

SAT[®] Testing Staff Agreement

SAT[®]

Test Center Name: _____

Test Center Number: _____ Test Date: _____

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

All test center staff must affirm that they:

- » Have read and understand the relevant SAT[®] Program manual, including, but not limited to, the pages setting forth conditions under which SAT Program tests must be administered and the information on staff qualifications and conflict of interest restrictions;
- » Understand and agree that all SAT Program tests, and all the questions contained in them, are the property of the College Board and protected by copyright law, and that no one other than the test-taker or authorized reader can open a test book and see the test content;
- » Understand and agree that copying, reproducing or removing any materials from any SAT Program test book is illegal, and persons taking such actions will be prosecuted by the College Board;
- » 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 any SAT Program test within 180 days of the above test date;
- » Do not have a member of their household or immediate family (“related student”) taking an SAT Program test on the above test date at any test site. In such instances, the related student’s scores are subject to cancellation.

All staff, including supervisors, associates, proctors, and hall proctors, must sign this form to indicate their acceptance of these provisions. Staff who violate any of these terms will be subject to disciplinary action, such as, but not limited to, being barred from administering future College Board tests.

See the back of this form for other important information.

Position (check box that applies)	Name (please print)	Signature
<input type="checkbox"/> Test Center Supervisor or SSD Coordinator		
<input type="checkbox"/> Associate Supervisor <input type="checkbox"/> Proctor		
<input type="checkbox"/> Associate Supervisor <input type="checkbox"/> Proctor		

Position (check box that applies)	Name (please print)	Signature
<input type="checkbox"/> Associate Supervisor <input type="checkbox"/> Proctor		
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IMPORTANT: Supervisors 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 questions to the Communications and Public Affairs office listed in your manual.

