

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 15, 2017

To: High School Principals and Vice Principals; Area Superintendents

Subject: 2017 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

Department and/or Persons Concerned: High School Principals, Vice Principals, PSAT Coordinators, and Financial Clerks, Sites that enroll students in Grade 10

Reference: College Board PSAT/NMSQT Website
(<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10?navId=gh-pn>)

Action Requested: Review information regarding administration and payment of the PSAT/NMSQT for the 2017-18 Academic Year

Brief Explanation:

All district students in grade 10 are expected to take the PSAT/NMSQT. Sites may also elect to permit students in grade 11 to take the PSAT/NMSQT.

In October 2017, the College Board will offer the PSAT/NMSQT exam for school sites to administer. These exams are aligned with the SAT. The exams will give students access to free personalized SAT study. With students' explicit permission, Khan Academy will use their PSAT/NMSQT results to develop individualized study plans.

The district will provide funding for the PSAT/NMSQT for students in grade 10. The district will not cover the cost for these exams for students in other grades. Fee waivers are available for eligible students in grade 11.

PSAT/NMSQT Content

- Vocabulary questions will require students to determine the meaning of words by analyzing the context of words and phrases.
- Reading questions will test students on analysis in history/social studies and analysis in science. In many cases, students will need to make use of the ways of thinking important to a particular field to analyze passages and graphics. Science passages may be paired with questions focused on hypotheses, experimentation, and data. Literature passages may be paired with questions focused on theme, mood, and characterization.
- Students will be asked to determine what evidence best supports the answer to a previous question and analyze the ways authors use evidence to support their claims. Students will also need to relate information presented in graphics with information covered by texts.

- Math assessments will focus in depth on
 - problem solving and data analysis
 - mastery of linear equations
 - complex equations involving geometric and trigonometric skills

Implementation

1. All district students in grade 10 are expected to take the PSAT/NMSQT on **Wednesday, October 11, 2017**.
2. Sites must order their school's tests online at <http://www.collegeboard.com/school/>.
3. Important PSAT/NMSQT Deadlines:
 - a. **Friday, June 30, 2017**
 - Deadline for early ordering. Orders received by this date will receive the PSAT/NMSQT Student Guide by mid-September.
 - Deadline to request fee waivers. Requests to increase fee waivers received after this date will be available on a first-come, first-served basis.
 - b. **Wednesday, August 16, 2017**
 - Deadline for schools to order tests using the preadministration option. Participating schools receive answer sheets and supervisor manuals by Wednesday, September 13.
 - c. **Tuesday, August 22, 2017**
 - Deadline to complete testing accommodations requests for Students with Disabilities (SSD).
 - d. **Friday, September 1, 2017**
 - Deadline to reduce PSAT/NMSQT test book orders.
 - e. **Friday, September 22, 2017**
 - Deadline to increase PSAT/NMSQT test book orders and order optional score labels and additional score reports (9 p.m. ET).
 - Deadline to order PSAT/NMSQT non-standard test formats.
 - f. **Wednesday, October 11, 2017**
 - PSAT/NMSQT test administration.
 - g. **Thursday, October 12, 2017**
 - Deadline to return answer sheets from the October 11 test administration.
 - h. **Early December 2017**
 - Begin remittance process if your school uses fee waivers or needs to make grade-level adjustments. Do not make a payment using the Remittance Report.

- i. **Monday, December 4, 2017**
 - Scores available to educators in the score reporting portal.
 - j. **Monday, December 11, 2017**
 - Online score reports available to students.
 - k. **Friday, January 12, 2018**
 - Deadline for identifying fee waiver–eligible students and making grade-level adjustments.
 - l. **Late January 2018**
 - PSAT/NMSQT invoices are sent to schools.
4. PSAT/NMSQT exams cost \$16.00 each. Sites can request fee waivers for eligible grade 11 students. Each site must cover the cost of PSAT/NMSQT tests for its students in grades 9, 11, and 12.
 5. Information regarding fee waiver requests is posted online at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/for-educators/requesting-fee-waivers>.
 6. Students with disabilities who want to test with accommodations must request them from the College Board. The request process can take seven weeks and does not begin until all required documentation is received.
 7. Information regarding Services for Students with Disabilities testing accommodation requests is posted online at <https://www.collegeboard.org/students-with-disabilities>
 8. Information regarding PSAT/NMSQT Deadlines is posted online at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/psat-nmsqt-dates>

Payment

The College Board will generate an invoice for PSAT/NMSQT exams for students in grades 9, 11 and 12. These invoices will be sent to school sites in late January. School sites will make their payment from either their site 1) ASB account or 2) school site budget.

1. Schools paying the PSAT/NMSQT invoice using a site ASB account, must cut a check and submit the payment directly to the College Board address listed on the invoice. Keep the original copy of PSAT/NMSQT invoice and a copy of the check; send a second copy to the Office of Secondary Schools Attn: Reuben Harris.
2. Schools paying the PSAT/NMSQT invoice using their school site budget, must submit and approve a requisition. Write the purchase order number on the original College Board invoice and send to your Accounts Payable specialist (Ed Center room 3141) for payment. Keep a copy of PSAT/NMSQT invoice; send a separate copy to the Office of Secondary Schools Attn: Reuben Harris.

Site Operations Circular No. 1032

Office of Secondary Schools

Page 4

For information regarding the PSAT/NMSQT payment, contact Abe Caluza at (619) 725-7771 or jcaluza@sandi.net.

For information regarding the PSAT/NMSQT exam, contact the College Board at (888) 477-7728 or psat@info.collegeboard.org.

For additional information regarding the PSAT/NMSQT exam, contact R. Michael Harris at (619) 725-7308 or rharris@sandi.net.

APPROVED:

A handwritten signature in cursive script, appearing to read "Cheryl Hibbeln".

Cheryl Hibbeln
Executive Director
Office of Secondary Schools