



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: June 6, 2022

Subject: PSAT/NMSQT Fall 2022 Administration Funding

Pursuant to IC 20-32-9-3, Indiana provides funds as appropriated by the [2021 biennium 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 2022-2023 school year to fulfill this purpose.

The Indiana Department of Education (IDOE) covers the following costs associated with fall 2022 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. 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 Reporting Portal.
- **Professional development opportunities:** School staff may attend specific professional development opportunities provided by College Board and IDOE at no cost. This professional development is designed to assist educators in accessing, understanding, and using PSAT/NMSQT data.

IDOE will **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



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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.
- **Incorrectly-labeled test documents:** Fees may be associated with test documents labeled with incorrect student demographic data (e.g., the incorrect grade level). College Board allows time after the assessment to correct data issues; however, if schools do not correct the issues prior to the communicated deadline, associated exam fees will be invoiced to the school.

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

- Schools must hold an Indiana public, accredited non-public, accredited charter, or Choice school accreditation status.
- 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 the school does not have a Level 2 AI Code, please use 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 via online reporting (e.g., bulk registration files) or paper test documents.
- School officials must report unenrolled student participants (e.g., homeschooled students) accurately using the instructions found in the [PSAT/NMSQT Coordinator 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 [College Board](#).

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

Contact IDOE's [Office of Student Assessment](#) with questions regarding state funding and related services pertaining to the PSAT/NMSQT.