Indiana DEPARTMENT OF EDUCATION

Dr. Jennifer McCormick
Superintendent of Public Instruction

*Working Together for Student Success*

**TO**: Superintendents, Corporation Test Coordinators, High School Test Coordinators, Guidance Counselors
**FROM**: Dr. Charity Flores, Director of Student Assessment
**RE**: PSAT/NMSQT Flexibility and Winter Window Coverage
**DATE**: August 28, 2020

The Indiana Department of Education (IDOE) recognizes the uncertainty schools face regarding PSAT/NMSQT scheduling for this school year. IDOE and College Board worked to provide flexibility for school administration of PSAT/NMSQT testing. **As a reminder, remote proctoring is NOT allowable (in any form) for PSAT/NMSQT assessments.**

**Updates to PSAT/NMSQT Fall 2020 Administration to Support Flexibility**

- Schools may utilize both the Primary Test Day and Alternate Test Day to schedule testing in ways that support physical distancing. IDOE will cover costs for both testing days for any eligible students.
    - IDOE will not cover costs for Saturday testing per state law.
    - Students may only participate in one PSAT/NMSQT attempt per school year.
- The Alternate Test Day moved from October 28 (Wednesday) to October 29 (Thursday). This update supports scheduling the test on different days of the week for different student populations.
- Schools will not be charged test fees if they are unable to administer PSAT/NMSQT this fall. The decision to test (or the inability to test as planned) may not be confirmed until closer to administration dates. Schools should adjust test book orders in College Board's Test Ordering System to their best ability by September 16.

**New PSAT/NMSQT Winter 2021 Administration Covered by IDOE**

- College Board announced an additional test day for PSAT/NMSQT in Winter 2021: Tuesday, January 26, 2021.
- IDOE covers costs for eligible students to participate in the Winter 2021 PSAT/NMSQT to the same extent that costs are covered for the Fall 2020 PSAT/NMSQT administration.
- Schools that plan to test Fall 2020 but are unable to administer the assessment due to the current pandemic may move their test date to Winter 2021. Contact Jason Feig at College Board (jfeig@collegeboard.org) for support with this process if needed. There is no additional test date available beyond January 26, 2021.
- PSAT/NMSQT Winter 2021 test dates will not be included in the Test Administration Manuals sent to corporations. Test coordinators should refer to College Board's COVID-19 response website to confirm the latest updates for this administration.

- Schools must order test materials for Winter 2021 PSAT/NMSQT participation by December 4, 2020. Schools will receive an email from College Board when ordering opens for this administration in mid-October.
    - For schools that test part (but not all) of their student population during the Fall 2020 administration, return unused Fall 2020 test materials to College Board and place a new order in the Test Ordering System for Winter 2021 materials (as needed) by December 4.
- Schools should submit bulk registration requests by September 17 to ensure receipt of student labels for the Winter 2021 administration.
- The Services for Students with Disabilities (SSD) Accommodations Portal remains open. Schools must apply for student accommodations as soon as possible. Accommodations should be submitted eight weeks prior to the exam date.
- Students may only participate in one PSAT/NMSQT attempt per school year. The Winter 2021 administration is **not** a "retest" for Fall 2020.
- Scores for this test administration are anticipated to publish in March 2021.
    - Schools are required to return all test books following the administration of Winter 2021 PSAT/NMSQT. This test form will **not** be released.
    - Because the Winter 2021 PSAT/NMSQT test form will not be released, the *Question Level Details* score report will not be available for this administration.

Contact Jason Feig (jfeig@collegeboard.org) at College Board or Mary Williams (mwilliams@doe.in.gov, 317-234-5602) at IDOE (INassessments@doe.in.gov, 317-232-9050) for support.