PSAT™ 10

Paper Testing Guide

About College Board

College Board reaches more than 7 million students a year, helping them navigate the path from high school to college and career. Our not-for-profit membership organization was founded more than 120 years ago. We pioneered programs like the SAT® and AP® to expand opportunities for students and help them develop the skills they need. Our BigFuture® program helps students plan for college, pay for college, and explore careers. Learn more at **cb.org**.

Contents

Introduction

Using This Guide

This guide provides instructions for administering the PSAT™ 10 to students who require a paper version of the test. Please read the guide from cover to cover, paying particular attention to the sections intended for your role: test coordinator or proctor. You'll use this guide as a supplement to the other staff materials for the PSAT 10 administration.

Other staff members at your test site will be administering the PSAT 10 in Bluebook™. They will have separate instructions within Test Day Toolkit for their students and will not need to use this guide.

Sections Intended for the Test Coordinator:

The test coordinator should be familiar with all of the contents of this guide. The following sections involve test coordinator planning and management of paper testing.

- **Planning to Test Students** includes detailed information the test coordinator may need about the different accommodations offered with paper testing. The SSD coordinator may also need this information to help with planning.
- **Managing Paper Test Materials** informs the test coordinator of the details and security requirements of receiving and distributing test materials.
- **After the Test** includes how to return the materials for proper scoring.
- The test coordinator may need to use some of the appendix sections for planning purposes, such as how to test students over multiple days and understanding timing and breaks for paper testing.

Sections Intended for the Proctor:

Proctors need to follow instructions in the following sections:

- **Testing Procedures** for Proctors includes information about the transcription process, using the correct materials and scripts, and how to keep materials secure.
- The **Paper Testing Scripts** section instructs the proctor in administering the paper test.
- After the Test includes steps to take after dismissing students and how to transcribe their answers successfully into Bluebook.

Icons:

Typographical icons are used throughout this guide to draw your attention to specific information and action items:

🔒 *Security requirement*

(SSD) *Information about providing testing accommodations*

Alternate Format Practice Materials

If you need practice materials in alternate formats for your students, make sure to request these materials from the Services for Students with Disabilities (SSD) office in advance of the testing window. Allow a few weeks for materials to be shipped. Distribute the practice materials as soon as you receive them to allow sufficient time before the test date for students to study the appropriate tests, along with the *Guide to the Nemeth Code* for braille tests. Be careful not to distribute an actual test at this time. Practice materials have "Practice" clearly marked on the front cover.

PSAT 10 Support

Refer to the *Test Coordinator Manual* for the support service number(s) that apply to your administration.

Planning to Test Students

College Board provides testing accommodations to students with accommodations approved by the SSD office. As you prepare for the administration, you may be called upon to provide a variety of accommodations to students with documented disabilities who have been approved for accommodations by College Board.

Most students test digitally in the Bluebook app, even if they're approved for braille or other alternate test formats. If, and only if, they are approved for a paper test, you'll need to use the scripts in this document to administer the test to them. Here are some scenarios that explain when a student would require a paper version of the digital test:

- A student approved for "paper test for digital assessments" tests with a regular-print paper test book.
- A student approved for braille and "paper test for digital assessments" tests with a paper braille test.
- A student approved for a human reader or scribe and "paper test for digital assessments" tests with a regular or large-print test book and tests one-to-one, with a reader's script when appropriate.
- Testing in a location (such as juvenile detention or religiously exempt institutions) where internet access is not allowed.

IMPORTANT: *Only students approved for the "paper test for digital assessments" accommodation or otherwise specifically approved by College Board should use paper tests. All other students should test with the Bluebook app, even if they have other accommodations.*

Refer to the *SAT Suite of Assessments Accommodations Guide* for details about digital testing accommodations, materials provided for students, medical devices and aids, and support staff.

Paper Testing Procedures

Students testing with paper tests have a different check-in and testing process than students testing in Bluebook. Proctors will admit students testing with paper tests to the testing room, check that they are listed in Test Day Toolkit for the room, give them their sign-in ticket, and assign them a seat. They **do not** check students in or start the test in the toolkit. These steps will be performed as part of transcription, as explained under The Transcription Process on page 13.

Providing Sign-In Tickets

The test coordinator must provide sign-in tickets for paper test takers and include them with the other materials given to proctors. These sign-in tickets will be used for the transcription process. If the sign-in tickets weren't already printed for other test takers at your site, follow these instructions:

1. Sign in to Test Day Toolkit.
2. Click **Bluebook Tickets** and **Data Export** on the homepage.
3. On the **Print Tickets** tab:
   - Select a print option. Choose between alphabetical or by room (if students are assigned to rooms in the toolkit).
   - Select single-sided printing.
   - Click **Print Tickets**.
4. The PDF prints 4 tickets per page. Cut out the sign-in tickets for your paper test takers, and distribute them with test materials to the proctor(s).

Tasks for the Transcribers

Student answers recorded in paper test formats must be transcribed into Bluebook by the staff. Transcription requires:

- Each student to have a copy of the *Paper Test Taker Administration Instructions* booklet.
- 2 staff members for each transcription, to ensure data security and accuracy.
- A completed Transcriber Security Affidavit Form. This form is on page 2 of each *Paper Test Taker Administration Instructions* booklet. The transcribers will fill out test taker information, and the staff administering the test and assisting in the transcription of responses into Bluebook must sign and date it.
- Using the booklet, students must:
  a. Review and accept the Testing Rules.
  b. Review the Privacy Statement.
  c. Complete a digital test security pledge.
  d. Confirm their test information.
- Students have the option to provide other information as prompted in the instructions and the proctor scripts.

An Overview of Transcription

Before testing begins and after it ends, proctors and transcribers need to take the following steps for successful transcription of paper test takers' responses:

1. Once students are seated, the proctor will read the opening scripts and distribute materials, including the paper tests and *Paper Test Taker Administration Instructions* booklets.
2. The proctor will follow the script to guide students to complete the administration instructions in the booklets before beginning the test, as instructed under Proctor Instructions for *Paper Test Taker Administration Instructions* on page 18.
3. Once testing ends, the proctor will collect student sign-in tickets and instruction booklets together with the matching students' test books/formats.
4. Before dismissing students, the proctor will confirm each student's information on the test book/format matches the information recorded in the student's administration instructions booklet.
5. After students are dismissed, the transcribers will follow instructions under The Transcription Process on page 13.
6. The proctor and transcribers must complete the affidavit form for each transcription before returning materials to the test coordinator for shipment to College Board. By signing the form, they verify that the procedures for taking the digital test in a paper-based format were followed and that the individual student's responses represent an authentic student assessment.

Proctor Administration of the Test

Unlike testing in Bluebook in which the student's timing and breaks are managed by the app, the proctor must time the test for paper test takers. The Paper Testing Scripts on page 15 allow the proctor to guide students through the entire test, beginning with clearing their desks, through completing the *Paper Test Taker Administration Instructions*, and continuing through all sections of the test.

Using the Proper Materials

All PSAT 10 test books have the title "PSAT 10 Test Book," include orange elements, and show a pencil on the front cover. There is no separate answer sheet for students. Students will record their answers in the test book.

Formats Provided for Paper Testers

Formats provided for students approved to use paper tests for digital assessments can include:

- Test books for students using a standard font size
- Test books for students using braille
- Large-print test books (font size matching student's approved accommodation)
- Reader's Script
- Raised line drawings supplement

IMPORTANT: *The test coordinator will use the Shipping Notice to develop a list for proctors of the specific test materials each student must use. It is critical that proctors use the list to match each student with the test provided for them; otherwise, they will need to retest to receive a valid score.*

See Checking the Test Book Shipment on page 9 for a list of what's included in the test shipment.

Proctors will also receive a sign-in ticket and a serialized *Paper Test Taker Administration Instructions* booklet for each student in your room.

Using the Testing Room Materials Report Form

The Testing Room Materials Report form shipped with your tests helps staff manage testing materials. Proctors use the form to indicate testing room information, number of test formats received, and number of test formats returned. They will also record the number received/returned and serial numbers of the *Paper Test Taker Administration Instructions* booklets received for the students you're testing. On test day, proctors will complete the following tasks with the form:

Before Testing

- Print and sign your name and confirm testing room information on the first page.
- Check the test formats and test taker instruction booklets received against the serial numbers your test coordinator listed on the form.

Once Testing Starts

- Record the serial number of each test format distributed to each seat in the room on the seating chart included in the form.

🔒 *If any test security issues arise, the seating chart will be used in test security investigations.*

After Testing

- On page 4, record test formats and test taker instruction booklets being returned to the test coordinator after testing.

Using the Proper Scripts

Each PSAT 10 script provides specific timing, and some scripts include additional instructions based on the type of accommodation the script is used for. See the timing and breaks chart that follows, which summarizes the use of scripts for the most common timing provided for students approved for accommodations. Students must be grouped with other students using the same test and break times.

If you are testing students with timing requirements that need combined scripts (such as math-only extended time) or other timing requirements (such as limited testing time), see Section Timing and Breaks for Testing with Paper Materials on page 61 for additional information about section timing and breaks for various paper testing. Students must be grouped with other students using the same test and break times.

Timing and Breaks for Paper Testing

PSAT 10 OVERVIEW OF PAPER TIMING AND BREAKS

	Section 1	Section 2	Section 1	Section 2	
	Reading and Writing: Module 1	Reading and Writing: Module 2	Math: Module 1	Math: Module 2	Total PSAT 10— testing + breaks
Script 1 Standard Time	39 minutes	39 minutes	43 minutes	43 minutes	2 hours and 44 minutes of testing and 10 minutes of breaks
		10-min. break			
Script 2 Standard Time with Extra Breaks	39 minutes	39 minutes	43 minutes	43 minutes	2 hours and 44 minutes of testing and 20 minutes of breaks
	5-min. break	10-min. break	5-min. break		
Script 3 Time and One-Half	59 minutes	59 minutes	65 minutes	65 minutes	4 hours and 8 minutes of testing and 30 minutes of breaks
	5-min. break	20-min. break	5-min. break		
Script 4 Double Time	78 minutes	78 minutes	86 minutes	86 minutes	5 hours and 28 minutes of testing and 10 minutes of breaks
	5-min. break	**End Day 1 of testing**	5-min. break		

Follow Scripts Exactly

To ensure accurate and uniform administration of tests, the proctor must:

- Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedure.
- Accurately time each test section.
- Record the start and stop times where indicated in the script and on the board as soon as each module begins.
- Announce the remaining time as indicated in the script.

Test Aids, Alternate Test Formats, and Support Staff

Students may be approved for alternate types of test formats, such as:

- Braille
- Large-print test books (large-print answer sheets aren't used for digital testing)
- Human reader's script
- Raised line drawings supplement

Supplemental test materials, if approved, are also provided for students using alternate test formats.

Students who are deaf or hard of hearing may be approved to have a copy of the spoken directions and/or blank paper available for communicating with the proctor on test day. For students approved for the accommodation of a printed copy of the verbal instructions, the SSD coordinator can download a copy from SSD Online.

Braille Test Formats

Proctors testing students using braille tests and/or supplements should review the different materials provided for the PSAT 10.

- Students who test with braille test formats test with standard time (Script 1) unless approved for other accommodations.
- Braille test formats are in Unified English Braille (UEB) with Nemeth Code for math. These materials include raised line drawings of graphs and figures when graphs and figures are included in the test.
- To supplement each braille test, a regular-type test book is included for your use as a reference.
- Provide each student with a copy of the *Guide to the Nemeth Code* and the *Braille Reference Information*. The *Guide to the Nemeth Code* lists the current versions of Nemeth Code mathematical symbols with their meanings. The *Braille Reference Information* contains math reference material required for the braille test.
- Students taking the braille test may refer to the *Guide to the Nemeth Code* during the test.

Students approved for a human reader or screen reader may also be approved to use the *Raised Line Drawings Supplement*. If a student doesn't read braille but chooses to use the supplement, you should be prepared to help the student find their place, since all labels and numbers in that book are in braille. Labels and numbers given with figures can be found in corresponding locations in both the regular-type and large-print tests.

When questions in the Math sections refer to figures, students approved to use the *Raised Line Drawings Supplement* may refer to either the regular-print or large-print test or to the *Raised Line Drawings Supplement*.

Medical Devices and Aids

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for approved accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

Service animals, such as guide dogs, may be permitted without an accommodation and shouldn't be turned away. However, a student does need an approved accommodation to bring an emotional support animal into the testing room.

See the *SAT Suite of Assessments Accommodations Guide* for more information.

Other medical devices, such as devices used for testing blood sugar, require an accommodation. Students approved to test blood sugar may do so at any time during the test.

In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor. Only students who are specifically approved to have a mobile phone in the testing room may do so. (Approval to test blood sugar doesn't include permission to bring a mobile phone; the student must be separately approved for use of a mobile phone.) In these circumstances, the proctor will be asked to hold the student's phone at their desk. Prior to testing, they should confirm with the student what actions are needed in the event there is a notification.

- If the student is using an iPhone, the phone must be in guided access mode.
- If the student is using an Android phone, the phone must be in airplane mode. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.)
- In either case, the camera feature must be disabled. Bluetooth may be enabled, but **only** to connect the phone's share app to the continuous glucose monitor (CGM) for blood glucose monitoring.

No other device may be connected to the phone. In no case may a student keep their phone at their desk.

Support Staff

Some College Board–approved accommodations require support staff to assist the testing staff and students during the test administration. Support staff, such as human readers or writers/scribes, must be assigned by the school and may not be a relative of the student.

Some support staff may be required to:
- Accompany students when they go to the restroom during testing time.
- Assist the proctor in ensuring the security of test materials.

General qualifications for support staff include:
- Current or retired professional: administrative, secretarial, or clerical staff; or graduate student.
- Ability to follow oral and written instructions precisely.
- Appropriate language skills:
  - A human reader or scribe must speak English clearly.
  - A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor.

Sign language interpreters are not permitted access to testing materials at any time; they are only allowed to sign spoken directions.

Administering Tests with a Human Reader or Scribe
A human reader or scribe can also serve as the proctor for their student.
- Assign a separate human reader or writer/scribe for each student approved for one (human readers and scribes may not be shared).
- Administer the test in a one-to-one setting with time and one-half unless a student is already approved for double time or more extended time.

See Give Additional Testing Instructions on page 21 for more information about serving as a human reader or scribe.

Human Reader Responsibilities
Human readers are responsible for clearly and accurately reading all test scripts, including test directions, questions, and passages. Human readers may also need to read back a student's response when requested by the student.

Writer/Scribe Responsibilities

Depending on the student's needs, a writer/scribe may be required to:

- Complete the student's identifying information on the test book.
- Circle the answers within the test book corresponding to the answers chosen by the student.
- Make any corrections indicated by the student.
- Assist the student in turning pages.

Timing and Breaks Policies

Use the appropriate timing chart(s) for the PSAT 10 provided in the appendix and record the start and stop times in the spaces provided throughout the scripts. Once students have begun a timed module, the proctor must post the start and stop times for students.

Timing in the Accommodated Testing Room

All tests are timed by module. Students testing with accommodations must be given the entire amount of time, and they can't move on to the next PSAT 10 module until time is called.

Some students may be approved for extra and/or extended breaks. Break time is not included as part of testing time (clock stops). For more details, see Accommodated Breaks on page 12.

Scheduled Breaks

Every student must be offered a break. During the break after Section 1, students may go to the restroom or to the area designated for eating snacks. During the additional breaks for students with extra breaks, students must ask permission to leave the room.

In some cases, students testing with extended time will need a longer nutrition break after the Reading and Writing section. For longer nutrition breaks, students should remain in the testing room and consume any snacks or drinks away from their desks and testing materials.

Unscheduled Breaks

To maintain security, staff should adhere to the following guidelines for permitting unscheduled breaks:

- Inform students they will not get extra testing time.
- Collect the test book before the student leaves the room. Make sure the test book is the actual test book and not a substitute, and fan the pages to make sure no pages have been removed.
- **Never leave the testing room unattended.** If possible, have a monitor accompany the student to ensure rule violations don't occur.

If a student takes multiple unscheduled breaks and you consider the activity suspicious, submit an Irregularity Report (IR) in Test Day Toolkit.

Managing Paper Test Materials

Receiving Test Materials

Handling test materials is a vital component of standardized testing, both for security and for timely processing of scores.

The test coordinator should receive testing materials before testing is scheduled to start. If you experience late approvals for students with paper accommodations, College Board will attempt to deliver the materials ahead of testing, but that may not be possible in all cases. The SSD coordinator should contact College Board if there are concerns about the timing of deliveries.

🔒 *If materials are missing or damaged, immediately contact the support service listed in the Test Coordinator Manual by phone.*

Your shipments will be traced, and, if necessary, another shipment will be sent. If materials still have not arrived by the start of testing or testing window:

- Contact the support service listed in the *Test Coordinator Manual*.
- You have the entire testing window to administer the assessment.

Checking the Test Book Shipment

The test coordinator should check the contents of the PSAT 10 test materials shipment within 24 hours of delivery.

Test materials are specific for each student. Students may only test with the materials sent for them. Information about which materials to give to each student will be provided in your test shipment. Check the Shipping Notice for each student's name and designated materials.

(SSD) *If you have questions about how to determine if you received the correct materials for your students, please call the support service listed in the Test Coordinator Manual as soon as you receive your shipment.*

Your test shipment should have the following items:

- Shipping Notice
- Test books and/or alternate test formats (such as braille)
- *Paper Test Taker Administration Instructions* for each student
- Preprinted labels for returning test materials
- Testing Room Materials Report forms
- "Transcription Complete" stickers

Ensuring Test Materials Security

The integrity of College Board tests and the validity of the test scores rely on the security of test materials. Sharing, loss, and theft of test materials are unfair to students and may result in score cancellation.

Safeguard your materials as follows:

▪ Compare the serial numbers on test materials against your Shipping Notice.

🔒 *Call the appropriate support service listed in your Test Coordinator Manual immediately if the serial numbers on the test materials don't correspond with those on the Shipping Notice or if you detect any loss, theft, or tampering. In addition to calling College Board, document the discrepancies on an IR. (See the SAT Suite of Assessments Accommodations Guide for more information about completing IRs.)*

▪ Place test materials in a locked area in your school immediately after receipt.
▪ Know who has access to the area. Limit the number of people authorized to access test materials to those whose professional duties require it.
▪ Never leave materials unattended or accessible to students or unauthorized staff.
▪ Use test materials only for the specified testing period unless otherwise authorized by College Board.
▪ Ensure no test materials are reproduced for any reason or by any method without permission from the College Board SSD office. Copyright laws strictly prohibit reproduction of test materials. Violators may face legal action.
▪ Once all testing is complete, return all test materials, following the instructions under Returning Materials After the Test on page 52.

Distributing Test Materials

Tasks for the Coordinator

On test day, the test coordinator must count test books when distributing to and collecting from any staff administering the PSAT 10. Please be sure to reference the last page of your Shipping Notice to distribute the correct materials for each student.

Note the test formats allocated to each room using the Testing Room Materials Report form. If you'll have more than 1 testing room of students testing with paper tests, make sure you've filled out a separate Testing Room Materials Report form for each room. On each form:

▪ Supply your school code and indicate which proctor will be in the room.
▪ Record the count and the serial numbers of the test formats and *Paper Test Taker Administration Instructions* booklets issued to that proctor.

Follow the instructions under Providing Sign-In Tickets on page 2 to print sign-in tickets to distribute to proctors.

Use the last page of the Shipping Notice to make a list of the assigned test materials for every student for each proctor. They will need this to ensure they distribute the correct materials to each student in their room.

Create a kit of all these materials for each proctor:

- Testing Room Materials Report form with appropriate information filled out for the testing room
- List of materials assigned to each student (created from the Shipping Notice)
- Paper tests listed on the Testing Room Materials Report form
- *Paper Test Taker Administration Instructions* booklets as listed on the Testing Room Materials Report form (one per student)
- Any approved supplements (including any printed verbal instructions)
- EL supports, if any
- Sign-in tickets (one per student)
- Any other notes for the proctor that will help them give a smooth administration (such as the timing in their room and the proper script or scripts to use)

Distribute the correct kit to each proctor.

Tasks for the Proctor

The Testing Room Materials Report form includes a seating chart. This chart is essential for recording the distribution of test materials in the testing room. Each proctor must complete the form, including the seating chart for the testing room. At the end of the administration, return the form to your test coordinator.

Proctors must count the test materials:

- After receiving the materials from the coordinator
- After distributing materials to students in the testing room
- Before dismissing students from the testing room

Testing Procedures for Proctors

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores is for proctors to follow the same testing procedures and give their instructions exactly as they appear in this guide.

- Accurately time each test or test section.
- Announce the remaining time when indicated in the scripts. This is particularly important if your room clock malfunctions.
- Be alert and vigilant during all phases of test administration; avoid any activity not directly related to the test administration such as using a computer, reading a book, texting, or grading papers.
- Make sure students have appropriate materials and all other items are stored out of sight.
- Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedures.
  - Read aloud all the directions in the shaded areas. Pause where you see *[pause]* in the script to allow students time to follow instructions.
  - You may sometimes see alternative scripts to read. When you see multiple choices with lettered options (Ⓐ and Ⓑ), read the prompts silently before choosing which script(s) to read to students.

Procedures for Administering Accommodations

Timing the Tests

College Board tests are timed. A specific amount of extended time may be appropriate for a student with a disability, but "untimed" or "unlimited time" is not available as an accommodation. The amount of time approved for each student is listed in Test Day Toolkit.

Students approved for extended time for reading must receive that extended time on all sections of the PSAT 10. Other students may have approval for math-only extended time (Section 2) or writing (only applies to state-provided testing that includes the SAT Essay). Students with extended time will receive an additional break after the first module in the relevant test sections.

Students must be given their full amount of approved time on each module of the PSAT 10, even if they stop work before time is called. Students may not move to the next module until all time has elapsed.

Use the Timing and Breaks for Paper Testing on page 5 to help you conduct the PSAT 10 smoothly. Note that the timing in the chart is for students approved for extended time with paper testing for digital assessments. Students approved for extended time without the paper accommodation will take the test digitally.

Posting Times During Testing

Once you've started each section, record the start and stop times in the scripts, then post the times on the board for students to see. Use the timing charts at the end of this guide to ensure you have correctly calculated the stop time based on the time you started the section.

Multiple-Day Testing

See Testing Students Over Multiple Days on page 54 if you're testing students who require more than 2-day testing.

Accommodated Breaks

During their breaks, students approved for accommodated breaks are still subject to the same regulations that apply to standard breaks. Post break times for the students, as noted in the scripts.

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IMPORTANT: *Break time doesn't count as testing time (clock stops).*

....

During the break after Section 1, students may go to the restroom, and they may consume snacks and beverages. You must always make sure eating or drinking doesn't take place near testing materials. Ideally, snacks and beverages should be consumed outside of the testing room, unless a specific, approved accommodation (such as permission for food/medication during testing time) overrides this rule.

Additional Scheduled Break Time: Students with disabilities may be approved for extra and/or extended breaks. You should handle these as follows:

- Students approved for extra breaks receive an extra 5-minute break after the first module in each section. Extra breaks automatically apply to students testing with extended time.

- For students approved for extra breaks who receive standard time on some or all of the test, use Script 2: Standard Time with Extra Breaks.

- Give extended breaks to approved students by doubling the standard time of the regularly scheduled 10-minute break after Section 1. Use Script 1: Standard Time for these students if they aren't approved for extended time or extra breaks.

- Give extra and extended breaks to approved students by using the appropriate script with extra breaks and doubling the length of each break. If students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.

Breaks "As Needed": Some students may be approved for breaks as needed. These students may break when they need to during a test module. Most students' needs are met with a 10-minute break. However, if a student requests additional time, grant the request, within reason. This time doesn't count toward testing time.

The Transcription Process

Students will be recording answers in their test book. Some students may be approved to record answers using a large-print test book or dictating answers to a writer/scribe. See Test Aids, Alternate Test Formats, and Support Staff on page 6 for more information. The testing staff is responsible for transcribing the student answers from the test book into Bluebook. They will use Test Day Toolkit and Bluebook to perform the tasks associated with transcription, as outlined in this section.

Opportunities for Students

The *Paper Test Taker Administration Instructions* includes an introduction to a new app called BigFuture® School, and a program called Connections™.

Before Testing

Before testing begins, proctors need to allocate at least 30 minutes for distributing, reviewing, and completing the *Paper Test Taker Administration Instructions*. Students who dictate answers will need a scribe to help them complete some sections of the booklet.

After Testing

Proctors must take care to collect all student materials and keep each student's materials together for the transcription to be successful.

Once students are dismissed, the 2 people assigned to each transcription will use Test Day Toolkit to navigate to the correct room for the student, then they'll sign in to Bluebook on behalf of the student.

Full instructions for transcribing students' responses are given in After the Test under Transcribing Paper Test Responses on page 50.

Using the Accommodated Scripts

All testing begins under Start All Testing Here on page 15. Before test day, become familiar with the script(s) you need to use for the students in your room. Consult the information in the appendix about section timing for various accommodations and break information. The scripts provided may need to be combined for students approved for extended time on specific sections of the test.

- **Example:** For students approved for time and one-half for math only:
  - ◆ Use Script 1 for Section 1: Reading and Writing.
  - ◆ Switch to Script 3 for Section 2: Math.

Missing Test Materials

If you discover a discrepancy in the count or serial numbers of materials listed on your Testing Room Materials Report form, follow these procedures.

If testing has not yet begun:

- Determine the serial number if you can, and check the desk of the student who was assigned that serial number as well as the desks of students who received the test books with serial numbers right before and after the missing book's number.
- If the test book is still missing, place the room in a monitor's charge and notify your coordinator. Don't leave the room unattended.

If testing has already begun:

- Notify your coordinator right away.
- Minimize the disruption by waiting until a scheduled break or the end of the testing session to search the room.
- Announce that a test book is missing and that all students must remain in the room until it is found.
- Search each desk (even unoccupied desks) as well as student belongings around each desk.
- If it's still missing, place the room in a monitor's charge and ask your coordinator to call the support service listed in the *Test Coordinator Manual* immediately. Don't leave the room unattended.

🔒 *Submit an IR in Test Day Toolkit.*

Paper Testing Scripts

Start All Testing Here

Wait to start reading the script until most students have arrived. If you're concerned about students who have not yet arrived, talk to your coordinator. Do not admit students after you have turned to the appropriate script as directed under Turn to the Correct Script for Your Room on page 23.

Welcome Students to Testing

At all administrations, say:

Welcome. Today you're taking the PSAT 10, which focuses on what you're learning in school. It's a chance to see where you might need to improve in high school.

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.

Explain Testing Rules and Consequences

At all administrations, 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.

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? *[pause]*

Answer all students' questions.

Confirm Personal Devices Are Powered Off

Next, 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. *[pause]*

Allow students to access their collected devices to confirm they have been powered off.

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.

Collect and label all devices or direct students to place them out of reach.

Prepare Desks for Testing

Next, 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. *[pause]*

On your desk, you should have pencils, an 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. *[pause]*

After desks are cleared of prohibited items, say:

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

Check Items on Student Desks

Walk around the room to make sure no one has unacceptable calculators or other unauthorized items on their desks. If you see any normally prohibited devices or aids:

- Check Test Day Toolkit. Some students may be approved to use certain devices or aids that are usually prohibited; this will be indicated on your student list.
- Ask students to place unauthorized devices or aids with the rest of their belongings not being used for testing.

If possible, move students using calculators with highly visible displays to the rear of the room.

(SSD) *Some medical devices are allowed without approval (see Medical Devices and Aids on page 6).*

Unauthorized items (unless approved as an accommodation) include:

- Mobile phones, smartwatches, fitness trackers, or other wearable technology (simple nondigital watches are acceptable)
- Audio players or recorders, tablets, laptops, notebooks, Bluetooth devices (e.g., wireless earbuds/headphones), or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Highlighters or colored pencils
- Books or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have QWERTY (computer-like) keypads, use paper tape, make noise, or use a power cord

If a student has a mechanical pencil, check inside for hidden answer keys, and tell them you're required to do so.

🔒 *If you find any answer keys, submit an IR and dismiss the student, following instructions in Test Day Toolkit.*

After you have approved all devices, 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.

Distribute Test Materials

Next, say:

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

Refer to the list of assigned test materials from the test coordinator, then distribute the specific test book assigned to each student. **If students test with the wrong test book, they will need to retest.** Students could be approved for braille or large-print test books. Be sure you aren't distributing a practice version of the test by mistake. (Practice materials are marked "Practice Test" on the front cover.)

To all students, 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 *[give the students your school code]*, the school name, and this room's number (or name). *[pause]*

Check that students have filled in these fields, including room number/name, on their test books.

Proctor Instructions for *Paper Test Taker Administration Instructions*

To all students, say:

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

Distribute one of these booklets to each student in the room.

To explain the booklet, 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 contains that information.

Next, 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 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. *[pause]*

Review booklet contents with students 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, 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. *[pause]*

Use this timing box to track how much time students have to complete their review of the testing rules. Announce when they have 5 minutes left. Be flexible; if students need more time to review the information, given them an additional 5 minutes.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **15 MINUTES**

START TIME _____   **STOP TIME** _____

Scores Delivered to Phone Section

IMPORTANT: *If testing students outside of the U.S., skip forward to Privacy Notice and Optional Questions below.*

To all U.S. students, say:

The next section explains a new mobile app that lets you view your scores through your phone. You can also get career college 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. *[pause]*

Privacy Notice and Optional Questions

When students are ready, 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. 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. *[pause]*

Introduction to the Connections Program

You may be testing students who don't have an option to participate in Connections. Please read the following scenarios and decide what applies to the students you're testing.

> **Ensure Students Skip Connections If They Can't Participate**
>
> *If you're testing students in a school that has declined Connections participation or in an international location, read script* **A** *then continue with Digital Test Security. For all other U.S. students, read script* **B** *.*
>
> **READ ONLY ONE OPTION.**

A **SKIP CONNECTIONS AND TURN TO THE DIGITAL TEST SECURITY PAGE BY SAYING:**

> Please turn to the next page, which has the title "Digital Test Security."

Skip down to The Test Security Pledge and Finishing Up below.

B **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 checkmark 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, say:

> Please read the 3 rules that apply to the PSAT 10 assessment 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. *[pause]*

Allow a scribe to complete the pledge for a student who's approved for a scribe.

To finish up, say:

> We're almost finished with this booklet. Please turn to the back of your test book and either add or confirm the 4 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 transciption. When you are finished, please put down your pencil and look up. *[pause]*

When students have completed the page, say:

> Thank you for completing this information. Please close your booklet and place it under your desk. *[pause]*

Give Additional Testing Instructions

Read appropriate instructions that follow for support staff or students using a human reader, writer/scribe, or braille with raised line drawings format.

The script for all students resumes under Final Points Before Testing below.

To a human reader, 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? *[pause]*

To a writer/scribe, 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, 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? *[pause]*

For a student who is using braille with raised line drawings format, 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 sections 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 section is in regular grade 2 braille. Do you have any questions about procedures? *[pause]*

At the end of a section, if a student has finished with a braille book, collect it and give the student the next braille book just before the next section begins.

Final Points Before Testing

When everyone is ready, 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.

IMPORTANT: *If the defect causes a loss of testing time, allow the student to make up the time for that module at the end of the test administration. If the student is unable to test with the defective book, dismiss them and reschedule.*

Then say:

There are 2 test sections, 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 *[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. *[pause]*

During the Test

Monitor Students

- Remain attentive at all times.
- Don't do anything unrelated to testing, such as using a computer, reading, texting, grading papers, etc.
- Walk around the room every few minutes to check that everyone is working on the correct section and module.
- Make sure students mark their answers in the test book correctly.

Record Materials Used in Your Room

Complete the seating chart on the Testing Room Materials Report form.

Once your seating chart is complete, do the following:

- Count all test books (both distributed and left over) to make sure all materials are accounted for.
- If a book appears to be missing, alert your test coordinator immediately and follow procedures in Missing Test Materials on page 14.

Time the Sections

- Enter the start and stop times in the spaces provided in the script.
- Post start and stop times so students can easily see them. Refer to the appropriate timing chart in the appendix to be sure you have correctly calculated the stop time.
- Announce the remaining time as directed in the script.

Facilitate Breaks

Scheduled Breaks

- There is 1 scheduled 10-minute break, or for some extended-time testing, a 20-minute nutrition break, after the Reading and Writing section. Students with extended time will have additional scheduled breaks. The scripts will indicate when students will break.
- Post the start and end times for the break.

> **IMPORTANT:** *Give extended breaks to approved students by doubling the standard time of 10 minutes.*

- Let students consume snacks in designated areas during breaks as instructed.
- Don't let students access phones during breaks for any reason.
- Don't let students work on any part of the test during breaks.
- Walk around the room to make sure all test books are closed.

Unscheduled Breaks

- Remind the student they won't be given extra time.
- Collect the student's test book and make sure it's the actual test book and not a substitute.
- Fan the test book to make sure no pages are removed.

Turn to the Correct Script for Your Room

Use this table to find the right script to start testing in your room. Depending on the accommodations you're administering, you may need to begin with one script and switch to another later in the testing session.

To start testing with:	Turn to:
Standard Time	Script 1: Standard Time (directly following this table)
Standard Time with Extra Breaks	Script 2: Standard Time with Extra Breaks on page 29
Time and One-Half	Script 3: Time and One-Half on page 36
Double Time	Script 4: Double Time on page 42

SCRIPT 1:
Standard Time

This script is for students testing with standard time and no extra breaks on some or all of the PSAT 10. This script is also for students with standard time and any of the following accommodations:

- Braille or large-print test formats.
- Breaks as needed or extended breaks.
- Permission to test blood sugar or small-group setting.

READING AND WRITING SECTION:
Module 1

STANDARD TIME

🕐 **39 Minutes**

IMPORTANT: *Do not admit any students who arrive at this point. Send these students to the test coordinator.*

When everyone is ready, 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 1 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. *[pause]* Read the directions and begin work. Good luck, everyone.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **39 MINUTES STANDARD TIME**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.
- Follow instructions under Record Materials Used in Your Room on page 22 to complete the seating chart and count test materials.

During the Module

After 34 minutes, say:

You have 5 minutes remaining in Module 1.

After exactly 39 minutes, say:

Stop work and put your pencil down. *[pause]*

READING AND WRITING SECTION:
Module 2

STANDARD TIME
🕐 **39 Minutes**

When everyone is ready, 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 1 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **39 MINUTES STANDARD TIME**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 34 minutes, say:

You have 5 minutes remaining in Module 2.

After exactly 39 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 2

To all students, say:

Close your test book and leave it on your desk.

For the break, 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.

⏱ **10-MINUTE BREAK**

- Post the break time of 10 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

At this point, you may have students who require different timing on the next section. Pause for a moment to read the following instructions and determine what your students require next.

Ⓐ FOR STUDENTS WITH MATH-ONLY EXTENDED TIME:

For students testing with time and one-half for math, turn to Script 3: Math Section: Module 1 on page 39.

For students testing with double time for math, turn to Script 4: Math Section: Module 1 on page 45.

Ⓑ FOR ALL OTHER STUDENTS:

Continue with the script that follows.

MATH SECTION:
Module 1

STANDARD TIME

🕐 **43 Minutes**

IMPORTANT: *Calculators are allowed throughout the entire Math section. Students should use their own acceptable calculator on both modules.*

When everyone is ready, 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 1 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, 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. *[pause]*

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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **43 MINUTES STANDARD TIME**

START TIME _____   STOP TIME _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 38 minutes, say:

You have 5 minutes remaining in Module 1.

After exactly 43 minutes, say:

Stop work and put your pencil down. *[pause]*

MATH SECTION:
Module 2

STANDARD TIME

🕐 **43 Minutes**

IMPORTANT: *Calculators are allowed throughout the entire Math section. Students should use their own acceptable calculator on both modules.*

When everyone is ready, 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 1 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, 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **43 MINUTES STANDARD TIME**

START TIME _____ **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 38 minutes, say:

You have 5 minutes remaining in Module 2.

After exactly 43 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 2

To all students, say:

Close your test book and leave it on your desk.

SCRIPT 2:
Standard Time with Extra Breaks

This script provides standard timing for all test sections with additional breaks added after the first module of each section. Use this script for:

- Students approved for extra breaks with standard timing on all sections of the test.
- Students approved for extra breaks with extended time for math only. You'll see instructions for where to switch to Script 3 or Script 4.

READING AND WRITING SECTION:
Module 1

STANDARD TIME WITH EXTRA BREAKS

🕐 39 Minutes

IMPORTANT: *Do not admit any students who arrive at this point. Send these students to the test coordinator.*

When everyone is ready, 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. We'll stop for a short break after this module. 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 can use your test book for scratch work but be sure you have clearly circled only 1 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. *[pause]* Read the directions and begin work. Good luck, everyone.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE—POST FOR STUDENTS

🕐 **39 MINUTES STANDARD TIME—EXTRA BREAKS**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.
- Follow instructions under Record Materials Used in Your Room on page 22 to complete the seating chart and count test materials.

During the Module

After 34 minutes, say:

You have 5 minutes remaining in Module 1.

After exactly 39 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 1

To all students, say:

Close your test book and leave it on your desk.

For the break, say:

We'll stop now for a 5-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 5 minutes.

⏱ **5-MINUTE BREAK**

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

READING AND WRITING SECTION:
Module 2

STANDARD TIME WITH EXTRA BREAKS

🕐 **39 Minutes**

When everyone is ready, 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 can use your test book for scratch work but be sure you have clearly circled only 1 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **39 MINUTES STANDARD TIME—EXTRA BREAKS**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:
- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 34 minutes, say:

You have 5 minutes remaining in Module 2.

After exactly 39 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 2

To all students, say:

Close your test book and leave it on your desk.

For the break, 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.

⏱ 10-MINUTE BREAK

- Post the break time of 10 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

At this point, you may have students who require different timing on the next section. Pause for a moment to read the following instructions and determine what your students require next.

Ⓐ FOR STUDENTS WITH MATH-ONLY EXTENDED TIME

For students testing with time and one-half for math, turn to Script 3: Math Section: Module 1 on page 39.

For students testing with double time for math, turn to Script 4: Math Section: Module 1 on page 45.

Ⓑ FOR ALL OTHER STUDENTS

Continue with the script that follows.

MATH SECTION:
Module 1

STANDARD TIME WITH EXTRA BREAKS

🕐 **43 Minutes**

IMPORTANT: *Calculators are allowed throughout the entire Math section. Students should use their own acceptable calculator on this module.*

When everyone is ready, 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. We'll stop for a short break after this module. 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 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, say:

You may use a calculator for this section. 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. *[pause]*

Even though you're allowed to use a calculator for this section, 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **43 MINUTES STANDARD TIME—EXTRA BREAKS**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:
- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 38 minutes, say:

You have 5 minutes remaining in Module 1.

After exactly 43 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 1

To all students, say:

Close your test book and leave it on your desk.

For the break, say:

We'll stop now for a 5-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 5 minutes.

⏱ **5-MINUTE BREAK**

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

MATH SECTION:
Module 2

STANDARD TIME WITH EXTRA BREAKS

🕐 **43 Minutes**

IMPORTANT: *Calculators are allowed throughout the entire Math section. Students should use their own acceptable calculator on this module.*

When everyone is ready, 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.

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, 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **43 MINUTES STANDARD TIME—EXTRA BREAKS**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 38 minutes, say:

You have 5 minutes remaining in Module 2.

After exactly 43 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 2

To all students, say:

Close your test book and leave it on your desk.

Continue with the instructions under Dismissal on page 48.

SCRIPT 3:
Time and One-Half

The following script is for time and one-half test takers. Begin with this script for students approved for extended time in reading. If you are testing students with math-only extended time, begin with Script 1: Standard Time on page 23. You'll be instructed when to turn to this script.

READING AND WRITING SECTION:
Module 1

TIME AND ONE-HALF

🕐 **59 Minutes**

IMPORTANT: *Do not admit any students who arrive at this point. Send these students to the test coordinator.*

When everyone is ready, say:

We'll start testing with the first module of the Reading and Writing section. Once we begin, you'll have 59 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 1 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. *[pause]* Read the directions and begin work. Good luck, everyone.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

59 MINUTES TIME AND ONE-HALF

START TIME _____   **STOP TIME** _____

While students are testing, do the following:
- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.
- Follow instructions under Record Materials Used in Your Room on page 22 to complete the seating chart and count test materials.

During the Module

After 54 minutes, say:

You have 5 minutes remaining in Module 1.

After exactly 59 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 1

To all students, say:

Close your test book and leave it on your desk.

For the break, say:

We'll stop now for a 5-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 5 minutes.

⏱ 5-MINUTE BREAK

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

READING AND WRITING SECTION:
Module 2

TIME AND ONE-HALF

🕐 **59 Minutes**

When everyone is ready, say:

We'll continue testing with the second module of the Reading and Writing section. Once we begin, you'll have 59 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 1 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **59 MINUTES TIME AND ONE-HALF**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:
- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 54 minutes, say:

You have 5 minutes remaining in Module 2.

After exactly 59 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 2

To all students, say:

Close your test book and leave it on your desk.

Nutrition Break

Your students should now receive a 20-minute nutrition break.

Students should remain in the testing room and consume any food or drinks away from their desks and testing materials.

For the break, say:

We'll stop now for a 20-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 20 minutes.

⏱ 20-MINUTE BREAK

- Post the break time of 20 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

MATH SECTION:
Module 1

TIME AND ONE-HALF

🕐 **65 Minutes**

IMPORTANT: *Calculators are allowed throughout the entire Math section. Students should use their own acceptable calculator on this module.*

When everyone is ready, say:

We'll continue testing with the first module of the Math section. Once we begin, you'll have 65 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 1 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, say:

You may use a calculator for this section. 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. *[pause]*

Even though you're allowed to use a calculator for this section, 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **65 MINUTES TIME AND ONE-HALF**

START TIME _____ **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 60 minutes, say:

You have 5 minutes remaining in Module 1.

After exactly 65 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 1

To all students, say:

Close your test book and leave it on your desk.

For the break, say:

We'll stop now for a 5-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 5 minutes.

⏱ 5-MINUTE BREAK

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

MATH SECTION:
Module 2

TIME AND ONE-HALF
🕐 **65 Minutes**

IMPORTANT: *Calculators are allowed throughout the entire Math section. Students should use their own acceptable calculator on this module.*

When everyone is ready, say:

We'll continue testing with the second module of the Math section. Once we begin, you'll have 65 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 1 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, 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **65 MINUTES TIME AND ONE-HALF**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 60 minutes, say:

You have 5 minutes remaining in Module 2.

After exactly 65 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 2

To all students, say:

Close your test book and leave it on your desk.

SCRIPT 4:
Double Time

The following script is for students approved for double time in reading. If you are testing students with math-only extended time, begin with Script 1: Standard Time on page 23. You'll be instructed when to turn to this script.

READING AND WRITING SECTION:
Module 1

DOUBLE TIME
🕐 **78 Minutes**

IMPORTANT: *Do not admit any students who arrive at this point. Send these students to the test coordinator.*

When everyone is ready, say:

We'll start testing with the first module of the Reading and Writing section. Once we begin, you'll have 78 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 1 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. *[pause]* Read the directions and begin work. Good luck, everyone.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

78 MINUTES DOUBLE TIME

START TIME _____   STOP TIME _____

While students are testing, do the following:
- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.
- Follow instructions under Record Materials Used in Your Room on page 22 to complete the seating chart and count test materials.

During the Module

After 73 minutes, say:

You have 5 minutes remaining in Module 1.

After exactly 78 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 1

To all students, say:

Close your test book and leave it on your desk.

For the break, say:

We'll stop now for a 5-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 5 minutes.

⏱ 5-MINUTE BREAK

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

READING AND WRITING SECTION:
Module 2

DOUBLE TIME

🕐 **78 Minutes**

When everyone is ready, say:

We'll continue testing with the second module of the Reading and Writing section. Once we begin, you'll have 78 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 1 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **78 MINUTES DOUBLE TIME**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 73 minutes, say:

You have 5 minutes remaining in Module 2.

After exactly 78 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 2

To all students, say:

Close your test book and leave it on your desk.

End Day 1

Students will stop testing for the day and resume on the next consecutive school day.

Announce the end of testing by saying:

We've completed testing for today. We'll continue tomorrow or the next regular school day. Please sit quietly while I collect your test materials.

Fill in the time when students should report for testing, then read the next script.

When all materials have been accounted for, say:

When you return to the testing room, remember to bring your photo ID (if you need one) and pens or pencils. We begin the next day of testing at _____.

Please gather your belongings, including any electronic devices that were collected before testing, and exit the room quietly.

Return any collected mobile phones or devices, taking care that each student gets the device(s) labeled with their name.

After you have dismissed students, the test coordinator must lock test materials in a secure area until the next day of testing. Resume testing on the next day with the instructions that follow.

Day 2 of Testing

Seat students in the same seats according to your seating chart. Follow all opening procedures, then continue with the section that follows.

MATH SECTION:
Module 1

DOUBLE TIME

🕐 **86 Minutes**

IMPORTANT: *Calculators are allowed throughout the entire Math section. Students should use their own acceptable calculator on this module.*

When everyone is ready, say:

We'll continue testing with the first module of the Math section. Once we begin, you'll have 86 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 1 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, say:

You may use a calculator for this section. 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. *[pause]*

Even though you're allowed to use a calculator for this section, 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

🕐 **86 MINUTES DOUBLE TIME**

START TIME _____   **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 81 minutes, say:

You have 5 minutes remaining in Module 1.

After exactly 86 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 1

To all students, say:

Close your test book and leave it on your desk.

For the break, say:

We'll stop now for a 5-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 5 minutes.

⏱ 5-MINUTE BREAK

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed.

At the end of the break, say:

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

MATH SECTION:
Module 2

DOUBLE TIME
🕐 86 Minutes

IMPORTANT: *Calculators are allowed throughout the entire Math section. Students should use their own acceptable calculator on this module.*

When everyone is ready, say:

We'll continue testing with the second module of the Math section. Once we begin, you'll have 86 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 1 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, 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. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

86 MINUTES DOUBLE TIME

START TIME _____   **STOP TIME** _____

While students are testing, do the following:
- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct module.

During the Module

After 81 minutes, say:

You have 5 minutes remaining in Module 2.

After exactly 86 minutes, say:

Stop work and put your pencil down. *[pause]*

After Module 2

To all students, say:

Close your test book and leave it on your desk.

Continue with the instructions under Dismissal.

Dismissal

To all students, 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.

Collect Test Materials

Next, say:

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

- Collect a test book from each student. Also collect each student's *Paper Test Taker Administration Instructions* booklet and sign-in ticket and keep them with the matching test book.
- Confirm that the student's information is correctly provided on each test book that has answers marked in it for scoring purposes.
- Count the test books and other formats to ensure you have the correct number.

Place the test materials where students cannot access them.

IMPORTANT: *No one may be dismissed before all test books are accounted for.*

Before Dismissing Students

Keep students seated and don't let them access their mobile phones or bags until you're sure you have all testing materials from all students.

- Verify by serial number that you collected all test books, and associated *Paper Test Taker Administration Instructions* booklets assigned to your room.
- Keep each student's materials—test book, *Paper Test Taker Administration Instructions* booklets, and sign-in tickets—together.

After all materials are accounted for, 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.
>
> If you want to cancel your scores, please see 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 you. 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.

Dismiss students and, if applicable, return collected phones and electronic devices to them as they leave the testing room. Follow instructions to submit an IR in Test Day Toolkit if a student raises a concern to you.

If a student wants to cancel scores, they can come to you or the test coordinator any time within 5 days after testing to cancel their score. To cancel them before the student leaves, follow these steps:

- Go to the Irregularities page in Test Day Toolkit.
- Click Add Irregularities and complete the score cancellation form.

After the Test

After All Students Have Been Dismissed

After students leave the room, you must:

- Complete and sign the Testing Room Materials Report form (which you received from the test coordinator).
- Submit any irregularities in Test Day Toolkit.
- Ensure all transcriptions are completed as directed under the following section, Transcribing Paper Test Responses.
- Return the report form with all test books and associated *Paper Test Taker Administration Instructions* booklets to the test coordinator.

The test coordinator will complete activities under Returning Materials After the Test on page 52.

Transcribing Paper Test Responses

Before Transcription

The staff needs to complete these steps after students have finished testing and have been dimissed.

Gather Materials

Gather the following materials for the student requiring transcription:

- The student's *Paper Test Taker Administration Instructions* booklet.
- The student's test book with their answers recorded in it.
- The student's sign-in ticket. If you need to, you can ask your coordinator to look up the student's credentials in Test Day Toolkit.

In Test Day Toolkit

Sign in to Test Day Toolkit.

- If you've been assigned to the student's room, you'll be taken straight to the room page.
- If you haven't yet, go to **All Students**, search for the student, and click their room name.
- Navigate to step 6 in the toolkit and note the room code.

In Bluebook

1. Open Bluebook and sign in with the student's credentials. You should be able to see their test card.
   - Click **Start Exam Setup**.
   - Agree to the app's Terms and Conditions.

2. Consult the student's administration instructions booklet to:
   - Enter the student's mobile number and recovery email, if given.
   - Enter the student's contact information and answers to the optional questions, if given.
   - If available in your area, and if the student opted in to Connections, indicate their agreement to participate.

If a student did not respond to these questions in the *Paper Test Taker Administration Instructions* booklet, or you do not have access to their responses, you should still proceed through the screens, transcribing any answers that were provided. Leave any questions the student did not answer blank.

3. Agree to the Testing Rules for the exam.

4. When you have finished exam setup, you will be redirected to the homepage, where you should now see the option to click **Check In Now** on the test card.

- ◆ Enter the room code.
- ◆ Type in the test security pledge.

In Test Day Toolkit

When you reach the start code prompt in Bluebook, return to Test Day Toolkit.

- Navigate to the **Attendance** screen and mark the student present.
- Click through to the end of the script and note the start code.

In Bluebook

Return to Bluebook, which should still display the test card.

- Click **Complete Check-In** on the test card.
- Enter the start code and begin the transcription.

Transcription

Ensure that 2 staff members are assigned to each student's transcription. You must work together to enter and verify the student's responses.

Controlling the Timing of Bluebook

Unlike a test taker, you'll be able to control the timing in Bluebook as you transcribe student answers. You'll be given additional time for a second person to verify your entries on a given module, and you can advance the test when you need to. You do not have to wait for the clock to wind down; when you have finished both the transcription and verification, you can end the test.

IMPORTANT: *The transcribers can move to the next module when they're ready, but once they finish a module and progress to the next part of the test, they won't be able to go back. This means the entry and quality control processes must be completed before moving on from a given module.*

Transcribing Responses

Students have been informed that they will not receive credit for questions where it appears they selected multiple options or where their response is not clearly circled. They have also been instructed to erase a circled answer fully if they change their mind.

IMPORTANT: *If you are unsure which choice a student intended to select or what they have written, DO NOT select or enter a response. Examples might include questions with more than 1 choice circled, multiple answers written but none circled, or student-produced responses that Bluebook won't accept.*

1. Working carefully through each question, enter the response the student selected or wrote in their test booklet.

- ◆ Both transcribers must agree that a transcribed answer reflects the student's response.
- ◆ If the student left a question blank, circled more than 1 answer, or did not clearly circle a response, skip it and move on to the next question.

2. When you reach the end of a module, go back and verify that all of your selected responses reflect the student's input in their test booklet. Transcribers are given extra time for the second verification, and they can can move on to the next module or section when ready (Bluebook will provide 1 or more timed breaks, but you can advance the test when you need to).

3. Once you end the test (or the clock runs out) Bluebook will submit the transcribed answers automatically. Be sure you have reached the Congratulations screen that indicates successful test submission. If you exit Bluebook or close your device before reaching the Congratulations screen, your work on behalf of the student will not be submitted.

Follow instructions in the *Proctor Manual* if you are unable to confirm submission.

After Transcription

Both staff members must sign the Transcriber Security Affidavit (on page 2 of the student's *Paper Test Taker Administration Instructions* booklet). Also make sure to complete the student information on the form.

The proctor should follow instructions under After All Students Have Been Dismissed on page 50 to ensure all required tasks are completed.

Returning Materials After the Test

Returning materials is a critical part of the coordinator's work. Please follow the instructions carefully, returning all testing materials and completed forms and reports as specified.

Be sure to:
- Confirm with proctors that they checked the testing rooms to make sure nothing has been left behind.
- Confirm you have a completed Testing Room Materials Report form for each room.
- After the test administration ends, keep the test materials in secure storage until their return.

Keep your Shipping Notice with other testing documentation as instructed in your *Coordinator Manual*. Discard any opened shrinkwrapping or other excess packing materials.

Returning Tests

Your return shipment will contain the test books and other test formats (such as braille books) along with each student's completed *Paper Test Taker Administration Instructions* booklet and all completed Testing Room Materials Report Forms. Return these items to the location on the shipping label no later than 2 days after all students testing on paper have completed testing.

Packing the Shipment

The test coordinator needs to return all paper test books and supplements received, all *Paper Test Taker Administration Instructions* booklets, and all copies of the Testing Room Materials Report form. They should complete the following steps after testing and transcriptions are complete to securely pack and return the test formats and student administration instructions booklets:

1. Keep all test formats together and pack them in the original shipping box.
   - Be sure every test format with answers recorded in it is properly labeled for scoring, including the student's name, testing room, and school code.
   - Make sure the student's registration number is accurately printed on the back cover above the student's name.
   - Carefully match each test format with the same student's *Paper Test Taker Administration Instructions* booklet. Place all items inside the test book to ensure they are shipped together.
   - Be sure to include all completed Testing Room Materials Report forms.

2. Remove, cover, or cross out the original shipping labels, and seal with supplied tape.

3. Use the preaddressed label(s) from your test materials shipment. Call the support service listed in your *Test Coordinator Manual* if your label is missing.

   a. **U.S.**
   - Use the supplied preprinted colored return label and pre-addressed UPS label. Make sure all labels can be clearly read.
   - Next to the return label on each box with transcribed test books, place a "Transcription Complete" sticker.
   - Call 1-800-PICK-UPS or visit **ups.com** to arrange for pickup during regular school stops or to schedule a special pickup. Or, take the package to an official UPS Customer Center and ask for a traceable receipt.

   b. **International**
   - Use the supplied preprinted colored return label and pre-addressed UPS label. Make sure all labels can be clearly read.
   - You also received 3 copies of a Commercial Invoice. Please complete these and have them available when your package is picked up, in case your local area requires this.
   - Next to the return label on each box containing transcribed test books, place a "Transcription Complete" sticker.
   - Call the courier to arrange for pickup. Keep a copy of any tracking numbers before shipping the materials.

4. Securely destroy sign-in tickets and any other materials that do not need to be returned or kept on file.

Appendix

Testing Students Over Multiple Days

Students whose accommodations require more than 2 days of testing will automatically test on paper, using the scripts in this guide.

The test coordinator should work with the proctor to plan for more than 2 days of testing. Please note:

- The SSD Online dashboard will provide the amount of time the student can test during 1 session.
- Plan the test day so that students can complete a given module in the time allowed. For example, if a student with standard timing can test for a maximum of 80 minutes at a sitting, plan to administer the Reading and Writing section (2 modules of 39 minutes each) on 1 day and the Math section modules (43 minutes each) the next 2 consecutive days.

The proctor should follow these guidelines:

- We recommend that you use paper clips or other means to mark the scripts and additional instructions you'll need to find easily when testing these students.
- On test day, when you reach Give Additional Testing Instructions on page 21, include the following instructions if you are testing students over multiple days.

Additional Testing Instructions Before Testing Begins

To students testing over more than 2 days, say:

Today you'll take part of the PSAT 10. I'll tell you when testing has ended for the day. You'll start again on the next school testing day.

Mark the place(s) in the appropriate script where you'll end for the day. At that point, turn back to this page and follow these instructions:

Announce the end of testing by saying:

We've completed testing for today. We'll continue tomorrow or the next regular school day. Please sit quietly while I collect your test materials.

Collect test books and scratch paper from each student and place them where students can't access them. Fill in the time when students should report for testing, then read the next script.

When all materials have been accounted for, say:

> When you return to the testing room, remember to bring your photo ID (if you need one), acceptable calculator, and pens or pencils. We begin the next day of testing at _____.
>
> Please gather your belongings, including any electronic devices that were collected before testing, and exit the room quietly.

Return any collected mobile phones or devices, taking care that each student gets the device(s) labeled with their name.

After you have dismissed students, the test coordinator must lock test materials in a secure area until the next day of testing.

IMPORTANT: *Transcription cannot begin until after all days of testing are completed. Don't start transcription for a particular student until they have finished testing and completed all modules of both sections.*

Next Day of Testing

Seat students in the same seats according to your seating chart. Follow all opening procedures, then turn to the correct part of the appropriate script and begin testing.

College Board Calculator Policies

The following calculators are acceptable for use on both modules of the PSAT 10 Math section. This list doesn't include every calculator model. **Consult your test coordinator (who can contact Support) if you aren't sure about a calculator that's not on this list.**

- All scientific calculators—which can perform complex mathematical functions but don't have a graphing feature—are acceptable as long as they don't have any prohibited features given under Unacceptable Calculators.
- All 4-function calculators (not recommended)
- Graphing calculators included in the following table of acceptable graphing calculators

THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

CASIO

FX-6000 series	FX-9860 series		
FX-6200 series	CFX-9800 series		
FX-6300 series	CFX-9850 series		
FX-6500 series	CFX-9950 series		
FX-7000 series	CFX-9970 series		
FX-7300 series	FX 1.0 series		
FX-7400 series	Algebra FX 2.0 series		
FX-7500 series	FX-CG-10		
FX-7700 series	FX-CG-20 series		
FX-7800 series	FX-CG-50		
FX-8000 series	FX-CG-500 (Using the stylus is not permitted.)		
FX-8500 series			
FX-8700 series	Graph25 series		
FX-8800 series	Graph35 series		
FX-9700 series	Graph75 series		
FX-9750 series	Graph95 series		
	Graph100 series		

HEWLETT-PACKARD

HP-9G	HP-48 series
HP-28 series	HP-49 series
HP-38G	HP-50 series
HP-39 series	HP Prime
HP-40 series	

SHARP

EL-5200	EL-9600 series (Using the stylus is not permitted.)
EL-9200 series	EL-9900 series
EL-9300 series	

TEXAS INSTRUMENTS

TI-73	TI-86
TI-80	TI-89
TI-81	TI-89 Titanium
TI-82	TI-Nspire
TI-83/TI-83 Plus	TI-Nspire CX
TI-83 Plus Silver	TI-Nspire CM-C
TI-84 Plus	TI-Nspire CAS
TI-84 Plus CE	TI-Nspire CX CAS
TI-84 Plus Silver	TI-Nspire CM-C CAS
TI-84 Plus C Silver	TI-Nspire CX-C CAS
TI-84 Plus CE-T	TI-Nspire CX II
TI-84 Plus T	TI-Nspire CX II-T
TI-84 Plus CE Python	TI-Nspire CX II CAS
TI-84 Plus CE-T Python Edition	TI-Nspire CX II-T CAS
TI-85	TI-Nspire CX II-C CAS

RADIOSHACK

EC-4033	EC-4037
EC-4034	

OTHER

Datexx DS-883	NumWorks
Micronta	Smart[2]

Unacceptable Calculators

Students are not allowed to use any of the following calculators, unless specifically approved by College Board as an accommodation:

- Laptops or other computers, tablets, mobile phones, smartwatches, or wearable technology
- Models that can access the internet or have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type features
- Models that have a computer-style (QWERTY) keyboard, pen-input, or stylus
- Models that use electrical outlets, make noise, or have a paper tape

In addition, the use of hardware peripherals such as a stylus with an approved calculator isn't permitted. Some models with touchscreen capability are not permitted (e.g., Casio ClassPad).

PSAT 10 Section Timing Chart— Standard Time

Start Time	Reading and Writing Section Module 1	Reading and Writing Section Module 2	Math Section Module 1	Math Section Module 2
	39 min.	39 min.	43 min.	43 min.
:00	:39	:39	:43	:43
:01	:40	:40	:44	:44
:02	:41	:41	:45	:45
:03	:42	:42	:46	:46
:04	:43	:43	:47	:47
:05	:44	:44	:48	:48
:06	:45	:45	:49	:49
:07	:46	:46	:50	:50
:08	:47	:47	:51	:51
:09	:48	:48	:52	:52
:10	:49	:49	:53	:53
:11	:50	:50	:54	:54
:12	:51	:51	:55	:55
:13	:52	:52	:56	:56
:14	:53	:53	:57	:57
:15	:54	:54	:58	:58
:16	:55	:55	:59	:59
:17	:56	:56	:00	:00
:18	:57	:57	:01	:01
:19	:58	:58	:02	:02
:20	:59	:59	:03	:03
:21	:00	:00	:04	:04
:22	:01	:01	:05	:05
:23	:02	:02	:06	:06
:24	:03	:03	:07	:07
:25	:04	:04	:08	:08
:26	:05	:05	:09	:09
:27	:06	:06	:10	:10
:28	:07	:07	:11	:11
:29	:08	:08	:12	:12
:30	:09	:09	:13	:13
:31	:10	:10	:14	:14
:32	:11	:11	:15	:15
:33	:12	:12	:16	:16
:34	:13	:13	:17	:17
:35	:14	:14	:18	:18
:36	:15	:15	:19	:19
:37	:16	:16	:20	:20
:38	:17	:17	:21	:21
:39	:18	:18	:22	:22
:40	:19	:19	:23	:23
:41	:20	:20	:24	:24
:42	:21	:21	:25	:25
:43	:22	:22	:26	:26
:44	:23	:23	:27	:27
:45	:24	:24	:28	:28
:46	:25	:25	:29	:29
:47	:26	:26	:30	:30
:48	:27	:27	:31	:31
:49	:28	:28	:32	:32
:50	:29	:29	:33	:33
:51	:30	:30	:34	:34
:52	:31	:31	:35	:35
:53	:32	:32	:36	:36
:54	:33	:33	:37	:37
:55	:34	:34	:38	:38
:56	:35	:35	:39	:39
:57	:36	:36	:40	:40
:58	:37	:37	:41	:41
:59	:38	:38	:42	:42

PSAT 10 Section Timing Chart—
Standard Time with Extra Breaks

START AND STOP TIMES   *All times are "minutes after the hour."*

Start Time	Reading and Writing Section Module 1 and Module 2		Math Section Module 1 and Module 2	
	39 min.—break—39 min.		**43 min.—break—43 min.**	
:00	:39	:39	:43	:43
:01	:40	:40	:44	:44
:02	:41	:41	:45	:45
:03	:42	:42	:46	:46
:04	:43	:43	:47	:47
:05	:44	:44	:48	:48
:06	:45	:45	:49	:49
:07	:46	:46	:50	:50
:08	:47	:47	:51	:51
:09	:48	:48	:52	:52
:10	:49	:49	:53	:53
:11	:50	:50	:54	:54
:12	:51	:51	:55	:55
:13	:52	:52	:56	:56
:14	:53	:53	:57	:57
:15	:54	:54	:58	:58
:16	:55	:55	:59	:59
:17	:56	:56	:00	:00
:18	:57	:57	:01	:01
:19	:58	:58	:02	:02
:20	:59	:59	:03	:03
:21	:00	:00	:04	:04
:22	:01	:01	:05	:05
:23	:02	:02	:06	:06
:24	:03	:03	:07	:07
:25	:04	:04	:08	:08
:26	:05	:05	:09	:09
:27	:06	:06	:10	:10
:28	:07	:07	:11	:11
:29	:08	:08	:12	:12
:30	:09	:09	:13	:13
:31	:10	:10	:14	:14
:32	:11	:11	:15	:15
:33	:12	:12	:16	:16
:34	:13	:13	:17	:17
:35	:14	:14	:18	:18
:36	:15	:15	:19	:19
:37	:16	:16	:20	:20
:38	:17	:17	:21	:21
:39	:18	:18	:22	:22
:40	:19	:19	:23	:23
:41	:20	:20	:24	:24
:42	:21	:21	:25	:25
:43	:22	:22	:26	:26
:44	:23	:23	:27	:27
:45	:24	:24	:28	:28
:46	:25	:25	:29	:29
:47	:26	:26	:30	:30
:48	:27	:27	:31	:31
:49	:28	:28	:32	:32
:50	:29	:29	:33	:33
:51	:30	:30	:34	:34
:52	:31	:31	:35	:35
:53	:32	:32	:36	:36
:54	:33	:33	:37	:37
:55	:34	:34	:38	:38
:56	:35	:35	:39	:39
:57	:36	:36	:40	:40
:58	:37	:37	:41	:41
:59	:38	:38	:42	:42

PSAT 10 Section Timing Chart—Time and One-Half

START AND STOP TIMES *All times are "minutes after the hour."*

Start Time	Reading and Writing Section Module 1	Reading and Writing Section Module 2	Math Section Module 1	Math Section Module 2
	59 min.	**59 min.**	**65 min.**	**65 min.**
:00	:59	:59	:05	:05
:01	:00	:00	:06	:06
:02	:01	:01	:07	:07
:03	:02	:02	:08	:08
:04	:03	:03	:09	:09
:05	:04	:04	:10	:10
:06	:05	:05	:11	:11
:07	:06	:06	:12	:12
:08	:07	:07	:13	:13
:09	:08	:08	:14	:14
:10	:09	:09	:15	:15
:11	:10	:10	:16	:16
:12	:11	:11	:17	:17
:13	:12	:12	:18	:18
:14	:13	:13	:19	:19
:15	:14	:14	:20	:20
:16	:15	:15	:21	:21
:17	:16	:16	:22	:22
:18	:17	:17	:23	:23
:19	:18	:18	:24	:24
:20	:19	:19	:25	:25
:21	:20	:20	:26	:26
:22	:21	:21	:27	:27
:23	:22	:22	:28	:28
:24	:23	:23	:29	:29
:25	:24	:24	:30	:30
:26	:25	:25	:31	:31
:27	:26	:26	:32	:32
:28	:27	:27	:33	:33
:29	:28	:28	:34	:34
:30	:29	:29	:35	:35
:31	:30	:30	:36	:36
:32	:31	:31	:37	:37
:33	:32	:32	:38	:38
:34	:33	:33	:39	:39
:35	:34	:34	:40	:40
:36	:35	:35	:41	:41
:37	:36	:36	:42	:42
:38	:37	:37	:43	:43
:39	:38	:38	:44	:44
:40	:39	:39	:45	:45
:41	:40	:40	:46	:46
:42	:41	:41	:47	:47
:43	:42	:42	:48	:48
:44	:43	:43	:49	:49
:45	:44	:44	:50	:50
:46	:45	:45	:51	:51
:47	:46	:46	:52	:52
:48	:47	:47	:53	:53
:49	:48	:48	:54	:54
:50	:49	:49	:55	:55
:51	:50	:50	:56	:56
:52	:51	:51	:57	:57
:53	:52	:52	:58	:58
:54	:53	:53	:59	:59
:55	:54	:54	:00	:00
:56	:55	:55	:01	:01
:57	:56	:56	:02	:02
:58	:57	:57	:03	:03
:59	:58	:58	:04	:04

PSAT 10 Section Timing Chart— Double Time

Start Time	Reading and Writing Section Module 1	Reading and Writing Section Module 2	Math Section Module 1	Math Section Module 2
	78 min.	78 min.	86 min.	86 min.
:00	:18	:18	:26	:26
:01	:19	:19	:27	:27
:02	:20	:20	:28	:28
:03	:21	:21	:29	:29
:04	:22	:22	:30	:30
:05	:23	:23	:31	:31
:06	:24	:24	:32	:32
:07	:25	:25	:33	:33
:08	:26	:26	:34	:34
:09	:27	:27	:35	:35
:10	:28	:28	:36	:36
:11	:29	:29	:37	:37
:12	:30	:30	:38	:38
:13	:31	:31	:39	:39
:14	:32	:32	:40	:40
:15	:33	:33	:41	:41
:16	:34	:34	:42	:42
:17	:35	:35	:43	:43
:18	:36	:36	:44	:44
:19	:37	:37	:45	:45
:20	:38	:38	:46	:46
:21	:39	:39	:47	:47
:22	:40	:40	:48	:48
:23	:41	:41	:49	:49
:24	:42	:42	:50	:50
:25	:43	:43	:51	:51
:26	:44	:44	:52	:52
:27	:45	:45	:53	:53
:28	:46	:46	:54	:54
:29	:47	:47	:55	:55
:30	:48	:48	:56	:56
:31	:49	:49	:57	:57
:32	:50	:50	:58	:58
:33	:51	:51	:59	:59
:34	:52	:52	:00	:00
:35	:53	:53	:01	:01
:36	:54	:54	:02	:02
:37	:55	:55	:03	:03
:38	:56	:56	:04	:04
:39	:57	:57	:05	:05
:40	:58	:58	:06	:06
:41	:59	:59	:07	:07
:42	:00	:00	:08	:08
:43	:01	:01	:09	:09
:44	:02	:02	:10	:10
:45	:03	:03	:11	:11
:46	:04	:04	:12	:12
:47	:05	:05	:13	:13
:48	:06	:06	:14	:14
:49	:07	:07	:15	:15
:50	:08	:08	:16	:16
:51	:09	:09	:17	:17
:52	:10	:10	:18	:18
:53	:11	:11	:19	:19
:54	:12	:12	:20	:20
:55	:13	:13	:21	:21
:56	:14	:14	:22	:22
:57	:15	:15	:23	:23
:58	:16	:16	:24	:24
:59	:17	:17	:25	:25

Section Timing and Breaks for Testing with Paper Materials

Students testing with a paper test book will complete testing in 1 day unless approved for Reading: Double Time.

SAT SUITE PAPER MATERIALS TIMING AND BREAKS

	Section 1			Section 2		
	Reading and Writing: Module 1	**Reading and Writing: Module 2**	**Break**	**Math: Module 1**	**Math: Module 2**	**Total Testing Time**
Standard Time	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 2:54
Standard Time with Extra Breaks	39 minutes 5-min. break	39 minutes	10 minutes	43 minutes 5-min. break	43 minutes	2:44 testing time + breaks = 3:04
Standard Time and Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 3:04
Standard Time and Breaks as Needed*	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + variable breaks
Reading: Time and One-Half	59 minutes 5-min. break	59 minutes	20-min. nutrition break	65 minutes 5-min. break	65 minutes	4:08 testing time + breaks = 4:38
Reading: Time and One-Half and Extended Breaks	59 minutes 10-min. break	59 minutes	20 minutes	65 minutes 10-min. break	65 minutes	4:08 testing time + breaks = 4:48
Reading: Double Time	78 minutes 5-min. break	78 minutes	**End of Day 1 (2:36 + breaks = 2:41)**	86 minutes 5-min. break	86 minutes	**End of Day 2 (2:52 + breaks = 2:57)**

*The total testing time for a student approved for breaks as needed will depend on how often the students require a break.

	Section 1			Section 2		
	Reading and Writing: Module 1	Reading and Writing: Module 2	Break	Math: Module 1	Math: Module 2	Total Testing Time
Math: Time and One-Half	39 minutes	39 minutes	10 minutes	65 minutes 5-min. break	65 minutes	3:28 testing time + breaks = 3:43
Math: Time and One-Half and Extended Breaks	39 minutes	39 minutes	20 minutes	65 minutes 10-min. break	65 minutes	3:28 testing time + breaks = 3:58
Math: Double Time	39 minutes	39 minutes	10 minutes	86 minutes 5-min. break	86 minutes	4:10 testing time + breaks = 4:25
Math: Double Time and Extended Breaks	39 minutes	39 minutes	20 minutes	86 minutes 10-min. break	86 minutes	4:10 testing time + breaks = 4:40