

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 15, 2016

**To:** High School Principals and Vice Principals; Area Superintendents

**Subject:** 2016 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)

**Department and/or Persons Concerned:** High School Principals, Vice Principals, PSAT Coordinators, and Financial Clerks, Sites that enroll students in Grade 10

**Reference:** College Board PSAT/NMSQT Website  
(<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10?navId=gh-pn>)

**Action Requested:** Review information, including deadline dates, regarding administration of PSAT/NMSQT for the 2016-17 Academic Year

**Brief Explanation:**

All district students in grade 10 are expected to take the PSAT/NMSQT. Sites may also elect to permit students in grade 11 to take the PSAT/NMSQT.

In October 2016, the College Board will administer the PSAT/NMSQT. These exams are aligned with the SAT. The exams will give students access to free personalized SAT study. With students' explicit permission, Khan Academy will use their PSAT/NMSQT results to develop individualized study plans.

The district will provide funding for the PSAT/NMSQT for students in grade 10. The district will not cover the cost for these exams for students in other grades. Fee waivers are available for eligible students in grade 11.

**PSAT/NMSQT Content**

- Vocabulary questions will require students to determine the meaning of words by analyzing the context of words and phrases.
- Reading questions will test students on analysis in history/social studies and analysis in science. In many cases, students will need to make use of the ways of thinking important to a particular field to analyze passages and graphics. Science passages may be paired with questions focused on hypotheses, experimentation, and data. Literature passages may be paired with questions focused on theme, mood, and characterization.
- Students will be asked to determine what evidence best supports the answer to a previous question and analyze the ways authors use evidence to support their claims.

Students will also need to relate information presented in graphics with information conveyed by texts.

- Math assessments will focus in depth on
  - problem solving and data analysis
  - mastery of linear equations
  - complex equations involving geometric and trigonometric skills

### **Implementation**

1. All district students in grade 10 are expected to take the PSAT/NMSQT on **Wednesday, October 19, 2016**.
2. Sites must order their school's tests online at <http://www.collegeboard.com/school/>.
3. Important PSAT/NMSQT Deadlines:
  - a. **June 30, 2016:** Deadline to request fee waivers. After this date, a limited number of additional fee waivers will be available on a first-come, first-served basis.
  - b. **August 30, 2016:** Deadline to complete testing accommodations requests for Students with Disabilities (SSD).
  - c. **September 2, 2016:** Deadline to reduce PSAT/NMSQT test book orders.
  - d. **September 23, 2016:** Deadline to increase PSAT/NMSQT test book orders (9 p.m. ET); and Deadline to order non-standard test formats.
  - e. **October 20, 2016:** Deadline to return answer sheets from the October 19 administration.
  - f. **November 18, 2016:** Deadline to send completed fee-waiver rosters.
4. PSAT/NMSQT exams cost \$15.00 each. Sites can request fee waivers for eligible grade 11 students. Each site must cover the cost of PSAT/NMSQT tests for its students in grades 9, 11, and 12.
5. Information regarding fee waiver requests is posted online at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/for-educators/requesting-fee-waivers>.
6. Students with disabilities who want to test with accommodations must request them from the College Board. The request process can take seven weeks and does not begin until all required documentation is received.

7. Information regarding Services for Students with Disabilities testing accommodation requests is posted online at <https://www.collegeboard.org/students-with-disabilities>.
8. Information regarding PSAT/NMSQT Deadlines is posted online at <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/psat-nmsqt-dates>.

## Payment

The College Board will generate an invoice for PSAT/NMSQT exams for students in grades 9, 11 and 12. School sites will make payments from either their site 1) ASB account or 2) school site budget.

1. Schools paying the PSAT/NMSQT invoice using a site ASB account, must cut a check and submit the payment directly to the College Board address listed on the invoice. Keep the original copy of PSAT/NMSQT invoice and a copy of the check; send a second copy to the Office of Secondary Schools Attn: Reuben Harris.
2. Schools paying the PSAT/NMSQT invoice using their school site budget, must submit and approve a requisition. Write the purchase order number on the original College Board invoice and send to your Accounts Payable specialist (Ed Center room 3141) for payment. Keep a copy of PSAT/NMSQT invoice; send a separate copy to the Office of Secondary Schools Attn: Reuben Harris.

For information regarding the PSAT/NMSQT payment, contact Abe Caluza at (619) 725-7771 or [jcaluza@sandi.net](mailto:jcaluza@sandi.net).

For information regarding the PSAT/NMSQT exam, contact Reuben Harris at (619) 725-7308 or [rharris@sandi.net](mailto:rharris@sandi.net).

For additional information regarding the PSAT/NMSQT exam, contact the College Board at (888) 477-7728 or [psat@info.collegeboard.org](mailto:psat@info.collegeboard.org).

APPROVED:



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