



# SAT School Day Testing Staff Agreement



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

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

- Have read and agree with all rules and guidelines indicated in the relevant SAT School Day manual, including, but not limited to, the pages setting forth conditions under which the SAT must be administered and the information on staff qualifications and conflict of interest restrictions;
- 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, affirm the diversity of the students being tested and act in a fair, courteous, nondiscriminatory, and professional manner;
- Understand and agree that the SAT and all the questions contained in it 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 illegal;
- 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 and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district, and will not engage in such activity for the remainder of the current school year (the teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable);
- Have not taken the SAT within 180 days of the above test date; and
- 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 on page 2 of this form 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 impacted 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.

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

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





# SAT School Day Testing Staff Agreement

School Name: \_\_\_\_\_

School (AI) Code: \_\_\_\_\_ Test Date: \_\_\_\_\_

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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