

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4848

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CATEGORY: **Instruction, Testing**

EFFECTIVE: **1-29-62**

SUBJECT: **Preliminary Scholastic Assessment Test (National Merit Scholarship Qualifying Test (PSAT/NMSQT))**

REVISED: **10-27-2000**

A. PURPOSE AND SCOPE

1. To outline regulations and administrative procedures governing administration of the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test to ninth-, tenth-, eleventh-, and twelfth-grade students.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-8000, H-8000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Testing Unit, Office of the Superintendent.
2. **Definition. Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT):** A test prepared by the Educational Testing Service (ETS) of Princeton, New Jersey, which is designed to give students an idea of how they will do on the Scholastic Assessment Test (SAT), to obtain information for use in scholarship grants awarded by the National Merit Scholarship Foundation and the National Achievement Scholarship Program (African American Students only), and to serve as an aid in counseling. Students who identify themselves as Hispanic or Latino are automatically considered for the National Hispanic Scholar Recognition Program.
3. **Preliminary Scholastic Assessment Test Eligibility.** Any ninth-, tenth-, eleventh-, or twelfth-grade student may take the PSAT.
4. **National Merit Scholarship Program**
 - a. Only eleventh-grade students, or certain students who accelerate their high school studies to enter college early, are eligible to compete in the National Merit Scholarship Program. (Refer to the current "Student Bulletin" (E.1.a.) for detailed eligibility requirements.)
 - b. Students cannot qualify under the National Merit Scholarship Program unless they have taken this test in eleventh grade.

5. **Testing Time and Place.** Tests are usually administered the third Saturday and the preceding Tuesday in October at each high school.
6. **Fees** are determined annually; they are to be paid by students.
7. **Fee Waivers**
 - a. **Grade 11 students** who are in financial need, and who qualify under criteria set by the College Board, may obtain *fee waivers*; fee waiver criteria are forwarded annually to schools. The number of qualifying students *must be submitted to the Testing Unit by the first week in June*. (The exact date is determined by the Testing Unit, and schools are notified by memorandum.) Schools are reminded that a family's financial status is *not* to be investigated; principals and counselors are to exercise their best judgment based on knowledge of a candidate's circumstances.
 - b. **Students who do not qualify under College Board criteria** may obtain a fee waiver, with financial aid being determined by the school or by *individual student claim*.
8. **Refunds.** *If a student was unable to take the test*, a request for refund is submitted in writing to the Accounting Department, Finance Division, Administrative/Operational Support, via the principal, with the student's receipt attached; the principal certifies that the test was not taken. No refund can be made if *any part* of a test was taken, except in the event of illness during the testing period.
9. **Proctors** (teachers) are provided by schools at the usual ratio of one per 50 students. (Local circumstances may require more or fewer than this number.) Proctors are paid by the school at the rate set for hourly nonclassroom assignments in the current salary schedule for a period of three (3) hours, *contingent upon* approval by the Board of Education.
10. **Test coordinators** are paid by the school for a period of *four (4) hours* at the rate set for hourly nonclassroom assignments in the appropriate current salary schedule.

D. IMPLEMENTATION

1. **School**
 - a. After receiving PSAT registration information from the Testing Unit, returns registration form and completed fee-waiver request to the Testing Unit no later

than the first week in June. (Exact date is determined annually based on PSAT due date. Schools are notified by memo.)

- b. Following registration, receives bulletins and tests directly from ETS.
 - c. Distributes applications and information.
 - d. Arranges to have test administered at school on third Saturday or the preceding Tuesday in October.
 - e. Prepares "Certificated - Additional Assignment Authorization (A-4)" time cards (E.5.) for teachers serving as proctors and site coordinators, following instructions in *Personnel/Payroll Handbook* (E.6.).
2. **School financial clerk** collects appropriate fee from each student planning to take test. Monies collected at school sites for PSAT/NMSQT are abated to the Testing Unit's budget as indicated in administrative circular. (No monies are remitted by schools to ETS.)
3. **Principal or Designee**
- a. Verifies that testing materials have arrived from ETS by Monday preceding the week of the test; notifies the Testing Unit if they have *not* arrived.
 - b. At or before time students are seated, verifies names of students taking test.
 - c. Administers test to students in accordance with this procedure and "Supervisor's Manual" (E.1.b.). (Students *must* use No. 2 pencils.)
 - d. Following test administration, person in charge of testing puts all used and unused test booklets in locked storage until score reports arrive; destroys all unused answer sheets. After answer sheets are scored and returned, score report and test booklet should be returned to students. Unused test booklets can be used for practice in spring. (Refer to directions in "Supervisor's Manual.")
 - e. Mails answer sheets immediately to ETS, enclosing completed "Supervisor's Cover Sheet and Security Certificate" (E.1.d.). (If answer sheets must be left in building over a weekend, arranges for their security.) Sends copy of "Supervisor's Cover Sheet and Security Certificate," "Irregularity Report" (if needed), and completed "Fee Waiver Request Form" (E.2.) to the Testing Unit.

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4. **Educational Testing Service** scores tests and sends results to the Testing Unit and individual schools.


E. FORMS AND AUXILIARY REFERENCES

1. Provided by the Educational Testing Service:
 - a. Student Bulletin
 - b. Supervisor's Manual and test materials
 - c. Special envelopes and Remittance Report
 - d. Supervisor's Cover Sheet and Security Certificate
 - e. A Counselor's Guide to Helping Students Learn from the PSAT/NMSQT
2. Fee Waiver Request Form, provided by the Testing Unit
3. Test information, provided by the Testing Unit
4. District Daily Remittance Advice, Stock Item 22-D-3500
5. Certificated - Additional Assignment Authorization, Stock Item 22-A-7250
6. Personnel/Payroll Handbook

F. REPORTS AND RECORDS

1. Supervisor's Cover Sheet and Security Certificate, and Irregularity Report (if needed), completed by school and submitted to the Educational Testing Service.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education

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