



# PSAT/NMSQT MILESTONES: 2023-2024

Task/Event	Date
<p><b>Submitting Test Orders</b> The Corporation Test Coordinator (CTC) or School Test Coordinator (STC) must submit orders within College Board's <a href="#">SAT Suite Ordering and Registration (SSOR) system</a> by the deadline based on the corporation/school intended testing start date.</p> <p>If the CTC places order, they must indicate whether the corporation or the school will upload the initial registration file. The school must then complete the order by updating the required contacts in SSOR.</p>	Thursday, April 27 - September
<p><b>College Board Account Creation/Updates</b> CTCs must ensure all staff who require access to College Board services creates or updates their <a href="#">College Board professional account</a> to view score reports.</p>	July - August
<p><b>SSOR Access Setup</b> The Indiana Department of Education (IDOE) and College Board provide CTCs and STCs with access to SSOR. CTCs/STCs may provide additional access to other school users to place orders in SSOR, as needed.</p>	May - August
<p><b>Services for Students with Disabilities (SSD) Testing Accommodations Request Deadline</b> CTCs must designate a primary SSD Coordinator to oversee test accommodations for each school building. This SSD Coordinator is responsible for requesting student accommodations, but additional staff may also support the request process. IDOE and College Board recommend completing the accommodation request process as Section 504 Plan or Individualized Education Program (IEP) annual meetings occur throughout the school year. Additional information on SSD Online and accommodations can be found <a href="#">here</a>.</p>	Wednesday, August 16 (No later than seven weeks prior to intended testing start date)
<p><b>Bluebook Application Installation</b> Each corporation or school must install College Board's Bluebook testing application on school-managed devices that will be used for administering the PSAT/NMSQT. Bluebook will automatically update if any changes to the application occur. If your school corporation does not allow applications to auto-update, please plan to install Bluebook in early September.</p>	June - September
<p><b>Initial Student Registration Files</b> Registration is required for all students that will be testing. Each corporation or school must establish a SAT Suite Data Coordinator who will upload the initial registration file. The deadlines to upload initial registration files vary by when testing will occur. View <a href="#">bulk registration details here</a>.</p> <p>Each corporation or non-public school must establish one or more SAT Suite Registration users to review the initial registration file and submit it for processing. IDOE recommends that the STC serves in one of these roles. The SSD Coordinator should verify accommodations are accurate.</p>	Monday, September 18 (No later than three weeks prior to intended testing start date)
<p><b>Digital Readiness Check</b> STCs conduct a Digital Readiness Check to ensure that devices meet specifications, Bluebook is functioning properly, student testing credentials are correct, and that students are familiar with the Bluebook testing application/platform and have reviewed the testing rules.</p>	Monday, September 25 (No later than two weeks prior to intended testing start date)

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<b>Update Registration Files</b> Corporation and/or school data coordinators and staff with the <i>Registration</i> role can add, delete, and edit student registrations, as needed.	Monday, September 18 - Wednesday, October 25
<b>Required STC Training</b> STCs are required to complete online test administration training from College Board. STCs will receive information regarding the training presentation and quiz in early September. This training can be used to prepare other staff, as needed.	September
<b>Test Day Toolkit Access</b> STCs will receive an email from College Board with instructions on how to establish access to College Board's Test Day Toolkit, the online test administration system. STCs will grant access to Test Day Toolkit to all other testing staff (proctors, hall monitors, etc.). Access to the Test Day Toolkit requires a College Board professional account.	September
<b>Linear Paper Test Materials Arrive</b> Linear paper test materials must be securely stored in accordance with IDOE, College Board, and local policies and procedures.	Monday, October 2
<b>PSAT/NMSQT Testing Window</b> Indiana students may participate in the digital testing during the testing window as needed. Saturday testing is not funded by the state of Indiana.	Tuesday, October 10 - Friday, October 27
<b>Educator Score Release</b> Permissioned users may access results via the online K-12 Assessment Reporting System. Scores will be released in two phases: <ul style="list-style-type: none"><li>Thursday, November 2: Tests submitted by Saturday, October 14</li><li>Tuesday, November 14: Tests submitted by Tuesday, October 31</li></ul> Indiana works with College Board to establish all CTCs as the Data Access Manager. CTCs must provide data access to other school staff, as appropriate. Corporations and schools will have access to a PDF of the student score reports to distribute to students.	Thursday, November 2 - Tuesday, November 14
<b>Online Student Score Reports Available</b> Scores will be released to students in two phases: <ul style="list-style-type: none"><li>Monday, November 6: Tests submitted by Saturday, October 14</li><li>Thursday, November 16: Tests submitted by Tuesday, October 31</li></ul> Students may access their scores in three ways: <ul style="list-style-type: none"><li>Schools distribute a PDF of the student's score report;</li><li>Via the BigFuture School mobile application (if they opted-in during testing); and/or</li><li><a href="#">Logging in</a> to their personal College Board student account.</li></ul>	Monday, November 6 - Thursday, November 16



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<b>Official SAT Practice: Khan Academy</b> Students can utilize Khan Academy's Digital SAT Prep Course to get focused SAT practice resources.	Early December
<b>Big Future Scholarships</b> Juniors can sign up for College Board's <a href="#">BigFuture Scholarships</a> .	December
<b>Data and Reports Workshops</b> College Board provides workshops focused on assessing, understanding, and using PSAT/NMSQT data. Key audiences included district data leaders, department chairs, and instructional staff. Workshops are free to any Indiana educator currently employed by a school or district.	December

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PSAT/NMSQT Fall 2023 Resources	
Resource	Description and Access
Student Preparation Resources	Students can discover what PSAT/NMSQT testing is like and how they can prepare for success using <a href="#">College Board resources</a> . Students may access full digital PSAT/NMSQT practice tests in Bluebook in July.
Family/Community Resources	Utilize <a href="#">College Board resources and presentations</a> for family and community education.
Khan Academy	Khan Academy® has developed <a href="#">a new Official Digital SAT Prep Course</a> . Students taking the PSAT/NMSQT in fall 2023 can use this course to gain familiarity with the Digital SAT Suite of Assessments and complete practice questions in each of the content domain areas.

## PSAT/NMSQT Resources and Contact

- PSAT/NMSQT Coordinator Hotline: 888-477-7728
- Student PSAT/NMSQT Customer Service: 866-433-7728
- IDOE's Office of Student Assessment: 317-232-9050

- [College Board Resources and Assessment Information](#)
- [SSD Online](#)
- [IDOE's High School Assessment Webpage](#)
- [Indiana Assessments Policy Manual](#)