

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](#).

Manuals

CollegeBoard **PSAT 8/9**

2022-23

PSAT™ 8/9

Coordinator Manual

Look inside for:

-  SECURITY REQUIREMENTS
-  TESTING ROOM PROCEDURES
-  STANDARD AND ACCOMMODATED TEST SCRIPTS
-  INSTRUCTIONS FOR RETURNING MATERIALS

Test Dates

SEPT
THRU
MAR

APR

PSAT/NMSQT™ CollegeBoard NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST

Fall 2022

PSAT/NMSQT®

Preliminary SAT/National Merit Scholarship Qualifying Test

Coordinator Manual

Look inside for:

-  SECURITY REQUIREMENTS
-  TESTING ROOM PROCEDURES
-  STANDARD AND ACCOMMODATED TEST SCRIPTS
-  INSTRUCTIONS FOR RETURNING MATERIALS

Test Dates

OCT 12 OCT 15 OCT 25
Wed. PRIMARY Sat. Tues. ALTERNATE

Confirm test dates at sat.org/suite-info.

Timing

- PSAT 8/9

	Section 1	Section 2	Section 3	Section 4	Total Time (including breaks)	Total Time (without breaks)
	Reading	Writing and Language	Math - No Calculator	Math - Calculator		
Script 1 Standard Time	55 minutes	30 minutes	20 minutes	40 minutes	2 hours, 35 minutes	2 hours, 25 minutes
	5-min. break		5-min. break			

- PSAT/NMSQT

	Section 1	Section 2	Section 3	Section 4	Total Time (including breaks)	Total Time (without breaks)
	Reading Test	Writing and Language Test	Math Test - No Calculator	Math Test - Calculator		
Script 1 Standard Time	60 minutes	35 minutes	25 minutes	45 minutes	2 hours, 55 minutes	2 hours, 45 minutes
	5-min. break		5-min. break			

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

Examinees	Minimum Staff
1-34	Room Supervisor
35-50	Room Supervisor + 1 Proctor
51-100	Room Supervisor + 2 Proctors



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

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

Seating Chart

PSAT/NMSQT Seating Chart

Proctor Name _____

School Name _____

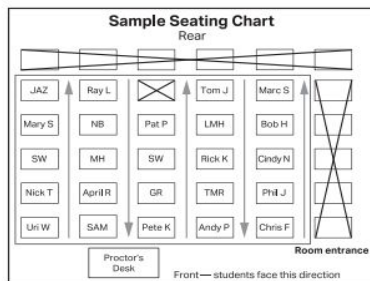
Testing Room Code _____ School Code _____

Type of seating chart: Single chart _____ OR

Section _____ of _____ sections in large testing room.

Use the diagram below to indicate how test books were distributed in your testing room. Monitors assisting the proctor may complete the seating chart(s).

1. For large rooms, use a separate form for each area of the room and indicate where areas border each other.
2. Indicate the position of the proctor's desk or table if it's not at the front of the room.
3. Indicate the location of the entrance doors.
4. Draw a boundary line around the occupied seats in the room or your assigned area.
5. Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
6. For each occupied seat, write the name or initials of the student assigned to that seat. **Saturday or Study testing only:** For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, the student's name. (The sample to the right depicts what the chart should look like for October 14 or 28 testing (for schools not in the Study).)
7. For each row, draw directional arrows to indicate how the books were distributed.
8. If any student is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat the student was moved to and complete an Irregularity Report explaining the reason for the change.



Print the name and title of the person completing this seating chart below:

Name: _____

Title: _____

Date: _____

PSAT/NMSQT Coordinator

- On the first seating chart, record your answer sheet tracking information in the space provided.
- Keep all seating charts for at least 6 months.

Answer Sheet Tracking Numbers

Rear

Proctor's Desk Front — students face this direction

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

Accommodated Tests

Accommodation

- Time and one-half
- Double time
- Auditory amplification/FM system
- Breaks as needed
- Extra or extended breaks
- 4-function calculator on Math Test – No Calculator portion
- Home/hospital testing
- Late start time
- Limited testing time
- One-to-one testing
- Permission for food/drink/medication
- Permission to test blood sugar
- Preferential seating
- Record answers in test book
- Sign language interpreter
- Small-group setting
- Use of colored overlay
- Wheelchair accessibility
- Writer/scribe
- Printed copy of verbal instructions
(Download instructions from SSD Online)

Materials Provided for Each Approved Student

- Regular-print test book
- Standard answer sheet
- Standard answer sheet instructions

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

PSAT/NMSQT AI: 123456 **Gr:** 11 **Sort:** 123AB
WASHINGTON GEORGE
1880 BROADWAY NEW YORK NY 10023
ID: x123 **Gn:** M **DOB:** 03/01/04 **R/E:** A-A, B-A **Em:** N



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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 tested 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