

STUDENT ASSESSMENT

SAT and PSAT Updates

As noted in the November 1 edition of [Principals Digest](#), SAT School Day is **March 22**, and the PSAT 10 test administration windows are **February 21–March 24** and **April 12–28**. Schools are encouraged to administer both the SAT and PSAT on **March 22**, but have the flexibility to schedule the SAT for **March 1** and/or **April 25** and the PSAT for any day(s) within the testing windows. To continue to prepare for test administration, please review the following information and take appropriate action:

Designate a PSAT/SAT Coordinator and a Services for Students with Disabilities (SSD) Coordinator: If your school has not designated a PSAT/SAT coordinator and/or a SSD coordinator, you must do so as soon as possible to order materials and request testing accommodations for students with IEPs or 504 plans. To designate coordinators, log into the College Board’s [Test Ordering System \(TOS\)](#). For more information, refer to this [guidance](#). Note that SSD coordinators must request testing accommodations for students, for the **March 22** administration, by **January 31**.

Order PSAT and SAT Materials: Your PSAT/SAT coordinator must order PSAT 10 materials by **January 27** and SAT materials by **February 17** through College Board’s [TOS](#). When ordering SAT materials, your school must choose a makeup date; **April 25** is the makeup date for the **March 22** SAT School Day administration. Unless schools select a make-up test date, they will be unable to order materials for a subsequent administration in the event of a school-wide or citywide closure due to inclement weather or another event. Individual students unable to test on SAT School Day will be provided vouchers for weekend SAT testing on **June 3**. For more information on ordering makeup testing materials, including test date flexibilities available to schools, refer to the [SAT and PSAT Infohub page](#).

Encourage Test Coordinators to Attend Trainings: College Board will offer training sessions to support PSAT/SAT coordinators with ordering on **January 11** and **18**. These trainings are optional and provide opportunities for test coordinators to ask logistical questions prior to ordering deadlines. Your PSAT/SAT coordinator may register for training via the links included on the [SAT and PSAT Infohub page](#). Note that test coordinators will receive a link to a separate,

mandatory online training at least two weeks in advance of the test administration date; this training must be completed prior to testing.

Schedule Eligible Students in STARS: All schools that place orders for the PSAT 10 and SAT exams will receive labels with pre-populated information from the College Board/ETS during the week of **February 20**; these labels will arrive in alphabetical order. If your school would like to receive your labels by section, or if you would like to receive labels for students that are off-cohort (for non-traditional schools) you must schedule your students (by section) in STARS, using exam codes “ZXSATH” for the SAT and “ZXPSATH” for the PSAT by **January 20**. If you do not schedule your students in STARS, the DOE will bulk schedule all students in your junior-year cohort for the SAT, and all students in your sophomore-year cohort for the PSAT. Schools in non-traditional settings (such as D75, D79, Transfer, International, Alternative Learning Centers, and YABCs) have additional flexibility with SAT School Day and can offer exams to any student, in any cohort, but will not receive pre-populated labels for students testing out of cohort unless the students are scheduled for the exams in STARS. More information on this process can be found on the [SAT and PSAT InfoHub page](#) and the SATSchoolDay@schools.nyc.gov.

For questions, email SATSchoolDay@schools.nyc.gov.