



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

MEMORANDUM

TO: Superintendents, Corporation Test Coordinators (CTCs), School Test Coordinators (STCs), High School Principals, and High School Counselors
FROM: Lynn Schemel, Director of Student Assessment
RE: Funding for PSAT/NMSQT Fall 2021 Administration
DATE: July 29, 2021

The State of Indiana provides funds as appropriated in [HEA 1001 \(2021\)](#) to measure students' college- and career-readiness, indicate student academic strengths and challenges, and provide additional support to students ([Indiana Code 20-32-9-3](#)). PSAT/NMSQT may be used by schools during the school year 2021-2022 for this purpose.

The Indiana Department of Education (IDOE) covers the following costs associated with Fall 2021 PSAT/NMSQT testing:

- **Exam fees:** Fees are covered for students in grade 10 and grade 11 who are enrolled in Indiana public or accredited nonpublic high schools (including charter schools and choice schools). Students may participate on the primary or alternate test day, but **not** on the Saturday test day.
- **Bulk registration fees:** Bulk registration can only be completed at the corporation level. CTCs will receive an email from College Board with bulk registration codes and instructions for completing the process. *Schools should **not** select "bulk registration" when ordering exams.*
- **Access to electronic reports:** Schools may access, download, and print individual student results and aggregate reports in College Board's online K-12 Educator Portal.
- **Professional development opportunities:** School staff may attend specific professional development opportunities published jointly by College Board and IDOE free of charge. Professional development is related to accessing, understanding and using PSAT/NMSQT data.

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

- **Homeschool student participation:** Schools may provide PSAT/NMSQT opportunities to home-schooled students or to students enrolled in non-accredited private schools as a community service. These student tests must be labeled using the directions in the PSAT Test Administration 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 exam fees for students in grades 10 and 11) will be invoiced to the school.
- **Incorrectly labeled test documents:** Fees may be associated with test documents labeled with incorrect student demographic data (i.e., the incorrect grade level). College Board allows time after the exam to correct these data issues; however, if schools do not correct the data issues prior to the communicated deadline, associated exam fees

will be invoiced to the school.

Schools must adhere to the following requirements in order to administer PSAT/NMSQT assessments and receive cost coverage through the IDOE:

- Schools must hold Indiana public or Indiana accredited non-public school status. Registered charter schools are included in the public school category, and registered choice schools are included in the accredited non-public school category.
- Schools must have a Level 2 Attending Institution (AI) Code to administer the PSAT/NMSQT. Schools who have previously received a Level 2 AI Code do not need to complete the process again. If you do not have a Level 2 AI Code, you can use the [AI Code Request Form](#). This process may take several weeks to confirm and therefore requires advanced planning. If you are unsure of your status, you can use the [K-12 Code Search](#).
- School officials must report student grade levels accurately through online reporting (i.e., bulk registration files) or on paper test documents.
- School officials must report unenrolled student participants (e.g., homeschooled students) accurately using the instructions found in the PSAT/NMSQT Test Administration Manual.
- School officials must report students using Indiana Student Test Numbers (STNs) rather than local school IDs as the unique student identifier.

For additional information about the PSAT/NMSQT from College Board, visit the [PSAT/NMSQT website for educators](#) or [contact your regional College Board representative](#).

This funding cannot be used to pay for PSAT 8/9. Schools looking for information about the funding of the PSAT 8/9 should review the [Formative \(Interim\) Assessment Grant](#) information.

For questions about state funding and related services pertaining to the PSAT/NMSQT, contact Andrew Jones (ajones3@doe.in.gov, 317-234-5598) or the Office of Student Assessment (INassessments@doe.in.gov, 317-232-9050).