PSAT/NMSQT

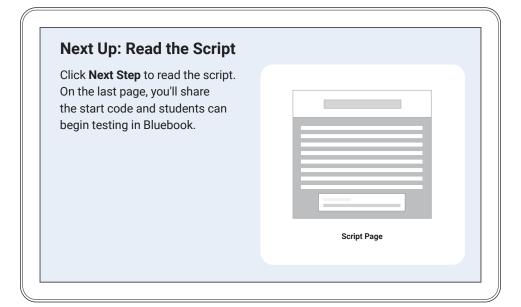# Proctor Script Practice Resource

Introduction

Proctors can use this document to learn what to expect when reading the script in Test Day Toolkit. This is intended as a practice resource only as the actual script in Test Day Toolkit is subject to change before test day.

You'll read the start code out loud for your testing room at the end of the script. Students must enter that code before they can start testing. This document does not include your testing room's start code.

IMPORTANT: *Do not read from this PDF on test day. Proctors will read the script aloud to students from Test Day Toolkit.*

Test Day Toolkit Experience

On test day, you'll start by following instructions in Test Day Toolkit **(Step 1 of 9)**. After you take attendance and students check in to Bluebook™, you'll begin reading the script.

Next Up: Read the Script

Click **Next Step** to read the script. On the last page, you'll share the start code and students can begin testing in Bluebook.

Script Page

Welcome

Read aloud to students

Welcome. Today you're taking the Preliminary SAT/National Merit Scholarship Qualifying Test, also known as the PSAT/NMSQT, which focuses on what you're learning in high school. It's also a chance to practice for the SAT and qualify for scholarship programs.

Please listen carefully to these instructions. When I finish, I'll give you the start code. If you haven't completed check-in yet, pause while I read. You can finish later.

If you'd like to follow along as I read these instructions, click **Review the Instructions**. If you're not on the start code screen yet, click **Help** and then **Verbal Instructions**.

You agreed to follow the rules and keep test content confidential. 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.

Bluebook should be the only application open on your device unless you're using approved assistive technology. Other open applications will be detected and could result in score cancellation.

Close all other applications now. You might need to exit Bluebook first and reopen it when you finish. Does anyone need to close other applications?

[Pause until all students have closed other applications.]

The test has 2 sections, with a break in between. Bluebook times everyone individually, and it will tell you when it's time to take a break. To take a break at any other time, go to the **More** menu and click **Unscheduled Break**. You will lose testing time if you take an unscheduled break.

If you have an approved accommodation for breaks as needed, select **Pause** under the timer instead so you don't lose testing time.

It's important to leave your device open during the whole test, including breaks.

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Read aloud to students

I'll come around now to collect prohibited devices and make sure you followed the Bluebook instructions for clearing your desk. I'll also give you any materials related to your accommodations.

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

And if you brought a calculator, I'll make sure it's acceptable.

You should have 3 sheets of scratch paper. Write your full name in the top right corner of each sheet. After the test you'll need to return all 3 sheets of paper, and they can't be torn.

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Check each student's desk for prohibited items.

Allowed on Desks
- 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)

Allowed Under Desks
- Power cord
- Portable charger
- Food and drink
- Hand sanitizer and cleaning supplies

Prohibited Items
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, notes and other references.

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Attention Proctor

If your students are using any of the following accommodations, click **Next Step**:
- Assistive technology
- Human reader
- Scribe
- Raised line drawings

If they're not, skip ahead.

Back   Next Step

Accommodated Testing Supports

Read aloud to students

*[For students testing with a **screen reader** or **other assistive technology**, read:]*

If you're using a screen reader or other approved assistive technology, now is the time to make sure it's working. Remember, you can use the built-in features on your device.

More information is available on the Bluebook Help page.

*[For students testing with a **human reader**, read:]*

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**, read:]*

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 **raised line drawings**, read:]*

The raised line drawings have the same labels and numbers as the detailed descriptions you'll hear.

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Final Instructions

Read aloud to students

Please pay attention to these important reminders.

To avoid scoring problems, don't close Bluebook or your device until you see the **Congratulations** screen. If your time runs out and you don't see that screen, raise your hand so I can help you finish.

Otherwise, sit quietly with your device open until I dismiss you.

Also, be quiet at all times because you might start your break and finish your test at slightly different times than your neighbor.

If you need help at any time, raise your hand and I'll come over. Does anyone have any questions?

[Answer student questions before continuing.]

I'll give you the start code in a moment. When you enter the code and click **Start Test**, your timer will start and you can begin testing.

If you don't see the start code screen yet, finish checking in to Bluebook.

I'll read the start code now and write it on the board. Good luck!

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Read the Start Code

NOTE: *On test day, the script in Test Day Toolkit will display your testing room's unique start code.*

Read the code aloud, write it on the board, and click **Next Step** to monitor testing.

Start Code:

XXXXXX

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NOTE: *After you read the script, you'll use the monitoring dashboard in Test Day Toolkit to track student progress. You will not need to read anything to students before dismissing them. For further instructions on student dismissal, see the* **Proctor and Hall Monitor Test Day Guide***.*