



PSAT™ 10



**Spring 2018**

**PSAT™ 10**

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# Supervisor Manual

(Preadministration Instructions)

# PART 2: For Associate Supervisors and Proctors

## Introduction for Associate Supervisors

This is your guide for administering the PSAT 10 and for creating the best possible environment for your students on test day. Although you may have already participated in online training and/or other training provided by your supervisor, please read this section of the manual carefully. It is especially important to read through the scripts and instructions ahead of time so that you can address any questions with your supervisor before test day.

This part of the manual includes the required scripts for preadministration, standard test administration, and accommodated test administration. If you will be administering the test to students who have been approved for accommodations, you may also receive other materials depending on the nature of the accommodation.

Associate supervisors must:

- Read this manual ahead of time to be thoroughly familiar with test procedures
- Prepare seating plans for your assigned room and complete the seating plan chart on test day
- Assume responsibility for test materials in an assigned room, including distributing, accounting for, collecting, and counting test books and answer sheets before dismissing students
- Administer the test according to the manual's directions
- Return test materials to the supervisor after students are dismissed

## Before Test Day

### Prepare Yourself

#### TASKS

- Conduct a preadministration session at your supervisor's direction.
- If you are testing accommodated students, before test day:
  - ☒ Review "Key Information: Using Accommodated Scripts" to determine the correct script to use.
  - ☒ Test any equipment needed ahead of test day.

### Prepare the Preadministration Session

The questionnaire is voluntary and optional for students. Colorado law requires that students give their consent prior to filling out the questionnaire.

- Consent is required only for participation in the optional questionnaire. Students can still take the PSAT 10 without completing the questionnaire.

- The consent form includes space for students to provide their consent. Confirm with your district if there is a more stringent policy than the state policy.
- If a student does not return a signed consent form, the school should proceed assuming that the student/parent did NOT consent to participating in the questionnaire.
- After the session, CDE recommends that consent forms be retained at the school until the student graduates or leaves the school.

#### TASKS

- Before your scheduled preadministration, distribute the *Colorado Student Data Consent Forms* and *PSAT 10 Student Guide* to each student.
- We recommend at least two weeks for students to review the form with their parents and decide if they will complete the optional questionnaire.
  - ☒ Students have a choice to "opt in" to Student Search Service, which allows the College Board to provide students' basic information to eligible colleges and universities, scholarship programs, and education opportunity programs.

- Collect consent forms from students.
- Plan for your preadministration. We recommend assigning students to rooms based on whether they consented to the optional questionnaire or not.
- Select the appropriate preadministration session script to administer the session.

## Conduct the Preadministration Session

There are two parts to the preadministration session: completing student information and participating in the optional questionnaire. Only students who consented to the optional questionnaire should participate in this session.

### TASKS

- Before the session, post the following in a location visible to all students:
  - ☒ Your school's 6-digit school (AI) code
  - ☒ Address of your school
  - ☒ Optional codes, if any, assigned to each student for receiving score reports in a particular sort order
- Give each student their pre-labeled answer sheet and a copy of the *Student Answer Sheet Instructions*. A large-print version of the *Student Answer Sheet Instructions* is provided for students with approved accommodations that necessitate large print.
- Some students may be using large-block answer sheets. This accommodation will be noted on the NAR.
- Make sure you correctly match the labeled answer sheet to the student whose information is on the label.
- Read aloud the scripts in tinted areas and pause when *[pause]* appears to give students time to follow instructions. Instructions for the associate supervisors that shouldn't be read aloud appear outside the tinted areas.
  - ☒ Students must fill in the appropriate bubbles (or squares on a large-block answer sheet) for their names, addresses, and other personal information.
  - ☒ Students will fill in all required fields even if they have a label on their answer sheet.
  - ☒ Students should skip boxes 10, 11 and 13 on the answer sheet.

## Distributing Answer Sheets and Instructional Booklets

Distribute answer sheets and the *Student Answer Sheet Instructions* booklets. Ensure that any answer sheets with pre-ID labels go to the appropriate students.

### To students who are using large-block answer sheets, say:

Please read the directions on page 1 of your answer sheet about how to mark your answers. You will be marking squares rather than bubbles, and the page numbers will be different from the ones I announce. Raise your hand if you need assistance at any time.

Some of the boxes that follow have alternative scripts to read depending on various criteria, such as whether or not your school uses optional codes. When you see multiple choices with lettered options (for example, A and B), read the prompts silently before choosing which script to read.

### Preadministration Script: Students Who Consented

Fill in the school code in the script below before beginning.

### When everyone is ready, say:

You will now fill out your identifying information on the PSAT 10 answer sheet. You'll have the opportunity to opt in to Student Search Service and provide information about yourself to help connect you with colleges. As we proceed, look up when you finish each part of the answer sheet. Now check the label on the front of your answer sheet (or on the back of the large-block answer sheet) to make sure it shows your name. If you do not have the correct answer sheet, raise your hand. *[pause]*

If any students have the wrong answer sheet, try to resolve the discrepancy. If you can't, or if students have incorrect names on their answer sheets, follow these directions:

- If the first name or last name listed on the label does not correctly reflect the student's legal name, give them a blank answer sheet for the session.
- If any other information is incorrect, including date of birth or school information, students can use the answer sheet—they'll enter their correct information during the session.
- Shred or discard securely any answer sheet with an incorrect student name.

### Next, say:

You will need to use a Number 2 pencil. Raise your hand if you do not have one. *[pause]*

Provide No. 2 pencils to students who do not have them.

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**For box 1, say:**

Begin by filling in your legal last name, first name, and middle initial if you have one, as they appear on your label, in box 1. *[pause]* Include spaces, hyphens, or apostrophes if these are part of your name. If you include a name other than your legal last name, your scores may be delayed. Print the letters in all caps in the boxes, then fill in the corresponding bubbles. Make sure each mark is dark and completely fills the bubble. Look up when you are finished. *[pause]* Are there any questions?

### Continuing to Guide Students Through the Identifying Information with Consent

If you're reading the following scripts to students who have completed the test but still have information to fill out on the answer sheet, skip the fields they have already completed: Student ID (2), Date of Birth (4), Sex (16), Grade Level (17), School (25), and School Code (26).

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**For box 2, say:**

In box 2 fill in the bubble labeled "Student ID Number," and then print and fill in your state assigned student identification number (SASID), starting with the first column to the left. You can find your SASID number in the upper left corner of the label. **Do not provide your Social Security number.** If you don't know your SASID, raise your hand. Look up when you're done. *[pause]*

Check with any students who raise their hands. If you have SASID numbers available, provide the appropriate SASID to the student to grid on their answer sheet. If you do not have access to SASID numbers, advise the student to leave that field blank. Work with the supervisor to complete it on the student's behalf before test day.

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**For box 3, say:**

Box 3 is optional. Please leave box 3 blank if your mobile phone does not have a U.S. number. If you have a U.S. mobile number, read the information in box 3 about providing your number. The College Board will use it to contact you when your scores are ready and to tell you about college-planning services you might want. If you opt in, they may ask you to participate in research surveys. By providing your number, you agree to receive text messages from the College Board for these purposes.

Standard text-messaging rates apply. You may opt out at any time.

If you agree to these terms, enter your number in the boxes, beginning with the area code, and fill in the appropriate bubbles. Please look up when you are finished. *[pause]*

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**For box 4, say:**

Fill in all three parts of your date of birth. Any 2-digit fields need to start with a zero if the number is less than 10. Be sure to include the bubble for the first two digits of the year you were born. Raise your hand if you have any questions. *[pause]*

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**For boxes 5–8, say:**

If you are using a standard answer sheet, turn to page 2 (or stay on page 3 if you are using a large-block answer sheet). Boxes 5 through 8 are optional but recommended. If provided, your home or mailing address will be used to help the College Board match your answer sheet to your College Board record. The College Board may contact you regarding this test, and your address will be added to your record. If you also opt in to Student Search Service, your address will be shared with interested colleges.

If you choose to provide your address, enter your street address in box 5:

- Include your apartment number if you have one.
- Indicate a space in your address by leaving a blank box and filling in the corresponding bubble.
- If your address has a slash mark or hyphen, write it in the box and fill in the corresponding bubble.
- Use the address abbreviations given on your answer sheet.

Enter your city in box 6, your state in box 7, and your zip or postal code in box 8. Leave box 9 blank. Raise your hand if you have any questions. Look up when you're done. *[pause]*

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**For boxes 10 and 11, say:**

Make no marks in boxes 10 and 11 at this time.

If your school uses optional codes, share the appropriate code(s) with students (see Assigning Optional Codes on page 20 for information on optional codes). If an optional code has only one digit, include the leading "0" in the number you give students to fill in.

**BOX 12 – Optional Code:** *If your school uses optional codes, read script (A). If your school does NOT use optional codes, read script (B). (Read only one option.)*

**(A) If your school uses optional codes, say:**

Find box 12 on page 4 of the answer sheet (or on page 5 of the large-block answer sheet). [pause] Please enter the number I have posted for you. [pause]

**(B) If your school does NOT use optional codes, say:**

Please also leave box 12 blank.

**Now say:**

We're now going to skip ahead to question 14 on the back of the answer sheet (or on page 6 if you are using a large-block answer sheet). Do not make any marks in box 13.

**For box 14, say:**

Box 14, Email Address, is optional. If you enter it, it will be used to provide test preparation strategies and score availability. If you supply a parent or guardian's email, it will only be used by the College Board to provide updates on test programs.

If you opt in to Student Search Service, your email address will be added to your College Board student record.

**For box 15, say:**

Box 15 asks if you wish to participate in the College Board's free Student Search Service. This service can help you connect with opportunities. Saying "Yes" to this service allows colleges, scholarship programs, and other organizations to send you information about the educational and financial aid opportunities they offer.

Educational organizations that request it will receive information you provide on the answer sheet, but they will NOT receive your actual test scores or phone number. If you fill in "No," you will not be included in Student Search Service, even if you provided answers to the other questions in the optional questionnaire. If you do not answer and previously chose to participate in this service, the College Board will continue providing your information. Please make your selection.

**For box 16, say:**

Mark the correct bubble in box 16.

**For box 17, say:**

In box 17, fill in the bubble for your current grade.

**Now say:**

We're now going to skip ahead to question 25. If you're using a large-block answer sheet, turn to page 9.

**For boxes 25 and 26, say:**

Find box 25. Fill in the bubble for "Yes," then print our school's name, city, and state. Look up when you're done. [pause]

In box 26, print our 6-digit school code \_\_\_\_\_ and fill in the corresponding bubbles. Look up when you're done. [pause]

**When everyone is ready, say:**

Now we'll go back and complete boxes 18 through 24, which ask for more information about you. There are certain advantages to providing this optional information. If you opted in to Student Search Service in box 15, your information will be provided to colleges, universities, and scholarship providers that may offer opportunities to you. However, it's important that you know the College Board will also be able to use this information and provide it to others for additional uses, such as research. You should only complete these optional questions if you provided a signed consent form.

Start at box 18 on your answer sheet. Instructions for how to complete these questions are provided in your *Student Answer Sheet Instructions* booklet, starting on page 1. Once you have completed question 24, please look up to let me know you are done.

The *Student Answer Sheet Instructions* booklet gives additional information about the answer choices for boxes 18–24. Students may need about one minute per box to read and complete boxes 18–22. College Major, box 24, may take more time. Allow at least five minutes for students to read through the list, choose their area of interest, and fill in the appropriate code.

When all students are finished, turn to Complete the Preadministration Session on page 54.



## Preadministration Script: Students Who Did Not Consent

Text that appears outside of the tinted areas is intended for associate supervisors and should not be read aloud.

Fill in the school code in the script below before beginning.

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### When everyone is ready, say:

You will now fill out your identifying information on the PSAT 10 answer sheet. As we proceed, look up when you finish each part of the answer sheet. Now check the label on the front of your answer sheet (or on the back of the large-block answer sheet) to make sure it shows your name. If you do not have the correct answer sheet, raise your hand. *[pause]*

If any students have the wrong answer sheet, try to resolve the discrepancy. If you can't, or if students have incorrect names on their answer sheets, follow these directions:

- If the first name or last name listed on the label does not correctly reflect the student's legal name, give them a blank answer sheet for the session.
- If any other information is incorrect, including date of birth or school information, students can use the answer sheet—they will enter their correct information during the session.
- Shred or discard securely any answer sheet with an incorrect student name.

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### Next, say:

You will need to use a Number 2 pencil. Raise your hand if you do not have one. *[pause]*

Provide No. 2 pencils to students who do not have them.

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### For box 1, say:

Begin by filling in your legal last name, first name, and middle initial if you have one, as they appear on your label, in box 1. *[pause]* Include spaces, hyphens, or apostrophes if these are part of your name. If you include a name other than your legal last name, your scores may be delayed. Print the letters in all caps in the boxes, then fill in the corresponding bubbles. Make sure each mark is dark and completely fills the bubble. Look up when you are finished. *[pause]* Are there any questions?

## Continuing to Guide Students Through the Identifying Information Without Consent

If you're reading the following scripts to students who have completed the test but still have information to fill out on the answer sheet, skip the fields they have already completed: Student ID (2), Date of Birth (4), Sex (16), Grade Level (17), School (25), and School Code (26).

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### For box 2, say:

In box 2 fill in the bubble labeled "Student ID Number," and then print and fill in your state assigned student identification number (SASID), starting with the first column to the left. You can find your SASID number in the upper left corner of the label. **Do not provide your Social Security number.** If you don't know your SASID, raise your hand. Look up when you're done. *[pause]*

Check with any students who raise their hands. If you have SASID numbers available, provide the appropriate SASID to the student to grid on their answer sheet. If you do not have access to SASID numbers, advise the student to leave that field blank. Work with the supervisor to complete it on the student's behalf before test day.

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### For box 3, say:

Don't make any marks in box 3, "Mobile Number."

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### For box 4, say:

Fill in all three parts of your date of birth. Any 2-digit fields need to start with a zero if the number is less than 10. Be sure to include the bubble for the first two digits of the year you were born. Raise your hand if you have any questions. *[pause]*

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### For boxes 5–8, say:

If you are using a standard answer sheet, turn to page 2 (or stay on page 3 if you are using a large-block answer sheet). Boxes 5 through 8 are optional but recommended. If provided, your home or mailing address will be used to help the College Board match your answer sheet to your College Board record. The College Board may contact you regarding this test, and your address will be added to your record.

If you choose to provide your address, enter your street address in box 5:

- Include your apartment number if you have one.

- Indicate a space in your address by leaving a blank box and filling in the corresponding bubble.
- If your address has a slash mark or hyphen, write it in the box and fill in the corresponding bubble.
- Use the address abbreviations given on your answer sheet.

Enter your city in box 6, your state in box 7, and your zip or postal code in box 8. Leave box 9 blank. Raise your hand if you have any questions. Look up when you're done. *[pause]*

**For boxes 10 and 11, say:**

Make no marks in boxes 10 and 11 at this time.

If your school uses optional codes, share the appropriate code(s) with students (see Assigning Optional Codes on page 20 for information on optional codes). If an optional code has only one digit, include the leading "0" in the number you give students to fill in.

**BOX 12 – Optional Code:** *If your school uses optional codes, read script (A). If your school does NOT use optional codes, read script (B). (Read only one option.)*

**(A) If your school uses optional codes, say:**

Find box 12 on page 4 of the answer sheet (or on page 5 of the large-block answer sheet). *[pause]* Please enter the number I have posted for you. *[pause]*

**(B) If your school does NOT use optional codes, say:**

Please also leave box 12 blank.

**Now say:**

We're now going to skip ahead to question 16 on the back of the answer sheet (or on page 7 if you are using a large-block answer sheet). Do not make any marks in boxes 13 through 15.

**For box 16, say:**

Mark the correct bubble in box 16.

**For box 17, say:**

In box 17, fill in the bubble for your current grade.

**Now say:**

We're now going to skip ahead to question 25. Do not make any marks in boxes 18 through 24. If you're using a large-block answer sheet, turn to page 9.

**For boxes 25 and 26, say:**

Find box 25. Fill in the bubble for "Yes," then print our school's name, city, and state. Look up when you're done. *[pause]*

In box 26, print our 6-digit school code and fill in the corresponding bubbles. Look up when you're done. *[pause]*

**Complete the Preadministration Session**

**To students filling out their information BEFORE the test, on or before test day, say:**

Leave the Certification Statement blank at this time.

**When everyone is ready, say:**

We are now finished with completing your personal information. Please close your answer sheet.

Collect the *Student Answer Sheet Instructions* from each student.

**If Conducting on Test Day**

Turn to the correct part of the test day scripts, as follows:

**IMPORTANT:** *If you are ready to begin the test, your students should keep their answer sheets. Turn to the test day scripts and begin testing where appropriate (Reading the Scripts on page 62 or Distributing Test Books on page 64).*

**IMPORTANT:** *If you have finished testing and are ready to dismiss students, turn to Collecting Answer Sheets on page 89.*

**If Conducting Before Test Day**

Continue with the script and instructions that follow.

**When all students are finished, say:**

Please sit quietly while your answer sheets are collected.

**Collecting and Storing Answer Sheets Until Test Day**

- Collect all answer sheets from students. Notify students that their answer sheets will be returned to them on test day.
- Confirm that all students have entered their SASID accurately. For any students that left box 2 blank, enter their SASID on the answer sheet and fill in the corresponding bubbles.
- The session is now over. You may dismiss your students or carry on with your regular school day.
- Organize the answer sheets and *Student Answer Sheet Instructions* booklets as directed by your supervisor and return them to the supervisor, who will store them in a secure location until test day.

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## Set Up for Testing Students with Accommodations

If you are testing students with accommodations, read this section thoroughly before test day. It will help you prepare for the accommodations your students have approval for, including determining which script(s) to use for the students assigned to your room.

**TASKS**

- Prior to test day, be sure to check the Nonstandard Administration Report (NAR) provided in your testing room packet to determine which accommodations each student on your room list is approved for.
- Using the NAR, determine which test book each student will need. Some students may be approved for a special format. Students testing with accommodations that do not require specific materials will use the same test book as students in the standard room.
- Review “Key Information: Using Accommodated Scripts” to determine which script to use for the students assigned to your room. Also see the timing chart “Overview of Accommodated Timing and Breaks” in the Appendix.

**IMPORTANT:** *It is very important that you provide ONLY the accommodations a student is approved for. A student who tests with accommodations that are not approved by the College Board’s SSD office may not receive scores.*

**Set Up Computers for ATC Users**

The ATC format is composed of five Microsoft Word files that have been created to work with students’ assistive technology for screen magnification or screen readers.

The ATC format has been tested with ZoomText® (with and without reader), JAWS®, and NVDA®, on both a PC and a MacBook laptop. If you have a student who is using other assistive technology, encourage them to try a practice test, as some of the freeware or less commonly used screen readers may not be compatible with ATC files. When using VoiceOver on a Mac, the student must use the mouse, not the keyboard, for navigation. Additionally, Kurzweil does not offer enough functionality to be used for the PSAT 10.

1. Print the student’s last name, first name, and middle initial on the back of the ATC packaging.
2. Remove each USB flash drive from its packaging.
3. Insert the USB flash drive into a USB port on a computer that has Microsoft® Word and the student’s usual assistive software installed (JAWS or ZoomText, for example).
4. Follow the instructions under the opened flap on the USB drive packaging. When you set up on test day, leave the packaging on the desk for the student to reference. The student will need the password on the packaging to open each section in the software.

**Set Up Computers for MP3 Audio Users**

Set up for MP3 testing should be done in advance of test day to ensure a smooth administration. From time to time, a license may fail on a specific machine or USB port. If you experience error messages referring to media authorization, unlocking of media and/or licenses, follow the instructions under Troubleshooting for USB Formats on page 61.

The USB flash drive contains read-only files and a built-in player to deliver the test content.

1. Print the student’s last name, first name, and middle initial on the back of the MP3 packaging.
2. Remove each flash drive from its packaging.
3. Insert the USB flash drive into a USB port.

**Set Up PCs or Macs**

- Open the USB drive.
  - ☒ On both PCs and Macs, find the icon in the lower left of your screen.
  - ☒ On a Mac, click the icon to open “Finder.” You should see a description of the USB as a drive in the pop-up list under “Devices.”
  - ☒ On a PC, right click the icon and select “File Manager” or “File/Windows Explorer.” The USB drive will appear in the list labeled “This PC” or “Computer.”
  - ☒ Double click the name of the USB drive (which appears as a 6-digit number).