


SAT[®], PSAT[™] 10, PSAT[™] 8/9, ACT WorkKeys Contingency Dates and Flexibility Options, Spring 2021



The Michigan Department of Education (MDE) and the College Board announce the following contingency test dates, extended testing windows, and test flexibilities for Spring 2021 SAT with Essay, PSAT 10, and PSAT 8/9 school day testing. Because the health and safety of educators and students is the first concern, these changes are provided to accommodate schools in the administration of required spring assessments.

1. Additional test dates for SAT with Essay

- Schools are expected to administer the SAT with Essay to all students on April 13, 2021, with makeup testing on April 27, 2021.
- An additional contingency makeup date of May 18, 2021 has been added for students not able to test on April 13 or April 27 due to a COVID-19 related event. (Test Coordinators will receive an email the week of April 26, 2021, to request materials for the May 18, 2021, Contingency Test Day for impacted students.)
- The Contingency Accommodated Testing Window is for students not able to test during the Accommodated Testing Window or the Makeup Accommodated Testing Window due to a COVID-19 related event.

| SAT with Essay | Dates/Windows |
|-------------------------------------------------|-------------------|
| Primary Test Date | April 13, 2021 |
| Accommodated Testing Window | April 13-26, 2021 |
| Makeup Test Date | April 27, 2021 |
| Makeup Accommodated Testing Window (Added) | April 27-29, 2021 |
| Contingency Makeup Test Date (Added) | May 18, 2021 |
| Contingency Accommodated Testing Window (Added) | May 18-20, 2021 |

- Update: Due to the increase of schools not administering the SAT with Essay on April 13, 2021, College Board will automatically send makeup materials for schools to use on the April 27, 2021, SAT with Essay Makeup Test Day. See the April 12, 2021, [Special Edition of the OEAA Spotlight](https://www.michigan.gov/documents/mde/Spotlight_4-12-21_SpecEd_722004_7.pdf) on Student Assessment and Accountability Special Edition (https://www.michigan.gov/documents/mde/Spotlight_4-12-21_SpecEd_722004_7.pdf) for important details.

2. Additional test dates for PSAT 10 and PSAT 8/9 for Grade 9

- Schools are expected to select a primary test day to administer the PSAT 10 and PSAT 8/9 for Grade 9 within the primary testing window, April 13-16, 2021.
- Any student approved for an accommodation or any English learner using extended time may be flexibly scheduled to test any time during the expanded accommodated testing window of April 13-May 7.
- Students absent during the primary testing window or those who experience an irregularity and require a makeup test will test in the extended makeup testing window of April 27-May 7.

| PSAT 10 and PSAT 8/9 for Grade 9 | Dates/Windows |
|----------------------------------------|----------------------|
| Primary Testing Window | April 13-16, 2021 |
| Accommodated Testing Window (Extended) | April 13-May 7, 2021 |
| Makeup Testing Window (Extended) | April 27-May 7, 2021 |

- Update: College Board and MDE have agreed to allow additional flexibility for schools to administer the PSAT 8/9 and PSAT 10. Schools may hold on to testing materials to use throughout the April 27-May 7, 2021 testing window, and makeup materials would not need to be ordered. See the April 12, 2021, [Special Edition of the OEAA Spotlight](https://www.michigan.gov/documents/mde/Spotlight_4-12-21_SpecEd_722004_7.pdf) on Student Assessment and Accountability Special Edition (https://www.michigan.gov/documents/mde/Spotlight_4-12-21_SpecEd_722004_7.pdf) for important details.

3. Additional test dates for PSAT 8/9 for Grade 8

- Schools are expected to administer the PSAT 8/9 for Grade 8 on April 13, 2021.
- Students absent on April 13 may flexibly be scheduled to test in the remaining days of the primary testing window April 14-16.
- Any student approved for an accommodation or any English learner using extended time may be flexibly scheduled any time during the extended accommodated testing window of April 13-May 7.
- Students absent during the primary testing window, or those who experience an irregularity and require a makeup test, will test in the extended makeup testing window of April 27-May 7.

| PSAT 8/9 for Grade 8 | Dates/Windows |
|----------------------------------------|----------------------|
| Primary Testing Date | April 13, 2021 |
| Primary Testing Window | April 13-16, 2021 |
| Accommodated Testing Window (Extended) | April 13-May 7, 2021 |
| Makeup Testing Window (Extended) | April 27-May 7, 2021 |

- Update: College Board and MDE have agreed to allow additional flexibility for schools to administer the PSAT 8/9 and PSAT 10. Schools may hold on to testing materials to use throughout the April 27-May 7, 2021, testing window, and makeup materials would not need to be ordered. See the April 12, 2021, [Special Edition of the OEAA Spotlight](https://www.michigan.gov/documents/mde/Spotlight_4-12-21_SpecEd_722004_7.pdf) on Student Assessment and Accountability Special Edition (https://www.michigan.gov/documents/mde/Spotlight_4-12-21_SpecEd_722004_7.pdf) for important details.

4. College Board Suite of Assessments Flexibility Options

- Schools can provide flexible starting times without having to obtain College Board approval to do so. In order to maintain test security, all groups must begin testing before the first group finishes. 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. Testing must start early enough to finish before school ends for the day.
- Local health and safety guidelines might require that only a limited number of students can access the restroom or hallways at any time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure students can access the restroom or hallway in an orderly fashion. Hall monitors are to help ensure that students do not share any test content if they leave the room and that students reenter their assigned testing rooms in a safe way. If extended breaks are used, they must be provided to all students.
- Personal Protection Equipment (PPE) includes the use of items such as 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 that prohibited materials have not been hidden within it. It is important that local policies are followed on the handling and disposal of PPE.
- Follow local guidance on the spacing of your students. College Board requires a minimum of three feet from center-of-desk to center-of-desk; however, if local guidance indicates that students must be six feet apart, schools should seat students six feet apart during testing.
- Off-site testing is allowed if more space is needed to administer the test. Requests to test at an off-site location are required for Spring 2021 testing. See the [October 22 edition](#) of the Spotlight newsletter for more information on submitting an off-site request. Although the deadline to submit a plan was December 18, 2020, College Board will accept late plans, as necessary, for schools that need to reconfigure their testing environment.

5. College Board Suite of Assessments Notes

- Regarding the Coordinator Supplement posted by College Board (similar to the one provided in the fall): Do not reference this document for Spring 2021 testing. Many topics in the posted Supplement do not pertain to policies and procedures Michigan schools will use during Spring 2021 School Day testing.
- Do not order any test books for Spring 2021 Michigan-provided testing in the College Board test ordering site.

6. Additional test dates for ACT WorkKeys

- Schools are expected to administer the ACT WorkKeys to students on April 14, 2021, with makeup testing on April 28, 2021.
- An additional contingency makeup date of May 5, 2021 has been added for students not able to test on April 14 or 28 due to a COVID-19 related event.
- The Contingency Accommodated Testing Window is reserved for students who are not able to complete testing due to a COVID-19 related event during the Initial or Makeup Accommodated Testing windows.

| ACT WorkKeys | Dates/Windows |
|-----------------------------------------|----------------------|
| Initial Test Day | April 14, 2021 |
| Accommodated Initial Testing Window | April 14-27, 2021 |
| Makeup Test Day | April 28, 2021 |
| Accommodated Makeup Testing Window | April 28-May 4, 2021 |
| Contingency Makeup Test Day | May 5, 2021 |
| Contingency Accommodated Testing Window | May 5-May 11, 2021 |

- Update: In light of Governor Whitmer’s request for a two-week pause of in-person learning for high school students starting the week of April 12, 2021, ACT is providing additional flexibility for handling of secure test materials delivered to schools in anticipation of the April 14, 2021, test administration of the ACT WorkKeys assessments. It is imperative that schools follow updated instructions detailed in emails sent by ACT and MDE on April 14, 2021, and in the April 15, 2021, [OEAA Spotlight](#) on Student Assessment and Accountability online newsletter.
- Update: For information on ordering test materials for the April 28, 2021, Makeup Test Day (Test Window 2) and the May 5, 2021, Contingency Makeup Test Day (Test Window 3), see the April 15, 2021, [OEAA Spotlight](#) on Student Assessment and Accountability online newsletter.

7. ACT WorkKeys Flexibility Options for the 2021 year only

- Schools may extend the break following test 2 up to a total break of 30 minutes to allow for smaller groups of students to use the restrooms safely.
- The ACT WorkKeys may be administered in the morning or afternoon.
 - limit the break between the two different assessments as much as possible to ensure test security
 - students must complete the entire assessment on the same day they start the assessment

