

## Become a PSAT™ 8/9 Test Center for NUMATS Students

Make it easier for your students in grades 3-6, and those from other schools in your area, to access College Board's PSAT 8/9 test through Northwestern University's Midwest Academic Talent Search (NUMATS).

**NUMATS, in collaboration with College Board, is looking for schools to serve as host sites for testing.** By becoming a Test Center, more families and educators:

- Obtain appropriate assessment information for high-achieving and gifted students,
- Are not required to travel as far and have a more familiar location for testing,
- Get the opportunity to see your school.

**To set up a PSAT 8/9 test center at your school, here's what you need:**

- A staff member to serve as the test center supervisor (paid by College Board),
- Other school staff to serve as room supervisors and proctors (paid by College Board),
- Space for testing on one or more PSAT 8/9 test dates,
- Quiet testing areas, free from distractions and other events (classrooms preferred, with full-sized desks or tables and chairs with backs) and with plenty of space between examinees for security purposes,
- A secure location to store test materials.

**You may choose one or more of the PSAT 8/9 test dates to offer the test: Saturday, January 20, 2018; Saturday, February 10, 2018; Sunday, February 11, 2018.** All three dates will be available to all students; however, those who require a non-Saturday date due to religious observance **and** submit a letter from clergy will be given priority for the Sunday date.

If inclement weather requires your testing center to close, the makeup dates will be: Saturday, February 24, 2018 and Sunday, February 25, 2018

All PSAT 8/9 test centers will be listed in NUMATS online registration.

**To establish your school as a test center,** complete this form and e-mail it to [CBprojects@ets.org](mailto:CBprojects@ets.org). You will be contacted by ETS for more information.

**Questions?** Please contact ETS (Educational Testing Service):

- E-mail: [CBprojects@ets.org](mailto:CBprojects@ets.org)
- Phone: Michaela Artz - 609/683-2425  
Melanie Schine – 609/683-2249

School name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

School phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact title: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_ Contact phone: \_\_\_\_\_

**Thank you for your consideration!**