

## PSAT/NMSQT and PSAT 8/9 Remittance Review - Mis-Grid correction instructions

The College Board is implementing a new process that will allow schools to review their PSAT remittance report and make corrections to avoid receiving an invoice for PSAT tests that should be covered by the district.

As a reminder, the district will cover the cost of the Fall 2016 PSAT/NMSQT exam administered on Wednesday, October 19, 2016 for all 10<sup>th</sup> grade students, and the Fall PSAT 8/9 (on various dates) for all 8<sup>th</sup> grade students.

A student who bubbled an incorrect (or omitted) grade level in his/her answer sheet is considered a **mis-grid**. This new process will allow schools to correct mis-grids.

For example:

- a 10<sup>th</sup> grade student indicated they are in 9<sup>th</sup> grade on their answer sheet.
- The PSAT Coordinator included the student as a 10<sup>th</sup> grader when creating the remittance report.
- This is considered a mis-grid and would need to be corrected.
- PSAT Coordinators should have reviewed the answer documents for correct grade levels before returning them, but errors can still occur.

Schools should receive an email alerting them that their “billable amount” has changed. This should prompt the PSAT Coordinator to review their remittance.

***The window for schools to review and make any needed corrections is December 12, 2016 to January 20, 2017.*** Schools that do not review and/or revise their remittances during this time will be invoiced for “mis-grids” at \$15 per test for PSAT/NMSQT, and \$10 for PSAT 8/9. *Corrections to Fall 2016 PSAT/NMSQT and Fall 2016 PSAT 8/9 invoices will not be made after January 20, 2017.*

Each PSAT Coordinator should follow the steps below to review their school’s remittance and correct mis-grids as needed:

1. Log into the *College Board’s Test Ordering System* (TOS) using your Professional Educator username and password at <http://www.collegeboard.com/school/>.
2. Click on **View/Edit Remittance Report**.
3. Review the section *Number of Students Tested*. If your school only tested 10<sup>th</sup> and 11<sup>th</sup> grade students, any students listed as 12<sup>th</sup> grade, 9<sup>th</sup> grade, or other, are likely mis-grids that need to be corrected. If your school tested students in other grade levels, verify that the number of students you tested per grade level is accurate.
4. If there are mis-grids, click on the link at the top of the chart **Grade Adjustments**. A message will appear regarding the ability to make grade level changes. Click **Continue**.
5. In the **Adjust Quantities** chart, make the necessary corrections. After making corrections, the total of the *changes* column must match the total number of *answer sheets* that have been scanned for the school.

6. When making corrections, please note the following:
- a. 20 or less corrections: Make the necessary correction in the chart. Click **Submit**. A message that changes have been applied will appear. The corrections then appear in the Number of Students Tested chart.
  - b. 21 to 45 corrections: If the total number of grade level changes is between 21 and 45, the PSAT Coordinator must enter the list of student names that are mis-grids. Enter the names of the students in the dialogue box provided, and then click **Submit**. The request will be reviewed for approval. *Pending* will display next to the requested adjustments until the request is reviewed. Upon approval, the status will be changed to *Approve*. Approval typically occurs within 2-3 business days.
  - c. 46 or more corrections: If there are more than 46 corrections, follow the same steps noted above (b) for 21-45 corrections. Requests for more than 46 corrections require additional review and will take longer to process.

**NOTE:** The PSAT Coordinator can utilize the *K12 Online Score and Report Portal* to identify students that are “mis-grids” by using the *Roster - Detailed Report* to quickly identify the students at each grade level.

Or, the PSAT Coordinator can contact Customer Service (877-477-7728) for assistance in identifying the students listed for each grade level.

Each PSAT Coordinator is encouraged to review their school’s remittance report and make any necessary corrections between December 12, 2016 and January 20, 2017. The district will not reimburse schools for invoices that are the result of mis-grids.

**Correcting Report Data:** It is important to note that a mis-grid adjustment requested is for invoicing purpose only, and does not change the score reporting grade the student entered in his/her answer sheet. Students must contact Customer Service to change the grade level that is included in on their score report. Once the grade level has been updated, it will take approximately one week for the corporation/school K12 online reports to reflect the change(s) made.

If you have questions regarding the mis-grid process, please contact:

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