

2019 PSAT EXAM DAY

Important Proctor Reminders: Prior to the October 16th test day, please review the “Fall 2019 PSAT/NMSQT Coordinator Manual” located on the School Counselor website. www.theschoolcounselor.org (click on the **2019 PSAT EXAM Day Information** tab)

1. **Pay special attention to the following:**
 - a. Seating Requirements – Page 17
 - b. Maintaining Security – Page 24
 - c. Test Monitoring Responsibilities – Page 25
 - d. Seating Policies – Page 26
 - e. Calculator Policies – Page 26
 - f. **Pre-administration Session Script** – Page 56
 - g. **Test Day Scripts: Standard Time Script 1.** – Page 71
 - h. **Dismissal:** Collecting test books and other materials – Page 104
2. Students arriving **BEFORE 8:15:** 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 8:15:** Please send any students arriving after this time to the Counseling Center.
4. ALL 9th, 10th, 11th, 12th grade students will report to their 1A class from 7:30 – 7:40. 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 7:40 release students to go to their testing room.
5. **Snacks:** Nutrition bars will be in your 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... 2019 PSAT EXAM Day Information](#)
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 Laura Baca in the Counseling Center at ext. 3321.