

The College Board

Test Ordering Site Overview

December 2017

All phones are muted.

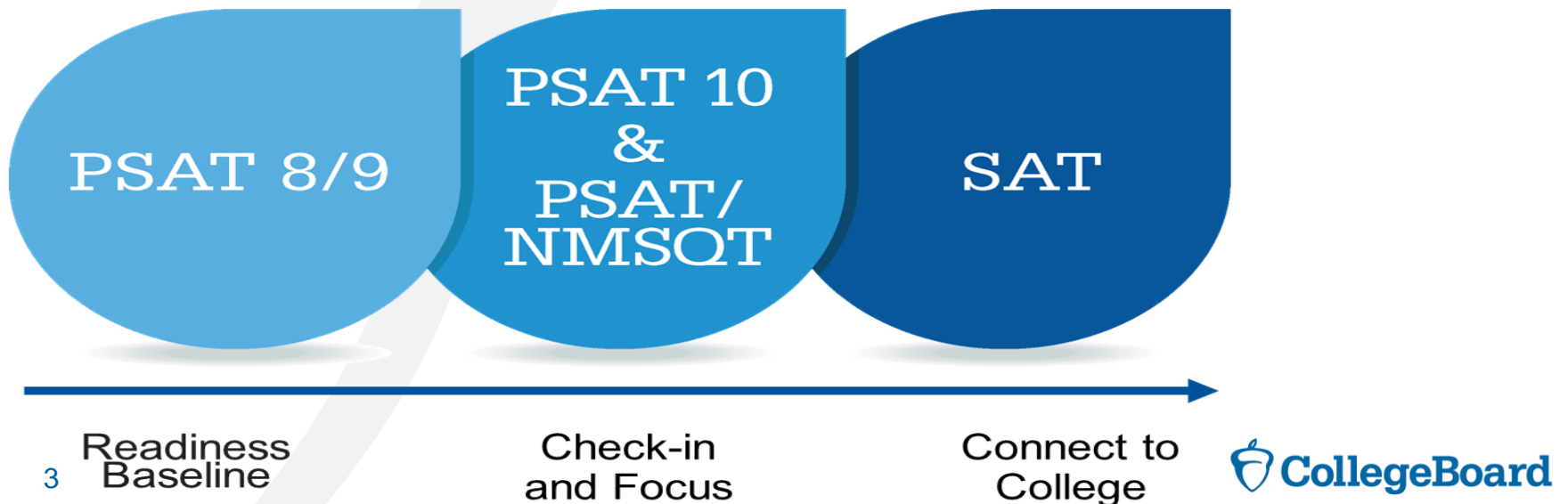
Please include all questions in the “Chat” feature with your question followed by an email address to ensure all questions are returned in a timely manner.

Agenda

- ▶ Welcome and introduction
- ▶ PSAT in Illinois
- ▶ Overview of the Test Ordering System
 - ▶ Key Dates
 - ▶ Information needed to place exam orders
- ▶ Review of PSAT 8/9 and PSAT 10
- ▶ From the school's perspective:
 - Level 1/2 AIs, Pre-administration option, unused test fee, etc.
- ▶ From the district's perspective:
 - ▶ New district dashboard
- ▶ FAQ's and Wrap Up

PSAT in Illinois

- For the 2017-18 school year, ISBE will reimburse any public school, district, or serving educational entity for one administration per student for:
 - PSAT 8/9 – 9th Grade,
 - PSAT 10 in grades 9 and 10
- Schools that did not participate in this fall 2017, can order for the spring 2018 administration.



PSAT 8/9 and PSAT 10 Spring 2018

December 15, 2017 | Deadline to complete PSAT 10 SSD requests for February and March testing.

December 22, 2017 | Deadline for schools to order tests using the **preadministration** option for February and March testing. Answer sheets and supervisor manuals received by January 19, 2018.

January 26, 2018 | Deadline for U.S. schools and districts to order test materials for February and March.

February 7, 2018 | Test materials arrive for schools testing in February and March.

February 16, 2018 | Deadline for schools to order tests using the **preadministration** option for April testing. Answer sheets and supervisor manuals received by March 16.

February 19, 2018 | Deadline to complete PSAT 10 SSD requests for April testing.

February 26, 2018 | Spring testing opens.

March 2, 2018 | Deadline for schools and districts to order test materials for April.

March 26, 2018 | Test materials arrive for schools testing in April.

April 27, 2018 | Spring testing ends.

PSAT Ordering Options

- ▶ Spring 2018 testing window: **2/26/18 – 4/27/18**
- ▶ Ordering Options
 - ▶ Pre-administration Option: Receive answer sheets and supervisors manuals early.
 - ▶ Standard Option: Receive answer sheets and manuals with testing materials
 - ▶ Determine your ordering option and select a testing window.
- ▶ Bulk Registration Option (optional service)
 - ▶ Schools may also choose to participate in bulk registration allowing you to upload a list of students to College Board for Pre-ID labels to be generated

Test Ordering System

- ▶ **Schools and districts order all PSAT 8/9 and PSAT 10 exams through the College Board Test Ordering System: www.collegeboard.com/school**
- ▶ Within the Test Ordering System, coordinators are able to order test materials for PSAT™ 10 and PSAT™ 8/9 in addition to:
 - ▶ Managing all exam orders
 - ▶ Track shipments of test materials and score reports
 - ▶ Order nonstandard test formats (for students approved for accommodations)
 - ▶ Order supervisor's manuals
- ▶ To place orders in the Test Ordering System, you must have a College Board Educator Professional Account.
- ▶ In order to place an order for a school, a school must have an authorized Level 2 AI Code.

Pre-Administration Options

Schools are able to Receive Spring Materials Early:

Save time and allow students to fill out their identifying information before test day — select the pre-administration option on the ordering website to receive answer sheets and supervisor manuals early.

Test booklets will arrive according to the standard test delivery timeline for your testing period. The pre-administration option must be selected by the following dates:

December 22nd Deadline for February and March Testing

February 16th Deadline for April Testing

If you miss the pre-administration ordering deadline, you can still plan a pre-administration session when your materials arrive. Additional details on this process are included in both the PSAT/NMSQT and PSAT 8/9 Supervisor Manual.

Educator Professional Log-In

- ▶ If you have placed exam orders earlier this year in the Test Ordering System you do not need to create a new account.
- ▶ If you are creating your account for the first time, you will need to know your schools 6-digit Level 2 AI Code.
- ▶ Schools can locate AI Codes at: <https://collegereadiness.collegeboard.org/k-12-school-code-search>.
- ▶ If you cannot locate your school's AI Code and need additional help, please contact the Midwest Regional Office at (847) 653 - 4500 for support and assistance

Accommodations

- ▶ **Accommodation requests approved by the College Board are only required for the SAT, 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.**
- ▶ Accommodations requests must be submitted by the SSD coordinator no later than December 15th (February/March testing) or February 19th (April testing), 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[®] 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"

Accommodation Requests

All information on SSD Services can be found at:

<https://www.collegeboard.org/students-with-disabilities/ssd-online>

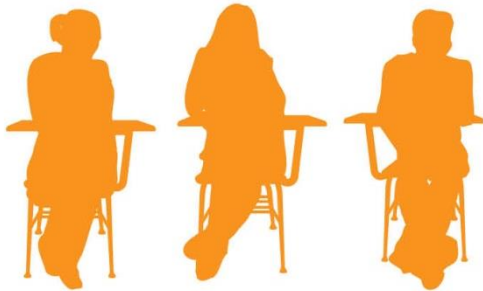
Test Formats for Students with Disabilities

- ▶ Students must have College Board approval to use nonstandard test materials when they take the SAT, PSAT/NMSQT and PSAT 10.
- ▶ After approval for accommodations is provided, test coordinators order nonstandard test formats for students who need them.
- ▶ **PSAT 8/9 accommodations do not carry over to the SAT, PSAT/NMSQT, PSAT 10, and AP Exams (and others) since they are not submitted to College Board for approval.**
- ▶ The following formats can be ordered online:
 - ▶ Braille Large-type
 - ▶ MP3 files Reader's script

PSAT™ 8/9

Serves as the foundation for understanding students' progress as they enter high school

Who should take PSAT 8/9?



All 8th- and 9th-graders

PSAT™ 10 & PSAT/NMSQT®

PSAT 10

PSAT/NMSQT

Test



Administration



Students



No

National Merit Qualifier



Yes

Placing a PSAT Order

Order through the College Board Test Ordering System

CollegeBoard Mimi Lee

Test Ordering

Org Search Dashboard Calendar Help SHENANDOAH MS MUSEUM...

Welcome

The College Board offers SAT® School Day, PSAT/NMSQT®, PSAT™10, and PSAT™8/9 as grade-appropriate assessment options for your middle and high school students. Use this tool to:

1. Choose the exam administrations your school will participate in.
2. Order all test materials (including standard materials, nonstandard materials, student guides, and supervisor's manuals).
3. Request fee reductions for SAT School Day and fee waivers for PSAT/NMSQT.
4. Update your orders.
5. Track shipments.
6. Complete remittance online after the exam.

You may also [search for other schools](#) that are planning to administer PSAT/NMSQT®, PSAT™10, and PSAT™8/9 exams to help students that are looking for locations to take an exam.

See [last year's numbers](#) - number of students that tested and fee waivers used

Calendar

See a complete list of ordering deadlines and other important dates.
[Calendar page](#)

Your Administrations

PSAT/NMSQT® Fall 2017 [View Order Details](#)

Primary Date: Wed, Oct 11, 2017 [Manage Fees](#)

✓ **We've received your order.**
Your student guides and pre-administration materials will ship in mid-September.
The rest of your test materials will arrive by October 4, 2017.

PSAT Ordering

Choose the assessment and administration date

The screenshot displays the CollegeBoard Test Ordering interface. At the top, the header includes the CollegeBoard logo, 'Test Ordering', and the user name 'Pauser Tosapp'. Below the header, there are navigation tabs for 'Org Search' and 'Dashboard', along with a calendar icon, a help icon, and the school name 'HERNDON HIGH SCHOOL'. The main content area is titled 'Choose an Administration' and includes a section for 'Choosing the best for your students' with three bullet points: 'The PSAT/NMSQT® is for 10th- and 11th-graders testing in the fall.', 'The PSAT™ 10 is for 10th-graders testing in the spring. It covers the same content as the PSAT/NMSQT.', and 'The PSAT™ 8/9 is for 8th- and 9th-graders and can be offered in fall or spring.' A link 'Learn more about these tests' is provided. Below this, there are two sections for administration dates: 'Fall 2016' and 'Spring 2017'. The 'Spring 2017' section contains two options: 'PSAT™ 10 Spring 2018 (February 26 - April 27, 2018)' and 'PSAT™ 8/9 Spring 2018 (February 26 - April 27, 2018)', both of which are circled in red. On the right side, there is a box for 'HALLO HERNDON HIGH SCHOOL (471065)' with a blue 'Continue' button.

PSAT Ordering

Order standard materials, student guides, and supervisor manuals

Standard Test Books

Grade	Contract	Students Tested Last Year	Current Order
11	--	0	<input type="text"/>
10	--	0	<input type="text"/>
PSAT/NMSQT® for other grades			
Total		0	

Student Guides

The official student guide is provided free of charge to all test-takers and includes valuable info to help students prepare.

Grade	Recommended Quantity	Current Order
All	0	<input type="text"/>

Supervisor's Manuals

The Supervisor's Manuals has important information on administering PSAT/NMSQT® Fall 2016. We'll send you 1 copy for every 25 test books you order, with a minimum of 2.

Grade	Recommended Quantity	Current Order
All	0	<input type="text"/>

VIVIAN WEBB SCHOOL (060599)
PSAT™ 10 Spring 2018

Reason for placing order

Hand ship this order

[Continue](#)

[Cancel & Exit](#)

PSAT Ordering – Non Standard

Reminder:
For PSAT 10 –
Students must have
an approved
accommodation in
SSD online for an
exam to be ordered
in TOS.

No SSD approval is
needed for PSAT 8/9
materials.

Nonstandard PSAT/NMSQT® Fall Materials

Speak with your school's SSD Coordinator to determine which students need nonstandard test materials.

UPDATE: Regular Print Test Books (pink test books) will no longer be used for the PSAT-related assessments starting in 2016. Be sure to order standard tests (on the previous screen) for students who don't need an alternate test format (e.g. students granted extended time, extra breaks, etc.). Scripts for students testing with 50% and 100% extended time will be included in the standard supervisor manual.

Students who test with accommodations in a standard test room (e.g. those who receive preferential seating, food/medication, large block answer sheet, permission to test blood sugar, record answers in test book, etc.) should use a standard test book. [View a full list of such accommodations.](#) If needed, go back to order standard test books for these students.

Title	Material Quantity
14 pt test book (includes large block answer sheet)	0
20 pt test book (includes large block answer sheet)	0
Braille Test (includes graphs & figures)	0
Braille Graphs & Figures (for use with MP3 audio or readers)	0
MP3 Audio Test Format delivered on flash drive	0
Reader Script (order one for each person who will serve as a reader)	0
Large Block Answer Sheet	0
Assistive Technology Compatible Test Format -	0

PROSPECT HIGH SCHOOL (143062)
PSAT™ 10 Spring 2018

My order is accurate, and I agree to the [terms and conditions.](#)

Reason for placing order

Continue

Cancel & Exit

From a school's perspective

New Placing an order: Pre-Administration option

- ▶ A new Pre-administration option is available for PSAT 8/9 and PSAT Spring assessments/admins. Schools will receive answer sheets and supervisor's manuals approximately one month before test books, which will allow schools to arrange time for students to answer non-test questions before test day.
- ▶ There is a minimum of 20 standard tests or 10 nonstandard tests (for nonstandard only orders) required in order to participate.

CollegeBoard Test Ordering Pauser Tosapp

Org Search Dashboard HERNDON HIGH SCHOOL

Choose an Administration

Choosing the best for your students

- The PSAT/NMSQT® is for 10th- and 11th-graders testing in the fall.
- The PSAT™ 10 is for 10th-graders testing in the spring. It covers the same content as the PSAT/NMSQT.
- The PSAT™ 8/9 is for 8th- and 9th-graders and can be offered in fall or spring.

[Learn more about these tests](#)

HALLO HERNDON HIGH SCHOOL (471065) Continue

Fall 2016

- PSAT/NMSQT® Fall 2016 (Wed. October 19, 2016)
- PSAT™ 8/9 Fall 2016 (September 26, 2016 - January 27, 2017)

Spring 2017

- PSAT™ 10 Spring 2017 (February 21, 2017 - April 14, 2017)
- PSAT™ 8/9 Spring 2017 (February 21, 2017 - April 14, 2017)

Fall 2016

PSAT/NMSQT® Fall 2016 (Wed. October 19, 2016)

Do you have a conflict with this date?

I want to receive test material before the test date for a pre-admin session. ?

PSAT Ordering

Placing an order: review and submit

- ▶ Prior to completing your order, schools can see the order details, including whether they selected the pre-administration option.

The screenshot displays the 'Review Your Order' page in the CollegeBoard Test Ordering system. At the top, there is a navigation bar with 'CollegeBoard Test Ordering' and a user profile 'Pauser Tosapp'. Below this is a progress bar with five steps, the last of which is active. The main content area is titled 'Review Your Order' and includes several sections:

- Deadlines:** September 24, 2016 (Deadline to increase nonstandard orders) and October 6, 2016 (Test material delivery date).
- School Contact Info:** PSAT/NMSQT® Coordinator (Vivian Webb School, TOSSU050599@epsilon.cbreston.org, 5714853616) and School Principal (Vivian Webb, principal050599@epsilon.cbreston.org).
- School Address:** VIVIAN WEBB SCHOOL (050599), 1175 WEST BASE LINE ROAD, CLAREMONT, CA 91711-2199.
- Order Details:** PSAT/NMSQT® Fall 2016 (Thu, Oct 13, 2016), Pre-Admin: Yes.
- Standard Test Materials:** 10 standard test books, 10 Student Guides, 2 Supervisor's Manuals.
- Nonstandard Test Materials:** 1 Braille Test (includes graphs & figures).
- Fee Waivers:** 0 11th Grade Fee Waivers.

On the right side, there is a summary box for 'VIVIAN WEBB SCHOOL (050599)' showing 'PSAT/NMSQT® Fall 2016' and 'Thu, October 13, 2016'. A 'Submit Order' button is prominently displayed and circled in red, with a 'Cancel and Exit' button below it.

PSAT Ordering

Order Confirmation

The image shows a screenshot of a web dashboard for PSAT ordering. A white modal box is centered on the screen, displaying the message: "Your order was submitted. Check your dashboard to view its status." Below the message is a blue button with the text "Continue". The background is a dark grey dashboard with several sections visible: "nt Deadlines & Dates" with a sub-section for "September 22, 2017" and a link "line to increase r"; "ES" with "est Date:"; "est Date:"; "ontact Info" with an "Update" link; and a right-hand column with "(471315)", "SAT School Day Fall 2017", "Wed. October 11, 2017", "ng order", and "Terms and Conditions" with a paragraph starting "s behalf. The" and "been informed that the" and "can login to view them directly."

PSAT Ordering – Edit and Change

- To review/edit an order, schools must click 'View Order Details' on the dashboard.
- The Order Details page contains links on the left that bring users to different order details.
- Users click 'Update' and 'Cancel Exam' to make those edits.

Your Administrations

PSAT/NMSQT® Fall 2017

Primary Date: Wed. Oct 11, 2017

✓ We've received your order.
Your student guides and pre-administration materials will ship in mid-September.
The rest of your test materials will arrive by October 4, 2017.

[View Order Details](#)

Manage Fees

Order Details - PSAT/NMSQT® Fall 2017

[Back to Dashboard](#)

PSAT/NMSQT®

- [Overview](#)
- [Shipping Status](#)
- [Fee Waivers](#)
- [Optional Services](#)

Test Materials

- [Standard Test](#)
- [SSD Materials](#)

✓ We've received your order.
Your student guides and pre-administration materials will ship in mid-September.
The rest of your test materials will arrive by October 4, 2017.

Manage Fees

Test Date
Test Date: Wed. Oct 11, 2017

Pre-Admin: Yes

Important Dates [View All Dates](#)

- June 30, 2017
Early OrderDeadline
- September 22, 2017
Deadline to increase standard orders

Contact Information [Update](#)

PSAT/NMSQT Coordinator: Mike Polizzi
School Address: BETH.ROBINSON SCHOOL (330814)

[Update](#) [Cancel Exam](#)

PSAT Ordering: From a district's perspective

District dashboard

Upon login, districts will see a dashboard showing the schools under their district and whether their schools have orders.

CollegeBoard Test Ordering Pauser Tosapp

Org Search Dashboard Start or update order

Exam	Important Dates	Schools with Orders	Orders Confirmed	Standard Test Orders
PSAT/NMSQT® Fall 2016	View Dates	0/212	0/212	0
PSAT™ 8/9 Fall 2016	View Dates	0/212	0/212	0
PSAT™ 10 Spring 2017	View Dates	0/212	0/212	0
PSAT™ 8/9 Spring 2017	View Dates	0/212	0/212	0

Start or update order

Set test date and order materials.

PSAT/NMSQT Fall 2016 Bulk email Export to Excel

School (0 of 212 schools selected)	Test Administration	Contract		School Confirmed Order	Standard Tests Ordered	SSD Materials Ordered	Fee Waivers Granted	Shipping Status
		State	District					
<input type="checkbox"/> ABRAHAM LINCOLN HIGH SCHOOL AI 051520 Participating Contact info	PSAT/NMSQT® Fall 2016	-	10	●	0	0	-	- Order
<input type="checkbox"/> ALBERT EINSTEIN HIGH SCHOOL AI 053366 Participating Contact info	PSAT/NMSQT® Fall 2016	-	-	●	0	0	-	- Order
<input type="checkbox"/> ALEXANDER HAMILTON H S COMPLEX AI 051525 Participating Contact info	PSAT/NMSQT® Fall 2016	-	10	●	0	0	-	- Order
<input type="checkbox"/> ALTA VISTA/PALOMAR HIGH SCHOOL AI 053674 Participating Contact info	PSAT/NMSQT® Fall 2016	-	10	●	0	0	-	- Order

From a district's perspective

New

Pre-administration Y/N will be visible to the district

- Schools and districts will be able to modify the pre-administration opt-in.

Dashboard Create/Edit Orders Fairfax County Public...

Assessment	Deadlines & Key Dates	Schools Ordered	Orders Acknowledged	Standard Tests Ordered	Invoices Submitted
PSAT/NMSQT Fall 2015	View Dates	32 / 36	35 / 36	22,340	35 / 36
PSAT 8-9 Fall 2016	View Dates	12 / 36	23 / 36	9,356	23 / 36

[Create/Edit Order](#)
Set test date and order materials

[View all Admins](#) [Bulk Message](#) [Export to Excel](#)

<input type="checkbox"/> Schools (4 of 560 selected)	Assessment	Contract State	Distr.	Acknowledged	Standard Materials	SSD	SAA	Fee Waivers	Shipping Status	Answer Sheets	Invoice
Summary				400/600	1044	0	N/A	N/A	0	1/6	
<input type="checkbox"/> Academy for College Preparation and Career Exploration: A College Board School AI 34578321 Not Participating	PSAT/NMSQT Fall 2016 Oct 11, 2016 / Pre-Admin: Y	-	10th 11th		80	-	-	60			Edit
	PSAT 8/9 Fall 2016 Nov 12, 2016 / Pre-Admin: N	-			-	-	N/A	N/A			Order
	PSAT 10 Spring 2017	10th	-		80	-	-	N/A			Edit

After Testing

- ▶ Supervisors will be responsible for returning test materials after testing. See “Checklist to Organize Your Answer Sheets and Reporting” in the PSAT 8/9 and PSAT 10 manuals. 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 May. 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.

After Testing

Printed Invoice (PSAT)

- ✓ Nonstandard tests are now included in the 'tests ordered' row for each grade.
- ✓ Schools that ordered Optional Services will see fees included.
- ✓ Schools can pay by check.

Test Ordering

Log Search Dashboard Calendar Help FAIR LAWN HIGH SCHOOL

Last generated on: 09/12/2017 by T05P62

FAIR LAWN HIGH SCHOOL (060370)
PSAC/PSMG278 Fall 2007
Wed, October 11, 2017

Print

Your Invoice Report **edit**

School Contacts

BILL WILL BE SENT TO:
FAIR LAWN HIGH SCHOOL
School Billing Contact
t05p62@epolink.com

SCHOOL ADDRESS:
FAIR LAWN HIGH SCHOOL (010370)
BEDDAN AVENUE
FAIR LAWN, NJ 07410

Total

Amount due by school	\$950.00
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Invoice details

Standard and nonstandard tests ordered	A	0
Grade 11		0
Grade 10		0
Grade 9		0
Grade 8		0
Other Grade		0
Standard tests borrowed from other school(s), if applicable	B	0

Schools borrowed from		
Standard tests loaned to other school(s), if applicable	C	0
Schools loaned to		
Total number of test books (A+B+C)	D	0
Total number of students tested	E	50
11th grade tested	F	50
11th grade fee waivers being used	F	
Students tested at your school covered by district/state contracts	G	0
Total number of students exempt from school's bill (F+G)	H	0
Total number of students for whom fees are included (E+H)	I	50
Billable unused tests (fees maybe applied to the school or district)	J	0
Free unused tests (20% of tests ordered or a minimum of 10)	J	0
Over order fee (J x \$4.00)	L	\$0.00
Total fees for students (does not reflect pricing for EPP contracts) (J x \$15.00)	M	\$750.00
School Subtotal		\$750.00
School Optional Services Fees		\$200.00
Amount due by school		\$950.00

ISBE Reimbursement

Eligibility – Reimbursement list:

https://www.isbe.net/Documents/PSAT_Master_Eligibility_List.pdf

- Existing (and expanded) fall administrations of:
 - PSAT 8/9 (9th graders) and PSAT/NMSQT (10th graders)
- Existing or new spring administrations of:
 - PSAT 8/9 (9th graders) and PSAT10 (10th graders)
- Caveats & limitations
 - 1 administration per student
 - Reimbursement cannot exceed enrollment in SIS
 - If multiple administrations, district determines which to submit for reimbursement
 - District is responsible for over-ordering & optional services

PSAT Reimbursement

If your district, school, or educational entity is not on the list and believe you would be eligible, please email the Assessment Division at assessment@isbe.net, subject line PSAT Reimbursement Eligibility. Include your entity name, RCDTS code, and the reason you believe you would be eligible for reimbursement.

- ▶ Submit your invoice to ISBE as promptly as possible.

- ▶ **DUE to ISBE on or before **May 11, 2018****

- ▶ Print a copy and mail to:

Andrea Coffin

Assessment and Accountability E-216

Illinois State Board of Education

100 North First Street

Springfield, IL 62777-0001

- ▶ Check the 2017-2018 PSAT Reimbursement page often for updated information:
www.isbe.net/Pages/PSATReimbursement.aspx

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.
- ▶ 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: <https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/resource-library>
- ▶ PSAT/NMSQT and PSAT 10 Resource Library: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/resource-library>
- ▶ PSAT 8/9 and PSAT 10 Supervisors Manuals and additional download material are available now and posted in the resource library.

Thank you!

**For additional questions please
contact the Midwest Regional Office**

romwro@collegeboard.org

(847) 653 - 4500