

## PSAT/NMSQT Fee Waivers

Economically disadvantaged students entering 11th grade can take the PSAT/NMSQT in fall 2018 **at no cost** and can be immediately connected to over \$220 million dollars in scholarships. The instructions for ordering PSAT/NMSQT exam fee waivers have been adapted from those provided by the College Board. Please contact [Tandra.Martin@tn.gov](mailto:Tandra.Martin@tn.gov) for additional information.

### Quick Facts

- **Fee waivers are for low-income students<sup>1</sup> entering the 11th grade taking the PSAT/NMSQT.**
- **Fee waivers might not be available after the [June 2018 fee waiver deadline](#).**
- Schools, not students, request fee waivers.
- There are no fee waivers for the PSAT 10 or PSAT 8/9.
- Translated test directions are available in 13 languages. Word-for-word glossaries are available during testing for 36 languages.
- The cost of the PSAT/NMSQT for students not eligible for a fee waiver is \$16.00.

### 2018 PSAT/NMSQT Testing Schedule

- Primary in-school test day: Oct. 10
- Saturday test day: Oct. 13
- Alternate test day: Oct. 24

### How to Request Fee Waivers

- PSAT/NMSQT coordinators request fee waivers on the [test ordering site](#).
- Order early and estimate carefully.  
Schools are allocated a number of fee waivers based on the quantity used the previous year. If you need a higher number of fee waivers, click **"Request more fee waivers"** on the [test ordering site](#) and provide the percentage of 11th grade students in the National School Lunch Program (NSLP) and the reason for your request.
- The College Board will notify schools in two business days if the request for fee waivers has been approved.

### Instructions for Ordering PSAT/NMSQT for Your School

1. Go to [collegeboard.org](http://collegeboard.org).
2. Login **or** create your College Board Educator Professional Account.
3. Click on **My Settings** to check your profile. Make sure that your Professional Information question of *Where do you work?* is up to date. Edit as needed.<sup>2</sup>
4. Click on **My Account** at the top of the page.
5. Select **My Dashboard** to see [My Tools and Services](#).
6. If you do not have **Test Ordering** listed on your chart, scroll down to **Add Additional Tools and Services**.
7. Select **K-12**.

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<sup>1</sup> Check criteria for student eligibility [here](#); priority deadline for fee waiver requests is the end of June.

<sup>2</sup> Access codes will not work if your organization in your profile does not match the code.

8. Click [Get Access](#) next to **Test Ordering** and enter your access code.<sup>3</sup>
9. [Test Ordering](#) will now be included on your chart of Tools and Services.
10. Click the link to [Test Ordering](#).
11. From the Welcome/homepage, click on the blue **Get Started** button.
12. Choose your test and administration date.<sup>4</sup>
13. Update or verify the testing coordinator and school principal contact information and click **Continue**.<sup>5</sup>
14. Enter the number of exams for each grade.<sup>6</sup>
15. The number of supervisor manuals and student guides will be automatically generated based upon your order numbers, but this can be changed manually if you need more. Click **Continue**.
16. If students have been approved for accommodations, you will be able to order those nonstandard exams next. If student accommodations have not yet been requested OR have been requested and not yet approved, you will need to return later to order these nonstandard materials. Both approval of accommodations and ordering of nonstandard materials must be completed by the final deadline.
17. In the comments section, include the following language: *"As part of a Tennessee Department of Education initiative, I am requesting additional fee waivers to promote opportunity for my low income students. The number of fee waivers I am requesting matches the number of my rising grade 11th grade students eligible for National School Lunch Program (free/reduced lunch) and other qualifiers.*
18. Check the box to accept the **Terms and Conditions**.
19. Click **Submit Order**.
20. If you have additional PSAT assessments to order, repeat this process for the correct exams.
21. Once you have completed all assessment orders, click on **View Order Details** on the Welcome page to track orders (shipping status), order fee waivers for eligible students<sup>7</sup>, and any optional services.

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<sup>3</sup> You need an access code to order exams. Contact PSAT/NMSQT Services at (888) 477-7728 if you need the code.

<sup>4</sup> If you are ordering multiple assessments (such as the PSAT/NMSQT for 10th grade and the PSAT 8/9 for 9th grade), you will need to complete two separate orders.

<sup>5</sup> This can be changed or updated at any time by clicking on the school name in the top right-hand corner of the page.

<sup>6</sup> You will see the number of students tested last year for comparison purposes.

<sup>7</sup> Check criteria for student eligibility [here](#); priority deadline for fee waiver requests is the end of June.