

2021 PSAT EXAM DAY

Important Proctor Reminders: Prior to the October 13th test day, please review the “**Fall 2021 PSAT/NMSQT Coordinator Manual**” located on the School Counselor website. www.theschoolcounselor.org (click on the [2021 PSAT EXAM Day Information](#) box)

1. **Pay special attention to the following:**

- a. Seating Requirements – Page 60
- b. Maintaining Security – Page 62
- c. Test Monitoring Responsibilities – Page 61-63
- d. Seating Policies – Page 61
- e. Calculator Policies – Page 117
- f. **Pre-administration Session Script** – Page 67
- g. **Test Day Scripts: Standard Time Script 1.** – Page 67-78
- h. **Dismissal:** Collecting test books and other materials – Page 107-110
- i. **Overview of Timing & Breaks** – Page 111
- j. **Sample Seating Plan** – Page 120
- k. **PSAT Seating Chart** – Page 140

- 2. Students arriving **BEFORE 10:10:** Please accommodate any students arriving late. Have them complete/bubble any missing pre-administration information at the end of the testing session.
- 3. Students arriving **AFTER 10:10:** Please send any students arriving after this time to the Counseling Center.
- 4. ALL 9th, 10th, 11th, 12th grade students will report to their 1B class from 9:40 – 9:55. During this time please remind students where they are to go for testing. (See [Student Roster with Room Locations](#))
 - Student rosters are on the website as well as posted outside of the Administration Office (100 Building).
 - At 9:55 release students to go to their testing room.
- 5. **Snacks:** Nutrition bars will be in your testing boxes. Orange juice will be delivered to your room prior to the exam.
- 6. **School Codes** (CEEB Code) for each school will be needed during the pre-administration session.
 - School codes, [click here!](#)
 - School codes are also listed on the school counseling website, [click here...](#)
- 7. One of the pre-administration questions will ask if we are using “**testing room codes**”
NO, we will not be using testing room codes.

If you need anything during testing, please call the Counseling Center at ext. 3321.