

# SAT Testing Staff Agreement

SAT®

CollegeBoard

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

## **Each testing staff person affirms that they:**

- Have read and agree to all rules and guidelines set forth in the applicable SAT manual, including, but not limited to, the pages setting forth conditions under which the SAT must be administered and the information on staff qualifications and conflict of interest restrictions;
- Are a high school graduate, at least 18 years old, speak English fluently, possess the same level of unquestionable integrity and maturity expected of a member of the school staff, and act in a fair, courteous, nondiscriminatory, and professional manner;
- Understand and agree that all SAT tests, and all the questions contained in them, are the property of College Board and protected by copyright law, and that no one other than the student or authorized reader for College Board–approved accommodations can open a test book and see the test content;
- Understand and agree that copying, reproducing, or removing any materials from any SAT test book or digitally reproduced test form is prohibited;
- Are not prohibited by any law or regulation from working with minors or on school property;
- Are not engaged in any private SAT test preparation that is conducted outside the auspices of their school or district for compensation and will not engage in such activity for the remainder of the current school year (The teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable.);
- Have not taken any SAT test within 180 days of the test date;
- For SAT weekend (or for SAT School Day if authorized to handle test books before test day), do not have a member of their household or immediate family (“related student”) taking the SAT on the test date at any testing site. (Immediate family includes one’s parents, siblings, children, grandparents, and spouse. This applies even if they don’t reside in the same household.) In such instances, the related student’s scores are subject to cancellation.
- Understand and agree that providing any assistance or coaching to students on the SAT (including directing or changing answers) prior to, during, or after the administration is prohibited. In such instances, any affected students’ scores are subject to cancellation, and any staff involved may be referred to school/district/state administration or to law enforcement, as appropriate.
- Will act with integrity and will refrain from any illegal or unethical acts, including those that attempt to provide an unfair advantage for one or more test takers.

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

**IMPORTANT:** Test coordinators will ensure that every staff member signs the back of this form and that all testing staff are properly trained to administer a secure administration. Test coordinators will not discuss details about test policies or procedures (e.g., handling test materials, training, and packaging for return) with anyone other than their staff, including the media or through social media. Test coordinators will refer all media questions to the customer support phone number listed in their manual.

Test Center/School Name: \_\_\_\_\_

Test Center/School (AI) Number\*: \_\_\_\_\_ Test Date: \_\_\_\_\_

\* Indicate a five-digit test center number, if applicable; otherwise, provide your six-digit high school number (AI code).

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