



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, Corporation Test Coordinators (CTCs), School Test Coordinators (STCs), High School Principals, and High School Counselors

From: Lynn Schemel, Director of Assessment

Date: May 19, 2023

Subject: PSAT/NMSQT Fall 2023 Administration Funding

Pursuant to Indiana Code (IC) 20-32-9-3, Indiana provides funds appropriated in the [biennial budget](#) to measure students' college and career readiness, indicate student academic strengths and challenges, and provide additional academic support. The PSAT/NMSQT may be used by schools during the 2023-2024 school year to fulfill this purpose. The PSAT/NMSQT fall testing window is Monday, October 9, through Friday, October 27.

The Indiana Department of Education (IDOE) covers the following costs associated with fall 2023 PSAT/NMSQT test administration:

- **Exam fees:** Fees are covered for students in grades 10 and 11 who are enrolled in Indiana public or accredited non-public high schools, including charter and Choice schools. Corporations and schools will determine their local testing schedule from the three-week window, which must occur during the school day.
- **Ordering tests:** All eligible schools may order PSAT/NMSQT tests. Public school corporations may order tests on behalf of their schools, if desired. If orders are placed at the corporation level, schools must ensure they do not duplicate requests. Orders must be placed in College Board's [SAT Suite Ordering and Registration \(SSOR\) System](#) in [September](#). Please note that this process does not apply for orders of spring 2024 Digital SAT School Day tests, as that registration is overseen by IDOE.
- **Registration:** Schools that have placed orders will be required to submit registration files using SSOR that include all students planning to test. If orders were placed by the corporation for its schools, the corporation may submit the registration file(s) or authorize each school to complete this step. Registration files must be submitted by the [corresponding deadline](#). All students must be registered to participate in testing.
- **Access to electronic reports:** Schools may access, download, and print individual student results and aggregate reports in College Board's online [K-12 Reporting Portal](#).
- **Professional development opportunities:** School staff may attend specific professional development opportunities provided by College Board and IDOE at no cost. This



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professional development is designed to assist educators in accessing, understanding, and using PSAT/NMSQT data.

IDOE does **not** cover costs related to:

- **Homeschool student participation:** Schools may provide PSAT/NMSQT opportunities to homeschooled students or students enrolled in non-accredited private schools as a community service. These students' tests must be labeled using the directions in the [PSAT/NMSQT Test Coordinator's Manual](#), and all associated costs will be invoiced to the school.
- **Saturday PSAT/NMSQT participation:** Per state law, state-funded PSAT/NMSQT opportunities must occur during the school day. Schools may offer Saturday testing opportunities if desired, but associated costs (including assessment fees for students in grades 10 and 11) will be invoiced to the school.
- **Incorrect registration data:** Fees may be assessed for tests with incorrect student grade level in their demographic data. Corporations and schools will be provided with several ways to validate and approve registration data before testing occurs. Corporations and schools cannot correct student demographic data used for invoicing after testing has occurred.

Schools must adhere to the following requirements to administer PSAT/NMSQT assessments and receive reimbursement through IDOE:

- Schools must hold an Indiana public, accredited non-public, accredited charter, or Choice school accreditation status.
- Schools must have a Level II Attending Institution (AI) Code to administer the PSAT/NMSQT. Schools that have previously received a Level II AI Code do not need to complete the process again. Schools that do not have a Level II AI Code should request one using the [AI School Code Request Form](#). Schools should ensure that this form is submitted as soon as possible, as the process could take several weeks to confirm. Schools can verify their AI Code status using the [K-12 School Code Search](#).
- School officials must report student grade levels accurately when submitting registration and approving registration files.
- School officials must report unenrolled student participants (e.g., homeschooled students) accurately using the instructions found in the PSAT/NMSQT Test Coordinator's Manual.
- School officials must report students using Indiana student test numbers (STNs), rather than local school IDs, as the unique student identifier. Corporations and schools may include the STN in the registration data file.



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This funding cannot be used to pay for the PSAT 8/9. Information regarding funding of this administration can be found on IDOE's [Formative \(Interim\) Assessment Grant webpage](#).

Visit College Board's [PSAT/NMSQT website](#) for additional information. Contact IDOE's [Office of Student Assessment](#) with questions regarding state funding and [College Board](#) with questions regarding the PSAT/NMSQT.