



**STATE OF SOUTH CAROLINA  
DEPARTMENT OF EDUCATION**

**MOLLY M. SPEARMAN**  
*STATE SUPERINTENDENT OF EDUCATION*

**MEMORANDUM**

**TO:** District Superintendents

**FROM:** Elizabeth Jones  
Director of the Office of Assessment

**DATE:** July 28, 2015

**RE:** 2015 PSAT/NMSQT<sup>®</sup> Administration

Section 59-18-340 of the Education Accountability Act (EAA) states that high schools shall offer state-funded PSAT or PLAN tests to each tenth-grade student in order to assess and identify curricular areas that need to be strengthened and reinforced. Proviso 1A.18 of the 2015–16 General Appropriations Act directs the South Carolina Department of Education (SCDE) to resume reimbursements for PSAT, but did not include PLAN. Therefore, in compliance with these mandates, the SCDE will fund the administration of the PSAT/NMSQT<sup>®</sup> for all tenth-grade students in October. If you have any questions concerning the invoicing requirements, please contact Leslie Dawes at (803) 734-4944 or [ldawes@ed.sc.gov](mailto:ldawes@ed.sc.gov).

The intent of the word “offer” in the statute means that the student (or guardian) has the choice to take or not take the PSAT. However, the district must offer the administration of the PSAT to every tenth-grade student.

The PSAT/NMSQT<sup>®</sup> will be administered on October 14 and October 28, 2015. However, districts must choose one administration date for the entire district; this cannot be done on a school-by-school basis.

Every student who will be taking the PSAT must be registered on the College Board [website](#). Please ensure that schools in your district use the access code provided in the Registration Announcement (sent to schools in April by the College Board) to register and place test orders online. Schools will also be able to update quantities and track the shipment of test materials using this website.

At this stage of the PSAT/NMSQT<sup>®</sup> administration cycle, schools should

- Log in to the PSAT/NMSQT<sup>®</sup> test ordering [website](#) and click on the link [Sign In to the Test Ordering Site](#). Sign in with the same username and password used to order test materials last year.
- The College Board will charge schools for unused tests if the amount of unused tests is greater than 10 percent of the number of tests ordered. Therefore, verify that the orders are sufficient but be careful not to over order.
- The deadline for schools to decrease their PSAT/NMSQT<sup>®</sup> test book orders is **August 28, 2015**. The deadline for schools to increase their PSAT/NMSQT<sup>®</sup> test book orders is **September 25, 2015**. For questions about registration, contact the College Board at [psat@info.collegeboard.org](mailto:psat@info.collegeboard.org) or 1 (888) 477-PSAT.
- To ensure that students with disabilities who request accommodations have the required Services for Students with Disabilities (SSD) eligibility codes, submit the SSD forms by **August 25, 2015**. Visit [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd) for more information about the eligibility process or contact SSD at [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org) or 609-771-7137.

Additional information regarding the PSAT/NMSQT<sup>®</sup>:

- To compare features of the newly redesigned PSAT/NMSQT<sup>®</sup> to the pre-2015 version, click this [link](#).
- For a practice PSAT/NMSQT<sup>®</sup> exam and answer key, click this [link](#).
- For free skills practice provided through the College Board-Khan Academy partnership, click [here](#).

cc: District Test Coordinators