Fall 2019

SAT® SCHOOL DAY


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) in fall 2019. 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 the Test

Before the test 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 have a few things to do to wrap up the administration, 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

New for Fall 2019

Important Changes

College Board has made a number of changes for this school year.

1. Fall 2019 SAT School Day testing is intended for 12th-grade students only. 11th-grade students are encouraged to participate in Spring 2020 SAT School Day testing or Fall 2019 PSAT/NMSQT® testing instead.

2. Seating requirements have changed. The minimum distance between students has been reduced from 4 feet to 3 feet. Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk). At tables, students must be seated at least 3 feet apart and facing the same direction. You may seat 2 students at a table that is 6 feet or longer.

3. The Mobile Opt-In Policies documents will no longer be included in the preadministration shipment and will no longer be distributed to students. Students now receive this information in the SAT School Day Student Guide.

4. We’ve modified the answer sheet to allow for more diverse gender identification.

5. Test books have changed from last fall:
   a. Students taking the SAT without Essay and the SAT with Essay will use the same multiple-choice test book with the title “The SAT Test Book.”
   b. Essay books, if you’re administering the Essay, are packaged separately from the multiple-choice test books.

6. English learner (EL) students are eligible to test with 50% extended time. Students requested and approved in SSD Online for this support will receive college reportable scores. These students will test with accommodated students (not in a standard room).

7. If you have a mixture of standard students taking the SAT and SAT with Essay, in most cases you can now assign them to the same room to conserve space and staff. We still recommend separate rooms if feasible.
Testing Basics

About the SAT
The SAT is part of the SAT Suite of Assessments, closely aligned assessments that reflect what students are already learning in their classrooms and help educators monitor student progress. Visit sat.org 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 our policies and procedures, you give students the best guarantee of fair testing and the best possible test day experience.

As the proctor, you are responsible for conducting a secure, valid administration. You are accountable for everyone in the testing room and everything that takes place there. You will 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 three 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. Use the sample schedule in the Appendix to aid in planning.

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 does not. 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 56 for definitions of frequently used terms and acronyms.

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

Test Books
Multiple-choice test books for the SAT and SAT with Essay have been consolidated. All test books display the title “The SAT Test Book,” along with important notes for the student. You’ll use the same multiple-choice books whether administering the SAT or SAT with Essay. Essay books will still be 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 that 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 test coordinator uses the Testing Room Materials Report form 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.

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 that’s 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 IR in these cases. Students will be eligible for a makeup administration. An IR is not necessary for other situations where students elect to cancel their scores.

SAT School Day Irregularity Report (IR)
You will receive at least one 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 information, College Board can’t resolve issues that arise. All IRs submitted are thoroughly reviewed. Refer to the Irregularity Chart on page 44 for instruction on when to fill out an IR.
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 met 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 Preventing Issues Involving Phones and Electronic Devices on page 18.

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 are seating requirements 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 right to left (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 and what to bring on test day.

Prepare Your Preadministration Session

Your test coordinator may ask you to conduct a preadministration session when students will fill in the non-test 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 receive and 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 11. 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 boxes 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 that are given on your student labels.

![College Board SAT](image)

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 the answer sheet field number:

- Name (1)
- School (2)
- School Code (3)
- Student ID Number (4)
- Grade Level (5)
- Date of Birth (6)
- Gender (7)
- Street Address (8)
- City (9)
- State (10)
- Zip or Postal Code (11)
- Countryside Code (12)
- Country Code (13)
- Email Address (14)
- Alternate ID (15)
- Racial/Ethnic Group (16)
- Address (17)
- City (18)
- State (19)
- Zip or Postal Code (20)

Your testing staff can find the instructions for preadministration with pre-ID labels in the 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 students can correct by filling in fields 10–13 on the answer sheet or after test day using their online account). 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: 080819
SEQ: 123456
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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.
- Post the name of the test students will be taking: “SAT with Essay” and/or “SAT,” as appropriate
- 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.
Before Test Day  Conduct the Preadministration Session

- 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 and 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 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 11.

### 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 four free score sends 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 who are 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.

**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 bubble for “Yes,” if you are testing at your school. Then print our school’s name, city, and state in field 3. 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 one 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:**

Complete field 8.
Conduct the Preadministration Session

Before Test Day

For field 9, Test Type, say:

In field 9, bubble in the test that you will be taking, which I have posted on the board. Raise your hand if you aren’t sure which test to bubble in.

For fields 10–14, say:

Turn to page 2 of your answer sheet, and fill in your address in fields 10–13. 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, 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]

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 Student Answer Sheet Instructions on page 13.

Script for Answer Sheets with Pre-ID Labels

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 below before beginning. Refer to the Pre-ID Label Instructions provided to you 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.

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 four free score sends 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 who are 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.

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]
Check your address. If your address is incorrect on the label, you'll be able to fix it on your answer sheet. Raise your hand if you have any questions.

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 a student's labeled answer sheet is unusable (has incorrect name, school code, date of birth, gender, or grade on it) or if you can't locate their correct answer sheet:
  - 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, give them each a blank answer sheet, and tell them to follow your directions to fill in the correct one.

These students should fill in all fields, even those that are marked to be skipped in this Script for Answer Sheets with Pre-ID Labels. If you have just a few students in this situation, have them remain after others have finished and been dismissed, then go back to the items they need to complete. Securely destroy the answer sheet with the incorrect label.

Your state or district may require students validate their label information by filling in all fields on the answer sheet. Throughout this section, you'll either read the script that guides students to fill in these fields or you'll tell students to skip these fields and leave them unmarked.

To students who need to fill in fields 1–4, 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.

Move on to field 2. Fill in the bubble for "Yes." Look up when you're done.

In field 3, print our school's name, city, and state. Look up when you're done.

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

Tell students who don't need to fill in fields 1–4 to leave these fields unmarked.

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

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.

To students who need to fill in field 6, say:

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

Tell students who don’t need to fill in field 6 to leave this field unmarked.

To students who need to fill in 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 one 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.

Tell students who don’t need to fill in field 7 to leave this field unmarked.

To students who need to fill in field 8, say:

Complete field 8.

Tell students who don’t need to fill in field 8 to leave this field unmarked.

For field 9, Test Type, say to all students:

In field 9, bubble in the test that you will be taking, which I have posted on the board. Raise your hand if you aren’t sure which test to bubble in.
To students who need to give their address, say:

Turn to page 2 of your answer sheet, and fill in your address in fields 10–13. 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]

Tell students who don’t need to give their address to leave fields 10–14 unmarked.

When everyone is ready, say:

We'll come back to field 15 later.

For field 16, 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.

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.

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 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 Student Answer Sheet Instructions.

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Script for Student Answer Sheet Instructions

Make sure students have approximately 45 minutes to complete the remaining fields on the answer sheet. You may need to assist students who are using the large-print instructions.

For field 15, say:

We’re now going to skip back to field 15 on page 2 of your answer sheet (or page 5 of your 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 four 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 document 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 (pages 7–15 on a large-block answer sheet).

There are certain advantages for you to complete this optional information. 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.
Before Test Day  Conduct the Preadministration Session

Complete the Preadministration Session

- After the session, collect an answer sheet and Student Answer Sheet Instructions booklet from every student. Notify students that their answer sheets will be returned to them on test day.
- The session is now over—you may 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.

---

For fields 19–22, say:

Using your instructions booklet, complete fields 19–22. Look up when you are done. [pause]

---

For fields 23–39, say:

Now, turn to page 11 of your answer sheet to complete fields 23–39 using your instructions booklet. Look up when you are done. [pause]

---

When students are ready, say:

Leave fields A–D unmarked. When you're finished, close your Student Answer Sheet Instructions booklet and place it next to your answer sheet on your desk. Please wait quietly while others finish. Raise your hand if you have any questions.
### 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 43 in the Appendix.)
- Cover or remove any instructional material, such as maps and charts, if not done previously.
- Check the clock to make sure it's working properly.
- 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
  - “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 25.

- Proctors who are testing both SAT without Essay and SAT with Essay students in their room will use the Standard Script for Combined Rooms on page 32. 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 you can’t test students in a combined room if they haven’t completed a preadministration session.

### 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 Tests 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.
During the Test  Testing in the Standard Room

- 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. You’ll 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.
- If you discover a test book is missing, follow these procedures:
  - If a test book is missing before testing has begun, determine the serial number of the missing book 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 serial number of the missing book.
  - 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 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 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 while using the scripts in this manual will result in a misadministration and canceled scores.
- The answer sheets for all testing are the same, and will have the title “SAT School Day Answer Sheet.” Large-block answer sheets will have the title “SAT School Day Large-Block Answer Sheet.”

IMPORTANT: Essay books, if any, will have a purple bar and an Essay icon. Essay books should be distributed only after students have completed all four multiple-choice sections of the SAT test.

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 cell phones as you admit them to the room. If testing students in a combined SAT without Essay and SAT with Essay room, seat students taking the SAT without Essay in a group near the exit so you can dismiss them easily with a minimum of security concerns before administering the SAT 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 student who is absent.
- Write in student information for students not on the room roster if the student provides a note from the test coordinator.

If a student arrives late, you can admit them as long as you haven’t yet 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 Preventing Issues Involving Phones and Electronic Devices on page 18 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.

Suggested Collection Procedures:
If your school already collects phones and electronic devices, we encourage you to continue using the methods that work for you and your students. If you don’t currently collect students’ electronic devices, here are some suggestions for doing so:
- Instruct students to disable alarms and power off cell phones and electronic devices when they enter the testing room.
Maintain Security in the Testing Room
During the Test

- Collect students’ cell phones and wearable technology in a basket, envelope, or bag before testing begins.
- Give students sticky notes and/or small envelopes to label their items with their name.
- Collect labeled items from students once they’re seated. If possible, keep student items in the order they were collected in, for easier return after testing.
- Keep the devices at the front of the room on the proctor’s desk for the duration of testing.

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

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.

Monitor Breaks
Testing staff will 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 use phones 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 beverages 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) 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 Account for Testing 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 handed out the test books.

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 one is permitted to access or use phones in the testing room, or to eat or drink during testing unless they have an approved accommodation.

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

During the Test  Maintain Security in the Testing Room

TASKS

Prohibited Aids
During the opening scripts you read to students, you're directed to check desks for prohibited aids and devices, which can’t be on the desks or accessed during testing, including breaks. Because electronic devices, including smartwatches and phones, can be used to record test questions and answers, you must exercise special care to prevent issues involving them, as covered in Preventing Issues Involving Phones and Electronic Devices. Anyone using other prohibited aids during any part of the administration, including breaks, may be dismissed from the test. (The only exceptions are for College Board–approved accommodations for particular testing aids.) Note any such activities on an IR.

Prohibited aids include, but are not limited to:
- Mobile phones, smartphones, smartwatches, or other wearable technology
- Audio players/recorders, tablets, laptops, notebooks, Bluetooth, or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Pens, highlighters, and mechanical or colored pencils
- Notes, books, or references of any kind (not including EL supports)
- Compasses, rulers, protractors, or cutting devices
- Papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have computer-style (QWERTY) keyboards, use paper tape, make noise, or use a power cord

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. For other medications or medical devices, contact the SSD office.

Preventing Issues Involving Phones and Electronic Devices
At the beginning of testing, proctors will read scripts reminding students to turn off their phones and other electronic devices and to turn them in to the proctor, if allowed under school policy. If your school does not permit the collection of devices, proctors must instruct students to store their powered-down devices in a bag or backpack placed to the side of the room away from the testing area.

Once the script has been read, if a student is observed with a prohibited device, regardless of whether the device creates a disturbance (e.g., makes noise) or is being used, the test coordinator must dismiss that student and, if warranted, confiscate the device. (More information about when you should confiscate a device is given in the incidents listed under Security Violations/Student Misconduct in the Irregularity Chart on page 44.) 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 should not be considered grounds for dismissal, but the proctor should turn off the phone to prevent additional disturbances during testing and issue a warning to the student who owns the phone that additional disturbances will result in dismissal.

If a student is observed with a device or the device produces a noise or other disturbance while in a student’s possession, follow instructions in the Irregularity Chart for collection and checking of electronic devices. A student doesn’t need to be holding a phone for it to be considered in their possession—a phone is also considered to be in the student’s possession if it’s on or under the student’s desk. The test coordinator should contact School Day Support immediately for further instructions if test content is detected on a device.

Monitor Students
- Walk around the room to check that everyone is working on the correct section.
- Make sure that students who are using a large-block answer sheet 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 44.
- 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 to prevent copying and communication during testing.
- Watch for use of cell phones or other prohibited items, or for “cheat sheets” written on paper, calculators, or clothing and shoes.
- Watch for roaming eyes. Some students may try to copy from a neighbor.
- Carefully observe students using calculators. A smartphone can be disguised as a calculator with a plastic cover.
Maintain Security in the Testing Room

During the Test

- 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 such activities on the IR. They should immediately report significant problems or events that interfere with specific testing procedures or that 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 or a pen with blue or black ink, and do not 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. (See the Sample Irregularity Report (IR) on page 52.)

- 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 your 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**

**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 four-function calculator as an accommodation on the Math Test – No Calculator portion. To help staff monitor calculator use, the top of each test book page in the Math Test – No Calculator portion has a crossed-out calculator symbol. Similarly, each page of the Math Test – Calculator portion has a calculator symbol. Students may have calculators on their desks only when working on these questions. See Acceptable Calculators on page 41.

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 wish to use a backup. Allow them to use an acceptable backup calculator or batteries that they brought and to 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 will 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 the use of calculators.
- Only battery-operated, hand-held equipment can be used for testing.
- Students may not share calculators.
- All scientific and most graphing calculators are acceptable. Four-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.
During the Test  Maintain Security in the Testing Room

IMPORTANT: Students approved to use a calculator on the Math Test – No Calculator section must use a four-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 the week 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 44 lists the most common irregularities along with the procedures and actions you should use in response to them. When 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 one form for each issue, even if it affects more than one student (such as mistiming).

Irregularities filed by proctors must be countersigned by the test coordinator, who should add any information that might be useful. Tell students that a report will be submitted, but inform them that if they feel they were affected, they can call to file a complaint.
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. Today you are going to take the SAT. This is your chance to show how prepared you are for college and career.

If you have questions about any of the instructions I give you, please ask them so that you can be sure of doing your best. If you are using printed directions that are translated, open the booklet now to follow along as I give instructions.

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, 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, 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 your cell phone makes a noise or creates a disturbance while in your possession, I will dismiss you from testing. From this point on, I will dismiss any student that I see with a phone.

Now say:

Now we're going to prepare to start the test.

- Remove everything from your desk except your pencils and acceptable calculator.
- If you brought a backup calculator or extra batteries, get those out and put them on the floor under your desk.
- Place any water bottles and snacks 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.

IMPORTANT: 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. If needed during testing, monitor the student while they use the device.

Once desks are cleared of prohibited items, say:

I will take a moment now to look around and make sure you are using approved 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, smartphones, or any wearable technology
- Audio players, recorders, tablets, laptops, notebooks, Bluetooth, or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment

- Pens, highlighters, and mechanical or colored pencils
- Books or references of any kind
- Compasses, rulers, protractors, or cutting devices
- 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 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:

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.

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.
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 necessary. If any students in your room didn’t complete a preadministration session, read the scripts under B. Also read script B if your school/district requires students with labels to complete fields 1–9 to confirm their information.

READ ONLY ONE OPTION.

A To all students, say:

Please check to make sure your correct legal name and date of birth appear on the answer sheet. If your answer sheet has a label, ensure it is correct. Raise your hand if you have the wrong answer sheet or if you find any errors on the label. [pause]

If there are students in the room who have the wrong answer sheet, try to resolve the discrepancy. If you are unable to do so, or if students have incorrect information on their answer sheets, give them blank answer sheets and read the scripts under B. If all students in the room have correct answer sheets populated during a preadministration session, skip the scripts and proceed to Distribute Test Books.

B To all students, say:

If your answer sheet has your correct name and other information filled out on it, or if the information is correctly printed on the label on the front of your answer sheet, please sit quietly for a few minutes while I direct other students to fill out the required fields on their answer sheets. [pause]

If your school uses pre-ID labels, say:

If your answer sheet has a label on it, please check it now to make sure it has your correct information. Raise your hand if you find any errors. [pause]

If a student has the incorrect name, date of birth, or school information on their label, give them a blank answer sheet. If the address is incorrect, they can still use the answer sheet. 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).

For field 1, say:

If field 1 is blank, 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 field 2 is blank and you attend this school, fill in the bubble for “Yes.” Anyone who doesn’t regularly attend this school should fill in the bubble that applies to them. Raise your hand if you aren’t sure what to fill in. [pause]

For fields 3 and 4, say:

If fields 3 and 4 are blank 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 field 5 is blank, 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 field 6 is blank, 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 one 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:

Complete field 8 if it is blank.

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.

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 ______, school name _________________________, and this room’s testing room code ____________________.

Check that students have filled in these fields, including testing room code, 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]

After you have answered all questions, say:

The following instructions are critical to the scoring of your test. If you don’t follow my directions exactly, you may not receive a score. Listen carefully.

Make sure you are using a Number 2 pencil and that you fill in the bubbles darkly and completely on the answer sheet. If you change your response, erase it as completely as possible. Avoid making stray marks, and do not use your answer sheet for scratch work. You cannot use a mechanical pencil.

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

For field A, Form Code, say:

On the back cover of your test book, find the field labeled Form Code. Copy the letters and numbers onto field A on the back of your answer sheet exactly as shown on the back of your test book. Fill in the bubbles now. If you are using a large-block answer sheet, this field is on page 16. [pause]

For field B, Test ID, say:

Now find the field labeled Test ID on the back of your test book. Copy the number onto your answer sheet in field B. [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]
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 32. 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.

Standard Script for Uncombined Rooms

SECTION 1: Reading Test

STANDARD TIME
65 Minutes

When everyone is ready, say:

Once we begin, you will have 65 minutes to work on Section 1, the Reading Test. We will take a short break when this section is finished. Do not open your test book until I tell you to. Please keep your calculator under your desk; you won’t need it for this section.

Make sure you are using a Number 2 pencil and that you fill in the entire bubble for your answer darkly and completely. If you change your response, erase it as completely as possible.

Remember that you receive points for correct answers, but you don’t lose points for incorrect answers. That means you should try to answer every question, even if you’re not sure of the correct answer.

Find Section 1 on your answer sheet. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 1. Open your test book to Section 1, read the directions, and begin work. Good luck. Time starts now.

Indicate where this information will be posted.

Continue by saying:

I will walk around the room to check your progress. You will have breaks during the test when you can leave this room to have a snack or use the restroom.

Remember, after the test has ended, no one may leave the room until I dismiss you. If you have any questions about testing procedures, please ask them now. I cannot answer questions during the timed sections of the test.

[pause]
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:

- Time the Test on page 17
- Monitor Students on page 18
- Complete the Count of Materials on page 17
- Monitor Breaks on page 17

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:
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.
You may not use a phone or any other electronic device during this or any other break. If you brought a snack, you may eat it in designated areas only. Don’t go anywhere other than designated areas, the hallway, or the restroom. Don’t talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms.
We will start testing again in exactly 10 minutes.

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 spelled out in the SAT School Day Student Guide 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 are 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:
Once we begin, you will have 35 minutes to work on Section 2, the Writing and Language Test. 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; you won’t need it for this section.

Keep your answer sheet and test book flat on your desk.

Now find Section 2 of your answer sheet. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 2. Open your test book to Section 2, read the directions, and begin work. Time starts now.
If you finish before time is called, you may check your work in this section, but you may not turn to any other section.

Please open your test book and take out your answer sheet. Keep your answer sheet and test book flat on your desk. Find Section 3 on your answer sheet. Now turn to Section 3 in your test book, read the directions, and begin work. Time starts now.

| RECORD START AND STOP TIMES HERE — POST FOR STUDENTS |
|-------------------------------|-------------------------------|
| ![L] 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:

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.

---

**SECTION 3: Math Test – No Calculator**

**STANDARD TIME**

![L] 25 Minutes

**IMPORTANT:** If a student is approved to use a four-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:

Once we begin, you will have 25 minutes to work on Section 3, the Math Test without Calculator. We will take a short break when this section is over.

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

Directions for how to grid your answers to the questions labeled “Student-Produced Responses” are in your test book. Your answers to these questions may be shorter, but not longer, than 4 characters. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 3.

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:

Stop work and put your pencil down. [pause]

Put your answer sheet on the page in your test book where you stopped working. 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 or discuss the test questions with anyone. Be considerate of those in other rooms. 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:

Once we begin, you will have 55 minutes to work on Section 4, the Math Test with Calculator. You may use a calculator for this section. Please take your calculator out now and place it in the center of your desk. When using a calculator, follow these guidelines:

- Keep it 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 to test. All math questions can be answered without a calculator.

Directions for how to grid your answers to the questions labeled “Student-Produced Responses” are in your test book. Your answers to these questions can be shorter, but not longer, than 4 characters. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 4.

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 open your test book and take out your answer sheet. Keep your answer sheet and test book flat on your desk. Find Section 4 on your answer sheet. Now turn to Section 4 in your test book, read the directions, and begin work. Time starts now.

After 50 minutes, say:

You have 5 minutes remaining in Section 4.

After exactly 55 minutes, say:

Stop work and put your pencil down. 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.

Check that you have also completed fields B–D. Please raise your hand if you need help completing any fields.

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

SAT Test Type

If your students are taking the SAT without Essay, complete the steps under A. If your students are taking the SAT with Essay, complete the steps under B. FOLLOW ONLY ONE OPTION.

A In the SAT without Essay Room: Testing has concluded.

To all students taking the SAT without Essay, say:

Congratulations, you have just finished the test! Please remain quietly in your seat until I dismiss you.

Proceed to When Testing Is Finished on page 30 and read the remaining instructions to collect answer sheets before dismissing students.

B In the SAT with Essay Room: 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 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-type test book, give them the appropriate large-type 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 number _____, school name ______________, and this room's testing room code _______, which I have posted for you.

Next, say:

Now, open your answer sheet to page 6. If you are 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.

Keep your answer sheet open to this page, and take a moment to read the statement about the use of your essay, then decide whether or not to mark the bubble (or square). When you’ve finished reading, please look up. [pause]

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:

Once we begin, you’ll have 50 minutes to work on the Essay section. You may make notes and plan your essay on the unlined Planning Page, but anything written there will not be scored. When you’re ready, start writing your essay on the first lined page, which says “Begin Your Essay Here.” You must write your essay on the appropriate answer sheet pages and within the marked margins. Don't write past the word “STOP” on the last lined page, because anything written past that point will not be scored. No extra pages are allowed. You must write your essay using a Number 2 pencil. If you don’t use a Number 2 pencil, your essay will appear blank. If you leave the essay blank, you will receive an Essay score of zero.

To all students, say:

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

Read the directions on your Essay book cover, and then open your Essay book 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 face up next to your Essay book.

### To all students, say:

Congratulations, you have finished the test! 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.

**IMPORTANT:** Testing is now complete. Continue with the instructions under When Testing Is Finished to collect test materials and dismiss students.

### 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 started with blank answer sheets or want to make changes to their score sends in field 15 on the answer sheet.

**To all students, say:**

Now listen to this important information. If you wish 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, 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 scratch paper and 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 31. 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 (or page 4 in the large-block answer sheet), and fill in your address in fields 10–13 of your answer sheet. 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 (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 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 in alphabetical order by state first. Institutions in U.S. territories come next, followed by international ones. The final list in this document 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:

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 face up on your desk. I will help other students start completing the rest of the answer sheet, and while they are working, I will dismiss anyone who is finished testing.

Read the remaining scripts that follow if you have students who need to complete fields 16–39. Proceed to Collect Answer Sheets on page 31 if no one needs to complete these fields.

For field 16, say:

Turn to page 3 (or stay on page 5 if using a large-block 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]

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 are 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 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 and fill in the corresponding bubbles. Please look up when you’re done. [pause]

When everyone is ready, say:

Now we’ll complete the rest of the non-test questions, which ask for more information about you, your educational background, experiences, and outside school activities and interests.

There are certain advantages for you to complete this optional information. If you opted in to Student Search Service, it’s provided to colleges, universities, and scholarship providers, and used to identify students who may be interested in the opportunities they offer. However, it’s important that you know College Board will also 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 19–22. Then turn to the inside back cover of your answer sheet (or page 8 in your large-block answer sheet) to complete fields 23–39. 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 face up on your desk. Please wait quietly while others finish.

IMPORTANT: If you have students who only asked to change their score sends, 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 who is ready for dismissal—these students should have their answer sheets placed face up on their desks.

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 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 they 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.)

Make sure answer sheets are not inserted in or between test books or Essay books (if any).

- Confirm 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.
Keep students seated until you’re sure you have an answer sheet and the testing materials assigned to each student.

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.) Make sure students have completed the test information on the back of their answer sheets (A–D). (On the large-block answer sheet, the fields have the same numbers/letters, but different locations on the answer sheet.) These fields must be completed for a student to receive a score report.

If you have any students who are 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–D before dismissing them. You must transcribe their answers after all students are dismissed.

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 the Essay is available online.

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 non-test information on their answer sheets, turn back to Completing the Answer Sheets on page 30. Once all students have left the room, proceed to After the Test on page 39.
administration. Don’t look through testing materials. Follow the procedures given earlier in this manual:

- Time the Test on page 17
- Monitor Students on page 18
- Complete the Count of Materials on page 17
- Monitor Breaks on page 17

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:

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.

You may not use a phone or any other electronic device during this or any other break. If you brought a snack, you may eat it in designated areas only. Don’t go anywhere other than designated areas, the hallway, or the restroom. Don’t talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms.

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.

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 spelled out in the SAT School Day Student Guide 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 are 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:

Once we begin, you will have 35 minutes to work on Section 2, the Writing and Language Test. 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; you won’t need it for this section.

Keep your answer sheet and test book flat on your desk.

Now find Section 2 of your answer sheet. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 2. 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:

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.

SECTION 3:
Math Test – No Calculator

STANDARD TIME
25 Minutes

IMPORTANT: If a student is approved to use a four-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:

Once we begin, you will have 25 minutes to work on Section 3, the Math Test without Calculator. We will take a short break when this section is over.

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

Directions for how to grid your answers to the questions labeled “Student-Produced Responses” are in your test book. Your answers to these questions may be shorter, but not longer, than 4 characters. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 3.

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

Please open your test book and take out your answer sheet. Keep your answer sheet and test book flat on your desk. Find Section 3 on your answer sheet. Now turn to Section 3 in your test book, read the directions, and begin work. Time starts now.

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:

Stop work and put your pencil down. [pause]

Put your answer sheet on the page in your test book where you stopped working. 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 or discuss the test questions with anyone. Be considerate of those in other rooms. 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:

Once we begin, you will have 55 minutes to work on Section 4, the Math Test with Calculator.

You may use a calculator for this section. Please take your calculator out now and place it in the center of your desk. [pause]
When using a calculator, follow these guidelines:

- Keep it 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 to test. All math questions can be answered without a calculator.

Directions for how to grid your answer to the questions labeled “Student-Produced Responses” are in your test book. Your answers to these questions may be shorter, but not longer, than 4 characters. Be sure to mark your answers in the numbered spaces that correspond to the numbered test questions in Section 4.

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 open your test book and take out your answer sheet. Keep your answer sheet and test book flat on your desk. Find Section 4 on your answer sheet. Now turn to Section 4 in your test book, read the directions, and begin work. Time starts now.

**RECORD START AND STOP TIMES HERE - POST FOR STUDENTS**

<table>
<thead>
<tr>
<th>55 MINUTES</th>
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</thead>
<tbody>
<tr>
<td>START TIME</td>
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</tbody>
</table>

**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–D. Please raise your hand if you need help completing any fields. [pause]

Collect each test book from each student in the same order that the books were distributed. 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 who are 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 are taking the Essay, please put your calculator under your desk and place your answer sheet face down 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 face up on your desk so that I can check it when I collect it.

From students who are taking the SAT without Essay, collect all remaining test materials except for answer sheets, including scratch paper and any translated instructions or word-to-word glossaries from these students. 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 wish 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, 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](http://sat.org).

Before collecting answer sheets, determine if any students need to complete nontest information on their answer
sheets. (Students waiting to take the Essay should also complete the nontest 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 Score Sends.

### Completing Score Sends

**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.

**To all students, say:**

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

**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 document 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 face down on your desk. If you are finished testing, place your answer sheet face up 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 who is ready for dismissal—these students should have their answer sheets placed face up on their desks. Students who are waiting to take the Essay should have their answer sheets placed face down—don’t collect these yet.

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.)

Make sure answer sheets are not inserted in or between test books.

- 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.
- Keep students seated until you’re sure you have an answer sheet and the testing materials assigned to each student.
- 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.) Make sure students have completed the test information on the back of their answer sheets (A–D). (On the
large-block answer sheet, the fields have the same numbers/letters, but different locations.) These fields must be completed for a student to receive a score report.

- If you have any students who are 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.

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.

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-type test book, give them the appropriate large-type 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 number _______, school name ______________, and this room’s testing room code ________, which I have posted for you.

Next, say:

Now, open your answer sheet to page 6. If you are 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.

Keep your answer sheet open to this page, and take a moment to read the statement about the use of your essay; then decide whether or not to mark the bubble (or square). When you’ve finished reading, please look up. [pause]

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:

Once we begin, you’ll have 50 minutes to work on the SAT Essay. You may make notes and plan your essay on the unlined Planning Page, but anything written there will not be scored. When you’re ready, start writing your essay on the first lined page, which says “Begin Your Essay Here.” You must write your essay on the appropriate answer sheet pages and within the marked margins. Don’t write past the word “STOP” on the last lined page, because anything written past that point will not be scored. No extra pages are allowed. You must write your essay using a Number 2 pencil. If you don’t use a Number 2 pencil, your essay will appear blank. If you leave the essay blank, you will receive an Essay score of zero.
Continue by saying:

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

Read the directions on your Essay book cover, and then open your Essay book 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:


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.)

Continue with the instructions under Before Dismissing Students.

Before Dismissing Students

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

- 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.
- Keep students seated until you’re sure you have an answer sheet and the testing materials assigned to each student.
- 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.) Make sure they have filled out the test information (A–D) on the back of their answer sheets. (On the large-block answer sheet, the fields have the same numbers/letters, but different locations on the answer sheet.) These fields must be completed for a student to receive a score report.
- If you have any students who are 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–D before dismissing students. You must transcribe their answers after students are dismissed.

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.
After the Test

**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 discrepancies or 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 or NAR identifies who was present or absent. Return the annotated room roster or NAR to the test coordinator.

**Transcribe Student Responses for Scoring**

A completed answer sheet 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 test book, write the student’s name, 6-digit school (AI) code, and litho code (8-digit serial number) from the shaded box on the bottom right corner of the answer sheet.
  - Transfer responses from the test book to the regular answer sheet pages. If you do not have enough answer sheets to complete the transcription, return without transcribing to your test coordinator.
- Clip transcribed answer sheets to the associated test books and deliver them to the test coordinator to return with the used accommodated answer sheets.
## Appendix

### SAT Standard Section Timing Chart

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

<table>
<thead>
<tr>
<th>Start Time</th>
<th>Section 1</th>
<th>Section 2</th>
<th>Section 3</th>
<th>Section 4</th>
<th>SAT Essay</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>65 min.</td>
<td>35 min.</td>
<td>25 min.</td>
<td>55 min.</td>
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</table>
**Acceptable Calculators**

For the Math Test – Calculator portion, all scientific calculators are acceptable, all four-function calculators are allowed (but not recommended), and most graphing calculators are acceptable as long as they don’t have any of the features listed under Unacceptable Calculators. Check the list of acceptable graphing calculators below for models that are permitted.

<table>
<thead>
<tr>
<th>THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:</th>
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**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, smartphones, 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 is not permitted. Some models with touch-screen 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 are not required to confirm with a photo ID the identity of students who regularly attend your school and are familiar to you. For students who are 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 2018–19 is valid through December 31, 2019, and is acceptable for fall 2019 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 otherwise 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.)

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
<td>Close testing room doors.</td>
</tr>
<tr>
<td>8–8:30 a.m.</td>
<td>Distribute materials and read preliminary instructions.</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>Begin testing.</td>
</tr>
<tr>
<td>11:45 a.m.</td>
<td>Testing ends for standard timing of SAT without Essay.</td>
</tr>
<tr>
<td>12:55 p.m.</td>
<td>Testing ends for standard timing of SAT with Essay.</td>
</tr>
</tbody>
</table>
# Irregularity Chart

## HOW TO HANDLE IRREGULARITIES

<table>
<thead>
<tr>
<th>Irregularity</th>
<th>What you should do</th>
<th>How to fill out the IR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Test Site Issues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test site closing/cancellation of testing</td>
<td>In the event of a storm, power failure, or other emergency that requires cancellation before test day, your test coordinator will:</td>
<td>Explain circumstances and impact of issue.  Bubble Page 1, Section 6—“Disturbance/interruption.” Include a list of students affected.</td>
</tr>
<tr>
<td>Call School Day Support immediately</td>
<td>- Notify your principal or district.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Notify campus/building security.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Notify students of the cancellation.</td>
<td></td>
</tr>
<tr>
<td><strong>Interruption</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call School Day Support if the interruption (e.g., fire alarm) can’t be resolved.</td>
<td>- Provide clear instructions for student and staff safety.</td>
<td>Note the source, length, and impact of the interruption and the section(s) affected.</td>
</tr>
<tr>
<td></td>
<td>- Direct students not to talk or use electronic devices.</td>
<td>Bubble Page 1, Section 6—“Disturbance/interruption.” Fill in the number of affected students in 6a and the testing room code in field 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 in Section 11.</td>
</tr>
<tr>
<td></td>
<td>- Collect test books and answer sheets, if necessary, while maintaining safety.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Monitor students if they must leave the testing room.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Keep them together in a group and don’t allow them to go to their lockers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- If testing must be canceled, your primary test date materials can’t be kept or used for makeup testing. Do the following:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Notify students they’ll take a makeup test.</td>
<td></td>
</tr>
<tr>
<td><strong>Incorrect, Missing, Damaged, or Defective Materials</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials missing or damaged before testing</td>
<td>Before testing begins, if you discover a test book is missing and you are unable to locate it, notify the test coordinator immediately.</td>
<td>Note any such irregularity. Bubble Page 1, Section 6—“Missing materials.”</td>
</tr>
<tr>
<td>Call School Day Support immediately</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Missing materials during testing</td>
<td>- Wait until a scheduled break or the end of the testing session to account for the missing materials.</td>
<td>Bubble Page 1, Section 6—“Missing materials.”</td>
</tr>
<tr>
<td>Call School Day Support immediately</td>
<td>- Don’t allow any student to leave the testing room until materials are accounted for.</td>
<td>In the Comments section, note the serial number of any missing test books.</td>
</tr>
<tr>
<td></td>
<td>- If materials aren’t located, put monitor in charge of the testing room and contact coordinator.</td>
<td></td>
</tr>
<tr>
<td>Irregularity</td>
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</tr>
<tr>
<td>-------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Insufficient number of answer sheets</td>
<td>If you don’t have enough answer sheets for all students who are testing, call School Day Support immediately for instructions how to proceed.</td>
<td>Bubble Page 2, Section 7b, Other Issue—“Other” and write “Insufficient answer sheets.”</td>
</tr>
<tr>
<td></td>
<td>Call School Day Support immediately.</td>
<td></td>
</tr>
<tr>
<td>Defective answer sheet</td>
<td>- Replace defective answer sheet. Direct the student to print their name on the new answer sheet, then continue with next question.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
<td>Bubble Page 2, Section 7b, Defective Materials Issue—choose listed specific issue or choose “Other” and describe in the Comments section on page 3. In the case of two answer sheets with student marks on them, also bubble Page 2, Section 7b, Student Errors/Issue—“Student needed second answer sheet.”</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- If an extra answer sheet is not available, follow the procedures in this chart under “Insufficient number of answer sheets.”</td>
<td></td>
</tr>
<tr>
<td>Defective test book</td>
<td>- Replace the defective book if you have an extra book with the same cover that doesn’t have the same defect. If able to replace the book, direct the student to continue testing with original answer sheet.</td>
<td>Describe the defect. Note the loss of testing time. If the time was made up, indicate when and attach test book to the IR.</td>
</tr>
<tr>
<td></td>
<td>- If the test book 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.</td>
<td>Bubble Page 2, Section 7b, Defective Materials Issue—choose listed specific issue or choose “Other” and describe.</td>
</tr>
<tr>
<td></td>
<td>- If the defective test book causes a loss of testing time, allow the student to make up the time for that section at the end of test administration.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- On front cover of the test book, print “Defective” and identify error, school number, and location and nature of defect.</td>
<td></td>
</tr>
<tr>
<td>Admission/Identification Issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student sent to wrong room</td>
<td>- Room changes must be made prior to the start of timed testing. If any student is moved to another room after the test books are distributed and the test begins, report this as an irregularity.</td>
<td>Explain the reason for the change.</td>
</tr>
<tr>
<td></td>
<td>- If the student has tested without approved accommodations or with unapproved accommodations, follow instructions given in the Misadministration section of this chart.</td>
<td>Bubble Page 2, Section 7b, Student Errors/Issue—“Student seated in wrong room.”</td>
</tr>
</tbody>
</table>
# Irregularity Chart

<table>
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<th>Irregularity</th>
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<tbody>
<tr>
<td><strong>Security Violations/Student Misconduct</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Observed misconduct**               | 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.  
- On the front of the test book, note the student's name and write “Attempted to impersonate,” “Attempted theft of test book,” or “Left building,” as appropriate.  
- 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. |
| **Test book misuse/working on the wrong section** | 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.  
- On the front of the test book, note the student's name and write “Looking through test book,” “Wrong section,” or “Working past time,” as appropriate. 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** | 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 student ID and inform student 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.  
  - On front cover of test book, note the student's name and write the infraction on the book (e.g., “Prohibited electronic device” or “Student gave or received help”).  
- Do not return any written answer keys to student. | 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.” |
### Irregularity Chart

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<tr>
<td><strong>Noise or disturbances made by prohibited electronic devices, including:</strong></td>
<td>If a student’s prohibited device produces noise or other disturbances while in their own possession:</td>
<td>Note that the device produced a noise or disturbance while in the student’s possession. Attach the test book to the IR. Provide the student’s name. Bubble Page 2, Section 7b, Student Errors/Issue—“Student used a mobile phone or prohibited device, or it produced a noise or disturbance.”</td>
</tr>
<tr>
<td>• Mobile phones, smartphones</td>
<td>• Tell the student to turn it off and hand it to you immediately.</td>
<td></td>
</tr>
<tr>
<td>• Cameras, scanners</td>
<td>• Inform the student that you must write up the incident, their scores will be canceled, and the device will be returned.</td>
<td></td>
</tr>
<tr>
<td>• Laptops, tablets, iPods, MP3 players, wearable technology</td>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• Separate timers</td>
<td>• Collect the test book and answer sheet and dismiss the student from testing. Do not readmit the student to the testing room.</td>
<td></td>
</tr>
<tr>
<td>Approved medical devices such as insulin pumps (that are not connected to a cell phone) are allowed.</td>
<td>• On the front of the test book, note the student’s name and write “Prohibited electronic device.”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Complete an IR.</td>
<td></td>
</tr>
<tr>
<td>If a student’s phone produces noise or other disturbances while in the proctor’s possession or stored away from the student’s desk:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• This should not be considered grounds for immediate dismissal, as long as the device is not under the desk or otherwise in the student’s possession.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The proctor should turn off the phone in order to prevent additional disturbances during testing.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• The proctor should issue a warning to the student who owns the phone that additional disturbances will result in dismissal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• You do not need to report these actions on an IR.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Observed with prohibited electronic devices, including:</strong></td>
<td>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:</td>
<td>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 7b, Student Errors/Issue—“Student used a mobile phone or prohibited device, or it made noise.”</td>
</tr>
<tr>
<td>• Mobile phones, smartphones</td>
<td>• Tell the student to hand it to you immediately.</td>
<td></td>
</tr>
<tr>
<td>• Cameras, scanners</td>
<td>• Inform the student that you must write up the incident, their scores will be canceled, and the device will be returned.</td>
<td></td>
</tr>
<tr>
<td>• Laptops, tablets, iPods, MP3 players, wearable technology</td>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• Separate timers</td>
<td>• Collect the test book and answer sheet and dismiss the student from testing. Do not readmit the student to the testing room.</td>
<td></td>
</tr>
<tr>
<td>Approved medical devices such as insulin pumps (that are not connected to a cell phone) are allowed.</td>
<td>• On the front of the test book, note the student’s name and write “Prohibited electronic device.”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Test coordinator:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If you have any suspicion that the device was used to share test information, immediately call School Day Support while the student is still in your charge.</td>
<td></td>
</tr>
</tbody>
</table>
### Irregularity Chart

<table>
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<tr>
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</thead>
</table>
| **Calculator misuse/ prohibited aids, including:**                           | If a student is seen using a calculator on a noncalculator section or using more than one calculator (except in case of a malfunction) or using a prohibited aid:  
  - Highlighters or colored pencils  
  - Books, dictionary, or references  
  - Compass, ruler, protractor, or cutting device  
  - Scratch paper or notes  
  - Unacceptable calculator or any other prohibited electronic device, such as digital watches with prohibited features (Unless approved as an accommodation) | Attach the test book to the IR.  
  Provide the student’s name.  
  Bubble Page 2, Section 7b, Student Errors/Issue—“Student used an unauthorized aid.”  
  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.  
  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.” |
| **Misadministration**                                                         | 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.” |                                                                                                                                                          |

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**Accommodations given that were not approved**

- 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.
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</table>
| **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** | 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 contact the test day complaint email (given at the front of this manual) 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**                                 | 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).  
Complete the Comments section and student information, and sign. |
| **Overtiming**                                  | Make no adjustment.                                                                                                                                                                                                  | Note the section(s) affected and length of timing discrepancy.  
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**                        | 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 the student information and sign. |
### Irregularity Chart

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<tr>
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<tbody>
<tr>
<td><strong>Student Issues</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excessive breaks</td>
<td>▪ Ask the student the reason for excessive breaks (Is the student ill?).</td>
<td>Note the student’s name.</td>
</tr>
<tr>
<td></td>
<td>▪ If the student is ill, follow the instructions in this chart under “Illness.”</td>
<td>Bubble Page 2, Section 7b, Other Issue—“Other.”</td>
</tr>
<tr>
<td></td>
<td>▪ 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Have the room or hall monitor check where the student is going during breaks.</td>
<td></td>
</tr>
<tr>
<td>Illness</td>
<td>▪ Permit the student to leave the test room temporarily. Collect the test book and answer sheet; return them when the student reenters. Do not allow extra testing time.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>▪ 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.</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>▪ If an answer sheet becomes soiled due to illness or bleeding, inform the student that it can’t be scored.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ 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.</td>
<td></td>
</tr>
<tr>
<td>Using pen or wrong type of pencil</td>
<td>If you see any student using a pen or mechanical pencil, advise the student to switch to a No. 2 pencil immediately. Do not have students erase any answers. Have them continue using the same answer sheet. Students shouldn’t be dismissed from testing if they use a mechanical pencil.</td>
<td>Explain the circumstances fully on the IR. Note section(s) affected. Bubble Page 2, Section 7b, Student Errors/Issue—“Student used an unauthorized aid.”</td>
</tr>
<tr>
<td>Answers placed incorrectly on answer sheets</td>
<td>▪ Provide a new answer sheet if the student has misplaced answers on the answer sheet. No erasures or transfers are permitted.</td>
<td>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.”</td>
</tr>
<tr>
<td></td>
<td>▪ If no extra answer sheets are available, follow the procedures under “Insufficient number of answer sheets” earlier in this chart.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ Tell the student to print their name on the new answer sheet, then continue in the appropriate place.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>▪ 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 answer sheet. Make sure that both answer sheets have these items completed, and clip both answer sheets together.</td>
<td></td>
</tr>
<tr>
<td>Irregularity</td>
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<td>-------------------------------------------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Answers written in test book, but not recorded on answer sheet | - 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 are not going back to add answers to sections that have concluded.  
- 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.” |
| Answer sheet left blank or completely erased     | - Notify the student that you have observed this behavior. Indicate that if the behavior persists, you will report it.                                                                                                  | Explain the circumstances fully. Note the student’s name.                                                                                                                                                           |
|                                                | - 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.       | Bubble Page 2, Section 7b, Student Errors/Issue—“Student failed to follow test administration regulations.”                                                                                                         |
|                                                | - 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.                                                       |                                                                                                                                                           |
| 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. | Document the malfunction on the Irregularity Report.                                                                                                                                                                |
|                                                | - 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.                                                                          | Bubble Page 2, Section 7b, Student Errors/Issue—“Student had calculator malfunction.”                                                                                                                             |
|                                                | - Provide an SAT School Day Request to Cancel Test Scores form and have the student complete and sign it. The proctor must also sign.                                                                                |                                                                                                                                                           |
| Test question ambiguity                         | Report the type of question ambiguity.                                                                                                                                                                              | Add any student information if possible on the IR, as full a description as possible, and your contact information. Bubble Page 2, Section 8—choose correct issue and provide listed student information. Fill in Section 9, Comments. |
Sample Irregularity Report (IR)

1. GENERAL INSTRUCTIONS TO TESTING STAFF:

Refer to the Irregularities Chart in your manual for when to use this form and when to call the support line listed in your manual. IMPORTANT: Call the support line listed in your manual immediately if test materials are missing or damaged. Report each irregularity on a separate IR and return all IRs immediately after testing ends.

- Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.
- Complete sections 2–9 and 11 as appropriate to the irregularity type. The staff member reporting the incident MUST sign section 10 of this form. The test coordinator must also sign all IRs.
- Clip (but do NOT staple) any defective materials to the IR.
- As a last step, on each form, fill in "Form ___ of ___" (e.g., "1 of 3") at the top of this box. This information will aid further communication about potential makeup testing.

2. Test Book Information:

Indicate the type of testing room and room number.

- Accommodated Room Number ___________

3. SCHOOL INFORMATION:

School/Institution Name and Address:

- Name: Home Town H.S.
- Address: 200 Main St.
- City: Home Town
- State/Province: MA
- Postal Code: 01001
- Country: USA

4. PROGRAM

- Standard

5. TEST BOOK INFORMATION:

- SAT

6. GROUP IRREGULARITIES INFORMATION:

- Fill in the circle in front of each case that applies.
- Write the names of involved students on the last page of the IR.
- Always call the School Day support line immediately in such situations.
- Use the COMMENTS section on page 3 to describe the events and actions taken.

- Over timing: 1–2 minutes
- Undertiming: 3–4 minutes
- 5–7 minutes
- 8 minutes or more

- Did group complete testing? Yes No

- Number of Affected Students

- Testing Room Code

- Do not write in this area

Page 1
7. INDIVIDUAL IRREGULARITIES INFORMATION:
Fill in the circle in front of each case that applies. Use the COMMENTS section on page 3 to describe all events and actions taken.

7a. Student Information: REQUIRED
Name: ____________________________
(Students full name as entered on answer sheet)
Name of attending high school: ____________________________
(Date exactly as entered on answer sheet)
Grade Level: □ 12th □ 11th □ 10th □ Other grade
Action Taker: □ Warned □ Dismissed □ None □ Yes □ No

7b. Issue Information:
Check-in Issue:
- □ Student arrived late
- □ Student refused to turn in/turn off electronic device(s)
- □ Student waivered nonstandard accommodations
- □ Student had questionable/unacceptable ID
Defective Materials Issue:
Complete COMMENTS section on page 3.
- □ Smudges/ink blots
- □ Holes in pages
- □ Torn pages
- □ Missing pages
- □ Pages repeated
- □ Pages stuck together
- □ Blank or defective MP3 audio or ATC test format
- □ Intermittent problems with MP3 audio or ATC test format
- □ Incorrect directions
- □ Duplicate/missing serial numbers
- □ Serial number in wrong spot
- □ Other ____________________________
Test Delivery Issue:
- □ Staff behavior was distracting
- □ Staff distributed incorrect material
- □ Test materials were distributed/collected incorrectly
- □ Staff gave incorrect instructions
- □ Staff did not give breaks
- □ Staff gave incorrect, unapproved, or no accommodations (not including students who opted out of their accommodations)
- □ Staff did not announce remaining time
Environment Issue:
- □ Problem with lighting, temperature, noise, etc.
Other Issue:
- □ Other ____________________________

8. TEST QUESTION AMBIGUITY INFORMATION:
Fill in the circle in front of each case that applies. Use the COMMENTS section on page 3 to describe the student’s concerns.

- □ No correct answer
- □ More than one correct answer
- □ Not enough information to answer question

Student’s Name: ____________________________
Student’s Mailing Address: ____________________________
Test Book Serial #: ____________________________
Test Section #: ____________________________
Test Question #: ____________________________
9. COMMENTS:

Fully describe the irregularity or student's concern and any action(s) taken.

- Student gridded Section 3 SFRs in Section 4.
- Issued blank answer sheet at beginning of Section 4.
- Student lost approx. 3 minutes of time on Section 4.

10. SCHOOL STAFF CONTACT INFORMATION:

Complete the fields below so that we can contact you if we need further information. Contact information should be for the specific person reporting the incident. Do not provide student information in this section.

Staff Member Name: Mary B. Proctor

Email Address: mbproctor@hometownhs.edu

Phone #: 311-555-1212

Staff Member Signature: Mary Proctor

SAT Coordinator Signature: David Coordinator
### 11. GROUP IRREGULARITY AFFECTED STUDENT INFORMATION

List the name of all students affected by a group irregularity. Return this IR and any attachments with your shipment of used answer sheets and critical reports immediately after the test. Print the student information exactly as recorded on their answer sheet.

<table>
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<th>STUDENT DATE OF BIRTH</th>
<th>ANSWER SHEET LITHO CODE</th>
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ETS USE ONLY

SX9X0002

Page 4
Glossary of Terms

**Accommodation:** A change in the format or administration of a test to provide access for a person with a disability, and produce college-reportable scores. Must be approved by College Board. Some examples include extended testing time, special formats of the test, large-block answer sheets, readers, writers, sign language interpreters for spoken test instructions, and extended or more frequent rest breaks.

**Additional score report:** Students may request that score reports be sent to colleges, universities, and scholarship programs. Students are charged an additional fee for score reports beyond the four free ones that can be ordered on the answer sheet. Additional score reports may be ordered online through the student's account.

**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.

**Alternate forms:** Different editions (forms) of the same test, written to meet the same specifications and comparable in most respects, except that some or all of the questions are different. Students at the same test administration may be working on different forms.

**Ancillary materials:** Descriptive booklets, score interpretation guides, administration manuals, reporting forms, and so forth, that accompany the testing materials sent to test sites.

**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.”

**College score report:** A student score report released to a college. The report contains the entire student record and also includes the student's essay, if any.

**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.

**Essay prompt:** The official term used for an Essay question.

**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.

**Fee waiver service:** A service that offers benefits such as unlimited score sends and college application fee waivers to students for whom payment of fees might be a serious barrier to college entrance.

**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: Eight-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.

Misconduct: Action or behavior by a student that results in a score hold, Irregularity Report (IR), or other disruption in a test administration.

Nonstandard Administration Report (NAR): A list of students approved for accommodations who are 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.

Preadministration session: A session held before test day where students fill out information about themselves on the answer sheet.

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.

Question-and-Answer Service (QAS): An optional service available to students who have registered for, or have recently taken, selected (disclosed) administrations of the SAT. The student receives a guide to scoring the test, a copy of the questions that were counted in scoring the test, and a report that lists the correct answer; whether their answer was correct, incorrect, or omitted; and the question type and level of difficulty for each question.

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: Also referred to as student information questions, a term applied to the questions that students answer on their answer sheets as part of participating in SAT School Day. 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 requests for students with disabilities.

Student Answer Service (SAS): A service for students who have taken the SAT; it provides a report that lists the question types and levels of difficulty and the student’s response to each question (correct, incorrect, or no response).

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

Student score report: Students may request their scores be sent to colleges or scholarship organizations of their choosing. Students receive up to four free score sends with the test. Additional score sends may be requested for a fee (which is waived if the student qualifies for an SAT fee waiver).
**Appendix  Glossary of Terms**

**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 seven-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 three-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.
# 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.

## Part A: Accounting for Test Materials

### 2. Test Books Received

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>SERIAL NUMBER RANGES</th>
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<tr>
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<td>___________ to ___________</td>
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</tbody>
</table>

**Total number of books received:**

### 3. Essay Books Received (if any)

<table>
<thead>
<tr>
<th>QUANTITY</th>
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</thead>
</table>

**Total number of Essay books received:**

### 4. Test Books Returned

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>SERIAL NUMBER RANGES</th>
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</thead>
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<td>___________ to ___________</td>
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<tr>
<td></td>
<td>___________ to ___________</td>
</tr>
</tbody>
</table>

**Used test books returned:**

**Unused test books returned:**

**Total number of test books returned:**

### 5. Used Answer Sheets Returned

<table>
<thead>
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<th>QUANTITY</th>
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</table>

**Total number of used answer sheets returned:**

### 6. Essay Books Returned (if any)

<table>
<thead>
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<th>QUANTITY</th>
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</thead>
</table>

**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.

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 they were moved. Complete an Irregularity Report explaining the reason for the change.

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