

2022-23 PSAT Coordinator Checklist and Instructions

The following instructions are designed to help you prepare for the PSAT test but do not replace the requirement to read and understand the manual in full.

At least a Month Before the Test

- ☐ **Read the Coordinator's Manual**
- ☐ Complete online test coordinator training at professionaltraining.collegeboard.org
- ☐ Communicate testing time, schedules, etc. to parents and students
- ☐ Invite grade 11 students that scored the 90th percentile or better on the PSAT/NMSQT the previous year. A&R will email list of eligible students to school assessment coordinator.
- ☐ Distribute PSAT/NMSQT Student Guide and encourage students to visit psat.org/practice to prepare. If applicable, distribute practice test materials in appropriate nonstandard formats to students
- ☐ Create plan for non-standard administration(s), if applicable
- ☐ **9/9** Return PSAT Building Plan to A&R
- ☐ **9/12** Print the Nonstandard roster (NAR), contact SSD office if an approved student is not listed 844-255-7728
- ☐ **9/14** Deadline to order standard and accommodated materials, increase or reduce test book orders

At least Two Weeks Before the Test

- ☐ Check your shipment status at ordering.collegeboard.org
- ☐ Schedule proctor training session(s). Training materials can be found on [Docushare](https://docushare.collegeboard.org) (update with your school info.)
 - *Neither the PSAT/NMSQT Coordinator 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 different school*
 - *A proctor cannot have taken any College Board test within 180 days of the test day*
- ☐ Schedule Classrooms that will be used for test taking. Use classroom guidelines to assist with planning (pgs. 9-10)
 - Plan for non-standard MP3 audio test format or Assistive Technology Devices software, if needed
- ☐ Schedule students into specific rooms—being sure to group students by script type
- ☐ Notify school staff of testing room assignments and alternative arrangements for non-testing students
- ☐ Create seating chart as recommended on *pg. 18*, these charts must be retained for 6 months
- ☐ Assign and notify appropriate number of proctors and room monitors
 - 1-34 1 Proctor
 - 35-50 1 Proctor plus 1 Room Monitor
 - 51-100 1 Proctor plus 2 Room Monitors (1 additional room monitor per 50)
 - Hall Monitors – 1 per 5 classrooms (test takers cannot talk in the hallway)
- ☐ Review NAR list and work out details for room preparation, testing accommodations that require any additional prep (connect with field tech), lunch timing, etc
- ☐ Test computers and any MP3 audio or assistive technology-compatible computer files, if applicable

One to Two Weeks Before the Test

- ☐ **10/5** Labels, answer sheets and manuals scheduled to arrive
- ☐ **10/6** Inventory shipment based on completed and approved SSD requests and the bulk registration upload.
- ☐ Review *pages 21-23 'Prepare Your Materials'*
 - **Do not unseal shrink-wrapped packets**
 - In a secure area with authorized staff, follow procedures below to ensure correct materials have been delivered:
 - Verify that you have received the correct count of test books and answer sheets.
 - Check the administration printed on the test books to verify that all materials are for **'Primary'**.
 - Confirm you have received any specialized materials such as braille, MP3 audio files, and reader scripts.

If any materials are missing, damaged, or if test security is in question, contact College Board immediately at 609-406-5430. Write down all the details of the call, name, ID#, office, case#, date, time and what was said and email Quiana Hennigan.

- ☐ Post testing room assignments
- ☐ Review room assignments with staff. Ensure all proctors have reviewed scripts associated with their room type
- ☐ If possible, create testing room packets per instructions on *pgs. 23-24*
- ☐ Locate materials, pencils, spare calculators, etc

On the Monday Before the Test

- ☐ Remind students *pgs. 19-20*:
 - When and where to report on test day
 - To bring two No.2 pencils, an acceptable calculator (*pg.114*), and their current school photo ID
 - Students with SSD approval may use a four function calculator on the No Calculator section
- ☐ Contact College Board about any students with temporary medical conditions (i.e. broken arm). 1-844-255-7728

Test Day: Before and During Test

- ☐ Check that rooms are prepared per *pg. 10*
- ☐ Sign out materials to Proctor:
 - PSAT Coordinator's Manual
 - Overview Instruction Sheet
 - Count out test booklets in numerical order with proctor
 - Pre-ID Answer sheets
 - Testing Room Materials
 - Seating Chart (assigned or random, not alpha)
 - Copy of classroom attendance roster
 - Blank Irregularity forms
 - "No cellphone" and "Quite please" signs (if not posted)
 - No. 2 pencils
 - Nonstandard Testing Materials: student materials, attendance roster, and NAR forms
- ☐ Late arrivals – may be admitted if directions are still being read (*pgs. 28-29, 61*).

After the Test

- ☐ Collect from each Proctor:
 - NAR materials (if applicable)
 - Irregularity forms (if applicable)
 - Seating Chart
 - Count all test booklets with proctor
 - Stack of answer sheets
 - Pencils
- ☐ Immediately review that each student's answer sheet has the student name and required information completed as you collect them.
- ☐ Securely store Student Booklets
- ☐ Complete the NAR report
- ☐ Review any Irregularity Reports (*pgs. 118-127*)
- ☐ Send copies of seating charts, IRs, and NAR report to Assessment & Research Dept.
- ☐ Prepare materials for return per the directions provided in the Coordinator's manual (*pgs. 32-38*)
- ☐ **10/14** Ship materials per the directions provided in the Coordinator's manual (*pg. 36*)

Follow-up

- ☐ After you have received confirmation that your answer sheets have been processed, sign in to ordering.collegeboard.org
 - Confirm counts and make any adjustments, if applicable
 - Send invoice to [Colleen Hernandez](#)
- ☐ **11/3** Student scores are released online
 - Visit psat.org/sharing-results to see resources for supporting students as they review their scores