CollegeBoard SAT®

2020-21

SAT® SCHOOL DAY

Standard Testing Manual

Look inside for:

- SECURITY REQUIREMENTS
- STANDARD TEST DAY SCRIPTS
- TESTING ROOM PROCEDURES

About College Board

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, College Board was created to expand access to higher education. Today, the membership association is made up of more than 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, 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.

For further information, visit **collegeboard.org**.

Contact Us

School Day Support (Educators Only)

SCHOOL DAY SUPPORT HOTLINE: 855-373-6387

- General SAT School Day questions and policies
- Test ordering site questions about placing or changing your SAT School Day order
- Test material questions or issues
- Services for Students with Disabilities (SSD) questions about testing with accommodations
- Security issues to report to the Office of Testing Integrity (OTI)
- Other test administration questions
- Billing questions

EMAIL: **SATSchoolDay@collegeboard.org**

Test Day Complaints

EMAIL: **testcenter@info.collegeboard.org**

Test Question Ambiguity/Error

EMAIL: **satquestion@collegeboard.org**

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Introduction

As the SAT School Day proctor, you play an important role in ensuring the successful administration of the SAT, a key milestone on the path to college for many students. Taking the SAT during the school day in a familiar, easily accessible environment allows students to demonstrate college and career readiness. It also means more students can participate in College Board programs that support college access.

Using This Manual

This manual is for proctors' use for SAT School Day testing only (not Saturday or Sunday testing) for the 2020-21 school year. Please do not share it with students or anyone else besides testing staff.

Where appropriate, the content is organized with **tasks** (what you need to do), followed by **key information** (what you need to know) related to those tasks. For example, **tasks** related to room setup are followed by **key information** about seating requirements.

Before Test Day

Before test day you'll need to participate in training provided by your test coordinator, and you'll need to prepare your room and materials. Completing the tasks in this section prepares you for testing.

During the Test

You'll administer the test by reading aloud the scripts exactly as they appear in this manual. Scripts appear in shaded areas; all other text is for your information and not to be read aloud.

After the Test

After the test you'll assist in wrapping up the administration, which includes tasks such as accounting for all materials and returning them to the test coordinator. Completing the tasks in this section ensures that students receive their scores.

Appendix Resources

We provide sample forms, schedules, and other resources in the Appendix of this manual (see the Table of Contents for a complete list with page references).

Typographical Icons

Typographical icons are used throughout the manual to draw your attention to specific information and action items:

Contact by phone

Security requirement

Testing Basics

About the SAT

The SAT is part of the SAT Suite of Assessments, closely aligned tests that reflect what students are already learning in their classrooms and help educators monitor student progress. Visit **collegeboard.org/sat-suite** to learn more about the SAT Suite.

The SAT focuses on the skills and knowledge that research indicates are essential for career and college success.

Standardized Testing

Uniform procedures are essential to a standardized testing program. To ensure comparable scores, testing staff must follow the same testing procedures and give instructions exactly as they appear in this manual.

Please ensure that you comply with all applicable laws, including those relating to discrimination. By strictly following College Board policies and procedures, you give students the best guarantee of fair testing and the best possible test day experience.

As the proctor, you're responsible for conducting a secure, valid administration. You're accountable for everyone in the testing room and everything that takes place there. You'll account for all testing materials, conduct the testing, appropriately document irregularities, and monitor students to ensure a fair administration.

Test Types

SAT School Day offers 3 ordering and administration options:

1. SAT (students won't take the Essay)
2. SAT with Essay (all students take the Essay)
3. Both SAT and SAT with Essay (some students will take the Essay and some won't)

IMPORTANT: *If your school is testing as part of a contract, your district or state will determine which options are available to your students.*

Test Sections and Timing

Everyone testing on the primary test date will need to begin testing at the same time.

The SAT is composed of several tests that follow the same order in every test book. The test must be administered in this sequence unless explicitly instructed otherwise by College Board.

Evidence-Based Reading and Writing: Includes a Reading Test and a Writing and Language Test. Each test is composed of multiparagraph passages and multiple-choice questions.

Time allotted:

- 65 minutes for Reading
- 35 minutes for Writing and Language

Math: Includes one portion that permits calculator use and one that doesn't. Each portion is composed of multiple-choice and student-produced response questions.

Time allotted:

- 25 minutes for Math Test – No Calculator
- 55 minutes for Math Test – Calculator

SAT Essay (in separate book): Students are asked to read a passage and analyze how the author builds an argument to persuade an audience.

Time allotted:

- 50 minutes

Terminology

See the Glossary of Terms on page 50 for definitions of frequently used terms.

SAT Test Materials

The test coordinator will provide all the materials needed on test day for your room.

Test Books

All test books display the title "The SAT Test Book," along with important notes for the student. Essay books are separate from the multiple-choice test books. The test books for students required to test on the primary test date have covers with purple accents. Students testing with accommodations may use standard test books with purple accents or accommodated materials with blue accents, depending on their approved accommodations or supports.

Rosters

Each proctor will receive a roster for their room from the test coordinator. This roster will be used to confirm who should be in your testing room and record any absences. The test coordinator will use this information from the room roster to plan for any students who require a makeup administration.

Forms and Reporting

You need to be familiar with the reports and forms used in the testing room.

Testing Room Materials Report Form

The Testing Room Materials Report form is provided on the back cover of this manual.

- The Testing Room Materials Report form is used to indicate testing room information, including the proctor assigned to the room, the room number, and the test materials issued to the proctor.
- Inside the testing room, the proctor uses the Testing Room Materials Report form to check the testing materials received against the serial numbers listed on the form.
- If applicable, the proctor should check the number of Essay books received from the test coordinator and record the number returned to the test coordinator.
- As indicated in the scripts, the proctor uses the seating chart on the back of the Testing Room Materials Report form to record the serial number of the multiple-choice test book distributed to each seat in the room. If any issues arise, the chart will be used in investigating reported irregularities.
- If possible, staff should include the last name of each student on the seating chart.

Request to Cancel Test Scores Form

Students use this form to request score cancellation, which means their scores will not be reported to them or to any colleges. Direct students to fill out the form with exactly the same information given on their answer sheets or pre-ID labels, if applicable.

Students must sign and date the form, then submit it in one of the following ways:

- Hand the form to the testing staff before leaving on test day.
- Fax the form to the number indicated no later than 11:59 p.m. ET on the fourth weekday following the date testing ends. (For example, the fourth weekday following a test administered on a Tuesday would be the next Monday.)
- Send the form by overnight delivery to the address indicated, to arrive no later than 11:59 p.m. ET on the fourth weekday following the date testing ends.

Scores cannot be canceled by email or phone.

A student may cancel their scores using the SAT School Day Request to Cancel Test Scores form in instances of equipment failure or illness. **Fill out an Irregularity Report (IR) in these cases.** Students will be eligible for a makeup administration. An IR isn't necessary for other situations where students elect to cancel their scores.

SAT School Day Irregularity Report (IR)

You'll receive at least 1 blank IR to use in the event an irregularity occurs during School Day testing. The testing staff performs a critical role in reporting irregularities and affected students.

Without complete information, College Board can't resolve issues that arise. All IRs submitted are thoroughly reviewed. Refer to the Irregularity Chart on page 41. for instruction on when to fill out an IR.

Before Test Day

Prepare Yourself

TASKS

- Read this entire manual.
- Sign the Testing Staff Agreement.
- Conduct a preadministration session at your test coordinator's direction.

Prepare Your Room for Test Day

Your test coordinator will provide you with information to post on the board for test day. Prior to test day, the test coordinator selected rooms that meet College Board testing room and seating requirements. As the proctor, review the requirements under Key Information to make sure your room and seating arrangements still meet them on test day.

It's possible you'll be asked to administer the test in a combined room with students taking both the SAT without Essay and the SAT with Essay. You should plan to seat students taking the SAT without Essay together near the exit, for easier and more secure dismissal.

TASKS

Prepare to Collect Student Belongings

College Board requires testing staff to collect mobile phones, wearable technology, and other prohibited electronic devices (if permitted under school policy) before administering the SAT. Plan ahead for collecting electronic devices and backpacks as students enter the testing room.

During check-in, instruct students to power off electronic devices. If collecting devices, be ready to label items collected so they can be returned after testing. If your school isn't allowed to collect devices, tell students to store their phones in a bag or backpack placed to the side of the room away from the testing area. (Have a supply of clear plastic bags to offer students who don't have a bag or backpack with them.) More information is given under Prohibited Devices Policies on page 13.

KEY INFORMATION

Testing Room Requirements

To promote an effective and secure administration, testing rooms must fulfill the following requirements:

- Rooms must be located away from noisy areas and distracting activities.
- Rooms should be near restrooms.
- Rooms must have:
  - A working clock, visible to students
  - Proper lighting
  - Proper ventilation
  - Proper seating that follows the seating requirements given in this section
  - No materials related to test content on display (these can be removed or covered)

Seating Requirements

The following seating requirements apply for all testing rooms:

- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 3 feet from side to side (measure from center of desk).
- Staff access to every student must be unimpeded.
- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.

- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).

The following seating arrangements are not allowed:

- Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
- Seat assignments that follow any expected pattern or defined order. If testing students in their homeroom, make sure students are seated at random.

IMPORTANT: *Students may not select their own seats.*

Prepare Your Students

Your test coordinator should ensure all students receive a copy of the *SAT School Day Student Guide* to help them learn about and prepare for the test. In addition, the *Student Guide* advises students about how to mark their answers, their rights and responsibilities as test takers, and what to bring on test day.

Prepare Your Preadministration Session

Your test coordinator may ask you to conduct a preadministration session where students will fill in the nontest information on their answer sheets. How you prepare for this session depends on whether you have unlabeled or prelabeled answer sheets.

TASKS

Prepare for the Session Using Unlabeled Answer Sheets

If you're using unlabeled answer sheets, your test coordinator will provide these materials for your session:

- *Student Answer Sheet Instructions*, a copy for each student
- Blank standard answer sheets
- Blank large-block answer sheets (if applicable)
- A list of students with the type of answer sheet needed (large block or standard)

Prepare for the Session Using Pre-ID Labels

If you're using labeled answer sheets, your test coordinator will provide these materials for your session:

- *Student Answer Sheet Instructions*, a copy for each student
- Prelabeled answer sheets
- Prelabeled large-block answer sheets (if applicable)
- A room roster with the type of answer sheet needed (large block or standard)
- A copy of the Pre-ID Label Instructions for SAT School Day

Students must bubble in their information on their own answer sheets. Take care to match students with their correct prelabeled answer sheets when distributing them.

Students won't need to fill in the fields listed on the Pre-ID Label Instructions for SAT School Day memo provided by your coordinator. Use the memo to update the script under Script for Answer Sheets with Pre-ID Labels on page 6. You'll need to 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 Pre-ID Label Instructions, tell students to skip fields 10–14.**

KEY INFORMATION

Pre-ID Label Instructions for SAT School Day

The memo titled Pre-ID Label Instructions for SAT School Day, received with pre-ID labels by schools that use them, lists all of the answer sheet fields on your student labels.

CollegeBoard SAT

School Code: 010525
School Name: BRILLIANT HIGH SCHOOL

Pre-ID Label Instructions for SAT School Day

Dear Coordinator,
Thanks for administering SAT® School Day. Enclosed are pre-ID labels, which reflect student data provided via bulk registration. Labels should be applied to the SAT School Day answer sheets before test day so students can skip these fields on the answer sheet. The number beside each item in the following list corresponds to its answer sheet field number:

- Name (1)
- School (3)
- School Code (4)
- Student ID Number (5)
- Grade Level (6)
- Date of Birth (7)
- Gender (8)
- Street Address (10)
- City (11)
- State (12)
- Zip or Postal Code (13)
- Country Code (14)
- Email Address (17)
- Racial/Ethnic Group (19)

Your testing staff can find the instructions for preadministration with pre-ID labels in the *SAT School Day Standard Testing Manual* or *SAT School Day Accommodated Testing Manual*. Have them check off directions for the fields included on the labels to indicate those fields can be skipped. Your staff will then read directions for the questions students still need to complete during the preadministration session.

Also important: (1) The enclosed labels may already be sorted according to your district or state's instructions. Note the Sort field on each label. (2) Review labels for accuracy. Student information must be correct, except for the address (which the student can correct by filling in fields 10–13 on the answer sheet). Don't use labels with any other incorrect information (e.g., name, school information, date of birth).

We appreciate your participation.

College Board

250 Vesey Street, New York, NY 10281 DATE: 080820 SEQ: 12345
collegeboard.org

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Conduct the Preadministration Session

TASKS

- Before starting the session, post any information the students will need, such as the 6-digit school (AI) code, school name, city, and state.
- Give each student an answer sheet and a copy of the *Student Answer Sheet Instructions*. A large-print version of the *Student Answer Sheet Instructions* is provided for students with approved accommodations that necessitate large print.
- If your school has pre-ID labels, make sure you correctly match any labeled answer sheet to the student whose information is on the label. Give any student who doesn't have a labeled answer sheet a blank answer sheet.
- Some students may be using large-block answer sheets. This accommodation will be noted on the list of students received from the test coordinator.
- Read aloud the scripts in shaded areas. Pause when *[pause]* appears to give students time to follow instructions. Instructions for the proctors that shouldn't be read aloud appear outside the shaded areas.
- Students should skip field 9, fields A–D, and the Certification Statement on the answer sheet because these sections are completed on test day.

IMPORTANT: *Do not hand out test books during the preadministration session.*

If you have answer sheets with pre-ID labels, skip ahead to Script for Answer Sheets with Pre-ID Labels on page 6.

Script for Unlabeled Answer Sheets

To all students, say:

Take out the *Student Answer Sheet Instructions* booklet that I gave you. Follow along in this booklet as I read instructions to you.

Fill in the school (AI) code in the script before beginning.

When students are ready, say:

Today we will complete the identifying information portion of the SAT answer sheet. You'll be able to take advantage of your 4 free score reports by indicating which eligible colleges, universities, or scholarship programs to send your scores to. You'll also have the opportunity to opt in to Student Search Service® and provide information about yourself to help connect you with colleges and universities.

To students using LARGE-BLOCK answer sheets, say:

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 field numbers I give for everyone. You'll mark the squares with an X instead of filling in bubbles. *[pause]*

For field 1, say:

Begin by filling in your legal last name, first name, and middle initial (if you have one) in field 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 fields 2 and 3, say:

Move on to field 2. Fill in the appropriate bubble that applies to you. If you attend this school, print our school's name, city, and state in field 3. If you don't regularly attend this school, fill in the information for the school you regularly attend. Raise your hand if you have any questions. Look up when you're done. *[pause]*

For field 4, say:

In field 4, print our 6-digit school code _____ and fill in the corresponding bubbles. Look up when you're done. *[pause]*

For field 5, say:

In field 5, 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, leave field 5 blank. Look up when you're done. *[pause]*

For field 6, say:

In field 6, fill in the bubble for your current grade.

For field 7, say:

In field 7, date of birth, fill in the bubble for the right month. On large-block answer sheets, fill in the digits for the month, starting with a zero if the month has only 1 digit. Next, write in the 2-digit number for the day you were born, starting with a zero if the day is less than 10. Then write the last 2 digits of the year you were born. Fill in the corresponding bubbles and look up when you're done. *[pause]*

For field 8, say:

In field 8, fill in the correct bubble.

For field 9, say:

Make no marks in field 9. You'll fill it in on test day.

For fields 10–14, say:

Turn to page 2 of your answer sheet, and fill in your home address in fields 10 through 13. Leave field 14 blank. Fill your current address in carefully. If your address changes, you can always update it through your College Board account. Raise your hand if you have any questions. Look up when you're done. *[pause]*

When everyone is ready, say:

We'll come back to field 15 later.

For field 16, Student Search Service, say:

Turn to page 3 of your answer sheet. For field 16, read the information in your *Student Answer Sheet Instructions* booklet and decide whether or not you'd like to opt in. Follow the directions to fill in field 16 or leave it unmarked. Raise your hand if you have questions. *[pause]*

For field 17, say:

If you'd like to get information from College Board by email, including information about your scores once they become available online, write in your email address and fill in the corresponding bubbles in field 17. Indicate at the top of the field whether this is your own email address or a parent or guardian's address. If you give your own email address and opted in to Student Search Service, you may also get information from colleges sent to your email address. Please look up when you're finished. *[pause]*

For field 18, say:

Field 18 asks for your U.S. mobile number. Only U.S. mobile numbers are accepted.

This field is optional. If you agree to the terms printed on your answer sheet, enter your phone number. Please look up when you're done. *[pause]*

Continue with the Script for Fields 15 and 19–39 on page 8.

Script for Answer Sheets with Pre-ID Labels

Fill in the school (AI) code in the script below before beginning. Refer to the Pre-ID Label Instructions provided by your test coordinator to identify which fields the students in your room can skip. Use this information to select the right script to use for these fields.

To all students, say:

Take out the *Student Answer Sheet Instructions* booklet that I gave you. Follow along in this booklet to keep your place as I read instructions to you.

When students are ready, say:

Today we will complete the identifying information portion of the SAT answer sheet. You'll be able to take advantage of your 4 free score reports by indicating which eligible colleges, universities, or scholarship programs to send your scores to. You'll also have the opportunity to opt in to Student Search Service and provide information about yourself to help connect you with colleges and universities.

To students using LARGE-BLOCK answer sheets, say:

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 field numbers I give for everyone. You'll mark the squares with an X instead of filling in bubbles. *[pause]*

To students, say:

Please check the label on page 1 of your 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. Raise your hand if the name on your label is not yours or is incorrect. *[pause]*

Next, check that the school code listed is as follows: _____. Raise your hand if the school code is incorrect. *[pause]*

Next, check your date of birth, which is marked with the letters "DOB." Also check that your gender is correctly noted, and your grade. Raise your hand if your date of birth, gender, or grade is incorrect. *[pause]*

Before continuing, resolve any issues with labels:

- If a student's address is incorrect, but all other information is accurate, they may continue to use their pre-ID label. They can update their address by filling it out on the answer sheet.
- If a student has the wrong label on their answer sheet, see if it belongs to another student. Check the other answer sheets you distributed to try to locate the correct one. If you can't locate the student's correct answer sheet, keep the incorrect answer sheet and issue the student a blank answer sheet.
- If a student's labeled answer sheet has the incorrect name, school code, date of birth, gender, or grade level on it, collect the incorrect answer sheet and issue them a blank answer sheet.
- For students with blank answer sheets:
  - Check with your test coordinator to see if an additional preadministration session can be held for these students.
  - If you need to keep them in your session, use the following script to conduct the preadministration session for students with and without labels. Once you finish the session, you can guide students with no labels to complete any fields that you skipped for the students with labels.
  - If you have just a few students in this situation, have them remain seated after others have finished and been dismissed, then go back to the items they need to complete.
- Securely destroy any answer sheets with the incorrect labels.

Instructions for Students with Labeled Answer Sheets

This section directs you to skip fields that are included on student labels. If your state or district requires students to validate their label information by filling in all fields on the answer sheet, turn back to Script for Unlabeled Answer Sheets on page 5 to complete fields 1–14 and 17–18.

If you have students who have blank, unlabeled answer sheets, read the following instructions; otherwise, skip to the instruction for fields 1–4.

To students with blank answer sheets, say:

If you don't have a label on your answer sheet, we'll go back at the end of this session so you can complete any fields we skip. *[pause]*

For fields 1–4, say:

Make no marks in fields 1 through 4. Your name and school information are on the label.

☐ **If Student ID appears on your school's Pre-ID Label Instructions, students with correct labels can skip field 5.**

Tell students who don't need to give their student ID to leave field 5 unmarked.

To students who need to fill in field 5, say:

In field 5, 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, leave field 5 blank. Look up when you're done. *[pause]*

For fields 6–8, say:

Make no marks in fields 6 though 8. Your date of birth, grade level, and gender are given on the label.

For field 9, say:

Leave field 9 unmarked. You will fill it in on test day.

Guide students to check the address on their labels by saying:

Please check your label to make sure the home address is accurate. If your home address is correct, leave fields 10 through 14 blank. If you need to correct your address or if the address on your label is blank, you can fill in your correct address now.

To students who need to give their address, say:

Turn to page 2 of your answer sheet, and fill in your home address in fields 10 through 13. Leave field 14 blank. Fill your current address in carefully. If your address changes, you can always update it through your College Board account. Raise your hand if you have any questions. Look up when you're done. *[pause]*

When everyone is ready, say:

We'll come back to field 15 later.

For field 16, Student Search Service, say:

Turn to page 3 of your answer sheet. Follow the directions in your booklet to fill in field 16 and indicate whether or not you'd like to opt in. Raise your hand if you have questions. *[pause]*

☐ **If Email Address appears on your school's Pre-ID Label Instructions for SAT School Day, students can skip field 17.**

Tell students who don't need to fill in field 17 to leave this field unmarked **unless their email address has recently changed**.

For field 17, say:

If you'd like to get information from College Board by email, including information about your scores once they become available online, write in your email address and fill in the corresponding bubbles in field 17. Indicate at the top of the field whether this is your own email address or a parent or guardian's address. If you give your own email address and opted in to Student Search Service, you may get information from colleges sent to your email address. *[pause]*

For field 18, say:

Field 18 asks for your U.S. mobile number. Only U.S. mobile numbers are accepted.

This field is optional. If you agree to the terms printed on your answer sheet, enter your phone number. Please look up when you're done. *[pause]*

Script for Fields 15 and 19–39

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

Students using large-print instructions may need your help with the list for field 15.

For field 15, say:

We're now going to skip back to field 15 on page 2 of your answer sheet. 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 4 colleges, universities, or scholarship programs. Completing this section is optional. Colleges and universities are always eager to get scores from students, even if you're not ready to apply.

Open your *Student Answer Sheet Instructions* booklet and find the Score Reporting Code List. Use this list to find the 4-digit number for the schools or scholarship programs you want to send your scores to. U.S. colleges and universities are listed in alphabetical order by state first. Institutions in U.S. territories come next, followed by international ones. The final list in this booklet shows scholarship programs listed by state or country, in alphabetical order.

For each place you want to send scores to, copy the 4 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 fields, starting on page 3 of your answer sheet.

You can read about the benefits of providing this optional information in your *Student Answer Sheet Instructions* booklet. It's important that you know College Board will be able to use this information and provide it to others for additional uses, such as research.

These fields are optional. 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 field that asks for information your parent or guardian has told you not to provide.

For fields 19–39, say:

Using your *Student Answer Sheet Instructions* booklet, complete fields 19 through 22, then turn to page 11 of your answer sheet to complete fields 23 through 39. Leave fields A through D on the back of your answer sheet unmarked. When you're finished, close your *Student Answer Sheet Instructions* booklet, place it next to your answer sheet on your desk, and wait quietly while others finish. Raise your hand if you have any questions. *[pause]*

Before collecting answer sheets, if some, but not all, of your students have prelabeled answer sheets, read the following script.

To students who need to complete fields 1–4 and 6–8, say:

If you started with an unlabeled, blank answer sheet, please turn to the front of your answer sheet and fill in fields 1 through 4 and 6 through 8. Raise your hand if you have any questions. When you're done, close your answer sheet and look up.

If your answer sheet is complete, please wait quietly while others finish. *[pause]*

Complete the Preadministration Session

When students are ready, say:

I will now collect your answer sheets and *Student Answer Sheet Instructions* booklets. Your answer sheets will be returned to you on test day.

- The session is now over—you may dismiss your students or carry on with your regular school day.
- Organize the answer sheets and *Student Answer Sheet Instructions* as directed by your test coordinator and return them to the test coordinator for secure storage until test day.

During the Test

Get Started

TASKS

Follow Your Test Day Schedule

To ensure standardization across all School Day testing, please adhere to the prearranged schedule as closely as possible.

Prepare Your Testing Room

Make sure you:

- ☐ Double-check that your testing room meets seating requirements, including guidelines for type and spacing of seats. (See Sample Seating Plans on page 40 in the Appendix.)
- ☐ Cover or remove any instructional material, such as maps and charts, if not done previously.
- ☐ Confirm the clock works.
- ☐ Assign seats at random or by prearrangement with the test coordinator. Never allow students to select their own seats.
- ☐ Post the following information for students on the board:
  - Test date
  - School name, city, and state
  - 6-digit school (AI) code assigned to your school (If applicable, be ready to supply proper codes to students who are not from your school, including "970000" to any homeschooled students.)
  - 3-digit testing room code provided by test coordinator

IMPORTANT: *We strongly recommend using testing room codes. If your school doesn't use testing room codes, list the room name or number.*

  - "SAT" and/or "SAT with Essay"
  - "Use a No. 2 pencil only. Do not use a pen or mechanical pencil."
- ☐ If provided in your testing room packet (see Account for Testing Materials later in this section), post the "Testing in Progress" flyer on the outside of your testing room door.
- ☐ Gather No. 2 pencils from your testing room packet to distribute to students who only have mechanical pencils.
- ☐ Plan to collect electronic devices and backpacks (if permitted under school policy) as students enter the testing room. Be ready to label items collected so they can be returned after testing.

Study and Prepare Scripts Before Testing

Review the script you'll read before starting the test.

- Some of the instructions have alternative scripts to read depending on options in use by your school. Review these scripts in advance and mark the appropriate ones for your testing room.
- Before admitting students, fill in the appropriate information where a blank line " _____ " appears in the text.

Two standard scripts are provided for the timed test sections. You'll need to choose the correct standard script according to your room type:

- Most rooms will still be testing a single test type, either SAT without Essay or SAT with Essay. The proctor for these rooms will use the Standard Script for Uncombined Rooms on page 21.

- Proctors testing both SAT without Essay and SAT with Essay students in their room will use the Standard Script for Combined Rooms on page 29. This script allows time after Section 4 for students to update their score sends if they choose. **However, it doesn't include any other nontest questions besides the required fields, so if you see some of the students in your room have not completed preadministration information on their answer sheets, notify the test coordinator immediately.**

Account for Testing Materials

Your test coordinator will provide a packet of testing materials containing:

- A room roster showing students assigned to your room
- A Testing Room Materials Report form listing the test materials for your room
- Multiple-choice test books and Essay books (if administering the SAT with Essay)
- Answer sheets for your students, which may have been prelabeled and/or pregridded, if your school uses pre-ID labels and/or held a preadministration session
- A supply of blank answer sheets and *Student Answer Sheet Instructions* for students who need to complete some or all of the preadministration information on their answer sheets
- A copy of the Pre-ID Label Instructions if you have students with pre-ID labels who didn't attend a preadministration session
- An optional "Testing in Progress" flyer
- Translated test directions and/or word-to-word glossaries for EL students, if needed
- Blank forms, including an IR and at least 1 Request to Cancel Test Scores form

Count all of your testing materials when you receive them from your test coordinator, when you distribute them to students, and when testing is complete.

- Before admitting students to the room, count the test books for your room and compare the serial numbers to those listed on the Testing Room Materials Report form in your testing room packet. Also record the number of Essay books received (if applicable).
- Later, after testing has begun, you'll show the distribution of test books in your room by recording the serial numbers on the seating chart (Part B of the form).
- After testing, when you prepare to return materials to the test coordinator, you'll record the serial numbers of the test books you're returning in Part A of the form, along with the number of answer sheets and Essay books (if applicable) being returned.

Missing Test Materials

If you discover a test book is missing, follow these procedures:

- If a test book is missing before testing has begun, identify the missing test book's serial number and then check the desk of the student assigned that serial number. Also check the desks of students who received the test books with serial numbers before and after the missing book's serial number.
- If testing has already begun, notify the test coordinator as soon as possible, but wait until a scheduled break or the end of the testing session to search the room. Before dismissing students or starting a break, announce that a test book is missing and no one will be dismissed until it's located. If no one acknowledges having the test book, check each student's desk (even unoccupied desks, since the test book may have been placed there).

If the test book is still missing, ask the test coordinator to call School Day Support immediately. Report the incident on an IR.

KEY INFORMATION

Distributing Materials

Don't distribute any test materials until instructed to do so in the scripts.

- Test books should have a purple cover. Testing students with blue test materials using the scripts in this manual will result in a misadministration and canceled scores.
- The answer sheets for all testing are the same, and are titled "SAT School Day Answer Sheet." Large-block answer sheets are titled "SAT School Day Large-Block Answer Sheet."

IMPORTANT: *Essay books, if any, will have a purple bar and an Essay icon. Distribute Essay books only after students have completed all 4 multiple-choice sections of the SAT test, as indicated in the scripts.*

Testing in the Standard Room

TASKS

Admit Students to the Testing Room

Admit students one at a time, taking care to assign them seats at random or by prearrangement. Verify students have powered off mobile phones as you admit them to the room. If testing students in a combined SAT and SAT with Essay room, seat students not taking the Essay in a group near the exit so you can more easily dismiss them before administering the Essay.

If your school is conducting classroom check-in, check each student against the room roster as they enter the room:

- Write a "P" (present) next to the name of each student who checks in.
- If you don't recognize a student, ask them for identification. Send any student who can't present acceptable ID to the test coordinator.
- After you've closed the testing room door, put an "A" next to the name of any absent student.
- Write in student information for students not on the room roster if the student provides a note from the test coordinator.

Check that students are in the correct testing room. Students testing in your room must appear on your room roster.

If a student arrives late, you can admit them as long as you haven't already started the timed sections of the test.

Collect or Store Devices

As students enter the room, prepare them for either turning in their phones and other electronic devices or storing them at the side of the room during testing. See Prohibited Devices Policies on page 13 for more information.

Before you collect phones and other prohibited devices, backpacks, or other personal belongings from students, ask students to take out any snacks or drinks and store them under their desks. These items must stay under the desks during testing. Instruct students to completely power off all cell phones and electronic devices before turning them in.

IMPORTANT: *Students will be dismissed from testing if they're seen with a phone or their phone makes noise during the test (including breaks) while in their possession. Phones on or under the desk are considered in their possession.*

Monitor and Time the Test

- Accurately time each test section. Students must be given the entire amount of time and can't move on to the next SAT section until time is called.
- Record the start and stop times on the lines provided in the script as students begin working on each section; post the times for students to see.
- Announce the remaining time at regular intervals, as noted in the script. This is particularly important if the room clock malfunctions.
- Before you call stop, check your watch against the time you have written down.
- Verify the time with the monitor, if one is assisting in the room.
- Refer to the Section Timing Chart in the Appendix to ensure the stop time is correctly calculated.
- Once testing has begun, complete the seating chart on the back of the Testing Room Materials Report form.
- Walk around the room at regular intervals to check that students are working on the correct section in the test book and on the answer sheet.

IMPORTANT: *Staff shouldn't, under any circumstances, review the test sections on answer sheets for completeness or make any corrections or changes to the marks made on them.*

Monitor Breaks

Testing staff need to monitor students during breaks to make sure they don't discuss the test or use calculators, phones, or prohibited aids.

For the breaks:

- Post the break time and include what time testing will resume.
- Walk around the room to confirm all test books are closed and answer sheets are placed inside them. Also check that any translated instructions or word-to-word glossaries are closed and left on the desks.
- Students aren't allowed to access phones or other prohibited electronic devices during breaks for any reason. Phones should be collected and must remain powered off and put away until the test is completely over.
- Students may eat and drink during breaks in designated areas, as long as they placed their food and drinks under their desks before the start of the test, as instructed. Don't allow students to access their bags or backpacks until the test is over.
- If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of students be allowed to leave the room.

Complete the Count of Materials

- On the Testing Room Materials Report form provided to you by the test coordinator, account for all test materials (used and unused for testing) in Part A of the form. (The test coordinator may give you a loose form or may have filled in the form on the back cover of this manual.) If a book appears to be missing, follow procedures in Missing Test Materials earlier in this section.
- Make a note of the count of Essay books in Part A as well (if applicable).
- Use the chart in Part B of the Testing Room Materials Report form (also printed on the back of this manual) to record the serial numbers of the test books distributed to students and the order you used to hand them out.

Maintain Security in the Testing Room

Make sure you understand and follow these policies:

- Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedures.
- Remain vigilant at all times during testing. Staff must not engage in activities that are not related to testing, such as talking or texting on phones, using a computer, or grading papers.
- Ensure that at least 1 staff member is in the testing room at all times.
- Ensure that students do not use calculators, phones, or prohibited aids during breaks.
- Monitor test materials at all times; do not leave them unattended under any circumstances.
- Guard against test materials being removed from the room.
- No student is permitted to access or use phones in the testing room, or to eat or drink during testing unless they have an approved accommodation.

Immediately report significant problems or events that interfere with specific testing procedures or compromise test security.

TASKS

Monitor Students

- Walk around the room to check that everyone is working on the correct section.
- Make sure students using large-block answer sheets are following instructions on the front of the answer sheet about where and how to mark their answers.
- If a student loses their place on the answer sheet, resulting in misplaced answers, follow the instructions in the Irregularity Chart on page 41.
- Make sure students do not use any prohibited aids, as instructed in the scripts.

Prevent Copying and Communication

Copying and prohibited communication are the most common ways for students to obtain an unfair advantage. Staff must:

- Ensure proper spacing between students and watch for roaming eyes to prevent copying and communication during testing.
- Watch for use of mobile phones or other prohibited items.
- Be on the lookout for "cheat sheets" written on paper, calculators, or clothing and shoes/footwear.
- Carefully observe students using calculators. A mobile phone can be disguised as a calculator.
- Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.

Staff must always note any suspicious activities on the IR. They should immediately report significant problems or events that interfere with specific testing procedures or compromise test security.

Report Irregularities

- Immediately inform the test coordinator of any timing irregularities.
- Record irregularities and actions taken on the Irregularity Report (IR).
- If the Irregularity Chart indicates to call School Day Support, report the situation immediately.

Complete the Irregularity Report (IR)

The IR form is scanned, so use a No. 2 pencil and don't write any notes or make any other extraneous marks on the form. Be sure to print all information neatly and fill in bubbles completely.

IMPORTANT: *Always include the names of students and the answer sheet litho codes (8-digit serial number from bottom right corner of answer sheet) involved in an irregularity.*

- For all irregularities, fill in fields 1–4 (page 1) and field 10 (page 3) of the form.
  - In field 1, fill in "Form ___ of ___" (e.g., "1 of 3") at the top of the box.
  - In field 4a, write your 6-digit school (AI) code.
  - In field 4b, fill in the appropriate bubble for your test date. Fill in your primary or makeup test date according to what administration you're reporting.
  - In field 4c, fill in the bubble if the irregularity has occurred during a makeup administration.

- To report a **group irregularity** (an issue that affects all or a portion of a testing room), fill in fields 6 (page 1), 9 (page 3), and 11 (page 4) to denote the type of occurrence, describe the events and actions, and list information about the students affected. You'll need to note the date of birth and answer sheet litho code for each affected student.
- To report an **individual irregularity** (an issue that affects 1 student, such as illness), fill in fields 5 (page 1), 7 (page 2), and 9 (page 3) to denote the type of occurrence and the events and actions taken. Be sure to fill out the information in its entirety.
- In all situations, provide as much detail as possible. Do not attach answer sheets to the IR, but return them to your test coordinator.

KEY INFORMATION

Prohibited Devices Policies

Review College Board prohibited devices policies with your testing staff.

- Students are advised to leave their devices in their lockers during test day. Despite this, many students will have their phones and other devices with them. College Board policy requires staff to collect phones and electronic devices, including wearable technology, before testing begins.
- Devices must be completely powered off before collection. A phone or other prohibited device that makes noise is grounds for score cancellation. **Some alarms are set to sound even when the device is turned off.**
- Before testing begins, students have one more chance to turn off and turn in their phones and other electronic devices if they haven't already.
- **Once the warning script has been read, if a prohibited device is seen in a student's possession, regardless of whether it's making noise, the test coordinator should dismiss that student and confiscate the device.**
- If a student's phone makes noise or creates a disturbance while in the proctor's possession or stored away from the student's desk, this shouldn't be considered grounds for dismissal, but the proctor should turn off the phone to prevent additional disturbances during testing and warn the student who owns the phone that additional disturbances will result in dismissal.
- The Irregularity Chart provides full direction on how to address students caught using prohibited devices and aids. Note any such activities on the IR. Contact the Office of Testing Integrity (OTI) immediately for further instructions if a device has been confiscated and test content is detected on the device.

Prohibited Devices and Aids

Students may not have the following in the test area or break area, except in the case of approved accommodations for particular testing aids:

- Electronic equipment, including phones of any kind; personal computing devices (laptops, notebooks, Bluetooth devices such as wireless earbuds/headphones, or tablets); cameras; separate timers of any kind; audio players/recorders or headphones; wearable technology; digital watches, including smartwatches; or any other prohibited devices that can be used to record, transmit, or receive information.
- Highlighters, compasses, rulers, protractors, earplugs, books or references of any kind, pens or mechanical/colored pencils, and papers of any kind, including scratch paper.

Device Collection Procedures

Students must turn in all phones, wearable technology (e.g., smartwatches or fitness trackers), and other electronic devices before beginning to test. It's important for students to feel confident that their devices are safe and will be returned to them promptly at the end of testing. Depending on your school policy, you must use 1 of the following 2 options for adhering to College Board policy requiring collection of devices.

Option 1 – Collect devices and put them in individual bags:

- At the door, ask students to confirm that their phone and other electronic devices are powered off.
- Ask students to label devices with their names.
- Give them envelopes, plastic bags, sticky notes, or another method of reliably identifying their items.
- Reassure students that their devices will be returned after testing.
- Collect labeled items from students as they enter or once they're seated. Keep them out of students' reach during the entire test, preferably at your desk.

Option 2 – Keep devices in students' bags and collect bags:

- At the door, ask students to confirm that their phone and other electronic devices are powered off.
- Ask students to place their devices in their backpacks or bags and to place these bags to the front or side of the room, away from desks.
- If a student doesn't have a bag, label the item and collect it individually as in option 1.
- Tell students to remove their No. 2 pencils, calculator, drinks, and snacks from their bag and take them to their seat. If a student is approved to use an aid, they should include it with the items they take to their seat.

Returning Devices:

- Cell phones and other collected devices should remain out of reach until testing is complete and all test materials have been collected.
- At the end of the test, students will collect their devices as their row is dismissed. If possible, arrange the items to make the return process easy.
- Before returning a device, check the name on the label, and have students confirm the device is theirs.
- If an item is left behind, return it with other materials to the test coordinator. Record the student's name so they can be contacted.

Medical Devices

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

Other medical devices, such as devices used for testing blood sugar, require an accommodation. In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor. Only students specifically approved to have a mobile phone in the testing room may do so. (Approval to test blood sugar doesn't automatically permit the student to have a mobile phone, unless also approved for a mobile phone.)

Calculator Policies and Guidelines

Calculators may be used only on the Math Test – Calculator portion of the SAT, unless a student has been preapproved by College Board to use a 4-function calculator as an accommodation on the Math Test – No Calculator portion. Students may have calculators on their desks only when working on the Math Test – Calculator questions.

General policies are as follows:

- All questions can be answered without a calculator.
- We recommend students use a scientific or graphing calculator they are familiar with on the Math Test – Calculator portion of the SAT.
- Students should supply their own calculators.
- Students may also bring acceptable backup calculators in case their primary calculator or batteries fail, but they need the proctor's permission to use the backup.

Calculator Malfunction

Students should raise their hand if their calculator malfunctions before or during the test and they want to use a backup. Allow them to use an acceptable backup calculator or batteries they brought, and continue to test.

Students without backup equipment may continue testing, since all questions can be solved without a calculator. If they choose to cancel their score, they must cancel the entire test. They'll need to fill out a Request to Cancel Test Scores form before leaving the testing room.

Monitoring Equipment Use

Follow instructions in the scripts to monitor calculator use.

- Only battery-operated, handheld equipment can be used for testing.
- Students may not share calculators.
- All scientific and most graphing calculators are acceptable. (See Acceptable Calculators on page 38.)
- 4-function calculators are permitted but not recommended.
- Students may use calculators with enlarged or raised displays, but they should be seated where the calculators are not visible to other students.

IMPORTANT: *Students approved to use a calculator on the Math Test – No Calculator section must use a 4-function calculator for this purpose. (Percentage and square root functions are allowed.) Confirm the calculators in use aren't more advanced models.*

Scheduled Breaks

College Board policy requires every student to be offered breaks at regular intervals. Scheduled break time does not count as testing time.

Students who receive standard time on the entire test, whether taking the test with other accommodations or not, receive:

- a 10-minute break after Section 1
- a 5-minute break after Section 3
- a 2-minute break after Section 4 (if taking the SAT with Essay in an uncombined room)

During breaks after Sections 1 and 3, students may go to the restroom or to the area designated for eating snacks.

Unscheduled Breaks

When students take an unscheduled break, the clock doesn't stop. To maintain security, staff should adhere to the following guidelines for permitting unscheduled breaks:

- Inform students they won't get extra testing time.
- Allow only 1 student at a time to take an unscheduled break.
- Collect the student's test book and answer sheet before they leave the room. Make sure the test book is the actual test book and not a substitute. Fan the book to make sure no pages have been removed. Also collect any EL supports (translated directions or glossary) the student may be using.
- Never leave the testing room unattended. If possible, have a monitor accompany the student. It isn't necessary to record a student taking an unscheduled break on an IR unless you find the activity suspicious (e.g., frequent breaks or breaks in coordination with other students).

Test Observers and Visitors

Staff from College Board, Educational Testing Service (ETS), or administrators from your district or school may visit your school the day of the test or in the weeks preceding it. Verify visitors have government issued identification and a letter of authorization from College Board, ETS, or your district administration.

Staff, including assistants for students with approved accommodations, and authorized visitors are the only individuals allowed in the testing rooms besides test takers. There are no exceptions. Keep unauthorized individuals away from secure testing materials and out of the sight and hearing of the students until testing is complete. Limit access to the testing rooms and adjoining hallways.

IMPORTANT: *If you have any concerns about an individual's authorization, check with the test coordinator for verification before admitting that person to a testing room.*

Using the Irregularity Chart

The Irregularity Chart on page 41 lists the most common irregularities along with the procedures and actions you should use in response to them. Where the chart indicates the need for immediate action, respond right away. The chart also indicates when you should complete and submit an IR and when you should order makeup tests.

Use the IR to record an irregularity, including:

- Security incidents
- Misconduct
- Test question errors or ambiguities
- Other incidents or disturbances
- Student complaints
- Staff misadministrations

Make sure reports are complete and explicit. Fill out just 1 form for each issue, even if it affects more than 1 student (such as mistiming).

Irregularities filed by proctors must be countersigned by the test coordinator, who should add any useful information. Tell students a report will be submitted, but inform them that if they feel they were affected, they can call to file a complaint no later than the fourth weekday after test day.

Standard SAT Script

The scripts in this section are for testing in the standard rooms using the test books with purple covers. Uniform testing conditions depend on your reading the script exactly as detailed in this section.

Read scripts in shaded areas aloud exactly as written.

- Before admitting students, supply the appropriate information where a blank line "_____" appears in the text.
- Read slowly enough to give students time to fill in their information.
- Pause where you see *[pause]* in the script to allow students time to follow instructions.
- Text that appears outside of the shaded areas is intended for proctors and should not be read aloud.
- When you see multiple choices with lettered options (e.g., A and B), read the prompts silently before choosing which script(s) to read to students.
- Answer student questions only about procedure, not about test content.
- Repeat parts of the script if requested to do so.

Begin the Test Here

Before starting the test, check the roster for students who need translated directions and/or word-to-word glossaries, and distribute them to those students.

At all administrations, say:

Good morning. As you know, you're here to take the SAT. Congratulations on taking this important step toward your college and career goals.

Before you begin the test, I am going to read some instructions. This should take about 20 minutes. Please listen carefully and raise your hand if you have any questions. Remember, my role is to make sure you have the best opportunity to demonstrate your skills and knowledge.

If you are using printed directions that are translated, open the booklet now to follow along as I give instructions.

Explain Testing Rules and Consequences

Continue by saying:

College Board SAT terms and conditions include rules and policies to make sure all students have a fair and equal test experience. Everyone in this room today is responsible for helping make that happen. If anyone disturbs others or tries to gain an unfair advantage, I'll ask them to leave the room and their scores will be canceled. They may also be prevented from taking other College Board tests in the future.

List examples of misconduct by saying:

Here are some examples of unfair advantages:

- Giving or receiving help of any kind
- Looking through the test book before time starts
- Looking at any section or test other than the one we're currently on
- Marking or changing answers after time is called
- Attempting to remove test materials from the testing room
- Using a mobile phone or any other unauthorized testing aid either during testing or during breaks
- Using an answer key or sharing answers with anyone during or after the test
- Going to a locker or leaving the building during the test
- Attempting to take the test for someone else
- Eating or drinking during testing without an approved accommodation to do so
- Causing a disturbance
- Failing to follow testing procedures

These policies help make sure your testing experience today is fair, and that you can focus on your own test without distractions.

Confirm Prohibited Devices Are Powered Off

Collection of personal belongings:
Most schools will be collecting students' phones, electronic devices, and/or backpacks. Read script **A** *if this is the case in your school. Read script* **B** *if your school does not allow collection of students' belongings.*

READ ONLY ONE OPTION

A If your school is collecting personal belongings, say:

By this time you should have turned in all phones and any other electronic devices. If anyone still has an electronic device of any kind, including a smartwatch or fitness tracker, please disable any alarms, power it off, and turn it in to me now, and it will be returned to you at the end of the test. *[pause]*

B If your school does not allow collection of personal belongings, say:

At this time, if you have a phone or any other electronic device in your possession, including a smartwatch or fitness tracker, you must disable any alarms, completely power it off, and put it in a bag or backpack to the side of the room until the test is over. If you need a plastic bag to store your phone in, raise your hand and I will give one to you. *[pause]*

Allow time for students to turn in or put away any of these devices.

To all students, say:

Any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation. If you are seen with a device or your device makes a noise or creates a disturbance while in your possession, I will have to dismiss you from testing. From this point on, I will dismiss any student that I see with a phone, smartwatch, or other electronic device.

Prepare Desks for Testing

Now say:

Thank you for paying attention to these instructions. Now, you'll clear your desks for testing.

- Remove everything from your desk except your Number 2 pencils with erasers, acceptable calculators, including any backup calculators, and translated test directions or word-to-word glossary, if you are using one.
- If you brought extra batteries, drinks, or snacks, put them on the floor under your desk.
- If you have any bags or backpacks remaining at your desk, close them and put them to the side of the room until testing is over. *[pause]*

Check Items on Student Desks

Once desks are cleared of prohibited items, say:

I will take a moment now to look around and make sure you're all using acceptable calculators.

Walk around the room to make sure no one has the following unauthorized materials or aids on their desk (unless approved by College Board for use on a test as an accommodation):

- Mobile phones, smartwatches, fitness trackers, or other wearable technology (simple nondigital watches are acceptable)
- Audio players, recorders, tablets, laptops, notebooks, Bluetooth devices (e.g., wireless earbuds/headphones), or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Pens, highlighters, or mechanical or colored pencils
- Books or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Weapons or firearms
- Papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have QWERTY (computer-like) keypads, use paper tape, make noise, or use a power cord (see the Appendix for additional information on acceptable and unacceptable calculators)

If unauthorized devices or aids are visible, have students remove them from their desks. If any students have mechanical pencils, give them No. 2 pencils to use instead.

Then say:

Please remember that you may not share or exchange calculators at any time. Put your calculator under your desk now. You will not need it until a later section.

Make sure that students have put their calculators under their desks and that any phones, smartwatches, or other prohibited devices have either been collected or placed in a bag to the side of the room, not in a pocket or a desk.

Distribute Answer Sheets

Distribute the answer sheets. If your school held a preadministration session and/or has labeled answer sheets, make sure each student receives their own answer sheet. Give a blank answer sheet to any students who need them.

Hold on to the *Student Answer Sheet Instructions* until after the test is over. These will be used after you have dismissed students whose answer sheets are complete.

After distributing answer sheets, say:

These are the answer sheets that you'll use to mark your answers on the test. If you're using a large-block answer sheet, read the instructions on the front page of your answer sheet now. Your page numbers will be different from those I announce, but the field numbers will be the same as the field numbers I give for everyone. You'll mark the squares with an X instead of filling in bubbles. *[pause]*

Preadministration session:
If all students in your room populated an answer sheet during a preadministration session, read script **A** *and complete the actions after it. If any students in your room didn't complete a preadministration session, read the scripts under* **B**.

READ ONLY ONE OPTION

A To all students, say:

Everyone here should have an answer sheet with a label and/or printed and bubbled information on it. Please check that you have the correct answer sheet by making sure it shows your correct legal name and date of birth. Raise your hand if you have the wrong answer sheet or if you find any errors on the label. *[pause]*

If every student in the room has a correct answer sheet with information populated during a preadministration session, proceed to Distribute Test Books. If any student has errors on the answer sheet, proceed to Resolve Issues and Complete Required Fields.

B To students who may not have participated in a preadministration, say:

Some of you may already have a label and/or printed and bubbled information on the answer sheet I just gave you. If that's the case, please check that you have the correct answer sheet by making sure the information on your answer sheet is correct. If it's correct, please sit quietly for a few minutes while I direct other students to fill out the required fields on their answer sheets. If any information on your answer sheet is incorrect please raise your hand now. *[pause]*

Resolve Issues and Complete Required Fields

If there are students in the room who raised their hands because of incorrect information on the answer sheet, try to resolve the discrepancy.

- A student who has a labeled answer sheet that lists the wrong address but has all other information correct on it can still use the answer sheet. They will have a chance to provide their correct address on the answer sheet after testing is over.
- Collect the incorrect answer sheet and give the student a blank answer sheet if:
  - The student has the wrong answer sheet and you're unable to resolve the discrepancy (i.e., by matching answer sheets with the correct students).
  - The student has the incorrect name, date of birth, or school information on their label.

For all students, continue with the scripts below to guide them to complete any required fields that still need to be completed on their answer sheets. For any students who have prelabeled answer sheets, use the provided Pre-ID Label Instructions to guide them on which fields they can skip (unless required to complete all fields by the school/district).

To all students, say:

If you need to complete field 1, fill in your legal last name, first name, and middle initial (if you have one). 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 field 2, say:

If you need to complete field 2 and you attend this school, fill in the bubble for "Yes." If you don't regularly attend this school, fill in the bubble that applies to you. Raise your hand if you aren't sure what to fill in. *[pause]*

For fields 3 and 4, say:

If you need to complete fields 3 and 4 and you attend this school, print our school's name, city, and state in field 3; then print our 6-digit school code _____ in field 4 and fill in the corresponding bubbles. Look up when you're done.

If you don't attend this school or are homeschooled, raise your hand. I will come over to give you the correct code to enter in field 4. *[pause]*

Homeschooled students should leave field 3 blank, and enter the code "970000" in field 4. Students from other schools should fill in field 3 with their school information. For field 4, if your test coordinator gave you the correct AI codes for these students, provide them those codes to fill in.

For field 5, say:

If you need to complete field 5, print and bubble in your student ID number, starting with the first column to the left. If there are letters in your ID number, don't include them and only enter the numerals with no spaces between them. If you don't know your student ID number, leave field 5 blank. Look up when you're done. *[pause]*

For field 6, say:

If you need to complete field 6, fill in the bubble for your current grade. *[pause]*

For field 7, say:

If you need to complete field 7, fill in the bubble for the month you were born. On large-block answer sheets, fill in the digits for the month, starting with a zero if the month has only 1 digit. Next, write in the 2-digit number for the day you were born, starting with a zero if the day is less than 10. Then write the last 2 digits of the year you were born. Fill in the corresponding bubbles and look up when you're done. *[pause]*

For field 8, say:

If you need to complete field 8, do so now. *[pause]*

Before distributing test books, say:

If you have other fields to complete in the nontest part of your answer sheet, you'll have a chance to complete them after the test is over.

Distribute Test Books

IMPORTANT: *If you're administering the SAT with Essay in your room, place the Essay books aside in a location where students can't access them. (These will be distributed after test books are collected as prompted in the Essay script.)*

Now say:

I will now distribute your test books. Do not open them until I tell you to.

Distribute to each student the appropriate test materials in serial-number order.

Continue by saying:

When you get the test book, turn it over and print your last name, first name, and middle initial, if you have one.

Then print this school's code _____ and name _____, and this room's testing room code (or name) _____, which I've posted for you. *[pause]*

Check that students have filled in these fields, including testing room code (or name), on their test books.

Then say:

Now read the back cover. It has important information about marking answers and scoring. When you have finished reading, please look up. *[pause]*

Are there any questions about what you just read? *[pause]*

Give additional instructions for marking answers by saying:

It's important that you follow the directions for marking your answers so your answer sheet can be scored. I'm going to emphasize the most important points to make sure they're clear. Please listen carefully.

- Mark all of your answers on the answer sheet. You may use your test book for scratch work, but only answers marked on the answer sheet can be scored, unless you have College Board approval to mark them in the test book.
- If you've been approved to record your answers in the test book, circle the letter of your chosen answer in your test book. Only circle 1 answer for each question. If you change your mind, erase as completely as you can. If you aren't approved for this accommodation, be sure to record your answers on the answer sheet.
- After time has been called, you may not transfer answers from your test book to your answer sheet or fill in bubbles.
- Make sure you use a Number 2 pencil. Don't use a pen, a colored pencil, or a mechanical pencil.
- Mark 1 answer for each question and fill in the bubbles on the answer sheet darkly and completely.
- Don't make any marks on your answer sheet other than your answers. Stray marks on your answer sheet will interfere with scoring.
- If you erase, do so completely. Incomplete erasures may be scored as intended answers.

Complete Test Information on the Answer Sheets

For field 9, Test Type, say:

In field 9, bubble in the test you're taking today, which I have posted on the board. Raise your hand if you aren't sure which test to bubble in.

IMPORTANT: *For the next set of instructions, students must correctly copy codes from their test materials onto the back of their answer sheets (fields A–C as prompted in the scripts); without this information, their answer sheets cannot be scored.*

Before Completing Test Information

For field A, Form Code, say:

Find field A on the back of your answer sheet. Find the Form Code on the back of your test book. Copy the Form Code exactly as it appears on your test into field A on your answer sheet, and fill in the appropriate bubbles. Please look up when you are finished. *[pause]*

For field B, Test ID, say:

Find field B on the back of your answer sheet. Find the Test ID on the back of your test book. Copy the Test ID exactly as it appears on your test into field B on your answer sheet, and fill in the appropriate bubbles. Please look up when you are finished. *[pause]*

For field C, Test Book Serial Number, say:

Look at the front cover of your test book. Find the number in the upper right corner labeled Test Book Serial Number. Enter your serial number into field C on your answer sheet and fill in the corresponding bubbles. *[pause]*

Check that students are filling in the correct codes.

After students have completed fields A–C, say:

To prevent problems with getting your scores, check the Form Code, Test ID, and Test Book Serial Number fields to make sure you entered them correctly.

If your school is not using testing room codes, instruct students to leave field D blank.

If your school is using testing room codes, say:

In field D on your answer sheet, fill in the 3-digit testing room code, _____, which I have posted for you. *[pause]*

Final Points Before Testing

To all students, say:

You'll begin the test in just a few minutes, after I read a few final instructions.

During testing, keep your answer sheet and test book flat on your desk. If you find something wrong with your answer sheet or test book, such as a missing page, or if you realize that you have been writing answers in the wrong section of your answer sheet, raise your hand.

Answer sheets and test books must never be removed from the testing room.

The test is timed by section. You'll have breaks during the test when you can leave this room to have a snack or use the restroom.

Continue by saying:

I'll also walk around the room every now and then to make sure everyone is working on the correct section. For the SAT, you can only work on 1 section at a time. You are not allowed to move to the next section until you're told to do so. This may be different from what you're used to, so make sure not to move ahead or look back to a different section, even if you finish the current section.

Remember to do your best and provide an answer for every question, even if you're not sure of the correct answer. You won't lose points for incorrect answers.

Once the test has ended, please stay seated and don't leave the room until I dismiss you. If you have any questions you may ask them now. *[pause]*

Choose the Correct Standard Script

If you're testing students in a room that has both SAT and SAT with Essay test takers, turn to the Standard Script for Combined Rooms on page 29. If you're in a testing room where students are only taking the SAT without Essay or only taking the SAT with Essay, continue with the Standard Script for Uncombined Rooms that follows.

Standard Script for Uncombined Rooms

SECTION 1: Reading Test

STANDARD TIME

65 Minutes

When everyone is ready, say:

We'll start testing with Section 1, the Reading Test. Once we begin, you will have 65 minutes to work on Section 1. We'll take a short break when this section is finished. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left.

Please open your answer sheet to Section 1. *[pause]* Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 1 of the answer sheet and check that your answers are in the right spaces for each numbered question. If you skip a question to come back to it later, make sure you leave that line blank on the answer sheet.

If you finish before I call time, you may check your work on this section, but you may not turn to any other section of the test book or answer sheet. As I mentioned before, you won't lose points for incorrect answers, so try to answer every question, even if you're not sure of the correct answer.

Now, open your test book to Section 1. *[pause]* Read the directions, and begin work. Good luck, everyone. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

65 MINUTES

START TIME _____ **STOP TIME** _____

Procedures to Follow During Testing

Please be alert and vigilant throughout the test. Don't read, grade papers, work on a computer, talk or text on a phone, or do any other task unrelated to the test administration. Don't look through testing materials. Follow the procedures given earlier in this manual:

- Monitor and Time the Test on page 11
- Complete the Count of Materials on page 12 (make sure to complete the Testing Materials Report form as instructed here)

- Monitor Breaks on page 11
- Monitor Students on page 12

After 30 minutes, say:

You have 35 minutes remaining in Section 1.

After 60 minutes, say:

You have 5 minutes remaining in Section 1.

After exactly 65 minutes, say:

Please stop work and put your pencil down. *[pause]* Close your answer sheet and place it inside the front of your test book. Close your test book and leave it on your desk. We'll now stop for a 10-minute break.

Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We will start testing again in exactly 10 minutes.

Break Between Sections

10-MINUTE BREAK

- Post the break time of 10 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed and that answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. *[pause]*

Certification Statement

Before beginning Section 2, students must complete and sign the Certification Statement. Students whose disabilities prevent them from writing the statement should leave it blank. However, they should be encouraged to sign their names.

When everyone is ready, say:

When you submit your answer sheet, you are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including but not limited to email, text messages, or the internet. These conditions are in place to make sure all students have a fair and equal test experience. The conditions are spelled out in the *SAT School Day Student Guide* available to all School Day testers and online at **sat.org**.

Take out your answer sheet, but leave your test book closed. Turn to the back of your answer sheet, and find the Certification Statement field. After reading the paragraph of terms at the bottom, copy the statement in your usual handwriting style—print or cursive is fine. Then sign your full name as you would on an official document. Next to your signature, enter today's date. Look up when you're done. *[pause]*

Walk around the room and ensure that all students are writing the Certification Statement.

SECTION 2: Writing and Language Test

STANDARD TIME

35 Minutes

When everyone is ready, say:

We'll now move on to Section 2, the Writing and Language Test. Once we begin, you will have 35 minutes to work on Section 2. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left before the end of the section.

Open your answer sheet and find Section 2. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 2 of the answer sheet and check that your answers are in the right spaces for each numbered question.

If you finish before time is called, you may check your work on this section, but you may not turn to any other section. Please keep your calculator under your desk.

Now, open your test book to Section 2, read the directions, and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

35 MINUTES

START TIME _____ **STOP TIME** _____

After 15 minutes, say:

You have 20 minutes remaining in Section 2.

After 30 minutes, say:

You have 5 minutes remaining in Section 2.

After exactly 35 minutes, say:

Please stop work and put your pencil down. *[pause]*

Place your answer sheet on the page in your test book where you stopped working. Close your test book and leave it on your desk.

SECTION 3:
Math Test – No Calculator

STANDARD TIME
25 Minutes

IMPORTANT: *If a student is approved to use a 4-function calculator on this section as an accommodation, confirm it isn't a scientific or graphing calculator. (Percentage and square root functions are permitted.)*

When everyone is ready, say:

We'll now move on to Section 3, the Math Test without Calculator. Once we begin, you will have 25 minutes to work on Section 3. We will take a short break when this section is finished. I will post the start and stop times, and I will let you know when we're about halfway through the section and when 5 minutes are left before the end of the section.

Take out your answer sheet, and find Section 3. Don't start work until I tell you to. *[pause]* Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 3 of the answer sheet and check that your answers are in the right spaces for each numbered question. Most questions are multiple choice, but the last few questions are "Student-Produced Responses." Directions for filling in your answers to these questions are in your test book. You'll never need more than 4 spaces to record your answer, although some answers might not use all 4 spaces. If you've been approved to record your answers in your test book, be sure to mark answers clearly—for example, circle your final answer.

Although this is a math section, you are not allowed to use a calculator on this portion of the test. Please keep your calculator under your desk unless you have an approved accommodation to use a 4-function calculator. Are there any questions? *[pause]*

If you finish before time is called, you may check your work in this section, but you may not turn to any other section of the test book or answer sheet.

Now open your test book to Section 3, read the directions, and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

25 MINUTES

START TIME _____ **STOP TIME** _____

Walk around the room to check that students do not have calculators on their desks.

After 10 minutes, say:

You have 15 minutes remaining in Section 3.

After 20 minutes, say:

You have 5 minutes remaining in Section 3.

After exactly 25 minutes, say:

Please stop work and put your pencil down. *[pause]*

To help you find your place quickly after the break, put your answer sheet on top of the page in your test book that you are currently working on. Close your test book, and leave it on your desk. We'll take a break now for 5 minutes. If you brought a snack, you may eat it in designated areas only. As before, don't go anywhere other than designated areas, the hallway, or the restroom. Don't talk in the hallway, discuss the test questions with anyone, or use any type of electronic device during the break. We'll start testing again in exactly 5 minutes.

Break Between Sections

5-MINUTE BREAK

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed and that answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. *[pause]*

SECTION 4:
Math Test – Calculator

STANDARD TIME
55 Minutes

If your school is providing calculators for students, distribute them now.

When everyone is ready, say:

Now we'll turn to Section 4, the Math Test with Calculator. Once we begin, you will have 55 minutes to work on Section 4. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left before the end of the section.

You may use a calculator for this section. If you brought a calculator, please take it out now and place it on your desk. *[pause]*

Even though you are allowed to use a calculator for this section, all the questions can be answered without a calculator. If you use a calculator, remember to follow these guidelines:

- Keep your calculator flat on your desk or hold it so that other students can't view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator or batteries, keep them on the floor underneath your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will see if your substitute is acceptable. If you do not have a backup, continue taking the test and do the best you can.

Take out your answer sheet, and find Section 4. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. *[pause]* Be sure to mark your answers in Section 4 of the answer sheet and check that your answers are in the right spaces for each numbered question. Some questions are "Student-Produced Responses." Fill these out just like you did with the last section. The directions for filling in your answers are in your test book. You'll never need more than 4 spaces to record your answer, although some answers might not use all 4 spaces. If you've been approved to record your answers in your test book, be sure to mark answers clearly—for example, circle your final answer.

If you finish before time is called, you may check your work on this section, but you may not turn to any other section.

Now open your test book to Section 4, read the directions, and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

55 MINUTES

START TIME _____ **STOP TIME** _____

After 25 minutes, say:

You have 30 minutes remaining in Section 4.

After 50 minutes, say:

You have 5 minutes remaining in Section 4.

After exactly 55 minutes, say:

Stop work and put your pencil down. *[pause]* Close your test book and answer sheet. Place your answer sheet next to your test book.

Now say:

Before I collect your test materials, please turn over your answer sheet (or turn to page 16 if you're using a large-block answer sheet) and check that you have filled in the form code in field A. This form code is required for scoring your test. *[pause]*

Check that you have also completed fields B and C. Please raise your hand if you need help completing any fields. *[pause]*

Collect each test book from each student in the same order you used to distribute the books. Count the books to ensure you have the correct number before continuing. Place the test books where students can't access them.

After Section 4

You have finished the multiple-choice portion of the test. You may have students who are ready to be dismissed or students who need to continue with the Essay. Pause for a moment to read the instructions below and determine what your students require next.

A FOR STUDENTS TAKING THE SAT WITHOUT ESSAY

Testing has concluded. Proceed to When Testing Is Finished on page 26 and read the remaining instructions to collect answer sheets before dismissing students.

B FOR STUDENTS TAKING THE SAT WITH ESSAY

Continue with the break that follows.

Break Between Sections

Do not distribute Essay books until after all test books are collected and accounted for and you have begun the script for the Essay.

After collecting and counting test books, say:

Place your calculator under your desk. We'll take a break now to stretch for 2 minutes. You may not leave the room or discuss test questions.

2-MINUTE BREAK

Post the break time of 2 minutes and the time testing will resume.

At the end of the break, say:

Please take your seat. *[pause]*

The Essay

STANDARD TIME

50 Minutes

To all students, say:

I'll now give an Essay book to each of you. Don't open your Essay book until I tell you to do so.

Hand an Essay book to each student. If a student is approved to use a large-print test book, give them the appropriate large-print Essay book. Record the number of Essay books distributed for later reporting on the Testing Room Materials Report form.

Before reading the next script, fill in the school and room information to give to students.

Continue by saying:

When you receive your Essay book, turn it over and print your last name, first name, and middle initial, if you have one. Then print this school's code _____ and name _____, and this room's testing room code (or name) _____, which I've posted for you.

Next, say:

Now, open your answer sheet to page 6. If you're using a large-block answer sheet, open to page 30. On the back of your Essay book, find the Essay Code. Copy the Essay Code into the field on your answer sheet exactly as it appears on the back of your Essay book and fill in the corresponding bubble. This field must be correctly filled in, or your essay might not be scored.

Check that students have filled in the Essay Code.

IMPORTANT: *Students must write their essays on their answer sheets. They may not use scratch paper.*

When all students have an Essay book, say:

Now I'm going to give you a few instructions to help you make sure your essay is scored accurately.

- Use the unlined planning page to take notes and plan your essay. Nothing you write on the unlined page will be scored.
- When you're ready, start writing your essay on the first lined page, which says "Begin Your Essay Here." Write your essay on these lined pages and within the marked margins.
- Use a Number 2 pencil. If you do not use a pencil, or if you leave the pages blank, you will receive an Essay score of zero.
- Your essay must fit within the pages provided. Don't write anything past the word "STOP" on the last lined page, because anything written past that point will not be scored.

Time the Essay Section

To begin the Essay, say:

We'll now move on to the Essay. Once we begin, you'll have 50 minutes to work on the Essay section. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left. Keep your answer sheet and Essay book flat on your desk.

Please do not sign your essay or add your name to it (as in "By Jane Doe"). Doing so could delay your essay score.

Now read the directions, then turn to the Essay question and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

50 MINUTES

START TIME _____ **STOP TIME** _____

Use this time to confirm you have a serialized test book for each student and to record the number of Essay books distributed on the Testing Room Materials Report form. (Essay books aren't serialized.)

After 25 minutes have elapsed, say:

You have 25 minutes remaining in the Essay section.

After 45 minutes, say:

You have 5 minutes remaining in the Essay section.

After exactly 50 minutes, say:

Stop work and put your pencil down. *[pause]* Close your answer sheet and your Essay book. Place your answer sheet faceup next to your Essay book.

To all students, say:

Please sit quietly while I collect your Essay books.

Collect an Essay book from each student. Count them to make sure you have accounted for all books distributed to your room, and place them where students can't access them.

When Testing Is Finished

Students who have finished testing may need to be dismissed in 2 groups—students who have completed all fields on the answer sheet (who should be dismissed first), and students who haven't completed the nontest information on their answer sheets or want to make changes to their score reports in field 15 on the answer sheet.

To all students, say:

Congratulations, you have finished the test.

Now listen to this important information. If you want to cancel your scores before you leave, ask me for a Request to Cancel Test Scores form, which you must complete before you leave the room. To cancel your scores later, you must notify College Board in writing. You can't cancel your scores with an email or phone call. Send your signed cancellation request by overnight mail or fax, no later than 11:59 p.m. Eastern Time on the fourth weekday from today. You can also find the form online at **sat.org**.

Collect all remaining test materials except for answer sheets, including any translated instructions, at this time.

Place materials where students can't access them.

Before collecting answer sheets, determine if any students need to complete the optional nontest information on their answer sheets.

To all students, say:

If you still have nontest information to fill out on your answer sheet, including any changes that you want to make in field 15, where you can choose which colleges or scholarship programs you want to receive your scores, please open your answer sheet to page 2 (or page 5 for a large-block answer sheet). Sit quietly and do not write anything on the answer sheet while I dismiss other students. In a few minutes I'll help you complete your answer sheets.

For students who have completed nontest information on the answer sheets, proceed to Collect Answer Sheets on page 28. When you have dismissed these students, return to Completing the Answer Sheets for any students remaining.

Completing the Answer Sheets

Distribute a copy of the *Student Answer Sheet Instructions* to students remaining in the room for completing the nontest information on their answer sheets.

To all students, say:

Follow along in the *Student Answer Sheet Instructions* booklet as I read instructions to you.

For fields 10–14, say:

Turn to page 2, and fill in your address in fields 10 through 13 of your answer sheet. These fields are optional but recommended. Leave field 14 blank. Raise your hand if you have any questions. Look up when you're done. *[pause]*

Students using large-print instructions may need your help with the list for field 15.

For field 15, say:

Find field 15 on page 2 of your answer sheet. 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 4 colleges or scholarship programs. Completing this section is optional. Colleges and universities are always eager to get scores from students, even if you're not ready to apply.

Find the Score Reporting Code List in your *Student Answer Sheet Instructions* booklet. Use this list to find the 4-digit number for the schools or scholarship programs you want to send your scores to. U.S. colleges and universities are listed first in alphabetical order by state. Institutions in U.S. territories come next, followed by international ones. The final list in this booklet shows scholarship programs listed by state or country, in alphabetical order.

For each place you want to send scores to, copy the 4 digits in the boxes and fill in the corresponding bubbles. Let me know if you have any questions.

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

Now say:

If you have no other information to include on your answer sheet, close the *Student Answer Sheet Instructions* and your answer sheet, and place the answer sheet faceup on your desk. I will help other students start completing the rest of the answer sheet, and while they're working, I will dismiss anyone who is finished.

Read the remaining scripts below if you have students who need to complete fields 16–39. Proceed to Collect Answer Sheets on page 28 if no one needs to complete these fields.

To students remaining in the room, say:

I'll now help students start completing the rest of the answer sheet, and while they're working, I'll dismiss anyone who is finished.

For field 16, say:

Turn to page 3. Follow the directions in your booklet to fill in field 16 and indicate whether or not you'd like to opt in. Raise your hand if you have questions. *[pause]*

For field 17, say:

If you'd like to get information from College Board by email, including information about your scores once they become available online, write in your email address and fill in the corresponding bubbles in field 17. This is on page 6 if you're using a large-block answer sheet. Indicate at the top of the field whether this is your own email address or a parent or guardian's email address. If you give your own email address and opted in to Student Search Service in field 16, you may also get information from colleges sent to your email address. *[pause]*

To all students, for field 18, say:

Field 18 asks for your U.S. mobile number. Only U.S. mobile numbers are accepted. This field is optional. If you agree to the terms printed on your answer sheet, enter your phone number. Please look up when you're done. *[pause]*

When everyone is ready, say:

Now we'll complete the rest of the nontest questions, which ask for more information about you, your educational background, experiences, and activities and interests.

You can read about the benefits of providing this optional information in your *Student Answer Sheet Instructions* booklet. It's important that you know College Board will be able to use this information and provide it to others for additional uses, such as research.

These fields are optional. 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 field that asks for information your parent or guardian has told you not to provide.

Instructions for how to complete these fields are provided in your *Student Answer Sheet Instructions* booklet starting on page 2. Follow the instructions to complete fields 19 through 22. Then turn to the inside back cover of your answer sheet (or page 8 in your large-block answer sheet) to complete fields 23 through 39. Raise your hand if you have any questions. *[pause]*

When you're finished, close your *Student Answer Sheet Instructions* booklet and place it next to your answer sheet on your desk. Place your answer sheet faceup on your desk. Please wait quietly while others finish.

IMPORTANT: *If you have students who only asked to change their score reports, you can dismiss them while others are completing the additional fields.*

When you're ready to dismiss students, continue with the instructions under Collect Answer Sheets.

Collect Answer Sheets

Collect an answer sheet (and *Student Answer Sheet Instructions* booklet, if applicable) from each student ready for dismissal—these students should have their answer sheets placed faceup on their desks.

For each student, before moving on to the next person, do the following:

- Make sure students have completed all fields on the front page of the answer sheet (fields 1–9). (If students skipped any of these fields, make sure this information is printed on their pre-ID label.) Also ensure the letters in field 1, Name, correspond to the filled bubbles in each column.
- If there is a discrepancy and you suspect impersonation, fill out an IR and note the student's name. Notify the test coordinator immediately.
- Flip the answer sheet over to make sure students have completed the Form Code and other fields from the Complete on Test Day section, fields A–C. (For large-block answer sheets, these fields are on page 16.) These fields must be completed for a student's answer sheet to be scored.

Before Dismissing Students

Make sure answer sheets are not inserted in or between test books or Essay books (if any). Keep students seated until you're sure you have an answer sheet and the testing materials used by each student.

- Verify by count you have a multiple-choice test book, an Essay book (if any), and answer sheet for each student.
- Verify by serial number you have collected the test books assigned to your room.
- If you have any students approved to write their answers in the test book, you must ensure their answer sheets include the personal and test information for fields 1–9 and A–C before dismissing them. You must transcribe their answers after all students are dismissed. If you do not have enough answer sheets to complete the transcription, return without transcribing to your test coordinator to complete.

To students who are ready to be dismissed, say:

Remember, you should not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including email, text messages, or the internet.

To students who completed the SAT Essay, say:

In addition, you are not permitted to discuss or share today's Essay question until after scores are released.

Remind students of consequences by saying:

As I said at the beginning of the test, if a person violates any of these policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

Returning Collected Items:
If you have collected personal belongings from students, read script A. *If you have not collected any belongings, read script* B.
READ ONLY ONE OPTION

A To students whose belongings were collected, say:

This test administration is now over. As you prepare to leave, please come up and retrieve your personal belongings that I collected from you earlier. Once you have all your belongings, you may exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

B To students who have all their belongings, say:

The test administration is now over. Gather your belongings, and exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

If some students are waiting to complete the optional nontest information on their answer sheets, turn back to Completing the Answer Sheets on page 26. Once all students have left the room, proceed to After the Test on page 36.

Standard Script for Combined Rooms

SECTION 1: Reading Test

STANDARD TIME

65 Minutes

When everyone is ready, say:

We'll start testing with Section 1, the Reading Test. Once we begin, you will have 65 minutes to work on Section 1. We'll take a short break when this section is finished. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left.

Please open your answer sheet to Section 1. *[pause]* Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 1 of the answer sheet and check that your answers are in the right spaces for each numbered question. If you skip a question to come back to it later, make sure you leave that line blank on the answer sheet.

If you finish before I call time, you may check your work on this section, but you may not turn to any other section of the test book or answer sheet. As I mentioned before, you won't lose points for incorrect answers, so try to answer every question, even if you're not sure of the correct answer.

Now, open your test book to Section 1. *[pause]* Read the directions, and begin work. Good luck, everyone. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

65 MINUTES

START TIME _____ **STOP TIME** _____

Procedures to Follow During Testing

Please be alert and vigilant throughout the test. Don't read, grade papers, work on a computer, talk or text on a phone, or do any other task unrelated to the test administration. Don't look through testing materials. Follow the procedures given earlier in this manual:

- Monitor and Time the Test on page 11
- Complete the Count of Materials on page 12 (make sure to complete the Testing Materials Report form as instructed here)
- Monitor Breaks on page 11
- Monitor Students on page 12

After 30 minutes, say:

You have 35 minutes remaining in Section 1.

After 60 minutes, say:

You have 5 minutes remaining in Section 1.

After exactly 65 minutes, say:

Please stop work and put your pencil down. *[pause]* Close your answer sheet and place it inside the front of your test book. Close your test book and leave it on your desk. We'll now stop for a 10-minute break.

Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We will start testing again in exactly 10 minutes.

Break Between Sections

10-MINUTE BREAK

- Post the break time of 10 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed and that answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. *[pause]*

Certification Statement

Before beginning Section 2, students must complete and sign the Certification Statement. Students whose disabilities prevent them from writing the statement should leave it blank. However, they should be encouraged to sign their names.

When everyone is ready, say:

When you submit your answer sheet, you are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including but not limited to email, text messages, or the internet. These conditions are in place to make sure all students have a fair and equal test experience. The conditions are spelled out in the *SAT School Day Student Guide* available to all School Day testers and online at **sat.org**.

Take out your answer sheet, but leave your test book closed. Turn to the back of your answer sheet, and find the Certification Statement field. After reading the paragraph of terms at the bottom, copy the statement in your usual handwriting style—print or cursive is fine. Then sign your full name as you would on an official document. Next to your signature, enter today's date. Look up when you're done. *[pause]*

Walk around the room and ensure that all students are writing the Certification Statement.

SECTION 2:
Writing and Language Test

STANDARD TIME
35 Minutes

When everyone is ready, say:

We'll now move on to Section 2, the Writing and Language Test. Once we begin, you will have 35 minutes to work on Section 2. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left before the end of the section.

Open your answer sheet and find Section 2. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 2 of the answer sheet and check that your answers are in the right spaces for each numbered question.

If you finish before time is called, you may check your work on this section, but you may not turn to any other section. Please keep your calculator under your desk.

Now, open your test book to Section 2, read the directions, and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

35 MINUTES

START TIME _____ **STOP TIME** _____

After 15 minutes, say:

You have 20 minutes remaining in Section 2.

After 30 minutes, say:

You have 5 minutes remaining in Section 2.

After exactly 35 minutes, say:

Please stop work and put your pencil down. *[pause]*

Place your answer sheet on the page in your test book where you stopped working. Close your test book and leave it on your desk.

SECTION 3:
Math Test – No Calculator

STANDARD TIME
25 Minutes

IMPORTANT: *If a student is approved to use a 4-function calculator on this section as an accommodation, confirm it isn't a scientific or graphing calculator. (Percentage and square root functions are permitted.)*

When everyone is ready, say:

We'll now move on to Section 3, the Math Test without Calculator. Once we begin, you will have 25 minutes to work on Section 3. We will take a short break when this section is finished. I will post the start and stop times, and I will let you know when we're about halfway through the section and when 5 minutes are left before the end of the section.

Take out your answer sheet, and find Section 3. Don't start work until I tell you to. *[pause]* Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 3 of the answer sheet and check that your answers are in the right spaces for each numbered question. Most questions are multiple choice, but the last few questions are "Student-Produced Responses." Directions for filling in your answers to these questions are in your test book. You'll never need more than 4 spaces to record your answer, although some answers might not use all 4 spaces. If you've been approved to record

your answers in your test book, be sure to mark answers clearly—for example, circle your final answer.

Although this is a math section, you are not allowed to use a calculator on this portion of the test. Please keep your calculator under your desk unless you have an approved accommodation to use a 4-function calculator. Are there any questions? *[pause]*

If you finish before time is called, you may check your work in this section, but you may not turn to any other section of the test book or answer sheet.

Now open your test book to Section 3, read the directions, and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

25 MINUTES

START TIME _____ **STOP TIME** _____

Walk around the room to check that students do not have calculators on their desks.

After 10 minutes, say:

You have 15 minutes remaining in Section 3.

After 20 minutes, say:

You have 5 minutes remaining in Section 3.

After exactly 25 minutes, say:

Please stop work and put your pencil down. *[pause]*

To help you find your place quickly after the break, put your answer sheet on top of the page in your test book that you are currently working on. Close your test book, and leave it on your desk. We'll take a break now for 5 minutes. If you brought a snack, you may eat it in designated areas only. As before, don't go anywhere other than designated areas, the hallway, or the restroom. Don't talk in the hallway, discuss the test questions with anyone, or use any type of electronic device during the break. We'll start testing again in exactly 5 minutes.

Break Between Sections

5-MINUTE BREAK

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed and that answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. *[pause]*

SECTION 4:
Math Test – Calculator

STANDARD TIME

55 Minutes

If your school is providing calculators for students, distribute them now.

When everyone is ready, say:

Now we'll turn to Section 4, the Math Test with Calculator. Once we begin, you will have 55 minutes to work on Section 4. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left before the end of the section.

You may use a calculator for this section. If you brought a calculator, please take it out now and place it on your desk. *[pause]*

Even though you are allowed to use a calculator for this section, all the questions can be answered without a calculator. If you use a calculator, remember to follow these guidelines:

- Keep your calculator flat on your desk or hold it so that other students can't view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator or batteries, keep them on the floor underneath your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will see if your substitute is acceptable. If you do not have a backup, continue taking the test and do the best you can.

Take out your answer sheet, and find Section 4. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. *[pause]* Be sure to mark your answers in Section 4 of the answer sheet and check that your answers are in the right spaces for each numbered question. Some questions are "Student-Produced Responses." Fill these out just like you did with the last section. The directions for filling in your answers are in your test book. You'll never need more than 4 spaces to record your answer, although some answers might not use all 4 spaces. If you've been approved to record your answers in your test book, be sure to mark answers clearly—for example, circle your final answer.

If you finish before time is called, you may check your work on this section, but you may not turn to any other section.

Now open your test book to Section 4, read the directions, and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

55 MINUTES

START TIME _____ **STOP TIME** _____

After 25 minutes, say:

You have 30 minutes remaining in Section 4.

After 50 minutes, say:

You have 5 minutes remaining in Section 4.

After exactly 55 minutes, say:

Stop work and put your pencil down. *[pause]* Close your test book and answer sheet. Place your answer sheet next to your test book.

Now say:

Before I collect your test materials, please turn over your answer sheet (or turn to page 16 if you're using a large-block answer sheet) and check that you have filled in the Form Code in field A. This Form Code is required for scoring your test. *[pause]*

Check that you have also completed fields B through D. Please raise your hand if you need help completing any fields. *[pause]*

Collect each test book from each student in the same order you used to distribute the books. Count the books to ensure you have the correct number before beginning the next section. Place the test books where students can't access them.

Follow these instructions to prepare for dismissing students taking the SAT without Essay before you administer the Essay. Don't distribute Essay books until you have begun the script for the SAT Essay.

After collecting and counting test books, say:

If you're taking the Essay, please put your calculator under your desk and place your answer sheet facedown on your desk. You may take a brief stretch break while I give instructions and collect materials from students who are finished testing. Please do not talk or leave the room without permission.

To students taking the SAT without Essay, say:

Those of you who are not taking the Essay, congratulations, you just finished the test. Place your answer sheet faceup on your desk so that I can check it when I collect it.

Collect all remaining test materials—except for answer sheets—from students who are taking the SAT without Essay, including any translated instructions or word-to-word glossaries. Also collect any school provided calculators from all students at this time. Place these materials where students can't access them.

To all students, say:

Now listen to this important information. If you want to cancel your scores before you leave, ask me for a Request to Cancel Test Scores form, which you must complete before you leave the room. To cancel your scores later, you must notify College Board in writing. You can't cancel your scores with an email message or phone call. Send your cancellation request by overnight mail or fax, no later than 11:59 p.m. Eastern Time on the fourth weekday from today. You can also find the form online at **sat.org**.

Before collecting answer sheets, determine if any students need to complete or update score reporting information on their answer sheets. (Students waiting to take the Essay should also complete this information at this time.)

To all students, say:

If you think you'd like to make changes to field 15 on your answer sheet, where you chose the colleges and scholarship programs that you want to receive your scores, please raise your hand.

If no students raise their hands, proceed to Collect Answer Sheets. Otherwise continue with the instructions under Completing the Score Reporting Field.

Completing the Score Reporting Field

To all students, say:

To make changes to which colleges and scholarship programs receive your scores, open your answer sheet to page 2 (or page 5 for a large-block answer sheet). If you have no changes, please sit quietly and leave your answer sheet closed.

Distribute a copy of the *Student Answer Sheet Instructions* to students who need them.

For field 15, say:

Find field 15 on page 2 of your answer sheet (page 5 of the large-block answer sheet). 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 4 colleges or scholarship programs. Completing this section is optional. Colleges and universities are always eager to get scores from students, even if you're not ready to apply.

Find the Score Reporting Code List in your *Student Answer Sheet Instructions*. Use this list to find the 4-digit number for the schools or scholarship programs you want to send your scores to. The U.S. colleges and universities are listed in alphabetical order by state first. Institutions in U.S. territories come next, followed by international ones. The final list in this booklet shows scholarship programs listed by state or country, in alphabetical order.

For each place you want to send scores to, copy the 4 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]*

Now say:

Close the *Student Answer Sheet Instructions* and your answer sheet. If you are waiting to take the Essay, make sure your answer sheet is facedown on your desk. If you are finished testing, place your answer sheet faceup so that I can check it when I collect it from you.

Collect Answer Sheets

Collect an answer sheet (and *Student Answer Sheet Instructions* booklet, if applicable) from each student ready for dismissal—these students should have their answer sheets placed faceup on their desks. Students waiting to take the Essay should have their answer sheets placed facedown—don't collect these yet.

For each student, before moving on to the next person, do the following:

- Make sure students have completed all fields on the front page of the answer sheet (fields 1–9). (If students skipped any of these fields, make sure this information is printed on their pre-ID label.) Also ensure the letters in field 1, Name, correspond to the filled bubbles in each column.
- If there is a discrepancy and you suspect impersonation, fill out an IR and note the student's name. Notify the test coordinator immediately.
- Flip the answer sheet over to make sure students have completed the Form Code and other fields from the Complete on Test Day section, fields A–C. (For large-block answer sheets, these fields are on page 16.) These fields must be completed for a student's answer sheet to be scored.

Before Dismissing Students

Make sure answer sheets are not inserted in or between test books. Keep students seated until you're sure you have an answer sheet and the testing materials assigned to each student.

- Verify by count you have a multiple-choice test book and answer sheet for each student who is leaving.
- Verify by serial number you have collected the test books assigned to your room.
- If you have any students approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information for these fields before dismissing students. You must transcribe their answers after all students are dismissed. If you do not have enough answer sheets to complete the transcription, return without transcribing to your test coordinator to complete.

To students who are ready to be dismissed, say:

Remember, you should not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including email, text messages, or the internet. As I said at the beginning of the test, if a person violates any of these policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

Returning Collected Items:
If you have collected personal belongings from students, read script **A**. *If you have not collected any belongings, read script* **B**.
READ ONLY ONE OPTION

A To students whose belongings were collected, say:

This test administration is now over. As you prepare to leave, please come up and retrieve your personal belongings that I collected from you earlier. Once you have all your belongings, you may exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

B To students who have all their belongings, say:

The test administration is now over. Gather your belongings, and exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

Once all students who have finished testing have left the room, proceed to administer the SAT Essay.

The Essay

STANDARD TIME
50 Minutes

To all students, say:

I will now give an Essay book to each of you. Don't open your Essay book until I tell you to do so.

Hand an Essay book to each student. If a student is approved to use a large-print test book, give them the appropriate large-print Essay book. Record the number of Essay books distributed for later reporting on the Testing Room Materials Report form.

Before reading the next script, fill in the school and room information to give to students.

Continue by saying:

When you receive your Essay book, turn it over and print your last name, first name, and middle initial, if you have one. Then print this school's code _____ and name _____ and this room's testing room code (or name) _____, which I've posted for you.

Next, say:

Now, open your answer sheet to page 6. If you're using a large-block answer sheet, open to page 30. On the back of your Essay book, find the Essay Code. Copy the Essay Code into the field on your answer sheet exactly as it appears on the back of your Essay book and fill in the corresponding bubble. This field must be correctly filled in, or your essay might not be scored.

Check that students have filled in the Essay Code.

IMPORTANT: *Students must write their essays on their answer sheets. They may not use scratch paper.*

When all students have an Essay book, say:

Now I'm going to give you a few instructions to help you make sure your essay is scored accurately.

- Use the unlined page to take notes and plan your essay. Nothing you write on the unlined planning page will be scored.
- When you're ready, start writing your essay on the first lined page, which says "Begin Your Essay Here." Write your essay on these lined pages and within the marked margins.
- Use a Number 2 pencil. If you do not use a pencil, or if you leave the pages blank, you will receive an Essay score of zero.
- Your essay must fit within the pages provided. Don't write anything past the word "STOP" on the last lined page, because anything written past that point will not be scored.

To begin the Essay, say:

We'll now move on to the Essay. Once we begin, you'll have 50 minutes to work on the Essay section. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left. Keep your answer sheet and Essay book flat on your desk.

Please do not sign your essay or add your name to it (as in "By Jane Doe"). Doing so could delay your essay score.

Now read the directions, then turn to the Essay question and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

50 MINUTES

START TIME _____ **STOP TIME** _____

Use this time to confirm that you have a serialized test book for each student and to record the number of Essay books distributed on the Testing Room Materials Report form. (Essay books aren't serialized.)

After 25 minutes have elapsed, say:

You have 25 minutes remaining in the Essay section.

After 45 minutes, say:

You have 5 minutes remaining in the Essay section.

After exactly 50 minutes, say:

Stop work and put your pencil down. *[pause]* Close your answer sheet and your Essay book. Place your answer sheet faceup next to your Essay book.

To all students, say:

Congratulations, you have finished the test. Please sit quietly while I collect your test materials.

Collect an Essay book from each student. Count them to make sure you have accounted for all books distributed to your room, and place them where students can't access them.

Collect an answer sheet from each student. For each student, before moving on to the next person, do the following:

- Confirm all the identifying information on the answer sheet is complete. Ensure that the letters in field 1, Name, correspond to the filled bubbles in each column.
- If there is a discrepancy, ask the student to show ID and explain the discrepancy. Document the discrepancy on an IR.
- If you suspect impersonation, note the student's name on the IR. Notify the test coordinator immediately.
- Flip the answer sheet over to make sure students have completed the Form Code and other fields from the Complete on Test Day section, fields A–D. (For large-block answer sheets, these fields are on page 16.) These fields must be completed for a student to receive a score report.

Before Dismissing Students

Make sure answer sheets aren't inserted in or between test books or Essay books.

Keep students seated until you're sure you have an answer sheet and the testing materials used by each student.

- Verify by count you have a multiple-choice test book, an Essay book, and an answer sheet for each student being dismissed.
- Verify by serial number you have collected the test books assigned to your room.
- If you have any students approved to write their answers in the test book, you must ensure their answer sheets include the students' personal and test information for fields 1–9 and A–C before dismissing students.

After all materials are accounted for, say:

Remember, you should not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including email, text messages, or the internet.

To students who completed the Essay, say:

In addition, you are not permitted to discuss or share today's Essay question until after the Essay is available online.

Remind students of consequences by saying:

As I said at the beginning of the test, if a person violates any of these policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

Returning Collected Items:
If you have collected personal belongings from students, read script **A**. *If you have not collected any belongings, read script* **B**.

READ ONLY ONE OPTION

A To students whose belongings were collected, say:

This test administration is now over. As you prepare to leave, please come up and retrieve your personal belongings that I collected from you earlier. Once you have all your belongings, you may exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

B To students who have all their belongings, say:

The test administration is now over. Gather your belongings, and exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

Once all students have left the room, continue with the tasks under After the Test.

After the Test

TASKS

- Complete and sign the Testing Room Materials Report form and seating chart.
- Describe any testing issues on the Irregularity Report.
- If applicable, follow the instructions under Transcribe Student Responses for Scoring.
- Return the completed Testing Room Materials Report form with all test materials and forms to the test coordinator.
- Make sure your room roster identifies who was present or absent.
- Make sure to return all of the following materials to your test coordinator in an organized fashion:
  - ☐ Answer sheets
  - ☐ Test books (including any materials you transcribed student responses from, if applicable)
  - ☐ Essay books, if applicable
  - ☐ Room roster
  - ☐ IRs, if any
  - ☐ Completed Testing Room Materials Report form
  - ☐ Any other materials provided to you by the test coordinator

Transcribe Student Responses for Scoring

A completed answer sheet (standard or large block) must be submitted for a student to receive a score report.

- If you have any students approved to write their answers in the test book, do the following:
  - On the front cover of the test book, write "Answers in book" and copy the litho code (8-digit serial number) from the shaded box on the bottom right corner of the answer sheet.
  - On the test book, make sure the student's name and 6-digit school (AI) code have been recorded.
  - Transfer responses from the test book to the regular answer sheet pages.
  - Clip transcribed answer sheets to the associated test books and deliver them to the test coordinator to return with the used accommodated answer sheets.
- Large-block answer sheets don't need to be transcribed and should be returned with used answer sheets.

Appendix

SAT Standard Section Timing Chart

START AND STOP TIMES FOR STANDARD SECTIONS *All times are "minutes after the hour."*

Start Time	Section 1	Section 2	Section 3	Section 4	SAT Essay
	65 minutes	35 minutes	25 minutes	55 minutes	50 minutes
:00	:05	:35	:25	:55	:50
:01	:06	:36	:26	:56	:51
:02	:07	:37	:27	:57	:52
:03	:08	:38	:28	:58	:53
:04	:09	:39	:29	:59	:54
:05	:10	:40	:30	:00	:55
:06	:11	:41	:31	:01	:56
:07	:12	:42	:32	:02	:57
:08	:13	:43	:33	:03	:58
:09	:14	:44	:34	:04	:59
:10	:15	:45	:35	:05	:00
:11	:16	:46	:36	:06	:01
:12	:17	:47	:37	:07	:02
:13	:18	:48	:38	:08	:03
:14	:19	:49	:39	:09	:04
:15	:20	:50	:40	:10	:05
:16	:21	:51	:41	:11	:06
:17	:22	:52	:42	:12	:07
:18	:23	:53	:43	:13	:08
:19	:24	:54	:44	:14	:09
:20	:25	:55	:45	:15	:10
:21	:26	:56	:46	:16	:11
:22	:27	:57	:47	:17	:12
:23	:28	:58	:48	:18	:13
:24	:29	:59	:49	:19	:14
:25	:30	:00	:50	:20	:15
:26	:31	:01	:51	:21	:16
:27	:32	:02	:52	:22	:17
:28	:33	:03	:53	:23	:18
:29	:34	:04	:54	:24	:19
:30	:35	:05	:55	:25	:20
:31	:36	:06	:56	:26	:21
:32	:37	:07	:57	:27	:22
:33	:38	:08	:58	:28	:23
:34	:39	:09	:59	:29	:24
:35	:40	:10	:00	:30	:25
:36	:41	:11	:01	:31	:26
:37	:42	:12	:02	:32	:27
:38	:43	:13	:03	:33	:28
:39	:44	:14	:04	:34	:29
:40	:45	:15	:05	:35	:30
:41	:46	:16	:06	:36	:31
:42	:47	:17	:07	:37	:32
:43	:48	:18	:08	:38	:33
:44	:49	:19	:09	:39	:34
:45	:50	:20	:10	:40	:35
:46	:51	:21	:11	:41	:36
:47	:52	:22	:12	:42	:37
:48	:53	:23	:13	:43	:38
:49	:54	:24	:14	:44	:39
:50	:55	:25	:15	:45	:40
:51	:56	:26	:16	:46	:41
:52	:57	:27	:17	:47	:42
:53	:58	:28	:18	:48	:43
:54	:59	:29	:19	:49	:44
:55	:00	:30	:20	:50	:45
:56	:01	:31	:21	:51	:46
:57	:02	:32	:22	:52	:47
:58	:03	:33	:23	:53	:48
:59	:04	:34	:24	:54	:49

Acceptable Calculators

The following calculators are acceptable for use on the Math Test – Calculator. Only this test permits the use of a calculator (unless a student has an approved accommodation). This list doesn't include every calculator model.
Call School Day Support if you aren't sure about a calculator that's not on this list.

- All scientific calculators, which can perform complex mathematical functions but don't have a graphing feature, are acceptable as long as they don't have any prohibited features given under Unacceptable Calculators.
- All 4-function calculators are acceptable but not recommended.
- Graphing calculators included in the following table of acceptable graphing calculators are acceptable.

THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

CASIO

FX-6000 series
FX-6200 series
FX-6300 series
FX-6500 series
FX-7000 series
FX-7300 series
FX-7400 series
FX-7500 series
FX-7700 series
FX-7800 series
FX-8000 series
FX-8500 series
FX-8700 series
FX-8800 series
FX-9700 series
FX-9750 series
FX-9860 series
CFX-9800 series
CFX-9850 series
CFX-9950 series
CFX-9970 series
FX 1.0 series
Algebra FX 2.0 series
FX-CG-10
FX-CG-20 series
FX-CG-50
FX-CG-500 (Using the stylus is not permitted.)
Graph25 series
Graph35 series
Graph75 series
Graph95 series
Graph100 series

HEWLETT-PACKARD

HP-9G
HP-28 series
HP-38G
HP-39 series
HP-40 series
HP-48 series
HP-49 series
HP-50 series
HP Prime

SHARP

EL-5200
EL-9200 series
EL-9300 series
EL-9600 series (Using the stylus is not permitted.)
EL-9900 series

TEXAS INSTRUMENTS

TI-73
TI-80
TI-81
TI-82
TI-83/TI-83 Plus
TI-83 Plus Silver
TI-84 Plus
TI-84 Plus CE
TI-84 Plus Silver
TI-84 Plus C Silver
TI-84 Plus CE-T
TI-84 Plus T
TI-85
TI-86
TI-89
TI-89 Titanium
TI-Nspire
TI-Nspire CX
TI-Nspire CM-C
TI-Nspire CAS
TI-Nspire CX CAS
TI-Nspire CM-C CAS
TI-Nspire CX-C CAS
TI-Nspire CX II
TI-Nspire CX II-T
TI-Nspire CX II CAS
TI-Nspire CX II-T CAS
TI-Nspire CX II-C CAS

RADIOSHACK

EC-4033
EC-4034
EC-4037

OTHER

Datexx DS-883
Micronta
NumWorks
Smart[2]

Unacceptable Calculators

Students are not allowed to use any of the following calculators, unless specifically approved by College Board as an accommodation:

- Laptops or other computers, tablets, mobile phones, smartwatches, or wearable technology
- 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 computer-style (QWERTY) keyboard, pen input, or stylus
- Models that use electrical outlets, make noise, or have a paper tape

In addition, the use of hardware peripherals such as a stylus with an approved calculator isn't permitted. Some models with touchscreen capability are not permitted (e.g., Casio ClassPad). Check the list of acceptable graphing calculators above for models that are permitted.

Photo ID Requirements

Acceptable IDs

You're not required to confirm with a photo ID the identity of students who regularly attend your school and are familiar to you. For students unfamiliar to you, refer to this list of acceptable and unacceptable forms of identification.

ID Requirements

Photo IDs aren't required for SAT School Day testing unless a student is testing at a school they don't attend.

To be acceptable, a photo ID must:

- Be a valid (unexpired) photo identification that is government issued or issued by the student's school. (A school ID from 2019-20 is valid through December 31, 2020, and is acceptable for fall 2020 testing.)
- Be an original, physical document (not photocopied or electronic).
- Bear the student's full, legal name.
- Bear a photo that clearly matches the student's appearance. Black and white photos are acceptable.
- Be in good condition, with clearly legible English language text, and a clearly visible photo.

Examples of Acceptable ID

- Government issued driver's license or nondriver ID card
- Official school-produced student ID card from the student's current school
- Government issued passport or U.S. Global Entry ID card
- Government issued military or national ID card
- SAT School Day Student ID form, available under Educator Downloads at **sat.org/school-day** (must be prepared by the student's school or signed by a notary if a student is homeschooled)

Unacceptable IDs

Types of Identification to Reject

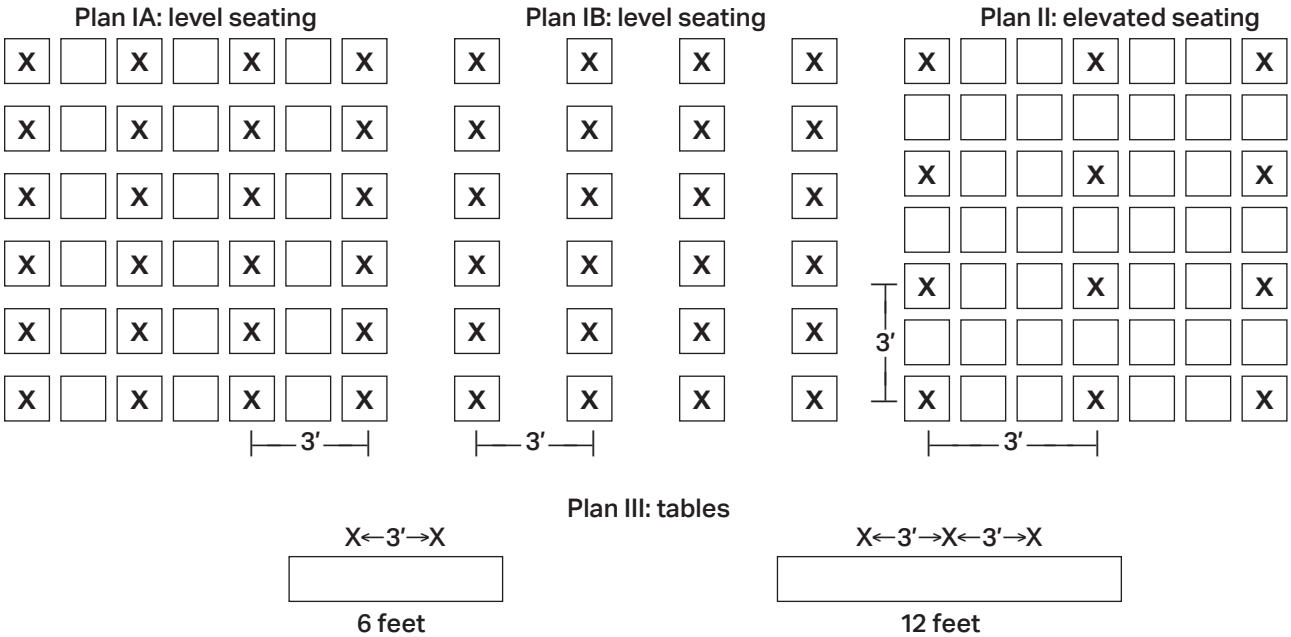
- Any document that doesn't conform to the requirements
- Any document that is worn, torn, scuffed, scarred, or damaged
- An electronic document presented on a device
- Any document that appears tampered with or digitally altered
- Any document that bears a statement such as "not valid as identification"

Examples of Unacceptable ID

- Credit or debit card of any kind, even one with a photo
- Birth certificate
- Social Security card
- Employee ID card
- Missing child (Child Find) ID card
- Any temporary ID card

Sample Seating Plans

The following sample plans show how to configure seating in various situations.



Sample Standard Test Day Schedule

(Times are approximate.)

EXAMPLE OF A STANDARD TEST DAY SCHEDULE

Time	Task
6:45 a.m.	Staff reporting time and facility preparation.
7 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Report forms.
7:15 a.m.	Staff report to their rooms and prepare for student arrival.
7:30 a.m.	Students report to the designated assembly area.
7:45–8 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).

Time	Task
8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
11:45 a.m.	Testing ends for standard timing of SAT without Essay.
12:55 p.m.	Testing ends for standard timing of SAT with Essay.

Irregularity Chart

HOW TO HANDLE IRREGULARITIES

Irregularity	What you should do	How to fill out the IR
Test Site Issues		
Test site closing/ cancellation of testing Call School Day Support immediately.	In the event of a storm, power failure, or other emergency that requires cancellation before test day, your test coordinator will: ▪ Notify your principal or district. ▪ Notify campus/building security. ▪ Notify students of the cancellation.	Explain circumstances and impact of issue. Bubble Page 1, Section 6—"Disturbance/interruption." Include a list of students affected.
Suspension of testing due to active threat Contact law enforcement immediately.	If faced with an active threat such as bomb threat, active shooter, any threatening behavior including those involving a firearm or weapon, or if student brings a firearm to a test site: ▪ Follow your school's procedures for lockdown or evacuation. ▪ If possible, follow all procedures under "Interruption" to ensure student and staff safety and to secure materials. **IMPORTANT:** *Weapons don't include religious items, or small pocket knives or multi-tools.*	Explain circumstances and impact of issue and section(s) affected. Bubble Page 1, Section 6—"Test site environment issue."
Interruption Call School Day Support if the interruption (e.g., fire alarm) can't be resolved.	▪ Provide clear instructions for student and staff safety. ▪ Direct students not to talk or use electronic devices. ▪ Collect test books and answer sheets, if necessary, while maintaining safety. Ensure the room is locked if everyone must leave. ▪ Monitor students if they must leave the testing room. Keep them together in a group and don't allow them to go to their lockers. ▪ If you're able to resume testing, ensure materials and students were properly monitored, and continue testing where each room left off. Timing should be paused, and no extra time may be given. ▪ If testing must be canceled, your primary test date materials can't be kept or used for makeup testing (see "Test site closing/cancellation of testing"). Notify students they'll take a makeup test.	Note the source, length, and impact of the interruption and the section(s) affected. Bubble Page 1, Section 6—"Disturbance/ interruption." Fill in the number of affected students in 6a and the testing room code in 6b. If the entire school is affected, note this in the Comments section; otherwise, if no testing room code is available, list the individual students and their answer sheet litho codes (8-digit serial numbers) in Section 11.
Incorrect, Missing, Damaged, or Defective Materials		
Materials missing or damaged before testing Call School Day Support immediately.	Before testing begins, if you discover a test book is missing and you're unable to locate it, notify the test coordinator immediately.	Bubble Page 1, Section 6—"Missing materials."

Irregularity	What you should do	How to fill out the IR
Missing materials during testing Call School Day Support immediately.	▪ Wait until a scheduled break or the end of the testing session to account for the missing materials. ▪ Don't allow any student to leave the testing room until materials are accounted for. ▪ If materials aren't located, put monitor in charge of the testing room and contact the test coordinator.	Explain the circumstances fully. Bubble Page 1, Section 6—"Missing materials." Fill in the testing room code in box 6b. In the Comments section, note the serial number of any missing test books.
Missing test book after testing Call School Day Support immediately.	If a test book is discovered missing after students have been dismissed, do not return any test materials until after you have spoken with a College Board representative.	Explain the circumstances fully. Bubble Page 1, Section 6—"Missing materials." Fill in the number of students affected in Section 6a, fill in the testing room code number in Section 6b, and list the affected student(s) on Page 4, Section 11.
Insufficient number of answer sheets Call School Day Support immediately.	If you don't have enough answer sheets for all students testing, call School Day Support immediately for instructions on how to proceed.	Bubble Page 2, Section 7b, Other Issue—"Other" and write "Insufficient answer sheets."
Defective answer sheet	▪ Replace defective answer sheet. Direct the student to print their name on the new answer sheet, then continue with the next question. – If testing time is lost because of defective answer sheet, allow the student to make up the time, and complete the demographic information, at the end of test administration. – **Important:** After testing is over, have the student completely grid their name (1), school information (2–4), student ID number (5) if available, grade level (6), date of birth (7), gender (8), test type (9), and fields A–D on the back of the answer sheet. Make sure these items are completed on both answer sheets, and clip both answer sheets together. – Return with other used answer sheets. ▪ If an extra answer sheet is not available, follow the procedures in this chart under "Insufficient number of answer sheets."	Describe the defect and note any loss of testing time. If time was made up, indicate when. Include the litho code (8-digit serial number) from the front of answer sheet. If a defective answer sheet has no student marks on it, attach it to the IR. Bubble Page 2, Section 7b, Defective Materials Issue—choose listed specific issue or choose "Other" and describe in the Comments section on Page 3. If there are 2 answer sheets with student marks on them, also bubble Page 2, Section 7b, Student Errors/Issue—"Student needed second answer sheet."

Irregularity	What you should do	How to fill out the IR
Defective test book or flash drive Call School Day Support immediately if the defect appears in several test books.	▪ Replace the defective book or flash drive if you have an extra with the same cover/packaging that doesn't have the same defect. If able to replace, direct the student to continue testing with original answer sheet. ▪ If the defective test book or flash drive causes a loss of testing time, allow the student to make up the time for that section at the end of test administration. ▪ If the test book or flash drive can't be replaced, dismiss the student and tell them they'll take a makeup test. Add this student to your list of makeups needed and order makeup testing materials. For students testing during the accommodated window, call the SSD office for guidance. ▪ On the front cover of the test book, print "Defective" and identify error, school code, and location and nature of defect.	Identify the student. Describe the defect. Note the loss of testing time. If the time was made up, indicate when and attach test book to the IR. Bubble Page 2, Section 7b, Defective Materials Issue—choose listed specific issue or choose "Other" and describe.
MP3 streaming issues If administration is compromised, call the SSD office immediately.	▪ Consult the troubleshooting instructions for MP3 streaming in the *SAT School Day Accommodated Testing Manual* for more information. ▪ If issue causes a loss of testing time, allow student(s) to make up the time for that section if possible. If not possible, call the SSD office.	Note the impact of the issue and section(s) affected. Bubble Page 1, Section 6, "Defective/incorrect materials" (for a group). Bubble either Page 2, Section 7b, Defective Materials Issue—"Blank or defective MP3 audio or ATC test format," or Page 2, Section 7b, Defective Materials Issue—"Intermittent problems with MP3 audio or ATC test format," as appropriate (for an individual).
Security Violations/Student Misconduct		
Observed misconduct Call School Day Support immediately.	If you observe a student removing a test book or parts of a test book, attempting to impersonate another student, or leaving the building during testing: ▪ Note the student's name. Collect the test book and answer sheet, notify the test coordinator, and dismiss the student into their custody. Do not readmit the student to the testing room. ▪ If the student attempted to remove all or part of a test book, on the front of the test book, note the student's name and write "Attempted theft of test book." ▪ If pages are missing or damaged, indicate which pages on the IR.	Attach test book to IR. Provide the student's name. Bubble Page 2, Section 7b, Student Errors/Issue—"Student removed or attempted to remove test materials," or "Student impersonated another student," or "Student left early/left without permission." Note test book serial number and, if applicable, pages and sections.

Irregularity	What you should do	How to fill out the IR
Test book misuse/ working on the wrong section Call School Day Support immediately.	If a student is seen looking through or opening the test book before or after time is called, working on a wrong section, or working past the permitted time: ▪ Ask the student to close test book or direct student to proper section of test book. Warn the student individually that a subsequent violation will be grounds for dismissal. (You don't need to complete an IR for a warning.) ▪ If behavior continues, collect the test book and answer sheet. Notify the coordinator and dismiss the student. Do not readmit the student to the testing room. ▪ Fill out an IR. ▪ Return answer sheets with other used answer sheets.	If you dismiss the student, note the section(s) affected, and attach the test book. Provide the student's name. Bubble Page 2, Section 7b, Student Errors/Issue—"Student worked after time called," or "Student worked on wrong section," or "Student obtained improper access to test/part of test." Note the duration of the violation, if applicable.
Use or possession of test content through answer keys or images of test pages Call School Day Support.	If a student is observed using or distributing test content, including answer keys or images of test pages, at any time in the test site, including during breaks, collect as much evidence as possible: ▪ Collect the device, answer key, or other prohibited aid. ▪ Follow procedures to dismiss the student from the testing room: – If possible, check the student's ID and inform them that you must write up the incident and that their scores will be canceled. – Collect test book and answer sheet, and dismiss the student. Do not allow them back in the testing room. ▪ Don't return any written answer keys to student. Any written answer keys and/or images of answer keys should be sent to College Board for investigation.	Bubble Page 2, Section 7a, Action Taken—"Dismissed." Bubble Page 2, Section 7b, Student Errors/Issue—"Student gave or received help," or "Student used a phone or prohibited device, or it made noise." Mention any other relevant specifics, such as use of an answer key, in the Comments section on Page 3.
Noise or disturbances made by prohibited electronic devices	**If a student's prohibited device produces noise or other disturbances while in their own possession:** ▪ Follow the instructions in "Observed with prohibited electronic devices." **If a student's phone produces noise or other disturbances while in the proctor's possession or stored away from the student's desk:** ▪ This shouldn't be considered grounds for immediate dismissal, as long as the device isn't under the desk or otherwise in the student's possession. ▪ The proctor should turn off the phone to prevent additional disturbances during testing. ▪ The proctor should warn the student who owns the phone that additional disturbances will result in dismissal. ▪ You don't need to report these actions on an IR.	An IR is not needed for an initial warning.

Irregularity	What you should do	How to fill out the IR
Observed with prohibited electronic devices Approved medical devices such as insulin pumps (that are not connected to a cell phone) are allowed.	If the student is observed with any prohibited electronic device in the testing room or during a break, whether or not they are using the device: ▪ Tell the student to hand it to you immediately. ▪ Inform the student that you must write up the incident, their scores will be canceled, and the device will be returned. The student will not be eligible for a makeup. ▪ If test content is detected on the device, follow instructions in this chart under "Use or possession of test content through answer keys or images of test pages" to collect and inspect any prohibited aids or electronic devices. ▪ Collect the test book and answer sheet and dismiss the student from testing. Don't readmit the student to the testing room.	Note that the device made noise or was in use. Attach the test book to the IR. Provide the student's name. Bubble Page 2, Section 7a, Action Taken—"Dismissed"—and Did student complete testing?—"No." Bubble Page 2, Section 7b, Student Errors/Issue—"Student used a mobile phone or prohibited device, or it made noise." Indicate the type of prohibited aid used in the Comments section on Page 3.
Calculator misuse/ prohibited aids (Unless approved as an accommodation)	If a student is seen using a calculator on a noncalculator section or using more than 1 calculator (except in case of a malfunction) or using a prohibited aid (as listed in Prohibited Devices and Aids on page 13): ▪ Warn the student individually to stop use of the prohibited aid. ▪ Tell the student that a subsequent violation will be grounds for dismissal. ▪ If the student continues, collect the test book and answer sheet and dismiss the student. ▪ On the front cover of the test book, note the student's name and write "Prohibited item." ▪ If the calculator is on a mobile phone or wearable technology, dismiss the student, following procedures listed in this chart under "Observed with prohibited electronic devices."	Attach the test book to the IR. Provide the student's name. Bubble in Page 2, Section 7a, Action Taken and "Did student complete testing?" as appropriate. Bubble Page 2, Section 7b, Student Errors/Issue—"Student used an unauthorized aid." Indicate the type of aid used in the Comments section on Page 3. For students using a calculator on a noncalculator section, bubble Page 2, Section 7b, Student Errors/ Issue—"Student used calculator on a non-calculator section."
Refusal to follow instructions	If a student is observed disturbing others, refusing to follow instructions, giving or receiving information, or discussing test questions: ▪ If test content is detected on the device, follow instructions in this chart under "Use or possession of test content through answer keys or images of test pages" to collect and inspect any prohibited aids or electronic devices. ▪ Inform the student that you must write up the incident and that their scores will be canceled. ▪ Collect the test book and answer sheet and, if possible, any information being shared and dismiss the student from testing. Do not readmit the student to the testing room. ▪ On the front of the test book, note the student's name and write "Refusing to follow instructions."	For copying and communications infractions, describe the incident. Note the type of infraction and explain the circumstances completely, including any other affected students. Attach the test book to the IR. Bubble Page 2, Section 7b, Student Errors/Issue—"Student failed to follow test administration regulations," or "Student gave or received help."

Irregularity	What you should do	How to fill out the IR
Misadministration		
Seating requirements not followed	See Seating Requirements on page 3. If these regulations aren't followed, fill out the IR.	Bubble Page 1, Section 6—"Staff did not follow seating requirements." Fill in the testing room code in field 6b and list the affected students in the Comments section.
Accommodations given that were not approved (Including 50% extended time support for EL students)	▪ Stop testing and collect the student's test materials and answer sheet. ▪ Advise the student that they received accommodations that were not approved and the school will contact them about a makeup. ▪ Dismiss the student.	Provide the student's name. Note accommodation given and actions taken. Bubble Page 2, Section 7b, Test Delivery Issue—"Staff gave incorrect, unapproved, or no accommodations."
Approved accommodations not given	▪ Advise the student that their approved accommodations were inadvertently not provided. ▪ Offer the student the option to continue testing without the approved accommodations, or to stop testing. ▪ If the student chooses to stop testing, collect the test materials and answer sheet and dismiss the student. Tell the student that the school will contact them about further testing options.	Provide the student's name. Note accommodation not given and actions taken. On Page 2, Section 7a, Student Information, indicate whether student completed testing or not. Bubble Page 2, Section 7b, Test Delivery Issue—"Staff gave incorrect, unapproved, or no accommodations."
Disturbance, such as loud and incessant noise, excessive heat or cold, or other distractions Call School Day Support if guidance is needed or the problem can't be resolved.	If possible, reduce or eliminate the source of disturbance or move the students. If testing must be interrupted: ▪ Ask students to insert answer sheets in test books, close test books, and sit quietly until the situation is resolved. ▪ Monitor students at all times inside and outside the testing room. Remind students that use of electronic devices and talking are not permitted. ▪ If evacuation is required, refer to "Interruption" earlier in this chart. ▪ Note stop time and inform students that the testing time will be adjusted. ▪ Once testing resumes, adjust testing time. ▪ Tell students to send a test day complaint email (address in the front of this manual) by the fourth weekday from the test date if they feel they were affected. ▪ If you were unable to resume testing, follow the instructions under "Interruption" earlier in this chart.	Note the length and impact of the disturbance. Bubble Page 1, Section 6—"Disturbance/interruption." Fill in the number of affected students in field 6a and the testing room code in field 6b. If no testing room code is available, list the individual students and their answer sheet litho codes. If testing room codes are not in use, list the affected students in the Comments section.
Undertiming Call School Day Support.	▪ If a section hasn't yet been completed, permit students to make up any undertiming on a section before concluding the section, allowing a break, or dismissing students. ▪ Allow the full testing time for unaffected sections. Do not go back to any sections that have already been completed.	Note the section(s) affected and length of timing discrepancy. Bubble Page 1, Section 6—"Undertiming" (for a group), or Page 2, Section 7b, Student Errors/Issue—"Test was undertimed" (for an individual).

Irregularity	What you should do	How to fill out the IR
Overtiming Call School Day Support.	Make no adjustment.	Note the section(s) affected and length of timing discrepancy. Ensure the start and stop times are included. Bubble Page 1, Section 6, "Overtiming" (for a group), or Page 2, Section 7b, Student Errors/Issue—"Test was overtimed" (for an individual). Complete the Comments section and student information, and sign.
Testing staff issues If staff actions potentially have caused a misadministration, call School Day Support.	In the case of distracting behavior or incorrect directions, you should quietly point out the behavior and ask the staff member to correct it. If the behavior persists, notify the test coordinator for next steps. In the case of incorrect materials, notify the test coordinator immediately.	Note the impact of the issue and the section(s) affected. Bubble Page 1, Section 6 (for a group) or Page 2, Section 7b—"Test delivery issue" (for individual irregularities)—choose correct issue from list. Complete the Comments section and student information, and sign.
Student Issues		
Student changing from standard to accommodated	The test coordinator may allow a student to change from standard to accommodated testing when they have confirmed the student's eligibility approval. The test coordinator will follow these steps as long as they have appropriate materials and enough staff and space available: ▪ Mark the student as moved on the standard room list. ▪ Add the student to the NAR and note their SSD eligibility number. ▪ Write a note for the student to present to the proctor of the room they're moving to, asking that they add them to their room roster. ▪ Provide the appropriate testing materials for the student.	No IR is needed.
Excessive breaks Call School Day Support if there is a security concern.	▪ Ask the student the reason for excessive breaks. (Is the student ill?) ▪ If the student is ill, follow the instructions in this chart under "Illness." ▪ Collect the test book and answer sheet (fan the test book to ensure test content has not been removed); return them when the student reenters. Do not allow extra time. ▪ Have the room or hall monitor check where the student is going during breaks.	Note the student's name. Bubble Page 2, Section 7b, Other Issue—"Other."

Irregularity	What you should do	How to fill out the IR
Illness	▪ Permit the student to leave the test room temporarily. Collect the test book (confirm it contains test content and no pages have been removed) and answer sheet; return them when the student reenters. Do not allow extra testing time. ▪ If the student is unable to continue, advise them of the cancellation policy. (The cancellation policies are given in the SAT script, just before dismissal of students.) If the student cancels their scores, you may order makeup testing materials, counting the student as an absentee. ▪ If an answer sheet becomes soiled due to illness or bleeding, inform the student that it can't be scored. – If the student wants to continue, provide a new answer sheet and allow the student to transcribe earlier answers after test books have been collected. Discard the soiled answer sheets—do not return them. Return soiled test books in plastic, if possible. ▪ If illness results in a disturbance, see instructions for "Disturbance."	Note length of absence, the student name(s), and question(s) affected. Note whether answer sheets were discarded, the reason, and the serial number, if possible. Bubble Page 2, Section 7b, Student Errors/Issue—"Student became ill." (Also bubble Page 2, Section 7a, Did student complete testing?— "Yes" or "No"). You may also add a comment if the student plans to test on the makeup date.
Answers placed incorrectly on answer sheets	▪ Provide a new answer sheet if the student has misplaced answers on the answer sheet. No erasures or transfers are permitted. ▪ If no extra answer sheets are available, follow the procedures under "Insufficient number of answer sheets" earlier in this chart. ▪ Tell the student to print their name on the new answer sheet, then continue in the appropriate place. ▪ **Important:** After the test is over, have the student grid their name (1), and date of birth (7), and Form Code (A) on the back of the answer sheet. Make sure that both answer sheets have these items completed, and clip both answer sheets together.	Provide the student's name on the IR. Bubble Page 2, Section 7b, Student Errors/Issue—"Student misplaced/misgridded answers" (1 answer sheet only), or "Student needed second answer sheet."
Answers written in test book, but not recorded on answer sheet Call School Day Support immediately. This irregularity does not apply to students with an approved accommodation that allows them to write answers in their test book.	▪ Notify the student that no credit is given for answers recorded in the test book, and no extra time is allowed to transcribe answers to the answer sheet. ▪ Monitor them to make sure they're not going back to add answers to sections that have concluded (see Test book misuse/working on the wrong section). ▪ Answers recorded in the test book may not be transferred to the answer sheet after the test by either the student or school personnel.	Note the reason why the student wrote the answers in the test book on the IR. Attach the test book to the IR. (No credit is given for answers recorded in the test book unless College Board has approved this accommodation.) Bubble Page 2, Section 7b, Student Errors/Issue—"Student recorded answers in book without approved accommodation."

Irregularity	What you should do	How to fill out the IR
Answer sheet left blank or completely erased	▪ Notify the student that you've observed this behavior. Indicate that if the behavior persists, you will report it. ▪ If the student is trying to erase all answers, tell them that the answer sheet will be scored unless they cancel the scores by the fourth weekday after the test. ▪ If the student wants to cancel the test, provide an SAT School Day Request to Cancel Test Scores form and have the student complete and sign it. ▪ If the student continues to not mark any answers, collect the answer sheet and test book and dismiss the student from testing if they create a disturbance.	Explain the circumstances fully. Note the student's name. Bubble Page 2, Section 7b, Student Errors/Issue—"Student failed to follow test administration regulations."
Calculator malfunction	▪ Allow the student to replace batteries or try a backup calculator, if available. If the problem persists, the student can choose to continue or to cancel scores. If they continue, do not allow extra time. ▪ If the student decides to cancel, inform them that canceling scores for the Math section of the SAT means the entire test will be canceled. ▪ Provide an SAT School Day Request to Cancel Test Scores form and have the student complete and sign it. The proctor must also sign.	Document the malfunction on the Irregularity Report. Bubble Page 2, Section 7b, Student Errors/Issue—"Student had calculator malfunction."
Student doesn't complete fields A–C on the answer sheet	Locate the student's test materials and direct them to fill in the information for fields A (Form Code), B (Test ID), and C (Test Book Serial Number) on their answer sheets. **OR** If the student did not write their name on the test book, or if the irregularity is found after students have been dismissed, note on the IR and return the answer sheet with other answer sheets.	Identify student. Bubble Page 2, Section 7b, Other Issue—"Other" and write "Answer sheet returned without Form Code, Test ID, and/or Test Book Serial Number."
Test question ambiguity	Direct the student to give the best possible answer. Tell the student a report will be submitted. If the student expresses concern after the test date, tell them to report the test form, test section, content of question, and nature of the error as soon as possible to **satquestion@collegeboard.org**.	Indicate name and address of student who reported ambiguity or error, Form Code, section, and test question number. Bubble Page 2, Section 8—choose correct issue and provide listed student information. Fill in Section 9, Comments.

Glossary of Terms

Advanced Placement (AP®): A College Board program that enables high school students to take college-level courses and exams.

AI code: A 6-digit code that identifies an attending institution (a school a student is enrolled in). Each attending institution has a unique AI code. This code is sometimes referred to as a school code.

Bulk registration: The process a district or school uses to submit a file to order pre-ID labels for answer sheets.

Canceled score: A score that has been removed from, or never posted to, a student's record or designated as nonreportable (in cases where all scores are reported to the student's state). Scores may be canceled voluntarily by the student or by ETS for testing irregularities, misconduct, or score invalidity. See Irregularity.

Coordinator Report Form (CRF): The scannable form used to document how many answer sheets are being returned for scoring. The test coordinator returns this completed form with the used answer sheets after testing.

Delayed score: A score report that has been delayed because of an issue resolved too late to include the score in on-time reporting.

District coordinator: Responsible for overseeing all testing at the district level and acting as backup support at the school or building level.

EL: English learner.

ETS: Educational Testing Service. College Board partners with ETS to support test administration in various capacities, including publishing tests and producing accommodated formats, oversight of test administration, and statistical support of scoring.

Form Code: Identifies which SAT test form the student is taking during an administration. The correct Form Code is required for scoring.

Grid (verb): To enter a response (multiple choice or text) onto a machine-readable paper form such as the answer sheet. Also refers to filling in the bubbles. Entries on the answer sheet must be made using a No. 2 pencil.

Hall monitor: Person responsible for monitoring the hallways during testing to respond to proctor needs (e.g., breaks, requests for test coordinator action) and to prevent any unauthorized activities in the testing area.

Irregularity: A problem, disruption, or unacceptable behavior during a test administration. An irregularity may result in a canceled test score or a required makeup. Refer to the Irregularity Chart for more information.

Irregularity Report (IR): Scannable form used to document any irregularities that occur, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

Large-block answer sheet: A special answer sheet with large answer blocks (squares) instead of bubbles, designed for students with disabilities who have difficulty using a standard answer sheet. Must be approved.

Litho code: 8-digit serial number listed on the answer sheet at the bottom right corner of the first page. This code is used when reporting irregularities.

Makeup test: An administration offered to students who miss a primary administration of the test or encounter an irregularity that invalidates their original administration.

Master Student List: The list of test takers developed by the test coordinator for a test administration at a particular test site or school.

Nonstandard Administration Report (NAR): A list of students approved for accommodated testing during a specific test administration. Generated in SSD Online and includes detailed information about the accommodations the students are approved for.

Office of Testing Integrity (OTI): An ETS department in charge of test security that investigates reported security breaches.

Pre-ID label: Label provided for each student for schools that participate in bulk registration (preidentification) of students. Label contains some student personal information, such as name, school, birth date, and grade level. The pre-ID label is applied to the answer sheet before the test.

Proctor: Staff member responsible for conducting a secure and fair test administration and for reading the scripts aloud to students. Accountable for and monitors everyone and all testing materials in the testing room.

PSAT/NMSQT® (Preliminary SAT/National Merit Scholarship Qualifying Test): An assessment cosponsored by College Board and National Merit Scholarship Corporation that enters students in the National Merit® Scholarship Program. The PSAT/NMSQT is part of the SAT Suite of Assessments and tests the same knowledge and skills as the SAT, PSAT™ 10, and PSAT™ 8/9.

Request to Cancel Test Scores form: Students must complete this form to request score cancellation. Included in the test shipment to test coordinators.

Room monitor: Person responsible for assisting the proctor with monitoring students in the testing room.

Room roster: The list of students assigned to a particular testing room.

SAT questionnaire: The questions that students answer on their answer sheets as part of participating in SAT School Day (also referred to as student information questions). Included is information such as the courses the student has taken in high school, their grades and GPA, experience in various areas of study, extracurricular activities, sports, goals, college interests, and so forth.

SAT School Day coordinator: The staff member responsible for managing the test site and testing staff and for ensuring all test materials are handled securely. The person assuming the test coordinator role is expected to be at the school to supervise all activities related to testing, including accommodated testing.

Services for Students with Disabilities (SSD) office: College Board department that supports accommodation requests and accommodated testing.

SSD coordinator: School staff member who works with students with disabilities who require accommodations on tests. Assists students in applying for accommodations through the SSD Online portal, accesses and prints the NAR and provides it to the test coordinator, and assists the test coordinator in determining testing rooms and staff needed for administering the test with accommodations.

SSD Online: College Board's online system for educators that allows them to submit and manage accommodation and support requests for students.

Student-produced response: A math question that requires the student to arrive at and record an answer rather than select a multiple-choice answer.

Test book serial number: A unique 6-digit code that identifies the test book and is used for tracking secure return of tests.

Test coordinator: See SAT School Day coordinator.

Test ID code: A 7-character code on the back of the test book that identifies the version of the test and is required for scoring.

Testing room code: A 3-digit code assigned by the test coordinator to each test room. It allows timely identification of answer sheets related to any reported irregularities. Test coordinators provide the code to proctors, and students fill in the code on their answer sheet.

Testing Room Materials Report form: The form used by the test coordinator to document the test books, Essay books (if applicable), and answer sheets delivered to the proctor. The form is completed by the proctor to report the testing materials being returned. It also includes a seating chart to record the serial number of each multiple-choice test book distributed to each seat in the room in the order it was distributed.

Testing Staff Agreement: A form that must be signed by all testing staff prior to the start of testing. Each member of the testing staff affirms their acceptance of specific provisions regarding the administration of College Board tests.

Notes

Notes

Notes

CollegeBoard SAT®

Testing Room Materials Report for SAT® School Day Testing

Directions for Test Coordinator:

- Before issuing materials to the proctor, fill in section 1 and sections 2 and 3 in Part A.
- If necessary, remove the completed form from the back of the manual when the proctor returns it to you.
- Enclose all copies of this form in the Gray-Bordered Envelope and return with used answer sheets.

Directions for Proctor:

- Complete the seating chart on the back of this form in Part B to record how test books were distributed in the room.
- At the end of testing, complete all information on the front of this form in Part A (sections 4, 5, and 6) and sign it in section 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test coordinator.

1 TESTING ROOM INFORMATION

Test Date: _____ 6-Digit School (AI) Code: _____

Room Number: _____ Room Type: ☐ Standard ☐ Accommodated

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Proctor: _____ _____
Name (please print) Signature

Part A: Accounting for Test Materials

2	TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
	Total number of books **received:**		_____ to _____ _____ to _____ _____ to _____

3	ESSAY BOOKS RECEIVED (IF ANY)	QUANTITY
	Total number of Essay books **received:**	

4	TEST BOOKS RETURNED	QUANTITY	SERIAL NUMBER RANGES
	Used test books **returned:**		_____ to _____ _____ to _____ _____ to _____
	Unused test books **returned:**		_____ to _____ _____ to _____ _____ to _____
	Total number of test books **returned:**		

5	USED ANSWER SHEETS RETURNED	QUANTITY
	Total number of **used** answer sheets **returned**:	

6	ESSAY BOOKS RETURNED (IF ANY)	QUANTITY
	Used Essay books **returned:**	
	Unused Essay books **returned:**	
	Total number of Essay books **returned:**	

Part B: Distribution of Test Materials

You (or a monitor) should use the chart below to indicate how test books were distributed to students seated in your testing room.

Do not record distribution (if any) of Essay books.

Print the name of the person completing the seating chart below, along with the 6-digit school code and date. Fill in the room number and page number (e.g., page 1 of 1). For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.

Name: _____

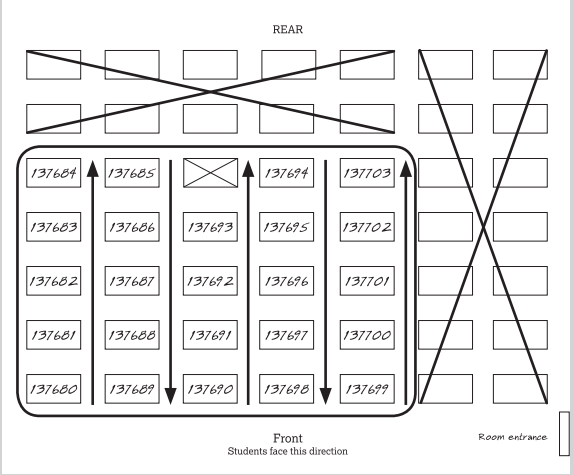
School Code: _____

Date: _____

Seating Chart for Room #: _____

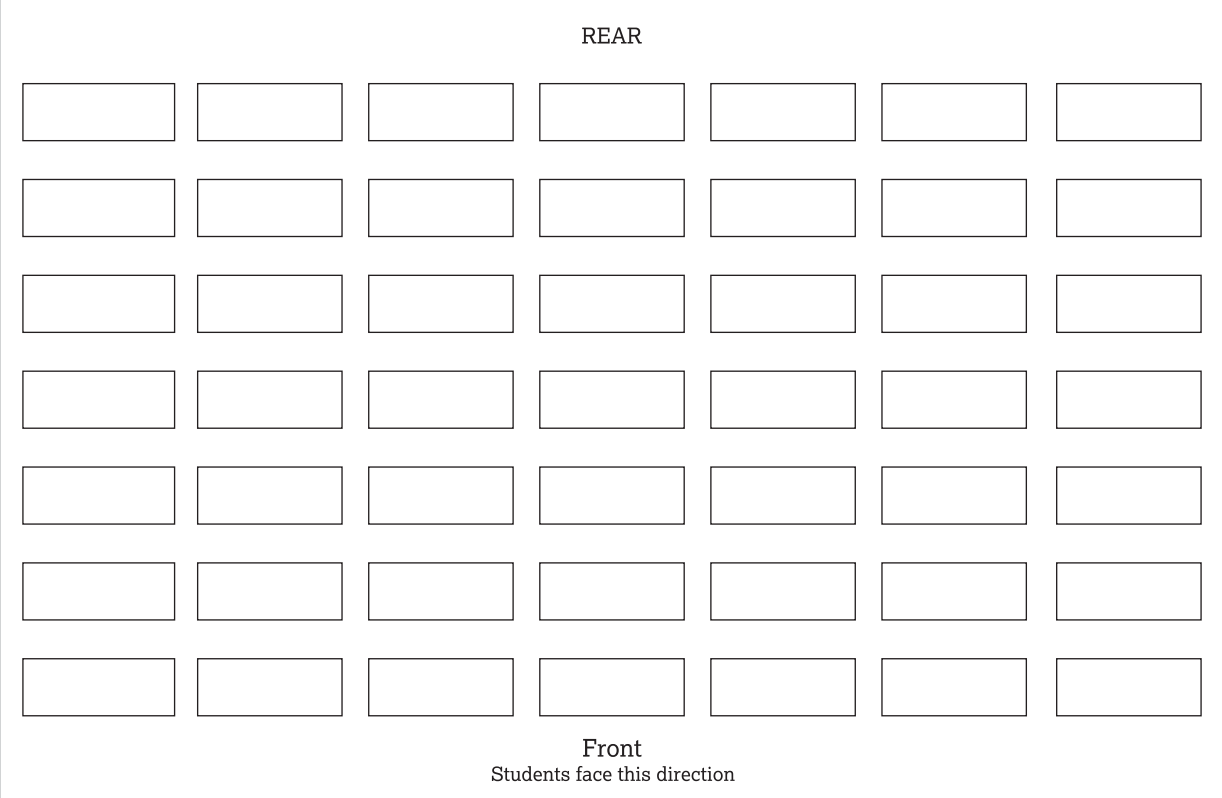
Page: _____ of _____

1. For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, write the student's name or initials.
2. For each row, draw directional arrows to indicate the direction in which the books were distributed.
3. Cross out any unused seats.
4. Indicate the location of the entrance doors.



Sample Seating Chart

5. If any student is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the they were moved. Complete an Irregularity Report explaining the reason for the change.



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