

PSAT™ 10

Important Information for New York Test Coordinators and Proctors

Beginning with the 2022-23 school year, College Board is making a change regarding the information students in New York provide to us when they take the PSAT™ 10. The information students will be asked is detailed below. If a student provides any additional information on their answer sheet, the responses will not be used by College Board.

- These instructions are mandatory for all New York PSAT 10 administrations.
- Share these instructions with all proctors. Make sure they understand how to modify their preadministration and test day scripts according to these instructions.
- There is a table at the end of this publication summarizing the information students will be asked to provide in these modified scripts.

Preadministration

Script for Unlabeled Answer Sheets:

Start reading at “Script for Unlabeled Answer Sheets” in the Conduct the Preadministration section of your manual.

REFERENCE: p. 55 of the *PSAT 10 Coordinator Manual*

1. Read to all students the instructions for filling in name, school code, testing location, school, student ID number grade level, gender, and date of birth (fields 1–8). Do NOT read the instructions for home address, mobile number, or Student Search Service. Instead, **instruct all students to leave fields 9–15 blank.**

REFERENCE: pp. 55–56 of the *PSAT 10 Coordinator Manual*

2. Skip directly to the instructions for fields 16–21 and replace the script with:

Now say:

Your answers to the questions in fields 16 and 17 will help ensure that tests and services are fair and useful to all students. For this reason, we strongly encourage all students

to complete these questions. Your responses may also be used for research purposes and may be shared with your school, school district, and state.

These fields are optional. If your parent or guardian has told you that you shouldn't complete any optional or voluntary information, please just sit quietly as we go through these fields. Do not complete any field that asks for information your parent or guardian has told you not to provide.

To all students, say:

Now, read the information in the Student Answer Sheet Instructions booklet to answer questions in fields 16 and 17. Leave fields 18 through 21 blank. Look up when you're done.
[pause]

REFERENCE: p. 56 of the *PSAT 10 Coordinator Manual*

3. Instruct students to leave field 22 blank.
4. Complete the preadministration as instructed.

Script for Pre-ID Labels:

Start reading “Script for Pre-ID Labels” in Conduct the Preadministration Session section of your manual.

REFERENCE: p. 57 of the *PSAT 10 Coordinator Manual*

1. After students complete the instructions for taking out the Student Answer Sheet Instructions booklet, replace the script that follows with:

To all students, say:

Please check the label on page 1 of your answer sheet. It will show your name and other information about you and our school. First, please confirm that your legal last name and first name are correctly printed on the label. Raise your hand if the name on your label is not yours or is incorrect. *[pause]*

Your first name must be your legal first name. If you use a preferred first name and you have a College Board online account, you can enter it there. College Board uses your legal name on test day to confirm your identity, but they’ll use your preferred first name in all other communications with you.

Next, check that the school code listed is as follows: _____. Raise your hand if the school code is incorrect. *[pause]*

Next, check your date of birth, which is marked with the letters “DOB.” Also check that your gender and grade are correctly noted. Raise your hand if your date of birth, gender, or grade is incorrect. *[pause]*

REFERENCE: p. 57 of the *PSAT 10 Coordinator Manual*

2. In the “Before continuing, resolve any issues with labels” bulleted list that follows, the first bullet indicates that if a student’s address is incorrect, they can update their address by filling it out on the answer sheet. Do NOT follow this instruction; no home addresses should be filled in or corrected.

3. Read the instructions for fields 1–8. Then, do NOT read the instructions about checking or filling in home address for fields 9–13. Instead, replace the scripts with:

For fields 9–13, say:

Leave fields 9 through 13 on your answer sheet blank. If your address appears on your pre-ID label, ignore it.

REFERENCE: pp. 57–58 of the *PSAT 10 Coordinator Manual*

4. Instruct students to leave fields 14 and 15 blank.
5. Replace the script for fields 16–21 with:

Now say:

Your answers to the questions in fields 16 and 17 will help ensure that tests and services are fair and useful to all students. Your responses may also be used for research purposes and may be shared with your school, school district, and state. For this reason, we strongly encourage all students to complete these questions.

These fields are optional. If your parent or guardian has told you that you shouldn’t complete any optional or voluntary information, please just sit quietly as we go through these fields. Do not complete any field that asks for information your parent or guardian has told you not to provide.

To all students, say:

Now, read the information in the Student Answer Sheet Instructions booklet to answer questions in fields 16 and 17. Leave fields 18 through 21 blank. Look up when you’re done. *[pause]*

REFERENCE: p. 58 of the *PSAT 10 Coordinator Manual*

6. Instruct students to leave field 22 blank.
7. Complete the preadministration as instructed.

Test Day Scripts–Distributing Student Answer Sheets

Resolve Issues and Complete Required Fields:

Start reading “Resolve Issues and Complete Required Fields” in the Distributing Answer Sheets section of your manual.

REFERENCE: *p. 67 of the PSAT 10 Coordinator Manual*

1. Ignore the first bullet that indicates that if a student’s address is incorrect, they can update their address by filling it out on the answer sheet after testing is over. Do NOT follow this instruction; no home addresses should be filled in or corrected.
2. Complete the rest of the section as instructed.

After the Test–Dismissal

Start reading “Completing Answer Sheets” in the After the Test section of your manual.

REFERENCE: *p. 105 of the PSAT 10 Coordinator Manual*

1. After students complete the instructions for taking out the Student Answer Sheet Instructions booklet, replace the two scripts about home address with:

To all students, say:

Leave fields 9 through 13 on your answer sheet blank. If your answer sheet has a label that includes your home address, ignore it.

2. Instruct students to leave fields 14 and 15 blank.

3. Replace the script for fields 16–21 with:

Now say:

Your answers to the questions in fields 16 and 17 will help ensure that tests and services are fair and useful to all students. Your responses may also be used for research purposes and may be shared with your school, school district, and state. For this reason, we strongly encourage all students to complete these questions

These fields are optional. If your parent or guardian has told you that you shouldn’t complete any optional or voluntary information, please just sit quietly as we go through these fields. Do not complete any field that asks for information your parent or guardian has told you not to provide.

To all students, say:

Now, read the information in the Student Answer Sheet Instructions booklet to answer questions in fields 16 and 17. Leave fields 18 through 21 blank. Look up when you’re done.
[pause]

REFERENCE: *pp. 105–106 of the PSAT 10 Coordinator Manual*

4. Instruct students to leave field 22 blank.

5. Complete the test administration as instructed.

PSAT 10 Student Data

The information students in New York will be asked to provide in the modified scripts is summarized below. **Please ignore any instructions in the manual that ask students to bring, discuss, or provide the information in the fields listed as “Leave Blank or Ignore.”**

Field	Questions	Complete as Instructed in Manual	Leave Blank or Ignore
1	First Name, Middle Initial, Last Name	■	
2	School Code	■	
3	Testing Location	■	
4	School	■	
5	Student Identification	■	
6	Grade Level	■	
7	Gender	■	
8	Date of Birth	■	
9–12	Home/Mailing Address		■
13	Country Code		■
14	Mobile Number		■
15	Student Search Service		■
16	Racial/Ethnic Group	■	
17	Language Background	■	
18	Grade Point Average		■
19–21	Special Questions, College Major		■
22	Email Address		■