

**Answers to Questions Submitted During the Michigan Implementation Webinar for Spring 2021
Testing on November 10**

COVID-Related Questions and Spring Flexibility Options

There were a number of questions regarding issues such as students that are attending school virtually, schools utilizing a hybrid model, impacts to accountability, parental concerns about students attending school, and social distancing. The Michigan Department of Education is working with College Board to provide some additional flexibility on Spring 2021 policies and procedures and we will communicate these in the Spotlight on Student Assessment and Accountability online newsletter. We hope to communicate further updates by the end of 2020.

While additional flexibility options will be provided, there will be no option to administer the SAT, PSAT 10 or PSAT 8/9 remotely to students either on paper or by computer.

Off-site testing is allowable if sites are chosen and submitted to College Board by the school for approval. This is primarily for virtual schools or for the school to use additional locations other than their school building to test. Submissions can be sent to www.sat.org/offsiterequest by December 18, 2020. Refer to the [October 22 edition of Spotlight](#) for more information on off-site testing.

Accountability and Student Eligibility Questions

Q: Is every test required to be taken in the Spring 2021? If not, which ones are not required?

A: As of 11/16/20, plans to administer all assessments in Spring 2021 are continuing. Any changes allowed by the Michigan legislature or U.S. Department of Education will be communicated through the Spotlight of Student Assessment and Accountability online newsletter.

Q: For the spring administration, is there a participation expectation of 95%?

A: Yes, as of 11/16/20, this is the expectation. If there are any legislative changes, those changes will be communicated to educators in the state.

Q: Are last year's 11th graders who did not test, required to complete MME - specifically SAT and WorkKeys - as 12th graders this spring?

A: Students who were enrolled as 11th graders in Spring 2020 are not required to take the MME. 12th graders who did not participate in one of the Fall 2020 SAT administrations may choose to participate in the entire MME in Spring 2021. You may review the [Who Can/Must Take the MME](#) (https://www.michigan.gov/documents/mde/MME_Eligibility_544301_7.pdf) document posted on www.michigan.gov/mme for additional information.

Q: What determines what seniors are eligible?

A: Review the [Who Must/Can Take the MME](#) (https://www.michigan.gov/documents/mde/MME_Eligibility_544301_7.pdf) document posted on www.michigan.gov/mme for additional information. For additional eligibility questions, contact MDE-OEAA@michigan.gov.

Q: Will we still be required to allow 12th graders who haven't taken the SAT the opportunity to take it on the MME SAT with Essay test date - even though they have already had 3 chances to take it?

A: 12th graders who have not taken the SAT on a school testing day may be offered the opportunity to take the entire MME this spring.

Spring Test Dates and Test Book Questions

Q: Will the PSAT 8/9 test books have different symbols on them since I assume 8th and 9th graders can't test in the same room?

A: Yes, the PSAT 8/9 test books for Grade 8 will have different symbols than the test books for Grade 9. Students in 8th and 9th grade cannot test together. Grade 8 test books will have a circle on the cover while Grade 9 test books will have a star on the cover.

Q: Will students tested during the primary testing window all use the same test booklet?

A: Yes, for PSAT 10 and PSAT 8/9, the same test books will be used throughout the primary testing window.

Q: Will PSAT 8/9 and PSAT 10 book be returned this year?

A: Yes, all PSAT 8/9, PSAT 10, and SAT test books must be returned this spring.

Q: If 8th and 9th grade test on the same day, can they test in the same testing room?

A: No, they cannot test together.

Q: 8th grade needs new makeup books this year, with the primary make up window the 13th-16th. How long does it take to get the new makeup books?

A: Makeup shipments will arrive in time for the makeup window on April 27-28. Exact dates of all test shipments are still being determined.

Q: For PSAT 8 using survey for makeup test material will we receive materials on time?

A: If the survey is submitted by the deadline, there is every expectation that materials will be received on time.

Q: If an 8th grade student is absent on the primary test date and is instead tested during the primary testing window from April 13-16, do they still need a different test booklet? Or is the different test booklet only for students who do not test on the primary test date/during the primary test window and instead test during the makeup window from April 27-28?

A: 8th grade student who is absent on the primary test date of April 13 will use the same test book if testing in the primary testing window of April 13-16. Different test books are only required for students that need to test in the makeup window of April 27-28 and will be requested through the makeup survey.

Q: So 8th grade must test on April 13th and if they are absent, they will have to test on April 27th or 28th. Is that correct?

A: No, if 8th grade student is absent on April 13th, they can use the other dates in the primary testing window of April 13-16 to test. If absent during the entire primary testing window, students will test in the makeup of April 27-28.

Establishment, Educational Entity Master (EEM) and Pre-ID Questions

Q: As a public charter, do we need to pre-id our students by February 17? Or do we fall under the no need to pre-id category?

A: MDE will automatically pre-identify students enrolled in public schools, including charters, based off the CEPI fall collection if established as a test center by the end of December. All schools must verify the students pre-identified for testing by 5:00pm on February 17 to add newly enrolled students and remove existed students.

Q: Will we be getting updates/reminders to ensure we pre-ID the students, or do we just use this presentation to populate our personal calendars?

A: College Board will send an email reminder to test coordinators prior to the pre-ID deadline and will provide updates/reminders in Spotlight. We would highly recommend marking this activity on your calendar and referring to the List of Important Dates posted at www.michigan.gov/mme and www.michigan.gov/psat.

Q: Will we receive labels for PSAT 8/9?

A: Yes, pre-ID labels will be sent for any students who were pre-IDed by February 17, 2021.

Q: How can we confirm our establishment for spring assessments?

A: View the Test Center Participation Page in the OEAA Secure Site. If establishment information is not accurate by December 18, 2020, contact the Michigan Educator Hotline.

Q: What is the URL to check the participation page in MDE?

A: Users with access the OEAA Secure Site can login at: <https://baa.state.mi.us/BAASecure/Login.aspx>. For questions about using the OEAA Secure Site, visit www.michigan.gov/securesitetraining.

Q: What was the title of the intent to participate email that was sent?

A: For nonpublic schools, the title was "Intent to Participate Requested". For public schools that did not meet autoestablishment rules, the title was "Intent to Participate Required".

Q: Would public schools have to respond to participate by November 20? I did not receive an email.

A: If test coordinators didn't receive an email, it is likely your school met autoestablishment rules and therefore you do not need to indicate your intent to participate. View the Test Center Participation Page in the OEAA Secure Site to verify your school is established for the correct assessments. If establishment information is not accurate by December 18, 2020, contact the Michigan Educator Hotline. Also verify in the Educational Entity Master (EEM) that the email address for the test coordinator is accurate.

Q: If we meet the needs for automatic participation, and did NOT receive an email, and OEAA indicates we are not established, what do we do?

A: Monitor the Test Center Participation Page in the OEAA Secure Site as establishment activities are ongoing. If your participation information is not accurate by December 18, 2020, contact the Michigan Educator Hotline. Also verify in the Educational Entity Master (EEM) that the email address for the test coordinator is accurate.

Q: Is each school admin given EEM access?

A: EEM is a public site and can be accessed here: <https://cepi.state.mi.us/eem/>. However, only one person in your district is the district authorized user that can update information in EEM. View the *District and School Contact Page*, under the *Assessment Registration* tab, of the OEAA Secure Site to retrieve the name and contact information of your district authorized user.

Preadministration Session, Student Search Service, Parental Consent Questions

Q: Will all tests' optional questions be done online in Spring 2021?

A: For the PSAT 10 and SAT with Essay, the optional questions can be completed online. If a school chooses this method parents and guardians must be notified.

Q: For the questionnaire, parents can opt in online, but students have to complete a paper/pencil form? Or is there an option to complete the questionnaire online as well?

A: Students taking the PSAT 10 and SAT with Essay can now opt-into Student Search Service and complete the optional questionnaire online. 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](https://www.michigan.gov/documents/mde/01765-095-Updating-Opt-In-Flyers-Parent_702811_7.pdf) (https://www.michigan.gov/documents/mde/01765-095-Updating-Opt-In-Flyers-Parent_702811_7.pdf), is available for distribution to parents at www.michigan.gov/mme and www.michigan.gov/psat web pages under Parent/Student Information. Students who complete the optional questionnaire and opt into Student Search Service online must still bubble in all required information for scoring (Name, Date of Birth, UIC as Student ID Number) and identify their four free score sends (SAT with Essay only) prior to starting the test. If schools are encouraging students to opt-into Student Search Service and complete the optional questionnaire at school, parental consent is required.

Q: Will students be able to opt-in to the optional questionnaire online like they did in the fall or do we have to collect forms?

A: Students will be able to complete the questionnaire online. 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](https://www.michigan.gov/documents/mde/01765-095-Updating-Opt-In-Flyers-Parent_702811_7.pdf) (https://www.michigan.gov/documents/mde/01765-095-Updating-Opt-In-Flyers-Parent_702811_7.pdf), is available for distribution to parents at www.michigan.gov/mme and www.michigan.gov/psat web pages under Parent/Student Information.

Q: Should students opt-in to the Student Search Service every year or only necessary once?

A: Students only need to opt-in once. They can opt-out at any time through their College Board account.

Q: I was a little confused in the fall testing of what exactly fell under the part where parents need to consent in the student search for PSAT 10 and SAT. Can you clarify what falls under that portion?

A: Students are required to provide name, date of birth, and UIC as student ID number on their answer sheet for scoring purposes. Students must have parental consent to opt-into Student Search Service and to complete the optional questionnaire at school. If schools encourage students to complete the optional survey online at home then parents must be notified. Students taking the SAT with Essay can identify where they want their four free score reports to be sent without needing parental consent.

Accommodation and Supports Questions

Q: If ELL students do not use extended time as a support in class can they still receive this support?

A: It is not recommended to use EL supports if students are not typically using supports in the classroom. Criteria for determining who may benefit from EL supports can be found in the [Supports & Accommodations Guidance Document](https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf) (https://www.michigan.gov/documents/mde/Michigan_Accommodations_Manual.final_480016_7.pdf) posted at www.Michigan.gov/mme and www.Michigan.gov/psat.

Q: My school is currently remote. If we get a new student and the student is not in person due to being remote so they can't help get a SSD# transferred over and the previous school is not responding to requests, do I have to start the whole process over?

A: It will likely be easier to submit a new request for the student rather than trying to transfer the student as most requests do not require documentation to be submitted.

Q: Can I use the old SSD password I used for another district?

A: Your username and password will still be accurate; however, you will need to submit a new SSD Coordinator Form to obtain access for your new school.

Q: Should we use EL support through College Board or through MDE for PSAT 8?

A: If your students need to use the time and one-half (50%) support, it must be requested in SSD Online starting the week of January 11, 2021. The use of translated test directions or the use of an approved word-to-word bilingual dictionary does not require advance approval by College Board.

Q: If my SSD coordinator and my EL person are two different people, should the EL person be registered as a backup SSD coordinator? How do they get access to add EL required supports in the system?

A: You could identify the EL person as a backup SSD coordinator, however, we do not require a backup SSD coordinator to be specifically identified anywhere. This backup will need to request access to the SSD Online system, by submitting the [SSD Coordinator Form](https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf) (<https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf>). Since this person will have access to disability information as well as EL information, consider your district policy regarding student privacy when accessing information for students with disabilities before requesting access.

Q: Can students who have an intervention plan also have access to testing accommodations?

A: College Board allows for other formal plans if:

- The plan was developed using tests or evaluations that 1) are appropriate for the student's diagnosis and needs, 2) were administered by those who meet state and/or professional guidelines for administering the evaluations and for diagnosing the disability in question, and 3) demonstrate the student's disability and need for accommodations.
- The plan was created by a group of people who know the student, the meaning of the evaluation results, and the available accommodations. This group may include an SSD coordinator.

Q: If a student who has approved accommodations does not want to use the accommodations and wants to test with general education students, do we need to do anything special?

A: Obtain a letter signed by the parent that the student does not want to test with the accommodations. Keep the letter on file at the school, it does not need to be returned to College Board. Test the student with the standard test-takers.

Miscellaneous Questions

Q: Will staff need to take the trainings again for the Spring test if they completed the training for the Fall testing window?

A: Yes, because processes and procedures are different for state accountability testing in the spring, MDE requires staff be trained for each state-provided administration.

Q: Do you know when we will be able to register for the January webinar?

A: You can register now at: <https://tinyurl.com/2021Preparation-MI>. The link will be posted in Spotlight in early December.

Q: I am the testing coordinator in a K-8 building. My daughter is a 9th grader at another school. Can I still be the test coordinator since the PSAT 8 booklet is different than the PSAT 9 booklet.

A: Yes.

Q: Many teachers tutor for SAT outside of school. Can those staff proctor the tests?

A: The Coordinator Manuals go into further details about testing staff requirements and specifically indicates that you should avoid recruiting testing staff that are involved with paid SAT coaching or SAT test preparation. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled coursework, is acceptable.) It is recommended that these staff proctor the PSAT 10 or PSAT 8/9 instead.

Q: I thought the PSAT 8/9 was now given online?

A: That was available for Fall 2020 testing only. For a full list of differences between Fall 2020 and Spring 2021 testing, visit the [Differences Between Michigan Fall 2020 and Spring 2021 Testing](https://www.michigan.gov/documents/mde/Michigan_Fall_vs_Spring_ADA_691944_7.pdf) document (https://www.michigan.gov/documents/mde/Michigan_Fall_vs_Spring_ADA_691944_7.pdf) posted at www.michigan.gov/mme and www.michigan.gov/psat.

Q: I was told that PSAT 8/9 could be administered digitally. I have ordered my Spring 2021 assessments digital. Do I need to change that?

A: Yes, you will need to change that. Spring tests are not ordered through the College Board test ordering site. Please cancel these orders as soon as possible. Digital assessments were only available for Fall 2020 testing.