



Fall 2025

PSAT 8/9

Paper Testing Script

Fall 2025

Contents

3	About College Board
3	Overview of Proctoring Paper Testing
4	Using the Script
4	Timing and Breaks for Paper Testing
5	Opening Procedures
6	Checklist: What to Do During the Test
7	Welcome
8	Check Items on Student Desks
8	Instructions for Students with Certain Accommodations
10	Instructions for Multiple-Day Testing
11	Prepare for Testing
13	Module 1: Reading and Writing
14	For Students Testing with Extra Breaks or Extended Time
15	Module 2: Reading and Writing
16	Section Break
17	Module 1: Math
18	For Students Testing with Extra Breaks or Extended Time
19	Module 2: Math
20	Dismissal

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](https://collegeboard.org).

Overview of Proctoring Paper Testing

You'll use this script when proctoring the PSAT 8/9 for students approved to test with a paper accommodation. Unlike testing in Bluebook™, the College Board digital testing app, paper testing requires different timing and setup.

The ways you use Bluebook and Test Day Toolkit are different when a student is taking a paper version of the test:

- You'll only use Test Day Toolkit to confirm the student's registration, accommodations, and assignment to your room in Test Day Toolkit before testing begins.
- During testing, you'll only use the toolkit to report any irregularities.
- Neither you nor the student will access Bluebook while the test is being administered.
- After you've dismissed students, you'll use both Bluebook and Test Day Toolkit to complete remaining procedures to transcribe answers.

IMPORTANT: *Don't use Bluebook to time the test. Doing so could prevent students' tests from being scored.*

Be sure to read the full instructions in the *SAT Suite Accommodations Guide for Proctors* (provided in your *Proctor Manual*) for using the right materials, providing accommodated breaks, and checking students in using Test Day Toolkit.

Extended Time Policies: After the standard time has elapsed on a module, students approved for extended time can move on if they are ready before their approved time is up. Here's what you need to know about extended time as the proctor:

- Students are encouraged to use their approved time. Be sure no staff or student pressures another student to move on before their extended time expires.
- Students can't move on until the standard time has passed. Once the student begins the next module, they may not go back to a prior module. Students cannot skip any breaks.
- If multiple students with extended time are testing in the same room, students **cannot** move on to the break until all students have completed the current module and standard time has passed.
- If you think all students in your room may be ready to move on before their extended time expires, confirm verbally whether anyone is still working on the module before moving on to the next section of the script.
- Once standard time has passed on the last module of the test, you may dismiss students individually as they finish testing. Be sure to read the Dismissal script and follow the instructions for collecting and checking their test materials. If you dismiss students while others are still testing, be as quiet as possible and instruct the students being dismissed to do the same so the students testing are not disturbed.

IMPORTANT: *If dismissing students individually at different times, mark the page in the script where you need to return to continue timing remaining students.*

Using the Script

Follow the script exactly and minimize confusion by giving students ample opportunity to ask questions about procedures.

- Read aloud all the directions in the shaded areas.
- Fill in the blanks for module timing using the **Reference for Module Timing** that appears below certain areas of the script.
- You may sometimes see alternative instructions or scripts to follow. When you see multiple choices with lettered options **A**, **B**, and **C**, read the instructions carefully before deciding which action you should take.

The **Reference for Module Timing** in the script will help you choose the appropriate timing for students in your room. Please consult the following table for detailed information on the testing flow for each testing scenario.

Timing and Breaks for Paper Testing

Use this timing chart for students taking the digital test with paper supplements (e.g., reader’s script or raised line drawings) as well as for students testing with a paper test book.

IMPORTANT: For paper test takers, the proctor must time the test and breaks using this Paper Testing Script. They must never try to time the test using Bluebook—attempting to do so will result in a misadministration.

SAT SUITE OF ASSESSMENTS PAPER MATERIALS TIMING AND BREAKS					
	Section 1			Section 2	
Timing	Reading and Writing		Break	Math	
	Module 1	Module 2		Module 1	Module 2
GROUP TYPE IN TEST DAY TOOLKIT: P1 OR S1					
Standard Time	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes
Standard Time with Extra Breaks	39 minutes 5-min. break	39 minutes	10 minutes	43 minutes 5-min. break	43 minutes
Standard Time and Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes
Standard Time and Breaks as Needed	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes

PAPER MATERIALS TIMING AND BREAKS

	Section 1			Section 2	
Timing	Reading and Writing		Break	Math	
	Module 1	Module 2		Module 1	Module 2
GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S3					
Reading: Up to Time and One-Half	59 minutes 5-min. break	59 minutes	20-min. nutrition break	65 minutes 5-min. break	65 minutes
Up to Reading: Time and One-Half and Extended Breaks	59 minutes 10-min. break	59 minutes	20 minutes	65 minutes 10-min. break	65 minutes
GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S5					
Reading: Up to Double Time	78 minutes 5-min. break	78 minutes	End of Day 1	86 minutes 5-min. break	86 minutes
GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S2					
Math: Up to Time and One-Half	39 minutes	39 minutes	10 minutes	65 minutes 5-min. break	65 minutes
Math: Up to Time and One-Half and Extended Breaks	39 minutes	39 minutes	20 minutes	65 minutes 10-min. break	65 minutes
GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S4					
Math: Up to Double Time	39 minutes	39 minutes	10 minutes	86 minutes 5-min. break	86 minutes
Math: Up to Double Time and Extended Breaks	39 minutes	39 minutes	20 minutes	86 minutes 10-min. break	86 minutes

Opening Procedures

You'll use Test Day Toolkit to check students' room assignment and accommodations, but you won't use it while administering the test. In addition, no one in the paper testing room should access Bluebook during testing. As students enter the room, you won't mark them present in Test Day Toolkit, but you do need to admit and seat students as follows:

1. If you do not recognize a student in your room, follow Check Identity procedures in your *SAT Suite Accommodations Guide for Proctors* (provided in your *Proctor Manual*).
2. Navigate to the **Attendance** page in Test Day Toolkit to check that each student you admit is on the list of assigned students. Refer anyone not listed for your room to the test coordinator.
3. Assign each student to a seat (don't let them choose their own seat). Seat students in the same seat each day for multi-day testing.
4. Distribute a sign-in ticket and 1 sheet of scratch paper to each student.

Checklist: What to Do During the Test

1. Time the Sections

- Post the start and stop times where all students can see the information easily.
- Be sure to note when there will be 5 minutes left in the module so you can alert students.

2. 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 confirm everyone is working on the correct module.
- For students testing with extended time:
 - ◆ If your room is ready to move on before extended time expires, wait until standard time is fully elapsed and all students are clearly finished with the module to continue the script.
 - ◆ Be sure that no staff or student tries to encourage or pressure another student to move on before their extended time expires.
 - ◆ Once standard time has passed on the last module of the test, you may dismiss students individually as they finish testing if your school policy permits it. Be sure to read the Dismissal script and follow instructions for collecting and checking their test materials.

3. Record Materials Used in Your Room

- Complete the seating chart on the Testing Room Materials Report form. If you have students testing on multiple days, you will need to reference this chart to confirm that students are seated in the same place each day.
- 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 the Accommodations Guide section of your *Proctor Manual*.

4. Facilitate Breaks

- There is a scheduled break after the Reading and Writing section. Students with extended time or extra breaks will have additional scheduled breaks. The script will indicate when students will break.
- Let students consume snacks in designated areas during breaks as instructed.
- Don't let students access phones or any other electronic devices during breaks, unless they have an approved accommodation to do so.
- Don't let students work on any part of the test during breaks.

Unscheduled Breaks

- Students who choose to take an unscheduled break do not need to ask for permission to leave the room, but if they do, remind them that they won't be given extra time.
- When the student leaves, collect their test book. Confirm it's the actual test book and not a substitute, and fan the test book to make sure no pages have been removed. Hand the test book to the student when they return.

Welcome

Start Testing

Wait to start reading the script until most students have arrived. Do not admit students after you begin reading the script. If a student arrives late, send them to the test coordinator.

When you're ready to begin, say:

Welcome. Today you're taking the PSAT 8/9, which focuses on what you're learning now. It's a chance to see where you might need to improve.

Before you begin the test, I will read some instructions and hand out some booklets of information for you to review and complete. I'll also give you any materials related to your accommodations. And if you brought a calculator, I'll make sure it's acceptable.

Please listen carefully to these instructions.

If you have phones, smartwatches, or other prohibited devices, turn them off and put them away now.




On your desk, you should have your sign-in ticket, pencils, an acceptable calculator and backup calculator, if you brought them, and any testing aids you're approved to use as an accommodation. Be sure to clear all saved formulas from your calculator.

If you brought a snack, drink, calculator cover, or any cleaning supplies such as hand sanitizer, please place these items under your desk. Please remove any other items from your desk and place them in your bags at the front or side of the room.


You should also have 1 sheet of scratch paper, which I'll collect after the test, so don't tear it. Write your full name in the top right corner. If you don't have a sheet of scratch paper yet, let me know when I come by your desk. I'll now walk around the room to confirm that your desks are clear and ready for testing.

Check Items on Student Desks

Check each student’s desk for prohibited items.

 Allowed on Desks	 Allowed Under Desks Only	 Prohibited Items
<ul style="list-style-type: none">• Testing device (no detachable privacy screens)• External keyboard (tablets only)• Mouse and mouse pad• Scratch paper and sign-in ticket• Pen or pencil• Calculator (handheld battery-operated only)• Photo ID• Resources related to approved accommodations and supports	<ul style="list-style-type: none">• Power cord• Portable charger• Calculator covers• Food and drink• Hand sanitizer and cleaning supplies	<ul style="list-style-type: none">• Everything else must be set aside in an area where you can see it (unless it’s an approved accommodation).• Prohibited items include phones, smartwatches, and other electronics, detachable privacy screens, headphones and earbuds, fidget devices, notes and other reference materials.• CAS (computer algebra system) calculators.• Some items may be permitted if students have an approved accommodation.

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 irregularity report (IR) and dismiss the student, following instructions in Test Day Toolkit.*

Instructions for Students with Certain Accommodations

Read the appropriate sections below if students in your room are approved to test with:

- assistive technology
- a human reader
- a scribe
- raised line drawings
- a braille format

If no students in your room have these accommodations, continue reading the script under **Instructions for Multiple-Day Testing**.

For students testing with assistive technology, say:

If you’re using approved assistive technology, now is the time to make sure it’s working. If you customized your settings during practice, you may need to repeat this step now. Remember, you can use the built-in features on your device.

For students testing with a human reader, say:

Readers must read questions aloud as often as requested. It’s important that they read only exactly what is in the script. They must not elaborate, even if the student asks.

For students testing with a scribe, say:

Scribes must write only the answers and corrections that students dictate. They can't prompt the student in a way that would result in a different response. Scribes will read student answers back to them if students want to review their work.

For students testing with a braille 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 Writing section is in regular grade 2 braille.

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.

Instructions for Multiple-Day Testing

NOTE: *Most students will complete the entire test in 1 day, even if they are approved to test with extended time.*

If your students will only be testing for 1 day, please continue to **Prepare for Testing**.

However, some students may be approved to test with timing accommodations that require multiple days of testing. If your students will test on multiple days, please continue reading this section.

1. **On the first day of testing:** Start with Option **A**.
2. **When it's time to end testing for the day:** Turn back here and continue with Option **B**.
3. **To resume testing on additional day(s):** Come back to this page and continue with Option **C**.

Be sure to mark this page so you can find it easily.

A Begin Day 1 of Testing

To students testing over more than 1 day, say:

Today you'll take a portion of the PSAT 8/9. I'll tell you when testing has ended for the day. You'll start again on the next school testing day.

Continue to **Prepare for Testing** to start the test. If you haven't already done so, while students are testing, find and mark the place(s) in the appropriate script where you'll end for the day.

B End Testing for the Day

While students are testing, write the day and time that students should return to continue testing in the margin of this page. When the testing time expires, read the script below and complete the instructions to end testing for the day.

Announce the end of testing by saying:

We've completed testing for today. We'll continue on *[next day of testing]*. Please sit quietly while I collect your test materials.

Collect test books, *Paper Test Taker Administration Instructions* booklets, any English Learning (EL) supports, and scratch paper from each student. Keep each student's materials together and place them where students can't access them. Then continue reading.

When all materials have been accounted for, say:

When you return to the testing room on *[next day of testing]*, remember to bring your acceptable calculator and pencils with erasers. We begin the next day of testing at *[start time]*.

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

IMPORTANT: *Remind any student who needs a photo ID to test at your school to bring it with them when they return.*

Return any collected mobile phones or devices. Be sure 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: *Don't start transcription for a particular student until they have finished all days of testing.*

C Begin Additional Day(s) of Testing

Follow these instructions to continue testing on the next consecutive school testing day.

- Seat students in the same seats as on the previous day of testing according to your seating chart.
- Follow opening procedures, then turn to the place you marked in the script to resume testing.

Prepare for Testing

To all students, say:

The Reading and Writing section and the Math section each contain 2 modules, timed individually. 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 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 be 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. If you need help or extra scratch paper at any time, raise your hand and I'll come over. Remember to write your full name on extra scratch paper. Does anyone have any questions?

Pause to answer student questions before continuing.

I will now give you your test book. Don't open it yet.

Refer to the list of assigned test materials from the coordinator as well as the symbol on each test book, then distribute the specific test book assigned to each student. Students could be approved for braille or large-print test books.

NOTE: *Be sure you aren't distributing a practice version of the test by mistake. Practice materials are marked "Practice Test" on the front cover.*

When you have distributed test books, say:

Turn to the back of your test book and print your last name, first name, and middle initial, if you have one. You can find the school name, College Board school code, and our room number written on the board. When you have completed this step, please put your pencil down and look up at me.

Pause to allow students to complete this step.

To all students, say:

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

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

The test you're about to take is a paper format of the digital PSAT 8/9. When students complete exam setup in Bluebook, the digital testing application, they see and respond to important information. The booklet I just gave you contains the same information.

Open your booklet to page 3 and read under **Student Starts Here**. Follow the instructions, which include completing some information on the front cover. You can find your registration number on your sign-in ticket. Raise your hand if you need help finding any of the information required. When you are finished, put your pencil down and look up at me.

Pause to allow students time to complete this step.

You'll now read through and complete the rest of the *Paper Test Taker Administration Instructions*. It's important to read through the entire document carefully. First, you'll read a section called **Use of the Bluebook App**. This section explains how your answers will be transcribed from your test book into the Bluebook app. When you have finished reading and checked the box at the end of the section to show that you agree to these policies, put your pencil down and look up at me.

Pause to allow students time to complete this step.

Next, you'll have 15 minutes to read and agree to the testing rules for this exam. I will dismiss anyone who tries to break the rules, and their scores will be canceled. They may also be prevented from taking College Board tests in the future.

When you have finished reading the testing rules and checked the box at the end of the section to show that you agree to follow these rules, continue reading the **Privacy Statement** to understand how College Board puts your privacy first. When you reach the page that begins with **Get Test Scores Delivered Right to Your Phone**, please stop reading and look up at me.

Pause to allow students time to complete this step. If all students in the room are ready to move on before 15 minutes have passed, you may continue reading the script.

You'll now read through some optional content about College Board programs and services. When you reach the section titled **Digital Test Security** on the last page, please stop reading and look up at me.

Pause to allow students time to complete this step.

We're almost finished with this booklet. Please read the reminder about rules that apply to this test. To signify your agreement with these rules, write the test security pledge given below the list of rules. When you are finished, please put down your pencil and look up.

Pause to allow students time to complete this step. Allow a scribe to complete the pledge for a student who's approved for a scribe.

Please review the 4 pieces of information listed under **Confirm Your Info on Your Test Book**, then turn to the back of your test book and either confirm that your information is accurately recorded there, or add the correct information now. Then, above your name on the back cover of the test book, print your registration number from your sign-in ticket. This information will help College Board match your test book and answers with your transcription. When you are finished, please put down your pencil and look up.

Pause to allow students to complete this step.

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

Module 1: Reading and Writing

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 ___ 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.

REFERENCE FOR MODULE TIMING

For Standard Time and Standard Time with Extra Breaks: 39 minutes

For Time and One Half: 59 minutes

For Double Time: 78 minutes

Remember to note when there are 5 minutes remaining in the module so you can alert students.

Keep your test book flat on your desk. 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. If you are ready to move on, please put your pencil down and look up, but do not move on until I tell you.

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

START TIME _____ STOP TIME _____

During the Module

While students are testing, follow instructions in the Checklist: What to Do During the Test.

When there are 5 minutes remaining, say:

You have 5 minutes remaining in Module 1.

When time expires, say:

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

For Students Testing with Extra Breaks or Extended Time

The following section applies only to students testing with extra breaks or extended time. Please note that testing with extended time **does not** mean a student automatically has extended breaks; this is a separate accommodation they must also be approved for.

Be sure to read the correct instructions for students in your room and time the break accordingly.

If the students in your room do not have extra breaks or extended time, continue the script under Module 2.

To students testing with extra breaks or extended time, say:

Close your test book and leave it on your desk. We'll stop now for a break before the next module. 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.

To students testing with extra breaks OR extended time, say:

We'll start testing again in exactly 5 minutes.

To students testing with extended breaks AND extra breaks, say:

We'll start testing again in exactly 10 minutes.

Testing Break

Post the length of the break (see above) 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.

Module 2: Reading and Writing

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 ____ 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.

REFERENCE FOR MODULE TIMING

For Standard Time and Standard Time with Extra Breaks: 39 minutes

For Time and One Half: 59 minutes

For Double Time: 78 minutes

Remember to note when there are 5 minutes remaining in the module so you can alert students.

Keep your test book flat on your desk. 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. If you are ready to move on, please put your pencil down and look up, but do not move on until I tell you.

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

START TIME _____ STOP TIME _____

During the Module

While students are testing, follow instructions in the Checklist: What to Do During the Test.

When there are 5 minutes remaining, say:

You have 5 minutes remaining in Module 2.

When time expires, say:

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

Section Break

Proctor Instructions

It is now time for a break between the sections of the test. Please note that if students in your room have extended breaks or qualify for a nutrition break, they will have a longer break than students testing with standard time.

Be sure to read the correct instructions for students in your room and time the break accordingly.

To all students, say:

We'll stop now for a break before we begin the next section. 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.

For students testing with standard time, say:

We'll start testing again in exactly 10 minutes.

For students with extended breaks or students who qualify for a nutrition break, say:

We'll start testing again in exactly 20 minutes.

Testing Break

Post the length of the break (see above) 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.

Module 1: Math

When everyone is ready, say:

We'll continue testing with the first module of the Math section. Once we begin, you'll have ____ 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.

REFERENCE FOR MODULE TIMING

For Standard Time and Standard Time with Extra Breaks: 43 minutes

For Time and One Half: 65 minutes

For Double Time: 86 minutes

Remember to note when there are 5 minutes remaining in the module so you can alert students.

Remember to follow these guidelines:

- Keep your test book and calculator flat on your desk. You may use your test book for scratch work, but be sure you have clearly circled only 1 answer.
- 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 in this module, but you may not go to any other module of the test. If you are ready to move on, please put your pencil down and look up, but do not move on until I tell you.
- 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

START TIME _____ STOP TIME _____

During the Module

While students are testing, follow the instructions in the Checklist: What to Do During the Test.

When there are 5 minutes remaining, say:

You have 5 minutes remaining in Module 1.

When time expires, say:

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

For Students Testing with Extra Breaks or Extended Time

The following section applies only to students testing with extra breaks or extended time. Please note that testing with extended time **does not** mean a student automatically has extended breaks; this is a separate accommodation they must also be approved for.

Be sure to read the correct instructions for students in your room and time the break accordingly.

If the students in your room do not have extra breaks or extended time, continue the script under Module 2.

To students testing with extra breaks or extended time, say:

Close your test book and leave it on your desk. We'll stop now for a break before the next module. 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.

To students testing with extra breaks OR extended time, say:

We'll start testing again in exactly 5 minutes.

To students testing with extended breaks AND extra breaks, say:

We'll start testing again in exactly 10 minutes.

Testing Break

Post the length of the break (see above) 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.

Module 2: Math

When everyone is ready, say:

We'll continue testing with the second module of the Math section. Once we begin, you'll have ____ 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.

REFERENCE FOR MODULE TIMING

For Standard Time and Standard Time with Extra Breaks: 43 minutes

For Time and One Half: 65 minutes

For Double Time: 86 minutes

Remember to note when there are 5 minutes remaining in the module so you can alert students.

Keep your test book and calculator flat on your desk. 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. If you are ready to move on, please put your pencil down and look up, but do not move on until I tell you.

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

START TIME _____ STOP TIME _____

During the Module

While students are testing, follow the instructions in the Checklist: What to Do During the Test.

When there are 5 minutes remaining, say:

You have 5 minutes remaining in Module 2.

When time expires, say:

Stop work and put your pencil down. [pause] Now, please close your test book and leave it on your desk.

Dismissal

You may be dismissing students 1 by 1, in groups, or all together. Read the script to every student, and make sure you collect and verify each student's test materials before letting them leave the testing room.

IMPORTANT: *If you dismiss students while others are still testing, be as quiet as possible and instruct the students being dismissed to do the same so the students testing are not disturbed.*

Before dismissing students, say:

Congratulations! You've completed the PSAT 8/9. Just being here today and finishing the test is a significant accomplishment. Please sit quietly while I collect and count your test materials.

Collecting Test Materials

Collect a test book from each student, as well as each student's *Paper Test Taker Administration Instructions* booklet and sign-in ticket. Be sure to keep these three documents together for each student.

- Keep students seated and don't let them access their mobile phones or bags until you're sure you have all testing materials from them.
- Confirm that the student's information is correctly provided on each test book that has answers marked in it.
- Count the serialized test materials to ensure you have the correct number.
- Place the test materials where students cannot access them.
- Verify by serial number that you collected the test book and associated *Paper Test Taker Administration Instructions* booklet assigned to each student.

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.

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. If you want to know how to cancel your scores, I can help you before you leave.

Again, congratulations on your hard work today.

Dismiss students quietly 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, go to the **Irregularities** page in Test Day Toolkit. Click **Add Irregularities** and complete the score cancellation form.