

## SAT SUITE OF ASSESSMENTS

# Flexible Administration Policies for PSAT-Related Assessments

College Board remains focused on the health and safety of you and your students while the coronavirus continues to cause uncertainties for schools.

To provide the most opportunity for the greatest number of students, we will continue to offer schools adapted policies and procedures. These changes allow for more flexibility and ease the process of administering PSAT/NMSQT<sup>®</sup>, PSAT<sup>™</sup> 10, and PSAT<sup>™</sup> 8/9 in the 2021-22 testing year.

**TIP:** Schools can use these options independently or in combination with one another.

## Option to Test Across Multiple Dates

Schools can administer the PSAT/NMSQT on multiple administration dates. This flexibility already exists for PSAT 10 and PSAT 8/9.

**For PSAT NMSQT**, schools may divide their order between two PSAT/NMSQT dates. Schools can choose the primary PSAT/NMSQT date of Wednesday, October 13 and the alternate date of Tuesday, October 26, or they can choose Saturday, October 16 and the alternate. There is no minimum for the number of students who can test on any of the administration dates.

### How can this help my school?

Schools operating under local health guidelines can take advantage of multiple administration dates to reduce the number of students reporting to school on a single test date.

## What else do I need to know?

For PSAT NMSQT:

- Schools testing on Saturday will still be required to return their test books, and score reports will not have question-level details.
- Schools that test on the Saturday and alternate dates should be aware that the students who test on different days will have different score reports.
- Testing with the wrong test book on the wrong day or testing on a day other than an official administration day will result in scores being ineligible for scholarship consideration, including entry into the National Merit<sup>®</sup> Scholarship Program.

**TIP:** We recommend that schools define a set of criteria to determine which students will test on which test dates. For example, students with last names starting with the letters A–L test on the first day, all other students test on the second, and so on.

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## Flexible Start Times

For all PSAT-related assessments, schools can start testing earlier and/or later than usual and split their students into different testing groups.

### How can this help my school?

Schools operating under local health guidelines can stagger arrivals and dismissals to be certain they have enough space to meet social distancing requirements.

### What else do I need to know?

All testing must be completed within the same school day (unless students are approved for a multiday testing accommodation). Keep in mind that under this option, mobile 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.

All testing must start before the first group completes testing. All requirements for timing and breaks still apply, including not breaking for lunch; however, local guidelines may require that only a limited number of students may access the restroom or hallways at the same 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 a safe and orderly fashion.

**TIP:** *Be aware of staff schedules while planning. Overlapping groups will require additional proctors and test staff relative to regular testing.*

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## Off-Site Testing

Schools do not need to submit an off-site testing plan to College Board for approval for the PSAT/NMSQT, PSAT 10, and PSAT 8/9.

### How can this help my school?

Schools adhering to local health guidelines can use this option to distribute students among multiple locations, allowing for more distance between test takers.

### What else do I need to know?

We recommend that schools return materials in one consolidated shipment, if possible. If schools plan to return materials directly from each site, they need to request additional test return kits.

**TIPS:** *Consider libraries, religious institutions, and community centers as viable choices for off-site testing. Make a plan early and clearly communicate it to staff, students, and parents to limit test day confusion. Work with your SSD coordinator or appropriate staff to plan for students with accommodations.*