

Wykoff, Matthew V.

From: Milam, Erin L.
Sent: Friday, October 10, 2014 2:06 PM
To: Vance High All Staff
Cc: Mazzola, Alex J.; Ford, Willie M.; Robinson, Ashely G.; Taylor 1. Mercado
Subject: Schedule for next Wednesday
Attachments: PSAT Schedule 10-10.xlsx

Good afternoon,

I am sending out the schedule for the PSAT early so that everyone has a chance to read and understand their assignment. We will have 3 grades testing on Wednesday so it will be over 1200 students testing at once!!! Scroll all the way to the bottom of the spreadsheet☺

For 10th and 11th graders, they will be taking the PSAT, which is an extremely secure exam, as scholarship money and awards rely on it being given accurately. The requirements are that proctors are only needed in rooms of 35 or more, so there will not be a proctor assigned to each room. Instead, you will see that one hallway monitor is assigned 2-3 rooms. They must sit in the hallway and be ready to escort students to the restroom. At the conclusion of testing, they will need to watch the rooms so the administrator can bring up the materials. I was careful to select rooms that are next to each other in case you have to keep an eye on two rooms at once!

9th grade homerooms will be taking the Mock PSAT. This will not be a secure test, but is a practice test that will give them results and feedback in Triumph Learning. They are required to complete this practice test. You will need to pick up a bin in the morning from me, but you can bring it back down to me at the end of the day.

Please remember the Testing Code of Ethics training. It is extremely important that we follow the rules. If you are unsure of something, please ask right away. Don't wait until the test is over, because we can't do anything at that point!!!

12th grade homeroom teachers- you will receive information from Ms. Mercado with instructions for your students.

I appreciate your help and support. Have a restful weekend!

Erin L. Milam, M.Ed., NBCT
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