

Preparing for Test Day

Michigan SAT[®] with Essay

PSAT[™] 10

PSAT[™] 8/9 for Grades 8 and 9

Spring 2021

Agenda

Today we will review key information and frequently asked questions that test coordinators may have while preparing for test day, covering a variety of topics, including:

- Spring Flexibility
- Distributing Materials
- Admitting Students
- Collecting Materials
- Important Forms
- Packing and Returning Materials
- Ordering Makeup Materials
- Score Reporting

Spring Test Administration

SAT with Essay Dates

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.

- Initial test day: **April 13, 2021**
- Makeup test day: **April 27, 2021**

A contingency date has been added. This should only be used for schools that were not able to test on April 13 or April 27 due to COVID-related closures.

- Contingency test day: **May 18, 2021**

Will discuss accommodated testing in upcoming slides.

Spring Test Administration

PSAT 8/9 for Grade 8

Standard Testing Dates

Grade 8 students are expected to test on the primary test day.

- Primary test day: **April 13, 2021**

Students absent on the primary test day can be flexibly scheduled to test in primary testing window.

- Primary testing window: **April 13-16, 2021**

The makeup window is for any student who was absent during the primary testing window or for students that need to retest due to an irregularity. This has been extended for additional testing flexibility.

- Makeup testing window: **April 27-May 7, 2021**

Schools must use a survey to request makeup test books for PSAT 8/9.

- Different test books will be used in the primary testing window and the makeup testing window for standard test takers.
- Grade 8 test books for the primary testing window will have a circle on the cover.
- Grade 8 test books for the makeup testing window will have a crescent on the cover.

Spring Test Administration

PSAT 10 and PSAT 8/9 for Grade 9 Dates

Unless absent, students taking the PSAT 10 or PSAT 8/9 for Grade 9 are expected to test on a primary test day that is chosen within a primary testing window.

- Primary testing window: **April 13-16, 2021**
- Schools can choose which date within the window that works best for them as the primary test day.
 - 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.
 - The remaining days in the primary testing window can be used for students absent on the primary test day.

The makeup window is for any student who was absent during the primary testing window or for students that need to retest due to an irregularity.

- Makeup testing window: **April 27-May 7, 2021**

Schools must use a survey to request makeup test books for PSAT 8/9 and PSAT 10.

- Different test books will be used in the primary testing window and the makeup testing window for standard test takers.
- Grade 9 test books for the primary testing window will have a star on the cover.
- Grade 9 test books for the makeup testing window will have a crescent on the cover.
- Grade 10 test books for the primary testing window will have a triangle on the cover.
- Grade 10 test books for the makeup testing window will have a square on the cover.

Accommodated Testing Window

Accommodated Testing Window for SAT: **April 13-26, 2021**

- Students with approved accommodations taking the SAT with Essay, as designated on the Nonstandard Administration Report (NAR) in SSD Online, can flexibly be scheduled anytime in the accommodated testing window.
- Students absent during this window due to COVID-related issues or who experienced an irregularity and need to take a makeup, can test in an additional makeup accommodated window: **April 27-29, 2021**
- Schools not in session due to COVID-related issues during the primary or makeup accommodated window can test eligible students during the contingency accommodated window: **May 18-20, 2021**

Accommodated Testing Window for PSAT 10 and PSAT 8/9: **April 13-May 7, 2021**

- **All** students with approved accommodations taking the PSAT 8/9 for Grades 8 and 9, and the PSAT 10, can flexibly be scheduled anytime in the accommodated testing window.
- The accommodated testing window has been extended for additional flexibility.
- Students will use the test books from the primary testing window throughout the accommodated testing window. Makeup materials will not be ordered for these students.

Spring Flexibility

Schools may stagger start times for assessments

- Schools can provide flexible starting times, without College Board approval to do so.
- All groups must begin testing before the first group finishes to maintain test security.
- Even though cell phone collection is typically at the school's discretion, cell phone collection is **required** for the duration of the school day for all students testing, or at least until after the last group has started testing, if staggering start times.
- Testing must start early enough to finish before school ends.

Extended breaks

- Local health and safety guidelines may require that only a limited number of students may access the restrooms or hallways at a time.
- In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion.
- Hall monitors should help ensure that students do not share any test content if they leave the room and that students re-enter their assigned testing rooms in a safe way.
- If extended breaks are provided, they must be provided to all students.

Spring Flexibility

PPE (personal protection equipment) will be allowed during testing

- PPE includes items such as the use of masks, gloves, and hand sanitizer during testing.
- The use of PPE should follow local guidance.
- Test coordinators or proctors must check student's PPE prior to testing to ensure that nothing has been written on the PPE or prohibited materials have been hidden within the PPE.

Spacing of students should follow local guidelines

- Follow local guidance on the spacing of your students.
- College Board requires a minimum of 3 feet from center of desk to center of desk; however, if local guidance indicates that students must be 6 feet apart, schools should seat students 6 feet apart during testing.

Spring Flexibility

Off-Site testing is allowed

- Off-site testing is allowed if you need more space to administer the test.
- **Requests to test at an off-site location are required for Spring 2021 testing.**
- Submit requests at www.sat.org/offsiterequest
- Although the deadline to submit a plan was December 18, 2020, we will accept late plans, as necessary, for schools that need to reconfigure their testing environment.

Additional Information

More information is available in the Spring 2021 Contingency Test Dates and Flexibility Options for SAT with Essay, PSAT 10, and PSAT 8/9 School Day Testing document from the Michigan Department of Education available at www.Michigan.gov/mme and www.Michigan.gov/psat.

Implementation Activities

1

Before Testing

Establishing School to Test
Pre-ID Students
Training & Determining Staff Needs
Accommodations & Supports
Shipments

2

During Testing

Prepare Your Schedule
Prepare Testing Rooms
Distributing Materials
Admitting Students

3

After Testing

Collecting Materials
Important Forms
Packing and Returning Materials
Ordering Makeup Materials
Score Reporting

Covered in Implementation Webinar in November
available on MDE webpages

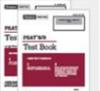
Covered Today

Organizing Test Materials

A diagram is posted to the MDE webpages to help you organize your materials once they arrive at your school the week of March 22, 2021.




Spring 2021 Testing Materials

	SAT [®]				PSAT [™] 10			PSAT [™] 8/9		
Testing Room	Standard Room	Accommodated Testing on Primary Test Day	Accommodated Testing in the Accommodated Testing Window	Accommodated Testing with State-Allowed Accommodations	Standard Room	Accommodated Testing Room	Accommodated Testing with State-Allowed Accommodations	Standard Room	Accommodated Testing Room	Accommodated Testing with State-Allowed Accommodations
Test Books										
Answer Sheets										
Manuals										
Answer Sheets Return Labels										
Test Book Return Labels										

NOTE: PSAT 10 Primary test books will have a triangle on the cover. PSAT 10 Makeup test books will have a square on the cover.

NOTE: PSAT 8/9 test books for 8th graders in the primary testing window will have a circle on the cover. PSAT 8/9 test books for 9th graders in the primary testing window will have a star on the cover. PSAT 8/9 test books for both grades in the makeup testing window will have a crescent on the cover.

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Distributing Materials

We suggest creating testing room packets or kits.

- Use plastic tubs or boxes to organize materials for each testing room.
- Include materials such as:
 - Roster of students in the room
 - Copy of the NAR, if testing students with accommodations
 - Pre-labeled answer sheets
 - Test books (don't open shrink wrap until the morning of test day)
 - Extra pencils and calculators
 - Copies of translated test directions for students that need them
- The Coordinator Manual will have a full list of recommended items.

When organizing test books:

- SAT test books are differentiated by color
- PSAT 10 and PSAT 8/9 test books are differentiated by shapes

How do I know what color test book a student will use?

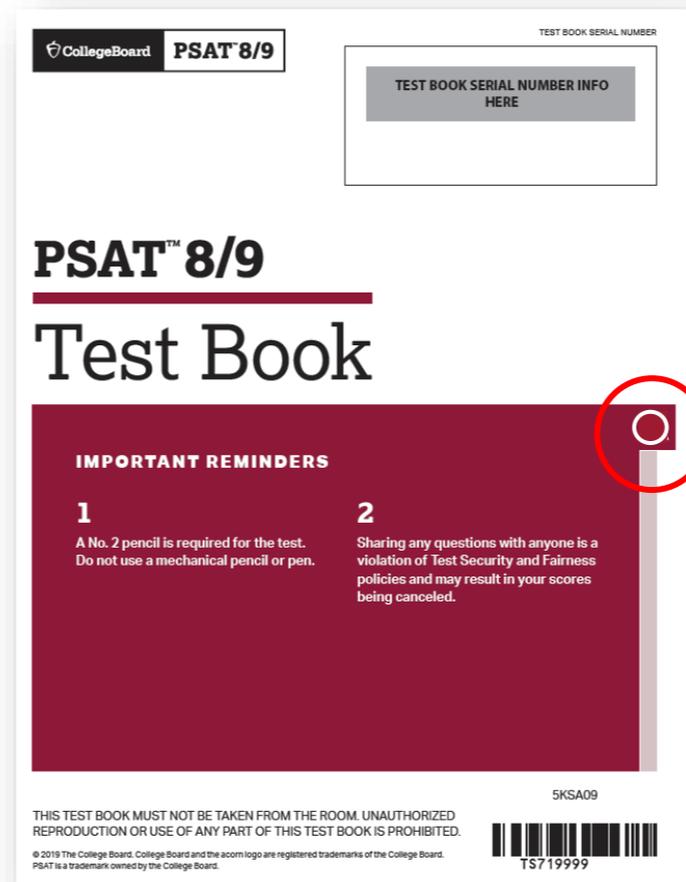
Check the NAR for all SAT students testing with accommodations and what color test book they should use.

PSAT 10: **ORANGE** (standard or in accommodated window) or **GREEN** (State-allowed only)

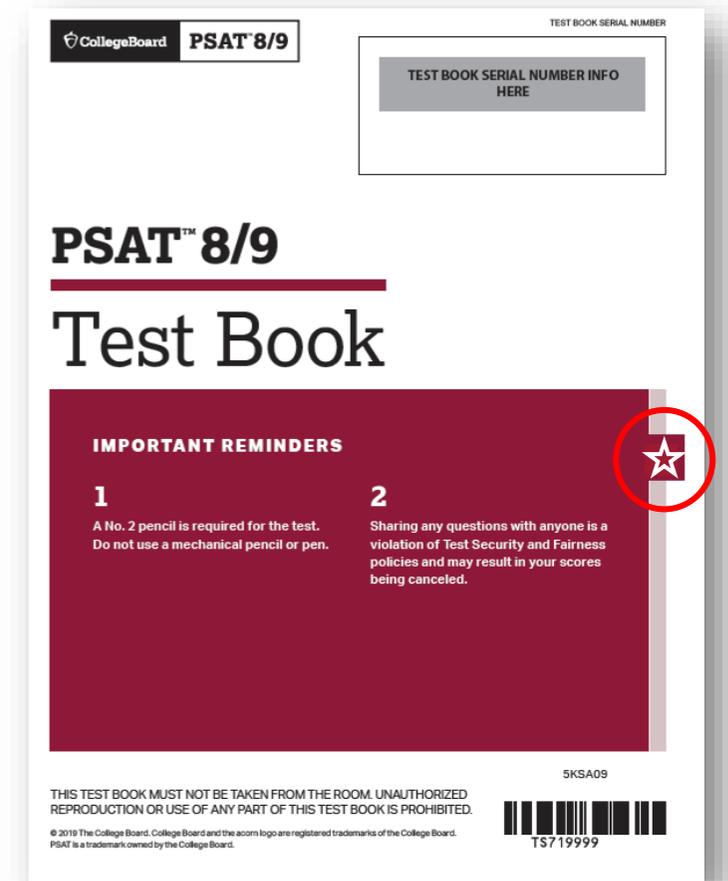
PSAT 8/9: **RED** (standard or in accommodated window) or **GREEN** (State-allowed only)

- There are 3 colors of SAT with Essay test books.
- Students use **PURPLE** books if they are testing under the following conditions:
 - In standard or accommodated rooms required to test on April 13, April 27, or May 18
 - Using 14-pt large print, small group, extended breaks, extra breaks, four-function calculator on the math-no calculator section, permission to test blood sugar, large block answer sheet, and more.
- Students use **BLUE** books if they are testing under the following conditions:
 - In accommodated rooms during the accommodated testing windows
 - Using human reader, pre-recorded audio (MP3 via streaming), double time for reading, time and one-half for reading, breaks as needed, 20-pt large font or larger, braille, and more.
- Students use **GREEN** books if they are testing under the following conditions:
 - Using any state-allowed accommodations.

How do I differentiate between PSAT 8/9 test books for Grade 8 and Grade 9?



Grade 8 test books for primary testing window and accommodated testing window = Circle



Grade 9 test books for primary testing window and accommodated testing window = Star

Test Book Shapes for PSAT 10 and PSAT 8/9

	PSAT 8/9 for Grade 8*	PSAT 8/9 for Grade 9*	PSAT 10
Primary Testing Window April 13-16	Circle 	Star 	Triangle 
Accommodated Testing Window April 13-May 7	Circle 	Star 	Triangle 
Makeup Testing Window April 27-May 7	Crescent 	Crescent 	Square 

*8th and 9th graders cannot test together.

Creating Test Day Rosters

- The list of all students testing at your school is called the **Master Student List** (including any homeschoolers). This will help you plan for all students who will be testing.
 - Run the Student Pre-ID Report from the OEAA Secure Site for all students who have been pre-IDed. Refer to www.michigan.gov/securesitetraining for assistance.
- An example is shown in the manual, but schools may choose to include other information as they deem appropriate based on the school's needs.

Sample Master Student List

These are suggested fields; you should create a list that is based on your own school's needs.

Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	SAT	123	N	SAT		A. Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	SAT w/Essay	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	SAT	123	N	SAT		A. Teacher
4 Brown	Robert		9/1/2000	0007024797	P	SAT w/Essay	789	Y	SB20	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	0007025799	P	SAT	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	0007025788	P	SAT w/Essay	234	Y	R1	Purple	T. Coach
7											
8											
9											
10											

Admitting Students

Decide whether you are going to have a central check-in or room check-in for students on test day.

- Central check-in: All students check into a central location such as the library and then get told which room to report for testing.
- Room check-in: Room assignments are posted for students prior to test day and students report to their assigned room the day of the test.

Determine how attendance will be taken in both situations.

- Rosters will be created locally.
- We recommend starting with a *Master Student List* of all students expected to test.
- Then divide the *Master Student List* into individual room rosters.

During check-in, students are not required to supply a photo ID unless the student is unknown to the testing staff.

- A photo ID form will be available for students that cannot or do not have a photo ID.

Late Arrivals Room

Plan for Students that Arrive Late

If student arrives before the proctor begins timed portion of the test:

- Student can be admitted into the regular testing room

If student arrives after the proctor begins timed portion of the test:

- Student should be admitted into the designated late arrivals room.
- Admittance to the late arrival rooms should not be allowed after regular testing rooms have begun their first break.

If schools do not have the space for a late arrivals room, plan to test these students on the makeup date.

Collecting Materials

- Designate an area for proctors to return all testing materials to the test coordinator once testing is complete.
- Ensure that all testing materials are accounted for and answer sheets are not placed in test books before dismissing the proctor.
- **Keep testing materials for each grade separated as you sort and prepare materials for return.**

Coordinator Report Form (CRF)

Purpose: Lets the College Board know how many answer sheets you are returning for scoring.

- **REQUIRED FORM**
- **CRFs will be returned separately for each grade**
 - CRF for SAT with Essay
 - CRF for PSAT 10
 - CRF for PSAT 8/9 for Grade 9
 - CRF for PSAT 8/9 for Grade 8
- The coordinator is responsible for completing the CRF.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You cannot make copies of this form. Keep it in a safe place once it arrives.

Testing Room Materials Report

- **REQUIRED form**
- 1 per testing room, can be photocopied, if needed.
- The purpose of this form is a “materials receipt” to follow chain of custody from coordinator to proctor on test day, back to coordinator after testing is complete.
- Return a copy of the SAT testing room materials report.
- Keep the PSAT 10 and PSAT 8/9 testing room materials reports in your records.

Packing Materials

- Schools **MUST** return all SAT with Essay, PSAT 10, and PSAT 8/9 test books.
- Schools need to return answer documents and test books separately for each **grade**. Examples:
 - Do **NOT** return SAT answer sheets in the same box with PSAT 10 answer sheets.
 - Do **NOT** return PSAT 8/9 answer sheets for Grade 8 in the same box as PSAT 8/9 for Grade 9. They must always be treated as separate assessments.
- There are detailed diagrams in the manuals to help assist you in packing boxes/envelopes.

Packing Answer Sheets

- Schools will either receive a white carton (box) or express envelope to return answer sheets, depending on the size of your school.
- Return answer sheets from assessments separately (do not return PSAT 10 answer sheets with SAT answer sheets or Grade 8 answer sheets with Grade 9).
- The carton or envelope will have a UPS shipping label and a colored label that is specific to an assessment.
 - SAT answer sheets completed on 4/13, 4/27, 5/18 – Olive
 - SAT answer sheets completed in an accommodated window – Orange
 - All PSAT 10 answer sheets label – Yellow
 - All PSAT 8/9 answer sheets label – Pink



Answer Sheet Return Carton/Box



Answer Sheet Return Express Envelope 23

What goes in the white accommodated envelope?

- When packing answer sheets, all answer sheets for any student who is listed on the NAR, should be placed in the white accommodated envelope for return.
 - This includes English learners testing with time and one-half.
- Make sure to **ONLY** include answer sheets for students on the NAR who tested with accommodations or English learners who used time and one-half.
 - We assume that all answer sheets returned in this envelope tested with an accommodation or extended time for an English learner.
 - If an answer sheet is included for a student that did NOT test with an accommodation or an English learner with extended time, the student's score will go on a hold for using an unapproved accommodation or support.

 SAT[®] School Day
Accommodated Testing Envelope

SAT School Day Answer Sheets Used by Students Listed on the NAR

School (AI) Code

School Name _____

City and State _____

Administration Date

October 16, 2019 March 4, 2020 April 14, 2020
 October 30, 2019 March 25, 2020 April 28, 2020

Answer sheets enclosed are for (mark only one):

I am returning accommodated answer sheets for the date marked above.
 I am returning accommodated answer sheets for students testing during the accommodated window.

Include only the following items in this envelope in this order:

1. Annotated NAR (required for scoring).
2. Used answer sheets (standard or large-block), for students listed on the NAR.
3. Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets.
4. Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets.

Do NOT return answer sheets for students who aren't listed on the NAR in this envelope.

Follow instructions in your SAT School Day Coordinator Manual for packing your used testing materials in the return box.

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How do I return my test books?

REMINDER: All SAT and PSAT-related test books must be returned.

- Returning SAT and PSAT 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
 - Return test books separately for each assessment (Grade 8 and Grade 9 should be returned separately, too)



Image of loose UPS label that needs to be affixed to outside of box

Returning Materials for SAT with Essay

- The Coordinator Manual will have a chart on what to return, what to keep, and what to destroy.

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
CRF	Yes—in answer sheet return shipment	Yes	No
Used answer sheets containing student responses to test questions	Yes—in answer sheet return shipment	No	No
Used answer sheets containing student responses to test questions (regular and large block) for students listed on the NAR	Yes—in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Blank unused answer sheets	Yes—in test book return shipment after makeup testing is complete	No	No

When Testing on April 13 is Complete

Keep extra answer sheets, pre-ID labels, and manuals	Use these for the makeup date.
Keep blue or green test books	These can be used for the accommodated window testing; return when testing is complete.
Return ALL purple test books	You will get new ones for the makeup date.

Returning Materials for PSAT 10 and PSAT 8/9

- The Coordinator Manual will have a chart on what to return, what to keep, and what to destroy.

When the Primary Testing Window (April 13-16) is Complete	
Keep extra answer sheets, pre-ID labels, and manuals	Use these for the makeup testing window.
Return all PSAT 10 and PSAT 8/9 test books that were used in the primary testing window.	You will get new ones for the makeup testing window.
Keep all PSAT 10 and PSAT 8/9 that need to be used for the accommodated testing window.	Securely store these until all students in the window are finished testing.

When should I return my SAT materials?

Return	Testing Materials to Include	When to Schedule
Return #1	Test books and used answer sheets for all students who finish testing on April 13	No later than April 14
Return #2	Test books and used answer sheets for any students who finish testing in the accommodated window	Once all students who are eligible to test in the window have completed testing.
Return #3	Test books and used answer sheets for all students who test on April 27	No later than April 28

Returns for the additional makeup dates will be available in the Spotlight online newsletter in April.

When should I return my PSAT materials?

Return	Testing Materials to Include	When to Schedule
Return #1	Test books and used answer sheets for all students who finish testing in the primary testing window.	Once all students have finished testing, but no later than April 17.
Return #2	Test books and used answer sheets for any students who finish testing in the accommodated window.	Once all students who are eligible to test in the window have completed testing but no later than May 10.
Return #3	Test books and answer sheets for all students who test during the makeup testing window.	Once all students have finished testing, but no later than May 10.

Shipping Materials

- UPS return shipments will not be pre-arranged.
- If UPS makes regular stops at your school, you can provide any packed boxes to them during their pickup.
- If UPS doesn't make a daily stop at your school, schedule a pickup at [ups.com](https://www.ups.com), or call 800-PICKUPS (800-742-5877).
- Make sure to use the tracking number printed on the pre-applied answer sheet return labels when scheduling pickups.
- Multiple boxes can be provided per pickup (you don't need to schedule a pickup for each assessment).
- You can also take packages to any UPS counter, but don't place materials in a UPS drop box.
 - You must hand them directly to a UPS driver or UPS counter employee, so you have a chain of custody for the shipment.
- Detailed instructions to arrange a pickup on [ups.com](https://www.collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf) can be found at www.collegereadiness.collegeboard.org/pdf/sat-sd-ups-self-service-overview.pdf
- All answer sheets must be shipped by **May 10, 2021**.
 - Answer sheets returned after this date will not be scored.

Ordering Makeup Materials

- Test coordinators will receive an email the week of April 12.
- The email will contain a link to a survey to assist in determining makeup materials.
- There will be a separate survey for SAT, PSAT 10, and PSAT 8/9 for Grade 9 and PSAT for Grade 8.
 - Coordinators must respond for each assessment.
 - **Deadline: April 15, 2021**
 - If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.
- An additional survey will be sent to SAT coordinators for the SAT contingency test date the week of April 26.

Answer Document Verification Window

- MDE's answer document verification process in the OEAA Secure Site provides a way for schools to verify that all answer documents have been received and processed by College Board.
 - Also gives districts and schools the ability to submit a reason why a student did not complete one or more of the required tests or content areas.
 - This information is reviewed for a possible accountability exemption and is also included in required federal reporting.
- Once this review period is over, no additional issues will be accepted.
- Look for more information in Spotlight this spring.

Score Release

TENTATIVE

- Student scores will likely be released to their College Board accounts in May 2021.
- Scores will be released to educators via the College Board K-12 score reporting portal based on school verification and appeals made during the Answer Document Verification window on the OEAA Secure Site.
 - This will likely occur in mid-to-late June 2021.
 - No changes can be made for students in the K–12 score reporting portal once the Answer Document Verification window activities are complete.
- PSAT 10 and PSAT 8/9 will no longer be disclosed forms.
 - Questions and answer choices will not be available in the reporting portal for PSAT 10 or PSAT 8/9.
 - Questions and answer choices will still be available for SAT with Essay.
 - Educators can access the College Board SAT Suite Test Bank (<https://collegereadiness.collegeboard.org/educators/k-12/sat-suite-question-bank>) to access over 3,500 sample test questions for PSAT-related assessments and SAT.

Frequently Asked Questions: Preadministration Session

What is the purpose of having a preadministration session?

The preadministration session allows students to:

- Fill out the required personal information on their answer sheet
- Identify the colleges, universities, or scholarship programs that they want their 4 free score sends to be sent (SAT)
- Opt-into Student Search Service® and complete optional questionnaire (SAT and PSAT 10)

Do I have to have a preadministration session?

- If you cannot or do not hold a preadministration session prior to test day, students have the opportunity to complete the optional questionnaire for SAT and PSAT 10 on test day or online. Parents must be notified if students are encouraged to complete this online.
- There is NO optional questionnaire for PSAT 8/9, therefore a preadministration may be considered unnecessary at your school.

What is the benefit of Student Search Service?

Student Search Service gives students the opportunity to start the important conversations with colleges and scholarship organizations to explore their postsecondary options.

When students choose to participate, their contact information and answers they provide as part of the optional questionnaire are shared with colleges and scholarship organizations.

Can students complete the questionnaire online?

Yes, students can now complete the questionnaire and opt into Student Search Service online. Parents must be notified by the school if students are encouraged to complete this at home.

Do I have to collect parental consent to participate in the preadministration session?

- The Michigan Department of Education requires that students under the age of 18 receive parental consent to complete the optional questionnaire and opt-into Student Search Service. Schools should gather parental consent in accordance with their district policy.
- The *SAT Suite of Assessments Participation in College Planning Options Consent Form* is available on the Michigan Department of Education's MME web page (www.michigan.gov/mme) and PSAT web page (www.michigan.gov/psat) for schools to use if they choose.
- Schools must notify parents if students are encouraged, by the school, to complete this process online.
 - A College Board flyer, *Connect with Colleges: Student Search Service*, is available for distribution to parents on the MME and PSAT web pages under Parent/Student Information.
 - Districts and schools can also find additional guidance on parental consent from the U.S. Department of Education on the MME and PSAT web pages.

My students have pre-ID labels. Do they still have to bubble their personal information?

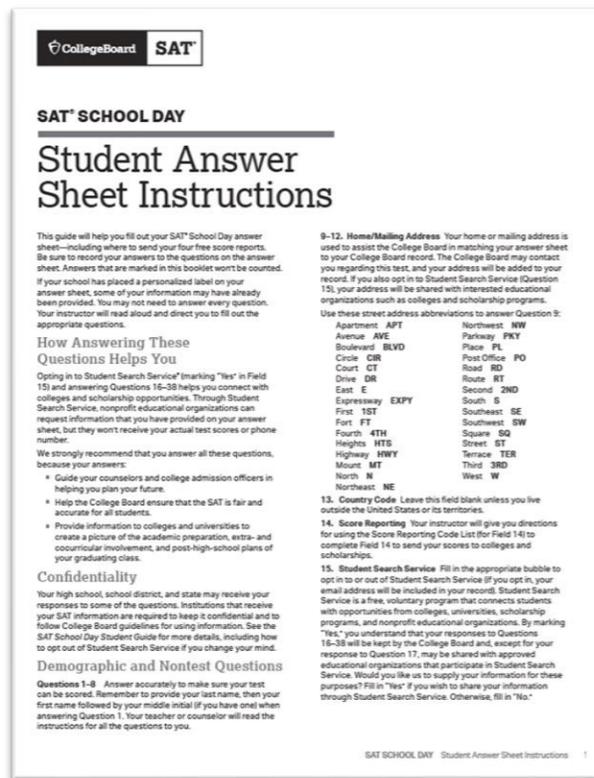
- We recommend bubbling in all required fields; however, at a minimum, students **must** bubble these fields for data verification purposes:
 - Name
 - Student ID Number (UIC)
 - Date of Birth
- The manuals indicate to adjust the scripts, as necessary, if you choose to only have your students bubble in those 3 fields.

What do students use as their Student ID number?

- All students will bubble in their UIC as their Student ID on the answer sheet.
 - Students can find their UIC in the upper-left corner of their pre-ID label.
- Any student that does not have a label (as well as homeschooled students) **MUST** be pre-IDed in the Secure Site and a label printed locally to be placed on the answer sheet.

How long should I plan the preadministration session to last?

- Plan for approximately 45-60 minutes for SAT and 35-45 minutes for PSAT 10 if students are completing the questionnaire.
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- Preadministration session covers:



- Part 1: Personal Information
 - All students will bubble information including their name, date of birth, and UIC.
- Part 2: Score Sends (SAT only)
 - Students will use the student answer sheet instructions to locate the appropriate codes for any colleges or scholarship programs.
- Part 3: Optional Questionnaire (SAT and PSAT 10 only)
 - Students will use the answer sheet instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

Frequently Asked Questions: General Information

What is my school code?

- The school code is a 6-digit number that connects your student's scores to your school.
- It is also known as your **AI** (attending institution) **code**.
- It is different than any state building code that is assigned to you by the Michigan Department of Education.
- You can look up your school (AI) code in the Test Center Participation Page of the OEAA Secure Site.
 - Go to www.michigan.gov/securesitetraining if you need assistance accessing this page.

Can students have snacks?

- Students are encouraged to bring food or drink to consume during designated times.
 - Snacks can be stored under a student's desk or placed in a designated area away from the testing materials.
- The testing room should have a designated area in which students can eat to ensure test materials are not ruined.
- Students may not eat or drink during the test (unless the student has an approved accommodation to do so).

What are optional codes and testing room codes?

Optional Code – PSAT Only

- Schools that wish to have their students' paper score reports sorted for easier distribution may select optional codes.
- Assign two-digit codes to particular counselors, or however you want reports to be delivered. The optional codes are then provided to students to be gridded on their answer sheets.
- If codes are **not used**, the paper score reports will be returned alphabetically by student last name.
 - **Note:** Paper score reports will likely be delivered in June.
 - Copies of paper score reports will be sent **ONLY** for PSAT assessments (in the chance a student is not 13 years of age and does not have a College Board account in order to access scores).

Testing Room Code – SAT and PSAT

- Also optional, highly recommended
- Three-digit code designed to help reduce score holds
- If there is an irregularity, the holds will only be applied to the room(s) with the irregularity rather than all students

For both the optional code and testing room code, these are codes assigned by the school. Provide the codes to the appropriate proctors on test day, if you choose to use these codes.

Are students allowed to have cell phones in the testing room?

BEST PRACTICE: Do not have students bring cell phones into the testing room.

- If allowed under school policy, tell students to turn off their electronic devices and have proctors collect them prior to testing.
 - NOTE: If using staggered start times, you must collect cell phones.
- If collection is prohibited, proctors must instruct students to store their **powered-down** devices in a bag or backpack placed to the side of the room away from the testing area.
- Once the instructions are read:
 - If a student's phone makes noises while in the proctor's possession or stored away in the bag or backpack placed away from testing:
 - Proctor should turn off the phone to prevent additional disturbances during testing and issue a warning to the student who owns the phone that additional disturbances will result in dismissal. No Irregularity Report needs to be filed.
 - Refer to the Irregularity Chart if a student is observed with an electronic device.
- Students approved to have a cell phone in the room to test blood sugar, must keep their phone on the proctor's desk and can only be viewed under direct supervision. More information is available in the manuals about students approved for cell phone usage.

The manual says that timers are prohibited. Is this the same thing as a watch?

- No. Timers refer to items such as a stopwatch or a digital timer that count up or down for a specific amount of time. These are prohibited.



- Students are allowed to wear simple, nondigital watches.

How do I test homeschoolers?

- Homeschoolers should contact you prior to test day to make arrangements.
 - Let them know of where and when to arrive, what to bring and what not to bring on test day.
- Homeschoolers still must be pre-IDed in the OEAA Secure Site and a label printed locally, if not pre-IDed by the February 17 deadline.
- For Field 2 (Testing Location) on the answer sheet:
 - Homeschoolers should bubble in the selection, “No, I am homeschooled.”
- For Field 4 (School Code) on the answer sheet:
 - Homeschoolers should bubble in 970000 for SAT.
 - Homeschoolers should leave field 4 blank for PSAT 10 and PSAT 8/9.

Thank You!

Resources

- MDE Websites
 - www.michigan.gov/mme for MME and SAT with Essay information
 - www.michigan.gov/psat for PSAT 10 and PSAT 8/9 information
- Michigan Educator Hotline
 - (866) 870-3127 or email michiganadministratorsupport@collegeboard.org
- Contact the Michigan Field Team
 - Kari Anama kanama@collegeboard.org
 - Ted Gardella tgardella@collegeboard.org
- Weekly Spotlight on Student Assessment and Accountability Online Newsletter