PSAT™ 10
Coordinator Manual

Look inside for:

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

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About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of more than 6,000 of the world’s leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit collegeboard.org.

Contact Us

If you have a question about the information in this manual or about an unusual testing situation not covered here, contact:

WEB: collegeboard.org/administering
MAIL: PSAT 10
P.O. Box 6720
Princeton, NJ 08541-6720
EMAIL: psat10@info.collegeboard.org
FAX: 610-290-8979
PHONE: 888-477-PSAT (7728) toll free for educators in the United States only
+1-212-237-1335 outside of the U.S.
HOURS: 8 a.m.–8 p.m. ET, M–F

Office of Testing Integrity (OTI)

Contact immediately if materials are missing or damaged, or if test security is in question:

PHONE: 1-800-353-8570 (toll free for educators in the United States only)
+1-609-406-5430 outside of the U.S.

College Board Services for Students with Disabilities (SSD)

If you have questions about procedures for testing students with disabilities, contact:

WEB: collegeboard.org/ssd
MAIL: The College Board
Services for Students with Disabilities
P.O. Box 6226
Princeton, NJ 08541-6226
EMAIL: ssd@info.collegeboard.org
PHONE: 844-255-7728 (toll free for U.S. educators with SSD inquiries only)
+1-212-713-8333 outside of the U.S.
HOURS: 8 a.m.–6 p.m. ET, M–F
FAX: 609-771-7944

Send eligibility-related mail such as SSD Coordinator Forms or applications for accommodations to:

MAIL: College Board SSD
P.O. Box 7504
London, KY 40742-7504
FAX: 866-360-0114

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PART 1: For Test Coordinators

This manual is split into two parts.

Part 1: For Test Coordinators covers everything test coordinators need to know and do before, during, and after the test administration.

Part 2: For Proctors and Monitors includes standard and accommodated test day scripts, instructions for test administration, and guidelines for dealing with irregularities on test day. Test coordinators should read and familiarize themselves with this part of the manual as well.

Introduction

Set aside time before test day to read both parts of this manual carefully so all procedures will be familiar and easy to follow when you administer the test. We depend on you and your staff to administer the test according to this manual so all students have the same opportunity to do their best.

Using This Manual

This manual is your guide for supervising the administration of the PSAT™ 10 at your school and for creating the best possible environment for your students on test day.

Each section of Part 1 is organized with tasks (what you need to do) and key information (what you need to know).

Part 1 for Test Coordinators

Before the Test

Before the test you’ll need to prepare your space, staff, students, and materials. Completing the tasks in Before Test Day Tasks and Information prepares you for testing.

During the Test

During the test you’ll have activities to organize, including admitting students, assisting your staff, maintaining security, and distributing and collecting materials. Completing the tasks in During the Test Tasks and Information will help ensure a smooth administration.

Part 2 for Testing Staff

Give staff who will be administering the test a copy of this manual, and direct them to read Part 2 carefully. If they are administering the test with accommodations, they should pay special attention to the section Set Up for Testing Students with Accommodations on page 63, which explains the use of the different accommodated scripts in this manual, and Administer Accommodations on page 69, which explains the different accommodations.

Appendix Resources

You’ll find these resources in the Appendix:

- Overview of Accommodated Timing and Breaks
- Script 1 Section Timing Chart for Standard Timing
- Script 2 Section Timing Chart for 100% Extended Time
- Script 3 Section Timing Chart for 50% Extended Time
- Script 4 Section Timing Chart for Standard Time with Extra Breaks
- Script 5 Section Timing Chart for MP3 Audio Format
- Acceptable Calculators
- Unacceptable Calculators
- Sample Master Student List
- Completing the Nonstandard Administration Report (NAR)
- Codes for Countries or Regions Outside the United States and U.S. Territories
- Sample Seating Plans
- Photo ID Requirements
- Irregularity Chart
- Glossary of Terms
- PSAT 10 Seating Chart (to fill out on test day)
Typographical Icons

Typographical icons are used throughout the manual to draw your attention to specific information and action items.

Contact by phone

Procedures or information for providing accommodations to students with disabilities

Security requirement

New for Spring 2019

Important Changes

General Administration Updates:

1. We have changed PSAT 10 staff titles and responsibilities to better align with other College Board programs and general educational practice. For more information, see Staff Roles and Responsibilities on page 7.
   a. The test supervisor will now be known as the PSAT 10 coordinator, or simply the test coordinator. We’ve revised the titles of forms to support this change. The Supervisor’s Irregularity Report has become the Irregularity Report and the Supervisor’s Report Form has become the Coordinator Report Form.
   b. Associate supervisors will now be known as proctors.
   c. Hall and room proctors will now be known as hall and room monitors.
   d. Here’s a summary of the new titles:

<table>
<thead>
<tr>
<th>Past Title</th>
<th>Current Title</th>
</tr>
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<tbody>
<tr>
<td>test supervisor</td>
<td>test coordinator</td>
</tr>
<tr>
<td>associate supervisor</td>
<td>proctor</td>
</tr>
<tr>
<td>hall proctor</td>
<td>hall monitor</td>
</tr>
<tr>
<td>room proctor</td>
<td>room monitor</td>
</tr>
</tbody>
</table>

2. The Coordinator Report Form has changed:
   a. The 6-digit College Board school (AI) code will be prepopulated. If your prepopulated school (AI) code is incorrect, please contact the PSAT 10 office (see inside front cover).
   b. We’ve added fields for you to record the number of answer sheets you’re submitting for students from other schools or homeschooled students, if applicable. This will help make aggregate reporting more accurate.

3. Bundled with the answer sheets are Mobile Opt-In Policies documents to be handed out to students before they fill out their identifying information on the answer sheet. Students will need this document when deciding to give their mobile number or not, and they will take it home with them.

4. We continue to expand the supports offered for English learners.
   a. Eligible EL students may now test with 50% extended time. Students entered in SSD Online for this support will receive scholarship-reportable scores.
   b. Requests for EL students to test with 50% extended time must be entered in SSD Online by the EL deadline. See Prepare to Test Students with English Learner Supports on page 25.
   c. EL students testing with 50% extended time will use the same materials as accommodated students approved for 50% extended time testing, and they can be tested in the accommodated room as long as no additional accommodations are being administered that require a different time or break schedule.
   d. Students with EL 50% extended time supports won’t be called out separately on the NAR; they will be listed under 50% extended time for reading.

5. We are working to streamline the payment process for schools. For the latest information, see psat.org/invoicing.

Note to February and March Testers:

1. Your test books will have serial numbers, and the proctors will need to guide students to fill in field C on the answer sheet before they take the test, as directed in the scripts.

2. After the test, you’ll need to pack and return all test books, following the instructions included in your test shipment in the Coordinator’s Kit. We won’t release scores for your students until we’ve received your test materials.

3. Question-level details will not be available in score materials for this administration.
   a. Educators and students will continue to receive comprehensive online PSAT 10 Score Reports. Online score reports and additional analysis in the K–12 score reporting portal deliver actionable data educators can use to help students understand their progress and act on their test results.
   b. Students will still be able to access their free, personalized practice plan on Official SAT® Practice on Khan Academy® based on their PSAT 10 results when they link their College Board and Khan Academy accounts.
Testing Basics
As part of the College Board’s SAT Suite of Assessments, the PSAT 10 measures the skills and knowledge that current research shows are essential for college and career readiness and success. The PSAT 10 covers the same content areas as the PSAT/NMSQT®. Both the PSAT/NMSQT and PSAT 10 serve as a check-in on student progress to help pinpoint areas for development.

Standardized Testing
Uniform procedures are essential to a standardized testing program. To ensure comparable scores, all testing staff must follow the same testing procedures and give instructions exactly as they appear in this manual.

Please ensure that you and all testing staff comply with all applicable laws, including those relating to discrimination. By strictly following our policies and procedures, you give students the best guarantee of fair testing and the best possible test day experience.

Test Sections and Timing
The PSAT 10 is composed of the following sections and must be completed in order.

Evidence-Based Reading and Writing: Includes a Reading Test and a Writing and Language Test. Each test is composed of multiparagraph passages and multiple-choice questions.

Time allotted:
- 60 minutes for the Reading Test
- 35 minutes for the Writing and Language Test

Math: Includes multiple-choice and student-produced response questions. Divided into two portions: one that permits calculator use and one that does not.

Time allotted:
- 25 minutes for the Math Test – No Calculator
- 45 minutes for the Math Test – Calculator

Accommodated Testing Overview
The College Board is dedicated to ensuring that students with disabilities receive appropriate accommodations on its tests, such as braille, large print, and extended time. Using the College Board’s SSD Online system, SSD coordinators can manage student requests and approvals for accommodations. Once approved, with limited exceptions, students remain approved for College Board accommodations until one year after high school graduation. See Prepare to Test with Accommodations on page 26 for more information.

Terminology
See the Glossary of Terms on page 126 for definitions of frequently used terms and acronyms.

Staff Roles and Responsibilities
The main testing staff is described in this section. You may require additional staff depending on the needs of your students.

PSAT 10 Coordinator
As the test coordinator of record, you manage the test site and staff. You order all testing materials in the test ordering site, and ensure that they are received, handled, and stored securely. You are expected to be at the school to supervise all activities related to testing, including preadministration sessions and accommodated testing. You assume responsibility for submitting payment of the invoice at the end of testing. You also are responsible for returning all test materials and requesting any makeup materials.

Online training is provided for all PSAT 10 coordinators. Be sure to complete it well before test day. You will receive an email with more information about the training and instructions for accessing it.

SSD Coordinator
The SSD coordinator works with students to apply for accommodations through the SSD Online portal. As part of the testing staff, the SSD coordinator accesses and prints the Nonstandard Administration Report (NAR) and assists the PSAT 10 coordinator in ordering materials, in determining testing rooms and staff needed for administering the test with accommodations, and in administering the test. SSD coordinators should collaborate with district and school EL coordinators to determine which students will use EL supports, if applicable.

All testing materials, including accommodated materials, are shipped to the PSAT 10 coordinator; however, the SSD coordinator can assist in ensuring the secure storage and timely return of materials for scoring. The SSD coordinator should also work with the PSAT 10 coordinator to ensure that requests for EL supports are submitted.

Students may be approved for accommodations that require assistance from support staff such as readers to dictate test questions, sign language interpreters for test directions, or scribes to record responses. The SSD coordinator can assist the PSAT 10 coordinator in identifying appropriate staff in these cases.
Proctor
Proctors are responsible for conducting a secure, valid administration. They are accountable for everyone in the testing room and everything that takes place there. They account for all testing materials in the testing room, conduct the testing, and monitor students to ensure a fair administration.

Proctors should be current or retired teachers, counselors, administrators, or other educators familiar with test administration.

Hall or Room Monitors
Hall monitors and room monitors assist you and your proctors with test administration duties. Monitors do not administer the test, but they do help set up the testing area, monitor testing, and check the hallways during testing.

Monitors may be members of the school’s staff or other adults who have been trained to help you and the proctors.

PSAT 10 Test Materials

Materials Tables
Your school will receive a number of shipments related to your test administration. Review the following tables to plan for receiving and checking materials and to learn about the forms and publications you’ll be using for administering the PSAT 10.

### STAFF MATERIALS—MANUAL AND INSTRUCTIONS

<table>
<thead>
<tr>
<th>Material</th>
<th>What It Is and How It’s Used</th>
<th>Shipment(s) [quantity]</th>
</tr>
</thead>
</table>
| **PSAT 10 Coordinator Manual**                | Detailed instructions and policies for the test coordinator to plan setup and management of the PSAT 10 administration. Detailed instructions and scripts to help the proctor hold the preadministration session and administer the PSAT 10 in the standard and accommodated rooms. | Preadministration Shipment [if applicable, as ordered]  
  Test Shipment [as ordered]  |
| Coordinator Testing Materials Kit             | A packet sent with the test shipments containing forms and return envelopes. Used by the test coordinator to administer the test and to report on the administration.                  | Test Shipment [1]                           |
| Pre-ID Label Instructions                      | Memo that details the information included on students’ pre-ID labels. Used by the test coordinator to help modify preadministration scripts, if necessary.                             | Pre-ID Label Shipment [1], if applicable    |
| Receiving and Returning Test Materials for February and March Testing | Special instructions for test coordinators at schools testing in February and March. These instructions supplement those in this manual. Describes materials in test shipment, how to secure materials, and how to return them properly. | Test Shipment [1]                           |

### STAFF MATERIALS—REPORTS AND FORMS

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<th>What It Is and How It’s Used</th>
<th>Shipment(s) [quantity]</th>
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</thead>
<tbody>
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<td><strong>PSAT 10 Irregularity Report (IR)</strong></td>
<td>Scannable form for testing staff to report irregularities that might affect scores or result in a misadministration.</td>
<td>Coordinator Testing Materials Kit in the Test Shipment [5]</td>
</tr>
<tr>
<td><strong>PSAT 10 Coordinator Report Form (CRF)</strong></td>
<td>Scannable form used by the test coordinator to report the number of used answer sheets and other materials being returned for scoring.</td>
<td>Coordinator Testing Materials Kit in the Test Shipment [1 or 2]</td>
</tr>
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</table>
### STAFF MATERIALS—ENVELOPES AND LABELS

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<th>Material</th>
<th>What It Is and How It’s Used</th>
<th>Shipment(s) [quantity]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer Sheet Return Materials</td>
<td>Preaddressed (labeled) carton(s) or UPS Express Pak for the test coordinator to return answer sheets and reports.</td>
<td>Test Shipment [1 or more]</td>
</tr>
<tr>
<td>Test Book Return Materials (ONLY for schools testing in February or March)</td>
<td>Loose UPS return label(s) labeled “TB Returns.” Used by the test coordinator at schools testing in February or March to label boxes for returning test books after testing is completed.</td>
<td>Test Shipment [1 or more]</td>
</tr>
<tr>
<td>Gray-Bordered Envelope</td>
<td>Envelope for test coordinator to return any Irregularity Reports and any defective materials.</td>
<td>Coordinator Testing Materials Kit in the Test Shipment [1 each]</td>
</tr>
<tr>
<td>White Accommodated Testing Envelope</td>
<td>Envelope for returning the NAR, answer sheets for students listed on the NAR, and any other score-related materials for accommodated students.</td>
<td>Coordinator Testing Materials Kit in the Test Shipment [1 each]</td>
</tr>
</tbody>
</table>

### STUDENT MATERIALS

<table>
<thead>
<tr>
<th>Material</th>
<th>What It Is and How It’s Used</th>
<th>Shipment(s) [quantity]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-ID Labels (if applicable)</td>
<td>Preidentification labels with student information printed out and encoded in barcode. Applied to the answer sheet by the testing staff to ensure accurate data for each student.</td>
<td>Pre-ID Label Shipment [1 per student]</td>
</tr>
<tr>
<td>PSAT 10 Answer Sheet—Standard</td>
<td>Scannable form for students to record answers to preadministration and test questions, in bundles.</td>
<td>Preadministration Shipment [as ordered]</td>
</tr>
<tr>
<td>PSAT 10 Answer Sheet—Large Block</td>
<td>Enlarged answer sheet used by approved students to record answers to preadministration questions and test questions.</td>
<td>Preadministration Shipment [based on students who need specific formats]</td>
</tr>
<tr>
<td>PSAT 10 Student Answer Sheet Instructions</td>
<td>Booklet of instructions to help students complete demographic and nonetest questions on the answer sheet. May be bundled with answer sheets or loose.</td>
<td>Preadministration Shipment [1 per answer sheet]</td>
</tr>
<tr>
<td>PSAT 10 Student Answer Sheet Instructions—Large Print</td>
<td>Booklet of large-print instructions to help students complete demographic and nonetest questions on the answer sheet. Used by students who are approved for large print.</td>
<td>Preadministration Shipment [based on approved student count]</td>
</tr>
<tr>
<td>Mobile Opt-In Policies Document</td>
<td>Information for students about College Board mobile phone and texting policies, to inform their choice of whether or not to provide their mobile number on the answer sheet. May be bundled with answer sheets or loose.</td>
<td>Preadministration Shipment [1 per answer sheet]</td>
</tr>
<tr>
<td>PSAT 10 Student Guide</td>
<td>A booklet for students that explains the assessment, including test directions, test-taking tips, and policies governing the test and the use of student information. A complete practice test is included in the center of the booklet.</td>
<td>Test Shipment [1 per student]</td>
</tr>
<tr>
<td>PSAT 10 Test Books</td>
<td>Test books for the PSAT 10, distributed by the proctor for students’ use in both standard and accommodated testing.</td>
<td>Test Shipment [as ordered]</td>
</tr>
<tr>
<td>PSAT 10 Alternate Test Formats</td>
<td>Specific formats of the test distributed by the proctor to students listed on the NAR for taking the test with certain accommodations (e.g., large-type test book, MP3 audio format, or braille).</td>
<td>Test Shipment [based on the specific format needs of students]</td>
</tr>
</tbody>
</table>
Manual and Scripts
This *PSAT 10 Coordinator Manual* gives complete instructions for preparing your school for testing. It includes preadministration scripts for guiding students to complete their personal information on the answer sheets and scripts for administering the test. Because of the variety of timing requirements for various accommodations, Part 2 gives several different test administration scripts.

Test Books and Answer Sheets
The PSAT 10 test books have covers with dark orange accents. The book cover displays the test name and important notes for the student. Standard answer sheets have a matching orange color. You may also have some large-block answer sheets with an orange title. These have dark gray type and answer squares in place of bubbles.

Alternate Test Formats
All students, including those testing with accommodations, will use the standard test books unless approved by the College Board for another format. Students eligible to test with alternate test formats will use test materials that have covers with dark orange accents.

See Materials Provided for Accommodated Testing on page 30 for a list of available formats.

Rosters
To manage testing at your school, we recommend that you develop a Master Student List of test takers for the PSAT 10; recommendations for compiling this list are in Before Test Day Tasks and Information later in this manual. You are not required to return your Master Student List, but you should keep copies for your records. Also, each proctor will need a room roster.

Forms and Reporting
Nonstandard Administration Report (NAR)
Your SSD coordinator has access to the Nonstandard Administration Report (NAR) which lists students approved for accommodations and EL students using 50% extended time. Several days before test day, print copies of the NAR and distribute them to proctors.

The proctor should note their own name on the NAR, make a copy, and give it to the test coordinator for return with answer sheets.

Seating Chart
Proctors should use the seating chart on the back of this manual to record the seating in their rooms for future reference. If your school is testing in February or March, you will record test book serial numbers on this chart. If your school is testing in April, you will record students’ names or initials on the chart. This task can be completed during Section 1 (the Reading Test).

PSAT 10 Irregularity Report
You’ll receive copies of the Irregularity Report (IR) form to use in the event of an irregularity. Distribute at least one IR to each proctor to use in the testing room. Remember, these scannable forms can’t be photocopied for use, but your school can call the PSAT 10 office to request additional copies.

The testing staff performs a critical role in reporting any and all irregularities. Without information, the College Board can’t resolve issues that may occur. Please ensure all proctors are familiar with the IR form. All IRs submitted are thoroughly reviewed. Refer to the Irregularity Chart on page 119 for instructions on when to fill out the IR.

Coordinator Report Form
You’ll receive a Coordinator Report Form (CRF) with your testing materials. Use it to report the number of students tested and the count of answer sheets being returned. Fill the form out carefully to ensure accurate reporting and billing. See Count Materials on page 45 and Complete the CRF on page 47 for more information.

Testing Materials Distribution
Your Nonstandard Administration Report (NAR) should be printed from SSD Online by your school’s SSD coordinator. It will list all students who are testing with accommodations and EL students testing with 50% extended time. The table that follows provides an overview of some of the most common accommodation examples. Check your NAR to ensure that all students with approved accommodations or extended time supports are identified correctly.

For accommodations not listed in the table, work with your SSD coordinator or contact the SSD office. Also note that students may be approved for more than one accommodation.
## GUIDE FOR TESTING WITH ACCOMMODATIONS

<table>
<thead>
<tr>
<th>Number of Testing Days</th>
<th>Standard Room(s)</th>
<th>Accommodated Room(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 day</td>
<td>1 day</td>
</tr>
<tr>
<td></td>
<td>1 day</td>
<td>2 days</td>
</tr>
</tbody>
</table>

### Accommodation Examples
- No accommodations
- 14-pt large-print test book
- Large-block answer sheet
- Magnifier
- Written copy of oral instructions
- Permission for food/medication
- Wheelchair accessibility
- Preferential seating
- Record answers in test book
- Use of colored overlay
- Auditory amplification/FM system
- Sign language interpreter for test directions

- Extended breaks
- Extra breaks
- Four-function calculator on Math Test – No Calculator
- Permission to test blood sugar
- Small-group setting
- 50% extended time for reading (entire assessment)
- 50% extended time as EL support (entire assessment)
- 50% extended time for math (math only)
- 20-pt (or larger) large print
- Magnifying machine
- Braille
- Braille writer
- Reader
- Writer/scribe to record responses
- Assistive technology–compatible (ATC) format
- Breaks as needed
- One-to-one testing
- Late start time
- Home/hospital testing
- Limited testing time (some may test over 2 days)
- 100% extended time for math (math only)
- MP3 audio test format
- 100% extended time for reading (entire assessment) (2-day testing with SSD permission)

### Room Roster
- Work with school administration to create a list of students you plan to test.
- Use NAR to help you create a list of students you plan to test.
- Use NAR to help you create a list of students you plan to test.
- Use NAR to help you create a list of students you plan to test.

### Scripts
- Script 1
- Script 1
- Scripts 1–4
- Scripts 2 and 5

**IMPORTANT:** Students using the 50% extended time EL support receive extended time on the entire assessment.

**IMPORTANT:** Any student who is approved for extended time for writing, listening, or speaking only (on other College Board tests) does NOT receive extended time on the PSAT 10. These students will test in the standard room with standard time unless they have other accommodations that can’t be provided in the standard room.
# Test Coordinator’s Checklist

Use this checklist to make sure you’ve accomplished all the tasks covered in Part 1 of this manual. It shows you where to find more information in this manual or online.

These are suggested timelines. You can complete many of these tasks sooner than the recommended date.

## THREE TO FOUR WEEKS BEFORE THE TEST DATE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Where to Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the online test coordinator training. (We’ll email you instructions for accessing it.)</td>
<td><a href="https://collegeboard.org/ptat">collegeboard.org/ptat</a></td>
</tr>
<tr>
<td>Designate a secure area for receiving, checking, and securely storing your test materials.</td>
<td>Plan Your Space on page 16</td>
</tr>
<tr>
<td>Identify your students who are testing and create a Master Student List.</td>
<td>Build Your Master Student List for Testing on page 15</td>
</tr>
<tr>
<td>Distribute copies of the PSAT 10 Student Guide. Double-check the cover before you hand out the guides to students to ensure you’re not distributing actual test books. Encourage students to visit psat.org/practice to get ready for test day.</td>
<td>Prepare Your Students on page 32</td>
</tr>
<tr>
<td>Identify EL students who need 50% extended time and work with the SSD coordinator to submit requests in SSD Online.</td>
<td><a href="https://collegeboard.org/ssdonline">collegeboard.org/ssdonline</a></td>
</tr>
<tr>
<td>Work with your SSD coordinator to review the NAR to ensure all students testing with accommodations and/or supports, including EL 50% extended time support, are included.</td>
<td>Accessing the NAR to Determine Room Needs for Accommodated Students on page 15 SSD: <a href="https://collegeboard.org/ssdonline">collegeboard.org/ssdonline</a></td>
</tr>
<tr>
<td>Check the test ordering site to make sure you’ve ordered materials for all students who will test at your school.</td>
<td><a href="https://ordering.collegeboard.org">ordering.collegeboard.org</a></td>
</tr>
<tr>
<td>Check with your SSD coordinator to make sure you’ve ordered materials for students who are approved for accommodations and might have been added to the NAR since your initial order.</td>
<td><a href="https://collegeboard.org/ssdonline">collegeboard.org/ssdonline</a></td>
</tr>
<tr>
<td>Estimate how many standard and accommodated rooms you’ll need based on the number of students testing. Identify which rooms in your facility can be used for testing.</td>
<td>Plan Your Space on page 16</td>
</tr>
<tr>
<td>Make a list of available staff and what role they should fill. Use the number of testing rooms and their capacity to determine testing room assignments.</td>
<td>Plan Your Staff on page 17</td>
</tr>
<tr>
<td>Work with the SSD coordinator to identify students, if any, who will need support staff such as readers, scribes, or sign language interpreters and recruit staff to fill these positions.</td>
<td>Plan Your Staff on page 17</td>
</tr>
<tr>
<td>Create room rosters by assigning students to testing rooms. Assign testing room codes and note them on the room rosters.</td>
<td>Build Your Room Rosters on page 18</td>
</tr>
<tr>
<td>Arrange to minimize distractions—no fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress.</td>
<td>Manage Test Day Impacts on page 22</td>
</tr>
<tr>
<td>Reschedule lunch for all participating students, if necessary. (You won’t be able to break for lunch during testing.)</td>
<td>Manage Test Day Impacts on page 22</td>
</tr>
<tr>
<td>Plan activities for students who won’t be testing, such as field trips, practice testing, alternative school schedule, etc.</td>
<td></td>
</tr>
<tr>
<td>Notify your school population of modifications to the normal school day.</td>
<td></td>
</tr>
<tr>
<td>Plan your preadministration session.</td>
<td>Prepare Your Preadministration Session on page 36</td>
</tr>
</tbody>
</table>
## TWO WEEKS BEFORE THE TEST DATE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Where to Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Check the test ordering site to track your test materials shipment.</td>
<td>ordering.collegeboard.org</td>
</tr>
<tr>
<td>□ Schedule and conduct staff training.</td>
<td>Train Your Staff on page 22</td>
</tr>
<tr>
<td>□ If you opted in to early delivery of preadministration materials,</td>
<td>Help Staff Conduct the Preadministration Session on page 39</td>
</tr>
<tr>
<td>conduct your preadministration session.</td>
<td>Conduct the Preadministration Session on page 55</td>
</tr>
<tr>
<td>□ Update Master Student List and room rosters as necessary to</td>
<td>Build Your Room Rosters on page 18</td>
</tr>
<tr>
<td>include newly enrolled students and any additional approved</td>
<td></td>
</tr>
<tr>
<td>accommodations or EL students testing with 50% extended time.</td>
<td></td>
</tr>
<tr>
<td>□ Plan test day schedule.</td>
<td>Build Your Plan for Testing on page 19</td>
</tr>
<tr>
<td>□ Notify school staff of testing room assignments and alternative</td>
<td>Manage Test Day Impacts on page 22</td>
</tr>
<tr>
<td>arrangements for nontesting students.</td>
<td></td>
</tr>
</tbody>
</table>

## ONE WEEK BEFORE THE TEST DATE

<table>
<thead>
<tr>
<th>Activity</th>
<th>Where to Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ If you haven’t received your test materials yet, check the test</td>
<td>ordering.collegeboard.org</td>
</tr>
<tr>
<td>ordering site to track your test shipment. Call the PSAT 10 office</td>
<td></td>
</tr>
<tr>
<td>if you don’t see confirmation of shipment.</td>
<td></td>
</tr>
<tr>
<td>□ Have your SSD coordinator review and print your NAR to make sure you</td>
<td>collegeboard.org/ssdonline</td>
</tr>
<tr>
<td>have accounted for all students approved to test with accommodations</td>
<td></td>
</tr>
<tr>
<td>and EL 50% extended time support.</td>
<td></td>
</tr>
<tr>
<td>□ Revise standard and accommodated room rosters if needed.</td>
<td>Build Your Room Rosters on page 18</td>
</tr>
<tr>
<td>□ Print translated test directions for students who will use them.</td>
<td>Prepare to Test Students with English Learner Supports on page 25</td>
</tr>
<tr>
<td>□ If students are using student-provided glossaries, collect them</td>
<td>Prepare to Test Students with English Learner Supports on page 25</td>
</tr>
<tr>
<td>and confirm they don’t include any improper writing or pages.</td>
<td></td>
</tr>
<tr>
<td>You will redistribute to students on test day.</td>
<td></td>
</tr>
<tr>
<td>□ Make sure computers are provided in testing rooms for students</td>
<td>Prepare to Test with Accommodations on page 26</td>
</tr>
<tr>
<td>approved to use them. Computers must be school provided; students</td>
<td></td>
</tr>
<tr>
<td>cannot use their own computers for testing.</td>
<td></td>
</tr>
<tr>
<td>□ Notify students of when and where to report on test day.</td>
<td>Prepare Your Students on page 32</td>
</tr>
<tr>
<td>□ Post testing room assignments.</td>
<td>Post Testing Room Assignments on page 20</td>
</tr>
<tr>
<td>□ Post room assignments for nontesting students.</td>
<td>Plan for Test Day Impacts to Rooms and Students on page 22</td>
</tr>
<tr>
<td>□ If applicable, update Master Student List and room rosters as</td>
<td>Build Your Room Rosters on page 18</td>
</tr>
<tr>
<td>necessary to include any homeschooled students or students from other</td>
<td></td>
</tr>
<tr>
<td>schools (and notify relevant proctors). Share the school codes for</td>
<td></td>
</tr>
<tr>
<td>any students from other schools with the proctor(s), and note them on</td>
<td></td>
</tr>
<tr>
<td>the room roster(s).</td>
<td></td>
</tr>
<tr>
<td>□ Conduct your preadministration session if you haven’t already.</td>
<td>Help Staff Conduct the Preadministration Session on page 39</td>
</tr>
<tr>
<td></td>
<td>Conduct the Preadministration Session on page 55</td>
</tr>
</tbody>
</table>
## Test Coordinator's Checklist

### ON OR BEFORE TEST DAY

<table>
<thead>
<tr>
<th>Activity</th>
<th>Where to Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Review assignments with staff.</td>
<td>Share Role and Room Assignments on page 23</td>
</tr>
<tr>
<td>☐ Hold a brief assembly with students who are testing to prepare them for test day.</td>
<td>Prepare Your Students on page 32</td>
</tr>
<tr>
<td>☐ Check test materials within 24 hours of receipt.</td>
<td>Prepare Your Materials on page 34</td>
</tr>
<tr>
<td>☐ Review facility preparation with custodial staff.</td>
<td>Manage Test Day Impacts on page 22</td>
</tr>
<tr>
<td>☐ Call ahead to arrange pickup of materials.</td>
<td>Return Test Materials on page 50</td>
</tr>
</tbody>
</table>

### ON TEST DAY

<table>
<thead>
<tr>
<th>Activity</th>
<th>Where to Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Prepare test room packets for proctors.</td>
<td>Prepare Your Materials on page 34</td>
</tr>
<tr>
<td>☐ Prior to test day, have staff test the computers and any MP3 audio or assistive technology-compatible (ATC) computer files.</td>
<td>Prepare to Test with Accommodations on page 26</td>
</tr>
<tr>
<td>☐ Complete your testing room packets for proctors. Add test books to the packets for proctors.</td>
<td>Count and Distribute Test Materials on page 40</td>
</tr>
<tr>
<td>☐ Post any revised testing room assignments and room assignments for nontesting students.</td>
<td>Admit Students to the Testing Area on page 41</td>
</tr>
<tr>
<td>☐ Distribute testing room packets to proctors.</td>
<td>Equip Testing Rooms on page 40</td>
</tr>
<tr>
<td>☐ Make sure all announcements are discontinued for the duration of testing.</td>
<td>Manage Test Day Impacts on page 22</td>
</tr>
<tr>
<td>☐ Admit students to the testing area/rooms. We recommend you annotate your Master Student List or have staff annotate room rosters as students check in.</td>
<td>Admit Students to the Testing Area on page 41</td>
</tr>
<tr>
<td>☐ Maintain security in your school and support testing staff while testing is in progress.</td>
<td>Your Role During Testing on page 43</td>
</tr>
<tr>
<td>☐ Report test administration irregularities, if any.</td>
<td>Your Role During Testing on page 43</td>
</tr>
</tbody>
</table>

### AFTER TESTING IS COMPLETED

<table>
<thead>
<tr>
<th>Activity</th>
<th>Where to Learn More</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Collect materials from proctors.</td>
<td>Collect Testing Materials on page 45</td>
</tr>
<tr>
<td>☐ Identify students for makeup testing.</td>
<td>Collect Testing Materials on page 45</td>
</tr>
<tr>
<td>☐ Prepare materials for return.</td>
<td>Prepare Materials for Return on page 47</td>
</tr>
<tr>
<td>☐ Make copies of key forms and store securely.</td>
<td>Prepare Materials for Return on page 47</td>
</tr>
<tr>
<td>☐ Return test materials. If testing in February or March, this includes returning all test books.</td>
<td>Return Test Materials on page 50</td>
</tr>
<tr>
<td>☐ Submit payment.</td>
<td>Submit Payment on page 53</td>
</tr>
</tbody>
</table>
Before Test Day Tasks and Information

Start planning for the administration of the test no less than 3–4 weeks before test day.

Prepare Yourself

TASKS

- Read this entire manual.
- Complete online test coordinator training if you haven’t already.
- Plan to meet with your SSD coordinator to ensure you have plans in place for testing students with accommodations.
- Distribute manuals to proctors for their review.
- Begin to complete the tasks in the Test Coordinator’s Checklist.

Build Your Master Student List for Testing

Identifying your students who are testing is an important first step in preparing for test day. Create this list of test takers to determine how many testing rooms and staff you’ll need for administering the test. Use your Master Student List to create room rosters to distribute to each proctor showing the students who will test in their room. Also use the room rosters to inform students of when and where they’ll test.

To create your Master Student List, choose any format (e.g., spreadsheet or other tabular format) that you can easily copy information into from your source list(s). Also bear in mind that you will likely need to divide the list up into room rosters and to print all or parts of it for tracking purposes. Keep all copies secure and accessible only to staff who need them.

TASKS

Compile a List of Students

You’ll need to determine the total number of test takers who will test at your school before you plan your test rooms and staffing. You’ll also need to know which students have been approved in SSD Online for which accommodations or who will test with EL supports.

IMPORTANT: You may be asked to allow students who don’t regularly attend your school (especially those in your community) to test with your school’s students. Reports and data for these students will remain separate from your school’s data.

Create a Master Student List, which will include all students eligible for testing—standard and accommodated. See the Sample Master Student List with suggested headings.

1. Pull the list of eligible students from your school’s student information system or work with your district assessment coordinator to get the list. Closer to test day, you may need to add any newly eligible students, including students who have recently transferred to your school.

2. If you’re asked to test students who don’t attend your school, make sure these students are accounted for as part of the Master Student List.

3. Give the SSD coordinator your Master Student List and ask them to confirm which students will be testing with accommodations approved or extended time for EL entered in SSD Online. Update the Master Student List to show which students will be testing with accommodations or extended time for EL.

You will now have one Master Student List to add room and staffing information to. Check your list against the Sample Master Student List on page 114 to confirm that your list has all the information you’ll need for planning rooms and staff.

KEY INFORMATION

Accessing the NAR to Determine Room Needs for Accommodated Students

The NAR for the PSAT 10 includes the names and SSD numbers of all students testing with accommodations and English learners testing with 50% extended time. The SSD coordinator can access the NAR in SSD Online approximately 30 days before test day to help you organize testing for accommodated students. You can also request access to SSD Online for access to the NAR.

Using the Eligibility Roster

The eligibility roster is available from the SSD Online dashboard. It will provide a list of all students with approved accommodations at your school. The SSD coordinator may use the eligibility roster to update student information in SSD Online.
Plan Your Space

TASKS

Designate a Secure Area for Materials
Designate a location for receiving, checking, and storing your test materials securely. See Prepare Your Materials on page 34 for more information.

Evaluate Rooms for Testing
- Work with the administration to identify which available rooms will be used for testing.
- Make a list of available rooms at your school and how many students each room can hold, based on the seating and room requirements given in Key Information later in this section.

Identify the Number of Rooms You Need for Testing
- Use the Master Student List to determine the number of standard and accommodated testing rooms needed.
- Also refer to the NAR as you determine how many accommodated testing rooms you’ll need. The NAR will indicate what accommodation(s) each student is approved for. It also will include EL students testing with 50% extended time. This information will help you determine the number and types of accommodated rooms required.
- If you’re holding a preadministration session, plan to test any students who didn’t participate in the session in a separate room from those who did.

KEY INFORMATION

Facility Requirements
To prepare for test day, you will need:
- Bells and announcements silenced on test day
- A place to securely receive and store testing materials
- An area where students can assemble before testing
- Rooms for testing standard and accommodated students
- A late-arrivals room for students who arrive late but still in time to be tested

Testing Room Requirements
To promote an effective and secure administration, testing rooms must fulfill these requirements:
- Rooms must be located away from noisy areas and distracting activities.
- Rooms should be near restrooms.
- Rooms must have:
  - A working clock, visible to all students
  - Proper lighting
  - Proper ventilation
  - Proper seating that follows the seating requirements given in this section
  - No materials related to test content on display (these can be removed or covered)

Room Selection Tips
- Rooms should be located in the same section of the school. When rooms are close together, each hall monitor can cover up to 5 rooms.
- We recommend that you avoid using science rooms, computer labs, or rooms with specialized equipment, unless they’re required for accommodated testing. These rooms may be uncomfortable for students or not have adequate desk space for writing.

Seating Requirements
The following are seating requirements for all testing rooms:
- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 4 feet from right to left (measure from center of desk).
- Staff access to every student must be unimpeded.
- Only 1 student can be seated at a table measuring 6 feet in length or less.
- At tables longer than 6 feet, students must be seated at least 4 feet apart and facing the same direction.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).

The following seating arrangements are not allowed:
- Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
- Seat assignments that follow any expected patterns (such as alphabetical order). If using a homeroom as a testing room, make sure students are seated at random.

IMPORTANT: Students may not select their own seats.
Additional Requirements for Accommodated Testing

Students who are taking the test with accommodations not listed later in this section must be assigned a room and a proctor separate from those used for the standard administration. Test coordinators should be discreet when communicating room assignments to avoid subjecting students to unnecessary attention.

- Students with the same type of timing may be seated together. EL students receiving 50% extended time can be seated with other 50% extended time students.
- Students who require different timing or breaks must be tested in separate rooms. Students testing with accommodations that would distract other test takers must also be seated in different rooms.
- Students who are approved for MP3 audio must be tested in their own room. Students who are approved for ATC format must be tested in their own room. These students may not be tested together because of differences in timing. Both of these formats require specialized timing.
- Students who are approved by the College Board for a reader or scribe must test in a one-to-one setting.

Please note that some accommodations may be provided in a standard testing room. These include:

- preferential seating
- wheelchair access
- use of a large-block answer sheet
- permission for food, drink, or medication
- use of a 14-point large-print test book
- use of a magnifier
- use of a sign language interpreter for oral instructions
- use of auditory amplification or an FM system
- use of a colored overlay
- approval to record answers in the test book

If a student is approved by the College Board for one of these accommodations, and is NOT approved for another accommodation that would require a separate setting, assign the student to a standard testing room.

If you have a question about room assignments for a specific accommodation, contact the SSD office.

Seat students using a large-type test, a large-block answer sheet, a calculator with large or raised display, or a magnifier/magnifying machine in the back of the room.

Students may have an epinephrine auto-injector (e.g., EpiPen) in the testing room without the need for accommodations. It should be placed in a clear plastic bag and stored under the student’s desk. Make sure your proctors have clear plastic bags to give to students if needed.

Plan Your Staff

The number of each staff position you need depends on the number of students testing and whether that number includes students testing with accommodations that require separate rooms. See Staff Roles and Responsibilities on page 7 for descriptions of staff positions.

Tasks

Identify Staff for Testing

- Work with school administrators to review teacher schedules. Teachers of classes that are not meeting due to testing are likely candidates to serve as proctors and monitors.
- If you’re testing students approved in SSD Online for accommodations or the EL 50% extended time support, work with your SSD coordinator to ensure you have the proper staffing to meet the students’ needs.
- Make a list of available staff and what roles they should fill. Be sure to include any additional support staff needed for accommodated testing.

Assign Staff to Test Rooms

Starting with the number of testing rooms you previously identified, determine testing room assignments for staff who will administer the test (proctors) or act as monitors.

Key Information

Staff Policies

To qualify for the test administration team, individuals must be high school graduates, be at least 18 years old, speak English fluently, and possess the same level of integrity and maturity expected of a member of the school staff. They should reflect the diversity of the students being tested and act in a fair, courteous, nondiscriminatory, and professional manner.

Avoid recruiting anyone to serve on the testing staff if they have any of the following conflicts of interest:

- Are involved with paid coaching or test preparation for College Board tests. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled coursework, is acceptable.)
- Have taken any College Board test within 180 days of test day.

Any staff member, including the test coordinator, who will have access to test books before test day must not have a child or member of their household taking the same College Board test in the same testing period at any test site. For PSAT 10, the testing periods are February 25–March 29 and April 1–26, 2019. In such instances, the student’s scores are subject to cancellation.
Never assign a proctor to administer the test to a child or member of their family or household. If a proctor administers the test to their own child or another relative or household member, the scores will be canceled.

A test coordinator or a proctor must be present in each room to read aloud the instructions from this manual. In large testing rooms, if students might have difficulty hearing instructions, you may use a microphone or public address system. Do not use a public address system to administer the test in more than one room simultaneously.

Monitors will not administer the test, but they may:
- seat students
- distribute and collect test materials
- monitor adjacent areas during breaks
- perform other assigned duties

Proctors Needed
Proctors are responsible for conducting a secure, valid administration in the testing room. Each testing room requires one proctor.

Room Monitors Needed
Depending on the number of students in the testing room, you may also need room monitors.

### FOR EACH STANDARD TESTING ROOM

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Number of Room Monitors Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–34</td>
<td>0</td>
</tr>
<tr>
<td>35–50</td>
<td>1</td>
</tr>
<tr>
<td>51–100</td>
<td>2</td>
</tr>
<tr>
<td>101 or more</td>
<td>3+ (1 monitor for each additional 50 students)</td>
</tr>
</tbody>
</table>

### FOR EACH ACCOMMODATED TESTING ROOM

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Number of Room Monitors Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–10</td>
<td>0</td>
</tr>
<tr>
<td>More than 10</td>
<td>1+ (1 monitor for each additional 10 students)</td>
</tr>
</tbody>
</table>

Additional staff may be needed for students testing with accommodations. Work with your SSD coordinator to determine how many additional monitors will be needed for these students.

Hall Monitors Needed
You will always need at least one hall monitor to monitor students during breaks. Depending on the number of testing rooms, you may need more.

<table>
<thead>
<tr>
<th>Number of Rooms</th>
<th>Number of Hall Monitors Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–5</td>
<td>1</td>
</tr>
<tr>
<td>6–10</td>
<td>2</td>
</tr>
<tr>
<td>11–15</td>
<td>3</td>
</tr>
<tr>
<td>16–20</td>
<td>4</td>
</tr>
<tr>
<td>More than 20</td>
<td>5+ (1 monitor for each additional 5 rooms)</td>
</tr>
</tbody>
</table>

Support Staff Needed for Accommodated Testing
Work with the SSD coordinator to check your eligibility roster in SSD Online to determine if you have students approved for accommodations who need any of the following support staff. Support staff must meet the same requirements as all other staff.
- Readers
- Scribes
- Sign language interpreters (for test directions)
- Other support staff (e.g., aide, nurse)

Build Your Room Rosters
Once you have your room assignments for staff, you need to create a roster for each testing room that each proctor can use to record attendance on test day. Those who are testing accommodated students will also use the room roster to plan for using the appropriate script(s) on test day and to make other preparations for administering accommodations in their room.

### TASKS

#### Assign a Testing Room Code to Each Testing Room
If your school will be using multiple testing rooms, please take advantage of the testing room code field on the answer sheet. Testing room codes can help you organize your test day experience and allow speedier resolution of any reported group disturbances for your school. If a group disturbance occurs, the testing room code will help identify students who may have been affected by the irregularity. This will help you quickly locate the right personnel to answer any questions related to group irregularities and help ensure that scores for your school are released as quickly as possible.

- Assign a 3-digit testing room code to each room you identified as a testing room in Plan Your Space on page 16. When using codes that are shorter than 3 digits, be sure to include leading zeros (e.g., 001, 020). Ensure that staff have the code for their room.
so they can post it on the board and students can enter it on their answer sheets on test day.

- Record the testing room code on the room list you created.

**Assign Students to Testing Rooms**

Divide your students into testing rooms based on room capacity.

- Separate your list of students into standard and accommodated test takers.
- Next, separate your list of students testing with accommodations or supports into testing rooms based on their accommodations listed on your NAR. Remember that students testing in the same room must have the same testing schedule. For general guidelines, see Testing Materials Distribution on page 10.
- Add each student’s testing room assignment to your Master Student List by recording the testing room code.
- If you’re using optional codes to sort your students’ paper score reports for easier distribution, add optional codes to your Master Student List and your room rosters. See Assigning Optional Codes later in this section.
- Also record accommodated students’ testing room assignments on the NAR.

**Create Individual Room Rosters**

Build the room-level lists, or room rosters, of students testing in a given testing room to distribute to proctors.

- Divide your Master Student List into individual room rosters for students testing in standard and accommodated testing rooms, using the NAR to guide you.
- In addition to individual room rosters for accommodated testing rooms, you may want to provide a copy of the relevant pages of the NAR to each proctor for their room. The proctor will need to record which accommodations each student tested with next to the student’s name.
- Note the testing room code on each room roster (if your school is using testing room codes).

**Update and Finalize Your Room Rosters**

As test day approaches, continue to update your Master Student List and room rosters to account for additional students who may be eligible for testing. Work with your SSD coordinator to identify additional students who may have been recently approved in SSD Online for accommodations or supports (e.g., students who recently transferred to your school).

**KEY INFORMATION**

**Assigning Optional Codes**

By default, paper score reports are returned to the school in alphabetical order by student last name. You can choose to make the sort more specific to your school by assigning two-digit optional codes to students. The codes can be associated with particular homerooms or counselors, for example. If you assign optional codes to students, you’ll receive score reports sorted by grade level, your optional codes, and then alphabetically by student last name.

For each testing room, prepare a list of student names grouped alphabetically by optional code. The proctor should read the list of students assigned each code when instructed to in the script.

The optional codes will not appear in the score reporting portal.

**Build Your Plan for Testing**

There are a number of activities that you must complete leading up to test day.

**TASKS**

**Finalize Your School’s Test Date**

Schools select a PSAT 10 administration date in the test ordering site. If it turns out you can’t test on this date, hold onto your materials and store them in a secure location until you can administer the test. If your school selected a date between February and March, you can test anytime during this period (February 25 through March 29). Similarly, if your school selected an April test date, you can test anytime from April 1 through April 26. We recommend picking a date as early as possible to account for potential makeup testing, which must take place within two weeks of the primary test date and be completed within these time frames.

**IMPORTANT:** Students testing outside the authorized testing period may not receive score reports.

**Plan for Preadministration**

The PSAT 10 answer sheet lets students provide information about themselves.

We strongly recommend that you schedule a preadministration session prior to test day. This will make it easier to avoid rescheduling lunch, reduce the time needed for pretest activities on test day, and improve the test-taking experience for your students and staff.
If your school selected the preadministration option, your answer sheets and copies of the PSAT 10 Coordinator Manual will arrive by mid-January for schools testing in February or March, or by mid-March for schools testing in April. If not, you will still receive materials at least five days before your test date, in time to schedule and hold a preadministration session.

- Filling out the personal information fields may take up to 45 minutes, so schedule a session ahead of test day to walk students through filling them out.

**IMPORTANT:** If you choose to complete the preadministration on test day and it takes longer than expected, you must still give students the full amount of time for each of the test sections and breaks.

- You may decide to hold preadministration sessions in any number of ways (for example, in a class, in an assembly for students taking the test, or in small groups). Don’t let students take the answer sheets out of the room. All activities related to answer sheets must take place with school supervision.
- If you know ahead of time that some students will have pre-ID labels and others won’t, plan to conduct separate preadministration sessions for these 2 groups of students to assure a better experience for both staff and students.
- Part 2 of this manual includes detailed instructions and scripts for conducting the session.

On test day, be sure to have blank answer sheets on hand for students from other schools, homeschooled students, and any students from your own school who may have missed the preadministration session or have incorrect labels.

**Plan Training Sessions**

Approximately six weeks before test day, you’ll receive an email with a link to access training. Other test day staff should take the online training provided or be trained by the test coordinator. You can share the link in the email with other test day staff, such as proctors and SSD coordinators. Schools can determine the best way to train other test day staff.

**Plan Your Test Day Schedule**

- Select a start time for testing that allows for the full time for testing within a typical school-day morning. Begin testing early enough to complete testing before lunchtime. You may not break for lunch and then resume standard testing. Testing at any other time of day is not permitted.
- On test day, plan to hold a session with staff before testing begins to share last-minute reminders and hand out testing room packets.

If you are testing students who are approved in SSD Online for 50% extended time or if you are conducting 1-day testing of students who are approved for 100% extended time, you may conduct an extended break (we recommend no longer than 20 minutes) so those students may eat lunch without leaving the testing room.

**Plan for Accommodated Testing**

- Be sure to plan for the additional time it will take to test any student(s) approved in SSD Online for extended time. Overview of Accommodated Timing and Breaks on page 107 gives details about the different types of timing and breaks that may be needed.
- If you are testing students with 100% extended time (for the entire assessment), your school may request permission to test these students over 2 days. Contact the SSD office before conducting 2-day testing for students testing with 100% extended time (scores may be invalid if 2-day testing is conducted without permission).
- Students using the MP3 audio format will test over 2 days.

**Plan Student Check-In**

Depending on your needs, plan for either a central check-in or a room check-in. See Admit Students to the Testing Area on page 41 for more information. If you’re using a central check-in, you’ll need to designate a waiting area where students can assemble before testing and to inform staff and students of the location.

Provide advance guidance to students. Post notices in prominent places stating when students should arrive, where they should meet for room assignments, and what they’ll need to bring on test day. Plan for staff to meet them at a predetermined location on test day and direct them to their assigned rooms.

**Post Testing Room Assignments**

Several days before the test, prominently post room assignments to minimize confusion on test day.

**Plan for Breaks**

Students may have snacks and drinks in supervised designated areas during scheduled breaks in testing. Before test day, designate one or more areas near the testing rooms to use for this purpose. In general, you should avoid allowing students to eat their snacks in the testing room. In particular, food and drinks must never be allowed near testing materials.
Plan a schedule of break times with your staff before test day, and work out how you will rotate them to allow each staff member at least one break. Staff in the extended-time rooms may require two breaks.

**Plan for Makeup Testing**

Plan ahead for testing students who aren't able to test when you administer the PSAT 10. Makeup testing requires that you follow all of the same policies as those for the primary testing day. If students requiring a makeup test have participated in a preadministration session, securely store their prelabeled or pregridded answer sheets with their test materials until you hold the makeup testing. The makeup test date must fall within the testing period and should occur no later than two weeks after your primary test date.

All of the following tasks apply to planning for makeup testing:

- Compile the list of students who are taking the makeup test.
- Identify the number of rooms needed.
- Assign staff to testing rooms.
- Build your room rosters and update if necessary.
- Prepare for administering any accommodations required.
- After testing, return materials following procedures in After the Test Tasks and Information on page 45.

**KEY INFORMATION**

**Timing for the PSAT 10**

This chart can help you plan your test schedule. It includes the total time without preadministration (45–50 minutes) and dismissal (5 minutes or more).

<table>
<thead>
<tr>
<th><strong>Timing for the PSAT 10</strong></th>
<th><strong>Total Testing Time Including Breaks</strong></th>
<th><strong>Total Testing Time (Not Including Breaks)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Time</strong></td>
<td>2 hours, 55 minutes</td>
<td>2 hours, 45 minutes</td>
</tr>
<tr>
<td><strong>Standard Time with Extra Breaks</strong></td>
<td>3 hours, 10 minutes</td>
<td>2 hours, 45 minutes</td>
</tr>
<tr>
<td><strong>100% Extended Time One-Day Testing</strong></td>
<td>5 hours, 55 minutes</td>
<td>5 hours, 30 minutes</td>
</tr>
<tr>
<td><strong>100% Extended Time Two-Day Testing, Day 1</strong></td>
<td>3 hours, 20 minutes</td>
<td>3 hours, 10 minutes</td>
</tr>
<tr>
<td><strong>100% Extended Time Two-Day Testing, Day 2</strong></td>
<td>2 hours, 30 minutes</td>
<td>2 hours, 20 minutes</td>
</tr>
<tr>
<td><strong>50% Extended Time</strong></td>
<td>4 hours, 34 minutes</td>
<td>4 hours, 9 minutes</td>
</tr>
<tr>
<td><strong>Math Only 100% Extended Time</strong></td>
<td>4 hours, 15 minutes</td>
<td>3 hours, 55 minutes</td>
</tr>
<tr>
<td><strong>Math Only 50% Extended Time</strong></td>
<td>3 hours, 41 minutes</td>
<td>3 hours, 21 minutes</td>
</tr>
<tr>
<td><strong>MP3 Two-Day Testing, Day 1</strong></td>
<td>4 hours, 10 minutes</td>
<td>3 hours, 55 minutes</td>
</tr>
<tr>
<td><strong>MP3 Two-Day Testing, Day 2</strong></td>
<td>2 hours, 30 minutes</td>
<td>2 hours, 20 minutes</td>
</tr>
</tbody>
</table>
Manage Test Day Impacts

Administering the PSAT 10 will affect how your school normally operates. Plan ahead to ensure the day will go smoothly for those who are testing and those who aren’t.

**TASKS**

**Be Prepared for Observers**

If staff from the College Board, Educational Testing Service (ETS), or administrators from your district or state ask to visit your school the day of the test or the week preceding it, follow the procedures under Test Observers and Visitors on page 43.

**Prepare to Collect Student Belongings**

The College Board requires testing staff to collect mobile phones, wearable technology, and other prohibited electronic devices (if permitted under school policy) before administering the PSAT 10. Plan ahead for collecting electronic devices and backpacks as students enter the testing room. During check-in, instruct students to power off electronic devices. If collecting devices, be ready to label them so they can be returned after testing. If your school is not allowed to collect devices, tell students to store their phones in a bag or backpack placed to the side of the room away from the testing area. (Have a supply of clear plastic bags to offer students who don’t have a bag or backpack with them.) For more information, see Preventing Issues Involving Phones and Electronic Devices on page 24.

**Plan for Test Day Impacts to Rooms and Students**

- Arrange for bells and announcements to be silenced on test day.
- Review the schedule of classes that would normally meet in the rooms you have identified for testing.
- Determine which classes contain primarily students who will be testing and which classes have a mixture of testing and nontesting students. For test day, the school may need to adjust or relocate classes, and/or schedule study halls, field trips, practice testing, or other activities for students not testing.
- Create a list of test day room/activity assignments for nontesting students. A few days before test day, share the list with staff, post it in offices, and create individual room signs for display in all affected classrooms.

**Establish a Signaling System**

Setting up a signaling system can help ensure a smooth test day. This might mean having a central extension for staff to call or a visual signal to indicate that assistance is needed in a particular room. Staff will have a greater level of comfort if they know how to reach you quickly when they need to.

**Minimize Distractions**

Only test takers, testing staff, authorized observers, and SSD support staff (e.g., sign language interpreters) are allowed in the testing area on test day. Parents and guardians may need to be reminded of this policy. Displaying signs or posters stating this policy can help minimize disruptions. When you train your staff, be sure to emphasize that this policy is both for security reasons and to protect students from disruptions on test day.

Establish clear rules for conduct during breaks to help control noise and similar distractions. Staff should remind students not to use a phone or any other electronic device (if these are not collected), not to access any books or notes, not to talk in the hallways, and not to go to their lockers. The week before the test, instruct school staff to remind students of the importance of not disrupting testing.

**IMPORTANT:** The school population should know that during the test administration, the use of school facilities will be restricted and unauthorized people must stay away from the testing area and keep noise to a minimum.

**Train Your Staff**

Part 2 of this manual gives instructions for the proctor to administer the test, including the scripts to be read to students and instructions for monitoring breaks. Share copies of the manual for review ahead of time. All testing staff should be familiar with these instructions.

**TASKS**

**Hold Training Sessions**

We’ll send you an email with information on how to access the online training in advance of test day.

At least one week before the test, schedule and conduct a training session with your staff to review procedures, forms, and timing; to announce staff assignments; to distribute manuals; and to answer questions. At this session, you may want to give your staff access to the online training modules provided. Be sure to review the following:

- Maintaining security in the testing room
- Seating policies
- Calculator and cell phone policies
- General responsibilities of each position
- Using the correct testing materials
- Equipping the testing room
- Timing of the test and breaks
- Testing room forms and reports
- Signaling plan for test day
- Administering accommodated testing when applicable
Share Role and Room Assignments
Share the testing room assignments with proctors and monitors. Distribute the manuals and inform staff that they are responsible for reviewing their copy of the manual and bringing it on test day. Staff members should know:

- Whether they are assigned a standard or accommodated room (if administering the test) and approximately how many students are assigned to their room
- What script(s) they will be using, including any movement between scripts that needs to take place on test day (e.g., for math-only extended time), and approximate timing of the test
- Where and when to report on test day
- General setup of rooms
- Contents of the testing room packet they will receive on test day

KEY INFORMATION
Maintaining Security
Make sure your staff understands and follows these policies:

- Prepare testing rooms by covering up or removing any instructional material, such as maps and charts.
- Plan ahead for collecting electronic devices and backpacks (if permitted under school policy) as students enter the testing room. Instruct students to power off electronic devices. Be ready to label items collected so they can be returned after testing.
- Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedures.
- Remain vigilant at all times during testing. Staff must not engage in activities that are not related to testing, such as using a phone or a computer, or grading papers.
- Make sure that at least one staff member is in the testing room at all times.
- Make sure students are monitored during scheduled and unscheduled breaks.
- Make sure that students do not access calculators, phones, or prohibited aids during breaks.

You must prevent all electronic devices, including smartphones, from being used or even visible during testing. Remind students and staff of this. Use IRs to note any use of prohibited aids, even if no other actions were taken. Note any such activities on an IR.

Prohibited Aids
During the opening scripts that they read to students, staff are directed to check desks for prohibited aids and devices, which cannot be on the desks or used during testing, including breaks. Electronic devices, including phones, can be used to record test questions and answers, and staff must exercise special care to prevent issues involving them, as covered in Preventing Issues Involving Phones and Electronic Devices later in this section. Anyone using other prohibited aids during any part of the administration, including breaks, should be warned and, if warranted, dismissed from the test (see the Irregularity Chart on page 119 for details). Note any such activities on an IR.

The only exceptions are for College Board–approved accommodations for particular testing aids. Prohibited aids include, but are not limited to:

- Any type of phone (including smartphones)
- Smartwatches or other wearable technology
- Audio players/recorders, tablets, laptops, notebooks, Bluetooth, or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Pens, highlighters, and mechanical or colored pencils
- Books or references of any kind (not including EL supports)
- Compasses, rulers, protractors, or cutting devices
- Papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have QWERTY (typewriter-like) keypads, use paper tape, make noise, or use a power cord

Medical Devices
Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student’s desk during testing. For other medications/medical devices, contact the SSD office.
In some cases, a student may have College Board approval to have a cell phone in the testing room for use with a glucose monitor. Only students who are specifically approved to have a cell phone in the testing room may do so. Approval to test blood sugar does not permit the student to have a cell phone, unless also approved for a cell phone. In these circumstances, the phone must remain on the proctor's desk and can only be viewed under direct supervision. The phone must be in airplane mode and the camera feature disabled. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.) Before the beginning of testing, the proctor should ask the student for instructions on how to access the share app and how to proceed if any alarm goes off (including how to operate the phone). The phone settings must be adjusted so sounds are produced only when monitoring is required because of the student's medical status. In no cases may a student keep their phone at their desk.

Preventing Issues Involving Phones and Electronic Devices

At the beginning of testing, staff will read scripts reminding students to turn off their phones and other electronic devices and to turn them in to the proctor, if allowed under school policy. If your school does not permit the collection of devices, proctors must instruct students to store their powered-down devices in a bag or backpack placed to the side of the room away from the testing area. (If a student with a device doesn’t have a bag or backpack with them, the proctor should provide a clear plastic bag.)

Once the script has been read, if a student is observed with a prohibited device, regardless of whether the device makes noise or is being used, the test coordinator must dismiss that student and, if warranted, confiscate the device. More information about when you should confiscate a device is given under Student Issues in the Irregularity Chart on page 119. If a student's phone makes noise while in the proctor's possession or stored away from the student's desk, this should not be considered grounds for dismissal, but the proctor should turn off the phone to prevent additional disturbances during testing and issue a warning to the student who owns the phone that additional disturbances will result in dismissal.

If a student is observed with a device or the device makes noise while in a student's possession, follow instructions in the Irregularity Chart for collection and checking of electronic devices. A student doesn’t need to be holding a phone for it to be considered in their possession—a phone is considered in the student's possession if it's on or under the student's desk. The test coordinator should contact OTI immediately for further instructions if test content is detected on the device.

Suggested Collection Procedures:

If your school already collects phones and electronic devices, we encourage you to continue using the methods that work for you and your students. If you do not currently collect students’ electronic devices, here are some suggestions for doing so:

- Instruct students to disable alarms and power off cell phones when they enter the testing room.
- Collect students’ cell phones and wearable technology in a basket, envelope, or bag before testing begins.
- Give students sticky notes and/or smaller envelopes to use as name labels for their items.
- Collect labeled items from students once they’re seated. If possible, keep student items in the order they were collected in, for easier return after testing.
- Keep the devices at the front of the room on the proctor's desk for the duration of testing.

Test Monitoring Responsibilities

Staff should administer all sections of the test in sequence and be ready to answer questions and help students feel confident about procedures. Remind staff not to answer questions about test content.

Staff must monitor students at all times during the administration and breaks. They should walk around the room while students enter identifying information on their answer sheets and during the test to make sure that each student is working alone and on the proper test section. No one involved in the test administration should read, grade papers, or engage in any activity unrelated to the test administration.

Staff should allow only one student at a time to take an unscheduled break, and remind the student that no extra time will be allowed for the break (unless the student has been approved by the College Board for breaks as needed). Staff should collect the test book and answer sheet as the student leaves the room, make sure the test book is the actual test book and not a substitute, and fan the test book to make sure no pages have been removed.

Seating Policies

Have proctors establish their seating plans in advance. Seating should not be arranged in any predictable order (e.g., alphabetical or based on homeroom seating assignment). If for some reason advance creation of seating plans is not possible, proctors should assign seats randomly to students as they enter so that friends or relatives are not seated near one another. Students must not be allowed to choose their own seats.
Proctors should use the seating chart on the back cover of this manual to record the seating and distribution of test books in their rooms for future reference. Keep all seating charts for at least six months.

**Calculator Policies and Guidelines**
Calculators may only be used on the Math Test – Calculator portion of the test, unless a student is preapproved by the College Board to use a basic four-function calculator as an accommodation on the Math Test – No Calculator portion. To help staff monitor calculator use, the Math Test – Calculator portion will have a calculator symbol at the top of each test book page. Students may only have calculators on their desks when working on these questions. See Acceptable Calculators on page 113.

General policies are as follows:
- We recommend that students bring and use a calculator, especially one they’re familiar with, on the Math Test – Calculator portion of the PSAT 10. A scientific or graphing calculator is recommended.
- Students should supply their own calculators. If your school provides calculators, you must ensure that the devices are on the list of acceptable calculators in the Appendix, have working batteries, and are otherwise functional. Make sure students are familiar and comfortable with how to use any school-provided calculators.
- Students may also bring acceptable backup calculators in case their primary equipment and batteries fail, but they need your permission to use backup equipment.
- Students may not share calculators.

**Monitoring Equipment Use**
Follow instructions in the scripts to monitor the use of calculators.
- Only hand-held equipment that doesn’t require an external power source can be used for testing.
- All scientific calculators and most graphing calculators are acceptable. Four-function calculators are permitted on the Math Test – Calculator, but not recommended.
- Students may use calculators with enlarged or raised displays, but they should be seated where the calculators are not visible to other students.

**IMPORTANT:** Students approved by the College Board to use a calculator on the Math Test – No Calculator questions must use a basic four-function calculator. (Percentage and square-root functions are allowed.) Confirm that the calculators in use aren’t more advanced models (scientific or graphing calculators).

**Calculator Malfunction**
Students should raise their hand if their calculators malfunction before or during the test. Allow them to use an acceptable backup calculator or batteries that they brought and continue to test.

Students without backup equipment may continue testing, since all questions can be answered without a calculator.

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**Prepare to Test Students with English Learner Supports**
The College Board provides supports for English learners who may need them. The supports used for testing should align to the supports that students use for classroom tests. The available EL supports include 50% extended time, translated test directions, and permission to use an approved word-to-word bilingual glossary. Scores are scholarship reportable. No preapproval or request is required to use translated test directions or word-to-word glossaries.

To test with 50% extended time, a request must be submitted in SSD Online in advance of the EL deadline.

**TASKS**
Once you identify the students who require EL supports and the languages they need, you’ll have to obtain the supports and plan for 50% extended time for those who need it.

**Providing the translated instructions and/or glossaries:**
- Print the translations and review the list of approved glossaries available at psat.org/resources so that you can obtain copies for test day. No translations or glossaries will be shipped with the test materials.
- Students may supply their own glossaries; however, you should confirm any glossaries are on the approved list and plan to collect them for your review a day or 2 before testing. This is an important precaution to minimize the chances of glossaries being used to bring written notes or test aids into the testing room.
- Store the glossaries securely until you’re ready to assemble testing room packets for proctors.

**Preparing for 50% extended time testing:**
EL students testing with 50% extended time must be entered in SSD Online in advance of the deadline. They will display on the NAR to facilitate planning. When determining room assignments, you can place these students with other students taking the test with 50%
extended time on the entire test so long as no other accommodations are being administered that would require different timings or breaks.

**KEY INFORMATION**

For a list of approved glossaries along with the full list of translated directions, visit [psat.org/resources](http://psat.org/resources).

The following supports do not require advance identification in SSD Online:
- Use of translated test directions
- Use of an approved word-to-word glossary

The following EL support requires identification in SSD Online by the deadline:
- 50% extended time

Scores are scholarship reportable for these supports.

---

**Prepare to Test with Accommodations**

The College Board requires preapproval for all accommodations. Providing accommodations without authorization may result in the student’s scores being canceled. To help ensure that the students testing in your school receive reportable scores, provide testing accommodations only under one of the following conditions:

- The student is included in the school’s online dashboard of students with approved accommodations (available to the SSD coordinator through the SSD Online system).
- The student appears on the online NAR accessed by the SSD coordinator.
- Your SSD coordinator has verified the student’s eligibility with the College Board SSD office.
- The student has a documented College Board approval for accommodations. If a student presents an eligibility letter, but does not appear on the NAR, you can test them as long as you have enough materials. (If not, you may need to add them to your list of students for makeup testing, if your school is offering makeup testing.)

Students with accommodations must be tested with the correct testing materials, using the corresponding scripts. All students, including those who are testing with College Board-approved accommodations, will use the standard test books (with orange covers) unless approved for another format (for example, large print or braille). The proctor in the accommodated room should test students using the scripts in this manual.

Accommodated students must adhere to all standard testing administrative procedures, requirements, and timing regulations unless otherwise approved as an accommodation.

If you have accommodated students who are absent on test day, test them as soon as possible within the testing period using the same testing materials.

**TASKS FOR TEST COORDINATORS**

**Plan for Two-Day Accommodated Testing if Relevant**

Students using 100% extended time may test over two days if your school obtains permission from the College Board’s SSD office. Students using the MP3 audio format will test over two days. The MP3 audio format requires 100% extended time plus an additional 45 minutes in Section 2.

**Check Room Assignments for Accommodated Students**

As the test coordinator, you’re responsible for creating room assignments for all students, including those who are testing with accommodations. See Build Your Room Rosters on page 18 for more information.

Proctors testing in accommodated rooms should closely review Part 2 of this manual for additional details about administering the test with accommodations.

**Plan for Computer Usage**

Students approved to use computers for MP3 audio or ATC format must be tested separately from other test takers. Your school must provide computers for these students (a student may not use a personal computer or a computer belonging to their family).

- Make sure appropriate computers are provided in rooms where students need them.
- Make sure the computers have USB ports.
- Instruct the staff testing these students to test the equipment before test day and ensure that important precautions for electronic equipment are followed. See Set Up for Testing Students with Accommodations on page 63 and Administer Accommodations on page 69 for related tasks and information. For tips and practice tests in MP3 audio and ATC format, go to [collegeboard.org/students-with-disabilities/after-approval](http://collegeboard.org/students-with-disabilities/after-approval).

**Ensure Approved Transcription Is Planned**

Some accommodations require transcription. For students using braille writers or other devices, or who are approved by the College Board to write their answers in test books, the proctor or SSD coordinator must transfer the answers to the answer sheet after the student completes the test.
Prepare to Test with Accommodations  

Before Test Day Tasks and Information

For transcriptions, tell the proctor or SSD coordinator to:
- Make sure the student’s identifying information on the answer sheet is complete.
- Fill in the bubbles on the regular answer sheet corresponding to the answers chosen by the student.
- Return braille pages and any scratch paper to you for return in the white Accommodated Testing Envelope.

For students who are approved to write answers in their test books, tell the proctor to:
- Make sure the student’s identifying information on the answer sheet is complete.
- Fill in the bubbles on the regular answer sheet corresponding to the answers chosen by the student.
- Write “Answers in Book” on the front cover of the student’s test book.
- Return both the student’s answer sheet and marked test book (clipped together) in the white Accommodated Testing Envelope.

Assign Any Support Staff for Accommodated Students
- Using the list supplied by your SSD coordinator, assign support staff, such as readers, scribes, or sign language interpreters (for directions only), to students approved by the College Board to use them. Follow the same guidelines as for other staff assignments (see Train Your Staff on page 22).
- Do not assign a support staff member to a student who is a relative of the staff member.
- Do not assign a single support staff member to more than one student. (The same person can test more than one student if testing on different days in the testing period.)
- Notify readers and scribes that their students will take the test with 50% extended time unless a student is already approved by the College Board for 100% (or more) extended time.

Continue to Check for Approvals and Plan for Testing Needs
Work with the SSD coordinator to keep checking for late approvals and for newly enrolled students who need accommodations. The SSD coordinator will receive an email confirming late approvals or may check their SSD Online dashboard.

Task Coordinators
Work with the Test Coordinator
- A list of students approved for accommodations, and notification of any updates. This will prompt the test coordinator to order test materials for that student and update the Master Student List.
- A list of students approved for accommodations who can test in standard testing rooms. See Additional Requirements for Accommodated Testing on page 17 for more information.
- A list of needed support staff for accommodated students.
- Help with setting up any computers for flash drives.
- Assistance with planning for rooms and materials.

Request Accommodations and EL Supports
Accommodation requests are submitted by the SSD coordinator in the College Board’s online request system, SSD Online. All accommodations must be approved by the College Board in advance in SSD Online. Some accommodations will be automatically approved upon submission of the request, while others will require documentation. Approvals that require documentation review may take approximately seven weeks to process from the date we receive all documentation.
- Each school must have one SSD coordinator, but may have more.
- The SSD coordinator will work with the test coordinator to determine which students will be using the EL support of 50% extended time and submit the request in SSD Online before the EL deadline.
- For detailed instructions on how to access SSD Online, see collegeboard.org/ssdonline.

IMPORTANT: If a student needs temporary assistance for an injury such as a broken hand and requires a large-block answer sheet, contact the SSD office. The support must be requested and approved before test day.
Review Approved Students
The SSD coordinator will:

- Identify students who will be testing this year and confirm accommodations.
- Use the dashboard in SSD Online to look up students or print the eligibility roster. The roster lists all students approved for accommodations at your school.
- For new students or students who need accommodations that have not yet been requested, submit a request in SSD Online.
- For students with previously approved accommodations, verify the following information. If updates are needed, submit a change request in SSD Online.
  - The accommodations approved match the student’s current identified accommodation needs.
  - The student’s name, birth date, and graduation date are correct.
- For any students no longer at your school, note the information on the eligibility roster. Mail or fax the roster to the SSD office to have students removed from your dashboard and reports. For contact information see collegeboard.org/ssdonline.
- Students with previously approved accommodations who recently transferred to your school can be transferred to your school’s SSD dashboard by submitting a request in SSD Online. On the first screen of questions, respond that a request for accommodations has already been submitted, and that the student is a transfer student.

Download and Verify the Nonstandard Administration Report (NAR)
The SSD coordinator will need to supply the test coordinator with the NAR regularly in the weeks leading up to the test administration. The NAR, which can be accessed through SSD Online, will be available about 30 days before test day and will be updated as accommodations are approved. A final NAR should be provided to the test coordinator in the days before testing to ensure proper planning for test day. As additional accommodations are approved, be sure to place test material orders for your additional students, including EL students who will be testing with the 50% extended time support.

The NAR must be returned with answer sheets and the Coordinator Report Form. Scores will not be released until the NAR is received. A blank NAR form, if needed, can be found in the Appendix.

IMPORTANT: If students test with any accommodations that are not preapproved by the College Board, scores for those students will not be reported.

Find more information about eligibility and accommodations at collegeboard.org/ssd.

KEY INFORMATION
Types of Accommodations and Materials
The College Board offers extended time; special formats such as braille, MP3 audio, and large-print materials; and other accommodations to approved students with documented needs. Some students may be approved by the College Board for one or more alternate test formats. A brief explanation of how to administer these formats follows. See Materials Provided for Accommodated Testing on page 30 for a list of materials.

The information provided here will help you plan for administering the test to students using these formats.

Accommodated Timing and Breaks
Some of your students may be approved for accommodations that require different timing and/or breaks for one or more sections on the test.

- Students will get extended time only for the subject area(s) they’re approved for (e.g., math only).
  Exception: Students approved for extended time for reading will receive extended time for the entire test.
- See the chart Overview of Accommodated Timing and Breaks on page 107 for detailed information about which scripts to use for various accommodations.

A student can be approved for accommodated breaks of various types. During their breaks, students who are approved for breaks due to their accommodations are still subject to the same regulations that apply to standard breaks. Post break times for them as noted in the scripts.

Administer accommodated breaks as follows:

- Extra Breaks: Give students who are approved for extra breaks the same breaks that extended time students receive, as noted in the scripts: a break in between each test section, and an extra break in the middle of Sections 1 and 4.
- Extended Breaks: Give extended breaks to approved students by doubling the standard time of regularly scheduled breaks. If you have students who are approved for both extra and extended breaks, provide 10-minute breaks between each test section; if students ask to resume testing sooner, they may, but you shouldn’t prompt students to end their breaks early.
Breaks As Needed: When a student is approved for breaks as needed, they may take a break during a test section. Most students’ needs are met with a 10-minute break. However, if a student requests additional time, grant the request, within reason. This time does not count toward testing time (that is, the testing clock stops).

Test Aids and Support Staff

Students may be approved by the College Board for aids such as a reader to dictate test questions, a braille device, or a scribe to record responses.

Some students may be approved for accommodations relating to the recording of answers. These accommodations may include the following methods:

- **Writer/Scribe** Students will dictate all answers to be put on the machine-scannable answer sheet by a scribe. Students who test with a scribe will test with 50% extended time unless they have already been approved for 100% (or more) extended time.

- **Braille Writer** Students will use a braille device (for example, Perkins Brailler) to record responses. Answers must be transcribed by school staff after the test (return braille pages with answer sheets). Unless otherwise approved, electronic braille writers/notetakers (for example, Braille Note) may only be used for math calculations. An electronic braille writer can’t be connected to any network, but it must be connected to a monitor so the proctor can see what the student is typing. In addition, a student may not use a personal computer or a computer belonging to their family as a braille writer.

- **Record Responses in the Test Book** Students will record all responses in the test book. The staff must transfer the responses to the machine-scannable answer sheet after the test.

- **Record Answers on an Enlarged (Large-Block) Answer Sheet**

Students who are deaf or hearing-impaired:

- May be approved to have a sign language interpreter to translate test directions from spoken English.
- May be approved to have a copy of the spoken directions and/or blank paper for communicating with the proctor available on test day.

Students assisted by a reader:

- Take the test with 50% extended time unless already approved for 100% (or more) extended time.
- Will need a script for dictation of test questions (for use by the reader), a regular-type test book (for use by the student), and possible additional test materials as approved by the College Board (for example, braille materials).

Readers may read only what is in the script (they may not elaborate), but may repeat questions as often as requested.

Students who use readers or audio files in conjunction with other formats will find that the two texts may differ slightly because the script read by a reader or the one recorded on the audio file describes the figures in greater detail than is given in other formats.

General Notes for Electronic Devices

Software or assistive technology, such as screen readers, may only be used when specifically approved by the College Board.

Make sure that any electronic device used for testing, including a computer for use of an MP3 audio or ATC format, a braille writer, or any magnifying machine, is not connected to the internet or to any network (disable all Local Area Network (LAN) or ethernet connections). Disable all unapproved assistive features such as spell-checkers, grammar checkers, thesauruses, dictionaries, or word processing features (for example, cut and paste). Any device or computer or monitor connected to a magnifying device must not be able to copy, store, or print the magnified images. Any capability for recording, storage, snapshot, or transmission of data, whether in the form of pictures, text, or other information, is strictly prohibited.

Large Print

Students who test with large print—14 point, 20 point, or larger font—test with standard time and breaks (Script 1), unless approved in SSD Online for other accommodations. Students using test books with larger than 14-point print must test in an accommodated room.

Braille Test Formats

Students who test with braille test formats have standard time and breaks (Script 1) unless approved by the College Board for other accommodations. The braille type used is Unified English Braille (UEB). The Math Test sections are in the 1972 revised Nemeth Code. Make sure each student approved for braille receives the *Guide to the Nemeth Code* and the *Braille Reference Information*.

The *Guide to the Nemeth Code* lists the current version of Nemeth Code mathematical symbols with their meanings. Students may refer to the guide during the test if they are taking the braille test or using the supplementary book of braille math graphs and figures. The *Braille Reference Information* contains math reference material required for the braille test. Labels and numbers given with figures can be found in corresponding locations in both the regular- and large-type tests.
To supplement each braille test, a regular-type test book is included as a reference. A reader’s script will also be sent in case the student asks to have a question read.

**Braille Graphs and Figures**

Some students using formats other than braille may be approved by the College Board for the accommodation of braille graphs and figures (along with a reader or MP3 audio format). During the test, when questions refer to figures, students may refer to either the regular-type or large-type test or to the *Braille Figure Supplement*.

If a student doesn’t read braille but chooses to use the figure supplement, the proctor should be prepared to help the student find their place, since all labels and numbers in that book are in braille. Labels and numbers given with figures can be found in corresponding locations in both the regular-type and large-type tests.

**MP3 and ATC**

The MP3 audio and ATC test formats are delivered on a flash drive. To use either format, a student must have a computer. Chromebook, Mac, and Windows formats are supported. For flash drives a USB port is required, so a tablet may not be used to take the test. The school must provide suitable computers for MP3 audio formats.

Whenever possible, students should use earphones when testing with an audio format or text-to-speech software. If earphones aren’t available, the student should be tested in a separate room.

The **ATC format** requires 100% extended time for Section 2 only. For all other sections, students will receive the timing they are approved for by the College Board (standard, 50%, or 100%).

- Students using the ATC format need to double-click on a separate file for each section and enter the password printed on the ATC packaging. When timing of each section ends, they need to close the file.

- The proctor should allow these students to keep the ATC packaging at their desks, and should be ready to help students locate the password and give students time to open the file before starting the timed section. Once a student has successfully entered the password for a test section, the student should be instructed to place the ATC packaging under their desk.

**The MP3 audio format** consists of read-only files and a built-in player to deliver the test content. It provides the actual test as an audio recording for the student to listen to. Setup for MP3 testing should be done in advance of test day to ensure a smooth administration. Students test with 100% extended time for the entire test and will have an additional 45 minutes to complete Section 2. These students test over two days.

**Materials Provided for Accommodated Testing**

Use the table that follows to confirm that you have received all materials for students testing with accommodations as well as students using the 50% extended time EL support.

For some accommodations, you’ll receive regular and large type test books and/or regular and large-block answer sheets and instructions. These extra materials are included to cover the different needs of your students and support staff, where applicable.

*Students might be separately approved to use a braille graphs and figures supplement in conjunction with a reader or with a test format such as an audio version of the test. This is not the same as testing with a braille test.*
## ACCOMMODATED MATERIALS

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Materials Provided for Each Approved Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 50% extended time (includes EL support)</td>
<td>• Regular-type test book</td>
</tr>
<tr>
<td>• 100% extended 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>• Four-function calculator on Math Test – No</td>
<td></td>
</tr>
<tr>
<td>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/medication</td>
<td></td>
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<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>
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<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>• Written copy of oral instructions</td>
<td></td>
</tr>
<tr>
<td>Large-block answer sheet</td>
<td>• Regular-type test book (unless approved for another format)</td>
</tr>
<tr>
<td></td>
<td>• Large-block answer sheet</td>
</tr>
<tr>
<td></td>
<td>• Standard answer sheet instructions</td>
</tr>
<tr>
<td>Large print - 14 point</td>
<td>________________________________________</td>
</tr>
<tr>
<td>Large print - 20 point</td>
<td>________________________________________</td>
</tr>
<tr>
<td>Large print - 24 point</td>
<td>________________________________________</td>
</tr>
<tr>
<td></td>
<td>• Large type - 14-point/20-point/24-point/larger than 24-point test book, as</td>
</tr>
<tr>
<td></td>
<td>applicable</td>
</tr>
<tr>
<td></td>
<td>• Standard answer sheet</td>
</tr>
<tr>
<td></td>
<td>• Large-block answer sheet</td>
</tr>
<tr>
<td></td>
<td>• Standard answer sheet instructions (included only with 14-point test book)</td>
</tr>
<tr>
<td></td>
<td>• Large-print answer sheet instructions (included with all large-print test books)</td>
</tr>
<tr>
<td>MP3 audio</td>
<td>________________________________________</td>
</tr>
<tr>
<td></td>
<td>• Flash drive with MP3 files</td>
</tr>
<tr>
<td></td>
<td>• Regular-type test book</td>
</tr>
<tr>
<td></td>
<td>• Standard answer sheet</td>
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<tr>
<td></td>
<td>• Standard answer sheet instructions</td>
</tr>
<tr>
<td></td>
<td>• Large-print answer sheet instructions</td>
</tr>
<tr>
<td>Assistive technology–compatible</td>
<td>________________________________________</td>
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<tr>
<td></td>
<td>• Flash drive with ATC files</td>
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<td></td>
<td>• Regular-type test book</td>
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<td></td>
<td>• Standard answer sheet</td>
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<td>• Standard answer sheet instructions</td>
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<td></td>
<td>• Large-block answer sheet</td>
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<tr>
<td></td>
<td>• Large-print answer sheet instructions</td>
</tr>
<tr>
<td>Reader</td>
<td>________________________________________</td>
</tr>
<tr>
<td></td>
<td>• Reader’s script</td>
</tr>
<tr>
<td></td>
<td>• Regular-type test book (2 copies)</td>
</tr>
<tr>
<td></td>
<td>• Standard answer sheet</td>
</tr>
<tr>
<td></td>
<td>• Standard answer sheet instructions</td>
</tr>
</tbody>
</table>

*Coordinator Manual 2019 PSAT 10*
Prepare Your Students

Inform students of testing arrangements and distribute preparation materials ahead of time. Give students the test date, time, location, and any special instructions relevant to your school. Let the students know the lengths of the various test sections and breaks so that students are prepared for test day.

**TASKS**

**Inform Students About the PSAT 10**

*Three to four weeks before the test:*

- Meet with students, including those with accommodations, to go over important information for test day. Let them know about their schedule and that lunch won’t take place until after testing ends for the day. Be sure to inform any students approved for the MP3 audio format that they will be testing over 2 days.

- Distribute copies of the PSAT 10 Student Guide. Encourage students to read the test regulations and to take the included practice test. The student guide also provides sample test items, test-taking tips, and data privacy information. **Make sure you distribute the student guide and NOT the actual test books.**

- Remind students to access Khan Academy for free, personalized online practice ([satpractice.org](http://satpractice.org)). Developed with actual test items from the College Board, Official SAT Practice is tailored to each student’s strengths and areas where they may need help. Students can find additional practice materials, including 2 full-length practice tests, on [psat.org/practice](http://psat.org/practice). Practice tests in ATC and MP3 audio formats are also available there.

**Before the week of the test, hold your preadministration session and remind students to bring the following:**

- 2 No. 2 pencils with soft erasers; no pens or mechanical pencils
- Student ID number (if your school will use it)
- Email address (optional)

**Inform Families About the PSAT 10**

We also suggest that you engage students’ families to inform them of what students can expect on test day and what the PSAT 10 means to their college and career planning. Let them know about Official SAT Practice from Khan Academy.

**KEY INFORMATION**

**When and Where to Report**

Arrange to notify students about their designated rooms for test day as they arrive at school. We recommend assigning a monitor to each entrance of the school on test day with a list of the assigned testing rooms to help direct students. If you do not have enough staff to assign a monitor to direct students, consider posting a list of students’ assigned testing rooms at each entrance of your school. If you post a list, please do so in a way that doesn’t call attention to students testing in accommodated rooms.
What to Bring on Test Day
Tell students to bring the following on test day:

- 2 No. 2 pencils with soft erasers; no pens or mechanical pencils.
- Acceptable calculator (for the Math Test – Calculator portion of the test only).
- Earphones, if using an ATC or MP3 audio format.
- Acceptable photo ID that includes their name and signature, if testing at a school they don’t regularly attend. (See Photo ID Requirements on page 118.)
- For any student who uses an epinephrine auto-injector (e.g., EpiPen), a clear bag for storing it under their desk during testing.

**IMPORTANT:** If you have students with College Board approval to use a calculator on the Math Test – No Calculator portion of the PSAT 10, remind them to bring a separate, basic four-function calculator for this purpose. (Percentage and square-root functions are permitted.)

We also recommend that students bring:

- A watch that has no audible alarm or communications/recording capabilities
- Snacks and drinks (which must be stored under the students’ desks during testing)
- Extra batteries and a backup calculator

If applicable, give this information to all students from other schools and any homeschooled students who will be testing at your school.

What NOT to Bring on Test Day
Students may not have the following in the test area (except in the case of College Board–approved accommodations for specific aids):

- Electronic equipment including phones of any kind; personal computing devices (laptops, notebooks, Bluetooth devices, or tablets); cameras; timers; audio players/recorders; wearable technology; digital watches, including smartwatches, that can be used to record, transmit, or receive information; or any other prohibited devices
- Highlighters, rulers, earplugs, dictionaries or other books, pens or colored pencils, pamphlets and papers of any kind, including scratch paper

Marking the Answer Sheet
Correctly marking the answers is very important. Marks that are too light or that don’t completely fill the bubbles won’t scan properly and could lead to lower scores.

- No. 2 pencils with soft erasers are required. Mechanical pencils are not allowed because they may punch through the answer sheet or may not have No. 2 lead. Marks made with the wrong kind of lead don’t scan properly and so may not be scored.
- Students must fill in each bubble darkly and completely. Students using a large-block answer sheet must mark X’s darkly in the squares. If students need to erase a response, they must do so as completely as possible.
- Students must mark their answers on the answer sheets—no credit is given for answers recorded in the test book (unless College Board approval has been given for this accommodation).

**IMPORTANT:** Staff should not, under any circumstances, review answer sheets for completeness or make any corrections or changes to the marks made on them, except to ensure that the student has filled out identifying information. Staff may correct errors students have made in the grade or school code fields, but staff may not alter any other information on the answer sheets. When these fields have been altered, complete an IR, filling in the Other field. Be sure to note the relevant students’ names.

Important Reminders for ATC and MP3 Users
Share these important details with your ATC and MP3 audio format users ahead of test day.

- Students using the MP3 audio or ATC format with text-to-speech should use earphones. Schools can provide earphones, if necessary; however, students should use earphones they’re familiar with and comfortable using. Bluetooth capabilities are not allowed.
- Students using either format should practice to become familiar with the software before testing. For tips and practice tests, go to collegeboard.org/students-with-disabilities/after-approval.
- MP3 audio format users should know how much testing time they will have and that they will be testing over 2 days.
- The ATC format will be administered with the same College Board–approved timing as a paper test format with one exception: Section 2 requires 100% extended time.
- Students use ATC and MP3 formats to access test questions, but still must record their answers on an answer sheet (or another method according to a College Board–approved accommodation).
Prepare Your Materials

TASKS

Use the Test Ordering Site
Sign in at ordering.collegeboard.org to order additional tests, update and track your test material orders, and review your online invoice when available. See psat.org/important-dates for ordering deadlines.

IMPORTANT: Be sure to order sufficient test materials for students from other schools and for homeschooled students who will be taking the test at your school. They must use the test materials for the period that matches your school’s test date: either February 25–March 29 or April 1–26, 2019. No other test materials may be used.

Identify Authorized Staff
Provide a list of authorized staff to all personnel who will be handling test materials. Remind your staff to carry identification at all times during test day and never to allow unauthorized individuals near test materials.

IMPORTANT: Any staff member, including the test coordinator, who will have access to test books before test day must not have a child or member of their household taking the same College Board test in the same testing period at any test site. In such instances, the student’s scores are subject to cancellation.

Check the Preadministration Materials Shipment
Depending on whether you selected the preadministration option when ordering, preadministration and test materials may arrive in one or more separate shipments.

Preadministration materials include:
- Answer sheets
- PSAT 10 Student Answer Sheet Instructions
- Large-block answer sheets (as needed)
- Large-print PSAT 10 Student Answer Sheet Instructions (as needed)
- Copies of the PSAT 10 Coordinator Manual
- Copies of the Mobile Opt-In Policies document

Copies of the PSAT 10 Student Guide will arrive in a separate shipment.

IMPORTANT: If you do not have enough answer sheets, contact the College Board to request more for your school. Photocopied answer sheets will not be scored.

Check the Pre-ID Labels Shipment
If your school is using pre-ID labels, you will receive a separate shipment containing:
- Pre-ID labels
- Pre-ID Label Instructions

Refer to Tasks for Schools with Pre-ID Labels on page 37 for more information.

Check the Test Materials Shipment
Select a secure, locked location for storing test materials, and confirm that access to the storage area is limited to no more than three authorized individuals. Test materials are considered to be in secure storage when they’re stored in a locked area at your school that only you and designated assistants can access. No one is to open the shrinkwrapped test books until test day, when you will open them and distribute them to your proctors.

As a test coordinator, you’re responsible for protecting test materials against unauthorized access from the time they are delivered to your school until they are returned to students with score reports (for April testing) or to the College Board (for February and March testing).

If materials are stored over the weekend, take special care that they are locked in a secure area, such as a cabinet, closet, or vault, and check them carefully for tampering. Do not store materials in a classroom, trunk of a vehicle, or residence.

IMPORTANT: Do not remove any test materials from the test site without the consent of the Office of Testing Integrity (OTI).

All testing materials, for both standard and accommodated testing, will be shipped to the test coordinator. You should receive testing materials by approximately 5–7 days before test day. We recommend that you go online to ordering.collegeboard.org to check on the shipment status of your order because materials may ship and arrive at different times. If your school will be on break the week before testing, please notify the PSAT 10 office so the delivery date can be changed. If you do not receive testing materials by the expected date, call the PSAT 10 office.

Your school should receive the following in the test shipment:
- Shipping notice
- Bundles of shrinkwrapped test books
- Answer sheets bundled with PSAT 10 Student Answer Sheet Instructions booklets and copies of the Mobile Opt-In Policies document
- Copies of the PSAT 10 Coordinator Manual (at least 1 for every 25 test books)
Prepare Your Materials ⊙ Before Test Day Tasks and Information

Part 1

- Copies of the *PSAT 10 Student Guide* and removable full-length practice test for distribution to students. (These will arrive earlier than and separate from the test shipment if your school ordered by the deadline.) Separate them from the test books and ensure that no test materials are accidentally given to students ahead of test day.

- For schools testing in February or March, loose preprinted UPS label(s) for returning test books

- UPS Express Pak or box(es) with preapplied labels for returning used answer sheets (including materials for both standard and accommodated testing)

- Coordinator’s kit containing the following:
  - Coordinator Report Form (CRF)
  - Accommodated Testing Envelope (white) for return of answer sheets for students tested with accommodations
  - Bundle of 5 Irregularity Report (IR) forms
  - Gray-Bordered Envelope
  - Roll of packing tape
  - For schools testing in February or March, Receiving and Returning Test Materials booklet
  - For schools testing in April, cover flyer listing contents of shipment

Your school may also receive the following in the test shipment or separately:

- Test books and materials for students testing with alternate test formats
- Large-block answer sheets
- Large-print answer sheet instructions

If applicable, confirm that you have received any specialized materials such as braille, ATC files, and reader’s scripts.

You will receive an email alert to notify you that your test materials have been shipped.

Within 24 hours of receiving your test shipment, in a secure area with only authorized staff present, follow the procedures below to ensure you have received the correct materials.

1. **Check that you have received all cartons.** If more than 1 carton was used for your shipment, each will be marked accordingly (e.g., 1 of 3, 2 of 3, 3 of 3).

2. **If testing in February or March, refer to any enclosed instructions for receiving and returning materials, which may supplement the instructions in this manual.**

3. **Without opening the shrinkwrap around the test books,** check the covers to verify that they are the correct books for the testing period you selected.

4. **Count the test books (still keeping them in the unopened shrinkwrap).** Verify the quantities of test books and answer sheets against the number shown on the shipping notice. Answer sheets are in bundles and include copies of the Mobile Opt-In Policies document and *PSAT 10 Student Answer Sheet Instructions* booklets.

5. **Contact the PSAT 10 office immediately if the test books are for a period other than the one your school registered for, if the number of tests doesn’t match what was ordered, or if any other materials listed on the shipping notice are missing.**

6. **Check the CRF to be sure it displays the correct school (AI) code for your school.** If the school code on the CRF is incorrect, call the PSAT 10 office to request a new copy.

7. **If your shipment includes the *PSAT 10 Student Guide*, remove copies of the guide and separate them from test books for immediate distribution to students. Make sure that no test books are included in the materials given to students before the test.**

8. **Reseal the boxes with packing tape, sign your name across the tape to extend across the carton, and place all test materials in secure storage.**

   **Check the sealed cartons daily and contact OTI immediately if there is any evidence of tampering.**

9. **Keep the empty, prelabeled answer sheet return box(es) or UPS Express Pak included in your test shipment.** You will use the box(es) or UPS Express Pak to return answer sheets after the test.

10. **If your school is testing in February or March, also keep the original cartons from your shipment along with the test book return label(s) included in your test shipment.** You will use them to return the used and unused test books after the test.

11. **When you remove tests from secure storage on test day, verify the number of test books given to each proctor.** Distribute and collect materials individually, and in such a way that no student has access to test books except while taking the test. Students should never be allowed to transport, distribute, or collect test materials.

See After the Test Tasks and Information on page 45 for instructions on how to handle test books after the test.

**Create a Testing Room Cover Sheet**

We recommend that you create a Testing Room Cover Sheet for each testing room.

Include the following information:

- Number of students assigned to a room
- Type of test the room is administering (standard or accommodated, e.g., 50% extended time)
Prepare Your Preadministration Session

We strongly recommend conducting a preadministration session prior to test day. Once you receive the preadministration materials you have the option to allow all students, including those testing with accommodations, to fill in identifying information on their answer sheets ahead of test day. This shortens the test day for both students and staff, and helps to create a more positive test-taking experience. Please note that students must fill out answer sheets under supervision in school.

**IMPORTANT:** Schools participating in bulk registration should wait until they receive their pre-ID labels to conduct a preadministration session.

**TASKS**

**Get Started**

Full scripts and instructions for conducting the preadministration session are included in Part 2. Be sure proctors know that all answer sheets, which they should sort as you instruct them to, and *PSAT 10 Student Answer Sheet Instructions* booklets should be returned to you after the session so you can return everything to secure storage. Do not remove them again until you create your testing room packets.

- Use your list of students who will be testing (both standard and accommodated students).
- Work with your SSD coordinator to identify which students on the NAR should receive large-block answer sheets instead of standard ones. If you’re waiting for College Board approval to use large-block answer sheets for any students, don’t have those students participate in the session. Have them fill in their information on test day instead.
- If using pre-ID labels, apply labels to the correct answer sheet type (standard or large block), taking care to check for inaccuracies (See Verify and Apply Labels on page 37).

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**Assemble Testing Room Packets**

As close to test day as possible, create packets for your testing rooms. This will make distributing materials to proctors much easier on test day. We recommend that you place the packets into bins. Sort materials to create a packet for each testing room. Include the correct materials for each room—standard or accommodated.

Assemble the following items to create your testing room packets:

- Testing room cover sheet
- A copy of the room roster you created showing students assigned to the testing room
- If applicable, a list of optional codes assigned to students (with student names grouped by assigned code)
- If applicable, a list of school names, addresses, and 6-digit school (AI) codes for any students from other schools
- For accommodated rooms, a copy of the NAR page(s) showing the name(s) of students testing in that room and the accommodations they’re approved for
- If applicable, EL supports (translated directions and/or word-to-word glossaries) for students who will be using them
- A supply of No. 2 pencils and clear plastic bags (for storing items such as EpiPens)
- Answer sheets (sorted by correct testing room):
  - If applicable, prelabeled answer sheets and/or answer sheets used in a preadministration session
  - Blank answer sheets or large-block answer sheets, if necessary (plus a few extra if using prelabeled and/or pregridded answer sheets)
- Standard and/or large-print *PSAT 10 Student Answer Sheet Instructions* booklets

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**Prepare Your Preadministration Session**

We strongly recommend conducting a preadministration session prior to test day. Once you receive the preadministration materials you have the option to allow all students, including those testing with accommodations, to fill in identifying information on their answer sheets ahead of test day. This shortens the test day for both students and staff, and helps to create a more positive test-taking experience. Please note that students must fill out answer sheets under supervision in school.

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**Get Started**

Full scripts and instructions for conducting the preadministration session are included in Part 2. Be sure proctors know that all answer sheets, which they should sort as you instruct them to, and *PSAT 10 Student Answer Sheet Instructions* booklets should be returned to you after the session so you can return everything to secure storage. Do not remove them again until you create your testing room packets.

- Use your list of students who will be testing (both standard and accommodated students).
- Work with your SSD coordinator to identify which students on the NAR should receive large-block answer sheets instead of standard ones. If you’re waiting for College Board approval to use large-block answer sheets for any students, don’t have those students participate in the session. Have them fill in their information on test day instead.
- If using pre-ID labels, apply labels to the correct answer sheet type (standard or large block), taking care to check for inaccuracies (See Verify and Apply Labels on page 37).
Prepare Your Preadministration Session

Before Test Day Tasks and Information

Part 1

Instruct staff to display the school (AI) code in a prominent place in the preadministration room for students to see. Also include the following information if applicable:

- If testing students with non-U.S. addresses, the appropriate country code(s). See Codes for Countries or Regions Outside the United States and U.S. Territories on page 116.
- If your students have APO or FPO addresses, the 2-letter code (AA, AE, or AP) that applies to them.

If your session will include any students from other schools, ensure that staff have a list of school names, addresses, and 6-digit school (AI) codes for those students.

Ensure that staff have lists of student ID numbers to assist students who don’t know their ID number (if your school will use them).

Inform staff and students of the planned sessions. Tell students they’ll need No. 2 pencils with soft erasers for the preadministration session. They may also need:

- Student ID number (depending on school, district, or state requirements).
- Email address (optional).
- They may also be asked to provide their grade point average, the highest level of education of their parents or guardians, and whether their parents or guardians are or have been in the military (all optional).

**IMPORTANT:** If your school uses pre-ID labels, continue with the instructions that follow. Otherwise, proceed to Help Staff Conduct the Preadministration Session on page 39.

### TASKS FOR SCHOOLS WITH PRE-ID LABELS

#### Check the Pre-ID Labels

You’ll receive one pre-ID label for each student who was included in the preidentification file provided to the College Board, along with a Pre-ID Label Instructions memo for their use.

Check the Pre-ID Label Instructions to see which fields appear on your labels.

#### Verify and Apply Labels

- As soon as possible after receipt, review the labels to ensure they’re correct:
  - Is the school (AI) code correct?
  - Do the students named attend your school?
  - Is the grade level correct?

**IMPORTANT:** If labels are incorrect, do not use them. Contact the PSAT 10 office immediately. However, if the address is the only incorrect label information, then DO use the label. Students can update their address information on their answer sheet.

- If you receive labels for students who are no longer enrolled in your school, please shred or destroy the labels in a secure manner.
- If you have requested, but not yet received, College Board approval for any students to use a large-block answer sheet, don’t apply their labels to answer sheets until the SSD coordinator is notified of a student’s accommodations approval.
- Once the labels have been verified, apply them in the shaded box on page 1 of the answer sheets.
- Place each label as accurately as possible so that it falls exactly within the box.
- Organize your labeled answer sheets by alphabetizing them before returning them to their boxes and securely storing them.
Prepare the Preadministration Scripts

- Prior to the preadministration, meet as a group with the proctors who will be administering the sessions. At this meeting, supply copies of the Pre-ID Label Instructions to the proctors and instruct them to update the script for pre-ID labels under Conduct the Preadministration Session on page 55 in their copies of the PSAT 10 Coordinator Manual.

- Proctors should place a check mark next to each boldface instruction that indicates a section of the answer sheet that can be skipped (students do not have to fill in the fields listed on the memo). See the following example:

  □ If Address is listed on the Pre-ID Label Instructions, tell students to skip fields 9–13.

KEY INFORMATION FOR SCHOOLS WITH PRE-ID LABELS

Pre-ID Label Instructions

The Pre-ID Label Instructions, enclosed with your pre-ID label shipments (see sample that follows), lists all of the answer sheet fields that are given on the student labels. Keep the instructions with this manual for use with your school’s answer sheets.

The labels will be sorted as directed by the file provider: either alphabetically by grade or by an optional sort code (labeled Sort). The label will look like this:

```
PSAT 10 AI: 123456 Gr: 10 Sort: 1234ATB
WASHINGTON GEORGE
1880 BROADWAY NEW YORK NY 10023
ID: x1234 Sex: M DOB: 03/01/03 R/E: Y Tel: N Em: N
```

All of the data fields provided for a student appear on the label. Some data fields are shortened on the label although the complete data are captured in the barcode. For example, only the last four digits of the student ID are printed on the label, very long student names may be cut off due to space constraints, and yes/no indicators are used to convey whether telephone number, email, and race/ethnicity data have been provided.

The data provided on the labels includes:

- Assessment
- First name, last name, and middle initial
- School (AI) code
- Sex
- Date of birth
- Grade

Depending on the information that your school, district, or state provided, your labels may or may not contain the following data:

- Sort (optional)
- Mailing address (street, city, state, zip, and country)
- Student ID number
- Mobile number indicator
- Race/ethnicity indicator
- Email address indicator

IMPORTANT: Your school code and name appear at the top of the Pre-ID Label Instructions. If they do not, contact the PSAT 10 office immediately.
Help Staff Conduct the Preadministration Session

Tasks

Determine Staffing and Materials for the Preadministration Session

- Determine staffing needs prior to preadministration. Depending on the number of students you're testing, the preadministration session may be conducted by you, or you may need 1 or more proctors to conduct multiple sessions.
- Staff conducting the session will need to use the scripts in Conduct the Preadministration Session on page 55. Be sure to distribute copies of the manual to staff who need them. They should keep their manual for use on test day.
- Staff should match the script to your answer sheet type—unlabeled or with pre-ID labels.
- Not every school uses the same approach to fields on the answer sheet. Tell staff to watch for scripts with letter designations, and read the script that applies to your school.
- Before starting the session, staff should post any information the students will need, such as the 6-digit school (AI) code.
- Staff will give each student their answer sheet and a copy of the PSAT 10 Student Answer Sheet Instructions. A large-print version of the PSAT 10 Student Answer Sheet Instructions is provided for students with College Board–approved accommodations that necessitate large print. Staff will also give each student a copy of the Mobile Opt-In Policies document.

KEY INFORMATION

When to Schedule Additional Sessions

- Some students on the NAR may be using large-block answer sheets.
- If your school has pre-ID labels, make sure your staff is prepared to correctly match the labeled answer sheet to the student whose information is on the label.
- After the session is complete, collect all answer sheets and PSAT 10 Student Answer Sheet Instructions from staff. We recommend you sort answer sheets by testing room. Answer sheets must be securely stored until test day. Keep the PSAT 10 Student Answer Sheet Instructions to add to the testing room packets for test day distribution.
- Some students who take the test may be absent for the preadministration session. The test day scripts in Part 2 include instructions for assisting students to complete the answer sheet after testing is completed. If you have a large group of these students, consider assigning them to a separate room.
- If you have students who don’t have labels or whose labels have incorrect information other than the address, plan for them to move to a different preadministration session where students are filling in blank answer sheets, if possible.
- If you know ahead of time that some students will have pre-ID labels and others will not, conduct separate preadministration sessions for these 2 groups of students to allow for a better experience for both staff and students. (Students from other schools and homeschooled students testing at your school will need to fill out blank answer sheets on test day.)
During the Test Tasks and Information

Follow Your Test Day Schedule

**TASKS**
- To ensure standardization across all PSAT 10 testing, adhere to your prearranged schedule as closely as possible.
- Finish assembling testing room packets as early as possible.

Remind staff to follow the policies under Key Information to ensure accurate and uniform timing and administration of tests.

**KEY INFORMATION**

**Timing of the Test and Breaks**
The PSAT 10 is timed by section in all rooms. Students must be given the entire amount of time for each section; while working on one section, they may not turn to another. Timing charts are supplied for each script in the manual. Remind staff to:

- Administer each section of the test in sequence.
- Accurately time each test section.
- Record the start and stop times on the lines provided in the scripts, as well as at the front of the room for students to see.
- Announce the remaining time at regular intervals as indicated in the scripts.
- Immediately inform the test coordinator of any timing irregularities.
- Record irregularities and actions taken on the Irregularity Report (IR). See the Irregularity Chart on page 119 for more information.

**Scheduled Breaks**
College Board policy requires every student to be offered breaks at regular intervals. Scheduled break time does not count as testing time.

Students who receive standard time on the entire test, whether taking the test with other accommodations or not, receive a 5-minute break after Section 1 and a 5-minute break after Section 3. During breaks, students may go to the restroom or to a supervised area designated for eating snacks.

Students approved by the College Board for extended time on some or all of the assessment receive extra breaks. Some students may be approved by the College Board for extra and/or extended breaks. Specific timing instructions will be noted on the NAR. (See Administering Extended Time and Accommodated Breaks on page 70 for details.)

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**Unscheduled Breaks**
When students take an unscheduled break, the clock does not stop. To maintain security, staff should adhere to the following guidelines for permitting unscheduled breaks:

- Inform students that they won’t get extra testing time.
- Allow only 1 student at a time to take an unscheduled break.
- Collect the test book and answer sheet before the student leaves the room. Make sure the test book is the actual test book and not a substitute. Fan the book to make sure no pages have been removed. Also collect any EL supports (translated directions or glossary) that the student may be using.
- When the student returns, if the student is unfamiliar to you, check their ID before you hand back the testing materials.
- Never leave the testing room unattended. If possible, have a monitor accompany the student. It’s not necessary to record this irregularity on an IR unless you find the activity suspicious.

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**Equip Testing Rooms**

**TASKS**

**Count and Distribute Test Materials**
On test day, complete the testing room packets before distributing them to your proctors. Count the test books assigned to each room before placing them in the appropriate packet.

- **Keep test materials in their secure location until test day.** On test day, check the test books carefully for tampering. *Once they are distributed to proctors, the tests must remain under their surveillance at all times and must be accounted for during all phases of testing.*

On test day, you must count the test books:

- When distributing materials to proctors
- When collecting materials from proctors and preparing them for return

After counting test books before the test, do the following:

- Add the test books to the testing room packets.
- Distribute testing room packets to proctors.
KEY INFORMATION

In addition to the testing room packets you provide to proctors, other items needed in the testing room are:

- A pencil sharpener
- A supply of No. 2 pencils
- Calculators, if your school is providing them
- Materials (such as plastic bags and sticky notes) for collecting and storing cell phones and wearable technology, if allowed under school policy

Information for Posting in Testing Rooms

Your testing room packets should contain this information for proctors to post:

- Your school’s address.
- Testing room code, if any; when using codes that are shorter than 3 digits, include leading zeros (e.g., 001, 020).
- Your 6-digit school (AI) code.
- 3-digit country codes for students with international addresses (see Codes for Countries or Regions Outside the United States and U.S. Territories on page 116).
- 2-letter APO or FPO code(s) (AA, AE, or AP), if applicable.
- The proctor testing students with MP3 audio formats should post common keyboard commands for the equipment students are using. These are listed in Administer Accommodations on page 69.

If applicable, the testing room packet also should include the following information for proctors to provide directly to students (instead of posting on the board):

- A list of school names, addresses, and 6-digit school (AI) codes for students from other schools (if any).
- A list of students from your school assigned to the room and the optional codes assigned to them (if your school is using optional codes for managing the sort of score reports).

Admit Students to the Testing Area

Determine whether to have a central check-in or classroom check-in on test day.

TASKS

Manage Central Check-In

If you designated a central location where students can gather before testing begins, follow these procedures:

- Check ID for students you don’t recognize. If a student doesn’t have a valid ID, you should record this in the IR but allow the student to test. (See Photo ID Requirements on page 118.)
- Annotate your Master Student List as students check in.
  - Write “P” (present) next to the name of each student who checks in.
  - After check-in is complete, put an “A” (absent) next to the name of any student who is absent.
  - Add student information for any student not on your original Master Student List.
- If you change a student’s room assignment, give them a signed note to present to the proctor.
- If adding a student to a room, ensure that the proctor has the necessary testing materials.

Manage Classroom Check-In

If you’re having students check in at their testing room, we recommend that proctors use the individual room rosters to check in students as they arrive. Staff should:

- Write a “P” (present) next to the name of each student who checks in.
- After check-in is complete, put an “A” (absent) next to the name of any student who is absent. You’ll use this information to help you create a list for ordering makeup materials.
- If a student is not on the room roster, but provides a note from you, the proctor should write in the student’s information on the room roster.
- Check ID for students who aren’t familiar to them. If a student can’t present acceptable ID, staff should record this incident on an IR but allow the student to test.

Manage Late Arrivals

- If students arrive late, follow the procedure for central check-in.
- If students arrive before the timed test has begun, send them to their assigned room.
During the Test Tasks and Information

Admit Students to the Testing Area

- If testing has begun and you have planned for a late-arrivals room, instruct the proctor to add the student's name to the late-arrivals room roster.
- Students who arrive after testing has begun in the late-arrivals room can't test. If your school is planning to administer a makeup, add them to the list of students requiring a makeup.

See Admitting Latecomers later in this section for more information.

Manage Requests to Change to Accommodated Testing on Test Day

If a student presents a College Board eligibility approval letter and requests to test with accommodations that require a new room assignment, follow these steps, as long as you have appropriate materials and enough staff and space available:

- Mark the student as moved by printing an “M” next to the student's name in the original assigned room roster.
- Add the student to the accommodated room roster by printing their name and eligibility number at the bottom of the roster. Write a note to the proctor authorizing the change, sign the note, and give it to the student to present on entry to the testing room.
- Deliver test materials for the student to the testing room.
- If a student requests accommodations that are not noted on your NAR, and the online SSD system doesn't show the student as approved for the accommodations, do not supply the accommodations unless you have checked with the SSD office.
- If a student requires specific accommodated materials that are not available, you may still have time to order materials for testing later in the testing period. If so, note the student as absent and immediately order materials for testing. (Availability of materials is not guaranteed.)

If it’s too late to order materials for testing in the testing period, call the SSD office.

Make sure that students are approved for accommodations. Providing accommodations to students who have not been approved will result in their scores being canceled. Call the SSD office if you have any questions about providing accommodations to a student.

A few things to note about admitting latecomers:

- The preliminary instructions include directions to complete required fields for students who have unlabeled or blank answer sheets. Before beginning the test, the proctor must ensure that students who are admitted during these preliminary instructions complete these fields.
- If you have a late-arrivals room, late testing should start no more than 45 minutes after testing has begun in the other testing rooms.
- The proctor must close the door to the late-arrivals room before the start of the first scheduled break in testing that is already in progress. Admittance to the late-arrivals room shouldn’t be allowed after standard testing rooms have begun their first break.
- Ensure that testing in any late-arrivals room begins early enough to end before the school breaks for lunch so testing is not disrupted.

IMPORTANT: Do not, under any circumstance, admit students to a testing room once the timed portion of the test has begun.
Your Role During Testing

**TASKS**

**Test Observers and Visitors**

Staff from the College Board or Educational Testing Service (ETS) or administrators from your district or state may visit your school the day of the test or the week preceding it. Verify that visitors have government issued identification and a letter of authorization from the College Board, ETS, or the Board of Education.

Authorized visitors, including assistants for students with College Board-approved accommodations, are the only visitors allowed in the testing rooms. There are no exceptions. Keep unauthorized individuals away from test materials and out of the sight and hearing of the students until testing is complete. Limit access to the testing rooms and adjoining hallways.

**Handle Escalations**

As a test coordinator, you’ll be called on to address many kinds of situations, most of which can be resolved on the spot.

Always contact OTI if you encounter:

- Security breaches of any kind (suspicion of tampering, attempts to steal test materials, missing materials, etc.)
- Visitors you were not notified of in advance
- Observed misconduct that warrants dismissal, such as attempted impersonation, removing test materials from the testing room, or leaving the building during testing

Contact the PSAT 10 office for events that interfere with testing procedures.

**IMPORTANT:** If a group irregularity occurs, be sure to indicate on the IR the testing room where it occurred. You must also provide a roster of affected students on the IR. Otherwise, scores may be held for the entire school until inquiries into the irregularity have been resolved.

**Handle Dismissals**

Do not allow students who have been referred to you for misconduct to return to the testing room. Explain the reasons for their dismissal and refer them to the Test Security and Fairness Policies information provided in the *PSAT 10 Student Guide*. Ensure that a complete description of the infraction(s) and actions taken by staff is provided on an IR. Escort the student to their normally scheduled class, the principal’s office, or a monitored area until the test is completed. Students who are dismissed because of misconduct are not eligible for makeup testing. Please confirm on the IR all actions taken (see the Irregularity Chart on page 119). Return the student’s answer sheet on top of other used answer sheets.

If you or a member of your staff suspects that a phone or other electronic device has been used to record or transmit test questions or answers, you should confiscate the phone and check for test content. In such cases, explain to the student that the phone is needed for further investigation and will be returned to them. Follow instructions in the Irregularity Chart on page 119 under “Use or possession of test content through answer keys or images of test pages.”

**Handle Student Complaints**

Many student complaints can be prevented by careful planning, preparation, and implementation of the procedures described in this manual. Common complaints include:

- Physical conditions such as overcrowding, inadequate writing surfaces, poor lighting, and extreme temperatures
- Delayed check-in and testing
- Testing staff who are rude, disorganized, distracting, or inattentive to their duties
- No visible clocks or announcement of remaining test time
- Apparent mistiming and distracting noises
- Cheating

Report every student complaint, even those resolved on-site, on the IR. Advise students that all feedback is welcome. Tell them their scores may be delayed if their complaint requires additional investigation.

**Report Test Administration Irregularities**

The IR is scanned, so use a No. 2 pencil or a pen with black or blue ink, and don’t write any notes or make any other extraneous marks on the form. Be sure to neatly print all information and fill in bubbles completely. Always include the names of students involved in an irregularity.
Refer to the Irregularity Chart on page 119 in the Appendix when filling out the IR. Record the following types of incidents:

- Security incidents
- Misconduct
- Test question errors or ambiguities
- Other incidents or disturbances
- Student complaints
- For all irregularities, fill in the general information in items 1–5 (page 1) and item 9 (page 3) of the form.
  - In box 4a, write your 6-digit school (AI) code.
  - In box 4b, fill in the number of students tested at your school (use leading zeros, as in “0055”).
- To report a group irregularity (an issue that affects all or a portion of a testing room), fill in items 6 (page 2), 9 (page 3), and 10 (page 4) to show the type of occurrence, describe the events and actions, and list information about the students affected. Note the grade level for each affected student. If applicable, note the testing room code in box 6b. Providing a testing room code and roster of impacted students will ensure that scores are not held for your school and that only the scores for the students impacted by the group irregularity will be held until any investigations of the incident have been completed.
- To report an individual irregularity (an issue that affects one student, such as illness), fill in items 7 (page 2), 8 if applicable (page 3), and 9 (page 3) to show the type of occurrence and the events and actions taken. List the student’s name and grade level.
- In all situations, provide as much detail as possible (e.g., indicate if the student was dismissed). Do not attach answer sheets to the IR, but return them with the other used answer sheets.

**IMPORTANT:** Answer sheets for students who have been dismissed should not be destroyed—they should be returned with other answer sheets.

**Proctor Role During Testing**
See Part 2 of this manual for a description of the proctor’s role during testing.
After the Test Tasks and Information

Complete the test administration with the following activities. **Always keep materials in secure storage.**

**Collect Testing Materials**
Collect all of the materials you provided to proctors in the testing room materials packet.

**TASKS**

**Collect Materials from Proctors**
Verify that the materials returned by each proctor match the materials you initially issued to them.

☐ Copy of this manual, with completed seating chart on the back.
☐ Annotated room roster or NAR (if applicable).
☐ Test books, both used and unused.
☐ Any additional test materials related to accommodated testing (such as scratch paper, test books with answers, flash drives, etc.).
☐ Answer sheets, both used and unused, separated into:
  - Used for students from your school (standard and accommodated).
  - Used for students from other schools and/or homeschooled (standard and accommodated).
  - Unused answer sheets. Refer to What Is a Used Answer Sheet? on page 47.
☐ PSAT 10 Student Answer Sheet Instructions booklets. These should be destroyed after all testing has been completed.
☐ Pre-ID Label Instructions, if applicable.
☐ Any printed translated testing directions. These should be securely destroyed after any makeup testing is complete.
☐ Any word-to-word glossaries, which can be used for other purposes after testing.
☐ Any completed IRs. (You must countersign any IRs submitted by your proctors.)

**IMPORTANT:** After testing is completed, proctors should give students the Mobile Opt-In Policies document to take home.

**Count Materials**
Count test materials to ensure that you received all of the materials you gave to proctors.

☐ Securely store test materials for students who have a College Board–approved accommodation that requires testing over 2 days.

**IMPORTANT:** If a test book is discovered missing after students have been dismissed, report the incident on an IR and call OTI immediately.

☐ Count answer sheets by hand. Record the answer sheet counts for inclusion on the Coordinator Report Form (CRF).
  - As you count, do a spot check to ensure that required information is provided on the front (Last and First Names, School, School Code, Date of Birth, Sex, and in most cases Student ID Number and Grade Level) and back (Form Code and Test ID) of the answer sheets.
  - **IMPORTANT:** You may correct errors in a student’s grade or school code, but you must not change any other information on the answer sheet. Fill out an Irregularity Report when these fields on the answer sheet have been altered. Indicate this action using the Other field and provide the names of the applicable students.
  - For February and March testing, Test Book Serial Number must also be filled in on the back of the answer sheet.
  - If test fees for different grade levels are being paid by different sources (e.g., state, district), check the front of the answer sheet to be sure Grade Level is appropriately filled in.
  - **IMPORTANT:** You may correct errors in a student’s grade or school code, but you must not change any other information on the answer sheet. Fill out an Irregularity Report when these fields on the answer sheet have been altered. Indicate this action using the Other field and provide the names of the applicable students.
  - Set aside answer sheets for students who completed identifying information but did not test. These should be securely stored for makeup testing.

☐ Record Counts for the CRF. Now that you’ve checked and counted the used answer sheets, record the counts on the CRF. When providing counts in fields 5 and 6 of the CRF, be sure to include students who tested with accommodations:
  - List counts of used answer sheets (standard and accommodated) for students from your school in field 5 ________.
  - List counts of used answer sheets (standard and accommodated) for students not from your school (if applicable) in field 6 ________.
  - Add these 2 totals together in field 7 ________.
To fill in field 8 of the CRF, separate the accommodated materials and count them again before placing them in the white Accommodated Testing Envelope. Providing the total count of students who tested with accommodations (including English learners who tested with 50% extended time) helps verify that the count matches what’s returned in the Accommodated Testing Envelope. In field 8:

- Indicate if you’re returning additional materials with transcribed answer sheets.
- List the count of used answer sheets for accommodated students (including those from your school and those from other schools or homeschooled, if applicable), including transcribed answer sheets ________.

All students whose answer sheets are returned in the white Accommodated Testing Envelope will be considered to have used accommodations or 50% extended time for English learners.

You must return one, and only one, answer sheet for each student unless the NAR or the IR notes a reason for more than one (e.g., misplaced answers). In this case, indicate two answer sheets for the one student when you do the count for the CRF.

Only return answer sheets that contain answers. Securely destroy answer sheets with no answers and no demographic information.

**IMPORTANT:** If an answer sheet has answers but no name, work with the proctor to identify the student and have the student enter their name before materials are returned. (If you’re unable to identify the student, return the answer sheet in the Gray-Bordered Envelope and indicate the issue on the IR, using the Other field.)

**Before Releasing Staff**

- Ask each proctor to double-check their room to see if anything has been left behind, either by staff or by students.
- Review and sign IRs. Confirm that your school code is gridded correctly. If needed, complete additional IR(s).
- When you’ve completed these tasks, release staff members.

**Reconcile Room Rosters to Master List**

Test taker lists give the College Board important information, particularly when discrepancies occur.

- Once you’ve collected all materials from proctors, carefully check each room roster against your Master Student List, noting on it the room assignment and testing room code of each student. Store the list in your records for reference if needed.

**Sort Materials**

Now that you have collected all of the materials from the proctors, you’ll need to sort them before filling out the CRF and packing materials for return or secure storage. See What to Do with Materials on page 47 for details.

**Test Books:**

- Separate standard test books from alternate test formats.
- Separate used test books from unused test books.
- Set aside test books for students approved to record answers in test books, clipped to the corresponding transcribed answer sheets. Ensure the test book says “Answers in Test Book” on the cover.

**Answer Sheets:**

- Separate the used answer sheets for standard test takers and students testing with accommodations listed on the NAR. Include the answer sheets for EL students who tested with 50% extended time with the accommodated answer sheets. See What Is a Used Answer Sheet? later in this section.
- Set aside unused answer sheets.
- If an answer sheet has a pre-ID label, but the student missed the test date, securely store the answer sheet for use during a makeup administration (if you plan to hold one) within 2 weeks of the primary test date.

**Store Test Books**

**IMPORTANT:** Schools testing in February or March must return all used and unused test books and accommodated test formats. Please refer to the Receiving and Returning Test Materials booklet included with the test shipment.

If testing in April, immediately after the test administration:

- Organize used test books to facilitate return to students with their score reports.
- Make sure that no answer sheets have been put in test books.
- Place all used and unused test books (including those used by homeschooled students or students from other schools, if applicable) in locked storage.
Prepare for Makeup Testing
If students miss your original test date, you may hold a makeup test. Testing must be completed within the testing period and should be completed within two weeks of your primary test date. The relevant materials must be returned immediately after all testing has completed at your school.

KEY INFORMATION
What Is a Used Answer Sheet?
An answer sheet is considered used if it has one or more answers gridded in for the test.

If a student attends a preadministration session but misses the test date, securely store the answer sheet with their personal information and/or pre-ID label for use if you plan to hold a makeup session. After all testing at your school is concluded, include in your return shipment any answer sheets with demographic information but no responses to test questions. Destroy any blank answer sheets.

Handling Answer Sheets for Accommodated Students
- Students approved by the College Board to write their answers in the test book must have their answers transcribed by a staff member to a machine-scannable answer sheet. Make sure the answer sheet is clipped to the test book. The test book with attached answer sheet should be returned in the white Accommodated Testing Envelope.

KEY INFORMATION
What to Do with Materials
Use this table to help you organize your materials and handle them correctly.

<table>
<thead>
<tr>
<th>Test Materials</th>
<th>Return</th>
<th>Keep Copies for Your Records</th>
<th>Destroy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used answer sheets</td>
<td>Yes—in package provided for answer sheet return shipment</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Used answer sheets (regular and large block) for students testing with accommodations listed on the NAR</td>
<td>Yes—in white Accommodated Testing Envelope in answer sheet return shipment</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Unused answer sheets</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Prepare Materials for Return

<table>
<thead>
<tr>
<th>Test Materials</th>
<th>Return</th>
<th>Keep Copies for Your Records</th>
<th>Destroy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Answer sheets with demographic information or label but no test question responses (absentee)</strong></td>
<td>Yes—but unless used for makeup testing</td>
<td>No</td>
<td>No—return with used answer sheets after makeup testing is complete</td>
</tr>
<tr>
<td><strong>Answer sheets with test question responses but no name</strong></td>
<td>Yes—if unable to identify the student, return answer sheet in Gray-Bordered Envelope and indicate issue on IR</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Answer sheet instructions</strong></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Test books (for April testing)</strong></td>
<td>No</td>
<td>Yes—until score release, then distribute to students</td>
<td>No</td>
</tr>
<tr>
<td><strong>All test books, used and unused, for February and March testing</strong></td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Test books for students approved by the College Board to write answers in their books</strong></td>
<td>Yes—clipped (not stapled) to transcribed answer sheets, in white Accommodated Testing Envelope in answer sheet return shipment</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Defective test books (unless used for answers in test book accommodation—see SSD note following this table)</strong></td>
<td>Yes—clipped (not stapled) to corresponding IR in Gray-Bordered Envelope in answer sheet return shipment</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Student scratch paper or braille pages</strong></td>
<td>Yes—clipped (not stapled) to corresponding answer sheet, in white Accommodated Testing Envelope in answer sheet return shipment</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>NAR</strong></td>
<td>Yes—in white Accommodated Testing Envelope</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>IR(s) (if used)</strong></td>
<td>Yes—in Gray-Bordered Envelope in answer sheet return shipment</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>CRF</strong></td>
<td>Yes—in answer sheet return shipment</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Invoice</strong></td>
<td>No—print for your records</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Test Materials</td>
<td>Return</td>
<td>Keep Copies for Your Records</td>
<td>Destroy</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>--------</td>
<td>------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Seating charts</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Master Student List</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Room rosters</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>List of testing rooms, with testing room codes (if used) and the staff assigned to them</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Tracking number(s) of return shipment(s)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Translated directions for EL students</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Word-to-word glossaries for EL students</td>
<td>No</td>
<td>No</td>
<td>No—keep for future use</td>
</tr>
<tr>
<td>Pre-ID Label Instructions</td>
<td>No</td>
<td>No</td>
<td>Yes—after all testing is complete</td>
</tr>
<tr>
<td><em>PSAT 10 Coordinator Manual</em></td>
<td>No</td>
<td>No</td>
<td>Yes—after score reports are distributed to students</td>
</tr>
<tr>
<td>Leftover return materials (envelopes, cartons, labels)</td>
<td>No—store securely if needed for makeup testing</td>
<td>No</td>
<td>Yes—if makeup testing is complete</td>
</tr>
<tr>
<td>Leftover copies of the <em>PSAT 10 Student Guide</em></td>
<td>No</td>
<td>No</td>
<td>No—keep for future use</td>
</tr>
<tr>
<td>Mobile Opt-In Policies documents</td>
<td>No—students can keep</td>
<td>No</td>
<td>Yes—securely destroy any leftover copies</td>
</tr>
</tbody>
</table>

*If you are returning a defective test book associated with a student approved by the College Board to write answers in the test book, there may be some answers in that defective test book. Clip it to the replacement test book and transcribed answer sheet, and return it in the white Accommodated Testing Envelope.*

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`Coordinator Manual 2019 PSAT 10`
Return Test Materials

TASKS
Pack Used Answer Sheets, Forms, and Envelopes for Return

The used answer sheet shipment includes documents such as used answer sheets, required envelopes provided to you, and the completed Coordinator Report Form (CRF). In your test materials shipment, you received a UPS Express Pak or one or more boxes that you must use to return your answer sheets and associated forms and envelopes. Each used answer sheet shipment includes the items listed in this section.

Place items in the prelabeled UPS Express Pak or box(es) from bottom to top in the order detailed in this section. Don't use rubber bands or other fastenings that might damage the answer sheets.

**IMPORTANT:** See Returning Used Answer Sheets and Forms later in this section for the correct order of materials and envelopes.

- Place the used standard answer sheets on the bottom, in this order:
  - On the bottom, standard answer sheets for students from other schools and homeschooled students, if any
  - Standard answer sheets for students from your school
  - Answer sheets for students listed on the IR

- Place the white Accommodated Testing Envelope (if any) next, with the following items inside (from bottom to top):
  - Scratch paper or braille pages, all clipped to corresponding answer sheets
  - Test books for students listed on the NAR as approved to write answers in their books, clipped to corresponding transcribed answer sheets
  - Used answer sheets (regular and large block) for students testing with accommodations listed on the NAR
  - Nonstandard Administration Report (NAR)—required for scoring

- Next, place the Gray-Bordered Envelope, if applicable, including (from bottom to top):
  - Defective ATC or MP3 test materials in their original packaging
  - Defective test books, if any, clipped to the corresponding IR
  - IRs, if any

- Place the completed and signed CRF on top and close the box or UPS Express Pak.

Once all answer sheets and forms are packed as described above, seal the UPS Express Pak or box(es) and fill in the information requested on the label(s).
Returning Used Answer Sheets and Forms

Assemble materials as shown, then place the answer sheets in the bottom of the box or UPS Express Pak. Add other materials in the sequence given.

1. Answer sheets
   Include answer sheets from standard testing only, as listed to the right.

2. White Accommodated Testing Envelope
   Include only materials listed to the right in this envelope. If you don’t have any of these materials, don’t return the White Accommodated Testing Envelope.

3. Gray-Bordered Envelope
   Include only materials listed to the right in this envelope. If you don’t have any of these materials, don’t return the Gray-Bordered Envelope.

4. Coordinator Report Form

Gray-Bordered Envelope Contents:
- Irregularity Reports (IRs) if any.
- Defective test books (clipped to corresponding IRs), MP3 audio or ATC flash drives.

White Accommodated Testing Envelope Contents:
- Nonstandard Administration Report (NAR).
- Used answer sheets (standard or large-block) for students listed on the NAR (including EL students testing with 50% extended time).
- Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets.
- Scratch paper or braile pages — clip to corresponding answer sheets.

Answer Sheets (for standard testing)
- For students listed on an IR.
- For students from your school.
- For students NOT from your school, if applicable.

Prelabeled Shipping Box (or UPS Express Pak)

- Use the aqua-labeled courier return box(es) or UPS Express Pak that came with your test materials.
- If you’re returning more than one box of materials, package 1 should include all of the forms and envelopes, along with any answer sheets that fit.
- Place any remaining answer sheets in subsequent packages.
- Keep answer sheets flat, do not damage the edges or use rubber bands, tape, or staples. Do not wrap them in anything, and do not include filler or additional packing materials.

Print your school name, school (A1) code, and full address.
Print this package number and total number of answer sheet return packages being sent (e.g., Package 1 of 2).

Note: Supplied labels may be different from samples shown.
After the Test Tasks and Information  Return Test Materials

Ship Materials

**IMPORTANT:** Schools testing in February or March must return all used and unused test books and accommodated test formats. Please refer to the Receiving and Returning Test Materials booklet included with the test shipment.

Return applicable materials, including answer sheets, immediately after testing ends. If you have students with College Board–approved accommodations that require testing students over two days, store completed answer sheets securely and return all answer sheets after the second day of testing is complete. **Failure to return answer sheets promptly may delay score reports for your students.**

- If you plan to administer a makeup test, securely store any related materials (such as answer sheets from a preadministration session for students who missed the test date, along with the unused test books) and return them once testing at your school is complete. Answer sheets associated with an irregularity must be returned with the test materials for the primary test date.

**IMPORTANT:** Do not return photocopied answer sheets to the College Board for scoring. Photocopied answer sheets will not be scored.

- If you administered multiple assessments (for example, PSAT 10 and PSAT™ 8/9), return the materials for each assessment separately as instructed. Be sure to check the packaging label to confirm that you’re sending the PSAT 10 materials to the correct address.

- Arrange for packages to be picked up before the end of the test day, or at the latest by the next school day after the test administration. Keep materials secure until pickup.
  - If UPS doesn’t make a regular stop at your school, schedule a pickup at ups.com, or call 800-PICK-UPS (800-742-5877). You can also take packages to any UPS counter. Do not place materials in a UPS drop box. You must hand them directly to a UPS driver or UPS counter employee.
  - Write down your UPS package tracking number(s) in the space provided on the seating chart located on the back of this manual.
  - If UPS isn’t available in your area, return materials via another traceable express courier. Record your tracking number(s).

- Do not use first-class mail or any other nontraceable method.
- Give your package to the driver or responsible person so you’ll have a chain of custody for the shipment.

**For International Shipments:**

- Please contact the courier indicated on the supplied waybill to arrange a pickup. Contact the courier’s local office, or if the courier is UPS, you can go to ups.com.
- Complete the UPS or alternate courier International Waybill:
  - **Section 1 – SHIPPER:** Complete your name, address, and telephone number.
  - **Section 5 – SHIPMENT INFORMATION:** Write in number of packages and estimated weight.
  - **Section 8 – SHIPPER’S SIGNATURE:** Sign and date.
- Retain the “Shipper’s Copy” of the waybill for your records.
- If you’ve misplaced your waybill, contact the PSAT 10 office at +1-212-237-1335.

**IMPORTANT:** Using the prelabeled UPS Express Pak or box(es) provided with your PSAT 10 test materials is the only way to ensure that your answer sheets will be correctly returned and processed.

**KEY INFORMATION**

If you must use another courier, return answer sheets and forms to:

**PSAT 10**
Pearson Processing Center
9200 Earhart Lane SW
Cedar Rapids, IA 52404

If you are testing in February or March and must use another courier, return answer sheets and forms to the above Cedar Rapids, IA, address; however, return test books only to:

**PSAT 10**
Inbound Processing Center
200 Ludlow Drive
Ewing, NJ 08638
Submit Payment

TASKS
1. After you’ve received confirmation that your answer sheets have been processed, you’ll prepare for submitting payment.
2. Sign in to ordering.collegeboard.org to review the number of answer sheets processed for your administration.
3. Check to be sure that student information is appropriately filled in.
4. Once you confirm your counts, the system will calculate your payment, and you’ll be notified of how to access your invoice and make your payment.

KEY INFORMATION

Fee Submission
- Some states provide special instructions to test coordinators about submitting fees. Please follow any state-specific instructions from your state department of education.
- If test fees for different grade levels are being paid by different sources (e.g., state, district), check each student’s answer sheet to be sure the grade level is appropriately filled in. **Your school is responsible for students who fill in their grade level incorrectly.**
  - When reviewing the answer sheets, you may correct errors students have made in the grade or school code fields, but you may not alter any other information on the answer sheets.
  - When you need to alter grade or school code fields, report this on an IR. Under section 7, indicate Other and list the fields that have been altered. Note the names of the applicable students.

IMPORTANT: For more information about payment, see psat.org/invoicing.

International Wire Transfer Information
Please use this information for an international wire transfer:
Bank: Bank of America, Chicago, IL
SWIFT# BOFAUS3N
Beneficiary: College Entrance Examination Board
A/C# 003936829491
ABA# 026009593

Receive Score Reports

KEY INFORMATION

Online Scores
To learn when scores will be available, visit psat.org/important-dates. For all tests in the SAT Suite of Assessments, schools receive item-by-item summaries that provide data about students’ answers compared with the rest of the nation. For February and March testing, schools and students will see whether students answered each question correctly. Actual questions, answers, and answer explanations won’t be provided.

Students will receive their percentile rank and helpful interpretative information about their scores. The information helps students and teachers identify the knowledge and skills they need to focus on to increase achievement.

Paper Score Reports
One paper copy of each student’s score report will be delivered to the school principal soon after online reporting is available.

Schools that test in April should securely store all test books, used or unused, after the test. Test books must remain in secure storage until after score reports are received by the principal.

When you receive your score reports, if you tested in April, remove test books from storage and distribute each test book to the student who used it, along with the student’s score report. Send any test books used by students from other schools to their schools. You may also distribute any unused test books.

Under no circumstances should test books, used or unused, be given to anyone until after score reports are received by the principal. Schools found in violation of this policy risk losing the ability to administer the PSAT 10 in the future.

IMPORTANT: Schools testing in February or March will need to return all used and unused test books and accommodated test formats immediately after the test.

The following common errors may delay score reporting:
- The number of used answer sheets received does not match the number of students tested as entered on the CRF.
- The test coordinator neglects to sign the CRF in pencil.
After the Test Tasks and Information  

Receive Score Reports

- Used answer sheets for students with accommodations (including English learners testing with 50% extended time) who appear on the NAR are not returned in the white Accommodated Testing Envelope.
- Used answer sheets are otherwise not returned according to the instructions specified in Pack Used Answer Sheets, Forms, and Envelopes for Return on page 50.
- The school has not responded to a query from ETS regarding a testing irregularity.

Please make sure that students fill out their answer sheets correctly and that the information on the CRF is complete and correct.

Appropriate Uses of Scores and Reports

The publication Guidelines on the Uses of College Board Test Scores and Related Data, available at research.collegeboard.org/data, highlights proper and beneficial uses of test scores and cautions against uses that are inappropriate.

Protecting Student Privacy

The College Board makes every effort to protect student privacy. When students take a College Board assessment such as the PSAT 10, they have a choice to opt in to Student Search Service®, which allows the College Board to give students' basic information to eligible colleges and universities, as well as scholarship and other educational programs. Information about disability, phone numbers, or actual test scores is never shared. To learn more, visit collegeboard.org/student-search-service.

Students can link their Khan Academy and College Board accounts to get a personalized practice plan based on their PSAT 10 results. Account linking is entirely student-driven, and students can unlink their accounts at any time. Khan Academy and the College Board are committed to creating a safe and secure online environment for all students using Official SAT Practice. The College Board and Khan Academy don’t share students’ personal information or practice work without their consent.

For more information about privacy practices, please visit:
- collegeboard.org/privacy-policy
- khanacademy.org/about/privacy-policy
PART 2: For Proctors and Monitors

Introduction for Proctors

This is your guide for administering the PSAT 10 and creating the best possible environment for your students on test day. Although you may have already participated in online training and/or other training organized by your test coordinator, please read this section of the manual carefully. It's especially important to read through the scripts and instructions ahead of time so you can ask your test coordinator any questions before test day.

This part of the manual includes the required scripts for preadministration, standard test administration, and accommodated test administration. If you will be administering the test to students who have been approved for accommodations by the College Board, you may also receive other materials, depending on the nature of the accommodation.

Proctors must:

- Be thoroughly familiar with test procedures
- If testing students with MP3 or ATC formats, set up their computers before test day (see Set Up for Testing Students with Accommodations on page 63)
- Prepare seating plans for your assigned room and complete the seating plan chart on test day
- Assume responsibility for test materials in your assigned room, including distributing, accounting for, collecting, and counting test books and answer sheets before dismissing students
- Administer the test according to the manual's directions
- Return test materials to the test coordinator after students are dismissed

Before Test Day

Prepare Yourself

TASKS

- Participate in training if you haven’t already.
- Read Part 2 and the Appendix of this manual.
- Uniform testing conditions depend on you reading the scripts aloud to students exactly as written in the manual. Take time to study the scripts and timing before test day.
- Conduct a preadministration session at your test coordinator’s direction.
- If you are testing accommodated students, before test day:
  - Review Set Up for Testing Students with Accommodations on page 63 to determine the correct script to use.
  - Test any equipment needed.
  - Be prepared to assist students who are approved for alternate test formats such as braille, MP3 audio, or ATC.

Conduct the Preadministration Session

TASKS

- If you’re conducting the session on test day, start at Begin Here on Test Day on page 72.
- If you’re conducting the session before test day, continue with the following directions and scripts.

- Read through the preadministration scripts and be prepared to read either the Script for Unlabeled Answer Sheets on page 56 or the Script for Pre-ID Labels on page 59, as appropriate.
- Some of the fields have alternative scripts to read depending on various criteria, such as whether or not your school uses student ID numbers. When you see multiple choices with lettered options (for example, A and B), mark which script to read before starting the session.
Part 2

Before Test Day  Conduct the Preadministration Session

- Post the following in a location visible to all students:
  - 6-digit school (AI) codes for your school
  - Address of your school
  - 3-digit country codes for any students with addresses outside the United States or U.S. territories (see Codes for Countries or Regions Outside the United States and U.S. Territories on page 116)
  - 2-letter APO or FPO code (AA, AE, or AP), if applicable

- Your test coordinator will also supply the following, if applicable:
  - A list of school names, addresses, and 6-digit school (AI) codes for students from other schools (if any).
  - A list of students from your school assigned to the room and the optional codes assigned to them (if your school is using optional codes for managing the sort of score reports).

- Be prepared to supply this information to students during the session.
- Read aloud from the shaded scripts that follow to guide students through filling in the personal information in fields 1–22. Read slowly enough to give students time to fill in their information. Pause where you see [pause] in the script to allow students time to follow instructions.

**IMPORTANT:** Information requested in fields 14–22 is optional. If you have students in the room who prefer not to give this information, let them know they don’t have to. They should sit quietly until the other students have finished.

**Script to Begin the Preadministration Session**

Text that appears outside of the shaded areas is intended for proctors and should not be read aloud.

**When everyone is ready, say:**

We will now fill out important information on the PSAT 10 answer sheet. As I go through these instructions, raise your hand if you have any questions.

You will need to use a Number 2 pencil with a soft eraser. Raise your hand if you do not have one.

Provide No. 2 pencils to students who do not have them.

**Distributing Answer Sheets and Instructional Booklets**

Distribute answer sheets, the Mobile Opt-In Policies documents, and the PSAT 10 Student Answer Sheet Instructions booklets. A large-print version of the PSAT 10 Student Answer Sheet Instructions is provided for students with College Board–approved accommodations that necessitate large print. Ensure that any answer sheets with pre-ID labels go to the appropriate students.

**After distributing answer sheets, say:**

This is the answer sheet you will use to mark your answers on the test. I have also given you a booklet and another document with information you will need to fill in some of the fields.

**To students who are using LARGE-BLOCK answer sheets, say:**

If you’re using a large-block answer sheet, please read the directions on page 1 of your answer sheet about how to mark your answers. You will be marking squares rather than bubbles, and the page numbers will be different from the ones I announce. Raise your hand if you need assistance at any time.

**SELECTING THE APPROPRIATE PREADMINISTRATION SCRIPT**

- If you are reading these scripts to students who have pre-ID labels on their answer sheets, turn to the Script for Pre-ID Labels on page 59.
- For students who don’t have pre-ID labels on their answer sheets, continue with the scripts that follow.

**Script for Unlabeled Answer Sheets**

**Now say:**

Please read the directions in field 1 of your answer sheet. Then fill in your full legal name, starting with your last name. If your last name is longer than the space available, fill in as many letters as will fit. Include spaces, hyphens, or apostrophes if these are part of your name. Fill in all corresponding bubbles carefully. Make sure each mark is dark and completely fills the bubble. [pause] Please look up when you are finished.
Filling In Fields 2–8

For fields 2–4, say:

In field 2, fill in the bubble that applies to you. If you are not homeschooled, enter the name and address of the school you attend in field 3. Then, if you regularly attend this school, enter our school code, which I have posted in the front of the room, in field 4. If you don’t attend this school, raise your hand, and I will come over to give you the code to enter in field 4.

For field 4, provide the AI codes for students from other schools (a list should be in your materials from the test coordinator). Also provide school addresses to these students if they don’t know their school’s address. Tell homeschooled students to leave field 4 blank.

Field 5 – Student ID Number:
For field 5, read script A if your school is using student ID numbers, and complete the directions that follow it. If your school is NOT using student ID numbers, read script B.

READ ALL THAT APPLY.

A If your school is using student ID numbers, for field 5, say:

In field 5, print and fill in your student identification number, starting with the first column to the left. If there are letters in your ID number, don’t include them and only enter the numerals with no spaces between them. If you don’t know your student ID number, raise your hand. Look up when you’re done. [pause]

Check with any students who raise their hands. If you have student ID numbers available, provide the appropriate student ID number to the student to grid on their answer sheet. If you do not have access to student ID numbers, advise the student to leave that field blank.

B If your school is NOT using student ID numbers, for field 5, say:

Make no marks in field 5.

For field 6, say:

Fill in your current grade level in field 6.

Please walk around the room to check that students complete their current grade level. Scores can be delayed if this information is missing or incorrect.

For field 7, say:

Fill in the appropriate bubble in field 7.

For field 8, say:

In field 8, fill in the appropriate bubble for the month when you were born. Then fill in the day and the last 2 digits of the year you were born, and fill in the appropriate bubbles. Any 2-digit fields need to start with a zero if the number is less than 10. If you are using a large-block answer sheet, fill in the month, day, and year of your birth. [pause]

Continuing to Guide Students Through the Identifying Information

Now say:

Please look at page 1 of your PSAT 10 Student Answer Sheet Instructions booklet. You will need the information and instructions to complete some of the remaining questions. Take a moment to read the introduction about how providing your information can benefit you. Please look up when you are finished. [pause]

Students using braille, MP3 audio, or ATC formats may need you to read instructions from the PSAT 10 Student Answer Sheet Instructions.

To all students, say:

Next, you’ll fill in your address. If you are using a standard answer sheet, turn to page 2 (or continue on page 4 if you’re using a large-block answer sheet).
**Part 2**

**Before Test Day**

**Conduct the Preadministration Session**

### Fields 9–13 – Address:

For fields 9–13, read script \( A \) to students who do not live on a U.S. military base and/or script \( B \) to students who live on a U.S. military base.

**READ ALL THAT APPLY.**

\( A \) To students who do NOT live on a U.S. military base, say:

**In field 9**, fill in your street address:
- Include your apartment number if you have one.
- Indicate a space in your address by leaving a blank box and filling in the corresponding bubble.
- If your address has a slash mark or hyphen, write it in the box and fill in the corresponding bubble.
- Use the address abbreviations given in your instructions booklet.

**In fields 10–13:**
- Fill in your city in field 10.
- If you live in the United States or U.S. territories, fill in the state or territory bubble in field 11 and your zip or postal code in field 12, starting at the beginning of the field. Leave field 13 blank.
- If you live outside the United States or its territories, leave field 11 blank. Fill in your postal code in field 12 and fill in the country code I have posted for you in field 13. Fill in the corresponding bubbles for each field.

Please look up when you are finished. [pause]

See Codes for Countries or Regions Outside the United States and U.S. Territories on page 116.

\( B \) If you are testing students who live on a U.S. military base, say:

**In field 9:** Fill in your box number or other designation.

**In field 10:** Fill in the letters “APO” or “FPO.”

**In field 11:** Find the “U.S. Territory” section, and fill in the bubble for the 2-letter code I have posted for you.

**In field 12:** Fill in your zip code. Leave field 13 blank. Please look up when you are finished. [pause]

For field 14, say:

Field 14 asks if you want to participate in the College Board’s free Student Search Service. This service can help you connect with opportunities. For example, some programs are open to students with particular backgrounds or interests—you can tell them about yours by answering questions 15 through 20. Saying “Yes” to Student Search Service allows eligible colleges and universities and scholarship and other educational programs to send you information about the educational and financial aid opportunities they offer.

Eligible educational programs that request it will receive information you provide on the answer sheet, but they will NOT receive your actual test scores or phone number. If you do not answer and previously chose to participate in this service, the College Board will continue providing your information. Please make your selection. [pause]

The **PSAT 10 Student Answer Sheet Instructions** booklet gives additional information about the answer choices for fields 15–20. Students may need about one minute per field to read and complete fields 15–19. College Major, field 20, may take more time. Allow at least five minutes for students to read through the list, choose their area of interest, and fill in the appropriate code.

**Now say:**

Your answers to the questions in fields 15 through 21 may be shared with eligible colleges, scholarship programs, and other educational programs if you chose “Yes” for Student Search Service in field 14. For this reason, we strongly encourage all students to complete this section. Your answers also will help ensure that tests and services are fair and useful to all students. Your responses may be used for research purposes and may be shared with your high school, school district, and state.

**IMPORTANT:** Students who don’t wish to respond to any of fields 15–22 may skip them.

For fields 15–17, say:

Before answering questions 15 to 17, please read the information in your **PSAT 10 Student Answer Sheet Instructions** booklet. [pause]
Conduct the Preadministration Session

Before Test Day

Part 2

Conduct the Preadministration Session

Before Test Day

Field 15 asks about your racial and ethnic background. If you identify with multiple races and ethnic groups, mark all choices that apply to you. Are there any questions? [pause]

Field 16 asks about the languages you speak. Mark only one answer to each question. Please look up when you are finished. [pause]

In field 17, refer to your instructions booklet, and fill in your best estimate if you do not know your exact grade point average. Please look up when you are finished. [pause]

For field 18, say:

In field 18, please indicate the highest level of education of your parents or guardians. Choose one parent or guardian in the first row, and fill in the bubble that corresponds to their level of education, using the instructions in your booklet. If you have a second parent or guardian, do the same for that parent or guardian in the following row. Please look up when you are finished. [pause]

For field 19, say:

In field 19, please indicate whether you have a parent or guardian who is in the military. Read each description in your instructions booklet, and fill in the bubbles of all that apply. Please look up when you are finished. [pause]

For field 20, say:

Eligible colleges, universities, and other educational programs want to know what subject area most interests you. For field 20, the end of your instructions booklet has a list of 3-digit college major codes to select from. Indicating your interest in a major does not mean you are choosing that major now—it just lets colleges send you information about specific programs that might fit your interests. Find the college major in your booklet that interests you the most, then fill in the code number and fill in the corresponding bubbles in field 20. When you are finished, please close your instructions booklet and look up. [pause]

IMPORTANT: Students who need large-print materials may require assistance with the college majors list.

For field 21, say:

Find field 21 on the back of your answer sheet, or if you are using a large-block answer sheet, on page 6. Read the information about providing your email address. If you decide to provide an email address, fill in the bubble to indicate whether the address is yours or a parent or guardian’s. The College Board will use the email address to send information such as when your scores are available online.

If you opted in to Student Search Service, your email address will be added to your College Board student record.

For field 22, say:

Field 22 asks for your mobile number. Please leave field 22 blank if it is not a U.S. phone number.

If you have a U.S. mobile number, read the information in field 22 about providing it. Please review the document I gave you about the Mobile Opt-In Policies before deciding whether to give your number. You will be able to take this document home with you for later reference. The College Board will not share your mobile number with other organizations. The College Board will use it to contact you when your scores are ready and to tell you about college planning services you might want. If you opt in, the College Board may ask you to participate in research surveys. By providing your number, you agree to receive text messages from the College Board for these purposes. You may opt out at any time.

If you agree to these terms, enter your number in the fields, beginning with the area code, and fill in the appropriate bubbles. Please look up when you are finished. [pause]

For fields A–E and the Certification Statement, say:

Skip fields A to E and the Certification Statement.

Turn to Finish Up on page 63.

Script for Pre-ID Labels

For students with pre-ID labels, say:

Please check the label on page 1 of your answer sheet (or the back of the large-block answer sheet). It will show your name and a few other pieces of information about you and our school. First, please confirm that your legal last name and first name are correctly printed on the label. Next, check that the school code listed matches the one I have posted.

Next, check your date of birth, which is marked with the letters “DOB.” Also check that your grade level and sex are correctly noted. Raise your hand if you see any incorrect information on your label. [pause]
Part 2

Before Test Day
Conduct the Preadministration Session

Check your address. If your address is incorrect on the label, you can update it on your answer sheet. Raise your hand if you have any questions. [pause]

Before continuing, resolve any issues with labels:

- If a student’s address is incorrect, but all other information is accurate, they may continue to use this pre-ID label—they can update their address on their answer sheet.
- If a student has the wrong label on their answer sheet, see if it belongs to another student. Check the other answer sheets that you distributed to try to locate the correct one.
- If a student’s labeled answer sheet is unusable (has incorrect data on it) or you can’t locate their correct answer sheet, check with your test coordinator to see if an additional preadministration session can be held for these students.
- If you need to keep them in your session:
  - Give them each a blank answer sheet, and tell them to follow your directions to fill in their information. These students should fill in all fields, even those that are marked to be skipped in this Script for Pre-ID Labels.
  - If a blank answer sheet is unavailable, place 2 blank labels over the incorrect pre-ID label.
  - Use the following script to conduct the preadministration session for students with and without labels. Once you finish the session, you will need to turn back to Script for Unlabeled Answer Sheets on page 56 to guide students with unlabeled answer sheets to complete any fields that you skipped for the students with labels.

For field 1, say:

Please leave field 1 blank. Your name is given on the label.

Filling in Fields 2–8 with Pre-ID Labels

For fields 2–4, say:

Make no marks in fields 2 through 4. Your school information is on the label. [pause]

Field 5 – Student ID Number:

For field 5, read script A if your school is using student ID numbers, and complete the directions that follow. If your school is NOT using student ID numbers, read script B.

READ ALL THAT APPLY.

A If your school is using student ID numbers, for field 5, say:

In field 5, print and fill in your student identification number, starting with the first column to the left. If you have letters in your ID number, don’t include them and only enter the numerals with no spaces between them. If you don’t know your student ID number, raise your hand. Look up when you’re done. [pause]

Check with any students who raise their hands. If you have student ID numbers available, provide the appropriate student ID number to the student to grid on their answer sheet. If you do not have access to student ID numbers, advise the student to leave that field blank.

B If your school is NOT using student ID numbers, for field 5, say:

Make no marks in field 5.

For fields 6–8, say:

Make no marks in fields 6 through 8. Your grade level, sex, and date of birth are given on the label.

Continuing to Guide Students Through the Identifying Information with Pre-ID Labels

Now say:

Please look at page 1 of your Student Answer Sheet Instructions booklet. You will need the information and instructions to complete some of the remaining questions. Take a moment to read the introduction about how providing your information can benefit you. Please look up when you are finished. [pause]

Students using braille, MP3 audio, or ATC formats may need you to read instructions from the PSAT 10 Student Answer Sheet Instructions.
To all students, say:

Turn to page 2 of your answer sheet (or continue on page 4 of the large-block answer sheet).

☐ If Address appears in your school’s Pre-ID Label Instructions, tell students to skip fields 9–13 unless their address is incorrect on the label or they do not have a label. Read the scripts for fields 9–13 to these students so they can enter their correct address on their answer sheet.

### Fields 9–13 – Address:

For fields 9–13, read script A to students who do not live on a U.S. military base and/or script B to students who live on a U.S. military base.

#### READ ALL THAT APPLY.

**A** To students who do NOT live on a U.S. military base, say:

In field 9, fill in your street address:
- Include your apartment number if you have one.
- Indicate a space in your address by leaving a blank box and filling in the corresponding bubble.
- If your address has a slash mark or hyphen, write it in the box and fill in the corresponding bubble.
- Use the address abbreviations given in your instructions booklet.

In fields 10–13:
- Fill in your city in field 10.
- If you live in the United States or U.S. territories, fill in the state or territory bubble in field 11 and your zip or postal code in field 12, starting at the beginning of the field. Leave field 13 blank.
- If you live outside the United States or its territories, leave field 11 blank. Fill in your postal code in field 12 and fill in the country code I have posted for you in field 13. Fill in the corresponding bubbles for each field.

Please look up when you are finished. [pause]

See Codes for Countries or Regions Outside the United States and U.S. Territories on page 116.

**B** If you are testing students who live on a U.S. military base, say:

In field 9: Fill in your box number or other designation.

In field 10: Fill in the letters “APO” or “FPO.”

In field 11: Find the “U.S. Territory” section, and fill in the bubble for the 2-letter code I have posted for you.

In field 12: Fill in your zip code. Leave field 13 blank. Please look up when you are finished. [pause]

**For field 14, say:**

Field 14 asks if you wish to participate in the College Board’s free Student Search Service. This service can help you connect with opportunities. For example, some programs are open to students with particular backgrounds or interests—you can tell them about yours by answering questions 15 through 20. Saying “Yes” to this service allows eligible colleges and universities and scholarship and other educational programs, and other organizations to send you information about the educational and financial aid opportunities they offer.

Eligible educational organizations that request it will receive information you provide on the answer sheet, but they will NOT receive your actual test scores or phone number. If you do not answer and previously chose to participate in this service, the College Board will continue providing your information. Please make your selection. [pause]

The PSAT 10 Student Answer Sheet Instructions booklet gives additional information about the answer choices for fields 15–20. Students may need about one minute per field to read and complete fields 15–19. College Major, field 20, may take more time. Allow at least five minutes for students to read through the list, choose their area of interest, and fill in the appropriate code.

**Now say:**

Your answers to the questions in fields 15 through 21 may be shared with eligible colleges, scholarship programs, and other educational programs if you chose “Yes” for Student Search Service in field 14. For this reason, we strongly encourage all students to complete this section. Your answers also will help ensure that tests and services are fair and useful to all students. Your responses may be used for research purposes and may be shared with your high school, school district, and state.

**IMPORTANT:** Students who do not wish to respond to any of fields 15–22 may skip them.
Before Test Day  Conduct the Preadministration Session

☐ If Racial/Ethnic Group appears in your school’s Pre-ID Label Instructions, tell students to skip field 15 and proceed to field 16.

For field 15, say:

Please read the information about field 15 in your Student Answer Sheet Instructions booklet. Field 15 asks about your racial and ethnic background. If you identify with multiple races and ethnic groups, mark all choices that apply to you. Are there any questions? [pause]

IMPORTANT: Students who need large-print materials may require assistance with the college majors list.

☐ If Email Address appears in your school’s Pre-ID Label Instructions, tell students to skip field 21 and proceed to field 22.

For field 16, say:

Please read the information about field 16 in your Student Answer Sheet Instructions booklet. Field 16 asks about the languages you speak. Mark only one answer to each question. Please look up when you are finished. [pause]

For field 17, say:

In field 17, refer to your instructions booklet, and give your best estimate if you do not know your exact grade point average. Please look up when you are finished. [pause]

For field 18, say:

In field 18, please indicate the highest level of education of your parents or guardians. Choose one parent or guardian in the first row, and fill in the bubble that corresponds to their level of education, using the instructions in your booklet. If you have a second parent or guardian, do the same for that parent or guardian in the following row. Please look up when you are finished. [pause]

For field 19, say:

In field 19, please indicate whether you have a parent or guardian who is in the military. Read each description in your instructions booklet, and fill in the bubbles of all that apply. Please look up when you are finished. [pause]

For field 20, say:

Eligible colleges, universities, and other educational programs want to know what subject area most interests you. For field 20, the end of your instructions booklet has a list of 3-digit college major codes to select from. Indicating your interest in a major does not mean you are choosing that major now—it just lets colleges send you information about specific programs that might fit your interests. Find the college major in your booklet that interests you the most, then enter the code number and fill in the corresponding bubbles in field 20. When you are finished, please close your instructions booklet and look up. [pause]

☐ If Mobile Number appears in your school’s Pre-ID Label Instructions, tell students to skip field 22.

For field 21, say:

Find field 21 on page 4, or if you are using a large-block answer sheet, on page 6. Read the information about providing your email address. If you decide to provide an email address, fill in the bubble to indicate whether the address is yours or a parent or guardian’s. The College Board will use the email address to send information such as when your scores are ready.

If you opted in to Student Search Service, your email address will be added to your College Board student record.

For field 22, say:

Field 22 asks for your mobile number. Please leave field 22 blank if it is not a U.S. phone number.

If you have a U.S. mobile number, read the information in field 22 about providing your number. Please review the document I gave you about the Mobile Opt-In Policies before deciding whether to give your number. You will be able to take this document home with you for later reference. The College Board will not share your mobile number with other organizations. The College Board will use it to contact you when your scores are ready and to tell you about college planning services you might want. If you opt in, the College Board may ask you to participate in research surveys. You may opt out at any time.

If you agree to these terms, enter your number in the fields, beginning with the area code, and fill in the appropriate bubbles. Please look up when you are finished. [pause]
**Finish Up**

To all students, say:

We are now finished with completing your personal information. Please close your answer sheet. I will now collect your **PSAT 10 Student Answer Sheet Instructions**.

Collect the **PSAT 10 Student Answer Sheet Instructions** from each student. If students are about to begin the test, also collect the Mobile Opt-In Policies document. Otherwise, students should keep the Mobile Opt-In Policies document for future reference.

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**Set Up for Testing Students with Accommodations**

If you are testing students with accommodations, read this section thoroughly before test day. It will help you prepare for the accommodations your students have been approved for by the College Board, including determining which script(s) to use for the students assigned to your room. Depending on your room, your students could include EL students receiving 50% extended time.

**TASKS**

- Before test day, be sure to check the Nonstandard Administration Report (NAR) provided in your testing room packet to determine which accommodations each student on your room list has been approved for.
- Using the NAR, determine which test materials each student will need. Some students may be approved by the College Board for a special format. Students testing with accommodations that don’t require specific materials will use the same test books as students in the standard room.
- Review Using Accommodated Scripts on page 65 to determine which script(s) to use for the students assigned to your room. Also see the timing chart Overview of Accommodated Timing and Breaks on page 107.

**IMPORTANT:** It’s very important that you provide ONLY the accommodations a student is approved for. A student who tests with accommodations that are not approved by the College Board’s SSD office may not receive scores.

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**Set Up Computers for ATC Users**

The Assistive Technology Compatible (ATC) format is composed of five Microsoft® Word files that have been created to work with students’ assistive technology for screen magnification or screen readers.

The ATC format is compatible with ZoomText® (with and without reader), JAWS®, and NVDA, on both a PC and a MacBook laptop. If you have students who are using other assistive technology, encourage them to try a practice test, as some of the freeware or less commonly used screen readers may not be compatible with ATC files. When using VoiceOver on a Mac, the student must use the mouse, not the keyboard, for navigation. Additionally, Kurzweil does not offer enough functionality to be used for the PSAT 10.

Follow these steps to set up computers for ATC users:

1. Print the student’s last name, first name, and middle initial on the back of the ATC packaging.
2. Remove each flash drive from its packaging.
3. Insert the flash drive into a USB port on a computer that has Microsoft Word and the student’s approved assistive software installed (JAWS or ZoomText, for example).
4. Follow the instructions under the opened flap on the flash drive packaging. When you set up on test day, leave the packaging on the desk for the student to reference. The student will need the password on the packaging to open each section in the software.

For information about preparing computers for ATC users on test day, see Administer Accommodations on page 69.

Set Up Computers for MP3 Audio Users
Setup for MP3 testing should be done in advance of test day to ensure a smooth administration.

From time to time, a license may fail on a specific machine or USB port. If you experience error messages referring to media authorization, unlocking of media, and/or licenses, follow the instructions under Troubleshooting for Flash Drives later in this section.

The MP3 audio format is delivered on a flash drive that contains read-only files and a built-in player to deliver the test content.

Follow these steps for all devices to prepare for testing with the MP3 audio format on a flash drive.

1. Print the student’s last name, first name, and middle initial on the back of the MP3 packaging.
2. Remove each flash drive from its packaging.
3. Insert the flash drive into a USB port. (If prompted, do NOT choose to run the files using your device’s media player.)

Set Up PCs or Macs

- Open the flash drive.
  - On both PCs and Macs, find the icon in the lower left of your screen.
  - On a Mac, select the icon to open Finder. You should see a description of the drive in the pop-up list under Devices.
  - On a PC, select the icon and select File Manager or File/Windows Explorer. The flash drive will appear in the list labeled This PC or Computer.
  - Select the name of the flash drive (which appears as a 6-digit number).
  - Start the software: Select the software application, which is labeled Start (“.exe” on PC or “.app” on Mac).
    - A media player named Flux Player will launch.
    - When you launch the application, a table of contents will display the sections of the test.

Set Up Chromebooks

- Start the software: Select the Launcher, the icon on the far left of the taskbar.
  - Select Files, which will bring up another taskbar.
  - Find the flash drive in the task list and select it to display a list of file folders on the drive.
  - Open the folder called Chrome_Version to access the test sections.

For information about preparing computers for MP3 audio users on test day, see Administer Accommodations on page 69.

KEY INFORMATION

Troubleshooting for Flash Drives
If you see an error message about failed authorization or unlocking of media files or if you encounter other problems related to the flash drive, first try changing to a different computer. If you still encounter a problem, follow these steps:

1. From within the Flux Player, select the Help dropdown menu.
2. Select Contact support.
3. In the Describe your issue box, type “Failed to apply license file.”
4. Type in an email address so the fix can be emailed to you. (If you have a technical support person, use their email address.)
5. Check the box for “I agree to collect support-related information about this computer” (this step identifies which license you need).
6. Select Send.

Technical support will review the request and respond with specific instructions.
Using Accommodated Scripts
Select the appropriate accommodated test script based on the type of College Board–approved accommodation.

Script 1: Standard Time
Use Script 1 for students who receive standard time on some or all of the test and are approved by the College Board for accommodations such as breaks as needed or use of braille materials.

Script 2: 100% Extended Time
Use Script 2 for students who are approved by the College Board for 100% extended time for reading.

Script 3: 50% Extended Time
Use Script 3 for students who are approved by the College Board for 50% extended time for reading (and for EL students using 50% extended time support).

Script 4: Standard Time with Extra Breaks
Use Script 4 for students who receive standard time on some or all sections of the test and are approved by the College Board for extra breaks.

Script 5: MP3 Audio Format
Use Script 5 for students testing with the MP3 audio format over 2 days.

Combined Scripts for Math-Only Extended Time
- Begin with Script 1 for students who are approved by the College Board for extended time on math only with NO extra breaks. Begin with Script 4 for those who have math-only extended time with extra breaks.
- For students approved by the College Board for 100% extended time for math, switch to Script 2 for Sections 3 and 4 (beginning with Break Before Section 3 for 1-Day Testing on page 85).
- For students approved by the College Board for 50% extended time for math, switch to Script 3 for Sections 3 and 4 (beginning with Break Before Section 3 on page 89).
During the Test

Prepare to Test

TASKS

Prepare the Testing Room
- Double-check that your testing room meets seating requirements, including guidelines for type and spacing of seats. For seating requirements and general testing room requirements, see Plan Your Space on page 16. Your test coordinator will also have this information. (See also Sample Seating Plans on page 117.)
- Cover or remove any instructional material, such as maps and charts.
- Check the clock to make sure it’s working properly.

Post Information for Students
Before distributing test materials, post the following in a place visible to all students:
- Today’s date
- Your school’s 6-digit AI code
- Your school’s address and, if applicable, the school address(es) for students from other schools
- 3-digit country codes for students with international addresses (see Codes for Countries or Regions Outside the United States and U.S. Territories on page 116)
- 2-letter APO or FPO code (AA, AE, or AP), if applicable
- Testing room code (3 digits including any leading zeros)

If your school is using optional codes (for managing the sorting of score reports), the testing room packet should include a list of students assigned to the room and the codes assigned to them. Be ready to provide these to students.

If applicable, have the following information from your test coordinator available to provide to students:
- A list of school names, addresses, and 6-digit AI codes for students who don’t attend your school
- Optional codes, if any, assigned by your school for receiving score reports in a particular sort order

Admit Students to the Testing Room
Admit students one at a time, taking care to assign them seats at random or by prearrangement. If the school doesn’t allow collection of cell phones, verify that students have powered off their cell phones as they are admitted to the room. If your school is conducting classroom check-in, we recommend that you check each student against the room roster as they enter the room:
- Write a “P” (present) next to the name of each student who checks in.
- If a student is unfamiliar to you, ask them for identification. If the student can’t present acceptable ID, record this incident on an IR but allow the student to test. (See Photo ID Requirements on page 118.)
- After you have closed the testing room door, put an “A” next to the name of any student who is absent.
- Write in student information for students not on the room roster. These students should have a note from the test coordinator.

If a student arrives late, you can admit them as long as you have not yet begun the timed sections of the test.

Seat Students
Never allow students to select their own seat. Assign seats at random or by prearrangement with the test coordinator. For detailed information on seating requirements, see Seating Requirements on page 16. Your test coordinator will also have this information.

Process Late Arrivals
Admit and seat students who arrive late only if you have not yet begun the timed test (i.e., Section 1). Continue reading the script to all students. Work with late arrivals after the test to complete their identifying information on the test materials and to catch them up on anything they missed.
- Send students who arrive after the timed section begins to the test coordinator for assignment to another room where proper supervision, complete instructions, and correct time allotments can be provided.
- Late students who arrive before the beginning of Section 1 must write their name on their answer sheet and test book, but may supply other missing identifying information after the test, before being dismissed.

Never allow a student to test who has had an opportunity to communicate with students who have completed some or all of the test.
Collect Students’ Personal Belongings
The College Board requires testing staff to collect mobile phones, wearable technology, and other prohibited electronic devices (if permitted under school policy) before administering the PSAT 10. Plan ahead for collecting electronic devices and backpacks (if directed by your test coordinator) as students enter the testing room.

During check in, instruct students to power off electronic devices. If collecting devices, be ready to label items collected so they can be returned after testing. If your school is not allowed to collect devices, tell students to store their phones in a bag or backpack placed to the side of the room away from the testing area. (Have a supply of clear plastic bags to offer students who don’t have a bag or backpack with them.)

In some cases, a student may have College Board approval to have a cell phone in the testing room for use with a glucose monitor. Only students who are specifically approved to have a cell phone in the testing room may do so. (Approval to test blood sugar does not permit the student to have a cell phone, unless also approved for a cell phone.) In these circumstances, the phone must remain on the proctor’s desk and can only be viewed under direct supervision. The phone must be in airplane mode and the camera feature disabled. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor and reengaged following use.) Before the beginning of testing, the proctor should ask the student for instructions on how to access the share app and how to proceed if any alarm goes off (including how to operate the phone). The phone settings must be adjusted so sounds are produced only when monitoring is required because of the student’s medical status. In no cases may a student keep their phone at their desk.

If a test book is missing:
- Notify the test coordinator at once. The test coordinator will need to call the Office of Testing Integrity immediately. If books have already been distributed, check the desk of the student who was assigned the test book as well as the surrounding desks.
- If testing has already begun, wait to search the room until a scheduled break or the end of the testing session, but notify the test coordinator as soon as possible.
- Before dismissing students or starting a break, announce that a test book is missing and no one will be dismissed until it is located. If no one acknowledges having the test book, check all desks in the room. If the test book is still missing, report this on an Irregularity Report (IR) as explained in Administer the Test later in this section.

IMPORTANT: If a test book is discovered missing after the students have been dismissed, notify the test coordinator at once. The test coordinator will need to call the Office of Testing Integrity immediately. Report the incident on an IR.

Administer the Test

TASKS
- Administer each section of the test in sequence.
- Read scripts exactly as written.
- Maintain security in the testing room.
- Report any test administration irregularities.
- Once testing has begun, complete the seating chart on the back of the manual.

Time the Test
Time the test as follows:
- Enter the start and stop times in the script as students begin working on each section; post the times for students to see.
- Announce the remaining time at regular intervals, as noted in the script. This is particularly important if the room clock malfunctions.
- Before you call stop, check your watch against the time you have written down.
- Verify the time with the monitor, if one is assisting in the room.
- Refer to the appropriate Section Timing Chart in the Appendix to ensure that the stop time is correctly calculated.
- All students must receive the entire time on each section of the test, even if they finish before time is called. Do not end a section early.

Account for Test Materials
Proctors must count the test books:
- After receiving the materials from the test coordinator
- Before distributing materials to students
- After collecting test books and before dismissing students from the testing room

IMPORTANT: Students will be dismissed from testing if they are seen with a phone or if their cell phone makes noise during the test (including breaks) while in their possession. Phones that are on or under the desk are considered in their possession.

More information is given under Preventing Issues Involving Phones and Electronic Devices on page 24.
During the Test
Administer the Test

Part 2

Maintain Security in the Testing Room
Follow these procedures in the testing room:

- Remain vigilant at all times during testing, including breaks. Staff must not engage in activities that are not related to testing, such as using a phone or a computer, or grading papers.
- Make sure that at least 1 staff member is in the testing room at all times.
- Make sure that students do not use calculators, phones, or prohibited aids during breaks.

**IMPORTANT:** Some smartphones can be disguised as calculators with the use of a plastic covering. Also, separate erasers can be used to conceal aids and notes.

- Do not leave test materials unattended under any circumstances.
- Make sure test materials and phones are not removed from the room.
- No one may access or use phones in the testing room during breaks, or eat or drink during testing unless they have a College Board-approved accommodation.

Prevent Copying and Communication
Copying and prohibited communication are the most common ways for students to obtain an unfair advantage. You must:

- Watch for use of cell phones or other prohibited items, or for “cheat sheets” written on paper, calculators, or clothing and shoes.
- Watch for roaming eyes. Some students may try to copy from a neighbor.
- Carefully observe students using calculators.
- Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.

**IMPORTANT:** Always note activities like these on the IR. Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security.

寨 If the Irregularity Chart on page 119 indicates to call the SSD office or OTI, report the situation immediately.

Complete the IR
This form is scanned, so use a No. 2 pencil or a pen with black or blue ink, and do not write any notes or make any other extraneous marks on the form. Be sure to neatly print all information and fill in bubbles completely. Always include the names of students involved in an irregularity. See Using the Irregularity Chart later in this section.

- For all irregularities, fill in the general information in items 1–5 (page 1) and item 9 (page 3) of the form.
  - In box 4a, write your 6-digit school (AI) code.
  - In box 4b, fill in the number of students tested at your school (use leading zeros, as in “0055”).
- To report a group irregularity (an issue that affects all or a portion of a testing room), fill in items 6 (page 2), 9 (page 3), and 10 (page 4) to show the type of occurrence, describe the events and actions, and list information about the students affected. Note the grade level for each affected student. If applicable, note the testing room code in box 6b. Providing a testing room code and roster of affected students will ensure that scores are not held for your school and that only the scores for the students affected by the group irregularity will be held until any investigations of the incident have been completed.

For the breaks:

- Post the break time and include what time testing will resume.
- Walk around the room to check that all test books are closed and answer sheets are placed inside them. Also check that any translated instructions or word-to-word glossaries are closed and left on the desks.
- Students are not allowed to use phones during breaks for any reason. Phones should be collected (if school policy permits), and must remain powered off and stored away from the testing area until the test is completely over.
- Students may eat and drink during breaks in designated areas, as long as they placed their food and drinks under their desks before the start of the test, as instructed.

Have students place their bags and backpacks at the side of the room, away from the testing area. Do not allow students to access their bags or backpacks until the test is over.

If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of students be allowed to leave the room.

Monitor Breaks
You and other testing staff will need to monitor students during breaks to make sure they don’t discuss the test or use calculators, phones, or prohibited aids.
To report an individual irregularity (an issue that affects one student, such as illness), fill in items 7 (page 2), 8 if applicable (page 3), and 9 (page 3) to show the type of occurrence and the events and actions taken. List the student's name, grade level, and date of birth.

In all situations, provide as much detail as possible (e.g., indicate if the student was dismissed). Do not attach answer sheets to the IR—return them with the other used answer sheets.

KEY INFORMATION
Information on the following topics appears in Part 1 of this manual:
- Prohibited Aids on page 23
- Preventing Issues Involving Phones and Electronic Devices on page 24
- Calculator Policies and Guidelines on page 25
- Monitoring Equipment Use on page 25
- Test Observers and Visitors on page 43

Your test coordinator will also have this information.

Using the Irregularity Chart
The Irregularity Chart on page 119 lists the most common irregularities with the procedures and actions you should use to respond to them. When the chart indicates the need for immediate action, respond immediately. The chart also indicates situations you should complete and submit an IR for.

Use the IR to record an irregularity, including:
- Security incidents
- Misconduct
- Test question errors or ambiguities
- Other incidents or disturbances
- Student complaints

Make sure reports are complete and explicit. Fill out just one form for each irregularity, even if it affects more than one student (such as mistiming).

Irregularities filed by proctors must be countersigned by the test coordinator, who should add any information that might be useful. Tell students that a report will be submitted.

Administer Accommodations
Locate the information in this section that applies to the students in your room.

IMPORTANT: If you are testing students in a standard room, proceed to Test Day Scripts on page 72.

TASKS
Prepare Computers (if Any) on Test Day
See Set Up for Testing Students with Accommodations on page 63 for information on initial setup of computers for ATC and MP3 formats.

On test day, before testing begins:
- Ensure each student's computer is powered on and the flash drive inserted (and that the student's name is written on the flash drive packaging).
- Disconnect the computer from any networks and from the internet.
- Verify that all spelling and grammar check tools are disabled. Errors that are to be identified by the student as part of the assessment must not be flagged by software running on the computer.

IMPORTANT: Monitor students to ensure they do not run spelling or grammar checks, access a thesaurus or dictionary, or use any unapproved calculators at any time during the test.

Before administering the test to MP3 audio format users, review Script 5 and if students in your room are using only one type of computing device, mark the scripts for easier reading. (For example, if they're all using Chromebooks, cross out directions for PCs and Macs.)

Post Information for Students Using MP3 Audio Format
If you’re testing students with the MP3 audio format, post the following common keyboard commands for the equipment students are using.

For PC or Mac
- Navigating the test:
  - Test Directions: Select Test Directions to listen to directions
  - Start Section: Select Section icon
  - Next Section: Select Stop at bottom of screen to return to section table of contents
  - Change Volume: Select and drag slider bar at the bottom of the screen
During the Test  Administer Accommodations

- Keyboard navigation:
  - Pause or Play: Control/Command-P
  - Back: Control/Command-B
  - Forward: Control/Command-F

For Chromebook

- Starting and navigating the test:
  - In the file list, select the folder Test Directions and then the file itself to hear general usage directions.
  - To select a section, select the test section folder (e.g., PSAT 10 Section 1 Reading Test).
  - To start the files in a section playing, press Control-A to highlight all files in the folder, then press Enter.
- Chromebook navigation uses the mouse on the media player menu to pause or play.

Prepare to Assist Students Using ATC Format

The ATC format is composed of Microsoft Word files that have been created to work with assistive technology such as screen magnification or screen readers. If the student is using a Mac for the ATC format, the Microsoft Word software must be installed.

Students using the ATC format will need to select a separate file for each section and enter the password printed on the ATC packaging. When timing of each section ends, they will need to close the file. See Specific Format Instructions on page 77 for the directions to read to students. You may want to make note of these directions at the beginning and end of test sections in the script(s) that apply to your students.

You should be ready to help students locate the password and allow them time to open the file before starting the timed section.

KEY INFORMATION

Administering Extended Time and Accommodated Breaks

Once you have started each section, you should record the start and stop times in the scripts, then post the times at the front of the room for students to see. Use the Timing Charts in the Appendix to ensure that you have correctly calculated the stop time based on the minutes after the hour when you started the section.

Some students may be approved for extra and/or extended breaks. Break time is not included as part of testing time and is timed separately. Specific timing instructions may be noted on the NAR. During their breaks, students who are approved by the College Board for accommodated breaks are still subject to the same regulations that apply to standard breaks. Post break times for the students as noted in the scripts.

Students approved for extended time receive extra breaks as follows:

- Students approved for extended time on the entire test (for reading, use of a reader or scribe, or as an EL support) receive an extra break halfway through Section 1 (Reading Test) and Section 4 (Math Test – Calculator). They also receive an extra 5-minute break before Section 3 (Math Test – No Calculator).
- Students approved for math-only extended time receive standard time on the first 2 sections of the test, but should receive an extra 5-minute break before Section 3 (Math Test – No Calculator) and halfway through Section 4 (Math Test – Calculator).

Administer accommodated breaks as follows:

- Extra Breaks: Give students who are approved for extra breaks the same breaks that extended time students receive, as noted above.
- Extended Breaks: Give extended breaks to approved students by doubling the standard time of regularly scheduled breaks. If you have students who are approved for both extra and extended breaks, provide 10-minute breaks between each test section; if students ask to resume testing sooner, they may, but you shouldn’t prompt students to end their breaks early.
- Breaks As Needed: When a student is approved for breaks as needed, they may take a break during a test section. Most students’ needs are met with a 10-minute break. However, if a student requests additional time, grant the request, within reason. This time does not count toward testing time (that is, the testing clock stops). (Use Script 1 unless approved for other accommodations.)

Administering Large Print

Seat students using a large-type test, a large-block answer sheet, a calculator with large or raised display, or a magnifier/magnifying machine in the back of the room.
Administering MP3 and ATC
Students should use earphones when testing with the MP3 audio or ATC format (if used with text-to-speech software). Bluetooth features are not allowed. If earphones are not available, the student should be tested in a separate room.

Students using the MP3 audio format must be given 100% extended time on the entire test, and they must be given 45 extra minutes on Section 2, the Writing and Language Test, to allow for software navigation. These students will test over two days.

Students using the ATC format should be tested with standard time unless they have been approved by the College Board for extended testing time. However, for Section 2, the Writing and Language Test, allow all ATC users 100% extended time to navigate between the questions and the answer choices.

A student approved by the College Board for more than 100% extended time should test with that time allowance.

Administer the test one section at a time, with strict timing, just as you would a paper test. Monitor students to be sure they are not accessing any other applications while working on the test.

If technical difficulties are encountered during the MP3 audio or ATC test, pause the test timing and instruct the student to step away from the computer. Once you have resolved the issue, you can permit the student to return to the computer and resume test timing. If you have any questions during the test administration, contact the SSD office.

Administering Braille
The braille format of the PSAT 10 is divided into several books, which you will use one at a time. The braille type used is Unified English Braille (UEB). The Math Test sections are in the 1972 revised Nemeth Code. Students may use the Guide to the Nemeth Code if they are taking the braille test. The braille math reference book contains math formulas and directions for use with all mathematics sections.

Scratch paper can also be used by students recording answers on a braille device.

Administering Braille Graphs and Figures
Some students using formats other than braille may be approved by the College Board for the accommodation of braille graphs and figures. During the test, when questions refer to figures, students may refer to either the regular-type or large-type test or to the Braille Figure Supplement.

If a student doesn’t read braille but chooses to use the supplement, you should be prepared to help the student find their place, since all labels and numbers in that book are in braille. Labels and numbers given with figures can be found in corresponding locations in both the regular-type and large-type tests.

Administering Readers
Distribute any supplemental materials to the reader: a script for the dictation of test questions (for reader use), a regular-type test book for student use, and additional test materials for student use as approved by the College Board (for example, braille materials). Students who use readers in conjunction with other formats will find that the two texts differ slightly because the script read by a reader describes the figures in greater detail than is given in other formats. Students testing with a reader must test in a one-to-one setting.

Administering Scribes
Scribes may only write what the student dictates in English; they may not prompt the student in a way that would result in a different response. Be sure to read the instructions given before the scripts (in Specific Format Instructions on page 77) to a support staff member who is writing answers for a student. Students testing with a scribe must test in a one-to-one setting.
Test Day Scripts

Begin Here on Test Day

IMPORTANT: Be sure you have prepared your room and admitted students as instructed under Prepare to Test on page 66.

IMPORTANT: If you are administering the test with ATC or MP3 audio format on flash drives, you must complete setup of the computers with the flash drives BEFORE admitting students.

Read aloud all the directions in the shaded areas. Read slowly enough to give students time to fill in their responses. Pause where you see [pause] in the script to allow students time to follow instructions. Text that appears outside of the shaded areas is intended for proctors and should not be read aloud.

Sometimes you will see alternative scripts to read. When you see multiple choices with lettered options (A and B), read the prompts silently before choosing which script(s) to read to students. Time permitting, before test day you should read through all of the script options and cross out the options you will NOT need to read aloud to students on test day.

Do not deviate from these directions or answer any questions about the content of the test.

Before starting the test, distribute translated directions and/or word-to-word glossaries to students who need them.

When you are ready to begin, say:

Welcome to the PSAT 10 administration. This test will focus on what you’ve already been learning throughout high school. It’s also a chance to practice for the SAT, to see where you might need to improve, and to qualify for scholarship programs. If you are using printed directions that are translated, open the booklet now to follow along as I give instructions.

Before we begin the test, I’m going to read some regulations and instructions. Please listen carefully, and hold any questions until I ask for them.

For today’s test, you may use only a Number 2 pencil to mark your answer sheet. Mechanical pencils are not allowed. Please raise your hand if you do not have a Number 2 pencil, and I will give you one.

Distribute No. 2 pencils to any students who need them.

Then say:

All students should have an equal opportunity to show their skills and knowledge on this test. For this reason, there are rules in place to make sure that no one has an unfair advantage. We will dismiss and cancel the scores of anyone doing any of the following:

- Giving or receiving help of any kind on the test
- Looking through the test book before the start of the test
- Working on the wrong section or looking at a previous or future section of the test book or answer sheet
- Marking answers after time is called
- Sharing test questions or answers with anyone during or after the test
- Attempting to remove test materials from the testing room
- Using or possessing any unauthorized testing aids, including phones, during testing or breaks

You may also be dismissed for:

- Eating or drinking during testing (unless this has been approved as an accommodation—otherwise, eating and drinking are only permitted during breaks)
- Causing a disturbance of any kind or distracting other students
- Leaving the room or building without authorization during the test or breaks

Does anyone have any questions about anything I’ve said so far? [pause]

Answer all students’ questions.
**Collection of Personal Belongings:**
Most schools will be collecting students’ phones, electronic devices, and/or backpacks.
Read script **A** if this is the case in your school. Read script **B** if your school does not allow collection of students’ belongings.

**READ ONLY ONE OPTION.**

**A** If your school collected students’ personal belongings, say:

By this time you should have turned in your phones or any other electronic devices. If anyone still has an electronic device of any kind, please disable alarms, power it off, and turn it in to me now, and it will be returned to you at the end of the test.

**B** If your school did NOT collect students’ personal belongings, say:

At this time, if you have a phone or any other electronic device in your possession, you must disable alarms, completely power it off, and put it in a bag or backpack on the side of the room until the test is over. If you need a plastic bag to store your phone in, raise your hand and I will give one to you. [pause] Any electronic device that is not turned off and put away may be collected and its contents inspected as part of an investigation. If your cell phone makes a noise while in your possession, you’ll be dismissed from testing.

If you brought snacks or drinks to have during a break, get those out and put them under your desk now. You will not be allowed to go into your bags during breaks. [pause] Close all bags, and put them on the side of the room against the wall until the test is over. [pause]

Allow time for students to turn in or put away any electronic devices, take out snacks and drinks, and put their bags on the side of the room.

**Confirm that no phones are allowed by saying:**

If I see any student with a phone from this point on, I will dismiss that student from testing.

Then say:

Now we’re going to prepare to start the test.

Please remove everything from your desk except your Number 2 pencils with erasers, approved calculator, and any approved testing device.

If you brought a backup calculator or extra batteries, please put them on your desk. You may not share a calculator with another student at any time during the test or breaks. [pause]

**IMPORTANT:** Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student’s desk during testing. If needed during testing, monitor the student while they use the device.

Some students with diabetes may be accustomed to using a cell phone to check their blood sugar. The cell phone must be specifically preapproved and must remain at the proctor’s desk during testing.

To all students, say:

Please sit quietly while I take a moment to look around and make sure everyone has an approved calculator. [pause]

Walk around the room to check each student’s calculator and to make sure students have nothing on their desks other than pencils with erasers, acceptable calculators, batteries, and, if applicable, school-provided computing devices for testing (for students using ATC or MP3 audio format).

Examples of prohibited items include the following (unless your NAR indicates that a student is allowed an item as an accommodation):

- Phones
- Audio players/recorders
- Tablets, laptops, or any personal computing devices other than the device used for the test
- Timers
- Cameras
- Smartwatches or other wearable technology
- Pens, highlighters, or mechanical or colored pencils
- Books or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Papers of any kind, including scratch paper
- Unacceptable calculators that have QWERTY (typewriter-like) keypads, use paper tape, make noise, or use a power cord (See Acceptable Calculators on page 113)

If you have NOT conducted a Preadministration Session

- If most or all of the students in the room have NOT filled out their identifying information before test day, turn to Script to Begin the Preadministration Session on page 56.
Part 2

Test Day Scripts  
Begin Here on Test Day

Continue Here if You Have Already Conducted a Preadministration Session

- If most or all of your students have completed their identifying information on the answer sheet, proceed with the scripts that follow.

Distributing Student Answer Sheets

When students are ready, say:

I am now going to give each of you your answer sheet.

Distribute the answer sheets that students filled in before test day. Make sure that each student receives their own answer sheet with identifying information completed. If there are students in the room who did not participate in the preadministration session, give them a blank answer sheet or, if applicable, a prelabeled answer sheet (making sure each student receives their own labeled answer sheet). For students who may need them, hold on to the Psat 10 student answer sheet instructions and mobile opt-in policies documents until after the test is over. These will be used after you have dismissed students whose answer sheets are complete.

To students who are using large-block answer sheets, say:

If you’re using a large-block answer sheet, please read the directions on page 1 of your answer sheet about how to mark your answers. You will be marking squares rather than bubbles, and the page numbers will be different from the ones I announce. Raise your hand if you need assistance at any time. [pause]

To all students, say:

Please check to make sure your correct legal name and date of birth appear on the answer sheet and that the corresponding bubbles are filled in correctly. Raise your hand if you have the wrong answer sheet or if you find any errors on the label.

IMPORTANT: If all students in the room have correct answer sheets populated during a preadministration session, proceed to Distributing Test Books on page 75.

The remaining scripts in this section are intended to ensure that every student takes the test with an answer sheet that gives their correct information. If there are students in the room who have the wrong answer sheet, try to resolve the discrepancy. If you can’t, or if a student has the incorrect name on their answer sheet, give them a blank answer sheet.

Continue with the script below if any students need to fill in information on their answer sheets.

To all students, say:

If your answer sheet has your correct name and other information filled out on it, including on a label, please sit quietly for a few minutes while I direct other students to fill out the required fields on their answer sheets. [pause] Begin by filling in your legal last name, first name, and middle initial if you have one, in field 1. Include spaces, hyphens, or apostrophes if these are part of your name. If you include a name other than your legal last name, your scores may be delayed. Print the letters in all caps in the boxes, then fill in the corresponding bubbles. Make sure each mark is dark and completely fills the bubble. Look up when you are finished. [pause] Are there any questions? [pause]

For fields 2-4, say:

In field 2, fill in the bubble that applies to you. If you are not homeschooled, enter the name and address of the school you attend in field 3. Then, if you regularly attend this school, enter our school code, which I have posted in the front of the room, in field 4. If you don’t attend this school, raise your hand, and I will come over to give you the correct code to enter in field 4.

For field 4, provide the AI codes for students from other schools (a list should be in your materials from the test coordinator). Also provide school addresses to these students if they don’t know their school’s address. Tell homeschooled students to leave field 4 blank.
Field 5—Student ID Number:
For field 5, read script A if your school is using student ID numbers, and complete the directions that follow it. If your school is NOT using student ID numbers, read script B.

READ ONLY ONE OPTION.

A If your school is using student ID numbers, for field 5, say:

In field 5, print and fill in your student identification number, starting with the first column to the left. If you have letters in your ID number, don’t include them and only enter the numerals with no spaces between them. If you don’t know your student ID number, raise your hand. Look up when you’re done. [pause]

Check with any students who raise their hands. If you have student ID numbers available, provide the appropriate student ID number to the student to grid on their answer sheet. If you do not have access to student ID numbers, advise the student to leave that field blank.

B If your school is NOT using student ID numbers, for field 5, say:

Make no marks in field 5.

For field 6, say:

Fill in your current grade level in field 6.

Please walk around the room to check that students correctly enter their current grade level. Scores can be delayed if this information is missing or incorrect.

For field 7, say:

Fill in the appropriate bubble in field 7.

For field 8, say:

In field 8, fill in the appropriate bubble for the month when you were born. Then fill in the day and the last 2 digits of the year you were born, and fill in the appropriate bubbles. Any 2-digit fields need to start with a zero if the number is less than 10. If you are using a large-block answer sheet, fill in the month, day, and year of your birth. [pause]

Completing Test Book Information and the Certification Statement
The following instructions are important for ensuring valid scores. All students must fill in the test book information and read and sign the Certification Statement on the answer sheet.

For fields A and B, say:

Find fields A and B on the back of your answer sheet (or page 7 of the large-block answer sheet). Copy the form code and test ID exactly as they appear on the back of your test book (or flash drive packaging for ATC or MP3 test takers) into fields A and B on your answer sheet. For field A, please also fill in the appropriate bubbles. Please look up when you are finished. [pause]
Field C – Test Book Serial Number:
If testing in February or March, read script A. If testing in April, read script B. READ ONLY ONE OPTION.

A For February or March testing, for field C, say:
Find field C. Copy the test book serial number exactly as it appears on the front of your test book (or flash drive packaging for ATC or MP3 test takers) into field C on your answer sheet. Please also fill in the appropriate bubbles. Please look up when you are finished. [pause]

B For April testing, for field C, say:
Make no marks in field C.

To all students, say:
Take a moment to ensure that the Form Code, Test ID, and (for February and March test takers) Test Book Serial Number fields are completed correctly. It is critical that you enter the correct codes on your answer sheet. Otherwise, you may not receive scores.

Check that students are filling in the correct codes.

Field D – Testing Room Code:
Read script A if your school uses testing room codes or script B if your school does NOT use testing room codes. READ ONLY ONE OPTION.

A If your school uses testing room codes, for field D, say:
In field D, write the testing room code that I have posted, then fill in the bubbles.

B If your school does NOT use testing room codes, for field D, say:
Please leave field D blank.

If your school uses optional codes, you should have a list of code assignments ready to read to students (see Assigning Optional Codes on page 19 for information on optional codes). If an optional code has only one digit, include the leading zero in the number you give students to fill in. If you’re testing homeschooled students or students from other schools, these students should leave field E blank.

Field E – Optional Code:
If your school uses optional codes, read script A. If your school does NOT use optional codes, read script B. READ ONLY ONE OPTION.

A If your school uses optional codes, for field E, say:
For field E, I will read aloud the names of students who are assigned each code. When you hear your name, enter the code I’ve announced for your group. Raise your hand if you need me to repeat which code is assigned to you. If you do not attend this school, you should leave field E blank.

Read each code, followed by the names of the students who are assigned that code.

B If your school does NOT use optional codes, for field E, say:
Please leave field E blank.

To all students, say:
Now please find the Certification Statement on the back of your answer sheet.

By signing the statement, you are agreeing not to share any test content with anyone, in any form of communication, including email, text messages, internet posts, or other use of the internet including social media applications. Doing so may result in score cancellation or other possible sanction. In addition, you agree that if your school provided any information about you to the College Board, the College Board may retain that information to provide the educational services related to this test, such as score reporting and scholarship eligibility and opportunities.

Review the statement and the information on your answer sheet, then sign your full name as you would on an official document. Under your signature, print your name and enter today’s date.

Please be sure to complete this section. If you don’t sign your name, your scores may be delayed or canceled.

Put your pencil down when you are finished. [pause]

Walk around the room and check that all students are signing their names below the Certification Statement. Also check to make sure students correctly enter today’s date. Students with disabilities should still be encouraged to sign their names if they can.
After everyone has signed the Certification Statement, say:

Please put your calculators and extra batteries under your desk now. You won’t need them for this section.

During the test, keep your answer sheet and test book flat on your desk. If you find something wrong with your answer sheet or test book, such as a missing page, raise your hand at that time. I will walk around the room to check your progress. I will also keep the official time for the test, and I will let you know periodically how much time you have left in each section.

You may use the test book for scratch work, but you must mark your answers on the answer sheet unless you are approved to mark them in your test book. After time has been called, you may not transfer answers from your test book to your answer sheet or fill in empty bubbles.

If you have any questions about testing procedures, please ask them now. I will not be able to answer questions during the timed sections of the test. [pause]

Answer any student questions about testing procedures.

**STUDENTS USING SPECIFIC FORMATS**

- If you have students who are using a scribe, a reader, or an ATC or braille format, find and read the appropriate instructions under **Specific Format Instructions** before proceeding to the appropriate script for the students in your room.

- For all other students, turn to **Proceed to the Appropriate Script** on page 78.

**Specific Format Instructions**

**To a scribe, say:**

Please follow these instructions:

- You must write only what the student dictates.
- You may not prompt the student in a way that would result in a different response.

**To a reader, say:**

If you are reading the script to a student, please read questions as often as requested. It is important to read only what is in the script. Do not provide elaboration beyond what is in the script, even if the student asks for it. If a student using the **Braille Figure Supplement** doesn’t read braille, you can find the labels and numbers in corresponding locations in the regular-type books, if needed. Do you have any questions about these procedures? [pause]

**To students using braille format, say:**

The braille test is divided into several books. You will be given one book at a time. The Reading Test and the Writing and Language Test are in regular grade 2 braille. Throughout the test, each question is separated from another with a line. Each question begins in cell 1, with runovers beginning in cell 5. Each answer choice begins in cell 3 with runovers beginning in cell 5.

The braille type used is Unified English Braille (UEB), and the Math Test is in the 1972 revised Nemeth Code. The **Braille Reference Information** includes braille math formulas and directions for use with both sections of the Math Test.

If you are using a braille device to record your answers, on each page you use, type your full name and the number of the section you are working on. Type the question number and your answer. It is not necessary to capitalize your answer choices.

Do you have any questions about these procedures? [pause]

At the end of a section, if a student has finished with a braille book, collect it and give the student the next braille book just before the next section begins.

**To students using the ATC format, say:**

Today you will be taking a form of the test that is compatible with your screen reader or other software. I have loaded this assistive technology–compatible (or “ATC”) format onto the computer on your desk.

Please prepare for testing now by opening and reading the electronic document titled Beginning Directions and Information for Users of ATC. When you are finished reading the document, please select the minimize button and look up. [pause]

During the test, you will be reading the same directions on the screen that other students will read in test books.
All the directions for timing and other procedures that I read apply to you. When I tell you to start testing in a section, open the correct section file and type in your password, which is printed on your test packaging. Then place your packaging under your desk for each test section. When I call time, stop testing and close the file. Are there any questions? [pause]

IMPORTANT: Be sure to leave the ATC packaging at each student’s desk. Students will need it to refer to the password before starting each section of their test.

At the beginning of each test section, to students using the ATC format, say:

Open the file for section ____ and type in your password. Your password appears under the open flap of your test packaging. Once you have typed in your password, place your test packaging under your desk.

At the end of each test section, to students using the ATC format, say:

Stop testing and close the section file. Do not open the file for any other section.

Use the script that matches your ATC users’ accommodations for Sections 1, 3, and 4. For Section 2, use Script 2: 100% Extended Time.

Proceed to the Appropriate Script

Turn to the correct script to begin testing the students in your room.

SCRIPTS TO USE FOR TESTING

<table>
<thead>
<tr>
<th>Title and Page Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Script 1: Standard Time later in this section</td>
<td>Standard timing and breaks (see note that follows)</td>
</tr>
<tr>
<td>Script 2: 100% Extended Time on page 81</td>
<td>100% extended timing and extra breaks</td>
</tr>
<tr>
<td>Script 3: 50% Extended Time on page 87</td>
<td>50% extended timing and extra breaks</td>
</tr>
<tr>
<td>Script 4: Standard Time with Extra Breaks on page 92</td>
<td>Standard timing and extra breaks</td>
</tr>
<tr>
<td>Script 5: MP3 Audio Format on page 96</td>
<td>Specialized timing, extra breaks, and instructions for MP3 audio format</td>
</tr>
</tbody>
</table>

Some students with accommodations may require the standard script. For example, you’ll use Script 1 to test students testing in a small group setting or with permission to test blood sugar, students testing with extended breaks or breaks as needed, or students testing with extended time for math only with no extra breaks (you’ll see instructions for when to switch to Script 2—100% extended time—or Script 3—50% extended time).

The Overview of Accommodated Timing and Breaks on page 107 gives details about the different types of timing and breaks that may be needed.

SCRIPT 1: Standard Time

The following script is for use with standard timing and breaks. Use Script 4 if testing students approved by the College Board for standard time with extra breaks.

SECTION 1: Reading Test

RECORD START AND STOP TIMES HERE—POST FOR STUDENTS

60 MINUTES STANDARD TIME

START TIME ___________ STOP TIME ___________

IMPORTANT: Do not admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.

When everyone is ready, say:

Do not open your test book until I tell you to do so. Once we begin, you will have 60 minutes to work on Section 1, the Reading Test. We will take a 5-minute break when this section is finished.

Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 1. Make sure you are using a Number 2 pencil and that you fill in the entire bubble darkly and completely. If you change your response, erase it as completely as possible. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Remember that you receive points for correct answers, but you do not lose points for incorrect answers. That means you should try to answer every question, even if you’re not sure of the correct answer.

Please turn your answer sheet to Section 1 on page 3 (or page 9 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Open your test book to Section 1, read the directions, and begin work. Time starts now. Good luck.
While students are testing, fill out the seating chart on the back of this manual to indicate the distribution of test books.

**After 30 minutes, say:**

You have 30 minutes remaining in this section.

**After 55 minutes, say:**

You have 5 minutes remaining in this section.

**After exactly 60 minutes, say:**

Stop work and put your pencil down.


You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

**If your school did NOT collect students’ personal belongings, say:**

You may not access or use a phone or any other electronic device on this break or any other break during the test. All phones and other devices must remain powered off and put away until the test is over.

**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat. Do not open your test book until I tell you to.

**SECTION 2:**

**Writing and Language Test**

**ATC Timing for Section 2**

**FOR STUDENTS USING ATC FORMAT**

- To allow enough time to navigate Section 2, students using the ATC format must be given 100% extended time on Section 2. For these students, turn to Script 2, Section 2: Writing and Language Test on page 83, and then follow the directions to turn to the appropriate script.

**FOR ALL OTHER STUDENTS**

- For all other students, continue with the script that follows.

**When everyone is ready, say:**

Once we begin, you will have 35 minutes to work on Section 2, the Writing and Language Test. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 2. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Open your test book to the page where you inserted your answer sheet. Find Section 2 on page 3 of your answer sheet (or page 11 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Now, please turn to Section 2 in your test book, read the directions, and begin work. Time starts now.

**After 15 minutes, say:**

You have 20 minutes remaining in this section.

**After 30 minutes, say:**

You have 5 minutes remaining in this section.

**After exactly 35 minutes, say:**

Stop work, and put your pencil down.

**FOR STUDENTS WITH MATH-ONLY EXTENDED TIME**

- For students approved for 100% extended time for math, turn to Script 2, Break Before Section 3 for 1-Day Testing on page 85.
- For students approved by the College Board for 50% extended time for math, turn to Script 3, Break Before Section 3 on page 89.

**FOR ALL OTHER STUDENTS**

- For all other students, continue with the script that follows.

---

**SECTION 3:**

Math Test – No Calculator

**RECORD START AND STOP TIMES HERE—POST FOR STUDENTS**

<table>
<thead>
<tr>
<th>25 MINUTES STANDARD TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>START TIME</td>
</tr>
</tbody>
</table>

**IMPORTANT:** If a student has College Board approval to test using a four-function calculator on this section as an accommodation, confirm that their calculator is not a scientific or graphing model. (Percentage and square root functions are permitted.)

When everyone is ready, say:

Once we begin, you will have 25 minutes to work on Section 3, the Math Test without Calculator. We will take a 5-minute break when this section is finished.

Although this is a portion of the Math Test, you are NOT allowed to use a calculator unless you have been approved to use a four-function calculator as an accommodation. Otherwise, please keep your calculator under your desk.

Open your test book to the page where you inserted your answer sheet. Find Section 3 on page 3 of your answer sheet (or page 13 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 3. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than 4 characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Now, please turn to Section 3 in your test book, read the directions, and begin work. Time starts now.

Walk around the room to check that students are not using a calculator unless they have College Board approval to use a four-function calculator as an accommodation.

---

**After 10 minutes, say:**

You have 15 minutes remaining in this section.

**After 20 minutes, say:**

You have 5 minutes remaining in this section.

**After exactly 25 minutes, say:**

Stop work and put your pencil down.


You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

---

**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat. Do not open your test book until I tell you to.
SECTION 4: Math Test – Calculator

If your school is providing calculators to students, distribute them now.

When students are ready, say:

This is the final section of the test—you’re almost done! Once we begin, you will have 45 minutes to work on Section 4, the Math Test with Calculator.

You may use your calculator for this section; please put your calculator on your desk now. When using a calculator, please follow these guidelines:

- Keep it flat on your desk or hold it so that other students cannot view your work.
- Do not share or exchange your calculator with anyone else.
- If you brought a backup calculator or batteries, keep them on the floor under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will come over to assist you. If you do not have a backup, continue to take the test. All math questions can be answered without a calculator.

Open your test book to the page where you inserted your answer sheet. Find Section 4 on page 3 of your answer sheet (or page 16 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 4. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than 4 characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

SCRIPT 2: 100% Extended Time

The following script is for 100% extended time test takers.

IMPORTANT: If you are testing students with math-only extended time, begin with the appropriate standard time script (Script 1, or Script 4 for students who have been approved by the College Board to test with standard time and extra breaks). You will be instructed when to return to this script.

If a student is using a scribe or reader, refer to Specific Format Instructions on page 77.

TESTING IN 1 OR 2 DAYS

- If testing over 2 days, read the following script; otherwise, skip to Section 1.

To students testing over two days, say:

Today you will be completing the Reading Test and the Writing and Language Test. We will complete the rest of the PSAT 10 tomorrow.
SECTION 1: Reading Test

Record start and stop times here—post for students

<table>
<thead>
<tr>
<th>60 MINUTES 100% EXTENDED TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>START TIME ___________ STOP TIME ___________</td>
</tr>
</tbody>
</table>

5-MINUTE BREAK

<table>
<thead>
<tr>
<th>60 MINUTES 100% EXTENDED TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>START TIME ___________ STOP TIME ___________</td>
</tr>
</tbody>
</table>

IMPORTANT: Do not admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.

When everyone is ready, say:

Do not open your test book until I tell you to. Once we begin, you will have 2 hours to work on Section 1, the Reading Test. We will take a 5-minute break after 60 minutes.

Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 1. Make sure you are using a Number 2 pencil and that you fill in the entire bubble darkly and completely. If you change your response, erase it as completely as possible. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Remember that you receive points for correct answers, but you do not lose points for incorrect answers. That means you should try to answer every question, even if you’re not sure of the correct answer.

Please turn your answer sheet to Section 1 on page 3 (or page 9 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Open your test book to Section 1, read the directions, and begin work. Time starts now. Good luck.

While students are testing, fill out the seating chart on the back of this manual to indicate the distribution of test books.

After 30 minutes, say:

You have 1 hour and 30 minutes remaining in this section, and 30 minutes until the break.

After 55 minutes, say:

You have 1 hour and 5 minutes remaining in this section, and 5 minutes until the break.

After exactly 60 minutes, say:

Stop work and put your pencil down.


You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

If your school did NOT collect students’ personal belongings, say:

You may not access or use a phone or any other electronic device on this break or any other break during the test. All phones and other devices must remain powered off and put away until the test is over.

During the Break

Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:

Please take your seat. Do not open your test book until I tell you to.

When everyone is ready, say:

You will now have another 60 minutes to continue working on Section 1. Open your test book to the page where you inserted your answer sheet. Open the answer sheet, place it flat on your desk, and continue working where you left off. Time starts now.

After 30 minutes (from the end of the break), say:

You have 30 minutes remaining in this section.

After 55 minutes (from the end of the break), say:

You have 5 minutes remaining in this section.

After exactly 60 minutes (from the end of the break), say:

Stop work and put your pencil down.

You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat. Do not open your test book until I tell you to.

**SECTION 2:**

**Writing and Language Test**

**RECORD START AND STOP TIMES HERE—POST FOR STUDENTS**

<table>
<thead>
<tr>
<th>70 MINUTES 100% EXTENDED TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>START TIME</td>
</tr>
</tbody>
</table>

**When everyone is ready, say:**

Once we begin, you will have 70 minutes to work on Section 2, the Writing and Language Test.

**To students testing with 100% extended time in 1 day, say:**

We will take a 5-minute break when the section is finished.

**To all students, say:**

Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 2. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Open your test book to the page where you inserted your answer sheet. Find Section 2 on page 3 of your answer sheet (or page 11 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Now, please turn to Section 2 in your test book, read the directions, and begin work. Time starts now.

**After 20 minutes, say:**

You have 50 minutes remaining in this section.

**After 50 minutes, say:**

You have 20 minutes remaining in this section.

**After 65 minutes, say:**

You have 5 minutes remaining in this section.

**After exactly 70 minutes, say:**

Stop work and put your pencil down.


**FOR 100% EXTENDED TIME STUDENTS TESTING IN 1 DAY AND FOR ATC USERS WITH STANDARD OR 50% EXTENDED TIME**

- For 100% extended time students testing in 1 day, and also for students using ATC format and standard or 50% extended time, continue with **Break Before Section 3 for 1-Day Testing** on page 85.

**FOR ALL OTHER STUDENTS**

- If your school is conducting the test over 2 days for 100% extended time test takers, continue with the instructions that follow.

**End of Day 1 of Testing**

**Collecting Test Materials**

**To students concluding Day 1 of testing, say:**

This concludes Day 1 of testing. I will now collect your test materials. Please remain in your seats until I dismiss you.

Keep students seated until you have collected an answer sheet and a test book from each student. Collect the answer sheets and test materials, including any scratch paper, translated test directions, or word-to-word glossaries, from each student in the same order you used to distribute them. Ensure that the answer sheet and any test-related materials are kept inside each test book so student materials remain together.
After you have collected all answer sheets and test materials, say:

In just a moment, I’m going to let you go. Remember, you should not, under any circumstances, take any test content from the testing room or discuss test content with anyone through any means, including email, text messages, internet posts, or other use of the internet including social media applications. Thank you for your cooperation. When you return to the testing room tomorrow, remember to bring your acceptable calculator and Number 2 pencils with soft erasers. We begin Day 2 testing at _______________.

To all students, say:

You are now free to collect your belongings and leave the room.

Return any collected items to students. Store test materials securely until the second day of testing.

Day 2 of Testing

Admitting Students

Follow regular security procedures (including collection of students’ personal items, if your school policy allows). Make sure that each student returns to their seat from Day 1.

Preparing to Test

When everyone is ready, say:

Welcome back! Now we’re going to prepare to continue the test.

Please remove everything from your desk except your Number 2 pencils with erasers and your calculator.

If you brought a backup calculator or extra batteries, please put them on your desk. You may not share a calculator with another student at any time during the test or breaks. [pause]
Then say:

Please put your calculator and any extra batteries under your desk now. [pause] Please sit quietly while I distribute your test materials. When you receive them, please check to make sure they are yours. Raise your hand if the answer sheet or test book does not display your name.

Distribute test materials, taking care that all students receive the materials that belong to them.

IMPORTANT: Proceed to Section 3: Math Test – No Calculator later in this section.

Break Before Section 3 for 1-Day Testing

To students testing in 1 day, say:

You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. We will start testing again in exactly 5 minutes.

During the Break

Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:

Please take your seat. Do not open your test book until I tell you to.

TURNING TO THE APPROPRIATE SCRIPT

- For students using the ATC format with standard time, no extra breaks, turn to Script 1, Section 3: Math Test – No Calculator on page 80.
- For students using the ATC format with 50% extended time for the entire test or for math only, turn to Script 3, Section 3: Math Test – No Calculator on page 90.
- For students using the ATC format with standard time and extra breaks, turn to Script 4, Section 3: Math Test – No Calculator on page 94.
- For all students testing with 100% extended time for math only, or for students testing with 100% extended time for the entire test continue with the scripts that follow this section.

SECTION 3:
Math Test – No Calculator

RECORD START AND STOP TIMES HERE—POST FOR STUDENTS

50 MINUTES 100% EXTENDED TIME

START TIME ________ STOP TIME ________

IMPORTANT: If a student has College Board approval to test using a four-function calculator on this section as an accommodation, confirm that their calculator is not a scientific or graphing model. (Percentage and square root functions are permitted.)

When all students are ready, say:

Once we begin, you will have 50 minutes to work on Section 3, the Math Test without Calculator. We will take a 5-minute break when this section is finished.

Although this is a portion of the Math Test, you are NOT allowed to use a calculator unless you have been approved to use a four-function calculator as an accommodation. Otherwise, please keep your calculator under your desk.

Open your test book to the page where you inserted your answer sheet. Find Section 3 on page 3 of your answer sheet (or page 13 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 3. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than 4 characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Now, please turn to Section 3 in your test book, read the directions, and begin work. Time starts now.

Walk around the room to check that students are not using a calculator unless they have College Board approval to use a four-function calculator as an accommodation.

After 20 minutes, say:

You have 30 minutes remaining in this section.
Part 2

100% Extended Time  Script 2  Section 4

After 45 minutes, say:
You have 5 minutes remaining in this section.

After exactly 50 minutes, say:
Stop work and put your pencil down.
Place your answer sheet on the page in your test book where you stopped working. Close your test book.
You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.
We will start testing again in exactly 5 minutes.

During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:
Please take your seat. Do not open your test book until I tell you to.

SECTION 4:
Math Test – Calculator

Do not share or exchange your calculator with anyone else.
If you brought a backup calculator or batteries, keep them on the floor under your desk.
If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will come over to assist you. If you do not have a backup, continue to take the test. All math questions can be answered without a calculator.

Open your test book to the page where you inserted your answer sheet. Find Section 4 on page 3 of your answer sheet (or page 16 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 4. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than 4 characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Now, turn to Section 4 in your test book, read the directions, and begin work. Time starts now.

After 20 minutes, say:
You have 70 minutes remaining in this section, and 25 minutes until the break.

After 40 minutes, say:
You have 50 minutes remaining in this section, and 5 minutes until the break.

After exactly 45 minutes, say:
Stop work and put your pencil down.
You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.
We will start testing again in exactly 5 minutes.

If your school is providing calculators to students, distribute them now.

When everyone is ready, say:
This is the final section of the test—you’re almost done! Once we begin, you will have 1 hour and 30 minutes to work on Section 4, the Math Test with Calculator. We will take a 5-minute break after 45 minutes.
You may use your calculator for this section; please put your calculator on your desk now. [pause] When using a calculator, please follow these guidelines:

- Keep it flat on your desk or hold it so that other students cannot view your work.
During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:
Please take your seat. Do not open your test book until I tell you to.

When everyone is ready, say:
You will now have another 45 minutes to continue working on Section 4. Open your test book to the page where you inserted your answer sheet. Open the answer sheet, place it flat on your desk, and continue working where you left off. Time starts now.

After 20 minutes (from the end of the break), say:
You have 25 minutes remaining in this section.

After 40 minutes (from the end of the break), say:
You have 5 minutes remaining in this section.

After exactly 45 minutes (from the end of the break), say:
Stop work and put your pencil down.
Close your answer sheet so that page 1 is on top. Close your test book, and place it on top of your answer sheet.
Congratulations—you just finished the test! Please remain in your seats until I dismiss you.

Proceed to Dismissal on page 104 for the collection of test books and other test materials.

SCRIPT 3:
50% Extended Time
The following script is for 50% extended time test takers. Begin with this script if you are testing students approved for 50% extended time in reading, including EL students with 50% extended time.

IMPORTANT: If you are testing students with math-only extended time, begin with the appropriate standard time script (Script 1, or Script 4 for students who have been approved by the College Board to test with standard time and extra breaks). You will be instructed when to return to this script.

If a student is using a scribe or reader, refer to Specific Format Instructions on page 77.

SECTION 1:
Reading Test

RECORD START AND STOP TIMES HERE—POST FOR STUDENTS

<table>
<thead>
<tr>
<th>45 MINUTES 50% EXTENDED TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>START TIME</td>
</tr>
</tbody>
</table>

5-MINUTE BREAK

<table>
<thead>
<tr>
<th>45 MINUTES 50% EXTENDED TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>START TIME</td>
</tr>
</tbody>
</table>

IMPORTANT: Do not admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.

When everyone is ready, say:
Do not open your test book until I tell you to do so. Once we begin, you will have 1 hour and 30 minutes to work on Section 1, the Reading Test. We will take a 5-minute break after 45 minutes.

Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 1. Make sure you are using a Number 2 pencil and that you fill in the entire bubble darkly and completely. If you change your response, erase it as completely as possible. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.
Remember that you receive points for correct answers, but you do not lose points for incorrect answers. That means you should try to answer every question, even if you're not sure of the correct answer.

Please turn your answer sheet to Section 1 on page 3 (or page 9 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Open your test book to Section 1, read the directions, and begin work. Time starts now. Good luck.

While students are testing, fill out the seating chart on the back of this manual to indicate the distribution of test books.

**After 20 minutes, say:**

You have 70 minutes remaining in this section, and 25 minutes until the break.

**After 40 minutes, say:**

You have 50 minutes remaining in this section, and 5 minutes until the break.

**After exactly 45 minutes, say:**

Stop work and put your pencil down.
You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.
We will start testing again in exactly 5 minutes.

**If your school did NOT collect students’ personal belongings, say:**

You may not access or use a phone or any other electronic device on this break or any other break during the test. All phones and other devices must remain powered off and put away until the test is over.

---

**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat. Do not open your test book until I tell you to.

**When everyone is ready, say:**

You will now have another 45 minutes to continue working on Section 1. Open your test book to the page where you inserted your answer sheet. Open the answer sheet, place it flat on your desk, and continue working where you left off. Time starts now.

**At the end of the break, say:**

You have 25 minutes remaining in this section.

**When everyone is ready, say:**

You have 5 minutes remaining in this section.

**At the end of the break, say:**

You will now have another 45 minutes to continue working on Section 1. Open your test book to the page where you inserted your answer sheet. Open the answer sheet, place it flat on your desk, and continue working where you left off. Time starts now.

**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat. Do not open your test book until I tell you to.
SECTION 2: Writing and Language Test

After 20 minutes, say:

You have 33 minutes remaining in this section.

After 48 minutes, say:

You have 5 minutes remaining in this section.

After exactly 53 minutes, say:


Break Before Section 3

For the break, say:

You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. We will start testing again in exactly 5 minutes.

During the Break

Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:

Please take your seat. Do not open your test book until I tell you to.
SECTION 3: Math Test – No Calculator

**IMPORTANT:** If a student has College Board approval to test using a four-function calculator on this section as an accommodation, confirm that their calculator is not a scientific or graphing model. (Percentage and square root functions are permitted.)

**When everyone is ready, say:**

Once we begin, you will have 38 minutes to work on Section 3, the Math Test without Calculator. We will take a 5-minute break when this section is finished.

Although this is a portion of the Math Test, you are NOT allowed to use a calculator unless you have been approved to use a four-function calculator as an accommodation. Otherwise, please keep your calculator under your desk.

Open your test book to the page where you inserted your answer sheet. Find Section 3 on page 3 of your answer sheet (or page 13 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 3. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than four characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Now, please turn to Section 3 in your test book, read the directions, and begin work. Time starts now.

Walk around the room to check that students are not using a calculator unless they have College Board approval to use a four-function calculator as an accommodation.

After exactly 38 minutes, say:

Stop work and put your pencil down.


You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat. Do not open your test book until I tell you to.

SECTION 4: Math Test – Calculator

**When everyone is ready, say:**

This is the final section of the test—you’re almost done! Once we begin, you will have 68 minutes to work on Section 4, the Math Test with Calculator. We will take a 5-minute break after 34 minutes.

You may use your calculator for this section; please put your calculator on your desk now. [pause] When using a calculator, please follow these guidelines:

- Keep it flat on your desk or hold it so that other students cannot view your work.
- Do not share or exchange your calculator with anyone else.
- If you brought a backup calculator or batteries, keep them on the floor under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will come over to assist you. If you do not have a backup, continue to take the test. All math questions can be answered without a calculator.

Open your test book to the page where you inserted your answer sheet. Find Section 4 on page 3 of your answer sheet (or page 16 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 4. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than four characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Now, please turn to Section 4 in your test book, read the directions, and begin work. Time starts now.

After 18 minutes, say:

You have 50 minutes remaining in this section, and 16 minutes until the break.

After 29 minutes, say:

You have 39 minutes remaining in this section, and 5 minutes until the break.

After exactly 34 minutes, say:

Stop work and put your pencil down.

You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:

Please take your seat. Do not open your test book until I tell you to.

When everyone is ready, say:

You will now have another 34 minutes to continue working on Section 4. Open your test book to the page where you inserted your answer sheet. Open the answer sheet, place it flat on your desk, and continue working where you left off. Time starts now.

After 15 minutes (from the end of the break), say:

You have 19 minutes remaining in this section.

After 29 minutes (from the end of the break), say:

You have 5 minutes remaining in this section.

After exactly 34 minutes (from the end of the break), say:

Stop work and put your pencil down.
Close your answer sheet so that page 1 is on top. Close your test book, and place it on top of your answer sheet. Congratulations—you just finished the test! Please remain in your seats until I dismiss you.

Proceed to Dismissal on page 104 for the collection of test books and other test materials.
SCRIPT 4:
Standard Time with Extra Breaks

Use this script for students who receive standard time on some or all sections of the test and are approved by the College Board for extra breaks.

SECTION 1:
Reading Test

**RECORD START AND STOP TIMES HERE—POST FOR STUDENTS**

<table>
<thead>
<tr>
<th></th>
<th>30 MINUTES STANDARD TIME</th>
<th>STOP TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START TIME</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 5-MINUTE BREAK   |                          |           |

<table>
<thead>
<tr>
<th></th>
<th>30 MINUTES STANDARD TIME</th>
<th>STOP TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START TIME</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT:** Do not admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.

When everyone is ready, say:

Do not open your test book until I tell you to do so. Once we begin, you will have 60 minutes to work on Section 1, the Reading Test. We will take a 5-minute break after 30 minutes.

Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 1. Make sure you are using a Number 2 pencil and that you fill in the entire bubble darkly and completely. If you change your response, erase it as completely as possible. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Remember that you receive points for correct answers, but you do not lose points for incorrect answers. That means you should try to answer every question, even if you’re not sure of the correct answer.

Please turn your answer sheet to Section 1 on page 3 (or page 9 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Open your test book to Section 1, read the directions, and begin work. Time starts now. Good luck.

While students are testing, fill out the seating chart on the back of this manual to indicate the distribution of test books.

**After 15 minutes, say:**

You have 45 minutes remaining in this section, and 15 minutes until the break.

**After 25 minutes, say:**

You have 35 minutes remaining in this section, and 5 minutes until the break.

**After exactly 30 minutes, say:**

Stop work and put your pencil down.


You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

If your school did NOT collect students’ personal belongings, say:

You may not access or use a phone or any other electronic device on this break or any other break during the test. All phones and other devices must remain powered off and put away until the test is over.

**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat. Do not open your test book until I tell you to.

**When everyone is ready, say:**

You will now have another 30 minutes to continue working on Section 1. Open your test book to the page where you inserted your answer sheet. Open the answer sheet, place it flat on your desk, and continue working where you left off. Time starts now.

**After 15 minutes (from the end of the break), say:**

You have 15 minutes remaining in this section.
After 25 minutes (from the end of the break), say:
You have 5 minutes remaining in this section.

After exactly 30 minutes (from the end of the break), say:
Stop work and put your pencil down.
You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.
We will start testing again in exactly 5 minutes.

During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:
Please take your seat. Do not open your test book until I tell you to.

SECTION 2: Writing and Language Test

Record start and stop times here—post for students

35 minutes standard time
START TIME ________ STOP TIME ________

ATC Timing for Section 2

FOR STUDENTS USING ATC FORMAT
- Students using the ATC format must be given 100% extended time on Section 2 to allow them enough time to navigate the questions. For these students, turn to Script 2, Section 2: Writing and Language Test on page 83, and then follow the directions to turn to the appropriate script.

FOR ALL OTHER STUDENTS
- For all other students, continue with the script that follows.

When everyone is ready, say:
Once we begin, you will have 35 minutes to work on Section 2, the Writing and Language Test. We will take a 5-minute break when the section is finished.
Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 2. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.
Open your test book to the page where you inserted your answer sheet. Find Section 2 on page 3 of your answer sheet (or page 11 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Now, please turn to Section 2 in your test book, read the directions, and begin work. Time starts now.

After 20 minutes, say:
You have 15 minutes remaining in this section.

After 30 minutes, say:
You have 5 minutes remaining in this section.

After exactly 35 minutes, say:

Break Before Section 3

For the break, say:
You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.
We will start testing again in exactly 5 minutes.

During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:
Please take your seat. Do not open your test book until I tell you to.
**FOR STUDENTS WITH MATH-ONLY EXTENDED TIME**
- For students testing with 100% extended time in math, turn to *Script 2, Section 3: Math Test – No Calculator on page 85.*
- For students testing with 50% extended time in math, turn to *Script 3, Section 3: Math Test – No Calculator on page 90.*

**FOR ALL OTHER STUDENTS**
- For all other students, continue with the script that follows.

**SECTION 3:**
**Math Test – No Calculator**

<table>
<thead>
<tr>
<th>RECORD START AND STOP TIMES HERE—POST FOR STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>25 MINUTES STANDARD TIME</strong></td>
</tr>
<tr>
<td>START TIME _______  STOP TIME _______</td>
</tr>
</tbody>
</table>

**IMPORTANT:** If a student has College Board approval to test using a four-function calculator on this section as an accommodation, confirm that their calculator is not a scientific or graphing model. (Percentage and square root functions are permitted.)

**When everyone is ready, say**

Once we begin, you will have 25 minutes to work on Section 3, the Math Test without Calculator. We will take a 5-minute break when this section is finished.

Although this is a portion of the Math Test, you are NOT allowed to use a calculator unless you have been approved to use a four-function calculator as an accommodation. Otherwise, please keep your calculator under your desk.

Open your test book to the page where you inserted your answer sheet. Find Section 3 on page 3 of your answer sheet (or page 13 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 3. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than 4 characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Now, please turn to Section 3 in your test book, review the directions, and begin work. Time starts now.

Walk around the room to check that students are not using a calculator unless they have College Board approval to use a four-function calculator as an accommodation.

**After 10 minutes, say:**

You have 15 minutes remaining in this section.

**After 20 minutes, say:**

You have 5 minutes remaining in this section.

**After exactly 25 minutes, say:**

Stop work and put your pencil down.


You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat. Do not open your test book until I tell you to.
SECTION 4:
Math Test – Calculator

If your school is providing calculators to students, distribute them now.

When everyone is ready, say:

This is the final section of the test—you’re almost done! Once we begin, you will have 45 minutes to work on Section 4, the Math Test with Calculator. We will take a 5-minute break after 23 minutes.

You may use your calculator for this section; please put your calculator on your desk now. When using a calculator, please follow these guidelines:

- Keep it flat on your desk or hold it so that other students cannot view your work.
- Do not share or exchange your calculator with anyone else.
- If you brought a backup calculator or batteries, keep them on the floor under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will come over to assist you. If you do not have a backup, continue to take the test. All math questions can be answered without a calculator.

Open your test book to the page where you inserted your answer sheet. Find Section 4 on page 3 of your answer sheet (or page 16 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 4. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than 4 characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Now, please turn to Section 4 in your test book, read the directions, and begin work. Time starts now.

After 10 minutes, say:

You have 35 minutes remaining in this section, and 13 minutes until the break.

After 18 minutes, say:

You have 27 minutes remaining in this section, and 5 minutes until the break.

After exactly 23 minutes, say:

Stop work and put your pencil down.
You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.
We will start testing again in exactly 5 minutes.

During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:

Please take your seat. Do not open your test book until I tell you to.

When everyone is ready, say:

You will now have another 22 minutes to continue working on Section 4. Open your test book to the page where you inserted your answer sheet. Open the answer sheet, place it flat on your desk, and continue working where you left off. Time starts now.

After 10 minutes (from the end of the break), say:

You have 12 minutes remaining in this section.

After 17 minutes (from the end of the break), say:

You have 5 minutes remaining in this section.
After exactly 22 minutes (from the end of the break), say:

Stop work and put your pencil down.
Close your answer sheet so that page 1 is on top. Close your test book, and place it on top of your answer sheet.
Congratulations—you just finished the test! Please remain in your seats until I dismiss you.

Proceed to Dismissal on page 104 for the collection of test books and other test materials.

SCRIPT 5:
MP3 Audio Format

If a student is using a scribe or reader, refer to Specific Format Instructions on page 77.

MP3 Audio Test Directions

The recorded assessment begins with directions, and the timed portion of the test starts with Section 1, the Reading Test. Administer the test one section at a time, with strict timing, just as you would a paper test.

IMPORTANT: Monitor students to make sure they do not run spelling or grammar checks, access a thesaurus or dictionary, or use any unapproved calculators at any time during the test. Also be sure they are not accessing any other sites while working on the test.

We recommend that you check the scripts before beginning the administration and cross out the directions for any computing devices that do not apply to the students testing in your room. For example, if all students are using PCs, cross out directions for Macs and Chromebooks.

Begin by saying:

Today you will be completing the Reading Test and the Writing and Language Test. We will complete the rest of the PSAT 10 tomorrow.
Do not start until I tell you to. If you finish before time is called, you may NOT work on any other section.
The test is recorded on a flash drive, which I have inserted into your computer. I have posted the keyboard and other navigation commands.

To students using a PC, say:

You will use the Control key for all keyboard commands. To play or pause the audio, select the Play icon or the Pause icon at the bottom of the media player window, or press Control and the letter P. Press Control and the letter B to skip back to a previous track, and press Control-F to skip forward to the next track.

To students using a Mac, say:

You will use the Command key for all keyboard commands. To play or pause the audio, select the Play icon or the Pause icon at the bottom of the media player window, or press Command and the letter P. Press Command and the letter B to skip back to a previous track, and press Command-F to skip forward to the next track.

To students using a Chromebook, say:

You will navigate with the mouse using the media player menu. Select the Pause or Play icon on the media player menu.

To all students, say:

Plug in your earphones. Once I tell you to start the test directions, you should put them on to hear the introduction. Once you have listened to the introduction, select Pause or press Command- or Control-P to pause, take off your earphones, and look up to signal that you are ready to continue. Now select the directions and start the introduction. [pause]

When all students are ready, say:

Listen carefully to my instructions after each break. When we break in the middle of a section, you’ll need to select Pause or press Command- or Control-P. Pausing the test will allow you to resume where you left off once the break is over.

When we break at the end of a section, you’ll need to stop your test or media player. This will take you back to the list of sections so you can start the next one once the break is over.

Each test question will be on a separate track. The media player screen displays a list of all the tracks for the test section being played. The list is organized by track number, and each track has a brief descriptive title. Gray shading indicates which track is currently playing. If you can’t easily see the track names, widen the title column. The audio recording will play continuously through the entire test section unless you manually pause the playback.
You can move forward and backward within a track by selecting a position on the timeline ribbon at the bottom of the media player screen. This area displays buttons that correspond to the audio playback controls.

Select a track in the list to skip directly to the beginning of that track. Select and drag the volume control slider to change the volume. If you need assistance at any point, raise your hand.

Audio playback will stop automatically at the end of the last track for the section. If your track ends before time is called, you can return to any tracks within the section to review your work.

During the test, I’ll flick the lights or tap you gently on the shoulder whenever I post the time remaining and to signal that it is time to stop and take off your earphones.

Are there any questions about the information that I have just read? [pause]

Answer all questions about procedure, then continue with the script.

SECTION 1: Reading Test

IMPORTANT: Do not admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.

When everyone is ready, say:

Once we begin, you will have 2 hours to work on Section 1, the Reading Test. We will take a 5-minute break after 60 minutes. When I signal you to do so, take off your earphones so you can hear my directions. Do not begin work until I tell you to.

Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 1. Make sure you are using a Number 2 pencil and that you fill in the entire bubble darkly and completely. If you change your response, erase it as completely as possible. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section. Keep your answer sheet open and flat on your desk. Do not fold pages back.

Remember that you get points for correct answers, but you do not lose points for incorrect answers. That means you should try to answer every question, even if you’re not sure of the correct answer.

Your computer screen should show the section table of contents.

To students using a PC or Mac, say:

When I tell you to start, select the Section 1 icon.

To students using a Chromebook, say:

Find and select Section 1, then press Control-A to highlight the list of tracks in Section 1. When I tell you to start, press Enter.

To all students, say:

Please turn your answer sheet to page 3 (or page 9 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Open your test book to Section 1 in case you want to refer to it. When I say “Time starts now,” put on your earphones, start Section 1, listen to the directions, and begin work. Good luck! Time starts now.

While students are testing, fill out the seating chart on the back of this manual to indicate the distribution of flash drives.

After 30 minutes, say:

You have 1 hour and 30 minutes remaining in this section and 30 minutes until the break.

After 55 minutes, say:

You have 1 hour and 5 minutes remaining in this section and 5 minutes until the break.

After exactly 60 minutes, signal students to take off their earphones. Then, say:

Pause the question you are currently working on. Put your pencil down. Place your test book on the page you are working on in your answer sheet, and close your answer sheet. Place your earphones on the desk. [pause]
You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. We will start testing again in exactly 5 minutes.

If your school did NOT collect students’ personal belongings, say:

You may not access or use a phone or other electronic device on this break or any other break during the test. All phones and other devices must remain powered off and put away until the test is over.

During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:

Please take your seat.

When everyone is ready, say:

You will now have another 60 minutes to continue working on Section 1. Open your answer sheet to where you were working, and open your test book to Section 1 in case you want to refer to it. Place your answer sheet flat on your desk. When I say “Time starts now,” put on your earphones and select Play or press Control- or Command-P to resume the question you were working on. Time starts now.

After 25 minutes (from the end of the break), say:

You have 35 minutes remaining in this section.

After 55 minutes (from the end of the break), say:

You have 5 minutes remaining in this section.

After exactly 60 minutes (from the end of the break), signal students to take off their earphones. Then, say:

Stop the test by selecting the Stop button or x to close the media player. Put your pencil down. Place your earphones on the desk. Place your test book on the page you are working on in your answer sheet, and close your answer sheet. [pause]

You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. We will start testing again in exactly 5 minutes.

During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:

Please take your seat.

SECTION 2:
Writing and Language Test

When everyone is ready, say:

Once we begin, you will have 1 hour and 55 minutes to work on Section 2, the Writing and Language Test. We will take a 5-minute break after 58 minutes.

Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 2. If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section. Please find Section 2 on page 3 of your answer sheet (or page 11 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back.

To students using a PC or Mac, say:

When I tell you to start, select the Section 2 icon.

To students using a Chromebook, say:

Find and select Section 2, then press Control-A to highlight the list of tracks in Section 2. When I tell you to start, press Enter.

To all students, say:

Open your test book to Section 2 in case you want to refer to it. When I say “Time starts now,” put on your earphones, start Section 2, listen to the directions, and begin work. Time starts now.
After 30 minutes, say:

You have 1 hour and 25 minutes remaining in this section, and 28 minutes until the break.

After 53 minutes, say:

You have 1 hour and 2 minutes remaining in this section, and 5 minutes until the break.

After exactly 58 minutes, signal students to take off their earphones. Then, say:

Pause the question you are currently working on. Put your pencil down. Place your earphones on the desk. [pause]

To all students, say:

This concludes Day 1 of testing. Close your test book, and place your answer sheet on top of it. I will now collect your answer book, test book, and flash drive. Please remain in your seats until I dismiss you.

Collecting Test Materials

Keep students seated until you have collected an answer sheet and all test materials from each student.

First, walk around the room to collect the answer sheets and test materials, including any scratch paper, translated test directions, or word-to-word glossaries, from each student in the same order you used to distribute them.

Then, walk around the room again to close each media player and collect flash drives.

1. Close the media player as follows:
   ✷ For PCs, select the Account drop-down menu and select Exit.
   ✷ For Macs, select the Flux Player drop-down menu and select Quit Flux Player.
   ✷ For Chromebooks, select the x in the top right corner of the media player window.

2. Eject the flash drive by doing the following:
   ✷ For PCs, in the notification area in the lower-right corner of the monitor, select Show Hidden Icons, select Safely Remove Hardware and Eject Media, and then select Eject USB Disk.
   ✷ For Macs, eject the flash drive by selecting the up arrow next to the icon under Devices.
   ✷ For Chromebooks, select the eject icon next to the flash drive in the devices list.

3. Place each flash drive in the original packaging for each student. Check that each student’s last name is written on the packaging.

4. Before powering off each computer, ensure that the cache is emptied and no files have been copied onto the computer. (If you need assistance, contact your system administrator.)
After you have collected all answer sheets and test materials, say:

In just a moment, I’m going to let you go. Remember, you should not, under any circumstances, take any test content from the testing room or discuss test content with anyone through any means, including email, text messages, internet posts, or other use of the internet including social media applications. Thank you for your cooperation. When you return to the testing room tomorrow, remember to bring your earphones, acceptable calculator, and Number 2 pencils with soft erasers. We begin Day 2 of testing at ___. You are now free to collect your belongings and leave the room.

Return any collected personal belongings to students. Store test materials securely until the second day of testing.

Day 2 of Testing

Before Admitting Students

Before admitting students for Day 2 of testing, do the following:

1. Power on all computers.
2. Use the seating chart on the back of this manual to place each MP3 player in the same computer that the corresponding student used on the first day of testing.
3. Repeat the steps in Set Up Computers for MP3 Audio Users on page 64 and Prepare Computers (if Any) on Test Day on page 69 for inserting the flash drive and starting the software.
4. Be sure that navigation notes are posted for students to see (as given in Post Information for Students Using MP3 Audio Format on page 69).

Admitting Students

Follow regular security procedures including school-allowed procedures for collecting electronic devices. Make sure that each student returns to their seat from Day 1.

Preparing to Test

When everyone is ready, say:

Welcome back! Now we’re going to prepare to continue the test.

Please remove everything from your desk except your Number 2 pencils with erasers and your calculator.

If you brought a backup calculator or extra batteries, please put them on your desk. You may not share a calculator with another student at any time during the test or breaks. [pause]

Collection of Personal Belongings:

Most schools will be collecting students’ phones, electronic devices, and/or backpacks.

Read script A if this is the case in your school. Read script B if your school does NOT allow collection of students’ belongings.

READ ONLY ONE OPTION.

A If your school collected students’ personal belongings, say:

By this time you should have turned in all phones or any other electronic devices. If anyone still has an electronic device of any kind, please disable alarms, power it off, and turn it in to me now, and it will be returned to you at the end of the test.

B If your school did NOT collect students’ personal belongings, say:

At this time, if you have a phone or any other electronic device in your possession, you must disable alarms, completely power it off, and put it in a bag or backpack on the side of the room until the test is over. If you need a plastic bag to store your phone in, raise your hand and I will give one to you. [pause] Any electronic device that is not turned off and put away may be collected and its contents inspected as part of an investigation. If your cell phone makes a noise while in your possession, you’ll be dismissed from testing.

If you brought snacks or drinks to have during a break, put them under your desk now. You will not be allowed to go into your bags during breaks. [pause]

Close all bags, and put them on the side of the room against the wall until the test is over. [pause]

Allow time for students to turn in or put away any electronic devices, take out snacks and drinks, and put their bags on the side of the room.

Confirm that no phones are allowed by saying:

If I see any student with a phone from this point on, I will dismiss that student from testing.

To all students, say:

Thank you. Please sit quietly while I take a moment and make sure everyone has an approved calculator. [pause]

As before, walk around to check each student’s calculator and to make sure no one has any unauthorized aids or devices on their desks. See Prohibited Aids on page 23 for examples.
Then say:

Please put your calculator and any extra batteries under your desk now. [pause]

Please sit quietly while I distribute your test materials. When you receive them, please check to make sure they are yours. Raise your hand if the answer sheet, test book, or flash drive packaging does not display your name.

Distribute test materials, taking care that all students receive the materials that belong to them.

Remind students of how to use the MP3 audio format by saying:

The test is recorded on a flash drive, which I have inserted into your computer. Plug in your earphones. Raise your hand if you need me to review how to navigate the test on your computer. [pause]

If students need a review of navigation, refer to the directions script at the beginning of Script 5. Answer all questions about navigation or procedures.

SECTION 3:
Math Test – No Calculator

RECORD START AND STOP TIMES HERE—POST FOR STUDENTS

50 MINUTES 100% EXTENDED TIME

START TIME _________ STOP TIME _________

IMPORTANT: If a student has College Board approval to test using a four-function calculator on this section as an accommodation, confirm that their calculator is not a scientific or graphing model. (Percentage and square root functions are permitted.)

When everyone is ready, say:

Once we begin, you will have 50 minutes to work on Section 3, the Math Test without Calculator. We will take a 5-minute break when this section is finished.

Although this is a portion of the Math Test, you are NOT allowed to use a calculator unless you have been approved to use a four-function calculator as an accommodation. Otherwise, please keep your calculator under your desk.

Find Section 3 on page 3 of your answer sheet (or page 13 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in

Section 3. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than 4 characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Your computer screen should show the section table of contents.

To students using a PC or Mac, say:

When I tell you to start, select the Section 3 icon.

To students using a Chromebook, say:

Find and select Section 3; then press Control-A to highlight the list of tracks in Section 3. When I tell you to start, press Enter.

To all students, say:

Open your test book to Section 3 in case you want to refer to it. When I say “Time starts now,” put on your earphones, start Section 3, listen to the directions, and begin work. Time starts now.

Walk around the room to check that students are not using a calculator unless they have College Board approval to use a four-function calculator as an accommodation.

After 20 minutes, say:

You have 30 minutes remaining in this section.

After 45 minutes, say:

You have 5 minutes remaining in this section.

After exactly 50 minutes, signal students to take off their earphones. Then, say:

Stop the test by selecting the Stop button or x to close the media player. Put your pencil down. Place your earphones on the desk. Place your test book on the page you are working on in your answer sheet, and close your answer sheet. [pause]

You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.
During the Break
Post the break time of 5 minutes, and include what time testing will resume.

At the end of the break, say:
Please take your seat.

SECTION 4:
Math Test – Calculator

If your school is providing calculators to students, distribute them now.

When everyone is ready, say:
This is the final section of the test—you’re almost done! Once we begin, you will have 1 hour and 30 minutes to work on Section 4, the Math Test with Calculator. We will take a 5-minute break after 45 minutes.

You may use your calculator for this section; please put your calculator on your desk now. [pause] When using a calculator, please follow these guidelines:

- Keep it flat on your desk or hold it so that other students cannot view your work.
- Do not share or exchange your calculator with anyone else.
- If you brought a backup calculator or batteries, keep them on the floor underneath your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will come over to assist you. If you do not have a backup, continue to take the test. All math questions can be answered without a calculator.

Find Section 4 on page 3 of your answer sheet (or page 16 if you are using a large-block answer sheet). Keep your answer sheet open and flat on your desk. Do not fold pages back. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 4. Directions for how to enter your answers to the questions labeled Student-Produced Responses are in your test book. Answers to these questions can be shorter, but not longer, than 4 characters.

If you finish before time is called, you may check your work in this section, but you may NOT turn to any other section.

Your computer screen should show the section table of contents.

To students using a PC or Mac, say:
When I tell you to start, select the Section 4 icon.

To students using a Chromebook, say:
Find and select Section 4; then press Control-A to highlight the list of tracks in Section 4. When I tell you to start, press Enter.

To all students, say:
Open your test book to Section 4 in case you want to refer to it. When I say “Time starts now,” put on your earphones, start Section 4, listen to the directions, and begin work. Time starts now.

After 20 minutes, say:
You have 1 hour and 10 minutes remaining in this section, and 25 minutes until the break.

After 40 minutes, say:
You have 50 minutes remaining in this section, and 5 minutes until the break.

After exactly 45 minutes, signal students to take off their earphones. Then say:
Pause the question you are currently working on. Put your pencil down. Place your test book on the page you are working on in your answer sheet, and close your answer sheet. Place your earphones on the desk. [pause]

You will now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.
**During the Break**

Post the break time of 5 minutes, and include what time testing will resume.

**At the end of the break, say:**

Please take your seat.

**When everyone is ready, say:**

You will now have another 45 minutes to continue working on Section 4. Open your answer sheet to where you were working. Open your test book to Section 4 in case you want to refer to it.

Place your answer sheet flat on your desk. When I say “Time starts now,” put on your earphones, and select **Play** or press **Control-** or **Command-P** to resume the question you were working on. Time starts now.

**After 20 minutes (from the end of the break), say:**

You have 25 minutes remaining in this section.

**After 40 minutes (from the end of the break), say:**

You have 5 minutes remaining in this section.

**After exactly 45 minutes (from the end of the break), signal students to take off their earphones. Then, say:**

Stop the test by selecting the **Stop** button or **x** to close the media player. Put your pencil down. Place your earphones on the desk. **[pause]**

Close your answer sheet so that page 1 is on top. Close your test book, and place it on top of your answer sheet.

Congratulations—you just finished the test! Please remain in your seats until I dismiss you.

Proceed to Dismissal on the next page for the collection of test books and other test materials.
After the Test

Dismissal

Collecting Test Books and Other Test Materials

When everyone is ready, say:

I will now collect your test books. Please keep your answer sheets flat on your desks and sit quietly.

Walk around the room and collect from each student the test books and materials (except for answer sheets) in the same order you used to distribute them. Also collect any scratch paper, school-provided calculators, translated test directions, or word-to-word glossaries at this time. As you do this, check the accuracy of your seating chart. Put the test books and other test materials where students cannot access them.

If applicable, collect ATC or MP3 audio flash drives; otherwise proceed to Finishing Up.

To MP3 or ATC users, say:

I will now collect your flash drives.

Walk around the room to close each media player or ATC file and collect each flash drive.

- Close the media player as follows:
  - For PCs, select the Account drop-down menu and select Exit.
  - For Macs, select the Flux Player drop-down menu and select Quit Flux Player.
  - For Chromebooks, select the x in the top corner of the media player window.

- Eject the flash drive by doing the following:
  - For PCs, in the notification area in the lower-right corner of the monitor, select Show Hidden Icons, select Safely Remove Hardware and Eject Media, and then select Eject USB Disk.
  - For Macs, eject the flash drive by selecting the up arrow next to the icon under Devices.
  - For Chromebooks, select the eject icon next to the flash drive in the devices list.

- Place each drive in the original packaging for each student.

- Before powering off each computer, be sure that the cache is emptied and no files have been copied onto the computer. (If you need assistance, contact your system administrator.)

Finishing Up

Students may need to be dismissed in two groups—students who have completed all fields on the answer sheet (who should be dismissed first), and students who started with blank answer sheets or did not participate in a preadministration session.

To all students, say:

If you still have personal, nontest information to fill out on your answer sheet, please place your answer sheet facedown on your desk. Sit quietly and do not write anything on the answer sheet while I dismiss other students. In a few minutes I’ll help you complete your answer sheets.

Collecting Answer Sheets

To all students, say:

If you have completed the personal, nontest information on your answer sheet, place your answer sheet faceup on your desk so that I can check it before I collect it. Please sit quietly until I dismiss you.

Walk around the room and collect the answer sheets that are faceup on the desks. As you do so, hand each student (including students who are staying to complete their answer sheets) a copy of the Mobile Opt-In Policies document to take home. Do the following for each student:

- Inspect the answer sheet to ensure that all identifying information is complete. It is critical to check that fields 1–4 and 6–8 have been filled in correctly on the front of the answer sheet. On the back of the answer sheet, ensure that students have filled in form code (field A), test ID (field B), and if testing in February or March, test book serial number (field C) correctly. These fields must be completed and the Certification Statement signed for a student to receive a score report.

- Have students fill in any missing identifying information in these fields and erase stray marks. Observe the students as they correct the information, making sure they do not alter other fields.
For students without pre-ID labels, ensure that the letters written in field 1 correspond to the filled bubbles in each column. If there is a discrepancy, ask the student to explain it, and document the discrepancy on an IR.

If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students’ personal and test information for these fields before dismissing students. **You must transcribe their answers after students are dismissed.**

**Before Dismissing Students**

- Keep students seated until you are sure you have every student’s answer sheet and test book. If some students are remaining to fill out their information on the answer sheet, you may dismiss the rest of the students after all of their answer sheets and test books have been collected.
- Make sure answer sheets are not inserted in or between test books. Test books and answer sheets should be kept in 2 separate piles, with the exception of test books for students who were approved by the College Board to write their answers in their test books (see further instructions that follow).
- Verify by count that you have a test book and answer sheet for each student.

**After all materials are accounted for, say:**

In just a moment, I’m going to let you go. Remember: You must not, under any circumstances, take any test content from the testing room or discuss test content with anyone through any means, including email, text messages, the internet, or social media applications.

You will be notified when your scores are available and of how to access your complete score report online. You’ll also be able to link to Khan Academy for free, personalized SAT practice based on your specific test results.

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**Return of Belongings:**

**Read script A** if your school collected students’ belongings. **Read script B** if your school did NOT collect students’ belongings.

**READ ONLY ONE OPTION.**

**A** To students whose belongings were collected, say:

This test administration is now over. Please wait in your seat until I dismiss your row. At that point, please gather your belongings, come up to collect your devices, if any, and exit quietly. Keep in mind that students in other rooms may still be testing. Congratulations again, and thank you for your participation and for all of your hard work.

**B** To students whose belongings were NOT collected, say:

This test administration is now over. Gather your belongings, and exit the room quietly. Keep in mind that students in other rooms may still be testing. Congratulations again, and thank you for your participation and for all of your hard work.

**For Students Who Need to Complete Answer Sheets**

For any students who remain because they need to complete their personal information on the answer sheet, do the following:

- Distribute a *Student Answer Sheet Instructions* booklet and (if not previously distributed) Mobile Opt-In Policies document to each student.

**IMPORTANT:** If any of the remaining students do NOT have pre-ID labels on their answer sheets, turn to **Continuing to Guide Students Through the Identifying Information** on page 57. Have all students fill out all of the information on the answer sheet.

**IMPORTANT:** If all of the remaining students have pre-ID labels on their answer sheets, turn to **Continuing to Guide Students Through the Identifying Information with Pre-ID Labels** on page 60.

- When students are finished, return to Collecting Answer Sheets earlier in this section and complete collecting answer sheets and dismissing these students.
After Students Leave the Room

- Ensure the seating chart is complete.
- Describe any irregularity on the IR.
- A completed answer sheet must be submitted for a student to receive a score report. You or a monitor or other assistant must:
  - Transfer responses from braille pages to the regular answer sheet pages.
  - On the materials you transferred answers from, write the student's name and 6-digit school (AI) code.
- If you have any students approved by the College Board to write their answers in the test book, do the following:
  - Transcribe student answers to a machine-scannable answer sheet. Clip the answer sheet to the test book.
  - On the test book, write the student's name and 6-digit school (AI) code.
  - Include test books with the used answer sheets for the test coordinator to return with the used accommodated answer sheets.
- Make sure your room roster identifies who was present or absent. Return the annotated room roster to the test coordinator.
# Overview of Accommodated Timing and Breaks

## TIMING AND BREAKS

<table>
<thead>
<tr>
<th>Script 1</th>
<th>Standard Time</th>
<th>Section 1</th>
<th>Section 2</th>
<th>Section 3</th>
<th>Section 4</th>
<th>Total Time (including breaks)</th>
<th>Total Time (without breaks)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reading Test</td>
<td>Writing and Language Test</td>
<td>Math Test – No Calculator</td>
<td>Math Test – Calculator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>60 minutes</td>
<td>35 minutes</td>
<td>25 minutes</td>
<td>45 minutes</td>
<td></td>
<td>2 hours, 55 minutes</td>
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<tr>
<td></td>
<td>5-min. break</td>
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</tr>
<tr>
<td>Script 2</td>
<td>100% Extended Time</td>
<td>Reading Test</td>
<td>Writing and Language Test</td>
<td>Math Test – No Calculator</td>
<td>Math Test – Calculator</td>
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<td></td>
<td></td>
<td>60 minutes</td>
<td>70 minutes</td>
<td>50 minutes</td>
<td>45 minutes</td>
<td></td>
<td>5 hours, 55 minutes (for one-day testing)</td>
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<td>5-min. break</td>
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<td>OR</td>
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<td></td>
<td>5-min. break</td>
<td>Day 1: 3 hours, 20 minutes</td>
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<td></td>
<td></td>
<td></td>
<td>OR</td>
<td>Day 2: 2 hours, 30 minutes</td>
</tr>
<tr>
<td>Script 3</td>
<td>50% Extended Time</td>
<td>Reading Test</td>
<td>Writing and Language Test</td>
<td>Math Test – No Calculator</td>
<td>Math Test – Calculator</td>
<td>4 hours, 34 minutes</td>
<td>4 hours, 9 minutes</td>
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<td></td>
<td></td>
<td>45 minutes</td>
<td>53 minutes</td>
<td>38 minutes</td>
<td>34 minutes</td>
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<td></td>
<td>5-min. break</td>
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<td>5-min. break</td>
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<tr>
<td>Script 4</td>
<td>Standard Time with Extra Breaks</td>
<td>Reading Test</td>
<td>Writing and Language Test</td>
<td>Math Test – No Calculator</td>
<td>Math Test – Calculator</td>
<td>3 hours, 10 minutes</td>
<td>2 hours, 45 minutes</td>
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<tr>
<td></td>
<td></td>
<td>30 minutes</td>
<td>35 minutes</td>
<td>25 minutes</td>
<td>23 minutes</td>
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<td></td>
<td>5-min. break</td>
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<td>5-min. break</td>
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<tr>
<td>Scripts 1* and 2 Combined</td>
<td>100% Extended Time for Math Only</td>
<td>Reading Test</td>
<td>Writing and Language Test</td>
<td>Math Test – No Calculator</td>
<td>Math Test – Calculator</td>
<td>4 hours, 15 minutes</td>
<td>3 hours, 55 minutes</td>
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<td></td>
<td></td>
<td>60 minutes</td>
<td>35 minutes</td>
<td>50 minutes</td>
<td>45 minutes</td>
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<tr>
<td></td>
<td>5-min. break</td>
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<td>5-min. break</td>
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<tr>
<td>Scripts 1* and 3 Combined</td>
<td>50% Extended Time for Math Only</td>
<td>Reading Test</td>
<td>Writing and Language Test</td>
<td>Math Test – No Calculator</td>
<td>Math Test – Calculator</td>
<td>3 hours, 41 minutes</td>
<td>3 hours, 21 minutes</td>
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<td></td>
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<td>60 minutes</td>
<td>35 minutes</td>
<td>38 minutes</td>
<td>34 minutes</td>
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<td>5-min. break</td>
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<td>5-min. break</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Script 5</td>
<td>MP3 Audio Format</td>
<td>Reading Test</td>
<td>Writing and Language Test</td>
<td>Math Test – No Calculator</td>
<td>Math Test – Calculator</td>
<td>4 hours, 10 minutes</td>
<td>3 hours, 55 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>60 minutes</td>
<td>58 minutes</td>
<td>50 minutes</td>
<td>45 minutes</td>
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<td></td>
<td>5-min. break</td>
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</tbody>
</table>

Students using the MP3 audio format will test with 100% extended time, plus additional time for Section 2; these students always test over 2 days. Schools testing students with 100% extended time using other formats may test these students over 2 days with permission from the SSD office. Day 1 of 2-day testing ends after Section 2.

*For students using Script 4 with extended time for math only, the total time without breaks is the same, but the breaks are different from those given in Script 1.
### PSAT 10 Script 1
Section Timing Chart for Standard Timing

**IMPORTANT:** All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Section 1</th>
<th>Section 2</th>
<th>Section 3</th>
<th>Section 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>00:00</td>
<td>60 minutes</td>
<td>35 minutes</td>
<td>25 minutes</td>
<td>45 minutes</td>
</tr>
<tr>
<td>00:01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00:02</td>
<td></td>
<td></td>
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<tr>
<td>00:03</td>
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<td>00:04</td>
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<tr>
<td>00:05</td>
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<tr>
<td>00:06</td>
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108 2019 PSAT10 Coordinator Manual
# PSAT 10 Script 2
## Section Timing Chart for 100% Extended Time

**IMPORTANT**: All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

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<td>90 minutes 45 min.–break–45 min.</td>
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## PSAT 10 Script 3
### Section Timing Chart for 50% Extended Time

**IMPORTANT:** All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

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**Note:** The chart above shows the start and stop times for 90 minutes, 45 minutes, and 30 minutes for sections 1 through 4 under the PSAT 10 Script 3 Section Timing Chart for 50% Extended Time.
## PSAT 10 Script 4
Section Timing Chart for Standard Time with Extra Breaks

**IMPORTANT:** All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

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## PSAT 10 Script 5
### Section Timing Chart for MP3 Audio Format

**IMPORTANT:** All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

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<td>.40</td>
<td>.38</td>
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<tr>
<td>00:41</td>
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<tr>
<td>00:42</td>
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<tr>
<td>00:44</td>
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<tr>
<td>00:45</td>
<td>.45</td>
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<tr>
<td>00:46</td>
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<td>00:47</td>
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<td>00:48</td>
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<tr>
<td>00:59</td>
<td>.59</td>
<td>.57</td>
<td>.56</td>
<td>.49</td>
</tr>
</tbody>
</table>
Acceptable Calculators

For the Math Test – Calculator portion, all scientific calculators are acceptable as long as they do not have any of the features listed under Unacceptable Calculators, all four-function calculators are allowed (but not recommended), and most graphing calculators are acceptable. Check the list of acceptable graphing calculators below for models that are permitted.

**IMPORTANT:** Contact the PSAT 10 office if you are unsure whether a calculator is acceptable.

**THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:**

**CASIO**
- FX-6000 series
- FX-6200 series
- FX-6300 series
- FX-6500 series
- FX-7000 series
- FX-7300 series
- FX-7400 series
- FX-7500 series
- FX-7700 series
- FX-7800 series
- FX-8000 series
- FX-8500 series
- FX-8700 series
- FX-8800 series
- FX-9700 series
- FX-9750 series
- FX-9860 series

**HEWLETT-PACKARD**
- HP-9G
- HP-28 series
- HP-38G
- HP-39 series
- HP-40 series

**RADIO SHACK**
- EC-4033
- EC-4034

**OTHER**
- Datexx DS-883
- Micronta
- SHARP
- EL-5200
- EL-9200 series
- EL-9300 series

**TEXAS INSTRUMENTS**
- TI-73
- TI-80
- TI-81
- TI-82
- TI-83/TI-83 Plus
- TI-83 Plus Silver
- TI-84 Plus
- TI-84 Plus CE
- TI-84 Plus Silver
- TI-84 Plus C Silver
- TI-84 Plus CE-T
- TI-84 Plus T

**Unacceptable Calculators**

Students are not allowed to use any of the following calculators, unless specifically approved by the College Board as an accommodation:

- Laptops or other computers, tablets, mobile phones, smartphones, smartwatches, or wearable technology
- Models that can access the internet or have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type features
- Models that have a QWERTY (typewriter-like) keypad, pen input, or stylus
- Models that use electrical outlets, make noise, or have a paper tape

In addition, the use of hardware peripherals such as a stylus with an approved calculator is not permitted. Some models with touch-screen capability are not permitted (e.g., Casio ClassPad). Check the list of acceptable graphing calculators above for models that are permitted.
## Sample Master Student List

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date of Birth</th>
<th>SSD/Student ID Number</th>
<th>Present Absent</th>
<th>Semidigit X-Xs entry</th>
<th>Testing Room</th>
<th>Accommodated?</th>
<th>EL Support Type</th>
<th>Language</th>
<th>Staff Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones</td>
<td>Asia</td>
<td></td>
<td>8/3/2009</td>
<td>1111111111</td>
<td>P</td>
<td>123</td>
<td></td>
<td>N</td>
<td></td>
<td>A Teacher</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>Terry</td>
<td>O</td>
<td>1/11/2002</td>
<td>0000000000000000000</td>
<td>A</td>
<td>123</td>
<td></td>
<td>N</td>
<td></td>
<td>B Proctor</td>
<td></td>
</tr>
<tr>
<td>Ramirez</td>
<td>Juan</td>
<td>J</td>
<td>2/16/2003</td>
<td>1111111111111111111</td>
<td>P</td>
<td>123</td>
<td></td>
<td>N</td>
<td></td>
<td>A Teacher</td>
<td></td>
</tr>
<tr>
<td>Brown</td>
<td>Robert</td>
<td></td>
<td>7/11/2009</td>
<td>0000000000000000000</td>
<td>P</td>
<td>187</td>
<td>Y</td>
<td>N</td>
<td>EL-RT Translated Documents</td>
<td>Spanish</td>
<td>S Scholar</td>
</tr>
<tr>
<td>Szymanski</td>
<td>Ela</td>
<td></td>
<td>8/12/2009</td>
<td>0000000000000000000</td>
<td>P</td>
<td>012</td>
<td>Y</td>
<td>N</td>
<td></td>
<td>H Coordinator</td>
<td></td>
</tr>
<tr>
<td>North</td>
<td>Adrian</td>
<td></td>
<td>11/26/2002</td>
<td>0000000000000000000</td>
<td>P</td>
<td>218</td>
<td></td>
<td>N</td>
<td></td>
<td>T Coach</td>
<td></td>
</tr>
</tbody>
</table>

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20
Completing the Nonstandard Administration Report (NAR)

Your school’s SSD coordinator should have used SSD Online to create and print the NAR that lists the names and SSD numbers of your students who are approved for accommodations or the 50% extended time EL support. If your school’s SSD coordinator cannot print the up-to-date NAR from SSD Online, or if you need to add students who do not attend your school, you may use the blank form below. Copy it as needed.

Services for Students with Disabilities (SSD)
Nonstandard Administration Report (NAR)

Please complete the test coordinator and student information. Sign and return the NAR with the answer sheets for the students listed on this report in the envelope provided.

<table>
<thead>
<tr>
<th>TEST COORDINATOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Code:</td>
</tr>
<tr>
<td>Test Coordinator’s Name:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Test Coordinator’s Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name:</td>
</tr>
<tr>
<td>SSD Code:</td>
</tr>
<tr>
<td>College Board–Approved Accommodation(s):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name:</td>
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<td>SSD Code:</td>
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<tr>
<td>College Board–Approved Accommodation(s):</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name:</td>
</tr>
<tr>
<td>SSD Code:</td>
</tr>
<tr>
<td>College Board–Approved Accommodation(s):</td>
</tr>
</tbody>
</table>
Appendix  Codes for Countries or Regions Outside the United States and U.S. Territories

Appendix  Codes for Countries or Regions Outside the United States and U.S. Territories
(for students filling out field 13 on the answer sheet; see sample)

002 Aaland Islands
001 Afghanistan
003 Albania
005 Algeria
008 Andorra
010 Angola
011 Anguilla
012 Antigua and Barbuda
015 Argentina
016 Armenia
017 Aruba
020 Australia
025 Austria
029 Azerbaijan
035 Bahamas, The
040 Bahrain
045 Bangladesh
050 Barbados
094 Belarus
055 Belgium
056 Belize
058 Benin
060 Bermuda
063 Bhutan
065 Bolivia
069 Bosnia and Herzegovina
070 Botswana
075 Brazil
077 British Virgin Islands
081 Brunei
085 Bulgaria
593 Burkina Faso
090 Burma (Myanmar)
092 Burundi
307 Cambodia
095 Cameroon
106 Cape Verde
110 Cayman Islands

**CANADA**
- 650 Alberta
- 651 British Columbia
- 653 Manitoba
- 654 New Brunswick
- 643 Newfoundland
- 644 Northwest Territories
- 645 Nova Scotia
- 646 Ontario
- 647 Prince Edward Island
- 648 Quebec
- 649 Saskatchewan
- 626 Yukon Territory
- 113 Central African Republic
- 114 Chad
- 115 Chile
- 457 China, People’s Republic of

**SPECIAL ADMINISTRATIVE REGIONS OF CHINA**
- 250 Hong Kong
- 347 Macau
- 120 Colombia
- 122 Comoros
- 630 Congo, Democratic Republic of (Kinshasa)
- 125 Congo, Republic of (Brazzaville)
- 126 Cook Islands
- 130 Costa Rica
- 290 Côte d’Ivoire (former Ivory Coast)
- 133 Croatia
- 135 Cuba
- 665 Curacao
- 140 Cyprus
- 142 Czech Republic
- 150 Denmark
- 153 Djibouti
- 154 Dominica
- 155 Dominican Republic
- 165 Ecuador
- 170 Egypt
- 175 El Salvador
- 180 England
- 183 Equatorial Guinea
- 182 Eritrea
- 184 Estonia
- 185 Ethiopia
- 187 Faeroe Islands
- 190 Fiji
- 195 Finland
- 200 France
- 203 French Guiana
- 202 French Polynesia
- 204 Gabon
- 205 Gambia, The
- 208 Georgia
- 210 Germany
- 215 Ghana
- 217 Gibraltar
- 220 Greece
- 225 Greenland
- 227 Grenada
- 228 Guadeloupe
- 230 Guatemala
- 233 Guinea
- 234 Guinea-Bissau
- 235 Guyana
- 240 Haiti
- 597 Holy See (Vatican City)
- 245 Honduras
- 250 Hong Kong
- 251 Hungary
- 255 Iceland
- 260 India
- 265 Indonesia
- 270 Iran
- 273 Iraq
- 275 Ireland
- 277 Isle of Man
- 280 Israel
- 285 Italy
- 295 Jamaica
- 300 Japan

030 Jordan
308 Kazakhstan
310 Kenya
312 Kiribati
314 Korea, North (DPRK)
315 Korea, South (ROK)
686 Kosovo
320 Kuwait
323 Kyrgyzstan
325 Laos
328 Latvia
330 Lebanon
333 Lesotho
335 Liberia
340 Libya
343 Liechtenstein
344 Lithuania
345 Luxembourg
347 Macau
348 Macedonia, The Former Yugoslav Republic of
350 Madagascar
355 Malawi
360 Malaysia
361 Maldives
363 Mali
365 Malta
368 Marshall Islands
366 Martinique
369 Mauritania
370 Mauritius
375 Mexico
Sample Seating Plans

The following sample plans show how to configure seating in various situations.
Photo ID Requirements

Acceptable IDs
You are not required to confirm with a photo ID the identity of students who regularly attend your school and are familiar to you. For students who are unfamiliar to you, refer to this list of acceptable and unacceptable forms of identification.

ID Requirements
Photo IDs aren’t required for testing unless a student is testing at a school they don’t attend.

To be acceptable, a photo ID must:

- Be a valid (unexpired) photo identification that is government issued or issued by the student’s school. (A school ID from 2017-18 is valid through December 31, 2018, and is not acceptable for spring 2019 testing.)
- Be an original, physical document (not photocopied or electronic).
- Bear the student’s full, legal name.
- Bear a photo that clearly matches the student’s appearance. Black and white photos are acceptable.
- Be in good condition, with clearly legible English language text, and a clearly visible photo.

Examples of Acceptable ID
- Government issued driver’s license or non-driver ID card
- Official school-produced student ID card from the student’s current school
- Government issued passport or U.S. Global Entry identification card
- Government issued military or national ID card
- SAT School Day Student ID form, available under Educator Downloads at sat.org/school-day (must be prepared by the student’s school or signed by a notary if a student is homeschooled)

Unacceptable IDs

Types of Identification to Reject
- Any document that doesn’t conform to the requirements
- Any document that is worn, torn, scuffed, scarred, or otherwise damaged
- An electronic document presented on a device
- Any document that appears tampered with or digitally altered
- Any document that bears a statement such as “not valid as identification”

Examples of Unacceptable ID
- Credit or debit card of any kind, even one with a photo
- Birth certificate
- Social Security card
- Employee ID card
- Missing child (ChildFind) ID card
- Any temporary ID card
# Irregularity Chart

<table>
<thead>
<tr>
<th>Irregularity</th>
<th>What you should do</th>
<th>How to fill out the IR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mistiming of Sections</td>
<td></td>
<td>Note the section(s) affected and timing discrepancy.</td>
</tr>
<tr>
<td>Undertiming</td>
<td>Permit students to make up time on an undertimed section before allowing a break or dismissing them, so they do not have an opportunity to discuss the test before resuming work on the affected section. Allow the full number of minutes on all other sections. If you cannot permit students to make up time on the undertimed section, allow the full number of minutes on all other sections. Tell students that a report will be submitted. Submit affected students’ answer sheets on top of other answer sheets.</td>
<td>On page 2 section 6, fill in the circle for “Undertiming” (for a group), or page 2 section 7, Test Admin Issue, fill in the circle for “Test was undertimed” (for an individual). Fill in the testing room code in box 6b and list the affected student(s) in section 10.</td>
</tr>
<tr>
<td>Overtiming</td>
<td>Give the full number of minutes on all the other sections. Tell students that a report will be submitted. Submit affected students’ answer sheets on top of other answer sheets.</td>
<td>Note the section(s) affected and timing discrepancy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On page 2 section 6, fill in the circle for “Overtiming” (for a group), or page 2 section 7, Test Admin Issue, fill in the circle for “Test was overtimed” (for an individual). Fill in the testing room code in box 6b and list the affected student(s) in section 10.</td>
</tr>
<tr>
<td>Environment</td>
<td></td>
<td>Note the source, length, and impact of the disturbance.</td>
</tr>
<tr>
<td>Disturbance</td>
<td>Reduce or eliminate source of disturbance (loud noise, excessive heat/cold, disruptive behavior, etc.). Tell students that a report will be submitted. Continue testing. Submit affected students’ answer sheets on top of other answer sheets.</td>
<td>On page 2 section 6, fill in the circle for “Disturbance/Interruption.” Fill in the testing room code in box 6b and list the affected students in section 10.</td>
</tr>
<tr>
<td>Interruption</td>
<td>Provide clear instructions for staff and student safety if fire alarm, power failure, etc. occurs. Note the time, and take action to be sure no one has access to test materials while students are out of the room. Direct students not to use any prohibited device or discuss the test, and monitor the group the entire time. Students should resume testing in the section they were completing before the interruption occurred. Subtract the time they were given before the interruption, and allow the remainder for students to complete the section. Tell students that a report will be submitted. Submit affected students’ answer sheets on top of other answer sheets.</td>
<td>Note the source, length, and impact of the interruption.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On page 2 section 6, fill in the circle for “Disturbance/Interruption.” Fill in the testing room code in box 6b and list the affected students in section 10.</td>
</tr>
<tr>
<td>Test cancellation</td>
<td>If a storm, flood, power failure, etc. necessitates cancellation of the test, call the PSAT 10 office (see Contact Us) for instructions. Tell students that other arrangements are being requested.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td>Call the PSAT 10 office</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix  Irregularity Chart

<table>
<thead>
<tr>
<th>Irregularity</th>
<th>What you should do</th>
<th>How to fill out the IR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials missing before testing</td>
<td>Report if any materials are missing or damaged; if you detect any loss, theft, or tampering; or if the information on the test books does not correspond to the information on the shipping notice. If a test book is missing from a testing room, follow the procedures in Prepare to Test on page 66.</td>
<td>Identify students and explain circumstances. On page 2 section 6, Group Irregularities Information, fill in the circle for “Missing materials.”</td>
</tr>
<tr>
<td>Call Office of Testing Integrity immediately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Late arrival</td>
<td>See Prepare to Test on page 66.</td>
<td>Identify student. On page 2 section 7, Check-in Issue, fill in the circle for “Student arrived late and was admitted to test.”</td>
</tr>
<tr>
<td>Giving and/or receiving information</td>
<td>Change the seat of any student suspected of giving or receiving information. If ETS investigation warrants, scores will be canceled. Keep a seating chart (see back cover of this manual), and indicate original and changed seat location on the seating chart. Tell students that a report will be submitted. Submit student’s answer sheet on top of other answer sheets. OR If you are certain a student is giving or receiving information or attempting to take the test for someone else, collect the test book and answer sheet, and dismiss the student. Submit student’s answer sheet on top of other answer sheets.</td>
<td>Identify students (the student providing the information and the student receiving the information) and explain circumstances. On page 2 section 7, Test Admin Issue, fill in the circle for “Student gave or received help.” Fill in the Yes circle indicating that student’s answer sheet was returned for scoring.</td>
</tr>
<tr>
<td>Use or possession of test content through answer keys or images of test pages</td>
<td>If a student is observed using or distributing test content, including answer keys or images of test pages at any time at the test site, including during breaks, collect as much evidence as possible: • Collect the device, answer key, or other prohibited aid. • Follow procedures to dismiss the student from the testing room: – If possible, check student ID and inform student that you must write up the incident and that their scores will be canceled. – Collect test book and answer sheet, and dismiss the student. Do not allow them back in the testing room. • Before returning any devices to the student, the test coordinator should: – Determine if images of test content were captured and/or distributed. – Take a photo of any applicable smartphone screen or recorded answer key to return with the IR. – After collecting evidence, ensure that any test content is deleted before the device is returned to the student. – Call the PSAT 10 office immediately if test content is detected on a prohibited electronic device. • Do not return any written answer keys to student. • Submit student’s answer sheet on top of other answer sheets.</td>
<td>On page 2 section 7, Test Admin Issue, fill in the circle for “Student gave or received help” or “Student used a phone or other prohibited electronic device or it made noise.” Fill in the Dismissed circle indicating that the student was dismissed. Fill in the Yes circle indicating that student’s answer sheet was returned for scoring.</td>
</tr>
<tr>
<td>Irregularity</td>
<td>What you should do</td>
<td>How to fill out the IR</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Noises made by prohibited electronic devices, including**                 | **If a student’s prohibited device makes noise while in their own possession:**  
  - Tell the student to turn it off and hand it to you immediately.  
  - Inform the student that you must write up the incident, their scores will be canceled, and the device will be returned.  
  - If test content is detected on the device, follow instructions under “Use or possession of test content through answer keys or images of test pages” to collect and inspect any prohibited aid or electronic device.  
  - Collect the test book and answer sheet and dismiss the student to a monitored area until after the test. Do not readmit the student to the testing room.  
  - Complete an IR.  
  - Call the PSAT 10 office immediately if test content is detected on a prohibited electronic device.  
|                                                                             | **If a student’s phone makes noises while in the proctor’s possession or stored away from the student’s desk:**  
  - This should not be considered grounds for immediate dismissal, as long as the device is not under the desk or otherwise in the student’s possession.  
  - The proctor should turn off the phone to prevent additional disturbances during testing.  
  - The proctor should issue a warning to the student who owns the phone that additional disturbances will result in dismissal. | Note the source, length, and impact of the disturbance. Identify the student.  
  **On page 2 section 6, fill in the circle for “Disturbance/interruption.”**  
  Fill in the testing room code in box 6b and list the affected students in section 10. In the Comments section on page 3, identify the student and describe the incident, including whether or not the student was dismissed.  
  Fill in the **Yes** circle indicating that student’s answer sheet was returned for scoring.  
  Attach the test book to the IR. |
| **Observed with prohibited electronic devices, including:**                 | **If the student is observed with any prohibited electronic device in the testing room or during a break, whether or not they are using the device:**  
  - Tell the student to hand it to you immediately.  
  - Inform the student that you must write up the incident, their scores will be canceled, and the device will be returned.  
  - If test content is detected on the device, follow instructions under “Use or possession of test content through answer keys or images of test pages” to collect and inspect any prohibited aids or electronic devices.  
  - Collect the test book and answer sheet and dismiss the student to a monitored area until after the test. Do not readmit the student to the testing room.  
  - Call the PSAT 10 office immediately if test content is detected on a prohibited electronic device. | Note that the device made noise or was in use. Attach the test book to the IR. Provide the student’s name.  
  **On page 2 section 7, Test Admin Issue, fill in the circle for “Student used a phone or other prohibited electronic device, or it made noise.”**  
  Fill in the **Dismissed** circle indicating that the student was dismissed. Under Comments, include information about the type of prohibited aid used.  
  Fill in the **Yes** circle indicating that student’s answer sheet was returned for scoring. |
<table>
<thead>
<tr>
<th>Irregularity</th>
<th>What you should do</th>
<th>How to fill out the IR</th>
</tr>
</thead>
</table>
| **Calculator misuse/prohibited aids, including**                          | • Collect test book and answer sheet from and dismiss any student who uses a calculator on a section where it is not permitted or who uses or is detected with any of the aids listed in Prohibited Aids on page 23, either during the test or during breaks.  
  • If the calculator or aid is on a mobile phone or other prohibited electronic device, dismiss the student, following procedures listed under “Observed with prohibited electronic devices.”  
  • Collect the test book and answer sheet and dismiss the student to a monitored area until after the test.  
  • Submit student’s answer sheet on top of other answer sheets. | Identify student.  
  **On page 2 section 7, Test Admin Issue, fill in the circle for “Student used an unauthorized aid.”**  
  Fill in the Dismissed circle indicating that the student was dismissed. Under Comments, include information about the type of prohibited aid used.  
  Fill in the Yes circle indicating that student’s answer sheet was returned for scoring. |
| **Test book misuse**                                                       | If a student is seen looking through or opening the test book before or after time is called, working on a wrong section, or working past the permitted time  
  Ask student to close test book or direct them to proper section of test book or answer sheet.  
  Say that a report will be submitted and that a subsequent violation will be grounds for dismissal.  
  Submit student’s answer sheet on top of other answer sheets.  
  **OR**  
  If the student continues to keep test book open, to work on wrong section, or to work after time is called, collect test book and answer sheet and dismiss the student.  
  Submit student’s answer sheet on top of other answer sheets. | Identify student, length of time, and affected sections.  
  **On page 2 section 7, Test Admin Issue, fill in the appropriate circle: “Student obtained improper access to test/part of test” or “Student worked on wrong section” or “Student worked after time called.”**  
  Fill in the appropriate circle for “Action Taken”: Warned, Dismissed, or None.  
  Fill in the Yes circle indicating that student’s answer sheet was returned for scoring. |
| **Misplaced answers**                                                      | Provide a new answer sheet if student has misplaced answers on the answer sheet. Direct student to print name on new answer sheet and then to continue in the appropriate place. Tell student a report will be submitted. Answers may not be transferred between answer sheets by a student or school personnel after time is called for the section.  
  Clip both answer sheets together; place on top of other answer sheets. | Identify student; indicate which answers were misplaced and amount of time lost, if any.  
  **On page 2 section 7, Test Admin Issue, fill in the circle for “Student misplaced/misgridded answers.”** |
| **Answers recorded in test book**                                          | This irregularity does not apply to students approved by the College Board for “writing answers in test book.”  
  • Notify the student that no credit is given or extra time allowed to transcribe answers to answer sheet. Monitor them to make sure they are not going back to add answers to sections that have concluded.  
  • After time is called for the test section, answers for that section recorded in the test book may not be transferred to the answer sheet by either the student or school personnel. | Note on the IR the reason why the student wrote the answers in the test book. Return the student’s answer sheet with other answer sheets, and retain the test book for your records.  
  **On page 2 section 7, Test Admin Issue, fill in the circle for “Student recorded answers in book without approved accommodation.”** |
<table>
<thead>
<tr>
<th>Irregularity</th>
<th>What you should do</th>
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</thead>
<tbody>
<tr>
<td>Restroom use</td>
<td>Permit student to leave test room temporarily. Collect test book (confirm that it contains test content and no pages have been removed) and answer sheet. Return them when student reenters. Do not allow extra testing time. Recheck the ID of any student you don’t know who left the room for a break.</td>
<td>Not applicable.</td>
</tr>
</tbody>
</table>
| Student leaves during test                | If warranted, collect test book and answer sheet and permit student to leave without completing test. If a student is leaving for reason of illness, see the Irregularity Chart entry for “Illness.” Otherwise, tell the student that it is not possible to take the PSAT 10 again this testing period. If student is authorized to leave, ask the student whether or not they want the answer sheet scored. Tell the student a report will be submitted. Submit student’s answer sheet on top of other answer sheets. | Identify student, test section, last question number completed, and reason for leaving.  
**On page 2 section 7, Test Admin Issue, fill in the circle for “Student left early/left without permission.”**  
Indicate in the Comments section whether or not the student wants the answer sheet scored.  
Fill in the Yes circle, indicating that the student’s answer sheet was returned for scoring (fill this in even for answer sheets that will not be scored). |
| Disruptive behavior                       | Remove disruptive student from testing room. Submit student’s answer sheet on top of other answer sheets.                                                                                                                                                                                                                                        | Identify student, length of time, and affected sections.  
**On page 2 section 7, Test Admin Issue, fill in the circle for “Student disrupted test.”** Fill in the circle indicating whether the irregularity affected other students’ ability to test. If other students were affected, fill in the testing room code in box 6b on page 2 and list the affected students in section 10.  
Fill in the circle indicating that the student was dismissed. Fill in the Yes circle indicating that student’s answer sheet was returned for scoring. |
| Accommodations given that were not approved | Continue testing while you contact the SSD office for instructions. Submit student’s answer sheet on top of other answer sheets.                                                                                                                                                                                                                  | Identify student, and note accommodations given and actions taken.  
**On page 2 section 7, Testing Staff Issue, fill in the circle for “Staff gave incorrect or unapproved accommodations.”**                                                                 |
<table>
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</tr>
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<tbody>
<tr>
<td>Approved accommodations not given</td>
<td>Advise the student that they have not received accommodations they were approved for. Submit student’s answer sheet on top of other answer sheets.</td>
<td>Identify student, and note actions taken.</td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
<td>On page 2 section 7, Testing Staff Issue, fill in the circle for “Staff did not give approved accommodations.” If applicable, enter “Student score cancellation” in the Comments section on page 3. Fill in the Yes circle indicating that the student’s answer sheet was returned for scoring (fill this in even for answer sheets that will not be scored).</td>
</tr>
<tr>
<td></td>
<td>If student does not want answer sheet scored, tell student that it is not possible to take the PSAT 10 again this testing period. Collect the test book and answer sheet. Submit student’s answer sheet on top of other answer sheets.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>OR</strong></td>
<td>Identify student, length of absence, affected section(s), and questions.</td>
</tr>
<tr>
<td></td>
<td>If applicable, tell the student they may retake the test with approved accommodations on the date of the makeup administration. Collect the test book and answer sheet.</td>
<td>On page 2 section 7, Test Admin Issue, fill in the circle for “Student became ill.” In the Comments section on page 3, indicate whether or not the student wants the answer sheet scored. Fill in the Yes circle, indicating that the student’s answer sheet was returned for scoring (fill this in even for answer sheets that will not be scored).</td>
</tr>
<tr>
<td>Illness</td>
<td>Permit student to leave test room temporarily. Collect test book (confirm that it contains test content and no pages have been removed) and answer sheet; return them when student reenters. Do not allow extra testing time. Tell the student a report will be submitted. If student does not want answer sheet scored, tell the student that it is not possible to take the PSAT 10 again this testing period. Submit student’s answer sheet on top of other answer sheets. <strong>OR</strong> If a student has to leave early because of illness and the school will be hosting a makeup administration, collect the answer sheet and test book, and note the section and remaining section time where the student left so the student may pick up where they left off on the makeup day.</td>
<td></td>
</tr>
<tr>
<td>Student score cancellation</td>
<td>If student requests that test not be scored, tell them that they may not take the PSAT 10 again this testing period. Students who wish to withdraw their answer sheets from scoring after leaving the test room must contact the test coordinator or the PSAT 10 office immediately. Submit student’s answer sheet on top of other answer sheets.</td>
<td>Identify student.</td>
</tr>
<tr>
<td></td>
<td>**On page 2 section 7, Other Issue, fill in the circle for “Other” and enter “Student score cancellation” in the Comments section on page 3. Fill in the Yes circle, indicating that the student’s answer sheet was returned for scoring (fill this in even for answer sheets that will not be scored).</td>
<td></td>
</tr>
<tr>
<td>Student does not complete fields A and B on the answer sheet (or field C for February or March testing)</td>
<td>Locate student’s test book and direct them to fill in the information from the back of the book for fields A (Form Code) and B (Test ID). <strong>If testing in February or March</strong>, also direct student to fill in the information from the front of the test book in field C (Test Book Serial Number). <strong>OR</strong> If the student did not write their name on the test book, or if the irregularity is found after students have been dismissed, note on the IR and return the answer sheet with other answer sheets.</td>
<td>Identify student.</td>
</tr>
<tr>
<td></td>
<td>**On page 2 section 7, Other Issue, fill in the circle for “Other.” For April testing, enter “Answer sheet returned without Form Code and/ or Test ID” in the Comments section on page 3. For February or March testing, enter “Answer sheet returned without Form Code, Test ID, and/ or Test Book Serial Number” in the Comments section on page 3.</td>
<td></td>
</tr>
<tr>
<td>Irregularity</td>
<td>What you should do</td>
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<tr>
<td>Defective test book or flash drive</td>
<td>Replace defective book or drive with a book or drive that has the same form code (on the back cover) and that doesn’t have the same defect. Direct student to use original answer sheet. Tell student that a report will be submitted. If defective test book or drive causes a loss of testing time, allow student to make up the time for that section at the end of the test. Student must not have the opportunity to discuss the test with others. On test book cover, write “Defective,” identify error, and give school code number. Return defective book and the IR as directed in Pack Used Answer Sheets, Forms, and Envelopes for Return on page 50. (For multiple books, send a sample and note how many were defective.) Place affected answer sheet(s) on top of others. For defective MP3 audio or ATC format tests, return test material in its original packaging and placed in the Gray-Bordered Envelope for return in the shipment of used answer sheets.</td>
<td>Identify student and describe defect. If time was not made up, indicate how much time was lost. Return defective book in Gray-Bordered Envelope (unless student was approved to write answers in the test book). On page 2 section 7, Defective Materials Issue, fill in the circle for “Test book, answer sheet, or MP3 audio/ATC format.” Provide details in the Comments section on page 3.</td>
</tr>
<tr>
<td>Defective answer sheet</td>
<td>Replace defective answer sheet. Direct student to print name on new answer sheet, then continue with next question. Tell student that a report will be submitted. If defective answer sheet causes loss of testing time, allow student to make up the time for that section at the end of the test. Student must not have the opportunity to discuss test with others. Answers may not be transferred between answer sheets by student or school personnel after time is called for the section. Student may enter their personal information on the answer sheet after the test. Clip both answer sheets together; place on top of other answer sheets.</td>
<td>Identify student; describe defect; if time was not made up, indicate how much time was lost. On page 2 section 7, Defective Materials Issue, fill in the circle for “Test book, answer sheet, or MP3 audio/ATC format.” Provide details in the Comments section on page 3.</td>
</tr>
<tr>
<td>Possible test question ambiguities and errors</td>
<td>Direct student to give the best possible answer. Tell student a report will be submitted. If student expresses concern after the test date, tell them to report test form, test section, content of question, and nature of error as soon as possible to: Assessment Design &amp; Development, The College Board, 250 Vesey Street, New York, NY 10281; or to send an email to: <a href="mailto:psatquestion@collegeboard.org">psatquestion@collegeboard.org</a>. Submit student’s answer sheet on top of other answer sheets.</td>
<td>On page 3 section 8, Test Question Ambiguity Information, fill in the circle for the appropriate type of ambiguity. Indicate name and address of student who reported ambiguity or error, form, section, and test question number.</td>
</tr>
</tbody>
</table>
Glossary of Terms

50% extended time: A preapproved accommodation that gives a student time-and-a-half for each applicable section of the assessment. Students may receive extended time in reading or math.

100% extended time: A preapproved accommodation that gives a student double time for each applicable section of the assessment. Students may receive extended time in reading or math.

Accommodation: A modification of a test or its administration that allows access for a person with a disability. Must be preapproved by the College Board. Can include extended testing time, special formats of the test, large-block answer sheets, readers, writers, sign language interpreters for spoken test instructions, and extended or more frequent breaks.

Advanced Placement Program® (AP®): A College Board program that gives high school students the opportunity to take college-level courses and exams.

Alternate test format (ATF): An accommodated format of the test, such as braille or MP3 audio.

Ancillary materials: Descriptive booklets, score interpretation guides, administration manuals, reporting forms, and so forth that accompany the testing materials sent to test sites.

Assistive technology–compatible (ATC): A digital version of the test for use with screen readers and other assistive technology; delivered on a flash drive for preapproved students.

Bulk registration: The process a district or school uses to submit a file to order pre-ID labels for PSAT 10 answer sheets. See “Pre-ID label.”

Canceled score: A score that has been removed from, or never posted to, a student's record or designated as nonreportable (in cases where all scores are reported to the student's district or state). Scores may be canceled voluntarily by the student or by ETS for testing irregularities, misconduct, or score invalidity. See "Irregularity."

Coordinator Report Form (CRF): Scannable form used by the test coordinator to document how many answer sheets are being returned for scoring. The test coordinator returns this completed form with the used answer sheets after testing.

Delayed score: A score report delayed by an issue resolved too late to include the score in on-time reporting.

EL: English learner.

ETS: Educational Testing Service. ETS, on behalf of the College Board, supports various aspects of test administration.

Extended breaks: A preapproved accommodation that gives students 10-minute breaks rather than 5-minute breaks.

Extra breaks: A preapproved accommodation that gives students a break after every section of the test and halfway through longer sections.

Form code: A seven-character code, printed on the back of the test book, that identifies the PSAT 10 test form the student is taking. For the test to be scored correctly, the form code on the student's answer sheet must match the code on the test book.

Grid: (verb) To enter a response (multiple choice or text) onto a machine-readable paper form such as the answer sheet. Also referred to as filling in the bubbles. Entries on the answer sheet must be made using a No. 2 pencil.

Irregularity: A problem, disruption, or unacceptable behavior during a test administration, including a security incident, misconduct, test question error or ambiguity, student complaint, or other incident or disturbance. An irregularity may result in a delayed test score or a canceled test score for the student who caused the irregularity or, less frequently, for an entire testing room or school.

Irregularity Report (IR): Scannable form used to document any irregularities that occur.

Large-block answer sheet: A special answer sheet with large answer blocks (squares) instead of bubbles, designed for students with disabilities who need them.

Makeup test: An administration offered to students who miss an original administration of the test or encounter an irregularity that invalidates their original administration.

Master Student List: The list of students taking the test, developed by the PSAT 10 coordinator for a test administration at a particular school.

Misconduct: Action or behavior by a student that results in a score hold, Irregularity Report (IR), or other disruption in a test administration.

Monitor (hall monitor or room monitor): Staff member who assists the test coordinator and proctor in setting up the testing area, monitoring testing, and patrolling the hallways during testing.
MP3 audio: An alternate test format that delivers an audio version of the test. (Student listens to the test.)

Nonstandard Administration Report (NAR): A list of all students approved for accommodations. Includes detailed information about the accommodations the students are approved for.

Office of Testing Integrity (OTI): An ETS department in charge of test security that investigates reported security breaches.

Pre-ID label: Label provided for each test taker for schools that participate in bulk registration (preidentification) of students. Label contains some student personal information, such as name, school, birth date, and grade level. The pre-ID label is applied to the answer sheet before the test.

Proctor: Staff member responsible for conducting a secure administration and reading the scripts aloud to students. Accountable for and monitors everyone and all testing materials in the testing room.

Reader: A member of the testing staff who reads the test aloud to the student. This must be completed in a one-to-one environment. Students approved for the reader accommodation automatically get 50% extended time and extra breaks on all sections.

Room roster: The list of students assigned by the test coordinator to a testing room. Distributed to room proctors to let them know which students they’re testing.

School code (AI code): A six-digit code that identifies an attending institution (a school where a test taker is enrolled). Each attending institution has a unique AI code. This code is sometimes referred to as a CEEB code.

Score hold: A temporary hold on the release of not-yet-reported scores. If ETS suspects that one or more students’ scores may be invalid, ETS places the scores on hold to prevent them from being released while the issue is being investigated. The scores may be for an individual student, a testing room, or an entire school.

Services for Students with Disabilities (SSD) office: A College Board department that supports accommodation requests and accommodated testing.

Small-group testing: A preapproved accommodation where students test with a small number of test takers.

SSD coordinator: School staff member who works with students to apply for College Board–approved accommodations through the SSD Online portal, accesses and prints the NAR, and assists the test coordinator in determining testing rooms and staff needed for administering the test with accommodations.

SSD eligibility number: The code for a student who has been approved for one or more SSD accommodations.

SSD Online: The College Board’s online system for submitting and managing accommodation requests for students with disabilities and EL students testing with 50% extended time.

Student-produced response question: A math question that requires the student to arrive at and record an answer rather than select a multiple-choice answer.

Student score report: The score report students get after taking the PSAT 10. It is provided in both paper and online formats and is also shared with the school and, if stipulated by contract, the district and/or state.

Test coordinator: The staff member responsible for managing the test site and staff and for ensuring all test materials are handled securely. The person assuming this role is expected to be at the school to supervise all activities related to testing, including accommodated testing.

Test ID code: A seven-character code on the back of the test book that identifies the version of the test and is required for scoring.

Testing room code: A three-digit code assigned by the test coordinator to each test room. (While not required, use of testing room codes is strongly encouraged.) It allows timely identification of answer sheets related to any reported irregularities. Test coordinators give the code to proctors, and students fill in this code on their answer sheet.

Writer/scribe: A staff member who transcribes answers onto the answer sheet for a student who is approved by the College Board for this accommodation. Students automatically get 50% extended time and extra breaks on all sections.
PSAT 10 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 abut 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 group of seats occupied 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. **February or March testing:** For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, the student’s name.

   **April testing:** For each occupied seat, write the name or initials of the student assigned to that seat. (The sample to the right depicts what the chart should look like for April testing.)

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 10 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.