

October 12, 2022 PSAT

Proctor Overview

The following instructions are designed to help you prepare and administer the PSAT test.

Before the Test

- ☐ **Attend required proctor training session scheduled:**
- ☐ **Read Part 3 of the Coordinator's Manual** (pgs. 53-63) and become familiar with all test administration day procedures.

Test Day

- ☐ **Review Prepare to Test** (pgs. 59-63) and the appropriate script prior to student arrival.
- ☐ **Review Test Day Scripts** (pgs. 64-70)
- ☐ Students did NOT complete a pre-administration session, read the 'B' script on pg. 66 under 'Distributing Student Answer Sheets'
 - *Script 1: Standard Time* pgs. 71-75
 - *Script 2: Standard Time w/ Extra Breaks* pgs. 76-81
 - *Script 3: Time and one-half* pgs. 81-86
 - *Script 4: Double Time* pgs. 87-92
 - *Script 5: Pre-recorded Audio Format* pgs. 92-104
 - *Dismissal instructions for all scripts* pgs. 105-107
- ☐ **Remove (or cover) any visible educational materials.**
- ☐ **Display at least one visible clock.**
- ☐ **Use the provided seating chart**—students may not seat themselves.
- ☐ **Remove student belongings** including backpacks and phones—confirm phones are off. Students are allowed:
 - *Number two pencils*
 - *Erasers*
 - *Approved calculator*
 - *Extra batteries*
 - *Snack and/or drink (under desk)*
- ☐ **Check Calculators** against approved list on pg. 114
- ☐ **Administer exam from script in manual**—read directions verbatim and follow instructions exactly
- ☐ **Actively monitor- do not engage in activities unrelated to test administration.** No books or electronics.
- ☐ **See reverse for information about suspected irregularities.**

Henry M Jackson High School

Post the following information on the white board in your classroom:

- Room Code — —
- School Code **4 8 0 7 1 1**
- Today's Date: **October 12, 2022**
- Time Schedule (see Timing Chart on page 111)

Section	Subject	Time	Start	Stop
1	Reading	60 min.		
	Break	5 min.		
2	Writing/ Language	35 min.		
3	Math No Calculator	25 min.		
	Break	5 min.		
4	Math Calculator	45 min.		

After the Test Checklist pg. 108

- ☐ **Collect each student's test book in the order in which the books were distributed.**
 - *Confirm student name and ID are written on each.*
- ☐ **Next, collect all completed student answer sheets.**
 - *Ensure all identifying information is complete.*
- ☐ **Count materials to confirm you have one answer sheet and one test booklet from every student.**
 - *Do not dismiss the students until this is verified.*
- ☐ **Read dismissal message for students** (pg. 105).
- ☐ **Return to Coordinator:**
 - *Completed NAR report for SSD qualified students (if applicable)*
 - *Completed Irregularity Report (if applicable)*
 - *Stack of answer sheets*
 - *Stack of test booklets*
 - *Pencils and erasers*
 - *Seating chart*

The PSAT School Assessment Coordinator (SAC) is:
Sechin Tower x7073

During testing if an urgent need arises, email or call:

Please follow all safety procedures as directed in your training presentation.

Irregularities—Anything Unusual

- ☐ Any unusual or unexpected event during testing is a possible irregularity:
 - *Talking or Signaling*
 - *Interruption*
 - *Mistimed Session*
 - *Student Complaints*

- ☐ What to do if you think you have an irregularity:
 1. **Look it up** on the Irregularity Chart (pgs. 118-127) and follow the instructions
 2. **Report it** to your PSAT Coordinator immediately
 3. **Complete an** Irregularity Report after the session

- ☐ Clarifying “Giving or Receiving Information”
 - If you **suspect** a student of giving or receiving information, have them change seats and notify them that a report will be submitted.
 - Only if you are absolutely **certain** he/she is giving or receiving information, attempting to take the test for someone else, or disturbing others should you collect materials and dismiss a student.

Session Notes: _____
