

CB College Board Corner

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

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

Starting November 7, you can use the [OEAA Secure Site](#) to verify the assessments for which your school has been established.

- If your school is listed as participating and plans to administer the assessment, no further action is needed.
- If your school is listed as participating but does not plan to administer the assessment, contact the Michigan Educator Hotline immediately (by phone at 866-870-3127 or email michiganadministratorsupport@collegeboard.org) with information about why you are requesting to be unestablished.
- Establishment occurs on a rolling basis. Participation will be reflected as establishment activities occur. If your establishment information is not correct by December 19, 2022, contact the Michigan Educator Hotline.
- Once your school provides information that it intends to participate, allow 1-2 weeks for this information to be updated in the OEAA Secure Site.

REMINDERS

Coordinator Implementation Handbook (Spring 2023) Now Available!

The [Spring 2023 Coordinator Implementation Handbook](#) is now available. (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/MME/Michigan-Coordinator-Implementation-Handbook.pdf>).

Refer to this Handbook for key dates and important implementation guidelines regarding the administration of the SAT with Essay, PSAT 8/9, and PSAT 10 tests.

2022-2023 Accommodations and Supports Handbook Now Available!

College Board has posted the updated [Accommodations and Supports Handbook](#) for the 2022-2023 school year (<https://accommodations.collegeboard.org/media/pdf/accommodations-supports-handbook.pdf>).

Review this document for guidance on how to request and utilize accommodations in College Board's systems.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

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Implementation Overview Webinar for SAT with Essay, PSAT 8/9, and PSAT 10

College Board will present a live Implementation Overview webinar for SAT with Essay, PSAT 8/9, and PSAT 10 on Thursday, November 17, from 9:00 to 10:30 a.m. ET.

This webinar will provide test coordinators with an overview of the Spring 2023 SAT and PSAT-related assessments. Participants will review changes planned for 2023, the school set-up process, general information about the Spring 2023 test administration, and introductory accommodations and supports information.

[Register for the Implementation Webinar](#)

(http://collegeboard.zoom.us/webinar/register/WN_xJ_Gj4X9TUaoUNqbUesbLw).

Off-site Testing Plans

Virtual schools, schools that need more space, and schools that cannot allow expelled students on their campus can administer College Board tests at a location other than their identified school address. This is referred to as off-site testing. If additional return materials are needed for an off-site testing location, [submit a request](#) (www.sat.org/offsiterequest) by January 20, 2023. Requests will be automatically approved unless College Board has clarifying questions.

Note: Test coordinators should only complete this form for the Spring 2023 administration if they will be returning materials directly from the off-site location.

The form is not required if materials are being returned to the primary Attending Institution (AI) for consolidation of all testing materials being returned to College Board.

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What's New

Upcoming Manage Participation

The ACT WorkKeys assessment is one of three required components of the Michigan Merit Exam (MME) for grade 11 and eligible grade 12 students. All public schools are required to administer the full MME, which consists of the ACT WorkKeys, the SAT, and the M-STEP science and social studies assessments. If a nonpublic school chooses to administer any one of the three MME components, they are expected to administer all three components to their students.

Each school's WorkKeys Test Coordinator must indicate their school's participation status—either Participating or Not Participating—in the [PearsonAccess^{next}](https://testadmin.act.org/) (https://testadmin.act.org/) during the Manage Participation window, November 7 – December 9, 2022, regardless of previous participation. The process will take approximately five minutes.

If your school will participate in the WorkKeys assessments in Spring 2023, you must also select the week in which you prefer to receive test materials. All schools, public and nonpublic, must confirm that they are participating to receive test materials and to administer the WorkKeys assessment.

Note: Manage Participation must be completed at the individual school level, not at the district level. District Assessment Coordinators should ensure that all schools within the district have completed the Manage Participation process, even if they are not testing.

Information about completing the Manage Participation process will be emailed during the week of October 24, 2022 (next week) to the District Assessment Coordinators and the WorkKeys Test Coordinators listed in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem).

ACT will email the PearsonAccess^{next} login information only to the WorkKeys Test Coordinators and District Assessment Coordinators listed in the EEM, for both public and nonpublic schools.

Note: If your district's WorkKeys Test Coordinator does not receive this email by November 9, 2022, contact ACT at the webpage or phone number listed below.

Reminder

Updating EEM

Make sure that the information for each building/school's "WorkKeys Test Coordinator" is listed correctly in the [Educational Entity Master \(EEM\)](http://www.michigan.gov/eem) (www.michigan.gov/eem). This information includes the coordinator's name, email address, phone number, and mailing address (cannot be a post office box).

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

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Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues



Additional information on why this review/update is needed, as well as the list of contacts to be reviewed, is available in the recent Spotlight article “The Time is Now! Make Sure School and District Contacts are Up to Date in the EEM for the 2022-23 School Year”, found in the [Spotlight newsletter - August 18, 2022 issue](https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-18-2022.pdf) (<https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Spotlight-Newsletter/Spotlight-08-18-2022.pdf>).

Contacting ACT

If you have questions, you may:

1. contact ACT via the [Contact Us web page](http://www.act.org/aap/state/contact.html) (www.act.org/aap/state/contact.html)
2. call ACT at 800-553-6244 between 9:30 a.m. and 6 p.m. ET
 - » standard time: ext. 2800
 - » accommodations: ext. 1788
3. email accommodations questions to ACTStateAccoms@act.org

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Important Dates

October 2022

Early Literacy and Mathematics Benchmark Assessments (ELMBA) Fall 2022 Pre-Identification of Students

Ongoing through October 27, 2022 by 5:00 p.m.

- All students participating in this assessment must be pre-identified on the [Office of Educational Assessment and Accountability \(OEAA\) Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure). Information on pre-identification methods can be found on the [Secure Site Training web page](http://www.michigan.gov/secureritetraining) (www.michigan.gov/secureritetraining) under the **Pre-Identification of Students** section.

Early Literacy and Mathematics Benchmark Assessments (ELMBA) Fall 2022 Testing Window

Ongoing through October 28, 2022

- The **Early Literacy and Mathematics Benchmark Test Administration Manual** and **Online Test Directions** are located on the [Early Literacy and Mathematics Benchmark Assessment web page](http://www.michigan.gov/earlylitandmath) (www.michigan.gov/earlylitandmath). Student-level reports are available within 48 hours of test completion in the Dynamic Score Reporting Site.

November 2022

WIDA ACCESS for ELLs, Online WIDA ACCESS for ELLs, In-Person Training

November 1, 2022, 8:30 a.m. – 12:00 p.m.

- Morning Session - Online WIDA ACCESS for ELLs Grades 1-12
- Library of Michigan
Lake Michigan Room, Fourth Floor
702 West Kalamazoo Street, Lansing
- Registration link: <https://wida-access-for-ells-test-administrator-training.eventbrite.com>

WIDA ACCESS for ELLs, Kindergarten WIDA ACCESS for ELLs, In-Person Training

November 1, 2022, 1:00 – 4:00 p.m.

- Afternoon Session - Kindergarten WIDA ACCESS for ELLs
- Library of Michigan
Lake Michigan Room, Fourth Floor
702 West Kalamazoo Street, Lansing
- Registration link: <https://kindergarten-access-for-ells-test-administrator-training.eventbrite.com>

Ask OEAA LIVE Q & A

November 1, 2022, 3:30 – 4:00 p.m.

- [Click here](https://teams.microsoft.com//meetup-join/) to join the November 1 event (<https://teams.microsoft.com//meetup-join/>)

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Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Important Dates

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

November 2022

Alternate ACCESS for ELLs Test Administrators, In-Person Training

November 2, 2022, 8:30 a.m. – 4:00 p.m.

- All-day Session - Alternate ACCESS for ELLs Test Administrators Training
- Library of Michigan
Lake Huron Room, Fourth Floor
702 West Kalamazoo Street, Lansing
- Registration link: <https://alternate-access-for-ells-test-administrator-training.eventbrite.com>

ACT WorkKeys Manage Participation Window

November 7 – December 9, 2022

College Board Webinar: Implementation Overview for SAT with Essay, PSAT 8/9, and PSAT 10

November 17, 2022, 9:00 – 10:30 a.m.

- Overview of the Spring 2023 SAT and PSAT-related assessments including changes for 2023, school set-up process, test administration process, and introductory accommodations and supports information
- Registration link: <https://tinyurl.com/mdeimplementation2022>

Intent to Participate Deadline for PSAT 8/9, PSAT 10, SAT with Essay testing in Spring 2023

- **November 21, 2022**

December 2022

WIDA ACCESS Online Overview Webinar

December 7, 2022, 9:30 – 11:00 a.m.

- Registration link: <https://access-for-ells-online-overview-webinar.eventbrite.com>

WIDA Assessments Off-Site Test Administration Window; includes WIDA ACCESS for ELLs, WIDA Alternate ACCESS for ELLs

December 12, 2022 – March 23, 2023

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Contacts

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)

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues