



TITLE: PSAT/NMSQT Administration Fall 2023

NUMBER: MEM- 6543.7

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DATE: October 9, 2023

ROUTING

Deputy Superintendent of Instruction
Region Superintendents
Administrators of Instruction
Administrators of Operations
Regional Directors
High School Principals
Assistant Principals
PSAT School Coordinators
Counselors

PURPOSE: The purpose of this memorandum is to provide information to prepare for the digital Fall 2023 PSAT/NMSQT School Day administrations. All high schools must ensure equitable access and administer the PSAT/NMSQT to all students in the class of 2026 during the week of October 23-27, 2023.

MAJOR CHANGES: This memorandum replaces MEM-6543.6, dated September 22, 2021. Beginning in the Fall of 2023, the PSAT/NMSQT will be administered in digital format.

INSTRUCTIONS:

1. PSAT/NMSQT ADMINISTRATION

All high schools are to administer the PSAT/NMSQT to all 10th grade students (Class of 2026) during the week of October 23-27, 2023. Schools have the flexibility to choose their test date during this designated week.

Eleventh graders have the *option* to take the PSAT/NMSQT to be eligible for scholarships and the District will pay for the administration of the PSAT to all 10th grade students (Class of 2026) and 11th grade (Class of 2025).

Student Waiver Requests: A student or a parent/guardian has the right to request that the student not participate in this test administration by completing the Parental Exception Waiver, (Please see Attachment A for review [English/Spanish]).

The new Digital PSAT/NMSQT administration is less than three hours, which includes time for pre-administration activities and scheduled breaks.

- Refer to the Fall 2023 PSAT/NMSQT digital testing which can be found at [College Board Digital Test 2023-2024](#).
- The PSAT/NMSQT and SAT tests have very similar content, format and scoring. The new scoring system on the PSAT/NMSQT is to help students predict their SAT score.
- Students can take PSAT/NMSQT Practice Tests [PSAT/NMSQT Practice Tests](#) at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/practice/full-length-practice-tests>.
- Students who take the PSAT/NMSQT can receive free, official SAT practice by linking their College Board PSAT/NMSQT account with the Khan Academy at <https://www.khanacademy.org/sat>.

2. PSAT/NMSQT and the National Merit Scholarship Foundation

The PSAT/NMSQT, co-sponsored by the College Board and the National Merit Scholarship Corporation (NMSC), is a comprehensive assessment program that offers a valuable array of free services for students, parents/families and educators.

PSAT/NMSQT enables students and parents/families to:

- Receive an earlier and better gauge of students' post-secondary preparation.
- Adjust students' 11th and 12th grade schedules based on data.
- Prepare for the SAT and qualify to enter competitions for scholarships and participate in recognition programs, i.e., National Merit® Scholarship Program, National Hispanic Recognition Program, National Scholarship Service, and fourteen other scholarships. See the full list of scholarship partners here: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/scholarships-and-recognition/scholarship-partners-programs>.
- Receive information from colleges (Student Search Service) and access tools and resources critical to college and career planning, i.e., BigFuture. To access these resources, go to <https://bigfuture.collegeboard.org/>.
- PSAT/NMSQT provides high school staff with access to reports, such as:
 - Advanced Placement Potential report, this is a research-driven, free web-based tool, that supports increased access to Advanced Placement by enabling schools to generate lists of students who are

likely to score a 3 or higher on a given AP exam based on their performance on the PSAT/NMSQT. Research indicates PSAT/NMSQT scores are stronger predictors of students' AP Exam grades than high school grades in previous same-discipline course work.

- AP Potential results only account for some factors that contribute to a student's AP exam results and, therefore, should not be used to discourage a motivated student from enrolling in an AP course.
- The online Assessment Reporting Summary allows high school staff to take a closer, detailed look at students' academic skills by analyzing student performance on each PSAT/NMSQT test question. It is available online at <https://k12reports.collegeboard.org/login> in December.

3. SCHOOL SITE PSAT/NMSQT ACTION PLAN

Use the following resources to develop an action plan to ensure the effective administration of the PSAT/NMSQT. The school site plan should address:

- PSAT/NMSQT deadlines [Deadlines and Resources](#).
- To access ordering instructions, go to [Test Ordering Services \(TOS\)](#).
- Digital readiness check <https://form.collegeboard.org/f/digital-readiness-check> (including test date verification).
- Setup of PSAT/NMSQT testing day schedule and logistics, i.e., testing rooms, seating arrangements, proctors (34:1), test security (before, during and after).
- PSAT/NMSQT bell schedule for the week of October 23-27, 2023.
- Collaborative analysis of PSAT/NMSQT student score reports in departments to identify student needs and to inform the alignment of academic support.
- Site efforts to support the linking of student College Board accounts with the Khan Academy so students can receive free, official personalized SAT practice.

New High Schools:

- Any new high school that does not have a College Board AI Code, Level 2, authorizing the school to order and administer College Board exams (PSAT, SAT, AP), must contact ETS at (609) 771-7091 or codecontrol@ets.org.
- If a school does not obtain a Level II Code by the PSAT/NMSQT ordering deadline, it cannot order or administer PSAT/NMSQT exams. Schools without a Level II Code must arrange for students to take the

PSAT/NMSQT at an authorized District site. It is a school site responsibility to provide students with transportation.

4. PRE-ADMINISTRATION ACTIVITIES

School provides information to students and parents regarding the PSAT/NMSQT and testing date/schedule.

Prior to administration of the PSAT/NMSQT, the PSAT/NMSQT coordinator must go to the online [PSAT/NMSQT Coordinator site](#) to complete the following tasks:

- Order 2023 PSAT/NMSQT test materials. Schools are no longer required to order fee waivers prior to the completion of the exam.
- To access ordering instructions, go to [Test Ordering Services \(TOS\)](#).
- Submit requests to College Board Services for Students with Disabilities (SSD) for accommodations requests.
- September 5, 2023: Deadline for schools to complete SSD testing accommodations requests.
- The College Board provides appropriate accommodations to allow students with disabilities an equal opportunity to take College Board tests.
- The College Board must approve accommodations prior to testing and approval typically takes seven weeks or more for complex cases. For more information about the College Board Services for Students with Disabilities go to www.collegeboard.com/ssd.
- The College Board will only charge for registered students on test day. Schools must remove students that will not take the test from the Testing Dashboard.

5. PSAT/NMSQT ADMINISTRATION

District-required PSAT/NMSQT administration date: October 23-27, 2023.

- Go to the PSAT/NMSQT Resources for Staff website at <https://satsuite.collegeboard.org/digital/educators/in-school-testing/test-admin-details-faqs>.
- School must adhere to all PSAT/NMSQT testing requirements.
- Three hours are needed for testing and related activities.
- Pre-administration activities, such as seating students, ensuring devices are charged, assigning charging stations, and capturing demographic information will take approximately 50 minutes.

- Conducting a pre-administration session will reduce the time during the administration day. The digital exam allows for schools to staggered testing times.

6. POST-ADMINISTRATION ACTIVITIES

Ensure that each student has correctly submitted the digital exam and marked the correct grade level. In early December, the College Board uploads the actual number of digital submissions received for each grade indicated.

Use the data verification process to clean up any student that did not test. All unused exams must be deleted from the Testing Dashboard by October 31, 2023.

ATTACHMENTS: Attachment A – PSAT/NMSQT Parent Waiver Form

RELATED RESOURCES: College Board Resources and Support:

Educator Hotline for Schools	Phone: (888) 477-7728 (Educator Hotline) Email: psat@info.collegeboard.org
Services for Students with Disabilities	Phone (844) 255-7728 Email: ssd@info.collegeboard.org

ASSISTANCE: For assistance please contact: Ana A Beltran, Coordinator, at ana.beltran@lausd.net or at (213) 241-4870.



PSAT/NMSQT School Day

2023-2024

Dear Parent/Guardian,

Your teen will have the opportunity to take the PSAT college entrance examination during the regular school day. The PSAT measures what students are learning in high school and what they need to know to succeed in college and career. Even at “test-blind” universities that no longer require the SAT, test scores may be used for course placement or merit scholarships. Taking the PSAT exam during the school day can increase students’ access to college, address barriers that hinder students from taking the exam, and reduce testing stress, e.g., eliminating financial hardship in paying for the exam, taking the test in a more familiar environment.

[Name] High School’s PSAT School Day administration, which is at no cost to students in the Class of 2028, 2027, 2026 and 2025 and is scheduled during the week of October 23-27, 2023.

Should you have any questions please do not hesitate to contact us at XXXX

Sincerely,

Prueba PSAT/NMSQT durante el Día Escolar**2023-2024**

Estimado Padre/Tutor,

Su adolescente tendrá la oportunidad de presentar la prueba PSAT de ingreso a la universidad durante el horario de la jornada escolar. La prueba PSAT mide lo que están aprendiendo los estudiantes en la preparatoria y lo que deben saber para tener éxito en la universidad y las profesiones. El presentar la prueba PSAT durante el día escolar puede aumentar el acceso de los estudiantes a la universidad, abordar las barreras que impiden presentar la prueba, y reducir el estrés por tomar dicha prueba; por ejemplo, eliminan las dificultades financieras por el pago de la prueba, y los estudiantes presentarán la prueba en un entorno más familiar.

El día escolar para presentar la prueba PSAT en la preparatoria [Name], sin costo alguno para los estudiantes de Generación de 2028, 2027, 2026 y 2025 y se programó para la semana de octubre 23-27, 2023.

Si tienen alguna pregunta por favor de comunicarse con nosotros al teléfono XXX

Sinceramente,