Welcome!

We will begin shortly. You likely will not hear any audio at this time.

You will be emailed a PDF of the presentation and a link to the recording after the webinar is complete.
Michigan SAT with Essay®
PSAT 10™
PSAT 8/9™

2017-18 Implementation Overview Webinar
Our goal today is to share the latest information about the Michigan-provided SAT and PSAT-related assessments based on current planning.

College Board and MDE will be continuing to finalize implementation details and as more information becomes available we will share through [www.collegeboard.org/Michigan](http://www.collegeboard.org/Michigan) and Spotlight.

Today we will provide:

- An overview of SAT with Essay, PSAT 10 for 10th Grade, and PSAT 8/9 for 9th Grade administration
- An update on changes planned for 2017-18
- Initial thoughts on PSAT 8/9 for 8th grade

Look for:
PSAT 8/9 for 8th Grade

Coming in 2018-19
PSAT 8/9 for 8th Grade

Spring 2019

PSAT 8/9 will be administered to 8th graders in Spring 2019 for accountability.
- MDE is still working on details of this administration
- PSAT 8/9 for 8th graders will replace the M-STEP English language arts (ELA) and mathematics portions of the M-STEP in spring 2019.

Things that will likely be the same for 8th grade:
- Students will be pre-ID’d in the Secure Site which will create orders for standard test materials

Things that will be different for PSAT 8th grade:
- Students will use the College Board provided accommodations and supports which differ from the universal tools and designated supports currently available on the M-STEP.
- Schools must request accommodations through SSD Online for students in 8th grade.
- Students will take a paper/pencil administration.
General Information
Spotlight

MDE provides an archive of all editions of Spotlight

www.michigan.gov/mde-spotlight
Spring Test Administration

SAT with Essay Dates:
Standard Rooms

- SAT with Essay will be one part of the Michigan Merit Exam which is required for 11th graders.
- Students testing in a standard room will be required to test on a single day.
  - Primary test day is: **April 10, 2018**
  - Makeup test day is: **April 24, 2018**
Spring Test Administration

PSAT 10 for 10th Grade and PSAT 8/9 for 9th Grade Dates:

Standard Rooms

• Michigan 9th and 10th graders testing in a standard room are required to test on either April 10, 2018 or April 11, 2018.

• Schools can elect to administer the test to 9th graders on one day, 10th graders on the other day, or test both grades on the same day.

• All students in the same grade in the standard testing rooms must be tested on the same day. Schools can choose which date – April 10 or April 11 – works best for them.

• The makeup test day for students in standard testing rooms is: April 24, 2018 or April 25, 2018

• All student testing must be completed by April 25, 2018

• PSAT 8/9 will be state provided for 9th grade only in spring 2018.
## 2018 Testing Dates Summary

<table>
<thead>
<tr>
<th>Standard Room</th>
<th>Administration Date(s)</th>
<th>Make-up Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT with Essay*</td>
<td>April 10, 2018</td>
<td>April 24, 2018</td>
</tr>
<tr>
<td>PSAT 10</td>
<td>April 10 or April 11, 2018</td>
<td>April 24 or 25, 2018</td>
</tr>
<tr>
<td>PSAT 8/9</td>
<td>April 10 or April 11, 2018</td>
<td>April 24 or 25, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accommodated Window**</th>
<th>Administration Date(s)</th>
<th>Make-up Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT with Essay</td>
<td>April 10-24, 2018</td>
<td>None, due to window</td>
</tr>
<tr>
<td>PSAT 10</td>
<td>April 10-24, 2018</td>
<td>None, due to window</td>
</tr>
<tr>
<td>PSAT 8/9</td>
<td>April 10-24, 2018</td>
<td>None, due to window</td>
</tr>
</tbody>
</table>

* The Essay is required for the Michigan-provided SAT School Day.
** For students designated in SSD Online
Implementation Activities
The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
- Establishment of Schools
- Pre-ID Students
- Accommodations and Supports
- Receive Materials
- Prepare for Test Day
- Return Materials
- Prepare for Makeup Administration

**Implementation Activities**

Implementation Handbook
- By December 1, 2017
- One for supervisors and one for SSD coordinators
- Detailed information for activities in blue

Testing Manuals
- Available in February 2018
- Detailed information for activities in orange
The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
  - Establishment of Schools
  - Pre-ID Students
  - Accommodations and Supports
  - Receive Materials
  - Prepare for Test Day
  - Return Materials
  - Prepare for Makeup Administration
Roles and Responsibilities of Testing Staff

- **SAT School Day Supervisor**: Responsible for all aspects of the SAT administration at the school
- **PSAT Supervisor**: Responsible for all aspects of the PSAT administration at the school
  - Can identify different PSAT 10 and PSAT 8/9 supervisors, if needed.
- **Backup SAT School Day Supervisor**: Responsible for the SAT administration if the SAT supervisor is not available
- **Backup PSAT Supervisor**: Responsible for the PSAT administration if the PSAT supervisor is not available
- **SSD Coordinator**: Responsible for requesting accommodations for students with disabilities
- **Associate Supervisor**: The test administrator in a testing room
- **Room Proctor**: Assists the associate supervisor with monitoring students in the testing room
- **Hall Proctor**: Monitoring the hallways on test day and provides breaks to other test staff
The test supervisor is responsible for all aspects of the administration at a school, including:

- Preparation activities such as
  - Planning rooms and identify staff to serve as **associate supervisors, room proctors** and **hall proctors** for test day
  - Receiving and securing test materials

- Activities on test day as
  - Distribution of materials
  - Monitoring of all test day activities and staff
  - Packaging and returning test materials
  - Completing necessary forms

- Test supervisor may choose to enlist the aid of others at the school to help with test day planning and set-up.
  - The test supervisor will remain the main contact and receive communications from the College Board.
Roles and Responsibilities of Testing Staff

SSD Coordinator

- The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:
  - Being the school’s liaison with the College Board’s Services for Students with Disabilities office.
  - Submitting accommodation requests for all students who request them at his/her school.
  - Printing the roster of students approved for accommodations.
  - Schools may have more than one SSD Coordinator, however one person will be identified as a primary SSD Coordinator who will receive communications from College Board.
    - If a school has multiple SSD coordinators, the primary SSD coordinator should share any communications with other coordinators.
Consolidated Roles

- The test supervisor is now responsible for planning the administration for ALL students, including those with accommodations.
  - The SSD coordinator is responsible for applying for accommodations and printing the list of students approved for accommodations.
  - The supervisor can enlist the help of the SSD coordinator to assist with planning the administration for students with disabilities.
- All shipments will be addressed to the test supervisor.
- Test supervisor is responsible for returning all materials.
Roles and Responsibilities of Testing Staff

Associate Supervisor

- The **associate supervisor(s)** is responsible for:
  - Managing all activities that happen in the testing room
  - Conducting the test and monitoring test-takers to ensure a fair administration
  - Each room requires one associate supervisor
The **room proctor(s) and hall proctor(s)** are responsible for assisting the test supervisor and associate supervisors.

Room proctors help set up the testing area and monitor testing.

Hall proctors patrol the hallways during testing to make sure the testing area remains quiet and secure.

### Room Proctor and Hall Proctor

#### Room Proctor
- Help with center setup & admission
- Answer questions
- Help distribute materials
- Monitor test-takers & report violations

#### Hall Proctor
- Help with center setup & admission
- Direct students to rooms
- Patrol halls & report violations
- Cover for staff on breaks
Staff with children cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day:

- If a staff member’s child will be taking the SAT, he/she cannot serve as testing staff for the SAT no matter if the child lives with the staff or not.
- He/she may serve as testing staff for PSAT 10 or PSAT 8/9.

Staff with students who reside in the same household cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day:

- If a staff member’s niece will be taking the SAT and the niece does not live in the same house with the staff member, he/she can serve as testing staff for the SAT.

It is possible for test day staff to serve multiple roles in a small school.
Educational Entity Master (EEM) is the repository of contact information for educational systems in Michigan.

College Board will use the data in EEM to:
- Identify testing staff
  - Emails will be sent with important test-related information
- Review and update the testing staff in EEM
  - If there is more than one person listed for a role, College Board will use the most recent.
  - If the information listed is correct, no action is needed.
  - If the information is incorrect, EEM should be updated by the district authorized user.
- Anytime the identified staff changes during the school year, EEM should be updated to reflect the changes.
  - College Board receives the updates 7-10 days after making the change.
EEM for Testing Staff

Update, if required, the roles in EEM as soon as changes occur

- Update in EEM:
  - SAT Test Supervisor
  - SAT Backup Supervisor
  - SAT Services for Students with Disabilities (SSD) Coordinator
  - PSAT 10 Test Supervisor
  - PSAT 8/9 for 9th grade Test Supervisor
  - PSAT Backup Coordinator
  - District Assessment Coordinator

- MDE sends College Board the names of people responsible for testing based on the information in EEM.
  - *If EEM information not accurate, you will NOT receive critical testing communications.*
To view school and contact information that will be provided to College Board, go to: https://cepi.state.mi.us/eem/

- Search for your school in the EEM-Search window
- Click the link for your school.
Confirm Email in EEM

- Scroll to the bottom of the page
- Click “Details” next to the name to confirm email
To send a message to the district authorized user:
• Click on school name in EEM
• Click “Contact Authorized User”
The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
- Establishment of Schools
  - Pre-ID Students
  - Accommodations and Supports
  - Receive Materials
  - Prepare for Test Day
  - Return Materials
  - Prepare for Makeup Administration
Establishment Process

How College Board knows which schools are administering PSAT or SAT

- All schools need a valid Attending Institution (AI) Code to administer College Board assessments.
  - Supervisors will receive confirmation of the AI Code in December.
  - Six digits, usually starting with 23
  - Connects student data to a particular school
  - Different than MDE-assigned building or district codes

- Schools will NOT need a test center number this year for SAT
  - Unless using off-site locations

There are two general routes for establishment:

- Private School Process
- Public School Process
Establishment Process

Private Schools

• Must indicate intent to participate every year for each assessment.

• Roles should be identified or reviewed in EEM.
  • If you need to make updates, contact nonpublicschools@michigan.gov or call 517-335-0543.

• Using the contact information provided by MDE, College Board sent an email to all private schools requesting confirmation of their intent to participate in MME or PSAT.
  • To confirm, call (866) 870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org
  • Provide your state-assigned District and Building codes, the name of your school, and the names of the assessments you wish to administer.
  • If you choose to administer the SAT, you must administer all parts of the MME.
  • **DEADLINE to respond is 11/17/17.**
Establishment Process

Public Schools

- Public schools are automatically established for PSAT 8/9, PSAT 10, and SAT if the school returned used answer sheets for that particular assessment in spring 2017.
  - If a school administered SAT but did not give PSAT 10, the school will be established for SAT but not for PSAT 10.
- For public schools that did not provide any or all College Board assessments in 2017, supervisors and principals received an “intent to participate” email.
  - This email contains instructions on how to give your intent to participate in any new assessments in 2018.
  - If you do not respond to the outreach, your school will not be established and you will be unable to pre-ID students for the associated assessments.
Establishment Process

Returning Schools
Administered PSAT or SAT in 2017

- Schools should review roles in Educational Entity Master (EEM).
  - If changes are required, contact your district authorized user for EEM to make the updates.
  - If changes are not needed, no further action is required.
Establishment Process

Same School, New Grades

- If your school has added new grades this year (example: only had 9th graders and now have 9th and 10th graders)
  - Your school will be established for 9th grade (if you administered it last year).
  - Respond to the intent to participate outreach for additional grades.
  - Update roles in EEM.
Establishment Process

New School in 2017-18

- Because the school did not administer any assessments in 2017, the school MUST respond to the intent to participate outreach.

- Verify school entity information in EEM is correct.

- Roles should have been added in Educational Entity Master (EEM) by 10/6/17. If not, you may not have received the intent to participate email.
  - If roles were not added in EEM by 10/6/17, identify as soon as possible.

- College Board will verify and/or assign Attending Institution (AI) codes to school.
  - All schools will be notified and provided their AI code in December.
• IMPORTANT: Respond to the information in the “intent to participate” communication that was sent November 3.
  • If schools do not respond by the deadline, they may not be able to administer the assessments.
  • DEADLINE to respond is November 17.
• MDE has an Establishment Page in Secure Site where schools can verify the assessments they are established for.
  • Likely available in late December.
• MDE also has a District and School Contact page where schools can verify the assessment contacts that have been assigned through EEM.
Establishment Process

Off-site Testing

- Most schools participating in the Spring 2018 SAT or PSAT-related assessments will use their schools as the test location.
  - However, if you need more space – or if, for example, your school is a virtual school, you can request an off-site testing location.
- Details and request form is posted to the Michigan website ([www.collegeboard.org/Michigan](http://www.collegeboard.org/Michigan))
- To request an offsite location, a request and test plan must be submitted by **12/15/17**.
- College Board will provide a confirmation to the supervisor after approval of the plan and an off-site test center number will be assigned to be used on test day reporting forms.
Implementation Activities

The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
- Establishment of Schools

• Pre-ID Students

- Accommodations and Supports
- Receive Materials
- Prepare for Test Day
- Return Materials
- Prepare for Makeup Administration
Test Materials

• Do NOT place orders directly in the College Board Test Ordering System for the Michigan-provided SAT with Essay, PSAT 10 for 10th grade or PSAT 8/9 for 9th grade in April.

• College Board will determine your primary material order for the Michigan-provided assessments based on:
  • The number of students pre-ID’d to test in the Secure Site (www.michigan.gov/oeaa-secure)
  • The number of students approved for accommodations via College Board’s SSD Online System.
  • If students are not pre-ID’d by 2/13/18, you may not receive enough test materials and labels for test day.
Pre-ID in Secure Site

- MDE will open the pre-ID window in Secure Site on **1/8/18**.
- Students will be pre-ID’d based on the fall MSDS general collection.
  - Only students in public schools will be pre-ID'd by MDE.
  - All non-public school students must be pre-identified in the Secure Site.
  - Students who are eligible to test, but not required, will not be pre-identified.

- Action required in January:
  - Login to Secure Site (www.michigan.gov/oeaa-secure)
  - Update the Pre-ID Student Report by unassigning students who will not test and assigning new students
  - All updates must be complete by **2/13/18** in order to receive pre-printed labels.

Refer to [www.michigan.gov/secsuresitetraining](http://www.michigan.gov/secsuresitetraining) for directions on accessing the Pre-ID Student Report and pre-identification of students.
Pre-ID Labels

• Labels and answer sheets will be shipped to schools for all students pre-ID’d by the 2/13/18 deadline.
  • Delivery dates for labels and answer sheets are still being determined.
  • Schools will receive a label for each pre-ID’d student to be affixed to the answer sheet.
  • For any students pre-ID’d after the deadline, schools must generate a label from the OEAA Secure Site for the student’s answer sheet.
• College Board will ship a small overage of test materials to account for newly enrolled test takers, typically students who are last minute transfers into the school, etc.
• **All answer sheets MUST have a pre-ID label in order to be processed. Missing or incorrect labels will delay scoring or make scoring not possible.**
• Schools will receive 1 label for each PSAT assessment and 1 label for SAT this year.
  • Student data questionnaire and answer sheet have been combined.
Additional Material Order

- We will support an additional material order window in Secure Site.
  - Allows schools to order **standard** test materials for students who are newly enrolled at the school and were not initially pre-ID’d during the window.
- More details will be available in Spotlight as we get closer to the opening of the window.
The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
- Establishment of Schools
- Pre-ID Students

- **Accommodations and Supports**
  - Receive Materials
  - Prepare for Test Day
  - Return Materials
  - Prepare for Makeup Administration
• Use of a College Board-approved word-for-word bilingual glossary
  • List of additional approved glossaries will be available at [www.collegeboard.org/Michigan](http://www.collegeboard.org/Michigan) and [www.michigan.gov/mme](http://www.michigan.gov/mme) soon.

• Translated test directions
  • PDF versions of the test directions will be downloadable for educators to distribute to students on test day, as needed.
  • Languages for 2018: Albanian, Arabic, Bengali, Bosnian, Cambodian (Khmer), Chinese, French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, Vietnamese
    • Languages in bold are new for 2018.
    • Additional languages are still being considered.
  • Directions will be available to print from [www.collegeboard.org/Michigan](http://www.collegeboard.org/Michigan) in February.
  • Other languages can be supported “on the fly” by approved translators.

• More information to follow in Spotlight.
EL Students

State-Allowed Accommodation for Math Only

- Students that are identified as Limited English Proficient (LEP) in the Michigan Student Data System (MSDS) and have been enrolled in U.S. schools for 12 months or less at the time of taking a state assessment may be eligible to receive a one-time exception from having to take the English language arts portion of state assessments.

- In order for a student to be eligible for an exception from the ELA portion of a state assessment, the student needs to:
  - Have taken the WIDA ACCESS Placement Test (W-APT) or WIDA Screener with their scores provided in the Secure Site.
  - Have taken the most recent administration of the summative WIDA ACCESS for ELLs or WIDA Alternate ACCESS if enrolled prior to the test administration window.
  - Apply for state-allowed accommodations beginning in January
  - A math-only version of the assessment will not be shipped. Students will use a lime test book but only be administered the math section.
Accommodations

- Two categories of accommodations:
  - College Board accommodations
    - Require preapproval
    - Result in college and scholarship reportable scores
    - Used for students with diagnosed disabilities documented in a 504 or IEP
    - Once approved, with limited exceptions, remains approved for other College Board assessments.
  - Window to apply: Now to 2/19/18
  - State-allowed accommodations
    - Require preapproval
    - Are automatically approved and require no documentation
    - Do NOT result in college and scholarship reportable scores
    - Must be applied for every year
  - Window to apply: January to 2/19/18
• All accommodations requests will be submitted through our SSD Online system. The entry of accommodations will go through one of two paths:
  • **School verification** – Most requests will be approved automatically through our school-verification system.
    • The SSD coordinator provides information about the student disability and accommodation as well as verifies that the student has a documented plan (e.g. IEP or 504 plan) and receives the accommodation in school for testing.
  • **Documentation Review**
    • Certain requests require documentation for further clarification.

• Requests for state-allowed accommodations (non-reportable, state-use only scores) will be requested separately and are automatically approved.
Accommodations Approval

- The vast majority of students who are approved for and are using testing accommodations at their school through a current IEP or 504 plan will have those same accommodations automatically approved for taking the SAT, PSAT 10, and PSAT 8/9.
  - SSD coordinators receive an email when the status of a request has changed.
  - Most requests will be processed through school verification allowing the SSD Coordinator to provide the answers to the following when submitting most requests for students:
    - Is the requested accommodation(s) in the student's plan?
    - Has the student used the accommodation(s) for school testing?
When must documentation be provided?

Documentation must be provided for College Board review if:

• The requested accommodation is not included in the student’s plan or is not being used for school tests.

• The student is requesting uncommon accommodations or certain accommodations such as:
  • 100% extended time
  • Accommodations that require a one-to-one setting (reader or scribe) and does not have current documentation

• The student does not have a diagnosed disability, or disability is listed as “other”.

• The student does not have a formal plan that meets College Board criteria.

• Note that the request for additional information does not mean the accommodation cannot be approved, it simply means that more information is needed.
Accessing SSD Online

New SSD Coordinators

• To access the SSD Online system, the new SSD coordinator will need to request access:
  • Have a College Board Professional Account
  • Complete the SSD Coordinator Form, found on www.collegeboard.org/ssd
  • Receive an access code to link your SSD Online access to your College Board professional account (first time only).
    • May take 1-2 days to receive the access code.
  • You may have multiple SSD Coordinators, but only 1 can be identified as the SSD Coordinator in the EEM.

• In order to gain access, schools will need an attending institution (AI) code.

• Accommodation requests may begin once you receive your access code and have established an SSD Coordinator.
Accommodations

Students who already have approvals

• Students who were approved for College Board accommodations last year, who don’t have a change to their IEP or 504, require no action.
  • Labels will be shipped for these students based on their pre-ID in Secure Site.
  • Test materials will be shipped for these based on their existing approved accommodation.
• Confirm that the student’s expected graduation date is still accurate.
• State-allowed accommodations must be requested every year.
State-Allowed Accommodations (SAA)

- SAAs are in place to support state-required accommodations that the College Board does not allow for college-reportable scores, such as reading test content in a student’s native language.
- SAAs provide scores to students, K-12 educators, and the Michigan Department of Education; however, students who test with an SAA will NOT receive a college or scholarship reportable score.
Late Accommodation Request Deadline

- For students who transfer into a school after the accommodations request deadline, submit a request as soon as possible.
- College Board will review requests after the initial request deadline for the following scenarios:
  - Students who are newly enrolled at the school
  - Students who are newly classified at an eligible grade level
  - Students who have a newly identified disability.
- The late accommodations deadline to support students in these scenarios will be published later this fall.
• Partnership with Khan Academy to provide free, personalized SAT practice for students along with eight free, full-length practice tests found at www.satpractice.org

• 8 free, full-length practice tests for students using assistive technology can be found at: https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology

• 2 free, full-length practice tests for MP3 audio can be found at: https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations

• Practice tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or ssd@info.collegeboard.org.
# SAT Accommodations and English Learner Supports Matrix

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Standard Room(s)</th>
<th>Non-Standard Room(s)</th>
<th>State-Allowed Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>No accommodations are used; students test in the standard testing rooms</td>
<td>Approved accommodations that are separate from the standard testing rooms</td>
<td>Accommodations allowed by MDE that do not result in a college reportable score</td>
</tr>
<tr>
<td>Where to find roster of students</td>
<td>OEAA Secure Site</td>
<td>NAR in SSD Online</td>
<td>NAR in SSD Online</td>
</tr>
<tr>
<td>Accommodation Examples</td>
<td>• No accommodations</td>
<td>• 14 pt Large print • Large-block answer sheet • Magnifier • Written copy of oral instructions • Permission for food/medication • Wheelchair accessibility • Preferential seating • Record answers in test book • Use of colored overlay • Auditory amplification/FM system • Sign language interpreter for test directions</td>
<td>• ASL interpreter</td>
</tr>
<tr>
<td>English Learner Supports</td>
<td>• Translated test directions • Word-for-word glossaries</td>
<td>• Extended breaks • Extra breaks • Four-function calculator on math test-no calculator section • Permission to test blood sugar • Small group setting • 50% Extended Time (Math only) • 50% Extended time (Essay only)</td>
<td>• EL Math Only</td>
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<tr>
<td>Test Date(s)</td>
<td>April 10, 2018</td>
<td>April 10, 2018</td>
<td>April 10-24, 2018</td>
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<tr>
<td>Make-Up Test Date(s)</td>
<td>April 24, 2018</td>
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<td>Anytime in window</td>
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<tr>
<td>Number of Testing Days</td>
<td>One-day</td>
<td>One-day</td>
<td>One- or two-day testing (see NAR for official designation)</td>
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<tr>
<td>SAT Test Book Colors</td>
<td>Purple</td>
<td>Purple</td>
<td>Blue</td>
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NAR = Nonstandard Administration Report
**Nonstandard Administration Report (NAR) for SAT**

- Lists ALL students approved for accommodations
- Grouped by students that must test on the primary day and those that can test in the accommodated window
- Includes what test book color and the script name the student should use

**SECTION 2. Students who can test in the window**

<table>
<thead>
<tr>
<th>Testing Group</th>
<th>Last Name, First Name</th>
<th>Approved Accommodations</th>
<th>Test Type</th>
<th>Test Book Color</th>
<th>One or Two Day Testing</th>
<th>Script Name</th>
<th>Test Room Code and Associate Supervisor</th>
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<tbody>
<tr>
<td>Group 1</td>
<td>Thaler, Sarah</td>
<td>Reading +50%</td>
<td>SAT with Essay</td>
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<td>Two Day</td>
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<tr>
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<td>SSD# 68724</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group 2</td>
<td>Feig, Jason</td>
<td>Reading +100%</td>
<td>SAT with Essay</td>
<td>Blue</td>
<td>Two Day</td>
<td>Script #4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSD# 12345</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Instructions**
<table>
<thead>
<tr>
<th>Room Type</th>
<th>Standard Room(s)</th>
<th>Non-Standard Room(s)</th>
<th>State-Allowed Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>No accommodations are used; students test in the standard testing rooms</td>
<td>Approved accommodations that can be used in the standard testing rooms under standard testing schedule</td>
<td>Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window</td>
</tr>
<tr>
<td></td>
<td>14 pt Large print</td>
<td>Extended breaks</td>
<td>Accommodations allowed by MDE that do not result in a score reportable for scholarship opportunities</td>
</tr>
<tr>
<td></td>
<td>Large-block answer sheet</td>
<td>Extra breaks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Magnifier</td>
<td>Breaks as needed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Written copy of oral instructions</td>
<td>Four-function calculator on math test-no calculator section</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Permission for food/medication</td>
<td>Permission to test blood sugar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wheelchair accessibility</td>
<td>Small group setting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preferential seating</td>
<td>20 pt Large print or greater</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Record answers in test book</td>
<td>MP3 Audio</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use of colored overlay</td>
<td>50% Extended time (All sections)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Auditory amplification/FM system</td>
<td>100% Extended time (All sections)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sign language interpreter for test directions</td>
<td>50% Extended Time (Math only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100% Extended Time (Math only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>One-to-one testing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Magnifying machine</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Braille or Braille writer</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reader</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writer/scribe to record responses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ATC format</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home/hospital testing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late start time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Limited testing time</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ASL interpreter</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English Learner Supports</td>
<td>Translated test directions</td>
<td></td>
<td>EL Math only</td>
</tr>
<tr>
<td></td>
<td>Word-for-word glossaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where to find students who qualify</td>
<td>OEAA Secure Site</td>
<td>NAR in SSD Online</td>
<td>NAR in SSD Online</td>
</tr>
<tr>
<td>Test Date(s)</td>
<td>April 10 or 11, 2018</td>
<td>April 10-24, 2018</td>
<td>April 10-24, 2018</td>
</tr>
<tr>
<td>Make-Up Test Date(s)</td>
<td>April 24 or 25, 2018</td>
<td>Anytime in window</td>
<td>Anytime in window</td>
</tr>
<tr>
<td>Number of Testing Days</td>
<td>One-day</td>
<td>One-day</td>
<td>One-day (Only MP3 Audio and 100% extended time are two-day tests)</td>
</tr>
<tr>
<td>PSAT 8/9 Test Book Colors</td>
<td>Dark Red</td>
<td>Dark Red</td>
<td>Dark Red</td>
</tr>
<tr>
<td>PSAT 10 Test Book Colors</td>
<td>Orange</td>
<td>Orange</td>
<td>Orange</td>
</tr>
</tbody>
</table>

NAR = Nonstandard Administration Report
Nonstandard Administration Report (NAR) for PSAT 10, PSAT 8/9

- The NAR for PSAT 10 and PSAT 8/9 has not changed from last year.
- Will list all students approved for accommodations.
- All students taking PSAT 10 or PSAT 8/9 who are listed on the NAR can be scheduled at anytime during the accommodated testing window.
  - Accommodated testing window for PSAT: April 10, 2018 – April 24, 2018
The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
- Establishment of Schools
- Pre-ID Students
- Accommodations and Supports

**Receive Materials**

- Prepare for Test Day
- Return Materials
- Prepare for Makeup Administration
NOTE: The SAT School Day Student Guide is a national publication and refers to the "optional Essay." The Essay is not optional for the Michigan-provided SAT.

**Shipments**

- Test supervisors will receive distinct shipments in preparation for testing.
- It is important to note that each shipment may come in multiple boxes.

<table>
<thead>
<tr>
<th>Shipment</th>
<th>Contents (Not Exhaustive)</th>
<th>Tentative Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Planning Kit</td>
<td>Sample manuals and test day forms, posters</td>
<td>Week of 2/19/18</td>
</tr>
<tr>
<td>Preadministration Materials</td>
<td>Answer sheets, pre-ID labels, instruction booklets for students, student guides, more manuals</td>
<td>Week of 3/19/18</td>
</tr>
<tr>
<td>Test Materials</td>
<td>Test books, extra answer sheets, return kits</td>
<td>Week of 3/19/18</td>
</tr>
</tbody>
</table>
Test Materials Delivery

- Secure test materials (test books) delivery dates are still being determined.
- All testing materials will be addressed to the test supervisor of that assessment.
- Test materials must be stored securely, once delivered.
  - Check contents of boxes within 24 hours of delivery using packing lists.
    - Contact College Board immediately (866-870-3127) if there is a problem with your shipment – see Supervisor’s Manual for specific instructions.
- Check materials daily until test day.
  - Contact College Board immediately if materials show evidence of tampering.
• Supervisors will receive emails about material shipments.
  • Please note: Supervisors may receive emails before the items are actually shipped from UPS.
  • Tracking numbers in the email will become valid once shipped.

• Tracking numbers will also be made available on the Material Order Summary Report under the Assessment Registration and Material Orders menu in Secure Site at www.michigan.gov/oeaa-secure.
  • Log on to the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
  • Select Material Order Reports from the Material Orders menu under the Assessment Registration menu.
  • Select the Test Cycle, ISD, District and School. If a district level user, you are not required to select a school and can search by district.
  • Click the View Report button at the bottom right. The orders will be listed under the Search Results with a tracking link to the far right.
The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
- Establishment of Schools
- Pre-ID Students
- Accommodations and Supports
- Receive Materials

**Prepare for Test Day**

- Return Materials
- Prepare for Makeup Administration
Considerations for Planning

- Supervisors should work with the principal and other staff to think about planning for the following:
  - Number of staff needed
  - Rooms that will be used
  - Schedule for the day
  - Scheduling a preadministration session
  - Preparing materials for the preadministration session and for test day
- Supervisor’s manuals will give guidance on planning for these activities on test day.
Testing Manuals

• College Board will provide a Michigan-specific manual for SAT, PSAT 10, and PSAT 8/9 for 9th grade.

• The SAT manuals provide specialized information to each type of test day staff.
  • Supervisor’s Manual
    • Includes information about the test day set-up, preadministration session, forms, and return of standard and nonstandard materials
  • Standard Testing Manual
    • Includes all test day scripts and information needed by associate supervisors
  • Accommodated Testing Manual
    • Includes test day scripts for accommodated rooms

• The PSAT 10 and PSAT 8/9 manuals include information for the supervisor and scripts for associate supervisors.
Plan a Preadministration Session

PSAT

- Affix pre-ID labels to student answer sheets.
- Schedule a preadministration time so that students can enter demographic information.
- Students will use their UIC as their Student ID number, in the upper left corner of the pre-ID label and fill in the circle for the Student ID on their answer sheet.
- Estimated time
  - 20-30 minutes for PSAT 8/9 and 25-35 minutes for PSAT 10
  - Reduced the amount of questions on PSAT 10 answer sheet (eliminated questions about course selection)
Plan a Preadministration Session

**SAT**

- Answer sheets and student data questionnaire have been combined.
- Affix pre-ID label to front of student answer sheets.
  - Schools will only receive 1 label for SAT this year.
- Schedule a preadministration time so that students enter demographic information.
  - Use labeled answer sheet and preadministration instructions
- Students will use their UIC as their Student ID number, in the upper left corner of the pre-ID label and fill in the circle for the Student ID on their answer sheet.
- Students will identify their 4 free score sends on their answer sheet.
- Estimated time: 45-60 minutes
Schools should plan for approximately 5 hours of testing including test day administrative activities, testing, and break times.

- Does not include time for completing the questionnaire portion or score sends
- The standard schedule includes testing room doors closing at 8 a.m. for test day administrative activities and testing beginning at 8:30 a.m.
- Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m., and they may start testing any time between 8:00 a.m. and 9:00 a.m.
- Schools must contact the Michigan Educator Hotline (866-870-3127) for consideration and approval to start earlier or later than these times. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations.
- Schools must complete testing before breaking for lunch.
Testing MUST be done in the morning.
The schedule below does not include passing out and collecting test booklets or other test day administrative activities.

<table>
<thead>
<tr>
<th>SAT</th>
<th>SAT with Essay - Standard Room (in minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>65</td>
</tr>
<tr>
<td>Break</td>
<td>10</td>
</tr>
<tr>
<td>Writing and Language</td>
<td>35</td>
</tr>
<tr>
<td>Math (no calculator)</td>
<td>25</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
</tr>
<tr>
<td>Math (with calculator)</td>
<td>55</td>
</tr>
<tr>
<td>Break</td>
<td>2</td>
</tr>
<tr>
<td>Book collection/ Essay</td>
<td></td>
</tr>
<tr>
<td>distribution</td>
<td>15</td>
</tr>
<tr>
<td>Essay</td>
<td>50</td>
</tr>
<tr>
<td>Total (hours, minutes)</td>
<td>4 hours 22 minutes</td>
</tr>
</tbody>
</table>
Administration Timing

PSAT 10 and PSAT 8/9 for 9th Grade

- College Board will support morning or afternoon testing.
  - Morning testing should begin early enough to complete before lunch.
  - Afternoon testing should begin early enough to complete before dismissal.
- The schedule below does not include passing out and collecting test booklets or other test day administrative activities.
- No variable section for PSAT 8/9 this year.

<table>
<thead>
<tr>
<th>PSAT</th>
<th>PSAT 10 (in minutes)</th>
<th>PSAT 8/9 (in minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>60</td>
<td>55</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Writing and Language</td>
<td>35</td>
<td>30</td>
</tr>
<tr>
<td>Math (no calculator)</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Math (with calculator)</td>
<td>45</td>
<td>40</td>
</tr>
<tr>
<td>Total Testing Time</td>
<td>2 hours 55 minutes</td>
<td>2 hours 35 minutes</td>
</tr>
</tbody>
</table>
Planning the Schedule on Test Days

- School schedules may require some adjustments
  - Lunch Periods
    - Testing cannot be interrupted for lunch
    - Lunches must take place after testing is complete if testing in the morning
    - Students may eat snacks during breaks

- Bell Schedules
  - Bells must be silenced during test administration

- Public Address System Announcements
  - There should be no PA announcements during test administration
Planning for Testing Rooms

- The size of cohort testing and the size of rooms used for testing will determine number of rooms needed.

- Options for rooms include:
  - Larger spaces, such as auditoriums and gymnasiums
  - Smaller spaces, such as classrooms

- Location of testing rooms within the building
  - Separated from other classes/tests on different schedules or taking different assessments
  - Minimize noise and other disruptions when classes or other assessments break
  - Area where there will be minimal noise/distractions from outside the building
  - Access to restrooms
Late Arrivals Room

Plan for Students that Arrive Late

- If student arrives before the associate supervisor begins timed portion of the test:
  - Student can be admitted into the regular testing room

- If student arrives after the associate supervisor begins timed portion of the test:
  - Student should be admitted into the designated late arrivals room.
  - Admittance to the late arrivals rooms should not be allowed after regular testing rooms have begun their first break.
Seating and Furniture Requirements

- Use chairs with backs.
- Face seats in the same direction.
- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of four feet from right to left (measure from center of desk). This is the equivalent of ACT’s 3 foot rule.
- Ensure unimpeded access to every student by staff.
- Seat only one student at a table measuring six feet in length or less.
- Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- Provide a large, smooth writing surface, preferably desks or tables.
- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.
Sample Seating Plans

<table>
<thead>
<tr>
<th>SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan IA: level seating</td>
</tr>
<tr>
<td>![Plan IA Diagram]</td>
</tr>
<tr>
<td>![Plan III Diagram]</td>
</tr>
</tbody>
</table>

- **Plan IA: level seating**
- **Plan IB: level seating**
- **Plan II: elevated seating**

- **Plan III: tables**
  - 6' or less
  - More than 12'
Planning for Staffing Needs

- The staffing needed for test day depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.

- Per MDE guidelines, test day staff should be licensed teachers or licensed education administrators employed by the district. If not available, then test day staff may be:
  - paraprofessionals or non-licensed administrative personnel employed by the district
  - or, licensed substitute teachers employed by the district for the purpose of administering the test.

- Per College Board guidelines, test day staff cannot
  - be employed by an outside test-prep company.
  - have taken the SAT within 180 days of the administration date.
Planning for Staffing Needs

Every testing room needs 1 associate supervisor.

Unless your school tests only a few students, you will need additional staff to assist the supervisor.

For rooms with more than 34 students, assign additional proctors to help.
Planning for Staffing Needs

Scenario 1

- Example:
  - Your school is testing 100 standard juniors for SAT School Day
  - You have 4 classrooms available with 25 students each
- Therefore, you will require 6 staff:
  - 1 Test Supervisor
  - 4 Associate Supervisors
  - 1 Hall Proctor
Planning for Staffing Needs

Scenario 2

Example:
- Your school is testing 100 standard juniors for SAT School Day
- You could test in one large room (i.e. cafeteria or gym)

Therefore, you will require 5 staff:
- 1 Test Supervisor
- 1 Associate Supervisor
- 2 Proctors
- 1 Hall Proctor
Test Day Training

Available in Late February

- Supervisors will receive an email with a link to access online training. Once accessed, the training will be available through College Board Professional Account.
  - Supervisor can provide the link to other staff, as necessary.
- Approximately 45-60 minutes to complete, broken up into modules
- Content includes activities for before, during, and after test day. Includes details on both standard and accommodated testing rooms.
- **Mandatory** for all new SAT test supervisors or anyone who did not complete last year.
- SSD coordinator training is available, but is the same as the SAT test supervisor training
- The content presented to the associate supervisor will focus on their role in administering the test on test day.

**NEW**

Proctor training webinar will be available for supervisors to show to proctors and hall proctors.

- Test day training for PSAT test supervisors will be also available.
  - Optional, but recommended.
Photo ID Policy

- Students are required to supply a valid photo ID only if the student is unknown to the testing staff.
- Refer to supervisor’s manuals for information on valid photo IDs.
- A photo ID form will be available for students that cannot or do not have a photo ID.
Rosters for Test Day

- The Online Attendance Roster (ETS) roster is being eliminated.
  - Supervisors will locally create rosters to use.
  - More information about creating rosters will be in the supervisor’s manuals.

- The Nonstandard Administration Report (NAR) will be the roster of all students with accommodations.
What to Consider for Test Day

• How will you collaborate with your SSD coordinator?
• How will you inform students of their testing location, time they should arrive, etc?
  • Will you have a central check-in or room check-in?
• How will you distribute materials to associate supervisors?
• Where do you want associate supervisors to return materials?
Helpful Hints

• Remind your associate supervisors: When distributing answer sheets be sure they are distributing the answer sheet to the correct student.

• Make sure you have the printed manuals with you on test day for quick and easy reference.
  • If issues arise, refer to the irregularity charts to determine what to do.

• After collecting test books and answer sheets, review key information to prevent delays in scoring.
  • Check that student gridded name matches the pre-ID label.
  • Refer to your supervisor’s manual for a complete list of test day activities.
The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
- Establishment of Schools
- Pre-ID Students
- Accommodations and Supports
- Receive Materials
- Prepare for Test Day

• Return Materials
  - Prepare for Makeup Administration
Revised Diagrams

Returning Used Answer Sheets and Forms

1. Pack
   Use the prelabeled white return box/consumable envelope that came with your test materials to pack in the order shown.

   Supervisor's Report Form (SRF)

   Gray Envelope

   White Accommodated Testing Envelope

   Ancillary items, if any

   Regular used answer sheets
      (SAT on top, followed by SAT with Essay)

   Gray Envelope Contents
      ● Testing Room Materials Reports
      ● SAT Testing Staff Agreement Form
      ● Supervisor’s Irregularity Reports (SIRs)
      ● Test book, essay book, MP3, or ATCs
      ● Request to Cancel Test, Score forms

   White Accommodated Testing Envelope Contents
      ● NAR (required for scoring)
      ● Used answer sheets (intact or large-Mock) for students listed on the NAR
      ● Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets
      ● Scratch paper, computer pages, typed essays, or brace pages, all clipped to the corresponding answer sheets
      ● Defective test books for students listed on the NAR, clipped to corresponding answer sheets

   Possible Ancillary Items
      Place these, if any, on top of the regular used answer sheets.
      ● Used answer sheets associated with an irregularity, clipped to an SIR
      ● Used answer sheets with misplaced marks, clipped together by student
      ● Test books containing answers that must be transcribed due to insufficient or defective answer sheets

2. Ship
   ● Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples.
   ● Do not wrap answer sheets in anything.
   ● Do not cover prelabeled plates with another label, or place another label on the same box.
   ● Note the UPS tracking number (center of the label—sample at left) for your records.
   ● Fill in the colored portion of the label (sample at right) with your school name, number, and address.
   ● Print box number and total number of boxes being sent (e.g., Box 1 of 2) on the label (sample at right).
   ● If you’re returning more than one box of materials, Box 1 should include all of the forms and envelopes, along with any answer sheets that fit.
   ● Place any remaining answer sheets in the subsequent boxes.

   NOTE: Shipped labels may be different from samples shown.

Returning Test Books, Essay Books, and Unused Answer Sheets

1. Pack
   Use current(s) from original test materials shipment and include only the items shown.
   ● Essay books (if applicable)
      (Place loosely on top in the first return carton)
   ● MP3/ATC formats (in original packaging)
   ● Test books
      (SRF, SAT with Essay)
   ● Unused answer sheets

   Include all packed cartons together in one return alignment and clearly mark them as a set (e.g., “Box 1 of 2”)

2. Seal
   Use supplied tape and remove, cover, or crease out the original shipping labels.
   ● For small boxes, the tape should extend 1 inch.
   ● For large boxes, place tape around the perimeter of the box.

3. Label
   ● Use supplied house preprinted UPS labels.
      (Supplied labels may be different from sample sheets.)
   ● Place new label on box. Do not put two return labels on one box, or cover a return label with another label.
   ● Note the UPS tracking number (center of the label) for your records.
   ● On the bottom portion of the label:
      ● Print box number and total number of boxes being sent (e.g., Box 1 of 2).
      ● Print your school name and number.
      ● Note reference numbers for your records.

Important Notes
   ● Do not put answer sheets inside test books.
   ● Make sure the unused answer sheets you are returning have no marks, no bubbles filled in, and no erasures on the test section pages. Answer sheets with marks of any kind in the test sections must be returned as used. Securely store answer sheets that contain preadministration and/or label information belonging to students who missed the test. On the makeup date for the primary test date, these must be carefully distributed to the matching students.
   ● If your label is missing, contact TAS.
• SRFs will be returned for each assessment.
• The supervisor is responsible for completing the SRF.
• When testing has concluded, the test supervisor is required to count the number of answer sheets and record the number on the SRF.
• This form is scanned and must be completed using a No. 2 pencil.
• You cannot make copies of this form.
• A sample form is included in the supervisor’s manual.
Packing Answer Sheets

- Answer sheet return bags/boxes will need both a colored Pearson label and a UPS label.
- Each assessment will have a different color label.
- Refer to your supervisor’s manual for detailed directions on returning answer sheets.
Packing SAT Test Books

- Reuse the boxes your test materials arrived in to return test books.
- Loose UPS labels will be included in the shipment with the header “TB Returns”.
- Apply one label to each box.
  - Be sure to look for and use these labels. These may shift to the bottom of the box during shipment.
- Remember: PSAT 10 and PSAT 8/9 test books can be securely stored until scores have been released.
Returning Materials

- Schools need to return answer documents and test books separately for each assessment.
  - Do not include SAT answer sheets with PSAT 10 answer sheets, etc.

- Do NOT return test books for PSAT 10 or PSAT 8/9 this year.
  - Store securely until students receive test results and then return to students

- IMPORTANT: When returning answer sheets and test books, write down the tracking numbers of these shipments so you can verify their receipt.
Returning Materials

• For PSAT, you will receive two sets of return materials in your initial test shipments:
  • Set #1: Used for all standard and nonstandard students who finish on 4/10/18 or 4/11/18.
  • Set #2: To be set aside for the any students that test on the makeup administration and for any students who test in the accommodated window.

• For SAT, you will receive two sets of return materials in your initial test shipments:
  • Set #1: Used for all standard and nonstandard students who finish testing on 4/10/18.
  • Set #2: Used for students testing in the accommodated window.

• Separate return materials for the makeup will be sent with makeup tests.
Test Materials Return Schedule

- The day before testing, the test supervisor will receive an email with information about the test materials pick-up by UPS.
  - The email will include a confirmation number along with the date and time of the pick-up.
  - The email will include information on how to change the date and time of the pick-up, if necessary.
  - If this service is not available in your area, supervisors will receive an email with alternate directions for returning their materials.
- Follow packing and addressing instructions in the manual.
  - Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.
  - Errors in packing or shipping will lead to score delays for students.
  - If you have any questions, refer to your manual for whom to contact.
Material Pickup

- The pre-arranged UPS delivery to pick up test materials will be arranged for **the day after** testing to allow for more time to organize and package testing materials after testing has completed.
  - We are scheduling UPS pickups on April 11, 12, 25, and 26.
  - These pickup dates can be used for any materials that are ready to be returned.
- If ALL students testing in the accommodated window have completed testing before the window ends:
  - Give shipments to UPS during one of your school’s regular pickups (if you have one).
  - Call the Michigan Educator Hotline to schedule a pickup.
  - Wait until the next scheduled pickup for the makeup materials.
- For schools administering the SAT, PSAT 10, or PSAT 8/9 at an off-site location, UPS pickups will occur in the afternoon **on test day** to accommodate those locations where the supervisor will no longer be on-site the following day.
Implementation Activities

The general implementation activities needed to administer the SAT and PSAT include:

- Plan for and Prepare Staff
- Establishment of Schools
- Pre-ID Students
- Accommodations and Supports
- Receive Materials
- Prepare for Test Day
- Return Materials

- Prepare for Makeup Administration
SAT with Essay Makeup

- Students, not testing in the accommodated window, who miss the primary test date will test on 4/24/18.
- Further details around the process for ordering makeup materials will be provided closer to test day.
- New SAT test books will be sent for all students testing on the makeup test date.
  - Use the pre-ID labels left over from the primary test date for the makeup test date.
  - Students must be pre-ID’d in the Secure Site before testing and schools must generate a pre-ID label onsite to affix to the answer sheet.
  - College Board will ship a supply of blank labels (that come with the original pre-ID label shipment) so schools can generate labels for students enrolled after the pre-ID deadline.
PSAT 10 and PSAT 8/9 Makeup

- Schools may test students who miss the primary test date on either **4/24/18** or **4/25/18**
- Unused and/or test material overages from the primary test date will remain onsite to be used during the makeup administration.
  - Use the labels left over from the primary test date for the makeup test date.
  - Students must be pre-ID’d in the Secure Site before testing and schools must generate a pre-ID label onsite to affix to the answer sheet.
  - College Board will ship a supply of blank labels (that come with the original pre-ID label shipment) so schools can generate labels for students enrolled after the pre-ID deadline.
Final Information
Score Reporting

- All answer sheets must be shipped by **4/27/18**.
  - Answer sheets will not be scored if received late.
- College Board reporting will be available for students and educators via the Score Reporting Portal.
- There may be variations between the College Board portal and the MDE Secure Site:
  - The number of students tested will vary since the College Board portal only includes students with valid test scores and will not include scores for students who opted to cancel their test scores, had their scores canceled due to a testing irregularity or if their score is on hold.
  - The participation numbers shown in the portal are provided for informational purposes only and use the most recent federal statistics for enrollment. They do not reflect your actual student participation for accountability.
Accountable Students and Test Verification Window

- The Accountable Students & Test Verification Activities is the process to verify:
  - the school’s enrollment used for accountability calculations,
  - student demographics used for accountability calculations and assessment reporting,
  - the receipt answer documents and to provide a reason why a student did not complete one or more of the required content areas.

- The last opportunity to review student enrollment information and submit changes and corrections for assessment and accountability purposes
  - IMPORTANT: It is the only opportunity to report answer document issues to be resolved and to report a reason a student did not test for a possible accountability exemption.

- The Accountable Students and Test Verification windows will open in May and continue into June 2018.
Score Release
TENTATIVE

• Student scores will likely be released to their College Board accounts in May 2018.
• MDE plans to release scores to educators after completion of the Accountable Students and Test Verification activities on the OEAA Secure Site.
  • These activities are necessary to ensure all validations and corrections have been applied to the results that educators will see.
• This will likely occur in mid-to-late June 2018.
Review of Enhancements

Making things easier for educators

- Discontinued use of the ETS online attendance roster; schools will be able to create local rosters to use.
- Enhanced NAR for SAT with Essay.
- Eliminated test center numbers (except for off-site locations).
- All shipments addressed to and returned by the test supervisor.
- Student data questionnaire and answer sheet have been combined for less paperwork and one less pre-ID label.
- Proctor training will be available.
- Eliminated pink test books for SAT with Essay.
Review of Enhancements

Making things easier for students

- Addition of student guides for SAT with Essay.
- Increased supports for English Learners.
- PSAT 8/9 test form will be disclosed this year, giving access to test questions and answer choices. Schools can keep these test booklets and return to students, just like for PSAT 10.
- PSAT questionnaire is shorter – no more questions about courses students have taken.
- Students are not required to supply a photo ID unless the student is unknown to the testing staff.
Thank You!

Resources

- College Board Website
  - www.collegeboard.org/Michigan

- MME Website
  - www.michigan.gov/mme

- MME Day on December 6
  - To access the event, go to Michigan Merit Exam Spring 2018 Briefing (https://mistreamnet.org/videos/3894/live-briefing-michigan-merit-exam-spring-2018) on the MI Streamnet (mistreamnet.org) website

- Michigan Support Line
  - (866) 870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org

- Contact the Michigan Field Team
  - Jason Feig jfeig@collegeboard.org
  - Kari Anama kanama@collegeboard.org
  - Ted Gardella tgardella@collegeboard.org

- Weekly Spotlight – Sign up or access previous editions at www.michigan.gov/mde-spotlight

- Questions about Secure Site, eligibility to test, and accountability, contact MDE at:
  - Call: 877-560-8378 and select the correct option
  - Email: mde-oeaa@michigan.gov for assessment questions
  - Email: mde-accountability@michigan.gov for accountability questions