

## TESTING MEMORANDUM #005-23

DATE: August 8, 2022

TO: High Schools  
High School Special Education Centers and Non-traditional School Programs

FROM: Bettrys Huffman

SUBJECT: Preliminary SAT (PSAT) National Merit Scholarship Qualifying Test (NMSQT) Administration

DEADLINES: August 15, 2022 (PSAT coordinator designation)  
August 23, 2022 (College Board accommodation requests)  
September 14, 2022 (materials orders)  
September 21, 2022 (requests for late transportation)  
September 23, 2022 (pre-survey opt-out communication)

The purpose of this memo is to provide guidance for PSAT/NMSQT administration on October 12, 2022. The memorandum outlines expectations, timelines, and procedures for reference as staff prepare and deliver these assessments.

### Purpose and Planning

In alignment with our division's commitment to provide equitable opportunities for all of our students, FCPS will continue the practice of offering the PSAT/NMSQT to all students in grades 10 and 11 at no cost. This year, the test will be administered on **Wednesday, October 12**. The PSAT/NMSQT provides an opportunity to measure student readiness for college and provides practice for the SAT college entrance exam. This assessment also provides an opportunity for students in eleventh grade to qualify for National Merit Scholarships and offers students an opportunity to get feedback in preparation for future standardized testing experiences.

Through communication to principals and administrators in June and July 2022, preparations for PSAT/NMSQT administration are underway. To guide the remaining steps necessary for a PSAT/NMSQT exam day, each school is asked to submit the name of the staff member who will serve as the PSAT coordinator and the administrative point of contact via the [SAT/PSAT coordinators 2022-23 form](#) by **Monday, August 15**. The PSAT coordinator will be responsible for collaborating with the SSD coordinator to identify students approved for testing accommodations, ordering standard and accommodated test materials, arranging late transportation for students testing with extended time, communicating logistics with students and families, and assigning and training proctors. Support will be available to PSAT coordinators through Assessment Coach meeting structures, which all PSAT coordinators are encouraged to attend.

### Student Participation and Access for Special Populations

All enrolled students in grades 10 and 11 will take the PSAT/NMSQT ***unless a student's family specifically communicates a desire to refuse this assessment opportunity***. Students are *not* required to submit an intent form to register for the PSAT/NMSQT exam.

English learners (ELs) and students with disabilities are given opportunities to participate in the same assessment activities as their peers, with any decisions to defer testing made on an individual student basis in consultation with the EL Committee, individualized education program (IEP) case manager, and/or 504 school-based coordinator (SBC). PSAT coordinators will order accommodated materials

online via College Board Test Ordering for students with approved College Board accommodations and will request late transportation on exam day, as needed, for students approved for extended time.

All PSAT/NMSQT testing accommodations must be approved by the College Board and are available only to students with disabilities and students with certain medical conditions. Accommodations are not available for ELs unless the EL is dually identified as a student with disabilities. **Tuesday, August 23** is the deadline for the Services for Students with Disabilities (SSD) coordinator to process and submit testing accommodations requests to the College Board. In June, schools were directed to notify families about test opportunities and requests for accommodations. Within this communication, families had an August 9 deadline to send testing accommodation requests to the school. *Schools have a responsibility to continue accepting requests from families after the August 9 deadline; however, families should be informed that accommodations may only be provided on test day if approved by the College Board.*

### Materials Orders and Pre-ID Labels

The PSAT coordinator orders standard and accommodated test materials through the College Board website by **Wednesday, September 14**.

Schools will receive PSAT/NMSQT pre-ID labels for each student in grades 10 and 11 who was enrolled at the school by Tuesday, September 6. Using pre-ID labels means that students will not have to complete the registration information found on their test booklets on exam day. Labels are ordered centrally and are delivered from the College Board directly to schools by Tuesday, September 20. Labels will be organized alphabetically by students' last names. *Note that pre-ID labels will not be available for students who enroll at the school on or after September 7; test booklet registration information must be completed for these students.*

### Schedule and Logistics for Exam Day

FCPS Leadership approved Wednesday, October 12 (A Day) as an "unscheduled day" for most students who are not participating in PSAT or SAT assessments or specific services. ***Attendance coding guidance is being finalized and will be shared in a forthcoming actiongram.*** In general, please plan as follows.

- Students receiving Category B special education services receive a normal instructional program.
- Grade 9 students do not attend school this day
- Grade 10-11 students take the PSAT/NMSQT, with limited exceptions
- Grade 12 students are encouraged to participate in the SAT; those choosing not to take the SAT do not attend school this day (see TM #006-23)

General logistics of note:

- October 12 is a 2-hour early release day for high schools and secondary schools.
- PSAT/NMSQT administration begins in the morning, according to regular school start times.
- High school academy courses are *not* held on October 12; high school academy staff will support base school activities, and all high school shuttles are canceled on this date.
- FCPS transportation is available to all students. **By Wednesday, September 21**, PSAT coordinators arrange afternoon transportation for students testing with extended time by sending a completed SAT/PSAT transportation template (saved as an Excel file) to Michele Phillips ([mlphillips@fcps.edu](mailto:mlphillips@fcps.edu)) and Chris Lester Daniels ([calesterdani@fcps.edu](mailto:calesterdani@fcps.edu)).
- Breakfast and lunch will be available for purchase. Schools may choose to offer these as grab and go options.

PSAT coordinators should work with school administrators to communicate this schedule and logistical information to staff, students, and caregivers. Additionally, PSAT coordinators collaborate with SSD coordinators to ensure families of students with certain testing accommodations are aware of special

August 8, 2022

scheduling and instructional impacts (e.g., options for lunch, transportation, and implications of testing over multiple days). A [hyperdoc](#) provides timelines and resource links.

### Testing Students Not Enrolled at the School (or in Testing Grade Levels)

In certain cases, students not enrolled in the schools testing grade levels may be allowed to participate in the PSAT/NMSQT:

- FCPS students attending grades 10-11 at multi-agency services (MAS), interagency secondary (IAS), the virtual program, or Fairfax County Adult High School will be assigned to test at the local high school. Arrangements and family communication are coordinated between the sites.
- Under Virginia law ([HB 2355](#)), home-instructed tenth and eleventh grade students residing in the school's boundary area must be permitted to take the PSAT/NMSQT at parent/guardian request. These students must pre-register and are responsible for paying the test fee (\$20) to the local school.
- Private school students are *not* permitted to participate in the PSAT/NMSQT, except where there is a unique situation pre-approved by the school administration.
- FCPS ninth grade students who intend to apply in Spring 2023 to Thomas Jefferson High School for Science and Technology (TJHSST) through the [sophomore application process](#) may be allowed to take the PSAT/NMSQT, with approval from school administration.

### Pre-Survey Opt-Out Rights

The PSAT/NMSQT exam has an introductory section consisting of a voluntary pre-survey requesting personal and family information. Based on federal [guidance](#), families must be given an opportunity to preview survey questions and to opt out. Schools need to communicate the [FCPS pre-survey opt-out policy](#) to families **by Friday, September 23**. A [sample eNotify](#) message is available to support this communication. Parents/guardians will submit opt-out requests directly to the PSAT coordinator via email. The PSAT coordinator maintains a record of opt-out decisions and communicates with proctors and monitors in an effort to respect families' wishes.

### Student Preparation

All FCPS students have access to [Tutor.com](#) and [Khan Academy's](#) free online test preparation, whether they are taking the PSAT for the first time or preparing for eleventh grade National Merit Scholarship qualification. Tutor.com is accessible via Schoology and provides live tutoring services, including PSAT preparation. Please note that Khan Academy will allow students to download practice tests without having to create an account. When accessing the customized curriculum, students will need to create an account which requires parent/guardian permission. The Khan Academy website also offers general [test preparation tips](#) for students. Sample communication for schools to share information about these test preparation resources can be found under the PSAT section of the [Office of Assessment and Reporting \(OAR\) Employee Hub](#).

### Results Reporting

Directions on how to access scores and score release dates are published by College Board via the [College Board website](#). PSAT/NMSQT scores will be added to the Student Information System (SIS) Test history by the end of first semester.

### Questions

Questions about PSAT/NMSQT administration should be directed to the SAT/PSAT Support Team at [PSAT@fcps.edu](mailto:PSAT@fcps.edu). Questions regarding this memorandum should be directed to [OARsupport@fcps.edu](mailto:OARsupport@fcps.edu).

BH/rgt

cc: FCPS Grams

**TESTING MEMORANDUM #006-23**

DATE: August 8, 2022

TO: High Schools  
High School Special Education Centers and Non-traditional School Programs

FROM: Bettrys Huffman

SUBJECT: SAT School Day Administration

DEADLINES: August 15, 2022 (SAT coordinator designation; intent form distribution)  
August 23, 2022 (College Board accommodations requests)  
September 14, 2022 (materials orders)  
September 21, 2022 (requests for late transportation)  
September 23, 2022 (pre-survey opt-out communication)

The purpose of this memo is to provide guidance for SAT School Day administration on October 12, 2022. The memorandum outlines expectations, timelines, and procedures for reference as staff prepare and deliver these assessments.

**Purpose and Planning**

In alignment with our division's commitment to provide equitable opportunities for all of our students, FCPS will continue the practice of offering the SAT School Day to all students in grade 12 at no cost. This year, the test will be administered on **Wednesday, October 12**. While the landscape for standardized testing in college admissions continues to evolve, the SAT School Day removes barriers for students by providing access to this widely-accepted college admissions test at base school sites during traditional school hours.

Through communication to principals and administrators in June and July 2022, preparations for SAT School Day are underway. To guide the remaining steps necessary for a successful SAT School Day, each school is asked to submit the name of the staff member who will serve as the SAT School Day coordinator and the administrative point of contact via the [SAT/PSAT coordinators 2022-23 form](#) **by Monday, August 15**. The SAT School Day coordinator will be responsible for managing intent form responses, collaborating with the SSD coordinator to identify students approved for testing accommodations, ordering standard and accommodated test materials, arranging late transportation for students with extended time, communicating logistics with students and families, and assigning and training proctors. Support will be available to SAT School Day coordinators through Assessment Coach meeting structures, which all SAT School Day coordinators are encouraged to attend.

**Student Participation and Access for Special Populations**

*Due to SAT contract constraints, SAT School Day assessments are available only to students to express an intent to participate. **By August 15**, schools need to contact families of all twelfth grade students with instructions on how to express their intent to participate. [Resources to support school communication of intent forms](#) are available, including school-specific url, sample eNotify/News You Choose messages, and a public webpage version for form translation. **To guarantee participation in SAT School Day exams, students must submit their online intent form by Wednesday, September 7.** Permitting registration for SAT School Day after September 7 is at the discretion of*



school administrators and dependent on availability of test materials. Schools cannot accept walk-ins on the day of the exam.

English learners (ELs) and students with disabilities are given opportunities to participate in the same assessment activities as their peers, with any decisions to defer testing made on an individual student basis in consultation with the EL Committee, individualized education program (IEP) case manager, and/or 504 school-based coordinator (SBC). SAT School Day coordinators will order accommodated materials online via College Board Test Ordering for students with approved College Board accommodations and will request late transportation on exam day, as needed, for students approved for extended time.

All SAT School Day testing accommodations must be approved by the College Board and are available only to students with disabilities and students with certain medical conditions; testing supports are also available for ELs. **Tuesday, August 23** is the deadline for the Services for Students with Disabilities (SSD) coordinator to process and submit testing accommodations requests to the College Board and to enter extended time requests for ELs. In June, schools were directed to notify families about test opportunities and requests for accommodations and EL supports. Within this communication, families had an August 9 deadline to send testing accommodation/support requests to the school. *Schools have a responsibility to continue accepting requests from families after the August 9 deadline; however, families should be informed that accommodations may only be provided on test day if approved by the College Board.*

### Materials Orders and Pre-ID Labels

The SAT School Day coordinator orders standard and accommodated test materials through the College Board website by **Wednesday, September 14**. *Schools should order exams only for students who indicated intent to participate prior to the September 7 deadline.* Intent form responses will be available to the school's designated SAT School Day coordinator.

Due to contract constraints, pre-ID labels are *not* available for SAT School Day participants this year. Students will need to complete the registration information found on their test booklets on exam day.

### Schedule and Logistics for Exam Day

FCPS Leadership approved Wednesday, October 12 (A Day) as an "unscheduled day" for students who are not participating in PSAT or SAT assessments or specific services. ***Attendance coding guidance is being finalized and will be shared in a forthcoming actiongram.*** In general, please plan as follows.

- Students receiving Category B special education services receive a normal instructional program.
- Grade 9 students do not attend school this day
- Grade 10-11 students take the PSAT/NMSQT, with limited exceptions (see TM #005-23)
- Grade 12 students are encouraged to participate in the SAT; those choosing not to take the SAT do not attend school this day

General logistics of note:

- October 12 is a 2-hour early release day for high schools and secondary schools.
- SAT School Day administration begins in the morning, according to regular school start times.
- High school academy courses are *not* held on October 12; high school academy staff will support base school activities, and all high school shuttles are canceled on this date.
- FCPS transportation is available to all students. **By Wednesday, September 21**, SAT coordinators arrange afternoon transportation for students testing with extended time by sending a completed SAT/PSAT transportation template (saved as an Excel file) to Michele Phillips ([mlphillips@fcps.edu](mailto:mlphillips@fcps.edu)) and Chris Lester Daniels ([calesterdani@fcps.edu](mailto:calesterdani@fcps.edu)).

- Breakfast and lunch will be available for purchase. Schools may choose to offer these as grab and go options.

SAT coordinators work with school administrators to communicate this schedule and logistical information to staff, students, and caregivers. Additionally, SAT coordinators collaborate with SSD coordinators to ensure families of students with certain testing accommodations are aware of special scheduling and instructional impacts (e.g., options for lunch, transportation, and implications of testing over multiple days). A [hyperdoc](#) provides timelines and resource links.

### Testing Students Not Enrolled at the School

In certain cases, students not enrolled at the school may be allowed to participate in SAT School Day.

- FCPS students attending grade 12 at multi-agency services (MAS), interagency secondary (IAS), the virtual program, or Fairfax County Adult High School will be assigned to test at the local high school. Arrangements and family communication are coordinated between the sites.
- Home-instructed twelfth grade students residing in the school's boundary area may be permitted to test with permission of the school administration. These students must pre-register and are responsible for paying the test fee (\$55) to the local school.
- Private school students are *not* permitted to participate in SAT School Day, except where there is a unique situation pre-approved by the school administration.

### Pre-Survey Opt-Out Rights

The SAT exam has an introductory section consisting of a voluntary pre-survey requesting personal and family information. Based on federal [guidance](#), families must be given an opportunity to preview survey questions and to opt out. Schools need to communicate the [FCPS pre-survey opt-out policy](#) to families **by Friday, September 23**. A [sample eNotify](#) message is available to support this communication. Parents/guardians will submit opt-out requests directly to the SAT School Day coordinator via email. The SAT School Day coordinator maintains a record of opt-out decisions and communicates with proctors and monitors in an effort to respect families' wishes.

### Student Preparation

All FCPS students have access to [Tutor.com](#) and [Khan Academy's](#) free online test preparation, whether they are taking the SAT. Tutor.com is accessible via Schoology and provides live tutoring services, including SAT preparation. Please note that Khan Academy will allow students to download practice tests without having to create an account. When accessing the customized curriculum, students will need to create an account which requires parent/guardian permission. The Khan Academy website also offers general [test preparation tips](#) for students.

### Results Reporting

Directions on how to access scores and score release dates are published by College Board via the [College Board website](#). SAT scores will be added to the Student Information System (SIS) Test history by the end of first semester.

### Questions

Questions regarding SAT School Day administration should be directed to the SAT/PSAT Support Team at [SAT@fcps.edu](mailto:SAT@fcps.edu). Questions regarding this memorandum should be directed to [OARsupport@fcps.edu](mailto:OARsupport@fcps.edu).

BH/tjb

cc: FCPS Grams

Sample eNotify message for parents/guardians of grade 10-11 students. ***Schools are requested to send this message by Friday, September 23.***

*Note the requested deadline for parents/guardians to respond is Friday, October 7.*

**From: \_\_\_\_\_ High School**  
**Sent to: Parents/Guardians of Grade 10-11 Students Taking the PSAT/NMSQT**  
**Subject: PSAT/NMSQT Schedule and Pre-Survey Opt-Out**

On Wednesday, October 12, tenth and eleventh grade students will be taking the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) exam.

#### School Day Schedule

All FCPS high schools will operate on a two-hour early release schedule. High school academy courses and all high school shuttles will be canceled on this day.

#### Transportation

FCPS transportation is available for all students participating in the PSAT/NMSQT. Regular bus routes will be provided in the morning and after the early release. Families of students requiring alternate transportation arrangements due to accommodated testing will be contacted directly by the PSAT School Day Coordinator.

#### PSAT Pre-Survey

At the end of the exam session, students see a voluntary pre-survey that asks questions about a variety of topics. You may opt out of this pre-survey for your student. You may view the pre-survey questions and access further information about this option on the *SAT and PSAT Pre-Survey Opt-Out Policy* webpage at <https://www.fcps.edu/node/36639>.

**If you choose to opt your student out of the pre-survey, please notify \_\_\_\_\_**  
**(\_\_\_\_\_@fcps.edu) by Friday, October 7, 2022, and include your student's full legal name and FCPS ID number in the email.** Please be sure your student knows they should not answer the pre-survey questions at the end of the test.

If you have questions about the PSAT/NMSQT administration, please contact us at \_\_\_\_\_.

Sample eNotify message for parents/guardians of ninth grade students regarding the schedule for October 12. ***Schools are requested to send this message by Friday, September 23.***

**From:** \_\_\_\_\_ High School  
**Sent to:** Parents/Guardians of Grade 12 Students Not Participating in SAT School Day  
**Subject:** October 12 Schedule

FCPS high schools are administering PSAT/NMSQT and SAT School Day on October 12, 2022.

Most twelfth grade students **not** participating in SAT testing will not attend school on Wednesday, October 12. High school academy courses will not be held on October 12 and shuttles are canceled. Note that twelfth grade students with disabilities taught on an adapted curriculum (Category B services) will continue to receive in-person instruction with a 2-hour early release.

Twelfth grade students who will not be testing are encouraged to use this day to participate in civic engagement activities or other prearranged activities.

Suggested Learning

On October 12, seniors not participating in SAT School Day are encouraged to:

- Log in to Naviance to research college and career opportunities
- Visit a local college virtually or in person
- Participate in service learning or civic engagement activities
- Complete a practice SAT to prepare for future testing opportunities
- Create or update a resume and write a cover letter

If you have questions about the SAT School Day administration or alternative activities, please contact us at \_\_\_\_\_.



Sample eNotify message for parents/guardians of twelfth grade students who are participating in the SAT School Day on October 12. ***Schools are requested to send this message by Friday, September 23.***

*Note the requested deadline for parents/guardian pre-survey opt-outs is Friday, October 7.*

**From:** \_\_\_\_\_ High School  
**Sent to:** Parents/Guardians of Grade 12 Students Participating in SAT School Day  
**Subject:** SAT School Day Schedule and Pre-Survey Opt-Out

On Wednesday, October 12, your twelfth grade student will be participating in SAT School Day. Your student previously indicated intent to participate via Google form; if your student no longer intends to take this assessment, please notify the SAT School Day Coordinator as soon as possible.

#### School Day Schedule

All FCPS high schools will operate on a two-hour early release schedule. High school academy courses and all high school shuttles will be canceled on this day.

#### Transportation

FCPS transportation is available for all students participating in SAT School Day. Regular bus routes will be provided in the morning and after the early release. Families of students requiring alternate transportation arrangements due to accommodated testing will be contacted directly by the SAT School Day Coordinator.

#### SAT School Day Pre-Survey

At the end of the exam session, students see a voluntary pre-survey that asks questions about a variety of topics. You may opt out of this pre-survey for your student. You may view the pre-survey questions and access further information about this option on the *SAT and PSAT Pre-Survey Opt-Out Policy* webpage at <https://www.fcps.edu/node/36639>.

**If you choose to opt your student out of the pre-survey, please notify \_\_\_\_\_**  
**(\_\_\_\_\_@fcps.edu) by Friday, October 7, 2022, and include your student's full legal name and FCPS ID number in the email.** Please be sure your student knows they should not answer the pre-survey questions at the end of the test.

If you have questions about the SAT School Day administration, please contact us at \_\_\_\_\_.

Sample eNotify message for parents/guardians of ninth grade students regarding the schedule for October 12. ***Schools are requested to send this message by Monday, October 3.***

**From:** \_\_\_\_\_ High School  
**Sent to:** Parents/Guardians of Grade 9 Students  
**Subject:** October 12- Unscheduled School Day for Grade 9 Students

FCPS high schools are administering the PSAT/NMSQT and SAT School Day on October 12, 2022. On this day school staff will be supporting the administration of these tests for our tenth through twelfth grade students. **Therefore, on Wednesday October 12, 2022, most ninth grade students will have an unscheduled school day. On this day ninth grade students are encouraged to complete any missing work or assignments that need to be completed prior to the end of the first quarter.**

Please note that ninth grade students with disabilities taught on an adapted curriculum (Category B services) will continue to receive in-person instruction with a 2-hour early release on October 12.

If you have questions about the PSAT/NMSQT administration or alternative activities, please contact us at \_\_\_\_\_.