

SITE OPERATIONS CIRCULAR NO. 2024
Office of School Innovation and Integrated Youth Services

REVISED

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 7, 2019

To: High School Principals and Vice Principals; Area Superintendents

Subject: 2018 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, deadline dates, regarding administration and payment of the PSAT/NMSQT for the 2018-19 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.

PSAT/NMSQT exams cost \$16.00 each. 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. Grade 11 students who qualify for free and reduced lunch are considered income-eligible and are eligible to receive a fee waiver that will cover the \$16.00 exam fee. School sites are responsible to request fee waivers by the fee waiver deadline, Friday, June 29, 2018.

On October 10, 2018, the College Board will provide the PSAT/NMSQT for school site administration. 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 SAT study plans.

PSAT/NMSQT Related Content

- All of the assessments included in the SAT Suite of Assessments are connected by the same underlying content continuum of knowledge and skills. As students' progress from grade to grade, the tests will keep pace, matching the scope and difficulty of work found in the classroom. The assessments have been designed to connect directly to instructional concepts in the classroom and daily practice, and this guide and related resources provide support as you engage in instructional alignment and planning. The SAT Suite can help:
 - Measure student readiness for college and career beginning in eighth grade.

- Monitor student progress and growth over time in grades 8–12.
 - Identify areas of strength and areas for focus in curriculum and instruction.
 - Vertically align curriculum.
 - Develop cross-subject tasks and assignments.
 - Focus interventions for students who need to work on skills.
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- The minimum and maximum scores vary from assessment to assessment to show the difference in complexity of knowledge on the different tests. Theoretically, if a student were to take the PSAT 8/9, PSAT 10, and SAT on the same day, he or she would score the same on each assessment, but if the student scored “perfectly” on all three, he or she would only score a 720 on PSAT 8/9, compared with a 760 on the PSAT/NMSQT, compared with an 800 for Math on the SAT. This is because the difficulty of questions is greater on the SAT.
 - **Total Score and Section Scores**
Each of the assessments in the SAT Suite reports a total score that is the sum of two section scores: Evidence-Based Reading and Writing, and Math. Scores for the SAT Essay are reported separately and are not part of a student’s total SAT score.
 - **Ranges for Total Scores**
 - SAT: 400–1600
 - PSAT/NMSQT and PSAT 10: 320–1520
 - PSAT 8/9: 240–1440
 - **Ranges for Section Scores** (Evidence-Based Reading and Writing, Math)
 - SAT: 200–800
 - PSAT/NMSQT and PSAT 10: 160–760
 - PSAT 8/9: 120–720
 - **Test Scores.** Each assessment reports three test scores: the Reading Test score, the Writing and Language Test score, and the Math Test score. Ranges for Test Scores (Reading, Writing and Language, Math)
 - SAT: 10–40
 - PSAT/NMSQT and PSAT 10: 8–38
 - PSAT 8/9: 6–36
 - **Cross-Test Scores.** Each of the assessments reports two cross-test scores: Analysis in History/Social Studies and Analysis in Science. These scores are based on questions in the Reading, Writing and Language, and Math Tests that ask students to think analytically about texts and problems in these subject areas. Ranges for Cross-Test Scores (Analysis in History/Social Studies, Analysis in Science)
 - SAT: 10–40
 - PSAT/NMSQT and PSAT 10: 8–38
 - PSAT 8/9: 6–36

- **Subscores.** The assessments report multiple subscores for Reading, Writing and Language, and Math, all ranging from 1 to 15 points. Subscores provide more detail about student achievement. The Reading Test and the Writing and Language Test each contribute questions to two subscores:
 - Command of Evidence
 - Words in Context
 - The Writing and Language Test also reports two additional subscores:
 - Expression of Ideas
 - Standard English Conventions
 - The Math Test reports three subscores:
 - Heart of Algebra
 - Problem Solving and Data Analysis
 - Passport to Advanced Math (SAT, PSAT/NMSQT, and PSAT 10 only)
- **Educator Access to Student Results.** To support the alignment of curriculum and assessments, the online portal includes links to California state standards. This resource
- Provides teachers and curriculum specialists with additional tools for analyzing strengths and weaknesses in curriculum and instruction. Available reports are:
 - Student Score Report
 - Score Roster Report
 - Scores by Institution Report
 - Instructional Planning Report
 - Question Analysis Report
 - Scores by Demographics Report
 - Benchmark by Institution Report (More information on the benchmarks: <https://collegereadiness.collegeboard.org/about/scores/benchmarks>)
 - Benchmark by Demographics Report
 - Score Trends by Institution Report
 - Score Trends by Demographics Report
 - Report explanations: <https://collegereadiness.collegeboard.org/pdf/redesigned-sat-k12-using-scores-and-reporting-inform-instruction.pdf>.

Bulk Registration

Sites should request Bulk Registration as early as possible. Bulk registration labels are available on a first-come, first-served basis to up to 600 U.S. schools. Bulk registration cannot be requested until the schools' PSAT/NMSQT order is placed. Schools are encouraged to place their preliminary PSAT/NMSQT as early as possible. The bulk registration fee is \$100 per grade level.

Benefits of bulk registration:

- Improves data accuracy: Data submitted by schools, districts, and states are often more accurate, making them more useful.
- Reduces billing discrepancies: Contract billing is based on grade level. Using district-submitted data eliminates the issues caused by students bubbling in the wrong grade or not bubbling in any grade.
- Saves time on test day: Bulk registration reduces the time students spend filling out registration information on test day, allowing them to focus on the test.
- The date your labels arrive depends on when you submit your data. The Bulk Registration Timeline will be available soon (upload deadlines tend to be in August prior to the October administration)

Reference: <https://collegereadiness.collegeboard.org/educators/k-12/bulk-registration>

Implementation

1. All district students in grade 10 are expected to take the PSAT/NMSQT on **Wednesday, October 10, 2018**.
2. Sites must order their school's tests online at <http://www.collegeboard.com/school/>.
3. Important PSAT/NMSQT Deadlines:
 - a. **Friday, June 29, 2018: Deadline** to request 11th grade fee waivers. After this date, a limited number of additional fee waivers will be available on a first-come, first-served basis.
 - b. **Friday, June 29, 2018: Deadline** for early ordering. Schools that order by this date will get the PSAT/NMSQT Student Guide by mid-September.
 - c. **Wednesday, August 15, 2018: Deadline** for schools to order tests using the pre-administration option. Participating schools receive answer sheets and coordinator manuals by September 12.
 - d. **Tuesday, August 21, 2018: Deadline** to complete testing accommodations requests for Students with Disabilities (SSD).
 - e. **Wednesday, September 12, 2018: Deadline** for U.S. schools and districts to order, increase, or decrease PSAT/NMSQT test materials.
 - f. **Wednesday, September 12, 2018: Deadline** for U.S. schools to order PSAT/NMSQT accommodated test materials.
 - g. **Thursday, October 11, 2018: Deadline** to return answer sheets from the October 10 administration
 - h. **Early January 2019: Deadline** to complete online remittance and fee-waiver roster on PSAT Test Ordering website.
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. Grade 11 students who qualify for free and reduced lunch are considered income-eligible and are eligible to receive a fee waiver that will cover the \$16.00 exam fee. School sites are responsible to request fee waivers by the fee waiver deadline, Friday, June 29, 2018.

5. 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.
6. Information regarding Services for Students with Disabilities testing accommodation requests is posted online at <https://www.collegeboard.org/students-with-disabilities>
7. 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 mail an invoice for PSAT/NMSQT exams to school for sites for all students tested. School sites will make payments by following these directions:

1. Collect PSAT/NMSQT exam payment from students. **No post-dated checks will be accepted.** Payment plans must be invoiced in the Blue Bear system and payment collected monthly. An aging of outstanding balances needs to be reviewed monthly and should have a zero balance before the end of the fiscal year.
2. Deposit amount collected from students into your site ASB Trust Fund (PSAT Fees).
3. Submit and approve a requisition for the full amount of all exams at your site by **Friday, September 28, 2018**. Creation of the requisition should be created as a lot order for the estimated amount for all PSAT/NMSQT exams. Use the following budget string on your requisition XXXX-90101-00-4305-1000-1110-01000-0000.
4. Sites will have until January 11, 2019 to complete any edits to confirm number of students tested.
5. Sites will receive the final invoice at the end of January - early February. While SDUSD is paying for all 10th graders, those students will still be on your invoice. Use Attachment 2 to submit with your payment to College Board for the total of all 9th, 11th, and 12th graders.
6. Send an email with an attached electronic copy of the PSAT/NMSQT Exam invoice to Distribution Services, suptrec@sandi.net. The subject of the email should read "College Board PSAT Exams" and the body should read "Services have been rendered. OK to pay purchase order #XXXXX." Please Cc Cristi Childers and Rachel Amato on this email so that the final payment of 10th graders can be made for your school.
7. Submit the original PSAT/NMSQT invoice to your Accounts Payable Specialist (Cristi Childers, Ed Center Room 3141) along with your requisition/P.O. number. **Payments should not be made from the ASB accounts directly to the PSAT exam provider.**
8. To deposit the amount collected from students from your ASB Trust Fund (PSAT Fees) into

your site budget string, cut a check and complete the 2018-19 San Diego Unified PSAT Cashier Deposit Form (Attachment 1) and send the deposit form and check through school mail to the Cashier (Ed Center Room 3251).

For information regarding the PSAT/NMSQT payment, contact Cristi Childers – cchilders@sandi.net

For information regarding the PSAT/NMSQT exam, contact Rachel Amato – ramato@sandi.net

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

APPROVED:

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