



Idaho School Day

Preparing for the PSAT/NMSQT®

Welcome to the new school year! This guide is to help you prepare for the Fall PSAT/NMSQT®, the first assessment in the Idaho School Day program sponsored by the State Department of Education (SDE). The SDE will pay for public school 10th grade students as an optional assessment for schools. Test date is October 16, 2019.

Overview for 2019-2020

In our continued attempts to improve our processes for students and educators on test day, there are several updates to share for 2019-20:

- Schools can order score labels and additional score reports for the PSAT/NMSQT through the test ordering site. However, these costs are not covered by the SDE.
- Seating requirements have changed. The minimum distance between students has been reduced from 4 feet to 3 feet. Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk). At tables, students must be seated at least 3 feet apart and facing the same direction. You may seat 2 students at a table that is 6 feet or longer.
- Required staff-to-student ratios have been changed for accommodated rooms: the ratio is now 1 staff member per 20 students (instead of 1 to 10). A room monitor is not required until you have 21 or more accommodated students testing in the same room.
- MP3 audio content is now delivered via a streaming application. Information in the body of this manual relates to MP3 streaming. If your school is unable to use a streaming application (e.g., due to no internet access), contact the SSD office as soon as possible.
 - The link to download the MP3 application can be found on the MP3 streaming instructions page, which is accessible through SSD Online. The application can be installed by the SSD coordinator or designated staff with appropriate rights to install applications.
 - All MP3 audio testing still takes place over 2 days.
 - SSD coordinators overseeing MP3 audio streaming will be responsible for ensuring proctors have the necessary access to SSD Online for setting up the MP3 streaming format on test day.
- The PSAT/NMSQT Coordinator manual has been updated to include additional policies and procedures for schools that need to test all or a portion of their students in off-site facilities.
- Answer sheets will be shipped separately from your test books for your initial orders.
- Data privacy policies, including those for opting into mobile messaging, can be found in the *PSAT/NMSQT Student Guide* or online under **Privacy Statement** at [College Board Privacy Policy](#).

- If you're reporting an irregularity, you are required to apply a pink Irregularity Report (IR) label to the outside of each box in your return shipment of used answer sheets. If you are reporting a test day irregularity, scores will be delayed if you do not apply the label to the outside of your shipment.
- We are working to streamline the payment process. For the latest information, see [PSAT Invoicing](#).

Getting Assistance

- **Field Team:** Your Idaho field representative is: Stephen McCue at 408-828-7410 or via email at smccue@collegeboard.org.
- **Idaho-specific Email:** The Idaho Email is IdahoSDSupport@collegeboard.org.
- **Customer Service:** PSAT/NMSQT Customer Support is available at 888-477-7728 or via email at psat@info.collegeboard.org.

Preparing Students

- Help students prepare for test day. Ensure both students and their parents know what to expect.
- The College Board provides free practice tests on our website at [PSAT/NMSQT Practice Tests](#). Students may also want to create a personalized study plan using the Official SAT® Practice site on Khan® Academy at [Khan Academy](#). Students will have access to thousands of questions approved by the College Board, can take official SAT practice tests, and once scores are released, they can create personalized study plans based on their results.

Preparing for Test Day

Creating a College Board Professional Account

A College Board Professional Account provides access College Board systems. The test coordinator, the SSD coordinator, and the bulk registration coordinator must have a College Board Professional Account in order to access certain tools for the administration. If educators already have a College Board account, they do not need to create a new one. If you need to create an account, go to [Sign In or Sign Up](#), click "Sign Up," and follow the instructions.

Registering Students

- All districts/schools are required to use the bulk registration process to pre-identify students. The upload is typically at a district level for all schools. The benefits of pre-identifying students include:
 - Schools receive Pre-ID labels which reduces the gridding students must do on test day.
 - Pre-identifying helps make reporting more accurate because some data elements such as student EDUID and grade level are provided by the district instead of gridded by the student.
- The PSAT Coordinator will receive all information regarding accessing the College Board Bulk Registration tool in late August.
- We recommend coordinating with your District Test Coordinator to determine who will complete the upload. In districts with more than one school, it is often easier to have a single person submit the data for all schools in the district.
- To learn more about the bulk registration process, go to [Bulk Registration](#). College Board provides a standard layout in either Microsoft Excel (.xls) or Comma Separated Value (.csv) format.

Ordering Materials

- All schools must order materials through the Test Ordering Site by September 19.
- Before September 19, confirm your access by logging into your College Board account and select the Test Ordering System from your Dashboard. If you don't have access, request access at [Access Code Request](#).
- When ordering, you'll be asked to order both standard materials and those for students with accommodations. When ordering for students with accommodations, select each student you are ordering materials for. If you do not see a student listed, it may be because:
 - ◆ The student's accommodations are not yet approved. To order materials, the accommodation request must be approved on the SSD Online Dashboard.
 - ◆ The student is associated to a different school. If the student's accommodations were submitted by another school, the SSD Coordinator will need to transfer that student. For assistance, contact SSD at 844-255-7728.

Requesting Accommodations

- Accommodations requests should be submitted by the SSD coordinator no later than **August 27**, to be approved before the ordering deadline. A late accommodation deadline is set for **September 4** for accommodation requests for students who are new to a school or district or for a student who may have a new IEP or 504 plan.
- SSD coordinators will use SSD Online to submit accommodation requests on the behalf of students. Schools can have multiple SSD coordinators.
- Once approved, students remain approved for College Board accommodations for all other College Board assessments, including AP[®] exams. If a student's IEP or 504 changes, the SSD coordinator can modify the requested accommodations in SSD Online.
- 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.
- For more information, refer to the testing manual sections "Prepare to Test with Accommodations on page 26 and "Test Day Scripts" on page 71.

Preparing Rooms and Staffing

- The first step in planning for test day is to identify testing rooms and staff needed. Each school will need:
 1. **Coordinator:** responsible for overseeing all activities related to testing.
 2. **Proctor(s):** responsible for administering the test in the testing room
 3. **Monitor(s):** responsible for assisting associate coordinators in large testing rooms
 4. **SSD coordinator:** responsible for submitting accommodations requests for students and may administer the test to students with accommodations

Review the "Test Basics" section on page 7 of the [Fall 2019 PSAT/NMSQT Coordinator Manual](#) for more details.

Test Day Training

We'll send you an email with information on how to access the online training in advance of test day. At least one week before the test, schedule and conduct a training session with your staff to review procedures, forms, and timing; to announce staff assignments; to distribute manuals; and to answer questions. At this session, you may want to give your staff access to the online training modules provided. Be sure to review the following:

- Maintaining security in the testing room
- Procedures for collecting student belongings (if school policy permits)
- Seating policies
- Calculator and cell phone policies
- General responsibilities of each position
- Using the correct testing materials
- Equipping the testing room
- Timing of the test and breaks
- Testing room forms and reports
- Signaling plan for test day
- Administering accommodated testing when applicable

Preadministration Session

- We strongly recommend conducting a preadministration session prior to test day. Once you receive the preadministration materials you have the option to allow all students, including those testing with accommodations, to fill in identifying information on their answer sheets ahead of test day. This shortens the test day for both students and staff, and it helps to create a more positive test-taking experience. **Please note that students must fill out answer sheets under supervision in school.**
- **IMPORTANT:** Schools participating in bulk registration should wait until they receive their pre-ID labels to conduct a preadministration session.

Test Day

On test day, the coordinator will be responsible for maintaining security, overseeing all staff activities, and reporting any irregularities to the College Board. See "Build Your Plan for Testing" on page 21 of the [Fall 2019 PSAT/NMSQT Coordinator Manual](#) for more information. Make sure that each proctor has the appropriate materials and knows which scripts to use for the rooms they are assigned. Everyone should begin with "Test Day Instructions" on page 71 of the manual. Standard scripts begin on page 79. The nonstandard test scripts begin on page 82.

After Testing

- Coordinators will be responsible for returning test materials after testing. See "After the Test Tasks and Information" on page 46 of the [Fall 2019 PSAT/NMSQT Coordinator Manual](#). Before returning answer sheets, review the grade level students provided on their answer sheet for accuracy.
- Student and educator scores will be available through the secure College Board Reporting Portal in December. Look for more information by email with the exact timeframe.
- Review the number of answer sheets processed and ensure that the grade level and fee waiver applications are accurate. If you only tested 10th graders, SDE will be billed for the students who tested. If you tested students from other grades, the school will be billed for any other grades. Additional information will be provided in December.

Key Dates

Activity	Deadline	Comments
Submit accommodation requests	8/27/19 however we will accept requests through 9/4/19	<ul style="list-style-type: none"> To request access for SSD Online, go to: SSD Online Access Request To access SSD Online using your College Board Account at: SSD Online
Order, reduce, or increase test material order in the Test Ordering System (TOS)	9/19/19	<ul style="list-style-type: none"> If you placed an order for materials early, please review your order and make any decreases or increases to the test book quantity by this date. To access the Test Ordering System, login to your College Board account and select the tool from your dashboard. Need access to Test Ordering? Complete the form at: Ordering Help
Deadline to submit pre-identification or bulk registration file.	9/19/19 final date to submit to receive labels by 10/2/19)	<ul style="list-style-type: none"> Each district/school will upload student information using the Bulk Registration tool to simplify the process on test day. Access the tool using your College Board account at: Bulk Registration Tool <p>PSAT points of contact often coordinate with district test coordinators when submitting the bulk registration file.</p>
Pre-admin/non-secure materials arrive in schools	9/19/19	<ul style="list-style-type: none"> Schools providing bulk registration files no later than 9/19/19 will receive labels, answer sheets, and testing manuals by 10/2/19 If the school did not submit a bulk registration file your answer sheets and testing manuals will arrive with your test materials.
Secure test material arrives in schools	10/9/19	<ul style="list-style-type: none"> Once testing materials arrive, check the contents of the shipment immediately to ensure you have the materials required for test day.
Test Day	10/16/19	Alternate test date 10/30/19
Return answer sheets for scoring	10/17/19	<ul style="list-style-type: none"> Return all answer sheets for scoring. You may now begin the remittance process. More detailed information will be provided at a later date.
Scores Available to Educators	Early December	<ul style="list-style-type: none"> To access, login to your College Board account and select the tool from your dashboard or go to: K12 Reports Login
Scores available to Students	Mid-December	<ul style="list-style-type: none"> Scores available online through the College Board Student Reporting Portal at: Student Scores Home
Complete grade level adjustments, fee waiver requests, and remittance	January 2020	<ul style="list-style-type: none"> More information will be available at a later date.