PSAT

PSAT 8/9: October 12 - 28, 2022

PSAT/NMSQT: October 12, 2022
Usage

• PSAT 8/9 not allowed for any concordance
• PSAT/NMSQT can be used to meet Algebra 1 concordance for graduation
  • PSAT/NMSQT Math – 430
• State contact pays for PSAT/NMSQT for Grade 10
• Florida Partnership pays for PSAT/NMSQT for Grade 10 and PSAT 8/9 for Grade 9
Preparation – Ordering

• Test is given for enrolled grade level – student may retake same grade level if retained (i.e. retained 9th will retake PSAT 8/9)

• Schools should order based on enrollment counts (may order a + %, but remember College Board charges a non use fee)
Materials Reminder

• Test books will not have a test date on the cover.
  • Tests for the Primary test date, October 12, will be labelled as "Primary"
  • Tests for the Alternate test date, October 26, will be labelled as "Alternate"

• Starting fall 2021: Schools administering PSAT-related assessments will no longer receive shipments of paper score reports.
  • Educators can still view and print student score reports from the Roster Report in the K–12 Score Reporting portal.
# Timing

- **PSAT 8/9**

<table>
<thead>
<tr>
<th>Script 1</th>
<th>Reading</th>
<th>Writing and Language</th>
<th>Math - No Calculator</th>
<th>Math - Calculator</th>
<th>Total Time (including breaks)</th>
<th>Total Time (without breaks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Time</td>
<td>55 minutes</td>
<td>30 minutes</td>
<td>20 minutes</td>
<td>40 minutes</td>
<td>2 hours, 35 minutes</td>
<td>2 hours, 25 minutes</td>
</tr>
<tr>
<td>5-min. break</td>
<td>5-min. break</td>
<td>5-min. break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **PSAT/NMSQT**

<table>
<thead>
<tr>
<th>Script 1</th>
<th>Reading Test</th>
<th>Writing and Language Test</th>
<th>Math Test - No Calculator</th>
<th>Math Test - Calculator</th>
<th>Total Time (including breaks)</th>
<th>Total Time (without breaks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Time</td>
<td>60 minutes</td>
<td>35 minutes</td>
<td>25 minutes</td>
<td>45 minutes</td>
<td>2 hours, 55 minutes</td>
<td>2 hours, 45 minutes</td>
</tr>
<tr>
<td>5-min. break</td>
<td>5-min. break</td>
<td>5-min. break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Preparation – Materials

• Order grade level materials (PSAT 8/9, PSAT/NMSQT)
  • https://professionals.collegeboard.org/test-ordering-services
  • Must have access to ordering system – must request at school level
• Receive and **inventory** materials
• Keep your boxes for returning materials
• Distribute Student Guides
• Securely store the materials (see manual)
• Train test administrators
## Preparation - Supervisors/Proctors

<table>
<thead>
<tr>
<th>Examinees</th>
<th>Minimum Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-34</td>
<td>Room Supervisor</td>
</tr>
<tr>
<td>35-50</td>
<td>Room Supervisor + 1 Proctor</td>
</tr>
<tr>
<td>51-100</td>
<td>Room Supervisor + 2 Proctors</td>
</tr>
</tbody>
</table>
Preparation – Staff Training

- Review the following:
  - Procedures – pretest/test day/irregularities
  - Forms
  - Timing (different for PSAT 8/9)
  - Test security
  - Seating policy
  - Manuals
- At least 1 week prior to test day

Pages 16, Coordinator Manual
Preparation –
Test Room Setup

- Students should all face the same way
- Desks should be at least 3 feet apart (measured from center)
  - Other non-allowed seating arrangements
- Students should sit in assigned seats
- Visual aids should be covered or removed
- Start/Stop times should be displayed at the front of the room
Preparation –
Seating Policy

• Develop a plan ahead of time for type and spacing

• Assign seats at random – seating should not be arranged in any predictable order

• Students should not select their own seats

• Seating chart is supplied on back cover of manual –

• You may also create your own seating chart as long as the required items are listed
Required Items:
- Proctor Name
- School Name
- Testing Room Code (you develop)
- School Code
- Type of seating chart
Preparation – Test Materials

• Testing Manual (includes seating chart)
• Test Room Cover Sheet:
  • Type of test administered (standard/accommodated)
  • Name of Proctor/Monitors
  • Test Room Code (unique 3 digit code for each room)
  • School Code (6 digit AI Code on your shipping notice)
  • School Address
  • Student roster
• Organize answer documents and test booklets by room
• Store securely until test day – cannot have student assistance

Pages 23-24 Coordinator Manual
# Accommodated Tests

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Materials Provided for Each Approved Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and one-half</td>
<td>Regular-print test book</td>
</tr>
<tr>
<td>Double time</td>
<td>Standard answer sheet</td>
</tr>
<tr>
<td>Auditory amplification/FM system</td>
<td>Standard answer sheet instructions</td>
</tr>
<tr>
<td>Breaks as needed</td>
<td></td>
</tr>
<tr>
<td>Extra or extended breaks</td>
<td></td>
</tr>
<tr>
<td>4-function calculator on Math Test – No Calculator portion</td>
<td></td>
</tr>
<tr>
<td>Home/hospital testing</td>
<td></td>
</tr>
<tr>
<td>Late start time</td>
<td></td>
</tr>
<tr>
<td>Limited testing time</td>
<td></td>
</tr>
<tr>
<td>One-to-one testing</td>
<td></td>
</tr>
<tr>
<td>Permission for food/drink/medication</td>
<td></td>
</tr>
<tr>
<td>Permission to test blood sugar</td>
<td></td>
</tr>
<tr>
<td>Preferential seating</td>
<td></td>
</tr>
<tr>
<td>Record answers in test book</td>
<td></td>
</tr>
<tr>
<td>Sign language interpreter</td>
<td></td>
</tr>
<tr>
<td>Small-group setting</td>
<td></td>
</tr>
<tr>
<td>Use of colored overlay</td>
<td></td>
</tr>
<tr>
<td>Wheelchair accessibility</td>
<td></td>
</tr>
<tr>
<td>Writer/scribe</td>
<td></td>
</tr>
<tr>
<td>Printed copy of verbal instructions</td>
<td></td>
</tr>
<tr>
<td>(Download instructions from SSD Online)</td>
<td></td>
</tr>
</tbody>
</table>
Preparation – Pre-ID labels

- Pre-ID labels will come for grades 9-11 who were enrolled at the time of the upload
- New enrollees or transfers will not have a Pre-ID label
Preparation – *Pretest Sessions*

- Takes approximately 45 minutes
- **Required** and may be given as part of test session
- Directions and script included in the manual (pg 52)
- Immediately collect and return to storage if given before test day

Administer in the way that works for your campus

i.e. – Grade level homeroom/Grade specific course, etc
Pretest Session

- *Student Answer Sheet Instructions*, a copy for each student
- Answer sheets
- Large-print (large-block) answer sheets (if applicable)
- A list of students with the type of answer sheet needed (standard or large print)
- Student ID numbers (if your school is using them) for the students participating in the session who do not have a pre-ID label affixed to their answer sheet
- A list of school names, addresses, and 6-digit school (AI) codes for students from other schools (if any)
During Testing

- Test Administrators must follow the script in the manual
- Tests must be administered in order and in a single day
- Time limits must be followed
- Electronic devices are prohibited – even during breaks
- Calculators are only allowed during a portion of the math test
  - Pg 114 lists acceptable calculators
During Testing – Irregularities

- Irregularity Chart shows what you should do and how to fill out the IR
After Testing

- Complete Coordinator Report Form (CRF) (pg 124-125)
- Collect and pack materials after testing (pg. 44-48)
  - Include irregularity reports (if any)
- Destroy unused answer sheets
- Chart of what to RETURN, KEEP, DESTROY (pgs 47-48)
- Securely store the following at your school:
  - Copies of seating charts, irregularity reports, admin records
  - Used and unused test books
- Complete remittance online – make sure you know exact number of students tester per grade
After Testing

- Ship materials back to College Board
- Email Heather Rykard when you have shipped your materials
Questions

• Contact Evaluation Services

• Heather Rykard (Administration, Accommodations)
  • 850-469-5387
  • hrykard@ecsdfl.us

• Scott Dodson (Pre-ID, Score Reporting)
  • 850-469-5389
  • sdodson@ecsdfl.us