

SAT SUITE OF ASSESSMENTS

Flexible Administration Policies for SAT School Day and PSAT-Related Assessments

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

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

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

Option to Test Across Multiple Dates

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

For SAT School Day, the second October test date is no longer for makeup testing only. Schools can now order in the Test Ordering System (TOS) for primary administrations on Wednesday, October 13 or Thursday, October 28, or both, allowing for the flexibility to split their students across both administrations. In the spring, schools can also place a primary order for their scheduled makeup date if they need to test students on two different dates.

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

How can this help my school?

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

What else do I need to know?

For SAT School Day:

- Schools must test on the specified test dates, or student scores will not be reportable to colleges.
- Schools that are part of a state- or district-sponsored administration should only test students on the dates provided by the state or district.

For PSAT/NMSQT:

- Schools testing on Saturday will still be required to return their test books and score reports will not have question-level details.

- Schools that test on the Saturday and alternate dates should be aware that the students who test on different days will have different score reports.
- Testing with the wrong test book on the wrong day or testing on a day other than an official administration day will result in scores being ineligible for scholarship consideration, including entry into the National Merit® Scholarship Program.

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

Flexible Start Times

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

How can this help my school?

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

What else do I need to know?

All testing must be completed within the same school day (unless students are approved for a multiday testing accommodation). Keep in mind that under this option, mobile phone collection is required for the duration of the school day for all students testing, or at least until after the last group has started testing.

All testing must start before the first group completes testing. All requirements for timing and breaks still apply, including not breaking for lunch; however, local guidelines may require that only a limited number of students may access the restroom or hallways at the same time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in a safe and orderly fashion.

TIP: Be aware of staff schedules while planning. Overlapping groups will require additional proctors and test staff relative to regular testing. Also plan ahead for impacts to your student transportation schedule/structure.

Off-Site Testing

Schools do not need to submit an off-site testing plan to College Board for approval. For SAT School Day, schools simply select the sites they want to use and order materials for those sites accordingly. This flexibility already exists for administering the PSAT/NMSQT, PSAT 10, and PSAT 8/9.

NOTE: Schools that are part of a state-sponsored administration must follow the process communicated during training to establish off-site testing locations.

How can this help my school?

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

What else do I need to know?

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

TIPS: Consider district offices, religious institutions, and community centers as viable choices for off-site testing. Look for other sites in the district that are on bus routes to make it as easy as possible for students. Make a plan early and clearly communicate it to staff, students, and parents to limit test day confusion. Work with your SSD coordinator or appropriate staff to plan for students with accommodations.