

Please e-mail your building plan to Quiana Hennigan by **September 13** for review and approval.

**PSAT - Wednesday, October 9, 2024**  
**Grade 10 Only - No charge / Grade 11 - \$25**

The PSAT/NMSQT measures student skills and knowledge against national and international benchmarks for college and career readiness, and highlights students who are ready for more rigorous coursework or National Merit Scholarship potential. The PSAT/NMSQT also helps students prepare for the SAT and provides entry to the National Merit Scholarship Program for grade 11 students.

**School:** \_\_\_\_\_

**Administrator who will serve as School Coordinator:** \_\_\_\_\_

**Additional staff to receive communications about PSAT:** \_\_\_\_\_

SC Resources can be found on [Docushare](#)

**1. Important Dates:**

- **SSD Requests Due:** August 19
- **Submit Order:** September 3
- **Submit Initial Registration File:** September 9 - 16
- **Validate Registration:** September 16 - 23
- **Readiness Check:** September 23 - 30
- **Scores available to students:** October 24

**2. Test Day Schedule:** Fill in chart below with specific times for each task. Standard test times listed for reference.

- **3.5 hour late start**
- During breaks, students may use the restroom or go to a supervised area for their snacks and/or drinks. They may not go to their lockers or possess any prohibited electronic devices.

Task/Activity	Times
Student arrival time	
Student check-in time at testing location	
Test start time	
Ending test time	
Return materials to School Coordinator	
Class start time after testing is completed	
Lunch service for testers	

**3. Training Plan.** Teachers identified to proctor must be trained yearly. College Board will provide training materials for your use.

- Proctors may not have taken any College Board test within 180 days of the test day.
- Proctors may proctor the PSAT even if they have a child or relative taking the PSAT but cannot have access to test materials until the day of testing.
- Never assign a proctor or other support staff to administer the test to a member of their family.
- Proctors may not proctor if they are employed by a test prep company or have taught any test prep outside of regular coursework.

Please indicate the date and time (30-60 minutes) you will conduct your proctor training.

Training Date	Training Time	Location	Target Group	Trainer

**4. Test Security Plan.** All secure materials (booklets, score sheets, and labels) must be kept in a locked, limited access location once they arrive in your building and booklets and score sheets should be checked out just prior to testing.

Activity	Person Responsible
Confirm who has access to College Board website by <b>August 30</b> ; ensure they can access their account.	
Numerous activities will need to be completed prior to the A&R Fall Assessment Zoom meeting. The school coordinator is responsible for completing the activities on time. See school coordinator PSAT checklist	PSAT School Coordinator

**5. Test Communication Plan.** Please indicate your test communication plan.

Impacted Group	Communication(s)	Date(s)	Person Responsible
Students	Charge device and bring power cable on test day		
Parents	Testing time and schedule changes		
Teacher/Paras	Proctoring requirements and schedule changes		
Custodians	Schedule changes and noise consideration		
Food Services	Schedule changes, if applicable Possible sack lunches		
Website Info	Schedule change, test date, and student information		

Building Plan completed by: \_\_\_\_\_  
Your Name

If you have any questions, please contact Quiana Hennigan at x4057 or [qhennigan@everettsd.org](mailto:qhennigan@everettsd.org)