

# Paper Test Directions

## Standard Time Script

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### Notes to the Proctor

This document should be printed and distributed on test day to students approved for the following accommodations:

- A printed copy of the proctor’s spoken directions.
- Standard timing and accommodations that don’t require extended time, such as the use of large-print tests or braille format, permission to test blood sugar or small group setting, or students with extended breaks.

Students may use this document to read the directions that are read aloud by their proctor. Students may keep this document open and on their desk during the entire test.

### **AT THE END OF TESTING**

Collect this document from each student at the end of their testing and securely destroy it.

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## Notes to the Student

The following is a printed copy of the directions your proctor will read aloud. Follow along as your proctor reads. If you have any questions, please raise your hand.

- You may keep this document on your desk for the entire testing time but must return it to your proctor after testing.
- You may not use this document as scratch paper.
- At various times, your proctor will announce the time remaining in each section, as well as breaks when appropriate.
- Your proctor may skip some instructions that don't apply to your testing situation.

All shaded text indicates directions spoken by your proctor.

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# Welcome to Testing

When you are ready to begin, your proctor will say:

Good morning. As you know, you're here to take the PSAT 10. Congratulations on taking this important step toward your college and career goals.

Before you begin the test, I am going to read some instructions and hand out some booklets of information for you to review and complete. This should take about 30 minutes. Please listen carefully and raise your hand if you have any questions. Remember, my role is to make sure you have the best opportunity to demonstrate your skills and knowledge.

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## Testing Rules and Consequences

To all students, your proctor will say:

College Board PSAT 10 Testing Rules include rules and policies to make sure all students have a fair and equal test experience. All of us in this room today are responsible for helping make that happen. If anyone disturbs others or tries to gain an unfair advantage, I'll ask them to leave the room, and their scores will be canceled. They may also be prevented from taking other College Board tests in the future.

Your proctor will list examples of rule violations by saying:

Here are some examples of unfair advantages:

- Giving, attempting to give, or receiving help of any kind
- Looking through the test book before time starts
- Looking at any module other than the one we're currently on
- Marking or changing answers after time is called
- Attempting to remove test materials from the testing room
- Possessing a mobile phone or any other unauthorized testing aid either during testing or during breaks
- Possessing an answer key or sharing answers with anyone during or after the test
- Going to a locker or leaving the building during the test including during a break
- Attempting to take the test for someone else
- Eating or drinking during testing without an approved accommodation to do so
- Causing a disturbance
- Failing to follow testing procedures

These policies help make sure your testing experience today is fair and that you can focus on your own test without distractions.

If you see anything that concerns you, please talk to me or another staff member after the test, and we'll help you with any next steps.

Are there any questions about anything I've said so far?

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## Confirm Personal Devices Are Powered Off

Next, your proctor will say:

We need to make sure all electronic devices are powered off. This includes phones, watches with alarms, smartwatches, tablets, computers, or any other electronic devices.

If you've already stored a device and you're not sure whether you turned it off, raise your hand and I'll let you double-check that it's off.

Your proctor will remind students of the electronic devices policy by saying:

If anyone has a phone or other device that makes noise, even if it's been collected, or if anyone accesses any prohibited device at any time, including during breaks, I will ask them to leave. Their scores will be canceled and their device may be confiscated. This can be very distracting, so please be considerate of the other students in the room and think carefully about any devices you brought today. Raise your hand if you still have a device with you at your desk. These need to be powered off, with alarms disabled, and stored away from your desks. They'll be returned at the end of the test.

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## Prepare Desks for Testing

Next, your proctor will say:

Thank you for paying attention to these instructions. Now, you'll clear your desks for testing.

If you brought extra batteries, drinks, or snacks, put them on the floor under your desk.

On your desk, you should have pencils, acceptable calculator and backup calculator, if you brought them, and any testing aids you're approved to use as an accommodation. Please remove any other items from your desk and place them in your bags at the front or side of the room.

After desks are cleared of prohibited items, your proctor will say:

Thank you. I will take a moment now to look around and make sure you're all using acceptable calculators.

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## Check Items on Desks

After your proctor has approved all devices, your proctor will say:

Please remember that you may not share or exchange calculators at any time. Put your calculator and any backup calculator under your desk now. You won't need a calculator for the first test section.

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## Test Material Distribution

Next, your proctor will say:

I am now going to give a test book to each of you. Don't open it yet.

To all students, your proctor will say:

Turn to the back of your test book and print your last name, first name, and middle initial, if you have one. Then print this school’s 6-digit code *[your proctor will give you the code]*, the school name, and this room’s number (or name).

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## Proctor Instructions for Paper Test Taker Administration Instructions

To all students, your proctor will say:

I will now distribute a copy of the Paper Test Taker Administration Instructions to each of you.

To explain the booklet, your proctor will say:

The test you’re about to take is a paper format of the digital PSAT 10. There is information that students give and receive in Bluebook™, the digital testing application, that you also need to see and respond to. The booklet I just gave you contains that information.

Next, your proctor will say:

Your answers as marked in your test book will be transcribed into Bluebook after you finish testing. College Board needs both the testers and the staff to verify approval for this transcription and that the answers transcribed reflect your authentic test taker responses to the test questions. Open your booklet to page 3 and read under “Student Start Here.” Follow the instructions, which include completing some information on the front cover. Raise your hand if you need help finding any of the information required. When you are finished, put your pencil or pen down and look up.

Your proctor will review booklet contents with you by saying:

Now turn back to page 3. Under “Complete Your Info” you’ll see a list of things to review and confirm in this booklet. College Board needs you to review their privacy statement and testing rules and agree to them before you take the test. You’ll first see “Use of the Bluebook App.” This section explains how certain data collected in the Bluebook app is used and to whom it may be disclosed. You need to agree to these uses in order for your answers to be transcribed at the end of the test.

Once you have checked the box on page 4 to agree to the Bluebook app policies, you’ll have about 15 minutes to read and agree to the Testing Rules and the Privacy Statement. When you reach the heading “Indicate Your Acceptance of Testing Rules” please check the box next to “I have read and I accept these rules.” Then put your pencil or pen down and look up. If at any time you have a question, please raise your hand.

## Scores Delivered to Phone Section

To all students, your proctor will say:

The next section explains a new mobile app that lets you view your scores through your phone. You can also get college and career resources. Please read the information about BigFuture School. If you want to access it, please provide

your mobile number. The mobile phone number you provide must be a U.S. number. Provide a recovery email address to allow College Board to troubleshoot any issues you have with accessing the app.

When you are finished with this page, please put your pencil or pen down and look up.

## Privacy Notice and Optional Questions

When all students are ready, your proctor will say:

Before you begin providing information, please read the information under the heading “Privacy Notice.” This Privacy Notice describes how College Board may use the information you may choose to provide and to whom it may be disclosed.” This Privacy Notice describes how College Board may use the information you may choose to provide and to whom it may be disclosed. If you decide to answer the optional questions, turn the page and begin. You’ll see questions labeled “Your Contact Info,” “Tell Us About Yourself,” “What Are Your Academic Goals,” and “Tell Us About Your Family.” You’ll also see notes about why College Board requests this information, and how they’ll use it specific to each category of questions. All questions are optional.

When you are finished, please put your pencil or pen down and look up.

Next, your proctor will say:

Please turn the page.

## Introduction to the Connections Program

If students in your school or area are eligible to participate in a new opportunity called “Connections”, your proctor will read the following script. Otherwise, they will skip forward to The Test Security Pledge and Finishing Up section later on this page.

**Your proctor will turn to the Introducing Connections page by saying:**

Now turn the page and read about a new program offered by College Board called Connections. Read about the purpose of the program and how it works. If you want to participate, put a check mark in the box on this page. Note that participation is voluntary, and you can opt out at any time. When you’re ready, turn to the next page with the title “Digital Test Security.”

## The Test Security Pledge and Finishing Up

To lead students in completing the test security pledge, your proctor will say:

Please read the 3 rules that apply to the test you’re about to take. To signify your agreement with these rules, write out by hand the test security pledge given below the list of rules. When you are finished, please put down your pencil or pen and look up.

Your proctor will finish up by saying:

We’re almost finished with this booklet. Please turn to the back of your test book and either add or confirm the four pieces of information listed under Confirm Your Info on Your Test Book.” This information will help College Board match your test book and answers with your transcription. When you are finished, please put down your pencil and look up.

When all students have completed the page, your proctor will say:

Thank you for completing this information. Please close your booklet and place it under your desk.

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## Additional Testing Instructions

Your proctor may read directions from this section if they apply. Then they will continue at Final Points Before Testing, below.

To a human reader, your proctor will say:

It is important to read only what is in the script. Don't provide elaboration beyond what is in the script, even if the student asks for it. If the student is approved for raised line drawings, you can help a student who doesn't read braille to interpret the labels and numbers that accompany raised line drawings. Labels and numbers given with figures can be found in corresponding locations in the regular-print and large-print test books. Do you have any questions about procedures?

To a writer/scribe, your proctor will say:

Please follow these instructions:

You must write only what the student dictates. You may not prompt the student in a way that would result in a different response.

To a student using a writer/scribe, your proctor will say:

Your answers and any corrections will be recorded as you dictate them. If you want to review your work, your answers will be read to you. Do you have any questions?

To a student who is using braille with raised line drawings format, your proctor will say:

The braille test is divided into several books. You will be given 1 book at a time. Throughout the test, each question is separated from another with a line. Each question begins in cell 1, with runovers beginning in cell 5. Each answer choice begins in cell 3 with runovers beginning in cell 5.

The braille is in Unified English Braille (UEB). The Math modules are in the Nemeth Code revised in 1972. The braille math reference book contains math formulas and directions for use with all mathematics sections. Your test includes raised line drawings of graphs and figures used in the test. The Reading and the Writing modules are in regular grade 2 braille. Do you have any questions about procedures?

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## Final Points Before Testing

When everyone is ready, your proctor will say:

You'll begin the test in just a few minutes, after I read a few final points.

During the test, keep your test book flat on your desk. If you find a defect, raise your hand and I'll come over.



Then your proctor will say:

There are 2 test sections with each made up of 2 modules. The test is timed by module. I'll post the start and end times for each timed module here *[your proctor will indicate where this information will be posted]*, and I'll announce when 5 minutes are left in each module.

I'll also walk around the room every now and then to make sure everyone is working on the correct module. For this test, you can only work on 1 module at a time. This may be different from what you're used to, so make sure not to move ahead or look back in the test book, even if you finish the current module.

Once the test is over, please stay seated and don't leave the room until I dismiss you.

If you have any final questions, you may ask them now.

# Begin Testing

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## Reading and Writing Section: Module 1

When everyone is ready, your proctor will say:

We'll start testing with the first module of the Reading and Writing section. Once we begin, you'll have 39 minutes to work on Module 1. I'll post the start and stop times, and I'll let you know when 5 minutes are left.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only one answer.

If you finish before I call time, you may check your work in this module, but you may not go to any other module of the test.

Now, open your test book to the first module in the Reading and Writing section. Read the directions and begin work. Good luck, everyone.

To begin the test, your proctor will say:

Time starts now.

## During the Module

After 34 minutes, your proctor will say:

You have 5 minutes remaining in Module 1.

After exactly 39 minutes, your proctor will say:

Stop work and put your pencil down.

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## Reading and Writing Section: Module 2

When everyone is ready, your proctor will say:

We'll continue testing with the second module of the Reading and Writing section. Once we begin, you'll have 39 minutes to work on Module 2. I'll post the start and stop times, and I'll let you know when 5 minutes are left.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only one answer.

If you finish before I call time, you may check your work in this module, but you may not go to any other module of the test.

Now, open your test book to the second module in the Reading and Writing section. Read the directions and begin work.

To begin the test, your proctor will say:

Time starts now.

## During the Module

After 34 minutes, your proctor will say:

You have 5 minutes remaining in Module 2.

After exactly 39 minutes, your proctor will say:

Stop work and put your pencil down.

## After Module 2

To all students, your proctor will say:

Close your test book and leave it on your desk.

For the break, your proctor will say:

We'll stop now for a 10-minute break. Please listen carefully to these rules:

- Don't discuss the test questions with anyone or access any kind of electronic device during this break or any other break during the test.
- If you need to leave the room, only go to designated areas, the hallway, or the restroom.
- Snacks and drinks are only allowed in designated areas.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We'll start testing again in exactly 10 minutes.

At the end of the break, your proctor will say:

Please take your seat. Don't open any section of the test until I tell you to.

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## Math Section: Module 1

When everyone is ready, your proctor will say:

We'll continue testing with the first module of the Math section. Once we begin, you'll have 43 minutes to work on Module 1. I'll post the start and stop times, and I'll let you know when 5 minutes are left.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only one answer.

Most questions are multiple choice, but some questions are student-produced responses. Directions for filling in your answers to these questions are in your test book. You'll write your answer next to or under the test question and circle it clearly. You won't receive credit for anything written outside of the circle.

To all students, your proctor will say:

You may use a calculator for this module. If you have a calculator, please remove any cover and put the calculator on your desk now. Keep the calculator cover on the floor under your desk during testing.

Even though you're allowed to use a calculator for this module, all the questions can be answered without a calculator.

If you use a calculator, remember to follow these guidelines:

- Keep your calculator flat on your desk or hold it so that other students can't view your work.
- Do not share or exchange your calculator.
- If you have a backup calculator or batteries, keep them on the floor under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I'll come over to assist you. If you do not have a backup, continue the test and do the best you can.

If you finish before I call time, you may check your work on this module, but you may not go to any other module of the test.

Now, open your test book to the first module in the Math section. Read the directions and begin work.

To begin the test, your proctor will say:

Time starts now.

## During the Module

After 38 minutes, your proctor will say:

You have 5 minutes remaining in Module 1.

After exactly 43 minutes, your proctor will say:

Stop work and put your pencil down.

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## Math Section: Module 2

When everyone is ready, your proctor will say:

We'll continue testing with the second module of the Math section. Once we begin, you'll have 43 minutes to work on Module 2. I'll post the start and stop times, and I'll let you know when 5 minutes are left.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only one answer.

Most questions are multiple choice, but some questions are student-produced responses. You'll write your answer next to or under the test question and circle it clearly. You won't receive credit for anything written outside of the circle.

To all students, your proctor will say:

You may continue to use a calculator for this section.

If you finish before I call time, you may check your work on this module, but you may not go to any other module of the test.

Now, open your test book to the second module in the Math section. Read the directions and begin work.

To begin the test, your proctor will say:

Time starts now.

## **During the Module**

After 38 minutes, your proctor will say:

You have 5 minutes remaining in Module 2.

After exactly 43 minutes, your proctor will say:

Stop work and put your pencil down.

## **After Module 2**

To all students, your proctor will say:

Close your test book and leave it on your desk.

# Dismissal

Once testing is over, your proctor will say:

Congratulations. You've completed the PSAT 10. No matter how you feel it went, you've accomplished a lot just by being here today and completing the test.

Next, your proctor will say:

Please sit quietly while I collect and count your test books.

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## Before Dismissal

After all materials are accounted for, your proctor will say:

Remember, by submitting your answers, you agree that you won't take any test questions from the testing room, give them to anyone, or discuss them with anyone over email, text messages, online, or any other way. This helps make sure all students have a fair and equal test experience. If you saw anything today that concerns you, come and talk to me before you leave.

As I said at the beginning of the test, if a person violates any of the policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

Please wait in your seat until I dismiss your row. At that point, you may gather your belongings and come up to collect anything you turned in before the test. As you leave, please be considerate of people still working in other rooms. Again, congratulations on your hard work today.

Your proctor will collect this booklet from you before you leave.