

**SPRING 2016**

# Supervisor's Manual PSAT™ 10

Provide a fair testing environment  
for the PSAT 10 with:



**SECURITY REQUIREMENTS**



**TESTING ROOM PROCEDURES  
AND INSTRUCTIONS FOR  
RETURNING MATERIALS**



**OFFICIAL TEST DAY SCRIPTS  
AND TIMING CHARTS**

**2016 Testing Window:**

**APR 19  
THRU  
APR 29**

The *Supervisor's Manual for Nonstandard Testing* will be sent under separate cover, if applicable.

# Contact us

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## The PSAT™ 10

As one of the assessments in the College Board's SAT® Suite of Assessments, the PSAT™ 10 is designed to measure the skills and knowledge that current research shows are essential for college and career readiness and success. The PSAT 10 covers the same content areas as the PSAT/NMSQT®. Both the PSAT/NMSQT and PSAT 10 serve as a check-in on student progress to help pinpoint areas for development. Educational Testing Service (ETS) administers the PSAT 10 for the College Board. If you have a question about the information in this manual or about an unusual testing situation not covered here, contact:

<b>WEB:</b>	collegeboard.org/administering	<b>PHONE:</b>	888-477-PSAT (7728) toll free for educators in the United States only
<b>MAIL:</b>	PSAT 10 P.O. Box 6720 Princeton, NJ 08541-6720		+1-212-237-1335 outside of the U.S. 609-882-4118 (TTY)
<b>EMAIL:</b>	<a href="mailto:psat10@info.collegeboard.org">psat10@info.collegeboard.org</a>	<b>HOURS:</b>	8 a.m. to 7 p.m. ET, M–F
<b>FAX:</b>	610-290-8979		

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## College Board Services for Students with Disabilities (SSD)

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

<b>WEB:</b>	collegeboard.org/ssd	<b>HOURS:</b>	8 a.m. to 6 p.m. ET, M–F
<b>MAIL:</b>	The College Board Services for Students with Disabilities P.O. Box 6226 Princeton, NJ 08541-6226	<b>FAX:</b>	609-771-7944
<b>EMAIL:</b>	<a href="mailto:ssd@info.collegeboard.org">ssd@info.collegeboard.org</a>		If you are sending eligibility-related mail such as SSD Coordinator Forms or applications for accommodations, send to:
<b>PHONE:</b>	844-255-7728 (toll free for educators with SSD inquiries only)  212-713-8333 (local)  609-882-4118 (TTY)	<b>MAIL:</b>	College Board SSD P.O. Box 7504 London, KY 40742-7504
		<b>FAX:</b>	866-360-0114

# About the College Board

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

For further information, visit [collegeboard.org](http://collegeboard.org).

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# Introduction

## Check materials immediately

**Your school should receive the following in the test shipment:**

- ☐ Shipping Notice
- ☐ Plastic bags with packs of 5 or 25 of the following:
  - › Shrinkwrapped test books
  - › Flyers listing religion and college codes
  - › Answer sheets
- ☐ Supervisor's Manuals (at least one for every 25 test books)
- ☐ Copies of the *Official Student Guide to the PSAT 10* and removable full-length Practice Test for distribution to students
- ☐ Supervisor's Kit containing the following:
  - › Test Shipment Memo
  - › Supervisor's Report forms
  - › Remittance Envelope
  - › Nonstandard Administration Envelope for return of answer sheets for students tested with accommodations
  - › Bundle of 5 Supervisor's Irregularity Report (SIR) forms
  - › Gray Materials Return Envelope
  - › Roll of packing tape
- ☐ Prelabeled Courier Answer Sheet Return Boxes

**Your school will receive the following separately, if ordered:**

- ☐ Nonstandard test books and materials for students testing with accommodations
- ☐ Supervisor's Manual(s) for Nonstandard Testing (including scripts for extended time, extra or extended breaks, and alternate test formats such as Braille and MP3 audio formats)

**NOTE:** If you participate in the College Board bulk registration process, use the Supervisor's Manuals that are shipped with the labels in place of this manual. If participating in a state registration process that involves Supplemental Instructions, refer to those instructions for any additional procedures that may apply.

**Keeping the test books in their shrinkwrapping:**

1. Verify that you have received the correct count of test books and answer sheets.

2. Check that the test books all say "PSAT 10" and "Spring 2016" on them.

## The PSAT 10 and redesigned assessments

The PSAT 10 reflects the knowledge and skill areas tested by the redesigned SAT®, the PSAT/NMSQT, and the PSAT™ 8/9. On the redesigned assessments, students will encounter:

- » Continued emphasis on reasoning alongside a clearer, stronger focus on the knowledge, skills, and understandings most important for college and career readiness and success.
- » Greater emphasis on the meaning of words in a variety of contexts and on how word choice shapes meaning, tone, and impact.
- » Focus on math that matters most, including problem solving, data analysis, algebra, and advanced mathematical concepts.
- » Rights-only scoring (a point for a correct answer but no deduction for an incorrect answer; blank responses have no impact on scores).

Test supervisors should be aware of the following points for administering the PSAT 10:

1. The Math Test is divided into two parts: Math Test – Calculator and Math Test – No Calculator.
2. The Certification Statement does not require cursive.
3. Students approved for testing with extended time, extended or extra breaks, and small group settings are required to test using the Regular Print Test Book. This book has a pink cover. Contact the Services for Students with Disabilities office if you have any questions about testing students with accommodations.
4. You will receive an email confirming the number of answer sheets received for processing before you need to submit your remittance.

# Preparing for the Test

## A message for supervisors

This manual is for use in supervising the administration of the PSAT 10 at your school. You may also fill the role of coordinator in charge of ordering materials. If that role is filled by a separate person at your school, you will need to work with him or her to ensure receipt and secure storage of materials.

We depend on you and your staff to administer the test according to this manual so that all students have the same opportunity to do their best.

Failure to follow policies and procedures described in this manual could result in score cancellations. Schools that do not comply with the policies and procedures set forth in this manual may not be allowed to administer the PSAT 10 in the future and may be held responsible for damages and costs incurred by the College Board or our administrative partner, Educational Testing Service (ETS), as a result. We appreciate the efforts you and your staff make to ensure a test administration that is efficient, secure, and fair for all students.

## Facts about the test

The assessment comprises three tests and includes 2 hours and 45 minutes of actual testing time, 10 minutes of breaks and approximately 40 to 45 minutes of administration time (about 3 hours and 30 minutes total time). Here is a breakdown:

- » Preadministration activities: 35 to 40 minutes
- » Reading Test: 60 minutes
- » 5-minute break
- » Writing and Language Test: 35 minutes
- » Math Test – No Calculator: 25 minutes
- » 5-minute break
- » Math Test – Calculator: 45 minutes
- » Collecting materials and dismissing students: 5 minutes

## Use the Test Ordering site

The Test Ordering site is intended to help schools manage their PSAT 10 administration. After logging on at [collegeboard.org/school](https://collegeboard.org/school), your school's coordinator can register for the chosen test date, order materials, and update and track orders.

## Changing your school's test date

A school may administer the test only during the testing window for which it registered, using the test form specified for that window. If you can no longer test on the original test date specified when you ordered the tests, you can hold on to your materials and store them in a secure location until the date you administer the test. The new test date must fall within the current testing window, which is February 22 to March 4 unless otherwise specified in your state or district contract.

**NOTE:** Schools that administer the test on a date outside the authorized testing window for their contract may not receive score reports.

## Storing and checking test materials

As supervisor, you are responsible for protecting test materials from unauthorized access from the time they are delivered to your school until score reports are received.

- 1. Make sure that you have received all cartons.**  
If more than one carton was used for your shipment, each will show its number and the total number of cartons sent (e.g., 1 of 3, 2 of 3, 3 of 3).
- 2. Follow the instructions on your Test Shipment Memo, which may supplement these instructions.**
- 3. Open the bags, but do not open the shrinkwrapping around the test books. Check the covers of your test books** to verify that they are the correct test books.
- 4. Within 24 hours of receiving your test shipment, in a secure area with only authorized staff present, count the tests (keeping them in the unopened shrinkwrapping) and answer sheets** to make sure you have received the correct quantity.
- 5. Call, fax, or email the PSAT 10 office immediately (see inside front cover)** if the books are for a test other than the one you selected at the time of ordering, or if the number of tests and answer sheets do not match what was ordered.
- 6. Use the checklist on page iv of this manual** to verify that you have all materials. Contact the PSAT 10 office if any materials are missing.
- 7. Reseal the boxes with ordinary packing tape, sign your name across the tape, and place all test materials in locked storage** in an area at your school where only you and designated assistants

have access. No one is to open the shrinkwrapped test books until test day, when you will open them and distribute them to your associate supervisors.

8. **Keep the empty, prelabeled answer sheet return box included in your test shipment.** You'll use it to return answer sheets after the test.
9. **When you remove tests from secure storage,** count and verify the number of test books given to each associate supervisor. Distribute and collect materials in such a way that no student has access to test books except while taking the test. See page 28 for how to handle test books after the test.

**NOTE:** When student score reports arrive in May, you will be returning test books to students.

## Supplemental Instructions

If your school is participating in the PSAT 10 as part of a statewide administration, there may be administration processes that are unique to your state. If these exist and they apply to your PSAT 10 test date or procedures, you will have received *Supplemental Instructions* to this manual. You will need to review them carefully and note where your state procedures override procedures in this manual.

**NOTE:** You may also have received a separate manual for state testing purposes only. Be sure to use the appropriate manuals as instructed.

## Selecting staffing assistants

Unless your school tests only a few students, you will need additional staff to assist the supervisor. Select one associate supervisor for each test room. There should be a minimum of one associate supervisor for every 34 students. For rooms with more than 34 students, assign proctors to help associates.

**Associate Supervisors** may be current or retired teachers, counselors, administrators, or other educators who are familiar with test administration. Each associate is expected to:

- » read this manual ahead of time to be thoroughly familiar with test procedures;
- » assume responsibility for test materials in an assigned room, including distributing, accounting for, collecting, and counting before dismissing students;
- » administer the test according to the manual's directions; and
- » return test materials to the supervisor after students are dismissed.

**Proctors** may be members of the school's staff or other adults who have been trained to help you and associate supervisors. Proctors do not administer the test but may:

- » seat students;
- » distribute and collect test materials;
- » monitor adjacent areas during rest breaks; and
- » perform other assigned duties.

**Neither the PSAT 10 supervisor nor any associate supervisor or proctor may be a member of the household or immediate family of a student taking the test on the same date, even if the student is testing at a different school. In such instances, the related student's scores are subject to cancellation.**

**Visitors**, other than authorized ETS or College Board test observers with proper ID, may not be permitted in a testing room during the test or near the storage location of the test materials. ETS, on behalf of the College Board, reserves the right to make an unannounced audit of your test administration before, during, or after the test.

## Training your staff

At your training session for associate supervisors and proctors, please stress the need to prevent any student from having an unfair advantage over other students. Review the regulations in this manual and communicate any local arrangements and procedures for test day. Please highlight the following:

**Security of test materials** — Safeguard test books at all times — before, during, and after the test and during the breaks. The supervisor distributes them to associate supervisors on test day. In the testing room, the associate supervisor distributes the answer sheets and the test books to students. At the end of the test, he or she collects a test book and an answer sheet from each student and accounts for all test materials before dismissing students.

**Accounting for test materials** — If a test book is found to be missing, notify the supervisor immediately. If books have already been distributed, check the desk of the student who was assigned the test book as well as the desks of students at surrounding desks.

If testing has already begun, wait to search the room until a scheduled break or the end of the testing session, but notify the supervisor as soon as possible. Before dismissing students or starting a break, announce that a test book is missing and that no one will be dismissed until it is located. If no one acknowledges having the test book,



check all desks. If the test book is still missing, report this on an SIR and ask the supervisor to contact the PSAT 10 office immediately.

**School code number** — Post your school's six-digit code prominently in the testing room so your students can copy it correctly on their answer sheets. Make a list of students from other schools and their school codes for your staff.

**Calculator use** — There are two parts to the Math Test: Math Test – No Calculator and Math Test – Calculator. Icons on the answer sheet and in the test book indicate where a calculator is allowed.

All questions can be solved without a calculator, but a scientific or graphing calculator is recommended. Students are not required to clear the memory of their calculators before testing. See page 15 for a list of allowed calculators. If students have calculators with large (characters of one inch or more) or raised displays, seat them apart from other test-takers. Students may not share calculators.

Students are advised to bring their own calculators and must keep only one on the desk; any additional backup calculators must be kept under the student's desk.

**Unacceptable calculators** — Students may not use:

- » laptops or other computers, tablets, cellphones, smartphones or smartwatches;
- » models that can access the Internet, have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type feature;
- » models that have a typewriter-like keypad, pen-input, or stylus; or
- » models that use electrical outlets, make noise, or have paper tape (unless approved by the College Board as an accommodation).

**Prohibited devices and aids** — During the test (including breaks), staff must ensure that students have nothing on their desks but a test book, an answer sheet, No. 2 pencils with erasers, and an acceptable calculator for the Math Test – Calculator only (unless testing with an approved accommodation). See page 17 for a list of prohibited aids.

Staff are encouraged to collect cell phones and smartphones to minimize the possibility of distraction during testing and resulting score cancellation due to use of prohibited devices.

**Directions for administering the test** — Staff should be familiar with the Test Scripts section and the scripts to be read to students, as well as instructions for monitoring the breaks. (These pages may be copied for review ahead of time.)

**Test monitoring responsibilities** — Staff should be ready to answer questions and to help students feel confident about procedures. Remind staff not to answer questions about test content. Staff must monitor students at all times during the administration and breaks. They should walk around the room while students enter identifying information on their answer sheets and during the test to make sure each student is working alone and on the proper test section. No one involved in the test administration should read, grade papers, or engage in any activity unrelated to the test administration.

**Test day problems** — Staff should know procedures for handling irregularities (pages 11–14) and notify the supervisor as soon as possible of any that occur. They should submit a Supervisor's Irregularity Report (SIR) if instructed to do so on the Irregularity Chart.

**Student ID or Social Security number** — Inform associate supervisors whether your students should provide Student ID or Social Security numbers in answer sheet box 18.

**NOTE:** *Social Security numbers are optional and should only be collected if used by the state, district, or school.*

**Optional codes** — Some schools assign local codes (e.g., to correspond to particular counselors) to facilitate score report distribution or to identify different groups of students. Be sure to provide directions for answer sheet box 19d to associate supervisors to read to students.

**NOTE:** *If you assign optional codes, score reports will be sorted by grade level and then by your optional codes.*

**Important fields for tracking answer sheets** — Students need to record the Form Code and Test ID in boxes 20–21 of the answer sheet. These fields are required for accurate scoring. Both the Form Code (20) and the Test ID (21) are illustrated on the back of the test book. Students should copy the characters and (for 20) the filled circles exactly as shown.

**Testing students from outside your school** — Ensure that your associate supervisors know the school codes for students from other schools. These can be found at [ordering.collegeboard.org/testordering/publicSearch](http://ordering.collegeboard.org/testordering/publicSearch). Codes for home-schooled students are listed on page 31 of this manual. Notify students from other schools or home-schooled students that they are required to present an acceptable photo ID to be admitted to the testing area.

## Information for test-takers

**Information in advance** — Be sure all students are informed of testing arrangements and receive preparation materials 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 on the Monday before the test.

**Upon receipt of your test shipment, distribute the following materials:**

- » the 2016 *Official Student Guide to the PSAT 10*. Encourage them to read the test regulations and take the Practice Test included with the *Student Guide*. The *Student Guide* also provides sample test items and test-taking tips.
- » copies of informational flyers, which provide facts about the test. These can be downloaded from the Web at [collegeboard.org/sat-suite](http://collegeboard.org/sat-suite) and photocopied to distribute to students and parents.

Remind students that they can access Khan Academy for free, personalized, online SAT practice. It can be used to prepare for the PSAT 10 because of the close alignment of the tests. Tailored to each student's strengths and weaknesses, the program was developed with actual test items from the College Board ([collegeboard.org/psatpractice](http://collegeboard.org/psatpractice)).

**Remind students of what to bring on test day:**

- » two No. 2 pencils
- » an acceptable calculator (see page 15)
- » Student ID number or Social Security number (optional)
- » email address (optional)

Give students from other schools and/or home-schooled students testing at your school this information and remind them to bring a photo ID.

## Policies for test-takers

Go over these important policies with students at orientation.

**Admission to the test** — Students from other schools or home-schooled students are required to present an acceptable photo ID to be admitted to the testing area.

**Taking the test** — Students may not share test questions with anyone during or after the test. They may not work on any section other than the one currently being timed, and they may not look ahead or back in the test book. When time ends, students may not continue working. Students

must take the entire test, since skipping a section will adversely affect their scores and may cause scores to be delayed. Students also may not go to their lockers or leave the building during breaks.

**Marking the Answer Sheet** — Correctly marking the answers is very important; marks that are too light or that do not completely fill in the circles will not scan properly and could lead to lower scores.

- » No. 2 pencils and soft erasers are required. Mechanical pencils are not permitted because they may punch through the answer sheet or may have the wrong kind of lead, which will not scan properly.
- » Students must fill in each circle darkly and completely. If they need to erase an answer, they must erase as completely as possible.
- » Students must mark their answers on their answer sheets — no credit is given for answers recorded in the test book (unless College Board approval has been given for this accommodation).

## Scheduling the test

All students tested on-site must take the test at the same time in the morning. (Exceptions may be made for testing students with disabilities. See page 6 for more details.) If you cannot administer the test on the date you chose when ordering, the PSAT 10 has an extended window that allows flexible rescheduling of the administration. Materials will not have to be returned and reordered in the event a delay occurs.

Allow approximately 3.5 to 4 hours for test-related activities. The test takes 2 hours 45 minutes, there are 10 minutes of breaks, and you will need about 35–40 minutes before the test to seat students, distribute test materials, and have students complete identifying information on their answer sheets. (Less time will be required if you have already followed the preadministration option.)

Begin testing early enough to complete it before noon. You cannot break for lunch and then resume testing. Testing at any other time is not permitted.

After the test, you will need about five minutes to collect materials and dismiss students.

Check the school calendar to prevent disruptive activities — such as a fire drill, unrelated announcements on the public address system, or band practices next to the testing room(s) — from taking place during the testing period.

**Preadministration option:**

Your school has the option of having students complete some of the identifying information on pages 1–5 and 8 of their answer sheets before the



test date as detailed in the “Preadministration Instructions” section.

**NOTE:** Schools participating in the College Board bulk registration process should use the manual provided in the shipment of labels. If you are participating in a state registration process that involves Supplemental Instructions, refer to those instructions for any additional procedures that may apply.

## Test rooms and seating requirements

Plan to administer the test in areas that have adequate lighting; desks or tables with good writing surfaces and room for a test book, answer sheet, and calculator side by side; an easily visible clock; and separation from distracting noise or activities. Tablet-arm chairs must have a minimum writing surface of 12x15 inches (30x38 centimeters).

**Select rooms in which you can provide seats with a required distance of four feet between students (measured from center of desk to center of desk). All students must face the same direction.**

Each testing room should have two timepieces to prevent mistiming. If there is no clock, announce the time remaining for each test section at regular intervals to help students pace themselves.

Make arrangements to post your school code, test date, and start and stop times in every testing room so all students can see them.

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

Several days before the test, make sure rooms are properly heated or cooled, all lights and clocks are working, and the general conditions are satisfactory. Remove (or cover) any display that might provide assistance to students during the test.

## Preparing seating plans

Have associate supervisors establish their seating plans in advance and seat students accordingly. Or, if this is not possible, they should assign seats randomly to entering students so that friends or relatives are not seated near each other. **They should not allow students to choose their own seats.** Direct them to use the seating chart at the

back of this manual to record the seating in their rooms for future reference. Keep these seating plans and any list of room assignments on file for at least six months after the administration.

If you must submit a Supervisor's Irregularity Report, a copy of the seating chart may help ETS determine how to handle the irregularity.

**NOTE:** Don't return the seating chart with the irregularity report; ETS will contact you if they need a copy of the seating chart.

## Testing students from other schools and home-schooled students

If you test students from other schools, please:

- » Make sure you have sufficient answer sheets and test books.
- » Check their current and valid school- or government-issued photo ID.
- » Be prepared with their school's six-digit code number.
- » Instruct them to enter their own school's six-digit code number, or the home-school code number, in answer sheet box 19a. (A list of state home-school codes is on page 31.)
- » Return answer sheets for all students tested.

**NOTE:** We encourage you to allow home-schooled students (especially those within your community) to test with your school's students. Reports and data for home-schooled students will remain separate from your school's data.

# Providing Accommodations on the PSAT 10

## Eligibility

To be eligible to receive accommodations (such as extended time, a Braille format of the test, a large-block answer sheet, or other assistance), students with documented disabilities must submit a request for accommodations to the College Board's Services for Students with Disabilities (SSD) office.

All accommodations must be approved prior to test day. Your school's SSD Coordinator can submit requests for accommodations online. The application should be made early — the review process takes approximately seven weeks when document review is required.

**If students test with any accommodations that are not preapproved by the College Board, scores for those students will not be reported.** Students who are approved after testing **may** have an opportunity to receive an unofficial score report, but the answer sheets of ANY students, including those of unapproved students, will not be returned at the student's or school's request. Find more information about eligibility and accommodations at [collegeboard.org/ssd](http://collegeboard.org/ssd).

**NOTE:** *If a student is approved for temporary assistance (for example, a large-block answer sheet for a student with a broken hand), the accommodation must have been cleared through the College Board SSD office.*

## Nonstandard test materials

A new test format, the regular print test book, is required for students with extended time or extra break accommodations, and for students testing with accommodations in the nonstandard room who do not require other accommodated formats. This test book will have a pink cover. The *Supervisor's Manual for Nonstandard Testing* will have a matching pink cover to make it easier to ensure that the correct manual is used with nonstandard test books.

Pink test books, pink manuals, and other nonstandard test formats (such as Braille, MP3 Audio, and reader's script), along with large-block answer sheets, will be shipped to the supervisor. Confirm that all materials ordered have arrived.

Students currently approved for cassettes will be provided an MP3 Audio test form on a USB thumb drive unless a different accommodation is requested.

## Nonstandard Administration Report (NAR)

The SSD Coordinator at your school has access to the College Board SSD Online system, from which he or she can create and print the list of students with College Board approval to test with accommodations. Close to the test date, the SSD Coordinator should log in to SSD Online to create and print a NAR for the test date. The NAR must be returned with answer sheets, along with the separate SSD Supervisor's Report Form (provided in the Supervisor's Kit). Scores may not be released until the NAR is received. See the *Supervisor's Manual for Nonstandard Testing* for a paper NAR (if needed).

**NOTE:** *You may also have received a separate manual for state testing purposes only. Be sure to use the appropriate manuals as instructed. Students tested for state testing purposes only will be listed on the NAR.*

## Room assignments

Students with disabilities who are taking the test with extended time, extra or extended breaks, small groups, or other accommodations not listed below must be assigned a room and an associate supervisor separate from those used for the standard administration. Supervisors should be discreet when sending students to assigned rooms to avoid subjecting students to unnecessary attention.

Please note that some accommodations may be provided in the standard test room. These include: preferential seating, permission for food or medication, use of 14-point large print, a magnifier, sign language interpreter for oral instructions, auditory amplification or FM system, a colored overlay, and approval to record answers in the test book. If a student is approved for one of these accommodations, and is NOT approved for another accommodation that would require a separate setting, assign the student to the standard test room. If you have a question about room assignments for a specific accommodation, contact the SSD office.

**NOTE:** *Students cannot share a reader or other assistant; a separate reader must be assigned to each student using the reader's script format.*

## Section timing

Students who are approved for extended time will have a set amount of time for each section (as required of all other students), as noted on the NAR. Be sure to review the test scripts in the separate *Supervisor's Manual for Nonstandard Testing* before test day. Students who are approved for extended time will also be permitted breaks between test sections.

**NOTE:** *Extended time applies only to the applicable portion of the assessment. For example, a student with extended time for Math can receive standard time for both the Reading and the Writing and Language Tests.*

**Give students their full amount of approved time on each section, even if they stop work before time is called.**

## Seating students

Consider assigning students with very different timing to different rooms. If, however, you are

testing a small number of students with different accommodations in the same room, seat students who are taking the test with 50 percent extended time, 100 percent extended time, and standard time with accommodations in separate areas of the room.

## Accommodations that do not require extended time

Some accommodations do not include extended time, but still require that the student be listed on the NAR created and printed from SSD Online. Some examples are a smaller testing environment with fewer distractions, extended breaks, or a large-block answer sheet. These students will be tested with standard timing, using the *Supervisor's Manual for Nonstandard Testing*.

To minimize distraction, they should be seated in a separate room from others who are receiving extended time. (If this is not possible, seat them as far apart as possible.) Write "no extended time" next to their names on the NAR.

# Preadministration Instructions (Optional)

During the week before the test, schools have the option for all students, including students testing with accommodations, to fill in boxes 1–19 and 23 of their answer sheets. Students must fill out answer sheets **under supervision in school**.

**IMPORTANT:** *If your school participates in the Bulk Registration option, use the College Board Bulk Registration Supervisor's Manual that you received with your Pre-ID Labels to administer the preadministration option and all other testing instructions. If participating in a state registration process that involves Supplemental Instructions, refer to those instructions for any additional procedures that may apply.*

## Planning for the preadministration session

1. Answer sheets are shipped to you with the test books. Remove *only* the answer sheets and the flyers listing religion and college major codes from the bags; do not open the separate shrinkwrapping around the test books until test day.
2. You may decide to distribute answer sheets in any number of ways (for example, in a class, in an assembly for students taking the test, or in small groups). Do not allow students to take the answer sheets out of the room.
3. You must organize the answer sheets so that you can ensure that students receive their own answer sheets on test day. We recommend that you assign each student to a test room and note the test room number (or other room identifier) on a container. Once students have completed the identifying information on their answer sheets, store the answer sheets in the appropriate containers for their assigned test rooms.
4. Inform students that they will need No. 2 pencils and erasers, their Student IDs or Social Security numbers (optional), and their email addresses (optional) for the preadministration session.
5. Before distributing answer sheets and flyers, post your school's six-digit code, address, and optional codes, if used (see page 3). If testing students in a U.S. territory or international location, post the appropriate territory or country code.
6. Distribute a flyer of religion and college major codes and an answer sheet to each student.

## Conducting the session

Using the scripts in the orange-tinted boxes, instruct each student to fill in personal information in boxes 1–19 and 23. Read aloud all the directions in the scripts. Read slowly enough to give students time to fill in their identifying information. Pause wherever four dots ( . . . ) appear, to allow students time to follow instructions. Instructions for the associate supervisors that should not be read aloud are listed outside the tinted boxes. **Do not deviate from these directions or answer any questions regarding the content of the test.**

Students must fill in the appropriate circles for their names, addresses, and other personal information. If your students have “APO” or “FPO” addresses, post the two-letter code (AA, AE, or AP) that applies to them.

Students should skip boxes 20–22 and the Certification Statement on page 5 of the answer sheet because these sections will be completed on test day.

### When students are ready, say:

Today you will be filling out your identifying information on the PSAT 10 answer sheet. As we proceed, look up when you finish with each part of the answer sheet. . . .

Use only a No. 2 pencil. Raise your hand if you do not have one. Begin by reading the directions in box 1 on page 1 of your answer sheet. Then enter your name, last name first, and fill in the appropriate circles carefully. If your last name is too long for the number of spaces available, enter as many letters as the space will allow. Include blanks, hyphens, or apostrophes if these are part of your name. Fill in the corresponding circles. Make sure each mark is dark and completely fills the circle. Are there any questions? . . .

**NOTE:** *Students should enter their legal names. Students with hyphens in their names should fill in the corresponding hyphen circle.*

### For all students, say:

Open your answer sheet to page 2. To receive mail from scholarship programs, colleges, and universities, you must complete your home address in boxes 2 through 5 and fill in the corresponding circles correctly.

### For students with APO/FPO addresses, say:

In box 2, Street Address, enter your box number or other designation. In box 3, City, enter “APO” or “FPO.” In box 4, State, fill in the circle for the two-letter code I have posted for you. In box 5, provide your ZIP Code.

### For all other students, say:

Include your apartment number in box 2, if you have one. If necessary, use the address abbreviations at the bottom of this page. Indicate a space in your address by leaving a blank box and filling in the corresponding circle. If your address has a slash mark or hyphen, fill in the corresponding slash mark or hyphen circle. Be sure to complete your ZIP or postal code in box 5. Raise your hand if you have any questions. . . .

**NOTE:** *If a student’s address does not fit in the space provided, tell the student to enter as much as possible.*

If you are testing students with addresses in countries other than the U.S., see page 30 for the country codes and names that international students need to include in box 6.

### For students with addresses outside the U.S. and U.S. territories, say:

In box 6, fill in the following Country Code \_\_\_\_\_ and the corresponding circles, then print the country name \_\_\_\_\_ on the line provided.

### For boxes 7a–7d, say:

Turn to page 3 of your answer sheet, and in boxes 7a–7d, fill in a circle for each academic subject you have taken or plan to take through this year, and the grade in which you took it. If you’re taking a course this year, fill in the circle for your current grade. Look up when you finish. . . . Are there any questions?

### For box 8, say:

Turn your answer sheet to page 4. Box 8 asks if you wish to participate in the College Board’s Student Search Service®, a free service that provides names of students to eligible educational organizations. Fill in the “Yes” circle in box 8 to let colleges, universities, scholarship programs, and educational opportunity organizations know that you are interested in receiving information about the educational and financial aid opportunities they offer. Colleges, universities, and scholarship programs that request it will receive information you provide to the College Board. They will NOT receive your actual test scores or telephone numbers. If you do not answer and previously opted in to participate in this service, the College Board will continue providing your information. You will have an opportunity to print your email address in a later section.



### For boxes 9–10, say:

Boxes 9 and 10 are used to help the College Board help you. Some of the information you provide will help ensure that tests are fair for all groups. Some of it can help colleges, universities, nonprofit educational opportunity organizations, and some scholarship programs provide you with relevant information for college planning. For this reason, it is important that as many students as possible complete this. Are there any questions? . . .

**NOTE:** *Students may omit boxes 9–10 if they do not wish to provide this information.*

### For boxes 11–12, say:

Box 11 on your answer sheet asks your religious preference. This will not be included in any reports. It will be used only by the Student Search Service for helping students interested in receiving information from colleges and universities with religious affiliations similar to their own. Refer to the flyer of religion and college major codes. Print the appropriate code number in box 11 and fill in the corresponding circles. Also use the flyer for completing box 12. Find the college major that most interests you. Print the code number and fill in the corresponding circles in box 12. . . .

Encourage students to select a major so they can receive relevant information about it.

### For box 13, say:

For box 13, give your best estimate if you do not know your exact grade average.

### For box 14, say:

In box 14, please indicate the highest level of education of your parents or guardians.

**NOTE:** *There are two columns, one for each parent or guardian. Students should choose a parent/guardian in the left column and his or her level of education underneath, and then do the same for the second parent/guardian in the right column.*

### For boxes 15–17, say:

Turn to page 5 of your answer sheet. When completing box 15, “Date of Birth,” fill in the appropriate circle for the correct month. Also enter your day and year of birth. Fill in a leading zero for your day of birth if applicable.

Then fill in the appropriate circles for female or male in box 16 and your current grade level in box 17.

### For box 18, if your school is using Student ID numbers, say:

In box 18, fill in the circle next to “Student ID Number” and enter your Student ID number, starting with the first column to the left. If you have letters in your ID Number, skip them and only enter the numerals.

### For box 18, if your school is using Social Security numbers, say:

In box 18, fill in the circle next to “Social Security Number” and enter your 9-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. Do not enter any number other than your Social Security number. . . . Are there any questions?

If any home-schooled students are participating in the preadministration session, give them the correct code (listed on page 31) for box 19a.

### For box 19, say:

In box 19a, write in our school code \_\_\_\_\_, then fill in the circles. If you attend another school, write your school’s code, or if you are home-schooled, enter the code I have given to you. Complete box 19b for the school you regularly attend. . . . In 19c fill in the “Yes” circle if this is the school you regularly attend. Otherwise, fill in the “No” circle and enter this school’s name, city, and state. . . . Your score report will be sent to the school you regularly attend.

### If your school does not use optional codes, say:

Make no marks in box 19d, “Optional Code.”

If your school does use optional codes, read the directions you have prepared (see page 3). If an optional code has only one digit, instruct your students to fill in the “0” circle in the left column and the appropriate circle in the right column. Home-schooled students should leave 19d blank.

### For boxes 20–22, say:

Leave boxes 20, 21, and 22 blank at this time. Also leave the Certification Statement blank.

For box 23, say:

Turn to the back page of your answer sheet. If you would like to receive information from the College Board via email, including information about your scores once they are online, write in your email address and fill in the corresponding circles. This will allow them to contact you about opportunities. Be sure to indicate if this is your email address or a parent's or guardian's address. Look up when you are finished. Thank you for your cooperation.

**NOTE:** *Remind students of the time and place they should report for the test.*

## Collecting and storing answer sheets until test day

Be sure to collect all answer sheets and flyers from students. Ensure that answer sheets are organized by test room so that you can distribute them to the correct students on test day. Return all the answer sheets to a secure, locked location. Do not remove them again until test day.

# On Test Day

## Maintaining security

**General School Monitoring** — Make sure the following take place during testing:

- » Monitoring of halls and restrooms
- » Coordination of breaks for staff while ensuring that testing rooms are never left unattended

**Test Materials** — Select a secure location to keep the test materials, such as a locked cabinet, closet, or vault. On test day, check the test books carefully for tampering. Once they are distributed to associate supervisors and authorized staff, the tests must remain under their surveillance at all times. All test materials should remain secured until test day.

**NOTE:** *The Irregularity Chart and SIR form have been enhanced to help make it easier to identify and report irregularities.*

**Immediately** inform the PSAT 10 office if an irregularity is discovered after answer sheets have been returned (see page ii). Provide your school's six-digit code number. To ensure the timely return of score reports, be sure to respond to all queries from ETS regarding test irregularities.

ETS, on behalf of the PSAT 10 Program, will review all reports of irregularities and any test scores earned under questionable circumstances. Once answer sheets have been submitted for scoring, ETS reserves the right not to score the answer sheet of a student who engaged in misconduct or was involved in a testing irregularity. ETS also has the right to cancel PSAT 10 scores if there is reason to doubt their validity (see the 2016 *PSAT 10 Official Student Guide* for more information).


## Reporting irregularities

Review these pages so you and your assistants will know how to handle irregularities that occur for individuals and groups of students.

Submit a Supervisor's Irregularity Report (SIR) as instructed on the following pages. The SIR is a scannable form that must be filled out with a No. 2 pencil or a pen with black or blue ink. Make no notes or stray marks on the form, neatly print all information, and fill the circles completely.






# Irregularity Chart

Group Irregularities	Procedure	Irregularity Report
<b>Mistiming of Sections</b>		
Too little time given	<p>Permit students to make up time on an undertimed section before allowing a break or dismissing them, so they do not have an opportunity to discuss the test before resuming work on the affected section. Allow the full number of minutes on all other sections.</p> <p>If you cannot permit students to make up time on the undertimed section, allow the full number of minutes on all other sections. Tell students that a report will be submitted.</p> <p>Submit affected answer sheets on top of other answer sheets.</p>	<p><input checked="" type="checkbox"/> Note the section(s) affected and timing discrepancy</p> <p><b>On page 2 section 6, fill in the circle for "Undertiming" (for a group), or page 2 section 7, Test Admin Issue, fill in the circle for "Test was undertimed" (for an individual).</b></p>
Too much time given	<p>Give the full number of minutes on all the other sections. Tell students that a report will be submitted.</p> <p>Submit affected answer sheets on top of other answer sheets.</p>	<p><input checked="" type="checkbox"/> Note the section(s) affected and timing discrepancy</p> <p><b>On page 2 section 6, fill in the circle for "Overtiming" (for a group), or page 2 section 7, Test Admin Issue, fill in the circle for "Test was overtimed" (for an individual).</b></p>
<b>Environment</b>		
Disturbance	<p>Reduce or eliminate source of disturbance (loud noise, excessive heat/cold, disruptive behavior, etc.). Tell students that a report will be submitted. Continue testing.</p> <p>Submit affected answer sheets on top of other answer sheets.</p>	<p><input checked="" type="checkbox"/> Note the source, length, and impact of the disturbance.</p> <p><b>On page 2 section 6, fill in the circle for "Disturbance/interruption."</b></p>
Interruption	<p>Provide clear instructions for safety of students if fire alarm, power failure, etc., occurs. Note the time and take action to be sure no one has access to test materials while students are out of the room. Direct students not to discuss the test and monitor the group the entire time. Students should resume testing in the section they were completing before the interruption occurred. Subtract the time they were given before the interruption and allow the remainder for students to complete the section. Tell students that a report will be submitted.</p> <p>Submit affected answer sheets on top of other answer sheets.</p>	<p><input checked="" type="checkbox"/> Note the source, length, and impact of the interruption.</p> <p><b>On page 2 section 6, fill in the circle for "Disturbance/interruption."</b></p>
Test Cancellation 	<p>If a storm, flood, power failure, etc., necessitates cancellation of the test, call the PSAT 10 office (see page ii) for instructions. Tell students that other arrangements are being requested.</p>	Not applicable
Call PSAT 10 office		

Individual Irregularities	Procedure	Irregularity Report
<b>Test-taker Issues</b>		
Late arrival	See page 16.	Not applicable
Giving and/or receiving information	<p>Change seat of any student suspected of giving or receiving information. If ETS investigation warrants, scores will be canceled. Keep a seating chart (see back page of this manual) of students who are seated nearby (or entire room, if possible) and indicate original and changed seated location on the seating chart. Tell student that a report will be submitted.</p> <p>Submit student's answer sheet on top of other answer sheets.</p> <p><b>OR</b></p> <p>Collect test book and answer sheet and dismiss any student who you are certain is giving or receiving information, or attempting to take the test for someone else.</p> <p>Destroy answer sheet; do not submit fee for student.</p>	<p><input checked="" type="checkbox"/> Identify students (the student providing the information and the student receiving the information) and explain circumstances.</p> <p><b>On page 2 section 7, Test Admin Issue, fill in the circle for "Student gave or received help"</b></p> <p>Check the <b>Yes</b> box indicating that student's answer sheet was destroyed.</p>
Prohibited aid (see page 17) or calculator use when not permitted	<p>Collect test book and answer sheet and dismiss any student who uses a calculator on a section where it is not permitted or any of the prohibited aids listed on page 17 either during the test or during breaks. (For example: cell phones, MP3 players, and iPods.)</p> <p>Destroy answer sheet; do not submit fee for student.</p>	<p><input checked="" type="checkbox"/> Identify student.</p> <p><b>On page 2 section 7, Test Admin Issue, fill in the circle for "Student used an unauthorized aid"</b></p> <p>Check the <b>Yes</b> box indicating that student's answer sheet was destroyed.</p>
Opening test book before test OR Working on wrong section OR Working longer than the time permitted	<p>Ask student to close test book or direct to proper section of test book. Say that a report will be submitted and that a subsequent violation will be grounds for dismissal.</p> <p>Submit student's answer sheet on top of other answer sheets.</p> <p><b>OR</b></p> <p>If the student <b>continues</b> to keep test book open, to work on wrong section, or to work after time is called, collect test book and answer sheet and dismiss student.</p> <p>Destroy answer sheet; do not submit fee for student.</p>	<p><input checked="" type="checkbox"/> Identify student, length of time, and affected sections.</p> <p><b>On page 2 section 7, Test Admin Issue, fill in the appropriate circle: "Student obtained improper access to test/part of test" or "Student worked on wrong section" or "Student worked after time called."</b></p> <p>Check the <b>Yes</b> box indicating that student's answer sheet was destroyed.</p>
Misplaced answers	<p>Provide a new answer sheet if student has misplaced answers on the answer sheet. Direct student to print name on new answer sheet, then to continue in the appropriate place. Tell student a report will be submitted.</p> <p>Clip both answer sheets together; place on top of other answer sheets.</p>	<p><input checked="" type="checkbox"/> Identify student; indicate which answers were misplaced and amount of time lost, if any.</p> <p><b>On page 2 section 7, Test Admin Issue, fill in the circle for "Student misplaced/misgridded answers."</b></p>

Individual Irregularities	Procedure	Irregularity Report
Answers recorded in test book	Answers recorded in a test book may <b>not</b> be transferred to answer sheet by student or school personnel after time is called for the section. <b>An exception may be made for students testing with approved accommodations that include permission to record answers in the test book.</b> Write "Answers in test book" on the front cover and return the book in the Gray Envelope.	Not applicable
Restroom use	Permit student to leave test room temporarily. Collect test book and answer sheet; return them when student reenters. Do not allow extra testing time. If two or more students leave, a proctor must accompany them. Recheck the ID of any student who left the room for break and is not known to you.	Not applicable
Student leaves during test	<p>If warranted, collect test book and answer sheet and permit student to leave without completing test. Tell student that he or she may not take the PSAT 10 test again this year.</p> <p>If student wants answer sheet scored, tell student a report will be submitted. Submit student's answer sheet on top of other answer sheets.</p> <p><b>OR</b></p> <p>If student does not want answer sheet scored, do not submit it. Tell student that he or she may not take the PSAT 10 test again this year.</p> <p><b>Destroy</b> student's answer sheet; do not submit fee for student.</p>	<p><input checked="" type="checkbox"/> Identify student, test section, last question number completed, and reason for leaving.</p> <p><b>On page 2 section 7, Test Admin Issue, fill in the circle for "Student left early/left without permission."</b></p> <p>Check the <b>Yes</b> box, indicating that student's answer sheet was destroyed.</p>
Disruptive behavior	<p>Remove disruptive student from testing room.</p> <p><b>Destroy</b> student's answer sheet; do not submit fee for student.</p>	<p><input checked="" type="checkbox"/> Identify student, length of time, and affected sections.</p> <p><b>On page 2 section 7, Test Admin Issue, fill in the circle for "Student disrupted test, causing testing to start/end late."</b></p> <p>Check the <b>Yes</b> box, indicating that student's answer sheet was destroyed.</p>
Illness	<p>Permit student to leave test room temporarily. Collect test book and answer sheet; return them when student reenters. Do not allow extra testing time. Tell student a report will be submitted.</p> <p>Submit student's answer sheet on top of other answer sheets.</p> <p><b>OR</b></p> <p>If student does not want answer sheet scored, do not submit it. Tell student that he or she may not take the PSAT 10 test again this year.</p> <p><b>Destroy</b> student's answer sheet; do not submit fee for student.</p>	<p><input checked="" type="checkbox"/> Identify student, length of absence, affected section(s), and questions.</p> <p><b>On page 2 section 7, Test Admin Issue, fill in the circle for "Student became ill."</b></p> <p>Check the <b>Yes</b> box indicating that student's answer sheet was destroyed.</p>

Individual Irregularities	Procedure	Irregularity Report
Student score cancellation	Do not submit answer sheet if student requests that test not be scored. Tell student that he or she may not take the PSAT 10 test again this year. Students who wish to withdraw their answer sheets from scoring after leaving the test room must contact the test supervisor or the PSAT 10 office immediately.  <b>Destroy</b> student's answer sheet; do not submit fee for student.	<input checked="" type="checkbox"/> Identify student.  <b>On page 2 section 7, Other Issue, fill in the circle for "Other" and enter "Student score cancellation" on the line.</b>  Check the <b>Yes</b> box indicating that student's answer sheet was destroyed.
Student does not complete boxes 20–21 on the answer sheet	Locate student's test book and direct student to fill in the information from the back of the book for boxes 20 (Form Code) and 21 (Test ID).  <b>OR</b>  If the student did not write his or her name on the test book, or if the irregularity is found after students have been dismissed, note on the SIR and return the answer sheet with other answer sheets.	Not applicable  <input checked="" type="checkbox"/> Identify student.  <b>On page 2 section 7, Other Issue, fill in the circle for "Other" and enter "Answer sheet returned without Form Code and/or Test ID."</b>
Test Materials	Procedure	Irregularity Report
Defective test book  Call PSAT 10 if you do not have a replacement book  	Replace defective book with a book that has the same form code if possible. Direct student to use original answer sheet. Tell student that a report will be submitted. If defective test book causes a loss of testing time, allow student to make up the time for that section at the end of the test. Student must not have the opportunity to discuss test with others.  On test book cover, write "Defective," identify error, and give school code number. Return defective book and the SIR in the Gray Envelope. (For multiple books, send a sample and note how many were defective.) Place affected answer sheet(s) on top of others.  Return defective MP3 Audio or ATC format, in the original packaging it was shipped in, with the answer sheets.	<input checked="" type="checkbox"/> Identify student; describe defect; if time was not made up, indicate how much time was lost. Clip defective book to the Irregularity Report.  <b>On page 2 section 7, Issue Information, fill in the circle for "Defective Material Issue."</b>
Defective answer sheet  Call PSAT 10 if you do not have a replacement answer sheet  	Replace defective answer sheet. Direct student to print name on new answer sheet, then continue with next question. Tell student that a report will be submitted. If defective answer sheet causes loss of testing time, allow student to make up the time for that section at the end of the test. Student must not have the opportunity to discuss test with others.  Clip both answer sheets together; place on top of other answer sheets.	<input checked="" type="checkbox"/> Identify student; describe defect; if time was not made up, indicate how much time was lost.  <b>On page 2 section 7, Issue Information, fill in the circle for "Defective Material Issue."</b>
Possible test question ambiguities and errors  Call PSAT 10 immediately after test  	Direct student to give the best possible answer. Say a report will be submitted. If student expresses concern after test date, tell student to report test form, test section, content of question, and nature of error as soon as possible to: Assessment Design & Development, The College Board, 250 Vesey Street, New York, NY 10281; or send an email to: psatquestion@collegeboard.org.  Submit student's answer sheet on top of other answer sheets.	<input checked="" type="checkbox"/> <b>On page 3 section 8, Test Question Ambiguity Information, fill in the circle for the appropriate type of ambiguity.</b>  Indicate name and address of student who reported ambiguity or error, form, section, and test question number.

# 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 can be solved without a calculator; however, using a calculator on some questions may be helpful to students.

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

The following graphing calculators are permitted:

## Approved Graphing Calculators

The following calculators are permitted:

<b>Casio</b> FX-6000 series FX-6200 series FX-6300 series FX-6500 series FX-7000 series FX-7300 series FX-7400 series FX-7500 series FX-7700 series FX-7800 series FX-8000 series FX-8500 series FX-8700 series FX-8800 series FX-9700 series FX-9750 series FX-9860 series	CFX-9800 series CFX-9850 series CFX-9950 series CFX-9970 series FX 1.0 series Algebra FX 2.0 series FX-CG-10 (PRIZM) FX-CG-20	<b>Hewlett-Packard</b> HP-9G HP-28 series HP-38G HP-39 series HP-40 series HP-48 series HP-49 series HP-50 series HP Prime  <b>Radio Shack</b> EC-4033 EC-4034 EC-4037	<b>Sharp</b> EL-5200 EL-9200 series EL-9300 series EL-9600 series* EL-9900 series  <b>Other</b> Datexx DS-883 Micronta Smart <sup>2</sup>	<b>Texas Instruments</b> TI-73 TI-80 TI-81 TI-82 TI-83 TI-83 Plus TI-83 Plus Silver TI-84 Plus TI-84 Plus CE TI-84 Plus Silver TI-84 Plus C Silver TI-85 TI-86 TI-89 TI-89 Titanium TI-Nspire TI-Nspire CX TI-Nspire CM-C TI-Nspire CAS TI-Nspire CX CAS TI-Nspire CM-C CAS TI-Nspire CX-C CAS
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\*The use of the stylus is not permitted.

# Testing Script

## Begin here on test day

Before distributing test materials, post the following in a place visible to all students:

- » your school's six-digit code \_\_\_\_\_
- » your school's address
- » today's date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year
- » start time (to be filled in later)
- » stop time (to be filled in later)
- » break (to be filled in later)
- Other codes you may need to post:
- » optional code, if any (see page 3)
- » six-digit school codes for students who attend other schools
- » two-letter "APO" or "FPO" code (AA, AE, or AP), if applicable
- » home-schooled codes (listed on page 31)

### Seating late arrivals

- » Students who arrive late may only join if the timed test has not begun (i.e., Section 1). **Do not admit students to any room where Section 1 (or any later section) has already begun.** Assign them to another room where proper supervision, complete instructions, and time allotments can be provided.
- » Late students who arrive prior to the beginning of Section 1 may supply missing identifying information after the test before students are dismissed.
- » Never allow a student to test who has had an opportunity to communicate with students who have completed some or all of the test.

### Reading the scripts

Read aloud all the directions in the orange-tinted boxes. Read slowly enough to give students time to fill in their responses. Pause wherever four dots ( . . . ) appear to allow students time to follow instructions. Instructions for the associate supervisors that should not be read aloud are listed outside the tinted boxes.

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

**Begin with the script below, whether or not you held a preadministration session with your students.**

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

Welcome to the PSAT 10 administration. Testing will begin in a few minutes. First, listen carefully to the regulations and instructions that I must read. For today's test, you may use only a Number 2 pencil to mark your answer sheet. Raise your hand if you do not have one.

The only device or aid you may use is an acceptable calculator to answer math questions that allow calculator use. You may not share a calculator with another student at any time during the test administration or during breaks. Each math question can be answered without a calculator.

### Then say:

You can be dismissed from the test and your scores can be canceled if you use prohibited materials, share calculators, disobey test instructions, or misbehave during testing or breaks. The following behavior is not permitted:

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

You may also be dismissed for:

- » Eating or drinking during testing unless approved as an accommodation
- » Causing a disturbance of any kind
- » Failing to follow testing procedures
- » Leaving the building during the test or breaks

Are there any questions?...



If you have extra No. 2 pencils, distribute them to students who need them.

Answer all students' questions.

**Then say:**

Please listen carefully to the following information about phones and other electronic equipment. The use of phones and other prohibited electronic devices at any time is prohibited. At this time, if you still have a phone, watch alarm, handheld computer, or any other electronic device in your possession, you need to completely power it off and put it away until you leave the test room. Any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

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

- » Remove everything from your desk except your pencils, erasers, and acceptable calculator...
- » Remove any earplugs, which may not be worn during testing, any highlighters, rulers, dictionaries or other books, pens or colored pencils, pamphlets, and papers of any kind, including scratch paper—these are all prohibited unless you are approved by the College Board to use a specific additional aid...
- » If you brought a backup calculator or extra batteries, get those out and put them on your desk...
- » Close all bags and backpacks and put them under your desk until the test is over...

**Once desks are cleared of prohibited items, say:**

I will take a moment now to look around and make sure you will be using an approved calculator...

Walk around the room to make sure no one has the following unauthorized materials or aids on his or her desk.

- » Cell phones or smartphones
- » Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- » Separate timers of any type
- » Cameras or any other photographic equipment
- » Any devices, including smartwatches, that can be used to record, transmit, receive or play back audio, photographic, text, or video content
- » Pens, highlighters, and mechanical or colored pencils
- » Books, dictionaries, or references of any kind

- » Compasses, rulers, protractors, or cutting devices
- » Notes, pamphlets, or papers of any kind, including scratch paper
- » Earplugs
- » Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord

If unauthorized devices or aids are displayed, have students remove them from their desks. If a student has a mechanical pencil, give him or her a No. 2 pencil.

**NOTE:** *Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly.*

If your school did not hold a preadministration option, turn to page 18.

## Start here if you used the preadministration option

**If your school used the Preadministration Option, say:**

I am going to give each of you your answer sheet. Please double-check to make sure your name appears on the answer sheet. If you have not filled out identifying information on pages 1 through 5, and page 8, complete box 1 on page 1 now. You will need to complete the remaining boxes after the test. Raise your hand if you have the wrong answer sheet.

Distribute the answer sheets that students filled in prior to test day. Make sure each student receives his or her own pregridded answer sheet. If there are students in the room who did not participate in the Preadministration Option, give them a blank answer sheet. They will need to fill out boxes 2–19 and 23 after testing has finished.

**When everyone is ready, say:**

You will now be given a test book. When you get your test book, read the back cover. It has important information about the test and marking answers. Do not open your test book...

Remove the test books from the plastic bags and give one test book to each student. **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. . . .

Now turn to page 20 to the section labeled “Completing Test Book Information and the Certification Statement” and read the instructions for completing boxes 20–21 and the Certification Statement. Then continue to follow instructions to the end of the test.

## Start here if you did NOT use the preadministration option

**When students are ready, say:**

I am going to give each of you an answer sheet, a flyer of religion and college major codes, and a test book now. When you get your test book, read the back cover. It has important information about the test and marking answers. **DO NOT OPEN YOUR TEST BOOK.**

Remove the test materials from the plastic bags and give one answer sheet, one test book, and one flyer to each student. **Keep one set of materials 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. Use only a Number 2 pencil. Raise your hand if you do not have one. . . .

Begin by reading the directions in box 1 on page 1 of your answer sheet. Then enter your name, last name first, and fill in the appropriate circles carefully. If your last name is too long for the number of spaces available, print out as many letters as the space will allow. Include blanks, hyphens, or apostrophes if these are part of your name. Fill in the corresponding circles. Make sure each mark is dark and completely fills the circle. Are there any questions? . . .

**NOTE:** *Students should enter their legal names. If a student’s entire name does not fit in the space provided, tell the student to enter as much as possible.*

**For all students, say:**

Open your answer sheet to page 2. To receive mail from scholarship programs, colleges, and universities, you must complete your home address in boxes 2 through 5, and fill in the corresponding circles correctly.

**For students with APO/FPO addresses, say:**

In box 2, Street Address, enter your box number or other designation. In box 3, City, enter “APO” or “FPO.” In box 4, State, fill in the circle for the two-letter code I have posted for you. In box 5, provide your ZIP Code.

**For all other students, say:**

Include your apartment number in box 2, if you have one. If necessary, use the address abbreviations at the bottom of the page. Indicate a space in your address by leaving a blank box and filling in the corresponding circle. If your address has a slash mark or hyphen, fill in the corresponding slash mark or hyphen circle. Be sure to complete your ZIP or postal code in box 5. Raise your hand if you have any questions. . . .

**NOTE:** *If a student’s address does not fit in the space provided, tell the student to enter as much as possible.*

If you are testing students with addresses in countries other than the U.S., see page 30 for the country codes and names that students need to include in box 6.

**For students with addresses outside the U.S. and U.S. territories, say:**

In box 6, fill in the following Country Code \_\_\_\_\_ and the corresponding circles, then print the country name \_\_\_\_\_ on the line provided.

**For boxes 7a–7d, say:**

Turn to page 3 of your answer sheet, and in boxes 7a–7d, fill in a circle for each academic subject you have taken or plan to take through this year, and the grade in which you took it. If you’re taking a course this year, fill in the circle for your current grade. Look up when you finish. . . . Are there any questions?

**For box 8, say:**

Turn your answer sheet to page 4. Box 8 asks if you wish to participate in the College Board's Student Search Service, a free service that provides names of students to eligible educational organizations. Fill in the "Yes" circle in box 8 to let colleges, universities, scholarship programs, and educational opportunity organizations know that you are interested in receiving information about the educational and financial aid opportunities they offer. Colleges, universities, and scholarship programs that request it will receive information you provide to the College Board. They will NOT receive your actual test scores or telephone numbers. If you do not answer and previously opted in to participate in this service, the College Board will continue providing your information.

If you marked "Yes," you will have an opportunity to print your email address in a later section.

**For boxes 9–10, say:**

Boxes 9 and 10 are used to help the College Board help you. Some of the information you provide will help ensure that tests are fair for all groups. Some of it can help colleges, universities, nonprofit educational opportunity organizations, and some scholarship programs provide you with relevant information for college planning. For this reason, it is important that as many students as possible complete this section. Are there any questions?

**NOTE:** *Students may omit boxes 9–10 if they do not wish to provide this information.*

**Boxes 11–12**

Box 11 on your answer sheet asks your religious preference. This will not be included in any reports. It will be used only by the Student Search Service for helping students interested in receiving information from colleges and universities with religious affiliations similar to their own. Refer to the flyer of religion and college major codes for the appropriate code. Print the code number in box 11 and fill in the corresponding circles.

Also use the flyer for completing box 12. Find the college major that most interests you. Print the code number and fill in the corresponding circles in box 12.

Encourage students to select a major so they can receive relevant information about it.

**For boxes 13–14, say:**

For box 13, give your best estimate if you do not know your exact grade average. In box 14, please indicate the highest level of education of your parents or guardians.

**NOTE:** *There are two columns, one for each parent or guardian. Students should choose a parent/guardian in the left column and his or her level of education underneath, and then do the same for the second parent/guardian in the right column.*

**For boxes 15–17, say:**

Turn to page 5 of your answer sheet. When completing box 15, "Date of Birth," fill in the appropriate circle for the correct month. Also enter your day and year of birth. Fill in a leading zero for your day of birth if applicable.

Then fill in the appropriate circles for female or male in box 16 and your current grade level in box 17.

**For box 18, if your school is using Student ID numbers, say:**

In box 18, fill in the circle next to "Student ID Number" and enter your Student ID number, starting with the first column to the left. If you have letters in your ID Number, skip them and only enter the numerals

**For box 18, if your school is using Social Security numbers, say:**

In box 18, fill in the circle next to "Social Security Number" and enter your 9-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. Do not enter any number other than your Social Security number. . . . Are there any questions?

If you are testing home-schooled students, give them the appropriate six-digit code from page 31 before reading the instructions below.

**For box 19, say:**

In box 19, write in our school code \_\_\_\_\_. If you attend another school, write your school's code. If you are home-schooled, write the code I gave you. Then fill in the circles. Complete box 19b for the school you regularly attend. . . . In 19c fill in the "Yes" circle if this is the school you regularly attend. Otherwise, fill in the "No" circle and enter this school's name, city, and state. . . . Your score report will be sent to the school you regularly attend.

If your school does not use optional codes, say:

Make no marks in box 19d, “Optional Code.”

If your school does use optional codes, read the directions you have prepared (see page 3). If an optional code has only one digit, instruct your students to fill in the “0” circle in the left column and the appropriate circle in the right column. Home-schooled students and students from other schools should leave 19d blank.

For box 23, say:

Turn to the back page of your answer sheet. If you would like to receive information from the College Board via email, including information about your scores once they release online, write in your email address and fill in the corresponding circles. This will allow them to contact you about opportunities. Be sure to indicate if this is your email address or a parent’s/guardian’s address. Look up when you are finished. . . . Now we will turn back to page 5 to complete important information about your test.

## Completing Test Book Information and the Certification Statement

All students must fill out the rest of page 5 on the answer sheet.

**NOTE:** *Test books do not contain serial numbers; students should leave box 22 blank.*

For boxes 20–22, say:

All students must complete the next parts of the answer sheet on page 5. Turn over your test book. Copy the form code and Test ID exactly as they appear on the back of your book into boxes 20 and 21. Box 22 is for internal College Board use — leave it blank. Fill in the corresponding circles for each box. It is very important that you fill these items out correctly. Errors may lead to delays in your scores. Are there any questions? . . .

## Certification Statement

At the bottom of page 5, find the Certification Statement. Copy the requested statement and sign your full name as you would on an official document. Next to your signature, print your name and enter today’s date. The statement must be made in your own handwriting style, either printed or in script, and it is required. If you don’t complete it, your scores may be delayed or canceled. The quality of your writing will not be evaluated, and it will not affect your score. . . .

By signing, you are agreeing to the following conditions: You will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not limited to, email, text messages, or the Internet.

**NOTE:** *Students may copy the statement in their own writing: cursive is not required.*

Walk around the room to collect the flyers listing religion and majors codes. As you do so, check that all students who have filled in boxes 20 and 21 are writing the Certification Statement (even if they are approved to write answers in their test books). Also check to make sure students enter only the date the test is being administered.

## Standard testing script

The following scripts are for use with the orange test books and standard timing.

**NOTE:** *If you are testing students with accommodations using pink test books or nonstandard formats such as Braille, MP3 audio files, or readers, please use the scripts found in the PSAT 10 Supervisor’s Manual for Nonstandard Testing.*

After everyone has filled out the Certification Statement, say:

You may not share or exchange calculators at any time. Please put your calculators and extra batteries under your desk now. You will not use them until a later section.

During the test, keep your answer sheet and test book flat on your desk. If you find a defect with either, 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.

Remember, after the test has ended, no one may leave the room until I announce dismissal. If you have any questions about testing procedures, please ask them now. I cannot answer questions during the timed sections of the test. . . .

## SECTION 1 — READING TEST

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

**After you answer all questions, say:**

Do not open your test book until I tell you to do so. You will have 60 minutes to work on Section 1, the Reading Test.

You are not allowed to use a calculator on this section of the test. Please keep your calculator under your desk. Be sure to mark your answers correctly in the corresponding spaces in Section 1.

During the test, keep your answer sheet and test book flat on your desk. Make sure you use a Number 2 pencil. It is very important that you fill in the entire circle darkly and completely. If you change your response, erase it as completely as possible. It is very important that you follow these instructions when filling out your answer sheet.

If you finish before time is called, you MAY NOT turn to any other section.

Now, turn your answer sheet to page 6. Be sure to mark your answers correctly in the corresponding spaces in Section 1. Open your test book to Section 1, read the directions, and begin work.

**60 MINUTES**

**START TIME** \_\_\_\_\_ **STOP TIME** \_\_\_\_\_

Walk around the room to check that everyone is working on Section 1. If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately.

### Throughout testing, follow these procedures:

Please be alert and vigilant throughout the test. Do not read, grade papers, work on a computer, talk on a phone, or do any other task unrelated to the test administration.

#### Time the section:

- » Enter the start and stop times as you begin each section; post the times for students to see. Announce the remaining time at regular intervals, as noted in the scripts. This is particularly important if your room clock malfunctions.
- » Before you call stop, check your watch against the time you have written down.
- » Verify the time with the proctor, if applicable.

- » Refer to the timing chart on page 25 to ensure that you have correctly calculated the stop time.

#### Monitor test-takers:

- » Walk around the room to check that everyone is working on the correct section.
- » 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 a student misplaces answers on the answer sheet, follow the instructions in the Irregularity Chart on page 12.

#### After testing begins:

Account for all test books (used and unused). Use the chart on the back cover of this manual to record where each student is seated. If a book appears to be missing, follow procedures in “Accounting for Test Materials” on page 2.

**After 30 minutes, say:**

You have 30 minutes remaining in this section.

**After 55 minutes, say:**

You have 5 minutes remaining in this section.

**After exactly 60 minutes, say:**

Stop work and put your pencil down.

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. You will now have five minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic devices, including a phone. Any devices must remain out of sight under your desk. We will start testing again in exactly five minutes.

#### For the break:

Allow a 5-minute rest break between sections 1 and 2. If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of test-takers be allowed to leave the room.

#### During the break:

Walk around the room to check that all test books are closed and answer sheets are inside the front of test books.

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

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



## SECTION 2 — WRITING AND LANGUAGE TEST

**When everyone is ready, say:**

You will have 35 minutes to work on Section 2, the Writing and Language Test. If you finish before time is called, you MAY NOT turn to any other section.

You are not allowed to use a calculator on this section of the test. Please keep your calculator under your desk.

Now turn to Section 2 of your answer sheet. Be sure to mark your answers correctly in the corresponding spaces in Section 2. Open your test book to Section 2, read the directions, and begin work.



**35 MINUTES**

**START TIME** \_\_\_\_\_ **STOP TIME** \_\_\_\_\_

### During testing:

Refer to the chart on page 24 to ensure that you have correctly calculated the stop time.

**After 15 minutes, say:**

You have 20 minutes remaining in this section.

**After 30 minutes, say:**

You have 5 minutes remaining in this section.

**After exactly 35 minutes, say:**

Stop work and put your pencil down. . . . Keep your answer sheet and test book flat on your desk.

## SECTION 3 — MATH TEST — NO CALCULATOR

In very rare instances, you may be asked by the College Board to test a student in the standard room who is approved to use a four-function calculator on this section as an accommodation. In such cases, please replace the second sentence in the following script with the italicized statement below: *Although this is a portion of the Math Test, you are NOT allowed to use a calculator on this section of the test unless preapproved to use a calculator on this portion of the test by the College Board.*

**When everyone is ready, say:**

You will have 25 minutes to work on Section 3, Math Test – No Calculator. Although this is a portion of the Math Test, you are NOT allowed to use a calculator on this section of the test. Please keep your calculator under your desk.

Now turn to Section 3 of your answer sheet. Be sure to mark your answers correctly in the corresponding spaces in Section 3. For the grids labeled “Student-Produced Responses,” follow the instructions for marking your answers that are given in your test book. Answers can be shorter, but not longer, than four numerals.

If you finish before time is called, you MAY NOT turn to any other section.

Now, turn to Section 3 in your test book, read the directions, and begin work.



**25 MINUTES**

**START TIME** \_\_\_\_\_ **STOP TIME** \_\_\_\_\_

### During testing:

Refer to the chart on page 24 to ensure that you have correctly calculated the stop time.

**After 20 minutes, say:**

You have 5 minutes remaining in this section.

**After exactly 25 minutes, say:**

Stop work and put your pencil down. . . .

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk.

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

You may not use any electronic devices, including a phone. Any devices must remain out of sight under your desks. We will start testing again in exactly five minutes.

### For the break:

Allow a 5-minute rest break between sections 3 and 4. If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of test-takers be allowed to leave the room.

### During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the front of test books.

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

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



## SECTION 4 — MATH TEST — CALCULATOR

### When students are ready, say:

You will have 45 minutes to work on Section 4, the Math Test with Calculator. You may have a calculator on your desk for this section. When using a calculator, follow these guidelines:

- » Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- » Do not share or exchange your calculator.
- » 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 see if your substitute is acceptable. If you do not have a backup, continue to test. All math questions can be answered without a calculator.

Turn to Section 4 of your answer sheet. Be sure to mark your answers in the correct rows. For the grids labeled “Student-Produced Responses,” follow the instructions for marking your answers that are given in your test book. Answers can be shorter, but not longer, than four numerals.

If you finish before time is called, you MAY NOT turn to any other section. Now, open your test book to Section 4, read the directions, and begin work.



**45 MINUTES**

**START TIME** \_\_\_\_\_ **STOP TIME** \_\_\_\_\_

### During the test:

Refer to the chart on page 24 to ensure that you have correctly calculated the stop time.

### After 20 minutes, say:

You have 25 minutes remaining in this section.

### After 40 minutes, say:

You have 5 minutes remaining in this section.

### After exactly 45 minutes, say:

Stop work and put your pencil down. Close your answer sheet so page 1 is facing on top. Keep your answer sheet separate from your test book.

### After testing:

If all the students in the room have completed boxes 1–19 and 23 on their answer sheets, proceed to “Dismissal.”

To students who need to complete boxes 2–19 and 23 on the answer sheet, say:

We will now complete your personal information on the answer sheet. All other students, please sit quietly until I collect your test books and answer sheets.

Turn to the scripts in the Preadministration section on pages 8 to 10, and guide students through filling out boxes 2–19 and 23 on the answer sheet. When they are finished, continue below.

### Dismissal

### When all answer sheets are complete, say:

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

Collect all test books individually from each student in the same order in which they were distributed. Place them where students cannot access them.

### Before dismissing students:

- » Keep students seated until you are sure you have each student's answer sheet and test book.
- » Make sure answer sheets are not inserted in or between test books.
- » Verify by count that you have a test book and answer sheet for each student.
- » Check each student's answer sheet to ensure that the ID information has been completed. **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.**

### After all materials are accounted for, say:

Remember, you must not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including email, text messages, or the Internet.

The test administration is now over. Thank you for your participation.

### After students leave the room:

- » If you have any students approved to write their answers in the test book, do the following:
  - » On the test book, write the student's name, school code number, and room number.
  - » On the front cover of the test book, write “Answers in book.”
  - » Include the test books with the used answer sheets.
- » Describe any irregularities on an SIR.

## Section Timing Chart for the PSAT 10

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

STOPTIME Standard Time				
Start Time	For a 60-minute section (Section 1)	For a 35-minute section (Section 2)	For a 25-minute section (Section 3)	For a 45-minute section (Section 4)
:00	:00	:35	:25	:45
:01	:01	:36	:26	:46
:02	:02	:37	:27	:47
:03	:03	:38	:28	:48
:04	:04	:39	:29	:49
:05	:05	:40	:30	:50
:06	:06	:41	:31	:51
:07	:07	:42	:32	:52
:08	:08	:43	:33	:53
:09	:09	:44	:34	:54
:10	:10	:45	:35	:55
:11	:11	:46	:36	:56
:12	:12	:47	:37	:57
:13	:13	:48	:38	:58
:14	:14	:49	:39	:59
:15	:15	:50	:40	:00
:16	:16	:51	:41	:01
:17	:17	:52	:42	:02
:18	:18	:53	:43	:03
:19	:19	:54	:44	:04
:20	:20	:55	:45	:05
:21	:21	:56	:46	:06
:22	:22	:57	:47	:07
:23	:23	:58	:48	:08
:24	:24	:59	:49	:09
:25	:25	:00	:50	:10
:26	:26	:01	:51	:11
:27	:27	:02	:52	:12
:28	:28	:03	:53	:13
:29	:29	:04	:54	:14
:30	:30	:05	:55	:15
:31	:31	:06	:56	:16
:32	:32	:07	:57	:17
:33	:33	:08	:58	:18
:34	:34	:09	:59	:19
:35	:35	:10	:00	:20
:36	:36	:11	:01	:21
:37	:37	:12	:02	:22
:38	:38	:13	:03	:23
:39	:39	:14	:04	:24
:40	:40	:15	:05	:25
:41	:41	:16	:06	:26
:42	:42	:17	:07	:27
:43	:43	:18	:08	:28
:44	:44	:19	:09	:29
:45	:45	:20	:10	:30
:46	:46	:21	:11	:31
:47	:47	:22	:12	:32
:48	:48	:23	:13	:33
:49	:49	:24	:14	:34
:50	:50	:25	:15	:35
:51	:51	:26	:16	:36
:52	:52	:27	:17	:37
:53	:53	:28	:18	:38
:54	:54	:29	:19	:39
:55	:55	:30	:20	:40
:56	:56	:31	:21	:41
:57	:57	:32	:22	:42
:58	:58	:33	:23	:43
:59	:59	:34	:24	:44

# After the Test

## Return materials immediately

Return materials immediately, but no later than the next school day after the test administration. **Failure to return answer sheets promptly may delay score reports for your students.** School and district reporting may also be delayed. If you administered multiple assessments (e.g., PSAT 10 and PSAT 8/9), return the material for each individual assessment separately as instructed. Be sure to check the packaging label to confirm you are sending the PSAT 10 material to the correct address.

## Checklists to organize your materials

**A. Count used answer sheets for standard test-takers.** You will need this information to fill in your Supervisor's Report (see "C. Complete forms," in the next column).

**NOTE:** As you are counting, take a moment to ensure students have filled in the correct circles for name, grade level, and school code. This is essential to receive correct reports and for third-party billing, when applicable.

- ☐ Used answer sheets for students from your school
- ☐ Used answer sheets for students not from your school, including home-schooled students (set aside these answer sheets)

**TOTAL** number of used answer sheets returned for scoring.

**NOTE:** Only return answer sheets that contain answers. Unless otherwise specified in a set of Supplemental Instructions, discard blank answer sheets and answer sheets for students who completed identifying information but did not test. If your school is participating as part of a state-wide administration, refer to the Supplemental Instructions for any additional procedures that may apply.

**B. Count used answer sheets for nonstandard test-takers.** This information will go on the Supervisor's Report Form for PSAT 10 SSD Coordinators.

### IMPORTANT:

- » You must return one, and only one, answer sheet for each student unless noted on the NAR or on the SIR (e.g., misplaced answers).
- » Students approved to write their answers in the test book **must** have their answers transcribed by a staff member to a machine-scannable answer sheet. Clip the answer sheet to the test book.
- » All students whose answer sheets are returned in the Nonstandard Administration Envelope will be considered to have used accommodations.
- » Do not include the answer sheets of homeschooled students or students from other schools in the Nonstandard Administration Envelope unless they tested with approved accommodations.

### C. Complete forms.

- ☐ **Supervisor's Reports:** A separate form sent with test materials — brown for standard test-takers and green for SSD test-takers. Please complete both reports entirely, including signature, with a No. 2 pencil. **DO NOT USE INK.**
  - » A signature on the Supervisor's Reports certifies that your school administered the test properly.
  - » Scores will not be released to your school or unless your Supervisor's Reports are completed, signed, and returned with answer sheets.
- ☐ **Nonstandard Administration Report (NAR)** created and printed by the SSD Coordinator through SSD Online.
  - » Complete the NAR.
  - » Set aside answer sheets of students listed on it, including students from other schools.
- ☐ **Supervisor's Irregularity Reports (SIRs)**, if any (to describe your handling of irregularities as noted in the chart on pages 11–14).
  - » Review and sign any SIRs submitted by your testing room staff.
  - » Be sure to return any completed SIRs with your answer sheets.

**D. Pack the Answer Sheets and Related Materials in the provided pre-labeled courier box(es), as follows.**

See the diagram on page 27 for packing instructions. Please pack your answer sheets facing the same direction. Do not include filler or additional packing materials.

**Top of stack:**

- ☐ Supervisor's Report form (**must be completed in pencil and signed**)
- ☐ Gray envelope, if applicable, including:
  - › Defective standard test books, if any
  - › SIRs, if any

**Middle of stack:**

- ☐ White Nonstandard Administration Envelope, if any:
  - › *Supervisor's Report Form for PSAT 10 SSD Coordinators* (completed and signed)
  - › Nonstandard Administration Report (NAR)
  - › Answer sheets (large-block) for students listed on the NAR
  - › Answer sheets (machine-scannable) for students listed on the NAR
  - › Test books for students approved to write answers in their books; clip to the machine-scannable answer sheet on which you transcribed the student's answers
  - › Scratch paper, computer or Braille pages; clip to corresponding answer sheets
  - › Defective test books for students listed on the NAR; clip to corresponding answer sheets

**Bottom of stack:**

- ☐ Answer sheets (for standard administration) in the following order:
  - › Answer sheets for students listed on the SIR (unless instructed to destroy per instructions on pages 12–14 of the Irregularity Chart)
  - › Standard answer sheets for students from YOUR school
  - › Standard answer sheets for students from other schools, and home-schooled students

**E. Return Answer Sheets** following these mailing directions:

- ☐ Insert all used answer sheets and related items into the prelabeled courier box(es) provided, as instructed above.
- ☐ Fill in the information requested on the label(s).
- ☐ **Arrange for packages to be picked up before the end of the test day, or at the latest by the next school day after the test administration.** Keep materials secure until pickup.
  - › If UPS does not make a regular stop at your school, schedule a pickup at [ups.com](https://www.ups.com), or call 800-PICK-UPS (800-742-5877). You can also take packages to any UPS counter.

- › Write down your UPS package tracking number(s) in the space provided on your first Seating Chart located on the back page of this manual.
- › If UPS is not available in your area, return materials via another traceable express courier. Record your tracking number(s).
- › **Do not use first-class mail or any other nontraceable method.**

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**NOTE:** *Schools outside the U.S. should follow the instructions enclosed with test shipments.*

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## Important Notice

Using the prelabeled courier box(es) provided with your PSAT 10 test materials is the only way to ensure that your answer sheets will be correctly returned and processed. If you must use another courier, return materials to:

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

## Checklist to submit payment

### A. Once you receive your email notification of the number of answer sheets received for processing, complete the paperwork for submitting payment.

- ☐ Log on to your school's PSAT 10 Web page at [collegeboard.org/school](https://collegeboard.org/school) and create your Remittance Report.
- ☐ The site will automatically calculate the payment for you.
- ☐ Review a preview copy of the Remittance Report to ensure the information you entered is correct.
- ☐ Print two copies of the report — one to mail with your payment and one for your files.

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**NOTE:** *Schools without Internet access that ordered PSAT 10 test materials by phone should use the form on page 32. All other schools use the online Remittance Report. Schools should receive their email notification 2-3 days after returning test materials. If you have not received your email, please check if your test coordinator or the person responsible for ordering your test materials has received it before contacting customer service.*

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### B. Enclose appropriate payment per your Remittance Report.

Your school is responsible for payment of fees for all students tested on-site (whether or not students attend your school). Local administrative expenses are not deductible.

# RETURNING

## Used Answer Sheets and Forms

Assemble and pack materials 1–4 in the sequence shown.

### 4 Supervisor's Report Form

### 3 Gray Envelope

Defective test books, if any, and SIRs, if any.

### 2 White Nonstandard Administration Envelope

Include only materials listed to the right in this envelope. If you do not have any of these materials, do not return the Nonstandard Administration Envelope.

### 1 Answer Sheets

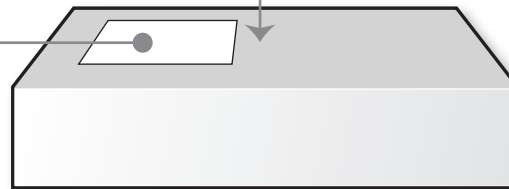
(for standard administration)  
See box at right for details

#### Include:

- ☐ SRF for SSD Coordinator and NAR
- ☐ Answer sheets for students testing with accommodations.
- ☐ Test books for students approved to write answers in their books; clip to the machine-scannable answer sheet where you transcribed the student's answers
- ☐ Scratch paper, computer or Braille pages; clip to corresponding answer sheets
- ☐ Defective test books for students testing with accommodations; clip to corresponding answer sheets

#### Answer Sheets (for standard administration)

- ☐ For students listed on the SIR (unless instructed to destroy)
- ☐ For standard test-takers
- ☐ For students from other schools and homeschooled students



Prelabeled Shipping Box

10 LBS 1 OF 1  
DWT: 13,11.2

SHIP TO:  
PEARSON EDUCATIONAL MEASUREMENT  
319-941-4700  
9200 EARHART LANE, SOUTHWEST  
CEDAR RAPIDS IA 52404-9078

IA 524 0-10

UPS NEXT DAY AIR 1  
TRACKING #: 1Z 068 650 25 9756 6929

Reference # 1: 00772  
Reference # 2: 343801

Note this tracking number for your records.

Please complete your school name, school code number, and full address.

Print this box number and total number of boxes being sent (e.g., Box 1 of 2). Also print your school name and school number.

#### UPS Return Label

School Name: \_\_\_\_\_  
School Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Total Shipment to Pearson: \_\_\_\_\_ BOX \_\_\_\_\_ OF \_\_\_\_\_  
PEARSON  
PROCESSING CENTER  
9200 EARHART LANE, SU  
CEDAR RAPIDS, IA 52404  
169-301-001 0042056994 ANS

#### Pearson Return Label

- » Use the prelabeled courier return box(es) that came with your test materials.
- » Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples. Do not wrap them in anything and do not include filler or additional packing materials.

After the Test



**NOTE:** Schools outside the U.S. (except U.S. Territories and Canada) will be charged a \$4 shipping surcharge for each test book ordered.

- › Check or money order payable to PSAT 10; include school code number. (Send a single check or money order; do not send individual checks for each student.)
- › Purchase order; include school code number. The PSAT 10 federal ID number is 13-1623965.
- › Explanation of payment by an outside source (for example, school district office or State Department of Education). Advise the office that will be paying some or all of your fees to include your school code number on its check, money order, or purchase order.
- › **Schools outside the United States:** Pay test fees in U.S. dollars, without deducting any exchange fee, by either International Money Order or a check drawn on a U.S. bank.

C. **Mail the Remittance Report and payment** in the remittance envelope provided. **Do not enclose the Remittance Report or payment with answer sheets.** If the envelope has been lost, mail payment to: PSAT 10, 12192 Collection Center Drive, Chicago, IL 60693. (Note: Use this address for initial payments only; future payments should be sent to the address on the invoice.)

- › Some states provide special instructions to supervisors about submitting fees. Please follow any such state-specific instructions received from your State Department of Education.
- › If test fees for different grade levels are being paid by different sources (e.g., state, district), check each student's answer sheet to be sure that the grade level is appropriately filled in. **Your school is responsible for students who fill in their grade level incorrectly.**

## Storing test books

Immediately after the test administration (unless otherwise instructed):

- › Organize test books to facilitate return to students with their score reports.
- › Make sure that no answer sheets have been put in test books.
- › Place all used and unused test books (including those used by students from other schools) in locked storage.
- › Destroy all unused answer sheets, unless otherwise specified in your *Supplemental Instructions* (if any).

## Receiving score reports

### Online scores

You and your students will have access to scores online in mid-April. Beyond the scores, teachers and students will have access to more comprehensive information to connect assessment results to instruction. For all tests in the SAT Suite of Assessments, middle and high schools will continue to receive item-by-item summaries in the Question Analysis Report, providing information about students' answers compared with the rest of the nation. Students will receive their percentile rank, comparing their performance to the performance of students across the country. In addition, students will have access to other helpful interpretative information about their performance. Providing both numerical and content-based interpretations of student performance not only better defines what students know and can do but also helps students and teachers identify the knowledge and skills to focus on next to increase achievement.

### Paper score reports

Paper score reports and interpretive materials will be shipped to school principals by mid-May. Under no circumstances should test books, used or unused, be given to anyone until after score reports are received by the principal. Schools found in violation of this policy risk losing the ability to administer the PSAT 10 in the future.

**NOTE:** To track your score report shipment, go to [collegeboard.org/school](http://collegeboard.org/school).

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

Score reporting may be delayed for a number of reasons including these common errors:

- › students fail to put their correct school codes on their answer sheets;
- › the number of used answer sheets received does not agree with the number of students tested that was entered on the Supervisor's Report;
- › supervisor neglects to sign the Supervisor's Report in pencil; or
- › school has not responded to a query from ETS or regarding a testing irregularity.



Please make sure that students fill out their answer sheets correctly and that the information on the Supervisor's Report is complete and correct.

## Appropriate uses of scores and reports

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

## Protecting student privacy

The College Board makes every effort to protect a student's privacy. When a student takes a College Board assessment such as the PSAT 10 they have a choice to "opt in" to Student Search Service. If the student says yes, this enables the College Board to provide that student's basic information to eligible colleges and universities, scholarship programs, and certain higher education enrichment opportunities.

- » While the College Board recommends that students take advantage of our free and low cost practice tools in order to help them do their best on test day, it is our strict policy NOT to sell student information to test preparation companies, nor are such companies affiliated with the College Board.

- » To read our recommended precautions if your students receive unsolicited calls from persons identifying themselves as belonging to a test preparation company, see the *2016 Official Student Guide to the PSAT 10*.
- » To learn more about our Student Search Service policy, go to [student.collegeboard.org/student-search-service](https://student.collegeboard.org/student-search-service).
- » Khan Academy and the College Board are committed to creating a safe and secure online environment for all students using Official SAT Practice. No information about work that students engage in will be shared without their explicit permission. No personally identifiable information is being shared between Khan Academy and College Board.

Students who choose to connect their Khan Academy and College Board accounts will benefit from additional personalization possible through the use of their actual PSAT 10 results, but this linking is entirely student-driven, can be severed at any time, and does not involve the transfer of any personally identifiable information.

## After the Test

6 COUNTRY CODE

6	4	6
0	0	0
1	1	1
2	2	2
3	3	3
4	●	4
5	5	5
●	6	●
7	7	7
8	8	8
9	9	9

Ontario, Canada

540 Switzerland  
545 Syria  
550 Tahiti  
555 Taiwan  
556 Tajikistan  
560 Tanzania  
565 Thailand  
567 Togo  
570 Tonga  
575 Trinidad and Tobago  
580 Tunisia  
585 Turkey  
584 Turkmenistan  
586 Turks and Caicos  
Islands  
587 Tuvalu  
590 Uganda  
589 Ukraine  
591 United Arab  
Emirates

180	England
277	Isle of Man
434	Northern Ireland
495	Scotland
610	Wales

## Codes for Homeschooled Students

We encourage you to allow homeschooled students from your community to test at your school. In Section 19a on their answer sheets, these students will need to enter the six-digit home-school code for their state. (They should not use your school's code nor the code that home-schooled students use for the SAT Program; if they do, their score report will not be sent to them.) For example, if there are home-schooled students taking the test at your school who reside

in Arizona, tell them to enter the code "990399" in Section 19a and the state where they live and "home school" in Section 19b, as shown. Also tell them to be sure to provide their home addresses correctly on their answer sheets.

**Reminder:** At the end of the test, fill in the circle for "Yes" in Section 5 of the brown Supervisor's Report Form and include these students' answer sheets in the count of total answer sheets returned in Section 6.

19 SCHOOL													
19a. Your School Code						Your score report will be sent to the school you regularly attend.						19d. Optional Code	
990399						19b. Print the name and address of the school you regularly attend.							
						School Name <u>Arizona home school</u>							
						Street _____							
						City _____ State _____ ZIP Code _____							
						19c. Are you taking this test at the school you regularly attend?							
						<input type="radio"/> Yes							
						<input checked="" type="radio"/> No, the name and location of the school where I am taking this test is:							
						School Name <u>XYZ High School</u>							
						City <u>Anywhere</u> State <u>AZ</u>							

990199	Alabama	991599	Indiana	992999	Nevada	994399	Tennessee
990299	Alaska	991699	Iowa	993099	New Hampshire	994499	Texas
990399	Arizona	991799	Kansas	993199	New Jersey	994599	Utah
990499	Arkansas	991899	Kentucky	993299	New Mexico	994699	Vermont
990599	California	991999	Louisiana	993399	New York	994799	Virginia
990699	Colorado	992099	Maine	993499	North Carolina	994899	Washington
990799	Connecticut	992199	Maryland	993599	North Dakota	994999	West Virginia
990899	Delaware	992299	Massachusetts	993699	Ohio	995099	Wisconsin
990999	District of Columbia	992399	Michigan	993799	Oklahoma	995199	Wyoming
991099	Florida	992499	Minnesota	993899	Oregon	995499	Puerto Rico & U.S. Territories
991199	Georgia	992599	Mississippi	993999	Pennsylvania	995599	Outside United States
991299	Hawaii	992699	Missouri	994099	Rhode Island		
991399	Idaho	992799	Montana	994199	South Carolina		
991499	Illinois	992899	Nebraska	994299	South Dakota		

# Remittance Report

# PSAT™ 10

## for Schools Without Internet Access

**Keep your Shipping Notice:** You will need it to fill out this report.

This form is only for use by schools without Internet access. All other schools must go to [collegeboard.org/school](http://collegeboard.org/school) to automatically calculate and create their Remittance Report. **Once you receive the email notification of the number of answer sheets received for processing:**

1. Complete the form below. Refer to boxed information in upper right side of final Shipping Notice to confirm number of tests ordered (line A below).

2. Attach a check or money order (payable to PSAT 10) or purchase order. To ensure proper credit of payment, indicate your school code number on the check or purchase order.
3. Send Remittance Report and payment in the remittance envelope (provided with your test shipment). See page 28.

(A) Number of standard tests ordered	(A) _____
(B) Number of standard tests borrowed from other school(s), if applicable	(B) _____
Schools borrowed from _____	
(C) Number of standard tests loaned to other school(s), if applicable	(C) _____
Schools loaned to _____	
(D) Total number of standard test books (A + B - C)	(D) _____
(E) Total number of nonstandard tests ordered (excludes large block A/S, Braille Graphs & Figures, and Reader's Script)	(E) _____
(F) Total number of test books (D + E)	(F) _____
(G) Total number of answer sheets returned for scoring (H + I + J + K)	(G) _____
(H) 10th grade answer sheets	(H) _____
(I) 9th grade answer sheets	(I) _____
(J) 8th grade answer sheets	(J) _____
(K) Other grade answer sheets	(K) _____

(L) Number of students tested at your school whose fees are being billed to the district/state contracts	(L) _____
(M) Number of students tested at your school whose fees will be billed to an educational entity other than the district/state	(M) _____
Name(s) of other paying educational entity _____	
(N) Total number of students exempt from school's bill remittance (L + M)	(N) _____
(O) Total number of students for whom fees are included (G - N)	(O) _____
(P) Number of unused tests (F - G)	(P) _____
(Fee is waived for grades covered by EPP contracts. Fees are applied to the school or district, depending on who placed the order)	
(Q) Free unused tests (20% of line F: minimum of 10)	(Q) _____
(R) Over order fee $[(P - Q) \times \$4.00]$	(R) _____
(S) Fees for shipping surcharge for schools outside of the U.S.	(S) _____
(Does not apply to schools in U.S. territories or Canada) $[(A + E) \times \$4.00]$ .	
(T) Total fees for students $(O \times \$15.00)$	(T) _____
(U) TOTAL AMOUNT DUE $(R + S + T)$	(U) _____

School: \_\_\_\_\_  
City: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_

School Code: \_\_\_\_\_  
State or Country: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Purchase Order No. (if applicable): \_\_\_\_\_  
Date: \_\_\_\_\_

# Notes

# Notes



# Notes

Distribution of PSAT 10 Materials

Supervisor in Charge of Room \_\_\_\_\_ School Name \_\_\_\_\_ Room No. \_\_\_\_\_ School Code \_\_\_\_\_

Type of seating chart: Single chart \_\_\_\_\_ OR Section \_\_\_\_\_ of \_\_\_\_\_ sections in large testing room.

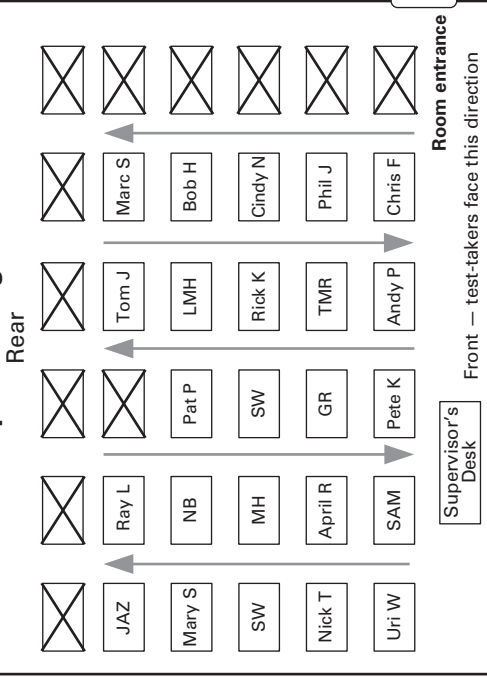
Seating Chart

- 1. For large rooms, use a separate form for each area of the room and indicate where areas about each other.
- 2. Indicate the position of the supervisor’s desk or table if it is not at the front of the room.
- 3. Indicate the location of the entrance doors.
- 4. Draw a boundary line around the group of seats occupied in the room or your assigned area.
- 5. Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
- 6. For each occupied seat, write the name or initials of the student assigned to that seat.
- 7. For each row, draw directional arrows to indicate the direction in which the books were distributed.
- 8. If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved and complete a Supervisor’s Irregularity Report explaining the reason for the change.

PSAT 10 Coordinator

- » On the first seating chart, record your Answer Sheet tracking information in the space provided.
- » Keep all seating charts for at least six months.

Sample Seating Chart



Print the name and title of the person completing this seating chart below:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Rear


Supervisor's Desk

Front — test-takers face this direction

Answer Sheet Tracking Numbers

\_\_\_\_\_

\_\_\_\_\_

