

Month(s) to be completed: October      Duration: 1 Session; 4 hours

Christina School District  
Secondary Guidance Best Practices  
Programs and Activities

Title of Activity: PSAT Test Administration      Grade Level(s): 9-11

Standard Competency Addressed (list all by Standard/Competency #):

A:A2.1; A:A3.2; A:B1.1-2; A:B2.5; PS:A1.8-9; PS:B1.1;

Superintendent's Performance Target Addressed:

Resources/Materials Needed:

PSAT Testing Materials

*Procedures/Lesson Plans (See Back of Form)*

Benchmark/Goal of Activity:

All students in grades 9-11 will have the opportunity to take the PSAT

Evaluation (means of determining if benchmark/goal has been met or is in progress):

Total number of students taking the PSAT for the given school year; % increase in test takers;

Comments:

PSAT Coordinator is responsible for coordinating testing activities with an assistance principal's assistance.

Submitted by:

Name: Counseling Team Summer 2004

School: Various

## Procedures/Lesson Plans

*Please provide a brief description of how this program/activity works and of any essential factors to its success:*

School counselors should encourage students to do their best on the PSAT. On testing day counselors should be on hand to help with administration, coordination, and dealing with any students suffering from test anxiety.

The PSAT Coordinator will handle the development of the testing schedule, room assignments, proctors, hall duty, etc. with the support of the administration.