

Spring 2018

PSAT™ 10 

Digital Testing Preadministration Instructions

Look inside for:



CONDUCTING A
PREADMINISTRATION SESSION



SCRIPTS FOR LEADING
PREADMINISTRATION

Contact Information

If you have a question about the information in this manual or about an unusual testing situation not covered here, contact:

School Day Support (not for parents or students)

SCHOOL DAY SUPPORT HOTLINE: 855-373-6387

If you are a test supervisor, state or district administrator, first press 1, then press 7 for Digital.

Other support options include the following:

- General College Board assessments questions and policies
- Test material questions or issues
- Services for Student with Disabilities (SSD) questions about testing with accommodations
- Security issues to report to the office of testing integrity (OTI) or other test administration questions
- Billing questions
- Questions regarding Digital Testing policies or technical support

EMAIL: schooldayassessments@collegeboard.org

WEB: digitaltesting.collegeboard.org

Introduction

This booklet has the information and scripts you need to plan and conduct the preadministration session for the digital PSAT™ 10. With a preadministration session, you can have students fill out their identifying information early and save time on test day.

The digital PSAT 10 Student Data Questionnaire asks students to provide personal demographic information. Filling out the questionnaire may take up to 45 minutes, and **students must complete the questionnaire under supervision in school**. If students do not complete it before test day, they must complete it on test day.

The preadministration session also lets students and staff access, navigate, and interact with the digital testing environments of the CB Secure Browser and Test Administration (TA) Interface. By exposing staff and students to these environments, you can walk them through test day processes early and answer their questions. This will reduce time and stress on test day.

Managing Accommodations in TIDE

For students testing with accommodations, some accessibility features must be enabled before testing. In the Test Information Distribution Engine (TIDE), you can update each student's test settings with the appropriate accessibility features, and you can manually edit student records in the **Preparing for Testing** tab under the **Test Settings and Tools** drop-down.

Screen Reader and Refreshable Braille

Students with an assistive technology (AT) accommodation receive digital tests in an accessible format via the Secure Browser's streamlined mode. The streamlined mode facilitates supported screen reader software. It also supports students who require the font size/zoom to be greater than level 4 or 51 point font. The technology requirements for digital testing with AT devices are the same as those provided in the Systems Requirements document. You can find information about supported hardware and software requirements for testing with AT devices and instructions for configuring and navigating screen readers such as JAWS and NVDA in the *Assistive Technology Resource Guide*.

Students must set punctuation and verbosity settings before signing in. If the student attempts to change particular screen reader settings while in the questionnaire, the student will be exited from the session, and the student will need to be reapproved.

Whenever possible, students should use earphones when testing with screen reader software or text-to-speech. If earphones are not available, the student should be tested in a separate room.

User Accounts for Staff

Test supervisors must create user accounts in advance of the preadministration session so that all staff have time to set up their accounts and practice managing a test in the TA Digital Test Preview.

All users will receive an email from AIR upon account creation with a link to establish their account. Users must click the link within the amount of time specified in the email to establish a password that meets the listed criteria and activate their account. To create users, follow these steps:

1. Sign in to TIDE.
2. Under **Preparing for Testing**, select **Users**.
3. From the drop-down menu, select **Add Users**.
4. Enter all required information:
 - ♦ Select **Role** from the drop-down: **Digital Admin** or **Associate Supervisor**.
 - ♦ Enter the user's first name.
 - ♦ Enter the user's last name.
 - ♦ Enter the user's email address.
(Note: The user's email address will also be their account username.)
5. Click **Save**.

Testing Tickets

A testing ticket has the student's information for signing in to the Secure Browser (exclusive of the Session ID). Each student must have a ticket to gain access to the digital testing environment. The associate supervisor in each testing room distributes the tickets to the students in their room.

You must print student testing tickets ahead of the preadministration session out of TIDE.

Students can't access the questionnaire without their unique credentials. Ensure that all materials are locked away in a secure area, such as a locked cabinet, closet, or vault, and check them carefully for tampering.

TIDE generates the tickets as a PDF for download. To print tickets from the Student List, follow these steps:

1. Sign in to TIDE.
2. Under **Administering Tests**, open the **Print Test Tickets** drop-down.
3. Select **Print from Student List** from the drop-down.
4. Use the search/filter options to select the students to print.
5. Click **Search**.
6. Select the students from the list that appears.
7. At the top of the list, select the printer icon.
8. From the drop-down, select **My Selected Test Tickets** or **All Test Tickets**.
9. A new window will appear. Select **1×1 Ticket Layout**. You must print tickets using the 1×1 layout option to support the easy distribution of student tickets to assigned rooms.
10. Click **Print** (a PDF automatically downloads).
11. Open the PDF. Print tickets using your PDF viewer.

Preparing for Your Preadministration Session

To plan your session, take these steps:

1. Assemble a list of all students who will be testing.
 - ♦ Work with your SSD coordinator to identify any students who may require test settings management in TIDE or other resources to support an accommodation.
2. Create user accounts for the staff recruited for the preadministration session.
3. Assign a testing room to each associate supervisor administering the test.
4. Print testing tickets for all students.
5. Assign students to testing rooms and preadministration rooms, if different. This will be the start of your room rosters for test day. Organize tickets to correspond to the preadministration room assignments you've made.
6. You may decide to hold preadministration sessions in any number of ways (for example, in a class or in small groups). Don't let students take the tickets out of the room. Plan to collect testing tickets before dismissing students. All activities related to the questionnaire must take place with school supervision.

7. Inform staff and students of the planned sessions.
8. Provide staff members assisting with the preadministration session with the following information students will need to know:
 - ♦ Optional codes, if your school is using them.

Instruct staff to display the optional code (if used) in a prominent place in the preadministration room for students to see. If you will not be using the optional codes, please also advise staff of this. Staff should instruct students to move past this question without answering.

Optional Codes

Use optional codes to have your students' paper score reports sorted for easier distribution. Supervisors should work with staff to identify how score reports will be returned and assign the codes accordingly. Some schools assign two-digit codes to particular counselors or particular home rooms. The optional codes are then provided to students to be typed as a response in the questionnaire. If optional codes are not used, the paper score reports will be returned sorted by grade level and then alphabetically by student last name. The optional code will not appear in the reporting portal.

If Students Miss the Session

Some students who take the test may be absent for the preadministration session. Instructions for this case are included in the *PSAT 10 Digital Testing Supervisor Manual*. Refer to the script in the manual on test day to help students fill out the questionnaire before testing is completed. If the group of students is large enough, consider assigning them to a separate room. This way they can complete the questionnaire without affecting the test day schedule for other students.

Multiday Preadministration Session

Schools are encouraged to complete the preadministration session in a single sitting. If you must carry the preadministration session over to another day or to test day, students should not submit their questionnaire. To save their progress, students will click the **Pause** button in the top left corner of the screen.

Once all students have paused their sessions, the associate supervisor clicks the **Stop** button next to the Session ID in the TA Interface. This process will allow the students to resume the questionnaire at a later date.

Conducting the Preadministration Session

Please determine staffing needs before the preadministration session. Depending on the number of students you're testing, the preadministration session may be conducted by the test supervisor or by one or more associate supervisors.

Before starting the preadministration, display the following information for your students:

- Today's date
- Session ID *(to be filled in later)*

Starting the Session

1. Navigate your web browser to the College Board Testing Portal, digitaltesting.collegeboard.org.
2. Click **Sign in to the TA Interface**.
3. Sign in to the TA Interface with your username and password.
4. Expand Operational Test Selection menu by clicking on the plus sign next to **PSAT 10 Test**.
5. Select **Student Data Questionnaire** from the list of sections. Click **Start Operational Test Session**.
6. Post the **Session ID**, exactly as it appears, on the board.
7. Launch the CB Secure Browser (or AIR Secure Test, on Chromebooks) on all student computers.

Using the following scripts, instruct each student to type or select the requested information as it appears in the Secure Browser. Read aloud all the directions in the scripts, which appear in the purple-shaded boxes.

Text that appears outside of the shaded boxes is intended for associate supervisors and should not be read aloud.

When students are ready, say:

Today we'll complete the Student Data Questionnaire portion of the PSAT 10. You'll have the chance to answer some questions about yourself. You'll also get to become familiar with the digital testing environment you'll see again on test day. As I go through these instructions, raise your hand if you have any questions.

I will now distribute your testing ticket. You'll use the information on the ticket to sign in to the Secure Browser.

Distribute a testing ticket to each student. **Make sure that each student receives the ticket with their name printed on it.**

When all students have their testing ticket, say:

Your computer should be navigated to the CB Secure Browser sign-in screen.

- Type your **First Name** exactly as it's printed on your testing ticket.
- Type the **Registration Number** exactly as it's printed on the bottom of your testing ticket.
- Type the **Session ID** exactly as it appears on the board.
- Click **Sign In**.

If you receive an error when trying to sign in, please raise your hand and I'll come around to assist you.

If a student receives an error when signing in, ask the student to re-enter the information. Ensure the student enters the information exactly as it appears on their testing ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

After all students are signed in, say:

Now verify the information is correct on the "**Is This You?**" page. If it's accurate, click **Yes**. If any information is incorrect, raise your hand.

If anything on the "**Is This You?**" page is incorrect, the student should click **No** at the bottom of the page. Confirm the student has the correct testing ticket and has entered the information correctly. Contact your test supervisor if the error can't be resolved.

After all errors are resolved, say:

Next, you should see the "**Your Tests**" page. Click **Start Questionnaire**. If your screen doesn't say "questionnaire," please raise your hand.

Once all students are ready, say:

You should now see a "**Waiting for Approval**" message. Please sit quietly and wait for approval.

All students should now be awaiting approval to enter your session. Note: This is not entry into the questionnaire.

Once students begin appearing in the approvals queue:

1. Click **Approvals** next to the Session ID.
2. In the top left of the Approvals pop-up, you'll see the number of students awaiting approval.
3. Click **Refresh** to continue to update the status of students awaiting approval.
 - ♦ If you need to deny a student's request to access the session, click the red X next to the individual student's name. You'll be prompted to enter a reason why the student's request was denied.
4. You'll see an updated number of students awaiting approval. When this number matches the number of students present and testing in your room, click **Approve All Students**.
5. Click **Yes** to confirm approvals.

NOTE: Follow this approval procedure to confirm students' access to the questionnaire.

Once all students have been approved, say:

You should now see the “**Is This Your Test?**” page. Ensure all information on this page is accurate for your test. If any information is incorrect, raise your hand. If all information is correct, scroll to the bottom of the page and click **Yes**.

If anything on the “**Is This Your Test?**” page is incorrect, the student should click **No** at the bottom of the page. Contact your test supervisor to make any necessary updates to the student's test.

Then say:

Now you should see the “**Instructions and Help**” page. Please take a moment to scroll through the information on this page. You'll see an overview of the test tools, buttons, and features that will be available to you during the test. You can access this information during the test by clicking the question mark icon in the top right corner of your screen.

Allow time for students to scroll through and read the information on the screen.

When all students are ready, say:

Click **Begin Test Now**.

You should now see a “**Waiting for Segment Approval**” message. If you do not see this message, raise your hand.

If a student is not on the “**Waiting for Segment Approval**” page, ensure that the student has clicked **Begin Test Now** at the bottom of the “**Instructions and Help**” page.

When all students are ready and before approving all students, say:

The questionnaire is an untimed section. You'll be asked to type in some responses and select a response for other questions. If you have any questions, raise your hand and I'll help you.

I'll now approve you to begin.

After you approve all students, the Secure Browser will automatically enter the students into the questionnaire.

Read script (A) to students if your school is not using optional codes. If your school uses optional codes, read script (B).

(A) If your school doesn't use optional codes, say:

When you are asked for the “Optional Code”, do not type anything. You should move to the next question without responding by clicking the **Next** arrow.

OR

(B) If your school does use optional codes, say:

When you are asked for an “Optional Code”, type _____ in the text box. *[pause]*

While students complete the questionnaire, say:

After the final question, you'll see a pop-up message that says you have reached the end of the test. When you see this message, click **OK** and wait for further instruction.

When all students have completed the questionnaire, say:

You have now completed the questionnaire. Click the **End Test** button in the top left corner of the screen. If you do not see the **End Test** button, navigate to the final question.

Now a pop-up appears that says, “You have reached the end of the test.” Click **Yes**.

On the “**Congratulations**” page, click **Submit Test**, then click **Yes**.

When you reach the “**Your Results**” page, click **Log Out**. Please sit quietly and wait for further instruction while I collect your testing tickets. Your testing ticket will be returned to you on test day. Thank you for completing the Student Data Questionnaire for the PSAT 10.

Completing the Preadministration Session



After the session, collect each student’s testing ticket. Click the **Stop** button next to the Session ID in the TA Interface.

The session is now over. You may dismiss your students or carry on with your regular school day.

Return the testing tickets to the test supervisor, who will store them securely, organized by test room, until test day. If you observed any issues with student devices, please report it to your test supervisor or technology coordinator.

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