

MEMORANDUM

TO: Superintendents, Corporation Test Coordinators (CTCs), School Test Coordinators (STCs), High School Principals, and High School Counselors
FROM: Dr. Charity Flores, Director of Student Assessment
RE: Funding for PSAT/NMSQT Fall 2020 Administration
DATE: April 10, 2020

The State of Indiana provides funds as appropriated in [HEA 1001 \(2019\)](#) to measure students' college- and career-readiness, indicate student academic strengths and challenges, and provide additional support to students ([Indiana Code 20-32-9-3](#)). PSAT/NMSQT may be used by schools during school year 2020-2021 for this purpose.

The Indiana Department of Education (IDOE) covers the following costs associated with Fall 2020 PSAT/NMSQT testing:

- Exam fees for students in grade 10 and grade 11 who are enrolled in Indiana public or accredited nonpublic high schools (including charter schools and choice schools). Students may participate on the primary or alternate test day, but not on the Saturday test day.
- Bulk registration fees. School corporations may utilize College Board's bulk registration tool to register students for the PSAT/NMSQT and receive test book labels.
- Initial copies of student score reports. Schools are provided one paper copy of each participating student's score report.
- Access to electronic reports. Schools may access, download, and print individual student results and aggregate reports in College Board's online K-12 Educator Portal.
- Professional development opportunities. School staff may attend specific professional development opportunities published jointly by College Board and the IDOE free of charge. Professional development is related to accessing, understanding and using PSAT/NMSQT data.

The IDOE will not cover costs related to:

- Additional copies of score reports. Schools have the opportunity to order additional copies of the PSAT/NMSQT paper score reports and/or score labels via the College Board's Test Ordering System. Schools are responsible for all costs associated with additional score reports or score label orders
- Unused PSAT/NMSQT materials. If the school returns unused paper test materials to College Board, a minimal restocking fee may be invoiced to the school.
- Homeschool student participation. Schools may provide PSAT/NMSQT opportunities to homeschooled students or to students enrolled in non-accredited private schools as a community service. These student tests must be labeled using the directions in the PSAT Test Administration Manual and all associated costs will be invoiced to the school.
- Saturday PSAT/NMSQT participation. Per state law, state-funded PSAT/NMSQT opportunities must occur during the school day. Schools may offer Saturday testing opportunities if desired, but associated costs (including exam fees for students in grades 10 and 11) will be invoiced to the school.

- Incorrectly labeled test documents. Fees may be associated with test documents labeled with incorrect student demographic data (i.e., the incorrect grade level). College Board allows time after the exam to correct these data issues; however, if schools do not correct the data issues prior to the communicated deadline, associated exam fees will be invoiced to the school.

Schools must adhere to the following requirements in order to administer PSAT/NMSQT assessments and receive cost coverage through the IDOE:

- Schools must hold Indiana public or Indiana accredited non-public school status. Registered charter schools are included in the public school category, and registered choice schools are included in the accredited non-public school category.
- Schools must [register with College Board](#) and obtain the necessary status to administer the assessment. This process may take several weeks to confirm and therefore requires advance planning. School registration persists across school years. Schools who have previously registered with College Board do not need to complete this step each school year.
- School officials must report student grade levels accurately through online reporting (i.e., bulk registration files) or on paper test documents.
- School officials must report unenrolled student participants (e.g., homeschooled students) accurately using the instructions found in the PSAT/NMSQT Test Administration Manual.
- School officials must report students using Indiana Student Test Numbers (STNs) rather than local school IDs as the unique student identifier.

For additional information about the PSAT/NMSQT from College Board, visit the [PSAT/NMSQT website for educators](#) or [contact your regional College Board representative](#).

For questions about state funding and related services pertaining to the PSAT/NMSQT, contact Mary Williams, Senior Assessment Specialist at the Indiana Department of Education (mwilliams@doe.in.gov, 317-234-5602) or the Office of Student Assessment (INassessments@doe.in.gov, 317-232-9050).