

We are a school of about 1200 and are looking for some different options as well. My answers are below are in bold and caps for easy distinction. Not sure if it will help or not. Would you be willing to forward me your responses? We are testing on Alternative date- October 30. Wish me luck.

Karin Combs

Logansport High School

Is it optional? **REQUIRED FOR ALL 10TH AND 11TH GRADERS**

Do you test in classrooms or large areas? If large areas who sets up and where do you get enough tables and chairs? **WE USE CLASSROOMS AND OUR TEACHERS. I LOOK AT THE MASTER SCHEDULE TO SEE WHAT TEACHERS HAVE MOSTLY 10TH AND 11TH GRADERS, THEY ARE MY PROCTORS. IF THE PROCTORS HAVE CLASSES WITH 9 AND 12, I SEND STUDNENTS TO ANOTHER LOCATION FOR COVERAGE. SOMETIMES OUR TEACHERS HAVE TO GIVE UP THEIR PREP TO MONITOR. WE DO PREADMINISTRATION DURING OUR IMPACT PERIOD (HOMEROOM). WE ALSO USE LABELS. IT IS ABSOLUTELY TONS OF WORK! NEXT YEAR WE ARE LOOKING AT A COUPLE OF DIFFERENT POSSIBILTIES. LET ME KNOW IF YOU WANT ME TO SHARE MY SPREADSHEET. I am hoping for next year, we could give PSAT 9, and then allow Seniors a college visit or career day... My principal has also discussed elearning for grade 9 and 12 that day, but I fear the 10th and 11th graders won't show for the test.**

The WHOLE school is on an alternate day, testing and other CCR activities for every student and faculty member.

Ninth grade is broken up:

9th grade scholars head on college campus visit to our local ITCC to set up accounts in scholartrack and complete 3 or 4 activities.

9th grade AP and AVID students head to another local college for a visit.

9th grades not in the two categories visit 8 rotations, one with each of our pathways teachers, about 20 minutes each to see examples of work and skills learned and hear about post secondary goals that stem from their pathway.

All 10 the graders take PSAT.

Juniros who have passed ISTEP take PSAT, others take ASVAB.

Seniors who have passed ISTEP have permission to work off campus, those who have not, take ASVAB.

We're a school of about 800.

We have about 1200 students and test about 400ish. We test all sophomores and just juniors who are in the upper level English and math classes. We do not use subs. We have teachers who would normally have sophomores and upper level juniors during test time that proctor the exam. They are very gracious and make arrangements amongst themselves for coverage of their classes during that time if they have a straggler freshman or junior. Sometimes those students go to our study hall, and sometimes they just

go to another class with another teacher and work on homework. I use labels for the sophomores, and I do all of the preadministration stuff on them and the juniors before test day so that all we have to do is test. We have a block schedule; so, our students only miss two classes and a homeroom time. We are typically done by no later than the end of homeroom, and our kids are able to go to third period and lunch.

Don't hesitate to contact me with any questions!! I will say that the labels have been a lifesaver this year!!

Susan Taylor

We test all sophomores and juniors that morning. We use classrooms (SMART teacher groups, so they're already set up) to test, and freshmen do some college and career stuff that morning and we encourage seniors to do a college visit, job shadow or community service that day. Afternoon we do a convocation for half the group and something else I forget, then swap. Testing all 10s and 11s just makes it a lot easier, and the state pays for all of it.

John Newbold
School Counselor, A-Ge
AP Coordinator
Sophomore Class Sponsor

Plainfield High School
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We test in the cafeteria all sophomores and about 100 Juniors who choose to take it. It depends on how many your cafeteria can seat. We also have a big auditorium with two mezzanines with tables that fold up from the side of the chair where we can test as well and we do every other seat in both. We have done this for PSAT and ASVAB both.

KB

We test in the cafeteria all sophomores and about 100 Juniors who choose to take it. It depends on how many your cafeteria can seat. We also have a big auditorium with two mezzanines with tables that fold up from the side of the chair where we can test as well and we do every other seat in both. We have done this for PSAT and ASVAB both.

KB

Kathy, this year we are testing Sophomores and only any junior that wishes to take it. We are not mandating juniors to take the test again. Juniors and seniors are being allowed to use this day as a job shadow/college visit day. They will fill out a form to be signed by the parent and return to us about their plans. They will also have a note from the place they visited returned to us. If they do not complete this part and they are absent, it is unexcused. IF they wish not to do either, there will be a study hall to sit in and work periods 1 - 4. Freshmen will carry on their normal day. We are going to try and put the sophomores in classrooms this time for the testing. We have always used the cafeteria and it is a bear! We had to change our date to Oct. 30th, due to the convocation we had on Wednesday. Good luck! KB

FS

We make that day a college/career day. So we do different things, but all students are doing something. Sophomores test PSAT. Juniors test PSAT (or ASVAB, but we weren't able to get the ASVAB on that day this year). Seniors can take college visits or job shadow. Freshmen can take the PSAT or they go on a field trip to local businesses around town via busses. We allow teachers to sign up to be a field trip chaperone or test proctor. Then we assign testers to classrooms paired with one teacher. The remainder go on the field trip. We keep some staff available to help with restroom breaks, or as an overflow for students who show up later and cant' test or miss the field trip bus.

We plan some sort of school wide activity in the afternoon.

We are a school of about 1800. We test all 10th and 11th graders which is about 900 students. We have all of the seniors out of the building doing a job shadow or post-secondary education campus visit and we have a business/industry site tour for all 9th graders. During the testing time in the morning - all 10th & 11th grade Advisory teachers are the test proctors and they test the students in the rooms where they have their advisory class. So - yes - there is no regular classes going on during the testing period.

We are a school of 2100 and this year we tested about 1500 student 9-11 th grade. We had our own teachers and we set it up through homerooms. We typically only meet in our homerooms once a week to touch base and complete PBIS activities among other things.

Our seniors this year we engaged in the annual senior panoramic picture, Jostens rep came in to give presentations, and we had Junior Achievement present Financial info and had panelist discussions. The seniors were occupied the entire time of testing and did not disrupt the environment since their activities were held in the GYM and Auditorium,

In past years the freshmen did not test, they also were engaged in Junior Achievement activities.

As I stated before, our own teachers proctor the exam. Each homeroom teacher has a group of 20- 24 kids by grade level. It works out pretty well as long as the teachers read/ follow the directions correctly :)

SR

I am jealous you are PSAT free for another year! We are on fall break, so I still have the pit in my stomach regarding the upcoming test. So we are about the same size ~1400 kids. I coordinate the test and since the state made the shift to funding all 10th and 11th graders, we have tested all of our kids. So, I am looking at about 675 kids this year.

Freshman are still in the building. We do a convocation for them for about an hour, then they are in homeroom for the last 2 and a half hours doing different activities with their HR teachers. I will be honest with you, I am not a part of that planning. I go to my administrators and just tell them to please have something planned, so I do not have to worry about another 350 kids.

Seniors are encouraged to take a college visit day. We also have a permission slip that goes out to them during homeroom, so they can opt to come in later in the afternoon. If any senior students show up, they are in an ISS/Study hall the entire time. We did have other service activities in the past, but the turnout was less than 100 kids so we just moved to a study hall.

For testing, we group the students by homeroom. We do the bulk registration, so the labels already come in that order and I keep them that way (unless they are special education, 504, or whatever other reason that would cause a switch in testing location). Then the students test in their homeroom--so they are in classrooms that day. This has worked out fairly well, since students know exactly where to go as it is their traditional homeroom (unless I move the room due to testing room requirement issues). Those homeroom teachers are my proctors--they grumble every year about it, but again it is the easiest way and the most familiar for the student.

My first year at my current school, we did a setup similar to what you are describing. It was how the previous counselor did it, so I just went along with her method as I had never coordinated a test so large before. I was beyond stressed out, and it was a horrible testing environment for the kids. That is when we switched to testing by homeroom.

You really have to get your administration involved to help coordinate the activities for your other classes. Don't let it all fall on you, otherwise it will become even more stressful. This is my 5th year testing in homerooms, and I still run into issues, but it is so much better than my first year.

I hope this helps! Again, congratulations on making it through the PSAT!!!!

Stephanie Rodgers
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We have 2000 students and test about the same amount. It is not optional. We used to use a large area - cafeteria and auxillary gym with 6 or 8ft tables. We would put approx.. 200 students in one location. However, we have started using classroom for a smaller setting. We asked the seniors to take the day off to use as for a college visit, job shadow or community service. If seniors bring back a form signed that they participated in one of those activities the day is excused.

This allows all junior and senior teachers to proctor the test in their classrooms.

WLJSHS is a 7-12 building, but you could adapt what we do to your 9-12 building. Last year, we started giving the PSAT 8/9 to 8th and 9th graders in order to start getting data on whether they're hitting their college benchmarks. That helps us help them figure out classes and diploma pathways in a four-year plan when they're still in 9th grade. The 7th grade does college/career exploration and the seniors don't come to school until after testing is completed. For their time away, seniors have the choice of going on a college visit (which could take all day, and that's fine), job-shadowing, volunteering in the community, or coming to school to work on college apps/essays.

By doing it this way, I don't have to work around the master schedule. I give a chunk of teachers to the jr high counselor to use for the 7th graders, I have about five English teachers who work with the seniors (about 40 have shown up both years), and the rest are all mine.

I don't know if any of that information will help give you some ideas, but I hope it does.

Good luck!

Libby Sheffield

Director of School Counseling

Students A-G (grades 9-12)

West Lafayette Jr/Sr High School

KK

Hi, Kathy! We should talk sometime about what GC does. We just make the whole day a college and career exploration day and we usually test around 600-700 students. We have teachers proctoring the PSAT in their classrooms. The seniors are allowed to take college visits, job shadow or take the ASVAB (on the years we can get it on our PSAT day) and most of them aren't at school that day. This year, for those seniors who have to be here, we're offering "life skills" workshops on things they should know how to do either at college or in the workplace. Our FACS teachers are handling that. Our freshmen who aren't taking the PSAT do three visits to manufacturing and other businesses in the area to learn about business and industry in Hancock County so they know what type of training or education they need in order to get a job locally. Our Chamber of Commerce arranges the sites for us and we provide the transportation. It's six buses with about 50 students each and 4 chaperones (again, teachers). Sophomores and juniors take the PSAT unless, again, we can get the ASVAB that day. If that happens, we give the ASVAB to the juniors who haven't passed ISTEP. I hope this makes sense, but if you have questions, just let me know. ~ Kim

Kim Kile

Director of School Counseling

Greenfield-Central High School

Hi Kathy, East Central is similar in size and I have an idea for you that I started a few years ago...

Freshmen and Seniors (that have already passed the ISTEP+) are excused from school on PSAT testing day for community service, job shadow or college visit.

I train our teachers to be the proctors.

Juniors are required to take either the ASVAB (if didn't pass the ISTEP+) or the PSAT/NMSQT.

Seniors that have not passed ISTEP+ or do not have a grad pathway are to test the ASVAB.

All sophomores test in the Auditorium (we are lucky where our seats have pull up desks). I test 350+ sophomores in there at one time. I assign one lead proctor but have 10 other teachers assigned as well to help the process.

Hope this helps.

Jamie Rosfeld

We concluded our PSAT testing yesterday. We tested all 9th, 10th, and 11th graders. There are approximately a total of 1600 students in our building. The senior students participated in a College and

Career Readiness day. Teachers proctored, and counselors proctored students with accommodations in our offices. and You may want to contact our Associate Principal, Julie Freigen, who coordinated the testing day along with one of our counseling staff members.

Best,
Denise Ndukwu
School Counselor
Michigan City High School
Michigan City, Indiana 46360

A local high school brings in local colleges to do applications with seniors.

A place I previously worked, which was a little smaller, allows seniors to have the day for job shadowing or college visits. I kind of like this idea. I'd love for my senior to stay home, catch up on school work, scholarship or college apps and then pop over to a local Purdue, IUN, or Ivy Tech for a quick group tour in the afternoon. I think that's a win! We will see what we do moving forward. I kinda like this, though, because we are seeing the stress with seniors, but I am not certain that we are ameliorating it.

KD

Our school is slightly over 2000. We no longer test in large areas (such as the gym). It became a logistical nightmare. Our students are all assigned a homeroom for testing purposes, etc. Yesterday, we had our Career/Testing day from 7:30 a.m.-11:00 a.m. Our freshmen participated in several career activities with guest speakers in our auditorium and other large group areas. Sophomores and Juniors took the PSAT in their homerooms and our Seniors took the ASVAB in their homerooms. I oversee the PSAT and we tested close to 950 students. Don't hesitate to let me know if you would like more information.

Have a great Thursday.

Catherine Staszewski
Harrison High School
W. Lafayette, IN

We are a school of about 2100. We test Freshmen through Juniors and it is not optional. We interrupt the whole day and use classrooms and classroom teachers to administer the tests. Seniors have an alternate activity of doing a college/military visit, job shadow experience or volunteer experience. After PSAT testing is done, we have advisory for the rest of the day.

JG

We test in classrooms with teachers as proctors. We have had many different options for students for freshman in the past including career presentations, career assessments/goal setting activities, and community service activities out of the building. Seniors who have passed ISTEP have the day for college visits, job shadows, and college/scholarship applications. Seniors who have not passed ISTEP take the ASVAB. It is a stressful day and time to get everything organized but it works for our school. We are a school of 1100 students.

We have a 30 minute success period 4 days a week so teachers are assigned a group of students during that time by grade level so whatever grade level they have is what their assignment is that day. Ex. 10th/11th grade success has PSAT with those students. We run on an alternate schedule for the whole school then that day.

Kathy, I'm at a huge high school, Carmel, and we tested about 4000 students 9-11 yesterday. We test everyone automatically...9th grade has the test fee built into their book fees. We have an administrator that helps figure out the testing rooms and room proctors, working around everyone's prep periods. We use our TVs in every room and have one person that reads the directions and keeps time through the TVs. This really cuts down on problems and mistakes within individual classrooms.

We use PowerSchool and we have our admin that does the master schedule assign every student an ATR (Assigned Testing Room) alphabetically by grade at the beginning of the year. We use that for room assignments.

It's a process, but so much better of an environment for our students to take this test.

We just tell our seniors to go on a college visit, volunteer, job shadow, ect. A few still come in and are monitored while the test is going on.

Stephanie L Payne NCC, NCSC, LMHC
School Counselor

have been at three schools now and each one did it a little differently.

At all of the schools, our seniors have had a college/career visit day where they do not come to school and are expected to go and see a college or job shadow.

Then, for freshman, I have had two different options. At my current school, they have a retreat where about 8 teachers take the students off campus for the day. That leaves just 10th and 11th graders and the majority of the faculty on campus. I randomly select the teachers to proctor and break and that is their duty for the day. They give the tests in their classrooms and we structure the day like a saturday ACT/SAT test where they are free to leave after it is over. The other teachers have a work day.

At my previous school the freshman would do a career fair and they had local business and colleges come and present to students. They ended up getting rid of that which was a bummer and we gave the psat 8/9 for the those kids so we ended up having 3 grades testing and one grade out of the building. We gave 2200 tests that year and that was rough haha. After the tests were over, the second half of the day was a normal school day for 9-11th grade with no seniors in the building.

Best of luck!

Andrew Smeathers MS, NCC, LMHCA

School Counselor
Last Names E-H and LSP

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Cathedral High School
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Here at Munster High School, we have a little over 1500 students. We have moved to giving all 9th graders the PSAT 8/9, all 10th and 11th graders the NMSQT, and reserve a wing of our building for senior presentations while the rest of the school tests. During that time, our seniors are given presentations from Junior Achievement and the cap/gown/graduation materials company. I think the senior piece is a bit dicey at times but the rest of the school testing works out better than before when we only tested the 10th and 11th graders. We worked on an adjusted schedules with no bells ringing until 11:35. We have three lunches (periods 4, 5, and 6) and our first lunch usually starts at 10:20, but we moved all lunches back so that those students who had first lunch went right after the test and then we ran only periods 4-8 for 33 minutes through the end of the day. Our students testing with accommodations were encouraged to bring snacks to eat during breaks because those with 100% extended time and those with extra breaks came very close to testing through all lunches.

I don't know if this helps. I've done the PSAT both ways and the way we do it now is so much better in the grand scheme of things. I cc'd our assistant principal on this email because he is the brains behind this whole operation 😊

Good luck!

Chrisanne Terry

We test in classrooms. At the same time, 12th grade is doing ASVAB, so most of school is testing in the morning. Seniors who don't need it (or who are ICE/career center and don't need it) go to the cafeteria as a study hall. Last year, 9th grade was supposed to go on a field trip but 1/3 of them didn't get to go because a location fell through. We had those students in the auditorium with a counselor doing things on Naviance and just talking about school in general.

E-LEARNING DAY!!!! At Muncie Central (about 1300 and test about 500) we do an E-Learning day on PSAT day. We have pretty good attendance rate (normally the kids that don't show are the kids that don't show for school anyways).

- Kids are assigned to a classroom, where there are 2 teachers in! Makes it nice!!
- We have a room in the morning where if we have kids that are late, they report to the late room and they get started testing around 8:30-8:45 where as the other rooms start around 8:15. Our bell rings at 8:05 so that still give kids who are somewhat late a few minutes to get to their assigned room.
- After the 8:15 time, the answer sheets with labels on them are picked up from rooms by extra teachers that are the "floaters." Those answer sheets are then brought down

to the late testing room. That way the kids that are strolling in after 8:15 we will have their labeled answer sheet waiting for them.

- We also take a "lunch attendance" of how many kids will want to take a sack lunch with them. Then when the test is over kids can go grab a lunch and head home.
- We have buses waiting to take kids home when the test is over.
- 9th and 12th graders do not report to MCHS. However, if we have juniors who are at the Career Center in the afternoon, they have to report there in the afternoon and cannot go home. 12th graders report to the career center also, whether they are AM or PM kids (since they don't test at all). The only students that miss going to the career center are our 11th graders that normally go in the AM.
- Yes, 10th and 11th graders do have E-learning assignments even though they tested. But we give our students about a week to get their E-Learning assignments in.

Hope that helps!! It is SOOO nice to have that E-Learning day. We have rooms to use, and extra teachers to help give the test. Let me know if you have any more questions!!

Sabrina

TQ

We have successfully (for many years) implemented the following "PSAT day activities" :

Test from 7:45 to approx. 11:45, then hold periods 5 and 7 with lunch in there.

Grade 9: Students meet in the advisory rooms (like home rooms) and have presenters and work on various topics.

Grades 10 and 11: All take the PSAT in their advisory rooms with their advisory teachers (these advisory teachers know their students, are in their own rooms, and test in groups of approx. 20). Materials are put together in packets by advisory teachers, advisory teachers pick up the packets the morning of PSAT and then administer the exam in their advisory rooms. We do have TV monitors in every classroom so one of the counselors broadcasts the entire exam over the CSTV. This way advisory teachers only have to distribute, pick up, and monitor testing (they like this).

Grade 12: Students may choose one of the following:

- a) Come to school and sit in large study hall and work on school work (not many takers here)

b) Sign up for and have a job shadow experience....parent must sign off on this

c) Go on a college visit.

If you want details contact:

Rachel Bracey (school counselor in charge of the 10 – 12 part: rbracey@sacs.k12.in.us)

Alyssa Braman (school counselor in charge of the grade nine part: abraman@sacs.k12.in.us)

Takes a lot of pre-coordination between administration, teachers, staff, attendance....but it provides consistent instruction & timing (all done on Closed Circuit TV), good meaningful experiences for grades 9 and 12 students.

I am retired now (actually was back at Homestead this week taking another counselors place who is on maternity leave), but was the originator of this plan over 15 years ago. It works!

We are a school of 2100. We test in classrooms. We use the 8/9 test for our freshmen and the PSAT/NMSQT for our 10th and 11th graders. It is not optional. Next year we will be giving an SAT School Day as well. Our 8th graders (in another building) also take the PSAT 8/9. Since the state has put in the SAT option in Bucket 3 for Pathways, we feel it is important to see benchmarks through the PSAT for 4 years of data so we can remediate before that SAT rolls around. Our seniors are told to go job shadow, do a college visit, do a volunteer experience for the morning. They must write a one page reflection on their experience. In the afternoon we run an extended advisory time - we offer our seniors job interview practice, resume building, college app help, financial aid info, and job application help during the afternoon when they return. The 9-11th graders are also in Advisory where we have thrown in some fun activities along with a lesson on resiliency.

Karen Moffett
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I just tested all of my freshmen (PSAT 8/9) and all sophomores and juniors (PSAT/NMSQT), a total of about 380 students. It is not optional for our students. Everyone tests in their homeroom with their homeroom teacher. We have had activities for our seniors or they come in on a late schedule - kind of a senior perk! Senior homeroom teachers are my "supporters" that cruise the hallways and/or are assigned to 3-4 rooms to help with the homeroom teachers.

Mrs. Darlene Quinlin
Assistant Principal for Student Services

We are 700 kids and test about 315. We also offered the School Day SAT yesterday and tested about 77 students. All Freshman were in the auditorium during the morning listening to various presentations (antibullying, vaping, mental health, and study time). We test all sophomores and juniors and seniors and some juniors take the SAT. The military brought in inflatables for the remaining seniors. Seniors could participate on the inflatables in the gym, go to the cafeteria for study time, or participate in a job shadow or college visit in the morning. we have early release on Wednesdays to the entire day is shot by the time testing is completed at 12:15. We shorted 3rd and 4th period to one hour each (we are on block schedule with only 4 classes per day).