



Spring 2022 Administration of PSAT™ 10 and PSAT™ 8/9 for Invest in Kids Act Schools

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Agenda

- Invest in Kids Act: PSAT 10 (for grade 10) and PSAT 8/9 (for grade 9) administration
- General Timeline
- Establishment Process
- Accommodations and English Learner (EL) Supports
- Test Ordering System (TOS)
- Next Steps

PSAT 10 and PSAT 8/9: Test Dates and General Timeline

ISBE is providing a testing window for PSAT 10 and PSAT 8/9 to its public schools from **April 13-29, 2022**. Invest in Kids Act schools must, therefore, choose a test date for PSAT 10 and PSAT 8/9 from within this time period.

- Test Dates: <https://www.isbe.net/Documents/IK-Assessment-Dates-2022.pdf>
- General Timeline: <https://www.isbe.net/Documents/PSAT-IKA-general-timeline-2022.pdf>

PSAT 10 and PSAT 8/9: Before Test Day

Activity	Timeline
Establishment Survey Deadline	Deadline: December 10, 2021
AI Code Establishment Follow-Up	By the end of January 2022
Off-site Testing	The off-site testing form is not required for schools that order from the Test Ordering System (TOS).
Request Accommodations	Deadline: February 21, 2022
Request Extended Time for ELs (English Learners)	Deadline: February 26, 2022
Order Materials: Standard and Nonstandard in TOS	Deadline: February 25, 2022

School Establishment

Prepare Your School

School Establishment

- Schools must have a Level 2 Attending Institution (AI) Code to participate in the spring administration. If your school has ordered materials in the past and has administered assessments for PSAT 8/9, PSAT 10, SAT and/or AP, the school is prepared to order tests for the spring administration.
- Schools with Invest in Kids Scholarship recipients must complete the establishment survey annually.
- The list of Invest in Kids Act established schools is posted here:
<https://www.isbe.net/Documents/PSAT-Established-Schools-2021-22.pdf>











College Board Test Materials

Invest in Kids Act— Assessment Page

<https://www.isbe.net/Pages/testinvestinkidsact.aspx>

- Establishment Survey Information
- General Timeline Document
- SAT/PSAT Comparison Document
- 2022 PSAT 10 and PSAT 8/9 Manuals, Student Answer Sheet Instructions, and Student Guides

2021-2022 PSAT Information

- PSAT Established Schools 2021-22 
- PSAT 2021-2022 General Timeline 
- SAT/PSAT 2021-22 Comparison Document 
- **Spring 2022 PSAT 8/9 Resources**
 - PSAT 8/9 Test Coordinator Manual 
 - PSAT 8/9 Student Guide 
 - PSAT 8/9 Answer Sheet Instructions 
- **Spring 2022 PSAT 10 Resources**
 - PSAT 10 Test Coordinator Manual 
 - PSAT 10 Student Guide 
 - PSAT 10 Answer Sheet Instructions 
- Establishment Survey E-mail Communication 

Invest in Kids Act— Assessment Page

- Establishment Survey Information
- General Timeline Document
- SAT/PSAT Comparison Document
- 2022 PSAT 10 and PSAT 8/9 Manuals, Student Answer Sheet Instructions, and Student Guides

<https://www.isbe.net/Pages/testinvestinkidsact.aspx>

PSAT 8/9

2021-22

PSAT™ 8/9 Coordinator Manual

Look inside for:

- SECURITY REQUIREMENTS
- TESTING ROOM PROCEDURES
- STANDARD AND ACCOMMODATED TEST SCRIPTS
- INSTRUCTIONS FOR RETURNING MATERIALS

Test Dates

SEPT THRU MAR	APR
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PSAT 10

Spring 2022

PSAT™ 10 Coordinator Manual

Look inside for:

- SECURITY REQUIREMENTS
- TESTING ROOM PROCEDURES
- STANDARD AND ACCOMMODATED TEST SCRIPTS
- INSTRUCTIONS FOR RETURNING MATERIALS

Test Dates

FEB 21 THRU MAR 25	APR 13 THRU APR 29
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Timeline for April 2022 Administration PSAT 10 and PSAT 8/9 Invest in Kids Act

See <https://www.isbe.net/Pages/testinvestinkidsact.aspx> for updates.
National PSAT Customer Service for Educators: 888-477-7728
PSAT 10 Dates: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10-12-educators/psat-10-dates>
PSAT 8/9 Dates: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-8-9-12-educators/dates>
[Established PSAT 10 and PSAT 8/9 Test Sites](#)

Activity	Timeline
School Test Center Establishment and Staff Setup-Online Survey: https://www.isbe.net/Pages/EstablishmentSurvey.aspx	October 25 – December 10, 2021
College Board Accommodations Overview (OnDemand Version)	September 2021
Invest in Kids Act Webinar – Assessing Students in Grades 9 and 10 In this recorded webinar, College Board staff will share detailed information regarding test site establishment, materials orders, staffing, and general testing logistics and protocol. The recording will be posted on https://www.isbe.net/Pages/testinvestinkidsact.aspx .	Anticipated to be Available: Week of January 24, 2022
Apply for SSD Coordinator Access: https://accommodations.collegeboard.org/ssd-online/get-access	Now-January 28, 2022
College Board Approved Accommodations Request Deadline for PSAT 10 and PSAT 8/9	February 21, 2022
Order PSAT 10 and PSAT 8/9 Materials: Standard and Nonstandard	February 25, 2022
<i>For April testing, select the preadministration option on the ordering website by February 14, 2022, to receive answer sheets and coordinator manuals by March 13, 2022.</i>	
EL 50% Extended Time Request for PSAT 10 and PSAT 8/9	February 26, 2022
Test Day Online Training for PSAT 10 and PSAT 8/9	Early March – April 13, 2022
Preadministration Materials & Student Guides in Schools for PSAT 10: Digital versions of Student Guides for PSAT 8/9 are available online: https://collegereadiness.collegeboard.org/pdf/psat-8-9-student-guide.pdf	March 13, 2022 (if ordered by February 14, 2022)

Invest in Kids Act Spring 2022 Administration: Differences Between SAT with Essay and PSAT 10 & PSAT 8/9

Public Act 100-465 established the Invest in Kids Act. The Act includes a five-year tax credit scholarship program for eligible students who attend qualified nonpublic schools. A portion of the Act requires that scholarship recipients shall be annually assessed at the qualified school where the student attends school in the same manner in which students that attend public schools are annually assessed pursuant to Section 2-3.6445 of the School Code and that such qualified schools shall pay costs associated with this requirement.

The Illinois State Board of Education (ISBE) is requiring its public schools to administer the PSAT 8/9 to students in Grade 9 and the PSAT 10 to students in Grade 10. Schools that must administer these tests to scholarship recipients should follow standard protocol for ordering these materials via College Board's Test Ordering System (TOS).

ISBE is requiring public schools to administer the SAT with Essay to students in Grade 11. Procedures for ordering these materials differ from the standard protocol due to the unavailability of the essay via College Board's TOS. Therefore, schools that must administer this test to scholarship recipients should follow procedures for ordering materials for SAT with Essay through ISBE.

The chart below describes the differences in procedures for each test. Please direct any questions to assessment@isbe.net.

Topic	Spring 2022 PSAT 8/9 and PSAT 10	Spring 2022 SAT with Essay
Student Eligibility	All scholarship recipients in Grade 9 must be tested with PSAT 8/9. All scholarship recipients in Grade 10 must be tested with PSAT 10. Note: The school may choose to test all Grade 9 and 10 students, if desired.	All scholarship recipients in Grade 11 must be tested with SAT with Essay. Note: The school may choose to test all Grade 11 and 12 students, if desired.
Test Dates	April 13-29, 2022	Administrators will have two options from which to choose in the fall establishment survey. March Primary Test Date Option Primary Test Date: March 23, 2022 Accommodated Testing Window: March 23-April 8, 2022 Makeup Test Date: April 26, 2022 April Primary Test Date Option Primary Test Date: April 13, 2022 Accommodated Testing Window: April 13-26, 2022 Makeup Test Date: April 26, 2022
Establishing as a Test Site	Administrators from schools serving Grade 9 and/or 10 scholarship recipients must complete a survey that will be available on the ISBE website in November at www.isbe.net/Pages/testinvestinkidsact.aspx .	Administrators from schools serving Grade 11 scholarship recipients must complete a survey to establish their school as a test site for spring 2022. The fall survey link will be sent via email from College Board to building administrators in early September. Administrator email addresses will be provided to the College Board by ISBE based on information in ISBE's Entry Profile System (EPS). District/school staff must ensure data in EPS are updated on a consistent basis.

Training

Training

- Test coordinators will complete the training available within their College Board Educator account.
- SSD coordinators are recommended to complete the updated SSD online training available [here](#).

[My College Board Professional Account](#)

My Tools And Services

Test Administration Training for the SAT Suite of Assessments ▶

Off-Site Testing

Prepare Your School

Off-Site Testing

- Off-site testing may be used if a school is unable to comply with testing conditions due to the following reasons:
 - School is unable to comply with testing conditions due to inadequate space
 - School is unable to comply with testing conditions due to insufficient number of personnel
- **Schools administering the PSAT 10 and the PSAT 8/9 under the Invest in Kids Act (orders are placed within the Test Ordering System) are not required to complete an off-site testing request form.**
- For the PSAT 10 and the PSAT 8/9, test coordinators will select the off-site testing sites and order materials for those sites accordingly.
- Schools following local health guidelines can use this option to distribute students among multiple locations, allowing for more distance between test takers.

Prepare Your School

Off-Site Testing

- To ensure accurate test material tracking, security, and adherence to test administration policies:
 - Record the off-site testing location name and testing room code(s).
 - Provide test books in intact bundles.
 - Record the number of test books provided to each off-site testing location.
- Order extra materials in proportion to the number of off-site testing locations you're using to avoid the need to break test book bundles.
- College Board recommends that schools return materials from off-site and primary testing locations in one consolidated shipment for each test administration date, if possible.
 - If you plan to return materials directly from each site, contact customer service using the contact information listed in the coordinator manual to request additional test materials return kits.

Accommodations & Supports

Services for Students with Disabilities (SSD)

English Learner (EL) Supports

Accommodations

Accommodation requests approved by the College Board are required for PSAT 8/9 and PSAT 10.

- Accommodations requests must be submitted by the SSD coordinator in the SSD system to be approved before the ordering deadline.
- SSD coordinators will use SSD Online to submit accommodation requests on the behalf of students.
- Schools can have multiple SSD coordinators.
- If the SSD Coordinator is new, the following form must be completed: <https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf>.
- Once approved, students remain approved for College Board accommodations for all other College Board assessments, including AP[®] exams. If a student's IEP or 504 changes, the SSD coordinator can modify the requested accommodations in SSD Online.
- If students test with any accommodations that are not preapproved by the College Board, scores for those students may not be reported.

Prepare Your School

Accommodations and SSD Coordinators

- Each school should follow state and district procedures for collecting consent to request accommodations for students with disabilities and also for English Learners, as applicable.
 - <https://accommodations.collegeboard.org/forms>
- Accommodations requests are submitted by each school's SSD coordinator via SSD Online.

Accommodations

- For students testing under the Invest in Kids Act, accommodation requests must be entered in SSD Online for PSAT 8/9 and PSAT 10.
- The entry of PSAT 8/9 accommodations is required for state assessments, therefore, for students testing under the Invest in Kids Act, accommodations must be entered for students in Grade 9. This guidance is **not** provided in College Board's SSD Online.

Accommodations

Test Formats for Students with Disabilities

After accommodations have been entered and approved in SSD online, the test coordinator must place an order for any required nonstandard materials.

- For students testing under the Invest in Kids Act, accommodation requests must be entered in SSD Online for PSAT 8/9 and PSAT 10.
- After approval for accommodations is provided, test coordinators must order nonstandard test formats for students who need them.
- The following formats are examples of alternate formats that can be ordered online. This list is not exhaustive and may vary by assessment.
 - **Raised Line Drawings**
 - **Large-Print**
 - **Prerecorded Audio**
 - **Human Reader**

Prepare Your School

English Learner Supports

English learners (EL) are able to utilize EL supports for Spring 2022 testing.

These supports include:

- Use of an approved word-to-word bilingual dictionary
- Use of translated test directions, and
- 50% extended time

Students may use one or any of these supports in combination.

Prepare Your School

English Learner Supports

Use of an approved word-to-word bilingual dictionary:

- List includes approximately 100 dictionaries.
- Use of dictionary does NOT require an approval by College Board.

Use of translated test directions:

- Translated test directions will be available in PDF format for each assessment. Schools must print the directions for students, no printed test directions will come with test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The College Board will also support "on the fly" translations of directions by district-approved translators.
- Use of translated test directions does NOT require an approval by College Board.
- Translations are available to print at:
 - 2022 PSAT 10: <https://satsuite.collegeboard.org/k12-educators/administration/psat-10/staff-preparation/resources>
 - 2022 PSAT 8/9: <https://satsuite.collegeboard.org/k12-educators/administration/psat-8-9/resources>

Prepare Your School

English Learner Supports

Use of Time and One-half (+50%):

- Students will receive time and one-half (+50%) on each section of the assessment. Students must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half (+50%) will need to be identified in SSD Online.
- Schools can request 50% extended time for ELs **now** through the English Learner Support dashboard in SSD Online. Students will be automatically approved and no supporting documentation is required.
- EL students using 50% extended time can be tested with accommodated students who use the same timing and test materials.
 - **Deadline to request extended time for ELs (English Learners): February 26, 2022, for PSAT 10 and PSAT 8/9.**

Accommodations

SSD coordinators are recommended to complete the updated SSD online training available [here](#).



Using SSD Online

A How-to Guide for Using the
SSD Online Accommodations &
Supports Management System

Test Ordering System

Key Actions for Ordering

Overview of College Board's Test Ordering System

National PSAT
Customer Service
Number for Educators:
888-477-7728

- Invest in Kids Act Schools must order PSAT 8/9 and PSAT 10 through the College Board Test Ordering System:
<https://professionals.collegeboard.org/test-ordering-services>
- The Test Ordering System is available **now** for placing orders for the April PSAT 10 and PSAT 8/9 administrations.
- Within the Test Ordering System, coordinators are able to manage several processes for PSAT 8/9 and PSAT 10.
 - Place and manage standard and nonstandard test orders
 - Order student guides for PSAT 10
 - Verify materials ordered
 - Complete the invoicing process

Educator Professional Log-In

Requirements for Ordering:

- Level 2 Attending Institution (AI Code)
- College Board Professional Educator Account
- Test Ordering Access Code

National PSAT
Customer Service
Number for Educators:
888-477-7728

- In order to place an order for a school, a school must have an authorized Level 2 AI Code. If a school does not have a Level 2 AI Code, the school must apply for one through ETS: <https://www.ets.org/>. In Illinois, the six-digit code begins with 14.
- Schools can locate AI Codes at: <https://collegereadiness.collegeboard.org/k-12-school-code-search>.
- To place orders in the Test Ordering System, a coordinator must have the following:
 - **College Board Educator Professional Account.** If the coordinator is creating an account for the first time, the coordinator will need the school's 6-digit Level 2 AI Code.
 - **Test Ordering Access Code. If a test coordinator needs the Test Ordering Access code, PSAT/SAT Customer Service should be contacted.**
- If a test coordinator has previously placed exam orders in the Test Ordering System, then there is no need to create a new account.

PSAT 10 and PSAT 8/9 Ordering

Please visit: <https://ordering.collegeboard.org/>

Step 1: Initiate the PSAT ordering process via the dashboard. Select “Choose Test.”

SAT Suite of Assessments Test Ordering

Order SAT School Day, PSAT/NMSQT and PSAT 10, and PSAT 8/9 Assessments.

[Learn more about the SAT Suite of Assessments](#)

Order Tests

1

Test Choice

2

Test Date

3

School Info

4

Standard Testing

5

Accommodated Testing

PSAT 10

Administer the PSAT 10 to 10th-grade students in the spring. PSAT 10 serves as a check-in on progress and covers the same content areas as the PSAT/NMSQT.

[View Details](#)

Choose Test

PSAT 8/9

Administer the PSAT 8/9 to 8th- and 9th-grade students. PSAT 8/9 sets a readiness baseline and is the first assessment in the SAT Suite of Assessments.

[View Details](#)

Choose Test

PSAT 10 and PSAT 8/9 Ordering

Step 2: Select standard and non-standard test quantities and accept the Terms and Conditions.

Select the test and test date.

Note, the test method must be “Paper.”

Test date selected must occur within the April 13-29, 2022, window.

STEP 2: TEST METHOD AND DATE | PSAT 10

Test Method

Paper

[View test fee information](#)

Choose a test date

Date: MM/DD/YYYY *



PSAT 10 and PSAT 8/9 Ordering

Step 3: Identify the test coordinator, billing coordinator, and confirm the shipping and billing address.

Step 4: Enter the number of standard test takers.

STEP 4: STANDARD TESTING | PSAT 10

Standard Testing

Instructions

- Order for your standard testers and testers who need [EL Supports](#) without extended time/breaks.
- You will order for students testing with [testing accommodations or accommodated test formats](#) in the **next step**.

How many standard testers are taking the test?

PSAT 10

Your school will pay for all students who take this test.

0

Enter the **total** number of students you're testing (all grades)

PSAT 10 and PSAT 8/9 Ordering

Step 5: Order accommodated test materials, if needed.

STEP 5: ACCOMMODATED TESTING | PSAT 10

Accommodated Testing

IMPORTANT REMINDER: Student information is confidential, including all accommodations that a student may receive.

I understand

[My test takers don't need accommodations](#)

The next step “Additional Services,” is not needed and “No” should be selected.

STEP 6: ADDITIONAL SERVICES | PSAT 10

Additional Services

Bulk Student Registration

Use this service to submit student information online and get printed labels for test answer sheets, saving time on test day.
[Learn more about bulk registration.](#)
[Learn more about bulk registration deadlines and label delivery dates.](#)

YES, please include student bulk registration (\$100).
 NO

[Next](#)

PSAT 10 and PSAT 8/9 Ordering

Step 6: Confirm your order.

Repeat this process, if needed, for PSAT 8/9 orders.

Confirm Your Order

You can submit your order now and edit it later if you need to. The deadline to edit your order is **Feb. 25, 2022**.



TESTING DATES

PSAT 10

Date

Wed. April 13, 2022

Invoicing

Key Actions for Invoicing

Paying for the Test

Schools send payments to the College Board after reviewing the details of the invoice within the Test Ordering System.

The invoicing window will open after testing concludes. More information will be provided in April.

	PSAT 10	PSAT 8/9
Calculating Payment	\$18 per test scored	\$14 per test scored

Next Steps

- Confirm the PSAT 10 and PSAT 8/9 test coordinator(s) have access to the Test Ordering System.
- Place orders for the spring 2022 PSAT 10 and PSAT 8/9 test administration by February 25, 2022. **Orders cannot be placed after this date.**
- Review the test coordinator manuals and complete the test coordinator training available in the professional educator account.
- Visit <https://www.isbe.net/Pages/testinvestinkidsact.aspx> for more information.
- Contact the ISBE contact, Megan Forness, mforness@isbe.net with any additional policy questions.

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

Thank you!