



Illinois  
State Board of  
Education

# Illinois School Day

## Preparing for the PSAT 8/9, PSAT/NMSQT® and PSAT 10

This guide is to help you prepare for the Fall and Spring administrations of the PSAT 8/9, PSAT/NMSQT® and the PSAT 10. The Illinois State Board of Education (ISBE) will reimburse all public districts and/or schools for one (1) administration per student of PSAT 8/9 – 9th Grade, PSAT/NMSQT-10th Grade or PSAT 10.

### What are the PSAT Assessments?

The PSAT/NMSQT, PSAT™ 10, and the PSAT™ 8/9 assess the same knowledge and skills as the SAT. The tests measure the same skills and knowledge in ways that make sense for different grade levels to make it easier for students, parents, and educators to monitor student progress.

On these series of assessments, students will encounter:

*f*  
A clear and strong focus on the knowledge and skills that are the most important for college and career readiness and success.

*f*  
An emphasis on the meaning of words in a variety of contexts and on how word choice shapes meaning, tone, and impact.

*f*  
A focus on math that matters the most, including problem solving, data analysis, algebra, and advanced mathematical concepts.

*f*  
No penalty for guessing—students earn points for questions answered correctly, and are encouraged to give their best answer to every question.

### Overview for 2017–18

In our continued attempts to improve our processes for students and educators on test day, there are several updates to share for 2017–18:

- Preview this year's testing manual. Schools will receive printed manuals; however, you can download the latest version:
  - PSAT 8/9: [Access Here](#)
  - PSAT/NMSQT: [Access Here](#)
- To reduce preparation time, the answer sheet has been reduced to four pages, with a shorter personal information section. This year, you'll receive a *Student Answer Sheet Instructions* booklet with each answer sheet for use in completing some questions, such as college majors.
- All orders must be placed directly with the College Board on our Test Ordering Site. A district price will be determined based on the following: Either the state discounted price of \$9 for PSAT8/9 – Grade 9 and \$14.40 for both PSAT/NMSQT – Grade 10 only and PSAT 10 – grade 10 only or a district-specific

price made in an agreement directly with the College Board.

- After you have completed your order, schools will have the option of ordering score labels and additional score reports for the PSAT 8/9, PSAT/NMSQT and PSAT 10 through the test ordering site. However these costs are not covered by ISBE.
- All PSAT exam orders should be directly entered into the College Board Test Ordering System: [Here](#)
- Online Training: Approximately a month before exam administration and email with instructions to access supervisor training that covers the fundamental aspects of administering each of these exams. The email will be sent to the PSAT 8/9, PSAT/NMSQT and PSAT 10 Coordinator listed in the College Board's Test Ordering System for each school.

## Getting Assistance

- **Field Team:** The College Board Midwestern Regional Office is available for support and to provide assistance. Please contact our team at (847) 653-4500 or at [romwro@collegeboard.org](mailto:romwro@collegeboard.org).
- **Customer Service:** PSAT/NMSQT Customer Support is available at 888-477-7728 or via email at [psat@info.collegeboard.org](mailto:psat@info.collegeboard.org).
- **Resource Library:** A full list of guides, student and educator supports and materials are available for each of the PSAT assessments.
  - PSAT 8/9 Resource Library: [Access Here](#)
  - PSAT/NMSQT and PSAT 10 Resource Library: [Access Here](#)

## Preparing Students

- Help students prepare for test day. Ensure both students and their parents know what to expect.
- The College Board provides free practice tests on our website at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice/full-length-practice-tests>. Students may also want to create a personalized study plan using the Official SAT® Practice site on Khan® Academy at <https://www.khanacademy.org/sat>. Students will have access to thousands of questions approved by the College Board, can take official SAT practice tests, and once scores are released, they can create personalized study plans based on their results.

## Preparing for Test Day

### Creating a College Board Professional Account

A College Board Professional Account provides access College Board systems. The supervisor, the SSD coordinator, and the bulk registration coordinator must have a College Board Professional Account in order to access certain tools for the administration. If educators already have a College Board account, they do not need to create a new one. If you need to create an account, go to [www.collegeboard.org](http://www.collegeboard.org), click "Sign Up," and follow the instructions.

### Ordering Materials

- Schools and Districts are able to place PSAT 8/9, PSAT/NMSQT and PSAT 10 exam orders directly into the College Board's Test Ordering System. For each PSAT related exam, a school level coordinator will be required. The same person can be the coordinator for multiple exams; however a person must be identified at the school level. This person will serve as the primary contact for email communication and completion of remittance forms after testing is complete.

- All schools placing orders for the October 11<sup>th</sup> administration of the PSAT/NMSQT – 10<sup>th</sup> Grade must order materials through the Test Ordering Site by September 22. All schools placing orders for PSAT 8/9 – 9<sup>th</sup> Grade in the Fall testing window (September 25, 2017 – January 26, 2018) must place all exam orders no later than 4 weeks prior to the week of planned administration.
- Before September 22, confirm your access by logging into your College Board account and select the Test Ordering System from your Dashboard. If you don't have access, request access at <https://ordering.collegeboard.org/testordering/accessCodeRequest>.
- When ordering exams for the PSAT/NMSQT and PSAT 10, you'll be asked to order both standard materials and those for students with accommodations. When ordering for students with accommodations, select each student you are ordering materials for. If you do not see a student listed, it may be because:
  - ◆ The student's accommodations are not yet approved. To order materials, the accommodation request must be approved on the SSD Online Dashboard.
  - ◆ The student is associated to a different school. If the student's accommodations were submitted by another school, the SSD Coordinator will need to transfer that student. For assistance, contact SSD at 212-713-8333 or [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org).

## Requesting Accommodations

- **Accommodation requests approved by the College Board are only required for the PSAT/NMSQT and PSAT 10 exams. No formal approval for accommodations through the College Board's SSD system is needed for any student taking the PSAT 8/9.**
- PSAT 8/9 – Accommodations request can be entered directly into the Test Ordering System when placing exam orders.
- Accommodations requests must be submitted by the SSD coordinator no later than August 29, 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.
- Once approved, students remain approved for College Board accommodations for all other College Board assessments, including AP<sup>®</sup> 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 will not be reported. Students who are approved after testing may have an opportunity to receive an unofficial score report.
- For more information, refer to the testing manual sections "Providing Accommodations on the PSAT/NMSQT" and "Nonstandard Testing Scripts".
- Schools are able to have multiple personnel with access to the SSD Portal. To add a new staff member please complete the SSD Coordinator form at <https://www.collegeboard.org/pdf/ssd/ssd-coordinator.pdf>.

## Preparing Rooms and Staffing

The first step in planning for test day is to identify testing rooms and staff needed. Each school will need:

- **Supervisor:** responsible for overseeing all activities related to testing.
- **Associate supervisor(s):** responsible for administering the test in the testing room

- **Proctor(s):** responsible for assisting associate supervisors in large testing rooms
- **SSD coordinator:** responsible for submitting accommodations requests for students and may administer the test to students with accommodations

Review the “Test Day Planning” section on in the PSAT 8/9, PSAT/NMSQT and PSAT 10 manuals for more details.

Please allow for 30-45 minutes for preadministration activities for each exam. Participating in preadministration activities will reduce time on the day of exam administration.

## Test Day

On test day, the supervisor will be responsible for maintaining security, overseeing all staff activities, and reporting any irregularities to the College Board. See “On Test Day” of the supervisors manual for each assessment for more information. Make sure that each associate supervisor has the appropriate materials and knows which scripts to use for the rooms they are assigned. Everyone should begin with “Test Day Instructions” in the manual.

## After Testing

- Supervisors will be responsible for returning test materials after testing. See “Checklist to Organize Your Answer Sheets and Reporting” in the manual. Before returning answer sheets, review the grade level students provided on their answer sheet for accuracy.
- Student and educator scores will be available through the secure College Board Reporting Portal in December. Look for more information by email with the exact timeframe.
- If you tested students from other grades, after scores are released you will need to review grade levels and make any necessary adjustments. Schools can only be reimbursed for grade level 9 only on the PSAT 8/9, grade level 10 on the PSAT/NMSQT and grade level 10 on the PSAT 10. All other grade levels or mis-grids on answer sheets for any other grade level will not be reimbursable from ISBE.

## Key Dates

### Fall 2017 PSAT 8/9 – 9<sup>th</sup> Grade and PSAT/NMSQT – 10<sup>th</sup> Grade

Activity	Deadline	Comments
Exam Testing Dates	9/25/17 through 1/22/18	PSAT 8/9 – 9 <sup>th</sup> Grade PSAT 8/9 exams can be administered between September 25, 2017, to January 26, 2018. Orders must be placed no later than 4 weeks prior to week of test administration. A full listing of dates can be found at: <a href="https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/dates">https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/dates</a>
	10/11/17	PSAT/NMSQT – 10 <sup>th</sup> Grade October 11, 2017 is the primary test day for all students. There are no makeup dates for the PSAT/NMSQT exam.
Reduce test book orders (if applicable).	9/1/17	PSAT/NMSQT – 10 <sup>th</sup> Grade Deadline for schools and districts to reduce PSAT/NMSQT test-book orders. To access the Test Ordering System, login to your College Board account and select the tool from your dashboard.
Order or increase test materials order.	9/22/17	PSAT/NMSQT – 10 <sup>th</sup> Grade Deadline for schools and districts to order PSAT/NMSQT test books, increase test-book orders, and order optional score labels and additional score reports (9 p.m. ET).  Deadline for schools to order PSAT/NMSQT nonstandard test formats
Secure test material arrive in schools.	10/4/17	PSAT/NMSQT – 10 <sup>th</sup> Grade Once testing materials arrive, check the contents of the shipment immediately to ensure you have the materials required for test day.
Test Day	10/11/17	Test day for all PSAT/NMSQT test takers
Return answer sheets for scoring.	10/12/17	PSAT/NMSQT – 10 <sup>th</sup> Graders Return all answer sheets for scoring.
Scores Available to Educators.	12/4/17	PSAT/NMSQT – 10 <sup>th</sup> Graders Scores available to educators in the scoring portal. To access, login to your College Board account and select the tool from your dashboard or go to: <a href="https://k12reports.collegeboard.org/login">https://k12reports.collegeboard.org/login</a> .
Scores available to Students.	12/11/17	PSAT/NMSQT – 10 <sup>th</sup> Graders Online score reports available to students. Scores available online through the College Board Student Reporting Portal at: <a href="https://studentscores.collegeboard.org/home">https://studentscores.collegeboard.org/home</a> .
Complete grade level adjustments and remittance.	1/12/18	PSAT/NMSQT – 10 <sup>th</sup> Grade Deadline for making grade-level adjustments (misgrids). More information will be available at a later date.
Invoices	Late January 2018	Final invoices are sent to schools

## Spring 2018 PSAT 8/9 – 9<sup>th</sup> Grade and PSAT 10 – 10<sup>th</sup> Grade

Spring 2018 – PSAT 8/9 (9<sup>th</sup> Grade Only) and PSAT 10 (10<sup>th</sup> grade only)

Testing Window: PSAT 8/9 – 9<sup>th</sup> Grade and PSAT 10 – 10<sup>th</sup> Grade is February 26 through April 27, 2017

Activity	Deadline	Comments
Submit accommodation requests.	Now through 12/15/17 and 2/19/18	PSAT 8/9 – 9 <sup>th</sup> Grade NO accommodation requests and approval are needed from the College Board. When placing accommodated exam orders in the Test Ordering system, please input students name and accommodation required.
		PSAT 10 12/15/17: Deadline to complete SSD requests for February and March testing. 2/19/18: Deadline to complete SSD request for April testing.
		To request access for SSD Online, go to: <a href="https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access">https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access</a> . To access SSD Online using your College Board Account at: <a href="https://www.collegeboard.org/students-with-disabilities/ssd-online">https://www.collegeboard.org/students-with-disabilities/ssd-online</a> .
Preadministration option – February/March Testing	12/22/17	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Deadline for schools to order tests using the preadministration option for February and March testing. Participating schools receive answer sheets and supervisors manuals by January 19, 2018.
Exam materials deadline – February/March Testing	1/26/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Deadline for schools and districts to order test materials for February and March administration.
Secure test materials arrive – February and March testing	2/7/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Test materials arrive for schools testing in February and March.
Preadministration option – April Testing	2/16/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Deadline for schools to order test materials using the preadministration option for April testing. Participating schools receive answer sheets and supervisor manuals by March 16 <sup>th</sup> .
SSD Accommodations Deadline	2/19/18	PSAT 10 – 10 <sup>th</sup> Grade ONLY Deadline to complete SSD request for April testing.

Testing window opens	2/26/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Spring testing window opens.
Exam material deadline – April Testing	3/2/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Deadline for schools and districts to order test materials for April.
Secure test material arrival – April Testing	3/26/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Test materials arrive for schools testing in April.
Testing Ends	4/27/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Spring testing ends.
Scores available to educators.	4/16/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Schools returning materials postmarked on or before March 9, 2018 should expect scores to educators on April 16. Schools returning materials postmarked after March 9 should expect scores to be available on a weekly basis after April 16.  To access, login to your College Board account and select the tool from your dashboard or go to: <a href="https://k12reports.collegeboard.org/login">https://k12reports.collegeboard.org/login</a>
Scores available to students.	4/24/18	PSAT 8/9 – 9 <sup>th</sup> Grade and PSAT 10 – 10 <sup>th</sup> Grade Schools returning materials postmarked on or before March 9, 2018 should expect student scores on April 24. Schools returning materials postmarked after March 9 should expect student scores to be available on a weekly basis after April 16.  Scores available online through the College Board Student Reporting Portal at: <a href="https://studentscores.collegeboard.org/home">https://studentscores.collegeboard.org/home</a> .

## Test Timing and Comparison

Exam Components	PSAT 8/9 (in minutes)	PSAT 10 (in Minutes)	SAT with Essay (in minutes)
Reading	55	60	65
Break	5	5	10
Writing & Language	30	35	35
Math (no calculator)	20	25	25
Break	5	5	5
Math (with Calculator)	40	45	55
Break	NA	NA	2
Book Collection/Essay Distribution	NA	NA	15
Essay	NA	NA	50
<b>Total (hours, minutes)</b>	<b>2 hours 35 min</b>	<b>2 hours 55 min</b>	<b>4 hours 22min</b>