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# Hall and Room Proctor Training

**SAT Suite of Assessments**

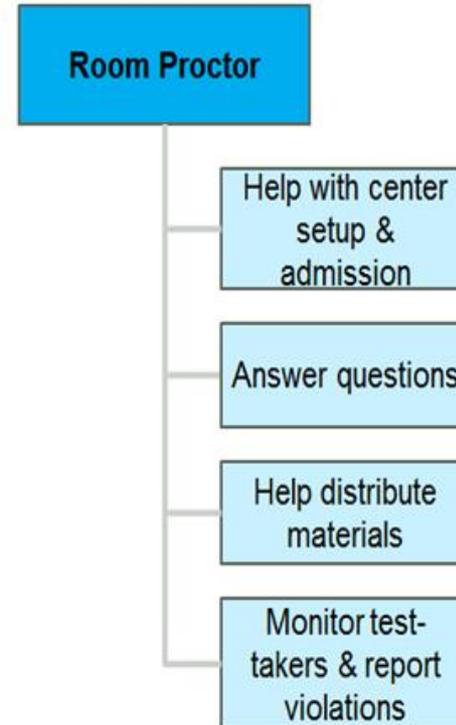
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# General Responsibilities

## Room Proctors

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



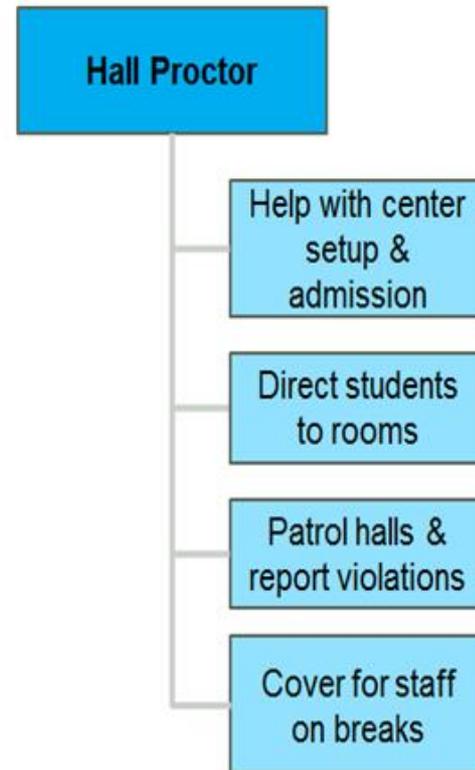
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# General Responsibilities

## Hall Proctors

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



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# Before Test Day

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

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# Room Preparation

## Seating Requirements

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The following are seating requirements for all testing rooms:

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

The following seating arrangements are not allowed:

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

# Allowable Items

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

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



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# Prohibited Items

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Use of the following items is prohibited:

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

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# Electronic Devices

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

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

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# Snacks

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

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# Admitting Students

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

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# Distributing Materials

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

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# Actively Proctoring

## Room Proctors

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

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Remain vigilant during the test by:

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

Remain vigilant during breaks by:

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

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# Actively Proctoring

## Hall Proctors

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

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

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# After the Test

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

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

Contact your test supervisor if  
you have any questions.