

Dear Students,

This document contains very important information for PSAT test day.

- If you are a 9<sup>th</sup> grader, you are testing on Tuesday, October 27, 2020.
- If you are a 10<sup>th</sup> grader, you are testing on Thursday, October 29, 2020.

The information is the same for both groups of students. Please read thoroughly and carefully. (A video has also been created to help show how all of this will work. It can be accessed here:

[https://drive.google.com/file/d/1PgvPBAUGPHYiZZfYnojA36s1\\_jqtUDyS/view?usp=sharing](https://drive.google.com/file/d/1PgvPBAUGPHYiZZfYnojA36s1_jqtUDyS/view?usp=sharing)).

### **Arrival**

If you are normally a **brick-and-mortar** student, you will come to school as you normally would, whether that is by bus, parent drop-off, or driving yourself. Enter school as normal and simply proceed to your testing location, which should be in the 1000, 2000, or 8000 building.

- For any brick-and-mortar student who is testing in **Room 2115** or **Room 2116**, please enter into the hallway to those rooms through the east-side doors that face the cafeteria. Follow the **RED** signs and arrows.

If you are normally a **virtual learning** student, please plan to be dropped off (or, if you are driving, plan to park) in the student parking lot. (If you have requested bus transportation, obviously you will be dropped off in the bus loop and will make your way to your location from there.)

- If your testing location is in the **1000 building**, you will enter the courtyard through the single-point-of-entry gate and then proceed to the correct classroom in the **1000 building**. Follow the **BLUE** signs and arrows.

If you are testing in the gym, please **DO NOT** go through the single-point-of-entry gate! Instead, enter the gym building from the student parking lot. Exactly how you do that depends on your last name...

- If you are testing in the **gym** and your **last name begins with A through K**, you will enter through the west doors that face the parking lot. Walk down the hallway, then turn right into the main gym hallway. Finally, enter the gym through the gym doors that are closest to the courtyard. Follow the **GREEN** signs and arrows.
- If you are testing in the **gym** and your **last name begins with L through Z**, you will enter campus from the student parking lot via the gate right next to the theater. Then, proceed into the main gym hallway through the glass doors that face the theater. Once in the gym hallway, you will enter the gym through the gym doors that are closest to the theater. Follow the **YELLOW** signs to help you know where to go!
- ALL students testing in the gym, once you enter the gym, you'll need to find your row! The row numbers will begin on the opposite side of the gym from where you came in (so students in Row 1, you'll have to walk the farthest, and students in Row 20, you won't have far to go at all!). Look for the staff member who is assisting with your row and check in with them.

If you are nervous about where to go and how to get there, don't worry! We will post as many color-coded signs and arrows as possible, and we will have staff members available to assist you. HOWEVER, it is **VERY IMPORTANT** that you **know your testing location** prior to coming to campus on the morning of the test so that you can follow the signs to that location! Your English teacher has been given your testing location and should have relayed that information to you. If that has not yet happened or if you somehow missed it or forgot it, reach out to your English teacher for the information! You DO NOT want to get to campus on Tuesday or Thursday morning and not know where you are headed!

Please do all you can to get here a bit early. The school day starts at 7:30, but it will be helpful for you to arrive by 7:15 (at the latest) so that you have time to make your way to your assigned location.

### **Dismissal**

Once the test is over, virtual students will leave campus the same way they came onto campus, although please note that all students will all be released at the same time. We have an altered bell schedule this day to accommodate testing, and we will release students once all of the standard-time testing rooms have finished. We anticipate this will occur around 12:30 PM. (Students testing in extended time rooms may be released later than those testing in standard time rooms.)

Brick-and-mortar students can plan to stay on campus until the end of the school day. Or, if you prefer, you can leave once the test is over. However, to do so, you must fill out this form:

<https://forms.gle/GtB48iAYmW2KEWzs8>

Students who are being picked up from campus MUST get picked up within a reasonable time frame. If that is not possible, we can allow the student to stay on campus and follow the bell schedule for the remainder of the day. But we cannot have students unsupervised in the parking lot waiting for rides.

### **What to Bring**

On test day, you will need:

- Several sharpened number 2 pencils (**NOT** mechanical) with **GOOD** erasers
  - The PSAT is a paper/pencil test – one of those where you fill in bubbles for your answer! It is important that students have good pencils that are sharpened and have good erasers on them (a separate eraser is also acceptable) for the test.
- An approved four-function or scientific calculator
  - A list of approved calculators can be found here:  
<https://collegereadiness.collegeboard.org/sat/taking-the-test/calculator-policy>
- Dry, allergy-friendly snacks and water that can be eaten/drunk on breaks
  - **PLEASE NOTE: It is a CollegeBoard policy that you **CANNOT eat or drink ANYTHING while actively taking the test, unless you are approved for this specific accommodation. But you will be able to eat snacks and drink water on breaks.****
  - If you are testing in an extended time room, you may want to bring a sack lunch.
- A sweatshirt or sweater
  - Some of our testing locations tend to get cold, and we want students to be as comfortable as possible during the test. Test administrators and assisters will not have any control over the temperature of the testing room, so it is best for students to be prepared with some layers, just in case.

- Identification
  - You MUST have some sort of ID to test. This can be any type of ID; it does not have to be school-issued. A passport, driver's license or other state-issued ID, or even your middle school ID can all work. If you have a Spanish River school ID that does not yet have your picture on it, that will also be accepted.
  - If you do not have any form of identification, please plan to obtain a school-issued ID on Monday, October 26, between 2:00 and 4:00 PM. Mrs. Siegel, our Media Specialist, will stay on campus those days to issues IDs to students who need them. **Please do not wait until the morning of the test**, but instead, come on Monday to get an ID made for you.

### **COVID Protocols**

ALL COVID protocols will be followed during testing.

- Every student must be wearing a mask that covers both his/her nose and mouth throughout the entire test. Our staff members will be monitoring for this and will dismiss from the test any student who refuses to comply.
- There will be six feet of distance between all students as they test. Students also need to remember to keep six feet of distance on breaks and during arrival and dismissal.
- Sanitation supplies will be provided in all testing locations.

### **Electronic Devices**

A very important note about electronic devices: Students CANNOT have ANY form of electronic device on their person or anywhere near them while they are testing. This includes phones, smartwatches, headphone/earbuds, etc. Normally, we collect electronic devices from students who are testing, but due to COVID, we want to do as little passing of things back-and-forth as possible. Students will be expected to turn off all electronic devices and place them in their bags, which will be kept at the front/side of their testing room for the duration of the test. (Students will want to bring a backpack or other small bag with them on the day of the test so they can store their electronic devices.)

It is also worth noting here that students CANNOT access their personal items once the test has begun. So students should plan to bring whatever they need for the test (pencils, calculators, snacks to be eaten on breaks, sweatshirts, etc.) to their desk/table at the beginning of the test. They absolutely will NOT be allowed to access their bags once the test has begun.

### **Coursework**

There will be NO LIVE Google Meets on testing days. Once the test is over, students will be expected to log into each of their Google Classrooms to complete the daily assignment.

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I know this is a lot of information, but hopefully it answers many of the questions that you have about test day and eases some of your anxieties and concerns. If you have any further questions, please do not hesitate to reach out to me at [charlotte.eames@palmbeachschools.org](mailto:charlotte.eames@palmbeachschools.org). See you on test day!

Mrs. Eames, Testing Coordinator