

Spring 2020

Digital SAT<sup>®</sup> 

# Accommodated Testing Manual

Look inside for:



ACCOMMODATED TESTING  
ROOM PROCEDURES



ACCOMMODATED TEST  
DAY SCRIPTS



SECURITY REQUIREMENTS

STATE-PROVIDED

# About College Board

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, College Board was created to expand access to higher education. Today, the membership association is made up of more than 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT<sup>®</sup> and the Advanced Placement<sup>®</sup> Program. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit [collegeboard.org](https://collegeboard.org).

## Contact Us

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### School Day Support (Educators Only)

**SCHOOL DAY SUPPORT HOTLINE:** 855-373-6387

Listen to the options for your area of concern. Support options include the following:

- General SAT School Day questions and policies
- Test material questions or issues
- Services for Students with Disabilities (SSD) questions about testing with accommodations
- Security issues to report to the Office of Testing Integrity (OTI)
- Other test administration questions

**EMAIL:** [schooldayassessments@collegeboard.org](mailto:schooldayassessments@collegeboard.org)

**WEB:** [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org)

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### Test Day Complaints

**SAT SCHOOL DAY SUPPORT FOR STUDENTS AND PARENTS:**  
855-373-6387 (option 2)

**EMAIL:** [testcenter@info.collegeboard.org](mailto:testcenter@info.collegeboard.org)

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### Test Question Ambiguity/Error

**EMAIL:** [satquestion@collegeboard.org](mailto:satquestion@collegeboard.org)

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# Introduction

As the SAT School Day proctor, you play an important role in ensuring the successful administration of the SAT, a key milestone on the path to college for many students. Taking the state-provided SAT during the school day in a familiar, easily accessible environment allows students to improve college and career readiness. It also means more students can participate in College Board programs that support college access.

## Using This Manual

This manual is for proctors' use for Digital SAT School Day testing only (not paper-based or weekend testing) in spring 2020. Use this manual in the accommodated room. Please do not share it with students or anyone else besides testing staff.

Where appropriate, the content is organized with **tasks** (what you need to do), followed by **key information** (what you need to know) related to those tasks. For example, **tasks** related to room setup are followed by **key information** about seating requirements.

### Before Test Day

Before test day you'll need to participate in training provided by your test coordinator, and you'll need to prepare your room and materials. Completing the tasks in this section prepares you for testing.

### During the Test

You'll administer the test by reading aloud the scripts exactly as they appear in this manual. Scripts appear in shaded areas; all other text is for your information and not to be read aloud.

### After the Test

After the test you'll assist in wrapping up the administration, which includes tasks such as accounting for all materials and returning them to the test coordinator. Completing the tasks in this section ensures that students receive their scores.

## Appendix Resources

We provide sample forms, schedules, and other resources in the Appendix of this manual (see the Table of Contents for a complete list with page references).

## Typographical Icons

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

 Contact by phone

 Procedures or information for providing accommodations to students with disabilities

 Security requirement

## New for Spring 2020

### Important Changes

College Board has made the following changes for this school year.

1. Seating requirements have changed. The minimum distance between students has been reduced from 4 feet to 3 feet in all seating configurations. Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk). At tables, students must be seated at least 3 feet apart and facing the same direction. You may seat 2 students at a table that is 6 feet or longer.
2. Preadministration scripts now include options for administering the session to students with and without parental consent. As part of the preadministration session, students have the option to participate in Student Search Service® and the optional questionnaire. Your school or district may already have a process in place for parental notification/consent; however, if not, College Board is now providing a consent form template to assist schools in obtaining parental consent for participating in Student Search Service and the optional questionnaire.
3. We've modified the questionnaire to allow for more diverse gender identification, in addition to male and female.

## Testing Basics

### About the SAT

The SAT is part of the SAT Suite of Assessments, closely aligned tests that reflect what students are already learning in their classrooms and help educators monitor student progress. Visit [collegeboard.org/sat-suite](https://collegeboard.org/sat-suite) to learn more about the SAT Suite.

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

## Standardized Testing

Uniform procedures are essential to a standardized testing program. To ensure comparable scores, testing staff must follow the same testing procedures and give instructions exactly as they appear in this manual.

Please ensure that you comply with all applicable laws, including those relating to discrimination. By strictly following College Board policies and procedures, you give students the best guarantee of fair testing and the best possible test day experience.

As the proctor, you're responsible for conducting a secure, valid administration. You're accountable for everyone in the testing room and everything that takes place there. You'll account for all testing materials, conduct the testing, appropriately document irregularities, and monitor students to ensure a fair administration.

If you also serve as the SSD coordinator for your school, you'll have other responsibilities as well. The SSD coordinator works with students to apply for College Board–approved accommodations, state-allowed accommodations or SAAs (if applicable), and English learner (EL) students who require 50% extended time through the SSD Online portal. In addition, the SSD coordinator accesses and prints the Nonstandard Administration Report (NAR) and assists the SAT School Day coordinator in determining testing rooms and staff needed for administering the test with accommodations.

All testing materials, including any paper and pencil accommodated materials for use during the accommodated testing window, are shipped to the test coordinator. However, the SSD coordinator can assist in ensuring the secure storage and timely return of any materials that remain in use after standard materials used on the primary test date have been returned for scoring.

## Test Types and the SAT Essay

Throughout the manual, you will see references to either the SAT or the SAT with Essay. When using this manual, be sure you follow the correct test type for the students you're testing, as required by your state. (Most states require the Essay. Confirm with your test coordinator.) You may be administering:

1. SAT (students won't take the Essay)
2. SAT with Essay (students take the Essay)

## Test Sections and Timing

Everyone testing on the primary test date will need to begin testing at the same time.

The SAT is composed of several tests that follow the same order for all students. The test must be administered in this sequence unless explicitly instructed otherwise by College Board.

**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 one portion that permits calculator use and one that doesn't. Each portion is composed of multiple-choice and student-produced response questions.

Time allotted:

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

**SAT Essay:** Students are asked to read a passage and analyze how the author builds an argument to persuade an audience.

Time allotted:

- 50 minutes

## Accommodated Testing Overview

College Board is dedicated to ensuring that students with disabilities receive appropriate accommodations on tests, such as braille, large-print tests, and extended time. Using the College Board SSD Online system, SSD coordinators can manage student requests and approvals for accommodations. Once approved, with limited exceptions, students remain approved for College Board accommodations until 1 year after high school graduation.

Most students will test in 1 or 2 days. There may be some students who will require more than 2 days for testing (for example, if they require more than 100% extended time or if testing time is limited).

State-allowed accommodations (SAAs) may be available depending on your state. If available, SAAs allow students to use defined accommodations; however, they do not result in college- or scholarship-reportable scores.

## Terminology

See the Glossary of Terms on page 131 for definitions of frequently used terms.

## Digital SAT Test Materials

The test coordinator will provide all the materials needed on test day for your room.

### Rosters

Each proctor will receive a roster for their room from the test coordinator. This roster will be used to confirm who should be in your testing room and record any absences. The information from the room roster will be used by the test coordinator to plan for any students who require a makeup administration.

### Forms and Reporting

You need to be familiar with the reports and forms used in the testing room.

#### Nonstandard Administration Report (NAR)

The SSD coordinator will have access to the NAR approximately 30 days before test day. It lists students with College Board–approved accommodations, state-allowed accommodations, and EL 50% extended time.

Some students may require different accommodations for digital testing than for paper-based tests. For example, some students who are approved for large print for paper-based tests may be accommodated through the use of zoom text for digital tests, while a student who is approved for colored overlay may require the color contrast feature for digital testing. Please review the tables of testing tools and digital alternatives to SAT accommodations provided in the Appendix. Work with your SSD coordinator and technology coordinator to confirm that any required system configurations are enabled correctly for students who need them.

#### Request to Cancel Test Scores Form

Students use this form to request score cancellation, which means their scores will not be reported to them or to any colleges. Direct students to fill out the form with exactly the same information given on their test tickets.

The test scripts inform students that if they request score cancellation, their scores will still be provided to their state and district and may be accessed by their school, but College Board will not send them to colleges or scholarship organizations.

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

- Hand the form to the testing staff before leaving on test day.
- Fax the form to the number indicated no later than 11:59 p.m. ET on the fourth weekday following the date testing ends. (For example, the fourth weekday following a test administered on a Tuesday would be the next Monday.)

- Send the form by overnight delivery to the address indicated, to arrive no later than 11:59 p.m. ET on the fourth weekday following the date testing ends.

Scores cannot be canceled by email or phone.

A student may cancel their scores using the SAT School Day Request to Cancel Test Scores form in instances of equipment failure or illness. **Fill out an IR in these cases.** Students will be eligible for a makeup administration. An IR isn't necessary for other situations where students elect to cancel their scores.

#### SAT School Day Irregularity Report (IR)

You'll receive at least 1 blank IR to use in the event an irregularity occurs during School Day testing. The testing staff performs a critical role in reporting irregularities and affected students.

Without complete information, College Board can't resolve issues that arise. All IRs submitted are thoroughly reviewed. Refer to the Irregularity Chart on page 119 for instruction on when to fill out an IR.

### Standard and Accommodated Testing Rooms

Your Nonstandard Administration Report (NAR) should be printed from SSD Online by your school's SSD coordinator.

**IMPORTANT:** *The NAR will indicate scripts to use, test type, and recommended "testing groups." In digital testing, these groupings may not apply. Students using the digital alternatives for certain accommodations can be assigned to designated rooms with similar accommodations and timing.*

The chart that follows shows the different room types and what accommodations are administered in each type of room. Note that students may be approved for more than one accommodation. The NAR gives the script or scripts to use for a student. Proctors may need to use more than one script for some students (for example, math-only extended time requires a standard-time script and an extended-time script).

For accommodations not listed in the table, work with your SSD coordinator or contact the College Board SSD office.

Students approved for extended time for reading will use extended time on the entire test. This means students will test over 2 days for the SAT with Essay with 50% extended time. All students testing with 100% extended time will test over 2 days.

**GUIDE FOR TESTING WITH ACCOMMODATIONS**

	Standard Room(s)	Accommodated Room(s)	
<b>Number of Testing Days</b>	1 day	1 day	1- or 2-day testing during the accommodated testing window
<b>Accommodation Examples</b>	<ul style="list-style-type: none"> <li>▪ Magnifier/ZoomText</li> <li>▪ Written copy of oral instructions</li> <li>▪ Permission for food/medication</li> <li>▪ Wheelchair accessibility</li> <li>▪ Preferential seating</li> <li>▪ Color contrast</li> <li>▪ Sign language interpreter for test directions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extended breaks</li> <li>▪ Extra breaks</li> <li>▪ 4-function calculator on Math Test – No Calculator section</li> <li>▪ Permission to test blood sugar</li> <li>▪ Small-group setting</li> <li>▪ 50% extended time for reading (entire assessment) on the SAT (without Essay)</li> <li>▪ 50% extended time as EL support (entire assessment) on the SAT (without Essay)</li> <li>▪ 50% extended time for math (Math Test only)</li> <li>▪ 50% extended time for writing (Essay only) for the SAT with Essay</li> <li>▪ 50% extended time for math and writing (Math Test and Essay only) for the SAT with Essay</li> </ul>	<ul style="list-style-type: none"> <li>▪ Text-to-speech format</li> <li>▪ Assistive Technology (AT) format</li> <li>▪ Scribe to record responses</li> <li>▪ Breaks as needed</li> <li>▪ One-to-one testing</li> <li>▪ Late start time</li> <li>▪ Limited testing time</li> <li>▪ 50% extended time for reading (entire assessment) on the SAT with Essay</li> <li>▪ 50% extended time as EL support (entire assessment) on the SAT with Essay</li> <li>▪ 100% extended time for reading (entire assessment)</li> <li>▪ 100% extended time for math (Math Test only)</li> <li>▪ 100% extended time for writing (Essay only)</li> <li>▪ 100% extended time for math and writing (Math Test and Essay only) for the SAT with Essay</li> <li>▪ State-allowed accommodations (will vary depending on your state)</li> </ul>
<b>Testing Manual</b>	<i>Digital SAT Standard Testing Room Manual</i>	<i>Digital SAT Accommodated Manual, Scripts 1–3</i>	<i>Digital SAT Accommodated Manual, Scripts 1–5</i>

**IMPORTANT:** Students using the 50% extended time EL support receive extended time on the entire assessment.

**IMPORTANT:** Students approved for writing-only extended time receive extended time only on the SAT Essay and no other test sections. If taking the SAT without Essay, these students test in the standard room with standard time (unless they have other accommodations that can't be provided in the standard room).

Refer to your state department of education for information about state-allowed accommodations. Refer to the NAR for additional information on testing these students.

# Before Test Day

## Prepare Yourself

### TASKS

- Participate in training if you haven't already.
- Become familiar with the TA Interface using the TA Digital Test Preview site at [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).
- Read this entire manual.
- Take time to study the scripts and timing before test day. Uniform testing conditions depend on your reading the scripts exactly as written in this manual.
- Meet with your test coordinator to ensure you have plans in place for testing students with accommodations and EL supports.
- Review and sign the Testing Staff Agreement form provided by your test coordinator.
- Conduct a preadministration session at your test coordinator's direction.

## Prepare to Serve as SSD Coordinator

If you are the SSD coordinator for your school, you'll have some additional tasks to complete to ensure students who need accommodations can test successfully.

### Work with the Test Coordinator

The SSD coordinator and the test coordinator must collaborate to ensure a smooth administration. The SSD coordinator will need to supply the test coordinator with:

- A copy of the NAR. The SSD coordinator will need to review the students listed on the NAR to confirm that all students are reflected as anticipated. If any student eligible to test is approved for accommodations in SSD Online but doesn't appear on the NAR, the SSD coordinator should handwrite the student's name, SSD number, and accommodations at the bottom of the NAR.
- A list of students approved for accommodations, and notification of any updates to apply to the Master Student List.
- A list of needed support staff for accommodated students.
- Assistance with planning for rooms and materials.
- Assistance with planning the accommodated rooms and materials for students testing with digital alternatives.

## Request Accommodations and EL Supports

The SSD coordinator submits requests for accommodations and EL supports for your students. All accommodations for students with disabilities must be approved in advance in SSD Online. College Board–approved accommodations last until a year after the student's graduation. Some requests will be automatically approved upon submission of the request, while others will require documentation. Requests that require documentation review may take approximately 7 weeks to process from the date we receive all documentation.

For EL students requiring 50% extended time for the entire test, the SSD coordinator will work with the test coordinator to submit the request in SSD Online. Unlike College Board accommodations, the EL 50% extended time support must be requested each year for students who need it. This is the only EL support that must be requested in SSD Online.

- Each school must have 1 (but may have more) designated SSD coordinator with access to SSD Online.
- For detailed instructions on how to access SSD Online, see [collegeboard.org/ssdonline](https://collegeboard.org/ssdonline).

**IMPORTANT:** *If a student needs temporary assistance for an injury such as a broken arm or concussion, contact the SSD office. The support must be requested and approved before test day using the Support for Students with Temporary Physical/Medical Conditions form and won't be requested in SSD Online.*

## Review Approvals and Add New Requests

The SSD coordinator will:

- Identify students who will be testing this year and confirm accommodations.
- Use the dashboard in SSD Online to look up students or print the eligibility roster. The roster lists all students approved for accommodations at your school.
- Submit a request in SSD Online for new students or students who need accommodations that have not yet been requested.

- Verify the following information for students with previously approved accommodations:
  - ◆ The accommodations approved match the student’s current identified accommodation needs. (Submit updates in SSD Online.)
  - ◆ The student’s name and birth date are correct. (Submit a change request form to make any updates.)
  - ◆ The student’s graduation date is correct. (Any updates must be made to the eligibility roster.)
- Mail or fax updates to the eligibility roster (e.g., removing students no longer at your school or correcting graduation dates). Contact information is provided at [collegeboard.org/ssdonline](http://collegeboard.org/ssdonline).
- Submit requests in SSD Online to transfer newly enrolled students with previously approved accommodations to your school’s SSD dashboard. On the first screen of questions, respond that a request for accommodations has already been submitted, and that the student is a transfer student.
- Work with the test coordinator to determine which students will be using the EL support of 50% extended time and submit the request in SSD Online by the EL deadline.
- Work with the test coordinator to upload or verify modified student test settings in TIDE for students with approved accommodations.

## Download and Verify the Nonstandard Administration Report (NAR)

The SSD coordinator will need to supply the test coordinator with the NAR regularly in the weeks leading up to the test administration. The NAR, which can be accessed through SSD Online, will be available about 30 days before test day and will be updated as accommodations are approved. A final NAR should be provided to the test coordinator in the days before testing to ensure proper planning for test day.

**IMPORTANT:** *If you submit late requests for accommodations or supports requiring paper testing materials after the deadline, you will need to call SSD to confirm that any required materials can arrive in time for testing.*

## Plan for Support Staff for Accommodated Students

Students may be approved for accommodations such as a sign language interpreter (for directions only) or a scribe to record responses. When students are approved for these accommodations, the SSD coordinator and test coordinator should work together to make sure sufficient staff and rooms are provided.

Here are some general notes about testing with support staff:

- Students assisted by a scribe:
  - ◆ Will test in a 1-to-1 setting. (The scribe can act as the proctor for their student.)
  - ◆ Will test with 50% extended time, unless approved for more extended time.
  - ◆ If taking the SAT with Essay, will test over 2 days.
  - ◆ Must have their own scribe. (Support staff cannot be shared.)
- Students who are deaf or hearing-impaired:
  - ◆ May have a sign language interpreter translate test directions from spoken English. Sign language interpreters may only provide translations of your instructions to the student, not of test content.
  - ◆ May be approved to have a copy of the spoken directions and/or blank paper for communicating with the test administrator available on test day.

Help the test coordinator identify support staff:

- Use the NAR to determine which students require support staff.
- Develop a list of support staff for the test coordinator to assign to students approved for them. Any staff selected must meet all SAT staff requirements.
- Never suggest a person to assist a student who is a relative of that student.
- List a single scribe for each student.

You’ll be provided additional materials (for example, a script) for support staff. The test coordinator will distribute these materials to these assistants when they distribute other test materials during the test administration.

## Preparing for Testing with Accommodations

Review the tasks and key information that apply to the accommodations you are providing in your room.

Providing accommodations without College Board approval may result in the student's scores being invalidated. To help ensure the students testing in your school receive reportable scores, provide testing accommodations only under one of the following conditions:

- The student is identified on the SSD Online dashboard with approved accommodations.
- Student name and SSD number appears on the NAR accessed by the SSD coordinator.
- Your SSD coordinator has verified the student's eligibility by contacting College Board SSD customer service.
- The student has a documented College Board approval for accommodations.

The NAR will list each group in its own section. For general guidelines, refer to Standard and Accommodated Testing Rooms on page 7 for a list of the accommodations that typically fall into each group, along with which manuals to use and which rooms students should be assigned to.

Accommodated students must adhere to all standard testing administrative procedures, requirements, and timing regulations, unless otherwise approved as an accommodation. Students approved to test with accommodations can't elect to test without those accommodations unless they present a written statement signed by a parent/guardian or by the student if over 18 years of age. File these letters in the students' records. (Don't return them to College Board.)

### TASKS

#### Prepare to Use the Scripts

Your test coordinator will provide a copy of the NAR or room roster with the students assigned to your room and their accommodations. A day or two before test day, review the list and make sure all students in your room are taking the same test with the same timing. There are 5 test scripts for the SAT based on the type of accommodation(s) a student is approved for, and the NAR will tell you which one(s) to use.

Review the Overview of Timing and Breaks on page 97, and map out any shifts from one script to another that might be needed in your room.

These are the scripts:

- Script 1: Standard Time for Accommodated Students
- Script 2: Standard Time with Extra Breaks
- Script 3: 50% Extended Time for 1-Day Testing
- Script 4: 100% Extended Time
- Script 5: 50% Extended Time for 2-Day Testing

### KEY INFORMATION

#### Accommodated Timing and Breaks

Some of your students may be approved for accommodations that require different timing and/or breaks for 1 or more sections on the test.

- Students will get extended time only for the subject area(s) they're approved for (e.g., math only or writing only). **Exception: Extended time for reading, EL 50% extended time, and extended time for 1-to-1 testing applies to the entire test. These students will receive extended time for the entire test.**
- You may need to use combinations of scripts for some students.
- A student can be approved for accommodated breaks of various types. These students are still subject to the same regulations that apply to students with standard breaks. Proctors should post break times for them as noted in the scripts.

#### Accommodated Testing on 1 Day

The first 3 scripts in this manual can be used for all types of 1-day testing.

- Script 1: Standard Time with Accommodations
- Script 2: Standard Time with Extra Breaks
- Script 3: 50% Extended Time for One-Day Testing

#### Accommodated Testing During the Window

The accommodated testing window begins on the primary test date and extends through the following 2 weeks. Testing during the window encompasses combinations of accommodations, and may involve using the following scripts or combinations of any of the scripts in the manual. The NAR includes specific instructions for combining scripts.

- Script 4: 100% Extended Time
- Script 5: 50% Extended Time for Two-Day Testing

## Accommodated Testing Over 2 Days

Students may only test over 2 days if they're approved for an accommodation or support that requires 2-day testing. Students with accommodations that require more than 6 hours of testing (including breaks) will test over 2 days. This includes:

- 50% extended time for entire SAT with Essay
- 100% extended time for math and writing on the SAT with Essay
- 100% extended time for entire SAT or SAT with Essay
- Students approved for limited-time testing

All students testing over 2 days should be tested as early in the window as possible and over consecutive days whenever possible. Students absent on the second day should resume testing on the day they return to school. In most cases, testing on the first day will end with Section 3. You'll return the materials to your test coordinator for secure overnight storage. Students will complete the test on the second day.

## Types of Accommodations and Materials

The information provided here will help you plan for administering the test to students using these formats.

### Extended Time

If a student is testing with an extended-time accommodation (e.g., 50% or 100%), the secure browser will display the student clock with the appropriate amount of extended time based on the student's test settings.

**IMPORTANT:** *Students testing with extended time and students approved for extra breaks require a midsection break that must be managed by pausing the test session from the TA Interface. The proctor should follow the instructions for initiating a break as prompted by the scripts.*

**IMPORTANT:** *If a student is approved to test with more than 100% extended time, contact School Day support for additional guidance.*

### Test Aids and Support Staff

Students may be approved in SSD Online for aids or support staff braille device, or scribe to record responses.

Scribes and interpreters should be instructed on exam security and how to proceed during the exam administration.

Students approved for accommodations that include a scribe, or equipment that might disturb others, or students taking the same assessment with varying amounts of extended time, must be seated in separate rooms. Before the assessment, the students should also discuss with their interpreter or scribe how best to work together. **A proctor must be in the room at all times.**

### Readers

Students approved for a reader can test with a human reader or digitally with Text-to-Speech (TTS).

**IMPORTANT:** *From this point forward, "reader" refers to a human reader unless "screen reader" is specified.*

For students using TTS, see Test Aids and Support Staff on page 12 above. Students testing with a human reader should be testing with a paper accommodation. The proctor should use the *SAT School Day Accommodated Testing Manual* along with the printed test book and answer sheet.

### Recording Responses – Digital Scribes

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

- Clicking and selecting answers in the secure browser.
- Dictating answers and text to a scribe to enter in the secure browser; they may not prompt the student in a way that would result in a different response.
- Using other assistive technology and having a scribe record answers, as needed.

Students who are deaf or hearing-impaired:

- May be approved to have a sign language interpreter to translate test directions from spoken English.
- May be approved to have a copy of the spoken directions and/or blank paper for communicating with the proctor.

### State-Allowed Accommodations (if Applicable)

State-allowed accommodations (SAAs) may be available depending on your state. If available, SAAs allow students to use defined accommodations or supports; however, they do not result in college or scholarship reportable scores. Students with SAAs can be seated in the same room as other students with College Board–approved accommodations.

## For Proctors: Prepare Your Room for Test Day

Your test coordinator will provide you with information to post on the board for test day. Prior to test day, the test coordinator selected rooms that meet College Board testing room and seating requirements. As the proctor, review the requirements under Key Information to make sure your room and seating arrangements still meet them on test day.

### TASKS

#### Prepare to Collect Student Belongings

College Board requires testing staff to collect mobile phones, wearable technology, and other prohibited electronic devices before administering the SAT. Plan ahead for collecting electronic devices and backpacks (if allowed by school policy or directed by your test coordinator) as students enter the testing room.

During check-in, instruct students to power off electronic devices. If collecting devices, be ready to label items collected so they can be returned after testing. If your school isn't allowed to collect devices, tell students to store their phones in a bag or backpack placed to the side of the room away from the testing area. (Have a supply of clear plastic bags to offer students who don't have a bag or backpack with them.) More information is given under Prohibited Aids and Devices Policies on page 24.

### KEY INFORMATION

#### Testing Room Requirements

To promote an effective and secure administration, testing rooms must fulfill the following requirements:

- Rooms must be located away from noisy areas and distracting activities.
- Rooms should be near restrooms.
- Rooms must have:
  - ◆ A working clock, visible to students
  - ◆ Proper lighting
  - ◆ Proper ventilation
  - ◆ Internet access, wired or wireless
  - ◆ Proper seating that follows the seating requirements given in this section
  - ◆ No materials related to test content on display (these can be removed or covered)

#### Seating Requirements

Digital testing room seating requirements differ from those for the paper-based SAT. Use the Digital SAT Seating Chart on the back cover to plan how students are seated in the testing room.

The following are seating requirements for digital testing rooms:

- Partitions between students are highly recommended.
- Students must be seated no less than 3 feet apart side-to-side and 5 feet back-to-back/front-to-back (measured from the center of one computer to the center of the next computer).
- Face-to-face seating configurations are only allowed with the use of partitions.
- U-shaped seating configurations are allowed; however, students must face outward and toward the wall and must not be seated next to one another in the connecting corner.
- Testing stations should be configured in such a way as to prevent students from viewing one another's computer monitors.
- Be sure there is unimpeded access to every student by staff.
- Provide enough desk space for the testing device, plus the use of scratch paper and a calculator.
- If laptops are used, they must be placed on tables or desks.

**IMPORTANT:** *Students may not select their own seats.*

## Prepare Your Students

Your test coordinator should ensure all students receive a copy of the *SAT Student Guide for Digital Testing* to help them learn about and prepare for the test. In addition, the *Student Guide* advises students about how to mark their answers, their rights and responsibilities as test takers, and what to bring on test day. Accommodated students may need additional information, depending on their approved accommodations.

- Inform students who are testing in the accommodated testing window of when and where to report for testing.
- Tell students testing with text-to-speech or AT formats:
  - ◆ To bring earphones for taking the test (unless the school is providing earphones). Bluetooth earphones are not allowed.
  - ◆ That they will test over 2 days.
  - ◆ o practice and become familiar with the secure browser before test day, visit [digitaltesting.collegeboard.org/for-students](https://digitaltesting.collegeboard.org/for-students). For tips and practice tests, go to [sat.org/practice](https://sat.org/practice).

- Tell students with College Board approval to use a calculator on the Math Test – No Calculator portion of the SAT that they will have a calculator available to them in the secure browser or they can bring a separate four-function calculator for this purpose. (Percentage and square-root functions are permitted.)
- Tell students who are approved for extended time they’ll need to stay for the entire test. They can’t move on to the next section or leave early if they finish before time is up.

## Delivering the Digital SAT

In the testing room, proctors will manage and monitor student testing from the TA Interface ([digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org)). Review this section for key features of the delivery of the digital SAT.

### Student Test-Taking Devices

Before testing can begin, you must ensure that all student test-taking devices are navigated to the sign-in page of the secure browser. On Chromebooks and iPads, navigate the student’s machine to AIR Secure Test. If these devices are used for other assessments, click the 4-square menu icon to access the Secure Browser Launchpad and select College Board

(PSAT 8/9, PSAT 10, SAT) from the State/Organization drop-down to launch the secure browser. The “Assessments” drop-down will automatically populate.

### Session IDs

To enter and begin each timed section of the test, students will be required to join the session you’ve started in the TA Interface. Students must enter a Session ID and wait for approval to enter the session. You’ll then disclose the Session ID at the start of each test section as prompted in the testing scripts. Each test section has a unique Session ID.

### Approving Students for Testing

Before students can take the test, you’ll need to approve them twice: first, to enter the section and, second, to start the test. You’ll repeat this 2-part approval process each time you begin a new section.

In both parts, students appear in your **Approval Queue** on the TA Interface after they confirm they’re ready. Help your students get their full testing time by making sure they’re all listed in your queue before you click **Admit Students** or **Start Test**.

Your script will tell you when to perform each part and refer you to the instructions.



## How to Approve Students from the TA Interface

### Part 1: Admit Students

You’ll admit students to the section after they sign in and verify their identity by selecting **Yes**.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

Continue reading from the script.

**TIP:** If a student has a “timing mismatch” error or needs to be returned to the sign-in screen, click the red **X** next to their name to deny the student entry, and contact your test coordinator.

### Part 2: Start Test

You’ll start timed testing after students review their test settings and select their **Start** button.

**!** *These steps start test time.*

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

Continue reading from the script.

## Prepare Your Preadministration Session

### TASKS

Your test coordinator will provide the appropriate materials for your session, depending on whether students have parental consent to complete the optional questionnaire. The test coordinator will indicate which group of students you will be administering to: students who have consent or students who do not have consent.

## Conduct the Preadministration Session

There are 3 parts to the preadministration session: completing student information, taking advantage of the free score sends by providing up to 4 colleges or scholarship programs, and participating in Student Search Service and completing the remaining questions in the optional questionnaire. All students will participate in the first 2 activities. **Only students with parental consent should participate in completing the optional questionnaire portion of the session.**

### TASKS

- Before starting the session, staff should make sure they have the test tickets for the students in their room.
- Post any information the students will need, such as the school name, city, and state.
- Give each student a copy of the *Digital SAT School Day Student Questionnaire Instructions* and their individual test ticket. They should be able to point to the location of the registration number on the ticket.
- Use the scripts in the *Digital SAT Accommodated Manual* under the heading “Conduct the Preadministration Session.”
- In the manuals, scripts that you will read aloud appear in shaded boxes. You’ll pause when *[pause]* appears to give students time to follow instructions. Instructions that shouldn’t be read aloud appear outside the shaded areas.

### Set up the TA Interface for the Questionnaire

- Launch the secure browser, (AIR Secure Test on Chromebooks and iPads; CB Secure Browser on Windows, Mac, and Linux) on all student devices.
- Navigate your web browser to the College Board digital testing portal, [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).
- Click **Sign in to the TA Interface**.
- Sign in to the TA Interface with your username and password.
- Expand the Operational Test Selection menu by clicking on the plus sign next to **College Board SAT**.
- Select **SAT Questionnaire** from the list of sections. Click **Start Operational Session**.
- Post the **Session ID**, exactly as it appears, on the board.

At this point, student devices should be on with the secure browser ready for their sign in.

### Student’s Screen: Secure Browser Sign In

**IMPORTANT:** *Distribute Digital SAT School Day Student Questionnaire Instructions to each student.*

Text that appears outside of the shaded boxes is intended for proctors and shouldn’t be read aloud.

## Preadministration Scripts - Students With Consent

To all students, say:

Take out the *Digital Student Questionnaire Instructions* that I gave you. You can refer to it for this session.

**When everyone is ready, say:**

Now we'll complete the Questionnaire portion of the SAT. You'll have the chance to answer some questions about yourself and you'll be able to take advantage of your 4 free score reports by indicating which colleges, universities, or scholarship programs to send your scores to. You'll also have the opportunity to opt in to Student Search Service and provide information about yourself to help connect you with eligible colleges and universities.

**If administering before test day, say:**

Use this opportunity to also become familiar with the digital testing environment, which you'll see again when answering the actual test questions.

I will now distribute your test ticket. You'll use the information on the ticket to sign in to the Questionnaire.

Distribute a test ticket to each student. Make sure each student receives the ticket with their name printed on it.

**When all students have their test ticket, say:**

Your device should be navigated to the secure browser sign-in screen.

- Type your **First Name** and **Registration Number** exactly as they're printed on your test ticket.
- Type the **Session ID** exactly as it appears on the board.
- Click **Sign In**.

If you receive an error when trying to sign in, please raise your hand and I'll come around to assist you.

If a student receives an error when signing in, ask the student to reenter the information. Ensure the student enters the information exactly as it appears on their test ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

If the student still receives an error when signing in, you may have them close and relaunch the secure browser or reboot the device. Any further issues should be escalated to the test coordinator.

**After all students are signed in, say:**

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**. If the name there is not your own, please raise your hand. *[pause]*

**After all errors are resolved, say:**

You should now see a "Waiting for Approval" message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.

 **Admit Students**

This is the first part of the 2-part approval process.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

**TIP:** If a student has a "timing mismatch" error or needs to be returned to the sign-in screen, click the red **X** next to their name to deny the student entry.

**Once you've admitted all students, say:**

You are almost ready to begin the Questionnaire. You should see a box labeled "Help Guide" on your screen. Please take a moment to view the Help Guide by selecting the button. You'll see an overview of the test tools, buttons, and features that will be available to you during the test. You can access this information during the test by clicking the question mark icon in the top right corner of your screen. When you are done reviewing the tools, click the back button to return.

Allow time for students to scroll through and read the information on the screen.

**If students are testing with text-to-speech, say:**

Now you should see the text-to-speech sound check. Please follow the on-screen instructions and make a selection at the bottom of the screen. Then click **Continue**. *[pause]*

Confirm students have completed the sound check, heard the voice, and made a selection (**Works, Doesn't Work, or Skip**). If a student has an issue that can't be resolved, contact your test coordinator.

**If students are testing with accommodations, say:**

On this page you may also view your test settings. These are auditory, visual, and concentration assistance test settings that have been set up for you, if you have been approved for them. Confirm that your test settings are enabled here. If any information is incorrect, raise your hand. If all information is correct, scroll to the bottom of the page and click the **Back** button to return to the previous screen.

**When all students are ready, say:**

Click **Start**.

You should now see a “Waiting for Approval” message. If you don’t see this message, raise your hand.

If a student isn’t waiting for approval, ensure that the student has clicked **Start** at the bottom of the previously described page.

**When all students are ready, and before approving all students, say:**

The Questionnaire is untimed. You’ll be asked to type in some responses and select a response for other questions. If you have any questions, raise your hand and I’ll help you. I’m now going to approve you to begin.

All students should now be waiting for your approval.

**Start Questionnaire**

This is the second part of the 2-part approval process.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

**Continue by saying:**

Use the navigation arrows to view the next page and answer the Questionnaire where you will be asked about the school you attend. *[pause]*

If you attend this school, type our school’s name, city, and state.

If you don’t regularly attend this school, select **No** and type your school’s name and address. If you don’t know it, raise your hand.

Look up when you’re done.

Provide the school addresses to students from other schools (a list should be in your materials from the test coordinator) if they don’t know their school’s address. Tell homeschooled students to leave this information blank.

**When students have completed their school address, say:**

Click the forward arrow to see page 2 of the Questionnaire. Fill in your home address. Raise your hand if you have any questions. Look up when you’re done. *[pause]*

**When it looks like students have finished submitting their address, say:**

When you take the SAT as a part of SAT School Day, you’re entitled to send your scores—for free—to as many as 4 colleges, universities, or scholarship programs. Completing this section is optional. Colleges and universities are always eager to get scores from students, even if you’re not ready to apply.

For each place you want to send scores to, select them from the list.

Look up when you’re done. *[pause]*

**When students have completed their score sends:**

Page 4 of the Questionnaire asks if you want to participate in College Board’s free Student Search Service. There are certain advantages for you to complete this optional information. If you opt in to Student Search Service, it’s provided to colleges, universities, and scholarship providers, and used to identify students who may be interested in the opportunities they offer. However, it’s important that you know College Board will also be able to use this information and provide it to others for additional uses, such as research.

**For page 5 of the Questionnaire, say:**

If you’d like to get information from College Board by email, including information about your scores once they become available online, enter an email address, and click the button to indicate whether the email address is yours or a parent’s or guardian’s. College Board will use the email address to send information such as when your scores are available online.

If you opted in to Student Search Service, your email address will be added to your College Board student record.

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**For page 6 of the Questionnaire, say:**

Page 6 of the Questionnaire asks for your mobile number. Please leave the box blank if it is not a U.S. mobile number. If you have a U.S. mobile number, read the information on the screen about providing phone numbers.

---

**Now say:**

Your responses to the pages that follow are optional. If your parent or guardian has told you that you shouldn't complete any optional or voluntary information, please sit quietly until the session is done. Do not respond to any question that asks for information your parent or guardian has told you not to provide. Look up when you're done.

Walk around the room to check that students have made it to the end of the Questionnaire.

---

**When all students have completed the Questionnaire, say:**

You have now completed the Questionnaire and you should be at the review screen. If you are not there, click the forward arrow until you see it.

Click the End Test button in the top left corner of the screen. When you see the pop-up that says, "You have reached the end of the test," click Yes. On the Congratulations page, click Submit Test, then click Yes, again.

When you reach the Your Results page, click **Log Out**. Please sit quietly and wait for further instruction.

Click the **Stop** button next to the Session ID in the TA Interface.

---

**Then say:**

I will collect your test tickets. Thank you for completing the Questionnaire for the SAT.

- The session is now over. You may dismiss your students or carry on with your regular school day.
- Return the test tickets to the test coordinator.

---

**IMPORTANT:** *If completing this session after the test on test day, continue to Dismissing Students on page 95.*

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## Preadministration Scripts - Students Without Consent

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**To all students, say:**

Take out the *Digital Student Questionnaire Instructions* that I gave you. You can refer to it for this session.

---

**When everyone is ready, say:**

Now we'll complete the Questionnaire portion of the SAT. You'll have the chance to answer some questions about yourself and you'll be able to take advantage of your 4 free score reports by indicating which colleges, universities, or scholarship programs to send your scores to.

---

**If administering before test day, say:**

Use this opportunity to also become familiar with the digital testing environment, which you'll see again when answering the actual test questions.

I will now distribute your test ticket. You'll use the information on the ticket to sign in to the Questionnaire.

Distribute a test ticket to each student. Make sure each student receives the ticket with their name printed on it.

---

**When all students have their test ticket, say:**

Your device should be navigated to the secure browser sign-in screen.

- Type your **First Name** and **Registration Number** exactly as they're printed on your test ticket.
- Type the **Session ID** exactly as it appears on the board.
- Click **Sign In**.

If you receive an error when trying to sign in, please raise your hand and I'll come around to assist you.

If a student receives an error when signing in, ask the student to reenter the information. Ensure the student enters the information exactly as it appears on their test ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

If the student still receives an error when signing in, you may have them close and relaunch the secure browser or reboot the device. Any further issues should be escalated to the test coordinator.

**After all students are signed in, say:**

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**. If the name there is not your own, please raise your hand. *[pause]*

**After all errors are resolved, say:**

You should now see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.

**Admit Students**

This is the first part of the 2-part approval process.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

**Once you’ve admitted all students, say:**

You are almost ready to begin the Questionnaire. You should see a box labeled “Help Guide” on your screen. Please take a moment to view the Help Guide by selecting the button. You’ll see an overview of the test tools, buttons, and features that will be available to you during the test. You can access this information during the test by clicking the question mark icon in the top right corner of your screen. When you are done reviewing the tools, click the back button to return.

Allow time for students to scroll through and read the information on the screen.

**If students are testing with text-to-speech, say:**

Now you should see the text-to-speech sound check. Please follow the on-screen instructions and make a selection at the bottom of the screen. Then click **Continue**. *[pause]*

Confirm students have completed the sound check, heard the voice, and made a selection (**Works, Doesn’t Work, or Skip**). If a student has an issue that can’t be resolved, contact your test coordinator.

**If students are testing with accommodations, say:**

On this page you may also view your test settings. These are auditory, visual, and concentration assistance test settings that have been set up for you, if you have been approved for them. Confirm that your test settings are enabled here. If any information is incorrect, raise your hand. If all information is correct, scroll to the bottom of the page and click the **Back** button to return to the previous screen.

**When all students are ready, say:**

Click **Start**.

You should now see a “Waiting for Approval” message. If you don’t see this message, raise your hand.

If a student isn’t waiting for approval, ensure that the student has clicked **Start** at the bottom of the previously described page.

**When all students are ready, and before approving all students, say:**

The Questionnaire is untimed. You’ll be asked to type in some responses and select a response for other questions. If you have any questions, raise your hand and I’ll help you. I’m now going to approve you to begin.

All students should now be waiting for your approval.

**Start Questionnaire**

This is the second part of the 2-part approval process.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

**Continue by saying:**

Use the navigation arrows to view each page and answer the Questionnaire where you will be asked about the school you attend. *[pause]*

If you attend this school, type our school’s name, city, and state.

If you don't regularly attend this school, select **No** and type your school's name and address. If you don't know it, raise your hand.

Look up when you're done.

Provide the school addresses to students from other schools (a list should be in your materials from the test coordinator) if they don't know their school's address. Tell homeschooled students to leave this information blank.

---

**When students have completed their school address, say:**

Click the forward arrow to see page 2 of the Questionnaire. Fill in your home address. Look up when you have finished. *[pause]*

---

**When it looks like students have finished submitting their address, say:**

When you take the SAT as a part of SAT School Day, you're entitled to send your scores—for free—to as many as 4 colleges, universities, or scholarship programs. Completing this section is optional. Colleges and universities are always eager to get scores from students, even if you're not ready to apply.

For each place you want to send scores to, select them from the list.

Look up when you're done. *[pause]*

---

**When students have completed their score sends, say:**

Click the forward arrow until you get to the final review screen.

When students reach the review screen, they will not be able to proceed further until they receive the next instruction from you.

---

**When all students reach the final screen, say:**

You have now completed the Questionnaire. Click the **End Test** button in the top left corner of the screen. If you don't see the **End Test** button, please navigate to the review screen. When you see the pop-up that says, "You have reached the end of the test," click **Yes**. On the Congratulations page, click **Submit Test**, then click **Yes**, again.

When you reach the Your Results page, click **Log Out**.

Please sit quietly and wait for further instruction.

Click the **Stop** button next to the Session ID in the TA Interface.

---

**Then say:**

I will collect your test tickets. Your test ticket will be returned to you on test day. Thank you for completing the Questionnaire for the SAT.

- The session is now over. You may dismiss your students or carry on with your regular school day.
- Return the test tickets to the test coordinator.

---

**IMPORTANT:** *If completing this session after the test on test day, continue to Dismissing Students on page 95.*

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# During the Test

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## Get Started

### TASKS

#### Follow Your Test Day Schedule

To ensure standardization across all School Day testing, please adhere to the prearranged schedule as closely as possible.

#### Prepare the Testing Room

Make sure you:

- Walk around the room to check that all student test-taking devices display the secure browser sign in page. If not, they need to open the secure browser (AIR Secure Test on Chromebooks and iPads; or CB Secure Browser on Windows, Mac, and Linux).
- Log in to the TA Interface on the proctor device from [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).
- Double-check that your testing room meets seating requirements for digital testing, including guidelines for type and spacing of seats. (See Digital Testing Room Seating Arrangements on page 109.)
- Assign seats at random or by prearrangement with the test coordinator. Never allow students to select their own seats.
- Cover or remove any instructional material, such as maps and charts.
- Check the clock to make sure it's working properly.
- Post information for students on the board.
- Read scripts exactly as written.
- Maintain security in the testing rooms.
- If school policy allows, have a plan to collect cell phones from students, or have a designated area in the room for students to place their phone as they enter the room.
- Once testing has begun, complete the seating chart provided.

#### Study and Prepare Scripts Before Testing

Review the script you'll read before starting the test.

- Refer to the NAR to know which test script(s) to use. If you're testing students with accommodations that require different timing for different sections of the test, we strongly recommend you prepare your manual ahead of testing so you can easily find your place. Use the page references provided in this manual to help navigate different script combinations.

- Some of the instructions have alternative scripts to read depending on options in use by your school. Review these scripts in advance and mark the appropriate ones for your testing room.
- Before admitting students, fill in the appropriate information where a blank line " \_\_\_\_\_ " appears in the text.

#### Account for Testing Materials

Your test coordinator will provide a packet of testing materials containing:

- A student roster showing students assigned to the testing room for attendance purposes
- Test tickets for each student assigned to you
- Scratch paper (approximately 5 sheets per student)
- One or more blank Irregularity Report (IR) forms
- At least 1 SAT School Day Request to Cancel Scores form
- A copy of the *Digital SAT Accommodated Testing Manual*
- A copy of the *Digital Testing Room Quick Start Guide*
- A copy of the seating chart
- Copies of the *Digital SAT School Day Student Questionnaire Instructions* for students who need to complete the preadministration session.
- Supplies for collecting or storing personal items (e.g., clear plastic bags and sticky notes)

Additionally, you should have a dedicated device for you to connect to the TA Interface and a testing device for each student assigned to the room.

---

## Testing in the Accommodated Room

Students can't elect to test without their approved accommodations unless they present a written statement signed by a parent/guardian or by the student, if over age 18.

### TASKS

#### Admit Students to the Testing Room

Admit students one at a time, taking care to assign them seats at random or by prearrangement. Verify students have powered off cell phones as you admit them to the room.

If your school is conducting classroom check-in, check each student against the room roster as they enter the room:

- Write a “P” (present) next to the name of each student who checks in.
- If you don’t recognize a student, ask them for identification. Send any student who can’t present acceptable ID to the test coordinator.
- After you’ve closed the testing room door, put an “A” next to the name of any student who is absent.
- Write in student information for students not on the room roster if the student provides a note from the test coordinator.

#### Check that students are in the correct testing room.

Students testing in your room must appear on the NAR and/or your room roster.

If a student arrives late, you can admit them as long as you haven’t yet started the timed sections of the test.

Refer to your test coordinator for any students that need to be moved to an accommodated testing room.

#### Collect or Store Devices

As students enter the room, prepare them for either turning in their phones and other electronic devices or storing them at the side of the room during testing. See Prohibited Aids and Devices Policies on page 24 for more information.

#### Time the Test

The SAT is timed by section in all rooms, standard and accommodated. Students must be given the entire amount of time; they can’t enter the Session ID for the next test section until time has expired for the current section and the proctor provides the credentials.

Time the test as follows:

- The TA Interface will keep accurate time for all students in the room. When all students’ testing time expires, the session will automatically end. The TA Interface will alert you that the test session has ended; click **OK** and begin a new session for the next test section (by clicking **Select Tests**). Even if all students appear to have completed testing in the section, you should not click the **Stop** button to stop the session early.
- Enter the start and approximate stop times in the script as students begin working on each section; even though students have access to the clock tool, note the approximate start and stop times on the board to aid students’ time management during the test.
- Announce that the session is complete when the TA Interface shows the session has ended.

#### Proctor Clock in the TA Interface

The proctor’s clock in the TA Interface displays the time allowed for the test section in accordance to the test session attribute selection (i.e., standard or extended time). Upon the start of the timed portion of the test, the clock will display a message as students start the test, then the clock will count down the time remaining in the section. Each individual test-taking device manages a student’s time on the test section. When the allotted section time ends, the proctor’s clock will change color and begin to count up to a maximum of 5 minutes to account for any variability in student start times. This 5-minute buffer time also allows any student who has experienced an interruption due to a technical issue to be allotted their lost time up to 5 minutes.

The session will automatically end either when the testing time for all students expires, or when the 5-minute buffer is reached, whichever comes first. The TA Interface will alert you that the test session has ended; click **OK** and begin a new session for the next test section (click **Select Tests**).

Students must be given their full testing time per section. Don’t stop the session early, even if all students appear to have completed testing in the section.

#### Student Clock Tool

As part of the universal toolset, students have access to the clock tool in the secure browser that displays the time remaining in the test section. The student can choose to hide or unhide the clock throughout the test.

At 5 minutes remaining, the student clock will turn red and provide a pop-up warning message. The student can’t hide the clock once the 5-minute warning displays.

You can monitor student test progress in the TA Interface, which will display the approximate time remaining for each student.

---

**IMPORTANT:** *Unless there is a midsection break (for some accommodation scenarios), you will **not** announce a warning for 5 minutes remaining in the section. The time displayed for each student may reflect different times based on the student’s entry to the test section.*

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Although students have access to the clock tool, the proctor should note the approximate start and stop times on the board to aid students’ time management during the test. See the timing charts in the Appendix on page 97.

It is your responsibility to:

- Monitor student test progress and the timing of each test section.
- Record the Session ID and approximate start and stop times in the area provided in the scripts.
- Inform the test coordinator of any timing irregularities.
- Record irregularities and actions taken on the IR.
- Refrain from stopping a session early by clicking the **Stop** icon (except in case of an actual emergency); the TA Interface will automatically end the session when time expires.

### Scheduled Breaks

College Board policy requires every student to be offered breaks at regular intervals. Scheduled break time does not count as testing time.

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
- a 2-minute break after Section 4 (for students taking the Essay)

During breaks after Sections 1 and 3, students may go to the restroom or to the area designated for eating snacks.

Some students may be approved for extra and/or extended breaks. Students approved for extended time on some or all of the assessment receive extra breaks. Specific timing instructions may be noted on the NAR.

The Overview of Timing and Breaks on page 97 in the Appendix provides a visual guide to these requirements. This manual includes specific instructions for accommodated breaks, and the scripts include break timing.

### Unscheduled Breaks

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

- Inform students they won't get extra testing time.
- Allow only 1 student at a time to take an unscheduled break.
- Ask the student to navigate to the next unanswered question in the secure browser. Don't pause the student's test. Don't allow extra time.
- Never leave the testing room unattended. If possible, have a monitor accompany the student. It isn't necessary to record a student taking an unscheduled break on an IR unless you find the activity suspicious (e.g., frequent breaks or breaks in coordination with other students).

### Monitor Breaks

Testing staff will need to monitor students during breaks to make sure they don't discuss the test or use calculators, phones, or prohibited aids.

For the breaks:

- Post the break time and include what time testing will resume.
- All testing devices should be on the secure browser sign-in screen or an unanswered question.
- Students aren't allowed to access phones or other prohibited electronic devices during breaks for any reason. Phones should be collected (if school policy permits), and must remain powered off and put away until the test is completely over.
- Students may eat and drink during breaks in designated areas, as long as they placed their food and beverages under their desks before the start of the test, as instructed. Don't allow students to access their bags or backpacks until the test is over.
- If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of students be allowed to leave the room.

---

## Maintain Security in the Testing Room

Make sure you understand and follow these policies:

- Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedures.
- Remain vigilant at all times during testing. Staff must not engage in activities that are not related to testing, such as talking or texting on phones, using a computer, or grading papers.
- Ensure that at least 1 staff member is in the testing room at all times.
- Ensure that students do not use calculators, phones, or prohibited aids during breaks.
- Monitor test materials at all times; do not leave them unattended under any circumstances.
- Guard against test materials being removed from the room.
- No student is permitted to access or use phones in the testing room, or to eat or drink during testing unless they have an approved accommodation.

---

 *Immediately report significant problems or events that interfere with specific testing procedures or compromise test security.*

---

## TASKS

### Monitor Students

- Walk around the room to check that everyone is working on the correct section.
- Make sure students do not use any prohibited aids, as instructed in the scripts.

### Prevent Copying and Communication

Copying and prohibited communication are the most common ways for students to obtain an unfair advantage. Staff must:

- Ensure proper spacing between students and watch for roaming eyes to prevent copying and communication during testing.
- Watch for use of cell phones or other prohibited items, or for “cheat sheets” written on paper, calculators, or clothing and shoes.
- Carefully observe students using calculators. A smartphone can be disguised as a calculator.
- Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.

 Staff must always note any suspicious activities on the IR. They should immediately report significant problems or events that interfere with specific testing procedures or compromise test security.

### Report Irregularities

- Immediately inform the test coordinator of any timing irregularities.
- Record irregularities and actions taken on the Irregularity Report (IR).

### Complete the Irregularity Report (IR)

The IR form is scanned, so use a No. 2 pencil and do not write any notes or make any other extraneous marks on the form. Be sure to print all information neatly and fill in bubbles completely.

- For all irregularities, fill in fields 1–4 (page 1) and fields 9–10 (page 3) of the form.
  - ◆ In field 1, fill in “Form \_\_\_ of \_\_\_” (e.g., “1 of 3”) at the top of the box.
  - ◆ In field 4a, write your 6-digit school (AI) code.
  - ◆ In field 4b, fill in the appropriate bubble for your test date. Fill in your primary or makeup test date according to what administration you’re reporting.
  - ◆ In field 4c, fill in the bubble if the irregularity has occurred during a makeup administration.
  - ◆ In the field 9 comments box, write “digital”.

- To report a **group irregularity** (an issue that affects all or a portion of a testing room), fill in fields 6 (page 1), 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. In addition to the issue information in field 6, also fill the bubble for “Other” and write “digital.”
- To report an **individual irregularity** (an issue that affects 1 student, such as illness), fill in fields 5 (page 1), 7 (page 2), and 9 (page 3) to denote the type of occurrence and the events and actions taken. In addition to the issue information in field 7, also fill the bubble for “Other” and write “digital.” Be sure to fill out the information in its entirety.

## KEY INFORMATION

### Prohibited Aids and Devices Policies

Students are advised not to bring their phones into the testing room. Despite this, many students will have their phones with them on test day. Some alarms are set to sound even when the device is turned off.

During the opening scripts read to students, staff will remind students to turn off and (if school policy permits) turn in their phones and other electronic devices if they haven’t already. After the opening scripts, staff are directed to check desks for prohibited aids and devices, which cannot be on the desks or accessed during testing, including during breaks. A detailed list of prohibited devices and aids accompanies the instructions for staff.

Once the script has been read and desks have been cleared, if a prohibited device makes noise or creates a disturbance (e.g., flashing light) while in a student’s possession, or if a student is seen with a prohibited device, the test coordinator must dismiss that student and, if warranted, collect the device. (More information about when you should collect a device appears in the Irregularity Chart.) The test coordinator should contact the Office of Testing Integrity (OTI) immediately for further instructions if test content is detected on the device.

If a student’s phone makes noise or creates a disturbance while in the proctor’s possession or stored away from the student’s desk, this shouldn’t be considered grounds for dismissal, but the proctor should turn off the phone to prevent additional disturbances during testing and warn the student who owns the phone that additional disturbances will result in dismissal.

### Prohibited Devices and Aids

Students may not have the following in the test area or break area, except in the case of approved accommodations for particular testing aids:

- Electronic equipment, including phones of any kind; personal computing devices (laptops, notebooks, Bluetooth devices such as wireless

earbuds/headphones, or tablets); cameras; separate timers of any kind; audio players/recorders or headphones; wearable technology; digital watches, including smartwatches; or any other prohibited devices that can be used to record, transmit, or receive information.

- Highlighters, rulers, earplugs, books or references of any kind, and papers of any kind, including scratch paper not provided by the proctor.

**IMPORTANT:** Remind students that scratch paper will be provided on test day, issued by the proctor. Students should not bring their own.

Service animals, such as guide dogs, may be permitted without an accommodation and should not be turned away.

### Device Collection Procedures

Students must turn in all phones, wearable technology (e.g., smartwatches or fitness trackers), and other electronic devices before beginning to test. It's important for students to feel confident that their devices are safe and will be returned to them promptly at the end of testing. Depending on your school policy, you must use 1 of the following 2 options for adhering to College Board policy requiring collection of devices.

#### Option 1 – Collect devices and put them in individual bags:

- At the door, ask students to confirm that their phone and other electronic devices are powered off.
- Ask students to label devices with their names.
- Give them envelopes, plastic bags, sticky notes, or another method of reliably identifying their items.
- Reassure students that their devices will be returned after testing.
- Collect labeled items from students as they enter or once they're seated. Keep them out of students' reach during the entire test, preferably at your desk.

#### Option 2 – Keep devices in students' bags and collect bags:

- At the door, ask students to confirm that their phone and other electronic devices are powered off.
- Ask students to place their devices in their backpacks or bags and to place these bags to the front or side of the room, away from desks.
- If a student doesn't have a bag, label the item and collect it individually as in option 1.
- Tell students to remove their pens or pencils, calculator, drinks, and snacks from their bag and take them to their seat. If a student is approved to use an aid, they should include it with the items they take to their seat.

#### Returning Devices:

- Cell phones and other collected devices should remain out of reach until testing is complete and all test materials have been collected.
- At the end of the test, students will collect their devices as their row is dismissed. If possible, arrange the items to make the return process easy.
- Before returning a device, check the name on the label, and have students confirm the device is theirs.
- If an item is left behind, return it with other materials to the coordinator. Record the student's name so they can be contacted.

### Medical Devices

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing. Follow your district's policies regarding EpiPens.

Other medical devices, such as devices used for testing blood sugar, require an accommodation. In some cases, a student may have College Board approval to have a cell phone in the testing room for use with a glucose monitor. Only students specifically approved to have a cell phone in the testing room may do so. (Approval to test blood sugar does not automatically permit the student to have a cell phone, unless also approved for a cell phone.)

In these circumstances, the phone must remain on the proctor's desk and can only be viewed under direct supervision. The phone must be in airplane mode and the camera feature disabled. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and airplane mode must be reengaged following use.) Before the beginning of testing, the proctor should ask the student for instructions on how to access the share app and how to proceed if any alarm goes off (including how to operate the phone). The phone settings must be adjusted so sounds are produced only when monitoring is required because of the student's medical status. Under no circumstances may a student keep their phone at their desk.

### Calculator Policies and Guidelines

Calculators may be used only on the Math Test – Calculator portion of the SAT, unless a student has been preapproved by College Board to use a 4-function calculator as an accommodation on the Math Test – No Calculator portion. Students may have calculators on their desks only when working on the Math Test – Calculator questions.

The digital SAT includes the Desmos online graphing calculator as an embedded tool. Students can practice using the calculator tool before test day through the Student Digital Test Preview at [digitaltesting.collegeboard.org/for-students](https://digitaltesting.collegeboard.org/for-students).

General policies are as follows:

- All questions can be answered without a calculator.
- We recommend students use a scientific or graphing calculator they are familiar with on the Math Test – Calculator portion of the SAT.
- Students should supply their own calculators. If your school provides calculators, you must ensure the devices are included in Acceptable Calculators on page 108, have working batteries, and are functional. Make sure students are comfortable using them, and have a few extras on hand in case of malfunction.
- Students may also bring acceptable backup calculators in case their primary calculator or batteries fail, but they need the proctor's permission to use the backup.

### Calculator Malfunction

Students should raise their hand if their calculator malfunctions before or during the test and they want to use a backup. Allow them to use an acceptable backup calculator or batteries they brought, and continue to test. Remind them that they have access to the calculator tool in the secure browser.

Students without backup equipment may continue testing, since all questions can be solved without a calculator. If they choose to cancel their score, they must cancel the entire test. They'll need to fill out a Request to Cancel Test Scores form before leaving the testing room. The proctor should tell students that if they cancel their scores, the scores will still be sent to the state and district and may be accessible to your school, but the scores will not be sent to their chosen colleges or scholarship organizations.

### Monitoring Equipment Use

Follow instructions in the scripts to monitor calculator use.

- Only battery-operated, handheld equipment can be used for testing.
- Students may not share calculators.
- All scientific and most graphing calculators are acceptable. (See Acceptable Calculators on page 108.)
- 4-function calculators are permitted but not recommended.
- Students may use calculators with enlarged or raised displays, but they should be seated where the calculators are not visible to other students.

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**IMPORTANT:** *Students approved to use a calculator on the Math Test – No Calculator questions must have their test settings in TIDE updated to allow an embedded online 4-function calculator to display in the secure browser, and they may use a handheld basic 4-function calculator. (Percentage and square root functions are allowed.) Confirm the calculators in use aren't more advanced models (scientific or graphing calculators).*

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### Verify Authorized Test Observers and Visitors

Staff from College Board, Educational Testing Service (ETS), American Institutes for Research (AIR®), or administrators from your state assessment office or district may visit your school the day of the test or in the weeks preceding it. Verify visitors have government-issued identification and a letter of authorization from College Board, ETS, or your state department of education.

Staff, including assistants for students with approved accommodations, and authorized visitors are the only individuals allowed in the testing rooms besides test takers. There are no exceptions. Keep unauthorized individuals away from secure testing materials and out of the sight and hearing of the students until testing is complete. Limit access to the testing rooms and adjoining hallways.

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**IMPORTANT:** *If you have any concerns about an individual's authorization, check with the test coordinator for verification before admitting that person to a testing room.*

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### Using the Irregularity Chart

The Irregularity Chart on page 119 lists the most common irregularities along with the procedures and actions you should use in response to them. Where the chart indicates the need for immediate action, respond right away. The chart also indicates when you should complete and submit an IR and when you should plan for makeup tests.

Use the IR to record an irregularity, including:

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

Make sure reports are complete and explicit. Fill out just 1 form for each issue, even if it affects more than 1 student (such as mistiming).

Irregularities filed by proctors must be countersigned by the test coordinator, who should add any useful information. Tell students a report will be submitted, but inform them if they feel they were affected, they can call to file a complaint.

# Digital SAT Accommodated Testing Scripts

## Test Day Instructions— Begin Testing Here

### Post Information for Students

- Today's date
- Test name (SAT or SAT with Essay)

To be filled in later:

- Session ID
- Start time
- Stop time (approximate)
- Break time

If administering the Questionnaire after testing, also post:

- School name, city, and state

### Collecting Students' Personal Belongings

The College Board requires testing staff to collect mobile phones, wearable technology, and other prohibited electronic devices before administering the SAT. Plan ahead for collecting electronic devices and backpacks (if allowed and directed by your test coordinator) as students enter the testing room.

During check-in, instruct students to power off electronic devices. If collecting devices, be ready to label items collected so they can be returned after testing. If your school is not allowed to collect devices, tell students to store their phones in a bag or backpack placed to the side of the room away from the testing area. (Have a supply of clear plastic bags to offer students who don't have a bag or backpack with them.) More information is given under Prepare to Collect Student Belongings on page 13.

Tell students to take out any snacks or drinks they brought for the breaks and place them under their desks. Also tell students to take out their calculator (if they brought one) and pens or pencils.

### Seat Late Arrivals

- Students who arrive late may only join if the timed test hasn't begun. **Don't admit students to any room where Section 1 has already begun.** Send late arrivals to the test coordinator.
- Never allow a student to test who has had an opportunity to communicate with students who have completed some or all of the test.

### Start the Digital Test

Launch the secure browser on all student devices. On iPads and Chromebooks, take the following steps:

1. Navigate to **AIR Secure Test**.
2. Click the **4-square menu** button to access the secure browser launchpad.
3. Select **College Board (PSAT 8/9, PSAT 10, and SAT)** from the state/organization drop-down menu. The assessment drop-down will automatically populate.

Launch the TA Interface from your device.

1. Navigate your web browser to the College Board Digital Testing portal, [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).
2. Click **TA Interface**.
3. Sign in to the TA Interface with your username and password.

### Read the Scripts

The scripts in this manual are designed to ensure that every student who takes the SAT has a fair and equal experience. When administering the test, please read the script out loud exactly as written. Take time to review the script(s) that apply to your students so you can administer the test accurately, confidently, and calmly. Your attitude can help students be confident and calm, too.

Read aloud all the directions in the shaded boxes. Read slowly enough to give students time to navigate the secure browser and enter responses. Pause where you see *[pause]* in the script to allow students time to follow instructions. Text that appears outside of the shaded boxes is intended for proctors and shouldn't be read aloud.

Some of the boxes that follow have alternative scripts to read depending on various criteria, such as whether or not your school has collected students' personal belongings. When you see multiple choices with lettered options (for example, A and B), read the prompts silently before choosing which script to read aloud.

Students with headphones may not be able to hear your announcements while they are in the test. Signal students to let them know that you have an announcement.

**Don't deviate from these directions or answer any questions regarding the content of the test.**

Before starting the test, check the roster for students who need translated directions and/or word-to-word glossaries, and distribute them to those students.

**When you are ready to begin, say:**

Good morning. As you know, you're here to take the SAT. Congratulations on taking this important step toward your college and career goals.

Before we begin the test, I'm going to read some instructions. This should take about 20 minutes. Please listen carefully, and raise your hand if you have any questions. Remember, my role is to make sure you have the best opportunity to demonstrate your skills and knowledge.

If you are using printed directions that are translated, open the booklet now to follow along as I give instructions.

## Explain Testing Rules and Consequences

**Continue by saying:**

College Board has policies to make sure all students have a fair and equal test experience. Everyone in this room today is responsible for helping make that happen. If anyone disturbs others or tries to gain an unfair advantage, I'll ask them to leave the room and their scores will be invalidated. They may also be prevented from taking other College Board tests in the future.

**List examples of misconduct by saying:**

Here are some examples of unfair advantages:

- Giving or receiving help of any kind
- Attempting to remove test materials from the testing room
- Using a cell phone or any other unauthorized testing aid either during testing or during breaks
- Using an answer key or sharing answers with anyone during or after the test
- Going to a locker or leaving the building during the test
- Attempting to take the test for someone else
- Eating or drinking during testing without an approved accommodation to do so
- Causing a disturbance
- Failing to follow testing procedures

These policies help make sure your testing experience today is fair, and that you can focus on your own test without distractions.

If you see anything that concerns you, please talk to me or another testing staff member after the test, and we'll help you with any next steps.

## Confirm Prohibited Devices Are Powered Off

**Collection of personal belongings:**

Read script **A** if your school allows you to collect belongings. Read script **B** if your school does not allow collection of students' belongings.

**READ ONLY ONE OPTION**

**A If your school is collecting personal belongings, say:**

By this time you should have turned in all phones and any other electronic devices. If anyone still has a personal electronic device of any kind, including a smartwatch or fitness tracker, please disable any alarms, power it off, and turn it in to me now, and it will be returned to you at the end of the test. The only exception is for computers or other devices approved for testing as an accommodation. *[pause]*

**B If your school does not allow collection of personal belongings, say:**

At this time, if you have a phone or any other personal electronic device in your possession, including a smartwatch or fitness tracker, you must disable any alarms, completely power it off, and put it in a bag or backpack to the side of the room until the test is over. If you need a plastic bag to store your phone in, raise your hand and I will give you one. The only exception is for computers or other devices approved for testing as an accommodation. *[pause]*

Allow time for students to turn in or put away any of these devices.

**To all students, say:**

Any electronic device that is not turned off and put away may be collected and its contents inspected as part of a thorough investigation. If you are seen with a device or your device makes a noise or creates a disturbance while in your possession, I will have to dismiss you from testing. From this point on, I will dismiss any student that I see with a phone, smartwatch, or other personal electronic device.

## Prepare Desks for Testing

### Then say:

Thank you for paying attention to these instructions so far. Now we're going to prepare to start the test.

- Please remove everything from your desk except your pencils or pens, acceptable handheld calculator, and translated test directions or word-to-word glossary, if you're using one.
- If you brought a backup calculator or extra batteries, please put them on the floor, under your desk.
- If you have any bags or backpacks remaining at your desk, close them and put them to the side of the room until testing is over. *[pause]*

Wait for students to finish putting items away.

## Check Items on Student Desks

### Once everyone is ready, say:

Thank you. Please sit quietly while I take a moment to make sure everyone has an acceptable calculator. *[pause]*

Walk around the room to make sure no one has the following unauthorized materials or aids on their desk (unless approved by College Board for use on a test as an accommodation).

- Cell phones or smartphones, smartwatches, fitness trackers, or other wearable technology (simple nondigital watches are acceptable)
- Audio players, recorders, tablets, laptops, notebooks, Bluetooth devices (e.g., wireless earbuds/headphones), or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Highlighters
- Books or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have QWERTY (computer-like) keypads, use paper tape, make noise, or use a power cord (see Appendix for additional information on acceptable and unacceptable calculators)

If unauthorized devices or aids are visible, have students remove them from their desks. (The NAR will indicate if an aid has been approved for use on a test as an accommodation.)

### Once everyone is ready, say:

You may not share or exchange calculators at any time. If you brought a calculator, put your calculator and extra batteries under your desk now. You won't need them until a later section.

Make sure that students have put their calculators under their desks and that any phones, smartwatches, or other prohibited devices have either been collected or placed in a bag to the side of the room, not in a pocket or a desk.

### Distribute Materials

- Distribute a test ticket to each student. Make sure each student receives the test ticket with their name printed on it. If you're unsure of a student's identity, ask the student to present their ID to verify their name.
- Distribute 1 sheet of scratch paper to each student.

## Proceed to Appropriate Script

Turn to the correct script to begin testing the students in your room.

**IMPORTANT:** *Students with SAAs that do not involve using specific formats or nonstandard timing should be tested with Script 1.*

### SCRIPTS TO USE FOR TESTING

Title and Page Number	Description
Script 1: Standard Time for Accommodated Students (No Extra Breaks) on page 30	Standard timing and breaks
Script 2: Standard Time with Extra Breaks on page 40	Standard timing with extra breaks
Script 3: 50% Extended Time for One-Day Testing on page 53	50% Extended timing for entire SAT without Essay. Also used for the extended time portions for extended time on math and/or writing only.
Script 4: 100% Extended Time on page 66	100% Extended timing
Script 5: 50% Extended Time for Two-Day Testing on page 81	50% Extended timing for entire SAT with Essay

## SCRIPT 1: Standard Time for Accommodated Students (No Extra Breaks)

Use this script to administer the following accommodations without other extended time accommodations:

- AT, braille, or large font size
- Breaks as needed or extended breaks
- Math only and/or writing only extended time (You'll see instructions for where to switch to Script 3 or Script 4 for these students.)
- Permission to test blood sugar or small-group setting
- SAAs that don't require extended time on the entire test or extra breaks



### Set up the TA Interface for the Reading Test

1. Expand the Operational Test Selection menu by clicking the **plus sign** next to **College Board SAT**.
2. Select the **Reading Test** from the list of sections; click **Start Operational Session**.
3. Select **Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
4. Post the **Session ID**, exactly as it appears, on the board.

**IMPORTANT:** You'll announce and post the *Session ID* for each test section as prompted by the testing script.

At this point, student devices should be on, with the secure browser ready for their sign in.

**IMPORTANT:** If Chromebook or iPad students are not on the sign in screen, refer back to *Start the Digital Test* on page 27 for instructions.

## Student's Screen: Secure Browser Sign In

## Give Preliminary Instructions

### When all students are ready, say:

Please listen carefully to these instructions. Your computer should be on the secure browser sign-in screen. If you don't see the College Board sign-in screen, please raise your hand. [pause]

- Type your **First Name** exactly as it is printed on your test ticket.
- Type the **Registration Number** exactly as it is printed on your test ticket.
- Type the **Session ID** exactly as it appears on the board. [read Session ID aloud]
- Click **Sign In**.

If you receive an error when trying to sign in, please raise your hand and I'll assist you.

If a student receives an error when signing in, ask them to reenter their information. Ensure the student enters the information exactly as it appears on the test ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

### After all students have signed in, say:

Now verify that the information is correct on the "Is This You?" page. If so, click **Yes**. If the name there is not your own, please raise your hand. [pause]

If the student's name on the "Is This You?" page is incorrect, the student should click **No** at the bottom of the page. Confirm that the student has the correct test ticket and has entered the information correctly. Contact your test coordinator if the error can't be resolved.

**IMPORTANT:** Students will go through these screens for every section. Follow the same procedure if this issue arises in a later section.

**Then say:**

Please sit quietly and wait for approval. Look up when you see the “Waiting for Approval” message.

If a student is not waiting for approval, make sure the student clicks **Yes** from the “Is This You?” page.

**When everyone is ready and before approving all students, say:**

For each section, you will follow this same process for approval using your first name and registration number from your test ticket and a unique Session ID. You won’t be able to enter a section and begin the test until I approve you to do so. Before I approve everyone to begin testing, remember:

- Throughout this test administration you must listen to all instructions for how to proceed.
- Don’t exit or navigate away from the testing session or close your laptop until your test is complete. If you do, you could lose testing time or your test may be marked invalid.
- During testing, keep your eyes on your device only.
- If your device malfunctions while testing, raise your hand.
- I will walk around the room to check your progress.
- You’ll have breaks during the test when you can leave the room to have a snack or to use the restroom.

All students should now be waiting for your approval.

**Admit Students**

This is the first part of the 2-part approval process. It won’t start timed testing.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

**TIP:** If a student has a “timing mismatch” error or needs to be returned to the sign-in screen, click the red **X** next to their name to deny the student entry. Contact the test coordinator for students with timing mismatch errors.

**IMPORTANT:** You will go through this approval process for every section. Follow these procedures when prompted in the scripts to approve students.

**If you are testing students with Text-to-Speech, say:**

Now you should see the Text-to-Speech sound check. Please follow the onscreen instructions and make a selection at the bottom of the screen. Then click **continue**. You must confirm that your sound settings are set and functioning each time you enter the test. To read the test items aloud, activate the Text-to-Speech using the context menu. *[pause]*

Confirm that students have completed the sound check, heard the voice, and made a selection (**Works, Doesn’t Work, or Skip**.) If a student has an issue that cannot be resolved, contact your test coordinator.

**Once you’ve admitted all students, say:**

You are almost ready to begin. You should now see 3 sections of information on your screen. The first is the Help Guide, which lists the test tools, buttons, and features available during the test. You can access this information during the test by clicking the **question mark** icon in the top right corner of your screen.

Once in the test and after you have read the directions, move from question to question using the forward and backward arrows in the top left corner of the screen.

During the test you will also have access to a clock tool. You can view or hide the tool by clicking on the clock icon in the top right corner of your screen. Your clock will begin to count down the time you have remaining in the section. When your time for that section is up, you'll be automatically exited from the test. Are there any questions? *[pause]*

#### After you answer all questions, say:

Find the Terms and Conditions section on your screen and review the terms. You are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not limited to, email, text messages, or the internet. These conditions are in place to make sure all students have a fair and equal test experience. The conditions are spelled out in the *SAT Student Guide for Digital Testing* available to all School Day testers and online at [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org). When you have finished reading, click the box next to “**I agree to the Terms and Conditions.**” *[pause]*

From this page, you may also view your test settings. These are auditory, visual, and concentration assistance test settings that have been set for you, if you have been approved for them. Confirm that all information on this page is accurate for your test. If you have questions about the settings, raise your hand. If all information is correct, scroll to the bottom of the page and click **OK**. *[pause]*

If anything on the student test settings page is incorrect, the student should click **Go Back** at the bottom of the page and return to the sign-in screen. Contact your test coordinator immediately to determine if the student is missing or has incorrect accommodations.

#### Then say:

Now click **Start**. You must select the check box in the terms and conditions for the **Start** button to be active.

Please place your test ticket to the side; you'll need to refer to it for the next test section. I'll collect the tickets once testing is finished.

You should now see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If a student isn't waiting for approval, ensure that the student has clicked the box to agree to the terms and conditions. Ask the student to click the box and then click **Start**.

## SECTION 1: Reading Test

### STANDARD TIME

 65 Minutes

**IMPORTANT:** *Don't admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.*

#### When students are ready, say:

Please listen to these instructions for the Reading Test. Once we begin, you'll have 65 minutes to work on Section 1, the Reading Test. We'll take a short break when this section is finished.

You may use the separate paper provided for scratch work. Any answers written on the scratch paper will not be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

Remember that you receive points for correct answers, but you don't lose points for incorrect answers. That means you should try to answer every question, even if you're not sure of the correct answer.

If you have any questions about testing procedures, please ask them now. I can't answer questions related to test content during the timed sections of the test. Are there any questions? *[pause]*

#### After you answer all questions, say:

Test time will begin after I approve you and when test directions appear on your screen. If you finish testing before section time ends, please sit quietly and wait for further instruction. Don't close your laptop. Remember, after the test has ended, no one may leave the room until I announce a break or dismissal.

**IMPORTANT:** *Time starts as soon as you approve all students.*

#### Then say:

Once I approve your entry to the test, you'll see test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

## Start Test

This is the second part of the 2-part approval process.

**!** *These steps start the test time.*

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** *Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.*

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

### Once you've started testing, say:

Time starts now. Good luck.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

65 MINUTES STANDARD TIME

**START TIME** \_\_\_\_\_
**STOP TIME** \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Please be alert and vigilant throughout the test. Don't read, grade papers, talk or text on a phone, or do any other task unrelated to the test administration. Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**.

**IMPORTANT:** *Give extended breaks to approved students by doubling the standard time of regularly scheduled breaks. If students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.*

**IMPORTANT:** *While students are testing, complete the separate seating chart.*

### When the TA Interface alerts you that the testing session has ended, say:

The Reading Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I will now walk around and collect your scratch paper. Do not exit out of the secure browser.

Walk around the room to ensure that all students see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. This may take up to 2 minutes for students to see depending on network connectivity. As you monitor students' completion, collect any scratch paper. Collect all paper, even if it appears unused or blank.

### After all scratch paper is collected, say:

We'll now stop for a 10-minute break. Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We will start testing again in exactly 10 minutes.

### 10-MINUTE BREAK

#### During the Break

Post the break time of 10 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.

### Set up the TA Interface for the Writing and Language Test

1. Click the **Select Tests** button.
2. Select **Writing and Language Test** from the pop-up.
3. Click **Start Operational Session**.
4. Select **Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

#### At the end of the break, say:

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SECTION 2: Writing and Language Test

### STANDARD TIME

 35 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval. *[pause]*

All students should now be waiting for your approval.

### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 31 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings boxes. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

#### When everyone is ready and before approving all students, say:

Before I approve everyone, please listen to these instructions for Section 2, the Writing and Language Test. You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

Some questions in this section consist of **only** the 4 answer options. Only the question number is shown above the options. In these cases, choose the option you think is the best choice in the context of the passage.

If you finish before section time ends, you may review your answers for this section only. If you complete your review, please sit quietly and wait for further instructions.

You have 35 minutes to work on the Writing and Language Test.

#### Then say:

Once I approve your entry to the test, you'll see test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 33 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

#### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
 35 MINUTES STANDARD TIME	
START TIME _____	STOP TIME _____

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### When the TA Interface alerts you that the testing session has ended, say:

The Writing and Language Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Walk around the room to ensure that all students see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section.

Choose the correct script for the students in your room or continue below for standard time students:

Description	Title and Page Number
50% extended time for Math	Script 3, Break Before Section 3 on page 59
100% extended time for Math	Script 4, Break Before Section 3 on page 72



### Set Up the TA Interface for the Math Test - No Calculator

1. Click the **Select Tests** button.
2. Select **Math Test – No Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

## SECTION 3: Math Test – No Calculator

### STANDARD TIME

 25 Minutes

**IMPORTANT:** *If a student has College Board approval to use a 4-function calculator on this portion of the Math Test as an accommodation, confirm that the handheld calculator they use isn't a scientific or graphing calculator and ensure the calculator icon appears in the tool bar. (Percentage and square root functions are permitted.)*

#### When everyone is ready, say:

As you did for the previous section, enter the new Session ID posted on the board and sign in to the secure browser.

#### When everyone is signed in, say:

Verify that your name appears on the “Is This You?” page. If so, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 31 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings sections. Remember that you can access information about test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

**When all students are ready and before approving all students, say:**

Before I approve everyone to begin testing, please listen to these instructions for Section 3, the Math Test without Calculator.

Although this is a math section, you aren't allowed to use a calculator on this section of the test, unless you are approved to use a 4-function calculator as an accommodation. Please keep your calculator under your desk.

In the secure browser, you'll find formulas and figures by selecting the Reference icon in the toolbar.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand and I'll provide it.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

You have 25 minutes to work on the Math Test without Calculator.

**Then say:**

Once I approve your entry to the test, you will see test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

**▶ Start Test**

Refer to Part 2: Start Test under Section 1: Reading Test on page 33 for instructions. This is the second part of the 2-part approval process.

**⚠ The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

**Once you've started testing, say:**

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



25 MINUTES STANDARD TIME

START TIME \_\_\_\_\_

STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

**During Testing**

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Math Test without Calculator is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*  
I'll walk around and collect your scratch paper.

Walk around the room to ensure that all students see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

**After all scratch paper is collected, say:**

Please don't exit out of the secure browser. We will now stop for a 5-minute break. Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We'll start testing again in exactly 5 minutes.

**🕒 5-MINUTE BREAK****During the Break**

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.

**⚙️ Set up the TA Interface for the Math Test – Calculator**

1. Click the **Select Tests** button.
2. Select **Math Test – Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

**At the end of the break, say:**

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

**SECTION 4:  
Math Test – Calculator****STANDARD TIME**

🕒 55 Minutes

**When everyone is ready, say:**

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

**When everyone is signed in, say:**

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.

**👤 Admit Students**

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 31 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

**Once you've admitted all students say:**

Now you should see the Help Guide and Test Settings boxes. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

**When all students are ready and before approving all students, say:**

Before I approve everyone to begin testing, please listen to these instructions for Section 4, the Math Test with Calculator. For this section you may use a calculator. If you brought a calculator, please take it out and place it on your desk. You also have access to the embedded calculator for this section. Click the **Calculator** icon in the toolbar to use this tool during the test.

When using a handheld calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other students can't view your work.
- Don't share or exchange your calculator.
- If you brought a backup calculator, keep it under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I'll see if your substitute is acceptable. If you don't have a backup calculator, continue to test, and use the embedded calculator you can access from the toolbar if you need it. All math questions can be answered without a calculator.

In the secure browser, you'll find formulas and figures by selecting the Reference icon in the toolbar.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 55 minutes to work on the Math Test with Calculator.

### Then say:

Once I approve your entry to the test, you will see test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 33 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

### Once you've started testing, say:

Time starts now.

**RECORD START AND STOP TIMES HERE — POST FOR STUDENTS**

 **55 MINUTES STANDARD TIME**

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**.

### When the TA Interface alerts you that the testing session has ended, say:

The Math Test with Calculator is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll walk around and collect your scratch paper.

Walk around the room to ensure that all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### After Section 4

You have finished the multiple-choice portion of the test. You may have students who are ready to be dismissed or students who need to continue with the Essay. Pause for a moment to read the instructions below and determine what your students require next.

#### **A FOR STUDENTS TAKING THE SAT WITHOUT ESSAY**

Testing has concluded. You should proceed to After the Test on page 95 and read the remaining instructions to collect test materials before dismissing students.

#### **B FOR STUDENTS TAKING THE SAT WITH ESSAY**

Continue with the break that follows.

### After all scratch paper is collected, say:

Please don't exit out of the secure browser. Place your calculator under your desk. We'll take a break now to stretch for 2 minutes. You may not leave the room or discuss test questions.

### During the Break

Post the break time of 2 minutes, and the time students should return to their seats. Walk around the room to check that all student devices are on the secure browser sign-in page.

### Before the Essay

Depending on the accommodations of students in your room, you may need to turn to a different script for the Essay. Pause for a moment to read the instructions below and determine what your students require next.

#### **A FOR STUDENTS WITH EXTENDED TIME FOR WRITING**

For 50% extended time for writing only, turn to Script 3, SAT Essay on page 64.

For 100% extended time for writing only, turn to Script 4, SAT Essay on page 79.

#### **B FOR ALL OTHER STUDENTS**

Continue with the script that follows.



## Set up the TA Interface for the SAT Essay

1. Click the **Select Tests** button.
2. Select **Essay** from the pop-up.
3. Click **Start Operational Session**.
4. Select **Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

### At the end of the break, say:

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SAT Essay

### STANDARD TIME

50 Minutes

### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



## Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 31 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

### Once you've admitted students, say:

Now you should see the Help Guide and Test Settings boxes. There is an additional box with a statement about the use of your essay. Take a moment to read the statement, then make a selection from the listed responses. When you have finished reading, please look up. *[pause]*

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

### When all students are ready and before approving all students, say:

Before I approve everyone to begin testing, please listen to these instructions for Section 5, the SAT Essay.

You may use the separate paper provided for making notes and planning your essay, but anything written there won't be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it. When you are ready, start typing your essay in the document window in the secure browser.

If you finish before section time ends, you may review your work for this section only. If you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 50 minutes to work on the SAT Essay.

### Then say:

Once I approve your entry to the test, you will see test directions. Read the directions, then use the navigation arrows to view the essay prompt and begin work.

All students should now be waiting for your approval.



## Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 33 for instructions. This is the second part of the 2-part approval process.



**The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
 <b>50 MINUTES STANDARD TIME</b>	
START TIME _____	STOP TIME _____

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### When the TA Interface alerts you that the testing session has ended, say:

The SAT Essay is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Please sit quietly while I collect your scratch paper.

Walk around the room to ensure that all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### When Testing is Finished

Students who have finished testing may need to be dismissed in 2 groups—students who have completed the questionnaire and score sends (who should be dismissed first), and students who did not complete the questionnaire, or want to identify schools for their score sends.

Proceed to **After the Test on page 95** and follow instructions to dismiss students.

## SCRIPT 2: Standard Time with Extra Breaks

**IMPORTANT:** Use this script to test students who have been approved for extra breaks with standard timing on some or all sections of the test. Students with extended breaks or breaks as needed should be tested with Script 1.

### Set up the TA Interface for the Reading Test

**IMPORTANT:** If you haven't already read *Test Day Instructions—Begin Testing Here on page 27*, please go back and do so now before returning to this script.

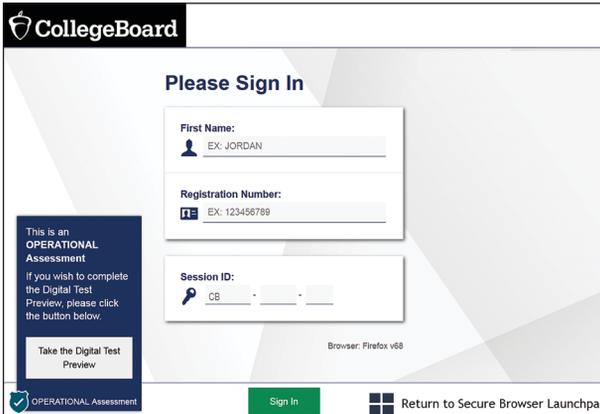
1. Expand the Operational Test Selection menu by clicking on the **plus sign** next to **College Board SAT**.
2. Select the **Reading Test** from the list of sections; click **Start Operational Session**.
3. Select **Extra/Extended Breaks - Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
4. Post the **Session ID**, exactly as it appears, on the board.

**IMPORTANT:** You'll announce and post the *Session ID* for each test section as prompted by the testing script.

At this point, student devices should be on/open with the secure browser ready for their sign in.

**IMPORTANT:** If Chromebook or iPad students are not on the sign in screen, refer back to *Start the Digital Test on page 27* for instructions.

### Student's Screen: Secure Browser Sign In



## Give Preliminary Instructions

### When all students are ready, say:

Please listen carefully to these instructions. Your computer should be on the secure browser sign in screen. If you do not see the College Board logo on your screen, please raise your hand. *[pause]*

- Type your **First Name** and **Registration Number** exactly as they're printed on your test ticket.
- Type the **Session ID** exactly as it appears on the board. *[read Session ID aloud]*
- Click **Sign In**.

If you receive an error when trying to sign in, please raise your hand and I'll assist you.

If a student receives an error when signing in, ask them to reenter their information. Ensure the student enters their information exactly as it appears on their test ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

If the student still receives an error when signing in, have them close and relaunch the secure browser or reboot the device. Any further issues should be escalated to the test coordinator.

### After all students have signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**. If the name there is not your own, please raise your hand. *[pause]*

If the student's name on the "Is This You?" page is incorrect, confirm identity of the student against their ID. Verify that the student has the correct test ticket and has entered the information correctly. Contact your test coordinator if the error can't be resolved.

**IMPORTANT:** *Students will go through these screens for every section. Follow the same procedure if this issue arises in a later section.*

### Once everyone is ready, say:

Please sit quietly and wait for approval. Look up when you see the "Waiting for Approval" message.

If a student isn't waiting for approval, make sure the student clicks **Yes** from the "Is This You?" page.

### When everyone is ready and before approving all students, say:

For each section, you will follow this process for approval using your first name and registration number from your test ticket and a new Session ID. You won't be able to enter a section and begin the test until I approve you to do so. Before I approve everyone to begin testing, remember:

- Throughout this test administration, you must listen to all directions for how to proceed.
- Don't exit or navigate away from the secure browser until your test is complete or you could lose testing time.
- During testing, keep your eyes on your device only. If your device malfunctions while testing, raise your hand and I will assist you.
- You'll have breaks during the test when you can leave the room to have a snack or use the restroom.

All students should now be waiting for your approval.



### Admit Students

This is the first part of the 2-part approval process. It won't start timed testing.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** *Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.*

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

**TIP:** *If a student has a "timing mismatch" error or needs to be returned to the sign in screen, click the red **X** next to their name to deny the student entry. Contact the test coordinator for students with timing mismatch errors.*

### Once you've admitted all students, say:

You're almost ready to begin. You should now see 3 sections of information on your screen. You may need to scroll down. The first is the Help Guide, which lists the test tools, buttons, and features available to you during the test. You can access this information during the test by clicking the **question mark** icon in the top right corner of your screen.

Once you're in the test and after you have read the directions, move from question to question using the forward and backward arrows in the top left corner of the screen.

During the test you will also have access to a clock tool. You can view or hide the clock by clicking on the icon. Your clock will begin to count down the time you have remaining in the section. When your time for that section is up, you'll be automatically exited from the test.

Are there any questions? *[pause]*

### After you answer all questions, say:

Find the Terms and Conditions section on your screen and review the terms. You are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not limited to, email, text messages, or the internet. These conditions are in place to make sure all students have a fair and equal test experience. The conditions are spelled out in the *SAT Student Guide for Digital Testing* available to all School Day testers and online at [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org). When you have finished reading, click the box next to “**I agree to the Terms and Conditions.**” *[pause]*

From this page, you may also view your test and time settings. These are auditory, visual, and concentration assistance test settings that have been set for you, if you have been approved for them. Confirm that all information on this page is accurate for your test. If you have any questions about the settings, raise your hand. If all information is accurate, scroll to the bottom of the page and click **OK**. *[pause]*

If anything on the student test settings page is incorrect, the student should click **Go Back** at the bottom of the page and return to the sign in screen. Contact your test coordinator immediately to determine if the student's accommodations were set correctly.

### Then say:

Now click **Start**. You must select the check box in the terms and conditions for the **Start** button to be active.

Please place your test ticket to the side; you'll need to refer to it for the next test section. I'll collect the tickets once testing is finished.

You should now see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If a student isn't waiting for approval, ensure that the student has clicked the box to agree to the terms and conditions. Ask the student to click the box and then click **Start**.

## SECTION 1: Reading Test

### STANDARD TIME 65 MINUTES

 33 Minutes **5-minute break** 32 Minutes

**IMPORTANT:** *Don't admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.*

### When students are ready, say:

Please listen to these instructions for the Reading Test. Once we begin, you'll have 65 minutes to work on Section 1, the Reading Test. We'll take a short break after 33 minutes.

You may use the separate paper provided for scratch work. Any answers written on the scratch paper will not be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

Remember that you receive points for correct answers, but you don't lose points for incorrect answers. That means you should try to answer every question, even if you're not sure of the correct answer.

If you have any questions about testing procedures, please ask them now. I can't answer questions related to test content during the timed sections of the test. Are there any questions? *[pause]*

Test time will begin after I approve you and when test directions appear on your screen. If you finish testing before section time ends, please sit quietly and wait for further instruction. Don't close your laptop. Remember, after the test has ended, no one may leave the room until I announce a break or dismissal.

**IMPORTANT:** *Time starts as soon as you approve all students.*

### Then say:

Once I approve your entry to the test, you'll see test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

This is the second part of the 2-part approval process.

**⚠️ These steps start the test time.**

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

*TIP: Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.*

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

#### Once you've started testing, say:

Time starts now. Good luck.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

33 MINUTES STANDARD TIME

START TIME \_\_\_\_\_
STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Please be alert and vigilant throughout the test. Don't read, grade papers, talk or text on a phone, or do any other task unrelated to the test administration. Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**.

**IMPORTANT:** Give extended breaks to approved students by doubling the standard time of regularly scheduled breaks. If students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.

**IMPORTANT:** While students are testing, complete the separate seating chart.

#### After 28 minutes, say:

You have 37 minutes remaining in Section 1 and 5 minutes until the break.

#### After exactly 33 minutes, say:

Please stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.

### Pause Session

In the TA Interface, click the **Pause Session** button to pause test time.

#### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you'll be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

#### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

### Time the Break and the Second Half of Section 1

#### 5-MINUTE BREAK

Post the break time of 5 minutes, and the time testing will resume. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

#### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser and enter the same Session ID, as posted on the board.

#### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Once approved, navigate to the last question answered and resume testing. You'll have the remainder of your time to work on this section.

## Continue the Test

In these steps you'll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.
4. Click the **Start Test** button.

 **The clock will start counting down and test time is resumed.**

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



32 MINUTES STANDARD TIME

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

## During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

### When the TA Interface alerts you that the testing session has ended, say:

The Reading Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now walk around and collect your scratch paper. Do not exit out of the secure browser.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### After all scratch paper is collected, say:

We will now stop for a 5-minute break. Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We'll start testing again in exactly 5 minutes.

## 5-MINUTE BREAK

### During the Break

Post the break time of 5 minutes, and the time students should return to their seats. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.



### Set up the TA Interface for the Writing and Language Test

1. Click the **Select Tests** button.
2. Select **Writing and Language Test** from the pop-up.
3. Click **Start Operational Session**.
4. Select **Extra/Extended Breaks - Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

### At the end of the break, say:

Please take your seat.

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SECTION 2: Writing and Language Test

### STANDARD TIME

 35 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

If you receive an error when trying to sign in, please raise your hand and I'll assist you.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 41 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings sections. Remember you can access test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If a student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

#### When everyone is ready and before approving all students, say:

Before I approve everyone, please listen to these instructions for Section 2, the Writing and Language Test. You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand and I'll provide it.

Some questions in this section consist of **only** the 4 answer options. Only the question number is shown above the options. In these cases, choose the option you think is the best choice in the context of the passage.

If you finish before section time ends, you may review your answers for this section only. If you complete your review, please sit quietly and wait for further instructions.

You have 35 minutes to work on the Writing and Language Test.

#### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.



### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 43 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

#### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
	<b>35 MINUTES STANDARD TIME</b>
START TIME _____	STOP TIME _____

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop the session early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

### When the TA Interface alerts you that the testing session has ended, say:

The Writing and Language Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Walk around the room to ensure that all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section.

### Break Before Section 3

#### For the break, say:

Please don't exit out of the secure browser. You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

#### 5-MINUTE BREAK

#### During the Break

Post the break time of 5 minutes and what time testing will resume. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.

#### After the break, say:

Please take your seat.



### Set up the TA Interface for the Math Test – No Calculator

1. Click the **Select Tests** button.
2. Select **Math Test – No Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **Extra/Extended Breaks - Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

## SECTION 3: Math Test – No Calculator

### STANDARD TIME

 25 Minutes

**IMPORTANT:** *If a student has a College Board–approved accommodation to use a 4-function calculator on this portion of the Math Test as an accommodation, confirm that the handheld calculator they use isn't a scientific or graphing calculator and/or ensure that the calculator icon appears in the navigation bar. (Percentage and square root functions are permitted.)*

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

If you receive an error when trying to sign in, please raise your hand and I'll assist you.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 41 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If a student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

**When all students are ready and before approving all students, say:**

Before I approve everyone to begin testing, please listen to these instructions for Section 3, the Math Test without Calculator.

Although this is a math section, you aren't allowed to use a calculator on this section of the test, unless you are approved to use a 4-function calculator as an accommodation. Please keep your calculator under your desk.

In the secure browser, you'll find formulas and figures by selecting the Reference icon in the toolbar.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand and I'll provide it.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

You have 25 minutes to work on the Math Test without Calculator. We'll take a 5-minute break when this section is finished.

**Then say:**

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

**▶ Start Test**

Refer to Part 2: Start Test under Section 1: Reading Test on page 43 for instructions. This is the second part of the 2-part approval process.

**⚠** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

**Once you've started testing, say:**

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



25 MINUTES STANDARD TIME

START TIME \_\_\_\_\_

STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

**During Testing**

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Math Test without Calculator is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now walk around and collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

**When all students are ready, say:**

Please don't exit out of the secure browser. We'll now stop for a 5-minute break. Don't go anywhere other than designated areas, the hallway, or the restroom. Don't talk in the hallway, discuss the test questions with anyone, or use any type of electronic device during the break. We'll start testing again in exactly 5 minutes.

**🕒 5-MINUTE BREAK****During the Break**

Post the break time of 5 minutes and what time testing will resume. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.



### Set up the TA Interface for the Math Test – Calculator

1. Click the **Select Tests** button.
2. Select **Math Test – Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **Extra/Extended Breaks - Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

#### At the end of the break, say:

Please take your seat. [pause]

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SECTION 4:

### Math Test – Calculator

STANDARD TIME 55 MINUTES



28 Minutes

5-minute break

27 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

If you receive an error when trying to sign in, please raise your hand and I'll assist you.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 41 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand.  
[pause]

If a student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

#### When all students are ready and before approving all students, say:

Before I approve everyone to begin testing, please listen to these instructions for Section 4, the Math Test with Calculator. For this section you may use a calculator. If you brought a calculator, please take it out and place it on your desk. You also have access to the embedded calculator for this section. Click the **Calculator** icon in the toolbar to use this tool during the test.

When using a handheld calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other students can't view your work.
- Don't share or exchange your calculator.
- If you brought a backup calculator, keep it under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I'll see if your substitute is acceptable. If you don't have a backup calculator, continue to test, and use the embedded calculator you can access from the toolbar if you need it. All math questions can be answered without a calculator.

In the secure browser, you'll find formulas and figures by selecting the Reference icon in the toolbar.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 55 minutes to work on the Math Test with Calculator. We'll take a 5-minute break after 28 minutes.

I'll post the start and stop times, and let you know when we're about halfway through the time before the break and when 5 minutes are left before the break.

### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 43 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

### Once you've started testing, say:

Time starts now. Good luck.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
	<b>28 MINUTES STANDARD TIME</b>
START TIME _____	STOP TIME _____

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

### After 23 minutes, say:

You have 32 minutes remaining in Section 4 and 5 minutes until the break.

### After exactly 28 minutes, say:

Please stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.



### Pause Session



In the TA Interface, click the **Pause Session** button to pause test time.

### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

## Time the Break and the Second Half of Section 4

### 5-MINUTE BREAK

Post the break time of 5 minutes and include what time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

### At the end of the break, say:

Please take your seat and take out your test ticket.  
*[pause]*

Please sign in to the secure browser and enter the same Session ID, as posted on the board.

### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Once approved, navigate to the last question answered and resume testing. You'll now have the remainder of your time to work on this section.

## Continue the Test

In these steps you'll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.
4. Click the **Start Test** button.

**!** *The clock will start counting down and test time is resumed.*

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



27 MINUTES STANDARD TIME

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Math Test with Calculator is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now walk around and collect your scratch paper.

Walk around the room to ensure that all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### After Section 4

You have finished the multiple-choice portion of the test. You may have students who are ready to be dismissed or students who need to continue with the Essay. Pause for a moment to read the instructions below and determine what your students require next.

#### A FOR STUDENTS TAKING THE SAT WITHOUT ESSAY

Testing has concluded. You should proceed to After the Test on page 95 and read the remaining instructions to collect test materials before dismissing students.

#### B FOR STUDENTS TAKING THE SAT WITH ESSAY

Continue with the break that follows.

**When all students are ready, say:**

Please don't exit out of the secure browser. Place your calculator under your desk. We'll take a break now to stretch for 2 minutes. You may not leave the room or discuss test questions.

### During the Break

Post the break time of 2 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.

### Before the Essay

Depending on the accommodations of students in your room, you may need to turn to a different script for the Essay. Pause for a moment to read the instructions below and determine what your students require next.

#### A FOR STUDENTS WITH EXTENDED TIME FOR WRITING:

For 50% extended time for writing only, turn to Script 3, SAT Essay on page 64.

For 100% extended time for writing only, turn to Script 4, SAT Essay on page 79.

#### B FOR STUDENTS WITH STANDARD TIME WITH EXTRA BREAKS:

Continue with the script that follows.



### Set up the TA Interface for the SAT Essay

1. Click the **Select Tests** button.
2. Select **Essay** from the pop-up.
3. Click **Start Operational Session**.
4. Select **Extra/Extended Breaks - Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

**At the end of the break, say:**

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

**SAT Essay****STANDARD TIME 50 MINUTES**

 25 Minutes **5-minute break** 25 Minutes

**When everyone is ready, say:**

As you did for the previous section, enter the Session ID as posted on the board and sign in to the secure browser.

**When everyone is signed in, say:**

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.

**Admit Students**

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 41 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

**Once you've admitted students, say:**

Now you should see the Help Guide and Test Settings boxes. There is an additional box with a statement about the use of your essay. Take a moment to read the statement, then make a selection from the listed responses. When you have finished reading, please look up. *[pause]*

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

**When all students are ready and before approving all students, say:**

Before I approve everyone to begin testing, please listen to these instructions for Section 5, the SAT Essay.

You may use the separate paper provided for making notes and planning your essay, but anything written there won't be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it. When you are ready, start typing your essay in the document window in the secure browser.

If you finish before section time ends, you may review your work for this section only. If you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 50 minutes to work on the SAT Essay. We'll take a 5-minute break after 25 minutes.

**Then say:**

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the essay prompt and begin work.

All students should now be waiting for your approval.

**Start Test**

Refer to Part 2: Start Test under Section 1: Reading Test on page 43 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

**Once you've started testing, say:**

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
 <b>25 MINUTES STANDARD TIME</b>	
START TIME _____	STOP TIME _____

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### After 20 minutes, say:

You have 30 minutes remaining in the Essay section and 5 minutes until the break.

#### After exactly 25 minutes, say:

Please stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.

Pause Session	
	In the TA Interface, click the <b>Pause Session</b> button to pause test time.

#### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

#### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

### Time the Break and the Second Half of the Essay

5-MINUTE BREAK	
	

Post the break time of 5 minutes and include what time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

#### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser as you did for the previous section and enter the same Session ID, as posted on the board.

#### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Once approved, continue working. You'll now have the remainder of your time to work on this section.

### Continue the Test

In these steps you'll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.
4. Click the **Start Test** button.

 **The clock will start counting down and test time is resumed.**

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
 <b>25 MINUTES STANDARD TIME</b>	
START TIME _____	STOP TIME _____

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### When the TA Interface alerts you that the testing session has ended, say:

The SAT Essay is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Please sit quietly while I collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### When Testing is Finished

Students who have finished testing may need to be dismissed in 2 groups—students who have completed the questionnaire and score sends (who should be dismissed first), and students who did not complete the questionnaire, or want to identify schools for their score sends.

Proceed to After the Test on page 95 and follow instructions to dismiss students.

## SCRIPT 3: 50% Extended Time for One-Day Testing

**IMPORTANT:** Use this script to test students who have been approved for 50% extended time (for reading, for use of EL supports, or for the TTS format with the Read Text Only setting) and are taking the SAT without Essay. If you're testing students with math-only extended time, begin with the appropriate standard time script (Script 1: Standard Time for Accommodated Students (No Extra Breaks) on page 30 or Script 2: Standard Time with Extra Breaks on page 40).

**IMPORTANT:** If you are administering the SAT with Essay to students approved for 50% extended time for reading, for use of EL supports, or for use of a scribe, use Script 5: 50% Extended Time for Two-Day Testing on page 81.



### Set up the TA Interface for the Reading Test

**IMPORTANT:** If you haven't already read Test Day Instructions—Begin Testing Here on page 27, please go back and do so now before returning to this script.

1. Expand the Operational Test Selection menu by clicking on the **plus sign** next to **College Board SAT**.
2. Select the **Reading Test** from the list of sections; click **Start Operational Session**.
3. Select **50% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
4. Post the **Session ID**, exactly as it appears, on the board.

**IMPORTANT:** You'll announce and post the Session ID for each test section as prompted by the testing script.

At this point, student devices should be on with the secure browser ready for their sign in.

**IMPORTANT:** If Chromebook or iPad students are not on the sign in screen, refer back to Start the Digital Test on page 27 for instructions.

### Student's Screen: Secure Browser Sign In

## Give Preliminary Instructions

**When all students are ready, say:**

Please listen carefully to these instructions. Your computer should be on the secure browser sign-in screen. If you do not see the College Board logo on your screen, please raise your hand. [pause]

- Type your **First Name** and **Registration Number** exactly as they're printed on your test ticket.

- Type the **Session ID** exactly as it appears on the board. *[read Session ID aloud]*
- Click **Sign In**.

If you receive an error when trying to sign in, please raise your hand and I'll assist you. *[pause]*

If a student receives an error when signing in, ask them to reenter their information. Ensure the student enters their information exactly as it appears on their test ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

If the student still receives an error when signing in, have them close and relaunch the secure browser or reboot the device. Any further issues should be escalated to the test coordinator.

#### After all students have signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**. If the name there is not your own, please raise your hand. *[pause]*

If the student name on the "Is This You?" page is incorrect, confirm identity of the student. Verify that the student has the correct test ticket and has entered the information correctly. Contact your test coordinator if the error can't be resolved.

**IMPORTANT:** *Students will go through these screens for every section. Follow the same procedure if this issue arises in a later section.*

#### Once everyone is ready, say:

Please sit quietly and wait for approval. Look up when you see the "Waiting for Approval" message.

If a student isn't waiting for approval, make sure the student clicks **Yes** from the "Is this you?" page.

#### When everyone is ready and before approving all students, say:

For each section, you'll follow this same process for approval using your first name and registration number from your test ticket and a new Session ID. You won't be able to enter a section and begin the test until I approve you to do so. Before I approve everyone to begin testing, remember:

- Throughout this test administration you must listen to all directions for how to proceed.
- Don't exit or navigate away from the secure browser until your test is complete or you could lose testing time.

- During testing, keep your eyes on your device only.
- If your device malfunctions while testing, raise your hand and I'll assist you.
- You'll have breaks during the test when you can leave the room to have a snack or use the restroom.

All students should now be waiting for your approval.

### Admit Students

This is the first part of the 2-part approval process. It won't start timed testing.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** *Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.*

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

**TIP:** *If a student has a "timing mismatch" error or needs to be returned to the sign-in screen, click the red **X** next to their name to deny the student entry. Contact the test coordinator for students with timing mismatch errors.*

#### If students are testing with Text-to-Speech, say:

Now you should see the Text-to-Speech sound check. Please follow the onscreen instructions and make a selection at the bottom of the screen. Then click **Continue**. You must confirm that your sound settings are set and functioning each time you enter the test. *[pause]*

Confirm students have completed the sound check and heard the voice and made a selection (**Works**, **Doesn't Work**, or **Skip**). If a student has an issue that can't be resolved, contact your test coordinator.

#### Once you've admitted all students, say:

You are almost ready to begin. You should now see 3 sections of information on your screen. You may need to scroll down. The first is the Help Guide, which lists the test tools, buttons, and features available to you during the test. You can access this information during the test by clicking the **question mark** icon in the top right corner of your screen.

Once you're in the test and after you have read the directions, move from question to question using the

forward and backward arrows in the top left corner of the screen.

During the test you'll also have access to a clock tool. You can view or hide the clock by clicking on the icon. Your clock will begin to count down the time you have remaining in the section. When your time for that section is up, you'll be automatically exited from the test.

Are there any questions? *[pause]*

#### After you answer all questions, say:

Find the Terms and Conditions section on your screen and review the terms. You are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not limited to, email, text messages, or the internet. These conditions are in place to make sure all students have a fair and equal test experience. The conditions are spelled out in the *SAT Student Guide for Digital Testing* available to all School Day testers and online at [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org). When you have finished reading, click the box next to "I agree to the Terms and Conditions." *[pause]*

From this page, you may also view your test and time settings. These are auditory, visual, and concentration assistance test settings that have been set for you, if you have been approved for them. Confirm that all information on this page is accurate for your test. If all information is incorrect, raise your hand. If all information is correct, scroll to the bottom of the page and click **OK**. *[pause]*

If anything on the student test settings page is incorrect, the student should click **Go Back** at the bottom of the page and return to the sign-in screen. Contact your test coordinator immediately to determine if the student's accommodations were set correctly.

#### Then say:

Now click **Start**. You must select the **check box** in the terms and conditions for the **Start** button to be active.

Please place your test ticket to the side; you'll need to refer to it for the next test section. I'll collect the tickets once testing is finished.

You should now see a "Waiting for Approval" message. If you don't see this message, raise your hand. *[pause]*

If a student isn't waiting for approval, ensure that the student has clicked the box to agree to the terms and conditions. Ask the student to click the box and then click **Start**.

## SECTION 1: Reading Test

50% EXTENDED TIME 98 MINUTES

 49 Minutes **5-minute break** 49 Minutes

**IMPORTANT:** *Don't admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.*

#### When students are ready, say:

Please listen to these instructions for the Reading Test. Once we begin, you'll have 1 hour and 38 minutes to work on Section 1, the Reading Test. We'll take a 5-minute break after 49 minutes.

You may use the separate paper provided for scratch work. Any answers written on the scratch paper will not be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

Remember that you receive points for correct answers, but you don't lose points for incorrect answers. That means you should try to answer every question, even if you're not sure of the correct answer.

If you have any questions about testing procedures, please ask them now. I can't answer questions related to test content during the timed sections of the test. Are there any questions? *[pause]*

Test time will begin after I approve you and when test directions appear on your screen. If you finish testing before section time ends, please sit quietly and wait for further instruction. Don't close your laptop. Remember, after the test has ended, no one may leave the room until I announce a break or dismissal.

#### Then say:

Once I approve your entry to the test, you will see test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

## Start Test

This is the second part of the 2-part approval process.

**!** *These steps start the test time.*

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** *Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.*

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

### Once you've started testing, say:

Time starts now. Good luck.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

49 MINUTES 50% EXTENDED TIME

**START TIME** \_\_\_\_\_
**STOP TIME** \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Please be alert and vigilant throughout the test. Don't read, grade papers, talk or text on a phone, or do any other task unrelated to the test administration. Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**.

**IMPORTANT:** *Give extended breaks to approved students by doubling the standard time of regularly scheduled breaks. If students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.*

**IMPORTANT:** *While students are testing, complete the separate seating chart.*

### After 44 minutes, say:

You have 54 minutes remaining in Section 1 and 5 minutes until the break.

### After exactly 49 minutes, say:

Please stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.

## Pause Session

In the TA Interface, click the **Pause Session** button to pause test time.

### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. You may not use a phone or any other electronic device during this or any other break. We'll start testing again in exactly 5 minutes.

## Time the Break and the Second Half of Section 1

### 5-MINUTE BREAK

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser and enter the same Session ID, as posted on the board.

### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Once approved, navigate to the last question answered and resume testing. You'll now have the remainder of your time to work on this section.

## Continue the Test

In these steps you'll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.
4. Click the **Start Test** button.

 **The clock will start counting down and test time is resumed.**

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



49 MINUTES 50% EXTENDED TIME

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

## During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Reading Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

**After all scratch paper is collected, say:**

Please don't exit out of the secure browser. We'll now stop for a 5-minute break. Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We'll start testing again in exactly 5 minutes.

## 5-MINUTE BREAK

### During the 5-Minute Break

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.



## Set up the TA Interface for the Writing and Language Test

1. Click the **Select Tests** button in the top right corner.
2. Select **Writing and Language Test** from the pop-up.
3. Click **Start Operational Session**.
4. Select **50% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

**At the end of the break, say:**

Please take your seat.

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SECTION 2: Writing and Language Test

### 50% EXTENDED TIME

 53 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Please sit quietly and wait for approval. *[pause]*

All students should now be waiting for your approval.



### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 54 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

#### When everyone is ready and before approving all students, say:

Before I approve everyone, please listen to these instructions for Section 2, the Writing and Language Test. You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

Some questions in this section consist of **only** the 4 answer options. Only the question number is shown above the options. In these cases, choose the option you think is the best choice in the context of the passage.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

You have 53 minutes to work on the Writing and Language Test. We'll take a 5-minute break when this section is finished.

#### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.



### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 56 for instructions. This is the second part of the 2-part approval process.

**!** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

#### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



53 MINUTES 50% EXTENDED TIME

START TIME \_\_\_\_\_

STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Writing and Language Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section.

### Break Before Section 3

**For the break, say:**

Please don't exit the secure browser. You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

### 5-MINUTE BREAK

#### During the Break

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.



#### Set up the TA Interface for the Math Test – No Calculator

1. Click the **Select Tests** button.
2. Select **Math Test – No Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **50% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

## SECTION 3: Math Test – No Calculator

### 50% EXTENDED TIME

 38 Minutes

**IMPORTANT:** For students approved for 100% extended time in math, turn to Script 4, Break Before Section 3 on page 72.

**IMPORTANT:** If a student has College Board approval to use a 4-function calculator on this portion of the Math Test as an accommodation, confirm that the calculator they use isn't a scientific or graphing calculator and/or ensure the calculator icon appears in the tool bar. (Percentage and square root functions are permitted.)

**When everyone is ready, say:**

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

If you receive an error when trying to sign in, please raise your hand and I'll assist you.

**When everyone is signed in, say:**

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 54 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

**Once you've admitted all students, say:**

Now you should see the Help Guide and Test Settings. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a "Waiting for Approval" message. If you don't see this message, raise your hand. *[pause]*

If a student isn't waiting for approval, ensure they have clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

### When all students are ready and before approving all students, say:

Before I approve everyone to begin testing, please listen to these instructions for Section 3, the Math Test without Calculator.

Although this is a math section, you aren't allowed to use a calculator on this section of the test, unless you're approved to use a 4-function calculator as an accommodation. Please keep your calculator under your desk.

In the secure browser, you'll find formulas and figures by selecting the Reference icon in the toolbar.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

You have 38 minutes to work on the Math Test without Calculator. We'll take a 5-minute break when this section is finished.

### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 56 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



38 MINUTES 50% EXTENDED TIME

START TIME \_\_\_\_\_

STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

### When the TA Interface alerts you that the testing session has ended, say:

The Math Test without Calculator is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### When all students are ready, say:

Please don't exit out of the secure browser. We'll now stop for a 5-minute break. Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We'll start testing again in exactly 5 minutes.

### 5-MINUTE BREAK

### During the Break

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.



### Set up the TA Interface for the Math Test – Calculator

1. Click the **Select Tests** button.
2. Select **Math Test – Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **50% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

#### At the end of the break, say:

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SECTION 4: Math Test – Calculator

**50% EXTENDED TIME 83 MINUTES**

42 Minutes **5-minute break** 41 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 54 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If a student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

#### When all students are ready and before approving all students, say:

Before I approve everyone to begin testing, please listen to these instructions for Section 4, the Math Test with Calculator. For this section you may use a calculator. If you brought a calculator, please take it out and place it on your desk. You also have access to the embedded calculator for this section. Click the **Calculator** icon in the toolbar to use this tool during the test.

When using a handheld calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other students can't view your work.
- Don't share or exchange your calculator.
- If you brought a backup calculator, keep it under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I'll see if your substitute is acceptable. If you don't have a backup calculator, continue to test, and use the embedded calculator you can access from the toolbar if you need it. All math questions can be answered without a calculator.

In the secure browser, you'll find formulas and figures by selecting the Reference icon in the toolbar.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 1 hour and 23 minutes to work on the Math Test with Calculator. We'll take a 5-minute break after 42 minutes.

#### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 56 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

#### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
 42 MINUTES 50% EXTENDED TIME	
START TIME _____	STOP TIME _____

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### After 37 minutes, say:

You have 46 minutes remaining in Section 4 and 5 minutes until the break.

#### After exactly 42 minutes, say:

Please stop work. I'll now pause your test. Sit quietly until I announce the break.

### Pause Session



In the TA Interface, click the **Pause Session** button to pause test time.

#### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

#### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

## Time the Break and the Second Half of Section 4

### 5-MINUTE BREAK

Post the break time of 5 minutes and the time testing will resume. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

#### At the end of the break, say:

Please take your seat and take out your test ticket. *[pause]*

Please sign in to the secure browser as you did for the previous section and enter the same Session ID, as posted on the board.

#### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Once approved, navigate to the last question answered and resume testing. You'll now have the remainder of your time to work on this section.

## Continue the Test

In these steps you'll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.
4. Click the **Start Test** button.

**!** *The clock will start counting down and test time is resumed.*

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



41 MINUTES 50% EXTENDED TIME

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Math Test with Calculator is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now walk around and collect your scratch paper.

Walk around the room to ensure that all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### After Section 4

You have finished the multiple-choice portion of the test. You may have students who are ready to be dismissed or students who need to continue with the Essay. Pause for a moment to read the instructions below and determine what your students require next.

### A FOR STUDENTS TAKING THE SAT WITHOUT ESSAY

Testing has concluded. You should proceed to After the Test on page 95 and read the remaining instructions to collect test materials before dismissing students.

### B FOR STUDENTS TAKING THE SAT WITH ESSAY

Continue with the break that follows.

**When all students are ready, say:**

Please don't exit out of the secure browser. Place your calculator under your desk. We'll take a break now to stretch for 2 minutes. You may not leave the room or discuss test questions.

### For the Break

Post the break time of 2 minutes, and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.

### Before the Essay

Depending on the accommodations of students in your room, you may need to turn to a different script for the Essay. Pause for a moment to read the instructions below and determine what your students require next.

### A FOR STUDENTS WITH EXTENDED TIME FOR MATH ONLY

To administer the Essay with standard time and no extra breaks, turn to Script 1, SAT Essay on page 39.

To administer the Essay with standard time with extra breaks, turn to Script 2, SAT Essay on page 51.

### B FOR ALL OTHER STUDENTS

Continue with the script that follows.



### Set up the TA Interface for the SAT Essay

1. Click the **Select Tests** button.
2. Select **SAT Essay** from the pop-up.
3. Click **Start Operational Session**.
4. Select **50% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

**At the end of the break, say:**

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

**SAT Essay****50% EXTENDED TIME 75 MINUTES**
 **38 Minutes** **5-minute break** **37 Minutes**
**When everyone is ready, say:**

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

**When everyone is signed in, say:**

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.

**Admit Students**

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 54 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

**Once you've admitted all students, say:**

Now you should see the Help Guide and Test Settings boxes. There is an additional box with a statement about the use of your essay. Take a moment to read the statement, then make a selection from the listed responses. When you have finished reading, please look up. *[pause]*

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

**When all students are ready and before approving all students, say:**

Before I approve everyone to begin testing, please listen to these instructions for Section 5, the SAT Essay.

You may use the separate paper provided for making notes and planning your essay, but anything written there won't be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it. When you are ready, start typing your essay in the document window in the secure browser.

If you finish before section time ends, you may review your work for this section only. If you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 1 hour and 15 minutes to work on the SAT Essay. We'll take a 5-minute break after 38 minutes.

**Then say:**

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the essay prompt and begin work.

All students should now be waiting for your approval.

**Start Test**

Refer to Part 2: Start Test under Section 1: Reading Test on page 56 for instructions. This is the second part of the 2-part approval process.

**⚠** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

**Once you've started testing, say:**

Time starts now.

**RECORD START AND STOP TIMES HERE — POST FOR STUDENTS**



**38 MINUTES 50% EXTENDED TIME**

**START TIME** \_\_\_\_\_

**STOP TIME** \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

## During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

### After 33 minutes, say:

You have 42 minutes remaining in the Essay section and 5 minutes until the break.

### After exactly 38 minutes, say:

Stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.

## Pause Session



In the TA Interface, click the **Pause Session** button to pause test time.

### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

## Time the Break and the Second Half of the Essay

### 5-MINUTE BREAK

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser as you did for the previous section and enter the same Session ID, as posted on the board.

### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Once approved, continue working. You'll now have the remainder of your time to work on this section.

## Continue the Test

In these steps you'll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.
4. Click the **Start Test** button.

**!** *The clock will start counting down and test time is resumed.*

### RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



37 MINUTES 50% EXTENDED TIME

START TIME \_\_\_\_\_

STOP TIME \_\_\_\_\_

## During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

### When the TA Interface alerts you that the testing session has ended, say:

The SAT Essay is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Please sit quietly while I collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### When Testing is Finished

Students who have finished testing may need to be dismissed in 2 groups—students who have completed the questionnaire and score sends (who should be dismissed first), and students who did not complete the questionnaire, or want to identify schools for their score sends.

Proceed to After the Test on page 95 and follow instructions to dismiss students.

## SCRIPT 4: 100% Extended Time

**IMPORTANT:** Use this script to test students who have been approved for 100% extended time for reading or the TTS format with the Read Text and Graphics setting. If you're testing students with math only or writing only extended time, start with the appropriate standard time script (Script 1: Standard Time for Accommodated Students (No Extra Breaks) on page 30 or Script 2: Standard Time with Extra Breaks on page 40). You'll be instructed when to return to this 100% extended time script.



### Set up the TA Interface for the Reading Test

**IMPORTANT:** If you haven't already read Test Day Instructions—Begin Testing Here on page 27, please go back and do so now before returning to this script.

1. Expand the Operational Test Selection menu by clicking on the **plus sign** next to **College Board SAT**.
2. Select the **Reading Test** from the list of sections; click **Start Operational Session**.
3. Select **100% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
4. Post the **Session ID**, exactly as it appears, on the board.

**IMPORTANT:** You'll announce and post the Session ID for each test section as prompted by the testing script.

At this point, student devices should be on/open with the secure browser ready for their sign in.

**IMPORTANT:** If Chromebook or iPad students are not on the sign in screen, refer back to Start the Digital Test on page 27 for instructions.

### Student's Screen: Secure Browser Sign In

## Give Preliminary Instructions

### When all students are ready, say:

Please listen carefully to these instructions. Your computer should be on the secure browser sign-in screen. If you do not see the College Board logo on your screen, please raise your hand. [pause]

- Type your **First Name** and **Registration Number** exactly as they're printed on your test ticket.
- Type the **Session ID** exactly as it appears on the board. [read Session ID aloud]
- Click **Sign In**.

If you receive an error when trying to sign in, please raise your hand and I'll assist you. [pause]

If a student receives an error when signing in, ask them to reenter their information. Ensure the student enters their information exactly as it appears on their test ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

If the student still receives an error when signing in, have them close and relaunch the secure browser or reboot the device. Any further issues should be escalated to the test coordinator.

### After all students have signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**. If the name there is not your own, please raise your hand. [pause]

If the student name on the “Is This You?” page is incorrect, confirm identity of the student. Verify that the student has the correct test ticket and has entered the information correctly. Contact your test coordinator if the error can’t be resolved.

**IMPORTANT:** *Students will go through these screens for every section. Follow the same procedure if this issue arises in a later section.*

#### Once everyone is ready, say:

Please sit quietly and wait for approval. Look up when you see the “Waiting for Approval” message.

If a student isn’t waiting for approval, make sure the student clicks **Yes** from the “Is this you?” page.

#### When everyone is ready and before approving all students, say:

For each section, you’ll follow this same process for approval using your first name and registration number from your test ticket and a new Session ID. You won’t be able to enter a section and begin the test until I approve you to do so. Before I approve everyone to begin testing, remember:

- Throughout this test administration you must listen to all directions for how to proceed.
- Don’t exit or navigate away from the secure browser until your test is complete or you could lose testing time.
- During testing, keep your eyes on your device only.
- If your device malfunctions while testing, raise your hand and I’ll assist you.
- You’ll have breaks during the test when you can leave the room to have a snack or use the restroom.

All students should now be waiting for your approval.



### Admit Students

This is the first part of the 2-part approval process. It won’t start timed testing.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** *Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.*

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

**TIP:** *If a student has a “timing mismatch” error or needs to be returned to the sign-in screen, click the red **X** next to their name to deny the student entry. Contact the test coordinator for students with timing mismatch errors.*

#### If students are testing with Text-to-Speech, say:

Now you should see the Text-to-Speech sound check. Please follow the onscreen instructions and make a selection at the bottom of the screen. Then click **Continue**. You must confirm that your sound settings are set and functioning each time you enter the test. *[pause]*

Confirm students have completed the sound check and heard the voice and made a selection (**Works, Doesn’t Work, or Skip**). If a student has an issue that can’t be resolved, contact your test coordinator.

#### Once you’ve admitted all students, say:

You are almost ready to begin. You should now see 3 sections of information on your screen. You may need to scroll down. The first is the Help Guide, which lists the test tools, buttons, and features available to you during the test. You can access this information during the test by clicking the **question mark** icon in the top right corner of your screen.

Once you’re in the test and after you have read the directions, move from question to question using the forward and backward arrows in the top left corner of the screen.

During the test you'll also have access to a clock tool. You can view or hide the clock by clicking on the icon. Your clock will begin to count down the time you have remaining in the section. When your time for that section is up, you'll be automatically exited from the test.

Are there any questions? [pause]

#### After you answer all questions, say:

Find the Terms and Conditions section on your screen and review the terms. You are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not limited to, email, text messages, or the internet. These conditions are in place to make sure all students have a fair and equal test experience. The conditions are spelled out in the *SAT Student Guide for Digital Testing* available to all School Day testers and online at [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org). When you have finished reading, click the box next to “I agree to the Terms and Conditions.” [pause]

From this page, you may also view your test and time settings. These are auditory, visual, and concentration assistance test settings that have been set for you, if you have been approved for them. Confirm that all information on this page is accurate for your test. If any information is incorrect, raise your hand. If all information is correct, scroll to the bottom of the page and click **OK**. [pause]

If anything on the student test settings page is incorrect, the student should click **Go Back** at the bottom of the page and return to the sign-in screen. Contact your test coordinator immediately to determine if the student's accommodations were set correctly.

#### Then say:

Now click **Start**. You must select the **check box** in the terms and conditions for the **Start** button to be active.

Please place your test ticket to the side; you'll need to refer to it for the next test section. I'll collect the tickets once testing is finished.

You should now see a “Waiting for Approval” message. If you don't see this message, raise your hand. [pause]

If a student isn't waiting for approval, ensure that the student has clicked the box to agree to the terms and conditions. Ask the student to click the box and then click **Start**.

## SECTION 1: Reading Test

100% EXTENDED TIME 130 MINUTES

 65 Minutes

**5-minute break**

65 Minutes

**IMPORTANT:** Don't admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.

#### When students are ready, say:

Please listen to these instructions for the Reading Test. Once we begin, you'll have 2 hours and 10 minutes to work on Section 1, the Reading Test. We'll take a 5-minute break after 65 minutes.

You may use the separate paper provided for scratch work. Any answers written on the scratch paper will not be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

Remember that you receive points for correct answers, but you don't lose points for incorrect answers. That means you should try to answer every question, even if you're not sure of the correct answer.

If you have any questions about testing procedures, please ask them now. I can't answer questions related to test content during the timed sections of the test. Are there any questions? [pause]

Test time will begin after I approve you and when test directions appear on your screen. If you finish testing before section time ends, please sit quietly and wait for further instruction. Don't close your laptop. Remember, after the test has ended, no one may leave the room until I announce a break or dismissal.

**IMPORTANT:** Time starts as soon as you approve all students.

#### Then say:

Once I approve your entry to the test, you'll see test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

## Start Test

This is the second part of the 2-part approval process.

 **These steps start the test time.**

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

### Once you've started testing, say:

Time starts now. Good luck.

**RECORD START AND STOP TIMES HERE — POST FOR STUDENTS**



**65 MINUTES 100% EXTENDED TIME**

**START TIME** \_\_\_\_\_ **STOP TIME** \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Please be alert and vigilant throughout the test. Don't read, grade papers, talk or text on a phone, or do any other task unrelated to the test administration. Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**.

**IMPORTANT:** Give extended breaks to approved students by doubling the standard time of regularly scheduled breaks. If students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.

**IMPORTANT:** While students are testing, complete the separate seating chart.

### After 60 minutes, say:

You have 1 hour and 10 minutes remaining in Section 1 and 5 minutes until the break.

### After exactly 65 minutes, say:

Please stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.



### Pause Session



In the TA Interface, click the **Pause Session** button to pause test time.

### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. You may not access or use a phone or any other electronic device during this or any other break. We'll start testing again in exactly 5 minutes.

## Time the Break and the Second Half of Section 1

### 5-MINUTE BREAK

Post the break time of 5 minutes, and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser and enter the same Session ID, as posted on the board.

### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Once approved, navigate to the last question answered and resume testing. You'll now have the remainder of your time to work on this section.

## Continue the Test

In these steps you'll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.
4. Click the **Start Test** button.

 **The clock will start counting down and test time is resumed.**

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



65 MINUTES 100% EXTENDED TIME

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

## During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

### When the TA Interface alerts you that the testing session has ended, say:

The Reading Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now collect your scratch paper. Do not exit out of the secure browser.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### After all scratch paper is collected, say:

Please don't exit out of the secure browser. We will now stop for a 5-minute break. Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We will start testing again in exactly 5 minutes.

## 5-MINUTE BREAK

### During the Break

Post the break time of 5 minutes and the time students should return to their seats. Students shouldn't exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.



### Set up the TA Interface for the Writing and Language Test

1. Click the **Select Tests** button.
2. Select **Writing and Language Test** from the pop-up.
3. Click **Start Operational Session**.
4. Select **100% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

### At the end of the break, say:

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SECTION 2: Writing and Language Test

100% EXTENDED TIME

 70 Minutes

### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.

### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 67 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings sections. Remember you can access test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If a student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

### When everyone is ready and before approving all students, say:

Before I approve everyone, please listen to these instructions for Section 2, the Writing and Language Test. You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand and I'll provide it.

Some questions in this section consist of **only** the 4 answer options. Only the question number is shown above the options. In these cases, choose the option you think is the best choice in the context of the passage.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

You have 70 minutes to work on the Writing and Language Test. We'll take a 5-minute break when this section is finished.

### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 69 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
	<b>70 MINUTES 100% EXTENDED TIME</b>
START TIME _____	STOP TIME _____

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Writing and Language Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section.

### Break Before Section 3

**For the break, say:**

Please don't exit out of the secure browser. You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

#### 5-MINUTE BREAK

#### During the Break

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.



#### Set up the TA Interface for the Math Test – No Calculator

1. Click the **Select Tests** button.
2. Select **Math Test – No Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **100% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

**After the break, say:**

Please take your seat.

## SECTION 3: Math Test – No Calculator

**100% EXTENDED TIME**

 50 Minutes

**IMPORTANT:** *If a student has College Board approval to use a 4-function calculator on this portion of the Math Test as an accommodation, confirm that the calculator they use isn't a scientific or graphing calculator and/or ensure the calculator icon appears in the tool bar. (Percentage and square root functions are permitted.)*

**When everyone is ready, say:**

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

**When everyone is signed in, say:**

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



#### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 67 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

**If students are testing with Text-to-Speech, say:**

Now you should see the Text-to-Speech sound check. Please follow the onscreen instructions and make a selection at the bottom of the screen. Then click **Continue**. *[pause]*

Confirm that students have completed the sound check, heard the voice, and made a selection (**Works, Doesn't Work, or Skip**). If a student has an issue that can't be resolved, contact your test coordinator.

**Once you've admitted all students, say:**

Now you should see the Help Guide and Test Settings. Remember that you can access information about test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don’t see this message, raise your hand. [pause]

If a student isn’t waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

**When all students are ready and before approving all students, say:**

Before I approve everyone to begin testing, please listen to these instructions for Section 3, the Math Test without Calculator.

Although this is a math section, you aren’t allowed to use a calculator on this section of the test, unless you are approved to use a 4-function calculator as an accommodation. Please keep your calculator under your desk.

In the secure browser, you’ll find formulas and figures by selecting the Reference icon in the toolbar.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don’t begin any answer with a zero.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand and I’ll provide it.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

You have 50 minutes to work on the Math Test without Calculator.

**Then say:**

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

**Start Test**

Refer to Part 2: Start Test under Section 1: Reading Test on page 69 for instructions. This is the second part of the 2-part approval process.

**!** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

**Once you’ve started testing, say:**

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



50 MINUTES 100% EXTENDED TIME

START TIME \_\_\_\_\_

STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

**During Testing**

Record the start and approximate stop times and post for students to see. Continue to monitor students’ progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don’t stop the sessions early by clicking on the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Math Test without Calculator is now complete. You should be on the secure browser sign-in page. If you don’t see this screen, raise your hand. [pause]

I’ll now walk around and collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn’t see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students’ completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

**IMPORTANT:** *For the following students who test in one day, proceed to Break Before Section 4 for One-Day Students on page 75:*

- Students approved for 100% extended time for math only.
- Students taking the SAT without Essay who are approved for math and writing extended time.

### After Section 3

Depending on their accommodations, your students may be continuing to test on Day 1, or they may need to stop testing for the day and resume on Day 2. Pause for a moment to read the instructions below and determine what your students require next.

#### A FOR STUDENTS TESTING IN 2 DAYS

For students approved for 100% extended time for reading, proceed to End of Day 1.

For students taking the SAT with Essay approved for 100% extended time for combined math and writing proceed to End of Day 1.

#### B FOR STUDENTS TESTING IN 1 DAY

For students testing with 100% extended time on math only, continue with the break that follows for 1-day testing.

### End of Day 1

#### To students concluding Day 1 of testing, say:

This concludes Day 1 of testing. I will now collect your test ticket and scratch paper. Please remain in your seats until I dismiss you.

Keep students seated until you have collected all materials. Collect test materials, including any scratch paper, translated test directions, or word-to-word glossaries, from each student in the same order you distributed them.

In the following script, fill in the time that students should report for testing on Day 2.

#### After you have collected all test materials, say:

In just a moment, I'm going to let you go. Remember, you should not, under any circumstances, take any test content from the testing room or discuss or share test content with anyone through any means, including email, text messages, internet posts, or on social media. Thank you for your cooperation. When you return to the testing room tomorrow, remember to bring your acceptable calculator and pencils or pens. We begin Day 2 testing at \_\_\_\_\_. You are now free to collect your belongings and leave the room.

Return any collected items to students. Store test materials securely until the second day of testing. Ensure all student computers are on the secure browser sign-in page and that you have logged out of the TA Interface.

### Day 2

1. Return to your proctor device and launch the secure browser on all student devices. On iPads and Chromebooks, navigate to **AIR Secure Test** and select **College Board (PSAT 8/9, PSAT 10, SAT)** from the state/organizations drop-down list.
2. Navigate your web browser to the College Board Digital Testing Portal, [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).
3. Click **TA Interface**.
4. Sign in to the TA Interface with your username and password.
5. Expand the Operational Test Selection menu by clicking on the **plus sign** next to **College Board SAT**.
6. Select the **Math Test – Calculator** from the list of sections; click **Start Operational Session**.
7. Select **100% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
8. Post the **Session ID**, exactly as it appears, on the board.

Follow regular security procedures (including collection of students' personal items, if your school policy allows). Make sure that each student returns to their seat from Day 1.

### Confirm that Student Devices are Ready

At this point, student devices should be on/open with the CB Secure Browser ready for their sign in.

#### To students returning for Day 2 of testing, say:

Welcome back! Now we're going to prepare to start the test.

Please sit quietly while I distribute your test ticket and scratch paper. When you receive your ticket, please check to make sure it's yours.

## Confirm Prohibited Devices Are Powered Off

### Collection of personal belongings:

Read script **A** if your school allows you to collect belongings. Read script **B** if your school does not allow collection of students' belongings.

#### READ ONLY ONE OPTION

#### **A** If your school is collecting personal belongings, say:

By this time you should have turned in all phones and any other electronic devices. If anyone still has a personal electronic device of any kind, including a smartwatch or fitness tracker, please disable any alarms, power it off, and turn it in to me now, and it will be returned to you at the end of the test. The only exception is for computers or other devices approved for testing as an accommodation. *[pause]*

If you brought snacks or drinks to have during a break, take them out and put them under your desk now. You won't be allowed to go into your bags during breaks. *[pause]*

#### **B** If your school does not allow collection of personal belongings, say:

At this time, if you have a phone or any other personal electronic device in your possession, including a smartwatch or fitness tracker, you must disable any alarms, completely power it off, and put it in a bag or backpack to the side of the room until the test is over. If you need a plastic bag to store your phone in, raise your hand and I will give you one. The only exception is for computers or other devices approved for testing as an accommodation. *[pause]*

If you brought snacks or drinks to have during a break, take them out and put them under your desk now. You won't be allowed to go into your bags during breaks. *[pause]*

Allow time for students to turn in or put away any of these devices.

#### To all students, say:

Any electronic device that is not turned off and put away may be collected and its contents inspected as part of a thorough investigation. If you are seen with a device or your device makes a noise or creates a disturbance while in your possession, I will have to dismiss you from testing. From this point on, I will dismiss any student that I see with a phone, smartwatch, or other personal electronic device.

#### Then say:

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

Please remove everything from your desk except your pencils or pens, and calculator, if you brought one.

If you brought a backup calculator or extra batteries, please put them on your desk, as well. You may not share a calculator with another student at any time during the test or breaks. *[pause]*

Wait for students to finish putting items away.

#### Once everyone is ready, say:

Thank you. Please sit quietly while I take a moment to make sure everyone has an approved calculator. *[pause]*

As before, walk around to make sure no one has any unauthorized aids or devices on their desks.

#### After desks are cleared of prohibited items, say:

Please sit quietly while I distribute your test tickets and scratch paper. When you receive your ticket, please check to make sure it is yours.

Give each student the test ticket from Day 1 and a sheet of scratch paper. Make sure each student receives the test ticket with their name printed on it. If you're unsure of the identity of the students, ask each student to present their ID to verify their name.

**Proceed to Section 4: Math Test – Calculator on page 76.**

## Break Before Section 4 for One-Day Students

#### After you have collected all scratch paper, say:

Please don't exit the secure browser. We'll now stop for a 5-minute break. If you brought a snack, you may eat it in designated areas only. Don't go anywhere other than designated areas, the hallway, or the restroom. Don't talk in the hallway, discuss the test questions with anyone, or use any type of electronic device during the break. We'll start testing again in exactly 5 minutes.

### 5-MINUTE BREAK

#### During the Break

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.



### Set up the TA Interface for the Math Test – Calculator

1. Click the **Select Tests** button.
2. Select **Math Test – Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **100% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

#### At the end of the break, say:

Please take your seat. [pause]

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SECTION 4: Math Test – Calculator

100% EXTENDED TIME 110 MINUTES

55 Minutes **5-minute break** 55 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 67 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings boxes. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. [pause]

If a student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page. Do not approve students until you have read all the directions.

#### When all students are ready and before approving all students, say:

Before I approve everyone to begin testing, please listen to these instructions for Section 4, the Math Test with Calculator. For this section you may use a calculator. If you brought a calculator, please take it out and place it on your desk. You also have access to the embedded calculator for this section. Click the **Calculator** icon in the toolbar to use this tool during the test.

When using a handheld calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other students can't view your work.
- Don't share or exchange your calculator.
- If you brought a backup calculator, keep it under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I'll see if your substitute is acceptable. If you don't have a backup calculator, continue to test, and use the embedded calculator you can access from the toolbar if you need it. All math questions can be answered without a calculator.

In the secure browser, you'll find formulas and figures by selecting the Reference icon in the toolbar.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 1 hour and 50 minutes to work on the Math Test with Calculator. We'll take a 5-minute break after 55 minutes.

#### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 69 for instructions. This is the second part of the 2-part approval process.

**⚠** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

#### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



55 MINUTES 100% EXTENDED TIME

START TIME \_\_\_\_\_

STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### After 50 minutes, say:

You have 1 hour remaining in Section 4 and 5 minutes until the break.

#### After exactly 55 minutes, say:

Stop work. I'll now pause your test. Sit quietly until I announce the break.



### Pause Session



In the TA Interface, click the **Pause Session** button to pause test time.

#### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

#### When all students are ready, say:

You'll now have 5 minutes to stretch. Don't discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

## Time the Break and the Second Half of Section 4

### 5-MINUTE BREAK

Post the break time of 5 minutes and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

#### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser and enter the same Session ID, as posted on the board.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**; then you should see a “Waiting for Approval” message. Once approved, navigate to the last question answered and resume testing. You’ll now have the remainder of your time to work on this section.

### Continue the Test

In these steps you’ll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.
4. Click the **Start Test** button.

 **The clock will start counting down and test time is resumed.**

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



55 MINUTES 100% EXTENDED TIME

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

## During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students’ progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don’t stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### When the TA Interface alerts you that the testing session has ended, say:

The Math Test with Calculator is now complete. You should be on the secure browser sign-in page. If you don’t see this screen, raise your hand. *[pause]*

I’ll now walk around and collect your scratch paper.

Walk around the room to ensure that all students have successfully submitted their test and see the sign-in page. If a student doesn’t see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students’ completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

## After Section 4

You have finished the multiple-choice portion of the test. You may have students who are ready to be dismissed or students who need to continue with the Essay. Pause for a moment to read the instructions below and determine what your students require next.

### **A FOR STUDENTS TAKING THE SAT WITHOUT ESSAY**

Testing has concluded. You should proceed to After the Test on page 95 and read the remaining instructions to collect test materials before dismissing students.

### **B FOR STUDENTS TAKING THE SAT WITH ESSAY**

Continue with the break that follows.

## Break Between Sections

#### When all students are ready, say:

Please don’t exit out of the secure browser. Place your calculator under your desk. You’ll now have 2 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission.

Post the break time of 2 minutes, and the time students should return to their seats. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.

### Before the Essay

Depending on the accommodations of students in your room, you may need to turn to a different script for the Essay. Pause for a moment to read the instructions below and determine what your students require next.

#### A FOR STUDENTS WITH EXTENDED TIME FOR MATH ONLY

To administer the Essay with standard time and no extra breaks, turn to Script 1, SAT Essay on page 39.

To administer the Essay with standard time with extra breaks, turn to Script 2, SAT Essay on page 51.

#### B FOR ALL OTHER STUDENTS

Continue with the script that follows.



#### Set up the TA Interface for the SAT Essay

1. Click the **Select Tests** button.
2. Select **SAT Essay** from the pop-up.
3. Click **Start Operational Session**.
4. Select **100% Extended Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

#### At the end of the break, say:

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SAT Essay

100% EXTENDED TIME 100 MINUTES

⌚ 50 Minutes

5-minute break

50 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

#### When everyone is signed in, say:

Now verify that your name appears on the “Is This You?” page. If so, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



#### Admit Students

Refer to Part 1: Admit Students under Give Preliminary Instructions on page 67 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings boxes. There is an additional box with a statement about the use of your essay. Take a moment to read the statement, then make a selection from the listed responses. When you have finished reading, please look up. *[pause]*

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

#### When all students are ready and before approving all students, say:

Before I approve everyone to begin testing, please listen to these instructions for Section 5, the SAT Essay.

You may use the separate paper provided for making notes and planning your essay, but anything written there won't be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it. When you are ready, start typing your essay in the document window in the secure browser.

If you finish before section time ends, you may review your work for this section only. If you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 1 hour and 40 minutes to work on the SAT Essay. We'll take a 5-minute break after 50 minutes.

#### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the essay prompt and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part 2: Start Test under Section 1: Reading Test on page 69 for instructions. This is the second part of the 2-part approval process.

**⚠** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

#### Once you've started testing, say:

Read the directions, then use the navigation arrows to view the essay prompt and begin work.

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
	<b>50 MINUTES 100% EXTENDED TIME</b>
START TIME _____	STOP TIME _____

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### After 45 minutes, say:

You have 55 minutes remaining in the Essay section and 5 minutes until the break.

#### After exactly 50 minutes, say:

Stop work. I'll now pause your test. Sit quietly until I announce the break.



### Pause Session



In the TA Interface, click the **Pause Session** button to pause test time.

#### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

#### When all students are ready, say:

You'll now have 5 minutes to stretch. Don't discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

## Time the Break and the Second Half of the SAT Essay

### 5-MINUTE BREAK

Post the break time of 5 minutes and the time testing will resume. Students should not exit out of the secure browser. Walk around the room to check that all student devices are on the secure browser sign-in page.

#### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser and enter the same Session ID, as posted on the board.

#### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Once approved, continue working. You'll now have the remainder of your time to work on this section.

## Continue the Test

In these steps you'll complete both parts of the approval process. Students will be entered into the test after the final step.

1. Open the **Approval Queue**—make sure all students in the room are listed there.
2. Click the **Admit Students** button—testing will not yet begin.
3. Open the **Approval Queue** again.

Click the **Start Test** button.

 **The clock will start counting down and test time is resumed.**

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



50 MINUTES 100% EXTENDED TIME

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will display an alert message; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The SAT Essay is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Please sit quietly while I collect your scratch paper.

Walk around the room to ensure that all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

### When Testing is Finished

Students who have finished testing may need to be dismissed in 2 groups—students who have completed the questionnaire and score sends (who should be dismissed first), and students who did not complete the questionnaire, or want to identify schools for their score sends.

Proceed to After the Test on page 95 and follow instructions to dismiss students.

## SCRIPT 5: 50% Extended Time for Two-Day Testing

**IMPORTANT:** Use this script for 50% extended time for reading, use of writer or scribe to assist students with the digital testing, or using TTS with the read text only setting and are taking the SAT with Essay.



### Set up the TA Interface for the Reading Test

**IMPORTANT:** If you haven't already read *Test Day Instructions—Begin Testing Here* on page 27, please go back and do so now before returning back to this script.

1. Expand the Operational Test Selection menu by clicking on the plus sign next to **College Board SAT**.
2. Select the **SAT Reading Test** from the list; click **Start Operational Session**.
3. Select **50% Extended Time** from the Timing/Scheduling Tools drop-down; click **OK**.
4. Post the **Session ID**, exactly as it appears, on the board.

**IMPORTANT:** You'll announce and post the *Session ID* for each test section as prompted by the testing script.

## Give Preliminary Instructions

**When all students are ready, say:**

Please listen carefully to these instructions. Your computer should be on the secure browser sign-in screen. If you do not see the College Board sign-in screen, please raise your hand. *[pause]*

- Type your **First Name** exactly as it is printed on your test ticket.
- Type the **Registration Number** exactly as it is printed on your test ticket.
- Type the **Session ID** exactly as it appears on the board. *[read Session ID aloud]*
- Click **Sign In**.

If you receive an error when trying to sign in, please raise your hand and I'll assist you.

**IMPORTANT:** If Chromebook or iPad students are not on the sign-in screen, refer back to Start the Digital Test on page 27 for instructions.

If a student receives an error when signing in, ask them to reenter their information. Ensure the student enters the information exactly as it appears on the test ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

#### After all students have signed in, say:

Now verify that the information is correct on the “Is This You?” page. If so, click **Yes**. If the name there is not your own, please raise your hand. [pause]

If the student’s name on the “Is This You?” page is incorrect, the student should click **No** at the bottom of the page. Confirm that the student has the correct test ticket and has entered the information correctly. Contact your test coordinator if the error can’t be resolved.

**IMPORTANT:** Students will go through these screens for every section. Follow the same procedure if this issue arises in a later section.

#### Then say:

Please sit quietly and wait for approval. Look up when you see the “Waiting for Approval” message.

If a student is not waiting for approval, make sure the student clicks **Yes** from the “Is This You?” page.

#### When everyone is ready and before approving all students, say:

For each section, you will follow this same process for approval using your first name and registration number from your test ticket and a unique Session ID. You won’t be able to enter a section and begin the test until I approve you to do so. Before I approve everyone to begin testing, remember:

- Throughout this test administration you must listen to all instructions for how to proceed.
- Don’t exit or navigate away from the testing session or close your laptop until your test is complete. If you do, you could lose testing time or your test may be marked invalid.
- During testing, keep your eyes on your device only.
- If your device malfunctions while testing, raise your hand.
- I will walk around the room to check your progress.
- You’ll have breaks during the test when you can leave the room to have a snack or to use the restroom.

All students should now be waiting for your approval.



### Admit Students

This is the first part of the 2-part approval process. It won’t start timed testing.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

**TIP:** Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

**TIP:** If a student has a “timing mismatch” error or needs to be returned to the sign-in screen, click the red **X** next to their name to deny the student entry. Contact the test coordinator for students with timing mismatch errors.

**IMPORTANT:** You will go through this approval process for every section. Follow these procedures when prompted in the scripts to approve students.

#### If you are testing students with Text-to-Speech, say:

Now you should see the Text-to-Speech sound check. Please follow the onscreen instructions and make a selection at the bottom of the screen. Then click **continue**. You must confirm that your sound settings are set and functioning each time you enter the test. To read the test items aloud, activate the Text-to-Speech using the context menu. [pause]

Confirm that students have completed the sound check, heard the voice, and made a selection (**Works, Doesn’t Work, or Skip**.) If a student has an issue that cannot be resolved, contact your test coordinator.

#### Once you’ve admitted all students, say:

You are almost ready to begin. You should now see 3 sections of information on your screen. The first is the Help Guide, which lists the test tools, buttons, and features available during the test. You can access this information during the test by clicking the **question mark** icon in the top right corner of your screen.

Once in the test and after you have read the directions, move from question to question using the forward and backward arrows in the top left corner of the screen.

During the test you will also have access to a clock tool. You can view or hide the tool by clicking on the clock icon in the top right corner of your screen. Your clock will begin to count down the time you have remaining in the section. When your time for that section is up, you'll be automatically exited from the test. Are there any questions? [pause]

#### After you answer all questions, say:

Find the Terms and Conditions section on your screen and review the terms. You are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not limited to, email, text messages, or the internet. These conditions are in place to make sure all students have a fair and equal test experience. The conditions are spelled out in the *SAT Student Guide for Digital Testing* available to all School Day testers and online at [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org). When you have finished reading, click the box next to “**I agree to the Terms and Conditions.**” [pause]

From this page, you may also view your test settings. These are auditory, visual, and concentration assistance test settings that have been set for you, if you have been approved for them. Confirm that all information on this page is accurate for your test. If you have questions about the settings, raise your hand. If all information is correct, scroll to the bottom of the page and click **OK**. [pause]

If anything on the student test settings page is incorrect, the student should click **Go Back** at the bottom of the page and return to the sign-in screen. Contact your test coordinator immediately to determine if the student is missing or has incorrect accommodations.

#### Then say:

Now click **Start**. You must select the check box in the terms and conditions for the **Start** button to be active.

Please place your test ticket to the side; you'll need to refer to it for the next test section. I'll collect the tickets once testing is finished.

You should now see a “Waiting for Approval” message. If you don't see this message, raise your hand. [pause]

If a student isn't waiting for approval, ensure that the student has clicked the box to agree to the terms and conditions. Ask the student to click the box and then click **Start**.

## SECTION 1: Reading Test

**IMPORTANT:** *Don't admit any students who arrive at this point. They must be assigned to a different room or dismissed from testing.*

### 50% EXTENDED TIME 98 MINUTES

 49 Minutes **5-minute break** 49 Minutes

#### When students are ready, say:

Please listen to these instructions for the Reading Test. Once we begin, you'll have 1 hour and 38 minutes to work on Section 1, the Reading Test. We'll take a 5-minute break after 49 minutes.

You may use the separate paper provided for scratch work. Any answers written on the scratch paper will not be scored. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

Remember that you receive points for correct answers, but you don't lose points for incorrect answers. That means you should try to answer every question, even if you're not sure of the correct answer.

If you have any questions about testing procedures, please ask them now. I can't answer questions related to test content during the timed sections of the test. Are there any questions? [pause]

Test time will begin after I approve you and when test directions appear on your screen. If you finish testing before section time ends, please sit quietly and wait for further instruction. Don't close your laptop or turn off your device. Remember, after the test has ended, no one may leave the room until I announce a break or dismissal.

#### Then say:

Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

## Start Test

This is the second part of the 2-part approval process.

**⚠️ These steps start the test time.**

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

*TIP: Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.*

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

### Once you've started testing, say:

Time starts now. Good luck.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

**49 MINUTES 50% EXTENDED TIME**

**START TIME** \_\_\_\_\_
**STOP TIME** \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Please be alert and vigilant throughout the test. Don't read, grade papers, talk or text on a phone, or do any other task unrelated to the test administration. Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**.

**IMPORTANT:** Give extended breaks to approved students by doubling the standard time of regularly scheduled breaks. If students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.

**IMPORTANT:** While students are testing, complete the separate seating chart.

### After 44 minutes, say:

You have 54 minutes remaining in Section 1 and 5 minutes until the break.

### After exactly 49 minutes, say:

Please stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.

## Pause Session

In the TA Interface, click the **Pause Session** button to pause test time.

### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

If a student doesn't see the sign-in page, ensure the student's test was paused in the TA Interface.

### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. You may not access or use a phone or any other electronic device during this or any other break. We'll start testing again in exactly 5 minutes.

### During the Break

Post the break time of 5 minutes, and the time students should return to their seats. Walk around the room to check that all student devices are on the Secure Browser sign-in page.

### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser as you did for the previous section and enter the same Session ID, as posted on the board.

### When everyone is signed in, say:

Verify that the information is correct on the "Is This You?" page. If it's accurate, click **Yes**. You should then see a "Waiting for Approval" message. Once approved, navigate to the last question answered and resume testing. You'll now have the remainder of your time to work on this section.

### Continue the Test

Refer to Part Two: Start Test under Section 1: Reading Test on page 84 for instructions.

**!** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

 49 MINUTES 50% EXTENDED TIME

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### When the TA Interface alerts you that the testing session has ended, say:

The Reading Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

#### After all scratch paper is collected, say:

Please don't exit out of the secure browser. We will now stop for a 5-minute break. Please listen carefully to these rules:

- If you brought a snack, you may eat it in designated areas only.
- Don't discuss the test questions with anyone or use any kind of electronic device during the break.
- Only go to designated areas, the hallway, or the restroom.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We will start testing again in exactly 5 minutes.

### During the 5-Minute Break

Post the break time of 5 minutes, and the time students should return to their seats. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.

### Set up the TA Interface for the Writing and Language Test

1. Click the **Select Tests** button in the top right corner.
2. Select **SAT Writing and Language Test** from the pop-up.
3. Click **Start Operational Session**.
4. Select **50% Extended Time** from the Timing/Scheduling Tools drop-down; click **OK**.
5. View the new **Session ID**; post the **Session ID** on the board.

#### At the end of the break, say:

Please take your seat. *[pause]*

I will now hand out scratch paper for the next section of the test.

Walk around and distribute one piece of scratch paper to each student.

## SECTION 2: Writing and Language Test

### 50% EXTENDED TIME

 53 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the Secure Browser.

#### When everyone is signed in, say:

Verify that the information is correct on the "Is This You?" page. If it's accurate, click **Yes**. You should then see a "Waiting for Approval" message. Please sit quietly and wait for approval. *[pause]*

All students should now be waiting for your approval.

### Admit Students

Refer to Part One: Admit Students under Give Preliminary Instructions on page 82 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

#### Once you've approved all students, say:

Now you should see the Help Guide and Test Settings boxes. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a "Waiting for Approval" message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

#### When everyone is ready and before approving all students, say:

Before I approve everyone, please listen to these instructions for Section 2, the Writing and Language Test. You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

Some questions in this section consist of only the 4 answer options. Only the question number is shown above the options. In these cases, choose the option you think is the best choice in the context of the passage.

If you finish before section time ends, you may review your answers for this section only. If you complete your review, please sit quietly and wait for further instructions.

You have 53 minutes to work on the Writing and Language Test. We'll take a 5-minute break when this section is finished.

#### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part Two: Start Test under Section 1: Reading Test on page 84 for instructions. This is the second part of the 2-part approval process.

**!** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

#### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

50% EXTENDED TIME 53 MINUTES

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### When the TA Interface alerts you that the testing session has ended, say:

The Writing and Language Test is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Walk around the room to ensure that all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section.

### Break Before Section 3

#### For the break, say:

Please don't exit out of the secure browser. You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

## During the Break

Post the break time of 5 minutes, and the time students should return to their seats. Walk around the room to check that all student devices are on the secure browser sign-in page.

During breaks, students may go to the restroom or to a supervised area designated for eating snacks. Under no circumstances should unsupervised groups of students be allowed to leave the room.



### Set up the TA Interface for the Math Test – No Calculator

1. Click the **Select Tests** button.
2. Select **SAT Math Test – No Calculator** from the pop-up.
3. Click **Start Operational Session**.
4. Select **50% Extended Time** from the Timing/Scheduling Tools drop-down; click **OK**.
5. View the new **Session ID**; post the **Session ID** on the board.

#### After the break, say:

Please take your seat.

## SECTION 3: Math Test – No Calculator

### 50% EXTENDED TIME

38 Minutes

**NOTE:** If a student has a College Board–approved accommodation to use a 4-function calculator on this portion of the Math Test as an accommodation, confirm that the handheld calculator they use isn’t a scientific or graphing calculator and/or ensure that the calculator icon appears in the navigation bar. (Percentage and square root functions are permitted.)

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

#### When everyone is signed in, say:

Verify that the information is correct on the “Is This You?” page. If it’s accurate, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part One: Admit Students under Give Preliminary Instructions on page 82 for instructions. This is the first part of the 2-part approval process. It won’t start timed testing.

#### Once you’ve admitted all students, say:

Now you should see the Help Guide and Test Settings boxes. Remember that you can access information about test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don’t see this message, raise your hand. [pause]

If the student isn’t waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

#### When all students are ready and before approving all students, say:

Before I approve everyone to begin testing, please listen to these instructions for Section 3, the Math Test without Calculator.

Although this is a math section, you aren’t allowed to use a calculator on this section of the test, unless you are approved to use a 4-function calculator as an accommodation. Please keep your calculator under your desk.

In the secure browser, you’ll find formulas and figures by selecting the Reference icon in the toolbar.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don’t begin any answer with a zero.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand and I’ll provide it.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

You have 38 minutes to work on the Math Test without Calculator.

**Then say:**

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

 **Start Test**

Refer to Part Two: Start Test under Section 1: Reading Test on page 84 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

**Once you've started testing, say:**

Time starts now.

**RECORD START AND STOP TIMES HERE — POST FOR STUDENTS**



**38 MINUTES 50% EXTENDED TIME**

**START TIME** \_\_\_\_\_ **STOP TIME** \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

**During Testing**

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**. Don't stop the sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

**When the TA Interface alerts you that the testing session has ended, say:**

The Math Test without Calculator is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

I'll now collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

**End of Day 1****To students who are ending Day 1 of testing, say:**

We have completed testing for today. You will take the rest of the test tomorrow. I will now collect your test ticket. Please sit quietly until you are dismissed.

Collect all test tickets and test materials, including any scratch paper or braille pages, and lock them in a secure area until the second day of testing. Before continuing, fill in the time when students should report for testing on Day 2 in the script below. If you collected phones and electronic devices, return them before dismissing students.

**When all testing materials have been accounted for, say:**

When you return to the testing room tomorrow, remember to bring your acceptable calculator and pencils or pens. We begin Day 2 testing at \_\_\_\_\_.

Please gather your belongings and exit the room quietly.

**On Day 2 of Testing**

1. Return to your proctor device and launch the secure browser on all student devices. On iPads and Chromebooks, navigate to **AIR Secure Test** and select **College Board (PSAT 8/9, PSAT 10, SAT)** from the state/organization drop-down list.
2. Navigate your web browser to the College Board Digital Testing Portal, [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).
3. Click **TA Interface**.
4. Sign in to the TA Interface with your username and password.
5. Expand the Operational Test Selection menu by clicking on the **plus sign** next to **College Board SAT**.
6. Select **SAT Math Test – Calculator** from the list.
7. Click **Start Operational Session**.
8. Select **50% Extended Time** from the Timing/Scheduling Tools drop-down; click **OK**.
9. View the new **Session ID**; post the **Session ID** on the board.

Follow standard admission procedures, checking in students with their IDs. If your school has chosen to collect cell phones, wearable technology, and electronic devices, be sure to do that now. Seat students in the same seats according to your seating chart from Day 1.

## Confirm that Student Devices are Ready

At this point, student devices should be on/open with the secure browser ready for their sign in.

### To students returning for Day 2 of testing, say:

Welcome back! Now we're going to prepare to start the test.

Please sit quietly while I distribute your test ticket and scratch paper. When you receive your ticket, please check to make sure it's yours.

## Confirm Prohibited Devices Are Powered Off

### Collecting Personal Belongings:

Read script **A** if your school is collecting students' personal belongings, such as phones, electronic devices, and/or backpacks. Read script **B** if your school isn't collecting and storing these items for the duration of the test.

### READ ONLY 1 OPTION.

#### **A** If your school is collecting personal belongings, say:

By this time you should have turned in all phones and any other electronic devices. If anyone still has a personal electronic device of any kind, including a smartwatch or fitness tracker, please disable any alarms, power it off, and turn it in to me now, and it will be returned to you at the end of the test. The only exception is for computers or other devices approved for testing as an accommodation. *[pause]*

If you brought snacks or drinks to have during a break, take them out and put them under your desk now. You won't be allowed to go into your bags during breaks. *[pause]*

#### **B** If your school does not allow collection of personal belongings, say:

At this time, if you have a phone or any other personal electronic device in your possession, including a smartwatch or fitness tracker, you must disable any alarms, completely power it off, and put it in a bag or backpack to the side of the room until the test is over. If you need a plastic bag to store your phone in, raise your hand and I will give you one. The only exception is for computers or other devices approved for testing as an accommodation. *[pause]*

If you brought snacks or drinks to have during a break, take them out and put them under your desk now. You won't be allowed to go into your bags during breaks. *[pause]*

Allow time for students to turn in or put away any of these devices.

**To all students, say:**

Any electronic device that is not turned off and put away may be collected and its contents inspected as part of a thorough investigation. If you are seen with a device or your device makes a noise or creates a disturbance while in your possession, I will have to dismiss you from testing. From this point on, I will dismiss any student that I see with a phone, smartwatch, or other personal electronic device.

**Then say:**

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

Please remove everything from your desk except your pencils or pens, and calculator, if you brought one.

If you brought a backup calculator or extra batteries, please put them on your desk, as well. You may not share a calculator with another student at any time during the test or breaks. *[pause]*

Wait for students to finish putting items away.

**Once everyone is ready, say:**

Thank you. Please sit quietly while I take a moment to make sure everyone has an approved calculator. *[pause]*

As before, walk around to make sure no one has any unauthorized aids or devices on their desks.

You may not share or exchange calculators at any time. If you brought a calculator, put your calculator and extra batteries under your desk now. You won't need them until a later section.

**After desks are cleared of prohibited items, say:**

Please sit quietly while I distribute your test tickets and scratch paper. When you receive your ticket, please check to make sure it is yours.

Give each student the test ticket from Day 1 and a sheet of scratch paper. Make sure each student receives the test ticket with their name printed on it. If you're unsure of the identity of the students, ask each student to present their ID to verify their name.

Proceed to Section 4: Math Test – Calculator.

## SECTION 4: Math Test – Calculator

50% EXTENDED TIME 83 MINUTES

 42 Minutes

**5-minute break**

41 Minutes

**When everyone is ready, say:**

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

**When everyone is signed in, say:**

Verify that the information is correct on the “Is This You?” page. If it's accurate, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.

**Admit Students**

Refer to Part One: Admit Students under Give Preliminary Instructions on page 82 for instructions. This is the first part of the 2-part approval process. It won't start timed testing.

**Once you've admitted all students, say:**

Now you should see the Help Guide and Test Settings boxes. Remember that you can access information about the test tools and features during the test by clicking the **question mark** icon in the top right corner of your screen.

Click **Start**. You should see a “Waiting for Approval” message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

**When all students are ready and before approving all students, say:**

Before I approve everyone to begin testing, please listen to these instructions for Section 4, the Math Test with Calculator. For this section you may use a calculator. If you brought a calculator, please take it out and place it on your desk. You also have access to the embedded calculator for this section. Click the **Calculator** icon in the toolbar to use this tool during the test.

When using a handheld calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other students can't view your work.
- Don't share or exchange your calculator.
- If you brought a backup calculator, keep it under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will see if your substitute is acceptable. If you don't have a backup calculator, continue to test, and use the embedded calculator you can access from the toolbar if you need it. All math questions can be answered without a calculator.
- In the secure browser, you'll find formulas and figures by selecting the Reference icon in the toolbar.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

If you finish before section time ends, you may review your answers for this section only. Once you complete your review, please sit quietly and wait for further instructions.

Are there any questions? *[pause]*

You have 1 hour and 23 minutes to work on the Math Test with Calculator. We'll take a 5-minute break after 42 minutes.

#### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for your approval.

### Start Test

Refer to Part Two: Start Test under Section 1: Reading Test on page 84 for instructions. This is the second part of the 2-part approval process.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

#### Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS



42 MINUTES 50% EXTENDED TIME

START TIME \_\_\_\_\_

STOP TIME \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Do not stop sessions early by clicking the **Stop** icon.

#### After 37 minutes, say:

You have 46 minutes remaining in Section 4 and 5 minutes until the break.

#### After exactly 42 minutes, say:

Stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.

### Pause Session



In the TA Interface, click the **Pause Session** button to pause test time.

#### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

If a student doesn't see the sign-in page, ensure the student's test was paused in the TA Interface.

---

**When all students are ready, say:**

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

**Time the Break and the Second Half of Section 4**

 **5-MINUTE BREAK**

Post the break time of 5 minutes, and the time students should return to their seats. Walk around the room to check that all student devices are on the secure browser sign-in page.

---

**At the end of the break, say:**

Please take your seat and take out your test ticket.

Please sign in to the secure browser as you did for the previous section and enter the same Session ID, as posted on the board.

---

**When everyone is signed in, say:**

Verify that the information is correct on the "Is This You?" page. If it's accurate, click **Yes**. You should then see a "Waiting for Approval" message. Once approved, navigate to the last question answered and resume testing. You'll now have the remainder of your time to work on this section.

 **Continue the Test**

Refer to Part Two: Start Test under Section 1: Reading Test on page 84 for instructions.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

**RECORD START AND STOP TIMES HERE — POST FOR STUDENTS**



**41 MINUTES 50% EXTENDED TIME**

**START TIME** \_\_\_\_\_ **STOP TIME** \_\_\_\_\_

**During Testing**

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

---

**When the TA Interface alerts you that the testing session has ended, say:**

The Math Test with Calculator is now complete.

You should be on the secure browser sign-in page.

If you don't see this screen, raise your hand. *[pause]*

I'll now walk around and collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

**After Section 4**

You have finished the multiple-choice portion of the test. You may have students who are ready to be dismissed or students who need to continue with the Essay. Pause for a moment to read the instructions below and determine what your students require next.

**A FOR STUDENTS TAKING THE SAT WITHOUT ESSAY**

Testing has concluded. You should proceed to After the Test on page 95 and read the remaining instructions to collect test materials before dismissing students.

**B FOR STUDENTS TAKING THE SAT WITH ESSAY**

Continue with the break that follows.

---

**When all students are ready, say:**

Please don't exit out of the secure browser. Place your calculator under your desk. You'll now have 2 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission.

**Break Between Sections**

Post the break time of 2 minutes, and the time students should return to their seats. Walk around the room to check that all student devices are on the secure browser sign-in page.



### Set up the TA Interface for the SAT Essay

1. Click the **Select Tests** button.
2. Select **SAT Essay** from the pop-up.
3. Click **Start Operational Session**.
4. Select **50% Extended Time** from the Timing/Scheduling Tools drop-down; click **OK**.
5. View the new **Session ID**; post the **Session ID** on the board.

#### At the end of the break, say:

Please take your seat. [pause]

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SAT Essay

**50% EXTENDED TIME 75 MINUTES**

38 Minutes **5-minute break** 37 Minutes

#### When everyone is ready, say:

As you did for the previous section, enter the Session ID posted on the board and sign in to the secure browser.

#### When everyone is signed in, say:

Verify that the information is correct on the “Is This You?” page. If it’s accurate, click **Yes**. You should then see a “Waiting for Approval” message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.



### Admit Students

Refer to Part One: Admit Students under Give Preliminary Instructions on page 82 for instructions. This is the first part of the 2-part approval process. It won’t start timed testing.

#### Once you’ve admitted all students, say:

Now you should see the Help Guide and Test Settings boxes. There is an additional box with a statement

about the use of your essay. Take a moment to read the statement, then make a selection from the listed responses. When you have finished reading, please look up. [pause]

Click **Start**. You should see a “Waiting for Approval” message. If you don’t see this message, raise your hand. [pause]

If the student isn’t waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

#### When all students are ready and before approving all students, say:

Before I approve everyone to begin testing, please listen to these instructions for Section 5, the SAT Essay.

You may use the separate paper provided for making notes and planning your essay, but anything written there won’t be scored. If you need additional scratch paper during testing, raise your hand at that time and I’ll provide it. When you are ready, start typing your essay in the document window in the secure browser.

If you finish before section time ends, you may review your work for this section only. If you complete your review, please sit quietly and wait for further instructions.

Are there any questions? [pause]

You have 1 hour and 15 minutes to work on the SAT Essay. We’ll take a 5-minute break after 38 minutes.

#### Then say:

Once I approve your entry to the test, you will see the test directions. Read the directions, then use the navigation arrows to view the essay prompt and begin work.

All students should now be waiting for your approval.



### Start Test

Refer to Part Two: Start Test under Section 1: Reading Test on page 84 for instructions. This is the second part of the 2-part approval process.

**!** *The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.*

#### Once you’ve started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
	<b>38 MINUTES 50% EXTENDED TIME</b>
START TIME _____	STOP TIME _____

Record the Session ID here: \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Do not stop sessions early by clicking the **Stop** icon.

#### After 33 minutes, say:

You have 5 minutes until the break.

#### After exactly 38 minutes, say:

Stop work. I'll now pause your test. Sit quietly until I announce the break. Please don't exit out of the secure browser.

### Pause Session

 In the TA Interface, click the **Pause Session** button to pause test time.

#### Once all students' tests have been successfully paused, say:

You should now see a message that your test has been interrupted. Click **OK** and you will be returned to the sign-in page of the secure browser.

If a student doesn't see the sign-in page, ensure the student's test was paused in the TA Interface.

#### When all students are ready, say:

You'll now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. We'll start testing again in exactly 5 minutes.

### Time the Break and the Second Half of the SAT Essay

#### 5-MINUTE BREAK

Post the break time of 5 minutes, and the time students should return to their seats. Walk around the room to check that all student devices are on the secure browser sign-in page.

#### At the end of the break, say:

Please take your seat and take out your test ticket.

Please sign in to the secure browser as you did for the previous section and enter the same Session ID, as posted on the board.

#### When everyone is signed in, say:

Verify that the information is correct on the "Is This You?" page. If it's accurate, click **Yes**. You should then see a "Waiting for Approval" message. Once approved, navigate to the last question answered and resume testing. You'll now have the remainder of your time to work on this section.

### Continue the Test

Refer to Part Two: Start Test under Section 1: Reading Test on page 84 for instructions.

 **The clock will start counting down when you click the Start Test button. Make sure all students are listed in your Approval Queue first.**

#### RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

 **37 MINUTES 50% EXTENDED TIME**

START TIME \_\_\_\_\_ STOP TIME \_\_\_\_\_

### During Testing

Record the start and approximate stop times and post for students to see. Continue to monitor students' progress in the TA Interface. Once all students have completed the test section, the TA Interface will alert you that the session has ended; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

#### When the TA Interface alerts you that the testing session has ended, say:

The SAT Essay is now complete. You should be on the secure browser sign-in page. If you don't see this screen, raise your hand. *[pause]*

Please sit quietly while I now collect your scratch paper.

Walk around the room to ensure all students have successfully submitted their test and see the sign-in page. If a student doesn't see the sign-in page, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. As you monitor students' completion, collect scratch paper from each student. Collect all paper, even if it appears unused or blank.

# After the Test

## To all students, say:

Congratulations—you just finished the test!

Listen to this important information. If you wish to cancel your scores before you leave, ask me for a Request to Cancel Scores form, which you must complete before you leave the room. To cancel your scores later, you must notify College Board in writing no later than 11:59 p.m. Eastern Time on the fourth weekday from today.

Send your signed cancellation request by overnight mail or fax. You can't cancel your scores with an email or phone call.

If you cancel your scores, they will still be sent to the state and district and will be accessible to your school, but they will not be sent to your chosen colleges or scholarship organizations or be available in College Board's reporting system.

**IMPORTANT:** *Students testing with State-Allowed Accommodations are not eligible to send scores to colleges and scholarship programs.*

Before dismissing students, determine if any students need to complete the optional Questionnaire or submit score sends.

## When Testing is Finished

Students who have finished testing may need to be dismissed in 2 groups—students who have completed the Questionnaire and score sends (who should be dismissed first), and students who did not complete the Questionnaire, or want to identify schools for their score sends.

## To all students, say:

If you still have not completed the Questionnaire or if you have not completed score sends, where you can choose which colleges or scholarship programs you want to receive your scores, please keep your test ticket and wait until I dismiss the other students. In a few minutes I'll help you complete this step.

For students who have completed the Questionnaire and submitted score sends, continue with the script below. When you have dismissed these students, return to Conduct the Preadministration Session on page 15 for any students who need to complete the Questionnaire or submit score sends.

Students who did not give consent can submit their score sends, but should not answer any other questions in the optional Questionnaire.

## Dismissing Students

### To all students ready to be dismissed, say:

I'll now collect your test materials. Please sit quietly until you're dismissed.

Collect all test tickets and remaining test materials, including any translated instructions, at this time. Also collect any school-provided calculators or word-to-word glossaries.

- Keep students seated until you're sure you have each student's materials.
- Separate materials into 2 piles, one for scratch paper and one for the test tickets. Place them where students can't access them.

### After all materials are accounted for, say:

In just a moment, I'm going to dismiss you. Remember: you must not, under any circumstances, take any test questions from the testing room or discuss them with anyone through any means, including email, text messages, or the internet.

### To students who took the SAT with Essay, say:

In addition, you aren't permitted to discuss or share today's essay prompt until after the essay is available online.

### Remind students of consequences by saying:

As I said at the beginning of the test, if a person violates any of these policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

**Returning Collected Items:**

If you have collected personal belongings from students, read script **A**. If you have not collected any belongings, read script **B**.

**READ ONLY ONE OPTION**

**A To students who need to collect their belongings, say:**

This test administration is now over. As you prepare to leave, please come up and retrieve your personal belongings that I collected from you earlier. Once you have all your belongings, you may exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

**B To students who have all their belongings, say:**

This test administration is now over. Gather your belongings, and exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

Once all students have left the room, continue with the tasks under After Students Leave the Room.

## After Students Leave the Room

- Sign out of the TA Interface.
- Describe any discrepancy on the IR.
- Return all test materials and forms to the test coordinator, to include:
  - ◆ Completed seating chart
  - ◆ Annotated room roster
  - ◆ Test tickets from all students
  - ◆ All scratch paper
  - ◆ *Digital SAT Accommodated Testing Manual*
  - ◆ *Digital SAT School Day Student Questionnaire Instructions*
  - ◆ Completed IRs describing any testing irregularities
  - ◆ Any EL supports used by your students

# Appendix

## Overview of Timing and Breaks

OVERVIEW OF TIMING AND BREAKS							
	Section 1	Section 2	Section 3	Section 4	SAT Essay	Total SAT— testing + breaks	Total SAT w/ Essay— testing + breaks
	Reading	Writing and Language	Math Test – No Calculator	Math Test – Calculator	Essay		
<b>Script 1</b> Standard Time (Standard and Accommodated Rooms)	65 minutes	35 minutes	25 minutes	55 minutes	2-min. break	3 hours, 15 minutes	4 hours, 7 minutes
<b>Script 2</b> Standard Time with Extra Breaks	33 minutes	35 minutes	25 minutes	28 minutes	2-min. break	3 hours, 25 minutes	4 hours, 22 minutes
	5-min. break			5-min. break	5-min. break		
	32 minutes			27 minutes	25 minutes		
	5-min. break	5-min. break	5-min. break				
<b>Script 3</b> 50% Extended Time 1-Day Testing	49 minutes	53 minutes	38 minutes	42 minutes	2-min. break	4 hours, 57 minutes	(N/A— Script 3 is only used in combination with other scripts for the SAT with Essay)
	5-min. break			5-min. break	5-min. break		
	49 minutes			41 minutes	37 minutes		
	5-min. break	5-min. break	5-min. break				
<b>Script 4</b> 100% Extended Time	65 minutes	70 minutes	50 minutes	55 minutes	2-min. break	6 hours, 20 minutes	8 hours, 7 minutes
	5-min. break			5-min. break	5-min. break		
	65 minutes			55 minutes	50 minutes		
	5-min. break	5-min. break	<b>End Day 1</b>				
<b>Script 5</b> 50% Extended Time 2-Day Testing	49 minutes	53 minutes	38 minutes	42 minutes	2-min. break	(N/A—Script 5 is only used for the SAT with Essay)	6 hours, 14 minutes
	5-min. break			5-min. break	5-min. break		
	49 minutes			41 minutes	37 minutes		
	5-min. break	5-min. break	<b>End Day 1</b>				

**IMPORTANT:** For students approved for extra breaks and testing with standard time, use Script 2.

## Timing That Requires Combined Scripts

TIMING CHART FOR ACCOMMODATED TESTING USING COMBINED SCRIPTS							
	Section 1	Section 2	Section 3	Section 4	SAT Essay	Total SAT— testing + breaks	Total SAT w/ Essay— testing + breaks
	Reading	Writing and Language	Math Test – No Calculator	Math Test – Calculator	Essay		
<b>Scripts 1 &amp; 4</b> 100% Extended Time for Math and Writing on SAT with Essay	SCRIPT 1		SCRIPT 4			(N/A)	6 hours, 27 minutes
	65 minutes	35 minutes	50 minutes	55 minutes	2-min. break		
					50 minutes		
				5-min. break	5-min. break		
				55 minutes	50 minutes		
	10-min. break	5-min. break	<b>End Day 1</b>				
<b>Scripts 1 &amp; 4</b> 100% Extended Time for Writing Only on SAT with Essay	SCRIPT 1			SCRIPT 4		(N/A)	5 hours, 2 minutes
	65 minutes	35 minutes	25 minutes	55 minutes	2-min. break		
					50 minutes		
					5-min. break		
					50 minutes		
	10-min. break		5-min. break				
<b>Scripts 1 &amp; 4</b> 100% Extended Time for Math Only	SCRIPT 1		SCRIPT 4		SCRIPT 1	4 hours, 45 minutes	5 hours, 37 minutes
	65 minutes	35 minutes	50 minutes	55 minutes	2-min. break		
					50 minutes		
				5-min. break			
				55 minutes			
	10-min. break	5-min. break	5-min. break				
<b>Scripts 1 &amp; 3</b> 50% Extended Time for Math and Writing Only on SAT with Essay	SCRIPT 1		SCRIPT 3			(N/A)	5 hours, 28 minutes
	65 minutes	35 minutes	38 minutes	42 minutes	2-min. break		
					38 minutes		
				5-min. break	5-min. break		
				41 minutes	37 minutes		
	10-min. break	5-min. break	5-min. break				
<b>Scripts 1 &amp; 3</b> 50% Extended Time for Writing Only on SAT with Essay	SCRIPT 1			SCRIPT 3		(N/A)	4 hours, 37 minutes
	65 minutes	35 minutes	25 minutes	55 minutes	2-min. break		
					38 minutes		
					5-min. break		
					37 minutes		
	10-min. break		5-min. break				
<b>Scripts 1 &amp; 3</b> 50% Extended Time for Math Only	SCRIPT 1		SCRIPT 3		SCRIPT 1	4 hours, 6 minutes	4 hours, 58 minutes
	65 minutes	35 minutes	38 minutes	42 minutes	2-min. break		
					50 minutes		
				5-min. break			
				41 minutes			
	10-min. break	5-min. break	5-min. break				

**IMPORTANT:** For students approved for extra breaks and testing with standard time, use Script 2.

## Standard SAT Section Timing Chart— Nonstandard Administration

**IMPORTANT:** All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

### START AND STOP TIMES FOR STANDARD SECTIONS

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

# Standard SAT Section Timing Chart—with Extra Breaks

**IMPORTANT:** All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

## START AND STOP TIMES FOR STANDARD SECTIONS WITH EXTRA BREAKS

Start Time	Section 1		Section 2	Section 3	Section 4		SAT Essay	
	65 minutes 33 min.–break–32 min.		35 minutes	25 minutes	55 minutes 28 min.–break–27 min.		50 minutes 25 min. break–25 min.	
:00	:33	:32	:35	:25	:28	:27	:25	:25
:01	:34	:33	:36	:26	:29	:28	:26	:26
:02	:35	:34	:37	:27	:30	:29	:27	:27
:03	:36	:35	:38	:28	:31	:30	:28	:28
:04	:37	:36	:39	:29	:32	:31	:29	:29
:05	:38	:37	:40	:30	:33	:32	:30	:30
:06	:39	:38	:41	:31	:34	:33	:31	:31
:07	:40	:39	:42	:32	:35	:34	:32	:32
:08	:41	:40	:43	:33	:36	:35	:33	:33
:09	:42	:41	:44	:34	:37	:36	:34	:34
:10	:43	:42	:45	:35	:38	:37	:35	:35
:11	:44	:43	:46	:36	:39	:38	:36	:36
:12	:45	:44	:47	:37	:40	:39	:37	:37
:13	:46	:45	:48	:38	:41	:40	:38	:38
:14	:47	:46	:49	:39	:42	:41	:39	:39
:15	:48	:47	:50	:40	:43	:42	:40	:40
:16	:49	:48	:51	:41	:44	:43	:41	:41
:17	:50	:49	:52	:42	:45	:44	:42	:42
:18	:51	:50	:53	:43	:46	:45	:43	:43
:19	:52	:51	:54	:44	:47	:46	:44	:44
:20	:53	:52	:55	:45	:48	:47	:45	:45
:21	:54	:53	:56	:46	:49	:48	:46	:46
:22	:55	:54	:57	:47	:50	:49	:47	:47
:23	:56	:55	:58	:48	:51	:50	:48	:48
:24	:57	:56	:59	:49	:52	:51	:49	:49
:25	:58	:57	:00	:50	:53	:52	:50	:50
:26	:59	:58	:01	:51	:54	:53	:51	:51
:27	:00	:59	:02	:52	:55	:54	:52	:52
:28	:01	:00	:03	:53	:56	:55	:53	:53
:29	:02	:01	:04	:54	:57	:56	:54	:54
:30	:03	:02	:05	:55	:58	:57	:55	:55
:31	:04	:03	:06	:56	:59	:58	:56	:56
:32	:05	:04	:07	:57	:00	:59	:57	:57
:33	:06	:05	:08	:58	:01	:00	:58	:58
:34	:07	:06	:09	:59	:02	:01	:59	:59
:35	:08	:07	:10	:00	:03	:02	:00	:00
:36	:09	:08	:11	:01	:04	:03	:01	:01
:37	:10	:09	:12	:02	:05	:04	:02	:02
:38	:11	:10	:13	:03	:06	:05	:03	:03
:39	:12	:11	:14	:04	:07	:06	:04	:04
:40	:13	:12	:15	:05	:08	:07	:05	:05
:41	:14	:13	:16	:06	:09	:08	:06	:06
:42	:15	:14	:17	:07	:10	:09	:07	:07
:43	:16	:15	:18	:08	:11	:10	:08	:08
:44	:17	:16	:19	:09	:12	:11	:09	:09
:45	:18	:17	:20	:10	:13	:12	:10	:10
:46	:19	:18	:21	:11	:14	:13	:11	:11
:47	:20	:19	:22	:12	:15	:14	:12	:12
:48	:21	:20	:23	:13	:16	:15	:13	:13
:49	:22	:21	:24	:14	:17	:16	:14	:14
:50	:23	:22	:25	:15	:18	:17	:15	:15
:51	:24	:23	:26	:16	:19	:18	:16	:16
:52	:25	:24	:27	:17	:20	:19	:17	:17
:53	:26	:25	:28	:18	:21	:20	:18	:18
:54	:27	:26	:29	:19	:22	:21	:19	:19
:55	:28	:27	:30	:20	:23	:22	:20	:20
:56	:29	:28	:31	:21	:24	:23	:21	:21
:57	:30	:29	:32	:22	:25	:24	:22	:22
:58	:31	:30	:33	:23	:26	:25	:23	:23
:59	:32	:31	:34	:24	:27	:26	:24	:24

## 50% Extended Time SAT Section Timing Chart— One- or Two-Day Testing

**IMPORTANT:** All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

START AND STOP TIMES FOR 50% EXTENDED TIME SECTION TIMING									
Start Time	Section 1		Section 2	Section 3	Section 4		SAT Essay		
	98 minutes 49 min.–break–49 min.		53 minutes	38 minutes	83 minutes 42 min.–break–41 min.		75 minutes 38 min.–break–37 min.		
:00	:49	:49	:53	:38	:42	:41	:38	:37	
:01	:50	:50	:54	:39	:43	:42	:39	:38	
:02	:51	:51	:55	:40	:44	:43	:40	:39	
:03	:52	:52	:56	:41	:45	:44	:41	:40	
:04	:53	:53	:57	:42	:46	:45	:42	:41	
:05	:54	:54	:58	:43	:47	:46	:43	:42	
:06	:55	:55	:59	:44	:48	:47	:44	:43	
:07	:56	:56	:00	:45	:49	:48	:45	:44	
:08	:57	:57	:01	:46	:50	:49	:46	:45	
:09	:58	:58	:02	:47	:51	:50	:47	:46	
:10	:59	:59	:03	:48	:52	:51	:48	:47	
:11	:00	:00	:04	:49	:53	:52	:49	:48	
:12	:01	:01	:05	:50	:54	:53	:50	:49	
:13	:02	:02	:06	:51	:55	:54	:51	:50	
:14	:03	:03	:07	:52	:56	:55	:52	:51	
:15	:04	:04	:08	:53	:57	:56	:53	:52	
:16	:05	:05	:09	:54	:58	:57	:54	:53	
:17	:06	:06	:10	:55	:59	:58	:55	:54	
:18	:07	:07	:11	:56	:00	:59	:56	:55	
:19	:08	:08	:12	:57	:01	:00	:57	:56	
:20	:09	:09	:13	:58	:02	:01	:58	:57	
:21	:10	:10	:14	:59	:03	:02	:59	:58	
:22	:11	:11	:15	:00	:04	:03	:00	:59	
:23	:12	:12	:16	:01	:05	:04	:01	:00	
:24	:13	:13	:17	:02	:06	:05	:02	:01	
:25	:14	:14	:18	:03	:07	:06	:03	:02	
:26	:15	:15	:19	:04	:08	:07	:04	:03	
:27	:16	:16	:20	:05	:09	:08	:05	:04	
:28	:17	:17	:21	:06	:10	:09	:06	:05	
:29	:18	:18	:22	:07	:11	:10	:07	:06	
:30	:19	:19	:23	:08	:12	:11	:08	:07	
:31	:20	:20	:24	:09	:13	:12	:09	:08	
:32	:21	:21	:25	:10	:14	:13	:10	:09	
:33	:22	:22	:26	:11	:15	:14	:11	:10	
:34	:23	:23	:27	:12	:16	:15	:12	:11	
:35	:24	:24	:28	:13	:17	:16	:13	:12	
:36	:25	:25	:29	:14	:18	:17	:14	:13	
:37	:26	:26	:30	:15	:19	:18	:15	:14	
:38	:27	:27	:31	:16	:20	:19	:16	:15	
:39	:28	:28	:32	:17	:21	:20	:17	:16	
:40	:29	:29	:33	:18	:22	:21	:18	:17	
:41	:30	:30	:34	:19	:23	:22	:19	:18	
:42	:31	:31	:35	:20	:24	:23	:20	:19	
:43	:32	:32	:36	:21	:25	:24	:21	:20	
:44	:33	:33	:37	:22	:26	:25	:22	:21	
:45	:34	:34	:38	:23	:27	:26	:23	:22	
:46	:35	:35	:39	:24	:28	:27	:24	:23	
:47	:36	:36	:40	:25	:29	:28	:25	:24	
:48	:37	:37	:41	:26	:30	:29	:26	:25	
:49	:38	:38	:42	:27	:31	:30	:27	:26	
:50	:39	:39	:43	:28	:32	:31	:28	:27	
:51	:40	:40	:44	:29	:33	:32	:29	:28	
:52	:41	:41	:45	:30	:34	:33	:30	:29	
:53	:42	:42	:46	:31	:35	:34	:31	:30	
:54	:43	:43	:47	:32	:36	:35	:32	:31	
:55	:44	:44	:48	:33	:37	:36	:33	:32	
:56	:45	:45	:49	:34	:38	:37	:34	:33	
:57	:46	:46	:50	:35	:39	:38	:35	:34	
:58	:47	:47	:51	:36	:40	:39	:36	:35	
:59	:48	:48	:52	:37	:41	:40	:37	:36	

# 100% Extended Time SAT Section Timing Chart

**IMPORTANT:** All times are “minutes after the hour.” Find the start time, then match to the end time in the appropriate column.

START AND STOP TIMES FOR 100% EXTENDED TIME SECTION								
Start Time	Section 1		Section 2	Section 3	Section 4		SAT Essay	
	130 minutes 65 min.–break–65 min.		70 minutes	50 minutes	110 minutes 55 min.–break–55 min.		100 minutes 50 min.–break–50 min.	
:00	:05	:05	:10	:50	:55	:55	:50	:50
:01	:06	:06	:11	:51	:56	:56	:51	:51
:02	:07	:07	:12	:52	:57	:57	:52	:52
:03	:08	:08	:13	:53	:58	:58	:53	:53
:04	:09	:09	:14	:54	:59	:59	:54	:54
:05	:10	:10	:15	:55	:00	:00	:55	:55
:06	:11	:11	:16	:56	:01	:01	:56	:56
:07	:12	:12	:17	:57	:02	:02	:57	:57
:08	:13	:13	:18	:58	:03	:03	:58	:58
:09	:14	:14	:19	:59	:04	:04	:59	:59
:10	:15	:15	:20	:00	:05	:05	:00	:00
:11	:16	:16	:21	:01	:06	:06	:01	:01
:12	:17	:17	:22	:02	:07	:07	:02	:02
:13	:18	:18	:23	:03	:08	:08	:03	:03
:14	:19	:19	:24	:04	:09	:09	:04	:04
:15	:20	:20	:25	:05	:10	:10	:05	:05
:16	:21	:21	:26	:06	:11	:11	:06	:06
:17	:22	:22	:27	:07	:12	:12	:07	:07
:18	:23	:23	:28	:08	:13	:13	:08	:08
:19	:24	:24	:29	:09	:14	:14	:09	:09
:20	:25	:25	:30	:10	:15	:15	:10	:10
:21	:26	:26	:31	:11	:16	:16	:11	:11
:22	:27	:27	:32	:12	:17	:17	:12	:12
:23	:28	:28	:33	:13	:18	:18	:13	:13
:24	:29	:29	:34	:14	:19	:19	:14	:14
:25	:30	:30	:35	:15	:20	:20	:15	:15
:26	:31	:31	:36	:16	:21	:21	:16	:16
:27	:32	:32	:37	:17	:22	:22	:17	:17
:28	:33	:33	:38	:18	:23	:23	:18	:18
:29	:34	:34	:39	:19	:24	:24	:19	:19
:30	:35	:35	:40	:20	:25	:25	:20	:20
:31	:36	:36	:41	:21	:26	:26	:21	:21
:32	:37	:37	:42	:22	:27	:27	:22	:22
:33	:38	:38	:43	:23	:28	:28	:23	:23
:34	:39	:39	:44	:24	:29	:29	:24	:24
:35	:40	:40	:45	:25	:30	:30	:25	:25
:36	:41	:41	:46	:26	:31	:31	:26	:26
:37	:42	:42	:47	:27	:32	:32	:27	:27
:38	:43	:43	:48	:28	:33	:33	:28	:28
:39	:44	:44	:49	:29	:34	:34	:29	:29
:40	:45	:45	:50	:30	:35	:35	:30	:30
:41	:46	:46	:51	:31	:36	:36	:31	:31
:42	:47	:47	:52	:32	:37	:37	:32	:32
:43	:48	:48	:53	:33	:38	:38	:33	:33
:44	:49	:49	:54	:34	:39	:39	:34	:34
:45	:50	:50	:55	:35	:40	:40	:35	:35
:46	:51	:51	:56	:36	:41	:41	:36	:36
:47	:52	:52	:57	:37	:42	:42	:37	:37
:48	:53	:53	:58	:38	:43	:43	:38	:38
:49	:54	:54	:59	:39	:44	:44	:39	:39
:50	:55	:55	:00	:40	:45	:45	:40	:40
:51	:56	:56	:01	:41	:46	:46	:41	:41
:52	:57	:57	:02	:42	:47	:47	:42	:42
:53	:58	:58	:03	:43	:48	:48	:43	:43
:54	:59	:59	:04	:44	:49	:49	:44	:44
:55	:00	:00	:05	:45	:50	:50	:45	:45
:56	:01	:01	:06	:46	:51	:51	:46	:46
:57	:02	:02	:07	:47	:52	:52	:47	:47
:58	:03	:03	:08	:48	:53	:53	:48	:48
:59	:04	:04	:09	:49	:54	:54	:49	:49

## Sample Nonstandard Administration Report (NAR)

The NAR will include a summary of students with their SSD numbers, followed by a list of the students with accommodations who will test on the primary test date. If applicable, the primary test date list will be followed by another section that provides a list of students with accommodations who will complete testing during the accommodated testing window. If applicable, any students with SAAs who will test during the accommodated testing window will be listed last. The NAR will also provide additional instructions for testing students with accommodations. The sample below shows a page from a NAR showing 2 of these groups of accommodated students.

Test Date: April 14, 2020

### **SECTION 2 - STUDENTS WHO CAN COMPLETE THE TEST OVER THE ACCOMMODATED TESTING WINDOW**

#### **Information about window testing:**

- All students in this section are eligible to complete testing during the accommodated testing window. Testing can begin as early as the primary test date and can extend through the timeline indicated in your Coordinator Manual.
- All students testing over two days should complete their testing on the next consecutive day within the window whenever possible. If a student is absent on the second day, they can resume testing on the day they return to school.

#### **Instructions:**

- Work with the test coordinator to identify which testing rooms students will be assigned to before the test day.
- Students with the same **testing group** can be tested together. Be sure to place students with different **testing groups** into separate rooms.
  - Note : Students in the following **testing groups** cannot test together and must test in their own, individual room (**1:1 setting**): **SB1, SB2, SB3, SB4, SB15 and SB28**. For example, if you have 4 students in group SB1, you will need 4 rooms for them (one for each student).
- If your school is using testing room codes, your test coordinator will provide you with the three-digit code for each of your testing rooms. Write in the testing room code and Proctor assigned to each student/group.
- On test day, mark an "A" next to any student who is absent.
- Test scripts are located in your *SAT School Day Accommodated Testing Manual*. All staff will **BEGIN** reading from the section labeled "*SAT Scripts for Testing Accommodated Students*" and then **PROGRESS** to the script name listed for each student on your roster.
- Refer to the Appendix for any additional instructions and a description of the script name listed on the roster.

Testing Group	Last Name, First Name (Mark A if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Testing Room Code and Proctor
SB19	Elfral, Malvea SSD #0007025886	Large Print Test Book - 20 point , Braille Writer , Preferential seating	SAT	Blue	One day	Script 1	
<b>Additional Instructions</b>		<b>Braille Writer:</b> Test linkraml ; <b>Preferential seating:</b> Front of room <b>Refer to Appendix for instructions for the following accommodations:</b> Braille Writer					
SB45	Gena, Alvis SSD #0007025910	Extended Breaks , Reading +100% (double time) , Preferential seating	SAT with Essay	Blue	Two days	Script 4	

## Sample Accommodated Test Day Schedule

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

### EXAMPLE OF AN ACCOMMODATED TEST DAY SCHEDULE

Time	Task	Time	Task
6:45 a.m.	Staff reporting time and facility preparation.	12:55 p.m.	Testing ends for students taking SAT with Essay with standard time. First day of testing ends after Section 3 for 100% extended time (reading) administration of SAT without Essay and SAT with Essay.
7 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Report forms.	1:30 p.m.	Testing ends for 50% extended time (reading) administration of SAT without Essay.
7:15 a.m.	Staff report to their rooms and prepare for student arrival.	<b>2nd Day</b>	Start testing at 8 a.m., resuming with Section 4.
7:30 a.m.	Students report to the designated assembly area.	10 a.m.	Testing ends for 50% extended time administrations of SAT with Essay.
7:45–8 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).	11:05 a.m.	Testing ends for 50% extended time administrations.
8 a.m.	Close testing room doors.	Noon	Testing ends for most 100% extended time administrations of SAT with Essay.
8–8:30 a.m.	Distribute materials and read preliminary instructions.		
8:30 a.m.	Begin testing.		
Noon	First day of testing ends after Section 3 for 50% extended time (reading) administration of SAT with Essay.		



## Sample Testing Staff Agreement

# 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 the 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 above 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 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		
<input type="checkbox"/> Proctor		
<input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor		
<input type="checkbox"/> Monitor		
<input type="checkbox"/> Proctor		
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## Acceptable Calculators

For the Math Test – Calculator portion, all scientific calculators are acceptable, all 4-function calculators, including those with square root and percentage keys, are allowed (but not recommended), and most graphing calculators are acceptable as long as they don't have any of the features listed under Unacceptable Calculators. Check the list of acceptable graphing calculators below for models that are permitted.

### THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

#### CASIO

FX-6000 series	CFX-9800 series
FX-6200 series	CFX-9850 series
FX-6300 series	CFX-9950 series
FX-6500 series	CFX-9970 series
FX-7000 series	FX 1.0 series
FX-7300 series	Algebra FX 2.0 series
FX-7400 series	FX-CG-10
FX-7500 series	FX-CG-20 series
FX-7700 series	FX-CG-50
FX-7800 series	FX-CG-500 (Using the stylus is not permitted.)
FX-8000 series	Graph25 series
FX-8500 series	Graph35 series
FX-8700 series	Graph75 series
FX-8800 series	Graph95 series
FX-9700 series	Graph100 series
FX-9750 series	
FX-9860 series	

#### HEWLETT-PACKARD

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

#### SHARP

EL-5200	EL-9600 series (Using the stylus is not permitted.)
EL-9200 series	EL-9900 series
EL-9300 series	

#### TEXAS INSTRUMENTS

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

#### RADIOSHACK

EC-4033	EC-4037
EC-4034	

#### OTHER

Datexx DS-883	NumWorks
Micronta	Smart <sup>2</sup>

## Unacceptable Calculators

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

- Laptops or other computers, tablets, mobile phones, smartphones, smartwatches, or wearable technology
- Models that can access the internet or have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type features

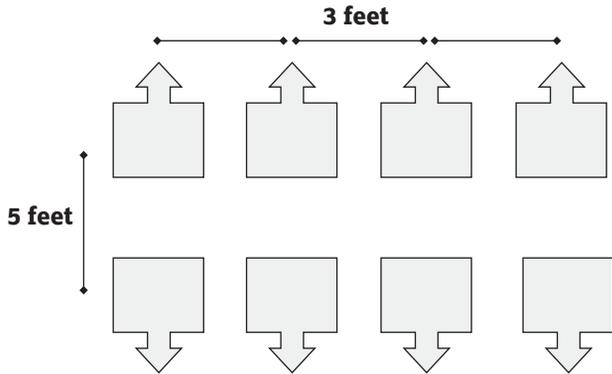
- Models that have a computer-style (QWERTY) keyboard, pen input, or stylus
- Models that use electrical outlets, make noise, or have a paper tape

In addition, the use of hardware peripherals such as a stylus with an approved calculator is not permitted. Some models with touchscreen capability are not permitted (e.g., Casio ClassPad). Check the list of acceptable graphing calculators above for models that are permitted.

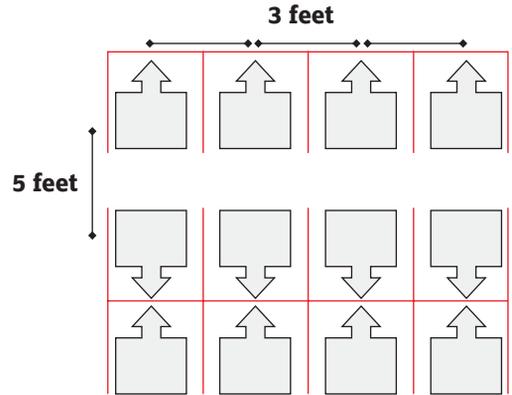
# Digital Testing Room Seating Arrangements

All distances are measured from the center of one workstation to the next workstation.

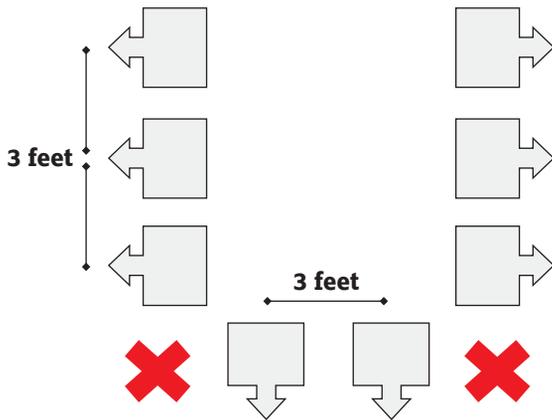
**Back-to-back seating *without* partitions**



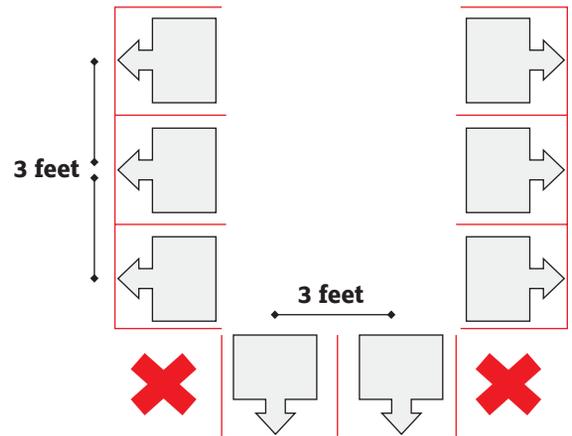
**Back-to-back seating *with* partitions**



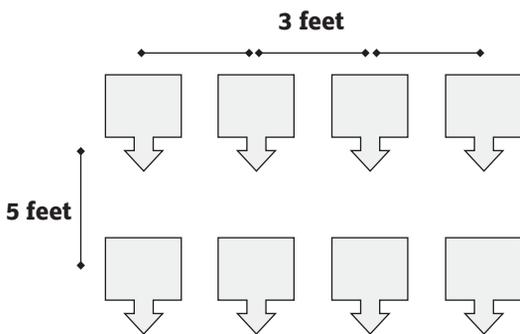
**U-shaped seating *without* partitions**



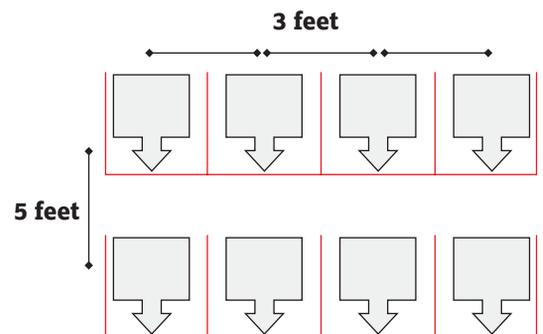
**U-shaped seating *with* partitions**



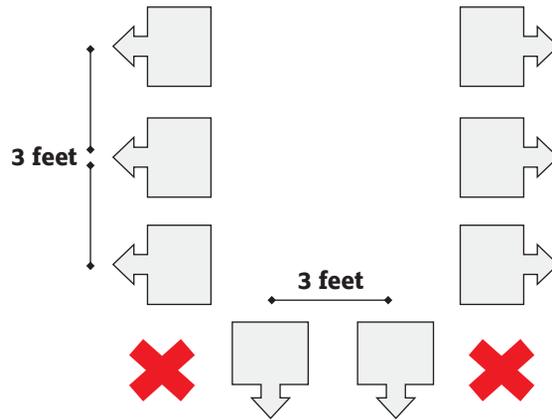
**Front-to-back seating *without* partitions**



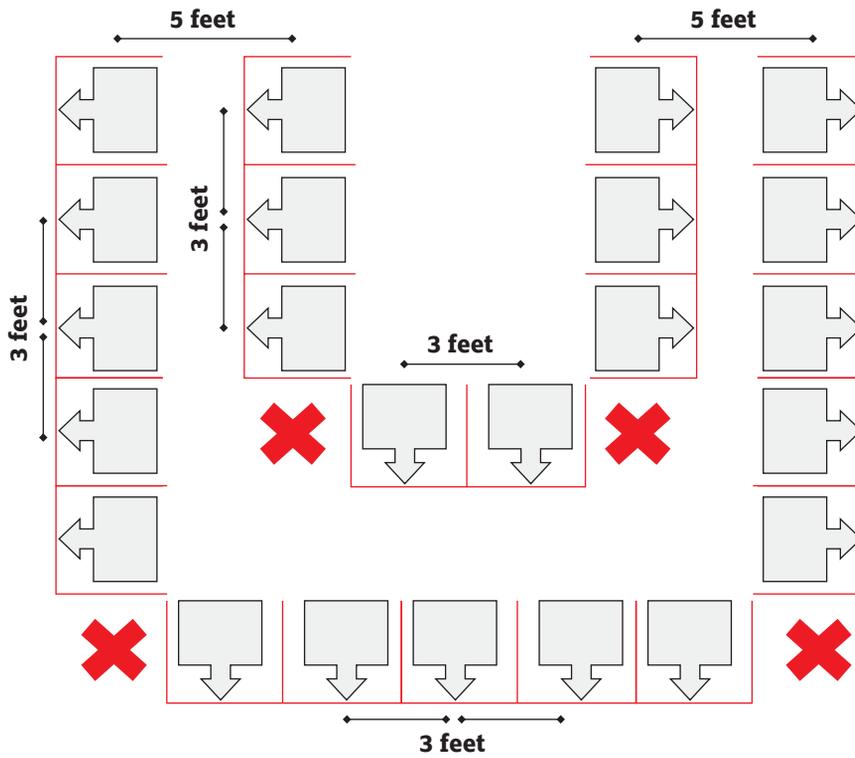
**Front-to-back seating *with* partitions**



**U-shaped seating *without* partitions**



**U-shaped seating *with* partitions**



# Photo ID Requirements

## Acceptable IDs

### ID Requirements

Photo IDs aren't required for SAT School Day testing unless a student is testing at a school they don't attend.

To be acceptable, a photo ID must:

- Be a valid (unexpired) photo identification that is government issued or issued by the student's school. (A school ID from 2018–19 is valid through December 31, 2019, but is not acceptable for spring 2020 testing.)
- Be an original, physical document (not photocopied or electronic).
- Bear the student's full, legal name.
- Bear a photo that clearly matches the student's appearance. Black and white photos are acceptable.
- Be in good condition, with clearly legible English language text, and a clearly visible photo.

### Examples of Acceptable ID

- Government issued driver's license or nondriver ID card
- Official school-produced student ID card from the student's current school
- Government issued passport or U.S. Global Entry ID card
- Government issued military or national ID card
- SAT School Day Student ID form, available under Educator Downloads at [sat.org/school-day](https://sat.org/school-day) (must be prepared by the student's school or signed by a notary if a student is homeschooled)

## Unacceptable IDs

### Types of Identification to Reject

- Any document that doesn't conform to the requirements
- Any document that is worn, torn, scuffed, scarred, or damaged
- An electronic document presented on a device
- Any document that appears tampered with or digitally altered
- Any document that bears a statement such as "not valid as identification"

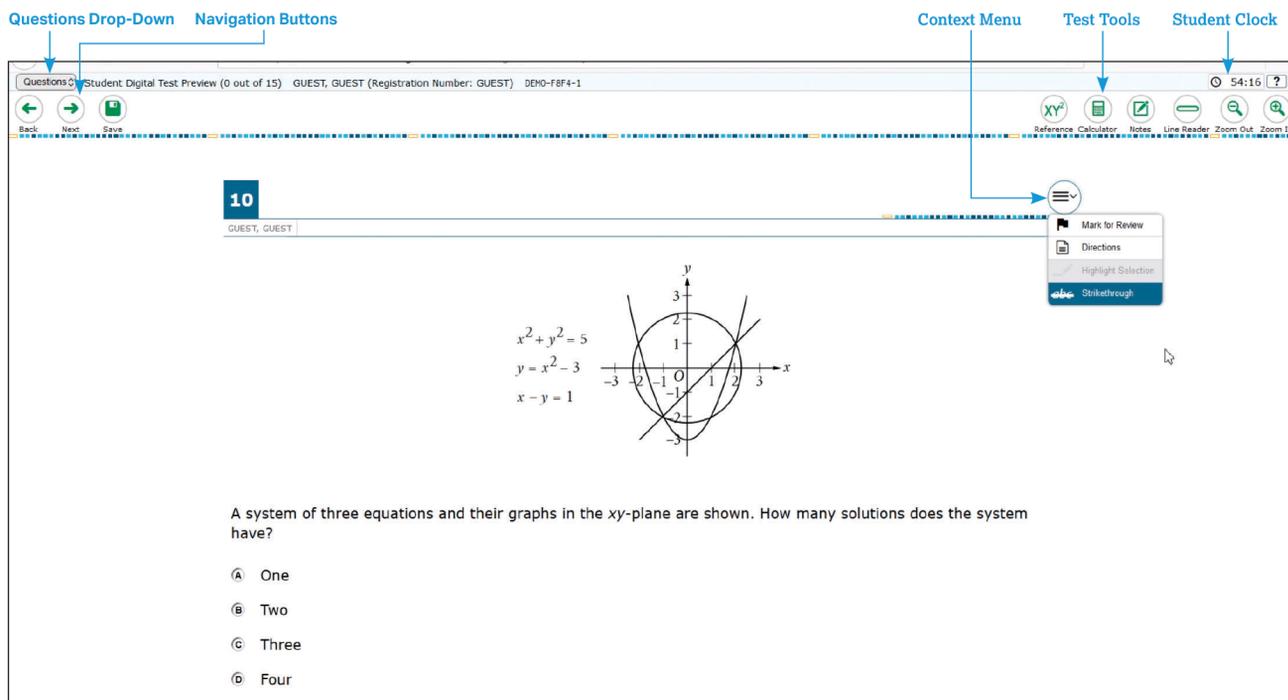
### Examples of Unacceptable ID

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

# Student Digital Testing Tools

## Secure Browser Features for Students

The secure browser applications offer built-in tools to support a student's digital testing experience. These tools are optional and can be used at the student's discretion. These tools don't need to be set in TIDE.



### STUDENT DIGITAL TESTING TOOLS

Tool Name	Description
Calculator (for Math Test – Calculator only)	An embedded calculator for calculator-allowed questions. It appears when students click on the calculator button. A 4-function calculator is available in the Math Test – No Calculator section for students with prior approval.
Context Menu	This menu allows a student to access test directions and tools such as highlighter, strikethrough, and mark for review.
Expand Button	A feature that allows a student to expand a passage section or the question section for easier readability.
Highlighter	A feature for marking text, test questions, or response options with a color.
Line Reader	A feature that a student can use as a guide when reading text.
Mark for Review	A tool that allows the student to flag questions for future review during the assessment.
Navigation Buttons	Buttons that allow a student to move between test pages, either forward to the next question or back to the previous question.
Notes	A feature that a student can use as virtual scratch paper to make notes.
Questions Drop-Down List	A list that allows a student to quickly navigate to specific test questions. Questions that were marked for review display a flag in this list.
Reference	A feature that allows the student to view standard mathematical formulas for reference.
Strikethrough	A feature that a student may use to eliminate those answer choices that seem incorrect.
Student Clock	Displays the amount of time allowed for the test section. Upon starting the test, the student clock will begin to count down. At 5 minutes remaining, the student clock will turn red and provide a pop-up warning message.
Zoom In/Zoom Out	A feature that allows the student to change the display size of the text and images on the screen.

## Digital Testing Tools for Students with Accommodations

Some test settings and tools that are associated with accommodations require activation before the student can use them in the secure browser. The accommodations require the SSD coordinator to manage students' tests under the **Test Settings and Tools** tab in TIDE. These accommodations settings and tools are identified in the following tables.

Accommodation	Description	Valid Value(s)
<b>Test Time and Breaks</b>	<p>Various timing and breaks scenarios based on documented need.</p> <p>No self-pacing; students must sit for the entire duration of extended time requested.</p> <p>Students approved for extended time for reading must receive extended time on all sections of the test.</p>	<ul style="list-style-type: none"> <li>▪ Standard Time</li> <li>▪ 50% Extended Time</li> <li>▪ 100% Extended Time</li> <li>▪ Greater than 100% w/ Documentation</li> <li>▪ Extra/Extended Breaks - Standard Time</li> </ul>

Accommodation	Description	Valid Value(s)
<b>Reading/Seeing Text</b>		
<b>Text-to-Speech/Assistive Technology</b> Digital alternative to MP3, reader, and ATC formats	<p><b>Text-to-Speech (TTS)</b> allows parts of the test to be read aloud based on the value which represents student's documented need.</p> <p><b>Assistive Technology (AT)</b> enables the use of assistive technology software and hardware (e.g., screen readers, refreshable braille devices, etc.).</p>	<ul style="list-style-type: none"> <li>▪ TTS: Read Text Only</li> <li>▪ TTS: Read Text and Graphics</li> <li>▪ AT: JAWS, NVDA, Braille Display, etc.</li> </ul>
<b>Zoom/Font Size</b>	Sets font size for presentation of test content.	<ul style="list-style-type: none"> <li>▪ Level 0   12 pt. (No zoom applied)</li> <li>▪ Level 1   24 pt.</li> <li>▪ Level 2   31 pt.</li> <li>▪ Level 3   41 pt.</li> <li>▪ Level 4   51 pt.</li> <li>▪ Level 5   85 pt.</li> <li>▪ Level 6   172 pt.</li> <li>▪ Level 7   229 pt.</li> <li>▪ Level 8   340 pt.</li> </ul>
<b>Color Contrast</b>	Displays the test with a different background or font color.	<ul style="list-style-type: none"> <li>▪ None/Black on White</li> <li>▪ Blue</li> <li>▪ Light Blue</li> <li>▪ Black on Cream</li> <li>▪ Gray</li> <li>▪ Light Gray</li> <li>▪ Green</li> <li>▪ Light Green</li> <li>▪ Inverted (White on Black)</li> <li>▪ Magenta</li> <li>▪ Light Magenta</li> <li>▪ Medium Gray on Light Gray</li> <li>▪ White on Navy</li> <li>▪ Yellow</li> <li>▪ Light Yellow</li> <li>▪ Yellow on Blue</li> </ul>

Accommodation	Description	Valid Value(s)
<b>Reading/Seeing Text</b>		
<b>Mouse Pointer</b>	Adjusts the mouse/cursor to match color and size preferences.	<ul style="list-style-type: none"> <li>▪ System Default</li> <li>▪ Large Black</li> <li>▪ Extra Large Black</li> <li>▪ Large Green</li> <li>▪ Extra Large Green</li> <li>▪ Large Red</li> <li>▪ Extra Large Red</li> <li>▪ Large White</li> <li>▪ Extra Large White</li> <li>▪ Large Yellow</li> <li>▪ Extra Large Yellow</li> </ul>
<b>Streamlined Mode</b>	Questions are presented sequentially without a split screen.	<ul style="list-style-type: none"> <li>▪ ON</li> <li>▪ OFF</li> </ul>
<b>Permissive Mode</b>	Allows students with assistive technology, including software and/or hardware to integrate with the secure browser.	<ul style="list-style-type: none"> <li>▪ ON</li> <li>▪ OFF</li> </ul>
<b>Masking</b>	Allows student to block off answer choices or any parts of the test content.	<ul style="list-style-type: none"> <li>▪ Not available</li> <li>▪ Available</li> </ul>
Accommodation	Description	Valid Value(s)
<b>4-Function Calculator</b>	Allows students to use the basic online 4-function calculator on the Math Test – No Calculator section.	<ul style="list-style-type: none"> <li>▪ ON</li> <li>▪ OFF</li> </ul>

# Manage Student Test Settings in TIDE

## Test Settings via File Upload

A file upload allows you to work with multiple student settings at one time. Students included in a new file upload will have any previous settings overwritten.

### To upload student test settings:

1. Sign in to TIDE via [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).
2. Click the **Test Settings and Tools** task menu, then **Upload Test Settings and Tools**.
3. Download either the Excel or .csv template from the **Download Templates** drop-down menu. You can use this template file to enter student settings.
4. Open the file in a spreadsheet application or text editor, and add a row for each test setting you want to add or modify. Save the file on your computer.
5. On the Upload Test Settings and Tools page, click **Browse** and navigate to the upload file you created. Click **Next**.
6. Preview the file and click **Next**.
7. Validate that the file has the correct values. If the file has the correct values, click **Continue with Upload**. Otherwise, click **Upload Revised File** and repeat steps 1–7.
8. You'll receive a confirmation that your records have been committed.

**IMPORTANT:** *If any students are testing with EL supports, you must manually set the EL accommodation type in TIDE as shown under English Language Supports.*

## Entering Student Settings into the Template

Each row represents 1 test setting for 1 student. One or multiple rows can be entered. The first column should include the student’s registration number, which can be found in TIDE. The following columns list the test subject, tool name, and value for the tool specified. Appropriate values will be auto-generated in drop-down menus for columns B–D of the upload template file. Refer to the *TIDE User Guide* for a detailed list of test settings and their corresponding tool names and values.

In the Excel template, the accommodations must be entered for each section separately. For accommodations that apply for the entire test, you must enter a row for each section, including the SAT questionnaire. See example below:

	A	B	C	D
1	<b>Registration Number</b>	<b>Subject</b>	<b>Tool Name</b>	<b>Value</b>
2	999999001	0 - Questionnaire	Text-to-Speech/Assistive Technology	TTS: Read Text and Graphics
3	999999001	1 - Reading Test	Text-to-Speech/Assistive Technology	TTS: Read Text and Graphics
4	999999001	2 - Writing & Language Test	Text-to-Speech/Assistive Technology	TTS: Read Text and Graphics
5	999999001	3 - Math Test - No Calculator	Text-to-Speech/Assistive Technology	TTS: Read Text and Graphics
6	999999001	4 - Math Test - Calculator	Text-to-Speech/Assistive Technology	TTS: Read Text and Graphics
7	999999001	5 - SAT Essay	Text-to-Speech/Assistive Technology	TTS: Read Text and Graphics
8	999999001	1 - Reading Test	Test Time and Breaks	100% Extended Time
9	999999001	2 - Writing & Language Test	Test Time and Breaks	100% Extended Time
10	999999001	3 - Math Test - No Calculator	Test Time and Breaks	100% Extended Time
11	999999001	4 - Math Test - Calculator	Test Time and Breaks	100% Extended Time
12	999999001	5 - SAT Essay	Test Time and Breaks	100% Extended Time

This example of a student settings upload file displays the selected test setting for a student with the registration number 999999001. For this student’s SAT test, each of the subject sections are included in column B, Text-to-Speech/Assistive Technology has been selected with the corresponding “TTS: Read Text and Graphics” value, and the timing has been set to “100% Extended Time.” Note that the questionnaire does not have a timing value because it is an untimed section. If you need to upload multiple test settings for 1 student, please use 1 row for each test setting, ensuring that all test settings for 1 student occupy consecutive rows.

**NOTE:** *If your file contains a large number of records, TIDE processes it offline and sends you a confirmation email when complete. While TIDE is validating the file, don’t press Cancel as TIDE may have already started processing some of the records.*

## Guide to Accommodation Alternatives for Digital Testing Mode

Student accommodations should be consistent with the accommodations they use for taking assessments in school. The digital alternatives provided below should be considered in consultation with the student and family.

Students taking the test with accommodations, especially those with assistive technology devices, should pretest the device in the secure browser with the Student Digital Test Preview prior to test day to ensure everything works.

If the digital accommodation supports within the Student Digital Test Preview do not meet the student testing needs, the test coordinator or SSD coordinator will arrange for alternate accommodation supports (e.g., paper test book, human reader, etc.)

### Standard Testing Room(s) – Standard Time for Accommodated Students

The standard testing room will include students testing with accommodations, as well as those testing with the following features that can be delivered through the universal tool set in the digital platform and don't require configuration of the student test settings in TIDE:

<b>SSD Accommodation</b>	<b>Universal Tools</b>	<b>Room Type</b>
<ul style="list-style-type: none"> <li>▪ Computer (word processor)</li> <li>▪ Record answers in test book</li> </ul>	Digital Test Mode	Standard
<ul style="list-style-type: none"> <li>▪ Large-print test book (14pt.–20pt.)</li> <li>▪ Large block answer sheet</li> <li>▪ Magnifier</li> <li>▪ Magnifying machine</li> </ul>	Zoom In/Zoom Out (Levels 1-4)	Standard (if no extended time accommodation)

Students whose accommodation does not allow them to participate in the digital administration of the SAT will be grouped accordingly, as indicated in the Nonstandard Administration Report (NAR). Please refer to the instructions in the *SAT School Day Accommodated Testing Manual* for a paper administration. Students using the digital alternatives for certain accommodations can be assigned to designated rooms with similar accommodations and timing. Additional guidance is provided below.

## Digital Alternatives

Some students may test with accommodations that don't apply to a digital test. If this is the case, the student may choose to opt out of testing in the digital mode and test with a paper-based test, or the student may choose to test with the digital alternatives listed below.

Please work with your school's SSD coordinator and the student to determine which accommodation option(s) the student will use on test day.

For students taking the digital assessment, including those with accommodations, they will test using the secure browser, with the following digital alternatives:

<b>SSD Accommodation</b>	<b>Digital Alternative</b>	<b>Room Type</b>
<ul style="list-style-type: none"> <li>▪ Assistive Technology Compatible (ATC) Test Form</li> <li>▪ Assistive Technology</li> <li>▪ Braille</li> <li>▪ Braille Graphs and Figures<sup>1</sup></li> <li>▪ Braille Writer</li> </ul>	Text-to-Speech/Assistive Technology – AT: JAWS, NVDA, Braille Display, etc.	Nonstandard
<ul style="list-style-type: none"> <li>▪ MP3 Audio Format</li> <li>▪ Reader</li> <li>▪ Auditory Amplification/FM System</li> </ul>	Text-to-Speech/Assistive Technology – TTS: Read Text and Graphics (50% extended time)	Nonstandard
<ul style="list-style-type: none"> <li>▪ MP3 Audio Format</li> <li>▪ Reader</li> <li>▪ Auditory Amplification/FM System</li> </ul>	Text-to-Speech (TTS): Read Text and Graphics (100% extended time)	Nonstandard
<ul style="list-style-type: none"> <li>▪ Extra/Extended Time and Breaks</li> </ul>	Test Time and Breaks	Nonstandard
<ul style="list-style-type: none"> <li>▪ Other: Masking</li> </ul>	Masking	Standard (if no extended time accommodation)
<ul style="list-style-type: none"> <li>▪ Large-Print Test Book</li> <li>▪ Large-Block Answer Sheet</li> <li>▪ Magnifier</li> <li>▪ Magnifying Machine</li> </ul>	Zoom   Font Size	Standard (if no extended time accommodation)
<ul style="list-style-type: none"> <li>▪ Color Overlay</li> </ul>	Color Contrast	Standard (if no extended time accommodation)
<ul style="list-style-type: none"> <li>▪ 4-Function Calculator</li> </ul>	4-Function Calculator (Desmos Online)	Standard (if no extended time accommodation)
<ul style="list-style-type: none"> <li>▪ Other: Linear Presentation</li> </ul>	Streamlined Mode	Standard (if no extended time accommodation)
<ul style="list-style-type: none"> <li>▪ Other: Pointing Device</li> </ul>	Mouse Pointer	Standard (aligned with Color Contrast and Zoom)

<sup>1</sup> Braille Graphs and Figures supplements should be ordered when using screen readers and/or refreshable braille devices.

# Irregularity Chart

## HOW TO HANDLE IRREGULARITIES

Irregularity	What you should do	How to fill out the IR
<b>Test Site Issues</b>		
<b>Test site closing/cancellation of testing</b>  Call School Day Support immediately.	In the event of a storm, power failure, or other emergency that requires cancellation before test day, your test coordinator will: <ul style="list-style-type: none"> <li>▪ Notify your principal or district.</li> <li>▪ Notify campus/building security.</li> <li>▪ Notify students of the cancellation.</li> </ul>	Explain circumstances and impact of issue. Bubble page 1, section 6—“Disturbance/interruption.” Include a list of students affected.
<b>Interruption</b>  Call School Day Support if the interruption (e.g., fire alarm) can't be resolved.	<ul style="list-style-type: none"> <li>▪ Provide clear instructions for student and staff safety.</li> <li>▪ Ensure that the room is locked if everyone must leave.</li> <li>▪ Note the stop time and inform students that the testing time will be adjusted.</li> <li>▪ If time allows, click the Stop icon to stop the session and tell the students to sit quietly until instructed further.</li> <li>▪ Direct students not to talk or use electronic devices.</li> <li>▪ Monitor students if they must leave the testing room. Keep them together in a group and do not allow them to go to their lockers.</li> </ul> If you're able to resume testing, return to the interrupted section—don't return to any previously completed sections. <ul style="list-style-type: none"> <li>▪ Create a new session from the TA Interface and share the new Session ID so students can sign in again and resume testing.</li> <li>▪ The proctor's clock will display the full time for the test section; however, the student's clock will reflect the student's accurate remaining time.</li> <li>▪ When all students have completed the test with their allotted time, the session will automatically end.</li> </ul> If testing must be canceled, do the following: <ul style="list-style-type: none"> <li>▪ Notify students that they will take a makeup test.</li> </ul>	Note the source, length, and impact of the interruption and the section(s) affected. Bubble page 1, section 6—“Disturbance/interruption.” Fill in the number of affected students in 6a. If the entire school is affected, note this in the Comments section; otherwise, list the individual students in section 11.
<b>Materials Missing</b>		
<b>Materials missing or damaged</b>  Call the Office of Testing Integrity immediately if the missing materials are paper tests (nonstandard materials).	If any nontest materials are missing or damaged, contact your test coordinator. You may download and print missing materials such as Coordinator Manuals and Student Guides from <a href="https://digitaltesting.collegeboard.org">digitaltesting.collegeboard.org</a> . If you are unable to do so, call School Day Support.	Note any such irregularity. Bubble page 1, section 6—“Missing Materials.” Bubble page 1, section 6—“Other” and write “Digital.”

Irregularity	What you should do	How to fill out the IR
<b>Security Violations/Student Misconduct</b>		
<p><b>Observed misconduct</b></p>  <p>Call School Day Support immediately.</p>	<p>If you observe a student removing materials from the testing room, attempting to impersonate another student, or leaving the building during testing:</p> <ul style="list-style-type: none"> <li>▪ Note the student's name. Pause their test from the "Actions" column in the TA Interface, collect their test ticket and scratch paper, and dismiss the student from the testing room.</li> <li>▪ Notify School Day Support immediately.</li> </ul>	<p>Identify the student. Explain the circumstances and the student's behavior. Verify that the student's name is provided.</p> <p>If student left, provide the test section, last question number completed, and reason for leaving.</p> <p>Bubble page 2, section 7b, Student Errors/Issue—"Student removed or attempted to remove test materials," or "Student impersonated another student," or "Student left early/left without permission." Note the test sections the student completed.</p> <p>Bubble page 2, section 7, Other Issue—"Other" and write "Digital."</p>
<p><b>Student exits secure browser (AIR Secure Test on Chrome OS and iPads)</b></p>	<p>If any unauthorized application accidentally launches during testing, the student will be automatically exited out of the secure browser. Allow the student to continue testing.</p> <p>Ask the student to sign in to the secure browser and enter the Session ID. Then approve the student for testing.</p> <hr/> <p><b>NOTE:</b> <i>The student's time will be maintained in the secure browser. If the student is unable to receive their full testing time, record the duration of the interruption on the IR.</i></p> <hr/> <p>If the student is seen using the computer for non-test related purposes, pause their test from the Actions column in the TA Interface, collect their test ticket and scratch paper, and dismiss the student from the testing room. Do not readmit the student to the testing room.</p>	<p>Describe the circumstances and the test section. Ensure the student's name is provided. Bubble page 2, section 7b—Other Issue—"Other" and write "Digital."</p>

Irregularity	What you should do	How to fill out the IR
<p><b>Use or possession of test content through answer keys or images of test pages</b></p> <p></p> <p>Call School Day Support immediately.</p>	<p>If a student is observed using or distributing test content, including answer keys or images of test items, at any time at the test site, including during breaks, collect as much evidence as possible:</p> <ul style="list-style-type: none"> <li>▪ Collect the device, answer key, or other prohibited aid.</li> <li>▪ Follow procedures to dismiss the student from the testing room: <ul style="list-style-type: none"> <li>– Inform student that you must write up the incident and their scores will be invalidated.</li> <li>– Pause their test from the “Actions” column of the TA Interface, collect their test ticket and scratch paper, and dismiss the student from the testing room. Do not allow them back in the testing room.</li> </ul> </li> <li>▪ Before returning any devices to the student, the test coordinator should: <ul style="list-style-type: none"> <li>– Determine if images of test content were captured and/or distributed.</li> <li>– Take a photo of any applicable smartphone screen or recorded answer key to return with the IR.</li> <li>– After collecting evidence, ensure that any test content is deleted before the device is returned to the student.</li> </ul> </li> <li>▪ Do not return any written answer keys to student. Any written answer keys and/or images of answer keys should be sent to OTI for investigation and analysis.</li> </ul>	<p>Bubble page 2, section 7b—Student Errors/Issue—“Student gave or received help,” or “Student used a phone or prohibited device, or it made noise.”</p> <p>Bubble page 2, section 7b—Other Issue—“Other” and write “Digital.”</p> <p>Bubble the Dismissed circle indicating that the student was dismissed.</p>
<p><b>Noise or disturbance by prohibited electronic devices</b></p> <p>Approved medical devices such as insulin pumps (that are not connected to a cell phone) are allowed.</p>	<p>If a student’s prohibited device makes noise or creates a disturbance while in their own possession: Follow the instructions in “Observed with prohibited electronic devices.”</p> <p>If a student’s phone makes noise or creates a disturbance while in the proctor’s possession or stored away from the student’s desk:</p> <ul style="list-style-type: none"> <li>▪ This should not be considered grounds for immediate dismissal, as long as the device is not under the desk or otherwise in the student’s possession.</li> <li>▪ The proctor should turn off the phone to prevent additional disturbances during testing.</li> <li>▪ The proctor should issue a warning to the student who owns the phone that additional disturbances will result in dismissal.</li> <li>▪ You do not need to report these actions on an IR.</li> </ul>	<p>An IR is not needed for an initial warning.</p>

Irregularity	What you should do	How to fill out the IR
<p><b>Observed with prohibited electronic devices</b></p> <p>Approved medical devices such as insulin pumps (that are not connected to a cell phone) are allowed.</p>	<p>If the student is observed with any prohibited electronic device in the testing room or during a break, whether or not they are using the device:</p> <ul style="list-style-type: none"> <li>▪ Tell the student to hand it to you immediately.</li> <li>▪ Inform the student that you must write up the incident, their scores will be invalidated, and the device will be returned.</li> <li>▪ The student may be eligible for a makeup: <ul style="list-style-type: none"> <li>– If student used or accessed their phone or device, including in response to a noise or alarm, the student is not eligible for a makeup test.</li> <li>– If the phone or device made a noise but the students was not using or accessing the phone, plan to test the student on the makeup day. For makeup testing, plan to collect the phone or prohibit the student from bringing a phone into the testing room.</li> </ul> </li> <li>▪ If test content is detected on the device, follow instructions in this chart under “Use or possession of test content through answer keys or images of test pages” to collect and inspect any prohibited aids or electronic devices.</li> <li>▪ Pause the student’s test from the “Actions” column in the TA Interface, collect their test ticket and scratch paper, and dismiss the student from the testing room.</li> </ul> <p>If the student is observed intentionally using the testing device for non-test related purposes, pause the student’s test from the “Actions” column in the TA Interface, collect their test ticket and scratch paper, and dismiss the student from the testing room. Do not readmit the student to the testing room. The student should be dismissed and they are not eligible for a makeup.</p> <p>Test coordinator: If you suspect the device was used to share test information, immediately call School Day Support while the student is still present.</p>	<p>Note that the device made noise or was in use. Provide the student’s name.</p> <p>Bubble page 2, section 7b—Student Errors/Issue—“Student used a mobile phone or prohibited device, or it made noise.”</p> <p>Bubble page 2, section 7b—Other Issue—“Other” and write “Digital.”</p>
<p><b>Calculator misuse/prohibited aids</b></p> <p>(Unless approved as an accommodation)</p>	<p>If a student is seen using a calculator on a noncalculator section or using more than 1 handheld calculator (except in case of a malfunction) or using a prohibited aid as listed in Prohibited Aids and Devices Policies on page 24, either during the test or during breaks:</p> <ul style="list-style-type: none"> <li>▪ Warn the student individually to stop use of the prohibited aid.</li> <li>▪ Tell the student that a subsequent violation will be grounds for dismissal. (You don’t need to complete an IR for a warning.)</li> <li>▪ If the student continues; pause their test from the “Actions” column in the TA Interface, collect their test ticket and scratch paper, and dismiss the student to a monitored area until after the test.</li> <li>▪ If the calculator or aid is on a mobile phone or other prohibited electronic device, dismiss the student, following procedures listed under “Observed with prohibited electronic devices.”</li> </ul>	<p>Explain the occurrence. Ensure that the student’s name is provided.</p> <p>Bubble page 2, section 7b—Student Errors/Issue—“Student used an unauthorized aid.”</p> <p>For students using a calculator on a non-calculator section, bubble page 2, section 7b—Student Errors/ Issue—“Student used calculator on a non-calculator section.”</p> <p>Bubble page 2, section 7b—Other Issue—“Other” and write “Digital.”</p>

Irregularity	What you should do	How to fill out the IR
<b>Refusal to follow instructions</b> If behavior is caused by an uncontrolled manifestation of a disability, call the SSD office for assistance.	If a student is observed disturbing others, refusing to follow instructions, giving/receiving help/information, giving/discussing test or essay questions: <ul style="list-style-type: none"> <li>▪ If the student is using an electronic device to share information or test content, follow instructions under “Use or possession of test content through answer keys or images of test pages” to collect and inspect any prohibited aids or electronic devices.</li> <li>▪ Inform the student that you must write up the incident and that their scores may be invalidated.</li> <li>▪ Pause the student’s test from the Actions column in the TA Interface, collect their test ticket and scratch paper, and dismiss them from testing. Do not readmit the student to the testing room.</li> </ul>	For copying and communications infractions, describe the incident. Note the type of infraction and explain the circumstances completely. Bubble page 2, section 7b—Student Errors/Issue—“Student failed to follow test administration regulations” or “Student gave or received help.”  Bubble page 2, section 7b—Other Issue—“Other” and write “Digital.”
<b>Misadministration</b>		
<b>Seating requirements not followed</b>	See Seating Requirements. If these regulations aren’t followed, fill out the IR.	Bubble page 1, section 6—“Staff did not follow seating requirements.” Fill in the testing room code in field 6b and list the affected students in the Comments section.
<b>Accommodations given that were not approved</b> (Including 50% extended time support for EL students)	<ul style="list-style-type: none"> <li>▪ Pause the student’s individual test from the “Actions” column in the TA Interface and collect their test ticket and scratch paper.</li> <li>▪ Advise the student that they received accommodations that weren’t approved and they will need to retake the test on a makeup date.</li> <li>▪ Dismiss the student.</li> <li>▪ The student is eligible for a makeup.               <ul style="list-style-type: none"> <li>– Add the student to your list of possible makeups needed and plan to test them on the makeup day.</li> <li>– Adjust test settings for accommodations prior to the makeup day. Call School Day Support if you need assistance.</li> <li>– If the student is approved for accommodations that require testing during the accommodated testing window, call School Day Support.</li> </ul> </li> </ul>	Provide the student’s name. Note the accommodation given and the actions taken. Bubble page 2, section 7b—Test Delivery Issue—“Staff gave incorrect, unapproved, or no accommodations.”  Bubble page 2, section 7b—Other Issue—“Other” and write “Digital”.
 Call School Day Support.		
<b>Approved accommodations not given</b>  Call School Day Support.	<ul style="list-style-type: none"> <li>▪ Advise the student that their approved accommodations were inadvertently not provided.</li> <li>▪ Offer the student the option to continue testing without the approved accommodations, or to stop testing.</li> <li>▪ If the student chooses to stop testing, pause the student’s test from the “Actions” column in the TA Interface, collect their test ticket and scratch paper, and dismiss the student from the testing room. Tell them that the school will contact them about further testing options.</li> <li>▪ Call School Day Support immediately for assistance with adjusting test settings for accommodations.               <ul style="list-style-type: none"> <li>– Add the student to your list of possible makeups needed and plan to test them on the makeup day.</li> </ul> </li> </ul>	Provide the student’s name. Note the accommodation not given and the actions taken. Bubble page 2, section 7a—Student Information—indicate whether student completed testing or not.  Bubble page 2, section 7b—Test Delivery Issue—“Staff gave incorrect, unapproved, or no accommodations.”  Bubble page 2, section 7b—Other Issue—“Other” and write “Digital”.

Irregularity	What you should do	How to fill out the IR
<p><b>Disturbance, such as loud and incessant noise, excessive heat or cold, or other distractions</b></p>  <p>Call School Day Support if guidance is needed or the problem can't be resolved.</p>	<p>If possible, reduce or eliminate the source of disturbance or move the students. If testing must be interrupted:</p> <ul style="list-style-type: none"> <li>▪ In the TA Interface, click the Stop icon to stop the session. Instruct students to sit quietly until instructed further.</li> <li>▪ Monitor students at all times inside and outside the testing room. Remind students that use of electronic devices and talking are not permitted.</li> <li>▪ If evacuation is required, refer to “Interruption” earlier in this chart.</li> <li>▪ Note stop time and duration of the interruption, and inform students that the testing time will be adjusted.               <ul style="list-style-type: none"> <li>– If able to continue testing, return to the interrupted section by starting a new session in the TA Interface—do not return to any previously completed sections.</li> <li>– Once testing can restart, continue testing; ask the students to sign in to the secure browser and enter the Session ID. Then approve the students to test.</li> <li>– The proctor’s clock will display full time for the test section; however, the students’ clock will reflect their accurate remaining time.</li> <li>– When all students have completed the test with their allotted time, the session will automatically end.</li> </ul> </li> <li>▪ Tell students they should contact the test day complaint email (given at the front of this manual) if they feel they were affected.</li> <li>▪ If you were unable to resume testing, follow the instructions under “Interruption” earlier in this chart.</li> </ul>	<p>Note the length and impact of the disturbance. List the individual student(s) affected.</p> <p>Bubble page 1, section 6— “Disturbance/ interruption.”</p> <p>Bubble page 2, section 7b—Other Issue— “Other” and write “Digital.”</p>
<b>Undertiming</b>	<ul style="list-style-type: none"> <li>▪ Undertiming can be identified in the session summary in the TA Interface after the test session is complete.</li> <li>▪ If you observe that a student has time remaining, note their name and time remaining on the IR.</li> <li>▪ Allow the full number of minutes on all other sections. Don’t go back to any sections that have already been completed.</li> <li>▪ If the undertiming is a result of an interruption where testing was stopped, resume students’ tests. Ask students to sign in with the Session ID and approve them to test. Follow the instructions under “Interruption” earlier in this chart. Time cannot be added back to an expired or completed test section.</li> <li>▪ Students may be eligible for makeup testing. Plan to test them on the makeup day.</li> </ul>	<p>Note the section(s) affected and timing discrepancy. Ensure the start and stop times are included.</p> <p>Bubble page 1, section 6— “Undertiming” (for a group), or page 2, section 7b—Student Errors/Issue—“Test was undertimed” (for an individual).</p> <p>Bubble page 2, section 7b—Other Issue— “Other” and write “Digital.”</p>

Irregularity	What you should do	How to fill out the IR
<b>Overtiming</b>	<p>Give the full number of minutes on all the other sections.</p> <p>Students may be eligible for a makeup. Plan to test the student on your school's makeup day.</p>	<p>Note the section(s) affected and timing discrepancy. Ensure the start and stop times are included.</p> <p>Bubble page 1, section 6, "Overtiming" (for a group), or page 2, section 7b—Student Errors/Issue—"Test was overtimed" (for an individual). Complete the Comments section and student information, and sign.</p> <p>Bubble page 2, section 7b—Other Issue—"Other" and write "Digital."</p>
<p><b>Testing staff issues</b></p> <p>If staff actions potentially have caused a misadministration, call School Day Support.</p>	<p>In the case of distracting behavior or incorrect directions, quietly point out the behavior and ask the staff member to correct it. If the behavior persists or if incorrect materials are used during the administration, call School Day Support immediately.</p>	<p>Note the impact of the issue and the section(s) affected.</p> <p>Bubble page 1, section 6 (for a group), or page 2, section 7b—"Test Delivery Issue" (for individual irregularities); choose correct issue from list. Complete the Comments section and student information and sign.</p> <p>Bubble page 2, section 7b, Other Issue—"Other" and write "Digital."</p>
<b>Student Issues</b>		
<p><b>Student changing from standard to accommodated</b></p>	<p>The test coordinator may allow a student to change from standard to accommodated testing when they have confirmed the student's eligibility approval. The test coordinator will follow these steps as long as they have appropriate materials and enough staff and space available:</p> <ul style="list-style-type: none"> <li>▪ Mark the student as moved on the standard room list.</li> <li>▪ Add the student to the NAR and note their SSD eligibility number.</li> <li>▪ Write a note for the student to present to the proctor of the room they're moving to, asking that they add them to their room roster.</li> <li>▪ Provide the appropriate testing materials for the student.</li> </ul>	No IR is needed.
<p><b>Excessive breaks</b></p> <p>This irregularity does not apply to students approved for "breaks as needed."</p> <p></p> <p>Call School Day Support if there is a security concern.</p>	<ul style="list-style-type: none"> <li>▪ Ask the student the reason for excessive breaks (e.g., Is the student ill?).</li> <li>▪ If the student is ill, follow the instructions under "Illness."</li> <li>▪ Ask the student to navigate to the next unanswered question. Do not allow extra time.</li> <li>▪ Have a room or hall monitor check where the student is going during breaks.</li> </ul>	<p>Note the length of absence, and the student(s) and question(s) affected.</p> <p>Bubble page 2, section 7b, Other Issue—"Other" and write "Digital."</p>

Irregularity	What you should do	How to fill out the IR
<p><b>Illness</b></p>  <p>Call School Day Support immediately.</p>	<ul style="list-style-type: none"> <li>▪ Ask the student to navigate to the next unanswered question. Do not allow extra testing time. Permit student to leave the testing room temporarily.</li> <li>▪ If the student is unable to continue, pause their test from the Actions column in the TA Interface, collect their test ticket and scratch paper, and dismiss the student from the testing room. Advise the student of the cancellation policy. (The cancellation policies are given in the SAT script, just before dismissal of students.) If the student cancels their scores, you may test them on the makeup day, counting the student as an absentee.</li> <li>▪ If illness results in a disturbance, see instructions for “Disturbance.”</li> </ul>	<p>Note the length of absence, and the student(s) and question(s) affected.</p> <p>Bubble page 2, section 7b—Student Errors/Issue—“Student became ill.” Also bubble page 2, section 7a—“Did student complete testing?” (Yes or No).</p> <p>Bubble page 2, section 7b—Other Issue—“Other” and write “Digital.”</p>
<p><b>Calculator malfunction</b></p>	<ul style="list-style-type: none"> <li>▪ Allow the student to replace batteries or try a backup calculator, if available. If the problem persists, remind student of the embedded calculator they can access from the secure browser.</li> <li>▪ The student can choose to continue with the embedded calculator or cancel their scores. If they continue, don’t allow extra time.</li> <li>▪ Provide an <i>SAT School Day Request to Cancel Test Scores</i> form and have the student complete and sign it. The proctor must also sign.</li> </ul>	<p>Document the malfunction. Bubble page 2, section 7b—Student Errors/ Issue—“Student had calculator malfunction.”</p> <p>Bubble page 2, section 7b—Other Issue—“Other” and write “Digital.”</p>
<p><b>Test question ambiguity</b></p>	<p>Direct the student to give the best possible answer. Tell the student a report will be submitted. If the student expresses concern after the test date, tell them to report the test form, test section, content of question, and nature of the error as soon as possible to <a href="mailto:satquestion@collegeboard.org">satquestion@collegeboard.org</a>.</p>	<p>Add any student information if possible on the IR, as full a description as possible, and your contact information.</p> <p>Bubble page 2, section 8—choose correct issue and provide listed student information. Fill in Section 9, Comments.</p>

Irregularity	What you should do	How to fill out the IR
<b>Hardware/Software/Network Malfunctions</b>		
<p><b>Test-taking device malfunction</b> (e.g., the secure browser won't launch; cannot establish connectivity to the internet; headphones or monitor stops responding)</p>  <p>Call School Day Support immediately.</p>	<p>Contact your technology coordinator. If it is determined that the issue is not local, contact School Day Support immediately.</p> <p>If a technical issue occurs and is resolved during testing, allow the student to continue testing. A student may be moved to another available device. Ask the student to sign in to the secure browser and enter the Session ID. Then approve the student for testing. The student's time will be maintained in the secure browser.</p> <p>OR</p> <p>If a technical issue can't be resolved and the timed portion of the test hasn't begun (e.g., the Reading Test), move the student to another working device, if available, or to another testing room where testing hasn't begun.</p> <p>OR</p> <p>If the timed portion of testing has begun and the issue cannot be resolved, pause the student's test from the Actions column in the TA Interface, collect their test ticket and scratch paper, and dismiss the student from testing.</p> <p>Call School Day Support immediately. Do not readmit the student to the testing room.</p> <p>Don't allow technical issues to impede other students' test time.</p> <p>The student may be eligible for a makeup. Plan to test the student on your school's makeup day.</p>	<p>Describe the irregularity and note any loss of testing time. Note the question and section(s) affected.</p>
<p><b>Secure browser freezes</b></p>	<ul style="list-style-type: none"> <li>▪ If the secure browser freezes or the loading screen appears for an extended period of time, force exit the student out of the secure browser, which may require you to restart the device. Allow the student to continue testing. Ask the student to sign in to the secure browser and enter the Session ID. Then approve the student for testing.</li> <li>▪ If a student is undertimed, follow the instructions in "Undertiming" earlier in this chart.</li> <li>▪ The student's time will be maintained in the secure browser. If the student is unable to receive their full testing time, record the duration of the interruption on the IR.</li> <li>▪ Only fill out an IR if there's an undertiming (even if this is less than 5 minutes) or if this caused a disturbance to the testing room.</li> </ul>	<p>Describe the irregularity and note any loss of testing time. Note the question(s) and section(s) affected. Fill in details in section 9, Comments.</p>

Irregularity	What you should do	How to fill out the IR
<b>Test session stops or proctor’s device malfunctions</b>	<p>If the proctor’s device powers off or otherwise loses internet connectivity while students are still testing, the session will remain open for 20 minutes to allow the proctor time to reenter the session. Students will not receive an error and will continue to test.</p> <p>Take immediate action before the session times out:</p> <ul style="list-style-type: none"> <li>▪ Open the browser and navigate back to the TA Interface.</li> <li>▪ Input the Session ID of the active session and click Enter to regain control of the session.</li> </ul> <p>If the TA Interface loses internet connectivity for more than 20 minutes or the proctor exits the secure browser or navigates to another website during an active test session, student testing will be disrupted. Students will receive an error message stating that the session is no longer available.</p> <p>If the test session is disrupted and students receive the error message, take immediate action to resume testing:</p> <ul style="list-style-type: none"> <li>▪ Prompt students to acknowledge the error message by clicking OK, which will take them back to the sign in screen.</li> <li>▪ Create a new session and share the new Session ID so students can sign in again and resume testing.</li> </ul>	Describe the irregularity and note any loss of testing time. Fill in the details in section 9, Comments.
<b>Restart Testing</b>		
<b>Test settings not correct for assistive technology (AT) and/or text-to-speech (TTS)</b>	<p>If a student has logged in to the test environment and their test settings or accommodations are not correct for the assistive technology (AT) and/or the auditory assistance tools for text-to-speech (TTS):</p> <ul style="list-style-type: none"> <li>▪ Tell the student to log out. The test coordinator (or SSD coordinator) must modify the student’s test settings in TIDE.</li> <li>▪ Contact School Day Support to restart the student’s test.</li> </ul>	Describe the irregularity and note any loss of testing time. Note the question and section(s) affected. Bubble page 2, section 7b—Other Issue—“Other” and write “Digital.”
 Call School Day Support.		





## Glossary of Terms

**50% extended time:** For students with disabilities, a preapproved accommodation that gives a student time-and-a-half for each approved section of the assessment. Students may receive extended time in reading, math, and/or writing (on the Essay only). For EL students, a support that gives a student time-and-a-half for the entire assessment.

**100% extended time:** A preapproved accommodation that gives a student double time for each approved section of the assessment. Students may receive extended time in reading, math, and/or writing (on the Essay only).

**Accommodated testing window:** Designated period beginning on the primary test date during which students with certain accommodations are eligible to test.

**Accommodation:** A change in the format or administration of a test to provide access for a person with a disability and produce college-reportable scores. Must be approved by the College Board. Some examples include extended testing time, readers, sign language interpreters for spoken test instructions, and extended or more frequent breaks.

**Additional score report:** Students may request that score reports be sent to colleges, universities, and scholarship programs. Students are charged an additional fee for score reports beyond the four free ones. Additional score reports may be ordered online through the student's account.

**Advanced Placement Program (AP™):** A College Board program that enables high school students to take college-level courses and exams.

**AI code:** A six-digit code that identifies an attending institution (a school in which a student is enrolled). Each attending institution has a unique AI code. This code is sometimes referred to as a CEEB code or a school code.

**AIR Secure Test:** The kiosk testing application for student test-taking devices that run on Chrome OS or iOS.

**Alternate forms:** Different editions (forms) of the same test, written to meet the same specifications and comparable in most respects, except that some or all of the questions are different. Students at the same test administration may be working on different forms.

**Alternate test format (ATF):** An accommodated format of the test, such as braille or TTS.

**American Institutes for Research (AIR):** The College Board partners with AIR, utilizing their Test Delivery System for digital tests in the SAT Suite of Assessments.

**Ancillary materials:** Descriptive booklets, score interpretation guides, administration manuals, reporting forms, and so forth, that accompany the testing materials sent to test sites.

**Canceled score:** A score that a student has requested to be nonreportable. Canceled scores will be shared with the state or district for accountability purposes.

**CB Secure Browser:** Also referred to as the Secure Browser, this is a kiosk application that must be installed on all student test-taking devices. Once installed, the CB Secure Browser must be configured for College Board tests. Students will use the CB Secure Browser for the test and the preadministration session.

**College score report:** A student score report released to a college. The report contains the entire student record and also includes the essay image locator, if any.

**CSR:** Customer service representative.

**Delayed score:** A score report that has been delayed because of an issue resolved too late to include the score in on-time reporting.

**District coordinator:** Responsible for overseeing all testing at the district level and acting as backup support at the school or building level.

**Eligibility roster:** List of all students in a school who are approved for accommodations. May be printed from SSD Online and used for submitting changes to student information in SSD Online.

**EL:** English learner.

**Essay prompt:** The official term used for an essay question.

**ETS:** Educational Testing Service. The College Board partners with ETS to support test administration in various capacities.

**Extended breaks:** A preapproved accommodation where students are given 10-minute breaks at the break times rather than 5-minute breaks.

**Extra breaks:** A preapproved accommodation where students are given a break halfway through longer sections and a break after every section.

**Fee Waiver Service:** A service that offers benefits such as unlimited score sends and college application fee waivers to students for whom payment of fees might be a serious barrier to college entrance.

**Hall monitor:** Person responsible for monitoring the hallways during testing to respond to proctor needs (e.g., breaks, requests for test coordinator action) and to prevent any unauthorized activities in the testing area.

**Invalidated score:** A score that has been removed from or never posted to a student's record, or designated as nonreportable by ETS or College Board for testing irregularities, misconduct, or score invalidity. See "Irregularity." Invalidated scores will be shared with your state or district for accountability purposes.

**Irregularity:** A problem, disruption, or unacceptable behavior during a test administration, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints. An irregularity may result in an invalidated test score or a required makeup. Refer to the Irregularity Chart for more information.

**Irregularity Report (IR):** Scannable form used to document any irregularities that occur.

**Makeup test:** An administration offered to students who miss a primary administration of the test or encounter an irregularity that invalidates their original administration.

**Master Student List:** The list of test takers developed by the test coordinator for a test administration at a particular test site or school.

**Misconduct:** Action or behavior by a student that results in a score hold, IR, or other disruption in a test administration.

**Nonstandard Administration Report (NAR):** A list of students approved for accommodations who are testing during a specific test administration. Generated in SSD Online and includes detailed information about the accommodations the students are approved for.

**Office of Testing Integrity (OTI):** An ETS department in charge of test security that investigates reported security breaches.

**Preadministration session:** A session held before test day where students complete information about themselves.

**Proctor:** Staff member responsible for conducting a secure and fair test administration, for reading the scripts aloud to students, and for launching and monitoring the test in the TA Interface. Accountable for and monitors everyone and all testing materials in the testing room.

**PSAT/NMSQT® (Preliminary SAT/National Merit Scholarship Qualifying Test):** An assessment cosponsored by the College Board and National Merit Scholarship Corporation that enters students in the National Merit Scholarship Program. The PSAT/NMSQT is part of the SAT Suite of Assessments and tests the same knowledge and skills as the SAT, PSAT 10™, and PSAT 8/9™.

**Questionnaire:** Also referred to as student information questions, a term applied to the questions that students answer in the preadministration session. Included is information such as the courses the student has taken, their grades and GPA, experience in various areas of study, extracurricular activities, sports, goals, college interests, and so forth.

**Request to Cancel Test Scores form:** Students must complete this form to request score cancellation.

**Room monitor:** Person responsible for assisting the proctor with monitoring students in the testing room.

**Room roster:** The list of students assigned to a particular testing room.

**Secure Browser:** See CB Secure Browser.

**Services for Students with Disabilities (SSD) office:** College Board department that supports accommodation requests and accommodated testing.

**Session ID:** The unique identifying combination of numbers and letters assigned to each test session created by proctors in the TA Interface. The proctor must share this Session ID in a location viewable by all students. Along with their first name and registration number, students must enter the Session ID when signing in to the secure browser.

**Small-group testing:** A preapproved accommodation where the student tests in a setting with a small number of students.

**SSD coordinator:** School staff member who works with students with disabilities who require accommodations on tests. Assists students in applying for accommodations through the SSD Online portal, accesses and prints the NAR and provides it to the test coordinator, and assists the test coordinator in determining testing rooms and staff needed for administering the test with accommodations.

**SSD number:** A unique code assigned by College Board to a student who has requested SSD accommodations.

**SSD Online:** The College Board's online system for educators that allows them to submit and manage accommodation requests for students with disabilities.

**Student score report:** Students may request that their scores be sent to colleges or scholarship organizations of their choosing. Students receive up to four free score sends with the test. Additional score sends may be requested for a fee (which is waived if the student qualifies for an SAT fee waiver).

**Student-produced response:** A math question that requires the student to arrive at and record an answer rather than select a multiple-choice answer.

**Technology coordinator:** A staff member who is responsible for ensuring that network and device configurations meet the minimum requirements for digital testing in the SAT Suite of Assessments.

**Test Administrator (TA) Interface:** AIR's web-based application that proctors will use to launch each test section and monitor progress of students in the testing room.

**Test coordinator:** The staff member responsible for managing the test site and testing staff and for ensuring test device preparation and that all test materials are handled securely. The person assuming the test coordinator role is expected to be at the school to supervise all activities related to testing, including accommodated testing.

**Test Information Distribution Engine (TIDE):** A web-based application that supports test coordinators throughout the testing process. TIDE includes features that allow test coordinators to manage user information and student test settings, monitor test progress, and execute other administrative functions.

**Testing Staff Agreement:** A form that must be signed by all testing staff prior to the start of testing. Each testing staff person affirms their acceptance of specific provisions regarding the administration of College Board tests.

**Test ticket:** A document printed for each student that includes their name, school, and registration number. The test coordinator must print a test ticket from TIDE for each student. Students will use the ticket to sign in to the secure browser.

**TTS:** Text-to-speech.

**Writer/scribe:** A staff member who records answers for a student who is approved for this accommodation. Students automatically receive 50% extended time and extra breaks on all sections.





# Digital SAT Seating Chart

Proctor Name \_\_\_\_\_

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

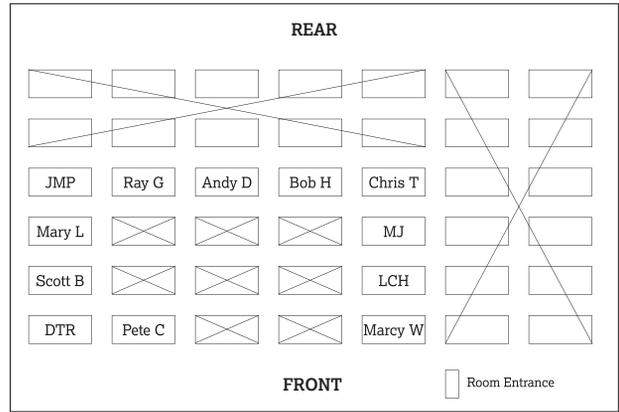
Testing Room Code \_\_\_\_\_ School Code \_\_\_\_\_

Type of seating chart: Single chart \_\_\_\_\_ OR

Section \_\_\_\_\_ of \_\_\_\_\_ sections in large testing room.

Use the diagram below to indicate how students were seated with test-taking devices in your testing room. Monitors assisting the proctors may complete the seating chart(s).

1. For large rooms, use a separate form for each area of the room and indicate where areas border each other.
2. Indicate the position of the proctor's desk or table if it's not at the front of the room.
3. Indicate the location of the entrance doors.
4. Draw a boundary line around the occupied seats in the room or your assigned area.
5. Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
6. For each occupied seat, write the student's name or registration number.



7. If any student is moved to another seat after the test begins, indicate on the seating chart the seat the student was moved to and complete an Irregularity Report explaining the reason for the change.

**Print the name and title of the person completing this seating chart below:**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

