

Start	End	Task/Activity	Assessment(s)
10/01/20	12/18/20	Off-site Test Administration Request	PSAT 8/9
10/19/20	11/24/20	Online Waiver Window – request waiver to administer paper/pencil by 5 p.m.	M-STEP - PP
11/01/20	02/22/21	Request College Board approved accommodations	PSAT 8/9
11/04/20	11/20/20	Intent to Participate (i.e. Establishment)	PSAT 8/9
11/05/20	11/05/20	Grade 8 Test Administration Training Part 1 posted on PSAT web page	PSAT 8/9
11/10/20	11/10/20	Implementation Overview Webinar (9:00–10:30 a.m.)	PSAT 8/9
12/09/20	12/09/20	Accommodations and EL Supports Webinar (12:00–1:30 p.m.)	PSAT 8/9
12/11/20	12/11/20	Schools receive email confirming established Attending Institution (AI) Codes	PSAT 8/9
01/06/21	02/17/21	Initial Material Order Window by 5 p.m.	M-STEP - PP/ PSAT 8/9
01/06/21	02/17/21	Pre-identification of students for barcode labels by 5 p.m.	M-STEP - PP/ PSAT 8/9
01/06/21	02/23/21	Online test session setup in the OEAA Secure Site by 5 p.m.	M-STEP - OL
01/06/21	05/20/21	Off-site Test Administration Request	M-STEP - Both
01/06/21	05/20/21	Pre-identification of students by 5 p.m.	M-STEP - OL
01/11/21	02/22/21	Identify English Learners for time and one-half (+50%)	PSAT 8/9
01/11/21	02/22/21	Request State Allowed Accommodations (SAAs)	PSAT 8/9
01/14/21	03/05/21	Alternate Insight Availability Request	M-STEP - OL
01/20/21	01/20/21	Testing Tips Webinar (1-2 p.m.)	PSAT 8/9
February 2021	February 2021	Grade 8 Test Administration Training Part 2 posted on PSAT web page	PSAT 8/9
02/18/21	05/07/21	Pre-identification of students for local printing of barcode labels	PSAT 8/9
02/18/21	05/20/21	Pre-identification of students for local printing of barcode labels	M-STEP - PP
03/01/21	03/05/21	Coordinator Planning Kit arrives in schools	PSAT 8/9
03/02/21	03/02/21	Online District and Building Coordinator Training – DRC INSIGHT Portal (formerly eDIRECT) and Test Setup at 10 a.m. – recording available 03/03/21	M-STEP - OL
03/02/21	04/12/21	Test Administration Online Training available	PSAT 8/9
03/05/21	05/21/21	Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal	M-STEP - OL

Start	End	Task/Activity	Assessment(s)
03/23/21	03/25/21	Materials arrive in schools (Preadministration, Standard, and Accommodated)	PSAT 8/9
03/23/21	04/06/21	Additional Material Order Window by 11:59 p.m.	PSAT
March 2021	April 2021	Additional materials arrive in schools	PSAT 8/9
03/23/21	04/14/21	Conduct preadministration session	PSAT 8/9
03/29/21	03/31/21	Materials arrive in schools	M-STEP - Both
04/05/21	04/07/21	Materials arrive in schools – alternate delivery date requested	M-STEP - Both
04/08/21	05/18/21	Additional Material Order Window (closes at noon)	M-STEP - PP
04/12/21	05/21/21	Online Test Administration Window	M-STEP - OL
04/13/21	04/13/21	Primary Test Day	PSAT 8/9
04/13/21	04/15/21	Makeup material Order Window	PSAT 8/9
04/13/21	04/16/21	Primary Testing Window	PSAT 8/9
04/13/21	05/07/21	Accommodated Testing Window	PSAT 8/9
04/13/21	05/10/21	Return of Materials Deadline - Accommodated	PSAT 8/9
04/14/21	05/21/21	Paper/Pencil Test Administration Window	M-STEP - PP
04/14/21	TBD	Preliminary Reports (within 48 hours of online test completion)	M-STEP - OL
04/14/21	04/19/21	Return of Materials Deadline - Primary Testing Window	PSAT 8/9
04/27/21	05/07/21	Makeup Testing Window	PSAT 8/9
04/27/21	05/10/21	Return of Materials Deadline - Makeup Test Day Standard Time	PSAT 8/9
05/26/21	05/26/21	Return of Materials Deadline	M-STEP - PP
May 2021	June 2021	Answer Documents Received – watch Spotlight for details	PSAT 8/9
June 2021	June 2021	Answer Documents Received – watch Spotlight for details	M-STEP - Both
June 2021	June 2021	Accountable Students Enrolled and Demographics – watch Spotlight for details	M-STEP - PP/ PSAT 8/9
June 2021	June 2021	Students Not Tested – watch Spotlight for details	M-STEP - PP/ PSAT 8/9
June 2021	June 2021	Submitted Issues for Answer Documents – watch Spotlight for details	M-STEP - PP/ PSAT 8/9
June 2021	June 2021	Final Reports – watch Spotlight for details	PSAT 8/9
TBD	TBD	Final Reports – watch Spotlight for details	M-STEP - Both

Change Log

March 23, 21 Updates

New:

- Paper/Pencil Test Administration Window (4/14-5/21) replaces specific test date

Extended Windows:

- Create/Manage Online Test Sessions and assign Universal Tools, Designated Supports, and Accommodations in DRC INSIGHT Portal (formerly eDIRECT)
- Additional Material Order Window (closes at noon)
- Pre-identification of students for local printing of barcode labels
- Return of Materials Deadline
- Off-site Test Administration Request

Removed:

- Science and Social Studies Paper/Pencil Test Days
- Paper/Pencil Makeup Windows

February 23, 2021 - Revised Additional Materials Order dates

January 20, 2021 - Added Primary Testing Window; date change for arrival of PSAT Coordinator Planning Kits

December 21, 2020 - Revised PSAT accommodated and makeup windows, and related return of materials dates

Watch the weekly [Spotlight on Student Assessment and Accountability](http://www.michigan.gov/mde-spotlight) (www.michigan.gov/mde-spotlight) for updates and additional information.

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