

College Board Assessments Administration

Relevant assessments:

- MME
 - » SAT® with Essay
- PSAT™ 8/9 and 10



Policies and
Procedures



Test Coordinator
Responsibilities



Managing
the Testing
Schedule



Accommodated
Testing



Finding Test
Directions



Checking In
Students on
Test Day



Makeup Testing
and Testing
Irregularities

Assessment Coordinator Training Guide

Updated: March 2023

NOTE to Reader:

The **Assessment Coordinator Training Guide** is composed of a series of documents published by the Michigan Department of Education (MDE) to provide information to District and Building Assessment Coordinators regarding their assessment-related roles and responsibilities. This guide provides the resources and knowledge base necessary to establish sound test administration practices and procedures that will allow for the reporting of valid and reliable test results. It will introduce you to Michigan's state assessment systems in general and will link you to the people, trainings, materials, tools, and resources needed throughout the process of coordinating state-provided assessments in your district.

This document is one chapter of the **Assessment Coordinator Training Guide** series. The **Assessment Coordinator Training Guide** is not meant to replace assessment-specific testing manuals, guides, training resources, or other documentation associated with each assessment program.

The web pages referenced in this document are active links. For the full URLs to these pages, please see the **Assessment Coordinator Training Guide Quick Reference** chapter. In that resource you will find an interactive list, along with the full URLs of the assessment-related web pages you will need to access, as well as:

- A preface for the **Assessment Coordinator Training Guide**, which includes information on how to use the guide
- An interactive **Table of Contents** for the training guide
- A reference list of acronym definitions, and
- Important contact information

It is recommended that you keep the **Quick Reference** chapter readily available for future use.



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Intro

The months of planning are over and test day is here. Provided you have taken all the appropriate steps leading up to test administration, have trained your staff well, and have anticipated and resolved potential issues, testing should go smoothly. This chapter will further prepare you to be ready for **successful SAT with Essay, PSAT 8/9, and PSAT 10 test administrations**, by answering the following questions:

- ▶ Where can I find administration policies and procedures for College Board testing?
- ▶ What are the responsibilities of the Test Coordinator during the SAT with Essay, PSAT 8/9, and PSAT 10 test administration?
- ▶ How do I manage the testing schedule for College Board assessments?
- ▶ How is the test administered for extended time and other accommodated students?
- ▶ Where can I find Test Directions for the College Board assessments?
- ▶ How do I check in students on test day?
- ▶ How do I handle makeup testing for students who were not able to test on the initial test day?
- ▶ What do I do if there is a testing irregularity?

Where can I find administration policies and procedures for College Board testing?



Always refer to the following documents for guidance on the planning for, administering of, and returning materials for the SAT with Essay and PSAT assessments. The manuals can be found on the [MDE web page](#) and the MDE [PSAT web page](#):

For Test Coordinators:

- **Michigan SAT School Day Coordinator Manual**

For Test Proctors:

- **Michigan SAT School Day Standard Testing Manual**
- **Michigan SAT School Day Accommodated Testing Manual**

For Test Coordinators and Proctors:

- **Michigan PSAT 8/9 Coordinator Manual**

- **Michigan PSAT 10 Coordinator Manual**

Note: The College Board uses the title Test Coordinator when referring to the person responsible for coordinating test administration tasks, rather than the title of Building Assessment Coordinator used elsewhere in this training. This chapter will refer to the Assessment Coordinator as the SAT Test Coordinator.

The following web pages also offer detailed documents and additional links for resources for the MME and the College Board assessments:

- [MDE MME web page](#)
- [MDE PSAT web page](#)
- [College Board – Michigan website](#)

What are the responsibilities of the Test Coordinator during the SAT with Essay, PSAT 8/9, and PSAT 10 test administrations?



Most of the test day administration duties are the responsibility of the Proctors as they will be administering the tests directly to students. However, the Test Coordinator's role is to ensure the process goes smoothly at the testing site. Refer to the **Coordinator's Checklist** at the end of the Introduction section in the applicable **Michigan SAT School Day Coordinator Manual** or **Michigan PSAT 8/9 Coordinator Manual** and **PSAT 10 Coordinator Manual** for a list of tasks for which the Test Coordinator is directly responsible, before and during test administration. These manuals are located on the Michigan Department of Education (MDE) [MME web page](#) in the SAT (College Entrance Assessment) section, and on the MDE [PSAT web page](#) in the Current Administration Information section.

Here are a few additional things to consider.

- Prepare packets for Proctors on or before the morning of the testing days. A list of materials needed for the testing room packets is in the Prepare Your Materials section of both the **Michigan SAT School Day Coordinator Manual** and the **Michigan PSAT 8/9** and **PSAT 10 Coordinator Manuals**.
- If you are testing off-site, be sure to also prepare off-site testing packets with the additional materials needed for off-site testing. A list of materials needed for off-site testing is located in both the **Michigan SAT School Day Coordinator Manual** and the **Michigan PSAT 8/9** and **PSAT 10 Coordinator Manuals**, in the During the Test section.
- Have a plan for maintaining test security during testing. Be aware that MDE, the College Board, and/or the Educational Testing Service (ETS) may send representatives to observe testing. Make sure to check the credentials of any representative before admitting them to the testing rooms.
- Have a plan for handling any situation and know the appropriate response for testing irregularities as they occur.
- Monitor testing rooms and make sure Proctors have everything needed for a smooth administration.

How do I manage the testing schedule for the College Board assessments?



Since all College Board assessments are timed tests, the test day schedules must be followed as closely as possible to ensure standardization across all testing, regardless of the assessment.

■ SAT with Essay Schedules and Timing

To ensure the test is administered in a non-discriminatory manner and under standardized conditions in all testing environments, be sure to adhere to the prearranged schedule as closely as possible in all test rooms and locations. For sample

schedules for both standard and non-standard test administrations, see the Appendix of the **SAT Michigan Coordinator Manual**. Standard time testing for the SAT with Essay must take place on the designated initial test day and the designated makeup test day.

Accommodated testing may take place on any day or consecutive days within the accommodated testing window for students designated on the **Nonstandard Administration Report (NAR)** as testing with accommodations.

■ PSAT 8/9 for Grade 8, PSAT 8/9 for Grade 9, and PSAT 10 for Grade 10 Schedules and Timing

Coordinators must select a start time that allows for the full assessment to be given before the end of the school day. All students in a grade are expected to test at the same time.

The PSAT 8/9 for Grade 8 will have one designated initial test day. Remaining days in the primary test window are available for testing students who were absent on the initial test day.

The PSAT 8/9 for Grade 9 and PSAT 10 initial test day may be scheduled on one of several test days. Remaining days in the primary test window are available for testing students who were absent on the initial test day.

All PSAT assessment makeup test opportunities may be flexibly scheduled at any time within the makeup testing windows.

Every year, MDE publishes a [Spring Summative Assessment Schedule](#) for all spring tests. Refer to this schedule for a calendar of initial, makeup, and accommodated testing windows for the SAT with Essay and PSAT assessments.

How is the test administered for extended time and other accommodated students?



Some accommodated students will follow a different testing schedule that, in some cases, may spread over a period of two days. Refer to the [Appendix](#) of the [Michigan SAT School Day Accommodated Testing Manual](#), the [Michigan PSAT 10 Coordinator Manual](#), and the [Michigan PSAT 8/9 Coordinator Manual](#), found on the [MDE MME](#) and [MDE PSAT](#) web pages, for the table titled [Overview of Accommodated Timing and Breaks](#). It is important to exactly follow the scripts, timings, and breaks to ensure a uniform administration across all testing conditions.

Some accommodations may require additional materials, such as large-type test booklets, braille test booklets, assistive technology compatible (ATC) devices, and MP3 audio formats. Ensure that testing rooms are equipped with the proper equipment—such as computers, electronic readers, and braille writers—so that the equipment is available for the accommodated students testing in those rooms.

Where can I find Test Directions for the College Board Assessments?



Make sure Proctors follow the standard and accommodated scripts, including breaks, exactly as they are written for all College Board assessments.

■ SAT with Essay

The standard time testing script is provided in the [Michigan SAT School Day Standard Testing Manual](#). Accommodated scripts are provided in the [Michigan SAT School Day Accommodated](#)

[Manual](#). Both can be found on the [MDE MME web page](#).

■ PSAT 8/9 and PSAT 10

Test day scripts for the PSAT 8/9 and the PSAT 10 are provided in the [Michigan PSAT 8/9 Coordinator Manual](#) and the [Michigan PSAT 10 Coordinator Manual](#), both located on the [MDE PSAT web page](#).



How do I check in students on test day?

Both the **Michigan SAT School Day Coordinator Manual** and the **Michigan PSAT 8/9 and PSAT 10 Coordinator Manuals** contain a list of tasks and procedures for managing the check-in process under Admit Students to the Testing Area in the During the Test section. Both manuals can be found on the [MME web page](#) and the [PSAT web page](#).

There, you will find detailed information on:

- » student check-in procedures
- » admitting extra students and late arrivals
- » how to address student requests for changes between standard and accommodated testing



How do I handle makeup testing for students who were not able to test on the initial test day?

Most students who did not complete testing or were not present for testing on the initial test day are eligible for makeup testing.

Makeup testing for SAT and PSAT assessments may occur only on the dates specified each year by the College Board and the Michigan Department of Education. Test dates, including makeup dates, can be found in the following documents:

- » **Guide to State Assessments** document, located on the [MME web page](#)
- » **SAT** and **PSAT List of Important Dates** documents, located on the [MME](#) and the [MDE PSAT web pages](#)

- » **Summative Assessment Schedule**, located on the main [MDE Student Assessment web page](#)

These documents are updated annually in the fall.

Test Coordinators will receive an email from College Board just prior to or on the initial test day, with instructions on requesting makeup test materials. Refer to the **List of Important Dates** documents for the makeup test materials request window (which is just two days after the initial test date), makeup testing date(s), and the makeup materials return window.



What do I do if there is a testing irregularity?

Test Coordinators must file a separate **Irregularity Report (IR)** for each group or individual irregularity that occurs during the administration of all College Board assessments (SAT with Essay, PSAT 8/9 for grade 8, PSAT 8/9 for grade 9, and PSAT 10). When handling an irregularity for College Board assessments, Test Coordinators and Proctors should refer to the following:

- the **Incident Reporting** chapter of this training guide
- the **Testing Irregularity Chart** in the Appendix of the **Michigan SAT School Day Coordinator**

Manual and the **Michigan PSAT 8/9 and PSAT 10 Coordinator Manuals**

For more information on Test Security, refer to:

- the **Overview of Test Security** and the **Appropriate Practices for Test Security** chapters of this training guide
- the Maintain Security section of the **Michigan SAT School Day Coordinator Manual** and the **Michigan PSAT 8/9 and PSAT 10 Coordinator Manuals**