

For the Services for Students with Disabilities (SSD) Coordinator

Administering the SAT School Day to Students Using MP3 Audio Format

Your *Michigan SAT[®] School Day SSD Coordinator Manual* contains most of the information you need to test your students successfully. However, we have made critical updates to “Script 5: MP3 Audio Format” provided in the manual. These updates were made after the manual was printed and delivered to your school.

For this reason, we are providing the updated script for your use on test day. Use your manual for set up and other preadministration activities. When you are ready to begin testing, use the Script 5 provided in this booklet to administer the SAT with Essay to your students who are approved to test with an MP3 audio format. (Note that the page numbers in this booklet correspond to the page numbers in your manual for Script 5.)

If you are testing MP3 audio users in more than one room and do not have sufficient copies of this corrected script, please copy the scripts in this supplement for the associate supervisor in additional rooms.

Script 5: MP3 Audio Format

! The following script is for MP3 Audio format users.

To all MP3 Audio file users, say:

The test is recorded on a flash drive, which I have inserted into your computer. I will review the navigation with you. Do not begin the test until I tell you to do so. If you are using a PC, your keyboard navigation will use the Control key. If you are using a Mac, your keyboard navigation will use the Command key. If you are using a Chromebook, your navigation will be with the mouse using the media play menu.

Each test question will be on a separate track. The media player screen displays a list of all the tracks for the test section being played. The list is organized by track number, and each track has a brief descriptive title. Gray shading indicates which track is currently playing. If you cannot easily see the track names, widen the box.

The audio recording will play continuously through the entire test section unless you manually pause the playback. To play or pause the audio, use the keyboard command by pressing Control or Command and the letter “P” if using a PC or Mac. On the Chromebook, click the Pause or Play icon on the media player menu.

You can move forward and backward within a track by clicking on a position on the timeline ribbon at the bottom of the media player screen. This area displays buttons that correspond to the audio playback controls.

Double-click on a track in the list to skip directly to the beginning of that track. If you are using a PC or Mac, you can also use keyboard commands for skipping tracks. Press Control or Command and the letter “B” to skip back to a previous track, and Control or Command “F” to skip forward to next track. I have written the keyboard and other navigation commands on the board.

There are no fast forward or rewind controls.

Use the audio icon on your computer screen to adjust the volume. If you need assistance at any point, raise your hand.

Audio playback will stop automatically at the end of the last track for the section. If your track ends before time is called, you can return to any tracks within the section to review your work.

During the test, I will flick the lights (or gently tap your shoulder) whenever I post the time remaining or to signal that it is time to stop and take off your earphones.

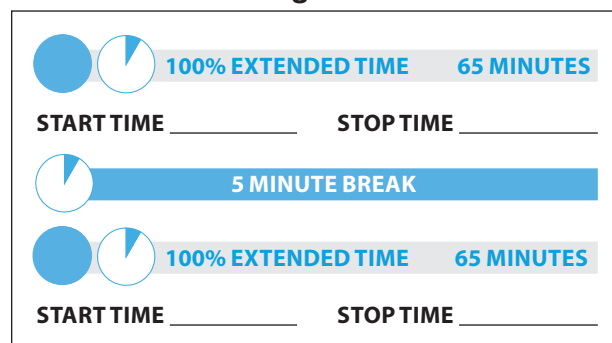
Are there any questions about the information that I have just read? . . .

Answer all questions about procedure, then continue with the script.

When students are ready, say:

Plug in your earphones or headphones. Once I tell you to start the test directions, you should put them on to hear the introduction. Once you have listened to the introduction, select Pause or press Command or Control P to pause, take off your earphones, and look up to signal that you are ready to continue with the test. Now double-click “Directions” to hear the introduction. . . .

Section 1 – Reading Test



When test-takers are ready, say:

You have 2 hours and 10 minutes to work on Section 1, Reading. We will take a brief break after 65 minutes. When I flick the lights and signal you to stop, take off your earphones so that you can hear my directions.

To students using a PC or Mac, say

Double-click on the Library icon in the upper left part of your screen. You will double-click on the icon for Section 1 to start.

To students using a Chromebook, say:

Find and double-click on Section 1, then press Control A to highlight the list of tracks in Section 1. You will press Enter to start.

To all test-takers, say:

Open your test book to Section 1 in case you need to refer to it. Now put on your earphones, select Section 1, listen to the directions, and begin work.

After 30 minutes have elapsed, say:

You have 1 hour and 40 minutes remaining in this section and 35 minutes until the rest break.

After 60 minutes have elapsed, say:

You have 1 hour and 10 minutes remaining in this section, and 5 minutes until the rest break.

After 65 minutes have elapsed, signal test-takers to take off their earphones and say:

Stop work, put your pencil down, and place your earphones on the desk. . . .

Pause the question you are currently working on. Place your test book on the page you are working on in your answer sheet and close your answer sheet. Leave it and other allowed materials 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 test-takers should return to their seats. Test-takers may stand and stretch but may not leave the room without your permission.

During the break:

Walk around the room to check that all test files are paused, all test books are closed, answer sheets are inside test books, and ELL support aids remain on desks.

Just before the end of the break, say:

Please take your seat. Do not open your test file until I tell you to do so. You have an additional 65 minutes remaining in Section 1. Open your answer sheet to where you were working and open your test book to Section 1 in case you need to refer to it. Place your answer sheet flat on your desk. Put on your earphones and resume the question you were working on by using the keyboard command or selecting the play icon on the media play menu.

After 30 minutes have elapsed (from the break), say:

You have 35 minutes remaining in this section.

After 60 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 65 minutes have elapsed (from the break), signal test-takers to take off their earphones and say:

Stop work, put your pencil down, and place your earphones on the desk. . . .

Select Pause or press Control or Command P to stop work on the test.

To all test-takers, say:

Close your answer sheet and place it in the front of your test book. Leave it and other allowed materials 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 the 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 with you if you leave the room.

For the break:

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

During the break:

Walk around the room to check that all test files are paused, that all test books are closed, answer sheets are inside test books, and ELL support aids remain on desks.

After the break:

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

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.

Just before the end of the break, say:




Please take your seat. . . .

Take out your answer sheet, turn to the back page, 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. If you don't complete it, your scores may be delayed or canceled. 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. Cursive writing is not required.

Section 2 – Writing and Language Test

	EXTENDED TIME	58 MINUTES
START TIME _____		STOP TIME _____
	5 MINUTE BREAK	
	EXTENDED TIME	57 MINUTES
START TIME _____		STOP TIME _____

When test-takers are ready, say:

You will have 1 hour and 55 minutes to work on Section 2, the Writing and Language Test. We will stop for a short break after 58 minutes. If you finish before time is called, you may NOT work on any other section. You are not allowed to use a calculator on this section. Please keep your calculator under your desk.

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 other allowed materials flat on your desk. Be sure to mark your answers in the correctly numbered spaces in Section 2.

To students using a PC or Mac, say

Double-click on the Library icon in the upper left part of your screen. You will double-click on the icon for Section 2 to start.

To students using a Chromebook, say:

Find and double-click on Section 2, then press Control A to highlight the list of tracks in Section 2. You will press Enter to start.

To all test-takers, say:

Open your test book to Section 2 in case you need to refer to it. Now put on your earphones, start the section, listen to the directions, and begin work.

During testing:

Post the start and stop times for students. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time. Periodically post the time remaining, and signal that you have done so to students who are wearing earphones.

After 30 minutes have elapsed, say:

You have 1 hour and 25 minutes remaining in this section, and 28 minutes until the break.

After 53 minutes have elapsed, say:

You have 1 hour and 2 minutes remaining in this section, and 5 minutes until the rest break.

After 58 minutes have elapsed, say:

Stop work, put your pencil down, and place your earphones on the desk. . . .

Pause the question you are currently working on. Place your test book on the page you are working on in your answer sheet and close your answer sheet. Leave it and other allowed materials 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 may not leave the room without your permission.

During the break:

Walk around the room to check that all test files are paused, all test books are closed, answer sheets are inside test books, and ELL support aids remain on desks.

Just before the end of the break, say:

Please take your seat. Do not open your test file until I tell you to do so. You have an additional 57 minutes remaining in Section 2. Open your answer sheet to where you were working and open your test book to Section 2 in case you need to refer to it. Place your answer sheet flat on your desk, put on your earphones, and select play or press Control or Command P to resume the question you were working on.

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

You have 25 minutes remaining in this section.

After 52 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 57 minutes have elapsed (from the break), signal test-takers to take off their earphones and say:

Stop work, put your pencil down, and place your earphones on the desk. . . . Select Pause or press Control or Command P to stop work on the test. . . .

This concludes day one of testing. Close your test book and place your answer sheet on top of it. I will now collect your answer sheet, test book, and flash drive, along with other test materials. Please sit quietly until you are dismissed. Remember, after testing has ended, no one may leave the room until I announce dismissal.

Collect Test Materials:

Keep students seated until you are sure you have an answer sheet and all test materials from each student. Walk around the room to close each media player and collect materials as follows.

1. Click the “X” in the upper right corner of the media player window, or click on “File” and select “Exit” from the pull down menu.
2. Eject the USB Drive by doing the following:
3. For PCs, in the notification area in the lower right corner of the monitor, select “Show hidden icons,” select “Safely remove hardware and eject media,” and then click on “Eject USB Disk.”

4. For Mac computers, eject the USB flash drive by clicking on the up arrow next to the icon under Devices.
5. For Chromebooks, click on the eject icon next to the USB drive in the devices list.
6. Place each drive in the original box for each student.
7. Before powering off each computer, ensure that the cache is emptied and that no files have been copied onto the computer.
8. Collect the answer sheets and test materials, including any scratch paper, from each student in the same order in which they were distributed.

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. Thank you for your cooperation. When you return to the testing room tomorrow, remember to bring your Photo ID, earphones, acceptable calculator, and number 2 pencils with soft erasers. We begin Day 2 testing at _____.

Please gather your belongings and exit the room quietly.

Day 2 of Testing

Before Admitting Students for Day 2 of Testing:

Do the following:

1. Power on all computers.
2. Use the seating chart on the back of the Testing Room Materials Report to place each MP3 player in the same computer that a student used on the first day of testing.
3. Repeat the steps on pages 10–11 for inserting the USB drive and starting the software.
4. Ensure that navigation notes are posted for students to see (as given on page 27).

Admitting students:

Follow regular security procedures, including checking IDs against the NAR when admitting students. Ensure that each student returns to the correct seat from Day 1.

Preparing to test:

Students may have additional aids on their desks, such as a talking calculator, if this accommodation was approved through the eligibility process.

Set aside the Essay boxes and books in a location where students cannot access them. These will not be distributed until after the multiple-choice booklets have been collected once Section 4 has been completed.

Start by saying:

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

- Remove everything from your desk except your earphones, pencils with erasers, and calculator. . . .
- Remove from your desk any earplugs, which may not be worn during testing.
- Unless you are approved to use them, you must remove from your desk any highlighters, rulers, dictionaries or other books, pens or colored pencils, pamphlets, and papers of any kind. . . .
- If you brought a backup calculator or extra batteries, get those out and put them under your seat in plain sight. . . .
- Place any water bottles under your desk. Close all bags and backpacks and put them under your desk until the test is over.

As before, please walk around to make sure no one has any unauthorized aids or devices on their desks. See page 30 for a list of prohibited aids.

After desks are cleared of prohibited items, say:

Please sit quietly while I distribute your test materials. When you receive them, please check to make sure they are yours. Raise your hand if the answer sheet, test book, or USB drive box does not display your name.

Distribute the designated test book and answer sheet from Day 1 to each student. Make sure every student or writer has a No. 2 pencil. Check to ensure no one is using pens or mechanical pencils. Distribute paper to students who are approved to use scratch paper.

Remind student of how to use the MP3 Audio file by saying:

Remember that the test is recorded on a flash drive, which I have inserted into your computer. Plug in your earphones or headphones. Raise your hand if you need me to review how to navigate the test on your computer. . . .

If students need a review of navigation, refer to the script on page 65. Answer all questions about navigation or procedure.

Section 3 – Math Test – No Calculator



100% EXTENDED TIME

50 MINUTES

START TIME _____

STOP TIME _____

When everyone is ready, say:

Although Section 3 is a math section, you are NOT allowed to use a calculator on this portion of the test unless you have approval to use a four-function calculator as an accommodation. Please place your calculator under your desk.

For test 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.

NOTE: *If a test-taker has approval to use a four-function calculator on this portion of the Math Test as an accommodation, confirm that the calculator is not a scientific or graphing calculator. (Calculators with percent and square-root functions are permitted).*

To all test-takers, say:

Now turn to Section 3 in your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet, test book, and other allowed materials flat in the center of your desk. Be sure to mark your answers in the correctly numbered spaces in Section 3. You will have 50 minutes to work on Section 3, the Math Test – No Calculator.

To students using a PC or Mac, say

Double-click on the Library icon in the upper left part of your screen. You will double-click on the icon for Section 3 to start.

To students using a Chromebook, say:

Find and double-click on Section 3, then press Control A to highlight the list of tracks in Section 3. You will press Enter to start.

To all test-takers, say:

Open your test book to Section 3 in case you need to refer to it. Now put on your earphones, start the section, listen to the directions, and begin work.

During testing:

- Post the start and stop 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. Periodically post the time remaining, and signal that you have done so to students who are wearing earphones.
- Check that no calculator applications are running on student computers unless the student has been pre-approved.

After 20 minutes have elapsed, say:

You have 30 minutes remaining in this section.

After 45 minutes have elapsed, say:

You have 5 minutes remaining in this section.

After exactly 50 minutes, signal test-takers to take off their earphones and say:

Stop work, put your pencil down, and place your earphones on the desk. . . . Select Pause or press Control or Command P to stop work on the test.

For the break, say:

Close your answer sheet and place it in the front of your test book. Close your test book and leave it and other allowed materials on your desk. If you have brought a snack, you may eat it in designated areas only. Do not go anywhere other than the 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 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 files are paused, all test books are closed, answer sheets are inside test books, and ELL support aids remain on desks.

After the break:




For students who leave the room, recheck IDs 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, test book, and other allowed materials flat in the center of your desk.

Section 4 – Math Test – Calculator

If students will be using a school-provided calculator, distribute them now if you haven't already.

	100% EXTENDED TIME	55 MINUTES
START TIME	_____	STOP TIME
_____		_____
	5 MINUTE BREAK	
	100% EXTENDED TIME	55 MINUTES
START TIME	_____	STOP TIME
_____		_____

For the break, say:

You will have 1 hour and 50 minutes to work on Section 4, the Math Test – Calculator. We will stop for a short break after 55 minutes.

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.

For the questions labeled “Student-Produced Responses,” 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.

Continue by saying:

Do not begin work until I tell you to. If you finish before time is called, you may NOT turn to any other section.

Take out your answer sheet, and turn to Section 4.

To students using a PC or Mac, say

Double-click on the Library icon in the upper left part of your screen. You will double-click on the icon for Section 4 to start.

To students using a Chromebook, say:

Find and double-click on Section 4, then press Control A to highlight the list of tracks in Section 4. You will press Enter to start.

To all test-takers, say:

Open your test book to Section 4 in case you need to refer to it. Now put on your earphones, start the section, listen to the directions, and begin work.

During testing:

Post the start and stop times for students. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time. Periodically post the time remaining, and signal that you have done so to students who are wearing earphones.

After 30 minutes have elapsed, say:

You have 1 hour and 20 minutes remaining in this section, and 25 minutes until the rest break.

After 50 minutes have elapsed, say:

You have 1 hour remaining in this section, and 5 minutes before the break.

After 55 minutes have elapsed, signal test-takers to take off their earphones and say:

Stop work, put your pencil down, and place your earphones on the desk. . . . Select Pause or press Control or Command P to pause your test file.

Close your test book and place it on top of your answer sheet where you are working, then close your answer sheet. Leave them and other allowed materials 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 test-takers should return to their seats.

During the break:

Walk around the room to check that all test files are paused, all test books are closed, answer sheets are inside test books, and ELL support aids remain on desks.

Just before the end of the break, say:

Please take your seat. Do not open your test file until I tell you to do so. You have an additional 55 minutes remaining in Section 4.

Open your answer sheet to where you were working and open your test book to Section 4 in case you need to refer to it. Put on your earphones and select play or press Control or Command P to resume the question you were working on.

After 30 minutes have elapsed (from the break), say:

You have 25 minutes remaining in this section.

After 50 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 55 minutes have elapsed (from the break), signal test-takers to take off their earphones and say:

Stop work, put your pencil down, and place your earphones on the desk. . . . Select Pause or press Control or Command P to stop the test. Close your answer sheet and your test book, and place the answer sheet on top of the booklet. Leave it and other allowed materials on your desk.

After Section 4

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

Keep students seated until you are sure you have a test book and USB test file from each student.

Walk around the room to close each media player and collect materials as follows.

1. Click the “X” in the upper right corner of the media player window, or click on “File” and select “Exit” from the pull down menu.)
2. Eject the USB Drive by doing the following:
 - For PCs, in the notification area in the lower right corner of the monitor, select “Show hidden icons,” select “Safely remove hardware and eject media,” and then click on “Eject USB Disk.”
 - For Mac computers, eject the USB flash drive by clicking on the up arrow next to the icon under Devices.
 - For Chromebooks, click on the eject icon next to the USB drive in the devices list.
3. Place each drive in the original box for each student.
4. Count the books and USB boxes to ensure you have the correct number before beginning the next section.

For the break, say:

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.

During the break, prepare the Essay drives for distribution:

1. Remove any excess packaging from each flash drive box.
2. Print the student’s last name, first name, and middle initial on the back of the audio box.

Just before the end of the break, say:

Please take your seat.

Do not distribute the Essay booklets or USB drives until all test books and other formats have been accounted for. Place these materials where students cannot access them.

Section 5 – Essay

 **100% EXTENDED TIME** **50 MINUTES**

START TIME _____ **STOP TIME** _____

 **5 MINUTE BREAK**

 **100% EXTENDED TIME** **50 MINUTES**

START TIME _____ **STOP TIME** _____

To all students, say:

Now, open your answer sheet to page 6 (or page 15 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 insert the Essay test in each of your computers. I will also give you an Essay book. Do not open your Essay booklet until I tell you to do so.

Distribute an Essay test in the USB format to each student and start it up as noted below.

1. Insert the USB flash drive into a USB port.
2. Open the USB drive:
 - Click the “Start” button.
 - Select “Computer.”
 - Click the appropriate USB drive (PC) or the MP3 icon (Mac).

Start the software

- Start the software on a PC or Mac: Double click the software application icon, which is labeled “Start” (“.exe” on PC, “.app” on Mac).
 - ◆ A media player named “Flux Player” will launch.
 - ◆ When you launch the application, a table of contents will display the sections of the test.
- Start the software on a Chromebook: Click the Launcher, the icon on the far left of the taskbar.
 - ◆ Select “Files,” which will bring up a file location menu.
 - ◆ Find the USB drive in the task list and click it to display a list of file folders on the drive.

Prepare to administer the Essay

Distribute the Essay books and record the number of Essay books distributed on the Testing Room Materials Report form. Note that Essay books are not serialized. Students must write their essays on their answer sheets. Do not give them scratch paper for the essay.

To all students, say:

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

Please look up when you are finished. . . .

To students using a computer for the essay, say:

When using a computer for the essay, you may not use any special word processing features, applications, software, or assistive technology unless it has been specifically approved. If you are using a larger type size test book, you may use that type size for your essay.

Four pages are allowed for regular type size, 6 pages are allowed for 14-point type size, and 10 pages are allowed for 20-point type size. Any pages beyond your appropriate page limit will not be scored.

Your typed essay is what will be seen by readers and by colleges to which you send scores. I will come by now and make sure you are set up properly for typing your essay.

Do you have any questions? . . .

To all students writing the Essay on an answer sheet, say:

You can make notes and plan your essay on the unlined Planning Page, 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 to 10 if needed.

If you are using a large-block answer sheet, use pages 17 through 23. You must fit your essay into the lined 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, your essay will record as blank. If you leave your essay blank, you will receive an Essay score of zero.

To all students, say:

You will have 1 hour and 40 minutes to work on Section 5, the Essay. We will stop for a short break after 50 minutes. Now turn to page 7 of your answer sheet (or page 17 of your large-block answer sheet). Keep your answer sheet and other allowed materials flat on your desk.

To test-takers who are using Chromebooks, say:

Press Enter to start. Find and double-click Section 5, then press Control A to highlight the list of tracks in Section 5.

To test-takers who are using a PC or Mac, say:

Double-click the Library icon in the upper left part of your screen. You will double-click the icon for Section 5 to start.

To all test-takers, say:

Open your Essay book in case you need to refer to it. Now put on your earphones, listen to the directions, and begin work.

During testing:

- Post the start and stop times for students. Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time. Periodically post the time remaining, and signal that you have done so to students who are wearing earphones.
- 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).

After 25 minutes have elapsed, say:

You have 1 hour and 15 minutes remaining in this section, and 25 minutes until the rest break.

After 45 minutes have elapsed, say:

You have 55 minutes remaining in this section, and 5 minutes until the rest break.

After 50 minutes have elapsed, say:

Stop work and put your pencil down and take off your earphones. . . .

Select Pause or press Control or Command P to pause the test. Put your Essay book on top of the answer sheet page that you are currently working on. Close your answer sheet and leave it and other allowed materials 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 should not leave the room without your permission.

During the break:

Walk around the room to check that all test files are paused, Essay books are closed, answer sheets are inside Essay books, and ELL support aids remain on desks.

Just before the end of the break, say:

Please take your seat. Do not open your Essay file until I tell you to do so. You have an additional 50 minutes remaining in Section 5. Open your answer sheet and place it flat on your desk. Open your Essay book in case you need to refer to it. Put on your earphones and select play or press Control or Command P to resume the question you were working on.

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

You have 25 minutes remaining in this section.

After 45 minutes have elapsed (from the break), say:

You have 5 minutes remaining in this section.

After exactly 50 minutes have elapsed (from the break), say:

Stop work. Put your pencil down. . . . Press control or command P to stop the test. Double-click the Library icon in the upper left part of your screen. Close your answer sheet and your Essay book. Leave it and other allowed materials on your desk.

After Section 5

Keep students seated until you are sure you have an answer sheet and test materials from each student.

Walk around the room to close each media player and collect the USB flash drives as follows:

1. Click the “X” in the upper right corner of the media player window, or click on “File” and select “Exit” from the pull down menu.
2. Eject the USB flash drive by doing the following:
 - For PCs, in the notification area in the lower right corner of the monitor, select “Show hidden icons”; select “Safely remove hardware and eject media”; then click “Eject USB Disk.”
 - For Mac computers, eject the USB flash drive by clicking on the up arrow next to the icon under Devices.
 - For Chromebooks, click on the eject icon next to the USB drive in the devices list.
3. Place each drive in the original box for each student.
4. Count the USB boxes to ensure you have the correct number.
5. Before powering off each computer, ensure that the cache is emptied and that no files have been copied onto the computer.

Proceed to “After Testing.”

100% Extended Time Section Timing Chart for SAT

NOTE: All times are “minutes after the hour.” Use this chart for MP3 Audio Format only

STOP TIME 100% Extended Time

Start Time	For a 130-minute section (Section 1) 65 mins.–break–65 mins.		For a 115-minute section (Section 2) 58 mins.–break–57 mins.		For a 50-minute section (Section 3)	For a 110-minute section (Section 4) 55 mins.–break–55 mins.		For a 100-minute section (Essay Section 5) 50 mins.–break–50 mins.	
:00	:05	:05	:58	:57	:50	:55	:55	:50	:50
:01	:06	:06	:59	:58	:51	:56	:56	:51	:51
:02	:07	:07	:00	:59	:52	:57	:57	:52	:52
:03	:08	:08	:01	:00	:53	:58	:58	:53	:53
:04	:09	:09	:02	:01	:54	:59	:59	:54	:54
:05	:10	:10	:03	:02	:55	:00	:00	:55	:55
:06	:11	:11	:04	:03	:56	:01	:01	:56	:56
:07	:12	:12	:05	:04	:57	:02	:02	:57	:57
:08	:13	:13	:06	:05	:58	:03	:03	:58	:58
:09	:14	:14	:07	:06	:59	:04	:04	:59	:59
:10	:15	:15	:08	:07	:00	:05	:05	:00	:00
:11	:16	:16	:09	:08	:01	:06	:06	:01	:01
:12	:17	:17	:10	:09	:02	:07	:07	:02	:02
:13	:18	:18	:11	:10	:03	:08	:08	:03	:03
:14	:19	:19	:12	:11	:04	:09	:09	:04	:04
:15	:20	:20	:13	:12	:05	:10	:10	:05	:05
:16	:21	:21	:14	:13	:06	:11	:11	:06	:06
:17	:22	:22	:15	:14	:07	:12	:12	:07	:07
:18	:23	:23	:16	:15	:08	:13	:13	:08	:08
:19	:24	:24	:17	:16	:09	:14	:14	:09	:09
:20	:25	:25	:18	:17	:10	:15	:15	:10	:10
:21	:26	:26	:19	:18	:11	:16	:16	:11	:11
:22	:27	:27	:20	:19	:12	:17	:17	:12	:12
:23	:28	:28	:21	:20	:13	:18	:18	:13	:13
:24	:29	:29	:22	:21	:14	:19	:19	:14	:14
:25	:30	:30	:23	:22	:15	:20	:20	:15	:15
:26	:31	:31	:24	:23	:16	:21	:21	:16	:16
:27	:32	:32	:25	:24	:17	:22	:22	:17	:17
:28	:33	:33	:26	:25	:18	:23	:23	:18	:18
:29	:34	:34	:27	:26	:19	:24	:24	:19	:19
:30	:35	:35	:28	:27	:20	:25	:25	:20	:20
:31	:36	:36	:29	:28	:21	:26	:26	:21	:21
:32	:37	:37	:30	:29	:22	:27	:27	:22	:22
:33	:38	:38	:31	:30	:23	:28	:28	:23	:23
:34	:39	:39	:32	:31	:24	:29	:29	:24	:24
:35	:40	:40	:33	:32	:25	:30	:30	:25	:25
:36	:41	:41	:34	:33	:26	:31	:31	:26	:26
:37	:42	:42	:35	:34	:27	:32	:32	:27	:27
:38	:43	:43	:36	:35	:28	:33	:33	:28	:28
:39	:44	:44	:37	:36	:29	:34	:34	:29	:29
:40	:45	:45	:38	:37	:30	:35	:35	:30	:30
:41	:46	:46	:39	:38	:31	:36	:36	:31	:31
:42	:47	:47	:40	:39	:32	:37	:37	:32	:32
:43	:48	:48	:41	:40	:33	:38	:38	:33	:33
:44	:49	:49	:42	:41	:34	:39	:39	:34	:34
:45	:50	:50	:43	:42	:35	:40	:40	:35	:35
:46	:51	:51	:44	:43	:36	:41	:41	:36	:36
:47	:52	:52	:45	:44	:37	:42	:42	:37	:37
:48	:53	:53	:46	:45	:38	:43	:43	:38	:38
:49	:54	:54	:47	:46	:39	:44	:44	:39	:39
:50	:55	:55	:48	:47	:40	:45	:45	:40	:40
:51	:56	:56	:49	:48	:41	:46	:46	:41	:41
:52	:57	:57	:50	:49	:42	:47	:47	:42	:42
:53	:58	:58	:51	:50	:43	:48	:48	:43	:43
:54	:59	:59	:52	:51	:44	:49	:49	:44	:44
:55	:00	:00	:53	:52	:45	:50	:50	:45	:45
:56	:01	:01	:54	:53	:46	:51	:51	:46	:46
:57	:02	:02	:55	:54	:47	:52	:52	:47	:47
:58	:03	:03	:56	:55	:48	:53	:53	:48	:48
:59	:04	:04	:57	:56	:49	:54	:54	:49	:49