



MEMORANDUM

TO: Superintendents, High School Principals and High School Test Coordinators

FROM: Schauna Findlay, Ph.D., Director of Curriculum and Instruction

SUBJECT: Funding for the College Board's **PSAT** exam for **October 13, 2010**

DATE: April, 2010

For the 2010-11 school year:

1. The state will cover the cost for PSAT exams taken on October 13, 2010, for **all Grade 10 students enrolled in Indiana accredited public and non-public high schools**. Providing PSAT testing for 10th grade students is common practice for many states because:
 - a. students and their parents receive an earlier and better gauge of their post-secondary preparation;
 - b. students have time to adjust Grade 11 and 12 schedules based on individual data;
 - c. schools may use AP Potential™ to identify students who may benefit from classes that help prepare students for and participate in Advanced Placement courses; and
 - d. students and parents have access to a variety of college, career and SAT preparation tools that are beneficial throughout high school.
2. **School officials must check to make sure 10th graders mark their grade level appropriately on their answer sheet. Any tests with errors in marking, or lack of marking, will not be compensated by IDOE after final invoicing is received by schools from the Educational Testing Service (ETS). If a school finds an error(s) in an invoice it must resolve the issue with ETS.**
3. The state funds the PSAT for Grade 10 students through a line item in the state budget. Grade 11 students are also strongly encouraged to take the PSAT but budget allocations permit state funding of the PSAT for one grade level only. Grade 11 students may purchase the PSAT assessments for \$13 through the College Board or apply for a fee waiver. **June 15 is the priority date for Grade 11 Fee Waiver requests and requests for paper copies of the Student Guides.** Scores from Grade 11 PSAT participation are utilized in the National Merit Scholarship program and other merit-based scholarship programs.

4. The College Board will provide expanded professional development opportunities during the fall of 2010 and spring of 2011 to help administrators and counselors make effective use of the school-specific tools offered through the PSAT program. Training options include use of the AP Potential™ and the Summary of Answers and Skills (SOAS), among other data and service options.

Students who take the PSAT have access to My College QuickStart™, a personalized college and career planning kit with an individually tailored SAT study plan. This tool can be found online at www.collegeboard.com/quickstart. Students who have previously taken the PSAT currently have access to all of the tools of My College QuickStart™.

Because these resources are available to all Grade 10 students who take the PSAT (not just those who are determined to be “college bound”), **IDOE encourages schools to seek full participation of Grade 10 students in the PSAT.**

Priority dates for ordering PSAT materials are:

- June 15:** Priority date to order test materials to ensure timely delivery of *Student Guides* and to request *Fee Waivers*
<http://professionals.collegeboard.com/testing/waivers/guidelines/psat>
- August 25:** Deadline for receipt of completed *SSD Eligibility Forms* for students whose documentation must be reviewed by the College Board
- August 27:** Last date for schools to **reduce** test orders
- September 8:** Deadline for receipt of completed *SSD Eligibility Forms* for students whose documentation does not need review by the College Board and for receipt of *SSD Order Roster* to order nonstandard test formats for 2010 PSAT
- September 22:** Last date for schools to **increase** test orders
- October 13:** Wednesday test date

For additional information from the College Board about the PSAT:
<http://www.collegeboard.com/student/testing/psat/about.html>

To participate in free online training and certification from IDOE for interpreting PSAT data:
<http://moodler.doe.in.gov>

If you have questions about the PSAT and the state funded Grade 10 opportunity, please contact: Jon Gubera at jgubera@doe.in.gov or 317-234-2134