

2017-18

SAT® SCHOOL DAY

Preadministration Instructions



How to conduct a
preadministration
session



Scripts
for leading
preadministration



The College Board

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For further information, visit collegeboard.org.

School Day Support (not for parents or students)

SCHOOL DAY SUPPORT HOTLINE: 855-373-6387, option 1

EMAIL: satschooldaysupport@collegeboard.org

Introduction

This booklet has the information and scripts you need to plan and conduct an SAT® School Day preadministration session. With a preadministration session, you can have students fill out their identifying information early to reduce paperwork and save time on test day.

The SAT School Day answer sheet lets students provide information about themselves, their high school experiences, and their plans for college. Filling out the fields may take up to 45 minutes, and **students must fill out the answer sheets under supervision in school**, so you should make your best effort to have all students complete it prior to test day. Otherwise, students will need to stay after testing to complete this information.

Checking Your Shipment

You'll find the following enclosed with copies of this booklet:

- Answer sheets bundled with *SAT School Day Answer Sheet Instructions*
 - Regular type answer sheets (in bundles of 10, 5, or singles)
 - Large-block answer sheets (if ordered)
- Copies of the *SAT School Day Student Guide*

NOTE: You may receive multiple shipments. Track your shipments at collegeboard.org/school.

Check the shipment to make sure you received enough materials.

⚠ If you don't have enough answer sheets, contact the College Board to order more—**photocopied answer sheets won't be scored**.

Once you've checked your shipment, store it securely until you hold your preadministration session.

If your school isn't using pre-ID labels, turn to "Preparing for Your Preadministration Session" on page 3.

If Using Pre-ID Labels


Your school may be participating in SAT School Day as part of a state or district initiative that includes bulk registration of eligible students. If so, you'll get one pre-ID label for each student who was included in the bulk registration file provided to the College Board, along with a memo—"Supplemental Instructions for

SAT School Day"—for their use. The preadministration script in this booklet includes instructions for students who have pre-ID labels on their answer sheets. Additionally, the scripts in the School Day manuals help you tell students who don't participate in the preadministration session how to complete their answer sheets after testing ends.

Pre-ID Label Supplemental Instructions for SAT School Day

The memo titled "Supplemental Instructions for SAT School Day," enclosed with your pre-ID label shipments (see below for a sample), lists all of the answer sheet fields that are given on your student labels.

Make photocopies of the "Supplemental Instructions," to share with each staff member assisting students in the preadministration session.



School Code: 010525
School Name: BRILLIANT HIGH SCHOOL

Supplemental Instructions for SAT School Day

Dear Supervisor:

Thanks for administering the SAT® School Day this fall. For your convenience, we're enclosing Pre-ID labels, which include students' names and basic information. You can apply the labels to the SAT School Day answer sheets ahead of time so that students won't need to fill out the following fields on the answer sheet. The number next to each item in the list corresponds to its answer sheet field number:

- Name (1)
- School (2)
- School Code (3)
- Date of Birth (5)
- Street Address (6)
- City (7)
- State (8)
- Zip or Postal Code (9)
- Country Code (10)
- Mobile Number (11)
- Grade Level (12)
- Email Address (13)
- Sex (15)
- Racial/Ethnic Group (21)
- Student Identification (23)

Please use the list above to prepare for using the labels. Direct your testing staff to find the instructions in the *SAT School Day Preadministration Instructions* for preadministration with Pre-ID labels. They should check off the directions for the fields that are included on the labels, indicating that those fields can be skipped. Staff must read all other directions to students who are filling out their identifying information on the answer sheets.

The enclosed labels may already be sorted according to your district or state's instructions. Please note the Sort field on each label.

Thank you for your participation.

The College Board

250 Vesey Street, New York, NY 10281
collegeboard.org


DATE: 061417 SEQ: 123456

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IMPORTANT: Your school's code and name should appear at the top of the instructions—if they don't, contact SAT School Day Support immediately.

Checking the Pre-ID labels

The labels are sorted as directed by the file provider, either alphabetically by grade or by an optional sort code (labeled “Sort”). The label looks like this:

SAT	AI: 123456	Gr: 11	Sort: 123AB
WASHINGTON GEORGE			
180 BROADWAY NEW YORK NY 10038			
ID:	Sex: M	DOB: 03/01/00	R/E: Y Tel: N Em: N
			
200000035-8			

The data provided on the labels may include:

- assessment
- school AI code
- (optional) sort group
- first name, last name, and middle initial
- mailing address (street, city, state, zip)
- student ID, SASID, or Social Security number
- sex
- date of birth
- grade
- race/ethnicity indicator
- phone indicator
- email indicator

All of the data fields provided for a student appear on the label. Some data fields are shortened on the label, although the complete data are captured in the barcode. For example, only the last four digits of the student ID are printed on the label, very long student names may be cut off due to space constraints, and yes/no indicators are used to convey whether telephone number, email, and race/ethnicity data were provided.

NOTE: Labels and answer sheets may not arrive at the same time depending on when orders were placed and label data were provided. Don't conduct your preadministration session until you have both.

Verifying and Applying Labels

As soon as possible after you get the labels, check them to see if they're correct:

- Is the school code correct?
- Do the students named attend your school?
- Is the grade level correct?

If your labels are incorrect, contact School Day Support immediately. If you have students with incorrect labels, or if you receive labels for students who are no longer enrolled in your school, please shred or destroy the labels in a secure manner. In such cases, you'll need to provide a blank answer sheet and have students fill in their information during the preadministration session. Don't use incorrect labels—they cause discrepancies in reports and billing.

If only the student's address is incorrect, do not give them a blank answer sheet. They can continue to use the same pre-ID label, so long as all the other fields are accurate. Students can update their address directly on the answer sheet, or in their College Board online account.

Before applying labels:

- If you have requested, but not yet received, College Board approval for any students to use a large-block answer sheet, don't apply their labels to answer sheets until the SSD coordinator gets notified of a student's accommodations approval.
- If you're offering both the SAT and the SAT with Essay, these students will use different answer sheets. Be sure to identify which students are taking the SAT and which students are taking the SAT with Essay. This ensures you'll apply each label to the correct answer sheet.

Once the labels have been verified, apply the labels in the shaded box on page 1 of the answer sheets (or the back page for large-block answer sheets). Place each label as accurately as possible within the box.

The “Preparing for Your Preadministration Session” section of this booklet includes instructions for how best to organize the labeled answer sheets for a smooth preadministration session.

Updating the Script for Pre-ID Labels

Prior to the preadministration sessions, meet as a group with the associate supervisors who will be administering the sessions. At this meeting, supply copies of this booklet and the “Supplemental Instructions memo” to the associate supervisors and instruct them to update the Script for Pre-ID Labels (starting on page 6) in their copies of this booklet. Students do not need to fill in the fields listed on the Supplemental Instructions. Associate supervisors should place a check mark next to each boldface instruction that indicates a section of the answer sheet that can be skipped. Here's an example:

- If Address is listed on the “Supplemental Instructions,” tell students to skip boxes 6–10.**

Preparing for Your Preadministration Session

Give students copies of the *SAT School Day Student Guide* as soon as you receive them so students can familiarize themselves with the test directions, question formats, and content ahead of test day. Tell them to read the “What You Need to Know About Taking the SAT” section for the terms and conditions that apply to the SAT. When you distribute the guides, inform students that you’re holding a session before test day. (See step 6 in this section).

To plan your session, take the following steps:

1. Assemble a list of students who will be testing (both standard and accommodated students).
 - ◆ If your school administers both SAT and SAT with Essay, develop a plan to provide students the correct answer sheet type.
 - ◆ Work with your SSD coordinator to identify which students on the Nonstandard Administration Report (NAR) should receive which answer sheet type, whether standard or large-block.
2. If using pre-ID labels, apply labels as detailed earlier.
 - ◆ If you’re waiting for approval to use large-block answer sheets for any students, don’t have those students participate in the session. Have them fill in their information on test day instead.
3. Assign a testing room to each associate supervisor administering the test. This includes staff administering the test on the primary test date and those testing students during the two-week accommodated testing window.
 - ◆ If your school is using testing room codes, assign a code to each room.
 - ◆ Note the testing room number (or other room identifier) on a container for storing answer sheets.
 - ◆ Once students have completed the identifying information on their answer sheets, store the answer sheets securely until test day in the appropriate containers for their assigned testing rooms.
4. Assign your list of students to the appropriate testing rooms—this will be the start of your room rosters. Indicate the testing room code (if applicable) for each student on the list. If you’ve placed labels on the answer sheets, organize them by the testing room assignments you’ve made.
5. You may decide to hold preadministration sessions in any number of ways (for example, in a class, in an assembly for students taking the test, or in small groups). Don’t let students take the answer sheets out of the room. All activities related to answer sheets must take place with school supervision.
6. If you know ahead of time that some students will have pre-ID labels and others won’t, remember to conduct separate preadministration sessions for these two groups of students to assure a better experience for both staff and students.
7. Inform staff and students of the planned sessions. Tell students they’ll need No. 2 pencils and erasers for the preadministration session. They may also need:
 - ◆ Student ID number, SASID, or Social Security number (depending on school, district, or state requirements)
 - ◆ Email address (optional)
 - ◆ A list of four colleges, universities, or scholarship programs they want their scores sent to. Students may select score recipients during the preadministration session and on test day.
8. Provide staff members assisting with the preadministration session with the following information students will need to know when filling out the answer sheet:
 - ◆ Your 6-digit school code
 - ◆ Optional code, if your school is using one
 - ◆ Direction on whether your school uses Student ID numbers, SASID, or SSN for student identification

Instruct staff to display the school code (and optional code, if used) in a prominent place in the preadministration room for students to see.

If Students Miss the Session

Some students who take the test may be absent for the preadministration session. The two testing manuals (for standard testing and accommodated testing) include instructions to help students fill out the answer sheet after testing is completed. If you have a large enough group of these students, consider assigning them to a separate room. This way they can complete the non-test portion of the answer sheet without affecting the test day schedule for other students.

Conducting the Preadministration Session

Please determine staffing needs prior to preadministration. Depending on the number of students you're testing, the preadministration session may be conducted by the SAT test supervisor or by one or more associate supervisors.

Before starting your session, display the following information for your students:

- School Code: _____
- Optional Code (if used): _____

You will also need to enter these codes into the scripts where required.

Give each student their answer sheet. You should check that students have the right answer sheet type: SAT or SAT with Essay. Also, some students on the NAR may be using large-block answer sheets. If your school has pre-ID labels, make sure you correctly match the labeled answer sheet to the student whose information is on the label. If you have not already done so, distribute a copy of the *Student Answer Sheet Instructions* to each student at this time, as well.

Using the following scripts, instruct each student to fill in personal information in boxes 1–23 on the first three pages and boxes 24–43 on the last two pages of their answer sheet (page numbers differ for large-block answer sheets). Students must fill in the appropriate bubbles (or squares on a large-block answer sheet) for their names, addresses, and other personal information. Students should skip boxes 44–48 on the answer sheet because these sections are completed on test day.

Read aloud all the directions in the scripts, which appear in the purple-shaded boxes. Read slowly enough to give students time to fill in their identifying information. Pause when *[pause]* appears to give students time to follow instructions. Instructions for the associate supervisors that shouldn't be read aloud appear outside the colored areas.

When students are ready, say:

Today we will complete the identifying information portion of the SAT answer sheet. You'll also have a chance to answer some questions about yourself and your college plans, and to select up to four colleges or scholarship programs to send your scores to.

If you're using a large-block answer sheet, read the directions on the front page for how to mark your answers. Your page numbers will be different from those I announce, but the field numbers will be the same as the box numbers I give

for everyone. You'll mark the squares with an "X" instead of filling in bubbles.

You need a Number 2 pencil to fill out the answer sheet. Please raise your hand if you don't have one.

Give No. 2 pencils to students who don't have them.

- ⓘ **If you're reading these scripts to students who have pre-ID labels on their answer sheets, turn to the "Script for Pre-ID Labels" on page 6.**

Script for Unlabeled Answer Sheets

For box 1, say:

Begin by filling in your legal last name, first name, and middle initial, if you have one, in box 1. Include spaces, hyphens, or apostrophes if these are part of your name. Print the letters in all caps in the boxes, then fill in the corresponding bubbles. Make sure each mark is dark and completely fills the bubble. Look up when you're done. *[pause]*

For boxes 2 and 3, say:

Move on to box 2. Fill in the bubble for "Yes," if you are testing at your school, then print our school's name, city, and state. Look up when you're done. *[pause]*

In box 3, print our six-digit school code _____ and fill in the corresponding bubbles. Look up when you're done. *[pause]*

- * Box 4–Optional code: Read script (A) if your school does NOT use optional codes. Read script (B) if your school uses optional codes.**

- (A) If your school does not use optional codes, for box 4, say:**

Don't make any marks in box 4, "Optional Code."

OR

Fill in the optional code before reading script (B).

- (B) If your school uses optional codes, say:**

For box 4, print _____ and fill in the corresponding bubbles.

For box 5, say:

Move on to box 5 and enter your date of birth. Look up when you're done. *[pause]*

For boxes 6–10, say:

Turn to page 2, and fill in your address in boxes 6 through 9. Leave box 10 blank. Raise your hand if you have any questions. Look up when you're done. *[pause]*

For box 11, say:

Box 11 asks for your U.S. mobile number. Only U.S. mobile numbers are accepted. By providing your number, you agree to receive text messages from the College Board about the SAT, to participate in research surveys, and to get free information on college planning services. Standard text messaging rates apply. You may opt out at any time. The College Board will not share your phone number with other organizations.

If you agree to these terms, enter your phone number. Please look up when you're done. *[pause]*

For box 12, say:

In box 12, fill in the bubble for your current grade.

For box 13, say:

Turn to page 3. If you'd like to get information from the College Board via email, including information about your scores once they become available online, write in your email address and fill in the corresponding bubbles in box 13. Indicate at the top of the box whether this is your own email address or a parent or guardian's address. If you give your own email address (not a parent's or guardian's) and opt in to Student Search Service at the end of this session, you may get information from colleges sent to your email address. I'll tell you more about Student Search Service later in this session. Please look up when you're finished. *[pause]*

For box 14, say:

In box 14, fill in the bubble for the month you expect to graduate from high school. Then print the two digits for your graduation year in the boxes and fill in the corresponding bubbles.

For box 15, say:

Mark the correct bubble in box 15.

Now say:

We're now going to skip ahead to question 23. We'll come back to questions 16–22 in a moment.

*** Box 23–Student ID/Social Security Number: Read script (A) if your school uses student ID numbers. Read script (B) if your school uses Social Security numbers.**

(A) If your school uses student ID numbers, for box 23, say:

In box 23 fill in the bubble labeled “Student ID Number,” then print and bubble in your student ID number, starting with the first column to the left. If there are letters in your ID number, skip them and only enter the numerals. If you don't know your student ID number, or don't want to give it, leave box 23 blank. Look up when you're done. *[pause]*

OR**(B) If your school uses Social Security numbers, for box 23, say:**

In box 23, fill in the bubble labeled “Social Security Number,” then print and bubble in your nine-digit Social Security number starting in the first column on the left. Do not include dashes or blanks. If you do not have a Social Security number, don't know it, or don't want to give it, leave box 23 blank. Look up when you're done. *[pause]*

Proceed to “Answering Questions Using the Student Answer Sheet Instructions” on page 8.

Script for Answer Sheets with Pre-ID Labels

Fill in the school code in the script below before beginning.

For students with pre-ID labels, say:

Please check the label on page 1 of your answer sheet (or the back of your large-block answer sheet). It will show your name and other information about you and our school. First, please check that I've given you the answer sheet that belongs to you. Then, confirm that your legal last name and first name are correctly printed on the label. *[pause]*

Next check that the school code listed is as follows:
[pause]

Next, check your date of birth, which is marked with the letters "DOB." Also check that your sex is correctly noted, and your grade. *[pause]*

Check your address. If your address is incorrect on the label, you will be able to fix it. Don't throw your answer sheet away. Raise your hand if you have any questions. *[pause]*

If a student has the wrong label on their answer sheet, see if it belongs to another student. Check the other answer sheets that you distributed to try to locate the correct one. If you can't locate a student's correct answer sheet, give them a blank answer sheet, and tell them to follow your directions to fill in their information. These students should fill in all fields, even those that are marked to be skipped in this "Script for Answer Sheets with Pre-ID Labels."

If a student's address is incorrect, but all other information is accurate, they may continue to use this pre-ID label—they can update their address directly on the answer sheet.

Your state or district may require that students validate their label information by filling in all boxes on the answer sheet. Throughout this section, you can choose either the script that tells students to skip field(s) provided on the label or the script that guides them to fill in the field(s).

*** Boxes 1–3– Name and School Information:** Read script (A) to students who can skip these boxes Read (B) to any students with who need to supply their name and school information.

(A) To students who can skip boxes 1–3, say:

Don't make marks in boxes 1, 2, or 3. Your name and school are given on the label.

OR

(B) To students who need to fill in boxes 1–3, say:

Begin by filling in your legal last name, first name, and middle initial, if you have one, in box 1. Include blanks, dashes, or apostrophes if these are part of your name. Print the letters in the boxes, then fill in the corresponding bubbles. Make sure each mark is dark and completely fills the bubble. Look up when you're finished. *[pause]*

Move on to box 2. Fill in the bubble for "Yes," then print our school's name, city, and state. Look up when you're done. *[pause]*

In box 3, print our six-digit school code _____ and fill in the corresponding bubbles. Look up when you're done. *[pause]*

*** Box 4–Optional Code:** Read script (A) to students if your school is NOT using optional codes. If your school uses optional codes, read script (B).

(A) If your school doesn't use optional codes, for box 4, say:

Don't make marks in box 4, "Optional Code."

OR

Fill in the optional code before reading script (B).

(B) If your school does use optional codes, for box 4, say:

In box 4, print _____ and fill in the corresponding bubbles. *[pause]*

*** Box 5–Date of Birth:** Read script (A) to students who can skip this box. Read script (B) to any students who need to provide their date of birth.

(A) To students who don't need to fill in box 5, say:

Don't make marks in box 5. Your date of birth is given on the label.

OR

(B) To students who need to fill in box 5, say:

Move on to box 5 and enter your date of birth. Raise your hand if you have any questions. Look up when you're done. *[pause]*

- If Address appears on your school's Supplemental Instructions, students with labels can skip boxes 6–10.**

*** Boxes 6–10–Address:** Read script (A) to students if the address is correct on their labels. Read script (B) to students who need to give their address or update it.

(A) To students who don't need to fill in their address, say:

Don't make marks in boxes 6 to 10.

OR

(B) To students who need to give their address or fix it, say:

Turn to page 2, and fill in your address in boxes 6 through 9. Leave box 10 blank. Raise your hand if you have any questions. Look up when you're done. *[pause]*

To all students, for box 11, say:

Box 11 asks for your U.S. mobile number. Only U.S. mobile numbers are accepted. By providing your number, you agree to receive text messages from the College Board about the SAT, to participate in research surveys, and to get free information on college planning services. Standard text messaging rates apply. You may opt out at any time. The College Board will not share your phone number with other organizations.

If you agree to these terms, enter your phone number. Please look up when you're done. *[pause]*

*** Box 12–Grade Level:** Read script (A) to students who can skip this box. Read script (B) to any students who need to provide their grade level.

(A) To students who don't need to fill in box 12, say:

Don't make marks in box 12. Your current grade level is given on the label.

OR

(B) To students who need to fill in box 12, say:

In box 12, fill in the bubble for your current grade.

- If Email Address appears on your school's Supplemental Instructions, students with correct labels can skip box 13.**

*** Box 13–Email Address:** Read script (A) to students who can skip this box. Read script (B) to students who need to give their email address.

(A) To students who don't need to fill in box 13, say:

Don't make marks in box 13. Your label indicates that your email address has been provided.

OR

(B) To students who need to fill in box 13, say:

Turn to page 3. If you'd like to get information from the College Board via email, including information about your scores once they become available online, write in your email address and fill in the corresponding bubbles in box 13. Indicate at the top of the box whether this is your own email address or a parent or guardian's address. If you give your own email address (not a parent's or guardian's) and opt in to Student Search Service at the end of this session, you may get information from colleges sent to your email address. I'll tell you more about Student Search Service later in this session. Please look up when you're finished. *[pause]*

For box 14, say:

In box 14, fill in the bubble for the month you expect to graduate from high school. Then print the two digits for your graduation year in the boxes and fill in the corresponding bubbles. *[pause]*

*** Box 15–Sex:** Read (A) to students with correct labels. Read script (B) to any students with missing or incorrect labels.

(A) To students who don't need to fill in box 15, say:

Don't make marks in box 15. Your sex is given on the label.

OR

(B) To students who need to fill in box 15, say:

Mark the correct bubble in box 15.

All labels list the student's sex.

Before continuing to answer the questionnaire questions (which are listed in the *Student Answer Sheet Instructions*), tell students how to fill in the remaining personal questions needed for scoring their answer sheets.

Now say:

We're now going to skip ahead to question 23.

- If student ID appears on your school's Supplemental Instructions, students with correct labels can skip box 23.**

*** Box 23–Student ID/Social Security Number:** Read script (A) to students who can skip box 23. To students who need to fill in box 23, read script (B) if your school uses student ID numbers, or read script (C) if your school uses Social Security numbers.

(A) To students who can skip box 23, say:

Make no marks in box 23. Your label includes this information.

OR

(B) To students who need to fill in box 23, if your school uses student ID numbers, say:

In box 23, fill in the bubble labeled "Student ID Number," then print and bubble in your student ID number, starting with the first column to the left. If there are letters in your ID number, skip them and only enter the numerals. Look up when you're done. *[pause]*

OR

(C) To students who need to fill in box 23, if your school uses Social Security numbers, say:

In box 23, fill in the bubble labeled "Social Security Number," then print and bubble in your nine-digit Social Security number starting in the first column on the left. Do not include dashes or blanks. If you do not have a Social Security number, don't know it, or don't want to give it, leave box 23 blank. Look up when you're done. *[pause]*

Answering Questions Using the Student Answer Sheet Instructions

Make sure students have approximately 45 minutes to complete the remaining questions on the answer sheet.

To all students, say:

Take out the *Student Answer Sheet Instructions* booklet that I gave you at the start of this session.

For box 22, say:

We're now going to skip back to question 22. When you take the SAT as a part of SAT School Day, you're entitled to send your scores—for free—to as many as four colleges or scholarship programs. Completing this section is optional and if you're not sure where you want to send your scores, don't worry—you'll have one more chance to take advantage of this free service on test day. Colleges and universities are always eager to get scores from students, even if you're not ready to apply. If you voluntarily send your scores to an institution, they'll see it as a sign of your interest in what they have to offer, which makes them more likely to consider your application.

Open your instructions booklet and find the "Score Reporting Code List," which begins on page 6. Follow the instructions to find the four-digit code for the school or scholarship program you want to send your scores to.

For each place you want to send scores to, copy the four digits in the boxes, and fill in the corresponding bubbles (if using a large-block answer sheet, print the digits as clearly as you can). Let me know if you have any questions.

Look up when you're done. *[pause]*

When everyone is ready, say:

Now we'll complete the rest of the boxes on this page and on the back page of your answer sheet, which asks for more information about you, your educational background, experiences, and outside school activities and interests.

There are certain advantages for you to complete this information. With your permission, it's provided to colleges, universities, and scholarship providers, and used to identify students who may be interested in the opportunities they offer. However, it's important that you know the College Board will also be able to use this information and provide it to others for additional uses, such as research.

You can complete this section or leave it blank—it's up to you. If your parent or guardian has told you that you shouldn't complete any optional or voluntary information, please just sit quietly as we go through this activity. Do NOT complete any question that asks for information your parent or guardian has told you not to provide.

Start at box 16 on your answer sheet. Instructions for how to complete these questions are provided in your *Student Answer Sheet Instructions* booklet, starting on page 1.

Once you have completed question 21, turn to the inside back page and back page of your answer sheet to answer the remaining questions.

Do not fill in boxes 44–48. You'll fill in those on test day. When you're finished, close your instructions booklet and place it next to your answer sheet on your desk. Please wait quietly while others finish. Raise your hand if you have any questions.

Completing the Preadministration Session

After the session, collect an answer sheet and *Student Answer Sheet Instructions* booklet from every student. Notify students that their answer sheets will be returned to them on test day.

The session is now over—you may now dismiss your students or carry on with your regular school day.

The SAT test supervisor should store answer sheets securely, organized by test room, until test day. Remind all staff that answer sheets are prearranged and cannot be handed out at random on test day. Associate supervisors will need to pay close attention to the names gridded on the answer sheet and/or pre-ID labels, ensuring students receive the correct answer sheet.

