SAT On-Campus Program  

July 2017 – June 2018

**IMPORTANT:** The SAT® On-Campus Program will not be offered beyond June 30, 2018.

**What is SAT On-Campus?**

The SAT On-Campus Program is a convenient assessment program that can be used for:

- Local placement and advisement purposes
- Determining which students are ready for entry-level college courses
- Identifying which students need remediation in basic skills
- Recognizing students who may be exempted from a particular course

You and your students cannot use the SAT On-Campus Program for:

- Applying to other colleges
- Receiving scores for college admission: The scores provided for the SAT On-Campus Program are not official scores, and they will not be reported to the student by the College Board
- Testing younger students who may take the SAT for college admission purposes at some time in the future

**Advantages of SAT On-Campus**

**Flexibility**

- You can choose the time and place to administer tests. On-Campus testing gives you the choice to schedule testing when it won’t conflict with other institutional activities.
- Administer the tests that will help you meet your goals. Test results can be used in a variety of ways. In addition to assessment and placement, the information can be used to track student progress or to advise students on course selection.

**Scoring Options**

You have several scoring options for the SAT. For immediate results, you may score the test yourself. Free software is provided to score the multiple-choice sections, along with instructions on how to read and score the essay at your institution. If you prefer, you may have the multiple-choice sections and/or the essay scored by the SAT On-Campus Program. (Refer to the Essay Scoring Service section later in this brochure about having SAT On-Campus score your students’ essays.) The SAT On-Campus Program does not offer scoring for SAT Subject Tests™. You will need to hand-score SAT Subject Tests yourself using scoring stencils provided.

**How the SAT On-Campus Program Works**

**Using the Test Materials**

The SAT On-Campus Program rents the tests and supporting materials to your institution according to the rental agreement stated on the order form. The rental agreement covers your institution’s administration of one test per student on the date or during the time period indicated on the order form. You should order the precise quantity of test materials needed to test students over a four-month period. You must provide an administration date or testing period during which you will administer the tests. Orders cannot be processed if the date/testing period is not provided on the form.

Tests are not reusable and must be returned by the end of the four-month rental period that begins with the first test date that you indicate on your order form.
Administration Manual

The Test Administration and Scoring Manual included with each shipment provides information for receiving, storing, administering, scoring, and returning SAT materials to the SAT On-Campus Program. Follow all appropriate security procedures when storing used and unused test materials and when returning test materials. Neglecting to follow the guidelines given in the Test Administration and Scoring Manual may jeopardize your results.

Test Book Return Forms

You must return all test materials at the end of the four-month rental period, and no later than June 30, 2018. Each shipment includes one or more Test Book Return Forms. You must complete a Test Book Return Form and include it in your return shipment of test books to ensure that the return is accurately recorded.

Practice Materials

Students may go online to sat.org/stpractice to access SAT Subject Test practice materials. Students preparing to take SAT On-Campus should use the 2014-16 Getting Ready for the SAT booklet, available by contacting the SAT On-Campus program at your institution.

SAT On-Campus Program Order Form

The order form for SAT On-Campus is available online at professionals.collegeboard.org/higher-ed/placement for downloading and printing. Fill out the order form and fax it immediately or mail it directly to SAT On-Campus. All orders must be submitted at least three weeks before your initial test date.

IMPORTANT: All test book orders must be placed before February 28, 2018. No orders will be accepted after this date.

Contact Information

MAIL: SAT On-Campus
P.O. Box 6725
Princeton, NJ 08541

PHONE: 800-430-3033

FAX: 973-735-1903

EMAIL: SAT_On-Campus@info.collegeboard.org

WEBSITE: professionals.collegeboard.org/higher-ed/placement

The SAT

Like the nationally administered tests, SAT On-Campus tests are current and secure, which means their contents cannot be disclosed, and they must be guarded to prevent unauthorized access to them. Make sure that you designate a secure location at your school to store the exam materials until use. The test books are shipped in sealed packs, and the seals should remain unbroken until you are ready to use the tests. Note that the official name of the test is now simply “The SAT,” but you may still see “SAT Reasoning Test”™ on some test materials.

Three scores are provided on the College Board scale of 200–800: one for critical reading, one for mathematics, and one for writing. Two writing subscores are also provided: a multiple-choice score from 20–80 and an essay score from 2–12. The total writing score, which is a combination of the multiple-choice and essay scores, is converted to the 200 to 800-point scale.
SAT Rental Fees

REMINDER: The last date to order tests is February 28, 2018.
The basic SAT fee within the United States is $42.00; outside the United States, including Canada, the fee is $55.00. Fees are per test book, per student. Institutions may either score their essays themselves or send them to SAT On-Campus to be scored for a fee. In addition to the basic SAT fee, the essay scoring fee is $6.25 per essay, with a minimum charge of $312.50 per reading session (50 essays).

SAT answer sheets are provided at no cost in quantities equal to the number of test books ordered. SAT test books may NOT be reused. The tests and related materials are rented from the SAT On-Campus Program for one-time use per test by the ordering institution. As indicated on the SAT On-Campus Order Form and Rental Agreement, all used and unused tests must be returned immediately following the four-month rental period. Please order exact quantities needed for administrations within the four-month time period; refunds are not available for unused tests.

SAT Scoring

SAT Scoring at Your Institution
All SAT scoring should be done using the MicroScore™ software, which is supplied free of charge with your first SAT order. MicroScore is designed to provide on-the-spot scanning, scoring, and reporting of the locally administered SAT. Check the specifications below to see if you have the necessary hardware to use the MicroScore CD. If not, you can send the answer sheets to SAT On-Campus for scoring. Hand-scoring is not an option for the SAT.

Hardware Specifications for MicroScore
- PC with Pentium-class processor
- 64 megabytes (MB) of RAM minimum; 128 MB or higher recommended
- Hard drive — 40 GB minimum
- Removable storage — CD reader
- Scanner set to “pencil”
  - Double-sided scanning head
  - Pearson NCS: OpScan® series
  - Scantron: ScanMark series
- Printer

Software Specifications for MicroScore
- MS Windows 98 or later
- MS Windows NT 4.0 with Service Pack 6 or later
- Anti-virus software
- Administration rights to install proprietary software on all PCs
- Appropriate scanning software
- MicroScore software

SAT Scoring by SAT On-Campus
SAT On-Campus scoring takes a minimum of 2 ½ weeks. You can submit multiple-choice only, essays only, or both types of tests together for scoring. Note the following points:
- Stand-alone multiple-choice sections will be scored and mailed in about 2 ½ weeks from the date the answer sheets are received.
- Multiple-choice sections and essays will be scored and mailed together 2 ½ weeks after the deadline for the respective scoring session. The first deadline is the 10th of the month and the second deadline is the 21st of the month. Essays received by the 10th of the month (1st deadline) will be scored in the first monthly session; essays received by the 21st of the month (2nd deadline) will be scored in the second monthly session. We will score any essays received after the 21st in the first scoring session of the following month. The charge for scoring is $6.25 per essay, with a minimum of $312.50 (50 essays).
IMPORTANT: Deadline to receive all test materials for scoring is **June 30, 2018.** Any materials received after this date will not be scored.

**The Essay Scoring Service**
The Essay Scoring Service is designed to assist colleges that administer the SAT On-Campus but do not have a staff of trained readers to score student essays. Essay scoring takes place twice a month, with scoring of answer sheets assigned to the closest scoring session.

1. Indicate the date you will be returning the essays to SAT On-Campus on your SAT On-Campus Order Form.
2. Send the used answer sheets to the SAT On-Campus Program for scoring. If you are submitting just essays for scoring, send only the essay page of each answer sheet. Keep a copy of the tracking number of your shipment.
3. Send a confirming email to **SAT_On-Campus@info.collegeboard.org** indicating when you sent the essays and the total number of essays sent. Include the tracking number of your shipment.
4. Upon receipt of your email, we will schedule your essays to be scored at the next available scoring session.
5. The essays will be returned to you with the scores entered on the answer sheet. Scan the returned essay page to use MicroScore to compute the writing score.

**SAT Subject Tests**
Like the nationally administered SAT Subject Tests™, SAT On-Campus SAT Subject Test forms are current and secure, which means their contents cannot be disclosed, and they must be guarded to prevent unauthorized access to them. Scores conform to the College Board scale of 200–800. The following SAT Subject Tests are available:

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<tr>
<th>Literature</th>
<th>Mathematics Level 1</th>
<th>Mathematics Level 2</th>
<th>French</th>
<th>Chinese with Listening</th>
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<tbody>
<tr>
<td>Biology E/M (Ecological/Molecular)</td>
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<td>German</td>
<td>French with Listening</td>
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<tr>
<td>Chemistry</td>
<td>United States (U.S.) History</td>
<td>Italian</td>
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<td>German with Listening</td>
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<td>Physics</td>
<td>World History</td>
<td>Latin</td>
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<td>Japanese with Listening</td>
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<td>Modern Hebrew</td>
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<td>Spanish</td>
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<td>Spanish with Listening</td>
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**SAT Subject Tests Rental Fees**
SAT Subject Test fees are $21.00 within the United States and $39.50 outside the United States, including Canada. Fees are per test book, per student, and include answer sheets, CDs for tests with listening sections, and scoring stencils. SAT Subject Test books are shipped in sealed packs, and the seals should remain unbroken until you are ready to use them. The test books may NOT be reused.

**SAT Subject Tests Scoring**
All Subject Tests are multiple-choice and must be hand-scored locally. SAT On-Campus provides you with instructions and scoring stencils for hand-scoring the total test scores as well as any subscores that apply.