

SAT School Day Testing Staff Agreement

School Name: _____

School (AI) Code: _____ Test Date: _____

All staff must sign this agreement prior to the start of testing. Return this document along with your other completed forms after each administration as instructed in the relevant SAT® School Day manual.

Each testing staff person affirms that he or she:

- Has read and agrees with all rules and guidelines indicated in the relevant SAT School Day manual, including, but not limited to, the pages setting forth conditions under which the SAT must be administered and the information on staff qualifications and conflict of interest restrictions;
- Is a high school graduate, at least 18 years old, speaks English fluently, possesses the same level of unquestionable integrity and maturity expected of a member of the school staff, and affirms the diversity of the students being tested and acts in a fair, courteous, nondiscriminatory, and professional manner;
- Understands and agrees that the SAT and all the questions contained in it are the property of the College Board and protected by copyright law, and that no one other than the student or authorized reader for College Board–approved accommodations can open a test book and see the test content;
- Understands and agrees that copying, reproducing, or removing any materials from any SAT test book is illegal;
- Is not prohibited by any law or regulation from working with minors or on school property;
- Is not engaged in any private SAT test preparation that is conducted outside the auspices of his or her school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district, and will not engage in such activity for the remainder of the current school year (the teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable);
- Has not taken the SAT within 180 days of the above test date; and
- If authorized to handle test books before test day, does not have a member of their household or immediate family (“related student”) taking the SAT on the above test date at any testing site. In such instances, the related student’s scores are subject to cancellation.

All staff, including coordinators, proctors, room monitors, and hall monitors, must sign this form to indicate their acceptance of these provisions. The College Board has the right, in its sole discretion, to remove or bar staff who violate these terms from administering future College Board tests.

Ensure that every staff member signs the back of this form.

IMPORTANT: Coordinators must ensure that the testing staff are properly trained to administer a secure administration. Coordinators should not discuss details about test policies or procedures (e.g., handling test materials, training, and packaging for return) with anyone other than their staff, including the media or through social media. Refer all media questions to SAT School Day Support as listed in your manual.

SAT School Day Testing Staff Agreement

Position (check applicable box)	Name (please print)	Signature
<input type="checkbox"/> Test Coordinator		
<input type="checkbox"/> SSD Coordinator		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor <input type="checkbox"/> Monitor		

