



PSAT/NMSQT Test Ordering Help

South Carolina schools and districts will order the PSAT/NMSQT for their 10th graders through the newly designed College Board [Test Ordering website](#).

Accessing Test Ordering

You'll need a College Board educator account and a Test Ordering access code. Look for your access code in the registration announcement that was mailed to each school's test coordinator in April. [Contact us if you're not on our mailing list](#).

What's New?

In addition to the redesigned the PSAT/NMSQT the online ordering experience and score reporting has also changed.

- Districts can now order standard test materials for schools.
- Students will receive one paper score report at school as well as access to interactive online reports and college planning tools.
- All educator reporting will be available online through the new [integrated score reporting portal](#) or [AP Potential](#).

Click here for an overview of key facts about the [PSAT/NMSQT](#).

Test and Ordering Information

2015 Test Dates

The recommended 2015 PSAT/NMSQT test date is Wednesday, Oct. 14th. Your district may choose, however, to test your 10th graders on the alternate test date: Wednesday, Oct. 28th. All schools within a district must test on the chosen date, however. Due to score reporting challenges, no split administrations between the two testing dates will be allowed within a single district. Keep in mind that if your district chooses to test on Wednesday, October 28th, there is no opportunity for a makeup in the event of a last-minute cancellation (because of a snow day, for example).

2015 Ordering Deadlines and Delivery Dates

June 30

- **Deadline** for early ordering: Orders received by this date will receive the Official Student Guide to PSAT/NMSQT by mid-September.

Aug. 25

- **Deadline** to complete SSD testing accommodations requests.

Aug. 28

- **Deadline** for U.S. schools and districts to *reduce* PSAT/NMSQT test-book orders.

Sept. 11

- Test materials delivered to schools outside the U.S. by this date.

Sept. 16

- **Deadline** for schools outside the U.S. to increase PSAT/NMSQT test-book orders.

Sept. 25

- **Deadline** for U.S. schools to *increase* PSAT/NMSQT test-book orders (9 pm ET).
- **Deadline** to order PSAT/NMSQT nonstandard test formats.

Oct. 7

- Test materials delivered to U.S. schools by this date.

Oct. 14

- Recommended test day: Wednesday PSAT/NMSQT administration.

Oct. 15

- **Deadline** to return answer sheets from the Oct. 14 administration.

Oct. 28

- Alternate test day: Wednesday PSAT/NMSQT administration.

Oct. 29

- **Deadline** to return answer sheets from the Oct. 28 administration.

Confirming District Orders

Some districts order standard test materials for their schools. If your district ordered for you, you'll receive an email asking you to visit your [Test Ordering dashboard](#) and confirm the order.

From your dashboard, you'll have the opportunity to ask your district to increase or decrease the order. You'll also need to use the Test Ordering site to order any nonstandard test materials directly from the College Board; districts can order only standard test materials.

[Districts: Learn how to order for your schools.](#)

Updating Your Order

To update an order, visit your [Test Ordering dashboard](#) and click **Update quantities**. If your district ordered for you, click **Request for change**.

Ordering Problems and Participation Status

Your school's participation status might prevent you from placing an order. View participation status code by clicking your school's name in the upper right of your screen.

Here's what the codes mean:

- **P:** Participating
- **H:** On hold. Your school can place orders, but no orders will be shipped until an issue involving your school is resolved.
- **O:** Your school can't place orders because of an outstanding balance.
- **E, D, or X:** Your school can't place orders because of a critical issue involving your school.

If you're unable to place an order for any reason, check your participation status and [contact us](#) for assistance.

Accommodations and Nonstandard Formats

Nonstandard Formats for PSAT/NMSQT

If any of your students with disabilities are approved by the College Board to test using nonstandard formats, you'll have the chance to select the appropriate formats when you place your initial order.

You can also add them later by clicking the nonstandard materials **Order** button on your [Test Ordering dashboard](#).

Districts cannot order nonstandard materials for their schools.

The scores of students who use nonstandard formats or any other accommodations without College Board approval will be cancelled. Find out what to do if you have [students who need nonstandard materials but are not approved by the College Board](#).

Available Nonstandard Formats

These nonstandard test materials are available:

- 14-point test book (includes large-block answer sheet)*
- 20-point test book (includes large-block answer sheet)*
- Large-block answer sheet*
- Braille test (includes graphs & figures)
- Braille graphs & figures (for use with MP3 audio or readers)
- MP3 audio delivered on flash drive
- Reader script (order one for each person who will serve as a reader)
- Assistive tech compatible format
- Regular print test book (for use in nonstandard testing rooms)

Order standard test books for students using accommodations in a standard testing room.

These include but are not limited to:

- Preferential seating
- Sign-language interpreter for oral instructions
- Permission for food or medication
- Enlarged (large-block) answer sheet
- Use of auditory amplification/FM system
- Wheelchair access
- Use of colored overlay
- Use of highlighter

Testing with Accommodations

The College Board is committed to making sure that students with disabilities can take tests with the accommodations they need. Students who need to take the **PSAT/NMSQT** using nonstandard materials or other accommodations must be approved to do so by Services for Students with Disabilities (SSD).

The accommodations approval process can take seven weeks, so plan ahead. [Learn how to make an accommodations request.](#)

Using any accommodations without College Board approval will result in cancellation of scores.

Districts

The District Dashboard

Your dashboard displays all order details for the schools in your district, including order quantities for standard and nonstandard test materials and grades covered by district or state contracts. From your dashboard, you can manage orders, send bulk emails to schools, and track shipments.

This screenshot illustrates some selected things you can do from the district dashboard:

View all administrations

<input type="checkbox"/> School (0 of 4 schools)	Test Administration	Contract		School Confirmed Order	Standard Tests Ordered	SSD Materials Ordered	Fee Waivers Granted	Shipping Status
		State	District					
<input type="checkbox"/> NORTH MIDDLE SCHOOL AI 000000 Participating Contact info	PSAT/NMSQT® Fall 2015	10, 9, 8		✓	0	0	-	- Order
	PSAT™ 8/9 Fall 2015	-		✗	0	0	-	- Order
	PSAT™ 10 Spring 2016	-		●	0	0	-	- Order
	PSAT™ 8/9 Spring 2016	-		✓	0	0	-	- Order
<input type="checkbox"/> NORTH CONNECTIONS AI 000000 Participating Contact info	PSAT/NMSQT® Fall 2015	10, 9, 8	-	✗	0	0	-	- Order
	PSAT™ 8/9 Fall 2015	-		●	0	0	-	- Order
	PSAT™ 10 Spring 2016	-		●	0	0	-	- Order

1. See which grades for each test are covered by a contract.
2. Find out which schools have confirmed district-placed orders.
3. See the numbers of standard and nonstandard materials ordered by schools.

District Ordering

Districts can now order standard test materials for their schools. To order:

1. Click the **Start or update order button** in the upper right of your dashboard and select a test administration.
2. Choose a school and click **Order** in the last column of its row. You'll see the quantities ordered last year.
3. Enter a test date and your new order.
4. Click the **Submit** button.
5. The school will be notified by email that an order has been placed and you will receive a confirmation email.

Overriding School-Placed Orders

To override a test order placed by one of your schools:

1. Click the **Start or update order** button in the upper right of your dashboard and select a test administration.
2. Find the row for the school whose order you'd like to change and click **Edit** in the last column.
3. Make your changes and click the **Update** button.
4. You will receive a confirmation email and the school will be notified by email that you have changed the order.

Bulk Emails

To send bulk emails to schools, select recipient schools from your dashboard and click the **Bulk email** button. Choose and modify a template or create your own message from scratch. Templates include reminders to place orders by the deadline and to confirm district-placed orders.

Shipping

When to Expect Test Materials

Test materials typically arrive at least one week before test day.

Tracking Shipments

Tracking information will be available as soon as a shipment is sent. You can track standard and nonstandard test materials, returned answer sheets, and score reports.

School users: View shipment details and tracking information on your dashboard.

District users: View shipment details and tracking information by clicking the shipment status for a school's test administration on your dashboard.

School Coordinators Receive Shipments

Test materials are shipped to the school test coordinator identified on the Test Ordering site.

School users: Click the name of your high school in the upper right of your screen to view this information.

District users: Click the Contact info link under the school's name on your dashboard.

My Account

Changing Your Password

Your Test Ordering password is your College Board account password. To change it, [sign in](#), click your name in the top-right corner, and select [Update my account](#).

Updating Coordinator Info

To update coordinator contact information, click the name of your school or district in the top right of your screen and click **View/edit**.

Every school and district needs to designate a coordinator for any test they order. One person can coordinate all tests. [Learn more about the responsibilities of test coordinators](#).

Updating Addresses

School users: [Contact us](#) to change your address.

District users: Update your billing address by clicking your district name in the top-right corner and clicking **View/edit**.