

Michigan Supervisor Implementation Handbook

This handbook will help supervisors prepare for the SAT[®] School Day with Essay, PSAT 10[™], and PSAT 8/9[™] of the Michigan-provided assessments in spring 2018.

General Information for 2018

The Michigan Department of Education is providing the SAT with Essay, PSAT 10, and PSAT 8/9 for 9th grade for eligible students in spring 2018.

	SAT with Essay	PSAT 10	PSAT 8/9 for 9 th Grade
Primary Test Date	April 10, 2018	April 10 or 11, 2018	April 10 or 11, 2018
Makeup Test Date	April 24, 2018	April 24 or 25, 2018	April 24 or 25, 2018
Accommodated Testing Window	April 10-24, 2018	April 10-24, 2018	April 10-24, 2018

- 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. Schools can choose which date works best for them; however, all students in the same grade in the standard testing rooms must be tested on the same day.
- Following the standard SAT schedule, testing room doors close at 8 a.m. to complete test day administrative activities. Testing begins 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. Schools must start testing no later than 9:00 a.m. For consideration and approval to start earlier or later than these times, schools should contact the Michigan Educator Support at 866-870-3127. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations. Afternoon testing is supported for the PSAT only. Be sure to start early enough to complete testing before the end of the day.
- The Michigan Department of Education has chosen to provide PSAT 8/9 to 8th graders in spring 2019 for accountability purposes. More information about this initiative will be available throughout the 2017-18 school year to assist schools in preparing for the 2018-19 spring implementation.

Using this Guide

This guide provides information about key activities required to prepare for your spring administrations. The topics covered include:

- [Establishing Schools for Testing](#)
- [Identifying and Preparing Staff](#)

- [Pre-ID Students](#)
- [Testing with Accommodations and Supports](#)
- [Planning for Material Shipments](#)
- [Preadministration Session](#)
- [Glossary](#)
- [Supervisor Checklist](#)

Information included in the SAT School Day Supervisor Manuals:

- Preparing for Test Day, Test Day Procedures
- Returning Materials
- Makeup Test Day, Returning Makeup Materials

Getting Assistance

- Contact the Michigan Team:
 - Jason Feig – jfeig@collegeboard.org
 - Kari Anama – kanama@collegeboard.org
 - Ted Gardella – tgardella@collegeboard.org
 - Lisa Corriveau – lcorriveau@collegeboard.org
- Customer Service: Michigan SAT and PSAT Customer Support is available at 866-870-3127 or email michiganadministratorsupport@collegeboard.org
- College Board Website: Please note that the Michigan SAT and PSAT contracts may have different requirements than what is posted on the general College Board website. Be sure to adhere to information and deadlines that are available at www.collegeboard.org/michigan or www.michigan.gov/mme
- 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

Updates for 2017–18

The College Board is planning a number of improvements for this school year. Some of the enhancements include making the administration easier for students and for schools:

Easier for Students

- Increased testing options for English Language Learners (ELL) can be used during the test, such as use of word-for-word glossary and translated test directions.
- Students are not required to supply a photo ID unless they're not known to the testing staff.
- Addition of SAT Student Guide, which provides information to students about the features of the SAT, what the SAT measures, how the SAT is scored, resources to help students prepare, sample questions, and details about the Student Search Service.
- The PSAT 8/9 test is a disclosed form in 2017-18, which means that schools can keep test booklets

and return to students once scores are released, just like for PSAT 10.

Easier for Schools

- The Educational Testing Services (ETS) online attendance roster will be discontinued. Schools will create local rosters to use for attendance on test day.
- The Student Data Questionnaire (SDQ) and answer sheet for the SAT have been combined for less paperwork.
- The Nonstandard Administration Report (NAR) for SAT has been enhanced this year to include all students with disabilities indicating which test format and duration of test the student will take. The NAR will state which color test book the student can use, if the student tests over one day or two days, and whether or not the student can be scheduled in the accommodated testing window.
- The accommodated SAT test books in pink have been eliminated. Students who are designated normally to use pink books will now use the purple test books.
- The test center numbers (except for off-site locations) have been eliminated. Schools will use the six-digit AI (attending institution) code (also known as school code) as the primary number for reporting purposes.
- The test supervisor will be the main point of contact for each assessment. All standard and accommodated materials will be addressed to this person. Test supervisors will also return all materials.
- Training for room and hall proctors will be available for supervisors to share.
- Educators will have access to PSAT 8/9 test questions and answer choices in the K-12 reporting portal.

Establishing Schools for Testing

Establishment Process

Establishment is the process in which the College Board knows which schools are administering which assessments and is based on rules that are coordinated with MDE. Private schools and public schools are established through different processes.

Private Schools

Private schools must indicate intent to participate every year for each assessment. If a school chooses to administer the SAT, they must administer all part of the MME.

Using the contact information in EEM, College Board sent an email to all private schools requesting confirmation of their intent to participate in MME or PSAT on 11/3/17. If you provided your intent to participate, confirm in the Establishment Page in the Secure Site, likely in late December. If there are errors, contact the Michigan Educator Hotline at 866-870-3127 as soon as possible. It may be likely that your school will not be able to pre-ID students.

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. For example, if a school returned answer sheets for PSAT 10 but did not administer PSAT 8/9, the school will be automatically established for PSAT 10 but not for PSAT 8/9.

For public schools that did not provide any or all College Board assessments in 2017, supervisors and principals received an “intent to participate” email on 11/3/17.

- Confirmation of testing intent was required by 11/17/17. Phone outreach was made to schools that do not respond to the email outreach to verify participation.
- Confirm assessments your school is established for in the Establishment Page in the Secure Site, likely in late December. If there are errors, contact the Michigan Educator Hotline at 866-870-3127 as soon as possible. It may be likely that you school will not be able to pre-ID students.

AI (Attending Institution) Codes

All participating schools will need a valid AI code. You may also know this as your CEEB code. For schools that have administered College Board assessments last year, your AI code will not change. Supervisors will receive email confirmation of your school's AI code in December. If you don't have one, you will automatically be assigned one. The six-digit code is used for connecting student data to schools, answer documents, and when returning testing materials.

Test Center Codes

The use of five-digit test center codes has been discontinued for most schools. Test center codes will still be used if a district needs to use testing locations other than their school (off-site testing) or needs to use multiple testing locations.

Off-Site Locations

Most schools participating in the state-provided test administrations in April 2018 will use their schools as the test location. However, if your school is a virtual school or if you want to administer the PSAT 8/9, PSAT 10, or SAT on the same day and don't have enough room in your school, you can request an off-site testing location. Schools using off-site testing for SAT will receive a test center code for each location.

These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. Here's how to request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.
2. Download and save the [College Board Off-Site Testing Plan](#) spreadsheet at collegeboard.org/michigan
3. Fill in the required cells in the "Questions" tab of the spreadsheet. Some required information includes name and address of the proposed testing location, off-site supervisor information, details on how materials will be kept secure, and how the site will meet seating and setup requirements. Use the "Instructions" tab in the spreadsheet for guidance.
4. Fill out the "Questions" tab for every off-site location your school needs by copying and pasting the "Questions" worksheet into a new tab.
5. Return the completed spreadsheet to testingplans@info.collegeboard.org no later than midnight ET **December 15, 2017**.
6. The College Board will work with test supervisors requesting off-site testing locations to ensure the location meets the requirements. If necessary, we will contact test supervisors to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.

Once approved, an email will be sent to the submitter communicating the approval, along with more information about administering the tests at the off-site location. The SAT-specific test center code will be sent separately at a later date.

A few things to note about off-site testing:

- A test supervisor must be identified in the Educational Entity Master (EEM) at the AI (Attending

Institution). Additionally, a unique off-site test supervisor must be identified for each off-site test location in the testing plan. A single person may oversee all assessments administered at an off-site location or a different off-site test supervisor may be identified for each assessment. While contact information for the off-site supervisors will not be captured or reflected in the Educational Entity Master (EEM), the College Board will store this administration-specific information locally. All communications will be sent to the test supervisor at the AI, who should disseminate information, as necessary.

- Pre-identification will be completed by the AI, not each off-site. It is the responsibility of the off-site test supervisors to be aware of which students are testing at each location.
- Test materials will also be shipped to the AI location. The test supervisor at the AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test supervisor at each testing location.

Expelled Students

If a student is expelled and is not allowed at school to take the SAT, PSAT 10, or PSAT 8/9, the school can submit an off-site testing plan (see above) to test this student at another location, such as the central office. If the expulsion occurs after the December deadline, submit the request as soon as possible.

Home Schooled Students

Home schooled students are eligible to take the SAT, PSAT 10, or PSAT 8/9. Students or parents must contact your school ahead of testing to make arrangements. Home schooled students must also be pre-ID'd in the Secure Site, a label locally printed and affixed to the answer sheet, if the student was not pre-ID'd before the deadline. The test supervisor should coordinate with the student/parent about when to arrive and what to bring on test day. Home schooled students must present a valid photo ID on test day.

Identifying and Preparing Test Staff

Creating a College Board Professional Account

A College Board Professional Account provides access to a variety of College Board tools and services. The SAT supervisor and the SSD coordinator must have a College Board Professional Account in order to access certain tools for the administration. To create an account, go to collegeboard.org, click “Sign Up” and follow the instructions to create an account. An educator only needs to create an account once.

To access College Board tools and services, an account needs to be granted access to the tool. Using the College Board Professional Account Dashboard, an educator can request access or find directions to get access to specific tools. In most cases, an access code will be provided one time to provide an account with access.

Identification of Testing Staff

Staff members can be selected if:

- A member of their household or child is not taking the SAT at any testing site on the same test date.
- They have not taken the SAT within 180 days of the school day administration.
- They are not engaged in any paid, private SAT test preparation. This does not include teaching course content and test familiarization as part of the regular school course work.

Roles and Responsibilities of Test Staff

Schools are responsible for identifying appropriate test day staff. Some of these staff need to be identified in EEM in order to receive communications. The College Board will not collect contact information for associate supervisors or proctors. Staff members may serve multiple roles, if necessary.

Although the test supervisor is responsible for coordinating the administration for all students, the test supervisor(s) and SSD coordinator(s) should work closely together to ensure that the test day and environment for students with disabilities is effectively planned for and administered. Staff members can serve multiple roles, if necessary.

Role	Primary Responsibility	Identify in EEM?
SAT supervisor	Responsible for coordinating the SAT administration for all students	Yes
Backup SAT supervisor	Responsible for coordinating the SAT administration if the SAT supervisor is not available	Yes
PSAT 10 supervisor	Responsible for coordinating the PSAT 10 administration for all students	Yes
PSAT 8/9 for 9 th grade supervisor	Responsible for coordinating the PSAT 8/9 administration for all students	Yes
Backup PSAT supervisor	Responsible for coordinating the PSAT 10 or PSAT 8/9 administration if the PSAT supervisor is not available	Yes
SSD coordinator	Requests accommodations and works with the SAT supervisor to coordinate SAT for students with disabilities	Yes
Associate supervisor	Responsible for conducting a secure, valid administration in the testing room	No
Room proctors	Assists the associate supervisor with activities and monitoring students in the testing room	No
Hall proctors	Responsible for monitoring the hallways on test day	No

Identifying Test Staff in the Educational Entity Master (EEM)

The Educational Entity Master (EEM) is a repository that contains basic contact information regarding educational systems in the state of Michigan. MDE sends College Board the information from the EEM for school addresses and contact information for testing staff.

To view contact information that will be provided to College Board, go to: <https://cepi.state.mi.us/eem/>

Roles should have been identified or updated information in EEM by October 6, 2017. If the contact information for any of the roles required to be identified to the College Board needs to be changed or updated, update them in EEM as soon as possible. This can be done by the district authorized user. College Board records will be updated 7-10 days after the change is made in EEM.

Things to Note Regarding the EEM

- If there is more than one person listed for a role, College Board will use the most recent.
- If EEM information not accurate, you will **NOT** receive critical testing communication or deliveries.
- For assistance with EEM, email CEPI at cepi@michigan.gov or call at 517-335-0505 x3

Training

Training is required for all SAT supervisors. Although highly encouraged, supervisors who completed training for the 2017 SAT do not need to complete the training again in 2018. A link will be sent to SAT supervisors in February to access the training. The link can be shared with other test day staff, such as SSD coordinators. Associate supervisors will have their own specialized training. Other test day staff must be trained, whether through the online training that is provided, or by personalized training provided by the SAT supervisor. Schools can determine the best way to train other test day staff.

PSAT supervisor training will be available in February. This training is highly recommended but not

required. PSAT supervisors are required to read the manuals and train test day staff.

A recorded webinar for room and hall proctor training will be available in February for supervisors to share with the staff participating in these roles.

The College Board hosted implementation workshops in the fall. This does not take the place of the required online training, but was a supplement to help supervisors understand the process of administering the SAT or PSAT-related assessments. The Michigan Department of Education will also host MME Day on December 6, 2017. Visit michigan.gov/mme for more information.

The College Board will be providing other trainings to help supervisors and coordinators prepare for implementation. These webinars are optional. If you cannot attend the webinars in person, register and the presentation will be emailed to you afterwards. Look for links in Spotlight to register.

Manuals

Michigan-specific manuals that assist the supervisors and associate supervisors in test day activities will be sent to schools in February.

Manual Title	What's Inside
<i>SAT School Day Supervisor Manual</i>	Used by the SAT supervisor and gives complete instructions for preparing your school and staff for SAT testing.
<i>SAT School Day Standard Testing Manual</i>	Used by the associate supervisor and gives instructions for testing students who are testing without accommodations, and students testing with accommodations that may be administered in the standard testing room.
<i>SAT School Day Accommodated Testing Manual</i>	Used by the associate supervisor and gives instructions for testing students with accommodations in nonstandard testing rooms.
<i>PSAT 10 Supervisor Manual</i>	Used by the PSAT 10 supervisor and gives complete instructions for preparing your school for PSAT 10 testing. This manual is also used by the associate supervisor and gives instructions for testing students with or without accommodations.
<i>PSAT 8/9 Supervisor Manual</i>	Used by the PSAT 8/9 supervisor and gives complete instructions for preparing your school for PSAT 8/9 testing. This manual is also used by the associate supervisor and gives instructions for testing students with or without accommodations.

Pre-ID Students

Do **NOT** place orders directly with College Board in the Test Ordering Site for SAT, PSAT 10, or PSAT 8/9 for 9th grade spring materials for the primary test day for the Michigan-provided College Board assessments.

College Board will determine your material order for Michigan-provided assessments based on:

- The number of students pre-ID'd to test in the Secure Site
- The number of students and types of approved accommodations via College Board's SSD Online System.

A small overage of testing materials will be sent to accommodate students who may have enrolled in your school after the pre-ID deadline.

For information on who is eligible to take the SAT and who must take the SAT, go to: michigan.gov/mme

Secure Site

MDE will open the pre-ID window in Secure Site on 1/8/18. All updates must be complete by 2/13/18 in

order to receive pre-printed pre-ID labels.

- Students will be automatically pre-ID'd based on the fall MSDS general collection for public schools only.
- Private schools must pre-ID all students in the Secure Site.

Action required in January:

- Login to Secure Site
- Update the Pre-ID Student Report by unassigning students who will not test and adding new students who may have enrolled after fall count day or home schooled students who are participating at your school.
- **Remember:** Public schools are that automatically established for PSAT 10 or PSAT 8/9, but are not testing in 2018 must unassign all pre-ID'd students for PSAT.
- If students are not Pre-ID'd by 2/13/18, you may not receive enough test materials and labels for test day.

Use this chart as guidance on the implication for labels and testing materials, depending on a student's enrollment and pre-ID date:

Scenario	Pre-Identification	Implications
Student enrolled as of 2/13/18	Pre-ID in Secure Site by 2/13/18	Materials will be sent for this student and the school will receive a pre-ID label for the student's answer sheet.
Student was enrolled on or after 2/14/18	Pre-ID in Secure Site as soon as possible.	Student will use the overage materials sent to each school, if available. The school will locally print a pre-ID label. If overage materials are not available, the student will test on the makeup date. Schools can also use the additional material order window to obtain standard materials for this student.

Testing with Accommodations and Supports

Requests for accommodations for the Michigan-provided SAT, PSAT 10, and PSAT 8/9 are submitted by the designated SSD coordinator(s) in an online system, called SSD Online. Requests for College Board accommodations can be submitted as soon as a school has an AI code.

When requests are submitted, students can receive approval for College Board accommodations, which result in a college- and scholarship-reportable score or state-allowed accommodations (SAAs), which result in a score for the school and student, but these are not reportable to colleges or scholarship programs. The window to request SAAs begins January 15, 2018.

Students with some accommodations will test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window.

Once approved, students remain approved for College Board accommodations for all other College Board assessments, including AP exams. If a student's IEP or 504 changes, the SSD coordinator can modify the requested accommodations in SSD Online.

College Board Accommodations	State-Allowed Accommodations (SAA)
Once approved, can be used for all College Board assessments.	Only available for Michigan-provided assessments..
Result in a score that is reportable for college and scholarship programs.	Result in a score for the student and the school, but is not reportable to colleges or scholarship programs.
Requested in SSD Online, goes through a review process.	Requested in SSD Online, are automatically approved.
Can be considered standard or nonstandard. Standard accommodations (i.e. large block answer sheet, magnifier) can be administered in the standard testing room. Nonstandard accommodations (i.e. extended time, braille) must be administered in rooms separately from the standard rooms.	Are only considered nonstandard and must be administered in a separate testing room(s).
Meant for students with documented disabilities that need accommodations for use on the SAT	Meant for students whose accommodation needs cannot be granted by College Board.
Depending on the accommodation, will either test on the primary test day or in the two-week accommodated testing window.	Can test in the accommodated testing window.
Deadline to apply is: 2/19/18	Deadline to apply is: 2/19/18

Late Request Window

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 is 3/5/18.

Coordinating with your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the Nonstandard Administration Report (NAR) and assists the test supervisor in determining testing rooms and staff needed for administering the test with accommodations. All testing materials, including nonstandard materials for use during the accommodated testing window are shipped to the supervisor; however, the SSD coordinator can assist in inventorying and ensuring the secure storage of test materials, as needed.

Administering the SAT with Essay or PSAT with Accommodations

The manuals will have extensive information about different timing configurations for each section and break depending on the accommodations that students are approved for. Below are some common configurations and the duration of each. It is important to note that the times listed are only the time the student takes on the test; more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

SAT with Essay	Day 1 Duration	Day 2 Duration
Standard Time	4 hours 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours 15 minutes	Not applicable
50% Extended Time (math only)	4 hours 58 minutes	Not applicable

SAT with Essay	Day 1 Duration	Day 2 Duration
100% Extended Time (math only)	5 hours 37 minutes	Not applicable
50% Extended Time (reading)	3 hours 24 minutes	2 hours 50 minutes
100% Extended Time (reading)	4 hours 25 minutes	3 hours 42 minutes
Reader (automatic 50% extended time)	3 hours 24 minutes	2 hours 50 minutes
Scribe (automatic 50% extended time)	3 hours 24 minutes	2 hours 50 minutes
MP3 Audio	4 hours 20 minutes	4 hours 37 minutes

PSAT 10	Day 1 Duration	Day 2 Duration
Standard Time	2 hours 55 minutes	Not applicable
Standard Time with Extra Breaks	3 hours 10 minutes	Not applicable
Standard Time with Extended Breaks	3 hours 5 minutes	Not applicable
50% Extended Time (math only)	3 hours 41 minutes	Not applicable
100% Extended Time (math only)	4 hours 15 minutes	Not applicable
50% Extended Time (reading)	4 hours 34 minutes	Not applicable
Reader (automatic 50% extended time)	4 hours 34 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours 34 minutes	Not applicable
100% Extended Time (reading)	3 hours 20 minutes	2 hours 30 minutes
MP3 Audio	4 hours 10 minutes	2 hours 30 minutes

PSAT 8/9*	Day 1 Duration	Day 2 Duration
Standard Time	2 hours 35 minutes	Not applicable
Standard Time with Extra Breaks	2 hours 50 minutes	Not applicable
Standard Time with Extended Breaks	2 hours 45 minutes	Not applicable
50% Extended Time (math only)	3 hours 15 minutes	Not applicable
100% Extended Time (math only)	3 hours 45 minutes	Not applicable
50% Extended Time (reading)	4 hours 3 minutes	Not applicable
Reader (automatic 50% extended time)	4 hours 3 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours 3 minutes	Not applicable
100% Extended Time (reading)	3 hours	2 hours 10 minutes
MP3 Audio	3 hours 50 minutes	2 hours 10 minutes

*The variable section for PSAT 8/9 has been eliminated for spring 2018. This will reduce testing time for your students.

English Learner Supports

English learners taking the state-provided assessments during the school day will have access to translated test directions and word-for-word bilingual glossaries. The supported languages in 2018 include Albanian, Arabic, Bengali, Bosnian, Cambodian (Khmer), Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, and Vietnamese. Additional languages are being considered. The College Board will provide more information if these languages are approved.

The assessment results, when these supports are used, are college- and scholarship- reportable and do not require an approval or request in SSD Online. Please note that these supports are not available when taken

on a national, weekend administration of the SAT.

The assessment results, when these supports are used, are college and scholarship reportable and do not require an approval or request in SSD Online. Please note that these supports are not available when taken on a national, weekend administration of the SAT.

Schools will be required to print the necessary translations in February at collegeboard.org/michigan. The list of approved glossaries will be posted by 12/1/17.

There's a research study being conducted this October on extended time for English Language Learners. More information on providing this support will be available after the release of the findings.

Planning for Material Shipments

All materials will be addressed to the test supervisors in 2018. A school will receive one Supervisor's Planning Kit, which will include the materials for SAT, PSAT 10, and PSAT 8/9. If there are multiple test supervisors at your school, coordinate the distribution of these materials for each assessment. This also means that a school that houses 7th-9th grades and administers the PSAT 8/9 will receive materials for PSAT 10 and SAT. You can disregard these extra materials if they are not needed at your school.

SAT with Essay Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Supervisor Planning Kit (will contain SAT, PSAT 10, and PSAT 8/9 materials)	Week of 2/19/18	Sample manuals for each assessment Sample forms for each assessment Posters for each assessment
Preadministration Materials and Pre-ID Labels	Week of 3/19/18	SAT Student Guides Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	SAT Test books Extra answer sheets Supervisor's Kit (forms and return supplies)

*Will arrive in multiple packages

PSAT 10 Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Preadministration Materials and Pre-ID Labels	Week of 3/19/18	PSAT 10 Student Guides Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	PSAT 10 Test books Extra answer sheets Answer sheet return envelopes/boxes Test book return labels

*Will arrive in multiple packages

PSAT 8/9 Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Preadministration Materials and Pre-ID Labels	Week of 3/19/18	Answer sheets Answer sheet instruction booklets for students Additional manuals Pre-ID labels to be placed on answer sheets
Test Materials	Week of 3/19/18	PSAT 8/9 Test books Extra answer sheets Answer sheet return envelopes/boxes Test book return labels

*Will arrive in multiple packages

Preadministration Session

The answer sheet and the student data questionnaire (SDQ) have been combined for 2018. The answer sheet for SAT allows students to provide information about themselves, their high school experiences, plans for college, and to request their four free score sends. A preadministration session should be scheduled ahead of test day to complete these demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes. More information about administering the preadministration session will be included in the SAT School Day Supervisor Manual.

Schools receive preadministration materials before the test, including answer sheets, Student Answer Sheet Instructions, SAT School Day Student Guides, and a set of supervisor instructions and scripts to use in planning and conducting the preadministration session. Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive.

Preadministration Session for PSAT

The PSAT preadministration session should last 30-40 minutes and also allows students to provide information about themselves before test day.

Student Guides

The SAT Student Guide provides information to students about the features of the SAT, what the SAT measures, how the SAT is scored, resources to help students prepare, sample questions, College Board programs, and details about the Student Search Service. Each student taking the SAT should be given a copy. Note that the student guides are national publications and refer to the SAT Essay as “optional” as it is during a national administration. The Essay is required for the Michigan-provided SAT School Day.

The PSAT 10 Student Guide provides information to students about the features of the PSAT 10, what the PSAT measures, how the PSAT is scored, sample questions, and details about the Student Search Service. Each student taking the PSAT 10 should be given a copy.

There is also a PSAT 8/9 Student Guide, but is not printed. It is available at <https://collegereadiness.collegeboard.org/pdf/psat-8-9-student-guide-2017-18.pdf> if schools want to provide this link to their students.

Glossary

Attending Institution (AI) Code: A six-digit code that identifies an attending institution. Each attending institution has a unique AI code. This code is sometimes referred to as a CEEB code or a school code.

College Board Accommodations: A change in the format or administration of a test to provide access for a person with a disability and produce college-reportable scores. Must be approved by the College Board. Some examples include extended testing time, special formats of the test, large-block answer sheets, readers, writers, sign language interpreters for spoken test instructions, extended or more frequent rest breaks, and others.

Educational Entity Master (EEM): A repository of basic contact information regarding educational systems in the state of Michigan.

Eligibility Roster: List of all students in a school who are approved for accommodations. May be printed from SSD Online, and used for submitting changes to student information in SSD Online.

Nonstandard Administration Roster (NAR): A list of students approved for accommodations who are taking a specific test. Generated in SSD Online, it includes detailed information about the accommodations the students are approved for.

Pre-ID Label: Label provided for each student who is preidentified in the Secure Site. The pre-ID label is applied to the answer sheet before the test. Students without a label must be pre-ID'd and a label printed locally.

Services for Students with Disabilities (SSD): College Board department that supports accommodation requests and accommodated testing.

State-Allowed Accommodation (SAA): An accommodation or support that may be available to your students that does not result in a college- or scholarship-reportable score, and is only applicable to state-provided School Day testing.

Supervisor's Irregularity Report (SIR): Scannable form used to document any irregularities that occur, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

Supervisor's Report Form (SRF): Scannable form used to document how many answer sheets are being returned for scoring. The supervisor returns this completed form with the used answer sheets after testing.

Unique Identifier Code (UIC): State student number for the state of Michigan.

Supervisor Checklist

This is a suggested checklist of activities for the supervisor. You may choose to do certain activities at a different time at your school, but be sure to reference the deadlines available on michigan.gov/mme or collegeboard.org/michigan

October–December

Mark when Complete	Activity
<input type="checkbox"/>	Test staff information is updated in EEM
<input type="checkbox"/>	Test staff creates or confirms a College Board professional account
<input type="checkbox"/>	Off-site testing plans due, if necessary
<input type="checkbox"/>	Implementation workshops and webinars are available
<input type="checkbox"/>	Receive confirmation of AI code

January

Mark when Complete	Activity
<input type="checkbox"/>	Begin working with principal and other test day staff to determine room and staffing needs
<input type="checkbox"/>	Pre-ID students in Secure Site
<input type="checkbox"/>	Begin working with principal and other test day staff to determine room and staffing needs

February

Mark when Complete	Activity
<input type="checkbox"/>	Supervisor's planning kits arrive
<input type="checkbox"/>	Online training available for all test day staff
<input type="checkbox"/>	Read and review testing manuals for information on managing the administration

March

Mark when Complete	Activity
<input type="checkbox"/>	Preadministration and test material shipments arrive
<input type="checkbox"/>	Schedule a preadministration session with students
<input type="checkbox"/>	Create rosters for use on test day
<input type="checkbox"/>	Finalize room and staff assignments
<input type="checkbox"/>	Testing Tips/Q&A Webinar available
<input type="checkbox"/>	Identify and train associate supervisors, proctors, and hall proctors, if you haven't already
<input type="checkbox"/>	Print translated test directions, as necessary. Review word-for-word bilingual glossary guidelines.
<input type="checkbox"/>	Test materials arrive

April

Mark when Complete	Activity
<input type="checkbox"/>	Update rosters, if necessary
<input type="checkbox"/>	Ensure students know where and when to arrive for testing
<input type="checkbox"/>	Request makeup materials