The SAT®
School Day Supervisor Manual

Look inside for:

TEST CENTER SETUP AND MANAGEMENT

STAFF AND FACILITY REQUIREMENTS

SECURITY REQUIREMENTS

RECEIVING AND RETURNING MATERIALS

STATE-PROVIDED

CollegeBoard

Contact Information for Supervisors

School Day Support (not for parents or students)

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

Reaching the support you need

When you call the School Day Support Hotline, after you select Option 1, you will be able to select the area that you need to reach. You will hear a menu with the following selections:

› General College Board assessment questions and policies – option 1

› Test materials questions or issues – option 2

› Testing with accommodations, SSD test materials, or to reach the SSD office – option 3

› Test administration or security questions, report test day issues, contact Test Administrative Services (TAS) or the Office of Testing Integrity (OTI) – option 4

EMAIL: **satschooldaysupport@collegeboard.org**

Contact Information for Students and Parents

SAT Customer Service

PHONE: 866-756-7346

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

Test Day Complaints

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

Test Question Ambiguity/Error

EMAIL: **satquestion@collegeboard.org**

Contents

iii

Introduction

As the SAT® School Day test center supervisor, you play an important role in ensuring the successful administration of the SAT, an important milestone on the path to college for many students. 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. It also means that more students can participate in College Board programs that support college access.

About the SAT

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

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

Here are a few important points:

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 question; there is no penalty for guessing.

3. For standard time test-takers, the first break (after the Reading Test) will be 10 minutes.

4. Students testing with extended time will receive additional breaks as noted later in this section. Students will receive extended time only for the subject areas for which they are approved (e.g., math only or writing only). Exception: Students approved for extended time for reading will receive extended time for the entire test.

5. The optional Essay 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 can assist you in making room assignments. Note that the SSD Coordinator will continue to use the Nonstandard Administration Report (NAR) for a roster of students testing under their supervision.

Test Facts

The SAT is composed 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

Essay (in separate book, included in some contracts): 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 the test, an extra 15 minutes during the test in the SAT with Essay room, 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/districts can decide at registration whether to take/offer 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 instructions exactly as they appear in this manual. The test center supervisor should ensure that they and all testing staff comply with all applicable laws, including those relating to discrimination. By strictly following our policies and procedures, you give students the best guarantee of fair testing.

Nonstandard Testing

The College Board provides testing accommodations to students who, due to a disability, demonstrate a need for accommodations

on College Board tests. 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. Students that appear on the roster will test on either the initial test date or the makeup test date.

Accommodations such as 100% extended time or braille materials that are administered by an SSD Coordinator 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.

Students testing with accommodations listed on the NAR must complete testing during the accommodated window. These accommodations include braille, MP3 Audio, ATC formats reader script, the use of a scribe, 100% extended time testing over two days, and more. For accommodations that don't require multiple days, student testing must be completed on one of the days during the window. Students who test over two days must test on consecutive days, and their testing must be completed within the accommodated window. If a student is absent for the second day of testing, they can resume on the next day they return to school.

The test center supervisor handles the testing of standard testers and students with accommodations listed on the Roster, using the *SAT School Day Testing Room Manual*. Using the separate *SAT School Day SSD Coordinator Manual*, the SSD Coordinator oversees all aspects of testing students with accommodations listed on the NAR. You may have some students testing with State Allowed Accommodations (SAAs). These students will also test with the SSD Coordinator, but will not receive college reportable scores.

NOTE: *Students who are approved for 50% extended time in reading or 100% extended time in both math and writing will test over two days if taking the SAT with Essay. Students who are approved for 100% extended time in reading or MP3 Audio test form will test over two days for both SAT and SAT with Essay.*

SAT Test Materials

Standard test books have a purple cover. All SAT with Essay multiple-choice books also have a black horizontal stripe and an open book icon on the cover. The Essay books themselves, which are separate from the multiple-choice test books, have a purple stripe, and open book icon 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; students taking the Essay will use the standard Essay book (purple stripe with open book icon on the cover). Students using these materials will be tested under the supervision of the test center supervisor and are listed on the online Attendance Roster.

Test books for students testing with accommodations listed on the NAR, such as use of a computer for essays or 100% extended time, will have a blue cover and will test with the SSD Coordinator. Formats such as braille or Assistive Technology Compatible (ATC) formats are also available. These will have blue covers. Students testing with State Allowed Accommodations (SAAs) will test with materials with a lime green cover. Students testing with SAAs will not receive a college-reportable score.

Using This Manual

This manual is for staff use for SAT School Day testing only (**not** Saturday or Sunday testing) in March or April 2017. Please do not share it with test-takers or anyone else besides testing staff.

This *SAT School Day Supervisor Manual* provides complete instructions for overseeing the SAT School Day administration. In addition, the *SAT School Day Testing Room Manual* includes test day procedures and scripts for test day staff. Finally, the *SAT School Day SSD Coordinator Manual* gives testing information for administering the SAT to students who appear on the NAR.

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

Color-Coded Scripts

The scripts in the *SAT School Day Testing Room Manual* are color-coded as follows:

» Purple tabs—standard SAT script:

  › Four multiple-choice sections; some with student-produced response items

  › One Essay section for use if applicable based on your contract

› Standard timing only

› Testing time of three hours (plus an additional 50 minutes for students taking the Essay)

› One 10-minute and one 5-minute break (plus an additional 2-minute break if taking the Essay)

» Pink tabs— three scripts are provided for testing SSD students listed on the roster using the pink test books:

› **Script 1 for 50% extended time** includes 5-minute breaks after every section and halfway through Sections 1, 4, and in the SAT with Essay room, Section 5.

› **Script 2 for standard time for accommodated students** includes one 10-minute and one 5-minute break (plus an additional 2-minute break if taking the Essay).

› **Script 3 for standard time with extra breaks** includes 5-minute breaks after every section and halfway through Sections 1, 4, and in the SAT with Essay room, Section 5.

SSD students listed on the NAR and students testing with SAAs, will be tested with scripts in the *SAT School Day SSD Coordinator Manual*.

Acceptable Calculators

Most graphing and all scientific calculators (as long as they do not have any of the prohibited features listed below) are acceptable; all four-function calculators are allowed, but not recommended. Check the list of acceptable graphing calculators below for models that are permitted. This list is not exhaustive. Contact TAS if you are unsure if a calculator is acceptable.

NOTE: *Students approved to use a calculator on the Math Test – No Calculator may only use a four-function calculator. Percent and square root functions are permitted.*

Unacceptable Calculators

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

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

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

» Models that have a 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). Check the list of acceptable graphing calculators below for models that are permitted.

Approved Graphing Calculators for use on the SAT Math Test -- Calculator section

The following calculators are permitted:

Casio		Hewlett Packard	Sharp	Texas Instruments
FX-6000 series	CFX-9800 series	HP-9G	EL-5200	TI-73
FX-6200 series	CFX-9850 series	HP-28 series	EL-9200 series	TI-80
FX-6300 series	CFX-9950 series	HP-38G	EL-9300 series	TI-81
FX-6500 series	CFX-9970 series	HP-39 series	EL-9600 series*	TI-82
FX-7000 series	FX 1.0 series	HP-40 series	EL-9900 series	TI-83/TI-83 Plus
FX-7300 series	Algebra FX 2.0 series	HP-48 series		TI-83 Plus Silver
FX-7400 series	FX-CG-10 (PRIZM)	HP-49 series	**Other**	TI-84 Plus
FX-7500 series	FX-CG-20 series	HP-50 series	Datexx DS-883	TI-84 Plus CE
FX-7700 series	FX-CG-500*	HP Prime	Micronta	TI-84 Plus Silver
FX-7800 series	Graph25 series		Smart	TI-84 Plus C Silver
FX-8000 series	Graph35 series	**Radio Shack**		TI-85
FX-8500 series	Graph75 series	EC-4033		TI-86
FX-8700 series	Graph95 series	EC-4034		TI-89
FX-8800 series	Graph100 series	EC-4037		TI-89 Titanium
FX-9700 series				TI-Nspire
FX-9750 series				TI-Nspire CM-C
FX-9860 series				TI-Nspire CM-C CAS
				TI-Nspire CAS
				TI-Nspire CX
				TI-Nspire CX CAS
				TI-Nspire CX-C CAS

*The use of the stylus is not permitted.
NOTE: This list is not exhaustive.

Section A: Preparing for School Day Testing

General Responsibilities

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

Administering SAT School Day 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 administering the SAT on the scheduled date.

Mandatory training will be provided for all SAT School Day supervisors. Be sure to complete it 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.

» **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 test administration activities.
> › Handle emergencies.

» **Complete Reports and Return Materials**

> › Complete all forms and return answer sheets, test books, and critical reports immediately after the test. (How to return materials and forms is covered in Section D for standard and nonstandard testers listed on the Roster, and in the SAT School Day SSD Coordinator Manual for testers listed on the NAR.)
> › Submit the Supervisor's Irregularity Report (SIR).
> › Report the number of students who may require makeup testing. You will receive an email before test day explaining how to submit this report.

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 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. Call School Day Support 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. Bear in mind that testing rooms need to be near restrooms and that those restrooms need to accommodate students on the same break schedule.
> › Plan ahead to minimize 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 an area for test-takers to gather before the test, with testing room assignments available. Plan for students to return to that area after the test so that classes can be dismissed 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 testing rooms needed.

☐ Review the schedule of morning classes and create test-day room assignments for all affected classes.

☐ Print the online Attendance Rosters and assign students to testing rooms.

☐ The SSD Coordinator should determine how many rooms and staff members are needed for students with NAR accommodations.

☐ Arrange for school staff to be notified of classroom assignments and alternative arrangements for non-testing students.

1

☐ Determine and post staff assignments for testing.

☐ Schedule and conduct staff training.

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 a brief assembly with students who are testing to prepare them for test day.

☐ Check test materials within 24 hours of receipt.

☐ Review facility preparation with custodial staff.

☐ Ensure that there are enough restrooms to accommodate the number of students who will break at the same time.

☐ Work with the SSD coordinator to make sure that students who are approved for accommodations are listed on the nonstandard Roster or NAR. Contact the SSD office as soon as possible if an approved student is not listed.

☐ The day before testing, confirm that you received an email regarding your UPS pickup time for test materials. If you did not receive this email, please contact TAS.

☐ For English Language Learners who require translated test directions, this support does not require College Board approval. Students using this support do not need to be tested in a separate room. Translated directions must be printed from your state's website, distributed to students once they are in their seats, and collected from students before they leave the testing room.

On test day:

☐ Be aware that some students may not appear on your rosters on test day. For these students, assign them to the standard room or the appropriate non-standard room based on their approved accommodation request in SSD Online. You will also need to manually add them to the appropriate roster. Have registration forms ready so that students can fill them out before testing begins.

☐ Post signs in the testing area. Provide master lists of all testing room assignments and changed rooms for non-testing students in 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 away from the testing area.

☐ Return used answer sheets and critical reports once testing is completed.

Testing Students with Accommodations

Your school will be responsible for providing accommodations to students with documented disabilities who have been approved by the College Board. The College Board requires preapproval for all accommodations on the SAT even if the student has an existing IEP or 504 plan. All students testing with accommodations must have a request submitted in SSD Online. Providing accommodations without authorization may result in the student's scores being canceled. Student scores in this case may be sent to the state and district; however, they will not be reportable for college admission purposes.

To help ensure that the students testing in your school receive reportable 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 SSD Online system).

⚠ Students with accommodations must be tested with the correct testing materials, using the corresponding scripts.

If an associate supervisor begins testing with the wrong manual section (e.g., purple script instead of pink script), contact the School Day Support Hotline 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 by the College Board. See the appendix for a chart of accommodation codes for nonstandard testing rooms. For students who have the general code 056, "Other assistance," the SSD office will confirm the arrangements that should be made. Accommodated students must adhere to all standard testing administrative procedures, requirements, and timing regulations.

Accommodations Using Purple 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 purple tabs.

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 Test 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. The nonstandard administration room will include students on the Roster who are approved for 50% extended time and taking SAT, or 50% extended time for math and/or writing and taking SAT with Essay. It will also include students who are approved for accommodations other than extended time, such as extra or extended breaks, small group, four-function calculator, and permission to test blood sugar. The online Attendance Roster will indicate the rooms (i.e., testing groups) to which students should be assigned.

Accommodations Using the Materials Sent to the SSD Coordinator (Blue Test Books)

Students approved for accommodations such as 100% extended time, breaks as needed, or nonstandard materials such as braille or MP3 Audio test formats will be tested in separate rooms and supervised by the SSD Coordinator. Students taking the SAT with Essay and approved for 50% extended time for reading or use of a computer for the essay will also test under the SSD Coordinator. These students will not appear on the online Attendance Roster, but on the NAR accessed online by the SSD Coordinator. Students testing with SAAs will also appear on the NAR and must test in a separate room, using the test books with lime green covers.

(!) 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 work closely with your school's administration 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.

» Ensure adequate access to restrooms.

» 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. Use the groups identified on the Roster to plan for the different rooms you will need. (See page 5).

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

» Create a schedule of test-day room assignments.

» Select and train staff for testing and have them complete the Testing Staff Agreement to ensure compliance with the SAT conflict of interest policy.

» Work with the SSD Coordinator to make sure they have their materials/resources in order to conduct the administration.

» Review facility preparation.

» Arrange for bells and announcements to be silenced on test day.

» Select a start time for testing that allows for the full time for testing within the normal school day.

› For administering the SAT with no Essay, you will need about three hours and 30 minutes for admission, pretest paperwork, and actual testing of standard testers; for 50% extended-time testers, plan on about five hours and 15 minutes.

› For the SAT with Essay, you will need about four hours and 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 you have a late-arrivals room, start the late testing no more than 45 minutes after testing has begun in the other testing rooms. The supervisor in a late-arrivals room must close the door before the start of the first scheduled break in testing that is already in progress.

» Arrange for students taking the SAT with Essay in a standard room and students testing with extended time to have a later lunch.

» Ensure that schedule changes and silenced bells and announcements have been clearly communicated to school staff and administrators.

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 an adequate writing surface (see requirements below)
> › No materials related to test content are displayed (these can be removed or covered)
> 📞 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 who will not disturb each other.

Planning for Test Day

The number of each staff position you need 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 those students on test day if you have enough testing materials, space, and staff (see page 28).*

SSD If you have questions about room arrangements for nonstandard administrations, work with your SSD Coordinator and 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	3+ (1 proctor for each additional 50 students)
For a Single Nonstandard Testing Room	
1–10	0
More than 10	1

Additional staff may be needed for students testing with NAR accommodations, or in a 1:1 setting. Work with your SSD Coordinator to determine how many additional proctors will be needed for these students.

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	5+ (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 and the SSD Coordinator 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 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. 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 classes that would normally meet in the rooms you have identified for testing.

» Determine which classes contain primarily 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 before 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 updates to space and staffing needs. Get up-to-date Rosters anytime at **ets.org/supervisor**.

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

For SAT School Day, if your contract allows it, students may 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 group types you may 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 test-taker information 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 (AI) 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 regularly. Continue to check to get the most up-to-date information. Be sure to review testing needs with the SSD Coordinator so that there is adequate space 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 are likely candidates to serve in this capacity. Remember to allow for additional proctors by following the requirements given under "Planning for Test Day" earlier in this section.

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

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

SAT Testing Staff Agreement

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

» Have a child or a member of their household taking the same College Board test in the same window 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 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 course work is acceptable.)

» Have taken any College Board 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 test, schedule a training session with your staff to review procedures, forms, and timing; to announce staff assignments; and to answer questions. At this 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 made as part of the testing center setup (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 and when to report on test day

Using the Correct Testing Materials

If your students are taking the Essay, be sure they have the correct Essay book. Standard and center-based Essay students (generally testing under the supervision of the test center supervisor) testing with accommodations listed on the Roster will use the essay book with the purple stripe. School-based Essay students (testing under the supervision of the SSD Coordinator) will use the essay book with the blue stripe. SAA students will use the essay book with the lime green stripe.

» All Essay books show a colored stripe. Students (standard and nonstandard) on the Roster will use purple-striped Essay books. NAR students will have blue-striped Essay books, and SAA students will have lime-green-striped Essay books. Large-type or other nonstandard formats will indicate the format on the cover.

» Multiple-choice test books with purple covers are for standard testing rooms only.

» Multiple-choice test books with pink covers should be used only by students approved for College Board accommodations who are listed on the nonstandard Attendance Roster.

» Multiple-choice test books with blue covers should be used by students approved for accommodations who are listed on the NAR. (These test books will be sent to the SSD Coordinator.)

» Multiple-choice test books with lime green covers are for students who are approved for SAAs (students will not receive college reportable scores).

» Nonstandard formats of tests (braille, MP3 Audio files, etc.) will be matched to each test-taker as indicated on the NAR. (These materials are sent to the SSD Coordinator.)

SAT School Day Test Book Covers
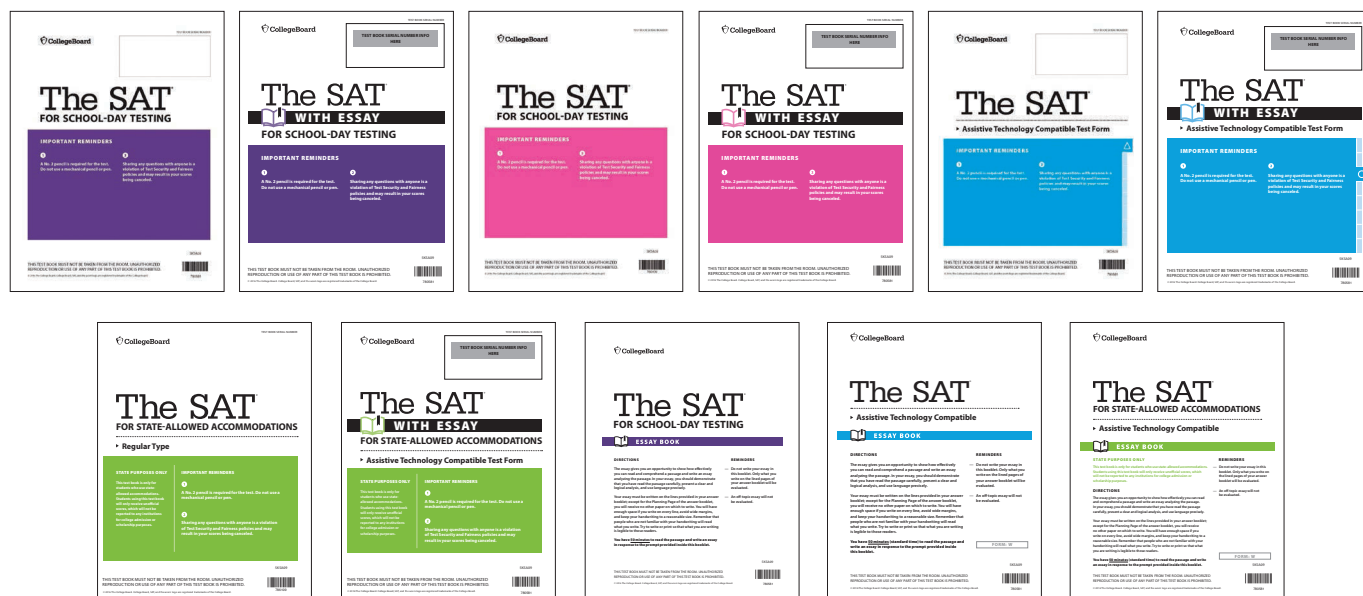
Help staff use the correct materials as follows:

Room	Book(s)	Script
Standard SAT	Multiple-choice test book with purple cover	Purple script Testing Room Manual
Standard SAT with Essay	Multiple-choice "SAT with Essay" test book with purple cover, black horizontal stripe, and open book icon Purple-striped Essay book with open book icon	Purple script Testing Room Manual
Nonstandard SAT	Multiple-choice test book with pink cover	Pink scripts 1, 2, or 3 Testing Room Manual
Nonstandard SAT with Essay	Multiple-choice "SAT with Essay" test book with pink cover, black horizontal stripe, and open book icon Purple-striped Essay book with open book icon	Pink scripts 1, 2, or 3 Testing Room Manual
Nonstandard SAT listed on NAR	Multiple-choice test book with blue cover	Blue scripts 1, 2, 3, and 4 SSD Coordinator Manual
Nonstandard SAT with Essay listed on NAR	Multiple-choice "SAT with Essay" test book with blue cover, black horizontal stripe, and open book icon Blue-striped Essay book with open book icon	Blue scripts 1, 2, 3, and 4 SSD Coordinator Manual
Nonstandard SAT with SAAs	Multiple-choice test book with lime green cover	Blue scripts 1, 2, 3, and 4 SSD Coordinator Manual
Nonstandard SAT with Essay with SAAs	Multiple-choice "SAT with Essay" test book with lime green cover, black horizontal stripe, and open book icon Lime green-striped Essay book with open book icon	Blue scripts 1, 2, 3, and 4 SSD Coordinator Manual

Check your materials.

If your materials don't match, you risk a misadministration or delayed scores. Your answer sheets should match the test books that you have:

- » For SAT, the answer sheets are orange and show "SAT" in the upper right.
- » For SAT with Essay, the answer sheets are blue and show "SAT with Essay" in the upper right.
- » Large-block answer sheets are not colored, but have a centered title showing "SAT" or "SAT with Essay."

Equipping the Testing Room

On test day, the associate supervisor must ensure that the testing room meets the College Board requirements.

Supplies for Associate Supervisors

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

- » Your school should have received a copy of each students admission ticket. Distribute these admission ticket copies to the appropriate testing rooms.
- » In advance, of test day, identify students who need translated instructions.
  - › Download and print the directions from your state's website at **collegeboard.org**.
  - › Notate on room rosters so associate supervisors are aware.
  - › Ensure printed directions are distributed to the correct testing rooms.
- » Multiple-choice test books in serial number order, and associated answer sheets (and Essay books, if applicable)
- » A copy of the Roster showing students assigned to the testing room
- » One or more blank Supervisor's Irregularity Report (SIR) forms
- » A supply of Request to Cancel Test Scores forms
- » The two testing room flyers ("No Cell Phones" and "Quiet Please"), if available
- » *The SAT School Day Testing Room Manual*
- » 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
- » Copies of translated test instructions (if applicable)

Posting Information for Students

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

- » Test date
- » School name, city, state

- Five-digit test center number
- Room number or name
- "SAT with Essay" or "SAT" – as appropriate
- Post the message—"Use a No. 2 pencil only. Do not use a 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 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 or translated test instructions (if applicable).

- Monitor test materials at all times; do not leave them unattended 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 or access phones in the testing room, or to eat or drink during testing unless they have an approved accommodation. Smoking or the use of e-cigarettes is never allowed. These rules apply to staff and students alike.
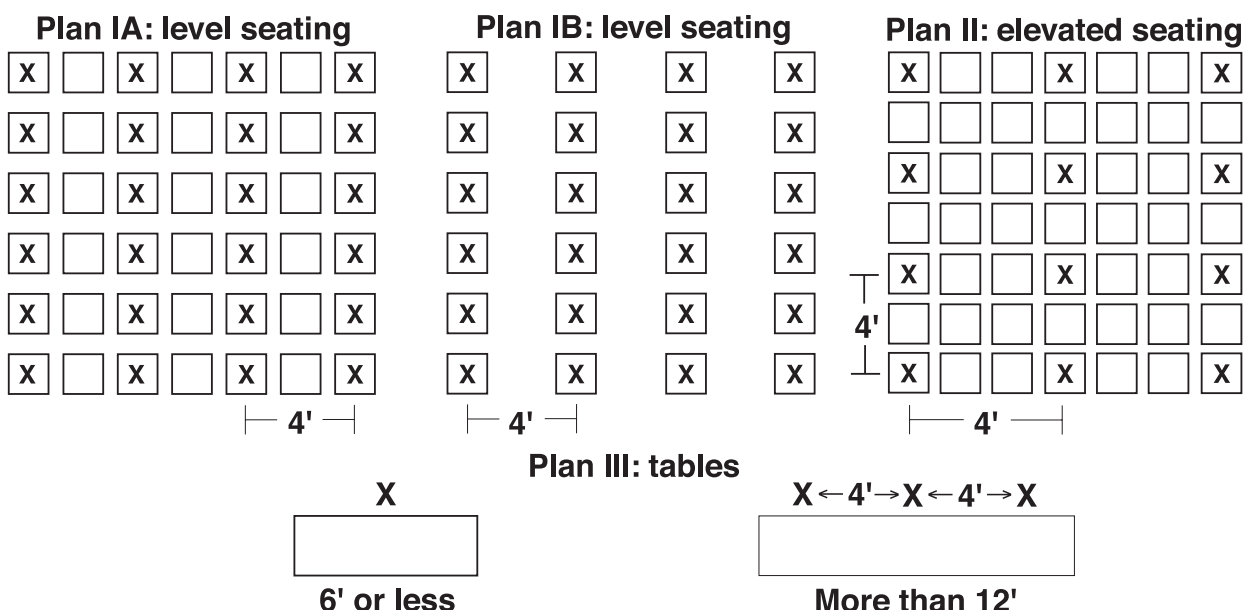
  📞 Immediately report significant problems or events that interfere with specific testing procedures, or that compromise test security, either before or on test day.

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 the *School Day Testing Room Manual*.)
- 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.

Samples of Approved Seating Plans:

Plan IA: level seating

Plan IB: level seating

Plan II: elevated seating

4'

Plan III: tables

X

6' or less

X ← 4' → X ← 4' → X

More than 12'

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 with each script in the *School Day Testing Room Manual* and the *SSD Coordinator Manual*.

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 lines provided in the scripts.

» 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 the Supervisor's Irregularity Report (SIR).

Scheduled Breaks

College Board policy requires every student to be offered breaks at regular intervals. During breaks before Sections 2 and 4, students may go to the restroom or to the area designated for eating snacks. Students testing with extended time will receive additional breaks.

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 certain breaks. Ideally, snacks and beverages should be consumed outside of the testing room. Please make sure that eating or drinking is never allowed near testing materials, unless approved as an accommodation.

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 will also test over two days for both the SAT and SAT with Essay. Students approved for extended in both math and reading will test over two days when taking the SAT with Essay. (Students who are approved for 100% extended time for math only will test over one day). Students approved to test with the MP3 Audio format will test over two days with specific timing and scripts provided in the *SAT School Day SSD Coordinator Manual*.

Timing charts are provided in the *SAT School Day Testing Room Manual* and the *SAT School Day SSD Coordinator Manual* to help plan for specific 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 (and translated test instructions, if applicable) 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 you find the activity 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 on page vi.

General policies are as follows:

» Students must supply their own calculators. They may also bring acceptable backup calculators in case 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 hand 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. If they choose to cancel their score, they must cancel the entire test. They will need to fill out a Request to Cancel Test Scores form before leaving the testing room. (See next column for more information).

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 the associate supervisor.

» 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 each student. If any security issues arise, the chart will be used in security investigations.

» In the SAT with Essay room, the associate supervisor should check the number of Essay books 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.

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 it 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 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.

Inform students that canceled scores will still be sent to their state and district, and will be accessible to their school, but will not be sent by the College Board to their chosen colleges or scholarship organizations. Once canceled, scores may not be reinstated.

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 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

11

student. If a 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

Before test day, meet with students, including those with accommodations, to go over important information for test day. Let them know that their schedule will differ and that lunch will not be served until after testing ends.

At **sat.org**, students can find answers to general questions about the SAT and what to expect on test day. Be sure to let them know that school day testing has been arranged and may differ from weekend testing 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 where you have instructed them to congregate. Share the following with students (this schedule can be tailored to meet your school's needs):

» 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 are not 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 must 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 completing the answer sheet

» Acceptable photo ID (see Section C)

» Two No. 2 pencils with soft erasers; NO PENS OR MECHANICAL PENCILS unless approved as an accommodation.

» 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)

» Snacks 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 is encouraged to collect and hold phones and other prohibited electronic devices during the test administration. If a student's device makes noise, if the student is seen using it, or if the student is seen attempting to access it at any time, including during breaks, he or she will be dismissed immediately, his or her scores may 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.

An Admission Ticket is also required to provide confirmation that the student is properly registered. It will be used in the testing room to ensure students complete their identification information on the answer sheet correctly.

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 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 College Board will not adjust scores in cases of failure to follow instructions for marking the answer sheet.

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) via the School Day Support Hotline at 855-373-6387.

Test Security and Interruption or Student Impersonation: Call Test Administration Services (TAS) via the School Day Support Hotline at 855-373-6387.

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 never to allow unauthorized individuals 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 approximately three to five days before test day. If your school will be on break the week before 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 in a secure area, such as a cabinet, closet, or vault, and check them carefully for tampering. Do not store materials in a classroom or residence or trunk of a vehicle.

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

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

Checking the Test Materials Shipment

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

Each box will contain a list of materials in that box. One box will contain a summary list of all test materials.

(!) Check the contents of the test materials shipment within 24 hours of delivery to allow enough time to get missing 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 books, and associated answer sheets

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

☐ SAT School Day Supervisor Manual and Testing Room Manual

☐ Courier box(es) or envelope(s) with preapplied UPS shipping label and colored Pearson label for returning used answer sheets

☐ Preprinted courier label(s) for returning test books and unused answer sheets

NOTE: *Preprinted courier label(s) for test book returns are included as a loose item within each test material box and can shift to the bottom of the box during shipment.*

☐ School Day Testing Materials Kit:

> › Forms (including SIRs), reports, and posters
> › Tape for materials return boxes
> › Colored envelopes for returning other critical materials

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

» For SAT:

> › SAT multiple-choice test books with purple covers and orange answer sheets for standard administrations, in packs of 10
> › SAT multiple-choice test books with pink covers and orange answer sheets for nonstandard administrations, in packs of 5

» For SAT with Essay:

  › SAT with Essay multiple-choice test books with purple covers and black stripes showing "WITH ESSAY" in white type, purple-striped Essay books, and blue answer sheets, in packs of 10.

  › SAT with Essay multiple-choice test books with pink covers, purple-striped Essay books, and blue answer sheets, for nonstandard administrations, in packs of 5. Both books show an open book icon.

Multiple-choice test books, Essay books, 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.

» Carefully count the test books and Essay books (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 books 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 a case-by-case basis) or to replace defective materials.

  📞 If you 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, in your vehicle, or in a classroom.

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

Counting and Distributing Test Materials

On test day, you must count the test books:

» When distributing materials to associate supervisors on test day

» 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 the *School Day Testing Room Manual*.

Associate supervisors must count the test books:

» After receiving the materials from you

» After distributing materials to students

» Before distributing the Essay books, if applicable

» After collecting multiple-choice or Essay books

» 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 College Board 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 books:

» After receiving them from you

» Before dismissing students from the testing room

Security During the Test

Prohibited Devices

Anyone using prohibited devices during any part of the administration, including breaks, should be warned and, if warranted, dismissed from the test. The only exceptions are for College Board–approved accommodations for particular testing aids. 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

Anyone using prohibited aids during any part of the administration, including breaks, should be warned and, if warranted, dismissed from the test. The only exceptions are for College Board–approved accommodations for particular testing aids or students using supports such as translated test instructions. 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 (excluding translated test directions)

» 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 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 they were affected, they can 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. (See the Appendix for a sample of a completed SIR.)

» 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 (AI code) 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 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 all feedback is welcome. Tell them that their scores could be delayed while their complaint is being reviewed, in the event additional investigation is required.

(!) Students with concerns should be advised to contact the College Board 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 along with the procedures and actions you should employ. Some situations call for immediate action: when the chart indicates to call TAS, do so without delay (using the SAT School Day Support number, selecting Option 1, and choosing the correct area to reach). The chart also indicates when you should complete and submit an SIR.

(!) Contact TAS immediately for timing irregularities or other issues.

The College Board 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

Irregularity	Procedures	SIR Required?
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.	» 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 book after testing Call TAS immediately.	If a test book or Essay book 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 6— "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 of their test books. Tell them to circle multiple-choice and write student-produced responses in their test books. » For essays, make a copy of the essay portion of a blank answer sheet for students to use. If not available, contact TAS for further instructions. » On the front 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?
Incorrect answer sheet in the SAT or SAT with Essay room Call TAS if assistance is needed.	» Check test-taker ID and Admission Ticket and provide a correct answer sheet, if possible. Direct test-taker to print name on the new answer sheet, then continue in the appropriate place. (If no correct answer sheets are available, call TAS for assistance.) » After the test is over, have test-taker completed items 1–9 on page 1 of the answer sheet. Clip answer sheets together.	☑ Describe the situation. **Bubble page 2 section 7b Test Admin—"Test-taker needed second answer sheet."**
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 the student to print his or her name on the new answer sheet, then continue with next question. » If an extra answer sheet is not available, the student may circle multiple-choice and write student-produced responses in his or her book. For essays, make a copy of the essay portion of a blank answer sheet for students to use. If not available, contact TAS for further instructions. » If testing time is lost because of defective answer sheet, allow the student to make it up at the end of the test administration. » After the test is over, have the 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 the test book, on the front 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 page 2 of the 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 test book with the same form code that does not have the same defect, and direct the 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 report them as part of your online makeup form. » If the defective test book causes a loss of testing time, allow the student to make up the time for that section at the end of the test administration. » On the front of the 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 Materials Issue— choose specific issue listed 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 must match the admission ticket.	☑ Include test-taker's name and eligibility code. **Bubble page 2 section 7b Other Issue—"Other."**

Irregularity	Procedures	SIR Required?
Test-taker seat is changed	» 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 before the start of timed testing, no SIR is necessary—simply note on the seating chart.	☑ 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 Test Admin Issue "Staff seated students in wrong room."**
Test-taker sent to wrong room Call TAS Immediately.	» 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. **Bubble page 2 section 7b Test Admin Issue "Staff seated students in wrong room."**
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 the 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 the 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

Irregularity	Procedures	SIR Required?
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 the test book and answer sheet and dismiss the student. Do not readmit the student to the testing room. » Notify the test center supervisor immediately. » On the front of the test book, note the student's name and write ""Attempted to Impersonate,"Attempted theft of test book," or "Left building" as appropriate. » If pages are missing or damaged, indicate which pages on the SIR. » Do not allow the test-taker to leave the test center until you have called TAS.	☑ Attach test book to SIR. Ensure that the student's 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.**

Irregularity	Procedures	SIR Required?
Test book misuse/working on the wrong section	If a test-taker is seen looking through or opening the test book before or after time is called, working on a wrong section, or working past the permitted time: » 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 the test book and answer sheet. Dismiss the student. Do not readmit the student to the testing room. » On the front of the test book, note the student's name and write "Looking through test book," "Wrong section," or "Working past time," as appropriate. » Return answer sheets with other used answer sheets.	☑ Note the section(s) affected, and attach the test book. Ensure that the student's 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."**
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 with approved accommodation.* 📞 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 the 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 the 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 the student to the testing room. » On the front of the test book, note the student's name and write "Prohibited electronic device."	☑ Note that the device made noise or was in use. Attach the test book to the SIR. Ensure that the student's name is provided. **Bubble page 2 section 7b Test Admin Issue— "Test-taker used a cell phone/ prohibited device, or it made noise."**

Irregularity	Procedures	SIR Required?
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 the test book to the SIR. Ensure that the student's 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 phone without permission: » If possible, check the test-taker's ID and Admission Ticket, and inform the test-taker that you must write up the incident and that his or her scores will be canceled. » Collect the test book and Admission Ticket and answer sheet and dismiss the test-taker from testing. Do not readmit the test-taker to the testing room. » On the front of the test book, note the student's name and write "Refusing to follow instructions."	☑ For copying and communications infractions, describe the ID. Note the 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."**

Misadministration

Irregularity	Procedures	SIR Required?
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 students 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."**

Irregularity	Procedures	SIR Required?
Undertiming Call TAS.	Permit students to make up any undertiming on a section before concluding the section, allowing a break, or dismissing students. Allow the full testing time for unaffected sections.	☑ 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.**

Test-Taker Issues

Irregularity	Procedures	SIR Required?
Excessive breaks *This irregularity does not apply to students approved for "breaks as needed."* Call TAS if there is a security concern.	» Ask the student the reason for excessive breaks (is the student ill?). Collect the test book and answer sheet; return them when the student reenters. Do not allow extra time. » Have the room or hall proctor check where the student is going during breaks.	☑ **Bubble page 2 section 7b Other Issue—"Other."**

Irregularity	Procedures	SIR Required?
Illness	» Permit the student to leave the test room temporarily. Collect the test book and answer sheet; return them when the student reenters. Do not allow extra testing time. » If the student is unable to continue, advise him or her of the cancellation policy. Notify student that if they do not finish the test, their scores may be canceled. (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 the student that it cannot be scored. If the student wants to continue, provide a new answer sheet and allow the student to transcribe earlier answers after test books have been collected. Discard the soiled answer sheets—do not return them. Return soiled test books in plastic, if possible.	☑ 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 there. Check ID when the student returns to the room.	
Using pen or wrong type of pencil	If you see anyone using a pen or mechanical pencil, advise the test-taker 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 the student's ID and Admission Ticket if the student is unfamiliar to you, and provide a new answer sheet associated with that type of testing (e.g., Essay or non-Essay) if the 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). Tell the student to print his or her name on the new answer sheet, then continue in the appropriate place. » After the test is over, have the 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."**
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 the student is unfamiliar to you. » Notify the student that no credit is given or extra time allowed to transcribe answers to answer sheet. » Answers recorded in the test book may not be transferred to the answer sheet after the test by either the student or school personnel. » On the front of the test book, note the 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."**

Irregularity	Procedures	SIR Required?
Answer sheet left blank or completely erased	» Notify the student that you have observed this behavior and check the student's ID and Admission Ticket if the student is unfamiliar to you. Indicate that if the behavior persists, you will report it. » Tell the student that the answer sheet will be scored. » If the 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 test administration regulations."**
Calculator malfunction	» Check the test-taker's ID and Admission Ticket and allow the test-taker to replace batteries or try a backup calculator, if available.	☑ 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.**
Accommodations given that were not approved	» Stop testing and collect the test-taker's test materials and answer sheet. » Advise the test-taker that he or she has received accommodations that were not approved. The College Board will contact the test-taker about retesting options. » Dismiss the test-taker.	☑ Provide student name and registration number. Note accommodation given and actions taken. **Bubble page 2 section 7b - Test Center Staff Issue — "Staff gave incorrect, unapproved or no accommodations."**
Approved accommodations not given	» Advise the test-taker that he or she has not received accommodations for which he or she was approved. » Offer the test-taker the option to continue testing without the approved accommodations or to stop testing. » If the test-taker chooses to stop testing, collect the test book and answer sheet. Dismiss the test-taker.	☑ Provide student name and registration number. Provide as much detail as possible, including actions taken. **Bubble page 2 section 7b - Test Center Staff Issue — "Staff gave incorrect, unapproved or no accommodations."**

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 via the School Day Support Hotline at 855-373-6387

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

Problems Returning Materials: Call TAS via the School Day Support Hotline at 855-373-6387

Test Day Schedule

To ensure standardized testing across all School Day testing, please 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 SIR.

The schedule shows the approximate ending times for standard time and for extended time for reading (all sections). 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) and halfway through section 4 (Math Test – Calculator). Students approved for writing-only extended time receive an extra 5-minute break halfway through the fifth section. They receive extended time only on Section 5, the Essay, not on Section 2.

Note that students who receive standard time on the entire test, whether taking the test with other accommodations or not, receive a 10-minute break after Section 1, a 5-minute break after Section 3, and (if taking the Essay) a 2-minute break after Section 4.

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 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 designated assembly area.
8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
11:45 a.m.	Testing ends for standard timing of SAT.
Noon	1st day of testing ends after Section 3 for 50% extended time (reading) 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 (reading) administration of SAT (no Essay).
3:45–4:45 p.m.	UPS pickup 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 a.m., resuming with Section 4.
10 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.
Noon	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 before the test. Make sure this information is visible 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 the *School Day Testing Room Manual*. 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 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 School Day Support Hotline about any media requests for test information or test coverage.

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 individuals out of the sight and hearing of the students until testing is complete. Limit access to the testing rooms and adjoining hallways.

📞 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 interpreter provides identification and signs the Roster for the student's assigned room.

Admission Policies

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 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 paper registration forms on test day. (See the next page for instructions.)

Registered students will be on the online Attendance Roster. This does not include test-takers testing under the supervision of the SSD Coordinator. (These students will be on the NAR printed by the SSD coordinator.) 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 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 anyone 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 should access and print the online NAR before test day. (See the *SSD Coordinator Manual* for more information.) Make sure you have the most recent Roster on test day. This Roster will be used for planning and check-in as well as to confirm attendance and the accommodations approved for each student.

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 may shorten 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 late registered 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.

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). If there are not enough materials or rooms, the students must test on the makeup test date. Please include the students in the counts when requesting makeup materials.

Marking the Rosters

The online Attendance Roster will include all standard and nonstandard test-takers (except those students listed on the NAR) 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 the *SSD Coordinator Manual* for more information. If you have students who are approved for accommodations and they are not listed on either the roster or the NAR, 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 assistance.

Please carefully mark attendance on the Roster in pencil.

» Write your five-digit 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 Admission Ticket.

› Note this verification with a check mark in the appropriate column.

Test Center Number: 99990

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

› Write a "P" (Present) next to the name of each student who checks in.

📞 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), put an "X" next to his or her name on the Roster.

» List the name, date of birth, address, sex, type of ID, and phone number of all test-day registrants at the bottom of the Roster.

» After check-in is complete, put an "A" (Absent) next to the name of any listed registrant who is absent. The list of absent students will form the basis of your makeup roster.

Photo Identification

Photo ID Requirements

Students are responsible for bringing an acceptable form of identification each time they report to an SAT test center. For the school-day administration of SAT, in addition to the photo identification requirements provided below, the College Board may also support the visual identification of a student using the school's SIS system or other school-issued photo repository, such as a yearbook. A student who doesn't have either a photo identification card or an image in a school repository, should complete a Student ID Form, printed on school stationery, and notarized by the school with the school seal.

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 photo that clearly matches the student's appearance on test day.

» Be in good condition, with clearly legible English language text, and a clearly visible photo.

» Black and white photos are acceptable.

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

» 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 ID card from the school student currently attends

» Government-issued passport

» Government-issued military or national ID 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 photo

» 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 enough pink books, staff, and space available:

» 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. Write a note to the associate supervisor authorizing the change, sign the note, and give it to the student to present on entry to the testing room.

» Fill out an SIR, including the student's name and SSD Eligibility Code.

NOTE: *Because testing with accommodations listed on the NAR (using the scripts in the* School Day SSD Coordinator Manual*) may require materials specific to a student, in many cases these accommodations will not be able to be added on test day. However, if additional materials are available, follow the instructions on the previous page.*

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. In some instances, you may receive materials for students who have a pending approval for accommodations. It is the responsibility of the SSD Coordinator to confirm that accommodations are approved prior to test day. Students without approved accommodations should not use nonstandard test materials

Your final Roster with any test day notations is an important document. You should not share any Rosters with anyone outside your school, as they contain 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 keep 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 be admitted only if the associate supervisor is still reading the preliminary instructions for the test and the test-taker has time to read the instruction on the back cover of the test book. Instruct supervisors to add these students to their room roster.

(!) 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, noting the room assignment of each test-taker. Rosters provide important information to the College Board, particularly when discrepancies arise.

Make and retain copies 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 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 test

» 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 "Test Security and Fairness" information provided at **sat.org/test-day** and in the *Registration and Questionnaire Booklet*. 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.

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 stating this policy 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 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 and not to go to their lockers. The week before the test, instruct school staff to remind students of the importance of not disrupting testing.

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

Supporting Your Staff

IMPORTANT: *Alert your associate supervisors that if you authorize any changes from standard to nonstandard testing (or the reverse) that you will note the change and sign the authorization, either on the Admission Ticket or in a separate message for the student to present upon entry to the testing room.*

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 ensure a smooth test day. This might mean having a central extension for staff to call or a visual signal to indicate that assistance is needed in a particular room. Staff will have a greater level of comfort if they know 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 book is discovered missing after students have been dismissed, contact TAS immediately. Report the incident on an SIR. Speak with TAS before returning any test materials.

Reporting Students Who May Require Makeup Testing

Immediately after testing is completed, you will be asked to report online the number of students requiring makeups due to absence, irregularities encountered, or if not enough test books were available for unregistered students. You will receive directions for how to do this in an email message prior to test day.

Makeup test materials will be sent based on the counts provided in the online survey tool. All makeup counts must be submitted no later than two days after the initial test date.

(!) Makeup materials will only be shipped to schools that complete the online makeup survey tool.

Section D: Returning Standard and Nonstandard Test Materials

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 in the *School Day SSD Coordinator Manual*. Do not mix 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

The test center supervisor is responsible for completing the Supervisor Report Form for the standard and nonstandard roster rooms (purple and pink testing materials). The SSD coordinator will be responsible for returning the test materials for the NAR rooms (blue and lime testing materials). 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.

See page 38 of the Appendix for a copy of the SRF to reference as you read through these instructions.

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 (if applicable):

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 given 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 in the diagram on page 35. If you need assistance with shipping, contact TAS at **tas@ets.org**.

NOTE: *You will return answer sheets and reports to a different location from the test books/Essay books. These instructions explain the two separate shipments you'll need to send.*

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 or Essay books

» Answers written in test books without College Board approval

» Certain irregularities, such as use of prohibited items and other misconduct

Shipment 1: Materials Sent to Cedar Rapids, IA

Shipment 1 includes all used answer documents, various envelopes with materials described below, and the completed SRF. See the diagram on page 36 to help you ensure that you place the correct materials in each envelope and pack them in the requested order in the shipping box.

Advanced arrangements will be made for you to have a custom courier pick up the return packages before the end of the test day or, at the latest, by the next school day after the test administration.

Keep materials secure until pickup. If this service is not available in your area, you will receive an email with alternate directions for returning testing materials.

Used Answer Sheets:

Keep all used answer documents together so that they can all be scored. Place them all in the bottom of the shipping box. If you have an answer sheet with misplaced marks (and corresponding SIR clipped to it), place it on top of the used answer sheets. If you have test books containing answers that must be transcribed because of insufficient or defective answer sheets, treat these as answer documents and place them on top of the used answer sheets.

IMPORTANT: *Even if you are reporting a problem with an answer sheet or returning a student's test book with an SIR, you still must place the student's answer sheet on top of the other used answer sheets. Do not place answer sheets in any of the envelopes.*

Packing the Envelopes:

In the Green Envelope, include the following items:

» SSD Eligibility approval letters, if any

» School Day Test-Day Bulk Transmittal form

» Registration forms from students registering on test day

If you don't have any of these letters or forms to return, you do not need to use the Green Envelope.

In the Gray Envelope, include the following items:

» Testing Room Materials Report forms with seating charts

» SAT Testing Staff Agreement Form with staff signatures

» SAT Request to Cancel Test Scores forms (if any)

» Test books involved in an irregularity (if any) and attached to the related SIR. These might include:

  › Defective test books or Essay books

  › Answers written in test books without College Board approval

  › Specific irregularities that require the test book to be attached to the SIR (e.g., use of prohibited items)

» Any other SIRs from the administration (Exception: SIRs associated with answer sheets must be clipped to the answer sheets and placed on top of the other used answer sheets)

In the White Envelope, which is only provided if you have students approved to write answers in the test book, include these items:

» The test book and Essay book, with "Answers in book" written on the front.

» The student's answer sheet clipped to the test book.

Packing Shipment 1:

Follow the order for packing your answer sheet shipment shown in the diagram on page 35. In general, put the answer documents in first, so that they are on the bottom of the box (or envelope). Do not use rubber bands or other fastenings that might damage the answer sheets. Place the envelopes next, in the correct order, followed by your annotated rosters, and put the SRF (which identifies your school and how many answer sheets you are returning) on top.

As noted on the diagram, return all materials via UPS using the shipping box (or envelope) with the preapplied label that you received for this purpose in your test materials shipment. Always note the tracking number and file this information in your records. If you have more than one box, label them with your center name, number and sequence (e.g., "1 of 2," "2 of 2"). For your information, the labels will be addressed as follows:

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.

Shipment 2: Materials Sent to Ewing, NJ

Shipment 2 contains the test books, Essay books, and unused answer sheets (if any). Return these items to the New Jersey location no later than two days after your test administration ends. You will receive a loose test book return label in every box containing test materials. Use as many of the original shipping cartons in which you received your test materials, as you need to return your materials. Please note that the labels tend to shift to the bottom of the box during shipment.

NOTE: *Do not return translated test instructions. These should be securely destroyed.*

The diagram on page 36 shows you how to pack the materials. Remember, only blank, unused answer sheets should be returned with the test and Essay books in Shipment 2. Keep all the test books and Essay books together.

You will receive an email from TAS with your pickup date, time, and confirmation number. Record the courier and tracking numbers for each carton, and keep on file for six months. Use the return labels provided. Make a note of the tracking numbers before shipping the materials. If your labels are missing, call TAS. For your information, the return labels will be addressed as follows:

Inbound Processing Center
200 Ludlow Drive
Ewing, NJ 08638

RETURNING

Used Answer Sheets and Forms
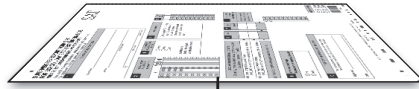
Assemble and pack materials 1-7 in the sequence shown.

7 Test Center Supervisor's Report Form . . . .

6 Annotated online rosters (including nonstandard test-takers) . . . .

5 Green Envelope . . . .
Include only materials listed to the right in this envelope. If you do not have any of these materials, do not return the green envelope.

4 Gray Envelope . . . .
Include only the materials listed to the right in this envelope.

3 Ancillary items not included in all test administrations
See box at bottom right for a list.

2 Large-block used answer sheets . . . .
(SAT on top, followed by SAT with Essay)

1 Regular used answer sheets
(SAT on top, followed by SAT with Essay)

Note: Any answer sheet that was distributed to a test-taker, whether standard or nonstandard, must be included.

Green Envelope
Include only:
- ❑ School Day Test-Day Registration Bulk Transmittal form
- ❑ Registration forms from students registering on test day
- ❑ Eligibility Approval Letters for students with disabilities

Gray Envelope
Include only:
- ❑ Testing Room Materials Reports (with seating charts)
- ❑ SAT® Testing Staff Agreement Form
- ❑ Supervisor's Irregularity Reports (SIRs)
- ❑ Defective test books
- ❑ Request to Cancel Test Scores Forms

Ancillary Items

The following items will occasionally be associated with an administration, and must be placed on top of the used answer sheets:

- White Envelope containing test books with answers marked inside and associated used answer sheets
- Used answer sheets with misplaced marks
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)
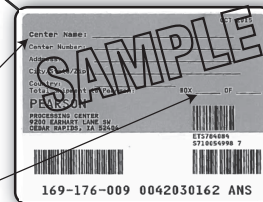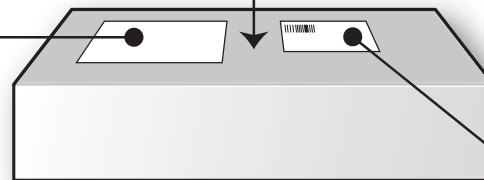
Prelabeled White Shipping Box or Courier Envelope

Note reference number for your records

Note this tracking number for your records

Print your center name and number here

Print this box number and total number of boxes being sent (e.g., Box 1 of 2)

UPS Return Label

PEARSON Return Label

- Use the prelabeled white return box/courier envelope that came with your test materials. Do not cover preapplied labels with another label, or place another label on the same box.
- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples. Do not wrap answer sheets in anything.

Section D – Returning Standard and Nonstandard Test Materials

RETURNING

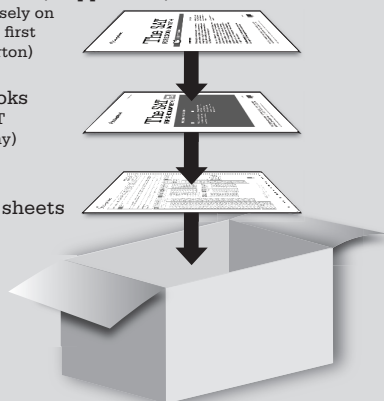## Test Books, Essay Books, and <u>Unused</u> Answer Sheets

1 PACK

- Use carton(s) from original test materials shipment.
- Include only the items shown below.

3 Essay books (if applicable) (place loosely on top in the first return carton)
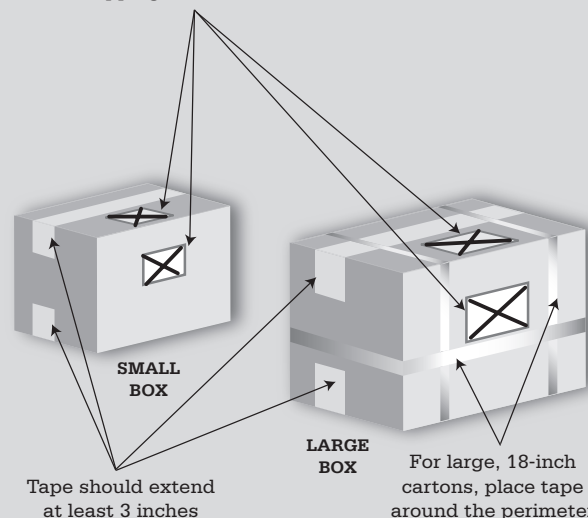
2 Test books (SAT, SAT with Essay)

1 <u>Unused</u> answer sheets

Include **ALL** packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

2 SEAL

- Use supplied tape
- Remove, cover, or cross out the original shipping labels

SMALL BOX

LARGE BOX

Tape should extend at least 3 inches

For large, 18-inch cartons, place tape around the perimeter

3 LABEL

- Use supplied preprinted TB RETURNS labels. (Supplied labels may be different from sample shown here.)
- Do not put two return labels on one box, or cover a return label with another label. Place new label on box.
- Write down tracking number for your records.
- If your label is missing, contact TAS (see page ii).

Peel the label from its backing and place on box or envelope

Note this tracking number for your records

Print this box number and total number of boxes being sent (e.g., Box 1 of 2)

Print your center name and number here

Note reference number for your records

SAMPLE LABEL

SHIP TO:
Inbound Processing Center
200 Ludlow Drive
Ewing, NJ 08638 USA

NJ 086 0-04

UPS GROUND

SAMPLE

STEP 1 – BOX _____ OF _____
217409

STEP 2 – CTR NAME: _____
STEP 3 – CENTER #: _____

4 SHIP

The day before the test, you will receive an email with a pickup date, time, and confirmation number. Once you have that information, you may contact the courier if you need to make an adjustment. If you do not receive an email, please contact SAT School Day Support.

! IMPORTANT NOTES:

- **Do not put answer sheets inside test books.**
- **Make sure the unused answer sheets you are returning have no marks, no bubbles filled in, and no erasures. Answer sheets with marks of any kind must be returned as used.**

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 "**purple**" 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
053	Use of Colored Overlay
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.

Code	Accommodation
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 SAT (no Essay)
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.

SUPERVISOR'S REPORT FORM (SRF)
FOR SCHOOL-DAY SAT® TEST SUPERVISORS
MUST BE RETURNED WITH USED ANSWER SHEETS

SAT®

Print and fill in the appropriate circles on this form. Use a No. 2 pencil only.
For details on this process, please refer to your manual.

1 — TEST CENTER INFORMATION

School Name: *Our High School*

Address: *123 Main Street*
Number and Street

Anytown, *State* *12345*
City   State/Country   Zip/Postal Code

2 — ACTUAL TEST DATE

Month	Day	Year
APR	*05*	*2017*

Month: ● Aug ○ Oct ○ Nov ○ Dec ○ Jan ○ Feb ○ Mar ● Apr ○ May ○ June

Day: ● 0, ① 1, ② 2, ③ 3 | ⓪ 0 ① 1 ② 2 ③ 3 ④ 4 ● 5 ⑥ 6 ⑦ 7 ⑧ 8 ⑨ 9

Year: ○ 2016 ● 2017

3 — SCHEDULED ADMINISTRATION MONTH

○ October
○ February
○ March
● April
○ May

For Makeups:
Bubble the originally scheduled exam month.

4 — MAKEUP EXAM

○ This is an SRF for a makeup exam. Please review box 3 to ensure that you have correctly marked the month originally scheduled for this exam.

5 — TEST CENTER NUMBER

9 9 9 9 0

0	0	0	0	●
①	①	①	①	①
②	②	②	②	②
③	③	③	③	③
④	④	④	④	④
⑤	⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧	⑧
●	●	●	●	⑨

USED ANSWER SHEET HAND COUNTS

Count by hand the used answer sheets and record quantities in boxes 6, 7, and 8.

		6 SAT		**7** SAT WITH ESSAY
(a)	Used Large-Block Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective)	+		*5*
(b)	Used Regular Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective)	+		*311*
(c)	Total Count of Used Answer Sheets Returned (a+b)	=		+ *316*

8 — TOTAL USED ANSWER SHEETS RETURNED

Fill in the box using leading zeros (e.g., 0123) and fill in the corresponding circles.

= *0 3 1 6*

●	⓪	⓪	⓪
①	①	●	①
②	②	②	②
③	●	③	③
④	④	④	④
⑤	⑤	⑤	⑤
⑥	⑥	⑥	●
⑦	⑦	⑦	⑦
⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨

9 — Are you submitting a Supervisor's Irregularity Report?

● No
○ Yes

10 — TEST CENTER SUPERVISOR'S SIGNATURE

The total used answer sheets returned have been hand counted.
The information above is accurate to the best of my knowledge.

Signature: *Sally Supervisor*

Date: *4/5/2017*

OFFICIAL USE ONLY

⓪ ① ② ③ ④ ⑤ ⑥
⓪ ① ② ③ ④ ⑤ ⑥
⓪ ① ② ③ ④ ⑤ ⑥

789382

SAT®
SUPERVISOR'S IRREGULARITY REPORT (SIR)

1. GENERAL INSTRUCTIONS TO SUPERVISOR: Form __1__ of __1__

Refer to the Irregularities Chart in your manual for when to use this form, when to check test-taker's ID, and when to call Test Administration Services (TAS). **IMPORTANT: Call 800-257-5123 immediately if test materials are missing or damaged.** Report each irregularity on a separate SIR, and return all SIRs immediately after testing ends.
- Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.
- Complete sections 2–5, 6–9, and 11 as appropriate to the irregularity type. The staff member reporting the incident MUST sign the form in section 10.
- Attach (but do NOT staple) any defective materials to the SIR.
- As a last step, on each form, fill in "Form ___ of ___" (e.g., "1 of 3") at the top of this box.

2. Testing Start Date

Month	Day	Year
Mar (filled)	05	2017

Fill in the circle for the month. Then print and fill in the day and year on which testing actually occurred.

3. PROGRAM ● SAT®   Indicate the type of testing room and room number: ● Standard   ○ Nonstandard   Room Number 508

4. TEST CENTER INFORMATION:

Test Center/Institution Name and Address:

Name: Our High School

Address: 123 Main Street

City: Anytown

State/Province: State

Postal Code: 12345

Country: USA

4a. Test Center Number/School Code: 99990

Print and fill in your 5-digit test center number or 6-digit school code from left to right.

4b. Scheduled Administration Date

Month	Year
Apr (filled)	2017

● School Day

Fill in the circle for the month. Then print and fill in the year of the administration date. Fill in the circle to indicate if this is a School Day administration.

5. TEST BOOK INFORMATION: Test Section/Subject _____

SAT ☐   Test ID [   ] (Numeric)   Form Code [   ] (Alphanumeric)   Test Book Serial Number _____

SAT with Essay ☐

SAT Subject Tests™ ☐   Book Code [   ] (Alphanumeric)   Book ID [   ] (Alphanumeric)   Test Book Serial Number _____

6. GROUP IRREGULARITIES INFORMATION:

- Fill in the circle in front of each case that applies.
- Write the names and registration numbers of involved test-takers on the last page of the SIR; alternatively, place a check mark on the Roster by the name of each affected test-taker, photocopy the Roster, and attach it (no staples) to the SIR.
- To report incorrect/missing materials, indicate details on the shipping notice and attach it (no staples) to the SIR. Always call TAS immediately in such situations.
- Use the COMMENTS section on page 3 to describe the events and actions taken.

Did group complete testing? ● Yes   ○ No

○ Overtiming: ○ 1–2 minutes
○ Undertiming: ○ 3–4 minutes
                  ○ 5–7 minutes
                  ○ 8 minutes or more

Round up for overtimings and undertimings. For example, for 2.5 minutes you should fill in the circle for 3–4 minutes.

○ Defective/incorrect materials
● Disturbance/interruption
○ Missing materials
○ Test center environment issue
○ Staff behavior was distracting
○ Staff distributed incorrect material
○ Staff seated students in wrong room
○ Staff did not post signs or directions
○ Staff gave incorrect, unapproved, or no accommodations
○ Staff gave incorrect instructions
○ Staff did not give breaks
○ Staff did not announce remaining time
○ Testing started late. Time testing started: ____:____
○ Test materials were distributed/collected incorrectly
○ Other: _____

6a. Number of Affected Test-Takers: 0031

Print and fill in the number of test-takers who were affected by the group irregularity. Use leading zeros and fill from left to right.

Page 1

Page 2

...3 to describe all events and actions taken.

Registration Number

Print and fill in the registration number of the test-taker who was affected by the irregularity.

Issue:
...er seated in wrong room
...er misplaced/misgridded answers
...er recorded answers in book without approved accommodation
...er needed second answer sheet
...er became ill
...er had a CD player or calculator malfunction
...er impersonated another test-taker
...er worked after time called   Minutes: _____
...er worked on wrong section   Minutes: _____
...er used an unauthorized aid (e.g., dictionary)
...er left early/left without permission
...er gave or received help
...(other test-taker's name in COMMENTS section on page 3)
...er used a cell phone prohibited device, or it made noise
...er used calculator on non-calculator section
...er removed or attempted to remove test materials
...er obtained improper access to test/part of test

Staff behavior was distracting
Staff distributed incorrect material
Test materials were distributed/collected incorrectly
Staff gave incorrect instructions
Staff did not give breaks
Staff gave incorrect, unapproved, or no accommodations
Staff did not announce remaining time

Test-taker failed to follow test administration regulations
○ Test-taker disrupted test, causing testing to start/end late
Test was overtimed
Test was undertimed
- 1–2 minutes
- 3–4 minutes
- 5–7 minutes
- 8 minutes or more

Other Issue:
Other: _____

Test Center Environment Issue:
Problem with lighting, temperature, noise, etc.

8. TEST QUESTION AMBIGUITY INFORMATION:

Fill in the circle in front of each case that applies. Use the COMMENTS section on page 3 to describe the test-taker's concerns.

No correct answer   Wording is ambiguous   Other: _____
More than one correct answer   Not enough information to answer question   _____

Test-Taker's Name: _____

Test-Taker's Email Address: _____

Test-Taker's Mailing Address: _____

Serial #: _____   Test Section #: _____   Test Question #: _____

Page 2

9. **COMMENTS:**

Fully describe the irregularity or test-taker's concern and any action(s) taken. If the irregularity pertains to the SAT Subject Tests, please identify the affected Subject Test(s).

Student had a nosebleed. Proctor escorted her to nurse. She was gone

about 10 minutes.

10. **TEST CENTER STAFF CONTACT INFORMATION:**

Complete the fields below so that we can contact you if we need further information. Contact information should be for the specific person reporting the incident.

Name: Sally Proctor

Email Address: sproctor@anytown.net

Phone #: 987-555-1417   Mobile Phone #: 987-555-7417

Staff Member Signature: Sally Proctor

Test Center Supervisor Signature: Sally Supervisor

Page 3

...ty. You may also attach a copy (no staples) of the ...his SIR and any attachments with your shipment

...ST-TAKER REGISTRATION NUMBER

ETS USE ONLY ⓪①②③④⑤⑥⑦⑧⑨⑩⑪⑫⑬⑭⑮   789296

DO NOT WRITE IN THIS AREA

Page 4

Q4182/4

112303-77084 • UNLWEB716