

CB College Board Corner

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

Request Off-Site Testing

Most schools participating in Spring 2024 testing will use their school as the test location. However, if your school needs more space, is a virtual school, or has students testing off site for any reason, the test coordinator should submit an [off-site testing form](http://www.sat.org/offsiterequest) (<http://www.sat.org/offsiterequest>) by **March 1, 2024**, so that College Board can provide the appropriate information for technical readiness at off-site locations. The request submission will be automatically approved, unless otherwise communicated by College Board.

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
Technical Readiness Webinar [Option 1] (https://bit.ly/3Rb92tl)	<ul style="list-style-type: none"> Technology Coordinators Test Coordinators 	Wednesday, January 10, 2024	1:00 - 2:00 p.m.
Technical Readiness Webinar [Option 2] (https://bit.ly/3Ryvvt0)	<ul style="list-style-type: none"> Technology Coordinators Test Coordinators 	Tuesday, January 16, 2024	1:00 - 2:00 p.m.
SSD/Accommodations Webinar [Option 1] (https://bit.ly/3Re5CGE)	<ul style="list-style-type: none"> SSD Coordinators Test Coordinators 	Wednesday, January 17, 2024	1:00 - 2:30 p.m.
SSD/Accommodations Webinar [Option 2] (https://bit.ly/3t69j9i)	<ul style="list-style-type: none"> SSD Coordinators Test Coordinators 	Wednesday, January 24, 2024	1:00 - 2:30 p.m.
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.

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



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



Reminder

Completing Manage Participation

The deadline to complete the Manage Participation process in the [PearsonAccess^{next} website](https://testadmin.act.org/) (<https://testadmin.act.org/>), regardless of previous participation, was **December 8, 2023**. If you missed that deadline, you must submit your participation information as soon as possible.

This process takes approximately five minutes; step-by-step instructions are provided in the [ACT WorkKeys Spring 2024 Manage Participation Guide](https://bit.ly/3thf0Bc) (<https://bit.ly/3thf0Bc>), located on the [MME web page](http://www.michigan.gov/mme) (www.michigan.gov/mme).

If your school will participate in the WorkKeys assessments in Spring 2024, you must select the week in which you prefer to receive test materials. Be sure to select a week your school will be in session and not during spring break.

If your school will not participate this spring, complete the Not Testing section to be removed from future communications for the current academic year.

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

- [ACT WorkKeys Schedule of Events](https://bit.ly/49wbZ02) (<https://bit.ly/49wbZ02>) posted on the [ACT state testing website](http://www.act.org/stateanddistrict/michigan) (<http://www.act.org/stateanddistrict/michigan>) on the **WorkKeys on Paper** page.
- [ACT WorkKeys List of Important Dates](https://bit.ly/48UC74H) (<https://bit.ly/48UC74H>) posted on the [MME web page](http://www.michigan.gov/mme) (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 9:30 a.m. and 6:00 p.m. ET
- **email** accommodations questions to ACTStateAccoms@act.org

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

Important Dates

December 2023

WIDA

Initial Material Order (Braille and Enlarged Print)

Now through December 28, 2023, by 5:00 p.m.

- For WIDA ACCESS for ELLs
- Braille and Enlarged Print
- Requests should be submitted through the [OEAA Secure Site](http://www.michigan.gov/oeaa-secure) (www.michigan.gov/oeaa-secure)

Pre-Identification of Students for Barcode Labels

Now through December 28, 2023, by 5:00 p.m.

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

Pre-Identification of Students as Tier T for Barcode Labels

Now through December 28, 2023, by 5:00 p.m.

- For 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)

Test Exceptions and False EL Window

Now through January 19, 2024, by 5:00 p.m.

- For WIDA ACCESS and 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)

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)

College Board

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.

(Continued on next page)

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

Important Dates

January 2024

Winter Early Literacy and Mathematics Benchmark Assessments

Test Window

January 2 – 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 to the [Secure Site Training web page](#) (www.michigan.gov/secaresitetraining)

M-STEP

Passage-based Writing Field Test Testing Window

January 2 – February 9, 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 to the [Secure Site Training web page](#) (www.michigan.gov/secaresitetraining)

Initial Material Order Window (All Grades)

January 3 – February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

January 3 – February 14, 2024, by 5:00 p.m.

Alternate Insight Availability Request

January 3 – March 15, 2024

M-STEP (continued)

Off-site Test Administration Request – Pencil/Paper

January 3 – May 2, 2024

Off-site Test Administration Request – Online

January 3 – May 16, 2024

Pre-identification of Students

January 3 – May 16, 2024, by 5:00 p.m.

MI-Access

Initial Material Order Window

January 3 – February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

January 3 – February 14, 2024, by 5:00 p.m.

Alternate Insight Availability Request

January 3 – March 15, 2024

Off-site Test Administration Request

January 3 – May 23, 2024

Pre-identification of Students

January 3 – May 23, 2024

(Continued on next page)

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

Important Dates

January 2024

SAT with Essay

Request College Board Approved Accommodations

Now through February 16, 2024

Pre-identification of Students for Initial Paper Material Order (for schools with approved Online Waiver)

January 3 – February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Online Testing

January 3 – April 22, 2024

Request State Allowed Accommodations (SAAs)

January 9 – February 16, 2024

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

Request College Board Approved Accommodations

Now through February 16, 2024

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

January 3 – February 14, 2024, by 5:00 p.m.

Request State Allowed Accommodations (SAAs)

January 9 – February 16, 2024

ACT WorkKeys

Initial Material Order Window

January 3 – February 14, 2024, by 5:00 p.m.

Pre-identification of Students for Barcode Labels

January 3 – February 14, 2024, by 5:00 p.m.

Off-site Test Administration Request

January 3 – May 1, 2024

WIDA AMS

Test Setup Available

January 8 – March 22, 2024

Additional Material Order Window

January 8 – March 15, 2024

Districts Receive Test Materials

January 29, 2024

Conferences & Webinars

January 2024

College Board Technical Readiness Webinar

Wednesday, January 10, 2024, 1:00 - 2:00 p.m.

- Intended for technology coordinators and testing coordinators, this webinar will cover topics such as Test Day Toolkit, Bluebook, Application Updates, Customer Support, School Networks, and Digital Readiness.
- [Registration link](https://bit.ly/3Rb92tl) (https://bit.ly/3Rb92tl)

College Board Technical Readiness Webinar

Tuesday, January 16, 2024, 1:00 - 2:00 p.m.

- This is a **repeat of the January 10 webinar** listed above
- [Registration link](https://bit.ly/3Ryvvt0) (https://bit.ly/3Ryvvt0)

College Board SSD/Accommodations Webinar

Wednesday, January 17, 2024, 1:00 - 2:30 p.m.

- Intended for Test Coordinators and Services for Students with Disabilities (SSD) Coordinators, will provide information to help schools prepare to administer the SAT School Day to students with accommodations and supports. Topics will include test dates, staff responsibilities, key dates/deadlines, how to enter accommodation requests in SSD Online, EL Supports, and viewing accommodations in Test Day Toolkit.
- [Registration link](https://bit.ly/3Re5CGE) (https://bit.ly/3Re5CGE)

College Board SSD/Accommodations Webinar

Wednesday, January 24, 2024, 1:00 - 2:30 p.m.

- This is a **repeat of the January 17 webinar** listed above
- [Registration link](https://bit.ly/3t69j9i) (https://bit.ly/3t69j9i)

February 2024

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)

Conferences & Webinars

March 2024

College Board School Test Coordinator Webinar, Part 2

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

- Intended primary 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.
- [Registration link](https://bit.ly/3t5qK9X) (https://bit.ly/3t5qK9X)

College Board School Test Coordinator Webinar, Part 2

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

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

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)