

TO: CTCs and Guidance Counselors
FROM: Dr. Charity Flores, Director of Student Assessment
DATE: December 1, 2017
RE: PSAT/NMSQT Misgrid Memo

IDOE PSAT/NMSQT Invoicing Review


Beginning December 4, all Indiana schools can generate their PSAT/NMSQT invoice and make grade level corrections to avoid receiving an invoice for PSAT/NMSQT tests that should be covered by the state. As a reminder, the state will cover the cost of the Fall 2017 PSAT/NMSQT exam administered on Wednesday, October 11 or the alternate date of Wednesday, October 25 for all grade 10 and grade 11 students enrolled in Indiana public and accredited nonpublic high schools.

When generating an invoice, schools can correct “**mis-grids.**” A student who bubbled an incorrect (or omitted) grade level in his/her answer sheet is considered a mis-grid. For example, a grade 10 student indicated they are a grade 9 student on their answer sheet. As a result, this student will be reported as a grade 9 test taker when a school is completing the invoice process. This is considered a mis-grid and needs corrected in order to avoid being charged \$16 for that test. PSAT/NSMQT Coordinators should have reviewed the answer documents for correct grade levels before returning them, but errors may still occur.

The window for schools to review and make any needed corrections is December 4, 2017 - January 12, 2018. Schools that do not review and/or revise their remittances during this time will be invoiced for “mis-grids” at \$16 per test. Corrections to Fall 2017 PSAT/NMSQT invoices will not be made after January 18, 2018.

Each PSAT/NMSQT Coordinator should follow the steps below to review their school's remittance and correct mis-grids as needed:

1. Log into the *College Board's Test Ordering System* (TOS) using your Professional Educator username and password at <http://www.collegeboard.com/school/>.
2. Click on **Generate Invoice**.



PSAT/NMSQT® Fall 2017 [View Order Details](#)

Primary Date: Wed, Oct 11, 2017

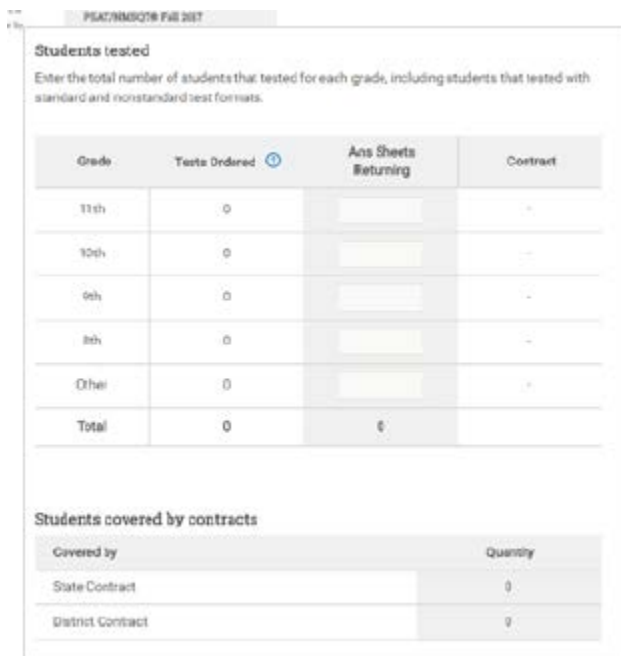
✓ We've received your order.
Your student guides will ship in mid-September.
Schools testing on Oct. 11 and Oct. 14 will receive test materials by Oct. 4.
Schools testing on Oct. 25 will receive test materials by Oct. 18.

[Generate Invoice](#)

[Manage Fees](#)

3. Review the section *Number of Students Tested*. Schools will see the number of answer sheets returned by grade level (see image below). If your school only tested grade 10 and grade 11 students, any students listed as grade 9 or grade 12, other, or not reported, are mis-grids that need to be corrected. If your school tested students in other grade levels, verify that the number of students per grade level is accurate.

If your school tested students who are not eligible for the state funding (unaccredited schools, home school students, etc.), please report those students as other grade, regardless of the actual grade of the student. The school will receive an invoice for these students and should send payment as directed.



Students tested
Enter the total number of students that tested for each grade, including students that tested with standard and nonstandard test formats.

Grade	Tests Ordered	Ans Sheets Returning	Contract
11th	0		
10th	0		
9th	0		
8th	0		
Other	0		
Total	0	0	

Students covered by contracts

Covered by	Quantity
State Contract	0
District Contract	0

4. If there are mis-grids, click on the link at the top of the chart **Grade Adjustments**. A message will appear regarding the ability to make grade level changes. Click **Continue**.

Grade Adjustments for Billing Purposes

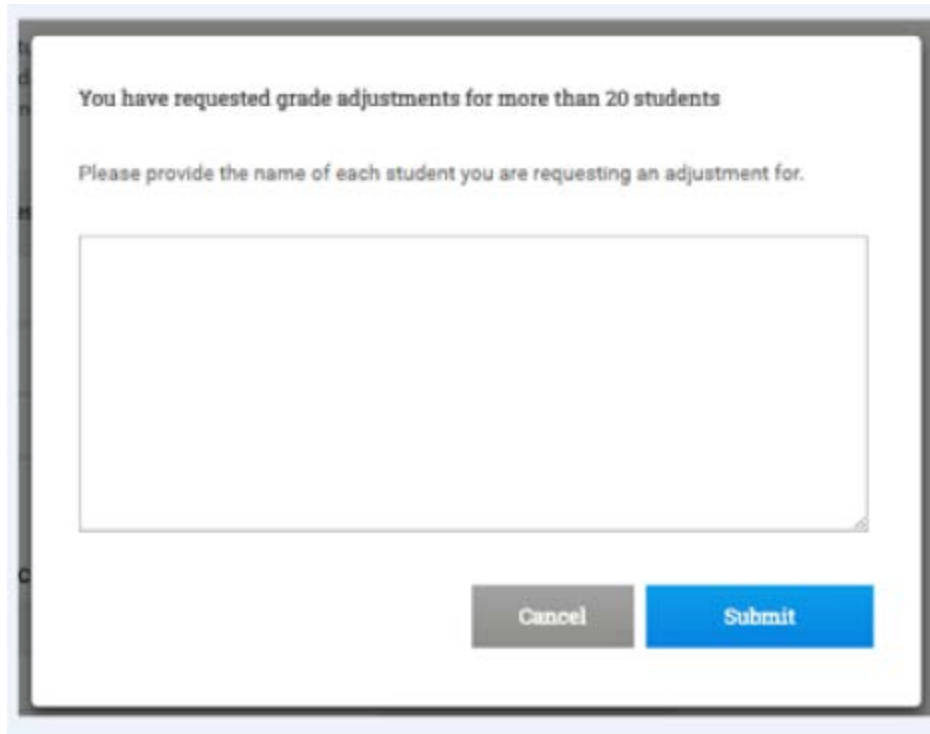
To ensure accurate billing, you may update the quantity for each grade. The total may not be changed, only the distribution of students across grades. Requests for grade adjustments for more than 20 students will need to be submitted to Customer Service for approval. Please note that any adjustments made here will not be reflected in score reports. Also note that grade adjustments will be discarded if there is a subsequent update to your school's answer sheet data; any previous grade adjustments will need to be re-entered.

Grade	Ans Sheets Received	Change To
12	0	0
Other	0	0
Total	0	0

Cancel Submit

5. In the *Adjust Quantities* chart, make the necessary corrections. After making corrections, the total of the changes column must match the total number of answer sheets that have been scanned for the school. When making corrections, please note the following:
 - a. 20 or less corrections: Make the necessary correction in the chart. Click **Submit**. A message that changes have been applied will appear. The corrections then appear in the Number of Students Tested chart.
 - b. 21 to 45 corrections: If the total number of grade level changes is between 21 and 45, the PSAT/NMSQT Coordinator must enter the list of student names that are mis-grids. Enter the names of the students in the dialogue box provided, and then click **Submit**. The request will be reviewed for approval. *Pending* will display next to the requested adjustments until the request is reviewed. Upon approval, the status will be changed to *Approve*. Approval typically occurs within 2-3 business days.
 - c. 46 or more corrections: If there are more than 46 corrections, follow the same steps noted above (b) for 21-45 corrections. Requests for more than 46 corrections require additional review and will take longer to process.

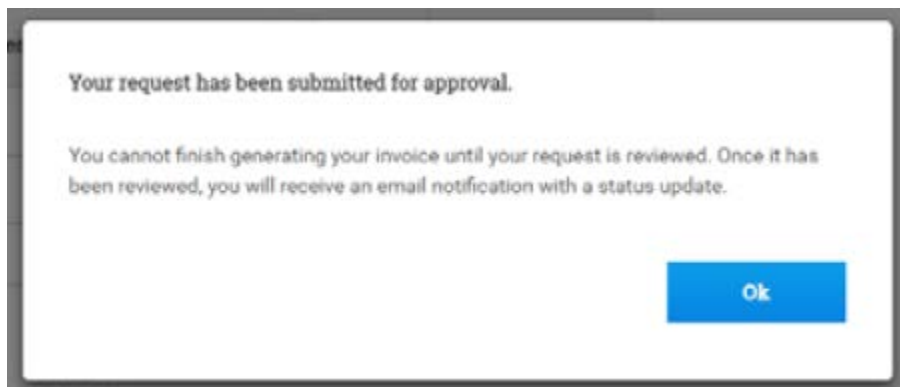
NOTE: If you copy/paste student names from an electronic document, be sure to delete any extra spaces at the end of the student names. Failure to do so will result in an error in your submission.



You have requested grade adjustments for more than 20 students

Please provide the name of each student you are requesting an adjustment for.

Cancel Submit



Your request has been submitted for approval.

You cannot finish generating your invoice until your request is reviewed. Once it has been reviewed, you will receive an email notification with a status update.

Ok

NOTE: The PSAT/NMSQT Coordinator can utilize the *K12 Online Score and Report Portal* to identify students that are “mis-grids” by using the *Roster - Detailed Report* to quickly identify the students at each grade level. Additionally, the PSAT/NSMQT Coordinator can contact Customer Service (877-477-7728) for assistance in identifying the students listed for each grade level.

6. Once any mis-grids have been submitted and the grade levels verified, the school will be able to see the amount owed via their PSAT/NMSQT invoice. If a school only tested grade 10 and grade 11 students, the amount owed by the school should be \$0, provided

the school has resolved any mis-grid issues. If a school ordered any optional services, the fees will appear on the invoice and are not covered by the state.

Schools borrowed from:		
Standard tests loaned to other school(s), if applicable	C	0
Schools loaned to		
Total number of test books (A+B+C)	D	0
Total number of students tested	E	50
11th grade tested	F	50
11th grade fee waivers being used	F	
Students tested at your school covered by district/state contracts	G	0
Total number of students exempt from school's bill (F+G)	H	0
Total number of students for whom fees are included (E+H)	I	50
Billable unused tests (fees maybe applied to the school or district)	J	0
Free unused tests (20% of tests ordered or a minimum of 10)	J	0
Over order fee (J-K X \$4.00)	L	\$0.00
Total fees for students (does not reflect pricing for EPP contracts) (I X \$15.00)	M	\$750.00
School Subtotal		\$750.00
School Optional Services Fees		\$200.00
Amount due by school		\$950.00

Correcting Report Data: It is important to note that a mis-grid adjustment requested is for invoicing purposes only, and does not change the score reporting grade the student entered in his/her answer sheet. Students must contact Customer Service for Students and Parents (866-433-7728) to change the grade level that is included on their score report. Once the grade level has been updated, it will take approximately one week for the corporation/school K12 online reports to reflect the change(s) made.

If you have questions regarding the mis-grid process, please contact:

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