

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'
 - o Script 1: Standard Time pgs. 71-75
 - o Script 2: Standard Time w/ Extra Breaks pgs. 76-81
 - o Script 3: Time and one-half pgs. 81-86
 - o Script 4: Double Time pgs. 87-92
 - o Script 5: Pre-recorded Audio Format pgs. 92-104
 - o 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:
 - o Number two pencils
 - o Erasers
 - o Approved calculator
 - o Extra batteries
 - o 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.

Everett High School

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

- Room Code — —
- School Code 4 8 0 3 8 5
- 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.
 - o Confirm student name and ID are written on each.
- ☐ Next, collect all completed student answer sheets.
 - o Ensure all identifying information is complete.
- ☐ Count materials to confirm you have one answer sheet and one test booklet from every student.
 - o Do not dismiss the students until this is verified.
- ☐ Read dismissal message for students (pg. 105).
- ☐ Return to Coordinator:
 - o Completed NAR report for SSD qualified students (if applicable)
 - o Completed Irregularity Report (if applicable)
 - o Stack of answer sheets
 - o Stack of test booklets
 - o Pencils and erasers
 - o Seating chart

The PSAT School Assessment Coordinator (SAC) is:
Eric Jennings x4491

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: _____
