PSAT™ 8/9
Supervisor Manual
FOR MP3 AUDIO AND ATC FORMATS

Look inside for:
- SECURITY REQUIREMENTS
- NONSTANDARD TESTING ROOM PROCEDURES
- INSTRUCTIONS FOR MP3 AUDIO AND ASSISTIVE TECHNOLOGY COMPATIBLE FORMATS
- NONSTANDARD TEST SCRIPTS

Fall Testing Window
SEPT 25 THRU JAN 26

Spring Testing Window
FEB 26 THRU APR 27
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 education 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.

College Board Services for Students with Disabilities (SSD)

For information about procedures for testing students with disabilities:

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 educators with SSD inquiries only)
        212-713-8333 (local)
        609-882-4118 (TTY)
HOURS: 8 a.m. to 6 p.m. ET, M–F
FAX: 609-771-7944 (for test-related correspondence)

The PSAT 8/9

The PSAT™ 8/9 is the first test in the SAT Suite of Assessments. It serves as a “check-in” on progress, allowing students and teachers to pinpoint areas for focused practice as students progress through high school.

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 8/9
       P.O. Box 6720
       Princeton, NJ 08541-6720
EMAIL: psat8/9@info.collegeboard.org
PHONE: 888-477-PSAT (7728) toll free for educators in the United States only
        +1-212-237-1335 outside of the U.S.
        609-882-4118 (TTY)
HOURS: 8 a.m. to 8 p.m. ET, M–F
FAX: 610-290-8979

Office of Testing Integrity:

PHONE: 609-406-5430 (Contact if materials are missing or damaged, or if test security is in question)

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Introduction

These instructions supplement those given in your PSAT™ 8/9 Supervisor Manual. You will use both sets of instructions to administer the tests in either assistive technology compatible (ATC) format or MP3 audio format. Please review both manuals carefully before test day. Use the MP3 audio format instructions and scripts in this supplemental manual on test day, but keep the standard manual on hand as well.

Using This Manual

The following typographical icon indicates specific information and action items:

⚠️ Urgent/Important

The following sections will help you plan for and administer the test with ATC and MP3 audio formats:

Preparing for the Test—Includes information to give students, general notes about setting up computers in your room, specific notes for setting up ATC and MP3 format files for your students before test day, and what to do if you encounter technical problems.

Test Day Instructions—Includes opening scripts and directions for completing fields 1–18 on the answer sheet (in case your students didn’t fill out identifying information on the answer sheet before test day).

Administering the Test for ATC Format Users—Includes specific instructions for ATC users. You’ll be using scripts in the PSAT 8/9 Supervisor Manual for these students.

Administering the Test for MP3 Audio Users—Includes specific instructions for MP3 users, followed by complete scripts and a timing chart.

After the Test—Includes instructions and scripts for collecting MP3 and ATC format test materials and dismissing students.

Resources—Includes Section timing chart, acceptable calculators, and country code list.

Check Materials Immediately

Verify that your school has the correct materials:

1. Confirm that you’ve received the correct number of MP3 audio and/or ATC formats.
2. Verify that you’ve received the correct count of test books (provided for student reference) and answer sheets.

3. Check the date printed on test materials to verify that all materials are for the testing window that you selected (September 25, 2017–January 26, 2018 for fall or February 26–April 27, 2018 for spring).

⚠️ If any materials are missing, or if you have not received the correct amount, contact the College Board immediately.

Testing with ATC and MP3 Formats

This manual is for use in planning for and administering the PSAT 8/9 to students who are approved by the school to test with MP3 audio or ATC formats. Both formats are on USB flash drives and require the use of a computer for testing. Students use these formats only to access test questions. They must still record their answers on an answer sheet (or other method according to a school-approved accommodation).

Students who require the MP3 audio or ATC formats should be tested separately from other accommodated students. They should begin testing on the same date as all other students at your school. Students will take the test with earphones and should bring their own. If earphones are not available, the student should be tested in a separate room.

Section Timing

You’ll administer the ATC format with the school-approved timing for the student, with one exception: Section 2 requires 100% extended time. (Please refer to your PSAT 8/9 Supervisor Manual for other accommodations that involve extended time.)

You’ll administer the MP3 audio format with 100% extended testing time to allow for the run time of the recorded test. Section 2, the Writing and Language Test, requires an additional 45 minutes because of the run time of the recording. The MP3 test script also includes additional breaks. Be sure to review the script in this manual before test day.

Because of the length of the MP3 audio format, schools may split the test over two days for students using this format. Students who will be testing over two days should be provided enough notice to ensure that they will be present for both days of testing. No other students may test over two days unless the school has approved them to do so as a testing accommodation.
Preparing for the Test

This supplemental manual, along with your PSAT 8/9 Supervisor Manual, serves as your guide for administering the PSAT 8/9. To create the best possible environment for your students on test day, please be sure to:

1. Use the information in your PSAT 8/9 Supervisor Manual under “Testing Students Approved for Accommodations” to plan for test day.
2. Carefully read this supplemental manual. In particular, read through the scripts and instructions ahead of time so that you can address any questions before test day.
3. Set up and test the computers and USB flash drives before test day.

Preparing Students for Test Day

Give students the test date, time, location, and any special instructions relevant to your school. Please also share the following important details with your students before test day.

- Students using either MP3 audio or ATC format should practice to become familiar with the software before testing. This College Board website has tips and a practice test: collegeboard.org/psatpractice (for PSAT™ 10, but includes the same navigation tools).
- Remind students to bring the following on test day:
  - Earphones (wired, using a 1/8 in. (3.5 mm) connector): Whenever possible, students should use earphones when testing with an audio format or with text-to-speech software. Students are responsible for bringing their own earphones.
  - Two No. 2 pencils with soft erasers
  - Acceptable calculator (see list on page 26)
  - Their student ID number or Social Security number (if your school is using one of these).
  - If testing a homeschooled student or student from another school, an acceptable photo ID
  - If your school plans to test MP3 users over two days, tell the students in advance.
- Students who test with the MP3 or ATC format will mark their responses on a standard answer sheet, unless approved by your school for another accommodation. Some students may have an accommodation for assistance in recording answers, including a large-block answer sheet, a scribe, or permission to record answers in the test book. Refer to your full-length PSAT 8/9 Supervisor Manual for more information about these accommodations.

Setting Up Computers Before Test Day

General Computer Setup

The MP3 audio and ATC test formats are delivered on USB flash drives. Students must test on computers with at least one USB port. Chromebook, Mac, and Windows formats are supported. Since a USB port is required, a tablet may not be used to take the test.

Before test day, test each file to ensure that it functions properly. Contact your SSD coordinator immediately if you encounter any problems with USB files. Step through the instructions that follow, then remove and securely store each USB flash drive for use on test day.

If your school is planning to test over two days for the MP3 audio format, the College Board recommends using the seating chart on the back of the PSAT 8/9 Supervisor Manual to record student seating for future reference.

Setting Up Computers for ATC File Users

The 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 has been tested with ZoomText (with and without reader), JAWS, and NVDA on both a PC and a MacBook laptop. 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. Students should not use Kurzweil because it doesn’t offer enough functionality to be used for the PSAT 8/9.

1. Print the student’s last name, first name, and middle initial on the back of the ATC packaging.
2. Remove each USB flash drive from its packaging.
3. Insert the USB drive into a USB port on a computer that has Microsoft Word and the student’s usual assistive software installed (JAWS or ZoomText, for example).

4. Follow the instructions under the opened flap on the USB 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.

Setting Up Computers for MP3 Audio Files

The USB flash drive contains read-only files and a built-in player to deliver the test content.

1. Print the student's last name, first name, and middle initial on the back of the MP3 packaging, and on the back cover of the accompanying regular- or large-type test book.

2. Remove each flash drive from its packaging.

3. Insert the USB flash drive into a USB port.

Setting Up PCs or Macs

Open the USB drive:

- On both PCs and Macs, find the icon in the lower left corner of your screen.
- On a Mac, click on the icon to open “Finder.” You should see a description of the USB as a drive in the pop-up list under “Devices.”
- On a PC, right-click on the icon (often referred to as the “Start” icon) and select “File Manager” or “File/Windows Explorer.” The USB drive will appear in the list labeled “This PC” or “Computer.”
- Double-click the name of the USB drive.

Start the software:

- Double-click 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.

Setting Up Chromebooks

Start the software:

- Click the Launcher, the icon on the far left of the task bar.
- Select “Files,” which will bring up another task bar.
- Find the USB drive in the task list and click it to display a list of file folders on the drive.
- Open the folder called “Chrome_Version” to access the test sections.

If You Receive an Error Message:

From time to time, a license may fail on specific machines or USB ports. In the event you experience error messages referring to media authorization, unlocking of media, and/or licenses, please follow these instructions:

1. From within the Flux Player, select the “Help” drop-down menu.
2. Click on “Contact support.”
3. In the “describe your issue” box, type “Failed to apply license file.”
4. Type in the email address of the person at the test site who has administrator rights to install software, so the solution can be emailed to that person.
5. Check the box for “I agree to collect support-related information about this computer” (this identifies which license you need).
6. Click “Send.”

The administrator at the test location will then receive an email with a replacement license file and easy, step-by-step instructions, which will include how to delete the old license file from the USB and copy the new license file to the USB.
Test Day Instructions

Before Testing

- Power on each student’s computer, and insert the USB flash drive. (See specific instructions in the preceding section regarding each format.)
- Disconnect the computer from any networks and the internet.
- Verify that all spelling and grammar check tools are disabled. Errors to be identified by the student as part of the assessment must not be flagged by software running on the computer.
- Set up each computer with the specific USB file for each student (see previous section). As you admit students, direct them to their proper seats.

Post the following in a place visible to all students:

- Your school’s address and school code
- Today’s date _____/_____/_______
  Month Day Year
- Optional code, if any (see the PSAT 8/9 Supervisor Manual)
- Testing room code, if any (see “Testing Room Codes” in your PSAT 8/9 Supervisor Manual; when using codes that are shorter than three digits, include leading zeros (e.g., 001, 020))
- Your school’s six-digit code and address
- The six-digit codes and addresses of schools for any students from other schools who are testing with you today
- Three-digit country codes for students with international addresses. See “Codes for Countries or Regions Outside the United States and U.S. Territories” on page 27 of this manual.
- Two-letter “APO” or “FPO” code (AA, AE, or AP), if applicable

If Testing MP3 Audio Users

Post the following common keyboard commands, as relevant to the equipment students are using:

- Navigating the test on a PC/Mac:
  - Test Directions: Double-click to listen to directions
  - Start Section: Double-click the Section icon
  - Next Section: Click the black “Stop” square at the bottom of the screen to return to the Section table of contents.

- Change Volume: Click and drag the volume control slider bar at the bottom center of the screen.
- Keyboard navigation for PC/Mac:
  - Pause or Play: Ctrl/Command P
  - Back: Ctrl/Command B
  - Forward: Ctrl/Command F
- Starting and navigating the test on a Chromebook:
  - In the file list, double-click the folder “Test Directions” and then the file itself to hear general usage directions.
  - To select a section, double-click the test section folder (e.g., “PSAT 8/9 Section 1 Reading Test”).
  - To play the files in a section, press Ctrl A to highlight all files in the folder, then press ENTER.
  - Use the mouse on the media player menu to pause or play.

Information for Using the ATC Format

Students using the ATC format will 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, students will need to close the file. You should be ready to help them locate the password.

Collecting Students’ Phones, Devices, and/or Personal Belongings

At its own discretion, your school may collect and store students’ personal belongings (such as phones, other electronic devices, and/or backpacks) for the duration of the test. In these instances, provide a method for students to tag their property and be sure devices are powered off before collection. Tell students to take out any snacks or drinks that they may have brought for the breaks, and place these items under their desks.

Seating Late Arrivals

- Students who arrive late may be admitted only if the timed test (i.e., Section 1) hasn’t begun.
Send them to the supervisor for assignment to another room, if possible.

- Late students who arrive before the beginning of Section 1 may supply 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 any part of the test.

Troubleshooting

If any student experiences technical difficulties during the test, pause the test timing and instruct the student to step away from the computer. Once you have resolved the issue, permit the student to return to the computer and resume test timing. Report the issue on a PSAT 8/9 Supervisor’s Irregularity Report (SIR) (see your full-length PSAT 8/9 Supervisor Manual for instructions). If you have any questions during the test administration, please contact your SSD coordinator.

Reading the Scripts

Read aloud all the directions in the red-tinted 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 tinted areas is intended for associate supervisors and shouldn’t be read aloud.

Some of the boxes that follow have alternative scripts to read depending on various criteria such as the location of your school. When you see multiple choices with lettered options (for example, A and B), read the prompts silently before choosing which script to read.

Don’t deviate from these directions or answer any questions regarding the content of the test.

When you’re ready to begin, say:

Welcome to the PSAT 8/9 administration. This test will focus on what you’ve already been learning in school. It gives you a chance to see where you might need to improve during high school.

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 aren’t allowed. Please raise your hand if you don’t have a Number 2 pencil, and I’ll give you one.

Distribute No. 2 pencils to students who need them.

Then say:

All students should have an equal opportunity to show their knowledge and skills 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 any unauthorized testing aids, including phones, during testing or breaks

You may also be dismissed for:

- Eating or drinking during testing (unless the school has approved this as an accommodation)—otherwise, eating and drinking are only permitted during breaks
- Causing a disturbance of any kind or distracting other students
- Leaving the 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: Read script (A) if your school has chosen to collect students’ personal belongings, such as phones, electronic devices, and/or backpacks. Read script (B) if your school did NOT collect and store these items for the duration of the test. (Read only one option):
Test Day Instructions  Reading the Scripts

A  If your school has chosen to collect 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 power it off and turn it in to me now, and it will be returned to you at the end of the test.

OR

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 completely power it off and put it away until the test is over. Any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

Allow time for students to turn in or put away any of these devices.

When everyone is ready, say:

Now we’re going to prepare to start the test. As I go through these instructions, raise your hand if you have any questions.

- Please remove everything from your desk except your Number 2 pencils, erasers, approved calculator, and 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]

Walk around the room to make sure students have nothing on their desks other than pencils, erasers, calculators, batteries, and the school-provided computing device for testing.

Examples of prohibited items include the following (unless approved by the school as an accommodation):

- Phones
- Audio players/recorders
- Tablets, laptops, or any other personal computing devices other than the computing device used for the test
- Timers
- Cameras
- Smartwatches or other wearable technology
- Watches with alarms
- Pens, highlighters, and 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 typewriter-like keypads, use paper tape, make noise, or use a power cord. (See page 26 for a list of acceptable calculators.)

If unauthorized devices or aids are displayed, have students remove them from their desks. If any students have mechanical pencils, give them No. 2 pencils to use instead.

If your students have completed items 1–18 on the answer sheet, proceed to “Distributing Preadministration Answer Sheets” on page 12.

If most or all of the students in the room have not filled out their identifying information before test day, continue with the script below.

Completing Identifying Information on the Answer Sheet

When students are ready, say:

We will now fill out important information on the PSAT 8/9 answer sheet. As I go through these instructions, raise your hand if you have any questions.

These are the answer sheets that you’ll use to mark your answers on the test.
Distribute the answer sheets to students. If you have prelabeled answer sheets, be sure that each student is given the answer sheet that shows their name on the label. Keep one blank answer sheet for use in giving instructions.

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

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.

If you are reading these scripts to students who have Pre-ID labels on their answer sheets, turn to “Completing Identifying Information with Pre-ID Labels” on page 9.

Then say:

Please read the directions in box 1 of your answer sheet. Then enter your full legal name, starting with your last name. If your last name is longer than the space available, enter 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’re finished.

Continuing To Guide Students Through the Identifying Information

*BOX 2 – Student ID or Social Security Number: Read script (A) if your school is using Student ID numbers, or read script (B) if your school is using Social Security numbers. (Read only one option.)

A If your school is using Student ID numbers, for box 2, say:

In box 2, fill in the bubble next to “Student ID Number,” and enter your Student ID, starting with the first column to the left. If you have letters in your ID number, skip them and only enter the numerals. Please look up when you are finished. [pause]

OR

B If your school is using Social Security numbers, for box 2, say:

In box 2, if you know your Social Security number, fill in the bubble next to “Social Security Number.” Enter your nine-digit Social Security number, starting with the first column to the left. If you don’t have a Social Security number, can’t remember it, or don’t wish to give it, leave this section blank. Please look up when you are finished. [pause]

For box 3, say:

Box 3 asks for your mobile number. Please leave it blank if your mobile phone is not a U.S. number.

If you have a U.S. mobile number, read the information in box 3 about providing your number. 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. You may be asked by the College Board to participate in research surveys. By providing your number, you agree to receive text messages from the College Board for these purposes.

Standard text-messaging rates apply. You may also opt out at any time.

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

For box 4, say:

In box 4, fill in the appropriate bubble for the month in which you were born. Then enter your day and year of birth, and fill in the appropriate bubbles. Fill in a leading zero for your day of birth if applicable. If you are using a large-block answer sheet, fill in the month, date, and year of your birth. [pause]

To all students, say:

Next you’ll fill in your address. If you are using a standard answer sheet, turn to page 2 (or stay on page 3 if you are using a large-block answer sheet).
**BOXES 5–9 - Address:** For boxes 5–9, read script (A) to students who live on a U.S. military base and/or script (B) to students who do not live on a U.S. military base. *(Read all that apply.)*

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

In box 5, “Street Address,” enter your box number or other designation. In box 6, “City,” enter “APO” or “FPO.” In box 7, find the “U.S. Territory” section, and fill in the bubble for the two-letter code ______. In box 8, fill in your zip code. Leave box 9 blank. Please look up when you are finished.

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

In box 5, enter 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 on your answer sheet.

Enter your city in box 6, and fill in your zip or postal code in box 8.

- Students who live in the United States or U.S. territories should fill in the state or territory bubble in box 7 and leave box 9 blank.
- Students who live outside the United States or its territories should leave box 7 blank and fill in the following Country Code as well as the corresponding bubbles in box 9: _________.

Please look up when you are finished.

Country codes are listed on page 27 in this manual.

**Now say:**

If you are using a standard answer sheet, turn to the last page to continue filling out your information. If you are using a large-block answer sheet, continue with page 5.

**For box 10, say:**

Fill in the appropriate bubble for female or male in box 10.

**For box 11, say:**

Fill in your current grade level in box 11.

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 box 12, say:**

In box 12, give your best estimate if you don’t know your exact grade point average. Please look up when you are finished.

**NOTE: Students who don’t wish to respond to boxes 13 and 14 may skip them.**

**For boxes 13 and 14, say:**

Your answers to questions 13 and 14 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 school, school district, and state.

Box 13 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?

Box 14 asks about the languages you speak. Mark only one answer for each question. Please look up when you are finished.

**For box 15, say:**

In box 15, please indicate whether you have a parent or guardian who is in the military. Read each description and fill in the bubbles of all that apply. Please look up when you are finished.

**For box 16, say:**

Proceed to box 16. If this is the school you regularly attend, fill in the bubble that says, “Yes,” and enter the name and address of your school.

If you have students who are not from your school, say:

If you are homeschooled, fill in the bubble that says, “No, I am homeschooled,” and don’t enter any other information in box 16.
If this is not the school you regularly attend and you are not homeschooled, fill in the third bubble, and enter the name and address of your school. Please look up when you are finished. [pause]

**For box 17, say:**

In box 17, enter your school code. If you attend this school, I have posted our school code in the front of the room. Other school codes for anyone who needs one are also posted. If you are homeschooled, please leave box 17 blank. Please look up when you are finished. [pause]

⚠️ Make sure that students who are NOT homeschooled fill out the information in box 17. This is required for score reporting.

*BOX 18 - 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, say:

If you don’t attend this school, leave box 18 blank. Students from this school, please enter the number I have posted. [pause]

OR

**B** If your school does NOT use optional codes, say:

Please leave box 18 blank.

⚠️ If you’re ready to begin the test, turn to “Distributing Test Books” on page 12.

⚠️ If you’ve finished testing and are ready to dismiss students, turn to “Collecting Answer Sheets” on page 23.

### Completing Identifying Information with Pre-ID Labels

Your school, district, or state provided the College Board with a file containing data for your students taking the PSAT 8/9, as part of a bulk registration process. Using that data, the College Board produced pre-identification (Pre-ID) labels that you applied to answer sheets before test day.

The data provided on the labels includes:

- school 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:

- (optional) sort
- mailing address (street, city, state, zip, and country)
- student ID or Social Security number
- race/ethnicity indicator

Use your *Supplemental Instructions* (which arrived with the labels) to identify and check off the numbered fields in the scripts. You can tell students to skip these fields on the answer sheet because the information is on the labels. For more information on planning for test day with Pre-ID labels, see your full-length *PSAT 8/9 Supervisor Manual*.

**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 sex and grade are correctly noted. Raise your hand if you see any incorrect information on your label. [pause]

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 passed out to try to locate the correct one. If you can’t locate the correct answer sheet, give them a blank answer sheet and tell them to follow your directions to fill in their identifying information. The student should fill in all fields, even those that are skipped in this script for Pre-ID labels. Where needed, you can refer to the scripts on pages 7–9 to guide them through completing their information.
IMPORTANT: If a Pre-ID label is correct except for the address, do NOT give the student a blank answer sheet. Have the student continue to use the answer sheet with the Pre-ID label. Students over age 13 can update their address information when they create a College Board account to view their scores online. Some fields on the label, such as street address, may display only a limited number of characters.

For box 1, say:

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

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

If Student ID already appears in your school’s Supplemental Instructions (for Pre-ID labels), tell students to skip box 2.

*BOX 2 – Student ID or Social Security Number:
If you are not skipping box 2, read one of the options for box 2: read script (A) to students if your school is using Student ID numbers, or read script (B) to students if your school is using Social Security numbers. (Read only one option.)

A If your school is using Student ID numbers, for box 2, say:
In box 2, fill in the bubble next to “Student ID Number,” and enter your Student ID, starting with the first column to the left. If you have letters in your ID number, skip them and only enter the numerals. Please look up when you are finished. [pause]

OR

B If your school is using Social Security numbers, for box 2, say:
In box 2, if you know your Social Security number, fill in the bubble next to “Social Security Number.” Enter your nine-digit Social Security number, starting with the first column to the left. If you don’t have a Social Security number, can’t remember it, or don’t wish to give it, leave this section blank. Please look up when you are finished. [pause]

For box 3, say:

Box 3 asks for your mobile number. Please leave box 3 blank if your mobile phone is not a U.S. number.

If you have a U.S. mobile number, read the information in box 3 about providing your number. 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. You may be asked by the College Board to participate in research surveys. By providing your number, you agree to receive text messages from the College Board for these purposes. Standard text-messaging rates apply. You may also opt out at any time.

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

For box 4, say:

Make no marks in box 4. Your date of birth is given on the label.

If Address appears in your school’s Supplemental Instructions (for Pre-ID labels), tell students to skip boxes 5–9.

*BOXES 5–9 – Address:
For boxes 5–9, read script (A) to students who live on a U.S. military base, and/or script (B) to students who do not live on a U.S. military base. (Read all that apply.)

A If you are testing students who live on a U.S. military base, say:
If you are using a standard answer sheet, turn to page 2 (or stay on page 3 of the large-block answer sheet). In box 5, “Street Address,” enter your box number or other designation. In box 6, “City,” enter “APO” or “FPO.” In box 7, find the “U.S. Territory” section, and fill in the bubble for the two-letter code. In box 8, fill in your zip code. Leave box 9 blank. Please look up when you are finished. [pause]

B To students who do not live on a U.S. military base, say:
If you are using a standard answer sheet, turn to page 2 (or stay on page 3 of the large-block answer sheet). In box 5, enter 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.
Supervisor Manual for MP3 Audio and ATC Formats

Reading the Scripts  Test Day Instructions

- 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 on your answer sheet.

Enter your city in box 6, and fill in your zip or postal code in box 8.

- Students who live in the United States or U.S. territories should fill in the state or territory bubble in box 7 and leave box 9 blank.
- Students who live outside the United States and its territories should leave box 7 blank and fill in the following Country Code as well as the corresponding bubbles in box 9: _________.

Please look up when you are finished.

NOTE: Students who do not wish to respond to box 14 may leave it blank.

For box 14, say:

Box 14 asks about the languages you speak. Mark only one answer for each question. Please look up when you are finished. [pause]

For box 15, say:

In box 15, please indicate whether you have a parent or guardian who is in the military. Read each description, and fill in the bubbles of all that apply. Please look up when you are finished. [pause]

For boxes 16 and 17, say:

Make no marks in boxes 16 or 17. Your school information has been provided.

If you have any students who are filling in information because of problems with labels, tell them to enter their school information in boxes 16 and 17 (provide their school code(s) and address(es)). Homeschooled students should leave box 17 blank.

*BOX 18 – 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, say:

If you don’t attend this school, leave box 18 blank. Students from this school, please enter the number I have posted. [pause]

OR

B  If your school does NOT use optional codes, say:

Please leave box 18 blank.

If you’re ready to begin the test, proceed to “Distributing Test Books.”
If you’ve finished testing and are ready to dismiss students, turn to “Collecting Answer Sheets” on page 23.

## Distributing Preadministration Answer Sheets

### When students are ready, say:

I’m now going to give each of you your answer sheet and a test book to use for reference.

Distribute the answer sheets that students filled in before test day. Make sure that each student has an answer sheet with identifying information completed. If there are students who didn’t participate in the preadministration session, give them a blank answer sheet. They will need to fill out boxes 2–18 after testing has finished. **Keep one answer sheet for use in giving instructions.**

Then say:

Please make sure your correct legal name and date of birth appear on the answer sheet. Raise your hand if you have the wrong answer sheet.

If you weren’t here when we filled out the information on pages 1, 2, and 4, please enter your full legal name in box 1 now. You’ll be given time to complete the remaining boxes after the test. [pause]

If there are students in the room who have the wrong answer sheet, try to resolve the discrepancy. If you’re unable to do so, give them blank answer sheets and tell them to complete box 1.

## Distributing Test Books

### When everyone is ready, say:

I am now going to give you your test book. When you receive your test book, don’t open it. Turn it over and read the back cover. It has important information about the test and how to properly mark your answers.

Remove the shrinkwrap from the test books, and give one test book to each student. Hand each student a test book personally; do not allow students to pass them to one another. We recommend noting the order in which you hand out the test books and indicating this order on the seating chart on the back of your full-length *PSAT 8/9 Supervisor Manual.*

Keep one test book for use in giving instructions. Make sure that no one opens a test book until told to do so. Allow enough time for students to read the information on the back cover.

When everyone is ready, say:

Print your name and other requested information clearly on the back of your test book. Please look up when you are finished. [pause] Now turn to the back of your answer sheet or page 9 if you are using a large-block answer sheet.

## Completing Test Information and the Signature Area

The following instructions are important for ensuring valid scores. All students must fill in the test book information and the signature area on the answer sheet.

### For boxes 19 and 20, say:

Find boxes 19 and 20. Turn over your flash drive packaging to the back. Copy the form code into box 19 and the test ID into box 20. For box 19, please also fill in the appropriate bubbles. Please look up when you’re finished. [pause]

Ensure that students are entering the codes from their USB packaging, not from the paper test books.

**BOX 21 - 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 box 21, say:

In box 21, write the testing room code that I have posted; then fill in the bubbles.

OR

B: If your school does NOT use testing room codes, for box 21, say:

Please leave box 21 blank.

For the signature area, say:

All students must read and agree to the statements in the area labeled “Date and sign on test day” on the
Throughout Testing, Follow These Procedures
Please be alert and vigilant throughout the test. Don’t read, grade papers, work on a computer, use your phone, or do any other task unrelated to the test administration.

Time the Section
- Enter the start and stop times as students begin working on each section; post the times for students to see. To ensure that you have correctly calculated the stop time, refer to the appropriate timing chart in the PSAT 8/9 Supervisor Manual if you are testing students using the ATC format. If your students are using the MP3 audio format, use the chart on page 25 of this supplementary manual. Students must be given the full time for each section as described in the appropriate manual.
- Announce the remaining time at regular intervals, as noted in the scripts. Signal announcements to students wearing earphones by flicking the lights or tapping students on the shoulder.
- Before you call stop, verify the time with a proctor, if you have one assisting you.
- Students wearing earphones will need you to signal nonverbally when to stop.

Monitor Students
- Walk around the room to check that everyone is working on the correct section.
- If you see any students using a pen or a mechanical pencil, advise them to switch to a No. 2 pencil immediately.
- Make sure that students who are using a large-block answer sheet are following instructions on the front of the answer sheet about where and how to mark their answers.
- If any student marks their answers in the wrong place on the answer sheet, follow the instructions in the Irregularity Chart in your PSAT 8/9 Supervisor Manual.
- If you need to record an irregularity, ask a proctor to monitor the students while you do so. If a proctor isn’t in the room, note the irregularity and record it at a later time per the instructions in your PSAT 8/9 Supervisor Manual under “Reporting Irregularities.”

Answer any student questions about testing procedures.
Administering the Test to ATC Format Users

Timing for Testing with ATC Format

The ATC format requires 100% extended time for Section 2 only. For all other sections, students will be given the timing for which they have been approved by the school (standard, standard with extra breaks, 50%, or 100%). After reading the ATC Test Day Script that follows, you will use the scripts in your full-length PSAT 8/9 Supervisor Manual to test these students.

Administer the test one section at a time, with strict timing, just as you would a paper test. At the end of testing, return to this manual, page 23, and follow the instructions in “After the Test” to collect the ATC materials and dismiss students.

Monitor students to make sure that 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.

ATC Test Day Script

Read the following script to your ATC users.

To all students using an ATC test format, say:

Today you’ll be taking a form of the test that is compatible with your screen reader or other software. I have loaded this assistive technology compatible format onto the computer on your desk.

Please prepare for testing now by opening and reading the electronic document entitled “Beginning Directions and Information for Users of ATC.” When you’re finished reading the document, please click the minimize button and look up. [pause]

During the test, you will be reading the same directions on the screen as 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. When I call time, stop testing and close the file. Are there any questions? [pause]

Turn to your PSAT 8/9 Supervisor Manual to start testing your students. Use the script that matches your students’ accommodations for Sections 1, 3, and 4. For Section 2, use the 100% extended time script, as directed for ATC format users.

Account for Materials

- Account for all test materials (used and unused). If a book or USB packaging appears to be missing, alert your supervisor immediately and follow procedures in “Accounting for Test Materials” in your PSAT 8/9 Supervisor Manual.
- We recommend that you use the chart on the back cover of the PSAT 8/9 Supervisor Manual to record where each student is seated as well as the order in which you handed out the test materials.

During Breaks

- Post the break time of 5 minutes, and include what time students should return to their seats.
- Walk around the room to check that all test files are paused, that all answer sheets are closed, and that all test books are inside the closed answer sheets.

- Students may not use phones during breaks for any reason. If they haven’t been collected, phones must remain powered off and put away until the test is completely over.
- Students may eat and drink during breaks, as long as they placed their food and beverages under their desks before the start of the test, as instructed. Do not allow students to access their personal belongings until after the test.
- If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of students be allowed to leave the room.

If testing students using the MP3 audio format, turn to “Administering the Test to MP3 Audio Format Users” on page 15.
Administering the Test to MP3 Audio Format Users

Timing for Testing with MP3 Audio Format

The MP3 audio format requires 100% extended time plus an additional 45 minutes in Section 2 because of the run time of the recording. Use the timing chart in this supplemental manual to administer the test in MP3 audio format.

Because of the length of the MP3 audio format (6 hours and 5 minutes, including breaks), schools may decide to split the test over two days. If testing over two days, you should break after Section 2. Testing on day 1 will include 3 hours and 35 minutes of testing, 15 minutes of breaks, and an estimated 30 to 35 minutes for administrative activities. Collect test materials in an orderly manner and store them securely at the conclusion of day 1. On the second day, ensure that students sit in the same seats as day 1 so that you can match test materials to the appropriate students on day 2. Testing on day 2 will include 2 hours of testing and 10 minutes of breaks.

If testing in one day, students will have a 5-minute break before Section 3. You may give them permission to leave the room to consume a snack in designated areas only.

<table>
<thead>
<tr>
<th></th>
<th>Total Testing Time</th>
<th>Total Testing Time (Not Including Breaks)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MP3 Total Test Time, 1 Day</strong></td>
<td>6 hours, 5 minutes</td>
<td>5 hours, 35 minutes</td>
</tr>
<tr>
<td><strong>Day 1</strong></td>
<td>3 hours, 50 minutes</td>
<td>3 hours, 35 minutes</td>
</tr>
<tr>
<td><strong>Day 2</strong></td>
<td>2 hours, 10 minutes</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

Administering the Test

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.

Monitor students to make sure that 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.

MP3 Audio Test Day Script

Begin by saying

Don’t start until I tell you to do so. If you finish before time is called, you may NOT work on any other section.

If testing over two days, read the following script; otherwise, skip to the script for all students.

To students testing over two days, say:

Today, you’ll be completing the Reading Test and the Writing and Language Test. We will complete the rest of the PSAT 8/9 tomorrow.

To all students, say:

The test is recorded on a flash drive, which I have inserted into your computer.

To students using a PC, say:

You will use the Control key for all keyboard commands. To play or pause the audio, click 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, click 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:

Your navigation will be with the mouse using the media player menu. Click 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’ve 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’re ready to continue. Now double-click on the directions to hear the introduction. [pause]

To all students, say:

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 clicking on 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.

Double-click on a track in the list to skip directly to the beginning of that track. I have posted the keyboard and other navigation commands. If you need assistance at any point, raise your hand.

There are no fast forward or rewind controls.

Click 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 or to signal that it is time to stop and take off your earphones. Are there any questions about the information that I’ve just read? [pause]

Answer all questions about procedure; then, continue with the script.

Section 1: Reading Test

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’ll have 1 hour and 50 minutes to work on Section 1, the Reading Test. We’ll take a 5-minute break after 55 minutes. When I signal you to stop, take off your earphones so that you can hear my directions. Don’t begin work until I tell you to do so.

Be sure to mark your answers in the corresponding bubbles in Section 1 of your answer sheet. Make sure you’re 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 don’t lose points for incorrect answers. This 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, double-click on the Section 1 icon.

To students using a Chromebook, say:

Find and double-click on 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 12 if you’re using a large-block answer sheet). Open your test book to Section 1 in case you need to refer to it. Now, put on your earphones, start Section 1, listen to the directions, and begin work. Time starts now. Good luck.
RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

55 MINUTES 100% EXTENDED TIME
Start Time _________  Stop Time _________

5-MINUTE BREAK

55 MINUTES 100% EXTENDED TIME
Start Time _________  Stop Time _________

After 30 minutes, say:

You have 1 hour and 20 minutes remaining in this section, and 25 minutes until the break.

After 50 minutes, say:

You have 1 hour remaining in this section, and 5 minutes until the break.

After exactly 55 minutes, signal students to take off their earphones. Then, say:

Stop work, and put your pencil down. Place your earphones on the desk. [pause]

Pause the question you’re currently working on. Place your test book on the page you’re working on in your answer sheet, and close your answer sheet. [pause]

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

We’ll start testing again in exactly 5 minutes.

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

You may not 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 students should return to their seats.

At the end of the break, say:

Please take your seat.

When everyone is ready, say:

You will now have another 55 minutes to work on Section 1. Open your answer sheet to where you were working. Open your test book to Section 1 in case you need to refer to it. Place your answer sheet flat on your desk. Put on your earphones, and select play or press Control or Command “P” to resume the question you were working on.

After 25 minutes (from the end of the break), say:

You have 30 minutes remaining in this section.

After 50 minutes (from the end of the break), say:

You have 5 minutes remaining in this section.

During the Break

Post the break time of 5 minutes, and include what time students should return to their seats.

At the end of the break, say:

Please take your seat.

Stop work, and put your pencil down. Place your earphones on the desk. [pause]

Click the square “Stop” button at the bottom of the media player window to stop the test. Or click the “x” to close the media player on Chromebooks. Place your test book on the page you’re working on in your answer sheet, and close your answer sheet.

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

We’ll start testing again in exactly 5 minutes.
Section 2: Writing and Language Test

When everyone is ready, say:

Once we begin, you’ll have 1 hour and 45 minutes to work on Section 2, the Writing and Language Test. We’ll take a 5-minute break after 53 minutes.

Be sure to mark your answers in the corresponding bubbles in Section 2 of your answer sheet. 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 14 if you’re using a large-block answer sheet). Keep your answer sheet flat on your desk.

Your computer screen should show the section table of contents.

To students using a PC or Mac, say:

When I tell you to start, double-click on the Section 2 icon.

To students using a Chromebook, say:

Find and double-click on 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 need to refer to it. 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 15 minutes remaining in this section, and 23 minutes until the break.

After 48 minutes, say:

You have 57 minutes remaining in this section, and 5 minutes until the break.

After exactly 53 minutes, signal students to take off their earphones. Then, say:

Stop work, and put your pencil down. Place your earphones on the desk. [pause] Pause the question you’re currently working on. Place your test book on the page you’re working on in your answer sheet, and close your answer sheet. [pause]

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

We’ll start testing again in exactly 5 minutes.

During the Break

Post the break time of 5 minutes, and include what time students should return to their seats.

At the end of the break, say:

Please take your seat.

When everyone is ready, say:

You will now have another 52 minutes to work on Section 2. Open your answer sheet to where you were working. Open your test book to Section 2 in case you need to refer to it. Place your answer sheet flat on your desk. Put on your earphones, and select play or press Control or Command “P” to resume the question you were working on.

After 20 minutes (from the end of the break), say:

You have 32 minutes remaining in this section.

After 47 minutes (from the end of the break), say:

You have 5 minutes remaining in this section.
After exactly 52 minutes (from the end of the break), signal students to take off their earphones. Then, say:

Stop work, and put your pencil down. Place your earphones on the desk. [pause] Click the square “Stop” button at the bottom of the media player window. Or click the “x” to close the media player on Chromebooks.

If your school is conducting the test over two days for MP3 users, continue below. If you’re completing testing in one day, proceed to “Break Before Section 3 for One-Day Testing” on page 20.

To students concluding Day 1 of testing, say:

This concludes day one of testing. Close your test book, and place your answer sheet on top of it. I will now collect your answer sheet, 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.

Walk around the room to close each media player and collect USB flash drives.

1. Close the media player as follows:
   - For PCs, click the “Account” drop-down menu and click “Exit.”
   - For Macs, click the “Flux Player” drop-down menu and click “Quit Flux Player.”
   - For Chromebooks, click the “x” in the top right corner of the media player window.

2. Eject the USB 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 click on “Eject USB Disk.”
   - For Mac computers, eject the USB flash drive by clicking on the up arrow next to the icon under “Devices.”
   - For Chromebooks, click on the eject icon next to the USB drive in the devices list.

3. Place each drive in the original packaging for each student.

4. Before powering off each computer, ensure that the cache is emptied and that no files have been copied onto the computer. (If you need assistance, contact your system administrator.)

5. Collect the answer sheets and test materials, including any scratch paper, from each student in the same order in which they were distributed.

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 questions from the testing room or discuss them with anyone through any means, including email, text messages, or the internet. 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 testing at _______________.

You are now free to collect your belongings and leave the room.

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 the PSAT 8/9 Supervisor Manual (or your own records) to place each MP3 player in the same computer that a student used on the first day of testing.

3. Repeat the steps on page 3 for inserting the USB drive and starting the software.

4. Ensure that navigation notes are posted for students to see (as given on page 4).

Admitting Students

Follow regular security procedures. Make sure that each student returns to the correct seat from Day 1.

Preparing to Test

When everyone is ready, say:

Welcome back! Now we’re going to prepare to start the test.

- Please remove everything from your desk except your Number 2 pencils, erasers, and calculator.
If you brought a backup calculator or extra batteries, please put them on your desk as well. You may not share a calculator with another student at any time during the test or breaks. [pause]

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 completely power it off and put it away until the test is over. Any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

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 under your desk until the test is over. [pause]

Wait for students to finish putting items away.

When everyone is ready, say:

Thank you. Please sit quietly while I take a moment to check the desks. [pause]

As before, walk around to make sure no one has any unauthorized aids or devices on their desks. See page 6 for examples of prohibited aids.

After desks are cleared of prohibited items, say:

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 USB drive packaging doesn’t display your name.

Remind students of how to use the MP3 audio format by saying:

The test is recorded on a flash drive, which I’ve inserted into your computer. Plug in your earphones or headphones. 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 scripts on pages 15–16. Answer all questions about navigation or procedures.

Proceed to Section 3: Math Test – No Calculator.

Break Before Section 3 for One-Day Testing

For the break, say:

Place your test book on the page you’re working on in your answer sheet, and close your answer sheet. [pause] You’ll now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

We’ll start testing again in exactly 5 minutes.

For the Break

Post the break time of 5 minutes, and include what time students should return to their seats.

Students may ask permission to leave the room to eat a snack in designated areas.

At the end of the break, say:

Please take your seat.

Section 3: Math Test – No Calculator

NOTE: If a student has school approval to use a four-function calculator on this portion of the Math Test as an accommodation, confirm that the calculator they use isn’t a scientific or graphing calculator. (Percentage and square root functions are permitted.)

When everyone is ready, say:

Once we begin, you’ll have 40 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 on this section of the test unless you have an accommodation to use a four-function calculator. Otherwise, please keep your calculator under your desk.

Find Section 3 on page 3 of your answer sheet (or page 16 if you are using a large-block answer sheet). Be sure to mark your answers in the correct rows.

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, double-click on the Section 3 icon.

To students using a Chromebook, say:
Find and double-click on 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 need to refer to it. Now put on your earphones, start Section 3, listen to the directions, and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

40 MINUTES 100% EXTENDED TIME

Start Time __________  Stop Time __________

After 20 minutes, say:
You have 20 minutes remaining in this section.

After 35 minutes, say:
You have 5 minutes remaining in this section.

After exactly 40 minutes, signal students to take off their earphones, and say:
Stop work, and put your pencil down. Place your earphones on the desk. [pause]

Click the square “Stop” button at the bottom of the media player window. Or click the “x” to close the media player on Chromebooks. Place your test book on the page you’re working on in your answer sheet, and close your answer sheet. [pause]

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

We’ll start testing again in exactly 5 minutes.

For the Break
Post the break time of 5 minutes, and include what time students should return to their seats.

At the end of the break, say:
Please take your seat.

Section 4: Math Test – Calculator

To all students, say:
This is the final section of the test—you’re almost done! Once we begin, you’ll have 1 hour and 20 minutes to work on Section 4, the Math Test – Calculator. We’ll take a 5-minute break after 40 minutes. You may use your calculator for this section; please put your calculator on your desk now. [pause]

When using your calculator, please follow these guidelines:

- Keep it flat on your desk or hold it so that no one else can view your work.
- Don’t 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’ll come over and assist you. If you don’t 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 18 if you are using a large-block answer sheet). Be sure to mark your answers in the correct rows.

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.
Administering the Test to MP3 Audio Format Users  

MP3 Audio Test Day Script

To students using a PC or Mac, say:

When I tell you to start, double-click on the Section 4 icon.

To students using a Chromebook, say:

Find and double-click on 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 need to refer to it. Now put on your earphones, start Section 4, listen to the directions, and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 MINUTES</td>
<td>100% EXTENDED TIME</td>
</tr>
<tr>
<td>Start Time</td>
<td>Stop Time</td>
</tr>
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<td>5-MINUTE BREAK</td>
<td></td>
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<tr>
<td>Start Time</td>
<td>Stop Time</td>
</tr>
</tbody>
</table>

After 20 minutes, say:

You have 1 hour remaining in this section, and 20 minutes until the break.

After 35 minutes, say:

You have 45 minutes remaining in this section, and 5 minutes until the break.

After exactly 40 minutes, signal students to take off their earphones, and say:

Stop work, and put your pencil down. Place your earphones on the desk. [pause] Pause the question you’re currently working on. Place your test book on the page you’re working on in your answer sheet, and close your answer sheet. [pause]

You’ll now have a few minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. We’ll start testing again in exactly 5 minutes.

For the Break

Post the break time of 5 minutes, and include what time students should return to their seats.

At the end of the break, say:

Please take your seat.

When everyone is ready, say:

You will now have another 40 minutes to work on Section 4. Open your answer sheet to where you were working. Open your test book to Section 4 in case you need to refer to it. Place your answer sheet flat on your desk. Put on your earphones, and select play or press Control or Command “P” to resume the question you were working on.

After 20 minutes (from the end of the break), say:

You have 20 minutes remaining in this section.

After 35 minutes (from the end of the break), say:

You have 5 minutes remaining in this section.

After exactly 40 minutes (from the end of the break), signal students to take off their earphones. Then say:

Stop work, and put your pencil down. Place your earphones on the desk. [pause]

Click the square “Stop” button at the bottom of the media player window. Or click the “x” to close the media player on Chromebooks. 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.
After the Test

Collecting Test Books and Other Test Materials
Walk around the room and collect the test books and materials, including any scratch paper, from each student in the same order in which they were distributed. Place them where students cannot access them.

Collecting USB Drives

To all students, say:

I will now collect your USB flash drives. Please sit quietly until I dismiss you.

1. 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, click the “Account” drop-down menu and click “Exit.”
   - For Macs, click the “Flux Player” drop-down menu and click “Quit Flux Player.”
   - For Chromebooks, click the “x” in the top corner of the media player window.
   - Eject the USB 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 click on “Eject USB Disk.”
     - For Mac computers, eject the USB flash drive by clicking on the up arrow next to the icon under “Devices.”
     - For Chromebooks, click on the eject icon next to the USB drive in the devices list.

2. Place each drive in the original packaging for each student.
3. Before powering off each computer, make sure that the cache is emptied and that no files have been copied onto the computer. (If you need assistance, contact your system administrator.)

If all students in the room have completed boxes 2–18 on their answer sheets, proceed to “Collecting Answer Sheets.”

To students who need to complete boxes 2–18 on their answer sheets, say:

Please sit quietly while I dismiss the other students. I’ll then guide you through completing your personal information on the answer sheet. I can’t dismiss you until that information is complete.

Collecting Answer Sheets

To all students whose answer sheets are complete, say:

I will now collect your answer sheets. Please sit quietly until I dismiss you.

For each student, before moving on to the next person, do the following:

- Ensure that items 1–21 and the signature area on pages 1, 2, and 4 of the answer sheet are filled out completely. It is critical to check that names, school codes, grade levels, and test information have been filled in correctly to ensure accurate reporting and billing. Have students fill in any missing identifying information at this time.

- For students without Pre-ID labels, inspect the answer sheet to ensure that the letters written in box 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 a PSAT 8/9 Supervisor’s Irregularity Report (SIR) as instructed in your PSAT 8/9 Supervisor Manual.

Dismissal

Before dismissing students:

- Keep students seated until you’re sure you have every student’s answer sheet and test materials. (If some students are remaining to fill out boxes 2–18, you may dismiss the rest of the students after all of their answer sheets and test materials have been collected.)
- Make sure answer sheets aren’t inserted in or between test books.
Verify by count that you have an MP3 audio or ATC format file in its packaging, with the student’s information printed on the packaging; a test book; and an answer sheet for each student.

After all test 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 questions from the testing room or discuss them with anyone through any means, including email, text messages, or the internet.

Your school will let you know when your scores are available and how to access your complete score report online if you are at least 13 years old. If you’re over age 13, you’ll also be able to link to Khan Academy* for personalized practice based on your specific test results.

The test administration is now over. Congratulations again, and thank you for your participation and for all of your hard work. You’re now free to collect your belongings and leave the room.

If all students are finished completing their answer sheets, proceed to “After Students Leave the Room.”

Guiding Students Who Need to Complete the Answer Sheet

For any students who remain because they need to complete their personal information on the answer sheets, do one of the following:

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 7. Have students fill out all of the information on the answer sheet.

When students are finished, turn to “Collecting Answer Sheets” on page 23, and complete the collection of answer sheets and dismissal for these students.

After Students Leave the Room

If you have any students with an accommodation 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, school code, and testing room number (if applicable).
- Include these test books with the used answer sheets.
- Describe any irregularities as completely as possible on an SIR.

Once the above is completed, follow instructions as given by your supervisor for handling test materials at the conclusion of testing. Adhere to the guidelines in your full-length PSAT 8/9 Supervisor Manual.
### MP3 Audio Format Section Timing Chart for PSAT 8/9

**NOTE:** All times are “minutes after the hour.”

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Section 1 (110 minutes) 55 min.—break—55 min.</th>
<th>Section 2 (105 minutes) 53 min.—break—52 min.</th>
<th>Section 3 (40 minutes) 40 min.—break—40 min.</th>
<th>Section 4 (80 minutes) 40 min.—break—40 min.</th>
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**Resources**

Supervisor Manual for MP3 Audio and ATC Formats 2017-18 PSAT 8/9

25
Acceptable Calculators

Students should be familiar with the operation of their calculators and know when the calculator can be used effectively. All questions on the Math Test – Calculator section can be solved without a calculator; however, students may find a calculator helpful on some questions.

On the Math Test – Calculator section, all scientific calculators are permitted. A four-function calculator is acceptable but not recommended.

<table>
<thead>
<tr>
<th>Casio</th>
<th>Hewlett Packard</th>
<th>Sharp</th>
<th>Texas Instruments</th>
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*The use of the stylus is not permitted.
### Codes for Countries or Regions Outside the United States and U.S. Territories

(for students filling out Box 9 on the answer sheet; see sample)

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**SPECIAL ADMINISTRATIVE REGIONS OF CHINA:**

- 250 Hong Kong
- 347 Macau

### Supervisor Manual for MP3 Audio and ATC Formats 2017-18 PSAT 8/9