REVISED FOR

MARCH AND APRIL 2016

USE FOR THE

Redesigned SAT

The SAT® School Day Testing Manual

Provide a fair testing environment for the redesigned SAT® with:

- TEST CENTER SETUP AND MANAGEMENT
- TESTING ROOM PROCEDURES FOR SCHOOL DAY
- SECURITY REQUIREMENTS
- OFFICIAL TEST DAY SCRIPTS FOR STANDARD AND ACCOMMODATED TESTING
- STAFF AND FACILITY REQUIREMENTS

IMPORTANT: Use this manual only to administer SAT School Day in March and April 2016.

CollegeBoard

SAT®

Contact Information for Supervisors

Test Administration Services (TAS) (not for parents or students)

SAT SCHOOL DAY SUPPORT: 855-373-6387

SUPERVISOR'S HELPLINE: 800-257-5123 **EMAIL:** tas@ets.org

HOURS: 8:30 a.m. – 5 p.m. standard time,
7 a.m. – 8:30 p.m. on the day of the test.

Services for Students with Disabilities (SSD) Office

PHONE: 844-255-7728 TTY Number: 609-882-4118

FAX (TEST ADMINISTRATION): 609-771-7944

FAX (ELIGIBILITY REQUESTS): 866-360-0114

EMAIL: ssd@info.collegeboard.org

HOURS: 8 a.m. – 6 p.m. standard time,
7 a.m. – 8:30 p.m. on the day of the test.

Office of Testing Integrity (OTI)

PHONE: 609-406-5430

HOURS: 7:30 a.m. – 5:30 p.m.

College Board Office of Communications—Media Inquiries

PHONE: 212-713-8052

HOURS: 8:30 a.m. – 5:30 p.m.

Contact Information for Counselors

Contacts for Counselors (not for parents or students)

SAT SCHOOL DAY SUPPORT: 855-373-6387 **EMAIL:** satschooldaysupport@collegeboard.org

SAT EDUCATOR HELPLINE: 888-SAT-HELP (728-4357) **EMAIL:** sat.help@info.collegeboard.org

Contact Information for Students and Parents

Contacts for Students and Parents

SAT CUSTOMER SERVICE: 866-756-7346 **EMAIL:** sat@info.collegeboard.org

Test Day Complaints

TEST CENTER COMPLAINTS: **testcenter@info.collegeboard.org**

TEST QUESTION AMBIGUITY/ERROR: **satquestion@collegeboard.org**

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The College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the 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, the 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 www.collegeboard.org

Introduction

As the SAT® School Day testing supervisor or Services for Students with Disabilities (SSD) coordinator, you play a significant role in an event that affects many, including your students, your school, and the wider education community. Testing during the school day in a familiar, easily accessible environment allows the SAT School Day to serve as part of an integrated approach to improving college and career readiness within your community.

Furthermore, the SAT is now one of a vertically aligned suite of assessments that reflect what students are already learning in their classrooms and provide educators what they need to monitor their students' progress. Visit **collegereadiness.collegeboard.org** to learn more about the SAT Suite of Assessments.

IMPORTANT: *Be sure to destroy any manuals you have for SAT School Day that are for use in 2015.*

What Is Changing for the Redesigned SAT

The SAT you will administer in March or April 2016 has been redesigned to focus on the skills and knowledge that current research indicates are essential for career and college success.

Here are a few basic changes to prepare for:

1. The Math Test is divided into two portions: one that permits calculator use, and one that does not.
2. Students should be encouraged to give their best answer for every test question, since there is no penalty for guessing.
3. For standard time test-takers, the first break (after the Reading Test) will be ten minutes instead of five minutes.
4. Students testing with extended time will also receive additional breaks as noted later in this section. Students will only receive extended time for the subject areas for which they are approved (e.g., math only or writing only). Exception: Students approved for reading will continue to receive extended time for the entire test.
5. The Essay Test may or may not be included in your school's contract. (See the Contract Types explanation in the next column.)
6. The online Attendance Roster has been enhanced to better assist you in making room assignments. Note that the SSD coordinator will continue to use the NAR for a roster of students testing under his or her supervision.

Test Facts

The redesigned SAT is composted of three sections, which follow the same order in every test book.

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 multiple-choice and student-produced response questions based on the math that college-bound students typically learn during their first three years of high school. Divided into two portions; one that permits calculator use, and one that does not. Time allotted:

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

Optional Essay (in separate booklet): Asks students to frame an argument in response to a source text.

Time allotted: 50 minutes

Administrative time in the testing room: You will need approximately 15 to 30 minutes before and 5 minutes after the test for administrative details.

Contract Types and the SAT Essay

SAT Contracts may be for:

1. SAT (students will not take the Essay)
2. SAT with Essay (all students take the Essay)
3. SAT Essay as optional (students can decide at registration whether to take the Essay or not). The option chosen cannot be changed on test day. This type of contract requires allocation of different rooms for SAT and SAT with Essay.

Standardized Testing

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores is for testing staff to follow the same testing procedures and give their instructions exactly as they appear in this manual. No one is to suffer a disadvantage or gain an advantage of any kind because of race, religion, gender, or disability. All students are to be protected from disturbance. By strictly following our policies and procedures, you give students the best guarantee of fair testing.

Nonstandard Testing

The College Board provides testing accommodations to students who, due to a disability, demonstrate a need for accommodations on College Board tests. Students who are approved for accommodations must register with their SSD number. Make sure that all students with approved accommodations are registered correctly. Contact the SSD office if you have questions (see page ii).

Some accommodations, such as extra breaks or 50% extended time for Math or Writing only, are administered by test center supervisors. These students are listed on the roster provided to the test center supervisors, and their Admission Tickets have the word "Roster" in the header.

Accommodations such as 100% extended time or Braille materials that are administered by an SSD coordinator in a school setting are listed on the Nonstandard Administration Report (NAR) accessed online by the SSD coordinator. The Admission Tickets for these students have the designation "NAR" printed in the header.

The test center supervisor handles the testing of standard testers and students with accommodations listed on the Roster. The SSD coordinator oversees all aspects of testing students with accommodations listed on the NAR.

SAT Test Materials

Standard test books have an aqua cover. Unlike the test given before March 2016, the redesigned SAT may have pretest and operational items anywhere within the sections. All tests have the same order of sections. All Essay booklets, which are separate from the multiple-choice test books, have an aqua stripe on the cover.

Nonstandard test books for students taking the test with accommodations such as extended time or extra breaks will have a pink cover.

Nonstandard formats such as Braille or Assistive Technology Compatible files (new) are also available for students who need them. Students using these materials will be tested under the supervision of the SSD coordinator and are listed on the NAR.

Using This Manual

This manual is for staff use for SAT School Day testing only (not Saturday or Sunday testing) in March and April 2016. Please do not share it with test-takers or anyone else besides testing staff.

Complete instructions for preparing for School Day testing and administering the SAT are provided in Part 1, "Managing the Test Center," which is intended largely for the test center supervisor and SSD coordinator to help set up and run testing. Part 2, "In the Testing Room," is for use by associate supervisors to administer the test.

NOTE: *You may also have received a separate manual for state testing purposes only. Be sure to use the appropriate manuals as instructed.*

Supplemental Instructions

If your school is participating in SAT School Day as part of a statewide administration, there may be administration processes that are unique to your state. If these exist and they apply to your School Day registration and check-in procedures, you will have received Supplemental Instructions to this manual. You will need to review them carefully and note where your state procedures override procedures in this manual. A typographical icon will help you identify when to consult your Supplemental Instructions (see below).

Typographical Icons

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

- (!) Urgent
- Contact by Phone
- SSD Procedures or information for providing accommodations to students with disabilities
- (+) Consult your Supplemental Instructions

Color-coded Scripts

Test your students using the scripts provided in Part 2. The scripts are color-coded as follows:

- **Aqua** tabs—standard SAT script:
  - Four multiple-choice sections; some with student-produced response items
  - One Essay section for use if applicable
  - Standard timing only
  - Testing time of three hours (plus an additional 50 minutes for students taking the Essay)
  - One 10-minute and one five-minute break (plus an additional two-minute break if taking the Essay)
- **Pink** tabs— nonstandard SAT script for SSD students listed on the roster using the pink test books:
  - Four multiple-choice sections; some with student-produced response items

- One Essay section for use if applicable
- Standard or 50% extended time for writing only or math only or for reading if not taking the Essay
- Maximum testing time of five hours and 45 minutes
- Five five-minute breaks, (plus two-minute and five-minute breaks if taking the Essay)

» **Cyan** tabs — nonstandard SAT script for SSD students listed on the NAR:

- Four multiple-choice sections; some with student-produced response items
- One Essay section for use if applicable
- Standard, 50%, or 100% extended time
- Maximum testing time of seven hours 40 minutes (students approved for 50% extended time for reading will take the SAT with Essay over two consecutive days; most students approved for 100% extended time will take the SAT or the SAT with Essay over two consecutive days)
- Four five-minute breaks (plus two-minute and five-minute breaks if taking the Essay)

Acceptable and Unacceptable Calculators

Acceptable Calculators: Most graphing and all scientific and four-function calculators are acceptable (four-function calculators are allowed, but not recommended). Check the list of approved graphing calculators for models that are permitted. This list is not exhaustive. If you have any question about whether a calculator is acceptable, call TAS.

NOTE: *Students approved to use a calculator on the Math Test – No Calculator may only use a four-function calculator for this purpose.*

Watch for calculators with large displays (characters one inch high or more) or displays raised in any manner that makes them visible to nearby test-takers. Consider moving students using these calculators to the rear of the testing room.

Unacceptable Calculators: The following devices are unacceptable for use as calculators on the SAT unless approved as an accommodation:

» Laptops or other computers, tablets, cell phones, smartphones, smartwatches, or wearable technology

» Models that can access the Internet, have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type feature

» Models that have typewriter-like keypad, 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).

Approved Graphing Calculators

The following calculators are permitted:

Casio
FX-6000 series
FX-6200 series
FX-6300 series
FX-6500 series
FX-7000 series
FX-7300 series
FX-7400 series
FX-7500 series
FX-7700 series
FX-7800 series
FX-8000 series
FX-8500 series
FX-8700 series
FX-8800 series
FX-9700 series
FX-9750 series
FX-9860 series
CFX-9800 series
CFX-9850 series
CFX-9950 series
CFX-9970 series
FX 1.0 series
Algebra FX 2.0 series
FX-CG-10 (PRIZM)
FX-CG-20

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

Radio Shack
EC-4033
EC-4034
EC-4037

Sharp
EL-5200
EL-9200 series
EL-9300 series
EL-9600 series*
EL-9900 series

*The use of the stylus is not permitted.

Other
Datexx DS-883
Micronta
Smart

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

PART 1 – Managing the Test Center
Section A: Preparing for School Day Testing

General Responsibilities

As the supervisor of record, you manage the test center and staff and you ensure secure handling of testing materials. You are expected to be at the school to supervise all activities related to testing.

Administering SAT School Day at your school requires you to sign the Testing Staff Agreement form to signify your acceptance of the conditions and requirements in this section and your commitment to administer the SAT on the scheduled date.

Mandatory training has been provided for all SAT School Day supervisors. Be sure to complete it well before test day.

To prepare for School Day testing, you will need to:

- **Plan**
  - Validate the school's enrollment of eligible students and plan efficient use of facilities.
  - Work with school administration to assign and train teachers to administer the test.
  - Pay special attention to students on your Roster who are approved for accommodations, and make sure ample staff and space is planned for ahead of time.

  ⊕ Consult your Supplemental Instructions for testing all students, including how to identify and plan for students needing accommodations or test-day registration.
- **Ensure Security and Oversee Testing**
  - Ensure the security of test materials from their arrival until their return. (See Section B for more information.)
  - Supervise all activities of the test administration.
  - Handle emergencies.
- **Complete Reports and Return Materials**
  - Complete all forms and return answer sheets, test books, and critical reports immediately after the test. (Return of materials and forms is covered in Section C for standard and nonstandard testers listed on the Roster, and in Section G for testers listed on the NAR.)
  - Report the count of students possibly requiring makeup testing. If applicable, you will receive an email message prior to test day explaining how to submit this report.

A Suggested Timeline of Supervisor Activities

Start planning for the administration no less than three weeks before test day. Here is a suggested timeline.

Three to four weeks before school day test date:

- ☐ Complete the online supervisor training. (You will be emailed instructions for accessing it.)
- ☐ Estimate how many rooms you will need based on the list of your students who have registered. Notify TAS if you foresee any issues.
- ☐ Meet with your school administration to
  - Identify which rooms will be used and which staff will be asked to administer the test.
  - Plan ahead for minimizing distractions: no fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress. Ensure that your school population is notified of these modifications to the normal school day.
  - Arrange area for participating students to assemble, with testing room assignments available. Plan for students to return there so that dismissal to normal classes can be managed in an orderly fashion.
  - Reschedule lunch for all participating students. (You will not be able to break for lunch during testing).
  - Identify staff to recruit for testing. Contact these staff members.

Two weeks before school day test date:

After registration closes, you will receive additional information to help you plan for the number of rooms needed for your registered students.

- ☐ Review the schedule of morning classes and create test-day room assignments for all affected classes.
- ☐ Print the online Attendance Rosters of students and assign them to testing rooms.
- ☐ The SSD coordinator should determine the number of rooms and testing staff that will be needed for students with NAR accommodations.
- ☐ Arrange for school staff to be notified of classroom assignments and alternative arrangements for non-testing students.

- ☐ Determine and post staff assignments for testing.
- ☐ Schedule and conduct training for staff.

One week before school day test date:

- ☐ Refer to online Attendance Roster for any updates. Revise room rosters if needed.
- ☐ Post signs for test-takers indicating when and where to report on test day.
- ☐ Hold brief assembly with students who are testing to prepare them for test day.
- ☐ Receive test materials and check them within 24 hours of receipt.
- ☐ Review facility preparation with custodial staff.
- ☐ Ensure adequate restroom facilities are available to accommodate the number of students who will break at the same time.
- ☐ Check to make sure that students who are approved for accommodations are listed on the nonstandard Roster or the NAR. Contact the SSD office as soon as possible if an approved student is not listed.
- ☐ If you are not signed up for custom UPS pickup, call ahead to arrange pickup of materials for scoring on test day (see Section C).

On test day:

- ☐ Be aware that you may have some unregistered students. Have the registration forms ready so that students can fill out their information before testing begins.
- ☐ Post signs in testing area. Provide master lists of all testing room assignments and changed rooms for non-testing students in several highly visible locations.
- ☐ Review assignments with staff and distribute materials.
- ☐ Ensure that all announcements/bells are discontinued for the day. Also make sure that nontesting students have clear room and activity assignments situated apart from the testing area.
- ☐ Return used answer sheets and critical reports once testing is completed.

Testing Students with Disabilities

As you prepare for the administration, you may be called upon to provide a variety of accommodations to students with documented disabilities who have been approved by the College Board. The College Board requires preapproval for all accommodations on its tests. Providing accommodations without authorization may result in the student's scores being canceled.

To avoid the possibility of canceled scores, provide testing accommodations only under one of the following conditions:

- » The student appears on either the online Attendance Roster of students with accommodations or the online NAR accessed by the SSD coordinator.
- » You have verified the student's eligibility with the SSD office.
- » The student has a documented College Board approval for accommodations. If a student presents an eligibility letter, but does not appear on either the NAR or the Roster as having approved accommodations, call the SSD office to confirm their approval.
- » The student is included in the school's online dashboard of students with approved accommodations (available to the SSD coordinator through the online SSD eligibility system).

(!) Students with accommodations must be tested with the correct testing materials, using the corresponding supervisors manuals and scripts.

If an associate supervisor begins testing with the wrong manual section (e.g., aqua script instead of pink script), once you are notified of the error you should contact TAS immediately for instructions. Do not switch to a different manual section after the start of the test.

A general overview of accommodations is given below. All testing accommodations require preauthorization. See the Appendix for a chart of accommodation codes and descriptions. For students who have the general code 056, "Other assistance," the SSD office will confirm the arrangements that you should make for their testing. Accommodated students must adhere to all standard testing administrative procedures, requirements, and timing regulations.

Accommodations Using Aqua Books in the Standard Testing Room

Sometimes a student's accommodations do not require nonstandard testing time or materials; for example, wheelchair access or a sign-language interpreter. Your online Attendance Roster will indicate that these students can test in the standard testing room. Administer their tests using the script with aqua tabs (Section E).

Providing these accommodations is largely a matter of planning for the physical arrangement

of your room. See Section C for more information about testing students with accommodations.

Accommodations Using Pink Books in the Nonstandard Testing Room

All students taking the SAT or SAT with Essay in the nonstandard administration room must use the appropriate test book (regular or large type) with the pink cover. This includes students on the Roster who are receiving 50% extended time on some sections. It will also include other accommodated students, such as students assigned to a room in which extra breaks, but not extended testing time, are administered. The online Attendance Roster will clearly indicate which students are approved for pink book accommodations and the rooms to which they should be assigned.

Accommodations Using the Materials Sent to the SSD Coordinator

Students approved for accommodations such as 100% extended time, breaks as needed, the use of a computer for the Essay, or nonstandard materials such as Braille or MP3 Audio test formats will be tested in rooms set up and supervised by the SSD coordinator. As noted in the introduction, these students will not appear on the online Attendance Roster, but on the NAR accessed online by the SSD coordinator. See Section G with the cyan (light blue) tabs for more information about providing these accommodations and the scripts for administering the test to these students.

(!) Students listed on the NAR cannot be tested in the same room as students listed on the online Attendance Roster.

Preparing the Testing Environment

Meeting with School Administration

You will need to closely coordinate with the administration of your school to ensure that testing can take place smoothly. Specifically, make sure to:

- Plan ahead for the secure receipt and storage of testing materials.
- Arrange an area for test-takers to assemble before and after testing.
- Estimate the number of rooms needed, based on known enrollment of eligible students (e.g., seniors or juniors). Decide whether to designate a late-arrivals room to accommodate groups of students who arrive late for testing. Use the groups identified on the Roster to plan for the different rooms you will need. (See page 6).

NOTE: *Allowing late arrivals to test is not recommended if your school contract allows both SAT and SAT with Essay.*

- Ensure adequate access to restrooms for groups breaking at the same time.
- Create a schedule of test-day room assignments for testing.
- Select and train staff for testing and have them complete the Testing Staff Agreement to ensure compliance with the SAT conflict of interest policy.
- Review facility preparation.
- Arrange for silencing of bells and announcements on test day.
- Select a start time for the testing that allows for the full time for testing within the normal school day schedule.
  - For administering the SAT without the Essay, you will need about three hours 30 minutes for admission, pretest paperwork, and actual testing of standard testers; for 50% extended-time testers, plan on about five hours and fifteen minutes.
  - For the SAT with Essay, you will need about four hours 40 minutes for standard-time testers. Students with 50% extended time for reading will take the SAT with Essay over two days.

NOTE: *Ensure that testing in any late-arrival room begins early enough to end before your normal school dismissal time.*

- If allowing a late-arrivals room, set the deadline for the start of late testing at no more than 45 minutes after testing has begun in the other testing rooms. The supervisor in a late-arrival room must close the door before the start of the first scheduled break in testing that is already in progress.
- Arrange for later lunch periods on test day for students taking the SAT with Essay in the standard room and for nonstandard test-takers.
- Ensure clear communications with the school population concerning schedule changes and silenced bells and announcements on test day.

Creating Room Assignments

Testing Room Requirements

To promote an effective and secure administration, testing rooms must fulfill the requirements below.

- Rooms must be located away from noisy areas and distracting activities.
- Rooms must be near restrooms.
- Rooms must have:
  - A working clock, visible to students
  - Proper lighting
  - Proper ventilation
  - Proper seating with students four feet apart, facing the same direction, with adequate writing surface (see requirements below)
  - No displayed materials related to test content (these can be removed or covered up during the test)

Call TAS if your facilities do not meet these specifications.

Seating Requirements

Observe the following requirements:

- ☐ Use chairs with backs.
- ☐ Face seats in the same direction.
- ☐ Place chairs directly behind those in the preceding row.
- ☐ Separate each student by a minimum of four feet from right to left (measure from center of desk).
- ☐ Ensure unimpeded access to every student by staff.
- ☐ Seat only one student at a table measuring six feet in length or less.
- ☐ At tables longer than six feet, seat students at least four feet apart and facing the same direction.
- ☐ Provide a large, smooth writing surface, preferably desks or tables.
- ☐ Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- ☐ Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

Students may not select their own seats.

Seating Requirements for Nonstandard Rooms

Follow the same requirements for seating in the nonstandard room(s). Also note:

- Students using a large-type test or large-block answer sheet should be seated in the back of the room to safeguard test security.
- Seat students with the same type of timing together.
- Students who require different timing or breaks need to be tested in separate rooms, unless you are testing a small number of students, and they will not disturb each other.

Recruiting Test Day Staff

The number of each staff position you recruit depends on the number of registrants and whether the registrants include students with disabilities requiring separate rooms.

Associate supervisors are responsible for conducting a secure, valid administration. They are accountable for everyone in the testing room and everything that takes place in that room. They account for all testing materials, conduct the testing and monitor test-takers to ensure a fair administration.

Hall proctors and room proctors assist you and your associate supervisors with test administration duties. Proctors do not administer the test, but they do help set up the testing area, monitor testing, and patrol the hallways during testing.

Base your staffing on the minimum ratios shown in the charts on the next page.

NOTE: *New eligible students may enroll at your school after registration takes place. Plan ahead for registering these students on test day if you have enough testing materials, space, and staff to test them (see page 26).*

SSD If you have questions about room arrangements for nonstandard administrations, contact the SSD office before test day (see page ii).

Room Proctors Needed

1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Room Proctors
For a Single Standard Testing Room	
1–34	0
35–50	1
51–100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1–10	0
More than 10	1

Hall Proctors Needed

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1–5	1
6–10	2
11–15	3
16–20	4
More than 20	1 proctor for each additional 5 rooms (e.g., for 21-25 rooms, add an additional proctor)

Developing Preliminary Room Assignments

Once the number of rooms needed is determined, work with the administration to identify which rooms will be used. Here are some important tips:

- Select rooms in one section of the school to minimize disturbances from ongoing classes.
- Avoid using science rooms, computer labs, or rooms with specialized equipment.
- If you are administering both SAT and SAT with Essay, students must test in different rooms.
- Try to choose rooms that can fit at least 25 test-takers, while observing the four-foot spacing requirements. If your rooms are small, place as many test-takers in a room as possible, while still observing the spacing requirements. Students may not face each other while testing.
- Try to choose rooms that are located close together, so that each hall proctor can cover up to five rooms.
- Room and seat assignments should not follow any expected patterns, to minimize the chance of friends being seated next to one another. For this reason, we recommend that students not be assigned to their normal homerooms for testing.
- Ensure adequate access to restrooms.

Checking Room Assignments Against the Class Schedule

Review the schedule of morning and early afternoon classes that would normally meet in the rooms you have identified for testing. Use the tables in Section D under "Timing and Breaks Policies" to help you plan.

- Determine which classes primarily contain students who will be testing and which classes have a mixture of testing and nontesting students. The school may need to cancel classes for test day, relocate classes, and/or schedule study halls.
- Create a schedule of test-day room assignments for all affected classrooms. Share with staff, post in offices, and create individual room signs for display in all affected classrooms on the two school days prior to test day to alert students and staff.

Finalizing Room Assignments Using the Online Attendance Roster

Once you have made preliminary arrangements, you should refer to the online Attendance Roster to determine any possible updates to space and staffing needs. Get up-to-date Attendance Rosters anytime at **ets.org/supervisor**.

NEW FOR REDESIGNED SAT: *The Roster includes a "Group Type" to help you determine how many different types of rooms you need to plan for, as well as the number of test-takers of each type.*

For SAT School Day, if your contract allows it, students might be able to register for either the SAT or the SAT with Essay. These will be notated as different group types on the standard Roster. For nonstandard test-takers, you will see additional group types, depending on your contract and your student population. Remember that the nonstandard Roster does not list students provided on the NAR who are testing under the supervision of the SSD coordinator.

Here are some examples of the group types you might see:

Category Type	Group Type(s)
SAT	A1
SAT with Essay	B1
SAT — with accommodations	T1 –T8
SAT with Essay — with accommodations	R1 – R8 S1 – S4
Examples of accommodation group types:	
SAT — Extended Time (includes extra breaks) Not approved for extended breaks	T5
SAT with Essay — No extra time or breaks Approved for small group, test blood sugar, etc.	S1
SAT with Essay — Extended Time for Math only	R3

The following information for test-takers is listed on the Roster, with students listed by group type:

- Name, Sex, and Date of Birth
- Registration Number
- Photo Required (N for your students)
- Age 21 and Over (N for your students)
- High School Code
- Accommodation code (if applicable)

In addition to accommodation codes on the nonstandard administration roster lists, you will see notations such as "ET=MATH ONLY" (which means the student only receives extended time on the Math portions of the test).

Call TAS if you do not have access to the online Attendance Roster.

The online Attendance Rosters are updated daily. Continue to check to get the most up-to-date information. Be sure to review testing needs with the SSD coordinator, so that required space is allocated for students with accommodations who are listed on the NAR.

Determining Who Will Administer the Test

Work with school administrators to review teacher schedules and determine testing room assignments for those who will administer the test (associate supervisors) or act as proctors. Teachers of classes that are not meeting due to testing would be likely candidates to serve in this capacity. Remember to allow for additional proctors by following the requirements given under "Recruiting Test Day Staff" earlier in this Section.

If you need to supplement your own school staff with additional personnel, follow the same guidelines you would for any substitute teaching position in the school.

As part of test center set up, you should have designated one of your associate supervisors to act as your alternate test center supervisor, in case of need. Contact TAS if you need to change this alternate test center supervisor information.

SAT Testing Staff Agreement

Avoid recruiting persons to serve on the testing staff if they have any of the following conflicts of interest:

- Have a member of their household or immediate family (related student) taking the SAT on the same test date at any test site. In such instances, the related student's scores are subject to cancellation.

  School staff members who are relatives of students taking the SAT must not have access to testing materials at any time during school day testing.

- Are engaged in providing private SAT test preparation that is conducted outside the auspices of their 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. (The teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable.)
- Have taken any SAT Program test within 180 days of test day.

If you suspect a conflict of interest, do not ask the person in question to conduct the school day testing.

All test center staff must review, agree to, and sign the SAT Testing Staff Agreement for school day testing.

Training Your Staff

About two weeks before the administration, schedule a training session with your staff to review procedures, forms, and timing; to announce staff assignments; and to answer questions. At this training session, you may want to give your staff access to the online training modules provided. Be sure to review the following:

1. General responsibilities of each position
2. Using the correct testing materials
3. Equipping the testing room
4. Maintaining security in the testing room
5. Seating policies
6. Timing of the test and breaks
7. Calculator policies
8. Testing room forms and reports

Staff Assignments

Share the room assignments that you have made as part of the testing center set up (covered earlier in this section). Staff members should know:

- The general responsibilities of their position
- Whether they are assigned a standard or nonstandard room (if administering the test) and approximately how many students are assigned to their room
- Where to report and at what time on test day

Using the Correct Testing Materials

- All Essay booklets show an aqua stripe. Large-type version or other nonstandard formats will indicate the format on the cover.
- Test books with aqua covers are for use in the standard testing rooms only.
- Test books with pink covers should be used only by students approved for College Board accommodations who are listed on the nonstandard Attendance Roster.
- Nonstandard formats of tests (Braille, MP3 Audio files, etc.) will be matched to each test-taker as indicated on the NAR.

Review the different types of testing rooms and materials with staff. It is essential to match the proper scripts and materials; otherwise scores will be invalid.

Help staff use the correct materials as follows:

Room	Book(s)	Script
Standard SAT	Multiple-choice test book with aqua cover	Aqua script (Section E)
Standard SAT with Essay	Multiple-choice test book with aqua cover and labeled "WITH ESSAY" Aqua-striped Essay booklet	Aqua script (Section E)
Nonstandard SAT	Multiple-choice test book with pink cover	Pink script (Section F)
Nonstandard SAT with Essay	Multiple-choice test book with pink cover and labeled "WITH ESSAY Aqua-striped Essay booklet	Pink script (Section F)
Nonstandard SAT listed on NAR	Test materials will vary. Covers may be aqua or cyan.	Cyan script (Section G)
Nonstandard SAT with Essay listed on NAR	Test materials will vary. Covers may be aqua or cyan. Aqua-striped Essay.	Cyan script (Section G)

Equipping the Testing Room

On test day, the associate supervisor must ensure that his or her room meets the SAT Program requirements.

Supplies for Associate Supervisors

Associate supervisors must be supplied with the following testing materials on test day:

- Multiple-choice test books in serial number order, and associated answer sheets
- A copy of the Roster showing students assigned to the testing room
- One or more blank SIR forms
- A supply of SAT Request to Cancel Test Scores forms
- The two testing room flyers ("No Cell Phones" and "Quiet Please"), if available
- *The SAT School Day Testing Manual*

  ⊕ If applicable, a copy of your state Supplemental Instructions

- The Testing Room Materials Report form, listing the serial numbers of the test books assigned to the testing room

Other items needed in the testing room are:

- A pencil sharpener
- A supply of No. 2 pencils

Posting Information for Students

In addition, staff must make the following information visible for all students in the room, as noted in the scripts:

- Test date
- School name, city, state
- Test center number
- Room number
- "SAT with Essay" or "SAT" – as appropriate
- Post the message—"Use a No. 2 pencil only. Do not use pen or mechanical pencil."

Maintaining Security

Make sure your staff understands and follows these policies:

- Prepare testing rooms by covering up or removing any instructive material such as maps and charts.
- Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedure.
- Remain alert and vigilant at all times during testing. Staff must not engage in activities that are not related to testing, such as talking on phones (prohibited for staff as well as students), using a computer, or grading papers.
- Ensure that at least one staff member is in the testing room at all times.
- Ensure that students do not use calculators, phones, or prohibited aids during breaks.

  (!) Be advised that some smartphones can be disguised as calculators with the use of a plastic covering. Also, wearable technology, mechanical pencils, and separate erasers can be used to conceal aids and notes

- Do not allow students to write notes on their Admission Tickets.
- Monitor test materials at all times; do not leave them unattended with students under any circumstances.
- Guard against test materials being removed from the room. Note that Admission Tickets can be used to conceal items.
- No one is permitted to use phones in the testing room, or to eat or drink during testing unless for an approved accommodation. Smoking or the use of ecigarettes is never allowed. These rules apply to staff and students alike.

  (!) Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security, either before or on the test date.

Seating Policies

Inside the testing room, the associate supervisor should follow these procedures:

- Develop a seating plan ahead of time that follows the seating guidelines for type and spacing of seats. (See sample seating plans in Section D.)
- Assign seats at random or by prearrangement with the supervisor. Never allow students to select their own seats.
- Plan for enough nonstandard rooms to accommodate students with different timing and for those whose accommodations require testing in separate rooms.
- Once testing has begun, complete the seating chart on the back of the Testing Room Materials Report form for the testing room.

Timing of the Test and Breaks

The SAT is timed by section in all rooms, standard and nonstandard. Students must be given the entire amount of time; they cannot move on to the next SAT section until time is called. Timing charts are supplied in front of each script in this manual (Sections E, F, and G). Remind staff to follow these policies to ensure accurate and uniform timing of tests:

- Accurately time each test section.
- Record the start and stop times on the charts provided.
- Announce the remaining time at regular intervals as indicated in the scripts.
- Immediately inform the test center supervisor of any timing irregularities.
- Record irregularities and actions taken on Supervisor's Irregularity Report (SIR).

Scheduled Breaks

SAT Program policy requires every student to be offered breaks at regular intervals. Students testing with extended time will automatically receive additional breaks. During breaks, students may go to the restroom or to the area designated for eating snacks.

Some students may be approved for extra and/or extended breaks. Break time is not included as part of testing time and is timed separately. Specific timing instructions may be noted on the student's Eligibility Approval Letter or Roster.

(!) Beverages and snacks are permitted during breaks. Ideally, snacks and beverages should be consumed outside of the testing room, but this may not be possible at all test centers. Please make sure that eating or drinking is never allowed near testing materials.

Two-day Testing for Accommodated Students

Students approved for 50% extended time for reading who are taking the SAT with Essay will test over two days. These students will be listed on the NAR and will test under the supervision of the SSD coordinator. Their test materials will be sent with all NAR materials to the SSD coordinator. Students approved for 100% extended time for reading or for combined math and writing will test over two days.

See Section D for a breakdown of different section and break timings according to specific extended time accommodations.

Unscheduled Breaks

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

- Instruct students to take their IDs and Admission Tickets with them on break. Inform students that they will not get extra testing time.
- Allow only one student at a time to take an unscheduled break.
- Collect the test book and answer sheet before the student leaves 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.**
- When the student returns, if the student is unfamiliar to you, check his or her ID and Admission Ticket before you hand back the testing materials.

Never leave the testing room unattended. If possible, have a proctor accompany the student. It is not necessary to record this irregularity on an SIR unless in your judgment the activity is suspicious.

Calculator Policies and Guidelines

Calculators may only be used on the Math Test – Calculator portion, unless preapproved by the College Board as an accommodation. To help you monitor calculator use, the Math Test – Calculator portion will have a calculator symbol at the top of each test book page. Students may only have calculators on their desks when working on these questions. Information about approved calculators is given on page vi.

General policies are as follows:

- Students must supply their own calculators. They may also bring acceptable backup calculators in the event their primary equipment and batteries fail, but they need your permission to use them.
- Students may not share calculators.
- We recommend that students bring and use a calculator, especially one with which they are familiar, on the Math Test – Calculator portion of the SAT. A scientific or graphing calculator is recommended.

(!) Staff should not offer extra equipment or batteries.

NOTE: *Remind students who are approved to use a calculator on the Math Test – No Calculator that they must bring a separate four-function calculator for this purpose.*

Calculator Malfunction

Students should raise their hands if their calculators malfunction before or during the test. Allow them to use an acceptable backup calculator or batteries that they brought and continue to test.

Students without backup equipment may continue testing, since most questions do not require a calculator. If they choose to cancel their score, they must cancel the entire test, and they should fill out a Request to Cancel Test Scores form before leaving the testing room.

Forms and Reporting

Your staff needs to be familiar with the reports and forms used in the testing room.

Testing Room Materials Report Form

- The supervisor uses the Testing Room Materials Report Form to indicate testing room information, including the associate supervisor assigned to the room and the test materials issued to him or her.
- Inside the testing room, the associate supervisor uses the Testing Room Materials Report form to check the testing materials received against the serial numbers listed on the form.

Recording Distribution of Test Materials

- As indicated in the scripts the associate supervisor uses the Seating Chart on the back of the Testing Room Materials Report form to record the serial number of each multiple-choice test book distributed to each seat in the room.
- If possible, staff should include the last name of the student. If any security issues arise, the chart will be used in security investigations.
- In the SAT with Essay room, also check the number of Essay booklets received from the supervisor and record the number returned to the supervisor.

Supervisor's Irregularity Report (SIR)

The testing staff performs a critical role in reporting any and all irregularities to Test Administration Services (TAS). Without information, we cannot resolve issues that arise. Please review the SIR form with all associate supervisors. All SIRs submitted to TAS are thoroughly reviewed. You will be provided with at least one blank SIR to use in the event an irregularity occurs during school day testing as well as a blank SIR for each associate supervisor to use in the testing room. See Section B, Maintaining Security, for more information on reporting irregularities on the SIR.

Request to Cancel Test Scores Form

This form is used to request score cancellation. Provide your staff with copies of this form for each testing room. Direct students to fill out the form with exactly the same information that is given in their registration. If they have an Admission Ticket, they can check it to ensure an exact match.

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

- Hand the form to the testing staff before leaving on the day of the test.
- Fax the form to the number indicated no later than 11:59 p.m. Eastern Time on the third business day following the date testing ends.
- Send the form by overnight delivery to the address indicated, to arrive no later than 11:59 p.m. Eastern Time on the third business day following the date testing ends.

Canceled Scores Due to Equipment Failure or Illness

In cases of equipment failure or sudden departure due to illness, the associate supervisor must sign the form for students who decide to cancel their scores using the Request to Cancel Scores form. Fill out an SIR in these cases. An SIR is not necessary for other cancellation situations.

Nonstandard Roster Notations

At some point during testing or immediately after dismissing students, the associate supervisor in the nonstandard testing room must annotate the Roster for the room to indicate the accommodations used by each test-taker. The associate supervisor should check the list of accommodations on the Roster and note all that were provided to each student. If the student was provided an approved accommodation other than those listed, specify the accommodation (for example, answers written in the test book).

The associate supervisor should note his or her own name on the Roster, make copies of the nonstandard pages of the Roster and give them to the supervisor for return in the gray envelope.

For students listed on the NAR, the SSD coordinator prints out and annotates the online NAR confirming the accommodations used by students and returns it with their used answer sheets.

Preparing Students for Test Day

Ahead of test day, meet with students, including those with accommodations, to go over some important information for test day. At this time, let them know that their schedule will differ and that lunch will not be served until after testing ends.

At **collegereadiness.collegeboard.org** students can find answers to their general questions about the SAT and what to expect on test day. Be sure to let them know that School Day testing has been specially arranged and may differ in a few important respects (for example, the dates of testing and of score release are not the same as those for the weekend administrations).

When and Where to Report

All School Day testing must begin at approximately the same time. Please do not deviate from the agreed-upon schedule by more than an hour at most.

Students should arrive by the regular start of the school day and go straight to the waiting area in the school where you have instructed them to congregate. Share the following with students (this schedule can be tailored to meet your school's needs or additional Supplemental Instructions about when to start testing):

- Admission to the testing area starts at about 7:30 a.m. All students should be in their assigned rooms by 8 a.m.
- Students will not be permitted to go to their lockers or to leave the building during testing. When dismissed, students should return to the waiting area and await dismissal for lunch.

(!) Lunch will be served after, not during, testing.

What to Bring on Test Day

On test day, students must bring the following:

- Admission Ticket, which is required for entry to the test center
- Acceptable photo identification (see Section C)
- Two No. 2 pencils with soft erasers; NO PENS OR MECHANICAL PENCILS
- Acceptable calculator (for the Math Test – Calculator portion of the test only)

We also recommend that students bring:

- A watch that has no audible alarm or communications/recording capabilities
- A bag or backpack (which must be stored under the desk during testing)
- A snack and drinks (which must be packed away during testing)
- Extra batteries and a backup calculator

What NOT to Bring on Test Day

Students may not have the following in the test area, except in the case of approved accommodations:

- Electronic equipment including phones of any kind, personal computing devices (laptops, notebooks, or tablets), cameras, timers, audio players/recorders, wearable technology, digital watches including smartwatches that can be used to record, transmit, or receive information, or any other prohibited devices.
- Any highlighters, rulers, earplugs, dictionaries or other books, pens or colored pencils, pamphlets and papers of any kind, including scratch paper.

Prohibition of Phones

Phones are a common source of distraction and unauthorized sharing of information. Please be fair and vigilant in enforcing the following policy.

Use of phones is prohibited; students are strongly encouraged not to bring phones or other prohibited electronic devices into the testing room. The test administration staff reserves the right to collect and hold phones and other prohibited electronic devices during the test administration. If a student's device makes noise, or the student is seen using it or attempting to access it at any time, including during breaks, he or she will be dismissed immediately, his or her scores can be canceled, and the device may be confiscated. The College Board is not responsible for loss or damage to personal items, including electronic devices, while students are in the testing area.

Policies to Convey to Students

Admission to the Test

Students are required to present an acceptable photo ID to be admitted to the testing area.

For most School Day testing, an Admission Ticket is also required to provide confirmation that the student is properly registered. It will be used in the testing room to verify that students have correctly identified themselves on their answer sheets.

Taking the Test

- Students may not share test questions with anyone during or after the test.
- Students may not go to their lockers or leave the building during breaks.
- Students may not work on any section other than the one currently being timed. They may not look ahead or back in the test book or answer sheet.
- Students may not continue working after time has been called.
- Students must take the entire test and not skip any sections. Skipping a section will adversely affect their scores and may cause scores to be delayed.

Marking the Answer Sheet

Correctly marking the answers is very important: marks that are too light or that do not completely fill in the circles will not scan properly and could lead to lower scores.

- No. 2 pencils and soft erasers are required. Mechanical pencils are not allowed because they may punch through the answer sheet or may not have No. 2 lead. Marks made with the wrong kind of lead do not scan properly.
- Students must fill in each circle darkly and completely. If they need to erase a response, they must erase as completely as possible.
- Students may not use a pen to write their essay. The electronic scanners cannot read ink, and essays written in ink will appear blank.
- Students must mark their answers on the answer sheets—no credit is given for answers recorded in the test book (unless College Board approval has been given for this accommodation).

The SAT Program will not adjust scores in cases of failure to follow instructions for marking the answer sheet.

Score Cancellation

The SAT Program allows students to cancel their scores for any reason up until 11:59 p.m. Eastern Time on the third business day following the date testing ends. Scores for all sections of the test, including the Essay, if applicable, will be canceled.

Section B: Maintaining Security

This section covers important procedures for receiving, checking, and securing your test materials; maintaining security during testing; and reporting test administration irregularities.

Material Missing from Shipment: Call the Office of Testing Integrity (OTI) at 609-406-5430.

Test Security and Interruption or Student Impersonation: Call TAS at 800-257-5123 or send a fax to 609-771-7710.

Materials Receipt and Security

Staff Authorization

Provide a list of authorized staff to all personnel who will be handling test materials. Remind your staff to carry identification at all times during test day and to never allow unauthorized persons near test materials.

Receipt of Test Materials

Select a secure, locked location for storing test materials and confirm that access to the storage area is limited to no more than three authorized individuals.

You should receive testing materials by approximately three to five days before the day of the test. If your school will be on break the week prior to testing, please notify TAS. A shipping address cannot be a residence.

If materials are stored over the weekend, take special care that they are locked away in a secure area, such as a locked cabinet, closet or vault, and check them carefully for tampering. Do not store materials in a classroom or residence.

Do not remove any testing materials from the center without the consent of OTI.

If you do not receive testing materials by the expected dates, call TAS.

Checking the Test Materials Shipment

Use the same security measures that are described in this section with all testing materials.

When you receive your materials, one box will have a summary packing list and a separate kit packing list indicating all the materials that have been shipped to you.

Check the contents of the test materials shipment within 24 hours of delivery to allow enough time to get missing materials or extra materials to you, if needed. Use the two packing lists to make sure all items are accounted for.

Test Materials Shipment

- ☐ Shipping Notice
- ☐ Standard and nonstandard SAT test books and answer sheets and/or standard and nonstandard SAT with Essay test books, SAT Essay booklets, and associated answer sheets

  NOTE: *Test materials and associated answer sheets that are specific to the students listed on the NAR (such as Braille or MP3 Audio format) will be sent separately to the SSD coordinator.*

- ☐ SAT School Day Testing Manuals
- ☐ Courier box(es) or envelope(s) with preapplied labels for returning used answer sheets
- ☐ Preprinted courier label(s) for returning test books and unused answer sheets
- ☐ School Day Testing Materials Kit:
  - Forms (including SIRs), reports, and posters
  - Tape for materials return boxes
  - Test Material Return Instructions
  - Colored envelopes for returning other critical materials

Your testing materials shipment of aqua and pink test books will be packaged in serial-number order as follows.

- For SAT:
  - SAT multiple-choice test books with aqua covers and answer sheets for standard administrations, in packs of 10
  - SAT multiple-choice test books with pink covers and answer sheets for nonstandard administrations, in packs of 5
- For SAT with Essay:
  - SAT with Essay multiple-choice test books with aqua covers, aqua-striped Essay Booklets, and answer sheets, in packs of 10.
  - SAT with Essay test books with pink covers, aqua-striped Essay Booklets, and answer sheets, for nonstandard administrations, in packs of 5.

SSD Large-print test books and answer sheets are shipped separately; check the online Attendance Rosters to see which students are approved to use them.

Multiple-choice test books, Essay booklets, and associated answer sheets are shrinkwrapped. For security reasons, do not unseal or open the wrapping until test day. Check them as follows:

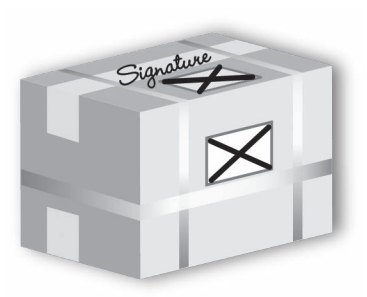
- Verify the quantities of test materials sent.
- Carefully count the test books and Essay booklets (if any) enclosed inside the seal.
- Compare the serial numbers on multiple-choice test books against those on your shipping notice.

Call OTI immediately if materials are missing or damaged; if you detect any loss, theft, or tampering; or if the serial numbers on the test books do not correspond with those on the shipping notice. Please note that Essay booklets contain secure testing material and should be treated with the same care as the multiple-choice test books. In addition to calling OTI, note any such irregularities on the SIR.

Extra test materials are usually included in the shipment. They may be used for students registering on test day (on an exception basis) or to replace defective materials.

If you still need additional materials, call TAS at once.

After you check the test materials, reseal the cartons with the tape provided. Sign your name across the tape and extending onto the carton and store the sealed cartons in a locked, secure area that has limited access until the test date.



You should know exactly who has access to the area. Ensure that master keys will not allow access to the room used to store test books. Do not store test books at your home or in your vehicle or in a classroom.

Check the sealed cartons daily and contact OTI immediately if there is any evidence of tampering.

Supplemental Instructions, if any, will arrive at your school before your test materials arrive. You will receive an email notifying you of its pending arrival.

Counting and Distributing Test Materials

On test day, you must count the test books:

- When distributing materials to associate supervisors on the day of the test
- When collecting materials from associate supervisors and preparing them for return

Ensure that your associate supervisors account for testing materials in the testing room as instructed in Section D of this manual.

Associate supervisors must count the test books:

- After receiving the materials from you
- After distributing materials to students
- Before distributing the Essay booklets, if applicable.
- After collecting multiple-choice or Essay booklets.
- Before they dismiss students from the testing room

If a test book is discovered missing after the students have been dismissed, contact OTI immediately. Do not return any test materials to the SAT Program until you have spoken with a representative. Report the incident on the SIR.

In the SAT with Essay rooms, associate supervisor must count the Essay booklets:

- After receiving them from you
- Before dismissing students from the testing room

Security During the Test

The lists in this section are also given in the scripts in Part 2 of this manual.

Prohibited Devices

Except for test-takers with College Board approved accommodations, anyone using prohibited devices during any part of the administration, including breaks, should be warned and, if warranted, dismissed from the test. Note any such activities on the SIR.

Prohibited devices include, but are not limited to:

- Cell phones or smartphones, wearable technology
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Any devices, including digital watches or smartwatches, that can be used to send, receive, record, or play back audio, photographic, text, or video content

Preventing Issues Involving Phones and Electronic Devices

At the beginning of testing, staff will read scripts reminding students to turn off their phones and other electronic devices and to store them out of sight. Once the script has been read, if a prohibited device makes noise or a student is seen using a prohibited device, the supervisor must dismiss that student and, if warranted, confiscate the device. Contact TAS immediately for further instructions if a device has been confiscated.

You may want to incorporate your own methods for addressing phones, such as directing students to store them in their lockers. We strongly suggest that you not allow phones or other prohibited electronic devices to be kept in the testing room. Even when not in the student's possession, a phone or other prohibited device that makes noise is grounds for score cancellation. Some alarms are set to sound even when the device is turned off.

Prohibited Aids

Except for accommodated test-takers, anyone using prohibited aids during any part of the administration, including breaks, should be warned and, if warranted, dismissed from the test. Note any such activities on the SIR.

The following testing aids are not permitted.

- Pens, highlighters, and mechanical or colored pencils
- Books, dictionaries, or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Notes, pamphlets, or papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord
- Calculators used during a section that does not permit calculator use

NOTE: *Mechanical pencils and separate erasers can be used to conceal information. Staff should be alert to this possibility.*

Reporting Test Administration Irregularities

Use the Supervisor's Irregularity Report (SIR) to record an irregularity, including:

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

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 associate supervisors must be countersigned by the test center supervisor, who should add any information that might be useful. Tell students that a report will be submitted, but inform them that if they feel there were affected, they should call to file a complaint.

Completing the SIR

This form is scanned, so use a No. 2 pencil, or a pen with black or blue ink, and do not write any notes or make any other extraneous marks on the form. Be sure to neatly print all information and fill in circles completely. Always include the names of students involved in an irregularity. (All page numbers given below are referring to the form.)

- For all irregularities fill in the general information in items 1 to 4 and item 10 (page 3) of the form.
  - In box 4a, put your 5-digit test center number. If your school also serves as a weekend test center, be sure to use the school day test center number, not the weekend test center number. (SSD coordinators should use the 6-digit school number.)
  - In box 4b, fill in the appropriate circles for your test date and fill in the bottom circle to indicate a School Day administration.
- To report a **group irregularity** (an issue that affects all or a portion of a testing room), fill in items 6, 9 (page 3), and 11 (page 4) to denote the type of occurrence, describe the events

and actions, and list the information about the students affected.

- To report an **individual irregularity** (an issue that affects one student, such as illness), fill in items 5, 7, and 9 (page 3) to denote the type of occurrence and the events and actions taken. Fill in item 11 (page 4) if more than one student was affected. List their names, registration numbers, and test book serial numbers. In all situations, provide as much detail as possible. Do not attach answer sheets to the SIR, but return them with the other used answer sheets.

Student Complaints

Many student complaints can be prevented by careful planning, preparation, and implementation of the procedures described in this manual. Common complaints include:

- Physical conditions such as overcrowding, inadequate writing surfaces, poor lighting, and extreme temperatures
- Delayed check-in and testing
- Test center staff who are rude, disorganized, distracting, or inattentive to their duties
- No visible clocks or announcement of remaining test time
- Apparent mistimings and distracting noises
- Cheating

Report every student complaint, even those resolved on-site, on the SIR. Advise students that their test scores may be held until an investigation of their complaints is completed.

Students with concerns should be advised to contact the SAT Program by the third business day after the test date. (Email addresses and phone numbers are given on the inside front cover of this manual.)

Using the Irregularity Chart

The chart on the following pages is a compilation of the most common irregularities you might encounter along with the procedures and actions you should employ in response. Some situations call for immediate action: when the chart indicates to call TAS, do so without delay. The chart also indicates when you should complete and submit an SIR.

Contact TAS immediately for timing irregularities or other issues.

The SAT Program will support your actions if they are reasonable and designed to ensure score validity and a standardized testing environment. In certain cases, because of confidentiality requirements, it may not be possible to report back to you regarding the action taken. However, if there is a question or issue that needs to be clarified, TAS, OTI, or SSD will contact you.

School Day Testing Irregularity Chart

Irregularity	Procedures	SIR Required?
Test Center Issues		
Changing reporting site or canceling testing Call TAS immediately.	If you must change your reporting site or cancel testing, notify local media and post information at the reporting address, if possible.	☑ Report the reason for the site change or cancellation.

Irregularity	Procedures	SIR Required?
Interruption, such as: storm, fire drill, power failure, or other emergency. Call TAS immediately, whether resolved or not.	» Ensure student safety. » If time allows, ask students to insert answer sheets in test books, close test books, and sit quietly until instructed further. » Note stop time and inform students that the testing time will be adjusted. **If evacuation is required:** » Direct students not to talk. » Lock the testing room. » Monitor students at all times to ensure that they do not consult electronic devices,, notes, books, teachers, or other students regarding the test during the emergency. Failure to adhere to this policy may result in canceled scores. **If testing cannot be resumed:** Do not dismiss students until instructed to do so.	☑ Note the source, length, and impact of the interruption and the section(s) affected. **Bubble page 1 section 6—"Disturbance/ Interruption."**
Materials Missing, Damaged, or Defective		
Materials missing or damaged before testing Call OTI immediately.	Report if materials are missing or damaged; if you detect any loss, theft, or tampering; or if the serial numbers on the multiple-choice test books do not correspond with those on the Shipping Notice.	☑ Note any such irregularity. **Bubble page 1 section 6—"Missing materials."**
Missing materials during testing Call TAS immediately at your earliest convenience.	» Wait until a scheduled break or the end of the testing session to account for the missing materials. » Do not allow any student to leave the testing room until materials are accounted for. » If materials are not located, put proctor in charge of room and notify test center supervisor. » Do not dismiss test-takers until you have spoken with TAS.	☑ **Bubble page 1 section 6—"Missing materials."**
Missing test book or Essay booklet after testing Call TAS immediately.	If a test book or Essay booklet is discovered missing after the students have been dismissed, do not return any test materials to the SAT Program until after you have spoken with a TAS representative.	☑ Explain the circumstances fully. **Bubble page 1 section—"Missing materials," fill in comments, and sign the form.**
Insufficient answer sheets Call TAS immediately.	» Instruct students to write their names, registration numbers, center numbers, and test date on the back covers of their test books. Tell them to circle multiple-choice and write student-produced responses in their test books. » On front cover of each test book, write "Answers in test book need to be transcribed." » Use a rubber band to group together all books that have answers marked in them. » Call on test day or the day immediately following test day to indicate that there are answers in test books.	☑ **Bubble page 2 section 7b Test Admin Issue—"Test taker recorded answers in book," Complete test-taker information and sign.**

Irregularity	Procedures	SIR Required?
Defective answer sheet	» Check student ID and Admission Ticket and replace defective answer sheet. (Ensure that the Answer Sheet matches the test administered in your room.) » Direct student to print name on the new answer sheet, then continue with next question. » If an extra answer sheet is not available, student may circle multiple-choice and write student-produced responses in his or her book. » If testing time is lost because of defective answer sheet, allow student to make it up at the end of test administration. » After test is over, have student complete items 1–9 on page 1 of the replacement answer sheet, if any. Make sure that both answer sheets have items 1–9 completed, and clip both answer sheets together. » If responses are marked in test book, on the front cover of the test book, write "Answers in test book need to be transcribed."	☑ Describe the defect and note any loss of testing time, and if time was made up, when. Include the Litho Code number from front of answer sheet. If a defective answer sheet has no student marks on it, attach it to the SIR. **Bubble page 2 section 7b Test Admin Issue—"Test taker needed second answer sheet" or "Test taker recorded answers in book."**
Defective test book Call TAS immediately if the defect appears in several test books.	» Check student ID and Admission Ticket. » If possible, replace with a book with the same form code that does not have the same defect, and direct student to continue with original answer sheet. » If the test book cannot be replaced with one that has the same code, dismiss the student and explain that the SAT Program will be in contact to schedule a makeup test. » If defective test book causes a loss of testing time, allow student to make up the time for that section at the end of test administration. » On front cover of defective test book, print "Defective" and the school number as well as the location and nature of defect.	☑ Describe the defect. Note the loss of testing time; if the time was made up, indicate when, and attach test book to the SIR. **Bubble page 2 section 7b Defective Material Issue—choose listed specific issue and describe.**
Admission/Identification/Seating Issues		
Test-taker changing from standard to nonstandard administration	When a student presents an Eligibility Approval Letter or you have confirmed approval with the SSD office: » Mark the student as absent on the standard section of the roster, and add the student to the nonstandard section of the roster. » Write the student's name and SSD Eligibility Code on the nonstandard roster. » The name on the roster much match the admission ticket.	☑ Include test-taker's name and eligibility code. **Bubble page 2 section 7b Other Issue—"Other."**
Test-taker seat is changed or test-taker sent to wrong room	If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved. If any test-taker is moved to another room after the test books are distributed and the test begins, fill out an SIR.	☑ Explain the reason for the change. **For a seating change, bubble page 2 section 7b Other Issue—"Other." For a room change, bubble page 2 section 7b "Staff seated students in wrong room."**

Irregularity	Procedures	SIR Required?
Identifying information discrepancies Call TAS Immediately if you suspect impersonation.	Check test-taker identifying information on the answer sheet before dismissal. » Check that the name and identifying information exactly matches across all documents, including the answer sheet, the ID and the Admission Ticket. » If student has made an error, ask them to explain it and correct it. Ensure that the registration number is complete and correct on the answer sheet. » If you suspect impersonation, keep the ticket. Notify the supervisor immediately.	☑ Describe the discrepancy, and error, if applicable. If you suspect impersonation, note test-taker's name, registration number, and type of ID. **Bubble page 2 section 7b Check-in Issue—"Test taker had questionable/ unacceptable ID" or "Test taker not on roster/ did not have Admission Ticket."**
Security Violations/Test-Taker Misconduct		
Observed misconduct Call TAS immediately.	If you observe a test-taker removing a test book or parts of a test book, attempting to impersonate another student, or leaving the building during testing: » If possible, check student ID and Admission Ticket and note name, registration number, and type of ID. Collect test book and answer sheet and dismiss student. Do not readmit student to testing room. » Notify test center supervisor immediately. » On front cover of test book, note 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 SIR. » Do not allow the test-taker to leave the test center until you have called TAS.	☑ Attach test book to SIR. Ensure that student name is provided. **Bubble page 2 section 7b Test Admin Issue—"Test taker removed or attempted to remove test materials," or "Test taker impersonated another test taker," or "Test taker left early/left without permission." Note pages and sections.**
Test book misuse	If a test-taker is seen looking through or opening test book before or after time is called, working on a wrong section, or working past time permitted: » Check student ID and Admission Ticket and ask student to close test book or direct student to proper section of test book. Warn student individually that a subsequent violation will be grounds for dismissal. » If behavior continues, collect test book and answer sheet. Dismiss student. Do not readmit student to testing room. » On front cover of test book, note student's name and write "Looking through test book," "Wrong section," or "Working past time" as appropriate. » Return answer sheets with other used answer sheets.	☑ Note the section(s) affected, and attach test book. Ensure that student name is provided. **Bubble page 2 section 7b Test Admin Issue—"Test taker worked after time called," or "Test taker worked on wrong section," or "Test taker obtained improper access to test/part of test."**

Irregularity	Procedures	SIR Required?
Noises made by or use of prohibited electronic devices, including: » Cell phones,smartphones » Cameras, scanners » Laptops, PDAs, iPods, MP3 players, wearable technology » Separate timers *Medical devices such as insulin pumps are allowed.* Supervisor: If you have any suspicion that the device was used to share test information, immediately Call TAS while the student is still in your charge.	If a test-taker's prohibited device makes noise or if the test-taker is observed using any prohibited electronic device in the testing room or during a break: » Tell student to turn it off and hand it to you immediately. (Return the device after it has been checked for testing content.) » Check student ID and Admission Ticket. » Inform student that you must write up the incident and that his or her scores will be canceled, and that the device will be returned. » Collect test book and answer sheet and dismiss the student from testing. Do not readmit student to testing room. » On front cover of test book, note the student's name and write "Prohibited electronic device."	☑ Note that the device made noise or was in use. Attach test book to SIR. Ensure that student name is provided. **Bubble page 2 section 7b Test Admin Issue—"Test taker used a cell phone/ prohibited device, or it made noise."**
Calculator misuse/prohibited aids, including: » Pens, highlighters, or mechanical 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 *Note: SSD students may be approved to use particular aids, including scratch paper.*	If a test-taker is seen using a calculator on a no-calculator section or using more than one calculator (except in case of a malfunction) or using a prohibited aid: » Check student ID and Admission Ticket and warn student individually (and assistant if applicable) to stop use of the prohibited aid. » Tell student that a subsequent violation will be grounds for dismissal. » If student continues, collect test book and answer sheet and dismiss student. » On front cover of test book, note student's name and write "Prohibited item."	☑ Attach test book to SIR. Ensure that student name is provided. **Bubble page 2 section 7b Test Admin Issue—"Test-taker used an unauthorized aid."**
Refusal to follow instructions If behavior is caused by an uncontrollable manifestation of a disability, call the SSD office for assistance.	If a test-taker is observed disturbing others, refusing to follow instructions, giving/receiving help/information, giving/ discussing test or essay questions, or using a telephone without permission: » If possible, check test-taker ID and Admission Ticket, and inform test-taker that you must write up the incident and that his or her scores will be canceled. » Collect test book and Admission Ticket and answer sheet and dismiss the test-taker from testing. Do not readmit test-taker to testing room. » On front cover of test book, note student's name and write "Refusing to follow instructions."	☑ For copying and communications infractions, describe the ID. Note type of infraction and explain the circumstances completely. Attach the test book and Admission Ticket to the SIR. **Bubble page 2 section 7b Test Admin Issue—"Test taker failed to follow test administration regulations," or "Test taker gave or received help."**

Irregularity	Procedures	SIR Required?
Misadministration		
Disturbance, such as: loud and incessant noise, excessive heat or cold, or other distractions Call TAS if the problem cannot be resolved.	If possible, reduce or eliminate the source of disturbance or move the students. If testing must be interrupted: » Ask students to insert answer sheets in test books, close test books, and sit quietly until the situation is resolved. » Note stop time and inform students that the testing time will be adjusted. » Once testing resumes, adjust testing time. » Monitor students at all times inside and outside the testing room. » Tell test-taker that they should contact customer service if they feel they were affected.	☑ Note the length and impact of the disturbance. **Bubble page 1 section 6— "Disturbance/ interruption."**
Undertiming Call TAS.	Permit students to make up any undertiming on a section before concluding the section, allowing a break, or dismissing students. Allow full testing time for unaffected sections.	☑ Note the section(s) affected and timing discrepancy. **Bubble page 1 section 6—"Undertiming"(for a group), or page 2 section 7b Test Admin Issue— "Test was Undertimed" (for an individual).**
Overtiming Call TAS.	Make no adjustment.	☑ Note the section(s) affected and timing discrepancy. **Bubble page 1 section 6 "Overtiming" (for a group), or page 2 section 7b Test Admin Issue— "Test was overtimed" (for an individual). Complete the comments section and test-taker information, and sign.**
Testing staff issues If administration is compromised, call TAS immediately.	In the case of distracting behavior, incorrect directions or material distribution, quietly point out the behavior and ask staff member to correct it. If behavior persists, the test center supervisor will determine next steps.	Note the impact of the issue and the section(s) affected. **Bubble page 1 section 6 for group irregularities— choose correct issue from list, or page 2 section 7b Test Center Staff Issue— for individual irregularities choose correct issue from list. Complete the comments and the test-taker information and sign.**

Irregularity	Procedures	SIR Required?
Test-Taker Issues		
Excessive breaks: *This irregularity does not apply to students approved for "breaks as needed."* Call TAS if there is a security concern.	» Ask student the reason for excessive breaks (is the student ill?). Collect the test book and answer sheet; return them when student reenters. Do not allow extra time. » Have room or hall proctor check where the student is going during the breaks.	☑ **Bubble page 2 section 7b Other Issue—"Other."**
Illness:	» Permit student to leave test room temporarily. Collect test book and answer sheet; return them when student reenters. Do not allow extra testing time. » If student is unable to continue, advise him or her of cancellation policy. (The cancellation policies are given about four pages into the SAT script, just before the start of the first test section.) » If an answer sheet becomes soiled due to illness or bleeding, inform student that it cannot be scored. If student wants to continue, provide a new answer sheet and allow student to transcribe earlier answers after test books have been collected. Discard soiled answer sheets—do not return them. Return soiled test books in plastic, if possible.	☑ Note length of absence, the student(s) and question(s) affected. Note whether answer sheets were discarded, the reason, and the serial number, if possible. **Bubble page 2 section 7b Test Admin Issue—"Test taker became ill." Also bubble page 2 section 7a "Did test taker complete testing?" (Yes or No).**
Unscheduled breaks	If a student asks permission to go to the restroom, testing time cannot be made up. Collect the answer sheet and test book. Fan the test book to ensure that all testing materials are these. Check ID when the student returns to the room.	
Using pen	If you see anyone using a pen, advise him or her to switch to a No. 2 pencil immediately. Do not have test-takers erase any answers. Have them continue using the same answer sheet.	☑ Explain the circumstances fully. Note section(s) affected. **Bubble page 2 section 7b Test Admin Issue—"Test taker used an unauthorized aid."**
Answers placed incorrectly on answer sheets	» Check student ID and Admission Ticket if student is unfamiliar to you and provide the answer sheet associated with that type of testing, e.g., essay or non-essay. new answer sheet if student has misplaced answers on the answer sheet. No erasures or transfers should be done. (If no extra answer sheets are available, follow the procedures under "Defective Answer Sheet," page 18). Direct student to print name on new answer sheet, then continue in the appropriate place. » After test is over, have student complete items 1–9 on page 1 of the answer sheet. Clip answer sheets together.	☑ **Bubble page 2 section 7b Test Admin Issue—"Test taker misplaced/ misgridded answers" (1 answer sheet only), or "Test taker needed second answer sheet."**

Irregularity	Procedures	SIR Required?
Answers written in test book, but not recorded on answer sheet	This irregularity does not apply to students approved for "writing answers in test book." » Check student ID and Admission Ticket if student is unfamiliar to you. » Notify student that no credit is given or extra time allowed to transcribe answers to answer sheet. » Answers recorded in test book may not be transferred to answer sheet after the test by either student or school personnel. » On front cover of test book, note student's name and write "Answers in test book."	☑ Note the reason why the student wrote the answers in the test book. Attach the test book to the SIR. **Bubble page 2 section 7b Test Admin Issue—"Test taker recorded answers in book."**
Answer sheet left blank or completely erased	» Notify student that you have observed this behavior and check student ID and Admission Ticket if student is unfamiliar to you. Indicate that if the behavior persists, you will report it. » Tell student that the answer sheet will be scored unless the student cancels the scores by the third school day after the test is over. » If the student wants to cancel the test, provide an SAT Request to Cancel Test Scores Form and have student complete and sign. » If test-taker continues to not mark any answers, collect the answer sheet and test book and dismiss the test-taker from testing.	☑ Explain the circumstances fully. Describe the ID for test-takers observed not bubbling answers. **Bubble page 2 section 7b Test Admin Issue — "Test taker failed to follow any other test administration regulations."**
Calculator malfunction	» Check test-taker ID and Admission Ticket and allow the test-taker to replace batteries or try a backup calculator, if available. If the problem persists, the test-taker can choose to continue or to cancel scores. » Canceling scores for mathematics section of SAT means that the entire test will be canceled. » If test-taker decides to cancel, provide an SAT Request to Cancel Test Scores form and have test-taker complete and sign. Associate supervisor must also sign.	☑ Document the malfunction. **Bubble page 2 section 7b Test Admin Issue —"Test taker had a CD player or calculator malfunction."**
Test question ambiguity	Report the type of question ambiguity.	☑ Add any test-taker information if possible, as full a description as possible, and your contact information. **Bubble page 2 section 8—choose correct issue and provide listed test taker information. Fill in the comments section.**

Section C : Supervising Test Day

This section covers all your test-day activities, from admitting test-takers and organizing your staff to the procedures for returning your test materials immediately after testing ends.

Please pay particular attention to the management of student check-in, including acceptable photo identification.

Contacts for Help on Test Day

Test Security and Interruption: Call TAS at 800-257-5123

Media Questions: Call the College Board Office of Communications at 212-713-8052

Problems Returning Materials: Call TAS at 800-257-5123

Test Day Schedule

To ensure standardized testing across all School Day testing, you should adhere to the prearranged schedule as closely as possible. The sample schedule given in the next column is based on average opening times for high schools.

Notify TAS immediately if you must change your reporting site. Report the reason for the site change on the Supervisor's Irregularity Report (SIR).

The schedule shows extended times on the entire test (reading). Students approved for math-only extended time receive standard time on the first two sections of the test, but should receive an extra 5-minute break before Section 3 (Math Test – No Calculator). Students approved for writing-only extended time receive a 5-minute break after the first and second sections and halfway through the fifth section. They receive extended time only on the Section 5, the Essay, not on Section 2.

Sample Test Day Schedule
(Times are approximate — extended times shown are for reading, which applies to the entire test.)

6:45 a.m.	Staff reporting time and facility preparation.
7:00 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Reports.
7:15 a.m.	Staff report to their rooms and prepare for student arrival.
7:30 a.m.	Students report to the area designated for them to assemble before and after testing.
8:00 a.m.	Close testing room doors.
8:00–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
11:45 a.m.	Testing ends for standard timing of SAT.
12:00 p.m.	1st day of testing ends after Section 3 for 50% extended time administration of SAT with Essay.
12:55 p.m.	Testing ends for standard time administration of SAT with Essay. 1st day of testing ends after Section 3 for 100% extended time administration of SAT and SAT with Essay.
1:30 p.m.	Testing ends for 50% extended time administration of SAT.
3:45–4:45 p.m.	UPS pick up of used answer sheets and critical reports for tests supervised by test center supervisor. (SSD coordinator sends materials separately.)
2nd Day:	Start testing at 8:00 a.m., resuming with Section 4.
10:00 a.m.	Testing ends for SAT for most 100% extended time test-takers.
11:05 a.m.	Testing ends for SAT with Essay for 50% extended time test-takers.
12:00 p.m.	Testing ends for SAT with Essay for most 100% extended time test-takers.

Room Assignments and Admitting Students

Prepare the waiting area for students to assemble before and after testing. To minimize confusion on test day, post room assignments prominently several days ahead of testing. Make sure this information is available to staff and students in the waiting area.

Staff should already know their room assignments. Note the assigned room for each associate supervisor and the beginning and ending serial numbers of the multiple-choice test books you are distributing on the Testing Room Materials Report. Give each associate supervisor a copy of the online Attendance Roster showing the students assigned to his or her group and room. The staff testing students with accommodations listed on the NAR will use the report accessed and printed by the SSD coordinator as the roster for these students.

Associate supervisors should prepare their rooms for students as noted in Section D. Post signs on the doors of testing rooms and in the adjacent hallways indicating that testing is in progress. Be sure to display the "No Cell Phones" poster prominently where test-takers will see it.

Test Center Visitors

Authorized Observers

Staff from the College Board or Educational Testing Service (ETS) may visit your school the day of the test or the week preceding it. Be sure to verify that visitors have identification and a letter of authorization from the College Board, ETS, or the Board of Education.

If the media are present during a test, they must remain outside of the building. Make sure their presence does not distract or disturb students. Stop any attempts by the media to record or photograph the test administration.

Call the College Board Office of Communications about any media requests for test information or test coverage, as noted on the inside front cover. Communications staff will contact the reporter.

Authorized staff from the College Board, ETS or the sponsor (such as the school district) and personal assistants for students with approved accommodations are the only visitors allowed in the testing rooms. There are no exceptions. Keep unauthorized persons out of the sight and hearing of the students until testing is complete. Limit access to the testing rooms and adjoining corridors.

If you have any concerns about an individual's authorization, contact TAS for verification before admitting the person to a testing room.

Sign Language Interpreters

If you have hearing-impaired students who have been approved to have an interpreter translate the spoken instructions for the test, be sure the individual provides identification and signs the Roster for the student's assigned room.

Admission Policies

If you have Supplemental Instructions, consult them for admission procedures.

Some students who missed the registration for school day testing may be eligible to test at your school. You can accommodate these students as long as you have enough extra materials and seats. Plan ahead for where to assign such students. Follow the procedure for test-day registrants given later in this section. These students must still provide acceptable IDs to register using the supplied paper registration forms on test day.

Registered students will be listed on the online Attendance Roster. This does not include test-takers with school-testing accommodations. The Roster may include some students from other high schools participating in the School Day testing. The following policies apply to admitting registered students to the testing area during school day testing:

- Typically students will be attending your high school. Students, whether or not they attend your school, must have acceptable photo IDs and SAT School Day Admission Tickets on test day in order to be admitted to the test center.
- Do not allow any unauthorized visitors, including parents, guardians, or members of the media to enter the testing rooms.
- Do not allow persons with video or audio recording equipment in or near the testing or registration area for any reason.

Admission Policies for School Day Makeup Administrations

School Day testing does not require photos for registration; however, students who need to take an approved makeup test may need to test on a designated weekend administration. In such cases, they will be required to provide a photo. Students who need to transfer to a weekend administration will be prompted to provide a photo during the online transfer process through their College Board online accounts.

Managing Student Check-In

Admission procedures must be followed with care. Plan for a central check-in, in which you check each student against the online Attendance Roster before sending him or her to an assigned room. If students with accommodations listed on the NAR are testing, the SSD coordinator accesses and prints the online NAR ahead of test day. (See Section G for more information.) Make sure you have the most recent Roster on test day. This Roster will be used for planning and check-in and also to confirm attendance and the accommodations that students used.)

Check student identification carefully. It should include a recent, recognizable photograph of the student along with his or her full name that matches the name on the Attendance Roster and Admission Ticket. The Roster truncates student names. For longer names on student ID documents, match the names only to the characters provided on the Roster. Middle initials are optional, and must match when present on both the ticket and the student's ID.

Students Registering on Test Day

Consult your materials to see if you have enough materials to accept unregistered students eligible for School Day testing. You cannot borrow materials from other schools. If you have enough materials and space to test these students, follow these steps:

Provide students with a paper registration form and submit it with the Test-Day Registration Bulk Transmittal form provided in the supervisor's kit. Be sure that the student provides ALL required information on the form — incomplete forms will not be processed and will lead to mailbacks and delays.

Complete the bulk transmittal form and include it with the test-day paper registration forms in the Green Envelope (as explained later in this section).

Marking the Rosters

The online Attendance Roster will include all standard and nonstandard test-takers listed separately by group type.

Students who are approved for accommodations listed on the NAR will be tested under the supervision of the SSD coordinator. See Section G for more information. If you have students who are approved for accommodations and they are not listed on either roster, it may be that their registration did not include their SSD code, or that the name on their registration did not match the name used when applying for accommodations. Check with the SSD office for help in this situation.

NOTE: *In School Day testing, students must take the test that they registered for. Opting in or out of the Essay is not permitted.*

Please carefully mark attendance on the Roster in pencil as follows.

- Write your test center number on the top of each printed page.
- Check each student in as follows:
  - Verify that the Roster matches the student's name, date of birth, and sex, as noted on the ticket.
  - Note this verification with a check mark in the appropriate column.
  - Mark a "P" (Present) next to the name of each student who checks in.

Test Center Number: 999990

SAT

(Group Type: A1)

NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted.

	Student's Name Last First M.I.	Registration Number	P–Present A–Absent X–No Entry	Date of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Admission Ticket	High School Code
1	Mariable Senior T	000000000	P	4/30/99	F	N	N	✓	✓	999990
2	Openbook Tester L	000000000	A	3/01/99	M	N	N			999990
3	Reader Constant	000000000	P	5/11/99	F	N	N	✓	✓	999990
4	Reedy Flowery	000000000	P	6/20/99	F	N	N	✓	✓	999990

- If a student has an SAT School Day Admission Ticket but is not on your Roster, call TAS for instructions.
- If it is necessary to deny admission to a student (e.g., because he or she is unknown to staff and lacks the proper ID/Admission Ticket), mark an "X" next to his or her name on the Roster.
- List the name, date of birth, address, and phone number of all test-day registrants at the bottom of the Roster.
- After check-in is complete, mark an "A" (Absent) next to the name of any listed registrant who is absent.

Photo Identification

Photo ID Requirements

Students are responsible for bringing an acceptable form of identification each time they report to an SAT test center.

ID documents must meet all of the following requirements:

- Be a valid (unexpired) photo identification that is government-issued or issued by the school that the student currently attends.
- Be an original document (not photocopied).
- Bear the student's full, legal name that exactly matches the name on his or her Admission Ticket, including the order of the names.
- Bear a recent recognizable photograph that clearly matches the student's appearance on test day.
- Be in good condition, with clearly legible English language text, and a clearly visible photograph.
- Black and white photos are acceptable.

Do not accept any of the following types of documents as ID under any circumstances:

- Any document that does not conform to the requirements
- Any document that is worn, torn, scuffed, scarred, or otherwise damaged
- Any document that appears tampered with or digitally altered
- Any document that bears a statement such as "not valid as identification."

Examples of Acceptable ID

- Government-issued driver's license or nondriver ID card
- Official school-produced student identification card from the school student currently attends
- Government-issued passport
- Government-issued military or national identification card
- SAT Student ID form (must be prepared by the school the student currently attends or a notary, if home-schooled)

Examples of Unacceptable ID

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

Requests to Change to Nonstandard Testing on Test Day

If a student presents a College Board Eligibility Approval Letter and requests to change from a standard administration to a nonstandard administration, follow these steps, as long as you have sufficient pink books, staff, and space available to make the change:

- Mark the student as absent on the standard Roster by printing an "A" next to the student's name.
- Add the student to the nonstandard section of the roster by printing the name and registration number at the bottom of the roster.
- Fill out an SIR, including the student's name and SSD Eligibility Code.

NOTE: *Testing with accommodations listed on the NAR (using the scripts in Section G) requires materials specific to each student. These accommodations cannot be changed on test day.*

SSD Contact the SSD office if you are not sure how to provide accommodations, or in what room the student should be tested.

If a student requests accommodations that are not noted on the Admission Ticket or the Attendance Roster, and your printout of the Eligibility Roster from the online SSD system does not show the student as approved for the accommodations, do not supply the accommodations.

! Make sure that students who are given accommodations are approved for them.

Providing accommodations for students who have not been approved will result in their scores being canceled. Call the SSD office if you have any questions about providing accommodations to a student.

Your final Roster with any test day notations is an important document. In particular, you should not share any Rosters with persons outside your school, as it contains confidential information about your students. After the testing is over, make a copy of the completed Roster. Return the original with your used answer sheets and retain the copy for six months, then destroy it securely. The identity of everyone who attends or participates in a test administration is confidential.

Center Management During Testing

Admitting Latecomers

Admit latecomers at your discretion if you will be able to assign them to a room where the associate supervisor has not yet begun the timed testing or if you have set aside a late-arrivals room for testing groups of students who arrive late. Ensure that the latecomers are escorted to the appropriate testing room. If you are admitting them one at a time to rooms where testing procedures are already in progress, they may only be admitted if the associate supervisor is still reading the preliminary instructions for the test.

(!) Do not, under any circumstance, admit students to a testing room once the timed portion of the test has begun.

NOTE: *Admittance to the late-arrivals room should not be allowed after regular testing rooms have begun their first break.*

Consolidating Rosters

At a prearranged time, such as during the first scheduled break, collect the room Rosters from your associate supervisors. Carefully check each room roster against your final Attendance Roster copy, noting the room assignment of each test-taker. Rosters provide important information to the SAT Program, particularly when discrepancies arise.

Make and retain a copy of your Rosters for six months, then destroy them securely.

Handling Escalations

As a test center supervisor, you will be called upon to address many kinds of situations, most of which can be resolved on the spot.

Always contact TAS if you encounter:

- Security breaches of any kind (suspicion of tampering, attempts to steal test materials, missing materials, etc.)
- Unauthorized visitors of whom you were not notified in advance
- Events or problems that interfere with testing procedures or require cancellation of testing or changes in reporting location
- Timing irregularities or other administration issues that may necessitate a scheduled makeup
- Observed misconduct that warrants dismissal, such as attempted impersonation, removing test materials from the testing room, or leaving the building during testing

Handling Dismissals

Do not allow students who have been referred to you for misconduct to return to the testing room. Explain the reasons for their dismissal and refer them to the "SAT Testing Rights & Requirements" that are provided at **sat.org/register** and in the *Student Registration Guide*. Ensure that a complete description of the infraction(s) and actions taken by staff is provided on an SIR. Escort the student to the normally scheduled class or to the principal's office.

If you or a member of your staff suspect that a phone or other electronic device has been used to record or transmit test questions or answers, you should confiscate the phone. In such cases, explain to the student that the phone is needed for further investigation and will be returned to them.

Contact TAS for further instructions concerning confiscated devices.

Minimizing Distractions

Only test-takers, center staff, authorized observers, and SSD assistants (e.g., sign language interpreters) are allowed in the testing area on test day. Parents and guardians may need to be reminded of this policy.

Displaying signs or posters can help minimize disruptions. When you train your staff, be sure to emphasize that this policy is both for security reasons and to protect students from disruptions that might interfere with their ability to concentrate and do their best on test day.

Establish clear rules for conduct during breaks to help control noise and similar distractions. Staff should remind students not to talk in the hallways or go to their lockers. Coordinate with the administration during the week before test day to make reminder announcements about the importance of not disrupting testing.

(!) The school population should know that during the administration, use of the facilities will be restricted and people on the premises must stay away from the testing area and keep noise to a minimum.

Supporting Your Staff

Plan a schedule of break times with your staff before test day, and work out how you will rotate your proctors to allow each staff person at least one break. Staff in the extended time rooms may require two breaks.

Setting up a signaling system can help you ensure smoother testing. This might mean having a central extension for staff to call or a visual signal that assistance is needed in a particular room. Staff will have a greater level of comfort knowing how to reach you quickly when the need arises.

Releasing Staff After Testing

Before letting your staff return to their regular teaching duties, make sure that they have correctly completed their Testing Room Materials Report and Seating Chart, and that all staff have signed the SAT Testing Staff Agreement Form.

Verify that the materials returned by each associate supervisor match the materials you initially issued to him or her. Ask that each associate supervisor double-check his or her room to see if anything has been left behind, either by staff or by students.

(!) If a test book or Essay booklet is discovered missing after students have been dismissed to their classrooms, contact TAS immediately. Report the incident on an SIR. Speak with TAS before returning any test materials in this situation.

Reporting Students Who May Require Makeup Testing

As soon as possible after testing is completed, you may be asked to report the number of students possibly requiring makeups due to absence or irregularities encountered. If applicable, you will receive directions for how to do this in an email message prior to test day.

Returning Standard and Nonstandard Test Materials

Although testing concludes when students are instructed to put their pencils down, the test supervisor's work continues. After the test administration, you will need to complete several forms and return test materials.

Always keep materials in secure storage until their return.

(!) Used answer sheets and other materials needed for scoring must be returned on test day, immediately after all students have finished testing.

(!) All materials used for testing with accommodations listed on the NAR must be returned separately by the SSD coordinator. Instructions for returning these materials are given at the end of Section G. Do not mingle these materials with standard or nonstandard materials for students listed on the roster.

Fill out and return the Supervisor's Report Form (SRF) and, if needed, any SIRs. These reports, plus all Seating Charts, must be sent by courier with the used answer sheets immediately after the test administration.

Supervisor's Report Form

When testing has concluded, the test supervisor is required to count by hand the number of answer sheets and record the number on the SRF. In some instances, due to an exception, the total number of answer sheets that you record on your SRF may exceed the total number of test-takers.

General Guidelines

This form is scanned and must be completed using a No. 2 pencil. Do not write any notes or make any other extraneous marks on the form. (Use an SIR to communicate any testing irregularities.) Be sure to neatly print all information and fill in circles completely.

Completing Test Center Administration Information—Boxes 1–5

1. Print your **Test Center Information** (name and address).
2. Print and mark the circles for **Today's Date** (the actual test date you are administering the test).
3. Fill in the month that you are administering SAT School Day.
4. If you are administering a school day makeup, fill in this circle.

5. Print your test center number and fill in the corresponding circles.

Completing Answer Sheet Hand Counts—Boxes 6–8

This section is used to account for all used answer sheets that are being returned, even those belonging to students who are canceling their tests or who did not finish testing.

Counts of students taking SAT (no Essay):

6. **a** Print the number of large-block answer sheets used by students in box 6a. Include counts of any answer sheets that were misgridded or were defective.

   b Print the number of standard answer sheets used by students in box 6b. Include counts of any answer sheets that were misgridded or were defective.

   c Add up the counts of SAT answer sheets and print the total in box 6c.

Counts of students taking SAT with Essay:

7. **a** Print the number of large-block answer sheets used by students in box 7a. Include counts of any answer sheets that were misgridded or were defective.

   b Print the number of standard answer sheets used by students in box 7b. Include counts of any answer sheets that were misgridded or were defective.

   c Add up the counts of SAT with Essay answer sheets and print the total in box 7c.

8. Add the column totals and print the total number of answer sheets returned in box 8, using leading zeros. Fill in the circles.

Noting SIRs returned with the SRF:

9. Fill in the appropriate circle in box 9 to indicate whether you are submitting one or more SIRs.

Test Center Supervisor Signature—Box 10

10. Sign and date the SRF in box 10 after you have completed all sections of the form.

Returning Used Answer Sheets and Critical Materials for Scoring

It is critical that the answer sheets from your school arrive for scoring on time and that your testing materials are appropriately returned. You will be provided with a return label that has a tracking number. Be sure to retain a copy of that tracking number in case of issues with the delivery. Follow the instructions included here and also in the document "Test Materials Return Instructions." If you need assistance with shipping because of missing labels or problems, contact TAS at **tas@ets.org**.

Returning Answer Documents Involved in an Irregularity

Return answer sheets and test books with answers written in them for scoring with other answer sheets, regardless of any associated irregularities. That is:

- If you are reporting a problem regarding an answer sheet, return the answer sheet with the other answer sheets, not with the SIR.
- If you need to attach a test taker's test book to an SIR, you still need to return the associated answer sheet with the other answer sheets, not with the SIR.
- If a test book has answers marked in it because of insufficient answer sheets or a defective answer sheet, treat it as if it were an answer sheet, and return it with the other answer sheets, not with the SIR.

EXCEPTION: *When a student has written answers in the test book without approval, you should clip the book to the SIR, to be returned in the Gray Envelope.*

Returning Test Books Involved in an Irregularity

When circumstances require you to attach a test book to the SIR, always return these together in the Gray Envelope. This includes:

- Defective test books
- Answers written in test books without College Board approval
- Certain irregularities, such as use of prohibited items and other misconduct

Shipping Materials to Cedar Rapids, IA

A custom pickup may have been arranged for you, but if not, please call UPS at 800-742-5877 (800-PICK-UPS) to arrange for pickup on test day. If your school is located in an area not served by UPS, a custom pickup by a 3rd party courier may be arranged for you.

Packing Materials in the Supervisor's Envelopes

Place materials in the colored envelopes provided to you as indicated in the following table.

Green Envelope	» Test-day registrations with bulk transmittal form » SSD Eligibility Approval Letters
Gray Envelope	» Testing Room Materials Report forms with seating charts » SAT Testing Staff Agreement Forms » SIRs (if any) and test books involved in an irregularity » Defective Test Books (clipped to the appropriate SIR) » SAT Request to Cancel Test Scores forms
White Envelope (See note below.)	» Test book with answers marked next to questions and associated student answer sheet.

NOTE: *The white envelope will be sent to you only if you have a student who is approved to mark answers in the test book. If you need a white envelope, but were not provided with one:*

- Write "Answers in Book" on the front cover of the test book and the Essay booklet, if any.
- Clip the student's answer sheet to the test book.
- Place the clipped answer sheet and test book with any Essay booklet on top of the used answer sheets.

Packaging Order

Include only the following materials, in this order:

Top of stack	» Supervisor's Report Form » Online Roster » Green Envelope » Gray Envelope » White Envelope and/or other items not included in all test administrations (See list that follows.) » Large-block answer sheets
Bottom of stack	» Regular answer sheets

The following items might be associated with your SAT School Day administration and must be placed on top of the used answer sheets:

- White envelope (containing test books from students approved in advance to mark answers inside, and associated answer sheets)
- Answer sheets with misplaced marks
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)

Return all materials via UPS using the shipping envelope or box with the preapplied label that was included in your test materials shipment. (Discard any leftover shipping materials.)

For each package that you ship (envelope or box), note the tracking number and file this information in your records. On each label, print your center name and number, and mark the box number and total boxes you are shipping (e.g., "1 of 2," "2 of 2"). Labels will be addressed to:

PEARSON PROCESSING CENTER
9200 Earhart Lane SW,
Cedar Rapids, IA 52404

If you are missing the preaddressed labels, contact TAS at **tas@ets.org**. Always hand your package to the driver or responsible person so that you will have a traceable receipt from origin to destination and chain of custody for the shipment. Do not use a drop box for shipping used answer sheets.

Shipping Materials to Ewing, NJ

Test books, Essay booklets, and unused answer sheets should be returned within two days of your test administration. Please keep all test books together. (Do not return used answer sheets with this shipment.) Pack the materials as follows:

1. Place materials in the original shipping cartons in which you received the test materials shipment or in the courier envelope provided.
2. Remove or cover up the original shipping label on each carton.
3. Place one return label on each carton.
4. Include all the cartons in one return shipment. Count the cartons and number them in sequence in the space provided on the return label (for example "1 of 3," "2 of 3," "3 of 3").
5. Record the courier and tracking numbers for each carton, and keep on file for six months.

Use the return labels provided. Call UPS at 800-742-5877 (800-PICK-UPS) to arrange for pickup. Make a note of the tracking numbers before shipping the materials. If your labels are missing, contact UPS and provide the following shipping address. Please be sure to include your test center number, full contact name and phone number:

Inbound Processing Center
200 Ludlow Drive,
Ewing, NJ 08638 USA

Section D: Testing Procedures

Testing Materials

Using the Correct Test Books

Test books (regular and large type) have color-coded covers corresponding to the type of testing and the script sections in this manual. Note that students taking the SAT with Essay will receive an SAT with Essay book and an Essay booklet.

(!) If your school is administering both the SAT and SAT with Essay, verify that your room has the multiple-choice books that correctly match the Essay option in your room.

- The aqua cover is for students testing in the standard room. Students using this book must be tested using the script in Section E with the aqua tabs.
- The pink cover is for students listed on the Roster as testing in one of the nonstandard testing rooms (arranged by group type). This includes students receiving 50% extended time for certain sections, and students with additional break time, but not extended testing time or other accommodations supervised by the test center supervisor. The testing of students using this book must be administered using the script in Section F with the pink tabs.
- Test books and materials with cyan covers are intended for nonstandard testing of students who are listed on the NAR. (Not all "NAR" materials will be cyan, but they will be clearly designated to each student on the shipping notice.) This includes students receiving 100% extended time or using materials such as tests in Braille or MP3 Audio formats. Students using these materials must be tested under the supervision of the SSD coordinator, using the script in Section G with the cyan tabs. Additionally, these materials must be returned separately from other testing materials, as covered in Section G.

(+) If you are participating in a statewide initiative with state-specific manuals or instructions, be sure to consult these materials to ensure that you are following all procedure that apply to your administration.

Accommodations Must Be Approved

Only College Board approved accommodations can be given. Do not provide any testing accommodations unless:

- The student's accommodations are listed on SSD Online.
- The student's Admission Ticket is marked with the word "Roster" or "NAR," or the student has a College Board Eligibility Approval Letter with the accommodations.

(!) If you provide a student with any unauthorized accommodations, the student's scores will be canceled. Contact the SSD office with any questions about accommodations.

Standardized Testing Procedures

Preparing the Room for Testing

Make sure the room is properly lit and well ventilated. Also check that instructional materials such as maps and charts are covered or removed from display. Be sure that the room has a visible clock.

(!) A working clock is required in all testing rooms.

Plan for how you will seat test-takers: randomly or by your prior seat assignment. Make sure that seating will separate students by a minimum of four feet on both sides. Make sure that all desktops or table surfaces are at least 12" by 15". See the sample seating plans on the next page.

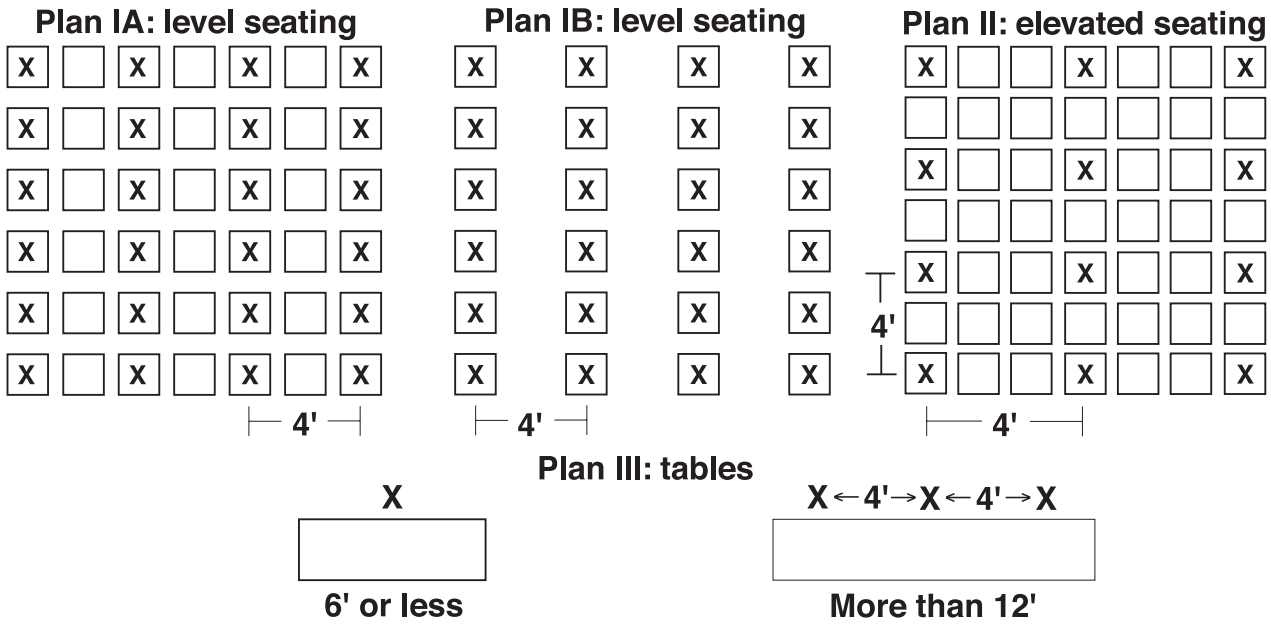
Do not admit visitors to the testing room unless they have proper College Board or ETS identification and a letter of authorization. Only testing staff, registered test-takers, personal testing assistants for accommodated students, authorized observers, or sponsors such as the school district, are permitted in the testing room.

Admitting Students to the Testing Room

At the door of your testing room, check that each student who enters is assigned to your room. Send any who are not on your list to the supervisor.

(!) Never permit students to select their own seats.

Samples of Approved Seating Plans:



Your students may have an Admission Ticket that they received in the mail or a printed Web ticket. Check that the document includes the student's full name, registration number, and your test center information.

You may admit latecomers before you begin reading the test directions, but you must allow them time to read the directions on the back cover of the test book. They may complete the identification portion of the answer sheet after the test; however, all students in the testing room must remain seated until the late students have finished filling out their forms. Explain the circumstances fully on a Supervisor's Irregularity Report (SIR).

(!) Do not, under any circumstance, admit students to the testing room once the timed portion of the test has begun.

Administering the Tests

Follow the scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedure before testing begins. In particular, be sure to adhere strictly to the timing requirements given in the scripts.

Distributing Test Materials

Follow these guidelines for distributing test materials.

» Do not distribute test books before students are seated, and do not place books on empty desks.

» Place materials where students and sign language interpreters do not have access to them as they enter the room. Before distributing them, count the number of multiple-choice test books and Essay booklets (if applicable) that you have in the testing room. Set Essay booklets aside for distribution after the multiple-choice test books are collected and accounted for before the final section of the test.

» Follow instructions in the script for when to distribute the test materials. Distribute (and later, collect) multiple-choice test-books individually in serial number order and note the serial numbers on the Seating Chart in the back of the Testing Room Materials Report form. Note the count of answer sheets and Essay booklets distributed in the testing room for later reference when filling out the Testing Room Materials Report. Do not ask students to pass materials.

» After you have distributed the test materials, count all the books, booklets, and answer sheets in your room to ensure that the number distributed plus the number remaining equals the total number you initially received.

Score Cancellation Policies

Notify students of cancellation policies, as provided in the scripts.

- For cancellations due to sudden illness or equipment failure, sign the student's form and report the action on an SIR (these are the only types of score cancellations that you need to report).
- Direct students to use the information given on the Admission Ticket to help them fill out the form with exactly the same information as given in their registration.

Timing and Breaks Policies

All students who take the SAT are timed by section. Students must be given the entire amount of time; they cannot move on to the next SAT section even if they stop work before time is called.

Follow these policies when administering the test:

- Announce the remaining time at regular intervals.
- Announce the time when five minutes remain before the end of the test section.
- Allow breaks as instructed in the scripts.
- Students may eat snacks in designated areas (such as the hallways) during standard breaks after Section 1 and Section 3.

Unscheduled Breaks

- Allow only one student at a time to take an unscheduled break, and inform the student that no extra time will be allowed for the break. Remind the student to keep his or her ID and Admission Ticket (if any) ready for inspection outside of the testing room.
- Collect the test book or Essay booklet, and answer sheet before the student leaves the room. Make sure the test book is the actual test book and not a substitute. Fan the test book to make sure no pages have been removed.

(!) Immediately inform the test supervisor of any timing irregularities. Record irregularities and actions taken on an SIR.

Students who are approved to test with extended time receive additional breaks. Here are some examples of the timing for students with different types of extended time.

Extended Time – Reading (Entire Test):

Students approved for reading extended time receive it on all sections of the test.

	50 % Extended Time	100% Extended Time
Reading Test	49 minutes 5-minute break 49 minutes	65 minutes 5-minute break 65 minutes
	5-minute break	5-minute break
Writing and Language Test	53 minutes 5-minute break	70 minutes 5-minute break
Math Test – No Calculator	38 minutes	50 minutes
END OF DAY 1 TESTING		
Math Test – Calculator	42 minutes 5-minute break 41 minutes	55 minutes 5-minute break 55 minutes
	2-minute break	2-minute break
Essay Test	38 minutes 5-minute break 37 minutes	50 minutes 5-minute break 50 minute
Testing time: **Break time:**	5 hours 46 minutes 27 minutes	7 hours 40 minutes 27 minutes

Extended Time Math Only:

Students approved for math-only extended time receive extended time on Sections 3 and 4.

	50% Extended Time	100% Extended Time
Reading Test	65 minutes	65 minutes
	5-minute break	5-minute break
Writing and Language Test	35 minutes 5-minute break	35 minutes 5-minute break
Math Test – No Calculator	38 minutes	50 minutes
	5-minute break	5-minute break
Math Test – Calculator	42 minutes 5-minute break 41 minutes	55 minutes 5-minute break 55 minutes
	2-minute break	2-minute break
Essay Test	50 minutes	50 minutes
Testing time: **Break time:**	4 hours 31 minutes 20 minutes	5 hours 10 minutes 20 minutes

Extended Time Writing Only:

Students approved for writing-only extended time receive extended time on Section 5.

	50% Extended Time	100% Extended Time
Reading Test	65 minutes	65 minutes
	5-minute break	5-minute break
Writing and Language Test	35 minutes	35 minutes
Math Test – No Calculator	25 minutes	25 minutes
	5-minute break	5-minute break
Math Test – Calculator	55 minutes	55 minutes
	2-minute break	2-minute break
Essay Test	38 minutes 5-minute break 37 minutes	50 minutes 5-minute break 50 minutes
Testing time: **Break time:**	4 hours 15 minutes 20 minutes	4 hours 40 minutes 20 minutes

Accommodated Breaks

Some students in the nonstandard room may be approved for extra and/or extended breaks. Break time is not included as part of testing time. ("Clock stops.") Specific instructions may be noted on the student's Eligibility Approval Letter or roster; otherwise follow these guidelines:

Allow students to eat snacks only in designated areas or as indicated by an approved accommodation.

Extra breaks: Students approved for extra breaks should be given the same breaks that extended time test-takers receive: a break halfway through the longer sections (1, 4, and 5) and a break after every section.

Extended breaks: For students who are approved for extended breaks, provide the same number of breaks as indicated in the scripts, but with an additional five minutes (e.g., 10-minute breaks, instead of five-minute breaks).

Breaks as needed: Students who are approved for breaks as needed may break during any section of the exam. Most students' needs are met with a five- to 10-minute break. However, if a student requests additional time, grant the request, within reason. This time does not count toward testing time.

Maintaining Security in the Testing Room

Accounting for Test Materials

Complete the seating chart on the back of the Testing Room Materials Report form by listing the serial number of the multiple-choice test book distributed to each seat. This will allow you to account accurately for test materials.

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 who was assigned that serial number as well as 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, wait to search the room until a scheduled break or the end of the testing session, but notify the test center supervisor as soon as possible. Before dismissing students or starting a break, announce that a test book is missing and that no one will be dismissed until it is 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 center supervisor to call TAS immediately. Report the incident on an SIR.

Reporting Irregularities

You will be provided with at least one blank SIR to use in reporting any incidents or irregularities that take place in your room. See Section B for a chart of the most common irregularities that must be reported and instructions for filling out the form.

Conducting the Test

Remain alert and vigilant at all times during testing. Do not engage in activities that are not related to testing (such as talking on a phone, using a computer or grading papers). Follow the scripts to ensure that students are aware of testing policies. In addition:

- Ensure that at least one staff member is in the testing room at all times.
- Constantly monitor test materials; do not leave them unattended with students under any circumstances.
- Students may do scratch work in their test books only; do not give them scratch paper unless they are approved for such an aid.

- Remind them, as noted in the scripts, not to make stray marks on the answer sheets or use them for scratch work.
- If you have any suspicion of a device being used to communicate test information or gain an unfair advantage, you are entitled to confiscate phones, wearable technology, and handheld computers. Students must power off any prohibited devices and store them away while in the testing room.
- Watch for roaming eyes. Some test-takers may try to copy from a neighbor. Watch for signals. Test-takers may signal across a room by using their hands, tapping their feet, using pencils of different colors, and so on.

(!) Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security. Always complete an SIR in such cases.

(!) If the Irregularity Chart indicates to call TAS or OTI, report the situation to your test center supervisor immediately.

Monitoring Equipment Use

Follow instructions in the scripts to monitor the use of approved calculators (see page vi for a list of approved calculators).

- Only battery-operated, hand-held equipment can be used for testing.
- Test takers 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 test-takers.

NOTE: *Students approved to use a calculator on the Math Test – No Calculator section must use a four-function calculator for this purpose. Be sure to confirm that the calculator in use is not a more advanced model.*

SAT Standard Section Timing Chart

NOTE: All times are "minutes after the hour."

	STOP TIME Standard Time				
Start Time	For a 65-minute section (Section 1)	For a 35-minute section (Section 2)	For a 25-minute section (Section 3)	For a 55-minute section (Section 4)	For a 50-minute section (Section 5)
:00	:05	:35	:25	:55	:50
:01	:06	:36	:26	:56	:51
:02	:07	:37	:27	:57	:52
:03	:08	:38	:28	:58	:53
:04	:09	:39	:29	:59	:54
:05	:10	:40	:30	:00	:55
:06	:11	:41	:31	:01	:56
:07	:12	:42	:32	:02	:57
:08	:13	:43	:33	:03	:58
:09	:14	:44	:34	:04	:59
:10	:15	:45	:35	:05	:00
:11	:16	:46	:36	:06	:01
:12	:17	:47	:37	:07	:02
:13	:18	:48	:38	:08	:03
:14	:19	:49	:39	:09	:04
:15	:20	:50	:40	:10	:05
:16	:21	:51	:41	:11	:06
:17	:22	:52	:42	:12	:07
:18	:23	:53	:43	:13	:08
:19	:24	:54	:44	:14	:09
:20	:25	:55	:45	:15	:10
:21	:26	:56	:46	:16	:11
:22	:27	:57	:47	:17	:12
:23	:28	:58	:48	:18	:13
:24	:29	:59	:49	:19	:14
:25	:30	:00	:50	:20	:15
:26	:31	:01	:51	:21	:16
:27	:32	:02	:52	:22	:17
:28	:33	:03	:53	:23	:18
:29	:34	:04	:54	:24	:19
:30	:35	:05	:55	:25	:20
:31	:36	:06	:56	:26	:21
:32	:37	:07	:57	:27	:22
:33	:38	:08	:58	:28	:23
:34	:39	:09	:59	:29	:24
:35	:40	:10	:00	:30	:25
:36	:41	:11	:01	:31	:26
:37	:42	:12	:02	:32	:27
:38	:43	:13	:03	:33	:28
:39	:44	:14	:04	:34	:29
:40	:45	:15	:05	:35	:30
:41	:46	:16	:06	:36	:31
:42	:47	:17	:07	:37	:32
:43	:48	:18	:08	:38	:33
:44	:49	:19	:09	:39	:34
:45	:50	:20	:10	:40	:35
:46	:51	:21	:11	:41	:36
:47	:52	:22	:12	:42	:37
:48	:53	:23	:13	:43	:38
:49	:54	:24	:14	:44	:39
:50	:55	:25	:15	:45	:40
:51	:56	:26	:16	:46	:41
:52	:57	:27	:17	:47	:42
:53	:58	:28	:18	:48	:43
:54	:59	:29	:19	:49	:44
:55	:00	:30	:20	:50	:45
:56	:01	:31	:21	:51	:46
:57	:02	:32	:22	:52	:47
:58	:03	:33	:23	:53	:48
:59	:04	:34	:24	:54	:49

Section E: Standard SAT Script

Testing in the Standard Room

The scripts in this section are for testing in the standard rooms using the test books with aqua covers. Most students testing with accommodations must be tested using the scripts in either Section F with the pink tabs, or Section G with the cyan tabs.

Uniform testing conditions depend on your reading the scripts exactly as detailed in this section. Take time to study the scripts before test day.

If you have Supplemental Instructions from your state, check them before starting the script.

Checklist

If available, post the following flyers on the door of the testing room:

- "No Cell Phones!"
- "Quiet, Please."

Post this information for students.

- Today's date
- Test month and "SAT" or "SAT with Essay"
- Test center number assigned to your school
- Center name, city, and state
- Room number
- "Use a no. 2 Pencil only. Do not use a pen or mechanical pencil."

Ensure that all test-takers and materials are for standard testing:

- Test books should have an aqua cover. Use of the aqua-colored scripts in this section to test students with pink or cyan test materials will result in a misadministration and canceled scores.
- In addition, the test books should match the administration in your room — "SAT" or "SAT with Essay."
- As you admit students, check the headers of their Admission Tickets:
  - Student's tickets should indicate "SAT" or "SAT with Essay," whichever matches the administration in your room.
  - Send any student with "Roster" or "NAR" printed on the Admission Ticket header to the supervisor for proper room assignment.

Read scripts in tinted boxes aloud EXACTLY as written.

- Give students time to fill in their responses.
- Pause to allow students time to follow instructions when three dots "..." appear in the text.
- Answer student questions about procedure only, not about test content.
- You may repeat parts of the script if requested to do so.
- Supply the appropriate information where a blank line "_____" appears in the text.

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.

Please take a look at your Admission Ticket now. Raise your hand if your ticket shows the word "Roster" or the letters "N A R" in the header.

Confirm with students whose tickets display the word "Roster" or "NAR" that they intend to test in the standard room. If not, send these students to the supervisor for appropriate room assignment. Note that students under the age of 18 require a parent/guardian's signed approval to waive approved accommodations.

In the SAT with Essay room, say:

In this room, you will be taking the SAT with Essay. If you have registered to take the SAT without the Essay, please raise your hand.

In the SAT room (no Essay), say:

In this room, you will be taking the SAT; you will not be taking the SAT Essay. If you have registered to take the SAT with Essay, please raise your hand.

Send any students who registered for a different test to the supervisor for appropriate room assignment.

Continue by saying:

The SAT Program has policies that are designed to give each of you an equal opportunity to show your abilities. We will dismiss and cancel the scores of anyone who tries to gain an unfair advantage by:

- Giving or receiving help of any kind
- Looking through the test book before the start of the test
- Working on the wrong section or referring to a previous or future section of the test book or answer sheet
- Using a calculator during a non-calculator section. Marking answers after time is called
- Sharing test questions with anyone during or after the test
- Using any unauthorized testing aids, including phones, during testing or on breaks
- Attempting to take the test for someone else

You may also be dismissed for:

- Eating, drinking, or smoking in the testing room
- Causing a disturbance of any kind
- Failing to follow testing procedures
- Going to your locker or leaving the building during breaks

You will have until 11:59 p.m. the third business day from today to file a test day complaint. If you see any behavior that causes you concern, please notify the test center supervisor, who will explain how to contact the SAT Program. Are there any questions?. . .

After all questions are answered, say:

Please listen carefully to the following information about phones and other electronic equipment. The use of phones or other prohibited electronic devices at any time in this test center is prohibited. At this time, if you still have a phone, watch alarm, handheld computer, or any other electronic device in your possession, you need to completely power it off and put it under your desk until testing is over. If your phone or other prohibited device makes any noise or you are seen using it at any time, including breaks, you will be dismissed and your scores will be canceled. In addition, any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

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

- Remove everything from your desk except your Admission Ticket, pencils, erasers, and acceptable calculator. . .
- Remove any earplugs, which may not be worn during testing; any highlighters; rulers; dictionaries or other books; pens or colored pencils; pamphlets; and papers of any kind, including scratch paper — these are all prohibited. . .
- 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 under your desk. Close all bags and backpacks and put them under your desk until the test is over. . .

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 his or her desk. (The Roster will indicate if an aid has been approved for use on a test.)

- Cell phones or smartphones
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Any devices, including digital watches or smartwatches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content

- Pens, highlighters, and mechanical or colored pencils
- Books, dictionaries, or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Notes, pamphlets, or papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord

NOTE: *If unauthorized devices or aids are displayed, have students remove them from their desks.*

Then say:

You may not share or exchange calculators at any time. Put your calculator and extra batteries under your desk now. You will not need them until a later section.

I am going to give an answer sheet and test book to each of you now. Do not open it. . .

Check to see that both are for the version of the SAT that I have listed on the board – SAT or SAT with Essay. When you get the test book, turn it over and read the back cover. It has important information about timing, marking answers, and scoring.

Make sure that test-takers have put their calculators under their desks, and that cell phones are placed under the desk, not in a pocket.

If you are administering the SAT with Essay in your room, place the Essay booklets aside in a location where students cannot access them (these will be distributed after test books are collected and before Section 5 begins.)

Distribute to each student the appropriate regular or large-block answer sheet and one test book in serial-number order. Make sure every student is using a No. 2 pencil. Check to ensure that no one is using a pen or mechanical pencil. Check that all calculators are removed from the desks.

NOTE: *Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly.*

Then say:

When you have finished reading, please look up. . .

Are there any questions about the information you just read?. . .

It is important that you understand how to mark your answers. Unless you are approved to do so, you may not mark your answers in your test book — only answers marked on the answer sheet will be scored.

After you have answered all questions, say:

Please listen carefully to these instructions, because they are critical to the scoring of your test. If you don't follow my directions exactly, you may not receive a score.

Make sure you are using a Number 2 pencil and that you fill in the circles 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. It is very important that you follow these instructions when filling out your answer sheet.

When all students are ready, say:

If you are using a large-block answer sheet, also read the instructions on the front of the answer sheet about where and how to mark your answers. You will be marking "X" in relevant boxes rather than filling in circles, and the page numbers will be different from those that I announce.

On the back of your test book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ …

NOTE: *Take care that any student who has a large-block answer sheet is on the correct page.*

Check that students have filled in these fields, including room number/name, on their test books.

IMPORTANT: *As noted in the instructions that follow, the student name on the answer sheet must match the one on the Admission Ticket. If any student has an issue with a misspelled name on a ticket, send the student to the supervisor for instructions on how to correct his or her information and transfer to a later test date.*

Then say:

Now look at page 1 of your answer sheet.

In item 1:

- Print your last name, first name, and middle initial, if you have one, exactly as they appear on your Admission Ticket …
- Read the statement on the next line, then sign your full name . . .Look up when you are done.
- Today's date is _____. Write the numbers for the month, day, and year for today's date …
- Next, print your home address …
- Print your home phone number, including the area code …
- Print the city and state (or country) of this high school … Look up when you are done.

In item 2:

- Print the first six letters of your last (or family) name, the first four letters of your first (or given) name, and your middle initial, if you have one. Include blanks, dashes, or apostrophes if these are part of your name. The order and spelling of your name must exactly match your Admission Ticket. Fill in the corresponding circles …
- **In item 3:** Fill in the circle for the month of your birth (or on the large-block answer sheet, fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles … Look up when you are done.
- **In item 4:** Print your registration number and fill in the circles. Copy the registration number that is printed on your Admission Ticket. Make sure you provide this information correctly and completely …
- **In item 5:** Write in the U.S. ZIP code of your home address and fill in the corresponding circles …
- **In item 6:** Print the number of this test center as posted and fill in the circles. . . Look up when you are done.

Now remove the Admission Ticket from your desk. Keep your ticket with you at all times during the test, especially during breaks.

Then say:

- **In item 7:** Turn to the front cover of your test book. Find the area in the upper right-hand corner labeled "Test Book Serial Number" and enter the number printed onto item 7 on your answer sheet. Fill in the circles. . .
- **In item 8:** Turn to the back cover of your test book. Find the box labeled "8. Form Code" and enter the number onto item 8 on your answer sheet. Fill in the circles exactly as shown. . .
- **In item 9:** Copy the number from the box labeled "9. Test ID" exactly as shown. . .Look up when you are done.

Take a moment to ensure that items 8 and 9 on your answer sheet are completed correctly. It is critical that you enter the correct codes on your answer sheet. Otherwise, you may not receive scores.

Check that students are filling in the right codes.

Testing Script

When students have completed work on page 1 of the answer sheet, 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 the SAT Program in writing no later than 11:59 p.m. on the third business day from today. Send your signed cancellation request by overnight mail or fax. You cannot cancel your scores with an email message or phone call.

If you finish before time is called, you MAY NOT turn to any other section.

During testing, keep your answer sheet and test book flat in the center of your desk. If you find a defect with either your test book or answer sheet, or if you realize that you've been writing answers in the wrong section of your answer sheet, raise your hand at that time. You will only receive credit for answers recorded on your answer sheet. This applies to all of you unless you have approval from the College Board to record your answers differently. You may not use your answer sheet for scratch work.

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

Answer sheets and test books must never be removed from the testing room. Remember, after the test has ended, no one may leave the room until I announce dismissal. If you have any questions about testing procedures, please ask them now. I cannot answer questions during the timed sections of the test...

Throughout testing, follow these procedures:

Please be alert and vigilant throughout the test. Do not read, grade papers, work on a computer, talk on a phone, or do any other task unrelated to the test administration. Do not look through testing materials.

Time the section:

- As you begin each section, once students are all working on the test, enter the start and stop times; post the times for students to see. Announce the remaining time at regular intervals. This is particularly important if your room clock malfunctions.
- Before you call stop, check your watch against the time you have written down.
- Verify the time with the proctor, if applicable.
- Refer to the chart at the front of this script to ensure that you have correctly calculated the stop time.

Monitor test-takers:

- 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 misplaces answers on the answer sheet, follow the instructions in the Irregularity Chart on page 22.

Account for materials as follows:

- On the Testing Room Materials Report form provided to you by the supervisor:
  - Account for all test materials (used and unused). If a book appears to be missing, follow procedures in "Accounting for Test Materials" in Section D.
  - Make a note of the count of Essay booklets (if applicable).
  - Complete the seating chart on the back of the Testing Room Materials Report form provided to you.

Section 1 – Reading

STANDARD TIME **65 MINUTES**

START TIME _____ **STOP TIME** _____

When all questions are answered, say:

Do not begin work until I tell you to. If you finish before time is called, you MAY NOT turn to any other section. Turn to Section 1 of your answer sheet. Keep your answer sheet and test book flat on your desk. You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

The standard time for Section 1, the Reading Test, is 65 minutes. Now, open your test book to Section 1, read the directions, and begin work.

After 30 minutes have elapsed, say:

You have 35 minutes remaining in this section.

After 60 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 65 minutes, say:

Stop work and put your pencil down... We will now stop for a ten-minute break.

Close your answer sheet and place it inside the front of your test book. Close your test book and leave it on your desk. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly ten minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of ten minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

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:

Take out your answer sheet, but leave your test book closed. Turn to the back page, and find the Certification Statement Box. Copy the requested statement and sign and date using your full name as you would on an official document. The statement must be made in your own handwriting style, either printed or in script, and it is required. If you don't complete it, your scores may be delayed or canceled. The quality of your handwriting will not be used to calculate your score...

When you submit your answer sheet you are agreeing to the following conditions: 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 Student Registration Guide and online at **sat.collegeboard.org**.

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

Section 2 – Writing and Language

During testing:

Refer to the chart at the front of this script to ensure that you have correctly calculated the stop time.

STANDARD TIME	35 MINUTES
START TIME _____	STOP TIME _____

When everyone is ready, say:

Now turn to Section 2 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. If you finish before time is called, you may NOT turn to any other section. You are not allowed to use a calculator on this section. Please place your calculator under your desk.

Be sure to mark your answers in the correctly numbered spaces in Section 2.

The standard time for Section 2, Writing and Language, is 35 minutes. Now, open your test book to Section 2, read the directions and begin work.

After 15 minutes have elapsed, say:

You have twenty minutes remaining in this section.

After 30 minutes have elapsed, say:

You have five minutes remaining in this section.

After exactly 35 minutes, say:

Stop work and put your pencil down. . .Close your test book.

Section 3 – Math – No Calculator

During testing:

Walk around the room to ensure that no test-taker has a calculator on the desk. Refer to the chart at the front of this script to ensure that you have correctly calculated the stop time.

STANDARD TIME	25 MINUTES
START TIME _____	STOP TIME _____

In very rare instances, you may be asked by the College Board to test a student in the standard room who is approved to use a four-function calculator on this section as an accommodation. (In almost all situations, these students will be tested in the nonstandard room.)

If you have a student with this accommodation in your standard room, please replace the script that follows with this italicized statement: "*Although this is a math section, you are NOT allowed to use a calculator on this portion of the test unless preapproved to use a calculator on this portion of the test by the College Board.*"

When everyone is ready, say:

Although this is a math section, you are NOT allowed to use a calculator on this portion of the test. Please keep your calculator under your desk.

Continue by saying:

Be sure to mark your answers in the correctly numbered spaces in Section 3. If you have questions that are not multiple choice, follow the instructions in your test book for marking your answers in the grids labeled "Student-Produced Responses." Answers may be shorter, but not longer, than four numerals.

Turn to Section 3 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk.

The standard time for Section 3, the Math – No Calculator section, is 25 minutes. Now, open your test book to Section 3, read the directions, and begin work.

After 10 minutes have elapsed, say:

You have 15 minutes remaining in this section.

After 20 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 25 minutes, say:

Stop work and put your pencil down...

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. We will now stop for a five-minute break. If you have brought a snack, you may eat it in designated areas only. As before, do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly five minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 5 minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

At the end of the break, say:

Please take your seat. . . Do not open your test book until I tell you to do so.

Section 4 – Math Test – Calculator

During testing:

Refer to the chart at the front of this script to ensure that you have correctly calculated the stop time.

STANDARD TIME	55 MINUTES
START TIME _____	STOP TIME _____

When everyone is ready, say:

For this section, Math Test – Calculator, you may use a calculator. Please take your calculator out 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 test-takers cannot view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator, keep it 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.

For the questions labeled "Student-Produced Responses," follow the instructions for marking your answers that are given in your test book. Answers can be shorter, but not longer, than four numerals.

Be sure to mark your answers in the correctly numbered spaces in Section 4. If you finish before time is called, you MAY NOT turn to any other section.

Take your answer sheet out of the test book and turn to Section 4. Keep your answer sheet and test book flat on your desk.

The standard time for Section 4, the Math Test – Calculator section, is 55 minutes. Now open your test book to Section 4, read the directions, and begin work.

After 25 minutes have elapsed, say:

You have 30 minutes remaining in this section.

After 50 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 55 minutes, say:

Stop work and put your pencil down...

If your students are taking the SAT (with no Essay) proceed to "After Testing."

When everyone is ready, say:

Close your test book and place your answer sheet next to your test book. We will now stop for a two-minute stretch break. You may not leave the room or discuss test questions. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks.

For the break:

Post the break time of two minutes.

At the end of the break, say:

Please take your seat. . . I will now collect your test books. You will need to keep your answer sheet for the Essay section of the test. Please sit quietly while I collect and count the test books.

Collect a test book individually from each student in the same order in which they were distributed. Count the books to ensure you have the correct number before beginning the next section.

Do not distribute Essay booklets until all test books are collected and accounted for. Place the test books where students cannot access them.

Section 5 – SAT Essay Test

During testing:

Walk around the room to check that everyone is working on the essay. Check to see that students are using a No. 2 pencil to write the essay. If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately.

Use this time to confirm that you have a serialized test book for each student.

To students who are taking the SAT with Essay, say:

Now, open your answer sheet to page 6. Please take a moment to read the statement at the top about the use of your essay, then decide whether or not to mark the circle. When you have finished reading, please look up. . .

I will now give an Essay booklet to each of you. Do not open your Essay booklet until I tell you to do so.

Distribute an Essay booklet to each student. Enter the number of Essay booklets distributed on the Testing Room Materials Report Form. Note that Essay booklets are not serialized.

Students must write their essays on their answer sheets. Do not give them scratch paper for the essay. They can use the Planning Page for notes and organizing their thoughts, but only the contents on pages 7–10 will be scored.

STANDARD TIME **50 MINUTES**

START TIME _____ **STOP TIME** _____

When all students have an Essay booklet, say:

On the back of your Essay booklet, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ . . .

You may make notes and plan your essay on the unlined Planning Page, but anything written there will not be scored. When you are ready, you'll need to start writing your essay on page 7 of the answer sheet and can continue on pages 8 through 10, if needed. You must fit your essay into those pages and within the margins marked. No extra pages are allowed. You must write your essay using a Number 2 pencil. If you do not use a pencil, you will receive a score of zero. Upon review, if there is reason to believe the essay does not reflect your original and independent work, your test scores may be canceled. If you finish before time is called, you MAY NOT turn to any other section. If you try to work on a different section of the test, I will need to report it, and your scores may be canceled.

Continue by saying:

You have 50 minutes to work on Section 5, the SAT Essay Test. Open your Essay booklet, read the directions and begin work.

After 25 minutes have elapsed, say:

You have 25 minutes remaining in this section.

After 45 minutes have elapsed, say

You have five minutes remaining in this section.

After exactly 50 minutes, say:

Stop work. Put your pencil down...Close your answer sheet and your Essay booklet.

After testing

To all students say:

Place your answer sheet on top of your test book or Essay booklet. Place your Admission Ticket on the desk in plain sight. I will now collect your answer sheet and test materials. Please sit quietly until you are dismissed.

Collect an answer sheet and multiple-choice test book or Essay booklet from each student in the order in which they were distributed. For each student, before moving on to the next person, do the following:

- Check to see that all the identifying information on page 1 of the answer sheet is complete and that it matches the information on the Admission Ticket. Ensure that the letters in "YOUR NAME" (Item 1) correspond to the filled circles in each column.
- If there is a discrepancy, ask student to show ID and explain the discrepancy. Document the discrepancy on an SIR.
- If you suspect impersonation, confiscate the Admission Ticket and note the student's name, ID type, and number on the SIR. Keep the Admission Ticket with the SIR and notify the test center supervisor immediately.

Before dismissing students:

- Make sure answer sheets are not inserted in or between test books or Essay booklets (if any).
- Verify by count that you have an Essay booklet (if applicable), multiple-choice test book, and answer sheet for each student.
- Verify by serial number that you have collected the test books assigned to your room.
- Keep students seated until you are sure you have an answer sheet and the testing materials assigned to each student.
- An answer sheet with items 1 to 9 completed must be submitted 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 (items 1 to 9) before dismissing students.

After all materials are accounted for, say:

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

To students in the SAT with Essay room, say:

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

To all students, say:

This test administration is now over. Gather your belongings and exit the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

After students leave the room:

- Complete and sign the Testing Room Materials Report form and Seating Chart.
- 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, registration number, test center code, and answer sheet code.
  - On the front cover of the test book, write "Answers in book."
  - Include the test books with the used answer sheets.
- Describe any discrepancy on the SIR.
- Return the completed Testing Room Materials Report form with all test materials and forms to the supervisor.

SAT Standard Section Timing Chart — Nonstandard Administration

NOTE: All times are "minutes after the hour."

	STOP TIME Standard Time				
Start Time	For a 65-minute section (Section 1)	For a 35-minute section (Section 2)	For a 25-minute section (Section 3)	For a 55-minute section (Section 4)	For a 50-minute section (Section 5)
:00	:05	:35	:25	:55	:50
:01	:06	:36	:26	:56	:51
:02	:07	:37	:27	:57	:52
:03	:08	:38	:28	:58	:53
:04	:09	:39	:29	:59	:54
:05	:10	:40	:30	:00	:55
:06	:11	:41	:31	:01	:56
:07	:12	:42	:32	:02	:57
:08	:13	:43	:33	:03	:58
:09	:14	:44	:34	:04	:59
:10	:15	:45	:35	:05	:00
:11	:16	:46	:36	:06	:01
:12	:17	:47	:37	:07	:02
:13	:18	:48	:38	:08	:03
:14	:19	:49	:39	:09	:04
:15	:20	:50	:40	:10	:05
:16	:21	:51	:41	:11	:06
:17	:22	:52	:42	:12	:07
:18	:23	:53	:43	:13	:08
:19	:24	:54	:44	:14	:09
:20	:25	:55	:45	:15	:10
:21	:26	:56	:46	:16	:11
:22	:27	:57	:47	:17	:12
:23	:28	:58	:48	:18	:13
:24	:29	:59	:49	:19	:14
:25	:30	:00	:50	:20	:15
:26	:31	:01	:51	:21	:16
:27	:32	:02	:52	:22	:17
:28	:33	:03	:53	:23	:18
:29	:34	:04	:54	:24	:19
:30	:35	:05	:55	:25	:20
:31	:36	:06	:56	:26	:21
:32	:37	:07	:57	:27	:22
:33	:38	:08	:58	:28	:23
:34	:39	:09	:59	:29	:24
:35	:40	:10	:00	:30	:25
:36	:41	:11	:01	:31	:26
:37	:42	:12	:02	:32	:27
:38	:43	:13	:03	:33	:28
:39	:44	:14	:04	:34	:29
:40	:45	:15	:05	:35	:30
:41	:46	:16	:06	:36	:31
:42	:47	:17	:07	:37	:32
:43	:48	:18	:08	:38	:33
:44	:49	:19	:09	:39	:34
:45	:50	:20	:10	:40	:35
:46	:51	:21	:11	:41	:36
:47	:52	:22	:12	:42	:37
:48	:53	:23	:13	:43	:38
:49	:54	:24	:14	:44	:39
:50	:55	:25	:15	:45	:40
:51	:56	:26	:16	:46	:41
:52	:57	:27	:17	:47	:42
:53	:58	:28	:18	:48	:43
:54	:59	:29	:19	:49	:44
:55	:00	:30	:20	:50	:45
:56	:01	:31	:21	:51	:46
:57	:02	:32	:22	:52	:47
:58	:03	:33	:23	:53	:48
:59	:04	:34	:24	:54	:49

50% Extended Time SAT Section Timing Chart

NOTE: All times are "minutes after the hour."

	STOP TIME 50% Extended Time						
Start Time	**For a 98-minute section (Sec. 1) 49 mins.—break—49 mins.**	**For a 53-minute section (Section 2)**	**For a 38-minute section (Section 3)**	**For an 83-minute section (Section 4) 42 mins.—break —41 mins.**		**For an 75-minute section (Essay Section 5) 38 mins.—break —37 mins.**	
:00	:49	:53	:38	:42	:41	:38	:37
:01	:50	:54	:39	:43	:42	:39	:38
:02	:51	:55	:40	:44	:43	:40	:39
:03	:52	:56	:41	:45	:44	:41	:40
:04	:53	:57	:42	:46	:45	:42	:41
:05	:54	:58	:43	:47	:46	:43	:42
:06	:55	:59	:44	:48	:47	:44	:43
:07	:56	:00	:45	:49	:48	:45	:44
:08	:57	:01	:46	:50	:49	:46	:45
:09	:58	:02	:47	:51	:50	:47	:46
:10	:59	:03	:48	:52	:51	:48	:47
:11	:00	:04	:49	:53	:52	:49	:48
:12	:01	:05	:50	:54	:53	:50	:49
:13	:02	:06	:51	:55	:54	:51	:50
:14	:03	:07	:52	:56	:55	:52	:51
:15	:04	:08	:53	:57	:56	:53	:52
:16	:05	:09	:54	:58	:57	:54	:53
:17	:06	:10	:55	:59	:58	:55	:54
:18	:07	:11	:56	:00	:59	:56	:55
:19	:08	:12	:57	:01	:00	:57	:56
:20	:09	:13	:58	:02	:01	:58	:57
:21	:10	:14	:59	:03	:02	:59	:58
:22	:11	:15	:00	:04	:03	:00	:59
:23	:12	:16	:01	:05	:04	:01	:00
:24	:13	:17	:02	:06	:05	:02	:01
:25	:14	:18	:03	:07	:06	:03	:02
:26	:15	:19	:04	:08	:07	:04	:03
:27	:16	:20	:05	:09	:08	:05	:04
:28	:17	:21	:06	:10	:09	:06	:05
:29	:18	:22	:07	:11	:10	:07	:06
:30	:19	:23	:08	:12	:11	:08	:07
:31	:20	:24	:09	:13	:12	:09	:08
:32	:21	:25	:10	:14	:13	:10	:09
:33	:22	:26	:11	:15	:14	:11	:10
:34	:23	:27	:12	:16	:15	:12	:11
:35	:24	:28	:13	:17	:16	:13	:12
:36	:25	:29	:14	:18	:17	:14	:13
:37	:26	:30	:15	:19	:18	:15	:14
:38	:27	:31	:16	:20	:19	:16	:15
:39	:28	:32	:17	:21	:20	:17	:16
:40	:29	:33	:18	:22	:21	:18	:17
:41	:30	:34	:19	:23	:22	:19	:18
:42	:31	:35	:20	:24	:23	:20	:19
:43	:32	:36	:21	:25	:24	:21	:20
:44	:33	:37	:22	:26	:25	:22	:21
:45	:34	:38	:23	:27	:26	:23	:22
:46	:35	:39	:24	:28	:27	:24	:23
:47	:36	:40	:25	:29	:28	:25	:24
:48	:37	:41	:26	:30	:29	:26	:25
:49	:38	:42	:27	:31	:30	:27	:26
:50	:39	:43	:28	:32	:31	:28	:27
:51	:40	:44	:29	:33	:32	:29	:28
:52	:41	:45	:30	:34	:33	:30	:29
:53	:42	:46	:31	:35	:34	:31	:30
:54	:43	:47	:32	:36	:35	:32	:31
:55	:44	:48	:33	:37	:36	:33	:32
:56	:45	:49	:34	:38	:37	:34	:33
:57	:46	:50	:35	:39	:38	:35	:34
:58	:47	:51	:36	:40	:39	:36	:35
:59	:48	:52	:37	:41	:40	:37	:36

Section F: Nonstandard SAT Script for Testing Accommodated Students Listed on the Roster

Testing in the Nonstandard Room

STOP The scripts in this section are for testing in the nonstandard rooms using the test books with a pink cover. Be sure you have the correct test materials to administer with these scripts.

If you have students approved to test with accommodations, they cannot elect to test without those accommodations unless they present a written statement signed by a parent/guardian or by the student if over 18 years of age.

Uniform testing conditions depend on your reading the scripts exactly as detailed in this section. Take time to study the scripts before test day. You may wish to mark the scripts that apply to the students in your room so that you can easily skip those that do not apply (e.g., mark all 50% extended time scripts).

+ If you have Supplemental Instructions from your state, check them before starting the script.

Differences in Timing

For longer sections, a stretch break is required in the middle of the section for extended time test-takers. Give these test-takers a five-minute stretch break, during which time they may not leave the room or discuss test questions. Have them place their testing materials in the middle of their desks. Electronics must remain out of sight under the desks. Students who have different timing should be tested in separate rooms to minimize distraction.

Break time does not count as testing time. The breaks for extended time, which also apply to students approved for extra breaks, are as follows:

- Halfway through Section 1 (reading only)
- Between Section 2 and Section 3 (reading or math)
- Halfway through Section 4 (reading or math)
- Halfway through Section 5 (reading or writing)

Some test-takers will have extended time for the entire test as a Reading accommodation. If they are taking the SAT with Essay, these students will test under the SSD coordinator and will be listed on the NAR. Some will be approved for 50% extended time on math only (Sections 3 and 4 only). Students with extended time on writing only will receive it for the Essay (Section 5).

Track the timing of sections and breaks at the beginning of each section.

Preparing for Testing

If available, post the following flyers on the door to the testing room:

- "No Cell Phones!"
- "Quiet, Please."

Post this information for students:

- Today's date
- Test month and type (e.g., "March SAT" or "March SAT with Essay")
- Test center number assigned to your school
- Center (school) name, city, and state
- Room number
- "Use a No. 2 pencil only. Do not use a pen or mechanical pencil."

Check that students are in the correct testing room:

- Tickets should say "Roster" and either "SAT Admission Ticket" or "SAT with Essay Admission Ticket" at the top, depending on your room type. If your school is offering an Essay option, check that students taking the SAT or SAT with Essay are in the correct room.
- Students who have "NAR" printed in the ticket header cannot be tested with the scripts in this section, and they must test separately from "Roster" students.

Read scripts in tinted boxes aloud EXACTLY as written.

- Give students time to fill in their responses.
- Pause to allow students time to follow instructions when three dots "..." appear in the text.
- Answer student questions about procedure only, not about test content.

- You may repeat parts of the script if requested to do so.
- Supply the appropriate information where a blank line "_____" appears in the text.

Ensure that the multiple-choice test books you have in the testing room have pink covers (not aqua for standard or some other color for "NAR" nonstandard testing).

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. 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.

Please take a look at your Admission Ticket now. Raise your hand if your ticket does NOT show the word "Roster" in the header.

Confirm with students that have standard tickets (without the word "Roster" in the header) that they have properly changed from standard to nonstandard testing with College Board-approved accommodations. Send any students who belong in the standard room or who have "NAR" in the ticket header to the supervisor for appropriate room assignment.

In the SAT with Essay room, say:

In this room you will be taking the SAT with Essay. If you registered to take the SAT without the Essay, please raise your hand.

In the SAT room (no Essay) say:

In this room you will be taking the SAT; you will not be taking the SAT Essay. If you registered to take the SAT with Essay, please raise your hand.

Send any students who registered for a different test to the supervisor for appropriate room assignment.

Continue by saying:

The SAT Program has policies that are designed to give each of you an equal opportunity to show your abilities. We will dismiss and cancel the scores of anyone who tries to gain an unfair advantage by:

- Taking the test with extended time if you are not approved for it
- Giving or receiving help of any kind
- Looking through the test book before the start of the test
- Working on the wrong section or referring to a previous or future section in the test book or answer sheet
- Marking answers after time is called
- Attempting to take the test for someone else

Continue by saying:

You may also be dismissed for:

- Eating, drinking, or smoking in the testing room
- Causing a disturbance of any kind
- Failing to follow testing procedures
- Going to your locker or leaving the building during breaks

You will have until 11:59 p.m. the third business day from today to file a test day complaint. If you see any behavior that causes you concern, please notify the test center supervisor, who will explain how to contact the SAT Program. Are there any questions?...

After all questions are answered, say:

Please listen carefully to the following information about phones and other electronic equipment. The use of phones or other prohibited electronic devices at any time in this test center is prohibited. At this time, if you still have a phone, smartwatch, watch alarm, handheld computer, or any other electronic device in your possession, you need to completely power it off and put it under your desk until testing is over. If your phone or other prohibited device makes any noise or you are seen using it at any time, including breaks, you will be dismissed and your scores will be canceled. In addition, any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

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

- Remove everything from your desk except your Admission Ticket, pencils with erasers, and acceptable calculator. . .
- Remove any earplugs, which may not be worn during testing, any highlighters, rulers, dictionaries or other books, pens or colored pencils, pamphlets, and papers of any kind, including scratch paper — these are all prohibited unless you have College Board approval for their use as an accommodation. . .
- 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 under your desk. Close all bags and backpacks and put them under your desk until the test is over. . .

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 devices or aids on his or her desk. (The Roster will indicate if an aid has been approved for use on a test.)

- Cell phones or smartphones
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Any devices, including digital watches and smartwatches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content
- Pens, highlighters, mechanical or colored pencils
- Books, dictionaries, or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Notes, pamphlets, or papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord

NOTE: *If unauthorized devices or aids are displayed, have students remove them from their desks. If a student has a mechanical pencil, hand him or her a No. 2 pencil.*

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.

I am going to give an answer sheet and test book to each of you now. Do not open it. . .

Check to see that both are for the version of the SAT that you are taking – SAT or SAT with Essay. When you get the test book, turn it over and read the back cover. It has important information about timing, marking answers and scoring.

If administering the SAT with Essay, place Essay booklets aside in a location where students cannot access them (these will be distributed after test books are collected, before Section 5 begins.

Distribute to each student the appropriate regular or large-block answer sheet and one regular or large-print test book in serial-number order. Take care that any student who has a large-block answer sheet is on the correct page.

Make sure every student is using a No. 2 pencil. Check to ensure that no one is using a pen or mechanical pencil.

NOTE: *Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly.*

Then, say:

When you have finished reading, please look up. . .

Are there any questions about the information you just read?...

Please listen carefully to these instructions, because they are critical to the scoring of your test. If you don't follow my directions exactly, you may not receive a score.

Unless you are approved to do so, you may not mark your answers in your test book — only answers marked on the answer sheet will be scored. Make sure you are using a Number 2 pencil and that you fill in the circles on your answer sheet darkly and completely. 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. It is very important that you follow these instructions when filling out your answer sheet.

If you are using a large-block answer sheet, also read the instructions on the front of the answer sheet about where and how to mark your answers. You will be marking "X" in relevant boxes rather than filling in circles, and the page numbers will be different from those I announce.

On the back of your test book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ …

Check that students have filled in these fields, including room number/name, on their test books.

IMPORTANT: *As noted in the instructions that follow, the student name on the answer sheet must match the one on the Admission Ticket. If any student has an issue with a misspelled name on a ticket, send the student to the supervisor for instructions on how to correct his or her information and transfer to a later test date.*

Then, say:

Now look at the front of your answer sheet. You are going to enter personal information on this page. Make sure that your personal information matches what is on your Admission Ticket. Raise your hand if this information doesn't match.

- **In item 1:** Print your last name, first name, and middle initial, if you have one, exactly as they appear on your Admission Ticket. . .
- Read the statement on the next line, then sign your full name. Look up when you are done. . .
- Today's date is _____. Write the numbers for the month, day, and year for today's date. . .
- Next, print your home address. . .
- Print your home phone number, including the area code. . .
- Print the city and state (or country) of this high school. Look up when you are done. . .
- **In item 2:** Print the first six letters of your last (or family) name, the first four letters of your first (or given) name, and your middle initial, if you have one. Include blanks, dashes, or apostrophes if these are part of your name. The order and spelling of your name must exactly match your Admission Ticket. Fill in the corresponding circles. . .
- **In item 3:** Fill in the circle for the month of your birth (or on the large-block answer sheet, fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles. Look up when you are done. . .
- **In item 4:** Print your registration number and fill in the circles. Copy the registration number that is printed on your Admission Ticket. Make sure you provide this information correctly and completely. ..
- **In item 5:** Write in the U.S. ZIP code of your home address and fill in the corresponding circles....
- **In item 6:** Print the number of this test center as posted and fill in the circles. . .Look up when you are done. . .
- **In item 7:** Turn to the front cover of your test book. Find the area in the upper right-hand corner labeled "Test Book Serial Number" and enter the number printed onto item 7 on your answer sheet. Fill in the circles...

- **In item 8:** Turn to the back cover of your test book. Find the box labeled "8. Form Code" and enter the number onto item 8 on your answer sheet. Fill in the circles exactly as shown. . .
- **In item 9:** Copy the number from the box labeled "9. Test ID" exactly as shown. . .

Then say:

Take a moment to ensure that items 8 and 9 on your answer sheet are completed correctly. It is critical that you enter the correct codes on your answer sheet. Otherwise, you may not receive scores.

Check that students are filling in the right codes.

When students are ready, say:

Now remove the Admission Ticket from your desk. Keep your ticket with you at all times during the test, especially during breaks.

Testing Script

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 the SAT Program in writing no later than 11:59 p.m. on the third business day from today. Send your signed cancellation request by overnight mail or fax. You cannot cancel your scores with an email message or phone call.

During testing, keep your answer sheet and test book flat in the center of your desk. If you find a defect with either your test book or answer sheet, or if you realize that you've been writing answers in the wrong section of your answer sheet, raise your hand at that time.

You will only receive credit for answers recorded on your answer sheet. This applies to all of you unless you have approval from the College Board to record your answers differently. You may not use your answer sheet for scratch work.

I will walk around the room to check your progress. I will also keep the official time for the test. You will have breaks during the test. Remember, after the test has ended, no one may leave the room until I announce dismissal.

If you have any questions about testing procedures, please ask them now. I cannot answer questions during the timed sections of the test...

Throughout testing, follow these procedures:

Please be alert and vigilant throughout the test. Do not read, grade papers, work on a computer, talk on a phone, or do any other task unrelated to the test administration. Do not look through testing materials.

Time the section:

- As you begin each section, once students are all working on the test, enter the start and stop times; post the times for students to see. Announce the remaining time at regular intervals. This is particularly important if your room clock malfunctions.
- Before you call stop, check your watch against the time you have written down.
- Verify the time with the proctor, if applicable.
- Refer to the charts at the front of this script to ensure that you have correctly calculated the stop time.

Monitor test-takers:

- 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 misplaces answers on the answer sheet, follow the instructions in the Irregularity Chart on page 22.

Account for materials as follows:

- On the Testing Room Materials Report form provided to you by the supervisor:
  - Account for all test materials (used and unused). If a book appears to be missing, follow procedures in "Accounting for Test Materials" in Section D.
  - Include a count of Essay booklets (if applicable).
- Complete the seating chart (on the back of the Testing Room Materials Report form provided to you).

Section 1 – Reading Test

Begin by saying:

Now, open your answer sheet to page 2. Do not begin work until I tell you to. If you finish before time is called, you MAY NOT turn to any other section. Be sure to mark your answers correctly in the corresponding spaces in Section 1 of the answer sheet.

You are not allowed to use a calculator in this section of the test. Please keep your calculator under your desk.

If you are testing students with 50% extended time on Section 1, proceed to the script for these students.

STANDARD TIME **65 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You will have 65 minutes to work on Section 1, the Reading Test. Now, open your test book to Section 1, read the directions, and begin work.

To standard time test-takers, after 30 minutes have elapsed, say:

You have 35 minutes remaining in this section.

To standard time test-takers, after 60 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 65 minutes have elapsed, say:

Stop work and put your pencil down . . .

For all students testing with standard time on Section 1, proceed to "Break Before Section 2."

50% EXTENDED TIME **49 MINUTES**

START TIME _____ **STOP TIME** _____

5-MINUTE BREAK

50% EXTENDED TIME **49 MINUTES**

START TIME _____ **STOP TIME** _____

To 50% extended time test-takers, say:

You will have one hour and 38 minutes to work on Section 1, the Reading Test. We will stop halfway through, after 49 minutes, for a short break. Now, open your test book to Section 1, read the directions, and begin work.

To 50% extended time test-takers, after 30 minutes have elapsed, say:

You have 68 minutes remaining in this section and 19 minutes left until the break.

To 50% extended time test-takers, after 49 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that your are currently working on in your test book. Close your test book and leave it on your desk. You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 50% extended time test-takers, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 49 minutes remaining in Section 1. Open your test book to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

To 50% extended time test-takers, after 24 minutes have elapsed (from the break), say:

You have 25 minutes remaining in this section.

To 50% extended time test-takers, after 44 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 49 minutes have elapsed (from the break), say:

Stop work and put your pencil down.

Break Before Section 2

To all test-takers, say:

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk.

We will now stop for a five-minute break. If you have brought a snack, you may eat it in designated areas only. As before, do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly five minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of five minutes, and include what time students should return to their seats.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

Just before the end of the break, say:

Please take your seat.

Certification Statement

For the Certification statement, if students are approved with an accommodation for a disability that prevents them from writing the statement, encourage them to sign their names.

When everyone is ready, say:

Take out your answer sheet, but leave your test book closed. Turn to the back page of your answer sheet, and find the Certification Statement Box. Copy the requested statement and sign and date using your full name as you would on an official document. The statement must be made in your own handwriting style, either printed or in script, and it is required. If you don't complete it, your scores may be delayed or canceled. The quality of your handwriting will not be used to calculate your score...

When you submit your answer sheet you are agreeing to the following conditions: 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 Student Registration Guide and online at **sat.collegeboard.org**.

Walk around the room and ensure that all students are writing the Certification Statement. Note that cursive writing is NOT required.

Section 2 – Writing and Language Test

Begin by saying:

Now turn to Section 2 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk.

If you finish before time is called, you may NOT turn to any other section. You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

Be sure to mark your answers in the correctly numbered spaces in Section 2.

During testing:

Refer to the charts at the front of this script to ensure that you have correctly calculated the stop time.

If you are testing students with 50% extended time on Section 2, proceed to the script for these students.

STANDARD TIME **35 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You have 35 minutes to work on Section 2, Writing and Language. Now, open your test book to Section 2, read the directions and begin work.

To standard time test-takers, after 15 minutes have elapsed, say:

You have 20 minutes remaining in this section.

To standard time test-takers, after 30 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 35 minutes have elapsed, say :

Stop work and put your pencil down. . .

For math-only extended time test-takers, proceed to "Break Before Section 3."

For students approved for extra breaks, proceed to "Break Before Section 3."

For writing-only extended time test-takers, proceed to Section 3.

For standard time test-takers, proceed to Section 3.

50 % EXTENDED TIME **53 MINUTES**

START TIME _____ **STOP TIME** _____

To 50% extended time test-takers, say:

You have 53 minutes to work on Section 2, Writing and Language. Now, open your test book to Section 2, read the directions and begin work.

To 50% extended time test-takers, after 30 minutes have elapsed, say:

You have 23 minutes remaining in this section.

To 50% extended time test-takers, after 48 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 53 minutes have elapsed, say:

Stop work and put your pencil down.

Break before Section 3

For the break, say:

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Section 3 – Math Test – No Calculator

NOTE: *If a student has College Board approval to use a four-function calculator on this portion of the Math Test as an accommodation, be sure to confirm that the calculator he or she uses is not a scientific or graphing calculator.*

To all students, say:

Now take out your answer sheet and turn to Section 3. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk. Although this is a math section, you are NOT allowed to use a calculator on this portion of the test unless you have an accommodation that approves you to use a basic, four-function calculator on this section. Please keep your calculator under your desk.

For the questions labeled "Student-Produced Responses," follow the instructions for marking your answers that are given in your test book. Answers can be shorter, but not longer, than four numerals. Be sure to mark your answers in the correctly numbered spaces in Section 3.

During testing:

Refer to the charts at the front of this script to ensure that you have correctly calculated the stop time.

If you are testing students with 50% extended time on Section 3, proceed to the script for these students.

STANDARD TIME	25 MINUTES
START TIME _____	STOP TIME _____

To standard time test-takers, say:

You will have 25 minutes to work on Section 3, Math Test – No Calculator. Now, open your test book to Section 3, read the directions and begin work.

To standard time test-takers, after 20 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 25 minutes have elapsed, say:

Stop work and put your pencil down...

For all students testing with standard time on Section 3, proceed to "Break Before Section 4."

50% EXTENDED TIME	38 MINUTES
START TIME _____	STOP TIME _____

To 50% extended time test-takers, say:

You will have 38 minutes to work on Section 3, Math Test – No Calculator. Now, open your test book to Section 3, read the directions and begin work.

To 50% extended time test-takers, after 20 minutes have elapsed, say:

You have 18 minutes remaining in this section.

To 50% extended time test-takers, after exactly 38 minutes have elapsed, say:

Stop work and put your pencil down...

Break Before Section 4

To all test-takers, say:

Put your answer sheet inside your test book in the front of your test book. Close your test book and leave it on your desk.

We will now stop for a five-minute break. If you have brought a snack, you may eat it in designated areas only. As before, do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly five minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 5 minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

At the end of the break, say:

Please take your seat... Do not open your test book until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk.

Section 4 – Math Test – Calculator

When everyone is ready, say:

You may use a calculator for this section. Please take your calculator out and place it in the center of your desk…

All math questions can be answered without a calculator. When using a calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator, keep it 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.

Turn to Section 4 of your answer sheet. Do not begin work until I tell you to. Be sure to mark your answers in the correct rows. For the questions labeled "Student-Produced Responses," follow the instructions for marking your answers that are given in your test book. Answers can be shorter, but not longer, than four numerals. Be sure to mark your answers in the correctly numbered spaces in Section 4. If you finish before time is called, you MAY NOT turn to any other section.

During testing:

Refer to the chart at the front of this script to ensure that you have correctly calculated the stop time.

If you are testing students with 50% extended time on Section 4, proceed to the script for these students.

50% STANDARD TIME	55 MINUTES
START TIME _____	STOP TIME _____

To standard time test-takers, say:

You will have 55 minutes to work on Section 4, Math – Calculator. Now, open your test book to Section 4, read the directions, and begin work.

To standard time test-takers, after 30 minutes have elapsed, say:

You have 25 minutes remaining in this section.

To standard time test-takers, after 50 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 55 minutes have elapsed, say:

Stop work and put your pencil down. . .

For standard time test-takers, proceed to "After Section 4."

50% EXTENDED TIME	42 MINUTES
5-MINUTE BREAK	50% EXTENDED TIME
START TIME _____	STOP TIME _____
50% EXTENDED TIME	41 MINUTES
START TIME _____	STOP TIME _____

To 50% extended time test-takers, say:

You will have one hour and 23 minutes to work on Section 4, Math Test – Calculator, which will be broken into two sections, with a short break in the middle after 42 minutes. Now, open your test book to Section 4, read the directions, and begin work.

To 50% extended time test-takers, after 30 minutes have elapsed, say:

You have 53 minutes remaining in this section and 12 minutes remaining before the break.

To 50% extended time test-takers, after 42 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that your are currently working on in your test book. Close your test book and leave it on your desk. You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic device including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 50% extended time test-takers, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 41 minutes remaining in Section 4. Open your test book to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

To 50% extended time test-takers, after 21 minutes have elapsed (from the break), say:

You have 20 minutes remaining in this section

To 50% extended time test-takers, after 36 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 41 minutes have elapsed (from the break), say:

Stop work and put your pencil down...

After Section 4

If administering the SAT (with no Essay), proceed to "After the Test."

To all students taking the SAT with Essay, say:

Close your test book and answer sheet. Place your test book on top of your answer sheet. We will now stop for a two-minute stretch break. You may not leave the room or discuss test questions. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks.

For the break:

Post the break time of 2 minutes.

At the end of the break, say:

Please take your seat. Place your closed test book next to your answer sheet, and sit quietly while I collect your test books…

Collect a test book individually from each student in the same order in which they were distributed. Count the books to ensure you have the correct number before beginning the next section.

Do not distribute Essay booklets until after all test books are collected and accounted for. Place the test books where students cannot access them.

Section 5 – SAT Essay Test

To all students, say:

Now, open your answer sheet to page 6. Please take a moment to read the statement at the top about the use of your essay, then decide whether or not to mark the circle. When you have finished reading, please look up. . .

I will now give an Essay booklet to each of you. Do not open your Essay booklet until I tell you to do so.

Distribute an Essay booklet to each student. Enter the number of Essay booklets distributed on the Testing Room Materials Report Form. Note that Essay booklets are not serialized.

NOTE: *Students must write their essays on their answer sheets. Do not give them scratch paper for the essay.*

Then say:

On the back of your Essay booklet, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ …

You can make notes and plan your essay on the unlined Planning Page in your answer sheet, but any work on the Planning Page will not be scored. You must begin your essay on page 7 of the answer sheet, and use pages 8 through 10 if needed. You must fit your essay into those pages and within the margins marked. No extra pages are allowed.

You must write your essay using a Number 2 pencil. If you do not use a pencil, you will receive a score of zero. Upon review, if there is reason to believe the essay does not reflect your original and independent work, your test scores may be canceled. If you finish before time is called, you MAY NOT work on any other section. If you try to work on a different section of the answer sheet, I will need to report it, and your scores may be canceled.

During testing:

» Refer to the charts at the front of this script to ensure that you have correctly calculated the stop time.

» Walk around the room to check that everyone is working on the essay. Check to see that students are using a No. 2 pencil to write the essay. If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately. Students should not be dismissed

from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly. Note this action on the Supervisor's Irregularity Report (SIR).

» Use this time to verify that you have all serialized test books that were distributed to students. You will need to note this information on the Test Materials Report Form.

If you are testing students with 50% extended time on Section 5, proceed to the script for these students.

STANDARD TIME **50 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You will have 50 minutes to work on Section 5, the Essay. Now open your Essay booklet, read the directions, and begin work.

To standard time test-takers, after 25 minutes have elapsed, say::

You have 25 minutes remaining in this section.

To standard time test-takers, after 45 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 50 minutes have elapsed, say:

Stop work and put your pencil down... Close your Essay booklet and answer sheet.

For standard test-takers, proceed to "After the Test."

50% EXTENDED TIME **38 MINUTES**

START TIME _____ **STOP TIME** _____

5-MINUTE BREAK

50% EXTENDED TIME **37 MINUTES**

START TIME _____ **STOP TIME** _____

To 50% extended time test-takers, say:

You will have one hour and 15 minutes to work on this section, which will be broken into two sections with a short break in the middle after 38 minutes. Now open your Essay booklet, read the directions, and begin work.

To 50% extended time test-takers, after 20 minutes have elapsed, say:

You have 18 minutes remaining before your break and 55 minutes remaining in this section.

To 50% extended time test-takers, after 38 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that your are currently working on in your Essay booklet. Close your test book and leave it on your desk.

You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 50% extended time test-takers, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 37 minutes remaining in Section 5. Open your Essay booklet to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

To 50% extended time test-takers, after 17 minutes have elapsed (from the break), say:

You have 20 minutes remaining in this section.

To 50% extended time test-takers, after 32 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 37 minutes have elapsed (from the break), say:

Stop work and put your pencil down...Close your answer sheet and your Essay booklet.

After the Test

To all students, say:

Place your answer sheet on top of your testing materials. Place your Admission Ticket on the desk in plain sight. We will now collect your answer sheet and test materials. Please sit quietly until you are dismissed.

Collect an answer sheet and test book or Essay booklet individually from each student in the same order in which they were distributed. For each student, before moving on to the next person, do the following:

- Check to see that all the identifying information on page 1 of the answer sheet is complete and that it matches the information on the Admission Ticket. Ensure that the letters in "YOUR NAME" (Item 1) correspond to the filled circles in each column.
- If there is a discrepancy, ask student to show ID and explain the discrepancy. Document the discrepancy on an SIR.
- If you suspect impersonation, confiscate the Admission Ticket and note the student's name, ID type, and number on the SIR. Keep the Admission Ticket with the SIR and notify the test center supervisor immediately.
- Before dismissing students:
- Make sure answer sheets are not inserted in or between test books or Essay booklets.
- Verify by count that you have an Essay booklet (if applicable), multiple-choice test book, and answer sheet for each student.
- Verify by serial number that you have collected the test books assigned to your room.
- Keep students seated until you are sure you have an answer sheet and the testing materials assigned to each student.
- An answer sheet with items 1 to 9 completed must be submitted 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 (items 1 to 9) before dismissing students.

After all materials are accounted for, say:

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

In the SAT with Essay room, say:

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

This test administration is now over. Gather your belongings and exit the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

To all students, say:

This test administration is now over. Gather your belongings and exit the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

After students leave the room:

- Complete and sign the Testing Room Materials Report form given to you by your supervisor.
- 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, registration number, test center code, and answer sheet code.
  - On the front cover of the test book, write "Answers in book."
  - Include the test books with the used answer sheets.
- Describe any discrepancy on the SIR.
- Return the completed Testing Room Materials Report form with all test materials and forms to the supervisor.

Standard SAT Section Timing Chart — Nonstandard Administration

NOTE: All times are "minutes after the hour."

	STOP TIME Standard Time				
Start Time	For a 65-minute section (Section 1)	For a 35-minute section (Section 2)	For a 25-minute section (Section 3)	For a 55-minute section (Section 4)	For a 50-minute section (Section 5)
:00	:05	:35	:25	:55	:50
:01	:06	:36	:26	:56	:51
:02	:07	:37	:27	:57	:52
:03	:08	:38	:28	:58	:53
:04	:09	:39	:29	:59	:54
:05	:10	:40	:30	:00	:55
:06	:11	:41	:31	:01	:56
:07	:12	:42	:32	:02	:57
:08	:13	:43	:33	:03	:58
:09	:14	:44	:34	:04	:59
:10	:15	:45	:35	:05	:00
:11	:16	:46	:36	:06	:01
:12	:17	:47	:37	:07	:02
:13	:18	:48	:38	:08	:03
:14	:19	:49	:39	:09	:04
:15	:20	:50	:40	:10	:05
:16	:21	:51	:41	:11	:06
:17	:22	:52	:42	:12	:07
:18	:23	:53	:43	:13	:08
:19	:24	:54	:44	:14	:09
:20	:25	:55	:45	:15	:10
:21	:26	:56	:46	:16	:11
:22	:27	:57	:47	:17	:12
:23	:28	:58	:48	:18	:13
:24	:29	:59	:49	:19	:14
:25	:30	:00	:50	:20	:15
:26	:31	:01	:51	:21	:16
:27	:32	:02	:52	:22	:17
:28	:33	:03	:53	:23	:18
:29	:34	:04	:54	:24	:19
:30	:35	:05	:55	:25	:20
:31	:36	:06	:56	:26	:21
:32	:37	:07	:57	:27	:22
:33	:38	:08	:58	:28	:23
:34	:39	:09	:59	:29	:24
:35	:40	:10	:00	:30	:25
:36	:41	:11	:01	:31	:26
:37	:42	:12	:02	:32	:27
:38	:43	:13	:03	:33	:28
:39	:44	:14	:04	:34	:29
:40	:45	:15	:05	:35	:30
:41	:46	:16	:06	:36	:31
:42	:47	:17	:07	:37	:32
:43	:48	:18	:08	:38	:33
:44	:49	:19	:09	:39	:34
:45	:50	:20	:10	:40	:35
:46	:51	:21	:11	:41	:36
:47	:52	:22	:12	:42	:37
:48	:53	:23	:13	:43	:38
:49	:54	:24	:14	:44	:39
:50	:55	:25	:15	:45	:40
:51	:56	:26	:16	:46	:41
:52	:57	:27	:17	:47	:42
:53	:58	:28	:18	:48	:43
:54	:59	:29	:19	:49	:44
:55	:00	:30	:20	:50	:45
:56	:01	:31	:21	:51	:46
:57	:02	:32	:22	:52	:47
:58	:03	:33	:23	:53	:48
:59	:04	:34	:24	:54	:49

50% Extended Time SAT Section Timing Chart

NOTE: All times are "minutes after the hour."

	STOP TIME 50% Extended Time						
Start Time	**For a 98-minute section (Sec. 1) 49 mins.—break—49 mins.**	**For a 53-minute section (Section 2)**	**For a 38-minute section (Section 3)**	**For an 83-minute section (Section 4) 42 mins.—break —41 mins.**		**For an 75-minute section (Essay Section 5) 38 mins.—break —37 mins.**	
:00	:49	:53	:38	:42	:41	:38	:37
:01	:50	:54	:39	:43	:42	:39	:38
:02	:51	:55	:40	:44	:43	:40	:39
:03	:52	:56	:41	:45	:44	:41	:40
:04	:53	:57	:42	:46	:45	:42	:41
:05	:54	:58	:43	:47	:46	:43	:42
:06	:55	:59	:44	:48	:47	:44	:43
:07	:56	:00	:45	:49	:48	:45	:44
:08	:57	:01	:46	:50	:49	:46	:45
:09	:58	:02	:47	:51	:50	:47	:46
:10	:59	:03	:48	:52	:51	:48	:47
:11	:00	:04	:49	:53	:52	:49	:48
:12	:01	:05	:50	:54	:53	:50	:49
:13	:02	:06	:51	:55	:54	:51	:50
:14	:03	:07	:52	:56	:55	:52	:51
:15	:04	:08	:53	:57	:56	:53	:52
:16	:05	:09	:54	:58	:57	:54	:53
:17	:06	:10	:55	:59	:58	:55	:54
:18	:07	:11	:56	:00	:59	:56	:55
:19	:08	:12	:57	:01	:00	:57	:56
:20	:09	:13	:58	:02	:01	:58	:57
:21	:10	:14	:59	:03	:02	:59	:58
:22	:11	:15	:00	:04	:03	:00	:59
:23	:12	:16	:01	:05	:04	:01	:00
:24	:13	:17	:02	:06	:05	:02	:01
:25	:14	:18	:03	:07	:06	:03	:02
:26	:15	:19	:04	:08	:07	:04	:03
:27	:16	:20	:05	:09	:08	:05	:04
:28	:17	:21	:06	:10	:09	:06	:05
:29	:18	:22	:07	:11	:10	:07	:06
:30	:19	:23	:08	:12	:11	:08	:07
:31	:20	:24	:09	:13	:12	:09	:08
:32	:21	:25	:10	:14	:13	:10	:09
:33	:22	:26	:11	:15	:14	:11	:10
:34	:23	:27	:12	:16	:15	:12	:11
:35	:24	:28	:13	:17	:16	:13	:12
:36	:25	:29	:14	:18	:17	:14	:13
:37	:26	:30	:15	:19	:18	:15	:14
:38	:27	:31	:16	:20	:19	:16	:15
:39	:28	:32	:17	:21	:20	:17	:16
:40	:29	:33	:18	:22	:21	:18	:17
:41	:30	:34	:19	:23	:22	:19	:18
:42	:31	:35	:20	:24	:23	:20	:19
:43	:32	:36	:21	:25	:24	:21	:20
:44	:33	:37	:22	:26	:25	:22	:21
:45	:34	:38	:23	:27	:26	:23	:22
:46	:35	:39	:24	:28	:27	:24	:23
:47	:36	:40	:25	:29	:28	:25	:24
:48	:37	:41	:26	:30	:29	:26	:25
:49	:38	:42	:27	:31	:30	:27	:26
:50	:39	:43	:28	:32	:31	:28	:27
:51	:40	:44	:29	:33	:32	:29	:28
:52	:41	:45	:30	:34	:33	:30	:29
:53	:42	:46	:31	:35	:34	:31	:30
:54	:43	:47	:32	:36	:35	:32	:31
:55	:44	:48	:33	:37	:36	:33	:32
:56	:45	:49	:34	:38	:37	:34	:33
:57	:46	:50	:35	:39	:38	:35	:34
:58	:47	:51	:36	:40	:39	:36	:35
:59	:48	:52	:37	:41	:40	:37	:36

100% Extended Time SAT Section Timing Chart

NOTE: All times are "minutes after the hour."

	STOP TIME 100% Extended Time				
Start Time	**For a 130-minute section (Sec. 1) 65 mins. — break — 65 mins.**	**For a 70-minute section (Section 2)**	**For a 50-minute section (Section 3)**	**For a 110-minute section (Sec. 4) 55 mins. — break — 55 mins.**	**For a 100-minute section (Essay Sec. 5) 50 mins. — break — 50 mins.**
:00	:05	:10	:50	:55	:50
:01	:06	:11	:51	:56	:51
:02	:07	:12	:52	:57	:52
:03	:08	:13	:53	:58	:53
:04	:09	:14	:54	:59	:54
:05	:10	:15	:55	:00	:55
:06	:11	:16	:56	:01	:56
:07	:12	:17	:57	:02	:57
:08	:13	:18	:58	:03	:58
:09	:14	:19	:59	:04	:59
:10	:15	:20	:00	:05	:00
:11	:16	:21	:01	:06	:01
:12	:17	:22	:02	:07	:02
:13	:18	:23	:03	:08	:03
:14	:19	:24	:04	:09	:04
:15	:20	:25	:05	:10	:05
:16	:21	:26	:06	:11	:06
:17	:22	:27	:07	:12	:07
:18	:23	:28	:08	:13	:08
:19	:24	:29	:09	:14	:09
:20	:25	:30	:10	:15	:10
:21	:26	:31	:11	:16	:11
:22	:27	:32	:12	:17	:12
:23	:28	:33	:13	:18	:13
:24	:29	:34	:14	:19	:14
:25	:30	:35	:15	:20	:15
:26	:31	:36	:16	:21	:16
:27	:32	:37	:17	:22	:17
:28	:33	:38	:18	:23	:18
:29	:34	:39	:19	:24	:19
:30	:35	:40	:20	:25	:20
:31	:36	:41	:21	:26	:21
:32	:37	:42	:22	:27	:22
:33	:38	:43	:23	:28	:23
:34	:39	:44	:24	:29	:24
:35	:40	:45	:25	:30	:25
:36	:41	:46	:26	:31	:26
:37	:42	:47	:27	:32	:27
:38	:43	:48	:28	:33	:28
:39	:44	:49	:29	:34	:29
:40	:45	:50	:30	:35	:30
:41	:46	:51	:31	:36	:31
:42	:47	:52	:32	:37	:32
:43	:48	:53	:33	:38	:33
:44	:49	:54	:34	:39	:34
:45	:50	:55	:35	:40	:35
:46	:51	:56	:36	:41	:36
:47	:52	:57	:37	:42	:37
:48	:53	:58	:38	:43	:38
:49	:54	:59	:39	:44	:39
:50	:55	:00	:40	:45	:40
:51	:56	:01	:41	:46	:41
:52	:57	:02	:42	:47	:42
:53	:58	:03	:43	:48	:43
:54	:59	:04	:44	:49	:44
:55	:00	:05	:45	:50	:45
:56	:01	:06	:46	:51	:46
:57	:02	:07	:47	:52	:47
:58	:03	:08	:48	:53	:48
:59	:04	:09	:49	:54	:49

Section G: Testing Accommodated Students Listed on the NAR

Testing Supervised by the SSD Coordinator

STOP The scripts in this section are for testing in the rooms using the test materials specific to each student, as listed on the NAR.

Uniform testing conditions depend on your reading the scripts exactly as detailed in this section. Take time to study the instructions for specific test formats and the scripts before test day.

Students approved to test with accommodations cannot elect to test without those accommodations unless they present a written statement signed by a parent/guardian or by the student if over 18 years of age.

If you have Supplemental Instructions from your state, check them before starting the script.

Differences in Timing

For longer sections, a stretch break is required in the middle of the section for extended time test-takers. Give these test-takers a five-minute stretch break, during which time they may not leave the room or discuss test questions. Have them place their testing materials in the middle of their desks. Electronics must remain out of sight under the desks. Students who have different timing should be tested in separate rooms to minimize distraction.

Break time does not count as testing time. The breaks for extended time, which also apply to students approved for extra breaks, are as follows:

- Halfway through Section 1 (reading only)
- Between Section 2 and Section 3 (reading or math)
- Halfway through Section 4 (reading or math)
- Halfway through Section 5 (reading or writing)

Some test-takers will have extended time for the entire test as a reading accommodation. Students with 50% and 100% extended time for reading will test over two days, and they will end Day 1 after Section 3.

Some students will be approved for extended time on math only. These students will receive a break before Section 3 and extended time on Sections 3 and 4. Students with extended time on writing only will receive it for the Essay (Section 5).

Students with 100% extended time for combined math and writing will also test over two days.

Track the timing of sections and breaks at the beginning of each section.

Nonstandard Test Formats

Materials Supplied for Users

When a student requires a reader to dictate test questions, a script is sent for the reader. A cyan regular-type test is also sent for the reader's use as a reference.

Students can answer Reading and Writing and Language questions on the basis of the information given in the Reader's script or on the audio file alone. When questions refer to figures, students may refer to either the regular-type or large-type test or to the book of Braille math graphs and figures.

Students who use readers or audio files in conjunction with other formats will find that the two texts differ slightly because the Reader's script and the one on the audio file describe the figures in greater detail.

Guide to the Nemeth Code and Braille

The *Guide to the Nemeth Code* lists the current version of Nemeth Code mathematical symbols with their meanings. Students taking the Braille test, or using the supplemental book of Braille math graphs and figures, may refer to the Guide during the test. The *Braille Reference Information* contains math reference material required for the Braille test. If a student does not read Braille but chooses to use the book of Braille math graphs and figures, you should be prepared to help the student understand the figures, since all labels and numbers in that book are in Braille. Labels and numbers given with figures can be found in corresponding locations in both the regular-type and large-type tests.

Readers and Scribes

A reader may only read to one student during the test; personal assistants cannot be shared.

The information in the three bullets below should be shared with a writer/scribe:

- At all times, the writer must write only what the student dictates.
- The writer may not prompt the student in a way that would result in a better response. For example, prompts such as "Let's list reasons to support your position" or "Do you want to give more examples?" give the student an unfair advantage and are inappropriate. However, the writer may respond to questions such as "Where are we on my outline?" by pointing to and reading the outline.
- The writer should ask for the spelling of commonly misspelled words and homonyms such as "to," "two," and "too," or "there," "their," and "they're." If the student uses a word that is unfamiliar to the writer or a word that the writer does not know how to spell, the writer should ask the student to spell it.

Using MP3 Audio or ATC files

Make sure students try a practice MP3 or ATC test prior to test day, to ensure that they are familiar with the instructions and that there are no compatibility issues.

Students using an MP3 Audio file or ATC file will need a computer with a USB port on their desks. Be sure the computer is plugged in and powered on before testing begins. Disable any access to the Internet and special word processing software. Refer to the booklet, **"Administering MP3 and ATC Test Formats"** that was sent with the materials for information about passwords and other security measures, starting the exams, timing allowances, and testing room scripts.

Remove each flash drive from its packaging and follow the instructions for inserting the USB drive and opening the file. Retain the box.

Whenever possible, students should use earphones when testing with an MP3 Audio file or an ATC file used with text-to-speech software. If earphones are not available, the student should be tested in a separate room. Supplemental test materials (regular-type or large-type test book or book of Braille math graphs and figures), if ordered, are also provided for the student's use.

Recording responses

Some students may need accommodations relating to the recording of answers. These accommodations may include the following methods:

- completing a large-block answer sheet
- dictating answers to be put on the standard answer sheet by a writer
- using a Braille device (e.g., Perkins Brailler) and having answers transcribed to a standard answer sheet by the supervisor after the test. Return Braille pages with answer sheets.
- recording answers in the test book and having answers transferred to the standard answer sheet by the supervisor after the test. The test book with student's name written on it must be returned with the answer sheet.

Extended breaks

- Students who are approved for extra breaks should receive the same breaks provided to extended time test-takers (see previous page).
- Students who need extended breaks should be given twice the time of the regularly scheduled breaks.
- Students who are approved for breaks as needed may break during any section of the assessment. Most students' needs are met with a five- to 10-minute break. However, if a student requests additional time, grant the request, within reason.
- Accommodated break time does not count as testing time.

Preparing for Testing

If available, post the following flyers on the door to the testing room:

- "No Cell Phones!"
- "Quiet, Please."

Post this information for students:

- Today's date - Test month and type (e.g., "March SAT" or "March SAT with Essay")
- School name, city, and state
- Room number
- "Use a no. 2 Pencil only. Do not use a pen or mechanical pencil. "
- In the SAT with Essay rooms only, post the following letter, appropriate to your testing date:
  - If testing in March, post "Y."
  - If testing in April, post "Z."

Students must begin their Test ID number on the answer sheet with the appropriate letter (Item 9).

Check that students are in the correct testing room.

- Tickets should say "SAT Admission Ticket" or "SAT with Essay Admission Ticket" at the top, as well as "NAR."

Read scripts in tinted boxes aloud EXACTLY as written.

- Give students time to fill in their responses.
- Pause to allow students time to follow instructions when three dots "..." appear in the text.
- Answer student questions about procedure only, not about test content.
- You may repeat parts of the script if requested to do so.
- Supply the appropriate information where a blank line "_____" appears in the text.

Ensure that the multiple-choice test books you have in the testing room do not have an aqua or pink cover (those are used for standard testing (aqua), or nonstandard testing (pink), taking place in separate rooms).

To all students, say:

Good morning. Today you are going to take the SAT. This is your chance to show how prepared you are for college. 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.

In the SAT with Essay room, say:

In this room you will be taking the SAT with Essay. If you registered to take the SAT without the Essay, please raise your hand.

In the SAT room (no Essay), say:

In this room you will be taking the SAT; you will not be taking the SAT Essay. If you registered to take the SAT with Essay, please raise your hand.

Send any students who registered for a different test to the supervisor for appropriate room assignment.

Continue by saying:

The SAT Program has policies that are designed to give each of you an equal opportunity to show your abilities. We will dismiss and cancel the scores of anyone who tries to gain an unfair advantage by:

- Taking the test with extended time if you are not approved for it
- Giving or receiving help of any kind
- Looking through the test book before the start of the test
- Working on the wrong section or referring to a previous or future section in the test book or answer sheet
- Marking answers after time is called
- Sharing test questions with anyone during or after the test
- Attempting to remove test materials from the testing room
- Using any unauthorized testing aids, including phones, during testing or on breaks
- Attempting to take the test for someone else

You may also be dismissed for:

- Eating, drinking, or smoking in the testing room
- Causing a disturbance of any kind
- Failing to follow testing procedures
- Going to your locker or leaving the building during breaks

You will have until 11:59 p.m. on the third business day from the date you complete testing to file a test day complaint. If you see any behavior that causes you concern, please notify the test center supervisor, who will explain how to contact the SAT Program. Are there any questions?. . .

At all administrations, say:

Please listen carefully to the following information about phones and other electronic equipment. The use of phones or other prohibited electronic devices at any time in this test center is prohibited. At this time, if you still have a phone, watch alarm, handheld computer, or any other electronic device in your possession, you need to completely power it off and put it under your desk until testing is over. If your phone or other prohibited device makes any noise or you are seen using it at any time, including breaks, you will be dismissed and your scores will be canceled. In addition, any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

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

- Remove everything from your desk except your Admission Ticket, pencils, erasers, and acceptable calculator. . .
- Remove any earplugs, which may not be worn during testing, any highlighters, rulers, dictionaries or other books, pens or colored pencils, pamphlets, and papers of any kind, including scratch paper — these are all prohibited. . .
- 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 under your desk and close all bags and backpacks and put them under your desk until the test is over. . .

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 his or her desk. (The NAR will indicate if an aid has been approved for use on a test.) Students may have additional aids on their desks, such as a highlighter or talking calculator, if this accommodation was approved through the eligibility process.

- Cell phones or smartphones
- Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Any devices, including digital watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content
- Pens, highlighters, mechanical or colored pencils
- Books, dictionaries, or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Notes, pamphlets, or papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord.

NOTE: *If unauthorized devices or aids are displayed, have students remove them from their desks.*

- Students must write their essays on their answer sheets. Do not give them scratch paper for the essay.
- If a student has a mechanical pencil, hand him or her a No. 2 pencil.

Then say:

You may not share or exchange calculators at any time. Put your calculator and extra batteries under your desk now. You will not need them until a later section.

I am going to give an answer sheet and test to each of you now. . . Do not open your test. If you are approved to use scratch paper or need typing paper to record your answers on a computer or Braille device, tell me when I give you your test.

If your test is in the form of a test book, turn it over and read the back cover. It has important information about timing, marking answers and scoring.

Make sure that students have put their calculators under their desks and that cell phones are placed under the desk, not on the test-taker's person.

Refer to the information provided with your test shipment, then distribute to each student the designated test and answer sheet. If you are administering a format that has multiple books, distribute only the first book. Distribute paper to students who are approved to use scratch paper or who will be recording their answers on a computer or Braille device.

Make sure every student is using a No. 2 pencil. Check to ensure that no one is using a pen or mechanical pencil.

NOTE: *Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly. Take care that any student who has a large-block answer sheet is on the correct page.*

Then say:

When you have finished reading, please look up. . .

Are there any questions about the information you just read?. .

It is important that you understand how to mark your answers. Unless you are approved to do so, you may not mark your answers in your test book — only answers marked on the answer sheet will be scored.

When all students are ready, say:

Please listen carefully to these instructions, because they are critical to the scoring of your test. If you don't follow my directions exactly, you may not receive a score.

Make sure you are using a Number 2 pencil to mark your answer sheet in the spaces provided. If you will be filling in circles, make sure you fill in the circles completely and darkly. If you are using a large-block answer sheet, be sure your X is dark and marks one box only. It is very important that you follow these instructions when filling out your answer sheet.

If you are using a large-block answer sheet, also read the instructions on the front of the answer sheet about where and how to mark your answers.

If your test is in the form of a test book, turn it over. On the back of your test book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ …

Check that students have filled in these fields, including room number/name, on their test books.

NOTE: *As noted in the instructions that follow, the student name on the answer sheet must match the one on the Admission Ticket (if applicable). If any student has an issue with a misspelled name on a ticket, send the student to the supervisor for instructions on how to correct his or her information and transfer to a later test date.*

Then say:

Now look at page 1 of your answer sheet. I will walk you through filling out items 1 through 9.

In item 1:

- Print your last name, first name, and middle initial, if you have one, exactly as they appear on your Admission Ticket or registration…
- Read the statement on the next line, then sign your full name. Look up when you are done. . .
- Today's date is _____. Write the numbers for the month, day, and year for today's date …
- Next, print your home address …
- Print your home phone number, including the area code …
- Print the city and state (or country) of this high school. Look up when you are done. . .

In item 2: Print the first six letters of your last (or family) name, the first four letters of your first (or given) name, and your middle initial, if you have one. Include blanks, dashes, or apostrophes if these are part of your name. The order and spelling of your name must exactly match your Admission Ticket or registration. Fill in the corresponding circles. . .

In item 3: Fill in the circle for the month of your birth (or on the large-block answer sheet, fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles. Look up when you are done. . .

In item 4: Print your registration number and fill in the circles. Copy the registration number that is printed on your Admission Ticket. Make sure you provide this information correctly and completely. . .

In item 5: Write in the U.S. ZIP code of your home address and fill in the corresponding circles. . .

In item 6: Print five zeros "00000" for the Test Center Number and fill in the circles.

In item 7: Turn to the front cover of your test book. Find the area in the upper right-hand corner labeled "Test Book Serial Number" and enter the number printed onto item 7 on your answer sheet. If you are using a Braille book or other format for the test, copy the serial number from your test format. Fill in the circles. . .

In item 8: Turn to the back cover of your test book. Find the box labeled "8. Form Code" and enter the number onto item 8 on your answer sheet. Fill in the circles exactly as shown. . .

In SAT with Essay rooms only, say:

In item 9: Copy the letter I have posted on the board, then fill in the rest of the number from the box labeled "9. Test ID" exactly as shown. . .

In SAT rooms only, say:

In item 9: Copy the number from the box labeled "9. Test ID" exactly as shown. . .

To all students, say:

Take a moment to ensure that items 8 and 9 on your answer sheet are completed correctly. It is critical that you enter the correct codes on your answer sheet. Otherwise, you may not receive scores. . .

Check that students are filling in the right codes.

To all students with Admission Tickets, say:

Now remove the Admission Ticket from your desk. Keep your ticket with you at all times during the test, especially during breaks.

Testing Script

When everyone is ready, say:

There are four separately timed sections in all SAT rooms, and there is an additional Essay section to be given in the SAT with Essay rooms. Make certain now that you are in the correct room for your testing type. It is posted at the front of the room.

You may work on only one section at a time. Do not skip any sections—this could cause your scores to be delayed because of unusual answer patterns. I will tell you when to begin and end each section. If you finish a section before time is called, check your work on that section. You may not turn to any other section. If you try to work on a different section of the test, I will need to report it, and your scores may be canceled. Work as rapidly as you can without losing accuracy. Don't waste time on questions that seem too difficult for you.

Carefully mark only one answer for each question. Do not make any stray marks on your answer sheet, and do not use it for scratch work. If you erase, do so completely. Incomplete erasures may be scored as intended answers. Use only the answer spaces that correspond to the question numbers. You may use your test book for scratch work, but you will not receive credit for anything written there.

To receive credit, you must mark all answers on your answer sheet unless you have approval for recording your answers by another method. After time has been called, you may not transfer answers to your answer sheet or fill in circles. You may not fold or remove pages or portions of a page from this book, or take the book or answer sheet from the testing room. For each correct answer to a question, you receive one point. You will not lose any points for incorrect answers or questions you leave blank.

Answer all questions about procedure. If any students are using a nonstandard format (e.g., reader, scribe, etc.), find and read the appropriate instructions that follow. The script for all students resumes under "**Instructions for all test-takers**" on page 71.

If a student is using a writer, say:

Your answers and any corrections will be recorded as you dictate them. If you want to review your work, your answers will be read to you. If you need to use scratch paper to work out math problems, the writer will record what you dictate on the scratch paper. Do you have any questions?…

If a student is using a computer to record answers, say:

If you are using a computer to record multiple-choice answers, on each page you use, type your full name and the number of the section on which you are working. Type the question number as well as your answer.

When using a computer for the essay or multiple-choice, you may not use any special word processing features, applications, software, or assistive technology unless it has been specifically approved. If you are using a larger type size test book, you may use that type size for your essay. Two pages are allowed for regular type size, three pages will be allowed for 14 point type size, and five pages for 20 point type size. Any pages beyond your appropriate page limit will not be scored.

Your typed essay is what will be seen by readers and by colleges to which you send scores. I will come by now and make sure you are set up properly for typing your essay. Do you have any questions?…

If a student is using a reader, say to the reader:

If you are reading the script to a student, please read questions as often as requested. It is important to read only what is in the script. Do not provide elaboration beyond what is in the script, even if the student asks for it. You can help a student who doesn't read Braille to understand the Braille math graphs and figures since all labels and numbers are in Braille. Labels and numbers given with figures can be found in corresponding locations in the regular-type and large-type test books. Do you have any questions about procedures?…

To students using Braille format, say

The Braille test is divided into several books. You will be given one book at a time. The reading and writing sections are in regular grade 2 Braille. Throughout the test, each question is separated from another with a line. Each question begins in cell 1, with runovers beginning in cell 5. Each answer choice begins in cell 3 with runovers beginning in cell 5. Your test may skip some items that cannot be written in Braille, but this will not affect your score. Be sure to take note of the omitted question number so that you record your next answer with the correct question.

The mathematics sections are in the 1972 revised Nemeth Code. The Braille math reference book contains math formulas and directions for use with all mathematics sections.

If you are using a Braille device to record your answers, on each page you use, type your full name and the number of the section on which you are working. Type the question number as well as your answer. It is not necessary to capitalize your answer choices. Do you have any questions about procedures?…

At the end of a section, if a student has finished with a Braille book, collect it and give the student the next Braille book just before the next section begins.

Answer all questions about procedure, then continue with the script.

Instructions for all test-takers

When students are ready, 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 the SAT Program in writing no later than 11:59 p.m. on the third business day from the date you complete the test. Send your signed cancellation request by overnight mail or fax. You cannot cancel your scores with an email message or phone call.

If you finish before time is called, you MAY NOT turn to any other section.

During testing, keep your answer sheet and test book flat in the center of your desk. If you find a defect with either your test book or answer sheet, or if you realize that you've been writing answers in the wrong section of your answer sheet, raise your hand at that time. You will only receive credit for answers recorded on your answer sheet. This applies to all of you unless you have approval from the College Board to record your answers differently.

I will walk around the room to check your progress. I will also keep the official time for the test. 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 announce dismissal. If you have any questions about testing procedures, please ask them now. I cannot answer questions during the timed sections of the test. . .

Throughout testing, follow these procedures:

Please be alert and vigilant throughout the test. Do not read, grade papers, work on a computer, talk on a phone, or do any other task unrelated to the test administration. Do not look through testing materials.

Time the section:

The standard, 50% extended, and 100% extended timing scripts are grouped together so that you can easily locate the correct ones for your students in each section. For example, for a Math-only student you will read standard time scripts for Sections 1 and 2, then switch to the appropriate extended time scripts for Sections 3 and 4.

- Enter the start and stop times as you begin each section; post the times for students to see. Announce the remaining time at regular intervals. This is particularly important if your room clock malfunctions.
- Before you call stop, check your watch against the time you have written down. Verify the time with the proctor, if applicable.
- Refer to the charts at the front of this script to ensure that you correctly calculate the stop times.

Monitor test-takers:

- 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 misplaces answers on the answer sheet, follow the instructions in the Irregularity Chart on page 22.

Account for materials as follows:

- On the Testing Room Materials Report form provided to you by the supervisor:
  - Account for all test materials (used and unused). If a book appears to be missing, follow procedures in "Accounting for Test Materials" in Section D.
  - Include a count of Essay booklets (if applicable).
- Complete the seating chart (on the back of the Testing Room Materials Report form).

Testing students with USB formats

If testing students using MP3 Audio, use the scripts in the booklet, **"Administering MP3 and ATC Test Formats"** in place of the following scripts.

Section 1 – READING TEST

If you are testing students with 50% or 100% extended time on Section 1, proceed to the scripts in the following pages for those students.

Then say:

Now open your answer sheet to page 2. Do not begin work until I tell you to.

STANDARD TIME **65 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You have 65 minutes to work on Section 1, the Reading Test. Now, open test book to Section 1, read the directions and begin work.

To standard time test-takers, after 30 minutes have elapsed, say:

You have 35 minutes remaining in this section.

To standard time test-takers, after 60 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 65 minutes have elapsed, say:

Stop work and put your pencil down . . .

For all students testing with standard time on Section1, proceed to "Break Before Section 2."

50 % EXTENDED TIME **49 MINUTES**

START TIME _____ **STOP TIME** _____

50% EXTENDED TIME **5-MINUTE BREAK**

50% EXTENDED TIME **49 MINUTES**

START TIME _____ **STOP TIME** _____

To 50% extended time test-takers, say:

You have one hour and 38 minutes to work on Section 1, the Reading Test. You will have a break after 49 minutes.

To 50% extended time test-takers, after 30 minutes have elapsed, say:

You have 68 minutes remaining in this section and 19 minutes until the break.

To 50% extended time test-takers, after 49 minutes have elapsed, say

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. Close your test book and leave it on your desk.

You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desk. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand up and stretch, but should not leave the room without permission.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 50% extended time test-takers, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 49 minutes remaining in Section 1. Open your test book to the page where you inserted your answer sheet. Place the answer sheet flat on your desk, and begin work where you left off.

To 50% extended time test-takers, after 24 minutes have elapsed (from the break), say:

You have 25 minutes remaining in this section.

To 50% extended time test-takers, after 44 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 49 minutes have elapsed (from the break), say:

Stop work and put your pencil down. . .

For all students testing with 50% extended time on Section1, proceed to "Break Before Section 2."

100% EXTENDED TIME 65 MINUTES

START TIME _____ **STOP TIME** _____

100% EXTENDED TIME 5-MINUTE BREAK

100% EXTENDED TIME 65 MINUTES

START TIME _____ **STOP TIME** _____

To 100% extended time test-takers, say:

You have 2 hours and 10 minutes to work on Section 1, the Reading Test. You will have a break after 65 minutes. Now, open test book to Section 1, read the directions and begin work.

To 100% extended time test-takers, after 30 minutes have elapsed, say:

You have 1 hour and 40 minutes remaining in this section and 35 minutes until the break.

To 100% extended time test-takers, after 65 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. Close your test book and leave it on your desk.

You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desk. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch but should not leave the room without permission.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 100% extended time test-takers, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 65 minutes remaining in Section 1. Open your test book to the page where you inserted your answer sheet. Place the answer sheet flat on your desk, and begin work where you left off.

To 100% extended time test-takers, after 30 minutes have elapsed (from the break), say:

You have 35 minutes remaining in this section.

To 100% extended time test-takers, after 60 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 100% extended time test-takers, after exactly 65 minutes have elapsed (from the break), say:

Stop work and put your pencil down. . .

Break before Section 2

To all test-takers, say:

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. We will now stop for a five-minute break. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than the designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly five minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of five minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

Certification Statement

For the Certification statement, if students are approved with an accommodation for a disability that prevents them from writing the statement, encourage them to sign their names.

When everyone is ready, say:

Please take your seat.

For the Certification Statement, say:

Take out your answer sheet, but leave your test book closed. Turn to the back page of the answer sheet, and find the Certification Statement Box. Copy the requested statement and sign and date using your full name as you would on an official document. The statement must be made in your own handwriting style, either printed or script, and it is required. If you don't complete it, your scores may be delayed or canceled. The quality of your handwriting will not be used to calculate your score.

When you submit your answer sheet you are agreeing to the following conditions: 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 Student Registration Guide and online at **sat.org**.

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

NOTE: *The statement may be printed; cursive is not required.*

Section 2 – WRITING AND LANGUAGE TEST

If you are testing students with 50% or 100% extended time on Section 2, proceed to the scripts in the following pages for those students.

When everyone is ready, say:

Now turn to Section 2 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk.

You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

If you finish before time is called, you may NOT turn to any other section. Be sure to mark your answers correctly in the corresponding spaces in Section 2.

During testing:

Enter the start and stop times, and post the times for students to see. Refer to the chart at the front of this script to ensure that you have correctly calculated the stop time.

STANDARD TIME **35 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You will have 35 minutes to work on Section 2, Writing and Language. Now, open your test book to Section 2, read the directions and begin work.

To standard time test-takers, after 15 minutes have elapsed, say:

You have 20 minutes remaining in this section.

To standard time test-takers, after 30 minutes have elapsed, say

You have five minutes remaining in this section.

To standard time test-takers, after exactly 35 minutes, say:

Stop work and put your pencil down. . .

For math-only extended time test-takers, proceed to "Break Before Section 3."

For test-takers with extra breaks, proceed to "Break Before Section 3."

For writing-only extended time test-takers, proceed to Section 3.

For standard time test-takers, proceed to Section 3.

50% EXTENDED TIME **53 MINUTES**

START TIME _____ **STOP TIME** _____

To 50% extended time test-takers, say:

You will have 53 minutes to work on Section 2, Writing and Language. Now, open your test book to Section 2, read the directions and begin work.

To 50% extended time test-takers, after 30 minutes have elapsed, say:

You have 23 minutes remaining in this section.

To 50% extended time test-takers, after 48 minutes have elapsed, say

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 53 minutes have elapsed, say

Stop work and put your pencil down.

Proceed to "Break Before Section 3" for 50% extended time test-takers.

100% EXTENDED TIME **70 MINUTES**

START TIME _____ **STOP TIME** _____

To 100% extended time test-takers, say:

You will have 1 hour and 10 minutes to work on Section 2, Writing and Language. Now, open your test book to Section 2, read the directions and begin work.

To 100% extended time test-takers, after 35 minutes have elapsed, say:

You have 35 minutes remaining in this section.

To 100% extended time test-takers, after 65 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To 100% extended time test-takers, after exactly 70 minutes have elapsed, say:

Stop work and put your pencil down.

Break Before Section 3

For the break, say:

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk.

You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desk. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch but should not leave the room without permission.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

At the end of the break, say:

Please take your seat.

Section 3 – MATH TEST – NO CALCULATOR

NOTE: *If a student has College Board approval to use a four-function calculator on this portion of the Math Test as an accommodation, be sure to confirm that the calculator he or she uses is not a scientific or graphing calculator.*

To all students, say:

Although this is a Math Test, you are NOT allowed to use a calculator on this part of the test and must keep your calculator under your desk unless you have College Board approval to use a basic four-function calculator as an accommodation. If you have questions that are not multiple choice, follow the instructions given in your test book for marking your answers in the grids labeled "Student-produced Responses."

Now turn to Section 3 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk. Be sure to mark your answers correctly in the corresponding spaces in Section 3.

During testing:

Enter the start and stop times and post the times for students to see. Refer to the charts at the front of this script to ensure that you have correctly calculated the stop time.

If you are testing students with 50% or 100% extended time on Section 3, proceed to the scripts in the following pages for those students.

STANDARD TIME **25 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You will have 25 minutes to work on Section 3, Math – No Calculator. Now, open your test book to Section 3, read the directions, and begin work.

To standard time test-takers, after 20 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 25 minutes have elapsed, say:

Stop work and put your pencil down …

For all students testing with standard time on Section 3, proceed to "Break Before Section 4."

50% EXTENDED TIME **38 MINUTES**

START TIME _____ **STOP TIME** _____

To 50% extended time test-takers, say:

You will have 38 minutes to work on Section 3, Math – No Calculator. Now, open your test book to Section 3, read the directions, and begin work.

To 50% extended time test-takers, after 20 minutes have elapsed, say:

You have 18 minutes remaining in this section.

To 50% extended time test-takers, after 33 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 38 minutes have elapsed, say::

Stop work and put your pencil down.

For 50% extended time test-takers, proceed to "Break Before Section 4."

100% EXTENDED TIME **50 MINUTES**

START TIME _____ **STOP TIME** _____

To 100% extended time test-takers, say:

You will have 50 minutes to work on Section 3, Math – No Calculator. Now, open your test book to Section 3, read the directions, and begin work.

To 100% extended time test-takers, after 20 minutes have elapsed, say:

You have 30 minutes remaining in this section.

To 100% extended time test-takers, after 45 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To 100% extended time test-takers, after exactly 50 minutes have elapsed, say:

Stop work and put your pencil down.

For students testing with 100% extended time on math only, proceed to "Break Before Section 4."

For students testing with 100% extended time on writing only, proceed to "Break Before Section 4."

Procedures for Two-Day Testing

Day 1 testing ends here for the following test-takers:

- For test-takers with 50% or 100% extended time for reading
- For test-takers with 100% extended time for combined math and writing

To these test-takers, say:

Close your test book and place your answer sheet on top of your test book. We have now completed testing for today. You will take the remainder of the test tomorrow. We will now collect your answer sheet and test materials. Please sit quietly until you are dismissed.

Collect all answer sheets and test materials, including any computer or Braille pages and scratch paper, and lock them in a secure area until the second day of testing. Dismiss students once you are sure you have all testing materials.

On Day 2, follow regular check in procedures to admit students to the testing room. Take time to check that students have approved calculators for use on Section 4.

When ready to begin Day 2 testing, proceed to Section 4 for test-takers with extended time for reading or 100% extended time for combined math and writing.

Break Before Section 4

For the break, say:

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. We will now stop for a five-minute break. If you have brought a snack, you may eat it in designated areas only.

Do not go anywhere other than the designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks.

We will start testing again in exactly five minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of five minutes, and include what time students should return to their seats.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

Section 4 – MATH TEST – CALCULATOR

For students testing on a second day, distribute each student's test materials and answer sheet from day one.

To all students, say:

You may use a calculator for this section. Please take your calculator out and place it in the center of your desk…

All math questions can be answered without a calculator. When using a calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator, keep it 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.

Turn to Section 4 of your answer sheet. Be sure to mark your answers in the correct rows. For the questions labeled "Student-Produced Responses," follow the instructions for marking your answers that are given in your test book. Answers can be shorter, but not longer, than four numerals. Be sure to mark your answers correctly in the corresponding spaces in Section 4.

Do not begin work until I tell you to. If you finish before time is called, you MAY NOT turn to any other section.

During testing:

Refer to the charts at the front of this script to ensure that you have correctly calculated the stop time.

If you are testing students with 50% or 100% extended time on Section 4, proceed to the scripts on the following pages for these students.

STANDARD TIME	55 MINUTES
START TIME _____	STOP TIME _____

To standard time test-takers, say:

You will have 55 minutes to work on Section 4, Math Test – Calculator. Now, open your test book to Section 4, read the directions, and begin work.

To standard time test-takers, after 30 minutes have elapsed, say:

You have 25 minutes remaining in this section.

To standard time test-takers, after 50 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 55 minutes have elapsed, say:

Stop work and put your pencil down. . .

Proceed to "After Section 4" for standard test-takers.

50 % EXTENDED TIME	42 MINUTES
START TIME _____	STOP TIME _____
50 % EXTENDED TIME	5-MINUTE BREAK
50 % EXTENDED TIME	41 MINUTES
START TIME _____	STOP TIME _____

To 50% extended time test-takers, say:

You will have 1 hour and 23 minutes to work on Section 4, Math Test – Calculator. We will stop for a brief break after 42 minutes. Now, open your test book to Section 4, read the directions, and begin work.

To 50% extended time test-takers, after 30 minutes have elapsed, say:

You have 53 minutes remaining in this section and 12 minutes until the break.

To 50% extended time test-takers, after 42 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. Close your test book and leave it on your desk.

You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desk. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch but should not leave the room without permission.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 50% extended time test-takers, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 41 minutes remaining in Section 4. Open your test book to the page where you inserted your answer sheet. Place the answer sheet flat on your desk, and begin work where you left off.

To 50% extended time test-takers, after 21 minutes have elapsed (from the break), say:

You have 20 minutes remaining in this section.

To 50% extended time test-takers, after 36 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 41 minutes have elapsed (from the break), say

Stop work and put your pencil down.

Proceed to "After Section 4" for 50% extended time test-takers.

100% EXTENDED TIME	55 MINUTES
START TIME _____	STOP TIME _____
100% EXTENDED TIME	5-MINUTE BREAK
100% EXTENDED TIME	55 MINUTES
START TIME _____	STOP TIME _____

To 100% extended time test-takers, say:

You will have 1 hour and 50 minutes to work on Section 4, Math Test – Calculator. We will stop for a brief break after 55 minutes. Now, open your test book to Section 4, read the directions, and begin work.

To 100% extended time test-takers after 30 minutes have elapsed, say:

You have 1 hour and 20 minutes remaining in this section and 25 minutes until the break.

To 100% extended time test-takers after 55 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. Close your test book and leave it on your desk.

You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desk. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch but should not leave the room without permission.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 100% extended time test-takers, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 55 minutes remaining in Section 4. Open your test book to the page where you inserted your answer sheet. Place the answer sheet flat on your desk, and begin work where you left off.

To 100% extended time test-takers after 30 minutes have elapsed (from the break), say:

You have 25 minutes remaining in this section.

To 100% extended time test-takers after 50 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 100% extended time test-takers after exactly 55 minutes have elapsed (from the break), say:

Stop work and put your pencil down.

After Section 4

If your room is an SAT room with no Essay, proceed to "After Testing."

For the break before the Essay, say:

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. We will now stop for a two-minute stretch break. You may not leave the room or discuss test questions. You may not use any electronic devices, including phones. Any devices must remain out of sight under the desks.

For the break:

Post the break time of 2 minutes, and include what time students should return to their seats.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

To all students, say:

Please take your seat. Take out your answer sheet and place it next to your closed test book. Please sit quietly while I collect your test books.

Collect the test books individually in the same order in which they were distributed. Count the books to make sure you have collected one for every student. Place them where students do not have access to them. Do not distribute Essay booklets until after all test books are collected and accounted for. Place the test books where students cannot access them.

Section 5 – SAT Essay Test

To all students, say:

Now, open your answer sheet to page 6. Please take a moment to read the statement at the top about the use of your essay, then decide whether or not to mark the circle. When you have finished reading, please look up. . .I will now give an Essay booklet to each of you. On the back of your Essay booklet, print your name, test center name, and this room number as I have posted.

Distribute an Essay booklet in the appropriate format to each student. Enter the number of essay booklets distributed on the Testing Room Materials Report Form. Note that Essay booklets are not serialized.

During testing:

Refer to the charts at the front of this script to ensure that you have correctly calculated the time.

If you are testing students with 50% or 100% extended time on Section 5, proceed to the scripts for these students.

STANDARD TIME	50 MINUTES
START TIME _____	STOP TIME _____

To standard time test-takers, say:

You will have 50 minutes to work on Section 5, the SAT Essay. Now, open your Essay booklet, read the directions, and begin work.

To standard time test-takers, after 25 minutes have elapsed, say:

You have 25 minutes remaining in this section.

To standard time test-takers, after 45 minutes have elapsed, say:

You have 5 minutes remaining in this section.

To standard time test-takers, after exactly 50 minutes have elapsed, say:

Stop work and put your pencil down...Close your answer sheet and Essay booklet.

Proceed to "After testing" for standard test-takers.

50% EXTENDED TIME	**38 MINUTES**
START TIME _____	**STOP TIME** _____
50% EXTENDED TIME	**5-MINUTE BREAK**
50% EXTENDED TIME	**37 MINUTES**
START TIME _____	**STOP TIME** _____

To 50% extended time test-takers, say:

You will have 1 hour and 15 minutes to work on Section 5, the SAT Essay, and you will have a short break after 38 minutes. Now, open your Essay booklet, read the directions, and begin work.

To 50% extended time test-takers, after 20 minutes have elapsed, say:

You have 55 minutes remaining in this section and 18 minutes until the break.

To 50% extended time test-takers, after 38 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet in front of your Essay booklet. Close your Essay booklet and leave it on your desk.

You will now have five minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desk. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch but should not leave the room without permission.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 50% extended time test-takers, say:

Please take your seat. Do not open your Essay booklet until I tell you to do so. You have an additional 37 minutes remaining in Section 5. Open your Essay booklet and place the answer sheet flat on your desk, and begin work where you left off.

To 50% extended time test-takers, after 17 minutes have elapsed (from the break), say:

You have 20 minutes remaining in this section.

To 50% extended time test-takers, after 32 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 50% extended time test-takers, after exactly 37 minutes have elapsed, say:

Stop work. Put your pencil down. . . Close your answer sheet and Essay booklet.

Proceed to "After testing" for 50% extended time test-takers.

100% EXTENDED TIME	**50 MINUTES**
START TIME _____	**STOP TIME** _____
100% EXTENDED TIME	**5-MINUTE BREAK**
100% EXTENDED TIME	**50 MINUTES**
START TIME _____	**STOP TIME** _____

To 100% extended time test-takers, say:

You will have 1 hour and 40 minutes to work on Section 5, the SAT Essay, and you will have a short break after 50 minutes. Now, open your Essay booklet, read the directions, and begin work.

To 100% extended time test-takers, after 25 minutes have elapsed, say:

You have 1 hour and 15 minutes remaining in this section and 25 minutes until the break.

To 100% extended time test-takers, after 50 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet in front of your Essay booklet. Close your Essay booklet and leave it on your desk.

You will now have a few minutes to stretch. DO NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desk. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return to their seats. Students may stand and stretch but should not leave the room without permission.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break for 100% extended time test-takers, say:

Please take your seat. Do not open your Essay booklet until I tell you to do so. You have an additional 50 minutes remaining in Section 5. Open your Essay booklet, place the answer sheet flat on your desk, and begin work where you left off.

To 100% extended time test-takers, after 25 minutes have elapsed (from the break), say:

You have 25 minutes remaining in this section.

To 100% extended time test-takers, after 45 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

To 100% extended time test-takers, after exactly 50 minutes have elapsed, say:

Stop work. Put your pencil down. . . Close your answer sheet and Essay booklet.

After Testing

To all students, say:

Place your answer sheet on top of your test book or Essay booklet. Place your Admission Ticket on the desk in plain sight. We will now collect your answer sheet and test materials. Please sit quietly until you are dismissed. Remember, after the test has ended, no one may leave the room until I announce dismissal. Please sit quietly until you are dismissed.

Collect an answer sheet and test materials individually from each student in the same order in which they were distributed. For each student, before moving on to the next person, do the following:

- Check to see that all the identifying information on page 1 of the answer sheet is complete and that it matches the information on the Admission Ticket. Ensure that the letters in "YOUR NAME" (Item 1) correspond to the filled circles in each column.
- If there is a discrepancy, ask student to show ID and explain the discrepancy. Document the discrepancy on an SIR.
- If you suspect impersonation, confiscate the Admission Ticket and note the student's name, ID type, and number on the SIR. Keep the Admission Ticket with the SIR and notify the test center supervisor immediately.

Before dismissing students:

- Make sure answer sheets are not inserted in or between test books.
- Verify by count that you have an Essay booklet (if applicable), multiple-choice test book, and answer sheet for each student.
- Verify by serial number that you have collected the test books assigned to your room.
- Keep students seated until you are sure you have an answer sheet and the testing materials assigned to each student.
- An answer sheet with items 1 to 9 completed must be submitted 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 (items 1 to 9) before dismissing students.

After all materials are accounted for, say:

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

To students in the SAT with Essay room, say:

You are not permitted to discuss or share today's essay question until after the essay is available online.

Dismiss students by saying:

This test administration is now over. Gather your belongings and exit the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

If you have extended-time students who are taking the SAT over two days, any answer sheets for students who tested in a single day must be held until the second day of testing has been completed. Arrange with the test supervisor to store all held answer sheets and materials in a secure, locked area until testing is over. Return all answer sheets and critical materials on the second day of your school day testing, immediately after you have dismissed your test-takers.

Ensuring Scorable Answer Sheets

A completed answer sheet must be submitted for a student to receive a score report. You or a personal assistant or other designee must:

- Transfer responses from Braille or computer pages or from the test book to the regular answer sheet pages.
- On the materials from which you transferred answers, write the student's name, registration number, school code, and answer sheet code.
- 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, registration number, test center code, and answer sheet code.
  - On the front cover of the test book, write "Answers in book."
  - Include the test books with the used answer sheets.
  - Place in the white envelope sent for this from the SSD office and return with the used answer sheets.

Preparing Typed Essays

Only printed essays will be accepted for scoring. Do not return the essay on a disk or CD. You must do the following:

- Ensure that the student's name, registration number, school code, and answer sheet code number are written on the back of each printed essay page.
- Attach the typed essay page(s) by paper clip to the student's answer sheet.
- If the essay cannot be included with the answer sheets (e.g., printer failure), note this on an SIR. Do not allow retyping of an essay for any reason once the test is over. Doing so will result in score cancellation.

Finishing Up

- Complete and sign the Testing Room Materials Report form.
- Return the completed Testing Room Materials Report form with all test materials and forms to the supervisor.
- Check the testing room to make sure nothing has been left behind.
- Check that all USB flash drive formats have been returned to their boxes.
- Ensure all temporary files are deleted from computers.
- Describe any discrepancy on an SIR.
- If a student marked his or her answers in the test book, write on the front cover of the test book "Answers in book."

  Include all materials from which you transferred answers with the used answer sheets when you return materials to the SSD coordinator.

RETURNING TEST MATERIALS FOR SSD STUDENTS LISTED ON THE NAR

When testing has concluded, the SSD coordinator should review the completed Testing Room Materials Reports, and fill out the NAR, the Supervisor's Report Form for SAT School Day SSD Coordinators, and any SIRs, if needed. These reports must be sent by courier immediately after the test administration, with the used answer sheets.

Completing the NAR

- Print the test administration start date and end date in the space provided. Retain a copy of your NAR for later reference.
- Be sure all information is completed for each student who tested.

- Check off the accommodations that each student used. Next to the amount of testing time, simply confirm whether a student used the extended time for which he or she was approved. It is not necessary to record individual timings.
- If a student does not test, put a check mark next to "Absent."

» Provide the SSD coordinator's information and sign the form.

Completing the SRF for SSD Coordinators

When testing has concluded, you are required to count by hand the number of answer sheets and record the number on the SRF. In some instances, due to an exception, the total number of answer sheets that you record on your SRF may exceed the total number of test-takers.

General Guidelines

This form is scanned and must be completed using a No. 2 pencil. Do not write any notes or make any other extraneous marks on the form. (Use an SIR to communicate any testing irregularities.) Be sure to neatly print all information and fill in circles completely.

School and Administration Information— Boxes 1–5

1. Print your **School Information** (name and address).
2. Print and mark the circles for **Actual Test Start Date** you are administering the test.
3. Mark the circle for **Scheduled Administration month**. As noted, if you are reporting for a Makeup test, fill in the circle for the original administration month.
4. If you are administering a makeup for the SAT School Day, fill in this circle.
5. Print your six-digit school code and fill in the corresponding circles.

Answer Sheet Hand Counts—Boxes 6–8

This section is used to account for all used answer sheets that are being returned, even those belonging to students who are canceling their tests or who did not finish testing.

Fill in boxes under 6 for the SAT:

6. **a** Print the number of large-block answer sheets used by students in box 6a. Include counts of any answer sheets that were misgridded or were defective.

   b Print the number of standard answer sheets used by students in box 6b. Include counts of any answer sheets that were misgridded or were defective.

   c Add up the counts of answer sheets in the SAT column and print the total.

Fill in boxes under 7 for the SAT with Essay:

7. **a** Print the number of large-block answer sheets used by students in box 7a. Include counts of any answer sheets that were misgridded or were defective.

   b Print the number of standard answer sheets used by students in box 7b. Include counts of any answer sheets that were misgridded or were defective.

   c Add up the counts of answer sheets in the SAT column and print the total in 7c.

8. Add the column totals in 6c and 7c and print the total number of answer sheets returned in box 8. Fill in the circles.

Transcribed and other materials returned —Box 9

9. Fill out the totals for transcribed and other materials returned by indicating the number of students using each type of accommodation.

SSD Coordinator's Signature—Box 10

10. Sign and date the SRF in box 10 after you have completed all sections of the form.

Submitting a Supervisor's Irregularity Report?

11. Indicate whether or not you are submitting an SIR.

Reporting Students Who May Require Makeup Testing

As soon as possible after testing is completed, report the number of students possibly requiring makeups due to absence or irregularities encountered. You will receive directions for how to do this in an email message, if applicable.

Returning Answer Sheets from Testing Students Listed on the NAR

All answer sheets must be returned together immediately after all testing is finished. Answer sheets that arrive late may result in delayed score reports for test-takers, colleges, and high schools.

» Return all answer sheets and critical materials immediately after you have dismissed your test-takers, accounted for all materials, and completed the forms.

- If all of your students tested in one day, return them immediately after testing ends.
- If you have 100% extended-time students who are taking the SAT over two days, any answer sheets for students who tested in a single day must be held until the second day of testing has been completed. Be sure to store these held answer sheets and materials in a secure, locked area until testing is over.
- When packing materials, do not fold, tape, staple, or rubber band any of the materials. These materials will be scanned.

  (!) Keep your nonstandard testing materials separate from the other school day testing materials that are handled by the test center supervisor. Mixing these materials will result in score delays for your test-takers.

It is critical that answer sheets from your school arrive for scoring on time. Please follow the instructions included here. Return used answer sheets and materials in the envelope or box provided with your test shipment.

Returning Answer Documents Involved in an Irregularity

Return answer sheets and test books with answers written in them for scoring with other answer sheets, regardless of any associated irregularities. That is:

- If you are reporting a problem regarding an answer sheet, return the answer sheet with the other answer sheets, not with the SIR.
- If you need to attach a test-taker's test book to an SIR, you still need to return the associated answer sheet with the other answer sheets, not with the SIR.
- If a test book has answers marked in it because of insufficient answer sheets or a defective answer sheet, treat it as if it were an answer sheet, and return it with the other answer sheets, not with the SIR.

EXCEPTION: *When a student has written answers in the test book without approval, clip the book to the SIR, to be returned in the purple envelope.*

Returning Test Books Involved in an Irregularity

When circumstances require you to attach a test book to the SIR, always return these together in the purple envelope. This includes:

- Defective test books
- Answers written in test books without College Board approval
- Certain irregularities, such as use of prohibited items and other misconduct

White Envelope for Answers Marked in Test Book

If you have a student who was approved to write his or her answers in the test book, the SSD office will have sent you a white envelope into which you should place the student's answer sheet and marked test book.

(!) A completed answer sheet must be submitted for a student to receive a score report. Do not submit answers marked only in the test book.

Packing and Shipping Materials to Iowa

Arranging for Courier Pickup

A custom pickup may have been arranged for you via UPS or a 3rd party courier if your center is located in an area not served by UPS.

If no custom pickup has been arranged, please call UPS at 800-742-5877 (800-PICK-UPS) to arrange for pickup of your used answer sheets and other materials needed for scoring. Use your preprinted return labels to specify the Iowa delivery address (listed below), and be sure to note the tracking numbers for your records.

PEARSON PROCESSING CENTER
9200 Earhart Lane SW
Cedar Rapids, IA 52404

Always hand your package to the driver or responsible person so that you will have a traceable receipt from origin to destination and chain of custody for the shipment. Do not use a drop box for shipping used answer sheets.

Packing the Purple Envelope

Pack the purple envelope with the following materials and enter the count of each type of item inserted on the envelope:

- SAT Request to Cancel Test Scores Forms
- Defective test books or USB flash drives
- Forms completed by you, including any SIR form(s), one or more Testing Room Materials Reports with seating charts, and the signed SAT Testing Staff Agreement

Packing Order

In the shipment to Iowa, only include the following materials, stacked in this order:

Top of Stack	» Supervisor's Report Form » Completed NAR » Purple Envelope » White Envelope and/or other items not included in all test administrations (See list that follows.) » Standard answer sheets (plus printed essays, if any) » Large-block answer sheets (plus printed essays, if any)
Bottom of Stack	» Braille and computer pages, if any

On rare occasions, the following items may be associated with a nonstandard test administration. Place them on top of the used answer sheets:

- Answer sheets with misplaced marks
- Test books containing answers that must be transcribed due to insufficient or defective answer sheets (not due to an accommodation)

Keep materials secure until pickup. For each package that you ship (envelope or box), note the package tracking number and file the information in your records. On each label, print your school name and code. Mark the package number and total packages you are shipping ("1 of 2," etc.).

If you don't have a prelabeled package, contact the SSD office at **ssd@info.collegeboard.org**.

Returning Tests and Unused Answer Sheets

Return within two days after all testing:

- Test books (except for test books of students approved to write answers in their test books), Essay booklets, and boxed USB flash drives
- Unused answer sheets

Use the return labels provided. Call UPS at 800-742-5877 (800-PICK-UPS) to arrange for pickup. Make a note of the tracking number before shipping the materials.

If your labels are missing, contact UPS and provide the following shipping address. Please be sure to include your school code, full contact name, and phone number:

Inbound Processing Center
200 Ludlow Drive
Ewing, NJ 08638 USA

Pack the materials as follows:

- Place materials in the original shipping cartons in which you received the test materials shipment or in the courier envelope provided.
- Remove or cover up the original shipping label on each carton.
- Place one return label on each carton.
- Include all the cartons in one return shipment. On the labels, mark the carton number and total cartons you are shipping ("1 of 2," etc.).
- Record the tracking numbers for each carton, and keep on file for six months.

(!) Do not send your shipment C.O.D.

Appendix

Guide to SAT Accommodation Codes Listed on the Roster

Accommodations in the Standard Room

Students with ONLY these accommodations are tested in the standard "**aqua**" book testing room.

Code	Accommodation
002	Large print test book - 14 point
005	Large-block answer sheet
006	Magnifier
041	Written copy of oral instructions
042	Permission for food/medication
043	Wheelchair accessibility
051	Preferential seating
052	Record answers in test book
056	Other assistance—SSD staff or College Board will confirm
066	Auditory Amplification/FM System

Accommodations in the Nonstandard "Pink" Room

Students listed on the roster with any of these accommodations must be tested in the nonstandard "**pink**" book testing room.

039	Extended breaks
040	Extra breaks (without extended time)
151	Four-function calculator on Math – No Calculator section
068	Permission to test blood sugar
069	Small group setting

Code	Extended-Time Accommodation	Extended-Time Applicability
016	50% Reading extended testing time	Extended time for entire assessment
017	50% Writing extended testing time	Extended time for Essay Test only
018	50% Mathematics extended testing time	Extended time for Math Test only

If the Roster includes an accommodation code that is not on this list, contact the SSD office.

Guide to Accommodations Listed on the NAR

Students listed on the Nonstandard Administration Report with any of these accommodations must be tested with the nonstandard "**cyan**" scripts in Section G.

Code	Accommodation
001	Large print test book > 20 point
003	Large print test book - 20 point
007	Magnifying machine
008	Braille
009	Braille Graphs (used with Braille or audio)
011	Reader
012	MP3 Audio Format
013	Writer/scribe to record responses
014	Computer for Essay only
044	Breaks as needed
063	One-on-one testing
064	School testing (not center)
065	Late start time (See NAR)
067	Home testing
070	Limited testing time (See NAR)
150	Assistive Technology Compatible (ATC) format

Code	Extended-Time Accommodation	Extended-Time Applicability
021	100% Reading extended testing time	Extended time for entire assessment
022	100% Writing extended testing time	Extended time for Essay Test only
023	100% Mathematics extended testing time	Extended time for Math Test only
026	Greater than 100% Reading	See NAR
027	Greater than 100% Writing	See NAR
028	Greater than 100% Math	See NAR

If the NAR includes an accommodation code that is not on this list, contact the SSD office.

NOTE: *The NAR will list the specific accommodations approved for any students listed on it.*

Part B: Distribution of Test Materials

You or a proctor 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 booklets.

Print the name of the person completing the seating chart below, along with the center or school number 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 _____

Center or School Number _____

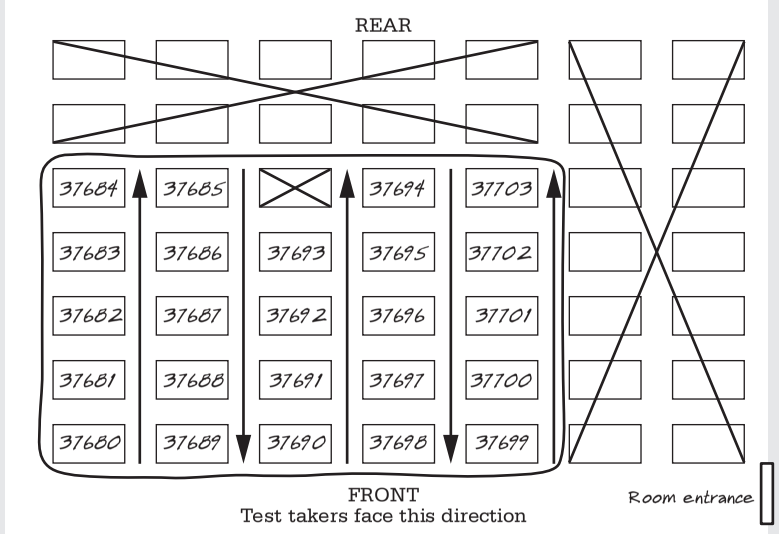
Date _____

Seating Chart for Room # _____

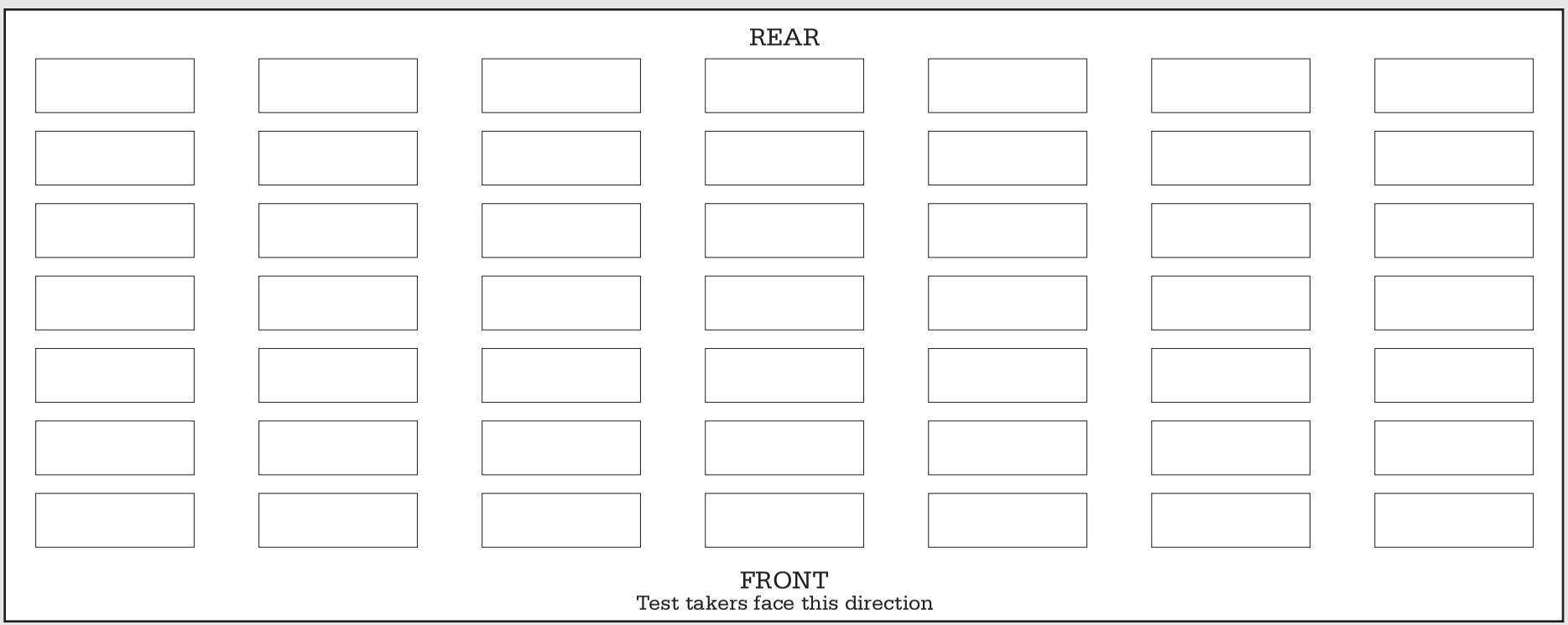
Page _____ **of** _____

1. For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, write the test-taker'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.

If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved. Complete a Supervisor's Irregularity Report explaining the reason for the change.



Sample Seating Chart



Testing Room Materials Report for SAT® School Day Testing

SAT®

Directions for Test Center Supervisor or SSD Coordinator:

- Before issuing materials to the associate supervisor, fill in blocks **1, 2, and 3**.
- Enclose all copies of this form in the supervisor's **GRAY envelope** or the SSD coordinator's **PURPLE envelope** and return with used answer sheets.

Directions for Associate Supervisor:

- 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** (**blocks 4, 5, and 6**) and sign it in **block 1**.
- Return this report, including any additional seating charts (for sections of a large room), to the test center supervisor or SSD coordinator if testing students listed on the NAR.

1 TESTING ROOM INFORMATION

Test Date: _____ Test Center Number*: _____

*SSD coordinators: Enter your 6-digit school number.

Room Number: _____ Room Type: ☐ Standard ☐ Nonstandard

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

Room Supervisor _____ _____

Name (please print) Signature

Part A: Accounting for Test Materials

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

3	ESSAY BOOKLETS RECEIVED (IF ANY)	QUANTITY
	Total number of Essay booklets **received**:	

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

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

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

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