ATTACHMENT A

2013-14 FREQUENTLY ASKED QUESTIONS

PSAT AND ACT PLAN STUDENT TESTING PROGRAM

The Florida Legislature has appropriated funds to support the administration of the PSAT or ACT Plan (also referred to as PLAN in Florida law) pre-college entrance examination to grade 10 students in fall 2013. The purpose of this Frequently Asked Questions document is to provide additional information based on questions received from districts.

1. **Do all students have to take the PSAT or ACT Plan?**
   No. It is not mandatory for students to take the PSAT or ACT Plan, but schools should encourage all grade 10 students to participate.

2. **What about students with disabilities?**
   Students with disabilities must have access to the PSAT or ACT Plan. Testing accommodations included on an individual educational plan (IEP) or a plan developed under Section 504 of the Rehabilitation Act must be implemented if they are allowable under the test publisher's guidelines.

3. **Do home education students qualify to participate in the PSAT or ACT Plan program?**
   No. The law states that, "Each public high school…shall provide for the administration of the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) or Preliminary ACT (PLAN) to all enrolled 10th grade students." Since home education students are not enrolled in the public school system, they are not eligible to participate using the state funds.

4. **Do Department of Juvenile Justice (DJJ) facilities participate in the PSAT or ACT Plan program?**
   Yes. The law states, "Each public high school, including, but not limited to, schools and alternative sites and centers of the Department of Juvenile Justice, shall provide for the administration of the PSAT or PLAN to all enrolled 10th grade students."

5. **Do schools have to notify parents of the opportunity to exempt their child from PSAT or ACT Plan testing?**
   Yes. The law is specific on this point and states, "… a written notice shall be provided to each parent that shall include the opportunity to exempt his or her child from taking the PSAT/NMSQT or PLAN."

6. **Will the department provide a standard "written notice" for all schools to use?**
   No. Based on individual district circumstances and preferences, it is the responsibility of each district to determine the method by which it will inform parents of this opportunity. The written notice should describe the purpose and benefits of the PSAT or ACT Plan program and may include the following.
   - Grade 10 pre-college testing is an indicator of performance on the SAT or ACT.
   - The PSAT includes verbal, mathematics and writing components; it is used as a diagnostic tool to measure strengths and weaknesses of both students and the school's curriculum.
   - The ACT Plan includes four curriculum-based achievement tests: English, mathematics, reading and science, along with other components that provide a way to link academic performance to educational and career planning.
   - The program can help identify each student's potential for academic success at the postsecondary level.
   - Test results will provide high school guidance counselors with information to help identify students who may be ready to enroll and be successful in Advanced Placement and other college preparatory courses, or identify students who may need additional instruction to do so.
   - Test results can open up discussion about future education plans that may not have been considered otherwise.

7. **How will districts inform the department of their test selection and projected total enrollment of grade 10 students to be tested?**
   The Florida Pre-College Entrance Examination Program Selection Form (Attachment B) requires each district to identify its test selection and the projected fall 2013 enrollment of grade 10 students in the district.

   In addition, we request that each district complete and submit this form containing the following five data elements in the specified columns:

   1. Florida District Name and District Number;
   2. School Name and School Number;
   3. College Entrance Examination Board Code;
   4. Physical School Addresses; and
   5. Estimated Number of Participating Grade 10 Students.

   Districts should submit their selection form (Attachment B) no later than Friday, August 2, 2013, via email to Kira.Sullivan@fldoe.org.

8. **Does filling out Attachment B mean that I have ordered my materials?**
   No. Attachment B is a form that provides an estimate that is used by the department for procurement purposes.

9. **How do districts order materials from ACT or the College Board?**
   Once districts have submitted their test selection to the department, ACT or the College Board will send information to districts regarding ordering materials. **Districts should not order materials prior to receiving this communication.**

   If there are any questions about ordering materials, please contact the appropriate person below:

   ACT Plan – Gennine Holley, ACT, 319-321-5491

   PSAT – Mandy Carroll, The College Board, 850-521-4917

10. **Will the state pay for the administration of the PSAT or ACT Plan for students enrolled in grade levels other than grade 10?**
    No. Schools will be responsible for fees associated with the administration of the PSAT or ACT Plan to students in grade levels other than grade 10 and to **any grade 10 students who grid their grade level improperly**. The testing organizations will track the number of students who are actually tested and will invoice the department accordingly. **Please be aware that while schools are responsible for the cost of testing students who are not in grade 10, districts are responsible for cooperating with the testing organizations to verify that student counts at each school are accurate.**

11. **Is there a "percent tested" requirement for grade 10 students?**
    No. However, the intent of the law is to ensure that as many students as possible are given access to the PSAT/ACT Plan program and the related services that will be provided. The department will publish participation rates by school and district.

12. **If a student takes the PSAT in tenth grade, may he/she participate in the National Merit Scholarship program?**
    Yes. However, in order to enter the National Merit Scholarship Corporation competition, the student must take the PSAT again in grade 11.