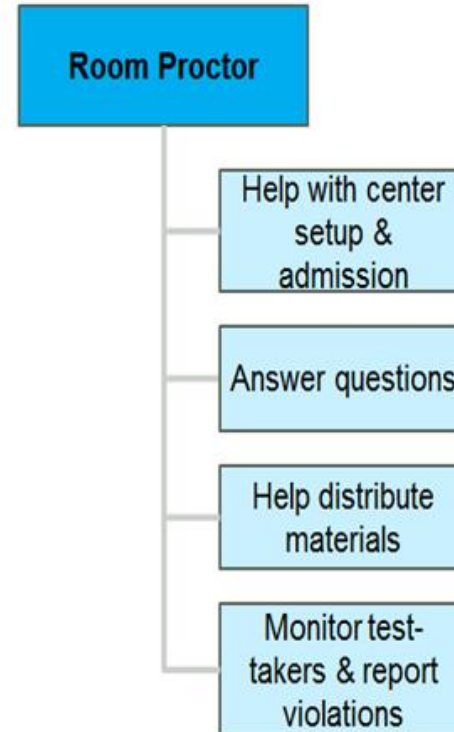

Hall and Room Proctor Training

SAT Suite of Assessments

General Responsibilities

Room Proctors

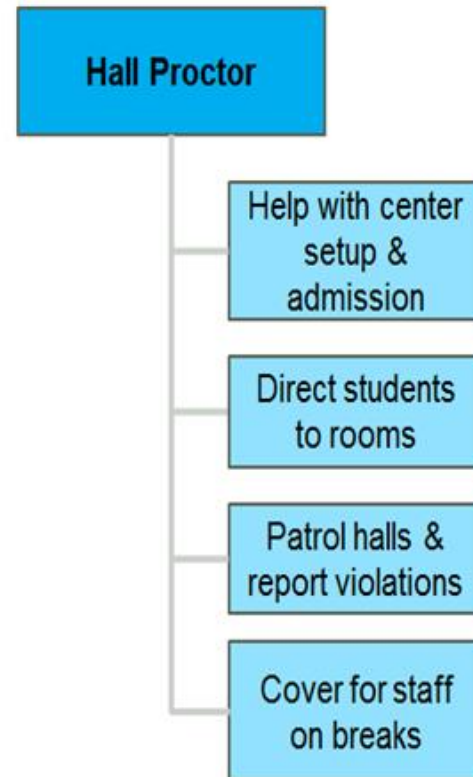
Room proctor(s) help set up the testing area and assists the associate supervisor to monitor testing.



General Responsibilities

Hall Proctors

Hall proctor(s) help with setup and make sure the areas outside the testing rooms remain quiet and secure.



Before Test Day

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- The test supervisor should share your assignment with you prior to test day.
 - You may be assigned to a standard testing room or a nonstandard testing room.
 - If assisting in a nonstandard testing room, your test supervisor or SSD coordinator may provide you with additional instructions.
 - You may be assigned tasks such as:
 - Covering up or removing instructional materials in a classroom
 - Collecting electronic devices and backpacks (if permitted under school policy) as students enter the testing room.
 - Setting up classrooms per seating requirements indicated in the testing manual
 - Other tasks, as asked by the test supervisor
 - Ask for the name of the backup test supervisor, in case the test supervisor is not available on test day
 - Sign the Testing Staff Agreement, which will be provided to you by the test supervisor.

Room Preparation

Seating Requirements

The following are seating requirements for all testing rooms:

- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 4 feet from right to left (measure from center of desk).
- Staff access to every student must be unimpeded.
- Only 1 student can be seated at a table measuring 6 feet in length or less.
- At tables longer than 6 feet, students must be seated at least 4 feet apart (measured from the center of the table) and facing the same direction.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).

The following seating arrangements are not allowed:

- Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
- Seat assignments that follow any expected patterns.

Allowable Items

During the test (including breaks), students should **only** have the following items on their desk:

- Test book
- Answer sheet
- No. 2 pencil with eraser
- Calculators
 - Calculators may only be used on the Math Test – Calculator portion, unless a student has been preapproved by the College Board to use a four function calculator as an accommodation on the Math – No Calculator section.
- To help staff monitor calculator use, the Math Test – No Calculator portion will have a symbol at the top of each test book page.
- Copies of translated test directions and/or word-for-word bilingual glossary, if applicable



Prohibited Items

Use of the following items is prohibited:

- Cell phones or smartphones
- Smartwatches (Watches that send, receive, or record information)
- Audio players, recorders, tablets, laptops, notebooks, or any other personal computing devices
- Any devices that can be used to record, transmit, receive, or play back audio, photographic images, text, or video content
- Cameras or any other photographic equipment
- Separate timers of any type
- Pens, highlighters, and mechanical or colored pencils
- Compasses, rulers, protractors, or cutting devices
- Books, dictionaries, or references of any kind (other than approved word-for-word bilingual glossaries)
- Notes, pamphlets, or papers of any kind, including scratch paper (other than translated test directions)
- Earphones (unless used for certain nonstandard test formats such as MP3 audio)
- Drinks or snacks during unauthorized times

Electronic Devices

Best Practice: Encourage students NOT to bring in phones or electronic devices into the testing room

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- If your school already collects phones and electronic devices for testing, we encourage you to continue using the methods that work for you and your students.
 - If you do not currently collect students' electronic devices, here are some suggestions:
 - Instruct students to disable alarms and power off cell phones when they enter the testing room.
 - Collect students' cell phones and wearable technology in a basket/envelope/bag before testing begins.
 - Give students sticky notes and/or smaller envelopes to label their items with their name.
 - Collect labeled items from students once they're seated.
 - If possible, keep student items in the order they were collected in, for easier return after testing.
 - Keep the devices at the front of the room on the associate supervisor's desk for the duration of testing.

Snacks

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- Students are encouraged to bring food or drink to consume during designated times.
 - They can be stored under a student's desk or placed in a designated area away from the testing materials.
 - The testing room should have a designated area in which students can eat to ensure test materials are not ruined.
 - Students may not eat or drink during the test (unless the student has an approved accommodation to do so).

Admitting Students

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- Follow your test supervisor's instructions regarding admitting students to testing areas. Schools may:
 - Have a central check-in, in which you may be asked to help mark student attendance, then direct students to their pre-determined testing location.
 - Have students report directly to an assigned testing location in the morning. Help ensure that students are checking into the correct room and assist with marking room rosters, as necessary.
 - Photo ID policy
 - Photo ID isn't required for students that are known to testing staff.
 - Test supervisors or associate supervisor should have created seating charts ahead of test day.
 - Do not allow students to choose their own seats.
 - Students should be assigned seats in no particular pattern randomly so that friends and relatives are not seated next to each other.

Distributing Materials

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- If helping the associate supervisor to distribute materials, the room proctor should:
 - Ensure that if student information is on the answer sheet (either through a pre-ID label or gridded information), that answer sheets are distributed to the correct student.
 - SAT test books should be distributed in serial number order, as designated by the associate supervisor.
 - Test materials need to be handed to each student individually. Do not allow answer sheets or test books to be passed down rows by students.

Actively Proctoring

Room Proctors

If prohibited behavior occurs, do not guess what to do. Follow instructions as indicated in the irregularity chart of the testing room manuals.

Remain vigilant during the test by:

- Walking around the room to monitor students.
- Staying in the room so that test materials remain secure and students do not gain an unfair advantage.
- Observe to ensure there is no copying of answers and no communication among students.
- Ensure students are working in the correct section of the test book and answer sheet.
- Ensure no prohibited items are present.
 - Look for any student using or attempting to use a prohibited aid
 - Stay focused and alert throughout the test administration by not reading books, grading papers, or working on a computer.

Remain vigilant during breaks by:

- Walking around the room to check that all test books are closed and answer sheets are placed inside them.
- Check that any translated instructions or word-for-word glossaries are closed and left on the desks.
- Students should not be discussing test content.

Actively Proctoring

Hall Proctors

If prohibited behavior occurs, do not guess what to do. Follow instructions as indicated in the irregularity chart of the testing room manuals.

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- Ensure that the testing area remains quiet if other classes are still in session and students are going from class to class.
 - During Breaks
 - Make certain prohibited items are not being used.
 - Students should not be discussing test content.
 - Students may eat during designated breaks in the designated areas.
 - Unscheduled Breaks
 - When students need a break during an unscheduled time, staff should adhere to the following guidelines for permitting unscheduled breaks:
 - Inform students that they won't get extra testing time.
 - Allow only one student at a time to take an unscheduled break.

After the Test

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- Assist the associate supervisor in collecting testing materials when all testing and administrative activities are complete.
 - Students may need to complete the questionnaire and score sends portion of their answer sheet. The associate supervisor has instructions in the manual regarding how to assist these students.
 - Do not allow students to pass testing materials down the rows. Pick materials up from students individually.
 - All materials must be accounted for before dismissing students.
 - If an irregularity occurred in a classroom, provide any information that the associate supervisor needs to fill out a Supervisor's Irregularity Report (SIR).
 - Assist the associate supervisor or test supervisor in any other tasks, as assigned.

Thank you for
your assistance
in making test
day go smoothly!

Contact your test supervisor if
you have any questions.