

MEMORANDUM

TO: PSAT/NMSQT School Coordinators, High School Principals, and Counselors

FROM: Dr. Charity Flores, Director of Assessment

DATE: May 21, 2018

SUBJECT: Funding for the Fall 2018 PSAT/NMSQT Administration

In reference to the use of college and career readiness exams (Ind. Code 20-32-9-3). The Indiana Department of Education is revising the implementation of PSAT/NMSQT for the 2018-2019 school year to measure college and career readiness and indicate strengths and deficiencies to provide additional support. The Department will cover the cost of the Fall 2018 PSAT/NMSQT exam administered on Wednesday, October 10, 2018 or the alternate date of Wednesday, October 24, 2018 * for **all Grade 10 and 11** students enrolled in Indiana accredited public and nonpublic high schools (HEA 1001-2017). Providing the PSAT/NMSQT for Grade 10 students has become common practice for many states, as the assessment offers many opportunities, including the following:

- a. Students and parents receive an earlier and better gauge of their post-secondary preparation;
- b. Students have time to adjust subsequent schedules at later grades based on individual data;
- c. Schools may use AP Potential™ to identify students who demonstrate potential in specific Advanced Placement content areas.
- d. Corporations and schools have access to data and reports which can be used to inform instruction and monitor student progress towards college and career readiness. Students and parents have access to a variety of college, career and SAT preparation tools, including Khan Academy Official SAT Practice and Roadmap to Careers that are beneficial throughout high school at <https://collegereadiness.collegeboard.org/educators/k-12/score-resources> .

School officials must check to make certain **all** students mark their grade level appropriately on their answer sheet. Any test with errors in marking or lack of marking will not be compensated by the IDOE after final invoicing is received by schools from the College Board. If a school finds an error(s) in an invoice the school must resolve the issue with College Board.

Because these resources are available to all Grade 10 and 11 students who take the PSAT/NMSQT (not just those determined to be “college bound”), schools should seek full participation of Grade 10 and Grade 11 students in the PSAT/NMSQT.

Priority dates for ordering 2018 PSAT/NMSQT materials:

June 29: Priority date to order test materials, ensuring timely delivery of Student Guides.

August 15: Deadline for schools to order tests using the pre-administration option. Participating schools receive answer sheets and supervisor's manuals by September 13.

August 21: Deadline for receipt of **complete SSD accommodations** requests; NOTE this is the deadline for *all* SSD accommodations requests, whether or not the pertinent documentation requires review by the College Board.

September 12: Deadline for schools to order all PSAT/NMSQT test materials, including accommodated materials.

Wednesday, October 10: PSAT/NMSQT administration

***Alternate Test Day is Wednesday, October 24, 2018.** Alternate test day administration requires notification to IDOE. **Further, Saturday test administration will be October 13, 2018, however IDOE will NOT pay for Saturday administration.** Please use the contact information for Tarrell Berry below if you are interested in administering alternate day exams.

Bulk Registration (Answer Sheet Labels):

School corporations will be provided with the option to use the College Board's bulk registration tool to register students for the PSAT/NMSQT. Additional details and deadlines regarding the process for bulk registration for Indiana school corporations will be provided to CTCs over the summer. Bulk registration must be completed by the CTC. Individual schools may not upload bulk registration files, even in single high school School Corporations. For basic bulk registration information, please access: <https://collegereadiness.collegeboard.org/educators/k-12/bulk-registration>.

Score Report and Score Labels:

Schools have the opportunity to order additional copies of the PSAT/NMSQT paper score report and/or score labels via the College Board's Test Ordering System. **Schools will be responsible for paying for any score report or score label orders.**

For additional information about the PSAT/NMSQT from the College Board:

<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators>.

If you have questions about the PSAT/NMSQT and the state funding for Grade 10 and 11 students, please contact Tarrell Berry (tberry2@doe.in.gov).