On Wednesday, October 16th, PSAT instructions will be given live on VLC and channel 18.
PSAT/NMSQT
Pre-Registration Begins at 7:45 a.m.

Check and count the following:

- Envelope
  - Coordinator Manual to following along
  - Attendance roster
- PSAT/NMSQT ANSWER SHEETS
- Pencils
- Write the following on the board:
  
  John A. Ferguson Senior High
  15900 S.W. 56 Street
  Miami, FL 33185
  School Code: 101846
At this time, test administrators, please check student IDs. If a student does not have a picture ID, remind them that as per school rules and College Board regulations they must have an ID everyday and for the test.

All students must have their ID on Wednesday, October 16th. NO EXCEPTIONS.
Note that students must be seated at least 3 feet apart from the center of one desk to the center of the next desk on test day and must be placed perfectly side to side (no staggering).

Also, note that there should be no visual aids on the walls of a testing room.

Advise hallway team leaders of any concerns you might have with your testing room.
Seat students in alphabetical order as reflected on your roster.

On Wednesday, you will need to complete a seating chart by writing the initials of each student in the corresponding box indicating the student’s location within the classroom. If two students have the same initials, you will need to write in the complete name.

A seating chart and new attendance roster will be provided on Wednesday, October 16, 2019 in the testing bin.
TEST ADMINISTRATORS

Distribute to each student:

- PSAT Answer Sheets
- Student Answer Sheet Instructions booklet
- Mobile Opt-In Policies

ASK STUDENTS THEIR D.O.B. BEFORE YOU HAND THEM THEIR ANSWER SHEET
TEST ADMINISTRATORS

- Turn to page 56 of your “Coordinator Manual” for the PSAT. Read **ALOUD** directions as you show the slide show.

- Only directions in the green boxes will be read aloud.
USE ONLY A #2 PENCIL TO FILL IN THE ANSWER SHEET. NO MECHANICAL PENCILS.
Field 1

Complete only if you do not have a pre-ID label.
Fields 2, 3 and 4

Field 2: Testing Location – “Yes”

Field 3: School
John A. Ferguson Senior High
15900 S.W. 56 Street
Miami, FL 33185

Field 4: School Code: 101846
Fields 2, 3, and 4 **ONLY** completed by students **WITHOUT** PRE-ID LABELS.
Fields 2, 3 and 4

Field 2: Testing Location – “Yes”

Field 3: School

John A. Ferguson Senior High
15900 S.W. 56 Street
Miami, FL 33185

Field 4: School Code: 101846
FIELD 5
Completed by ALL Students

Take a minute or two to read these paragraphs.

Field 5a. Fill in Yes
Field 5b. Year of Graduation
Field 5c. Years to complete HS
Field 5d. Follow instructions on Student Answer Sheet Instructions
Fields 6, 7, and 8 ONLY completed by students WITHOUT PRE-ID LABELS.
Fields 9, 10, 11, 12 & 13

All Students complete Fields 9 - 13
Field 14, will require a 10 digit student ID number. You will need to write 130 before your student ID number.

Only students without a pre-ID label will need to complete Field 14.
This field is completed by all students.
FIELDS 16-21

These fields are completed by all students.

For Fields 19-21 students need to use the Student Answer Sheet Instructions.
These fields are completed by all students.
REMEMBER TO BRING CALCULATORS AND ID ON WEDNESDAY!!!!
Students

LET’S DOUBLE CHECK

If you have a pre-ID label, you must have filled out the following:
- Field 5 on page 1
- Fields 9 – 13 and 15-21 on page 2
- Fields 22 and 23 on page 4

If you DO NOT have a pre-ID label, you must have filled out the following:
- All fields on page 1
- All fields on page 2
- Fields 22 and 23 on page 4
We will now assist you with instructions about the collection of materials.
Test Administrators

COLLECTION OF MATERIALS

- Collect answer sheets individually from each student.
- Fan through the answer sheets and make sure there are no extra sheets inside.
- Make sure that each student returns one answer sheet.
- Organize answer sheets in alphabetical order.
- Count to ensure you have collected all answer sheets.
Test Administrators

COLLECTION OF MATERIALS

- Class Roster
- All answer sheets
- Coordinator Manual
- Pencils
Signal your team leader in the hallway when you are ready for your test materials to be picked up. A team member will come to your classroom.
Test Administrators

Wait for an announcement for dismissal instructions.
Test Administrators

REMINDER

Teachers, you must leave your Promethean Boards, sound bars or speakers and Desktop computer on or the television tuned to channel 18 with the volume turned up throughout the entire testing period on Wednesday, October 16, 2019.
The Practice Run is now over.

Once the bell rings, students are to report to 3rd period.

Reminder: All students must report to 1st period on Wednesday, October 16th for attendance prior to testing.