

PSAT/NMSQT

Paper Test Directions New York

Extended Time or Extra Breaks Script**Notes to the Proctor**

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

- A printed copy of the proctor’s spoken directions.
- A paper test book version of the test.
- Extra Breaks, time and one-half, or double time for reading or for math only. The timing of some or all the test may differ from what is written in this document, depending on the student’s accommodations.
- Use of a writer/scribe or human reader.

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

IMPORTANT: *Students must not sign in to Bluebook on test day for any reason, including section timing. All timing MUST be administered by the proctor using the Paper Testing Scripts. Use of Bluebook will cause a misadministration and require a retest.*

AT THE END OF TESTING

Collect this document from each student and securely destroy it.

Notes to the Student

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

- You may keep this document on your desk for the entire testing time but must return it to your proctor after testing.
- You may not use this document as scratch paper.
- At various times, your proctor will announce the time remaining in each section, as well as breaks when appropriate. If you are testing with another approved accommodation, these announcements may differ from the timing and breaks listed in this document.
- Your proctor may skip some instructions that don't apply to your testing situation.
- Depending on your testing situation, you may hear some opening instructions in a different order.

All shaded text indicates directions spoken by your proctor.

About National Merit Scholarship Corporation (NMSC)

NMSC is an independent, not-for-profit organization that operates without government assistance. NMSC conducts the National Merit Scholarship Program, an annual academic competition for recognition and college scholarships. The PSAT/NMSQT is the route of entry to the National Merit Scholarship Program. Requirements for participation, steps in the competition, and awards offered are explained in the *PSAT/NMSQT Student Guide* and on NMSC's website, www.nationalmerit.org. Further information is provided in the *Guide to the National Merit Scholarship Program*.

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Welcome to Testing

Welcome. Today you're taking the PSAT/NMSQT, 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.

Testing Rules and Consequences

College Board PSAT/NMSQT 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.

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?

Confirm Personal Devices Are Powered Off

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

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

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

If anyone has a phone or other device that makes noise, even if it's been collected, or if anyone accesses any prohibited device at any time, including during breaks, I may 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.

Prepare Desks for Testing

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

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

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

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

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

Check Items on Desks

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

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

Test Material Distribution

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

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

Guidance for Paper Test Taker Administration Instructions

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

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

You will mark your answers in your test book, and your answers 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 Starts 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.

Now turn back to page 3. Read "About This Document." Look up when you're done.

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.

Next, you'll 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. To show you agree, check the box under "Student: Indicate Your Acceptance of These Policies" on page 4. When you have checked the box on page 4, put your pencil or pen down and look up.

You'll now have about 15 minutes to read and agree to the Testing Rules and the Privacy Statement. When you reach the heading "Student: Indicate Your Acceptance of Testing Rules" please check the box next to "I have read and I accept these rules." Then put your pencil or pen down and look up. If at any time you have a question, please raise your hand.

Scores Delivered to Phone Section

The next section explains a mobile app that lets you view your scores through your phone. You can also get college and career resources. Please read the information about BigFuture® School. If you want to access it, please provide your mobile number. The mobile phone number you provide must be a U.S. number. Provide a recovery email address to allow College Board to troubleshoot any issues you have with accessing the app.

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

National Merit Scholarship Program Entry

The questions on the next page are optional. Answer them if you want to enter the National Merit® Scholarship Program, an academic competition conducted by National Merit Scholarship Corporation (NMSC®). NMSC will use your answers along with your Selection Index score to determine if you qualify to continue in the competition.

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

Privacy Notice and Optional Questions

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 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.

The Test Security Pledge and Finishing Up

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

We’re almost finished with this booklet. Please look at 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 it now. Then, above your name on the test book back cover, 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 or pen and look up.

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

Additional Testing Instructions

To a human reader, your proctor will say:

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

To a writer/scribe, your proctor will say:

Record the student's answers in their test book. You must write only what the student dictates. You may not prompt the student in a way that would result in a different response.

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

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

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

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

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

Final Points Before Testing

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

Section 1 and Section 2 are each made up of 2 modules. The test is timed by module. I'll post the start and end times for each timed module here *[your proctor will indicate where this information will be posted]*, and I'll announce when 5 minutes are left in each module.

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

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

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

Begin Testing

Reading and Writing Section: Module 1

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. Read the directions and begin work. Good luck, everyone.

Time starts now.

During the Module

After 54 minutes, your proctor will say:

You have 5 minutes remaining in Module 1.

After exactly 59 minutes, your proctor will say:

Stop work and put your pencil down.

After Module 1

Close your test book and leave it on your desk.

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.

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

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

Reading and Writing Section: Module 2

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. Read the directions and begin work.

Time starts now.

During the Module

After 54 minutes, your proctor will say:

You have 5 minutes remaining in Module 2.

After exactly 59 minutes, your proctor will say:

Stop work and put your pencil down.

After Module 2

Close your test book and leave it on your desk.

Nutrition Break

During the nutrition break, you should remain in the testing room and consume any food or drinks away from your desk and testing materials.

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.

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

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

Math Section: Module 1

If you are testing with an approved accommodation other than time and one-half, your timing and breaks may be different from what you see here.

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.

If you have a calculator, which you can keep on your desk for use during this module, please remove any cover and place it on the floor under your desk during testing.

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

Remember to follow these guidelines:

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

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

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

Time starts now.

During the Module

After 60 minutes, your proctor will say:

You have 5 minutes remaining in Module 1.

After exactly 65 minutes, your proctor will say:

Stop work and put your pencil down.

After Module 1

Close your test book and leave it on your desk.

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.

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

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

Math Section: Module 2

If you are testing with an approved accommodation other than time and one-half, your timing and breaks may be different from what you see here.

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.

You may continue to use a calculator for this section.

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

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

Time starts now.

During the Module

After 60 minutes, your proctor will say:

You have 5 minutes remaining in Module 2.

After exactly 65 minutes, your proctor will say:

Stop work and put your pencil down.

After Module 2

Close your test book and leave it on your desk.

Dismissal

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

Test Materials Collection

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

Before Dismissal

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.

If you want to cancel your scores, let your proctor know now, or notify staff as soon as possible but no later than 10 days from today.

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