

Spring 2021

DIGITAL SAT[®] SCHOOL DAY 

Standard Testing Manual

Look inside for:



SECURITY REQUIREMENTS



STANDARD TEST
DAY SCRIPTS



TESTING ROOM PROCEDURES

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® and the Advanced Placement® 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.

Contact Us

School Day Support (Educators Only)

SCHOOL DAY SUPPORT HOTLINE: 855-373-6387

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

WEB: digitaltesting.collegeboard.org

Test Day Complaints

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

EMAIL: testcenter@info.collegeboard.org

Test Question Inquiries

Students who have inquiries about potential ambiguities or errors in test questions can email satquestion@collegeboard.org.

Contents

1	Introduction	28	After the Test
1	Using This Manual	28	When Testing is Finished
1	New for 2020-21	29	Dismissing Students
1	Testing Basics	29	After Students Leave the Room
2	Digital SAT Test Materials	30	Appendix
3	Before Test Day	30	Sample Standard Test Day Schedule
3	Prepare Yourself	31	SAT Standard Section Timing Chart
3	Prepare Your Room for Test Day	32	Sample Master Student List
4	Prepare Your Students	32	Photo ID Requirements
4	Delivering the Digital SAT	33	Sample Testing Staff Agreement
5	Prepare Your Preadministration Session	35	Acceptable Calculators
5	Conduct the Preadministration Session	36	Digital Testing Room Seating Arrangements
10	During the Test	38	Student Digital Testing Tools
10	Get Started	39	Guide to Accommodation Alternatives for Digital Testing Mode
11	Testing in the Standard Room	41	Irregularity Chart
13	Maintain Security in the Testing Room	51	Sample Irregularity Report (IR)
16	Digital SAT Standard Testing Script	55	Glossary of Terms
16	Begin Here on Test Day	Back	Digital SAT School Day Seating Chart
16	Read the Scripts	Cover	
19	Give Preliminary Instructions		

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 2021. 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
-  Security requirement

New for 2020-21

Important Changes and Reminders

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

1. For the latest updates to policy, please see sat.org/covid19.
2. Preadministration scripts include options for administering the session to students with and without parental consent. As part of this 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 parent notification/consent; if not, College Board provides a consent form template to assist schools in obtaining parental consent for participation in Student Search Service and the optional questionnaire. In addition to the preadministration session, students may also opt in to Student Search Service online. Students can go to studentsearch.collegeboard.org to update their information as well as opt in or out of student search.
3. A downloadable copy of the test directions is now available in SSD Online. The SSD coordinator can print these out for students approved for a printed copy of verbal instructions, SSD code 041. (This is not the same as the translated test directions that are available as an EL support and don't require a request in SSD Online.)

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 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 and local health and safety guidelines. 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.

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

Terminology

See the Glossary of Terms on page 55 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. Use the roster to confirm who should be in your testing room and record any absences. The information you record on 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.

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, 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 Irregularity Report (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 41 for instruction on when to fill out an IR.

Before Test Day

Prepare Yourself

TASKS

- Participate in training if you haven't already.
- Become familiar with the TA Interface using the TA Interface Practice Site at 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.
- Review and sign the Testing Staff Agreement form provided by your test coordinator.
- Conduct a preadministration session at your test coordinator's direction.

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 Devices Policies on page 13.

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
 - ◆ Access to power supply for all devices
 - ◆ 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 College Board paper-based testing. Observe the following requirements:

- Partitions and/or dividers 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 to prevent students from viewing one another's computer screens.
- Ensure 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.*

See Digital Testing Room Seating Arrangements on page 36 for visual examples of these requirements.

Prepare Your Students

Your test coordinator should ensure all students receive a copy of the *SAT School Day 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.

Delivering the Digital SAT

In the testing room, proctors will manage and monitor student testing from the TA Interface (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 screen of the secure browser. On Chromebooks and iPads, launch SecureTestBrowser. 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 new 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 of 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*.
- 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.
- If students have already taken the questionnaire online, have them sit quietly while the rest of the students complete the questionnaire. They may submit their 4 free score sends during this time, if they have not done so already.

Set Up the TA Interface for the Questionnaire

Launch the secure browser on student devices

On iPads and Chromebooks, take the following steps:

- Launch **SecureTestBrowser**.
- Click the **4-square menu** icon to access the secure browser launchpad.

- 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

- Go to the College Board digital testing portal, digitaltesting.collegeboard.org.
- Click **Sign in to the TA Interface**.
- Sign in to the TA Interface with your username and password.
- Select **College Board SAT**.
- Select **SAT Questionnaire** from the list of sections; click **Start Session**.
- Post the Session ID, exactly as it appears, on the board.

Student's Screen: Secure Browser Sign In

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

Selecting the Right Preadministration Script

A FOR STUDENTS WITHOUT CONSENT TO ANSWER THE OPTIONAL QUESTIONNAIRE

If you're reading these scripts to students whose parents or guardians didn't consent for them to answer the optional questionnaire, turn to Preadministration Scripts - Students Without Consent on page 8.

B FOR ALL OTHER STUDENTS

Continue with the scripts that follow.

Preadministration Scripts - Students With Consent

To all students, say:

Take out the *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. *[pause]*

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 on 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. *[pause]*

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 reboot the device and launch the secure browser again. 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]*

If the student name on the "Is This You?" page is incorrect, confirm the 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.

After all errors are resolved, say:

You should now 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**

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.

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. *[pause]*

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 start the questionnaire.

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 the **No** option that applies to you.

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 the address fields 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. If your address changes, you can always update it through your College Board account.

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.

For page 6 of the questionnaire, say:

Page 6 of the questionnaire asks for your mobile number. Please leave the box blank if yours 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 and *Student Questionnaire Instructions*. 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 and *Student Questionnaire Instructions* to the test coordinator.

IMPORTANT: *If completing this session after the test on test day, continue to Dismissing Students on page 29.*

Preadministration Scripts - Students Without Consent

IMPORTANT: *If students have already taken the questionnaire online, have them sit quietly while the rest of the students complete it.*

To all students, say:

Take out the *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 on 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 reboot the device and launch the secure browser again. 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]*

If the student name on the “Is This You?” page is incorrect, confirm the 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.

After all errors are resolved, say:

You should now 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**

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.

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. *[pause]*

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 the **No** option that applies to you.

Look up when you’re done. *[pause]*

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 the address fields 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. If your address changes, you can always update it through your College Board account. 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 and *Student Questionnaire Instructions*. 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 and *Student Questionnaire Instructions* to the test coordinator.

IMPORTANT: *If completing this session after the test on test day, continue to Dismissing Students on page 29.*

During the Test

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 (SecureTestBrowser 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.
- 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 36.)
- 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.

- 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)
- 1 or more blank IR forms
- At least 1 *SAT School Day Request to Cancel Test Scores* form
- A copy of the *Digital SAT School Day Standard 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 Standard Room

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 your room roster.

If a student arrives late, you can admit them to your room as long as you haven’t yet started Section 1 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 Devices Policies on page 13 for more information.

If allowed in your school, before you collect phones and other prohibited devices, backpacks, or other personal belongings from students, ask students to take out any snacks or drinks and store them under their desks. These items must stay under the desks during testing. Instruct students to completely power off all cell phones and electronic devices before turning them in.

IMPORTANT: *Students will be dismissed from testing if they’re seen with a phone or their phone makes noise during the test (including breaks) while in their possession. Phones on or under the desk are considered in their possession.*

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**).

IMPORTANT: *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.*

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 clock will turn red and show 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, 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.*

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 chart in the Appendix.

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.

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 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 (scheduled break) or an unanswered question (unscheduled break).
- 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 drinks 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 mobile phones or other prohibited items.
- Be on the lookout for “cheat sheets” written on paper, calculators, or clothing and shoes/footwear.
- Carefully observe students using calculators. A mobile phone 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 IR.

Complete the Irregularity Report (IR)

The IR form is scanned, so use a No. 2 pencil and don't 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 3, fill in the bubble for “Digital SAT” and the type of testing room.
 - ◆ 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 in 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 Devices Policies

Review the following policies:

- Students are advised to leave their devices in their lockers during test day. Despite this, many students will have their phones and other devices with them. College Board policy requires staff to collect phones and electronic devices, including wearable technology, before testing begins.

- Devices must be completely powered off before collection. A phone or other prohibited device that makes noise is grounds for score invalidation. **Some alarms are set to sound even when the device is turned off.**
- Before testing begins, students have one more chance to turn off and turn in their phones and other electronic devices if they haven't already.
- **Once the warning script has been read, if a prohibited device is seen in a student's possession, regardless of whether it's making noise, the test coordinator should collect the device, inspect the device for test-related content, and dismiss the student.** (Refer to the Irregularity Chart in the Appendix for more information.)
- 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.
- The Irregularity Chart provides full direction on how to address students caught using prohibited devices and aids. Note any such activities on the IR. Contact the Office of Testing Integrity (OTI) immediately for further instructions if a device has been confiscated and test content is detected on the device.

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.

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:

- Mobile 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 test 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. Those students will test in accommodated testing rooms.

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.

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 35, 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 insert the 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, 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 35.)

- 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.

Verify Authorized Test Observers and Visitors

Staff from College Board, Educational Testing Service (ETS), Cambium Assessment, Inc.™ (CAI) (formerly 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, CAI, 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.

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.*

Using the Irregularity Chart

The Irregularity Chart on page 41 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 one 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 that if they feel they were affected, they can call to file a complaint no later than the fourth weekday after test day.

Digital SAT Standard Testing Script

Begin Here on Test Day

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 3.

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 Student Devices

On iPads and Chromebooks, take the following steps:

1. Launch **SecureTestBrowser**.
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. Go to the College Board Digital Testing portal, digitaltesting.collegeboard.org.
2. Click **Sign in to the 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 (**A** and **B**), read the prompts silently before choosing which script to read aloud.

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 dictionaries, 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 SAT Terms and Conditions include rules and 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:

- Using or attempting to use the testing device for any purpose other than testing
- Giving or receiving help of any kind
- Attempting to remove test materials from the testing room
- Using a mobile 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:**

*Most schools will be collecting students' phones, electronic devices, and/or backpacks. 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 unauthorized electronic devices. If anyone still has a personal electronic device of any kind, including a smartwatch or fitness tracker, please disable any alarms, completely power it off, and turn it in to me now, and it will be returned to you at the end of the test. *[pause]*

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

At this time, if you have a phone or any other unauthorized 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. *[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

Now say:

Thank you for paying attention to these instructions. 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 dictionary, if you're using one.
- If you brought extra batteries, drinks, or snacks, 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).

- Mobile phones, 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
- Weapons or firearms
- 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.

Then say:

You may not share or exchange calculators at any time. If you brought a calculator, put your calculator under your desk now. You won't need it 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.



Set Up the TA Interface for the Reading Test

IMPORTANT: *If you haven't already posted the information for students on the board, please go back and do so now before returning to this script. See Post Information for Students on page 16.*

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 of sections; click **Start Session**.
3. Select **Standard 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.*

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 16 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 logo on your 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.

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

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 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 instructions for how to proceed.
- Don't exit or navigate away from the testing session or close your computer 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 and I will assist you.
- 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.



Part 1: 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.

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]

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.

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 School Day Student Guide for Digital Testing* available to all School Day testers and on the College Board website. When you have finished reading, click the box next to “**I agree to the Terms and Conditions.**” [pause]

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.

Are there any questions? *[pause]*

After you answer all questions, say:

Test time will begin after I start the test and the test directions appear on your screen. If you finish testing before section time ends, please sit quietly and wait for further instruction. 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 start the test from the TA Interface.*

Then say:

Once I start 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.

Part 2: 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: _____

Procedures to Follow 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. Complete the seating chart while students are testing. 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: *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 screen. 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 screen. If a student doesn't see the sign-in screen, ask them to click the **Next** button in the secure browser and respond to the prompt to exit the section. It may take up to a minute for students to be exited from the test and returned to the sign-in screen.

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 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 screen.

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.

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

⚙️ Set Up the TA Interface for the Writing and Language Test

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

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**. 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

Launch the Approval Queue and admit students. **This won't start timed testing.** If needed, refer to Part 1: Admit Students under Give Preliminary Instructions on page 20.

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. Do not approve students until you have read all the directions.

When everyone is ready and before starting the test, 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 start the test, you'll 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

If needed, refer to Part 2: Start Test under Section 1: Reading Test on page 21 for instructions. This is the second part of the 2-part approval process.

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

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 screen. If you don't see this screen, raise your hand. *[pause]*

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

SECTION 3: Math Test – No Calculator

STANDARD TIME

 25 Minutes

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 Session**.
4. Select **Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

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

Launch the Approval Queue and admit students. **This won't start timed testing.** If needed, refer to Part 1: Admit Students on page 20.

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 starting the test, 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. Please keep it 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 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 start 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

If needed, refer to Part 2: Start Test under Section 1: Reading Test on page 21 for instructions. This is the second part of the 2-part approval process.

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

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 screen. 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 screen. If a student doesn't see the sign-in screen, 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 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 screen.

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



Set Up the TA Interface for the Math Test – Calculator

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

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

Launch the Approval Queue and admit students. **This won't start timed testing.** If needed, refer to Part 1: Admit Students on page 20.

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 starting the test, 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, you can use the embedded calculator in the toolbar. 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 start 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

If needed, refer to Part 2: Start Test under Section 1: Reading Test on page 21 for instructions. This is the second part of the 2-part approval process.

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

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**. 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 screen. 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 screen. If a student doesn't see the sign-in screen, 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 28 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:

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 testing will resume. Walk around the room to check that all student devices are on the secure browser sign-in screen.

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



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 Session**.
4. Select **Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
5. Post the new **Session ID** on the board.

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

Launch the Approval Queue and admit students. **This won't start timed testing.** If needed, refer to Part 1: Admit Students on page 20.

Once you've admitted 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 starting the test, 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. Please do not add your name to your essay (as in “By Jane Doe”). Doing so could delay your Essay score.

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 start 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

If needed, refer to Part 2: Start Test under Section 1: Reading Test on page 21 for instructions. This is the second part of the 2-part approval process.

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

Once you've started testing, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS	
 50 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 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 screen. 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 screen. If a student doesn't see the sign-in screen, 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 and follow instructions to dismiss students.

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 Test 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, but they will not be sent to your chosen colleges or scholarship organizations or be available in College Board's reporting system.

Before dismissing students, determine if any students need to complete the optional questionnaire or submit score sends. This includes students who are completing the test on the makeup day, even if they completed the questionnaire on the primary test day.

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 5 for any students who need to complete the questionnaire or submit score sends.

Students who do not have parental 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 directions, at this time. Also collect any school provided calculators or word-to-word dictionaries.

- Keep students seated until you're sure you have each student's materials.
- Sort materials into piles by type, and place them where students can't access them.

After all materials are accounted for, say:

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 invalidated 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 School Day Standard Testing Room Manual*
 - ◆ *Digital Testing Room Quick Start Guide*
 - ◆ *Digital SAT School Day Student Questionnaire Instructions*
 - ◆ Completed IRs describing any testing irregularities
 - ◆ Any EL supports used by your students

Appendix

Sample Standard Test Day Schedule

(Times are approximate.)

EXAMPLE OF A STANDARD TEST DAY SCHEDULE

Time	Task	Time	Task
6:45 a.m.	Staff reporting time and facility preparation.	8 a.m.	Close testing room doors.
7 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including testing devices.	8–8:30 a.m.	Distribute materials and read preliminary instructions.
7:15 a.m.	Staff report to their rooms and prepare for student arrival.	8:30 a.m.	Begin testing.
7:30 a.m.	Students report to the designated assembly area.	11:45 a.m.	Testing ends for standard timing of SAT.
7:45–8 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).	12:55 p.m.	Testing ends for standard timing of SAT with Essay.

SAT Standard Section Timing Chart

START AND STOP TIMES FOR STANDARD SECTIONS *All times are “minutes after the hour.”*

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

Sample Master Student List

These are suggested fields. You should create a list based on your own school's needs.

SSD All students testing with accommodations and EL students testing with time and one-half are listed on the Nonstandard Administration Report (NAR). You will need to include these students when planning for staff and selecting test rooms.

	P=present A=absent M=moved X=no entry	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	EL Support Type	Language	Staff Assigned
1	P	Jones	Anita		3/5/2004	09090909	SAT	123	N	SAT	Purple			A. Teacher
2	A	Smith	Terry	O	10/15/2003	10101010	SAT w/Essay	456	N	Essay	Purple			B. Proctor
3	P	Ramirez	Juan	J	2/15/2004	54545454	SAT	123	N	SAT	Purple			A. Teacher
4	P	Brown	Robert		1/1/2003	0001024997	SAT w/Essay	789	Y	SB30	Blue	SSD XT, translated directions	Spanish	S. Scholar
5	P	Szymanski	Ella		8/12/2004	0001025799	SAT	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2003	0001025788	SAT w/Essay	234	Y	R1	Purple			T. Coach
7														
8														
9														
10														
11														

Photo ID Requirements

Acceptable IDs 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 2019-20 is valid through December 31, 2020, and is **not** acceptable for spring 2021 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 (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

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 College Board and protected by copyright law, and that no one other than the student or authorized reader for College Board–approved accommodations can open a test book and see the test content;
- Understand and agree that copying, reproducing, or removing any materials from any SAT test book or digitally reproduced test form is illegal;
- Are not prohibited by any law or regulation from working with minors or on school property;
- Are not engaged in any private SAT test preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district, and will not engage in such activity for the remainder of the current school year (the teaching and normal review of course content, including test familiarization, that is part of regularly scheduled school course work is acceptable);
- Have not taken the SAT within 180 days of the above test date; and
- If authorized to handle test books before test day, do not have a member of their household or immediate family (“related student”) taking the SAT on the test date on page 2 of this form at any testing site. (Immediate family includes one’s parents, siblings, children, grandparents, and spouse. This applies even if they don’t reside in the same household.) In such instances, the related student’s scores are subject to cancellation.
- Understand and agree that providing any assistance or coaching to students on the SAT (including directing or changing answers) prior to, during, or after the administration is prohibited. In such instances, any impacted students’ scores are subject to cancellation, and any staff involved may be referred to school/district/state administration or to law enforcement, as appropriate.
- Will act with integrity and will refrain from any illegal or unethical acts, including those that attempt to provide an unfair advantage for one or more test takers.

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

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

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

Acceptable Calculators

The following calculators are acceptable for use on the Math Test – Calculator. Only this test permits the use of a calculator (unless a student has an approved accommodation). This list doesn't include every calculator model. **Call School Day Support if you aren't sure about a calculator that's not on this list.**

- All scientific calculators, which can perform complex mathematical functions but don't have a graphing feature, are acceptable as long as they don't have any prohibited features given under Unacceptable Calculators.
- All 4-function calculators are acceptable but not recommended.
- Graphing calculators included in the following table are acceptable.

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-49 series
HP-28 series	HP-50 series
HP-38G	HP Prime
HP-39 series	
HP-40 series	
HP-48 series	

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, 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

SHARP

EL-5200	EL-9600 series (Using the stylus is not permitted.)
EL-9200 series	
EL-9300 series	EL-9900 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 ²

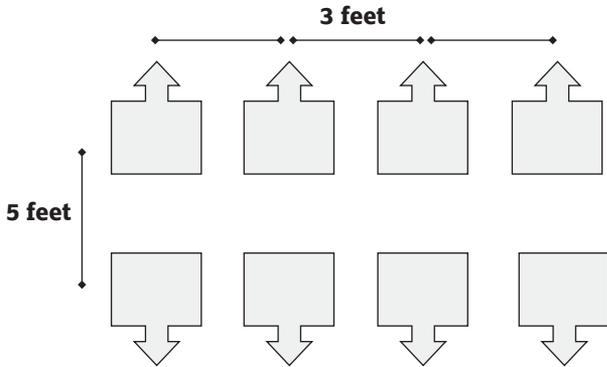
- Models that use electrical outlets, make noise, or have a paper tape

In addition, the use of hardware peripherals such as a stylus with an approved calculator isn't 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.

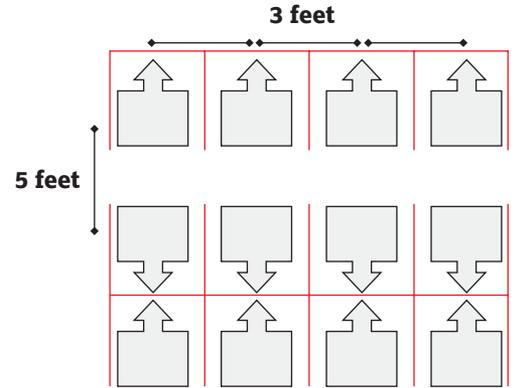
Digital Testing Room Seating Arrangements

All distances are measured from the center of one workstation to the next workstation.

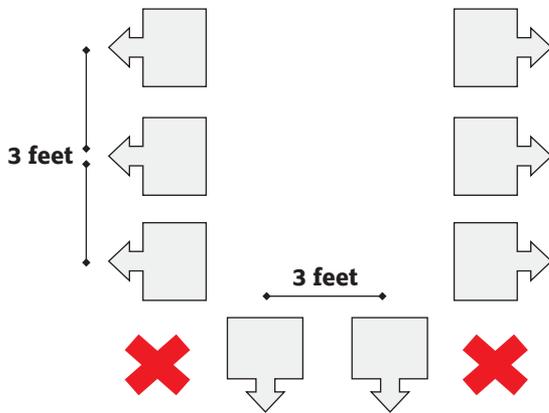
Back-to-back seating *without* partitions



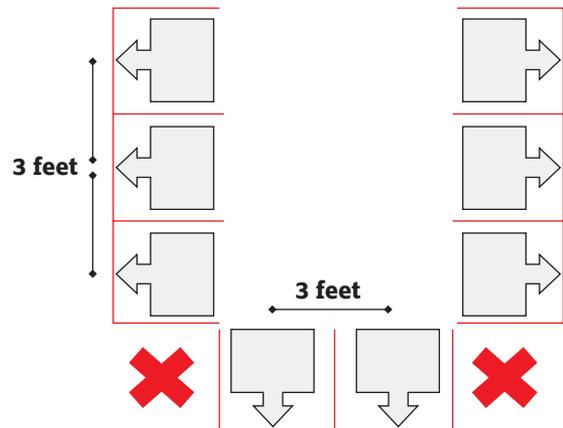
Back-to-back seating *with* partitions



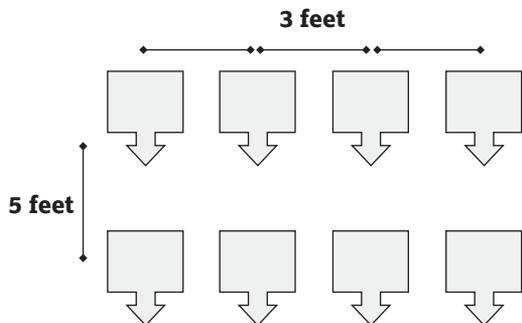
U-shaped seating *without* partitions



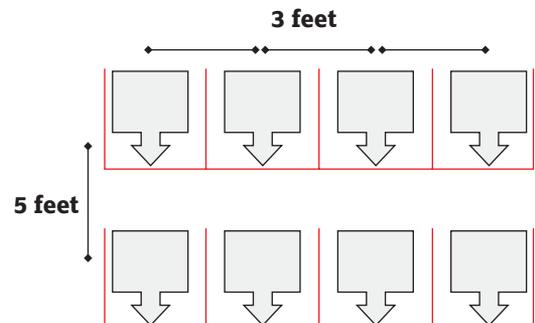
U-shaped seating *with* partitions



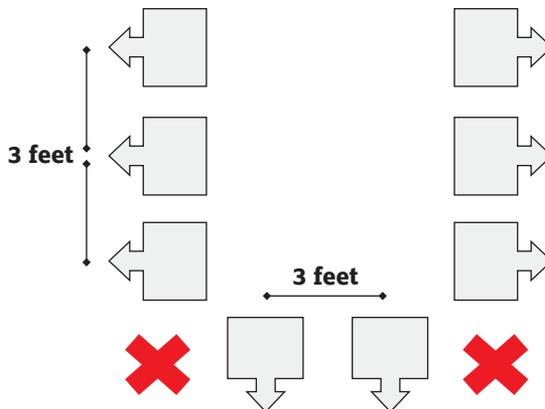
Front-to-back seating *without* partitions



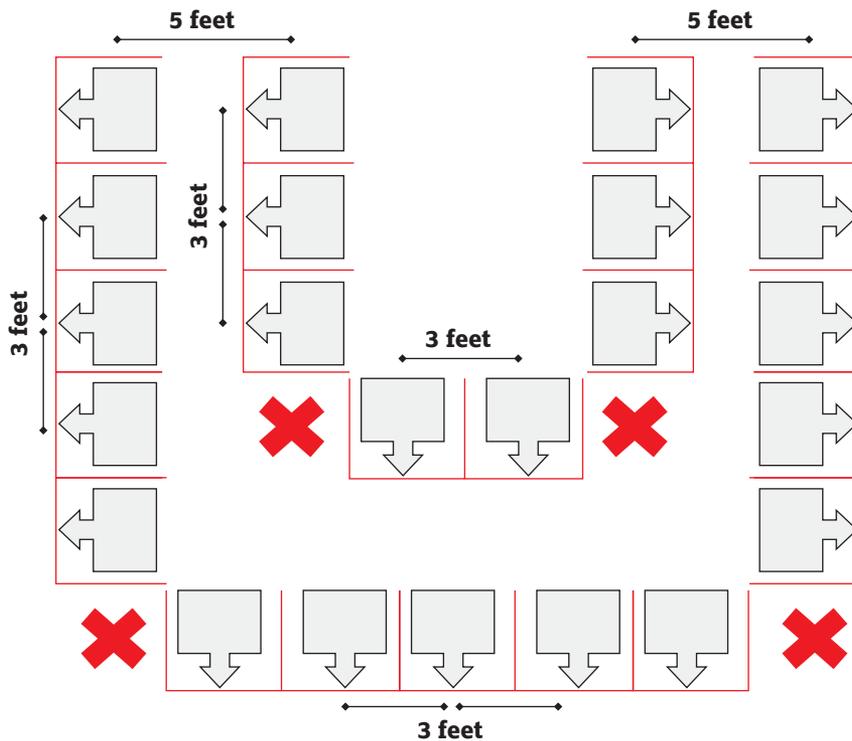
Front-to-back seating *with* partitions



U-shaped seating *without* partitions



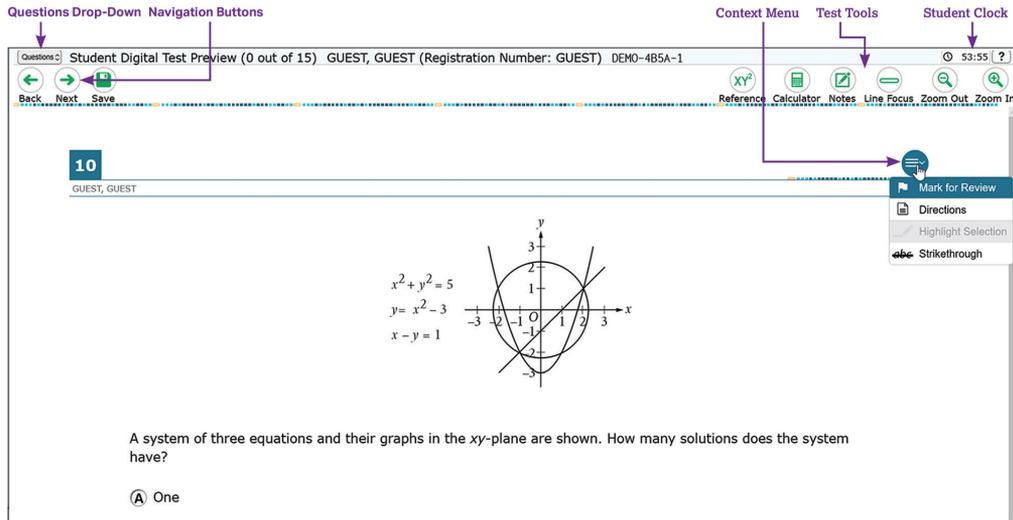
U-shaped seating *with* partitions



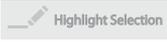
Student Digital Testing Tools

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 students to access test directions and tools such as the highlighter, strikethrough, and mark for review.
Expand Button 	A feature that allows students 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 Focus 	A feature that students can use as a guide when reading text.
Mark for Review 	A tool that allows students to flag questions for future review during the assessment.
Navigation Buttons 	Buttons that allow students to move between test pages, either forward to the next question or back to the previous question.
Notes 	A feature that students can use as virtual scratch paper to make notes.
Questions Drop-Down List 	A list that allows students to quickly navigate to specific test questions. Questions that were marked for review display a flag in this list.
Reference 	A feature that allows students to view standard mathematical formulas for reference.
Strikethrough 	A feature that students 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 students to change the display size of the text and images on the screen.

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 AT 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 toolset in the digital platform and don't require configuration of the student test settings in TIDE.

ACCOMMODATIONS IN THE STANDARD ROOM

SSD Accommodation	Universal Tools	Room Type
<ul style="list-style-type: none"> ▪ Computer (word processor) ▪ Record Answers in Test Book 	Digital Test Mode	Standard
<ul style="list-style-type: none"> ▪ Large-Print Test Book (14pt.–20pt.) ▪ Large-Print (Large-Block) Answer Sheet (no bubbles) ▪ Magnification Device (electronic/non-electronic) 	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 use a paper-based test, or 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.

DIGITAL ALTERNATIVES IN THE STANDARD ROOM

SSD Accommodation	Digital Alternative	Room Type
<ul style="list-style-type: none"> ▪ Large-Print Test Book - Other ▪ Large-Print (Large-Block) Answer Sheet ▪ Magnification Device (electric/nonelectric) 	Zoom Font Size	Standard (if no extended time accommodation)
<ul style="list-style-type: none"> ▪ Colored Overlay 	Color Contrast (18 available options that require manual configuration)	Standard (if no extended time accommodation)
<ul style="list-style-type: none"> ▪ Other: Linear Presentation 	Streamlined Mode	Standard (if no extended time accommodation)
<ul style="list-style-type: none"> ▪ Other: Pointing Device 	Mouse Pointer	Standard (aligned with Color Contrast and Zoom)

Irregularity Chart

HOW TO HANDLE IRREGULARITIES

Irregularity	What you should do	How to fill out the IR
Test Site Issues		
Test site closing/ cancellation of testing  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"> ▪ Notify your principal or district. ▪ Notify campus/building security. ▪ Notify students of the cancellation. 	Explain circumstances and impact of issue. Bubble Page 1, Section 6— “Disturbance/interruption.” Include a list of students affected.
Suspension of testing due to active threat  Contact law enforcement immediately.	If faced with an active threat such as bomb threat, active shooter, any threatening behaviors including those involving a firearm or weapon, or if student brings a firearm to a test site: <ul style="list-style-type: none"> ▪ Follow your school’s procedures for lockdown or evacuation. ▪ If possible, follow all procedures under “Interruption” to ensure student and staff safety and to secure materials. <p>Important: Weapons don’t include religious items (e.g., Kirpan) or small pocket knives or multi-tools.</p>	Explain circumstances and impact of issue and section(s) affected. Bubble Page 1, Section 6— “Test site environment issue.”
Interruption  Call School Day Support if the interruption (e.g., fire alarm) can’t be resolved.	<ul style="list-style-type: none"> ▪ Provide clear instructions for student and staff safety if fire alarm, power failure, etc., occurs. ▪ Direct students not to talk or use electronic devices. ▪ 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. ▪ If possible while maintaining safety, click the Stop icon to stop the session and tell students to sit quietly until instructed further. <ul style="list-style-type: none"> – Note the stop time and inform students that the testing time will be adjusted. ▪ 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"> – Create a new session from the TA Interface and share the new Session ID so students can sign in again and resume testing. – 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. – When all students have completed the test with their allotted time, the session will automatically end. <p>If testing must be canceled notify students that they will take a makeup test.</p>	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.

Irregularity	What you should do	How to fill out the IR
Materials Missing		
<p>Materials missing or damaged</p> <p></p> <p>Call the Office of Testing Integrity immediately if the missing materials are paper tests (accommodated materials).</p>	<p>If any nontest materials are missing or damaged, contact your test coordinator. You may download and print missing materials such as Coordinator Manuals and Quick Start Guides from digitaltesting.collegeboard.org. If you are unable to do so, call School Day Support.</p>	<p>Note any such irregularity. Bubble Page 1, Section 6—“Missing Materials.”</p>
Security Violations/Student Misconduct		
<p>Observed misconduct</p> <p></p> <p>Call School Day Support immediately.</p>	<p>If you observe a student removing materials from the testing room or attempting to impersonate another student:</p> <ul style="list-style-type: none"> ▪ 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. ▪ Notify School Day Support immediately. 	<p>Identify the student. Explain the circumstances and the student’s behavior. Verify that the student’s name is provided.</p> <p>Bubble Page 2, Section 7b, Student Error/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>Student leaves during test</p>	<ul style="list-style-type: none"> ▪ If a student is leaving due to illness, see the Irregularity Chart entry for “Illness.” ▪ If a student is leaving to use the restroom, permit student to leave test room temporarily. Make sure the student’s test is navigated to the next unanswered question. Do not allow extra testing time. Recheck the ID of any student you don’t know who left the room for a break. ▪ If a student is leaving for another reason, if warranted, permit student to leave without completing test. 	<p>Provide the student’s name.</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 Error/Issue—“Student left early/left without permission.”</p>

Irregularity	What you should do	How to fill out the IR
<p>Student exits secure browser (SecureTestBrowser on Chrome OS and iPads)</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> <ul style="list-style-type: none"> ▪ Ask the student to sign in to the secure browser and enter the Session ID. Then approve the student for testing. <p>NOTE: <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> <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.</p> <p>Bubble Page 2, Section 7b—Defective Materials Issue—“Technology disruption.”</p>
<p>Use or possession of test content/ answers</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"> ▪ Collect the device, answer key, or other prohibited aid. ▪ Follow procedures to dismiss the student from the testing room: <ul style="list-style-type: none"> – Inform student that you must write up the incident and their scores will be invalidated. – 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. ▪ Before returning any devices to the student, the test coordinator should: <ul style="list-style-type: none"> – Determine if images of test content were captured and/or distributed. – Take a photo of any applicable smartphone screen or recorded answer key to return with the IR. – After collecting evidence, ensure that any test content is deleted before the device is returned to the student. ▪ Do not return any written answer keys to student. Any written answer keys and/or images of answer keys should be sent to College Board for investigation and analysis. 	<p>Bubble Page 2, Section 7a, Action Taken—“Dismissed.”</p> <p>Bubble Page 2, Section 7b—Student Error/Issue—“Student gave or received help,” or “Student used a phone or prohibited device, or it made noise.”</p> <p>Mention any other relevant specifics, such as use of an answer key, in the Comments section on Page 3.</p>

Irregularity	What you should do	How to fill out the IR
<p>Noise or disturbance by prohibited devices</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:</p> <ul style="list-style-type: none"> ▪ Follow the instructions in this chart under “Observed with prohibited devices.” <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"> ▪ 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. ▪ The proctor should turn off the phone to prevent additional disturbances during testing. ▪ The proctor should issue a warning to the student who owns the phone that additional disturbances will result in dismissal. ▪ You do not need to report these actions on an IR. 	<p>An IR is not needed for an initial warning.</p>
<p>Observed with prohibited devices</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"> ▪ Tell the student to hand it to you immediately. ▪ Inform the student that you must write up the incident, their scores will be invalidated, and the device will be returned. ▪ The student may be eligible for a makeup: <ul style="list-style-type: none"> – 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. – If the phone or device made a noise but the student 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. ▪ If test content is detected on the device, follow instructions in this chart under “Use or possession of test content/answers” to collect and inspect any prohibited aids or electronic devices. ▪ 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. <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 7a, Action Taken—“Dismissed”—and Did student complete testing?—“No.”</p> <p>Bubble Page 2, Section 7b—Student Error/Issue—“Student used a mobile phone or prohibited device, or it made noise.”</p> <p>Indicate the type of prohibited aid used in the Comments section on Page 3.</p>

Irregularity	What you should do	How to fill out the IR
Calculator misuse/ prohibited aids (Unless approved as an accommodation)	<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 Devices Policies on page 13, either during the test or during breaks:</p> <ul style="list-style-type: none"> ▪ Warn the student individually to stop use of the prohibited aid. ▪ Tell the student that a subsequent violation will be grounds for dismissal. (You don't need to complete an IR for a warning.) ▪ 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. ▪ 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 devices." 	<p>Explain the occurrence. Ensure that the student's name is provided.</p> <p>Bubble in Page 2, Section 7a, Action Taken and "Did student complete testing?" as appropriate.</p> <p>Bubble Page 2, Section 7b—Student Error/Issue—"Student used an unauthorized aid."</p> <p>Indicate the type of aid used in the Comments section on Page 3.</p> <p>For students using a calculator on a non-calculator section, bubble Page 2, Section 7b—Student Error/Issue—"Student used calculator on a non-calculator section."</p>
Refusal to follow instructions  If behavior is caused by an uncontrolled manifestation of a disability, call the SSD office for assistance.	<p>If a student is observed disturbing others, refusing to follow instructions, giving/receiving help/information, giving/discussing test or Essay questions:</p> <ul style="list-style-type: none"> ▪ If the student is using an electronic device to share information or test content, follow instructions in this chart under "Use or possession of test content/answers" to collect and inspect any prohibited aids or electronic devices. ▪ Inform the student that you must write up the incident and that their scores may be invalidated. ▪ 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. 	<p>For copying and communications infractions, describe the incident. Note the type of infraction and explain the circumstances completely.</p> <p>Bubble Page 2, Section 7a, Action Taken—"Dismissed"—and Did student complete testing?—"No."</p> <p>Bubble Page 2, Section 7b—Student Error/Issue—"Student failed to follow test administration regulations" or "Student gave or received help."</p>
Misadministration		
Seating requirements not followed	<p>See Seating Requirements on page 3. If these regulations aren't followed, fill out the IR.</p>	<p>Bubble Page 1, Section 6—"Staff did not follow seating requirements."</p> <p>List the affected students in the Comments section.</p>

Irregularity	What you should do	How to fill out the IR
<p>Accommodations given that were not approved (Including time and one-half support for EL students)</p> <p></p> <p>Call School Day Support.</p>	<ul style="list-style-type: none"> ▪ Pause the student’s individual test from the Actions column in the TA Interface and collect their test ticket and scratch paper. ▪ Advise the student that they received accommodations that weren’t approved and they will need to retake the test on a makeup date. ▪ Dismiss the student. ▪ The student is eligible for a makeup. <ul style="list-style-type: none"> – Add the student to your list of possible makeups needed and plan to test them on the makeup day. – Adjust test settings for accommodations prior to the makeup day. Call School Day Support if you need assistance. – If the student is approved for accommodations that require testing during the accommodated testing window, call School Day Support. 	<p>Provide the student’s name. Note the accommodation given and the actions taken.</p> <p>Bubble Page 2, Section 7b—Test Delivery Issue—“Staff gave incorrect, unapproved, or no accommodations.”</p>
<p>Approved accommodations not given</p> <p></p> <p>Call School Day Support.</p>	<ul style="list-style-type: none"> ▪ Advise the student that their approved accommodations were inadvertently not provided. ▪ Offer the student the option to continue testing without the approved accommodations, or to stop testing. ▪ 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. ▪ Call School Day Support immediately for assistance with adjusting test settings for accommodations. <ul style="list-style-type: none"> – Add the student to your list of possible makeups needed and plan to test them on the makeup day. 	<p>Provide the student’s name. Note the accommodation not given and the actions taken.</p> <p>Bubble Page 2, Section 7a—Student Information—indicate whether student completed testing or not.</p> <p>Bubble Page 2, Section 7b—Test Delivery Issue—“Staff gave incorrect, unapproved, or no accommodations.”</p>

Irregularity	What you should do	How to fill out the IR
<p>Disturbance or other distractions</p> <p></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.</p> <p>If testing must be interrupted:</p> <ul style="list-style-type: none"> ▪ In the TA Interface, click the Stop icon to stop the session. Instruct students to sit quietly until instructed further. ▪ Monitor students at all times inside and outside the testing room. Remind students that use of electronic devices and talking are not permitted. ▪ If evacuation is required, refer to “Interruption” earlier in this chart. ▪ Note stop time and duration of the interruption, and inform students that the testing time will be adjusted. <ul style="list-style-type: none"> – 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. – 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. – The proctor’s clock will display full time for the test section; however, the students’ clock will reflect their accurate remaining time. – When all students have completed the test with their allotted time, the session will automatically end. ▪ Tell students they should email testcenter@info.collegeboard.org if they feel they were affected. ▪ If you were unable to resume testing, follow the instructions under “Interruption” earlier in this chart. 	<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>Undertiming</p> <p></p> <p>Call School Day Support.</p>	<ul style="list-style-type: none"> ▪ Undertiming can be identified in the session summary in the TA Interface after the test session is complete. ▪ If you observe that a student has time remaining, note their name and time remaining on the IR. ▪ If a section hasn't yet been completed, permit students to make up any undertiming on a section before concluding the section, allowing a break, or dismissing students. ▪ Allow the full number of minutes on all other sections. Don't go back to any sections that have already been completed. 	<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 Error/Issue—“Test was undertimed” (for an individual).</p>
<p>Overtiming</p> <p></p> <p>Call School Day Support.</p>	<p>Proctor: End the section that has been overtimed and notify the test coordinator. Proceed with the administration without adjusting any other sections.</p> <p>Test coordinator: Students may require makeup testing.</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 1, Section 7b—Student Error/Issue—“Test was overtimed” (for an individual). Complete the Comments section and student information, and sign.</p>

Irregularity	What you should do	How to fill out the IR
<p>Testing staff issues</p> <p>☞</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>
Student Issues		
<p>Student changing from standard to accommodated</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"> ▪ Mark the student as moved on the standard room list. ▪ Add the student to the NAR and note their SSD number. ▪ 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. ▪ Provide the appropriate testing materials for the student. 	<p>No IR is needed.</p>
<p>Excessive breaks</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"> ▪ Ask the student the reason for excessive breaks (e.g., Is the student ill?). ▪ If the student is ill, follow the instructions in this chart under “Illness.” ▪ Ask the student to navigate to the next unanswered question. Do not allow extra time. ▪ Have a room or hall monitor check where the student is going during breaks. 	<p>Note the length of absence, and the student(s) and question(s) affected.</p> <p>Bubble Page 2, Section 7b, Other Issue—“Other.”</p>
<p>Illness</p> <p>☞</p> <p>Call School Day Support immediately.</p>	<ul style="list-style-type: none"> ▪ Ask the student to navigate to the next unanswered question. Do not allow extra testing time. Permit student to leave the testing room temporarily. ▪ 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. ▪ If illness results in a disturbance, see instructions in this chart under “Disturbance or other distractions.” 	<p>Note the length of absence, and the student(s) and question(s) affected.</p> <p>Bubble Page 2, Section 7b—Student Error/Issue—“Student became ill.” Also bubble Page 2, Section 7a—“Did student complete testing?” (Yes or No).</p> <p>You may also add a comment if the student plans to test on the makeup date.</p>

Irregularity	What you should do	How to fill out the IR
Calculator malfunction	<ul style="list-style-type: none"> ▪ 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. ▪ The student can choose to continue with the embedded calculator. If they continue, don't allow extra time. ▪ If the student decides to cancel, inform them that their scores will still be sent to the state but will not be sent by College Board to the student's chosen colleges or scholarship organizations. ▪ Provide an SAT School Day Request to Cancel Test Scores form and have the student complete and sign it. The proctor must also sign. 	<p>Document the malfunction.</p> <p>Bubble Page 2, Section 7b—Student Error/Issue—"Student had calculator malfunction."</p>
Test question ambiguity	<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 satquestion@collegeboard.org.</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>
Hardware/Software/Network Malfunctions		
<p>Test-taking device malfunction (e.g., the secure browser won't launch; cannot establish connectivity to the internet; headphones or monitor stops responding)</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 working device, if available. 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>For a group, bubble Page 2, Section 6—"Problem with internet connectivity" if applicable.</p> <p>For an individual, bubble Page 2, Section 7—"Battery died on student's testing device" or "Technology disruption" as applicable.</p>

Irregularity	What you should do	How to fill out the IR
Secure browser freezes	<p>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.</p> <ul style="list-style-type: none"> ▪ If there is a spare device available, immediately switch the device for the student. ▪ 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. ▪ If a student is undertimed, follow the instructions in “Undertiming” earlier in this chart. ▪ 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. ▪ 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. 	<p>Describe the irregularity and note any loss of testing time. Note the question(s) and section(s) affected.</p> <p>For an individual, bubble Page 2, Section 7b—Defective Materials Issue—“Technology disruption.”</p> <p>Fill in details in Section 9, Comments.</p>
Test session stops or proctor’s device malfunctions	<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"> ▪ Sign in to the TA Interface and click the button to Join your active session. <p>If the TA Interface loses internet connectivity for more than 20 minutes or the proctor closes the web 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"> ▪ Prompt students to acknowledge the error message by clicking OK, which will take them back to the sign-in screen. ▪ Create a new session and share the new Session ID so students can sign in again and resume testing. 	<p>Describe the irregularity and note any loss of testing time.</p> <p>Bubble Page 2, Section 6—“Problem with internet connectivity.”</p> <p>Fill in the details in Section 9, Comments.</p>
Restart Testing		
<p>Test settings not correct for AT and/or TTS</p> <p></p> <p>Call School Day Support.</p>	<p>If a student has logged in to the test environment and their test settings or accommodations are not correct for the AT and/or the auditory assistance tools for TTS:</p> <ul style="list-style-type: none"> ▪ Tell the student to log out. The test coordinator (or SSD coordinator) must modify the student’s test settings in TIDE. ▪ Contact School Day Support to restart the student’s test. 	<p>Describe the irregularity and note any loss of testing time. Note the question and section(s) affected.</p>

Sample Irregularity Report (IR)

IMPORTANT: This sample may not match your school's test date.



SAT SCHOOL DAY IRREGULARITY REPORT (IR)

1. GENERAL INSTRUCTIONS TO TESTING STAFF: Form 1 of 1

Use this form to report irregularities encountered during testing. See the Irregularity Chart in your manual for more details. Report each irregularity on a separate IR and return all IRs immediately after testing ends.

- Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.
- Complete sections 2–9 and 11 as appropriate to the irregularity type. The staff member reporting the incident **MUST** sign section 10 of this form. The test coordinator must also sign all IRs.
- Attach (but don't staple) defective materials to the IR when instructed to in the Irregularity Chart.
- If administering the Digital SAT®, specify any technical issues that prevent completion of the test.
- **As a last step, on each form, fill in "Form ___ of ___" (e.g., "1 of 3") at the top of this box. This information will aid further communication about potential makeup testing.**

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

2. Testing Start Date			
Month	Day	Year	
<input type="radio"/> Jan			
<input type="radio"/> Feb	13	20	21
<input type="radio"/> Mar	0	0	0
<input checked="" type="radio"/> Apr	1	1	1
<input type="radio"/> May	2	2	2
<input type="radio"/> Jun	3	3	3
<input type="radio"/> Jul	4	4	4
<input type="radio"/> Aug	5	5	5
<input type="radio"/> Sep	6	6	6
<input type="radio"/> Oct	7	7	7
<input type="radio"/> Nov	8	8	8
<input type="radio"/> Dec	9	9	9

3. TEST MODE SAT (paper/MP3) Digital SAT

Indicate the type of testing room: Standard Accommodated

4. SCHOOL INFORMATION:

School/Institution Name and Address:

Name Home Town H.S.

Address 200 Main St.

City Home Town

State/Province ST

Postal Code 01001

Country U.S.A.

4a. School Code

Print and fill in your 6-digit school (AI) code.

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

4b. Scheduled Administration Date

Fill in the circle for the scheduled administration date.

Sep 23, 2020

Oct 14, 2020

Oct 28, 2020

Mar 3, 2021

Mar 24, 2021

Apr 13, 2021

Apr 27, 2021

Other A

Other B

4c. Makeup Test

Fill in this circle if the irregularity occurred during makeup testing.

5. TEST BOOK INFORMATION:

Test Section _____

SAT SAT with Essay

Test ID (Numeric) Form Code (Alphanumeric) Test Book Serial Number (Numeric) Essay Code (Alphabetic)

6. GROUP IRREGULARITIES INFORMATION:

- Fill in the circle in front of each case that applies.
- Write the names of involved students on the last page of the IR.
- To report incorrect/missing materials, indicate details on the shipping notice and clip it (no staples) to the IR. Always call the School Day support line immediately in such situations.
- Use the COMMENTS section on page 3 to describe the events and actions taken.

Did group complete testing? Yes No

Round up minutes. 1–2 minutes 3–4 minutes 5–7 minutes 8 minutes or more

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

6a. Number of Affected Students	6b. Testing Room Code
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

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

_____ DO NOT WRITE IN THIS AREA

7. INDIVIDUAL IRREGULARITIES INFORMATION:

Fill in the circle in front of each case that applies. Use the COMMENTS section on page 3 to describe all events and actions taken.

7a. Student Information: REQUIRED

Name: Ima Student
(Print exactly as entered on answer sheet.)

Name of attending high school: Home Town HS.

Date of birth: 11/05/2005 Answer Sheet Litho Code:
(Print exactly as entered on answer sheet.) (8-digit serial code on bottom right corner of answer sheet.)

Grade Level: 12th 11th 10th Other grade

Action Taken: Warned Dismissed None

Did student complete testing? Yes No

State/Territory				
<input type="radio"/> AL	<input type="radio"/> IL	<input type="radio"/> MT	<input type="radio"/> RI	<input type="radio"/> PR
<input type="radio"/> AK	<input type="radio"/> IN	<input type="radio"/> NE	<input type="radio"/> SC	<input type="radio"/> AA
<input type="radio"/> AZ	<input type="radio"/> IA	<input type="radio"/> NV	<input type="radio"/> SD	<input type="radio"/> AE
<input type="radio"/> AR	<input type="radio"/> KS	<input type="radio"/> NH	<input type="radio"/> TN	<input type="radio"/> AP
<input type="radio"/> CA	<input type="radio"/> KY	<input type="radio"/> NJ	<input type="radio"/> TX	<input type="radio"/> AS
<input type="radio"/> CO	<input type="radio"/> LA	<input type="radio"/> NM	<input type="radio"/> UT	<input type="radio"/> FM
<input type="radio"/> CT	<input type="radio"/> ME	<input type="radio"/> NY	<input type="radio"/> VT	<input type="radio"/> GU
<input type="radio"/> DE	<input type="radio"/> MD	<input type="radio"/> NC	<input type="radio"/> VA	<input type="radio"/> MH
<input type="radio"/> DC	<input type="radio"/> MA	<input type="radio"/> ND	<input type="radio"/> WA	<input type="radio"/> MP
<input type="radio"/> FL	<input type="radio"/> MI	<input type="radio"/> OH	<input type="radio"/> WV	<input type="radio"/> PW
<input type="radio"/> GA	<input type="radio"/> MN	<input type="radio"/> OK	<input type="radio"/> WI	<input type="radio"/> UM
<input type="radio"/> HI	<input type="radio"/> MS	<input type="radio"/> OR	<input type="radio"/> WY	<input type="radio"/> VI
<input type="radio"/> ID	<input type="radio"/> MO	<input type="radio"/> PA	<input type="radio"/> ST	

7b. Issue Information:

Check-in Issue:

- Student arrived late
- Student refused to turn in/turn off electronic device(s)
- Student waived accommodations
- Student had questionable/unacceptable ID

Defective Materials Issue:

Complete COMMENTS section on page 3.

- Smudges/ink blots
- Holes in pages and/or torn pages
- Missing and/or repeated pages
- Pages stuck together
- Blank or defective MP3 audio or ATC test format
- Intermittent problems with MP3 audio or ATC test format
- Technology disruption (e.g., student kicked out of secure browser)
- Incorrect directions
- Duplicate/missing serial numbers
- Serial number in wrong spot
- Other _____

Test Delivery Issue:

- Staff behavior was distracting
- Staff distributed incorrect material
- Test materials were distributed/collected incorrectly
- Staff gave incorrect instructions
- Staff did not give breaks
- Staff gave incorrect, unapproved, or no accommodations (not including students who opted out of their accommodations)
- Staff did not announce remaining time

Environment Issue:

- Problem with lighting, temperature, noise, etc.

Other Issue:

Other: _____

Student Error/Issue:

- Student seated in wrong room
- Student misplaced/misgridded answers
- Student recorded answers in book without approved accommodation
- Student needed second answer sheet
- Student became ill
- Student left the SAT with Essay testing room early
 - before the distribution of Essay book
 - after the distribution of Essay book
- Student had calculator malfunction
- Battery died on student's testing device
- Student impersonated another student
- (Provide other student's name in COMMENTS section on page 3)**
- Student worked after time called Minutes: _____
- Student worked on wrong section Minutes: _____
- Student used an unauthorized aid (e.g., dictionary)
- Student left early/left without permission
- Student gave or received help
- (Provide other student's name in COMMENTS section on page 3)**
- Student used a phone or prohibited device, or it made noise
- Student used calculator on non-calculator section
- Student removed or attempted to remove test materials
- Student obtained improper access to test/part of test
- Student failed to follow test administration regulations
- Student disrupted test, causing testing to start/end late
- Student filled in answers on another student's answer sheet
- Test was overtime } 1-2 minutes
- Test was undertimed } 3-4 minutes
- 5 minutes or more

8. TEST QUESTION AMBIGUITY INFORMATION:

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

No correct answer Wording is ambiguous Other: _____

More than one correct answer Not enough information to answer question _____

Student's Name: _____

Student's Mailing Address: _____

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

9. COMMENTS:

Fully describe the irregularity or student's concern and any action(s) taken.

*Student's battery died during Section 3, and lost 7 minutes
of testing time while waiting for a replacement device*

10. SCHOOL STAFF CONTACT INFORMATION:

Complete the fields below so we can contact you if we need further information. Contact information should be for the specific person reporting the incident. Do not provide student information in this section.

Staff Member Name: *Mary B. Proctor*

Email Address: *mbproctor@hometownhs.edu*

Phone #: *311-555-1212*

Staff Member Signature: *Mary Proctor*

SAT Coordinator Signature: *David Coordinator*

Glossary of Terms

AI code: A 6-digit code that identifies an attending institution (a school a student is enrolled in). Each attending institution has a unique AI code. This code is sometimes referred to as a school code.

Breaks: See Extended breaks, Extra breaks.

Bulk registration: The process a district or school uses to submit a file to register students and populate them in TIDE.

Cambium Assessment, Inc. (CAI): College Board partners with CAI (formerly AIR), utilizing their Test Delivery System for digital tests in the SAT Suite of Assessments.

Canceled score: A score that a student has requested to be nonreportable. Canceled scores will be shared with the state for accountability purposes.

CB Secure Browser: CAI's secure browser application for devices using Windows or Mac operating systems. The CB Secure Browser must be installed on all student devices. Students will use this application for the test and the preadministration session.

Color Contrast: A test setting that displays the test with a different background or font color. Recommended for students with attention difficulties, visual impairments, or other print disabilities (including learning disabilities). Choice of colors should be informed by evidence that specific text and background color combinations meet the student's needs. It is the digital alternative to Colored Overlays.

College Board–approved 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 College Board. Some examples include extended testing time, special formats of the test, large-print answer sheets, human readers, writers, sign language interpreters for spoken test instructions, extended or more frequent rest breaks, and others.

Delayed score: A score report that has been delayed because of an issue resolved too late to include the score in on-time reporting.

EL: English learner.

ETS: Educational Testing Service. College Board partners with ETS to support test administration in various capacities.

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 for accountability purposes.

Irregularity: A problem, disruption, or unacceptable behavior during a test administration. 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, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

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.

Mouse Pointer: A test setting that adjusts the mouse/cursor to match color and size preference, in accordance with the color contrast and font size accommodations. Students who are visually impaired or have visual perception challenges and need enlargement of the mouse pointer or require a different color to find it more readily on the screen will benefit from this test setting.

Nonstandard Administration Report (NAR): A list of students approved for accommodated 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.

Permissive Mode: A test setting that is applicable for students who use any pre-approved hardware or software with the secure browser. The permissive mode is only recommended for students who are using an assistive technology device, such as a screen reader, refreshable braille device and is automatically set/enabled with AT (JAWS, NVDA, braille display, etc.).

Proctor: Staff member responsible for conducting a secure and fair test administration and for reading the scripts aloud to students. Accountable for and monitors everyone and all testing materials in the testing room.

Request to Cancel Test Scores form: Students must complete this form to request score cancellation. Included in the test shipment to test coordinators.

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.

SAT questionnaire: The optional questions that students answer as part of participating in SAT School Day (also referred to as student information questions). Included is information such as the courses the student has taken in high school, their grades and GPA, experience in various areas of study, extracurricular activities, sports, goals, college interests, and so forth.

SAT School Day coordinator: The staff member responsible for managing the test site and testing staff and for ensuring all test materials are handled securely. The coordinator is also responsible for ensuring that devices are prepared for both proctors and students. The person assuming the test coordinator role is expected to be at the school to supervise all activities related to testing, including accommodated testing.

Secure browser: See SecureTestBrowser and CB Secure Browser.

SecureTestBrowser: CAI's secure browser application for devices using Chrome OS, iOS, and iPadOS. SecureTestBrowser must be installed on all student devices and configured for College Board tests. Students will use this application for the test and the preadministration session.

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.

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 Online: College Board's online system for educators that allows them to submit and manage accommodation and support requests for students.

State-allowed accommodation (SAA): For certain states, an accommodation or support that may be available to your students that doesn't result in a college or scholarship reportable score, and is only applicable to state-provided SAT School Day testing.

Streamline Mode: A test setting that presents the items sequentially without a split screen. For example, items with passage sets will display the passage above the items. The streamline mode is automatically set/enabled with the AT (JAWS, NVDA, Braille Display, etc.) and with the Zoom | Font size level 5 or greater.

Student-produced response: A math question that requires the student to arrive at and record an answer rather than select a multiple-choice answer.

Student Questionnaire Instructions: A document with instructions on completing the optional questionnaire.

Technology coordinator: A staff member 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: CAI's web-based application that proctors will use to launch each test section and monitor progress of students in the testing room.

Test coordinator: See SAT School Day coordinator.

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.

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.

Testing Staff Agreement: A form that must be signed by all testing staff prior to the start of testing. Each member of the testing staff affirms their acceptance of specific provisions regarding the administration of College Board tests.

Zoom | Font size: A test setting that configures font size of test content presented in accordance to documented need. It is the digital alternative to large print.

Digital SAT School Day Seating Chart

Proctor Name _____

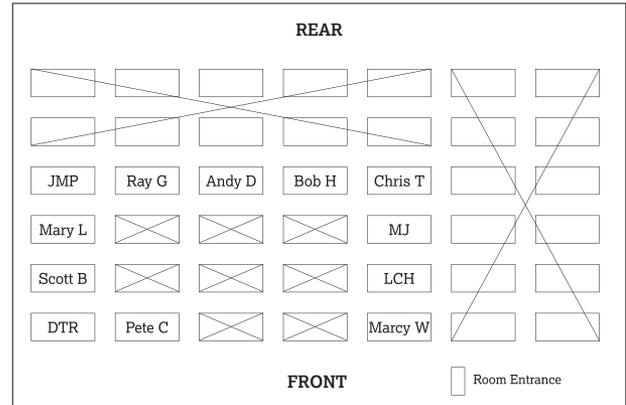
School Name _____

Testing Room _____ 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 (IR) explaining the reason for the change.

Print the name and title of the person completing this seating chart below:

Name: _____

Title: _____

Date: _____

REAR

FRONT
Students face this direction

01843-065



SS1M0006