Spring 2017

The SAT®
School Day Testing Room Manual

Look inside for:

- TESTING ROOM PROCEDURES
- STANDARD TEST DAY SCRIPTS
- SECURITY REQUIREMENTS
- NONSTANDARD TEST DAY SCRIPTS

STATE-PROVIDED

CollegeBoard

Contact Information for Supervisors

School Day Support (not for parents or students)

SCHOOL DAY SUPPORT HOTLINE: 855-373-6387, Option 1

Reaching the support you need
When you call the School Day Support Hotline, after you select Option 1, you will be able to select the area that you need to reach. You will hear a menu with the following selections:

- General SAT School Day questions and policies
- Test materials questions or issues
- Testing with accommodations or to reach the SSD office
- Test administration or security questions, to report test day issues, or to reach Test Administrative Services (TAS) or the Office of Testing Integrity (OTI)

EMAIL: **satschooldaysupport@collegeboard.org**

Contact Information for Students and Parents

SAT Customer Service

PHONE: 866-756-7346

EMAIL: **sat@info.collegeboard.org**

Test Day Complaints

EMAIL: **testcenter@info.collegeboard.org**

Test Question Ambiguity/Error

EMAIL: **satquestion@collegeboard.org**

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The College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the 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, the 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 www.collegeboard.org

Introduction

As part of the SAT® School Day staff, you play an important role in ensuring the successful administration of the SAT, an important milestone on the path to college for many students. Testing during the school day in a familiar, easily accessible environment allows the SAT School Day to serve as part of an integrated approach to improving college and career readiness within your community. It also means that more students can participate in College Board programs that support college access.

SAT® Test Facts

The SAT is composed of several parts that follow the same order in every test book:

Test Component	Time
Reading Test	65 minutes
10-minute break	
Writing and Language Test	35 minutes
Math Test – No Calculator	25 minutes
5-minute break	
Math Test – Calculator	55 minutes
2-minute break	
Essay (if included as part of your contract)	50 minutes

Administrative time: In the testing room, plan for about 15 to 30 minutes before the test, an additional 15 minutes in the SAT with Essay room, and 5 minutes after the test for administrative details.

Acceptable Admission Documents and Identification

Registrants will need their Admission Ticket to provide confirmation that they are properly registered and to help them complete their identification information on the answer sheet correctly. Registrants should keep their ticket and their acceptable photo identification with them at all times in the test center. Admission Tickets are required for admission to the center.

Acceptable Photo Identification

A registrant without acceptable ID may not test. The name on the ID must match the name on the Admission Ticket and the name on the online Attendance Roster. ID documents must meet all of the following requirements:

- Be a valid (unexpired) photo identification, government-issued or issued by the school that the registrant currently attends.
- Be an original document (not photocopied).
- Bear the registrant's full, legal name that exactly matches the name on the Admission Ticket, including the order of the names.
- Include a recent, recognizable photograph that clearly matches the registrant's appearance on test day.
- Be in good condition, with clearly legible English language text, and a clearly visible photograph.

Examples of Acceptable ID

- Government-issued driver's license or non-driver ID card
- Official school-produced student identification card from the school registrant currently attends
- Government-issued passport
- Government-issued military or national identification card

Student ID Form

Students who do not have government- or school-issued IDs may present a **Student ID Form**. The Student ID Form must have been signed by the student in the presence of either a school official or a notary public, who must cosign it. The original form (not a copy) must include a photo, and the notary or school seal must overlap the photo. If signed by a school officer, the document must be provided on school letterhead. The original form, not a copy, must be dated and is good for only one year.

Unacceptable Identification

The following documents are not acceptable ID under any circumstances:

- Any document that does not conform to the requirements
- Any document that is worn, torn, scuffed, scarred, or otherwise damaged
- Any document that appears tampered with or digitally altered

Examples of Unacceptable IDs

- Credit or debit card of any kind, even one with a photograph
- Birth certificate
- Social Security card
- Employee ID card
- Missing Child ("ChildFind") ID card
- Any temporary ID card

Standardized Testing

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores is for testing staff to follow the same testing procedures and give instructions exactly as they appear in this manual. Testing staff must comply with all applicable laws, including those relating to discrimination. By strictly following our policies and procedures, you give students the best guarantee of fair testing.

Using This Manual

This manual is for staff use for SAT School Day testing only (**not** Saturday or Sunday testing) in spring 2017. Please do not share it with test-takers or anyone else besides testing staff.

Typographical Icons

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

(!) Urgent

Contact by Phone

SSD Procedures or information for providing accommodations to students with disabilities

(!) Review this manual thoroughly before test day.

Color-Coded Scripts

Test your students using the scripts provided in this manual. The scripts are color-coded as follows:

- **Purple** tabs—standard SAT script (Section B):
  - Four multiple-choice sections; some with student-produced response items
  - One Essay section for use if applicable
  - Standard timing only
  - Testing time of three hours (plus an additional 50 minutes for students taking the Essay)
  - One 10-minute and one 5-minute break (plus an additional 2-minute break if taking the Essay)
- **Pink** tabs— three scripts are provided for testing SSD students listed on the online Roster using the pink test books (Section C):
  - **Script 1 for 50% extended time** includes 5-minute breaks after every section and halfway through Sections 1, 4, and in the SAT with Essay room, Section 5.

(!) Test-takers approved for 50% on the entire test who are taking the SAT with Essay will test over two days under the supervision of the SSD Coordinator (using the *SAT School Day SSD Coordinator Manual*).

- **Script 2 for standard time for accommodated students** includes one 10-minute and one 5-minute break (plus an additional 2-minute break if taking the Essay).
- **Script 3 for standard time with extra breaks** includes 5-minute breaks after every section and halfway through Sections 1, 4, and in the SAT with Essay room, Section 5.

Scripts for students testing with approved accommodations listed on the Nonstandard Administration Report (NAR) can be found in the *SAT School Day SSD Coordinator Manual*.

Acceptable Calculators

Most graphing and all scientific calculators (as long as they do not have any of the prohibited features listed in the next column) are acceptable; all four-function calculators are allowed, but not recommended. Check the list of acceptable graphing calculators below for models that are permitted. This list is not exhaustive. Contact TAS if you are unsure if a calculator is acceptable.

NOTE: *Students approved to use a calculator on the Math Test – No Calculator may only use a four-function calculator. (Percent and square root functions are permitted.)*

Unacceptable Calculators

Students are not allowed to use any of the following unacceptable calculators, unless specifically approved as an accommodation:

- Laptops or other computers, tablets, cell phones, smartphones, smartwatches, or wearable technology
- Models that can access the internet or that have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type features
- Models that have a typewriter-like keypad, pen-input, or stylus
- Models that use electrical outlets, make noise, or have a paper tape

In addition, the use of hardware peripherals such as a stylus with an approved calculator is not permitted. Some models with touch-screen capability are not permitted (e.g., Casio ClassPad). Check the list of acceptable graphing calculators below for models that are permitted.

Approved Graphing Calculators for use on the SAT Math Test -- Calculator section

The following calculators are permitted:

Casio
FX-6000 series
FX-6200 series
FX-6300 series
FX-6500 series
FX-7000 series
FX-7300 series
FX-7400 series
FX-7500 series
FX-7700 series
FX-7800 series
FX-8000 series
FX-8500 series
FX-8700 series
FX-8800 series
FX-9700 series
FX-9750 series
FX-9860 series
CFX-9800 series
CFX-9850 series
CFX-9950 series
CFX-9970 series
FX 1.0 series
Algebra FX 2.0 series
FX-CG-10 (PRIZM)
FX-CG-20 series
FX-CG-500*
Graph25 series
Graph35 series
Graph75 series
Graph95 series
Graph100 series

Hewlett Packard
HP-9G
HP-28 series
HP-38G
HP-39 series
HP-40 series
HP-48 series
HP-49 series
HP-50 series
HP Prime

Radio Shack
EC-4033
EC-4034
EC-4037

Sharp
EL-5200
EL-9200 series
EL-9300 series
EL-9600 series*
EL-9900 series

Other
Datexx DS-883
Micronta
Smart

Texas Instruments
TI-73
TI-80
TI-81
TI-82
TI-83/TI-83 Plus
TI-83 Plus Silver
TI-84 Plus
TI-84 Plus CE
TI-84 Plus Silver
TI-84 Plus C Silver
TI-85
TI-86
TI-89
TI-89 Titanium
TI-Nspire
TI-Nspire CM-C
TI-Nspire CM-C CAS
TI-Nspire CAS
TI-Nspire CX
TI-Nspire CX CAS
TI-Nspire CX-C CAS

*The use of the stylus is not permitted.

Section A: Testing Procedures

Testing Materials

Using the Correct Test Books

Test books (regular and large type) have color-coded covers corresponding to the type of testing and the scripts used in this manual. Note that students taking the SAT with Essay will receive an SAT with Essay multiple-choice test book and an Essay book, both showing a colored stripe and an open book icon.

(!) If your school is administering both the SAT and SAT with Essay, verify that your room has the multiple-choice books and answer sheets that correctly match the Essay option in your room.

» The purple cover is for students testing in the standard room. Students using this book must be tested using the script in Section B with the purple tabs.

» The pink cover is for students listed on the Roster as testing in one of the nonstandard testing rooms (arranged by group type). Students taking the Essay will use the standard Essay book (purple stripe with open book icon on the cover). This includes students receiving 50% extended time for certain sections, and students with additional break time or other accommodations supervised by the test center supervisor. The testing of students using this book must be administered using the scripts in Section C with the pink tabs.

» Students using translated test directions should use the book that corresponds to the testing room to which they are assigned.

Accommodations Must Be Approved

Only College Board–approved accommodations can be given. Do not provide any testing accommodations unless:

» The student's accommodations are listed on SSD Online.

» The student's Admission Ticket is marked with the word "Roster" or "NAR," or the student has a College Board Eligibility Approval Letter with the accommodations. Students testing with NAR accommodations will test under the supervision of the SSD coordinator.

(!) If you provide a student with any unauthorized accommodations, the student's scores will be canceled. The test center supervisor or SSD Coordinator should contact the SSD office with any questions about accommodations. See the Appendix for lists of accommodation codes that can be administered in the standard room and those that require testing in the nonstandard room.

Standardized Testing Procedures

Preparing the Room for Testing

Make sure the room is properly lit and well ventilated. Also check that instructional materials, such as maps and charts, are covered or removed from display. Be sure that the room has a visible clock.

(!) A working clock is required in all testing rooms.

Plan for how you will seat test-takers: randomly or by your preplanned seat assignment. Make sure that seating will separate students by a minimum of four feet on both sides. Make sure that all desktops or table surfaces are at least 12" by 15". See the sample seating plans on page 2.

Do not admit visitors to the testing room unless they have proper College Board or ETS identification and a letter of authorization. Only testing staff, registered test-takers, personal testing assistants for accommodated students, authorized observers, or sponsors, such as the school district, are permitted in the testing room.

Admitting Students to the Testing Room

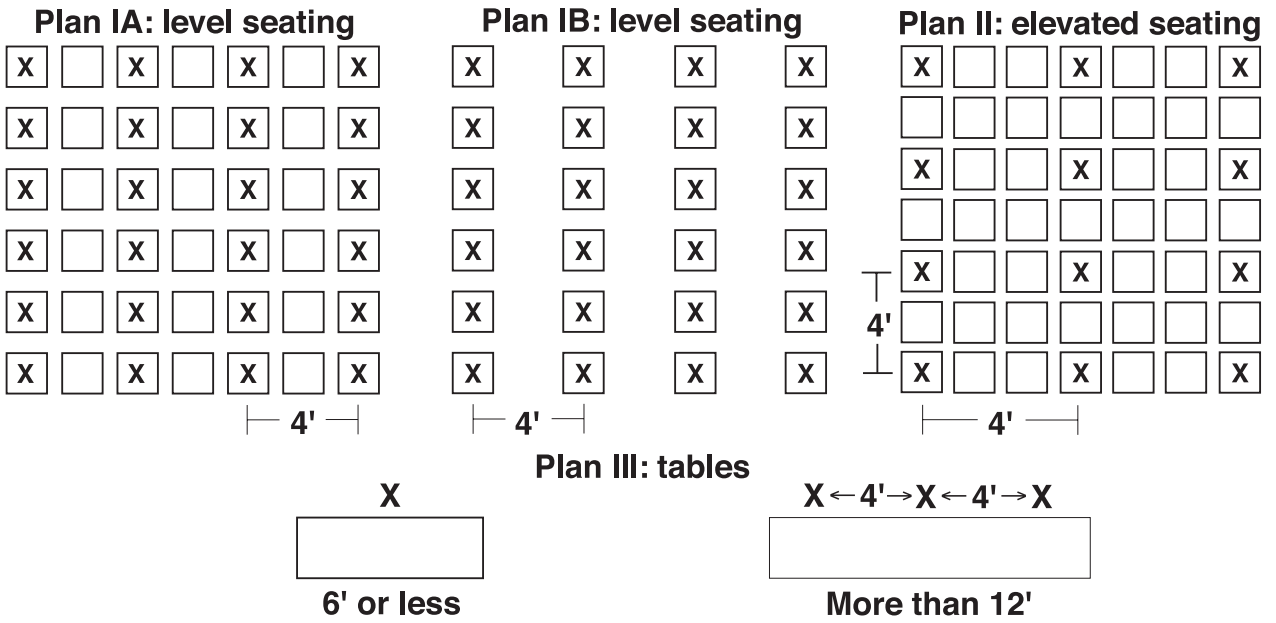
At the door of your testing room, check that each student who enters is assigned to your room. Send any who are not on your list to the supervisor.

(!) Never permit students to select their own seats.

You may admit latecomers before you begin reading the test directions, but you must allow them time to read the directions on the back cover of the test book. They may complete the identification portion of the answer sheet after the test; however, all students in the testing room must remain seated until the late students have finished filling out their forms. Explain the circumstances fully on a Supervisor's Irregularity Report (SIR).

(!) Do not, under any circumstance, admit students to the testing room once the timed portion of the test has begun.

Samples of Approved Seating Plans:



Administering the Tests

Follow the scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedure before testing begins. In particular, be sure to adhere strictly to the timing requirements given in the scripts.

Distributing Test Materials

Follow these guidelines for distributing test materials.

» Do not distribute test books before students are seated, and do not place books on empty desks.

» Place materials where students and sign language interpreters do not have access to them as they enter the room. Before distributing them, count the number of multiple-choice test books and Essay books (if applicable) that you have in the testing room. Set Essay books aside for distribution after the multiple-choice test books are collected and accounted for before the final section of the test.

» Follow instructions in the script for when to distribute the test materials. Distribute (and later, collect) multiple-choice test-books individually in serial number order and note the serial numbers on the Seating Chart in the back of the Testing Room Materials Report form. Note the count of answer sheets and Essay books distributed in the testing room on the Testing Room Materials Report. Do not ask students to pass materials.

» After you have distributed the test materials, count all the books, Essay books, and answer sheets in your room to ensure that the number distributed plus the number remaining equals the total number you initially received.

Score Cancellation Policies

Notify students of cancellation policies, as provided in the scripts. Canceling test scores will make the scores not reportable to colleges or scholarship organizations; however the state, districts, and schools will still receive them for accountability purposes.

» For cancellations due to sudden illness or equipment failure, sign the test-taker's SAT Request to Cancel Test Scores form and report the action on an SIR (these are the only types of score cancellations that you need to report).

» Direct students to use the information given on the Admission Ticket to help them fill out the form with exactly the same information as given in their registration.

Timing and Breaks Policies

All students who take the SAT are timed by section. Students must be given the entire amount of time; they cannot move on to the next SAT section even if they stop work before time is called.

Follow these policies when administering the test:

- Announce the remaining time at regular intervals.
- Announce the time when five minutes remain before the end of the test section.
- Allow breaks as instructed in the scripts.
- Students may eat snacks in designated areas (such as the hallways) during breaks after Section 1 and Section 3. (Some test-takers may have an accommodation to eat in the testing room, but food must be kept away from testing materials.)

Unscheduled Breaks

- Allow only one student at a time to take an unscheduled break, and inform the student that no extra time will be allowed for the break. Remind the student to keep his or her ID ready for inspection outside of the testing room.
- Collect the test book or Essay book, answer sheet and translated test directions (if applicable) before the student leaves the room. Make sure the test book is the actual test book and not a substitute. Fan the test book to make sure no pages have been removed.

(!) Immediately inform the test supervisor of any timing irregularities. Record irregularities and actions taken on an SIR.

Overview of Approximate Test Timing in the Standard Room

8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
11:45 a.m.	Testing ends for standard timing of SAT.
12:55 p.m.	Testing ends for standard time administration of SAT with Essay.

Students who are approved to test with extended time receive additional breaks. Refer to the table in Section C for information about timing for students with different types of extended time.

Accommodated Breaks

Some students in the nonstandard room may be approved for extra and/or extended breaks. Break time is not included as part of testing time. ("Clock stops.") Specific instructions may be noted on the student's Eligibility Approval Letter or roster; otherwise follow these guidelines:

Allow students to eat snacks only in designated areas or as indicated by an approved accommodation.

Extra breaks: Students approved for extra breaks should be given the same breaks that extended time test-takers receive: a break halfway through the longer sections (1, 4, and 5) and a break after every section.

Extended breaks: For students who are approved for extended breaks, provide the same number of breaks as indicated in the scripts, but with an additional 5 minutes (e.g., 10-minute breaks, instead of 5-minute breaks).

Breaks as needed: Students who are approved for breaks as needed may break during any section of the exam. Most students' needs are met with a 5- to 10-minute break. However, if a student requests additional time, grant the request, within reason. This time does not count toward testing time.

Standard breaks: Students who are approved for accommodations that don't include extended time should receive the same breaks as other standard-time test-takers.

Maintaining Security in the Testing Room

Accounting for Test Materials

Complete the seating chart on the back of the Testing Room Materials Report form by listing the serial number of the multiple-choice test book distributed to each seat. This will allow you to account accurately for test materials. Later, when you prepare to return materials to the supervisor, you will record the serial numbers of the test books that you are returning on the front of the form.

If a test book is missing before testing has begun, determine the serial number of the missing book and then check the desk of the student who was assigned that serial number as well as the desks of students who received the test books with serial numbers before and after the serial number of the missing book.

If testing has already begun, wait to search the room until a scheduled break or the end of the testing session, but notify the test center supervisor as soon as possible. Before dismissing students or starting a break, announce that a test book is missing and that no one will be dismissed until it is located. If no one acknowledges having the test book, check each student desk (even unoccupied desks, since the test book may have been placed there).

If the test book is still missing, ask the test center supervisor to call TAS immediately. Report the incident on an SIR.

Conducting the Test

Remain alert and vigilant at all times during testing. Do not engage in activities that are not related to testing (such as talking on a phone, using a computer or grading papers). Follow the scripts to ensure that students are aware of testing policies. In addition:

- Ensure that at least one staff member is in the testing room at all times.
- Constantly monitor test materials; do not leave them unattended under any circumstances.
- Students may do scratch work in their test books only; do not give them scratch paper unless they are approved for such an aid.
- Remind students, as noted in the scripts, not to make stray marks on the answer sheets or use them for scratch work.
- If you have any suspicion of a device being used to communicate test information or gain an unfair advantage, you are entitled to confiscate phones, wearable technology, and handheld computers. Students must power off any prohibited devices and store them away while in the testing room.
- Watch for roaming eyes. Some test-takers may try to copy from a neighbor. Watch for signals. Test-takers may signal across a room by using their hands, tapping their feet, using pencils of different colors, and so on.

Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security. Always complete an SIR in such cases.

If the Irregularity Chart indicates to call TAS or OTI, report the situation to your test center supervisor immediately.

Monitoring Equipment Use

Follow instructions in the scripts to monitor the use of approved calculators (see page vi for a list of approved calculators).

- Only battery-operated, hand-held equipment can be used for testing.
- Test-takers may not share calculators.
- All scientific, and most graphing calculators are acceptable. Four-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 test-takers.

NOTE: *Students approved to use a calculator on the Math Test – No Calculator section must use a four-function calculator for this purpose. Be sure to confirm that the calculator in use is not a more advanced model. (Percent and square root functions are permitted.)*

Reporting Test Administration Irregularities

Use the SIR to record an irregularity, including:

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

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

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

Completing the SIR

This form is scanned, so use a No. 2 pencil, or a pen with black or blue ink, and do not make any extraneous marks on the form. Be sure to neatly print all information and fill in circles completely. **Always include the names of students involved in an irregularity.**

All page numbers given below are referring to the form, a sample of which is shown in the Appendix.

- For all irregularities, fill in the general information in items 1 to 4 and item 10 (page 3) of the form.
  - In box 4a, put your 5-digit test center number. If your school also serves as a weekend test center, be sure to use the school day test center number, not the weekend test center number. (SSD coordinators should use the 6-digit school number.)
  - In box 4b, fill in the appropriate circles for your test date and fill in the bottom circle to indicate a School Day administration.
- To report a **group irregularity** (an issue that affects all or a portion of a testing room), fill in items 6, 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.
- To report an **individual irregularity** (an issue that affects one student, such as illness), fill in items 5, 7, and 9 (page 3) to denote the type of occurrence and the events and actions taken. Fill in item 11 (page 4) if more than one student was affected. List their names, registration numbers, and test book serial numbers. In all situations, provide as much detail as possible. Do not attach answer sheets to the SIR, but return them with the other used answer sheets.

Student Complaints

Many student complaints can be prevented by careful planning, preparation, and implementation of the procedures described in this manual. Common complaints include:

- Physical conditions such as overcrowding, inadequate writing surfaces, poor lighting, and extreme temperatures
- Delayed check-in and testing
- Test center staff who are rude, disorganized, distracting, or inattentive to their duties
- No visible clocks or announcement of remaining test time
- Apparent mistimings and distracting noises
- Cheating

Report every student complaint, even those resolved on-site, on the SIR. Advise students that all feedback is welcome. Tell them that their scores could be delayed while their complaint is being reviewed, in the event additional investigation is required.

(!) Students with concerns should be advised to contact the College Board by the third business day after the test date. (Email addresses and phone numbers are given on the inside front cover of this manual.)

Using the Irregularity Chart

The chart on the following pages is a compilation of the most common irregularities along with the procedures and actions you should employ. Some situations call for immediate action: when the chart indicates to call TAS, do so without delay. The chart also indicates when you should complete and submit an SIR.

(!) The test center supervisor should contact TAS immediately for timing irregularities or other issues.

The College Board will support your actions if they are reasonable and designed to ensure score validity and a standardized testing environment. In certain cases, because of confidentiality requirements, it may not be possible to report back to you regarding the action taken. However, if there is a question or issue that needs to be clarified, TAS, OTI, or SSD will contact you.

School Day Testing Irregularity Chart

Irregularity	Procedures	SIR Required?
Test Center Issues		
Interruption, such as: storm, fire drill, power failure, or other emergency Ask the supervisor to call TAS immediately, whether resolved or not.	» Ensure student safety. » If time allows, ask students to insert answer sheets in test books, close test books, and sit quietly until instructed further. » Note stop time and inform students that the testing time will be adjusted. **If evacuation is required:** » Direct students not to talk. » Lock the testing room. » Monitor students at all times to ensure that they do not consult electronic devices, notes, books, teachers, or other students regarding the test during the emergency. Failure to adhere to this policy may result in canceled scores. **If testing cannot be resumed:** Do not dismiss students until instructed to do so.	☑ Note the source, length, and impact of the interruption and the section(s) affected. **Bubble page 1 section 6—"Disturbance/ Interruption."**
Materials Missing, Damaged, or Defective		
Materials missing or damaged before testing Call OTI immediately.	Report if materials are missing or damaged; if you detect any loss, theft, or tampering; or if the serial numbers on the multiple-choice test books do not correspond with those on the Shipping Notice.	☑ Note any such irregularity. **Bubble page 1 section 6—"Missing materials."**
Missing materials during testing Call TAS immediately.	» Wait until a scheduled break or the end of the testing session to account for the missing materials. » Do not allow any student to leave the testing room until materials are accounted for. » If materials are not located, put proctor in charge of room and notify test center supervisor. » Do not dismiss test-takers until you have spoken with TAS.	☑ **Bubble page 1 section 6—"Missing materials."**
Missing test book or Essay book after testing Call TAS immediately.	If a test book or Essay book is discovered missing after the students have been dismissed, do not return any test materials to the SAT Program until after you have spoken with a TAS representative.	☑ Explain the circumstances fully. **Bubble page 1 section 6— "Missing materials," fill in comments, and sign the form.**

Irregularity	Procedures	SIR Required?
Insufficient answer sheets Call TAS immediately.	» Instruct students to write their names, registration numbers, center numbers, and test date on the back of their test books. Tell them to circle multiple-choice and write student-produced responses in their test books. » On the front of each test book, write "Answers in test book need to be transcribed." » Use a rubber band to group together all books that have answers marked in them. » Call on test day or the day immediately following test day to indicate that there are answers in test books.	☑ **Bubble page 2 section 7b Test Admin Issue—"Test-taker recorded answers in book," Complete test-taker information and sign.**
Defective answer sheet	» Check student ID and Admission Ticket and replace defective answer sheet. (Ensure that the Answer Sheet matches the test administered in your room.) » Direct the student to print his or her name on the new answer sheet, then continue with next question. » If an extra answer sheet is not available, the student may circle multiple-choice and write student-produced responses in his or her book. » If testing time is lost because of defective answer sheet, allow the student to make it up at the end of the test administration. » After the test is over, have the student complete items 1–9 on page 1 of the replacement answer sheet, if any. Make sure that both answer sheets have items 1–9 completed, and clip both answer sheets together. » If responses are marked in the test book, on the front of the test book, write "Answers in test book need to be transcribed."	☑ Describe the defect and note any loss of testing time, and if time was made up, when. Include the Litho Code number from page 2 of the answer sheet. If a defective answer sheet has no student marks on it, attach it to the SIR. **Bubble page 2 section 7b Test Admin Issue—"Test-taker needed second answer sheet" or "Test-taker recorded answers in book."**
Defective test book Ask the supervisor to call TAS immediately if the defect appears in several test books.	» Check student ID and Admission Ticket. » If possible, replace with a test book with the same form code that does not have the same defect, and direct the student to continue with original answer sheet. » If the test book cannot be replaced with one that has the same code, dismiss the student and explain that the SAT Program will be in contact to schedule a makeup test. » If the defective test book causes a loss of testing time, allow the student to make up the time for that section at the end of the test administration. » On the front of the defective test book, print "Defective" and the school number as well as the location and nature of defect.	☑ Describe the defect. Note the loss of testing time; if the time was made up, indicate when, and attach test book to the SIR. **Bubble page 2 section 7b Defective Materials Issue— choose specific issue listed and describe.**

Irregularity	Procedures	SIR Required?
Admission/Identification/Seating Issues		
Test-taker changing from standard to nonstandard administration	When a student presents an Eligibility Approval Letter or you have confirmed approval with the SSD office: » Mark the student as absent on the standard section of the roster, and add the student to the nonstandard section of the roster. » Write the student's name and SSD Eligibility Code on the nonstandard roster. » The name on the roster must match the admission ticket.	☑ Include test-taker's name and eligibility code. **Bubble page 2 section 7b Other Issue—"Other."**
Test-taker seat is changed	» If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved. » If a test-taker is moved to another seat before the start of timed testing, no SIR is necessary — simply note on the seating chart.	☑ Explain the reason for the change. **For a seating change, bubble page 2 section 7b Other Issue—"Other."**
Test-taker sent to wrong room Ask the supervisor to call TAS immediately.	If any test-taker is moved to another room after the test books are distributed and the test begins, fill out an SIR.	☑ Explain the reason for the change. **For a room change, bubble page 2 section 7b Test Admin Issue "Staff seated students in wrong room."**
Identifying information discrepancies Ask the supervisor to call TAS immediately if you suspect impersonation.	Check test-taker identifying information on the answer sheet before dismissal. » Check that the name and identifying information exactly matches across all documents, including the answer sheet, the ID, and the Admission Ticket. » If the student has made an error, ask them to explain it and correct it. Ensure that the registration number is complete and correct on the answer sheet. » If you suspect impersonation, keep the ticket. Notify the supervisor immediately.	☑ Describe the discrepancy, and error, if applicable. If you suspect impersonation, note the test-taker's name, registration number, and type of ID. **Bubble page 2 section 7b Check-in Issue—"Test-taker had questionable/unacceptable ID" or "Test-taker not on roster/did not have Admission Ticket."**

Irregularity	Procedures	SIR Required?
Security Violations/Test-Taker Misconduct		
Observed misconduct Ask the supervisor to call TAS immediately.	If you observe a test-taker removing a test book or parts of a test book, attempting to impersonate another student, or leaving the building during testing: » If possible, check student ID and Admission Ticket and note name, registration number, and type of ID. Collect the test book and answer sheet and dismiss the student. Do not readmit the student to the testing room. » Notify the test center supervisor immediately. » On the front of the test book, note the student's name and write ""Attempted to Impersonate,"Attempted theft of test book" or "Left building" as appropriate. » If pages are missing or damaged, indicate which pages on the SIR. » Do not allow the test-taker to leave the test center until you have called TAS.	☑ Attach test book to SIR. Ensure that the student's name is provided. **Bubble page 2 section 7b Test Admin Issue—"Test-taker removed or attempted to remove test materials," or "Test-taker impersonated another test-taker," or "Test-taker left early/left without permission." Note pages and sections.**
Test book misuse/working on the wrong section	If a test-taker is seen looking through or opening the test book before or after time is called, working on a wrong section, or working past the permitted time: » Check student ID and Admission Ticket and ask student to close test book or direct student to proper section of test book. Warn student individually that a subsequent violation will be grounds for dismissal. » If behavior continues, collect the test book and answer sheet. Dismiss the student. Do not readmit the student to the testing room. » On the front of the test book, note the student's name and write "Looking through test book," "Wrong section," or "Working past time," as appropriate. » Return answer sheets with other used answer sheets.	☑ Note the section(s) affected, and attach the test book. Ensure that the student's name is provided. **Bubble page 2 section 7b Test Admin Issue—"Test-taker worked after time called," or "Test-taker worked on wrong section," or "Test-taker obtained improper access to test/part of test."**
Noises made by or use of prohibited electronic devices, including: » Cell phones, smartphones » Cameras, scanners » Laptops, PDAs, iPods, MP3 players, wearable technology » Separate timers *Medical devices such as insulin pumps are allowed.* Supervisor: If you have any suspicion that the device was used to share test information, immediately call TAS while the student is still in your charge.	If a test-taker's prohibited device makes noise or if the test-taker is observed using any prohibited electronic device in the testing room or during a break: » Tell the student to turn it off and hand it to you immediately. (Return the device after it has been checked for testing content.) » Check student ID and Admission Ticket. » Inform the student that you must write up the incident and that his or her scores will be canceled, and that the device will be returned. » Collect test book and answer sheet and dismiss the student from testing. Do not readmit the student to the testing room. » On the front of the test book, note the student's name and write "Prohibited electronic device."	☑ Note that the device made noise or was in use. Attach the test book to the SIR. Ensure that the student's name is provided. **Bubble page 2 section 7b Test Admin Issue—"Test-taker used a cell phone/ prohibited device, or it made noise."**

Irregularity	Procedures	SIR Required?
Calculator misuse/prohibited aids, including: » Pens, highlighters, or mechanical or colored pencils » Books, dictionary, or references » Compass, ruler, protractor, or cutting device » Scratch paper or notes » Unacceptable calculator or any other prohibited electronic device, such as digital watches with prohibited features *Note: SSD students may be approved to use particular aids, including scratch paper.*	If a test-taker is seen using a calculator on a no-calculator section or using more than one calculator (except in case of a malfunction) or using a prohibited aid: » Check student ID and Admission Ticket and warn student individually (and assistant if applicable) to stop use of the prohibited aid. » Tell student that a subsequent violation will be grounds for dismissal. » If student continues, collect test book and answer sheet and dismiss student. » On front cover of test book, note student's name and write "Prohibited item."	☑ Attach the test book to the SIR. Ensure that the student's name is provided. **Bubble page 2 section 7b Test Admin Issue—"Test-taker used an unauthorized aid."**
Refusal to follow instructions If behavior is caused by an uncontrollable manifestation of a disability, ask the SSD Coordinator to call the SSD office for assistance.	If a test-taker is observed disturbing others, refusing to follow instructions, giving/receiving help/information, giving/discussing test or essay questions, or using a phone without permission: » If possible, check the test-taker's ID and Admission Ticket, and inform the test-taker that you must write up the incident and that his or her scores will be canceled. » Collect the test book and Admission Ticket and answer sheet and dismiss the test-taker from testing. Do not readmit the test-taker to the testing room. » On the front of the test book, note the student's name and write "Refusing to follow instructions."	☑ For copying and communications infractions, describe the ID. Note the type of infraction and explain the circumstances completely. Attach the test book and Admission Ticket to the SIR. **Bubble page 2 section 7b Test Admin Issue—"Test-taker failed to follow test administration regulations," or "Test-taker gave or received help."**
Misadministration		
Accommodations given that were not approved	» Stop testing and collect the test-taker's test materials and answer sheet. » Advise the test-taker that he or she has received accommodations that were not approved. The College Board will contact the test-taker about retesting options. » Dismiss the test-taker.	☑ Provide student name and registration number. Note accommodation given and actions taken. **Bubble page 2 section 7b Test Center Staff Issue—"Staff gave incorrect, unapproved or no accommodations."**
Approved accommodations not given	» Advise the test-taker that accommodations he or she was approved for were inadvertently not provided, and that the issue will be reported to the College Board to determine available test options. » Offer the test-taker the option to continue testing without the approved accommodations, or to stop testing. » If the test-taker chooses to stop testing, collect the test materials and answer sheet and dismiss the test-taker.	☑ Provide student name and registration number. Note accommodation not given and actions taken. **Bubble page 2 section 7b Test Center Staff Issue—"Staff gave incorrect, unapproved or no accommodations."**

Irregularity	Procedures	SIR Required?
Disturbance, such as: loud and incessant noise, excessive heat or cold, or other distractions Ask the supervisor to call TAS if the problem cannot be resolved.	If possible, reduce or eliminate the source of disturbance or move the students. If testing must be interrupted: » Ask students to insert answer sheets in test books, close test books, and sit quietly until the situation is resolved. » Note stop time and inform students that the testing time will be adjusted. » Once testing resumes, adjust testing time. » Monitor students at all times inside and outside the testing room. » Tell students that they should contact customer service if they feel they were affected.	☑ Note the length and impact of the disturbance. **Bubble page 1 section 6— "Disturbance/ interruption."**
Undertiming Ask the supervisor to call TAS.	Permit students to make up any undertiming on a section before concluding the section, allowing a break, or dismissing students. Allow the full testing time for unaffected sections.	☑ Note the section(s) affected and timing discrepancy. **Bubble page 1 section 6—"Undertiming"(for a group), or page 2 section 7b Test Admin Issue— "Test was Undertimed" (for an individual).**
Overtiming Ask the supervisor to call TAS.	Make no adjustment.	☑ Note the section(s) affected and timing discrepancy. **Bubble page 1 section 6 "Overtiming" (for a group), or page 2 section 7b Test Admin Issue— "Test was overtimed" (for an individual). Complete the comments section and test-taker information, and sign.**
Testing staff issues If administration is compromised, ask the supervisor to call TAS immediately.	In the case of distracting behavior, incorrect directions or material distribution, quietly point out the behavior and ask staff member to correct it. If behavior persists, the test center supervisor will determine next steps.	☑ Note the impact of the issue and the section(s) affected. **Bubble page 1 section 6 for group irregularities— choose correct issue from list, or page 2 section 7b Test Center Staff Issue— for individual irregularities choose correct issue from list. Complete the comments and the test-taker information and sign.**

Irregularity	Procedures	SIR Required?
Test-Taker Issues		
Excessive breaks *This irregularity does not apply to students approved for "breaks as needed."* Ask the supervisor to call TAS if there is a security concern.	» Ask the student the reason for excessive breaks (is the student ill?). Collect the test book and answer sheet; return them when the student reenters. Do not allow extra time. » Have the room or hall proctor check where the student is going during breaks.	☑ **Bubble page 2 section 7b Other Issue—"Other."**
Illness	» Permit the student to leave the test room temporarily. Collect the test book and answer sheet; return them when the student reenters. Do not allow extra testing time. » If the student is unable to continue, advise him or her of the cancellation policy. Canceling test scores will make the scores not reportable to colleges or scholarship organizations; however the state, districts, and schools will still receive them for accountability purposes. » If an answer sheet becomes soiled due to illness or bleeding, inform the student that it cannot be scored. If the student wants to continue, provide a new answer sheet and allow the student to transcribe earlier answers after test books have been collected. Discard the soiled answer sheets—do not return them. Return soiled test books in plastic, if possible.	☑ Note length of absence, the student(s) and question(s) affected. Note whether answer sheets were discarded, the reason, and the serial number, if possible. **Bubble page 2 section 7b Test Admin Issue—"Test-taker became ill." Also bubble page 2 section 7a "Did test-taker complete testing?" (Yes or No.)**
Unscheduled breaks	If a student asks permission to go to the restroom, testing time cannot be made up. Collect the answer sheet and test book. Fan the test book to ensure that all testing materials are there. Check ID when the student returns to the room.	
Using pen or wrong type of pencil	If you see anyone using a pen, advise the test-taker to switch to a No. 2 pencil immediately. Do not have test-takers erase any answers. Have them continue using the same answer sheet. Test-takers should not be dismissed from testing if they use a mechanical pencil.	☑ Explain the circumstances fully. Note section(s) affected. **Bubble page 2 section 7b Test Admin Issue—"Test-taker used an unauthorized aid."**
Answers placed incorrectly on answer sheets	» Check the student's ID and Admission Ticket if the student is unfamiliar to you, and provide a new answer sheet associated with that type of testing (e.g., Essay or non-Essay) if the student has misplaced answers on the answer sheet. No erasures or transfers should be done. (If no extra answer sheets are available, follow the procedures under "Defective Answer Sheet," page 18). Tell the student to print his or her name on the new answer sheet, then continue in the appropriate place. » After the test is over, have the student complete items 1–9 on page 1 of the answer sheet. Clip answer sheets together.	☑ **Bubble page 2 section 7b Test Admin Issue—"Test-taker misplaced/misgridded answers" (1 answer sheet only), or "Test-taker needed second answer sheet."**

Irregularity	Procedures	SIR Required?
Answers written in test book, but not recorded on answer sheet	This irregularity does not apply to students approved for "writing answers in test book." » Check student ID and Admission Ticket if the student is unfamiliar to you. » Notify the student that no credit is given or extra time allowed to transcribe answers to answer sheet. » Answers recorded in the test book may not be transferred to the answer sheet after the test by either the student or school personnel. » On the front of the test book, note the student's name and write "Answers in test book."	☑ Note the reason why the student wrote the answers in the test book. Attach the test book to the SIR. **Bubble page 2 section 7b Test Admin Issue—"Test-taker recorded answers in book."**
Answer sheet left blank or completely erased	» Notify the student that you have observed this behavior and check the student's ID and Admission Ticket if the student is unfamiliar to you. Indicate that if the behavior persists, you will report it. » Tell the student that the answer sheet will be scored unless the student cancels the scores by the third business day after the test. » If the student wants to cancel the test, provide an SAT Request to Cancel Test Scores form and have the student complete and sign it. Tell the student that canceling test scores will make the scores not reportable to colleges or scholarship organizations; however the state, districts, and schools will still receive them for accountability purposes. » If the test-taker continues to not mark any answers, collect the answer sheet and test book and dismiss the test-taker from testing.	☑ Explain the circumstances fully. Describe the ID for test-takers observed not bubbling answers. **Bubble page 2 section 7b Test Admin Issue — "Test-taker failed to follow test administration regulations."**
Calculator malfunction	» Check the test-taker's ID and Admission Ticket and allow the test-taker to replace batteries or try a backup calculator, if available. If the problem persists, the test-taker can choose to continue or to cancel scores. » Canceling scores for the math section of the SAT means that the entire test will be canceled. » If the test-taker decides to cancel, provide an SAT Request to Cancel Test Scores form and have the test-taker complete and sign it. The associate supervisor must also sign. Tell the student that canceling test scores will make the scores not reportable to colleges or scholarship organizations; however the state, districts, and schools will still receive them for accountability purposes.	☑ Document the malfunction. **Bubble page 2 section 7b Test Admin Issue —"Test-taker had a CD player or calculator malfunction."**
Test question ambiguity	Report the type of question ambiguity.	☑ Add any test-taker information if possible, as full a description as possible, and your contact information. **Bubble page 2 section 8—choose correct issue and provide listed test-taker information. Fill in the comments section.**

Section B: Standard SAT Script

Testing in the Standard Room

STOP The scripts in this section are for testing in the standard rooms using the test books with purple covers.

Some accommodations can be administered in the standard room. See the list of Accommodations Codes in the Appendix to confirm if any students on your room roster who are testing with accommodations can test in the standard room.

Uniform testing conditions depend on your reading the scripts exactly as detailed in this section. Take time to study the scripts before test day.

Checklist

Equipping the testing room:

If available, post the following flyers on the door of the testing room:

- "No Cell Phones!"
- "Quiet, Please."

Post this information for students.

- Today's date
- Test month and "SAT" or "SAT with Essay"
- Five-digit test center number assigned to your school for spring testing
- Center (school) name, city, and state
- Room number (or name)
- "Use a No. 2 pencil only. Do not use a pen or mechanical pencil."

Ensure that all materials are for standard testing:

- Test books should have a purple cover. Testing students with pink or blue test materials using the purple scripts in this section will result in a misadministration and canceled scores.

NOTE: *Scores canceled by students will still be sent to the state and district, and will be accessible to schools, but will not be sent by the College Board to the student's chosen colleges or scholarship organizations. And, once canceled, scores may not be reinstated.*

- In addition, the test books should match the administration in your room:
  - "SAT" multiple-choice books with orange "SAT" answer sheets
  - "SAT with Essay" multiple-choice books with Essay books and blue "SAT with Essay" answer sheets
  - Students using translated test directions should use the book that corresponds to the testing room to which they are assigned.

NOTE: *Essay books, if any, will have a purple stripe with an open book icon. Essay books should be distributed only after test-takers have completed all four sections of the SAT test.*

! If you have students using translated directions, distribute these before beginning testing. Do not distribute any other test materials to students until instructed to do so in the scripts.

Admitting Students to Room

If students have not already been checked in to the center, your supervisor may have given you a set of admission ticket copies for students who are testing in your room. If any students don't have an admission ticket, provide them with their copy. Note that these copied tickets do not include the "Roster," or "NAR," notations referenced below.

Check that students are in the correct testing room:

- As you admit students, check their Admission Tickets:
  - Student's tickets should indicate "SAT" or "SAT with Essay," whichever matches the administration in your room.
  - Send any student with "Roster" printed on the Admission Ticket header to the supervisor for proper room assignment unless they have notification from the supervisor that they have properly changed to standard testing.
  - Refer students with "NAR" in the ticket header to the SSD Coordinator for appropriate room assignment. These students should not test in your room.

Read scripts in tinted boxes aloud EXACTLY as written.

- Give students time to fill in their responses.
- Pause to allow students time to follow instructions when three dots ". . ." appear in the text.
- Answer student questions about procedure only, not about test content.

- You may repeat parts of the script if requested to do so.
- Supply the appropriate information where a blank line "_____" appears in the text.

At all administrations, say:

Good morning. Today you are going to take the SAT. This is your chance to show how prepared you are for college and career.

If you have questions about any of the instructions I give you, please ask them, so that you can be sure of doing your best.

Please take a look at your Admission Ticket now. Raise your hand if your ticket shows the word "Roster" or the letters "N A R" in the header.

Confirm with students whose tickets indicate nonstandard testing that they intend to test in the standard room. They should have a signed note from the supervisor if authorized to make this change. If not, send these students to the supervisor for appropriate room assignment. Note that students under the age of 18 require a parent/guardian's signed approval to waive approved accommodations.

In the SAT with Essay room, say:

In this room, you will be taking the SAT with Essay.

In the SAT room (no Essay), say:

In this room, you will be taking the SAT; you will not be taking the SAT Essay.

Send any students who registered for a different test to the supervisor for appropriate room assignment.

Continue by saying:

The College Board has policies that are designed to give each of you an equal opportunity to show your abilities. We will dismiss and cancel the scores of anyone who tries to gain an unfair advantage by:

- Giving or receiving help of any kind
- Looking through the test book before the start of the test
- Working on the wrong section or referring to a previous or future section of the test book or answer sheet
- Using a calculator during a non-calculator section
- Marking answers after time is called
- Sharing test questions with anyone during or after the test
- Using any unauthorized testing aids, including phones, during testing or on breaks
- Attempting to take the test for someone else

You may also be dismissed for:

- Smoking or eating or drinking in the testing room unless you have an approved accommodation
- Causing a disturbance of any kind
- Failing to follow testing procedures
- Going to your locker or leaving the building during breaks

You will have until 11:59 p.m. the third business day from today to file a test day complaint. If you see any behavior that causes you concern, please notify the test center supervisor, who will explain how to contact the College Board. Are there any questions? . . .

After all questions are answered, say:

Please listen carefully to the following information about phones and other electronic equipment. The use of phones or other prohibited electronic devices at any time in this test center is prohibited. At this time, if you still have a phone, watch alarm, handheld computer, or any other electronic device in your possession, you need to completely power it off and put it under your desk until testing is over. If your phone or other prohibited device makes any noise or you are seen using it at any time, including breaks, you will be dismissed and your scores will be canceled. In addition, any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

Now we're going to prepare to start the test.

- Remove everything from your desk except your Admission Ticket, pencils, erasers, and acceptable calculator. . . .
- Remove any earplugs, which may not be worn during testing; any highlighters; rulers; dictionaries or other books; pens or colored pencils; pamphlets; and papers of any kind, including scratch paper — these are all prohibited. . . .
- If you brought a backup calculator or extra batteries, get those out and put them on the floor under your desk. . . .
- Place any water bottles under your desk. Close all bags and backpacks and put them under your desk until the test is over. . . .

Once desks are cleared of prohibited items, say:

I will take a moment now to look around and make sure you are using approved calculators. . . .

Walk around the room to make sure no one is wearing or has the following unauthorized materials or aids on his or her desk. (The Roster will indicate if an aid has been approved for use on a test.)

- Cell phones or smartphones
- Audio players or recorders
- Tablets, laptops, notebooks, or any other personal computing device, including wearable technology
- Separate timers of any type
- Cameras or any other photographic equipment
- Smartwatches or any other devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content

NOTE: *Wearable technology must be taken off and stored away.*

- Pens, highlighters, and mechanical or colored pencils
- Books, dictionaries, or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Notes, pamphlets, or papers of any kind, including scratch paper (excluding translated test directions)
- Earplugs
- Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord

NOTE: *If unauthorized devices or aids are displayed, have students remove them from their desks. If a student has a mechanical pencil, hand him or her a No. 2 pencil. Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly.*

Then say:

You may not share or exchange calculators at any time. Put your calculator and extra batteries under your desk now. You will not need them until a later section.

I am going to give an answer sheet and test book to each of you now. Do not open them. . . .

Make sure that test-takers have put their calculators under their desks, and that any phones are placed under the desk, not in a pocket.

If you are administering the SAT with Essay in your room, place the Essay books aside in a location where students cannot access them (these will be distributed after test books are collected and before Section 5 begins). At this point, distribute translated instructions, if needed.

Distribute to each student the appropriate regular or large-block answer sheet and one test book in serial-number order.

Make sure every student is using a No. 2 pencil. Check to ensure that no one is using a pen or mechanical pencil.

Continue by saying:

Check to see that both the answer sheet and test book are for the version of the SAT that I have listed on the board – SAT or SAT with Essay. When you get the test book, turn it over and read the back cover. It has important information about timing, marking answers, and scoring.

Then say:

When you have finished reading, please look up. . . .

Are there any questions about the information you just read? . . .

After you have answered all questions, say:

It is important that you understand how to mark your answers. Unless you are approved to do so, you may not mark your answers in your test book — only answers marked on the answer sheet will be scored.

Please listen carefully to these instructions, because they are critical to the scoring of your test. If you don't follow my directions exactly, you may not receive a score.

Make sure you are using a Number 2 pencil and that you fill in the circles darkly and completely on the answer sheet. If you change your response, erase it as completely as possible. Avoid making stray marks, and do not use your answer sheet for scratch work. It is very important that you follow these instructions when filling out your answer sheet.

To students using a large-block answer sheet, say:

If you are using a large-block answer sheet, also read the instructions on the front of the answer sheet about where and how to mark your answers. You will be marking "X" in relevant boxes rather than filling in circles, and the page numbers will be different from those that I announce.

When all students are ready, say:

On the back of your test book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ . . . .

Check that students have filled in these fields, including room number/name, on their test books.

Then say:

Now look at the front page of your answer sheet (or page 2 of your large-block answer sheet). You are going to enter personal information on this page. Make sure that your personal information matches what is on your Admission Ticket. Whenever you see corresponding circles or boxes for an item, fill them in.

In item 1:

- Print your last name, first name, and middle initial, if you have one, exactly as they appear on your Admission Ticket. . . .
- Read the statement on the next line, then sign your full name. . . . Look up when you are done.
- Today's date is _____. Write the numbers for the month, day, and year for today's date. . . .
- Next, print your home address. . . .
- Print your phone number, including the area code. . . .
- Print the city and state of this test center. . . . Look up when you are done.

In item 2: Print the first six letters of your last (or family) name, the first four letters of your first (or given) name, and your middle initial, if you have one. Include blanks, dashes, or apostrophes if these are part of your name. The order and spelling of your name must exactly match your Admission Ticket. Fill in the corresponding circles. . . .

In item 3: Fill in the circle for the month of your birth (or on the large-block answer sheet, fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles. . . . Look up when you are done.

In item 4: Print your registration number and fill in the circles. Copy the registration number that is printed on your Admission Ticket. Make sure you provide this information correctly and completely. . . .

In item 5: Write in the ZIP code of your home address and fill in the corresponding circles. . . .

In item 6: Print the number of this test center as posted and fill in the circles. . . . Look up when you are done.

Now remove the Admission Ticket from your desk. Keep your ticket with you at all times during the test, especially during breaks.

In item 7: Turn to the front cover of your test book. Find the area in the upper right-hand corner labeled "Test Book Serial Number" and enter the number printed onto item 7 on your answer sheet. Fill in the circles. . . .

In item 8: Turn to the back cover of your test book. Find the box labeled "8. Form Code" and enter the code onto item 8 on your answer sheet. Fill in the circles exactly as shown. . . .

In item 9: Copy the number from the box labeled "9. Test ID" exactly as shown. . . . Look up when you are done.

Take a moment to ensure that items 8 and 9 on your answer sheet are completed correctly. In order to score your test, items 1 through 9 must be completed correctly.

Check that students are filling in the right codes.

Standard Testing Script

When students have completed items 1 to 9 of the answer sheet, say:

Now 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 the College Board in writing no later than 11:59 p.m. on the third business day from today. Send your signed cancellation request by overnight mail or fax. You cannot cancel your scores with an email message or phone call.

Note that canceled scores will still be sent to your state and district, and will be accessible to your school, but will not be sent by the College Board to your chosen colleges or scholarship organizations. And, once canceled, your scores may not be reinstated for reporting to colleges.

Completing and submitting this form will make your SAT scores not reportable to colleges or scholarship organizations; however your state, district, and school will still receive them as part of sponsored testing.

Now say:

If you finish before time is called, you may NOT turn to any other section.

During testing, keep your answer sheet and test book flat in the center of your desk. If you find a defect with either your test book or answer sheet, or if you realize that you've been writing answers in the wrong section of your answer sheet, raise your hand at that time. You will only receive credit for answers recorded on your answer sheet. This applies to all of you unless you have approval from the College Board to record your answers differently. You may not use your answer sheet for scratch work.

I will walk around the room to check your progress. I will also keep the official time for the test. You will have breaks during the test, when you can leave this room to have a snack or use the restroom.

Answer sheets, test books and other testing materials must never be removed from the testing room. Remember, after the test has ended, no one may leave the room until I announce dismissal. If you have any questions about testing procedures, please ask them now. I cannot answer questions during the timed sections of the test. . . .

Throughout testing, follow these procedures:

Please be alert and vigilant throughout the test. Do not read, grade papers, work on a computer, talk on a phone, or do any other task unrelated to the test administration. Do not look through testing materials.

Time the section:

- As you begin each section, once students are all working on the test, enter the start and stop times; post the times for students to see. Announce the remaining time at regular intervals. This is particularly important if your room clock malfunctions.
- Before you call stop, check your watch against the time you have written down.
- Verify the time with the proctor, if applicable.
- Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

Monitor test-takers:

- Walk around the room to check that everyone is working on the correct section.
- Make sure that students who are using a large-block answer sheet are following instructions on the front of the answer sheet about where and how to mark their answers.
- If a student misplaces answers on the answer sheet, follow the instructions in the Irregularity Chart on page 12.

Account for materials as follows:

- On the Testing Room Materials Report form provided to you by the supervisor:
  - Account for all test materials (used and unused) in Part A of the form. If a book appears to be missing, follow procedures in "Accounting for Test Materials" in Section A on page 3 of this manual.
  - Make a note of the count of Essay books (if applicable).
  - Complete the seating chart on the back of the Testing Room Materials Report form provided to you.

Section 1 – Reading Test

STANDARD TIME **65 MINUTES**

START TIME _____ **STOP TIME** _____

When all questions are answered, say:

Do not begin work until I tell you to. If you finish before time is called, you may NOT turn to any other section. Turn to Section 1 of your answer sheet. Keep your answer sheet, test book and translated test directions (if applicable) flat on your desk. You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

The standard time for Section 1, Reading, is 65 minutes. Now, open your test book to Section 1, read the directions, and begin work.

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time. At this time, complete the seating chart.

After 30 minutes have elapsed, say:

You have 35 minutes remaining in this section.

After 60 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 65 minutes, say:

Stop work and put your pencil down. . . . We will now stop for a 10-minute break.

Close your answer sheet and place it inside the front of your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly 10 minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 10 minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Check that translated instructions (if used) are left on the desk.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

At the end of the break, say:

Please take your seat.

Certification Statement

Students whose disabilities prevent them from writing the statement should leave it blank. However, they should be encouraged to sign their names.

When everyone is ready, say:

Take out your answer sheet, but leave your test book closed. Turn to the back page of your answer sheet, and find the Certification Statement Box. Copy the requested statement and sign and date using your full name as you would on an official document. The statement must be made in your own handwriting style, either printed or in script, and it is required. The quality of your handwriting will not be used to calculate your score.

When you submit your answer sheet you are agreeing to the following conditions: 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 spelled out in the *Registration and Questionnaire Booklet* and online at **sat.org**. Look up when you are done. . . .

Walk around the room and ensure that all students are writing the Certification Statement. Note that cursive writing is NOT required.

Section 2 – Writing and Language Test

When everyone is ready, say:

Now turn to Section 2 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet, test book and translated test directions flat on your desk. If you finish before time is called, you may NOT turn to any other section. You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

Be sure to mark your answers in the correctly numbered spaces in Section 2.

The standard time for Section 2, Writing and Language, is 35 minutes. Now, open your test book to Section 2, read the directions and begin work.

STANDARD TIME **35 MINUTES**

START TIME _____ **STOP TIME** _____

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to be sure you have correctly calculated the stop time.

After 15 minutes have elapsed, say:

You have 20 minutes remaining in this section.

After 30 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 35 minutes, say:

Stop work and put your pencil down. . . . Close your test book.

Section 3 – Math Test – No Calculator

Test-takers with calculator accommodation: In very rare instances, you may be asked by the College Board to test a student in the standard room who is approved to use a four-function calculator on this section as an accommodation. (In almost all situations, these students will be tested in the nonstandard room.) If you have a student with this accommodation in your standard room, please replace the script that follows with this italicized statement: "*Although this is a math section, you are NOT allowed to use a calculator on this portion of the test unless preapproved to use a calculator on this portion of the test by the College Board.*"

When everyone is ready, say:

Although this is a math section, you are NOT allowed to use a calculator on this portion of the test. Please keep your calculator under your desk.

Continue by saying:

Turn to Section 3 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk.

Be sure to mark your answers in the correctly numbered spaces in Section 3. For the questions labeled "Student-Produced Responses," which are at the end of this section, follow the instructions for marking your answers that are given in your test book. These student-produced answers may be shorter, but not longer, than four numerals.

The standard time for Section 3, the Math Test – No Calculator section, is 25 minutes. Now, open your test book to Section 3, read the directions, and begin work.

STANDARD TIME **25 MINUTES**

START TIME _____ **STOP TIME** _____

During testing:

- Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to be sure you have correctly calculated the stop time.
- Walk around the room to ensure that no test-taker has a calculator on the desk.

After 10 minutes have elapsed, say:

You have 15 minutes remaining in this section.

After 20 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 25 minutes, say:

Stop work and put your pencil down. . . .

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk. We will now stop for a 5-minute break. If you have brought a snack, you may eat it in designated areas only. As before, do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly 5 minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 5 minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Check that translated instructions (if used) are left on the desk.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

At the end of the break, say:

Please take your seat. . . . Do not open your test book until I tell you to do so.

Section 4 – Math Test – Calculator

When everyone is ready, say:

For this section, Math Test – Calculator, you may use a calculator. Please take your calculator out and place it in the center of your desk. . . .

All math questions can be answered without a calculator. When using a calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator, keep it on the floor underneath your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will see if your substitute is acceptable. If you do not have a backup, continue to test.

If a student wishes to cancel scores because of equipment failure, see the Irregularity Chart, page 13.

Continue by saying:

For the questions labeled "Student-Produced Responses," which are at the end of this section, follow the instructions for marking your answers that are given in your test book. These student-produced answers can be shorter, but not longer, than four numerals.

Be sure to mark your answers in the correctly numbered spaces in Section 4. If you finish before time is called, you may NOT turn to any other section.

Take your answer sheet out of the test book and turn to Section 4. Keep your answer sheet and test book flat on your desk.

The standard time for Section 4, the Math Test – Calculator section, is 55 minutes. Now open your test book to Section 4, read the directions, and begin work.

STANDARD TIME **55 MINUTES**

START TIME _____ **STOP TIME** _____

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to be sure you have correctly calculated the stop time.

After 25 minutes have elapsed, say:

You have 30 minutes remaining in this section.

After 50 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 55 minutes, say:

Stop work and put your pencil down. . . . Close your test book and answer sheet. Place your answer sheet next to your test book.

If your students are taking the SAT (with no Essay) proceed to "After the Test" on the next page.

When everyone is ready, say:

Place your calculator under your desk. We will now stop for a 2-minute stretch break. You may not leave the room or discuss test questions. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks.

For the break:

Post the break time of 2 minutes.

At the end of the break, say:

Please take your seat. . . . I will now collect your test books. You will need to keep your answer sheet and translated test directions (if applicable) for the Essay section of the test. Please sit quietly while I collect and count the test books.

Collect a test book individually from each student in the same order in which they were distributed. Count the books to ensure you have the correct number before beginning the next section.

Do not distribute Essay books until all test books are collected and accounted for and you have read the first script under Section 5. Place the test books where students cannot access them.

Section 5 – SAT Essay

To students who are taking the SAT with Essay, say:

Now, open your answer sheet to page 6 (or page 14 of a large-block answer sheet). Please take a moment to read the statement at the top about the use of your essay, then decide whether or not to mark the circle or box. When you have finished reading, please look up. . . .

I will now give an Essay book to each of you. Do not open your Essay book until I tell you to do so.

Distribute an Essay book to each student. Enter the number of Essay books distributed on the Testing Room Materials Report form. Note that Essay books are not serialized.

NOTE: *Students must write their essays on their answer sheets. Do not give them scratch paper for the essay.*

Once Essay books have been distributed, say:

On the back of your Essay book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ . . . .

You may make notes and plan your essay on the unlined Planning Page in your answer sheet, but anything written there will not be scored. When you are ready, you'll need to start writing your essay on page 7 of the answer sheet and can continue on pages 8 through 10, if needed. If using a large-block answer sheet, you must use pages 16 through 22 of your answer sheet. You must fit your essay into those pages and within the margins marked. No extra pages are allowed. You must write your essay using a Number 2 pencil. If you do not use a pencil, you will receive a score of zero. If you finish before time is called, you may NOT turn to any other section. If you try to work on a different section of the test, I will need to report it, and your scores may be canceled. If you leave your essay blank, you will receive an essay score of zero.

Continue by saying:

You have 50 minutes to work on Section 5, the SAT Essay. Read the directions on the front of your Essay book, then open the book and begin work.

STANDARD TIME **50 MINUTES**

START TIME _____ **STOP TIME** _____

During testing:

» Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to make sure you have correctly calculated the stop time.

» Walk around the room to check that everyone is working on the essay. Check to see that students are using a No. 2 pencil to write the essay. If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately. Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly. Note this action on the Supervisor's Irregularity Report (SIR).

- Use this time to confirm that you have a serialized test book for each student. You will need to note this information on the Testing Room Materials Report form.

After 25 minutes have elapsed, say:

You have 25 minutes remaining in this section.

After 45 minutes have elapsed, say

You have 5 minutes remaining in this section.

After exactly 50 minutes, say:

Stop work. Put your pencil down. . . . Close your answer sheet and your Essay book. Place your answer sheet next to your Essay book.

After the Test

To all students say:

Place your Admission Ticket on the desk in plain sight. I will now collect your answer sheet and test materials. Please sit quietly until you are dismissed.

Collect an answer sheet and multiple-choice test book or Essay book from each student in the order in which they were distributed. At this time, also collect all translated test directions, if applicable. For each student, before moving on to the next person, do the following:

- Check to see that all the identifying information on the front page of the answer sheet is complete and that it matches the information on the Admission Ticket. Ensure that the letters in "YOUR NAME" (Item 2) correspond to the filled circles in each column.
- If there is a discrepancy, ask the student to show ID and explain the discrepancy. Document the discrepancy on an SIR.
- If you suspect impersonation, confiscate the Admission Ticket and note the student's name, ID type, and registration number on the SIR. Keep the Admission Ticket with the SIR and notify the test center supervisor immediately.

Before dismissing students:

- Make sure answer sheets are not inserted in or between test books or Essay books (if any).
- Verify by count that you have an Essay book (if applicable), multiple-choice test book, answer sheet and translated test instructions (if applicable) for each student.
- Verify by serial number that you have collected the test books assigned to your room.
- Verify you have collected all copies of translated test directions, if applicable.
- Keep students seated until you are sure you have an answer sheet and the testing materials assigned to each student.
- An answer sheet with items 1 to 9 completed must be submitted for a student to receive a score report. If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 9) before dismissing students.

After all materials are accounted for, say:

Remember, you should 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 email, text messages, or the Internet.

To students in the SAT with Essay room, say:

In addition, you are not permitted to discuss or share today's essay question until after the essay is available online.

To all students, 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. Thank you for your cooperation.

After students leave the room:

- Complete and sign the Testing Room Materials Report form and Seating Chart.
- If you have any students approved to write their answers in the test book, do the following:
  - On the test book, write the student's name, registration number, test center code, and litho code from the shaded box on the bottom right of the answer sheet.
  - On the front cover of the test book, write "Answers in book."
  - Include the test books with the used answer sheets.
- Describe any discrepancy on the SIR.
- Return the completed Testing Room Materials Report form with all test materials and forms to the supervisor.

SAT Standard Section Timing Chart

NOTE: All times are "minutes after the hour."

	STOP TIME Standard Time				
Start Time	For a 65-minute section (Section 1)	For a 35-minute section (Section 2)	For a 25-minute section (Section 3)	For a 55-minute section (Section 4)	For a 50-minute section (Section 5)
: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

Section C: Nonstandard SAT Script for Testing Accommodated Students Listed on the Roster

Testing in the Nonstandard Room

STOP The scripts in this section are for testing in the nonstandard rooms with students testing with SSD accommodations who are listed on the roster. Every student taking the SAT in this room must have a test book with a pink cover.

NOTE: *If students with accommodations are not listed on your room roster, they may be testing with accommodations listed on the NAR, or they may have minor accommodations that allow testing in the standard room with the purple script. Send these students to the SSD Coordinator, who can work with the test center supervisor to reassign them to appropriate rooms.*

Uniform testing conditions depend on your reading the scripts exactly as written in this section. **Take time to study the scripts and timing before test day.**

If you have students approved to test with accommodations, they cannot elect to test without those accommodations unless they present a written statement signed by a parent/guardian or by the student, if over 18 years of age.

Using These Scripts

Test scripts are divided into three categories based on the type of accommodation a student is registered for. An overview of timing is given in the chart on the next page.

Script 1: 50% Extended Time

Use Script 1 (starting on page 31) for students who are taking the SAT (no Essay) and are approved for 50% extended time for reading.

IMPORTANT: *Students with 50% extended time for reading who are taking the SAT with Essay will test over two days and must be tested with the scripts in the SAT School Day SSD Coordinator Manual.*

Script 2: Standard Time for Accommodated Students

Use Script 2 (starting on page 39) for students who are approved for standard timing and breaks with nonstandard accommodations such as permission to test blood sugar or using a basic, four-function calculator on the Math Test – No Calculator section.

Script 3: Standard Time with Extra Breaks

Use Script 3 (starting on page 45) for students who receive standard time on all sections of the test and are approved for extra breaks.

Combined Scripts for Students with Math- or Writing-Only Extended Time

Students with math-only or writing-only accommodations will receive extended time and associated breaks on specific sections of the assessment. You will see instructions in the scripts for when to switch to the extended time script. The exact page references are included to help you find your place quickly.

Start testing with the appropriate Standard Time script depending on whether your students receive standard breaks (Script 2) or extra breaks (Script 3).

Extended Breaks

The script in the standard timing section can be used for test-takers who are approved for extended breaks without extended time. Simply give a 10-minute break whenever instructed to give a 5-minute break. For students taking the Essay, extend the 2-minute break before Section 5 to 5 minutes.

Timing Chart

Section		50% Extended Time*	Standard Time (Nonstandard Room)	Standard Time with Extra Breaks	50% Extended Time for Math Only	50% Extended Time for Writing Only
		Use Script 1 (page 31)	Use Script 2 (page 39)	Use Script 3 (page 45)	Start with Script 2 for students with regular breaks. Start with Script 3 for students with extra breaks. Use Script 1 for Sections 3 and 4.	Start with Script 2 for students with regular breaks. Start with Script 3 for students with extra breaks. Use Script 1 for Section 5 if students are taking the Essay.
1	Reading Test	49 minutes	65 minutes	33 minutes	65 minutes	65 minutes
		5-minute break		5-minute break		
		49 minutes		32 minutes		
		5-minute break	10-minute break	5-minute break	10-minute break	10-minute break
2	Writing and Language Test	53 minutes	35 minutes	35 minutes	35 minutes	35 minutes
		5-minute break		5-minute break	5-minute break	
3	Math Test – No Calculator	38 minutes	25 minutes	25 minutes	38 minutes	25 minutes
		5-minute break				
4	Math Test – Calculator	42 minutes	55 minutes	28 minutes	42 minutes	55 minutes
		5-minute break		5-minute break	5-minute break	
		41 minutes		27 minutes	41 minutes	
		2-minute break				
5	Essay		50 minutes	25 minutes	50 minutes	38 minutes
				5-minute break		5-minute break
				25 minutes		37 minutes

* The scripts in this section do not apply to students taking the SAT with Essay with extended time for reading. The SSD Coordinator will administer the SAT with Essay to these students over two days of testing, using scripts in the *School Day SSD Coordinator Manual*.

Checklist

Post the following flyers on the door of the testing room (if available):

- "No Cell Phones!"
- "Quiet, Please."

Post this information for students.

- Today's date
- Test month and "SAT" or "SAT with Essay"
- Five-digit test center number assigned to your school for spring testing
- Center (school) name, city, and state
- Room number or name
- "Use a No. 2 pencil only. Do not use a pen or mechanical pencil."

Ensure that all materials are for nonstandard roster room testing:

- Ensure that the test books you have in the testing room have a pink cover (not purple for standard or blue or green for "NAR" nonstandard testing).

NOTE: *Essay books, if any, will have a purple stripe with an open book icon. Essay test books should be distributed only after test-takers have completed all four sections of the SAT test.*

- In addition, the test materials should match the administration in your room:
  - "SAT" books with orange or large-block "SAT" answer sheets.
  - "SAT with Essay" books, Essay books, and blue or large-block "SAT with Essay" answer sheets.
  - Students using translated test directions should use the book that corresponds to the testing room to which they are assigned.

Admitting Students to Room

If students have not already been checked in to the center, your supervisor may have given you a set of admission ticket copies for students who are testing in your room. If a student doesn't have an admission ticket, provide them with their copy.

Check that students are in the correct testing room:

- As you admit students, check the headers of their Admission Tickets:
  - Admission tickets should say "Roster" and either "SAT" or "SAT with Essay" at the top, depending on your room type. If your school is offering an Essay option, check that students taking the SAT or SAT with Essay are in the correct room.
  - Students who have standard admission tickets should be referred to the test center supervisor for appropriate room assignment. These students should not test in your room unless they have notification from the supervisor that they have properly changed to nonstandard testing.
  - Refer students with "NAR" in the ticket header to the SSD Coordinator for appropriate room assignment. These students should not test in your room.
  - Do not distribute test materials to students until instructed to do so in the scripts.

Read scripts in tinted boxes aloud EXACTLY as written.

- Give students time to fill in their responses.
- Pause to allow students time to follow instructions when four dots ". . . ." appear in the text.
- Answer student questions about procedure only, not about test content. You may repeat parts of the script if requested to do so.
- Supply the appropriate information where a blank line "_____" appears in the text.

If you have students approved for different testing schedules, i.e., extended time and/or extra or extended breaks, they should be seated in different testing rooms. The Roster will indicate the groups of students who can be tested together.

Nonstandard Testing Script

At all administrations, say:

Good morning. Today you are going to take the SAT. This is your chance to show how prepared you are for college and career. If you have questions about any of the instructions I give you, please ask them, so that you can be sure of doing your best. Take a look at your Admission Ticket now. Check that the test listed on the upper right of your Admission Ticket matches the test I have posted on the board. Raise your hand if any information on your ticket does not match the information posted. Also, if your ticket does not have the word "Roster" in the header, raise your hand.

Confirm with students that have standard tickets (without the word "Roster" in the header) that they have properly changed from standard to nonstandard testing with College Board-approved accommodations. Ask them to verify by showing you notification signed by the supervisor. Send any students who belong in the standard room or who have "NAR" in the ticket header to the supervisor or SSD Coordinator for appropriate room assignment.

In the SAT with Essay room, say:

In this room you will be taking the SAT with Essay.

In the SAT room (no Essay) say:

In this room you will be taking the SAT; you will not be taking the SAT Essay.

If your students have the option of taking the SAT with or without the Essay, send any students who registered for a different test to the supervisor for appropriate room assignment.

At all administrations, say:

The College Board has policies that are designed to give each of you an equal opportunity to show your abilities. We will dismiss and cancel the scores of anyone who tries to gain an unfair advantage by:

- Taking the test with extended time if you are not approved for it
- Giving or receiving help of any kind
- Looking through the test book before the start of the test
- Working on the wrong section or referring to a previous or future section in the test book or answer sheet
- Marking answers after time is called
- Sharing test questions with anyone during or after the test
- Attempting to remove test materials from the testing room
- Using any unauthorized testing aids, including phones, during testing or on breaks
- Attempting to take the test for someone else

You may also be dismissed for:

- Smoking or eating or drinking in the testing room, unless you have an approved accommodation
- Causing a disturbance of any kind
- Failing to follow testing procedures
- Leaving the building during the test

You will have until 11:59 p.m. on the third business day after the test to file a test day complaint. If you see any behaviors that cause you concern, please notify the test center supervisor, who will explain how to notify the College Board. You can also get this information online. Are there any questions? . . .

After all questions are answered, say:

Please listen carefully to the following information about phones and other electronic equipment. The use of phones or other prohibited electronic devices at any time in this test center is prohibited. At this time, if you still have a phone, watch alarm, handheld computer, or any other electronic device in your possession, you need to completely power it off and put it away until you leave the test center.

If your phone or other prohibited device makes any noise or you are seen using it at any time, including breaks, you will be dismissed and your scores will be canceled. In addition, any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

Now we're going to prepare to start the test.

- Remove everything from your desk except your Admission Ticket, pencils with erasers, and acceptable calculator. . . .
- Remove any earplugs, which may not be worn during testing; any highlighters; rulers; dictionaries or other books; pens or colored pencils; pamphlets; and papers of any kind, including scratch paper — these are all prohibited unless you have College Board approval for their use as an accommodation. . . .
- If you brought a backup calculator or extra batteries, get those out and put them on the floor under your desk. . . .
- Place any water bottles under your desk. Close all bags and backpacks and put them under your desk until the test is over. . . .

Once desks are cleared of prohibited items, say:

I will take a moment now to look around and make sure you are using approved calculators. . . .

Walk around the room to make sure no one is wearing or has the following unauthorized devices or aids on his or her desk. (The Roster will indicate if an aid has been approved for use on a test.)

- Cell phones or smartphones
- Audio players or recorders
- Tablets, laptops, notebooks, or any other personal computing device, including wearable technology
- Separate timers of any type
- Cameras or any other photographic equipment
- Smartwatches or any other devices that can be used to record, transmit, receive, or play back audio, photographic, text, or video content

NOTE: *Wearable technology must be taken off and stored away.*

- Pens, highlighters, mechanical or colored pencils
- Books, dictionaries, or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Notes, pamphlets, or papers of any kind, including scratch paper (excluding translated test directions)
- Earplugs
- Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord

NOTE: *If unauthorized devices or aids are displayed, have students remove them from their desks. If a student has a mechanical pencil, hand him or her a No. 2 pencil. Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly.*

Then, say:

You may not share or exchange calculators at any time. Put your calculator under your desk now. You will not need it until a later section.

I am going to give an answer sheet and test book to each of you now. I will also distribute translated test directions, if applicable. Do not open them. . . .

If administering the SAT with Essay, place Essay books aside in a location where students cannot access them. (These will be distributed after test books are collected, before Section 5 begins.)

Distribute to each student the appropriate regular or large-block answer sheet and one regular or large-print test book in serial-number order. Also distribute translated test directions, if applicable. Take care that any student who has a large-block answer sheet is on the correct page.

Continue by saying:

Check to see that both the answer sheet and test book are for the version of the SAT that I have listed on the board – SAT or SAT with Essay. When you get the test book, turn it over and read the back cover. It has important information about timing, marking answers, and scoring. DO NOT OPEN YOUR TEST BOOK.

Make sure test-takers have put calculators under the desk, and that any phones and wearable technology are put under the desk, not in a pocket.

Then, say:

When you have finished reading, please look up. . . .

Are there any questions about the information you just read? . . .

Please listen carefully to these instructions, because they are critical to the scoring of your test. If you don't follow my directions exactly, you may not receive a score.

Unless you are approved to do so, you may not mark your answers in your test book — only answers marked on the answer sheet will be scored. Make sure you are using a Number 2 pencil and that you fill in the circles on your answer sheet darkly and completely. If you change your response, erase it as completely as possible. Avoid making stray marks, and do not use your answer sheet for scratch work. It is very important that you follow these instructions when filling out your answer sheet.

If you are using a large-block answer sheet, please read the instructions on the front of the answer sheet about where and how to mark your answers. You will be marking "X" in relevant boxes rather than filling in circles, and the page numbers will be different from those I announce.

On the back of your test book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ . . . .

Check that students have filled in these fields, including room number/name, on their test books.

Continue by saying:

Now look at the front page of your answer sheet (or page 2 of your large-block answer sheet). You are going to enter personal information on this page. Make sure that your personal information matches what is on your Admission Ticket. Whenever you see corresponding circles or boxes for an item, fill them in.

In item 1:

- Print your last name, first name, and middle initial, if you have one, exactly as they appear on your Admission Ticket. . . .
- Read the statement on the next line, then sign your full name. Look up when you are done. . . .
- Today's date is _____. Write the numbers for the month, day, and year for today's date. . . .
- Next, print your home address. . . .
- Print your home phone number, including the area code. . . .
- Print the city and state of this test center. Look up when you are done. . . .

In item 2: Print the first six letters of your last (or family) name, the first four letters of your first (or given) name, and your middle initial, if you have one. Include blanks, dashes, or apostrophes if these are part of your name. The spelling of your name must exactly match your Admission Ticket. Fill in the corresponding circles. . . .

In item 3: Fill in the circle for the month of your birth (or on the large-block answer sheet, fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles. Look up when you are done. . . .

In item 4: Print your registration number and fill in the circles. Copy the registration number that is printed on your Admission Ticket. Make sure you provide this information correctly and completely. . . .

In item 5: Write in the ZIP code of your home address and fill in the corresponding circles. . . .

Now remove your Admission Ticket from your desk. Keep your ticket with you at all times during the test, especially during breaks.

In item 6: Print the number of this test center as posted and fill in the circles. . . . Look up when you are done. . . .

In item 7: Turn to the front cover of your test book. Find the area in the upper right-hand corner labeled "Test Book Serial Number" and enter the number printed onto item 7 on your answer sheet. Fill in the circles. . . .

In item 8: Turn to the back cover of your test book. Find the box labeled "8. Form Code" and enter the code onto item 8 on your answer sheet. Fill in the circles exactly as shown. . . .

In item 9: Copy the number from the box labeled "9. Test ID" exactly as shown. . . .

Then say:

Take a moment to ensure that items 8 and 9 on your answer sheet are completed correctly. It is critical that you enter the correct codes on your answer sheet. In order for your test to be scored, items 1 through 9 must be completed correctly.

Check that students are filling in the right codes.

Take care that any student who has a large-block answer sheet is on the correct page.

Once students have filled in items 1–9, say:

Now 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 the College Board in writing no later than 11:59 p.m. on the third business day from today. Send your signed cancellation request by overnight mail or fax. You cannot cancel your scores with an email message or phone call.

Note that canceled scores will still be sent to your state and district, and will be accessible to your school, but will not be sent by the College Board to your chosen colleges or scholarship organizations. And, once canceled, your scores may not be reinstated.

Now say:

If you finish before time is called, you may NOT turn to any other section.

During testing, keep your answer sheet and test book flat in the center of your desk. If you find a defect with either your test book or answer sheet, or if you realize that you've been writing answers in the wrong section of your answer sheet, raise your hand at that time.

You will only receive credit for answers recorded on your answer sheet. This applies to all of you unless you have approval from the College Board to record your answers differently. You may not use your answer sheet for scratch work.

I will walk around the room to check your progress. I will also keep the official time for the test. You will have breaks during the test when you can leave this room to have a snack or use the restroom.

Answer sheets, test books, and translated test directions (if applicable) must never be removed from the testing room. Remember, after the test has ended, no one may leave the room until I announce dismissal.

If you have any questions about testing procedures, please ask them now. I cannot answer questions during the timed sections of the test. . . .

Throughout testing, follow these procedures:

Please be alert and vigilant throughout the test. Do not read, grade papers, work on a computer, talk on a phone, or do any other task unrelated to the test administration. Do not look through testing materials.

Time the section:

- As you begin each section, once students are all working on the test, enter the start and stop times; post the times for students to see. Announce the remaining time at regular intervals. This is particularly important if your room clock malfunctions.
- Before you call stop, check your watch against the time you have written down.
- Verify the time with the proctor, if applicable.
- Refer to the charts on pages 38, 44, and 51 to ensure that you have correctly calculated the stop time(s).

Monitor test-takers:

- Walk around the room to check that everyone is working on the correct section.
- Make sure that students who are using a large-block answer sheet are following instructions on the front of the answer sheet about where and how to mark their answers.
- If a student misplaces answers on the answer sheet, follow the instructions in the Irregularity Chart on page 12.

After testing begins, account for materials as follows:

- On the Testing Room Materials Report form provided to you by the supervisor:
  - Account for all test materials (used and unused in Part A of the form). If a book appears to be missing, follow procedures in "Accounting for Test Materials" in Section A on page 3 of this manual.
  - Include a count of Essay books (if applicable).
- Complete the seating chart (on the back of the Testing Room Materials Report form provided to you).

Script 1: 50% Extended Time for Reading

The following script is for test-takers approved for 50% extended time for reading taking SAT (no Essay). Students with 50% extended time for math or writing only should start with the appropriate standard time script on page 39 or page 45.

Section 1 – Reading Test 50% Extended Time for Reading

When everyone is ready, say:

Do not open your test book until I tell you to do so. If you finish before time is called, you may NOT turn to any other section. If you try to work on a different section of the test, I will need to report it, and your scores may be canceled.

Now, open your answer sheet to Section 1. Do not begin work until I tell you to. You are not allowed to use a calculator in this section of the test. Please keep your calculator under your desk. Be sure to mark your answers correctly in the corresponding spaces in Section 1 of the answer sheet.

To 50% extended time test-takers, say:

You have one hour and 38 minutes to work on Section 1, Reading. We will stop halfway through, after 49 minutes, for a 5-minute break. Now, open your test book to Section 1, read the directions, and begin work.

50% EXTENDED TIME 49 MINUTES

START TIME _____ STOP TIME _____

5 MINUTE BREAK

50% EXTENDED TIME 49 MINUTES

START TIME _____ STOP TIME _____

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

At this time, fill in the seating chart.

After 30 minutes have elapsed, say:

You have 19 minutes left before the break, and 68 minutes remaining in this section.

After 44 minutes have elapsed, say:

You have 5 minutes left before the break.

After 49 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. Close your test book and leave it on your desk. You will now have 5 minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly 5 minutes.

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Also check that any translated test directions are on the desk.

NOTE: *Update start and stop times, if needed, and post for students.*

Just before the end of the break, say:

Please take your seat. You have an additional 49 minutes remaining in Section 1. Open your test book to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

After 24 minutes have elapsed (from the break), say:

You have 25 minutes remaining in this section.

After 44 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 49 minutes have elapsed (from the break), say:

Stop work and put your pencil down. Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

We will now stop for a 5-minute break. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly 5 minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Also check that any translated test directions are on the desk.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

Just before the end of the break, say:

Please take your seat.

Certification Statement

For the Certification Statement, if students are approved with an accommodation for a disability that prevents them from writing the statement, encourage them to sign their names.

When everyone is ready, say:

Take out your answer sheet, but leave your test book closed. Turn to the back page of your answer sheet, and find the Certification Statement Box. Copy the requested statement and sign and date using your full name as you would on an official document. The statement must be made in your own handwriting style, either printed or in script, and it is required. The quality of your handwriting will not be used to calculate your score.

Continue by saying:

When you submit your answer sheet, you are agreeing to the following conditions: 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 spelled out in the *Registration and Questionnaire Booklet* and online at **sat.org**. Look up when you are done. . . .

Walk around the room and ensure that all students are writing the Certification Statement. Note that cursive writing is NOT required.

Section 2 – Writing and Language Test 50% Extended Time for Reading

Begin by saying:

Now turn to Section 2 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk.

If you finish before time is called, you may NOT turn to any other section. You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

Be sure to mark your answers in the correctly numbered spaces in Section 2.

To 50% extended time test-takers, say:

You have 53 minutes to work on Section 2, Writing and Language. You will have a 5-minute break at the end of this section. Now, open your test book to Section 2, read the directions, and begin work.

50% EXTENDED TIME **53 MINUTES**

START TIME _____ **STOP TIME** _____

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 30 minutes have elapsed, say:

You have 23 minutes remaining in this section.

After 48 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 53 minutes have elapsed, say:

Stop work and put your pencil down. . . .

Break Before Section 3

For the break, say:

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk. You will now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly 5 minutes. . . .

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Check that translated instructions (if used) are left on the desk.

Just before the end of the break, say:

Please take your seat.

Section 3 – Math Test – No Calculator 50% Extended Time for Reading

NOTE: *If a student has College Board approval to use a four-function calculator on this portion of the Math Test as an accommodation, be sure to confirm that the calculator he or she uses is not a scientific or graphing calculator.*

To all students, say:

Now turn to Section 3 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk.

Although this is a math section, you are NOT allowed to use a calculator on this portion of the test and must keep your calculator under your desk unless you have an accommodation that approves you to use a basic, four-function calculator on this section.

For the questions labeled "Student-Produced Responses," which are at the end of this section, follow the instructions for marking your answers that are given in your test book. These Student-Produced answers can be shorter, but not longer, than four numerals. Be sure to mark your answers in the correctly numbered spaces in Section 3.

To 50% extended time test-takers, say:

You will have 38 minutes to work on Section 3, Math Test – No Calculator. You will have a 5-minute break at the end of this section. Now, open your test book to Section 3, read the directions, and begin work.

50% EXTENDED TIME **38 MINUTES**

START TIME _____ **STOP TIME** _____

During testing:

» Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

» Walk around the room to ensure that no test-taker has a calculator on the desk unless approved to use a four-function calculator on Section 3.

After 20 minutes have elapsed, say:

You have 18 minutes remaining in this section.

After 33 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 38 minutes have elapsed, say:

Stop work and put your pencil down. . . . Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

We will now stop for a 5-minute break. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. You may not use any electronic devices, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly 5 minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 5 minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Check that translated instructions (if used) are left on the desk.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

At the end of the break, say:

Please take your seat. . . . Do not open your test book until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk.

Section 4 – Math Test – Calculator 50% Extended Time for Reading

When everyone is ready, say:

You may use a calculator for this section. Please take your calculator out and place it in the center of your desk. . . .

All math questions can be answered without a calculator. When using a calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator, keep it on the floor underneath your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will see if your substitute is acceptable. If you do not have a backup, continue to test.

Turn to Section 4 of your answer sheet. Do not begin work until I tell you to. Be sure to mark your answers in the correct rows. For the questions labeled "Student-Produced Responses," which are at the end of this section, follow the instructions for marking your answers that are given in your test book. Answers can be shorter, but not longer, than four numerals. Be sure to mark your answers in the correctly numbered spaces in Section 4. If you finish before time is called, you may NOT turn to any other section.

To 50% extended time test-takers, say:

You will have one hour and 23 minutes to work on Section 4, Math Test – Calculator. We will stop after 42 minutes to take a 5-minute break. Now, open your test book to Section 4, read the directions, and begin work.

50% EXTENDED TIME **42 MINUTES**

START TIME _____ **STOP TIME** _____

5 MINUTE BREAK

50% EXTENDED TIME **41 MINUTES**

START TIME _____ **STOP TIME** _____

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 15 minutes have elapsed, say:

You have 68 minutes remaining in this section and 27 minutes before the break.

After 37 minutes have elapsed, say:

You have 5 minutes left before the break.

After 42 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

You will now have 5 minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly 5 minutes.

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Check that translated instructions (if used) are left on the desk.

Just before the end of the break, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 41 minutes remaining in Section 4. Open your test book to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

After 21 minutes have elapsed (from the break), say:

You have 20 minutes remaining in this section.

After 36 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 41 minutes have elapsed (from the break), say:

Stop work and put your pencil down. . . . Close your test book and answer sheet. Place your answer sheet next to your test book on your desk.

If administering the SAT (with no Essay), proceed to "After the Test" on page 52.

If administering the SAT with Essay to students with extended time on math only, return to Script 2, page 42, to administer Section 5 with standard timing.

If administering the SAT with Essay to students with extended time on math only with extra breaks, return to Script 3, page 49, to administer Section 5 with standard timing and extra breaks.

Section 5 – SAT Essay
50% Extended Time for Writing

Administer the essay with the following script only to students approved for extended time for writing.

To all students taking the SAT with Essay, say:

Place your calculator under your desk. We will now stop for a 2-minute stretch break. You may not leave the room or discuss test questions. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks.

For the break:

Post the break time of 2 minutes.

At the end of the break, say:

Please take your seat. Place your closed test book next to your answer sheet, and sit quietly while I collect your test books. . . .

Collect a test book individually from each student in the same order in which they were distributed. Count the books to ensure you have the correct number before beginning the next section.

Do not distribute Essay books until after all test books are collected and accounted for. Place the test books where students cannot access them.

To all students, say:

Now, open your answer sheet to page 6 (or page 14 in the large block answer sheet). Please take a moment to read the statement at the top about the use of your essay, then decide whether or not to mark the circle (or box). When you have finished reading, please look up. . . . I will now give an Essay book to each of you. Do not open your Essay book until I tell you to do so.

Distribute an Essay book to each student. Enter the number of Essay books distributed on the Testing Room Materials Report form. Note that Essay books are not serialized.

NOTE: *Students must write their essays on their answer sheets. Do not give them scratch paper for the essay.*

Once Essay books have been distributed, say:

On the back of your Essay book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ . . . .

You can make notes and plan your essay on the unlined Planning Page in your answer sheet, but any work on the Planning Page will not be scored. You must begin your essay on page 7 of the answer sheet, and use pages 8 through 10 if needed. If using a large-block answer sheet, you must use pages 16 through 22 of your answer sheet. You must fit your essay into those pages and within the margins marked. No extra pages are allowed.

You must write your essay using a Number 2 pencil. If you do not use a pencil, you will receive a score of zero. Upon review, if there is reason to believe the essay does not reflect your original and independent work, your test scores may be canceled. If you finish before time is called, you may NOT work on any other section. If you try to work on a different section of the answer sheet, I will need to report it, and your scores may be canceled.

To 50% extended time test-takers, say:

You will have one hour and 15 minutes to work on Section 5, the Essay. We will take a 5-minute break after 38 minutes. Now read the directions, then open your Essay book, and begin work.

50% EXTENDED TIME 38 MINUTES

START TIME _____ STOP TIME _____

5 MINUTE BREAK

50% EXTENDED TIME 37 MINUTES

START TIME _____ STOP TIME _____

During testing:

- Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.
- Walk around the room to check that everyone is working on the essay. Check to see that students are using a No. 2 pencil to write the essay. If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately. Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly. Note this action on the Supervisor's Irregularity Report (SIR).
- Use this time to verify that you have all serialized test books that were distributed to students. You will need to note this information on the Testing Room Materials Report form.

After 20 minutes have elapsed, say:

You have 55 minutes remaining in this section and 18 minutes until the break.

After 33 minutes have elapsed, say:

You have 5 minutes left before the break.

After 38 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your Essay book. Close your Essay book and leave it on your desk. If you are using translated instructions, leave them on your desk.

You will now have 5 minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission.

You may not use any electronic device, including a phone. Any device must remain turned off and put away under your desks. We will start testing again in exactly 5 minutes.

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the Essay books.

Just before the end of the break, say:

Please take your seat. . . . Do not open your Essay book until I tell you to do so. You have an additional 37 minutes remaining in Section 5. Open your Essay book to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

After 17 minutes have elapsed (from the break), say:

You have 20 minutes remaining in this section.

After 32 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 37 minutes have elapsed (from the break), say:

Stop work and put your pencil down. . . . Close your answer sheet and your Essay book. Place your answer sheet on top of your Essay book.

Proceed to "After the Test" on page 52. Testing has concluded and you need to follow the instruction to collect answer sheets and test books and dismiss test-takers.

50% Extended Time SAT Section Timing Chart

NOTE: All times are "minutes after the hour."

	STOP TIME 50% Extended Time							
Start Time	**For a 98-minute section (Sec. 1) 49 mins.—break—49 mins.**		**For a 53-minute section (Section 2)**	**For a 38-minute section (Section 3)**	**For an 83-minute section (Section 4) 42 mins.—break—41 mins.**		**For an 75-minute section (Essay Section 5) 38 mins.—break—37 mins.**	
:00	:49	:49	:53	:38	:42	:41	:38	:37
:01	:50	:50	:54	:39	:43	:42	:39	:38
:02	:51	:51	:55	:40	:44	:43	:40	:39
:03	:52	:52	:56	:41	:45	:44	:41	:40
:04	:53	:53	:57	:42	:46	:45	:42	:41
:05	:54	:54	:58	:43	:47	:46	:43	:42
:06	:55	:55	:59	:44	:48	:47	:44	:43
:07	:56	:56	:00	:45	:49	:48	:45	:44
:08	:57	:57	:01	:46	:50	:49	:46	:45
:09	:58	:58	:02	:47	:51	:50	:47	:46
:10	:59	:59	:03	:48	:52	:51	:48	:47
:11	:00	:00	:04	:49	:53	:52	:49	:48
:12	:01	:01	:05	:50	:54	:53	:50	:49
:13	:02	:02	:06	:51	:55	:54	:51	:50
:14	:03	:03	:07	:52	:56	:55	:52	:51
:15	:04	:04	:08	:53	:57	:56	:53	:52
:16	:05	:05	:09	:54	:58	:57	:54	:53
:17	:06	:06	:10	:55	:59	:58	:55	:54
:18	:07	:07	:11	:56	:00	:59	:56	:55
:19	:08	:08	:12	:57	:01	:00	:57	:56
:20	:09	:09	:13	:58	:02	:01	:58	:57
:21	:10	:10	:14	:59	:03	:02	:59	:58
:22	:11	:11	:15	:00	:04	:03	:00	:59
:23	:12	:12	:16	:01	:05	:04	:01	:00
:24	:13	:13	:17	:02	:06	:05	:02	:01
:25	:14	:14	:18	:03	:07	:06	:03	:02
:26	:15	:15	:19	:04	:08	:07	:04	:03
:27	:16	:16	:20	:05	:09	:08	:05	:04
:28	:17	:17	:21	:06	:10	:09	:06	:05
:29	:18	:18	:22	:07	:11	:10	:07	:06
:30	:19	:19	:23	:08	:12	:11	:08	:07
:31	:20	:20	:24	:09	:13	:12	:09	:08
:32	:21	:21	:25	:10	:14	:13	:10	:09
:33	:22	:22	:26	:11	:15	:14	:11	:10
:34	:23	:23	:27	:12	:16	:15	:12	:11
:35	:24	:24	:28	:13	:17	:16	:13	:12
:36	:25	:25	:29	:14	:18	:17	:14	:13
:37	:26	:26	:30	:15	:19	:18	:15	:14
:38	:27	:27	:31	:16	:20	:19	:16	:15
:39	:28	:28	:32	:17	:21	:20	:17	:16
:40	:29	:29	:33	:18	:22	:21	:18	:17
:41	:30	:30	:34	:19	:23	:22	:19	:18
:42	:31	:31	:35	:20	:24	:23	:20	:19
:43	:32	:32	:36	:21	:25	:24	:21	:20
:44	:33	:33	:37	:22	:26	:25	:22	:21
:45	:34	:34	:38	:23	:27	:26	:23	:22
:46	:35	:35	:39	:24	:28	:27	:24	:23
:47	:36	:36	:40	:25	:29	:28	:25	:24
:48	:37	:37	:41	:26	:30	:29	:26	:25
:49	:38	:38	:42	:27	:31	:30	:27	:26
:50	:39	:39	:43	:28	:32	:31	:28	:27
:51	:40	:40	:44	:29	:33	:32	:29	:28
:52	:41	:41	:45	:30	:34	:33	:30	:29
:53	:42	:42	:46	:31	:35	:34	:31	:30
:54	:43	:43	:47	:32	:36	:35	:32	:31
:55	:44	:44	:48	:33	:37	:36	:33	:32
:56	:45	:45	:49	:34	:38	:37	:34	:33
:57	:46	:46	:50	:35	:39	:38	:35	:34
:58	:47	:47	:51	:36	:40	:39	:36	:35
:59	:48	:48	:52	:37	:41	:40	:37	:36

Script 2. Standard Time for Accommodated Students

Use this script to administer the following accommodations:

- Test-takers with standard timing accommodations (example small group setting or permission to test blood sugar)
- Students testing with accommodations for extended time in math only
- Students testing with accommodations for extended time in writing only

You will see instructions for where to switch to Script 1 for students with math only or writing only extended time.

Section 1 – Reading Test

Begin the test by saying:

Do not open your test book until I tell you to do so. If you finish before time is called, you may NOT turn to any other section. If you try to work on a different section of the test, I will need to report it, and your scores may be canceled.

Now, open your answer sheet to Section 1. Do not begin work until I tell you to. You are not allowed to use a calculator in this section of the test. Please keep your calculator under your desk. Be sure to mark your answers correctly in the corresponding spaces in Section 1. . . .

STANDARD TIME **65 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You have 65 minutes to work on Section 1, Reading. Now, open your test book to Section 1, read the directions, and begin work.

During Testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 30 minutes have elapsed, say:

You have 35 minutes remaining in this section.

After 60 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 65 minutes have elapsed, say:

Stop work and put your pencil down. . . . Put your answer sheet inside your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

For the break, say:

We will now stop for a 10-minute break. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly 10 minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 10 minutes, and include what time students should return to their seats.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

Just before the end of the break, say:

Please take your seat.

Certification Statement

For the Certification Statement, if students are approved with an accommodation for a disability

that prevents them from writing the statement, encourage them to sign their names.

When everyone is ready, say:

Take out your answer sheet, but leave your test book closed. Turn to the back page of your answer sheet, and find the Certification Statement Box. Copy the requested statement and sign and date using your full name as you would on an official document. The statement must be made in your own handwriting style, either printed or in script, and it is required. The quality of your handwriting will not be used to calculate your score.

Continue by saying:

When you submit your answer sheet, you are agreeing to the following conditions: 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 spelled out in the Registration and Questionnaire Booklet and online at **sat.org**. Look up when you are done. . . .

Walk around the room and ensure that all students are writing the Certification Statement. Note that cursive writing is NOT required.

Section 2 – Writing and Language Test

Begin by saying:

Now turn to Section 2 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk.

If you finish before time is called, you may NOT turn to any other section. You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

Be sure to mark your answers in the correctly numbered spaces in Section 2.

STANDARD TIME **35 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You have 35 minutes to work on Section 2, Writing and Language. Now, open your test book to Section 2, read the directions, and begin work.

During Testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 15 minutes have elapsed, say:

You have 20 minutes remaining in this section.

After 30 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 35 minutes have elapsed, say:

Stop work and put your pencil down. . . .

If testing students with extended time on math only, turn to Script 1, page 33 and continue with script for "Break Before Section 3."

Section 3 – Math Test – No Calculator

NOTE: *If a student has College Board approval to use a four-function calculator on this portion of the Math Test as an accommodation, be sure to confirm that the calculator he or she uses is not a scientific or graphing calculator.*

To all students, say:

Now turn to Section 3 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk.

Although this is a math section, you are NOT allowed to use a calculator on this portion of the test and must keep your calculator under your desk unless you have an accommodation that approves you to use a basic, four-function calculator on this section.

For the questions labeled "Student-Produced Responses," which is at the end of this section, follow the instructions for marking your answers that are given in your test book. These student-produced answers can be shorter, but not longer, than four numerals. Be sure to mark your answers in the correctly numbered spaces in Section 3.

STANDARD TIME **25 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You will have 25 minutes to work on Section 3, Math Test – No Calculator. Now, open your test book to Section 3, read the directions, and begin work.

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 10 minutes have elapsed, say:

You have 15 minutes remaining in this section.

After 20 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 25 minutes have elapsed, say:

Stop work and put your pencil down. . . . Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

We will now stop for a 5-minute break. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. You may not use any electronic devices, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly 5 minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID with you if you leave the room.

For the break:

Post the break time of 5 minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Check that translated instructions (if used) are left on the desk.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

At the end of the break, say:

Please take your seat. . . . Do not open your test book until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk.

Section 4 – Math Test – Calculator

When everyone is ready, say:

You may use a calculator for this section. Please take your calculator out and place it in the center of your desk. . . .

All math questions can be answered without a calculator. When using a calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator, keep it on the floor underneath your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will see if your substitute is acceptable. If you do not have a backup, continue to test.

Turn to Section 4 of your answer sheet. Do not begin work until I tell you to. Be sure to mark your answers in the correct rows. For the questions labeled "Student-Produced Responses," which are at the end of this section, follow the instructions for marking your answers that are given in your test book. Answers can be shorter, but not longer, than four numerals. Be sure to mark your answers in the correctly numbered spaces in Section 4. If you finish before time is called, you may NOT turn to any other section.

STANDARD TIME **55 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You will have 55 minutes to work on Section 4, Math Test – Calculator. Now, open your test book to Section 4, read the directions, and begin work.

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 25 minutes have elapsed, say:

You have 30 minutes remaining in this section.

After 50 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 55 minutes have elapsed, say:

Stop work and put your pencil down. Close your test book and answer sheet. Place your test book next to your answer sheet on your desk.

If administering the SAT (with no Essay), proceed to "After the Test" on page 52.

If administering the SAT with Essay to students with extended time for writing only, turn to Script 1, page 36 and continue with script for Section 5 with 50% extended time.

Section 5 – SAT Essay

To all students taking the SAT with Essay, say:

Place your calculator under your desk. We will now stop for a 2-minute stretch break. You may not leave the room or discuss test questions. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks.

For the break:

Post the break time of 2 minutes.

At the end of the break, say:

Please take your seat. Sit quietly while I collect your test books. . . .

Collect a test book individually from each student in the same order in which they were distributed.

Count the books to ensure you have the correct number before beginning the next section.

Do not distribute Essay books until after all test books are collected and accounted for. Place the test books where students cannot access them.

To all students, say:

Now, open your answer sheet to page 6 (or page 14 in the large block answer sheet). Please take a moment to read the statement at the top about the use of your essay, then decide whether or not to mark the circle (or box). When you have finished reading, please look up. . . . I will now give an Essay book to each of you. Do not open your Essay book until I tell you to do so.

Distribute an Essay book to each student. Enter the number of Essay books distributed on the Testing Room Materials Report form. Note that Essay books are not serialized.

NOTE: *Students must write their essays on their answer sheets. Do not give them scratch paper for the essay.*

Once Essay books have been distributed, say:

On the back of your Essay book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ . . . .

You can make notes and plan your essay on the unlined Planning Page in your answer sheet, but any work on the Planning Page will not be scored. You must begin your essay on page 7 of the answer sheet, and use pages 8 through 10 if needed. (Use pages 16 through 22 on the large-block answer sheet.) You must fit your essay into those pages and within the margins marked. No extra pages are allowed.

You must write your essay using a Number 2 pencil. If you do not use a pencil, you will receive a score of zero. Upon review, if there is reason to believe the essay does not reflect your original and independent work, your test scores may be canceled. If you finish before time is called, you may NOT work on any other section. If you try to work on a different section of the answer sheet, I will need to report it, and your scores may be canceled.

STANDARD TIME 50 MINUTES

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You will have 50 minutes to work on Section 5, the Essay. Now open your Essay book, read the directions, and begin work.

During Testing:

- Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.
- Walk around the room to check that everyone is working on the essay. Check to see that students are using a No. 2 pencil to write the essay. If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately. Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly. Note this action on the Supervisor's Irregularity Report (SIR).
- Use this time to verify that you have all serialized test books that were distributed to students. You will need to note this information on the Testing Room Report form.

After 25 minutes have elapsed, say:

You have 25 minutes remaining in this section.

After 45 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 50 minutes have elapsed, say:

Stop work and put your pencil down. . . . Close your Essay book and answer sheet.

Proceed to "After the Test" on page 52. Testing has concluded and you need to follow the instruction to collect answer sheets and test books and dismiss test-takers.

SAT Standard Section Timing Chart — Nonstandard Administration

NOTE: All times are "minutes after the hour."

	STOP TIME Standard Time				
Start Time	**For a 65-minute section (Section 1)**	**For a 35-minute section (Section 2)**	**For a 25-minute section (Section 3)**	**For a 55-minute section (Section 4)**	**For a 50-minute section (Section 5)**
: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

Script 3: Standard Time with Extra Breaks

Use this script to test students with the following accommodations:

- Students whose only accommodation is extra breaks.
- Students who are approved for 50% extended time for math and extra breaks.
- Students who are approved for 50% extended time for writing and extra breaks.

You will see instructions for where to switch to Script 1 for students with math only or writing only extended time.

Section 1 – Reading Test

Begin the test by saying:

Do not open your test book until I tell you to do so. If you finish before time is called, you may NOT turn to any other section. If you try to work on a different section of the test, I will need to report it, and your scores may be canceled.

Now, open your answer sheet to Section 1. Do not begin work until I tell you to. You are not allowed to use a calculator in this section of the test. Please keep your calculator under your desk. Be sure to mark your answers correctly in the corresponding spaces in Section 1. . . .

STANDARD TIME **33 MINUTES**

START TIME _____ **STOP TIME** _____

5 MINUTE BREAK

STANDARD TIME **32 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You have 65 minutes to work on Section 1, Reading. We will stop for a short break after 33 minutes. Now, open your test book to Section 1, read the directions, and begin work.

During Testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 15 minutes have elapsed, say:

You have 18 minutes left before the break, and 50 minutes remaining in this section.

After 28 minutes have elapsed, say:

You have 5 minutes left before the break and 37 minutes remaining in this section.

After 33 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

You will now have 5 minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly 5 minutes.

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 32 minutes remaining in Section 1. Open your test book to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

After 17 minutes have elapsed (from the break), say:

You have 15 minutes remaining in this section.

After 27 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 32 minutes have elapsed (from the break), say:

Stop work and put your pencil down. . . . Put your answer sheet inside your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

We will now stop for a 5-minute break. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. Be considerate of those in other rooms. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly 5 minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. Check that translated instructions (if used) are left on the desk.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

Just before the end of the break, say:

Please take your seat.

Certification Statement

For the Certification Statement, if students are approved with an accommodation for a disability that prevents them from writing the statement, encourage them to sign their names.

When everyone is ready, say:

Take out your answer sheet, but leave your test book closed. Turn to the back page of your answer sheet, and find the Certification Statement Box. Copy the requested statement and sign and date using your full name as you would on an official document. The statement must be made in your own handwriting style, either printed or in script, and it is required. The quality of your handwriting will not be used to calculate your score.

When you submit your answer sheet, you are agreeing to the following conditions: 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 spelled out in the *Registration and Questionnaire Booklet* and online at **sat.org**. Look up when you are done. . . .

Walk around the room and ensure that all students are writing the Certification Statement. Note that cursive writing is NOT required.

Section 2 – Writing and Language Test

To all test-takers, say:

Now turn to Section 2 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk.

If you finish before time is called, you may NOT turn to any other section. You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

Be sure to mark your answers in the correctly numbered spaces in Section 2.

STANDARD TIME **35 MINUTES**

START TIME _____ **STOP TIME** _____

To all test-takers, say:

You have 35 minutes to work on Section 2, Writing and Language. We will have a break when the section is over. Now, open your test book to Section 2, read the directions, and begin work.

During Testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 15 minutes have elapsed, say:

You have 20 minutes remaining in this section.

After 30 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 35 minutes have elapsed, say:

Stop work and put your pencil down. . . .

Break Before Section 3

For students testing with math-only extended time, turn to Script 1, page 33 and continue with the script for "Break Before Section 3."

For the break, say:

Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

You will now have 5 minutes to stretch. Do not discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly 5 minutes. . . .

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. Do not open your test book until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk.

Section 3 – Math Test – No Calculator

NOTE: *If a student has College Board approval to use a four-function calculator on this portion of the Math Test as an accommodation, be sure to confirm that the calculator he or she uses is not a scientific or graphing calculator.*

To all students, say:

Now turn to Section 3 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk.

Although this is a math section, you are NOT allowed to use a calculator on this portion of the test and must keep your calculator under your desk unless you have an accommodation that approves you to use a basic, four-function calculator on this section.

For the questions labeled "Student-Produced Responses," which are at the end of the section, follow the instructions for marking your answers that are given in your test book. These student-produced answers can be shorter, but not longer, than four numerals. Be sure to mark your answers in the correctly numbered spaces in Section 3.

STANDARD TIME **25 MINUTES**

START TIME _____ **STOP TIME** _____

To standard time test-takers, say:

You will have 25 minutes to work on Section 3, Math Test – No Calculator. We will have a break when the section is over. Now, open your test book to Section 3, read the directions and begin work.

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 10 minutes have elapsed, say:

You have 15 minutes remaining in this section.

After 20 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 25 minutes have elapsed, say:

Stop work and put your pencil down. . . . Put your answer sheet inside the front of your test book. Close your test book and leave it on your desk. If you are using translated instructions, leave them on your desk.

We will now stop for a 5-minute break. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than designated areas, the hallway, or the restroom. Do not talk in the hallway or discuss the test questions with anyone. You may not use any electronic devices, including a phone. Any devices must remain out of sight under the desks. We will start testing again in exactly 5 minutes. Return promptly. I cannot give extra time if you are late returning. Take your ID and Admission Ticket with you if you leave the room.

For the break:

Post the break time of 5 minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books. For students who leave the room, check that translated instructions (if used) are left on the desk.

After the break:

For students who leave the room, recheck IDs and Admission Tickets before resuming the test.

At the end of the break, say:

Please take your seat. . . . Do not open your test book until I tell you to do so. Keep your answer sheet and test book flat in the center of your desk.

Section 4 – Math Test – Calculator

When everyone is ready, say:

You may use a calculator for this section. Please take your calculator out and place it in the center of your desk. . . .

All math questions can be answered without a calculator. When using a calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- Do not share or exchange your calculator.
- If you brought a backup calculator, keep it on the floor underneath your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I will see if your substitute is acceptable. If you do not have a backup, continue to test.

Continue by saying:

Turn to Section 4 of your answer sheet. Do not begin work until I tell you to. Be sure to mark your answers in the correct rows. For the questions labeled "Student-Produced Responses," which are at the end of this section, follow the instructions for marking your answers that are given in your test book. These student-produced answers can be shorter, but not longer, than four numerals. Be sure to mark your answers in the correctly numbered spaces in Section 4. If you finish before time is called, you may NOT turn to any other section.

STANDARD TIME	28 MINUTES
START TIME _____	STOP TIME _____
5 MINUTE BREAK	
STANDARD TIME	27 MINUTES
START TIME _____	STOP TIME _____

To standard time test-takers, say:

You will have 55 minutes to work on Section 4, Math Test – Calculator. We will take a short break after 28 minutes. Now, open your test book to Section 4, read the directions, and begin work.

During testing:

Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

After 15 minutes have elapsed, say:

You have 40 minutes remaining in this section and 13 minutes before the break.

After 23 minutes have elapsed, say:

You have 5 minutes left before the break.

After 28 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. If you are using translated instructions, leave them on your desk.

Close your test book and leave it on your desk. You will now have 5 minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly 5 minutes.

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

Just before the end of the break, say:

Please take your seat. Do not open your test book until I tell you to do so. You have an additional 27 minutes remaining in Section 4. Open your test book to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

After 12 minutes have elapsed (from the break), say:

You have 15 minutes remaining in this section.

After 22 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 27 minutes have elapsed (from the break), say:

Stop work and put your pencil down. . . . Close your test book and answer sheet. Place your test book next to your answer sheet on your desk. If you are using translated instructions, leave them on your desk.

If administering the SAT (with no Essay), proceed to "After the Test" on page 52.

If administering the SAT with Essay to students with extended time for writing only, turn to Script 1, page 36 and continue with the script for Section 5 with 50% extended time.

Section 5 – SAT Essay

To all students taking the SAT with Essay, say:

Place your calculator under your desk. We will now stop for a 2-minute stretch break. You may not leave the room or discuss test questions. You may not use any electronic device, including a phone. Any devices must remain out of sight under the desks.

For the break:

Post the break time of 2 minutes.

At the end of the break, say:

Please take your seat. Sit quietly while I collect your test books. . . .

Collect a test book individually from each student in the same order in which they were distributed. Count the books to ensure you have the correct number before beginning the next section.

Do not distribute Essay books until after all test books are collected and accounted for. Place the test books where students cannot access them.

To all students, say:

Now, open your answer sheet to page 6 (or page 14 in the large-block answer sheet). Please take a moment to read the statement at the top about the use of your essay, then decide whether or not to mark the circle (or box). When you have finished reading, please look up. . . .

I will now give an Essay book to each of you. Do not open your Essay book until I tell you to do so.

Distribute an Essay book to each student. Enter the number of Essay books distributed on the Testing Room Materials Report form. Note that Essay books are not serialized.

NOTE: *Students must write their essays on their answer sheets. Do not give them scratch paper for the essay.*

Once Essay books have been distributed, say:

On the back of your Essay book, print your last name, first name, and middle initial, if you have one. Then print this test center's number _____, test center name _____, and this room number (or name) _____ . . . .

You can make notes and plan your essay on the unlined Planning Page in your answer sheet, but any work on the Planning Page will not be scored. You must begin your essay on page 7 of the answer sheet, and use pages 8 through 10 if needed. (Use pages 16 through 22 of the large-block answer sheet.) You must fit your essay into those pages and within the margins marked. No extra pages are allowed.

You must write your essay using a Number 2 pencil. If you do not use a pencil, you will receive a score of zero. Upon review, if there is reason to believe the essay does not reflect your original and independent work, your test scores may be canceled. If you finish before time is called, you may NOT work on any other section. If you try to work on a different section of the answer sheet, I will need to report it, and your scores may be canceled.

STANDARD TIME 25 MINUTES

START TIME _____ STOP TIME _____

5 MINUTE BREAK

STANDARD TIME 25 MINUTES

START TIME _____ STOP TIME _____

To standard time test-takers, say:

You will have 50 minutes to work on Section 5, the Essay. We will stop for a short break after 25 minutes. Now open your Essay book, read the directions, and begin work.

During testing:

- Enter the start and stop times and post the times for students to see. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.
- Walk around the room to check that everyone is working on the essay. Check to see that students are using a No. 2 pencil to write the essay. If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately. Students should not be dismissed from testing if they use a mechanical pencil; however, they should be warned that their marks may not score properly. Note this action on the Supervisor's Irregularity Report (SIR).
- Use this time to verify that you have all serialized test books that were distributed to students. You will need to note this information on the Testing Room Materials Report form.

After 15 minutes have elapsed, say:

You have 35 minutes remaining in this section and 10 minutes before the break.

After 20 minutes have elapsed, say:

You have 5 minutes left before the break.

After 25 minutes have elapsed, say:

Stop work and put your pencil down. Put your answer sheet on top of the page that you are currently working on in your test book. If you are using translated instructions, leave them on your desk.

Close your test book and leave it on your desk. You will now have 5 minutes to stretch. Do NOT discuss test questions during the break or leave the testing room without permission. You may not use any electronic device, including a phone. Any devices must remain turned off and put away under your desks. We will start testing again in exactly 5 minutes.

For the break:

Post the break time of 5 minutes, and include what time students should return to their seats. Students may stand and stretch, but must ask permission to leave the testing room.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the Essay books.

Just before the end of the break, say:

Please take your seat. . . . Do not open your Essay book until I tell you to do so. You have an additional 25 minutes remaining in Section 5. Open your Essay book to the page where you inserted your answer sheet. Place your answer sheet flat on your desk, and begin work where you left off.

After 15 minutes have elapsed (from the break), say:

You have 10 minutes remaining in this section.

After 20 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 25 minutes have elapsed (from the break), say:

Stop work and put your pencil down. . . . Close your answer sheet and your Essay book. Place your answer sheet on top of your Essay book.

Proceed to "After the Test" on page 52. Testing has concluded and you need to follow the instruction to collect answer sheets and test books and dismiss test-takers.

Standard SAT Section Timing Chart — with Extra Breaks

NOTE: All times are "minutes after the hour."

STOP TIME Standard Time

Start Time	For a 65-minute section (Section 1) 33 mins.—break—32 mins.		For a 35-minute section (Section 2)	For a 25-minute section (Section 3)	For a 55-minute section (Section 4) 28 mins.—break —27 mins.		For a 50-minute section (Section 5) 25 mins.—break —25 mins.	
:00	:33	:32	:35	:25	:28	:27	:25	:25
:01	:34	:33	:36	:26	:29	:28	:26	:26
:02	:35	:34	:37	:27	:30	:29	:27	:27
:03	:36	:35	:38	:28	:31	:30	:28	:28
:04	:37	:36	:39	:29	:32	:31	:29	:29
:05	:38	:37	:40	:30	:33	:32	:30	:30
:06	:39	:38	:41	:31	:34	:33	:31	:31
:07	:40	:39	:42	:32	:35	:34	:32	:32
:08	:41	:40	:43	:33	:36	:35	:33	:33
:09	:42	:41	:44	:34	:37	:36	:34	:34
:10	:43	:42	:45	:35	:38	:37	:35	:35
:11	:44	:43	:46	:36	:39	:38	:36	:36
:12	:45	:44	:47	:37	:40	:39	:37	:37
:13	:46	:45	:48	:38	:41	:40	:38	:38
:14	:47	:46	:49	:39	:42	:41	:39	:39
:15	:48	:47	:50	:40	:43	:42	:40	:40
:16	:49	:48	:51	:41	:44	:43	:41	:41
:17	:50	:49	:52	:42	:45	:44	:42	:42
:18	:51	:50	:53	:43	:46	:45	:43	:43
:19	:52	:51	:54	:44	:47	:46	:44	:44
:20	:53	:52	:55	:45	:48	:47	:45	:45
:21	:54	:53	:56	:46	:49	:48	:46	:46
:22	:55	:54	:57	:47	:50	:49	:47	:47
:23	:56	:55	:58	:48	:51	:50	:48	:48
:24	:57	:56	:59	:49	:52	:51	:49	:49
:25	:58	:57	:00	:50	:53	:52	:50	:50
:26	:59	:58	:01	:51	:54	:53	:51	:51
:27	:00	:59	:02	:52	:55	:54	:52	:52
:28	:01	:00	:03	:53	:56	:55	:53	:53
:29	:02	:01	:04	:54	:57	:56	:54	:54
:30	:03	:02	:05	:55	:58	:57	:55	:55
:31	:04	:03	:06	:56	:59	:58	:56	:56
:32	:05	:04	:07	:57	:00	:59	:57	:57
:33	:06	:05	:08	:58	:01	:00	:58	:58
:34	:07	:06	:09	:59	:02	:01	:59	:59
:35	:08	:07	:10	:00	:03	:02	:00	:00
:36	:09	:08	:11	:01	:04	:03	:01	:01
:37	:10	:09	:12	:02	:05	:04	:02	:02
:38	:11	:10	:13	:03	:06	:05	:03	:03
:39	:12	:11	:14	:04	:07	:06	:04	:04
:40	:13	:12	:15	:05	:08	:07	:05	:05
:41	:14	:13	:16	:06	:09	:08	:06	:06
:42	:15	:14	:17	:07	:10	:09	:07	:07
:43	:16	:15	:18	:08	:11	:10	:08	:08
:44	:17	:16	:19	:09	:12	:11	:09	:09
:45	:18	:17	:20	:10	:13	:12	:10	:10
:46	:19	:18	:21	:11	:14	:13	:11	:11
:47	:20	:19	:22	:12	:15	:14	:12	:12
:48	:21	:20	:23	:13	:16	:15	:13	:13
:49	:22	:21	:24	:14	:17	:16	:14	:14
:50	:23	:22	:25	:15	:18	:17	:15	:15
:51	:24	:23	:26	:16	:19	:18	:16	:16
:52	:25	:24	:27	:17	:20	:19	:17	:17
:53	:26	:25	:28	:18	:21	:20	:18	:18
:54	:27	:26	:29	:19	:22	:21	:19	:19
:55	:28	:27	:30	:20	:23	:22	:20	:20
:56	:29	:28	:31	:21	:24	:23	:21	:21
:57	:30	:29	:32	:22	:25	:24	:22	:22
:58	:31	:30	:33	:23	:26	:25	:23	:23
:59	:32	:31	:34	:24	:27	:26	:24	:24

After the Test

To all students, say:

Place your Admission Ticket on the desk in plain sight. I will now collect your answer sheet and test materials. Please sit quietly until you are dismissed.

Collect an answer sheet and test book or Essay book individually from each student in the same order in which they were distributed. For each student, before moving on to the next person, do the following:

- Check to see that all the identifying information on page 1 of the answer sheet is complete and that it matches the information on the Admission Ticket. Ensure that the letters in "YOUR NAME" (Item 1) correspond to the filled circles in each column.
- If there is a discrepancy, ask the student to show ID and explain the discrepancy. Document the discrepancy on an SIR.
- If you suspect impersonation, confiscate the Admission Ticket and note the student's name, ID type, and number on the SIR. Keep the Admission Ticket with the SIR and notify the test center supervisor immediately.

Before dismissing students:

- Make sure answer sheets are not inserted in or between test books or Essay books.
- Verify by count that you have an Essay book (if applicable), multiple-choice test book, and answer sheet for each student.
- Verify by serial number that you have collected the test books assigned to your room.
- Keep students seated until you are sure you have an answer sheet and the testing materials assigned to each student.
- An answer sheet with items 1 to 9 completed must be submitted for a student to receive a score report. If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 9) before dismissing students.
- Make sure that all translated test directions have been collected.

After all materials are accounted for, say:

Remember, you should 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 email, text messages, or the Internet.

In the SAT with Essay room, say:

In addition, you are not permitted to discuss or share today's essay question until after the essay is available online.

To all students, 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. Thank you for your cooperation.

After students leave the room:

- Complete and sign the Testing Room Materials Report form given to you by your supervisor.
- If you have any students approved to write their answers in the test book, do the following:
  - On the test book, write the student's name, registration number, test center code, and litho code from the shaded box on the answer sheet.
  - On the front cover of the test book, write "Answers in book."
  - Include the test books with the used answer sheets.
- Describe any discrepancy on the SIR.
- Return the completed Testing Room Materials Report form with all test materials and forms to the supervisor.

Appendix

Guide to SAT Accommodation Codes Listed on the Roster

Accommodations in the Standard Room

Students with ONLY these accommodations are tested in the standard "**purple**" book testing room.

Code	Accommodation
002	Large print test book - 14 point
005	Large-block answer sheet
006	Magnifier
041	Written copy of oral instructions
042	Permission for food/medication
043	Wheelchair accessibility
051	Preferential seating
052	Record answers in test book
053	Use of colored overlay
056	Other assistance—SSD staff or College Board will confirm
066	Auditory Amplification/FM System

Accommodations in the Nonstandard "Pink" Room

Students listed on the roster with any of these accommodations must be tested in the nonstandard "**pink**" book testing room.

039	Extended breaks	
040	Extra breaks (without extended time)	
151	Four-function calculator on Math – No Calculator section	
068	Permission to test blood sugar	
069	Small group setting	
Code	**Extended-Time Accommodation**	**Extended-Time Applicability**
016	50% Reading extended testing time	Extended time for entire SAT (no Essay)
017	50% Writing extended testing time	Extended time for Essay Test only
018	50% Mathematics extended testing time	Extended time for Math Test only

If the Roster includes an accommodation code that is not on this list, contact the SSD office.

SAT® SUPERVISOR'S IRREGULARITY REPORT (SIR)

1. GENERAL INSTRUCTIONS TO SUPERVISOR:

Form 1 of 1

Refer to the Irregularities Chart in your manual for when to use this form, when to check test-taker's ID, and when to call Test Administration Services (TAS). **IMPORTANT: Call 800-257-5123 immediately if test materials are missing or damaged.** Report each irregularity on a separate SIR, and return all SIRs 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 2–5, 6–9, and 11 as appropriate to the irregularity type. The staff member reporting the incident MUST sign the form in section 10.
- Attach (but do NOT staple) any defective materials to the SIR.
- As a last step, on each form, fill in "Form ___ of ___" (e.g., "1 of 3") at the top of this box.

2. Testing Start Date

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

Month: Jan, Feb, Mar, ● Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Day: 05

Year: 2017

3. PROGRAM

● SAT®

Indicate the type of testing room and room number:

● Standard ○ Nonstandard Room Number 508

4. TEST CENTER INFORMATION:

Test Center/Institution Name and Address:

Name: Our High School

Address: 123 Main Street

City: Anytown

State/Province: State

Postal Code: 12345

Country: USA

4a. Test Center Number/School Code

Print and fill in your 5-digit test center number or 6-digit school code from left to right.

99990

4b. Scheduled Administration Date

Fill in the circle for the month. Then print and fill in the year of the administration date. Fill in the circle to indicate if this is a School Day administration.

Month: Jan, Feb, Mar, ● Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec

Year: 2017

● School Day

5. TEST BOOK INFORMATION:

Test Section/Subject _____

SAT ☐ Test ID ☐☐☐☐☐☐☐ (Numeric) Form Code ☐☐☐☐☐☐☐ (Alphanumeric) Test Book Serial Number _____

SAT with Essay ☐

SAT Subject Tests™ ☐ Book Code ☐☐☐ (Alphanumeric) Book ID ☐☐☐☐☐ (Alphanumeric) Test Book Serial Number _____

6. GROUP IRREGULARITIES INFORMATION:

- **Fill in the circle in front of each case that applies.**
- **Write the names and registration numbers of involved test-takers on the last page of the SIR; alternatively, place a check mark on the Roster by the name of each affected test-taker, photocopy the Roster, and attach it (no staples) to the SIR.**
- **To report incorrect/missing materials, indicate details on the shipping notice and attach it (no staples) to the SIR. Always call TAS immediately in such situations.**
- **Use the COMMENTS section on page 3 to describe the events and actions taken.**

Did group complete testing? ● Yes ○ No

○ Overtiming: / ○ Undertiming:
○ 1–2 minutes
○ 3–4 minutes
○ 5–7 minutes
○ 8 minutes or more

Round up for overtimings and undertimings. For example, for 2.5 minutes you should fill in the circle for 3–4 minutes.

6a. Number of Affected Test-Takers

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

0031

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

Page 1

1

e 3 to describe all events and actions taken.

Print and fill in the registration number of the test-taker who was affected by the irregularity.

Registration Number

sue:

er seated in wrong room
er misplaced/misgridded answers
er recorded answers in book without approved odation
er needed second answer sheet
er became ill
er had a CD player or calculator malfunction
er impersonated another test-taker
er worked after time called Minutes:_____
er worked on wrong section Minutes:_____
er used an unauthorized aid (e.g., dictionary)
er left early/left without permission
er gave or received help
other test-taker's name in COMMENTS section on page 3)
er used a cell phone prohibited device, or it made noise
er used calculator on non-calculator section
er removed or attempted to remove test materials
er obtained improper access to test/part of test
Test-taker failed to follow test administration regulations
○ Test-taker disrupted test, causing testing to start/end late

Test was overtimed / Test was undertimed
1–2 minutes
3–4 minutes
5–7 minutes
8 minutes or more

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
Staff did not announce remaining time

Test Center Environment Issue:

Problem with lighting, temperature, noise, etc.

Other Issue:

Other: _____

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 test-taker's concerns.

No correct answer
More than one correct answer
Wording is ambiguous
Not enough information to answer question
Other: _____

Test-Taker's Name: _____

Test-Taker's Email Address: _____

Test-Taker's Mailing Address: _____

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

Page 2

2

9. COMMENTS:

Fully describe the irregularity or test-taker's concern and any action(s) taken. If the irregularity pertains to the SAT Subject Tests, please identify the affected Subject Test(s).

Student had a nosebleed. Proctor escorted her to nurse. She was gone about 10 minutes.

10. TEST CENTER STAFF CONTACT INFORMATION:

Complete the fields below so that we can contact you if we need further information. Contact information should be for the specific person reporting the incident.

Name: Sally Proctor

Email Address: sproctor@anytown.net

Phone #: 987-555-1417 Mobile Phone #: 987-555-7417

Staff Member Signature: Sally Proctor

Test Center Supervisor Signature: Sally Supervisor

ty. You may also attach a copy (no staples) of the his SIR and any attachments with your shipment

T-TAKER REGISTRATION NUMBER

ETS USE ONLY 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

789296

DO NOT WRITE IN THIS AREA

Q4182/4

112931-71084 • UNLWEB716

NOTES

Part B: Distribution of Test Materials

You or a proctor should use the chart below to indicate how test books were distributed to students seated in your testing room. Do not record distribution (if any) of Essay books.

Print the name of the person completing the seating chart below, along with the center or school number and date. Fill in the room number and page number (e.g., page 1 of 1). For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.

Name _____

Center or School Number _____

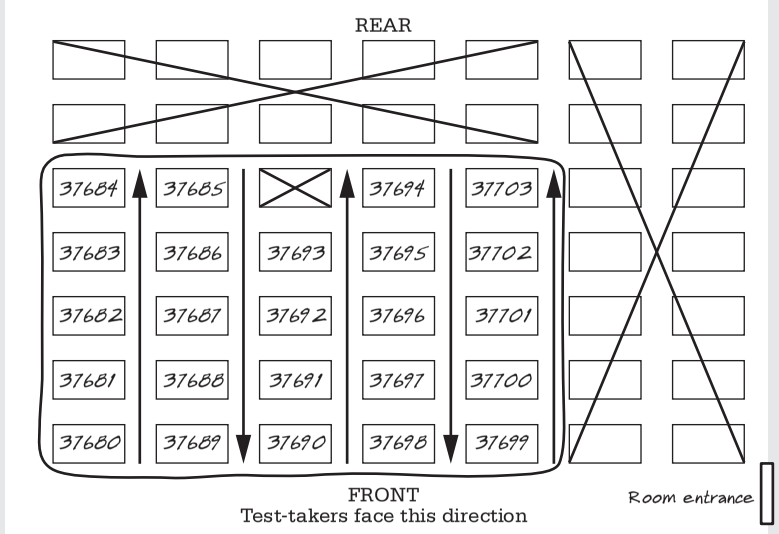
Date _____

Seating Chart for Room # _____

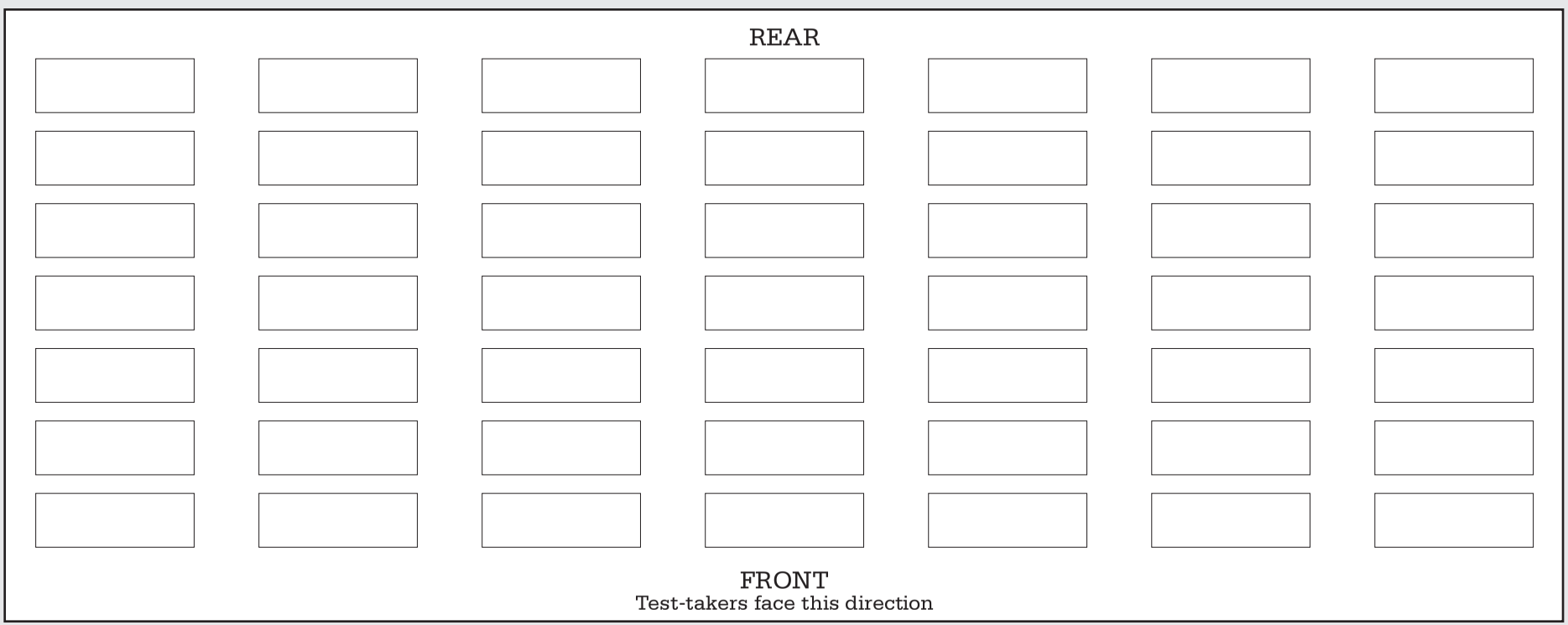
Page _____ **of** _____

1. For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, write the test-taker's name or initials.
2. For each row, draw directional arrows to indicate the direction in which the books were distributed.
3. Cross out any unused seats.
4. Indicate the location of the entrance doors.

If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved. Complete a Supervisor's Irregularity Report explaining the reason for the change.



Sample Seating Chart



Testing Room Materials Report for SAT® School Day Testing

SAT®

Directions for Test Center Supervisor or SSD Coordinator:

- Before issuing materials to the associate supervisor, fill in **blocks 1, 2, and 3**.
- Enclose all copies of this form in the supervisor's **GRAY envelope** or the SSD coordinator's **PURPLE envelope** and return with used answer sheets.

Directions for Associate Supervisor:

- Complete the seating chart on the back of this form in **Part B** to record how test books were distributed in the room.
- **At the end of testing:** Complete all information on the front of this form in **Part A** (**blocks 4, 5, and 6**) and sign it in **block 1**.
- Return this report, including any additional seating charts (for sections of a large room), to the test center supervisor or SSD coordinator if testing students listed on the NAR.

1 TESTING ROOM INFORMATION

Test Date: _____ Test Center Number*: _____

*SSD coordinators: Enter your 6-digit school number.

Room Number: _____ Room Type: ☐ Standard ☐ Nonstandard

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Room Supervisor _____ _____

Name (please print) Signature

Part A: Accounting for Test Materials

2	TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
	Total number of books **received**:		_____ to _____ _____ to _____ _____ to _____

3	ESSAY BOOKS RECEIVED (IF ANY)	QUANTITY
	Total number of Essay books **received**:	

4	TEST BOOKS RETURNED	QUANTITY	SERIAL NUMBER RANGES
	Used test books **returned**:		_____ to _____ _____ to _____ _____ to _____
	Unused test books **returned**:		_____ to _____ _____ to _____ _____ to _____
	Total number of test books **returned**:		

5	USED ANSWER SHEETS RETURNED	QUANTITY
	Total number of *used* answer sheets **returned**:	

6	ESSAY BOOKS RETURNED (IF ANY)	QUANTITY
	Used Essay books **returned**:	
	Unused Essay books **returned**:	
	Total number of Essay books **returned**:	

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