PSAT/NMSQT MILESTONES: 2024-2025

Task/Event	Date
Submitting Test Orders The Corporation Test Coordinator (CTC) or School Test Coordinator (STC) must submit orders within College Board's SAT Suite Ordering and Registration (SSOR) system by the deadline based on the corporation/school intended testing start date. If the CTC places the order, they must indicate whether the corporation or the school will upload the initial registration file and **ensure that the school completes the order** by updating the required contacts in SSOR. View SSOR ordering details.	Monday, April 29 - Monday, September 23
College Board Account Creation/Updates CTCs must ensure all staff who require access to College Board services creates or updates their College Board professional account.	June - August
SSOR Access Setup The Indiana Department of Education (IDOE) and College Board provide CTCs and STCs with access to SSOR. CTCs/STCs may provide additional access to other school users to place orders in SSOR, as needed. View SSOR managing access tool details.	May - August
Services for Students with Disabilities (SSD) Testing Accommodations Request Deadline CTCs must designate a primary SSD Coordinator at each school to oversee test accommodations. This primary SSD Coordinator is responsible for requesting student accommodations, but additional SSD staff may be requested to support the accommodation request process. IDOE and College Board recommend completing the accommodation request process as Section 504 Plan or Individualized Education Program (IEP) annual meetings occur throughout the school year. View additional information on SSD Online and accommodations.	Monday, August 12 – Monday September 9 (No later than seven weeks prior to intended testing start date)
Bluebook Application Installation Each corporation or school must install College Board's Bluebook testing application on school-managed devices that will be used for administering the PSAT/NMSQT. Bluebook will automatically update if any changes to the application occur. Allowing applications to auto-update on school-managed devices is recommended. Learn more about Bluebook device readiness and installation.	June - September
Submit Initial Registration Data File in SSOR Registration is required for all students that will be testing. Each corporation or school must establish a SAT Suite Data Coordinator who will upload the initial registration data file. The deadlines to upload initial student data files vary by when testing will occur. View student registration data file details here.	Tuesday, September 3 – Thursday, October 3 (No later than four weeks prior to intended testing start date)

Validate Uploaded Data and Register Students
After the initial student data file is uploaded, schools should reserve one week to complete the final two steps to complete student registration. View details in the Digital Registration Guide.
  1. Each corporation or school must establish one or more SAT Suite Registration users to review the initial registration data file in SSOR. IDOE recommends that the STC and SSD Coordinator serve in this role.
     a. The SSD Coordinator should verify accommodations are accurate for each student and be prepared to enter the student's SSD ID # if force matching accommodations is needed.
     b. The STC verifies accuracy of uploaded data, corrects any errors, and manually adds any missing students.
  2. To register students, the STC will select the box next to a student's name in SSOR and then click Register Students to register each student for the test.
	Monday, September 9 – Thursday, October 10 (No later than three weeks prior to intended testing start date)

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Task/Event	Date
Digital Readiness Check STCs conduct a Digital Readiness Check to ensure that devices meet specifications, Bluebook is functioning properly, student testing credentials are correct, student accommodations and accessibility features are available, exam setup is completed by students, and students are familiar with the Bluebook testing application/platform. View Digital Readiness Check details.	Monday, September 16 – Thursday October 17 (No later than two weeks before test day)
Required Training All STCs, SSD Coordinators, Proctor/Room Monitors, Hall Monitors, and Technology Monitors are required to complete online test administration training from College Board. Access more information on required College Board training.	September
Test Day Toolkit (TDTK) Access STCs will receive an email from College Board with instructions on how to establish access to College Board's TDTK, the online test administration system. STCs will grant access to TDTK to all other testing staff (proctors, hall monitors, etc.). Access to TDTK requires a College Board professional account. Learn more about TDTK.	September
PSAT/NMSQT Testing Window Indiana students may participate in the digital testing during the testing window as needed. Saturday testing is not funded by the state of Indiana.	Tuesday, October 1 - Thursday, October 31
Educator and Student Score Release Permissioned users may access results via the online K-12 Assessment Reporting System. Scores will be released in three phases. Each corporation and each school must have a Data Access Manager (DAT). DATs must provide data access to other district or school staff, as appropriate. Corporations and schools will have access to a PDF of the student score reports to distribute to students. View additional details on the SAT Suite of Assessment Score Reports.	Tuesday, October 22 - Thursday, November 14

Student Answer Submission	Educator Score Release	Student Score Release
Friday, October 11	Tuesday, October 22	Thursday, October 24
Saturday, October 26	Wednesday, November 6	Thursday, November 7
Thursday, October 31	Tuesday, November 12	Thursday, November 14

Students may access their scores in three ways:

- Schools distribute a PDF of the student's score report;
- Via the BigFuture School mobile application (if they opted-in during exam setup in the Digital Readiness Check); and/or
- Logging in to their personal College Board student account.

Updated 6/6/2024

Task/Event	Date
Official SAT Practice: Khan Academy Students can utilize Khan Academy's Digital SAT Prep Course to get focused SAT practice resources.	Early December
Big Future Scholarships Sophomores, Juniors, and Seniors can sign up for College Board's BigFuture Scholarships.	December
Data and Reports Workshops College Board provides workshops focused on assessing, understanding, and using PSAT/NMSQT data. Key audiences include district data leaders, school administrators, counselors, department chairs, and instructional staff. Workshops are free to any Indiana educator currently employed by a school or district.	December

PSAT/NMSQT Fall 2024 Resources	
Resource	**Description and Access**
Student Preparation Resources	Students can discover what PSAT/NMSQT testing is like and how they can prepare for success using College Board resources. Students may access full digital PSAT/NMSQT practice tests in Bluebook in July.
Family/Community Resources	Utilize College Board resources and presentations for family and community education.
Khan Academy	Khan Academy® has developed an Official Digital SAT Prep Course. Students taking the PSAT/NMSQT in fall 2024 can use this course to gain familiarity with the Digital SAT Suite of Assessments and complete practice questions in each of the content domain areas.

PSAT/NMSQT Resources and Contact

- ➤ PSAT/NMSQT Coordinator Hotline: 888-477-7728
- ➤ Student PSAT/NMSQT Customer Service: 866-433-7728
- ➤ IDOE's Office of Student Assessment: 317-232-9050

- ➤ College Board Resources and Assessment Information
- ➤ SSD Online
- ➤ Indiana Resources Google Drive
- ➤ IDOE's High School Assessment Webpage
- ➤ Indiana Assessments Policy Manual