About College Board
College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, College Board was created to expand access to higher education. Today, the membership association is made up of more than 6,000 of the world’s leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT®, the Advanced Placement® Program, and BigFuture™. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit collegeboard.org.
Introduction

Thank you for helping administer the PSAT™ 8/9. This test helps set a baseline for students as they enter high school. We appreciate the time and effort you put into preparing a comfortable, secure testing experience. College Board relies on testing staff like you to make sure students all have a fair and equal opportunity to demonstrate their skills and knowledge. Your preparation ensures that the PSAT 8/9 is administered with integrity.

Notes for Proctor

This publication is one of a set of publications that facilitate administration of the PSAT 8/9 to students with the same accommodated timing.

Use this document on test day if the students assigned to your room have all of the following testing requirements:

▪ Approved accommodation for use of assistive technology-compatible (ATC) format
▪ Standard timing (note that all ATC users receive double time on Section 2 of the test)
▪ Standard breaks or approval for extended breaks (no extra breaks)

If you think you need a different ATC script (e.g., standard time with extra breaks), speak to your test coordinator or SSD coordinator.

Checklist: Using This Document

Use the following checklist to guide you in using this script in conjunction with the full-length PSAT 8/9 Coordinator Manual.

☐ If your test coordinator asks you to conduct a preadministration session, follow instructions under Conduct the Preadministration Session in Part 2 of your full-length PSAT 8/9 Coordinator Manual.

☐ Follow instructions in your full-length manual in Part 2 under Prepare Computers (If Any) on Test Day and Prepare to Assist Students Using ATC Format to
  • Set up computers for the ATC format.
  • Prepare yourself to administer the test to students using the ATC format.

☐ Review Key Information about your students’ accommodations in Part 2 of your full-length manual under Administer Accommodations.

☐ Follow instructions in Part 2 of your full-length manual under Prepare to Test to
  • Set up your testing room as instructed under Prepare the Testing Room.
  • Account for test materials.
  • Admit and seat students and collect devices, as covered under Admit Students to the Testing Room and Collect Students’ Personal Belongings.

☐ Read the opening scripts to students under Test Day Scripts in your full-length manual:
  • Begin with Begin Here on Test Day and continue to Proceed to the Appropriate Script.
  • When you reach Proceed to the Appropriate Script, stop using the full-length manual and begin using this document.

☐ As you test, be sure to follow instructions in this document under During the Test to monitor students, account for materials, time the sections, and facilitate breaks.

☐ Once all students are ready, turn to the Standard Time Script for ATC Format and begin administering the test.

During the Test

Tasks

• Administer each section of the test in sequence.
• Read scripts exactly as written.
• Maintain security in the testing room.
• Report any test administration irregularities.
• Once testing has begun, complete the seating chart on the back of the manual.

Time the Test

Time the test as follows:

• Accurately time each test section. Students must be given the entire amount of time and can’t move on to the next section until time is called.
• Record the start and stop times on the lines provided in the script as students begin working on each section; post the times for students to see.
• Announce the remaining time at regular intervals, as noted in the script. This is particularly important if the room clock malfunctions.
• Before you call stop, check your watch against the time you have written down.
• Verify the time with the monitor, if one is assisting in the room.
• Refer to the PSAT 8/9 Section Timing Chart — Standard Time for ATC Format at the end of this document to ensure that the stop time is correctly calculated.
• All students must receive the entire time on each section of the test, even if they finish before time is called. Do not end a section early.
• Immediately inform the test coordinator of any timing irregularities. Record irregularities and actions taken on the IR. See Complete the
During the Test

Monitor Breaks

You and other testing staff will need to monitor students during scheduled and unscheduled breaks to make sure they don’t discuss the test or use calculators, phones, or prohibited aids.

Before the test, have students place their bags and backpacks at the side of the room, away from the testing area. Do not allow students to access their bags or backpacks or go to their lockers until the test is over.

For the breaks:

▪ Post the break time and include what time testing will resume.
▪ Walk around the room to check that all test books are closed and answer sheets are placed inside them. Also check that any printed instructions or word-to-word dictionaries are closed and left on the desks.
▪ Make sure that students do not use phones or other prohibited devices during breaks for any reason. Phones and other prohibited devices should be collected (if school policy permits), and must remain powered off and stored away from the testing area until the test is over.
▪ Allow students to eat and drink during breaks in designated areas as long as they placed their food and drinks under their desks before the start of the test, as instructed.
▪ If students ask, give permission for them to go to the restroom, but under no circumstances should unsupervised groups of students be allowed to leave the room.

Follow these guidelines for unscheduled breaks (e.g., requests to use the restroom):

▪ Inform students they won’t get extra testing time.
▪ Allow only 1 student at a time to take an unscheduled break.
▪ Collect the test book and answer sheet before the student leaves the room. Make sure the test book is the actual test book and not a substitute. Fan the book to make sure no pages have been removed. Also collect any printed directions or dictionary the student may be using.
▪ When the student returns, if they’re unfamiliar to you, check their ID before you hand back the testing materials.
▪ Never leave the testing room unattended. If possible, have a monitor accompany the student. It’s not necessary to record a student taking an unscheduled break on an IR unless you find the activity suspicious (e.g., frequent breaks or breaks in coordination with other students).

Irregularity Report (IR) in your PSAT 8/9 Coordinator Manual for more information.
Standard Time Script for ATC Format

The following script provides standard time for all sections of the PSAT 8/9 except Section 2. For Section 2, the Writing and Language Test, this script provides double time (+100%) to give your ATC users enough time to navigate using a screen reader. Students get a 5-minute break after Sections 1, 2, and 3.

Before beginning Section 1, prepare your ATC users with the following instructions.

To students using the ATC format, say:

Today you will be taking a form of the test that is compatible with your screen reader or other software.

I have loaded this assistive technology–compatible (or “ATC”) format onto the computer on your desk.

Please prepare for testing now by opening and reading the electronic document titled Beginning Directions and Information for Users of ATC. When you are finished reading the document, please select the minimize button and look up.

During the test, when I tell you to start testing in a section or at the end of a break, open the correct section file and type in your password, which is printed on your test packaging. Ten place your packaging under your desk for each test section. When I call time for the section or a break, stop testing and close the file.

Are there any questions?

IMPORTANT: Be sure to leave the ATC packaging at each student’s desk. Students will need it to refer to the password before starting each section of their test and at the end of any breaks within a section.

Section 1: Reading Test

STANDARD TIME

55 Minutes

IMPORTANT: Do not admit any students who arrive at this point. Send these students to the test coordinator.

When everyone is ready, say:

We’ll start testing with Section 1, the Reading Test. Once we begin, you’ll have 55 minutes to work on Section 1. We’ll have a short break after the section is over. I will post the start and stop times, and I’ll let you know when we’re about halfway through the section and when 5 minutes are left.

Please open your answer sheet to Section 1. [pause] Don’t start work until I tell you to. Keep your answer sheet and test book flat on your desk. Don’t fold pages back. Be sure to mark your answers in Section 1 of the answer sheet and check that your answers are in the right spaces for each numbered question. If you skip a question to come back to it later, make sure you leave that line blank on the answer sheet. If you change your response, erase it as completely as possible.

If you finish before I call time, you may check your work in this section, but you may not go to any other section of the test. You won’t lose points for incorrect answers, so try to answer every question, even if you’re not sure of the correct answer.

Guide students to enter their password by saying:

Open the file for Section 1 and type in your password. Your password appears under the open flap of your test packaging. Once you have typed in your password, place your test packaging under your desk.

Remember, when time is up and I tell you to stop work, you’ll need to close the file.

Start the Reading Section

When everyone is ready, say:

Now, open your test book to Section 1. [pause] Read the directions and begin work. Good luck, everyone.

To begin the test, say:

Time starts now.
While students are testing, do the following:

- Post the start and stop time (see the Section Timing Chart at the end of this script).
- Walk around the room to check that everyone is working on the correct section.
- Complete the seating chart on the back of your full-length manual to indicate the distribution of flash drives.
  - For April testers and testers participating in the Study, the seating chart must include each flash drive’s serial number (printed on the front of the packaging). If time permits, also record the student’s name.

**Break Between Sections**

**5-Minute Break**

- Post the break time of 5 minutes and the time testing will resume (see the Section Timing Chart at the end of this script).
- Walk around the room to check that all test books are closed and that answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. Don’t open any section of the test until I tell you to.
**Section 2: Writing and Language Test**

**DOUBLE TIME**

**60 Minutes**

**When everyone is ready, say:**

We’ll continue testing with Section 2, the Writing and Language Test. Once we begin, you’ll have 60 minutes to work on Section 2. I’ll post the start and stop times, and I’ll let you know when we’re about halfway through the section and when 5 minutes are left.

Find Section 2 on your answer sheet. Don’t start work until I tell you to. Keep your answer sheet and test book flat on your desk. Don’t fold pages back. Be sure to mark your answers in Section 2 of the answer sheet and check that your answers are in the right spaces for each numbered question.

If you finish before I call time, you may check your work in this section, but you may not go to any other section of the test.

**Guide students to enter their password by saying:**

Open the file for Section 2 and type in your password. Your password appears under the open flap of your test packaging. Once you have typed in your password, place your test packaging under your desk. [pause]

Remember, when time is up and I tell you to stop work, you’ll need to close the file.

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**Start the Writing and Language Section**

**When everyone is ready, say:**

Now, open your test book to Section 2. [pause] Read the directions and begin work.

**To begin the test, say:**

Time starts now.

**RECORD START AND STOP TIMES HERE — POST FOR STUDENTS**

**60 MINUTES DOUBLE TIME**

**START TIME ________ STOP TIME ________**

While students are testing, do the following:

- Post the start and stop times (see the Section Timing Chart at the end of this script).
- Walk around the room to check that everyone is working on the correct section.

**After 30 minutes, say:**

You have 30 minutes remaining in Section 2.

**After 55 minutes, say:**

You have 5 minutes remaining in Section 2.

**After exactly 60 minutes, say:**

Stop work and put your pencil down. [pause]

**To all students, say:**

Place your answer sheet on the page in your test book where you stopped working. Close your test book and leave it on your desk.
Break Before Section 3

For the break, say:

You’ll now have 5 minutes to stretch. Don’t discuss test questions during the break or leave the testing room without permission.

We will start testing again in exactly 5 minutes.

5-Minute Break

Post the break time of 5 minutes and the time testing will resume.

At the end of the break, say:

Please take your seat. Don’t open any section of the test until I tell you to.

Section 3: Math Test – No Calculator

STANDARD TIME

20 Minutes

IMPORTANT: If a student is approved to use a 4-function calculator on this section as an accommodation, confirm it isn’t a scientific or graphing calculator. (Percentage and square root functions are permitted.)

When everyone is ready, say:

We’ll continue testing with Section 3, the Math Test without Calculator. Once we begin, you’ll have 20 minutes to work on Section 3. We’ll have a short break after the section is over. I will post the start and stop times, and I’ll let you know when we’re about halfway through the section and when 5 minutes are left.

To all students, say:

Find Section 3 on your answer sheet. Don’t start work until I tell you to. Keep your answer sheet and test book flat on your desk. Don’t fold pages back. Be sure to mark your answers in Section 3 of the answer sheet and check that your answers are in the right spaces for each numbered question.

Most questions are multiple choice, but the last few questions are student-produced responses. Directions for filling in your answers to these questions are in your test book. You’ll never need more than 4 spaces to record your answer, although some answers might not use all 4 spaces.

If any students in the room are approved to record answers in the test book, quietly remind them to circle their final answers for the student-produced responses.

To all students, say:

Although this is a math section, you’re not allowed to use a calculator on this portion of the test. Please keep your calculator under your desk unless you are approved to use a 4-function calculator as an accommodation.
If you finish before I call time, you may check your work on this section, but you may not go to any other section of the test.

Guide students to enter their password by saying:

Open the file for Section 3 and type in your password. Your password appears under the open flap of your test packaging. Once you have typed in your password, place your test packaging under your desk. [pause]

Remember, when time is up and I tell you to stop work, you’ll need to close the file.

Start the Math Test – No Calculator Section

When everyone is ready, say:

Now, open your test book to Section 3. [pause] Read the directions and begin work.

To begin the test, say:

Time starts now.

After 15 minutes, say:

You have 5 minutes remaining in Section 3.

After exactly 20 minutes, say:

Stop work and put your pencil down. [pause]

To all students, say:

Place your answer sheet on the page in your test book where you stopped working. Close your test book and leave it on your desk.

For the break, say:

We will stop now for a 5-minute break. For the break, if you brought a snack, you may eat it in designated areas only. As before, if you need to leave the room, don’t go anywhere other than designated areas, the hallway, or the restroom. Don’t talk in the hallway, discuss the test questions with anyone, or use any type of electronic device during the break.

We’ll start testing again in exactly 5 minutes.

Break Between Sections

5-Minute Break

- Post the break time of 5 minutes and the time testing will resume (see the Section Timing Chart at the end of this script).
- Walk around the room to check that all test books are closed and that answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. Don’t open any section of the test until I tell you to.
Section 4: Math Test – Calculator

STANDARD TIME

40 Minutes

If your school is providing calculators to students, distribute them now.

When students are ready, say:

We’ll continue testing with Section 4, the Math Test with Calculator. Once we begin, you’ll have 40 minutes to work on Section 4. I will post the start and stop times, and I’ll let you know when we’re about halfway through the section and when 5 minutes are left.

To all students, say:

You may use a calculator for this section. If you have a calculator, please remove any cover and put the calculator on your desk now. Keep the calculator cover on the floor under your desk during testing. [pause]

Even though you’re allowed to use a calculator for this section, all the questions can be answered without a calculator. If you use a calculator, remember to follow these guidelines:

▪ Keep your calculator flat on your desk or hold it so that other students can’t view your work.
▪ Do not share or exchange your calculator.
▪ If you have a backup calculator or batteries, keep them on the floor under your desk.
▪ If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I’ll come over to assist you. If you do not have a backup, continue the test and do the best you can.

Find Section 4 on your answer sheet. Don’t start work until I tell you to. [pause] Keep your answer sheet and test book flat on your desk. Don’t fold pages back. Be sure to mark your answers in Section 4 of the answer sheet and check that your answers are in the right spaces for each numbered question.

Most questions are multiple choice, but the last few questions are student-produced responses. Fill these out just like you did with the last section.

If any students in the room are approved to record answers in the test book, quietly remind them to circle their final answers for the student-produced responses.

To all students, say:

If you finish before I call time, you may check your work in this section, but you may not go to any other section of the test.

Guide students to enter their password by saying:

Open the file for Section 4 and type in your password. Your password appears under the open flap of your test packaging. Once you have typed in your password, place your test packaging under your desk. [pause]

Remember, when time is up and I tell you to stop work, you’ll need to close the file.

Start the Math Test – Calculator

When everyone is ready, say:

Now, open your test book to Section 4. [pause] Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

40 MINUTES STANDARD TIME

START TIME ______________ STOP TIME ___________

▪ Post the start and stop times (see the Section Timing Chart at the end of this script).
▪ Walk around the room to check that everyone is working on the correct section.
**Standard Time Script for ATC Format**

**Collect Flash Drives**

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**After 20 minutes, say:**

You have 20 minutes remaining in Section 4.

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**After 35 minutes, say:**

You have 5 minutes remaining in Section 4.

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**After exactly 40 minutes, say:**

Stop work and put your pencil down. [pause]

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**To all students, say:**

Close your answer sheet so that page 1 is on top. Close your test book. [pause] The test is now over. Please remain in your seats.

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**When everyone is ready, say:**

Before I collect your test materials, please turn your answer sheet over. If you’re using a large-print answer sheet, turn to page 7. Check that you have filled in the Form Code in field A. This Form Code is required for scoring your test. [pause]

Check that you have also completed field B. [pause]

If your flash drive packaging has a serial number on the front, please make sure field C is completed. [pause] Please raise your hand if you need help completing any fields. [pause]

Students testing in April or as part of the Study will have serial numbers on their flash drive packaging. Proceed to Collect Flash Drives.

**Collect Flash Drives**

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**When everyone is ready, say:**

I will now collect your flash drives, and then your other test materials. Please keep your answer sheets flat on your desks and sit quietly.

Follow these steps to collect flash drives:

1. Walk around the room to close each media player. Click on the X in the upper right corner of the media player window, or click on File and select Exit from the drop-down menu. Then eject the USB flash drive by doing the following:
   a. For PCs, in the notification area in the lower right corner of the monitor, select Show hidden icons, select Safely remove hardware and eject media, and then click on Eject USB Disk.
   b. For Mac computers, eject the flash drive by clicking on the up arrow next to the icon under Devices.
   c. For Chromebooks, click on the eject icon next to the flash drive in the devices list.
2. Place each drive in the original package for each student.
3. Before powering off each computer, ensure the cache is emptied and no files have been copied onto the computer.

Turn to After the Test in the PSAT 8/9 Coordinator Manual and finish the collection of materials, including checking and collecting answer sheets, before dismissing students.
**PSAT 8/9 Section Timing Chart — Standard Time for ATC Format**

**IMPORTANT:** All times are "minutes after the hour."

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<thead>
<tr>
<th>Start Time</th>
<th>Section 1 55 minutes</th>
<th>Section 2 60 minutes</th>
<th>Section 3 20 minutes</th>
<th>Section 4 40 minutes</th>
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## Start and Stop Times – Standard Time for ATC Format

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