan schools are identified as participating in the state assessments and are set up for digital testing in College Board systems.

It is important for schools to update their information in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (http://www.michigan.gov/eem), which serves as Michigan's repository of education systems and contact information.

College Board will use the data in EEM to identify contact information for testing staff and to establish schools for testing. In addition to test coordinators, backup test coordinators, and Services for Students with Disabilities (SSD) Coordinators, building level technology coordinators must be assigned in EEM in order for schools to be set up for testing.

For each College Board assessment (SAT with Essay, PSAT 10, and PSAT 8/9 for grades 8 and 9), the following information is required for school test coordinators, backup school test coordinators, SSD Coordinators, and technology coordinators:

- First Name
- Last Name
- Email
- Telephone Number
- Complete Entity Physical Address (Street Address, City, State, Zip Code)

Note: The mailing address must be the physical district or school address associated with the test coordinator record. Make sure each of the fields above is accurate and complete for all applicable roles. Any incorrect data in EEM could delay your school's establishment process.

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



Reminder

Update EEM

An important first step in preparing for the Spring 2024 ACT WorkKeys assessments is to ensure that your building/school WorkKeys Test Coordinator's correct contact information – name, email address, phone number, and mailing address (cannot be a post office box) – are listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem).

ACT uses the information in the EEM to call and send emails to the WorkKeys Test Coordinators, and to ship test materials to the appropriate locations. Inaccurate information will result in critical information not being received in a timely manner, resulting in key deadlines being overlooked and delays in the receipt of test materials.

If the information in the EEM for your building/school is inaccurate, contact your authorized district EEM user to update it **no later than Friday, October 20, 2023**, to ensure your school receives the necessary information to start the Manage Participation process in November.

An article in the [August 3, 2023 Spotlight](https://bit.ly/3F2GhcO) (<https://bit.ly/3F2GhcO>) — The Time is Now! Make Sure School and District Contacts are Up-to-Date in the EEM for the 2023-24 School Year — contains additional information on why this review/update is needed, as well as the list of contacts to be reviewed.

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 9:30 a.m. and 6:00 p.m. ET
- **email** accommodations questions to ACTStateAccoms@act.org

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13

Important Dates

October 2023

Online Testing Waiver

October 16 – November 22, 2023

- Requests for the online waiver for the Spring 2024 M-STEP, MI-Access Functional Independence (FI), SAT with Essay, PSAT 8/9, PSAT 10, and WIDA ACCESS for ELLs assessments online.
- Requests must be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure).

Early Literacy and Mathematics Benchmark Assessments

Ongoing through October 26, 2023, at 5:00 p.m.

- Pre-Identification of Students

Ongoing through October 27, 2023

- Create/Manage Online Test Sessions in DRC INSIGHT Portal
- **Note:** Pre-ID must be completed prior to creating test sessions

Ongoing through October 27, 2023

- Fall Testing Window

Conferences & Webinars

November 2023

Online WIDA ACCESS for ELLs (Grades 1-12) Webinar

Monday, November 6, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3LQ9TOt) (https://bit.ly/3LQ9TOt)

District Test Coordinator (DTC) Orientation for SAT with Essay, PSAT 8/9, and PSAT 10 Webinar

Tuesday, November 7, 2023, 10:00 a.m.

- [Registration link](https://bit.ly/3LOi2mO) (https://bit.ly/3LOi2mO)
- This webinar will provide district test coordinators with a high-level overview of the Spring 2024 digital testing platforms, implementation timeline, school establishment, and key differences between the fall and spring testing administrations.

Kindergarten WIDA ACCESS for ELLs Webinar

Tuesday, November 7, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3tIMle4) (https://bit.ly/3tIMle4)

WIDA Alternate ACCESS for ELLs (K-12) Webinar

Thursday, November 9, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3ZL9fb1) (https://bit.ly/3ZL9fb1)
- The Alternate ACCESS for ELLs is an assessment specifically designed for English learners who are also students who have significant cognitive disabilities.

WIDA Screener Online Assessment (Grades 1-12) Overview Webinar

Wednesday, November 29, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3Q4kHuY) (https://bit.ly/3Q4kHuY)
- **Note:** This is a duplication of the September 13 overview webinar.

WIDA Alternate ACCESS for ELLs (K-12) Webinar

Thursday, November 30, 2023, 9:30–11:00 a.m.

- [Registration link](https://bit.ly/3PMvXeb) (https://bit.ly/3PMvXeb)
- **Note:** This is a duplication of the November 9 overview webinar.

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 <u>all</u> 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)