

Report on inquiry regarding PSAT/NMSQT School Day and SAT

Through collaboration on pathways to help our students excel academically, we:

- prioritized providing access and opportunity by investing in SAT for seniors and the PSAT/NMSQT for juniors;
- provided all juniors the opportunity to qualify as National Merit Scholars (in many districts, the PSAT/NMSQT is only given to select students);
- offered additional preparation for the spring SAT school day through the administration of the PSAT/NMSQT;
- invested in Shmoop, a program designed to provide targeted support for students based on their results of the above-referenced exams.

To expose students to the PSAT 9 and PSAT 10, as well as the PSAT/NMSQT and SAT, practice tests were prepared for freshmen and sophomores. These practice tests are not sent to the College Board nor are they officially scored. Preparations were made to administer the above-referenced assessments on Wednesday, October 13, 2021.

Preparation for Administration

August 2021:

August 16th: The Consultant for Advanced Academics met with principals from South San High School and West Campus High School one-to-one and in person with their PSAT/SAT campus coordinators to confirm campus administration roles and responsibilities going forward for testing. Major deadlines were discussed as well as the supporting role of central administration.

- Coordinator manuals are available online ([SAT](#) | [PSAT/NMSQT](#))
- Comprehensive planning checklists are available in coordinator manuals

September 2021:

- September 7th: The Coordinator for Advanced Programs sent an [email](#) to PSAT/SAT campus administration to make sure that they were on pace to meet deadlines. Principals were CC'd as well.
- September 8th: The Consultant for Advanced Academics sent out a [follow-up email](#) to request again if campuses had any needs or questions for PSAT/SAT order.
- September 17th: Consultant for Advanced Academics and the Coordinator for Advanced Programs [hosted a meeting](#) with PSAT/SAT campus administrators to discuss logistics, deadlines, and to answer questions. The [coordinator manual](#) was shared and the highlights were covered. [Representatives from secondary schools were present.](#)
- September 20th: The Coordinator for Advanced Programs sent an [email](#) to PSAT/SAT campus administrators to login and confirm enrollment names and head counts

PSAT/NMSQT (1,193 - includes 287 actual test-takers and 906 practice test-takers) and SAT (477).

- September 22nd: The Coordinator for Advanced Programs met with campus administration from South San High School to review what was covered during the meeting held September 17, 2021. The Coordinator for Advanced Programs confirmed order numbers for the PSAT/NMSQT and SAT and submitted the PSAT/NMSQT bulk registration order the same day.
- September 24th: The Department of Academics hosted a College, Career, and Military Readiness (CCMR) [strategic meeting](#) in which PSAT/SAT deadlines were discussed ([presentation](#)) with campus principals in addition to logistics and student communication around the why.
- September 24th: The Coordinator for Advanced Programs submitted the bulk order and shared attendance numbers for the [PSAT/NMSQT \(1,193 includes 287 actual test-takers and 906 practice test-takers\)](#) and [SAT \(477\)](#).
- September 27th: [Communication via Blackboard](#) to South San High School families regarding PSAT/SAT Awareness Night ([message sent to 4,211 individual contacts](#) - 4,050 delivered, 161 not delivered)
- September 28th: South San High School hosted PSAT/SAT Awareness Night via Zoom at 6 p.m.

October 2021

- October 4th: The Coordinator for Advanced Programs [communicated](#) through an email best practices for PSAT/NMSQT and SAT setup and preparation.
- October 8th: [October events sent via email](#) to South San High School staff; the PSAT/SAT date was bolded in the email.
- October 12th: [Proctor training at South San High School](#) from 4:10 p.m. - 4:40 p.m. via Google Meets (30 teachers, 1 counselor, and 1 instructional coach attended the training).

Wednesday, October 13, 2021

The following issues were reported on the above-referenced date:

Issue reported: Some students ate lunch late.

Response: Normally, C-lunch at South San High School begins at 1:50 p.m. and ends at 2:25 p.m. On October 13, 2021, C-lunch began at 2:45 p.m. and ended at 4:05 p.m. so all students could have the opportunity to eat lunch.

Issue reported: Some students did not know their testing locations.

Response: Rosters were printed for the PSAT/NMSQT and SAT (11th and 12th grades). Rosters were printed for the 9th grade **practice** test. Rosters for the 10th grade **practice** test were printed without room numbers. All rosters were posted outside of the library and in the F building.

Issue reported: There were not enough **practice** PSAT tests printed

Response: Two teachers were given the wrong bins for the PSAT/NMSQT, which caused a shortage of **practice** PSAT tests.

Issue reported: Some students left testing locations early.

Response: Two students did leave early - one student left for a doctor's appointment and one student went to the counselor's office.

Issue reported: There was no supervision in classrooms because some teachers did not report to work.

Response: Eight teachers were absent. Hall monitors were trained to proctor PSAT/NMSQT and SAT exams and were assigned to classrooms. Campus and district personnel provided additional supervision for the **practice** PSAT.

Issue reported: Proctor administered a **practice** PSAT instead of the PSAT/NMSQT.

Response: Students in two classrooms did take the **practice** PSAT. College Board indicated that these students could take the PSAT/NMSQT make-up exam, which was administered on Tuesday, October 26, 2021 (173 scheduled for this date). The make-up exam for the SAT is scheduled for Thursday, October 28, 2021 (101 scheduled for this date). **All students who missed exams will have an opportunity to take them on make-up exam days.**

*Please note: students are scheduled for make-up exams for a number of reasons, including those unrelated to the issues reported.

**On October 13, 2021, 341 students took the SAT exam and 287 students took the PSAT/NMSQT. On October 26, 2021, 34 students took the PSAT/NMSQT make-up exam.

Supportive and Corrective Actions

District and campus administration will implement the following supportive and corrective actions:

Supportive Actions	
Central Office Administration	Campus Administration
Provide oversight of planning for College Board assessments (SAT, PSAT, Advanced Placement)	Provide a list to the Chief Academic Officer and Executive Director for Learning and Innovation of at least five staff members to provide support for testing administration.
Facilitate training opportunities for designated personnel (Consultant of Advanced Academics and Coordinator of Advanced Programs)	Invest in updated testing bins to include lids.
Designate at least four Central Office staff members to provide in-person support at South San ISD and at least one Central Office staff member to provide in-person support at West Campus on College Board testing days.	Provide exam day schedules to the Chief Academic Officer and Executive Director for Learning and Innovation at least two days before any College Board exam administration.
Facilitate or provide training in Shmoop for designated district and campus personnel.	
Support designated campus personnel with creating study plans for students preparing for any College Board-related assessments (SAT, PSAT, Advanced Placement)	

Corrective Actions: Campus Administration	
Corrective Action	Completed (Y/N)
Complete online training for PSAT 9 before October 25, 2021 (campus testing coordinator; designated support staff).	Complete 10/25/2021
Provide training to all coordinators and proctors at least three days prior to any College Board exam (unless otherwise noted by official manuals).	On-going last training completed 10/25/2021
Designate a SSD Coordinator and submit name to Chief Academic Officer and Executive Director for Learning and Innovation by October	Complete 10/22/2021

25, 2021.	
Record any virtual trainings or family meetings related to College Board exams.	On-going last recording 10/21/2021
Compile list of proctors and substitute proctors for any College Board exams.	On-going last recording 10/20/2021
Compile and submit student testing locations and assignments at least five days prior to any College Board exams.	On-going last recording 10/20/2021