

## PSAT/NMSQT Fall 2020 Milestones

Updated August 26, 2020

Task/Activity	Date(s)	Instructions and Support
Materials Orders	June 2, 2020 – September 16, 2020	<p>The Corporation Test Coordinator (CTC) or designee enters materials orders into College Board’s <a href="#">Test Ordering System</a>. PSAT Fall 2020 is a paper-only administration.</p> <ul style="list-style-type: none"> <li>Place orders for SSD accommodated materials and materials associated with fee waivers via the <b>school viewpoint</b>, NOT the district viewpoint. Standard materials may be ordered via the district viewpoint.</li> <li>Select the “Pre-Admin” box option to receive answer sheets early.</li> </ul>
Account Creation/Updates	July-August (Available Anytime)	<p>The CTC must ensure all staff needing access to College Board (CB) services creates or updates their College Board account.</p> <p><a href="https://account.collegeboard.org/professional/dashboard">https://account.collegeboard.org/professional/dashboard</a></p>
Test Ordering System Set-Up	July-August (Available Anytime)	<p>The Indiana Department of Education works with College Board to provide CTCs access to their corporation’s Test Ordering System. CTCs may provide additional access to other schools users to place orders in the Test Ordering System if desired.</p>
First Bulk Registration Opens	July 20, 2020	<p><a href="#">Bulk registration</a> allows schools and corporations to upload student data to College Board and receive printed Pre-ID labels for test books, reducing needed bubbling at the time of test administration. Bulk registration can only be completed at the corporation level. CTCs receive an email from College Board with bulk registration codes and instructions for completing the process. Information must be submitted by one of the four bulk registration deadlines in order to receive Pre-ID labels prior to testing.</p>
SSD Testing Accommodations Request Deadline	August 25, 2020	<p>CTCs must designate a primary SSD Testing Accommodations Coordinator for each school building. This SSD Coordinator is responsible for requesting student accommodations, but additional staff may also support the request process. IDOE and CB recommend completing the accommodation request process as 504/IEP annual meetings take place throughout the school year. <a href="#">SSD Accommodations</a></p>
Materials Order Final Deadline	September 16, 2020	<p>After this time, schools may no longer order (includes updates to previous orders such as increase or decrease of quantities) standard or accommodated test materials.</p>

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Bulk Registration (Pre-ID Labels) Deadlines <a href="#">Bulk Registration Details</a> <b>NOTE:</b> Bulk Registration opens on <b>July 20, 2020</b>	August 13, 2020 August 27, 2020 September 10, 2020 September 17, 2020	<ul style="list-style-type: none"> <li>• Labels will arrive approximately by 8/25 if 8/13 deadline is met.</li> <li>• Labels will arrive approximately by 9/9 if 8/27 deadline is met.</li> <li>• Labels will arrive approximately by 9/22 if 9/10 deadline is met.</li> <li>• Labels will arrive approximately by 9/29 if 9/17 deadline is met.</li> </ul>
Annual School Counselor Workshop	September 2, 2020	School counselors must <a href="#">register</a> (free) to attend the annual College Board workshop.
Test Materials Arrive at Schools	October 7, 2020	Materials must be securely stored. All of <a href="#">Indiana's state test security policies</a> and College Board's published test security policies apply.
Required CTC Online Training	TBD	CTCs are required to complete an online test administration training. CTCs receive a link to the training via email and must complete a quiz after training. Pieces of the training can be used to train other staff as needed.
PSAT/NMSQT Administration	<b>Primary:</b> <b>October 14, 2020</b>  <b>Alternate:</b> <b>October 29, 2020</b>	Indiana students may participate in either the primary or alternate test day as needed. Saturday testing is not funded by the State of Indiana.  *Important: Students must correctly 'bubble' in their grade level. Proctors and CTCs (or designee) should verify score sheets are correctly labeled prior to their return.
Return Primary Test Day Test Materials	October 15, 2020	Answer sheets must be returned no later than one day after test administration. Answer sheets not shipped by the deadline are not guaranteed to be scored.
Return Alternate Test Day Test Materials	October 30, 2020	Answer sheets must be returned no later than one day after test administration. Answer sheets not shipped by the deadline are not guaranteed to be scored.
Plan for Student and Family Outreach	December-January (Available Anytime)	The CTC must create a plan to support communication of student results and accompanying resources. Ensure students create an online College Board account. Consider publishing resources listed in the Resources table to families to support interpretation and scores and action to support students.
Educator Data Release	Early December	Permissioned users may access results though the online <a href="#">K-12 Assessment Reporting System</a> . Indiana works with College Board to set all CTCs as the Data Access Manager. CTCs must provide data access to other school staff as deemed appropriate.

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Student Online Score Reports Available	Mid-December	Students may <a href="#">log in</a> to their College Board accounts and access their score reports.
Khan Academy Linking	Mid-December	Link <a href="#">Khan Academy</a> to PSAT results. This provides personalized interventions for students (remediation/acceleration).
College Board Opportunity Scholarship	December	Juniors can sign up for the <a href="#">College Board Opportunity Scholarship</a> .
Data Clean-Up and Invoicing	Mid-January	CTCs must follow provided directions to correct any “misgrids” or incorrect student demographic information. The State of Indiana will not pay for assessments where grade levels are incorrectly reported and not corrected during this clean-up period.
AP Potential Access Provided	TBD	CTCs receive access (via emailed access code) to AP Potential data. AP Potential data can support school and student decisions regarding participation in AP course work.
Data and Reports Workshops	January-February	College Board provides in-depth workshops which focus on accessing, understanding, and using PSAT data. Key audiences include corporation data leaders, department chairs, and instructional staff. Workshops are free to any current Indiana educator.

## PSAT/NMSQT Fall 2020 Resources

Resource	Description of and Access to Resource
Prepare Students for the PSAT/NMSQT	Students can discover what PSAT/NMSQT testing is like and how they can prepare for success. <a href="https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/resource-library">https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/resource-library</a>
Family/Community Resources	Utilize resources/presentations on <a href="http://www.collegereadiness.collegeboard.org">www.collegereadiness.collegeboard.org</a> .
Instructional Staff Resources	PD modules are available to support corporation, school, department, or PLC training. <a href="https://collegereadiness.collegeboard.org/educators/k-12/professional-development-modules">https://collegereadiness.collegeboard.org/educators/k-12/professional-development-modules</a>
K-12 Assessment Reporting	Access data through the <a href="#">online portal</a> . Data Access Managers (CTCs) must provide access to local staff as needed.
Khan Academy	<a href="#">Khan Academy</a> provides personalized interventions for students (remediation/acceleration).

## PSAT/NMSQT Fall 2020 Important Links and Contact Information

- **PSAT Coordinator Hotline:** 877-477-7728
- **Student Customer Service:** 866-433-7728
- All resources and information related to all assessments: [www.collegereadiness.collegeboard.org](http://www.collegereadiness.collegeboard.org)
- Services for Students with Disabilities: [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)