

**PSAT Pre-Administration Instructions**  
**Sophomore AG Lesson Plan – October 10<sup>th</sup> and 11<sup>th</sup>**

**Objective:** Students will complete the student and school ID sections for the PSAT.

**Materials:** Teachers: Supervisor’s Manual and Answer Sheets  
 Students: Student email addresses, Student ID’s, No. 2 Pencils

Assignment	Standard(s)	Points	Assigned	Due
PSAT Pre-administration Sessions	Read technical/ instructional materials for information and apply to specific tasks.	5	10/10/16	10/11/16

This lesson will take two days.

By completing the Student and School ID (Boxes 1-23 and 28) of the PSAT answer sheet ahead of time, we can reduce the time students miss class on the actual Testing Day (October 19<sup>th</sup>). This will roughly save us about an hour of time that can be put directly back into your classes.

Before turning to the script, inform students that they will need **No.2 pencils** and **erasers**, their **Student ID’s**, and their **email addresses** for the preadministration session. You should also ask students to put away their Cell Phones or other electronic devices.

\*\*\*GETTING STARTED\*\*\*

Please hand out the answer sheets and check that everyone has the correct materials.

Please turn to Script B – Preadministration Session without Pre-ID Labels located on Page 15 of your Supervisor Manual and begin reading the instructions.

**NOTE:** Because we are conducting this preadministration session BEFORE test day, leave boxes 24-27 blank at this time. Also leave the Certification Statement blank. Once students have completed the identifying information on their answer sheets, return the filled-out answer sheets, unused answer sheets, and supervisor’s manuals to the counseling center. All items MUST be accounted for.

\*Please also leave a list of the students who were absent so that we can make sure those students get their information completed before PSAT day. Thank you!

### Additional Resources to Prepare for Testing

- Emphasize long-term preparation; the best preparation for SAT tests and college is reading widely, writing frequently, and taking challenging academic courses.
- Tell students that the tests have no penalty for guessing
- Direct students to the College Board website: [collegeboard.org/psatpractice](https://collegeboard.org/psatpractice)
- Distribute copies of the 2017 PSAT Student Guide, which includes test taking tips and practice tests.