PSAT/NMSQT®

Fall 2017

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

Test Dates

OCT 11  OCT 14  OCT 25
Contact Us

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 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)

If you are sending eligibility-related mail such as SSD Coordinator Forms or applications for accommodations, send to:
MAIL: College Board SSD
P.O. Box 7504
London, KY 40742-7504
FAX: 866-360-0114

The PSAT/NMSQT®
The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®) is cosponsored by the College Board and National Merit Scholarship Corporation (NMSC). It is administered by the College Board and NMSC by Educational Testing Service (ETS). 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/NMSQT
P.O. Box 6720
Princeton, NJ 08541-6720
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PHONE: 888-477-PSAT (7728) toll free for educators in the United States only
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609-882-4118 (TTY)
HOURS: 8 a.m. to 8 p.m., ET, M–F
7 a.m. to 8 p.m., ET,
Wednesday, October 11; and
Wednesday, October 25
7 a.m. to 4 p.m., ET,
Saturday, October 14

Office of Testing Integrity:
PHONE: 609-406-5430
(Contact if materials are missing or damaged, or if test security is in question)
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 www.collegeboard.org.

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Introduction

These instructions supplement those given in your PSAT/NMSQT® Supervisor Manual. You will use both sets of instructions when administering the tests in assistive technology compatible (ATC) 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

This 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:

- **Introduction**—Includes general information about testing with ATC and MP3 audio formats, including timing.

- **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 1–10, 13 (if applicable), and 15–27 on the answer sheet (in case your students did not fill in their personal information before test day).

- **Administering the Test to ATC Format Users**—Includes a few specific instructions for ATC users. Note that you will be using scripts in the PSAT/NMSQT Supervisor Manual for these students.

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

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

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

Check Materials Immediately

Verify that your school has the correct materials:

- Confirm that you have received the correct number of MP3 audio and/or assistive technology compatible (ATC) formats.

- Verify that you have received the correct count of test books (provided for student reference) and answer sheets.

- Check the date printed on test materials to verify that all materials are for the test day you selected: Wednesday, October 11; Saturday, October 14; or Wednesday, October 25.

⚠️ 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/NMSQT to students who have been approved by the College Board to test with MP3 audio or ATC format. Both formats are on USB flash drives and require the use of a computer for testing.

Students who require the MP3 audio or ATC formats should be tested separately from other accommodated students under the supervision of the SSD coordinator. 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 will administer the ATC format with the approved timing for the student as noted on the Nonstandard Administration Report (NAR), with one exception: Section 2 requires 100% extended time. (Please refer to your PSAT/NMSQT Supervisor Manual for other accommodations that involve extended time.)

You will 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 (6 hours and 45 minutes, including breaks), schools may ask the College Board for permission to 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. Scores for students who test over two days without prior approval may be canceled.

Preparing for the Test

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

1. Use the information in your PSAT/NMSQT 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

Be sure all students are informed of testing arrangements and receive preparation information ahead of time. Give students the test date, time, location, and any special instructions relevant to your school. Also remind students of the test date and time several days before the test.

Share these important details with your students ahead of test day:

- Students using either format should practice to become familiar with the software before testing. Give MP3 users the practice materials sent with your shipment. For ATC users, this College Board website provides tips and practice tests: collegeboard.org/psat-practice-atc.
- Remind students that the close alignment of the PSAT/NMSQT and the SAT® means they can prepare for the PSAT/NMSQT by accessing Official SAT Practice on Khan Academy® for free, personalized, online practice (satpractice.org).
- Remind students to bring the following on test day:
  - Earphones: 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
  - An acceptable calculator (see page 31)
  - 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 will mark their responses on a standard answer sheet, unless approved for another accommodation. Some students may be approved for 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/NMSQT 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, Macintosh®, and Microsoft® formats are supported. Since a USB port is required, a tablet may not be used to take the test.
Before test day, test each flash drive to ensure that it functions properly. Contact the SSD office 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.

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.

**NOTE:** 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 does not offer enough functionality to be used for the PSAT/NMSQT.

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 (for example, JAWS or ZoomText).
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 File Users

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.
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 that are 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 page). As you admit students, direct them to their proper seats.

Post the following in a place visible to all students:

- Today’s date (month, day, and year) ___ / ___ / ___
- Optional code, if any (see the PSAT/NMSQT Supervisor Manual)
- Testing room code (three digits including any leading zeros), if any (see the PSAT/NMSQT Supervisor Manual)
- 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
- Two-letter “APO” or “FPO” code (AA, AE, or AP), if applicable
- If testing students who have international addresses, post the appropriate country code.
  See “Codes for Countries or Regions Outside the United States and U.S. Territories” on page 32.

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/NMSQT 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’ 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. Also tell students to keep their calculator and No. 2 pencils with erasers.

Seating Late Arrivals

- Students who arrive late may be admitted only if the timed test (i.e., Section 1) has not 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 a student encounters 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/NMSQT Supervisor’s Irregularity Report (SIR) (see your full-length PSAT/NMSQT Supervisor Manual for instructions). If you have any questions during the test administration, please contact the SSD office (see inside front cover).

### Reading the Scripts
Read aloud all the directions in the green-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 should not 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 (A and B), read the prompts silently before choosing which script(s) to read.

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

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**When you are ready to begin, say:**

**Welcome to the PSAT/NMSQT administration. This test will focus on what you’ve already been learning throughout high school. It is also a chance to practice for the SAT, to see where you might need to improve, and to qualify for scholarship programs.**

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 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 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 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 has NOT chosen to 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.

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]

Allow time for students to turn in or put away any electronic devices, to take out snacks and drinks, and to put their bags under their desks.

Then say:

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

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]

To all students, say:

Thank you. Please sit quietly while I take a moment to look around and make sure everyone will be using an approved calculator. [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 your NAR indicates that a student is allowed an item 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
- 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 31 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 1–10, 13 (if applicable), and 15–27 on the answer sheet, proceed to “Distributing Preadministration Answer Sheets” on page 15.

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

Completing Identifying Information on the Answer Sheet

When students are ready, say:

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

These are the answer sheets that you will use to mark your answers on the test. I’m also giving you booklets with information you will need to fill in some of the boxes.

Distribute answer sheets and the Student Answer Sheet Instructions booklets. Ensure that any answer sheets with Pre-ID labels go to the appropriate students.
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 10.

To all students, 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 available space, 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 are 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 do not have a Social Security number, cannot remember it, or do not 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. They 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.

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:

Box 4 relates to the National Merit Scholarship Program conducted by National Merit Scholarship Corporation. It is important that you complete all parts of box 4 so that National Merit Scholarship Corporation can determine whether you meet the requirements to enter the scholarship program.

In box 4a, fill in the “Yes” bubble if you are enrolled as a high school student, traditional or homeschooled. [pause]

In box 4b, fill in the bubble next to the year in which you will complete or leave high school and enroll full time in college. For example, 11th graders who are planning to complete high school and enter college in 2019 should select 2019. Tenth graders should select the year in which they will complete high school, which in most cases will be 2020. [pause]

In box 4c, fill in the bubble next to the total number of academic years it will take you to complete grades 9 through 12. For example, if you spend one academic year in each grade without interruption, you will complete high school in four years. [pause]

In box 4d, if you are a U.S. citizen, fill in the “Yes” bubble. If you are not a U.S. citizen, fill in the “No” bubble that applies to you. Please look up when you are finished. [pause]
For box 5, say:

In box 5, 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 4 if you are using a large-block answer sheet).

*A BOXES 6–10 – Address: For boxes 6–10, 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 6, “Street Address,” enter your box number or other designation. In box 7, “City,” enter “APO” or “FPO.” In box 8, find the “U.S. Territory” section, and fill in the bubble for the two-letter code _____. In box 9, fill in your zip code. Leave box 10 blank. Please look up when you are finished. [pause]

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

In box 6, 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 7, and fill in your zip or postal code in box 9.

- Students who live in the United States or U.S. territories should fill in the state or territory bubble in box 8 and leave box 10 blank.

Students who live outside the United States or its territories should leave box 8 blank and fill in the following Country Code as well as the corresponding bubbles in box 10: _____. Please look up when you are finished. [pause]

Country codes are listed on page 32 in this manual.

For boxes 11 and 12, say:

Leave boxes 11 and 12 blank at this time. If your answer sheet includes a box 12a, leave it blank as well.

If your school uses optional codes, share the appropriate code(s) with students (see your full-length PSAT/NMSQT Supervisor Manual for information on optional codes). If an optional code has only one digit, include the leading “0” in the number you give students to fill in. Homeschooled students and students from other schools should leave box 13 blank.

**A** BOX 13 – 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 do not attend this school, leave box 13 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 also leave box 13 blank.

Now say:

Leave box 14 blank at this time as well.

For box 15, say:

Find box 15 on page 4, or if you are using a large-block answer sheet, on page 7. 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 address. The College Board will use the email address to send information such as when your scores are ready.
If you indicate that the email address is your own, as cosponsor of the PSAT/NMSQT, National Merit Scholarship Corporation will receive it. If you opt into Student Search Service, your email address will be added to your record.

**Now say:**

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

**For box 16, say:**

Box 16 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, which you will provide in your answers to questions 19 through 25. Saying “Yes” to this service allows educational organizations to send you information about the educational and financial aid opportunities they offer. 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]

**For box 17, say:**

Fill in the appropriate bubble for female or male in box 17.

**For box 18, say:**

Fill in your current grade level in box 18.

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.

The Student Answer Sheet Instructions booklet gives additional information about the answer choices for boxes 19–25. Students may need about one minute to read and complete each of the boxes 19–24. College Major, box 25, 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 boxes 19 through 25 may be shared with colleges, scholarship programs, and other educational organizations if you chose “Yes” for Student Search Service in box 16. 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.

**NOTE:** Students who do not wish to respond to boxes 19 and 20 may skip them.

**For boxes 19 and 20, say:**

Your answers to questions 19 and 20 will NOT affect your participation in the National Merit Scholarship Program. Before answering, please read the information in your instructions booklet. Question 19 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] Box 20 asks about the languages you speak. Mark only one answer to each question. Please look up when you are finished. [pause]

**For box 21, say:**

In box 21, please indicate the highest level of education of your parents or guardians. Choose one parent or guardian in the first row, and select their level of education underneath, 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 rows. Please look up when you are finished. [pause]
For box 22, say:

In box 22, 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 box 23, say:

In box 23, 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 box 24, say:

Box 24 asks about your interest in religiously affiliated colleges, campus-based clubs, or activities. Refer to the list of codes in your instructions booklet. Decide how to respond, then print the appropriate code, and fill in the corresponding bubbles. Please look up when you are finished. [pause]

For box 25, say:

Colleges, universities, and other educational programs want to know what subject area most interests you. For box 25, your instructions booklet has a list of three-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 box 25. When you are finished, please close your instructions booklet and look up. [pause]

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

For box 26, say:

Proceed to box 26. 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 do not enter any other information in box 26.

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.

For box 27, say:

In box 27, 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 listed. If you are homeschooled, please leave box 27 blank. Please look up when you are finished. [pause]

When everyone is ready, say:

We are now finished with completing your personal information. Please close your answer sheet.

**Finishing Up**

Collect the *Student Answer Sheet Instructions* from each student.

- If you are ready to begin the test, turn to “Distributing Test Books” on page 15.
- If you have finished testing and are ready to dismiss students, turn to “Collecting Answer Sheets” on page 28.

**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/NMSQT, 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:

- first name, last name, and middle initial
- 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
- email address 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/NMSQT Supervisor Manual.

**NOTE:** The Supplemental Instructions memo, which explains the use of Pre-ID labels, is NOT the same as the Student Answer Sheet Instructions booklets, which students use to fill out some fields on the answer sheet.

**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 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 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) 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 do not have a Social Security number, cannot remember it, or do not wish to give it, leave this section blank. Please look up when you are finished. [pause]
Test Day Instructions  
Reading the Scripts

For box 3, say:

Box 3 asks for your mobile number. Please leave box 3 blank if your mobile number 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. They 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.

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:

Box 4 relates to the National Merit Scholarship Program conducted by National Merit Scholarship Corporation. It is important that you complete all parts of box 4 so that National Merit Scholarship Corporation can determine whether you meet the requirements to enter the scholarship program.

In box 4a, fill in the “Yes” bubble if you are enrolled as a high school student, traditional or homeschooled. [pause]

In box 4b, fill in the bubble next to the year in which you will complete or leave high school and enroll full time in college. For example, 11th graders who are planning to complete high school and enter college in 2019 should select 2019. Tenth graders should select the year in which they will complete high school, which in most cases will be 2020. [pause]

In box 4c, fill in the bubble next to the total number of academic years it will take you to complete grades 9 through 12. For example, if you spend one academic year in each grade without interruption, you will complete high school in four years. [pause]

In box 4d, if you are a U.S. citizen, fill in the “Yes” bubble. If you are not a U.S. citizen, fill in the “No” bubble that applies to you. Please look up when you are finished. [pause]

For box 5, say:

Make no marks in box 5. Your date of birth is given on the label.

To all students, say:

Turn to page 2 of your answer sheet (or stay on page 4 if you are using a large-block answer sheet).

☐ If Address appears in your school’s Supplemental Instructions (for Pre-ID labels), tell students to skip boxes 6–10.

*BBOXES 6–10 – Address: For boxes 6–10, 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 6, “Street Address,” enter your box number or other designation. In box 7, “City,” enter “APO” or “FPO.” In box 8, find the “U.S. Territory” section, and fill in the bubble for the two-letter code ______. In box 9, fill in your zip code. Leave box 10 blank. Please look up when you are finished. [pause]

B

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

In box 6, 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 7, and fill your zip or postal code in box 9.

- Students who live in the United States or U.S. territories should fill in the state or territory bubble in box 8 and leave box 10 blank.
- Students who live outside the United States and its territories should leave box 8 blank and fill in the following Country Code as well as the corresponding bubbles in box 10: _________.

Please look up when you are finished. [pause]
Country codes are listed on page 32 in this manual.

To all students, say:

Leave boxes 11 and 12 blank at this time. If your answer sheet includes a box 12a, leave it blank as well.

If your school uses optional codes, share the appropriate code(s) with students (see your full-length PSAT/NMSQT Supervisor Manual for information on optional codes). If an optional code has only one digit, include the leading “0” in the number you give students to fill in. Homeschooled students and students from other schools should leave box 13 blank.

**BOX 13 – 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 do not attend this school, leave box 13 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 also leave box 13 blank.

Now say:

Leave box 14 blank at this time as well.

☐ If Email Address appears in your school’s *Supplemental Instructions (for Pre-ID labels)*, tell students to skip box 15 and proceed to box 16.

For box 15, say:

Find box 15 on page 4, or if you are using a large-block answer sheet, on page 7. 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 address. The College Board will use the email address to send information such as when your scores are ready.

If you indicate that the email address is your own, as cosponsor of the PSAT/NMSQT, National Merit Scholarship Corporation will receive it. If you opt into Student Search Service, your email address will be added to your record.

Now say:

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

For box 16, say:

Box 16 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, which you will provide in your answers to questions 19 through 25. Saying “Yes” to this service allows organizations to send you information about the educational and financial aid opportunities they offer.

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]

For boxes 17 and 18, say:

Make no marks in boxes 17 and 18. Your sex and grade level are given on the label.

The *Student Answer Sheet Instructions* booklet gives additional information about the answer choices for boxes 19–25. Students may need about one minute to read and complete each of the boxes 19–24. College Major, box 25, 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 boxes 19 through 25 may be shared with colleges, scholarship programs, and other educational organizations if you chose “Yes” for Student Search Service in box 16. 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.

For boxes 19 and 20, say:

Your answers to questions 19 and 20 will NOT affect your participation in the National Merit Scholarship Program. Before answering, please read the information in your instructions booklet.

☐ If Racial/Ethnic Group appears in your school’s Supplemental Instructions (for Pre-ID labels), tell students to skip box 19 and proceed to box 20.

NOTE: Students who do not wish to respond to box 19 may skip it.

For box 19, say:

Question 19 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] Please look up when you are finished. [pause]

NOTE: Students who do not wish to respond to box 20 may skip it.

For box 20, say:

Box 20 asks about the languages you speak. Mark only one answer for each question. Please look up when you are finished. [pause]

For box 21, say:

In box 21, please indicate the highest level of education of your parents or guardians. Choose one parent or guardian in the first row and select their level of education underneath, 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 rows. Please look up when you are finished. [pause]

For box 22, say:

In box 22, 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 box 23, say:

In box 23, 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 box 24, say:

Box 24 asks about your interest in religiously affiliated colleges, campus-based clubs, or activities. Refer to the list of codes in your instructions booklet. Decide how to respond, then enter the appropriate code and fill in the corresponding bubbles. Please look up when you are finished. [pause]

For box 25, say:

Colleges, universities, and other educational programs want to know what subject area most interests you. For box 25, your instructions booklet has a list of three-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 box 25. When you are finished, please close your instructions booklet and look up. [pause]

NOTE: Students who need large-print materials may require assistance with the college majors list.
For boxes 26 and 27, say:

Make no marks in boxes 26 or 27. 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 26 and 27 (provide their school code). Homeschooled students should leave box 27 blank.

When everyone is ready, say:

We are now finished with completing your personal information. Please close your answer sheet.

Finishing Up
Collect the Student Answer Sheet Instructions from each student.

1. If you are ready to begin the test, proceed to “Distributing Test Books.”

2. If you have finished testing and are ready to dismiss students, turn to “Collecting Answer Sheets” on page 28.

Distributing Preadministration 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 has the correct 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. They will need to fill in boxes 2–10, 13 (if applicable), and 15–27 after testing has finished.

Then say:

Please check to 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 were not 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 are unable to do so, give them blank answer sheets and direct them to complete box 1.

Distributing Test Books
When everyone is ready, say:

I am now going to give you your test books. 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. Note the order in which you hand out the test books. You will need to indicate this order on the seating chart on the back of your full-length Supervisor Manual.

Keep one answer sheet and 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]

Completing Test 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 boxes 11 and 12, say:

Find boxes 11 and 12 on page 2 of your answer sheet or page 6 if you are using a large-block answer sheet. Turn over your flash drive packaging to the back. Copy the form code into box 11 and the test ID into box 12. For box 11, please also fill in the appropriate bubbles. Please look up when you are finished. [pause]
A small number of schools are participating in a test administration study. Answer sheets for these schools will include a box 12a.

If your school’s answer sheets include box 12a, say:

Find box 12a. Copy the serial number exactly as it appears on the FRONT of your flash drive packaging into box 12a on your answer sheet, and fill in the appropriate bubbles.

Please look up when you are finished. [pause]

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

**BOX 14 – 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. (Choose only one option.)

**A** If your school uses testing room codes, for box 14, say:

In box 14, 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 14, say:

Please leave box 14 blank.

To all students, say:

Now please find the Certification Statement on the back of your answer sheet or the inside back cover if you are using a large-block answer sheet. By signing the statement, you are agreeing not to share any specific test question with anyone, in any form of communication, including email, text message, internet posts, or other use of the internet. 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.

Read the statement and the paragraph of terms at the bottom. 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 to check that all students are signing their names below the certification statement. Also check to make sure students correctly enter today’s date.

**NOTE:** If a student is using a scribe as a College Board-approved accommodation, have the scribe print the student’s name and encourage the student to sign. The scribe may sign if the student is unable to do so.

After everyone has signed the Certification Statement, say:

Please put your calculators and extra batteries under your desk now. You may not use them until Section 4.

During the test, keep your answer sheet and test book flat on your desk. If you find something wrong with any test materials such as a missing page or section, 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 by the College Board 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.
Throughout the Test, Follow These Procedures

Please be alert and vigilant throughout the test. Do not 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/NMSQT 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 30 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 one is 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 full-length manual.
- If you need to record an irregularity, ask a proctor to monitor the students while you do so. If a proctor is not in the room, note the irregularity and record it at a later time per the instructions in your full-length manual under “Reporting Irregularities.”

Account for Test Materials

- Account for all test materials (used and unused). If a book or USB package appears to be missing, alert your supervisor immediately, and follow procedures in “Accounting for Test Materials” in your full-length manual.
- Use the chart on the back of your full-length 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 have not 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, continue with “Administering the Test to MP3 Audio Format Users” on page 18.

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 (standard, standard with extra breaks, 50%, or 100%). After reading the ATC Test Day Script that follows, use the scripts in your full-length PSAT/NMSQT 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 page 28 of this manual, 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 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 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 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/NMSQT 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.

Administering the Test to MP3 Audio Format Users
Timing for Testing with MP3 Audio Format
Students testing with the MP3 audio format must be tested 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. 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 45 minutes, including breaks), schools may decide to split the test over two days for students using this format. Contact the SSD Office to request permission to test over two days.

If testing over two days, you should break after Section 2. Testing on day 1 will include 3 hours and 55 minutes of testing, 15 minutes of breaks, and an estimated 45 to 50 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 and 20 minutes 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.

| Total Testing Time (not including preadministration or dismissal) |
|----------------------|----------------------|----------------------|
|                     | Including Breaks     | Not Including Breaks |
| MP3 Total Test Time, 1 Day | 6 hours, 45 minutes | 6 hours, 15 minutes |
| Day 1               | 4 hours, 10 minutes  | 3 hours, 55 minutes  |
| Day 2               | 2 hours, 30 minutes  | 2 hours, 20 minutes  |
| Section 5 (Test Administration Study Only)* | 45 minutes | 40 minutes |

*A small number of schools are participating in a test administration study that will include an additional 40-minute test section (preceded by a 5-minute break).

MP3 Audio Test Day Script
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.
Begin by saying:

Do not 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 will be completing the Reading Test and the Writing and Language Test. We will complete the rest of the PSAT/NMSQT 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 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 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 have just read? [pause]

Answer all questions about procedure; then, continue with the script.
Test Day Instructions  Administering the Test to MP3 Audio Format Users

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 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 stop, take off your earphones so that you can hear my directions. Do not 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 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.

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 13 if you are 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

60 MINUTES 100% EXTENDED TIME
Start Time Stop Time

5-MINUTE BREAK

60 MINUTES 100% EXTENDED TIME
Start Time Stop Time

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:

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

Pause the question you are currently working on. 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.

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 60 minutes to work on Section 1. Open your answer sheet to where you were working, and 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 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 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 are working on in your answer sheet, and close your answer sheet.

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 students should return to their seats.

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 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 15 if you are using a large-block answer sheet). Keep your answer sheet flat on your desk.

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.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

<table>
<thead>
<tr>
<th>Time</th>
<th>MP3 Extended Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>58 MINUTES</td>
<td></td>
</tr>
</tbody>
</table>

Start Time ________ Stop Time ________

5-MINUTE BREAK

<table>
<thead>
<tr>
<th>Time</th>
<th>MP3 Extended Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>57 MINUTES</td>
<td></td>
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</tbody>
</table>

Start Time ________ Stop Time ________

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:
Stop work, and put your pencil down. Place your earphones on the desk. [pause] Pause the question you are currently working on. 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 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 57 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 32 minutes (from the end of the break), say:
You have 25 minutes remaining in this section.

After 52 minutes (from the end of the break), say:
You have 5 minutes remaining in this section.

After exactly 57 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] 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 are completing testing in one day, proceed to “Break Before Section 3 for One-Day Testing” on page 24.

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 your full-length PSAT/NMSQT Supervisor Manual 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. Be sure 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. 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, 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.

To all students, 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 does not 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 have 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 script on page 19. Answer all questions about navigation or procedures.

Turn to page 24 and begin at “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 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 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 College Board approval to use a four-function calculator on this portion of the Math Test as an accommodation, confirm that the calculator is not a scientific or graphing calculator. (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 on this section of the test unless you have approval from the College Board 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 17 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

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 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 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 students should return to their seats.
At the end of the break, say:
Please take your seat.

Section 4: Math Test – Calculator

When everyone is ready, say:
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, follow these guidelines:

- Keep it flat on your desk or hold it so that no one else can 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 and 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 20 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 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

45 MINUTES 100% EXTENDED TIME
Start Time ____________ Stop Time ____________

5-MINUTE BREAK

45 MINUTES 100% EXTENDED TIME
Start Time ____________ Stop Time ____________

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:
Stop work, and put your pencil down. Place your earphones on the desk. [pause] Pause the question you are currently working on. 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 students should return to their seats.

At the end of the break, say:
Please take your seat.
Test Day Instructions
Administering the Test to MP3 Audio Format Users

When everyone is ready, say:

You will now have another 45 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 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 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.

A small number of PSAT/NMSQT administrations include an additional fifth section. Your supervisor will notify you ahead of time if your administration includes this section. If you are administering a fifth section, continue below. Otherwise, skip to “After the Test” on page 28 and follow the instructions for collecting materials and dismissing students.

Break Before Section 5

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 students should return to their seats.

At the end of the break, say:

Please take your seat.

Section 5: Variable Section

NOTE: All students in your school whose test books have math in Section 5 will have the same rule for calculator use: either all will be allowed to use calculators, or none will.

When everyone is ready, say:

Once we begin, you will have 40 minutes to work on Section 5. This is the final section of the test—you’re almost done! Your test may have Reading or Math questions in this section.

Find Section 5 on page 3 of your answer sheet or page 23 if you are using a large-block answer sheet. Be sure to mark your answers in the correct rows.

Open your test book to Section 5, and look at the top of the test page. If the title of your section is “Math Test – Calculator,” you may keep your calculator on your desk. If your section has any other title, you must place your calculator under your desk now. [pause]

If you are using the calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that no one else can view your work.
- Do not share or exchange your calculator with anyone.

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 5 icon.

To students using a Chromebook, say:

Find and double-click on Section 5; then press Control “A” to highlight the list of tracks in Section 5. When I tell you to start, press Enter.

To all students, say:

Now, put on your earphones, start Section 5, listen to the directions, and begin work. Time starts now.
Walk around the room to check that students who are using calculators have the calculator-permitted icon at the top of their test book pages.

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, 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.

Proceed to “After the Test” on page 28.
After the Test

Collecting Test Books and Other Test Materials

After the Test

To all students, say:

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.

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. Put 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.

Walk around the room to close each media player or ATC file and collect each USB 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.
- Place each drive in the original packaging for each student.

- Before powering off each computer, be 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 2–10, 13 (if applicable), and 15–27 on their answer sheets, proceed to “Collecting Answer Sheets” below.

To students who need to complete boxes 2–10, 13 (if applicable), and 15–27 on their answer sheets, say:

Please sit quietly while I dismiss the other students. I will then guide you through completing your personal information on the answer sheet. I cannot 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:

- Inspect the answer sheet to ensure that all identifying information on the answer sheet is complete. 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, 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/NMSQT Supervisor’s Irregularity Report (SIR) as instructed in your full-length PSAT/NMSQT Supervisor Manual.
Dismissal

Before dismissing students:

- Keep students seated until you are sure you have every student’s answer sheet and test materials. (If some students are remaining to fill out boxes 2–10, 13 (if applicable), and 15–27, you may dismiss the rest of the students after all of their answer sheets and test materials have been collected.)
- Make sure answer sheets are not 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:

Dismissal

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.

You will receive an email in December letting you know when your scores are available and how to access your complete score report online. You’ll also be able to link to Khan Academy for personalized SAT practice based on your specific test results.

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

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

- Distribute a Student Answer Sheet Instructions booklet to each student.
- 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 11.
- 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 28 and complete the collection of answer sheets and dismissal for these students.

Follow all instructions in your full-length PSAT/NMSQT Supervisor Manual for preparing materials to return to the SSD coordinator.
## Resources

### MP3 Section Timing Chart for the PSAT/NMSQT

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

<table>
<thead>
<tr>
<th>STOP TIME</th>
<th>For a 120-minute section (Section 1)</th>
<th>For a 115-minute section (Section 2)</th>
<th>For a 50-minute section (Section 3)</th>
<th>For a 90-minute section (Section 4)</th>
<th>For a 40-minute section (Section 5) – Test Administration Study ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Time</td>
<td>(60 min. – break – 60 min.)</td>
<td>(58 min. – break – 57 min.)</td>
<td>(50 min.)</td>
<td>(45 min. – break – 45 min.)</td>
<td>(40 min.)</td>
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**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.

| Casio | CFX-9000 series | CFX-9800 series | CFX-9850 series | CFX-9950 series | CFX-9970 series | FX 1.0 series | Algebra FX 2.0 series | FX-CG-10 | FX-CG-20 series | FX-CG-50 | FX-CG-500* | Graph25 series | Graph35 series | Graph75 series | Graph95 series | Graph100 series |
|-------|----------------|----------------|----------------|----------------|----------------|--------------|----------------------|----------|----------------|----------|-------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Sharp | EL-5200 | EL-9200 series | EL-9300 series | EL-9600 series* | EL-9900 series |
| Other | Datexx DS-883 | Micronta | Smart² |

*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 10 of the answer sheet; see sample)

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