

2018-19

The SAT® and SAT Subject Tests™

Guide to Policies and Procedures



Information
about registration
and scores



Important test
day regulations



SAT terms and
conditions



About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT® and the Advanced Placement Program®. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

Contacting Us

Regional and International Offices

Our College Board regional offices stand ready to help you find the guidance and enrollment tools you need, including workshops and other instructional programs for staff development, and recruitment, enrollment planning, admission, and placement services. Visit about.collegeboard.org for your regional office information.

Customer Service for Students and Parents

Students and parents can reach us from 8 a.m.–9 p.m., ET (8:30 a.m.–8 p.m. after the June test through August 19th).

PHONE: 866-756-7346

FROM OUTSIDE THE U.S.: +1-212-713-7789

EMAIL: sat@info.collegeboard.org

MAIL: College Board SAT Program
P.O. Box 025505
Miami, FL 33102

Services for Students with Disabilities

The SSD Office is open from 8 a.m.–6 p.m. ET

PHONE: 212-713-8333

TOLL FREE: 844-255-7728

EMAIL: ssd@info.collegeboard.org

The SAT Educator Help Line

The following contact information is for educators only:

PHONE: 888-SAT-HELP (728-4357)

FROM OUTSIDE THE U.S.: +1-212-520-8600

EMAIL: sat.help@info.collegeboard.org

Score Reporting Information

For information about score reporting for high schools, districts, and states:

PHONE: SAT Educator Help Line (see above)

EMAIL: k12reports@info.collegeboard.org

For information about College Board higher education score reporting:

PHONE: 855-475-3636

EMAIL: hedreports@collegeboard.org

For information about College Board institutional codes, contact Code Control:

PHONE: 609-771-7091

EMAIL: codecontrol@ETS.org

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Introduction

The tests in the SAT® Suite of Assessments—the SAT, PSAT/NMSQT®, PSAT™ 10, and PSAT™ 8/9—make it easier to help students navigate a path from high school through college and career. The tests are designed to:

- Measure the essential ingredients for college and career readiness and success, as shown by research.
- Have a stronger connection to classroom learning.
- Inspire productive practice.

As you guide your students through the college and career training choices they need to make, you can use this reference to understand and follow our test policies and guidelines for the SAT. You can also find information about our services, including fee waivers and score reporting.

Using This Guide

This guide first lists policies and procedures related to taking the SAT, beginning with registration, followed by test day regulations, and ending with using test results. Within each of these sections, topics are arranged alphabetically as in a glossary.

After the policies and procedures, you will find the complete SAT Terms and Conditions that students can access when they register or prepare for testing.

SAT Policies and Procedures

Registration

Registration Requirements

Students are required to provide information about themselves when registering. Online registrations can't be completed without this information, and paper registrations will be returned unprocessed if this information is missing.

- Required information for registering:
 - ◆ Acceptable photo (see “Photo Requirements”)
 - ◆ Sex
 - ◆ Date of birth
 - ◆ Grade level
 - ◆ High school code
- Students must register by the applicable deadlines (Visit sat.org/register).
- International restrictions apply, as covered under “Dates for Registration” and “Deadlines for Registration.”

Registration Policies and Procedures

Admission Tickets

All test takers who register to take the tests at a published weekend administration must present an admission ticket to be admitted to the test center. Students can print their admission tickets from their online accounts, whether they registered online or by paper.

- Every student who provides an email address will get a reminder to go online and print the ticket for use on test day.
- Students who register by paper or phone without providing an email address, or who request a paper ticket when registering by paper, will automatically get an admission ticket in the mail. If a student hasn't received an admission ticket by two weeks before the test date, they should call SAT Customer Service.

Alternate Test Date Registration

If a school-sponsored event conflicts with a test date, an alternate test date can occasionally be arranged. The following circumstances must apply:

- Only school officials—not students or parents—may request an alternate test date.

- The conflicting event must be unexpected. Regularly scheduled sporting events or previously scheduled school activities, such as a prom, aren't considered unexpected.
- An event such as an academic or athletic competition, when students have advanced through the competition, could be considered an unexpected event.
- The conflicting event must be sponsored by the school. Events organized by nonschool entities, private clubs, or recreational sports programs don't qualify. An academic or sports competition that the school sends a team of students to would qualify.
- The students involved in the event must be registered for the SAT test date in question before the unexpected event arises. Alternate test dates can only be offered to students who are already registered for the conflicting test date.
- For more information, see collegereadiness.collegeboard.org/sat/k12-educators/coordinating/alternate-test-dates.

Dates for Registration

The SAT and SAT Subject Tests™ are administered on Saturday, and Sunday (for those who can't test on Saturday due to religious observance), at test centers in more than 180 countries. See “Who Can Take the SAT” for restrictions on dates for registration.

- International centers offer the SAT in October, December, March, and May. They offer SAT Subject Tests in October, November, December, May, and June. See sat.org/international for more information. Sunday testing isn't offered in India or Pakistan.
- In the United States and U.S. territories*, the SAT is offered in August, October, November, December, March, May, and June. SAT Subject Tests are offered on the same dates, except for March. The SAT is also administered on specified school days for institutions (districts and states) that contract for SAT School Day testing (visit sat.org/schoolday for more information).

Deadlines for Registration

Regular registration closes by the dates published at sat.org/register. This protects the security of the

* American Samoa, Federated States of Micronesia, Guam, and Mariana Islands offer the SAT on international test dates.

tests and ensures that enough test materials and staff are available at each test center.

- Paper registrations that miss the last applicable deadline for a test date will be processed for the next available date whenever possible. Waitlist requests are available (online only) after the registration deadline until five days before the test. See “Waitlist Registration.”
- Late registration is only available for students registering in the U.S. or some U.S. territories. A late fee applies, except for students registering with a fee waiver. Domestic students registering by paper have about two weeks after the regular registration deadline to submit their registrations. Domestic students registering online or by phone have an additional few days to submit late registrations.
- All international registrations (paper, online, or by phone) must be received by the regular deadline. There is no late international registration.
- International students registering through an SAT International Representative or requesting to test closer to home (November, December, or May) must register by the early deadline (usually 45 days before the test date).

Fee Waivers

SAT fee waivers and associated benefits are available to low-income students in the U.S. or U.S. territories. U.S. citizens living outside the U.S. may also be eligible. Students who meet the eligibility guidelines below can get their first fee waivers through their school counselor; the fee waivers may be used for online or mail registration. Once a student has used a fee waiver or been identified as eligible through other means (e.g., by taking another assessment such as the PSAT/NSMQT®), future fee waivers and other benefits will be posted automatically to their College Board online account. See “What Fee Waivers Cover” or visit collegeboard.org/feewaiver for more information.

- Students must be in 11th or 12th grade to use a fee waiver to take the SAT or SAT with Essay, or in 9th–12th grades to use a fee waiver to take an SAT Subject Test.
- To be eligible for a College Board fee waiver, a student must be either enrolled in or eligible to participate in the National School Lunch Program (NSLP). For schools participating in federal programs such as Community Eligibility that prevent the use of NSLP to verify eligibility, the following criteria or indicators

can be used to confirm eligibility for SAT fee waiver benefits:

- ♦ The student’s annual family income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service.
- ♦ The student is enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound).
- ♦ The student’s family receives public assistance.
- ♦ The student lives in federally subsidized public housing, lives in a foster home, or is homeless.
- ♦ The student is a ward of the state or an orphan.

What Fee Waivers Cover

- The registration fee (and late fee if applicable) for up to two SATs, with or without the SAT Essay.
- The registration fee for up to two SAT Subject Test administrations (up to three individual SAT Subject Tests on a single test day).
- Unlimited score reports to send to colleges, universities, and scholarship programs.
- Unlimited CSS/Financial Aid Profile® fee waivers.
- College Application Fee Waiver forms.
- Two free Question-and-Answer Service (QAS) or Student Answer Service (SAS) reports.

NOTE: *The College Board’s fee waiver program helps income-eligible students and doesn’t replace third-party initiatives (such as district- or state-funded SAT) where they’re available.*

Payment

All fees must be paid in U.S. dollars. (For a list of fees, visit sat.org/fees.) Students may not send cash. Acceptable methods are:

- PayPal: PayPal is accepted in most countries for online transactions available through the registration application. Visit paypal.com to learn more.
- Credit card: The College Board accepts American Express, Discover/Diner’s Club, JCB, MasterCard, or VISA.
- Check or money order: Checks and money orders should be made payable to The College Entrance Examination Board.
- Fee waiver.

International students should go online for additional payment information or, if they are registering with

an SAT representative, should consult with the representative to confirm the acceptable forms of payment. In general, credit cards aren't accepted by SAT representatives.

Photo Requirements

Students must provide a photo of themselves when they register. If registering by paper, students will attach the photo to the registration form; otherwise, they'll be given instructions online for uploading their photo. The photo will become part of the admission ticket and will be available to the student's high school. If the test taker is granted an exemption from the photo requirement (such as a student in the eighth grade or below at the time of testing), the photo exemption will be noted on the ticket. Students are given tips for choosing photos at sat.org/photo and in the *Student Registration Booklet*. We emphasize the following requirements for acceptable photos:

- Shows only the student—no other people are visible.
- Shows a head-and-shoulders view with the subject's entire face, both eyes, and hair clearly visible (head covering worn for religious purposes is acceptable if the entire face and both eyes are visible).
- Is properly focused with a full-face view, clearly identifiable as the student and matches their appearance on test day.

Students are warned that if they aren't easily recognizable in their admission ticket photo, the staff won't admit them to the center. The guidelines online and in the *Student Registration Booklet* include a list of attributes to avoid (such as wearing sunglasses).

Registering Online

The easiest way for students to register is online at sat.org/register.

- To register online students will need:
 - ◆ A free personal College Board account.
 - ◆ A credit card, PayPal account, or fee waiver.
 - ◆ An email address.
 - ◆ A digital photo for upload during the registration process.
- Students who register online can print their admission ticket anytime and won't be mailed a paper admission ticket.

NOTE: Online registration availability by country is subject to change. Visit sat.org/international for the most up-to-date information.

Registering by Paper/Mail

Schools and SAT International Representatives can order a supply of paper registration packets to distribute to students who can't register online (order at sat.org/order-resources from May through October). The packets include a paper registration form, a guide, and a flyer explaining the registration requirements, all enclosed in a return envelope.

- Students must register by mail if they are:
 - ◆ Paying by check or money order.
 - ◆ Unable to upload a digital photo as part of the online registration process.
 - ◆ Requesting Sunday testing for the first time (for religious reasons only).
 - ◆ Requesting that a test center be opened closer to their home (if the nearest center is more than 75 miles (120 kilometers) from their home).
 - ◆ Registering through an SAT International Representative.
 - ◆ Under 13 years old.
 - ◆ Under 16 years old and residing in the European Union.
- Students who don't have an email address or who request a paper admission ticket on the registration form will receive a ticket in the mail.

Registering by Phone

Students who have previously registered for the SAT or an SAT Subject Test and have a recent photo on file may reregister by telephone. An additional fee applies. The Customer Service representative will apply the student's most recently provided photo to the admission ticket.

Registering with Accommodations

Students approved to test with accommodations need to provide their Services for Students with Disabilities (SSD) number at the time of registration. When registering by paper to test with approved accommodations, a student must include their SSD number with the form.

- A student who doesn't provide verification of SSD eligibility during registration will be registered without accommodations.
- Students who are approved for accommodations after they've registered, but at least nine days before the test date, will automatically be switched to an accommodated registration.

- If a student submitted a request for accommodations at least seven weeks before test day, but received approval less than nine days before the test, they should contact the SSD office to determine if the registration can be updated to include the accommodations. See the *Student Registration Booklet* or go to collegeboard.org/ssd for more information.

Registration Corrections

Students can correct their registrations in many cases through their online accounts. Certain corrections must be made by calling Customer Service in advance of the test date. Whenever a registration is updated, the student must print a new admission ticket to take to the test center on test day.

- Students can use their online account to upload a new photo up to five days prior to the published test date if they have concerns that the supervisor might reject the original photo.
- Students may make updates to their personal information (name, date of birth, or sex) after registering by contacting Customer Service no later than the Monday five days prior to the published Saturday test date, by 8 p.m. ET. No changes may be made after that time.
- Students can update their high school code at any time using their online account or by calling Customer Service.

Registration Changes Before Test Day

For security reasons, registration changes are subject to some restrictions. Whenever a registration is updated, the student must print a new admission ticket to take to the test center on test day.

- Changes to test date, test center, or test type (SAT to SAT Subject Tests or the reverse) aren't permitted on test day.
- Students need to pay a change fee to change the following registration details by the date indicated on the admission ticket:
 - ♦ Test date
 - ♦ Test center
 - ♦ Test type—from SAT to SAT Subject Tests or the reverse
- The following changes to personal and score report information can be made for free through a student's online account or by calling Customer Service. These changes can be made until nine

days after the published test date (as printed on the ticket under "Score Report Recipients"):

- ♦ Mailing address, phone number, and email address
- ♦ Score recipients—add, delete, or change

Registration Changes on Test Day

Students may change the following on test day, at the test center supervisor's discretion (subject to availability of sufficient staff, materials, and space):

- SAT Subject Tests selected. The following policies apply:
 - ♦ Students must choose tests offered on that date.
 - ♦ Language with Listening Tests can't be changed on test day.
 - ♦ Approved testing accommodations must be arranged in advance to ensure they're in place and available on test day. Students testing with specialized materials may be able to change to a different Subject Test on test day; however, in most cases specialized materials won't be available to make such a change.
- SAT Essay option—from SAT to SAT with Essay or the reverse. The following policies apply:
 - ♦ The change to the SAT Essay option must be requested at check-in.
 - ♦ Such changes will be made at the discretion of the test center staff; therefore, we can't guarantee that they can be made.
 - ♦ Students requesting a change will be seated after the other students on a first-come, first-served basis, if materials and space allow.
 - ♦ A change to the SAT Essay option will result in a refund or charge to the student, either as a refund/charge to the credit card used at registration or as a bill or check mailed to the student.
 - ♦ Once assigned a test room on test day, a student may not change the Essay option. Students attempting to change their Essay option after check-in and assignment to the appropriate room will be dismissed from the center and their scores will be canceled.
 - ♦ If a student seated in an Essay room decides not to complete the Essay, their official score report will include an Essay score of zero. If the student leaves the room before testing ends, all the scores from their test will be canceled.

- The following restrictions apply to changing the SAT Essay option on test day:
 - ◆ SAT School Day test takers can't change the SAT Essay option on test day.
 - ◆ Changing the SAT Essay option isn't permitted for waitlist test takers or test takers over 21.
 - ◆ The option may not be permitted in certain test centers—see sat.org/international for details.

Registration Restrictions

Those interested in taking the SAT for reasons other than its intended purposes (see “Who Can Take the SAT” on page 16) may only test in administrations where the SAT form is disclosed after the test, including:

- The October, March, and May administrations in the U.S. and Canada.
- The May administration internationally.

For international testing:

- Sunday testing and testing closer to home are not offered in India or Pakistan.
- Waitlist status is not permitted in Hong Kong, Korea, Macau, Nigeria, Singapore, Thailand, or Vietnam.
- As a United States–based corporation, the College Board, along with our representatives overseas, is subject to U.S. economic sanctions, laws, and regulations. We are therefore prohibited from providing testing services to or accepting registrations from persons designated by the U.S. government as Specially Designated Nationals and Blocked Persons (collectively, “Sanctioned Persons”), unless specifically licensed or otherwise authorized by the U.S. government. Payments submitted by or for such Sanctioned Persons may have to be placed in a blocked, interest-bearing account at a U.S. financial institution. If payment is not blocked under U.S. law, it may be returned to the registrant. If, however, a payment is blocked under U.S. law, the registrant may contact the U.S. Treasury Department’s Office of Foreign Assets Control (OFAC). Contact SAT Customer Service (see inside front cover) to obtain the current list of restricted countries. Additional information about the U.S. government’s sanctions programs and contact information for OFAC are available at treasury.gov/resource-center/sanctions.

Waitlist Registration

Students who miss the last registration deadline may be able to request waitlist status through their online account, for a fee, up until five days before test day.

- Waitlist test takers are seated on a first-come, first-served basis, determined by their arrival at the test center. They can be seated only after all regularly registered test takers have been admitted and only if sufficient test materials, staff, and seating are available. If seated, waitlist test takers will be charged the applicable fees.
- Waitlist status isn't offered for:
 - ◆ Language with Listening Subject Tests.
 - ◆ Test takers age 21 or older.
 - ◆ First-time registrations for Sunday testing.
 - ◆ Registration in Hong Kong, Korea, Macau, Nigeria, Singapore, Thailand, or Vietnam.
- The following policies apply to waitlist test takers:
 - ◆ Waitlist students must present an acceptable photo ID issued in the country where they're testing (a school-issued or government-issued ID from a country outside of the test center's location can't be accepted).
 - ◆ Fee waivers can't be used for waitlist status.
 - ◆ Waitlist students aren't permitted to change their test type on test day, including opting in/out of the Essay.
 - ◆ Waitlist test takers who are admitted to take SAT Subject Tests may take any available SAT Subject Tests except Language with Listening Tests.
 - ◆ Waitlist students testing with SSD accommodations should bring a copy of their eligibility approval letter to the test center. There may be enough materials and space available for students to take the test on a waitlist basis at the test center. However, in most cases, specialized test formats and equipment won't be available.

Test Day Regulations

The SAT policies for testing are designed to give every student an equal opportunity to demonstrate college readiness and to prevent anyone from gaining an unfair advantage. Students are responsible for understanding and following the admission and identification requirements and the test security and fairness policies at sat.org/test-day and in *The SAT and SAT Subject Tests Student*

Registration Booklet. Students who have questions about our ID requirements and policies, or who are unable to meet these requirements for some reason, should contact Customer Service at least 30 days in advance of test day.

Admission and Identification Requirements

Admission Ticket Requirements

A printed admission ticket is required for entry to the test center; no one without an admission ticket can be admitted on test day. The admission ticket must:

- Display name, address, date of birth, sex, and photo. The information must exactly match the information on the test taker's photo ID.
- Show a photo that meets our requirements.
- Indicate the test center, test type, and date it is presented for.

Students must keep their admission ticket ready for inspection at all times while at the test center.

Identification Requirements

Students must present acceptable photo identification for admission to the test center. To be acceptable, an identification document must meet these requirements:

- Be a valid (unexpired) photo ID that's government issued or issued by the school that the student currently attends.

NOTES: *School IDs from the prior school year are valid through December of the current academic year. For example, school IDs from 2017-18 can be used through December 31, 2018.*

- Bear the student's full legal name that exactly matches the name on the admission ticket, including the order of the names.
- Bear a recent, recognizable photograph that clearly matches both the student's appearance on test day and the photo on the admission ticket.
- Be in good condition, with clearly legible English language text, and a clearly visible photograph.
- Be an original physical document (not photocopied or electronic).

NOTE: *Not all of these requirements apply to Talent Search Identification documents used by students in the eighth grade or below (at the time of testing); however, Talent Search Identification Forms must bear an original student/parent signature.*

Students can present the following as acceptable identification (subject to certain restrictions as noted):

- Government-issued driver's license or nondriver ID card.
- Official school-produced student identification card from the school the test taker currently attends.
- Government-issued passport.
- Government-issued military or national identification card (such as the U.S. Global Entry identification card).
- Talent Search Identification Form (allowed for eighth grade and below). Note that students in the eighth grade or below who don't have a Talent Search Identification Form must still present an acceptable photo ID to be admitted to the test center.
- SAT Student ID Form. The form must be signed by the student in the presence of either a school official or a notary public, who must cosign it. The original form (not a copy) must include a photo, and the notary or school seal must overlap the photo. If signed by a school officer, the document must be on school letterhead. This form must be dated, is good for only one year, and is only valid as ID for testing in the United States. The form is available for download at sat.org/test-day.

Identification Restrictions

In all of the cases below, with no exceptions, only the listed form of ID will be accepted.

- Test takers testing in Ghana, Nepal, Nigeria, or Pakistan must present a valid passport with the test taker's name, photograph, and signature. Students in India must present either a valid passport or an Aadhar card. See sat.org/international for more information.
- Test takers testing in Egypt, Korea, Thailand, or Vietnam must present a valid passport or government-issued photo ID from the country where they're testing. A student who travels to another country to test must provide a passport as identification.
- Test takers with waitlist status must present an acceptable school- or government-issued photo ID that has been issued in the country where they're testing. Foreign passports, foreign national IDs, or IDs from foreign schools won't be accepted for waitlist test takers.
- Test takers age 21 or older must present an official government-issued photo ID, such as a

driver's license or passport. Student ID cards aren't valid for test takers 21 or older.

The following documents won't be accepted as proper ID under any circumstances:

- Any document that does not meet the requirements.
- Any document that is worn, torn, scuffed, scarred, or otherwise damaged.
- Electronic document presented on a device.
- Any document that appears tampered with or digitally altered.
- Examples of unacceptable ID:
 - ◆ Credit or debit card of any kind, even one with a photograph.
 - ◆ Birth certificate.
 - ◆ Social Security card.
 - ◆ Employee ID card.
 - ◆ Missing child (ChildFind) ID card.
 - ◆ Any temporary ID card.

Testing Room Policies

Calculator Policies

Students are responsible for bringing acceptable calculators on test day. A student taking the SAT or SAT Subject Tests in Mathematics should:

- Know how and when to use a calculator.
- Use a calculator they're familiar with.
- Use a scientific or an acceptable graphing calculator (four-function calculators are allowed, but not recommended).
- Bring extra batteries and, if possible, a backup calculator (test center staff won't have batteries or extra calculators).

Calculator Restrictions

The following restrictions apply to calculator use. Visit sat.org/calculator for detailed information about approved calculators.

- For the SAT, calculators may be used ONLY on the Math Test – Calculator portion, unless the student is approved for an accommodation. For SAT Subject Tests, calculators may only be used on the Mathematics Level 1 and Level 2 tests.
- Students using a calculator with large characters (one inch or more) or raised display that might be visible to other test takers will be seated in the testing room where other test takers can't view the large or raised display.

- Students aren't permitted to share calculators.
- Students who use their calculators to share or exchange information during the test will be dismissed and their scores will be canceled.
- The following calculators aren't permitted:
 - ◆ Laptops or other computers, tablets, cell phones, or smartphones.
 - ◆ Models that can access the internet or have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type features.
 - ◆ Models that have a QWERTY (typewriter-like) keypad, pen-input, or stylus.
 - ◆ Models that use paper tape, make noise, or use an electrical outlet (unless approved for an accommodation).

In addition, the use of hardware peripherals with an approved calculator isn't permitted. Some models with touch-screen capabilities aren't permitted (e.g., Casio ClassPad).

CD Player Policies (Language with Listening Subject Tests)

The listening sections of Language with Listening Tests are recorded on CDs. The CD player students bring to the test must be handheld and battery operated; no power cords are allowed; and test takers may not share CD players. In addition, the CD player:

- Must be equipped with headphones.
- Can't have recording or duplicating capabilities.
- Can't be part of a portable stereo (they're not permitted).

Students should have CD players that are in good working order and have fresh batteries. They should bring extra batteries and, if possible, a backup CD player.

Equipment Malfunction

The test center won't provide equipment or extra batteries. If a student's calculator or CD player malfunctions before or during the test, the student can switch to backup equipment and continue to test. If that's not possible, the student has the following options:

- For the SAT: Continue taking the test without a calculator (most questions can be solved without one), or cancel their scores. The entire test score must be canceled.
- For SAT Subject Tests: Cancel the scores on just the one test. The student must report the malfunction during the test and ask for an

SAT Request to Cancel Test Scores form to cancel their scores. In all other cases, if students wish to cancel scores from one test, they must cancel scores for all tests they take during a single administration.

Items Allowed in the Testing Room

When taking the SAT or SAT Subject Tests, students should bring the following:

- Printed admission ticket (electronic copies aren't accepted).
- Acceptable photo ID (see "Identification Requirements").
- Two No. 2 pencils with soft erasers: no pens or mechanical pencils.
- Acceptable calculator for tests that permit them.
- For the Language with Listening Tests only: acceptable battery-operated CD player with earphones.

Students may also bring:

- A watch with no audible alarm or communications/recording capabilities.
- A bag or backpack (which must be stored under the desk during testing).
- A snack and drinks (which must be packed away during testing).
- Extra batteries and backup equipment.

Items Prohibited in the Testing Room

Students shouldn't bring these devices or aids to the test center. Prohibited devices and aids include, but aren't limited to:

- Mobile phones or smartphones (phones will be collected before the test, and returned before dismissal).
- Audio players (except for CD players used for Language with Listening Tests only) or recorders.
- Tablets, laptops, notebooks, or any other personal computing devices, including wearable technology.
- Separate timers of any type.
- Cameras or any other photographic equipment.
- Smartwatches and any other devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content.
- Protractors, compasses, rulers.
- Highlighters, colored pens, colored pencils.
- Pamphlets or papers of any kind.
- Dictionaries or other books.

Phones and Electronic Devices Policy

Devices that can be used to communicate test content or share answers are not allowed in the test center. Students may not bring electronics of any kind with them on test day.

If, however, a student forgets to leave a device at home, they will be instructed to turn off all electronic devices and give cell phones and wearable technology to the staff in the testing room before the test begins. They should be sure to turn off a watch alarm, if they have one. Test centers are serious about security and ensuring a quiet testing environment, so prohibited devices must not make any sounds during testing.

If a device makes noise or a student is seen with it at any time, including during breaks, the student may be dismissed immediately, their scores can be canceled, and the device may be collected and its contents inspected. The College Board and the test center are not responsible for loss of or damage to personal items, including electronic devices, while a student is in the test center.

The College Board regularly bolsters its security efforts in order to protect the integrity of the test and ensure a fair SAT administration. From time to time, the College Board, ETS and its testing staff may employ enhanced security measures, such as the use of metal detecting wands to detect mobile phones and other electronic devices. Test takers should be prepared to undergo these security measures to ensure a fair testing environment.

The test administration staff are required to collect and hold phones and other prohibited electronic devices during the test administration, including break periods, or to deny admission to anyone in possession of a prohibited electronic device.

Test Administration Policies

Makeup Testing

Students whose test is canceled or who encounter certain irregularities may be offered a makeup test. The following policies apply to makeup testing:

- The availability of makeup testing and who is eligible to take a makeup test are at the sole discretion of the College Board.
- Only registered students can take a makeup test. Students who have already tested during the same administration may not use a makeup administration to retest or to take a different SAT Program test.

- Students may test only at the center where they're registered or authorized.
- Students may only take tests that they registered to take on the original date. During check-in only, students may be able to change their SAT Essay option, if the supervisor can accommodate this request.
- Sunday testing is offered for religious reasons only, not for makeup testing.
- The Question-and-Answer Service (see "Score Verification Services") isn't offered for makeup tests, even if it was available for the original test date.

Test Center Closures

Occasionally, test centers can't open on test day. In the event of inclement weather or other disruptions, the test center supervisor will notify local media outlets. If a test center is closed, the SAT Program will notify test takers about a makeup test date. Scores from makeup test dates are considered scores from the original test date.

See "SAT Terms and Conditions" for more information about conditions under which the College Board may cancel testing and what steps we take to ensure answer sheets are properly scored.

Test Center Complaints

A student with a complaint about the test center or testing conditions should report it to the SAT Program at testcenter@info.collegeboard.org by the fourth weekday after the test to ensure that an investigation occurs before their scores are released. The student should supply the name and address of the test center, the test name, and the test date. A student's scores may remain on hold while the complaint is being investigated.

Test Question Challenges

If a student believes there's an error or ambiguity in a test question, the student should continue testing. At the end of the test, the student should report the problem to the supervisor and then contact Assessment Design and Development at satquestion@collegeboard.org. The student should include the test name and date, test section, test question (as well as they can remember), an explanation of the concern, and their mailing address.

Score Reporting

Additional Score Reports

See "Sending Scores."

Additional Score Reports for Fee-Waiver-Eligible Students

Students eligible for fee waivers are entitled to unlimited free score reports that can be used while they're in high school. These score reports may be used at any time as part of registration or after students have received their scores.

- If students haven't previously registered with a fee waiver, but they meet the SAT Program's eligibility guidelines, their counselor can help them get the additional score reports using a fee waiver card.
- The student can order additional score reports by entering the 12-digit fee waiver code in the payment area online or by printing the fee waiver code from their completed card on the paper order form.

Canceling Scores

The student's signature is required to cancel scores. The signed request must be received by the College Board no later than 11:59 p.m. ET on the fourth weekday after the day of the test (Thursday for Saturday and Sunday test takers). Students testing on different days, such as students testing in school-based accommodated testing, should confirm the deadline that applies to them with the supervisor.

To cancel scores immediately after taking the test at the test center, a student should ask the test center supervisor for an SAT Request to Cancel Test Scores form. It can be completed and returned to the test center supervisor before leaving the room. A downloadable copy of the form is available at sat.org/resources, along with the address and fax number.

The following policies govern requests to cancel scores:

- Email or phone requests to cancel test scores can't be accepted.
- Once a request to cancel scores has been submitted, scores can't be reinstated and won't be reported to students, their high schools, or colleges.
- Scores are canceled on all tests taken at a test administration, except in the case of equipment malfunctions on a single SAT Subject Test.

- If a student erases all answers to a Subject Test, this will be treated as a request to cancel the test, and the scores for that test and all others taken that day will be canceled.

Unless the student cancels their scores, they remain on the student's record, even if they decide not to send them to any colleges or programs. Canceling requests to have score reports sent to a particular recipient institution isn't the same as canceling a student's scores.

Delayed Scores

Scores can be delayed for various reasons; we'll notify test takers if their scores are subject to any unusual delays. If a student's score report isn't available online when expected, they may need to check back the following week. Students who expect the paper score report and haven't received it six weeks after the scores have been released online should contact SAT Customer Service.

Keeping Scores on File

A student's test scores, responses to the SAT Questionnaire, and related personal information that they provide to the College Board become part of the student's record and are kept indefinitely, unless the student tested before entering the ninth grade. If a student tests in the eighth grade or before, their scores are removed from their file at the end of the school year in which they tested. If they don't want their scores removed, they must let us know before the end of August of the academic year in which they tested. See "Special Circumstances" at sat.org/register for information about when and how to request that scores be kept on file.

Missing Scores

If scores are missing from a student's score report, the student should contact SAT Customer Service. Students will need to provide identification information, test dates, and their list of score recipients. New reports will be sent at no charge if scores were mistakenly omitted from the score report. Scores from tests taken before ninth grade (usually for Talent Search purposes) aren't kept as part of the student's permanent record unless specifically requested.

Score Choice

Score Choice™ lets students choose which scores are sent to selected colleges for admission purposes and which are sent to selected scholarship programs. Score Choice is optional and, if students choose not to use it, all scores will be sent automatically.

- Students can sign up for Score Choice online or by calling Customer Service. Score Choice isn't available for paper orders.
- Scores from an entire SAT test are sent—scores of individual sections from different testing administrations can't be selected independently for sending. Essay scores will be included if the optional Essay was taken.
- Score Choice applies only to already-scored tests, so the reports ordered at registration will always include the scores from the registration's test date, plus all the scores from previous administrations that a student chooses to send.
- Score Choice only affects scores submitted to colleges, universities, and scholarship programs. Students, their high schools, and, in some cases, districts and states, will continue to receive all scores.
- Score Choice is an optional feature. Students should still feel comfortable sending all scores, since most colleges consider a student's best score. We recommend that students send all of their scores if they're not sure which scores to send.
- Colleges, universities, and scholarships continue to follow their own score-use practices, which may vary among institutions. The College Board has developed an easy-to-use system that highlights each participating institution's score-use practice. However, students should check with the institutions to which they're applying to ensure they send the right scores.

Scores by Phone

Students can call SAT Customer Service to get scores on or after the dates that scores become available. Score release dates for students are listed at sat.org/scores. An additional surcharge applies, and a credit card is required.

Sending Scores

Students have the following options for sending official score reports to colleges and scholarship programs:

- Choose up to four institutions to receive scores at the time of registration. These score reports are sent at no additional charge and are available through the date listed on the student's admission ticket (usually nine days after the test date). All scores from all registrations will be sent, unless the student changes the default in their online account.

- Choose additional institutions at registration, or anytime after, to receive scores. Additional score reports are subject to a fee unless the student is eligible for a fee waiver. Ordering scores online is easy, but scores can also be ordered using an Additional Score Report Request Form (downloadable from sat.org/resources).
- Codes of score recipients are provided online at collegeboard.org/sat-codes. Educators can also request a paper *SAT Code List* booklet at sat.org/order-resources.
- Students can send any or all scores to a college on a single report—it doesn't cost more to send one, multiple, or all test scores. (See "Score Choice.")
- Only score reports from completed and scored tests will be sent. Scores that haven't been released, or from tests that the student hasn't yet taken, won't be included.
 - ◆ For students who took the SAT without Essay, their scores will be sent once their evidence-based reading and writing and math section scores are complete.
 - ◆ For students who took the SAT with Essay, their scores will be sent only when their evidence-based reading and writing and math section scores and essay scores are complete.
- Score delivery to colleges will occur within 3 days after the first batch of student scores are made available following an SAT administration. Additional scores will be delivered to colleges as they become available on a weekly basis.
- Rush reporting is available for an additional fee. Rush scores are normally sent two business days after the student's request is received and processed. Please note that rush reporting shouldn't be ordered until scores from current tests have been released. Also, some colleges may not review the reports until their next scheduled delivery time. Rush reports don't cause the tests to be scored faster. Students can check their online account to see the approximate time frame for delivery to each institution.
- If a student orders score reports with a registration, those reports won't go out until after the administration takes place. For example, if ordered in November as part of a March registration, score reports won't be delivered until March scores are available in late March or early April.

SAT Student Answer Verification Services

Student answer verification services are offered only for the SAT. Because of the secure nature of the SAT, these services can't be offered beyond their scheduled availability. If a problem prevents us from delivering a requested service, the only remedy available is a refund.

For faster and more convenient delivery, the SAT Program now offers these services through the score reporting portal. Reports will be included as part of the online score report for students who order them. If a student who orders a report has registered by mail, they will also receive paper copies. Paper reports take longer to process and may arrive up to six weeks after the test date.

Question-and-Answer Service (QAS)

QAS gives students the chance to review a copy of the SAT questions for specific testing administrations, along with a record of their answers, the correct answers, and additional scoring instructions. QAS includes information about the types of test questions and the level of difficulty of each test question.

- Students can order QAS when they register for the SAT, or up to five months after the test date.
- QAS is offered in the United States and Canada in October and March for students testing on Saturday in a test center (not in school-based testing). It's available worldwide for Saturday, Sunday, and school-based accommodated testing in May.
- Students testing with school-based accommodations who wish to receive QAS for October or March should call the SSD office at least two weeks in advance of the test to see if arrangements can be made.
- QAS fees aren't refundable once the service has been fulfilled.

Student Answer Service (SAS)

SAS gives students a list of question types, level of difficulty, and whether they answered correctly, answered incorrectly, or omitted the answer. Actual test questions aren't included.

- Students can order SAS when they register for the SAT, or up to five months after the test date.
- SAS is available for all test dates for which QAS isn't available for (August, November, December, March, and June). SAS fees aren't refundable once the service has been fulfilled.

Score Equating Process

As part of scoring, every test goes through an equating process. Equating is a statistical process we use to ensure that scores mean the same thing no matter which version of the test a student takes or when they take it.

Score Verification Services

Multiple-Choice Hand Score Verification

The multiple-choice sections of all SAT Program tests are machine scanned. The scanning process is subject to careful and systematic quality control to ensure accuracy. The following guidelines are published in our test and practice materials and are given to all students:

- Use a No. 2 pencil and a soft eraser. Don't use a pen or mechanical pencil.
- Make sure you fill in the entire bubble darkly and completely.
- If you change your response, erase as completely as possible.

If a student's marks conform to the published instructions for marking the answer sheet, the scanning and scoring processes, combined with the quality control procedures, are designed to produce an accurate score. If a student believes the process didn't produce an accurate score, they may request a multiple-choice hand score verification. The student's entire answer sheet will be manually reviewed—a student can't request verification of scores for a single section on the SAT or a single SAT Subject Test taken with others on the same date. Hand-score verification is the most rigorous level of score verification, and it overrides the SAS or QAS. Students won't be able to request SAS or QAS for their hand-scored answer sheets.

Essay Score Verification

The SAT Essay scoring process includes an independent scoring of each essay by two qualified raters. If the two raters' scores differ by more than one point, a scoring director will score the essay. This automatic validation ensures the accuracy of the essay scoring process. If a student chooses to have an SAT Essay score verified, we'll determine whether an error was made in the scanning or processing of the SAT Essay scores assigned by the essay raters.

Requesting Score Verification

A student can request a multiple-choice hand score verification, an Essay score verification, or both, up to five months after the test date, by downloading and submitting a Request for SAT Score Verification form at sat.org/verify-scores or by calling Customer Service. There's a score verification fee to cover the costs of verifying either type of score (two fees are charged if both essay and multiple-choice verifications are requested). If a student used a fee waiver to pay for SAT registration fees, the score verification fee will be reduced by half. (Visit sat.org/fees for applicable fees.)

SAT Terms and Conditions

Students receive our test regulations either during registration (online or in the *Student Registration Booklet*) or as they prepare for the test(s) (in the *SAT Student Guide* or *SAT Subject Tests Student Guide*). The information provided here includes the policies that apply to actually taking the test. For the most up-to-date and complete terms and conditions, link to [SAT Terms and Conditions](#).

References to “SAT” and “SAT Program” refer to the SAT or the SAT with Essay, as well as SAT Subject Tests, unless otherwise noted.

- By registering for the SAT, the student is certifying that they are the person whose personal information is being provided for this registration and that the information they are supplying is accurate. Giving false or misleading information about themselves, such as name, address, date of birth, current grade level, expected graduation date, attending high school, or photo, can result in an investigation, cancellation of scores, and a testing ban for College Board assessments, and such other actions as the College Board, in its sole discretion, deems appropriate. We reserve the right to cancel scores from College Board test administrations that occurred prior to the test administration at issue.
- If your school participates in an SAT School Day administration and/or bulk registration process for the test, the College Board may receive students’ personal information, including first name, last name, sex, date of birth, and mailing address, from your school. This information will be kept secure and added to the students’ permanent College Board records to be used for score reporting purposes as well as the other purposes outlined in *The SAT and SAT Subject Tests Registration Booklet* and registration materials. By taking the SAT and signing the SAT answer sheet, students acknowledge that their school has provided this information to the College Board and they consent to the College Board retaining it.
- Creating multiple College Board student accounts, intentionally or inadvertently, is strictly prohibited and can result in an investigation and/or the merging of relevant records.
- If a student wants to cancel their scores, their request must be received by the fourth business day after a test administration. Once they submit the request to cancel scores, their scores can’t be reinstated and aren’t reported to them or their designated institutions.
- Each time a student tests, they can choose those colleges or scholarship programs they want to send their scores to. The first four are included with the test registration fee. Corrections and additions to the score report recipients can be made online until nine days after the test. The four score-sending requests included with registration cannot be applied to past or future score-sending requests or registrations.
- When a student sends scores as part of their test registration, all of their scores from previous administrations will be sent. They can change this default through their online account.
- For additional score report requests, only score reports from completed and scored tests are sent to colleges and scholarship programs. Scores from future tests the student registered for but hasn’t yet completed aren’t included. Students can send all their scores to an institution, or they can choose which scores to send an institution by test date for the SAT and by individual test taken for SAT Subject Tests. Score Choice is optional; if they decide not to use it when sending scores, the College Board will send all of the student’s scores to the recipient institutions.
- Most, but not all, scores will be reported online and available by phone several weeks after the test date. The student’s score report will be delivered to the high school, colleges, universities, and scholarship programs they indicated when they registered, and additional score report requests will be delivered a few weeks after the request is received. A paper copy of the score report can be requested at the time of registration.
- SAT Program policies are subject to change at any time for test security or other reasons. The SAT Program will attempt to provide adequate prior notice, although circumstances may limit our ability to do so.
- The College Board won’t be responsible for personal property, including prohibited items, brought to the test center on test day that becomes lost, stolen, or damaged.
- All personal property brought into the test center, such as purses, bags, backpacks, mobile phones, calculators and other electronic devices, may be subject to search at the discretion of the College Board, ETS, and its testing staff. Searches may include the use of tools, such as metal detecting wands or other methods, that detect

prohibited devices and/or their use. The College Board, ETS, and its testing staff may confiscate and retain for a reasonable period of time any personal property suspected of having been used, or capable of being used, in violation of our Test Security and Fairness policies, for further investigation.

- In certain cases when there is unexpected volume in a particular area, or for test security reasons, the College Board reserves the right to move test takers to a different location or to a subsequent test administration.
- In the event of a test security–related concern, public health threat, natural disaster, terrorist act, or other unexpected event or circumstance, the College Board may cancel testing for all or a particular group of test takers. When this occurs, the SAT Program notifies test takers in advance if possible. We will communicate test cancellations and, where feasible, alternative test dates for affected test takers.
- To ensure the integrity of the SAT Program, the College Board reserves the right to bar any individual or group of individuals from registering for and/or taking any College Board test.
- If the College Board becomes aware that you or someone else may be in imminent danger, including a determination based on the content of your essay, we reserve the right to contact the appropriate individuals or agencies, including your high school or law enforcement agencies. We may also provide the relevant essay or other content, along with any personal information, to those contacted.
- Except as otherwise indicated in these terms and conditions, the College Board, including its subcontractors, shall not be liable to test takers, schools, school districts, or anyone claiming by or through them for any damages, including direct, indirect, special, incidental, consequential, exemplary, or punitive damages, which are caused by, arising from, or otherwise related to the failure of test administration personnel, the students or the school, or the test center to comply with the College Board’s and its subcontractors’ test security and test administration policies and procedures, whether or not the College Board has been advised of the possibility of such damages.
- The College Board or its designee may make use of methods to capture images, video, or audio at any or all test centers for the purpose of test security. The resulting images or recordings,

which may permit the College Board to identify specific individuals, may be collected, stored, reviewed, and used for the purposes of (1) identifying and/or investigating possible SAT test security incidents; (2) collecting evidence in connection with possible SAT test security incidents; and (3) enhancing SAT test security. These images and/or recordings are maintained following the test administration for so long as is reasonably necessary for the purposes specified. Thereafter, the images and recordings are securely destroyed. The College Board will NOT use or disclose such information except as described above, as requested by law enforcement, and/or as reasonably necessary to protect the rights and property of the College Board or third parties.

- We occasionally pretest new items to determine if they should be included in a future SAT test form. These items may appear in any of the test sections, and testing time will be extended by 20 minutes so test takers have time to answer them. These items won’t be included in computing test takers’ scores.
- The College Board’s processes are designed to ensure that registration records are properly handled and processed, and that answer sheets are properly handled and scored. In the unlikely event of a problem with shipping or otherwise processing registration materials, answer sheets, or score reports, or with scoring the test, or score reporting, the College Board will correct the error, if possible, schedule a makeup test for impacted test takers, or provide a refund of the test fee. These are the sole remedies for test takers in relation to such issues. The College Board has sole discretion in determining whether to score lost answer sheets that are eventually recovered.

Test Security and Fairness Policies

When they take the SAT or SAT Subject Tests, students acknowledge that they agree to follow our test day policies and requirements, as detailed here:

1. They must present an acceptable photo ID for admission to the test center.
2. Allowing someone to impersonate them to take a College Board test, or engaging in impersonation to take a test for someone else, is strictly prohibited.
3. Sharing test questions or answers is prohibited at any time unless test content is released as part

of a College Board service (such as the Question-and-Answer Service).

4. Using phones, smartwatches, and certain other electronic devices is prohibited in SAT test centers.
5. They are prohibited from accessing secured test materials at any time before or after the test.
6. If they exit the building before testing ends, their scores will be canceled.
7. While they are taking the test, they must not allow anyone to see their test questions or their answers.
8. The timing of each test section is strictly scheduled. They cannot skip ahead or go back to a previous test or test section in the test book or answer sheet while taking the SAT or SAT Subject Tests.
9. If their essay doesn't reflect their original and individual work, their entire test score may be canceled.
10. They may not consult textbooks, other people, electronic devices, or any other prohibited devices or aids during the test or during breaks.
11. Calculators may not be shared, and may only be on their desk during the parts of the SAT and SAT Subject Tests they're approved for.

Violation of policies related to test security can result in denial of entry to or immediate dismissal from the test center, cancellation of their scores, and/or a ban from future SAT and AP administrations.

Who Can Take the SAT

The SAT can be taken on any of 4–7 weekend administrations if taken for its intended purposes:

- Applying to a college or university undergraduate program.
- Applying for scholarship, financial aid, or other programs that require a college admission test as part of their application process.

If we have reason to believe a test taker is not taking the SAT for its intended purposes, they may be transferred to an administration where the SAT form is disclosed after the test. In addition, the College Board reserves the right to investigate and cancel the SAT registration and/or scores of anyone suspected of attempting to steal and/or share test content.

Protecting Student Privacy

The College Board recognizes the importance of protecting student privacy. See collegeboard.org/privacy-policy for complete data privacy information.

During the registration process, we ask students for: name, address, date of birth, sex, and student ID. We may also ask for phone numbers and email addresses, school name, grade level or expected graduation date, ethnicity, and a parent's name, email address, and education level. Sometimes schools will give us students' personal information to register these students for College Board tests. Schools may share students' names, addresses, dates of birth, and gender, and in certain circumstances information about students to help the College Board determine if they qualify for fee waivers. Students provide any remaining personal information themselves. We only share student information for the following educational purposes (or under court order).

- We report scores to students and their schools, districts, and states to help measure educational progress and support students on their path to college.
- If students request it, we use information to send customized college planning information. We use student information to give SAT college application fee waivers and other benefits to income-eligible students.
- We share a limited amount of personal data with our partners—only what's needed for administering testing services and producing student score reports.
- On our website, we use student information to customize and personalize the content users see, such as important reminders about SAT test dates and college-planning milestones.
- We share de-identified student information with researchers so they can study it for College Board programs and services that help solve education issues.
- If there's an investigation involving validity of a student's test scores, a photo of the student may be sent to institutions that received the scores. Any college given access to the photo must certify that it has admitted the student.
- If requested by government agencies, we will provide student information without receiving a subpoena when the status of the investigation prevents issuance.

Students' use of Khan Academy practice resources will be governed by the terms and conditions on the Khan Academy website.

Students are required to provide their name, the name or code of their high school, and other personal information during the registration process. The College Board maintains records of the personal information and photo that they provided at the time of registration for each test date, which are used for the photo admission ticket required for test center entry. Students can choose to disclose their information for scholarship purposes, Student Search Service, score reporting to institutions other than their high school, and receiving communications from the College Board.

The College Board will disclose scores to a student's parent or guardian if the parent or guardian is able to supply to the College Board the required authentication information, unless the College Board determines in its sole discretion that its records on the student contain a court order, state statute, or legally binding document relating to matters such as divorce, separation, or custody that restricts the parent's or guardian's access to the student's scores. The College Board will not independently investigate whether a court order, state statute, or legally binding document exists other than in its records, rather relevant documents and information must be submitted to the College Board. The College Board reserves the right to request additional documents and information in connection with determining whether or not to disclose scores to a parent or guardian.

Telemarketing Fraud and Contacts from the College Board

We sometimes get reports of phone scams when callers posing as employees of the College Board try to sell test preparation products, or request sensitive, personally identifying information, such as credit card and Social Security numbers. **The College Board doesn't make unsolicited phone calls to students or families requesting this type of information.** This type of activity, known as telemarketing fraud, is a crime.

Grounds for Score Cancellation

The College Board and ETS (the College Board's test administrator) reserve the right to dismiss test takers, decline to score any test, and/or cancel

any test scores when, in our sole judgment, as applicable, a testing irregularity occurs; there is an apparent discrepancy in the test taker's identification; a test taker is improperly admitted to the test site, a test taker engages in misconduct; based on a test taker's testing history, the validity of the score is suspect; or the score is deemed invalid for another reason, including, but not limited to, discrepant handwriting, unusual answer patterns, or plagiarism. Pending investigations are kept confidential, but results of completed investigations may be communicated to intended score recipients, including if investigation indicates attempts to gain an unfair advantage through actions such as impersonation, use of prohibited items, or attempts to send/receive test content.

When, for any of these reasons, we cancel a test score that has already been reported, we'll notify score recipients that the score was canceled, but we won't disclose the reason for cancellation unless authorized to do so by the test taker, there is suspected impersonation, in certain cases that affect a group of test takers, in certain cases where there is an attempt to gain an unfair advantage, or where required by law.

Testing Irregularities Testing irregularities refer to problems or irregular circumstances or events associated with the administration of a test. When they occur, they may affect an individual or groups of test takers. Such problems include, without limitation, administrative errors (e.g., improper timing, improper seating, accommodations not approved by the College Board, defective materials, and defective equipment), indication of possible preknowledge or sharing of secure test content or responses (including analysis of test administration and response information), and other disruptions of test administrations (e.g., natural disasters and other emergencies).

When testing irregularities occur, we may cancel an administration or individual tests, decline to score all or part of the test, or cancel the test score. We may do this whether or not the affected students caused the testing irregularities, benefited from them, or engaged in misconduct. We are solely responsible for determining whether testing irregularities have occurred, and our decisions are final. When it is appropriate to do so, we give affected test takers the opportunity to take the test again as soon as possible, without charge. These are the sole remedies available to test takers as a result of testing irregularities. Students and parents may not review scores from the affected administration before choosing the option

of taking a makeup test. See page 10 for more information about makeup testing.

Identification Discrepancies When there's a discrepancy in a test taker's identification or photograph on the admission ticket, or the photo doesn't meet our requirements, the test taker may be denied admission to or be dismissed from the test site; in addition, we may decline to score the test, or immediately cancel the test score. If the photo on the admission ticket doesn't match the test taker's ID, they might not be admitted to the test center.

Misconduct When we determine misconduct in connection with a test, the test taker may be dismissed from the test center, or we may decline to score the test or may cancel the test score. Test takers whose scores are canceled due to misconduct will forfeit test and registration fees. Misconduct includes, but is not limited to:

- Removing any test questions or essay topics from the testing room, including through memorization, giving them to anyone else, or discussing questions or responses with anyone else through any means, including, but not limited to, email, text messages, or the internet.
- Improperly accessing the test, a part of the test, or information about the test or the test center.
- Referring to, looking through, or working on any test or test section in the test book or answer sheet, other than during the testing period for that test section.
- Referring to, or looking through, any test section while leaving the answer sheet blank.
- Attempting to give or receive assistance, including by copying; discussion or sharing of test content during the test administration, during breaks, or after the test; or communication with other test takers in any form while testing is in session in the testing room.
- Possessing any prohibited items such as, but not limited to, mobile phones, smartphones, smartwatches, other oral or written communication devices or wearable technology, notes, and reference books, etc., in connection with the test, including during breaks.
- Sharing or other misuse of equipment, including using a calculator on a test or test section for which calculator use is not allowed.
- Consuming food or drink in an unauthorized manner.
- Leaving the test room without permission.

- Leaving the building at any time during the test administration, including during breaks.
- Attempting in any manner to remove from the test room any part of a test book, any test questions or responses, or any notes relating to the test.
- Attempting to take the test for someone else or attempting to have someone else impersonate you to take the test.
- Disturbing others or refusing to follow instructions given by testing staff.
- Refusing to follow any of the test administration regulations contained in the registration booklet, in other registration materials, or given by the test supervisor.

Testing History Based on a test taker's history, their scores may be canceled without applying procedures normally used for students as explained in the "Invalid Scores" section.

Invalid Scores We may also cancel scores if there's substantial evidence that they're invalid for any other reason. Evidence of invalid scores may include, without limitation, plagiarism, discrepant handwriting, unusual answer patterns, paraphrasing of text from published sources, and essays that aren't independent compositions.

Before canceling scores we notify the test taker in writing, via email if possible, about our concerns, let the test taker submit information addressing them, and consider any submitted complaints. If substantial evidence still exists that the scores aren't valid, we offer the test taker options that may include voluntary score cancellation or third-party review, a free retest under closely monitored conditions, or arbitration in accordance with ETS's standard Arbitration Agreement. When notifying the test taker about concerns, we send a copy of the booklet *Why and How Educational Testing Service Questions Test Scores*, which explains this process in greater detail. (Any test taker may request a copy of this booklet at any time.)

If at any time before, during, or after a review of questionable scores, we determine that test misconduct has occurred, we may treat the matter under our misconduct procedures; in that event, the options described as applicable for invalid scores or testing irregularities will not be available, even if those options were previously offered.

The retest option is available only for tests administered in the United States, U.S. territories, and Canada. The arbitration option is available only for tests administered in the United States and U.S. territories.

Suspected Impersonation In cases where we believe that someone other than the registered test taker took the test for the registered test taker, and in other cases where required or permitted by law, we may refer the matter to law enforcement and inform the registered test taker's parent(s), legal guardian(s), high school, colleges, and other institutions that the registered test taker requested scores be sent to. The registered test taker specifically acknowledges, and agrees to, such disclosure.

Reporting Misconduct or Suspicious Behavior

We encourage you to report any suspected violation of Test Security and Fairness policies, or any security issues, as soon as possible to testssecurity@info.collegeboard.org.

Reporting Violations

If we find that a student has gained or attempted to gain or share an unfair advantage on any College Board test, we reserve the right to share this information with their high school, any other score recipients, law enforcement, and any other government agencies in the U.S. Test takers agree to promptly report any suspected violations to us.