

**Spring 2017**

Michigan  
**The SAT<sup>®</sup>**  
**School Day**  
**Supervisor Manual**

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**Look inside for:**



**TEST CENTER SETUP  
AND MANAGEMENT**



**STAFF AND FACILITY  
REQUIREMENTS**



**SECURITY  
REQUIREMENTS**



**RECEIVING AND  
RETURNING MATERIALS**

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# Contact Information for Supervisors

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## School Day Support (not for parents or students)

MICHIGAN EDUCATOR HOTLINE: 866-870-3127 (option 1)

EMAIL: michiganadministratorsupport@collegeboard.org

Note: When you call the Michigan Hotline, after you select Option 1, you choose from the following options 1 to 4:

General College Board assessment questions and policies	option 1
Test materials questions or issues	option 2
Testing with accommodations, SSD test materials, or to reach the SSD office	option 3
Test administration or security questions, report test day issues, contact Test Administrative Services (TAS) or the Office of Testing Integrity (OTI)	option 4

# Contact Information for Students and Parents

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## Contacts for Students and Parents

MICHIGAN EDUCATOR HOTLINE: 866-870-3127 (option 2)

EMAIL: sat@info.collegeboard.org

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## Test Day Complaints

TEST CENTER COMPLAINTS: [testcenter@info.collegeboard.org](mailto:testcenter@info.collegeboard.org)

TEST QUESTION AMBIGUITY/ERROR: [satquestion@collegeboard.org](mailto:satquestion@collegeboard.org)

# 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<sup>®</sup> and the Advanced Placement Program<sup>®</sup>. 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](http://www.collegeboard.org).

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# Introduction

SAT® School Day has long offered students across the nation an opportunity to test in their local schools during school hours. Michigan 11th graders and eligible 12th graders will join hundreds of thousands of students who benefit from all that SAT School Day has to offer. Not only that, but the state will also offer other components

of the vertically aligned SAT Suite of Assessments — the PSAT™ 8/9 and PSAT™ 10 — to ninth- and 10th-grade students in the spring. Michigan will deliver the SAT with Essay as part of the Michigan Merit Examination (MME) during the SAT School Day administration on April 11.

## Special Notice for Michigan Supervisors

### Administration Requirements

#### Primary Administration - Standard Test Rooms

The SAT will be administered as a component of the Michigan Merit Examination (MME).

- » Students will be required to test on April 11, 2017.
- » Includes students who appear on the online Attendance Roster (appearing as the Roster throughout this manual):
  - › Students testing without accommodations (standard room, purple test books).
  - › Students approved for accommodations that can be provided with standardized materials such as large-print test books, preferred seating, etc. (pink test books).
- » The test center supervisor will be responsible for overseeing testing.
- » Students test with purple or pink test books.

#### Primary Administration - Nonstandard NAR Test Rooms

Students will be required to test between April 11 and April 25, 2017.

- » Includes students testing with accommodations that appear on the Nonstandard Administration Report (NAR).
- » Includes students approved for accommodations such as braille, MP3 Audio, ATC formats, reader script, the use of a scribe, and two-day testing for 50% extended time for reading and 100% extended time for reading and for combined math and writing.
- » Includes students approved for state allowed accommodations (SAAs).
- » Students who test over two days must be scheduled to test on consecutive days during the window. If a student is absent for the second day

of testing, they can resume on the next day they return to school.

- » For accommodations that don't require multiple test days, student testing must be completed on one day during the window.
- » The SSD Coordinator will be responsible for overseeing testing.
- » Students test with blue or lime-green test materials.

### Makeup Administration

- » Students testing in standard test rooms, per above, who miss the primary test date must test on the makeup test date of April 25, 2017.
- » Students testing in the nonstandard NAR test rooms who are absent on the day of the planned test must make up the test during the testing window. There is no makeup date after the testing window ends on April 25, 2017.

### Important Identifiers

A six-digit College Board Attending Institution (AI) code has been assigned to each school administering the SAT, PSAT™ 10, or PSAT™ 8/9 in Michigan. A school must have an active AI code to order and administer College Board tests, apply for student accommodations, and receive materials and students' test scores.

In addition to the College Board AI code, to serve as a testing location for the SAT, you must have a five-digit test center number. Test center numbers are posted at each site on test day and used by students on their answer sheets and by test center supervisors on the SAT School Day forms and materials shipments to identify the location of the administration.

Test center supervisors listed in the Education Entity Master (EEM) will receive an email with both the AI code and test center number. If your school will use off-site testing locations, please review the additional information on page 43.

## Using This Manual

This manual is for test supervisor use for the state-provided SAT School Day as part of the Michigan Merit Exam. Please do not share it with test-takers or anyone else besides testing staff.

**IMPORTANT:** Review this manual thoroughly before test day.

This *Supervisor Manual* provides complete instructions for overseeing the SAT School Day administration. In addition, the *SAT School Day Testing Room Manual* includes test day procedures and scripts for test day staff. Finally, the *SSD Coordinator Manual* gives testing information for administering the SAT with Essay to students who appear on the NAR.

### Typographical Icons

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



Urgent



Contact by Phone



Procedures or information for providing accommodations to students with disabilities

## Acceptable Calculators

For the Math Test – Calculator section, most graphing and all scientific calculators (as long as

they do not have any of the prohibited features listed below) are acceptable; all four-function calculators are allowed, but not recommended. Check the list of acceptable graphing calculators below for models that are permitted.

**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 allowed).

### 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 MathTest – 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. This list is not exhaustive.



# Section A: Preparing for School Day Testing

## About the SAT

The SAT will be administered as a component of the Michigan Merit Examination (MME) for which all three days of testing are required. The SAT with Essay is a required component of the MME for all grade 11 and eligible grade 12 students.

Testing is scheduled to begin at 8:30 a.m. Schools may alter the start time by 30 minutes and therefore start any time between 8:00 a.m. and 9:00 a.m. Schools must contact the Michigan Educator Hotline for consideration and approval to start earlier than 8:00 a.m. or later than 9 a.m. The start time applies to standard test-takers as well as accommodated test-takers in both the primary and make up administrations.

## Test Facts

The SAT is composed of three sections, which follow the same order in every test book.

**Evidence-Based Reading and Writing:** Includes a Reading Test and a Writing and Language Test. Each test is composed of multiparagraph passages and multiple-choice questions. Time allotted:

65 minutes for Reading

35 minutes for Writing and Language

**Math:** Includes multiple-choice and student-produced response questions based on the math that college-bound students typically learn during their first three years of high school. Divided into two portions: one that permits calculator use, and one that does not. Time allotted:

25 minutes for Math Test – No Calculator

55 minutes for Math Test – Calculator

**Essay:** Asks students to frame an argument in response to a source text.

Time allotted: 50 minutes

## Administrative time in the testing room:

SAT with Essay	Time
Pre-adminTime	30 minutes
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	
Book collection and Essay distribution	15 minutes
Essay	50 minutes
Total (hours, minutes) 4h, 52m	

## 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. The test center supervisor should ensure that all testing staff 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.

## SAT Test Materials

Standard test books have a purple cover. All SAT with Essay multiple-choice books have a black horizontal stripe and an open book icon on the cover. The Essay books, which are separate from the multiple-choice test books, have a purple stripe and open book icon on the cover.

Test books for students taking the test with accommodations listed on the Roster, such as extended time or extra breaks, will have a pink cover.

Test books for students testing with accommodations listed on the NAR, such as computer for the Essay or 100% extended time, will have a blue cover. These students will test with the SSD Coordinator. Formats such as braille or Assistive Technology Compatible (ATC) formats are also available. Lime-green test books are for students who are approved for State-Allowed Accommodations (SAAs). Students testing with SAAs will not receive college-reportable scores.

## Color-Coded Scripts

Testing scripts can be found in the *Testing Room Manual* and the *Michigan SAT School Day SSD Coordinator's Manual*. The scripts in the *Testing Room Manual* are color-coded as follows:

- » **Purple** tabs—standard SAT script:
  - › Four multiple-choice sections; some with student-produced response items
  - › One Essay section
  - › Standard timing only
  - › Testing time of three hours 50 minutes

- › One 10-minute, one 5-minute, and one 2-minute break
- › Preadministrative time of 30 minutes
- » **Pink** tabs— four scripts are provided for testing SSD students listed on the Roster using the pink test books:
  - › **Script 1 for 50% extended time for math only**
  - › **Script 2 for 50% extended time for writing only**
  - › **Script 3 for standard time for accommodated students**
  - › **Script 4 for standard time with extra breaks**

The scripts in the *SSD Coordinator Manual* are provided for testing students listed on the NAR. Students with approved accommodations for college reportable scores will test with materials (usually blue) sent for their specific use. Students with approved state-allowed accommodations for non-reportable scores will test with lime-green materials.

**Script 1 for 100% extended time**

**Script 2 for 50% extended time**

**Script 3 for standard time for accommodated students**

**Script 4 for standard time with extra breaks**

**Script 5 for MP3 Audio Format**

**IMPORTANT:** *Students testing with SAAs must test in a different room from other students listed on the NAR.*

## General Responsibilities of the Test Center Supervisor

As the supervisor of record, you manage the test center and staff, and you ensure that testing materials are handled securely. You are expected to be at the school to supervise all activities related to testing.

Administering SAT School Day requires all testing staff to sign the Testing Staff Agreement form to signify their acceptance of the conditions and requirements in this section and their commitment to administering the SAT on the scheduled date.

Mandatory training has been provided for all SAT School Day supervisors. Be sure to complete it well before test day. If your school will be using off-site testing locations, also review page 43 for additional information.

To prepare for School Day testing, you will need to:

- » **Plan**
  - › Validate the school's enrollment of eligible students and plan efficient use of facilities.
  - › Work with school administration to assign and train teachers to administer the test.
  - › Partner with the SSD Coordinator and other assessment supervisors on room planning, staffing, and materials receipt and storage.
  - › Pay special attention to students on your Roster who are approved for accommodations, and make sure ample staff and space is planned for ahead of time.
- » **Ensure Security and Oversee Testing**
  - › Ensure the security of test materials from their arrival until their return. (See Section B for more information.)
  - › Supervise all test administration activities.
  - › Handle emergencies.
- » **Complete Reports and Return Materials**
  - › Complete all forms and return answer sheets, test books, and critical reports immediately after the test. (How to return materials and forms is covered in Section D for standard and nonstandard testers listed on the Roster, and in the *SSD Coordinator Manual* for testers listed on the NAR.)
  - › Report the number of students who may require makeup testing. You will receive an email before test day explaining how to submit this report.

## A Suggested Timeline of Supervisor Activities

Start planning for the administration no less than three weeks before test day. Here is a suggested timeline.

### Three weeks before school day test date:

- Make a plan with the front office to notify you when test materials are delivered to your test center.
- Receive, reconcile, and securely store the test materials for test day.
- Check test materials within 24 hours of receipt.
- Plan your pre-administration session.
  - › Apply pre-ID labels to answer sheets and Student Data Questionnaires (SDQ).
  - › Conduct session with students to complete identifying information on the answer sheet, along with the SDQ.



- Complete the online supervisor training. (You will be emailed instructions for accessing it.)
- Estimate how many rooms you will need based on the list of your students who have been pre-ID'd and the accommodations that students have been approved for. Notify the Michigan Educator Hotline if you foresee any issues.
- Meet with your school administration to:
  - › Identify staff to recruit for testing. Contact these staff members.
  - › Identify which rooms will be used to administer the test. Bear in mind that testing rooms should be near restrooms and that those restrooms need to accommodate students on the same break schedule.
  - › Plan ahead to minimize distractions: no fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress. Ensure that your school population is notified of these modifications to the normal school day.
  - › Arrange an area for test-takers to gather before the test, with testing room assignments available. Plan for students to return to that area after the test so that classes can be dismissed in an orderly fashion.
  - › Reschedule lunch for all participating students, if necessary. (You will not be able to break for lunch during testing.)

#### **Two weeks before school day test date:**

- Review the schedule of morning classes and create test-day room assignments for all affected classes.
- Print the online Attendance Rosters and assign students to testing rooms.
- The SSD Coordinator should determine how many rooms and staff members are needed for students testing with accommodations listed on the NAR.
- Arrange for school staff to be notified of classroom assignments and alternative arrangements for non-testing students.
- Determine and post staff assignments for testing.
- Schedule and conduct staff training.

#### **One week before school day test date:**

- Refer to online Attendance Roster for any updates. Revise room Rosters if needed.
- Post signs for test-takers indicating when and where to report on test day.
- Hold a brief assembly with students who are testing to prepare them for test day.
- Review facility preparation with custodial staff.

- Work with the SSD Coordinator to make sure that students who are approved for accommodations are listed on the online Roster or the NAR. Contact the SSD office as soon as possible if an approved student is not listed.
- Conduct your preadministration session if you haven't already done so.
- Confirm that you received an email regarding your Custom Courier pick up time. If you did not receive this email, please contact the Michigan Educator Hotline (page ii).
- Prior to test day, print copies of translated test directions for students using this support on test day.

#### **On test day:**

- For any students who are last-minute transfers to the school, pre-identify them in the BAA Secure Site. The College Board will ship a small overage of test materials to account for new students on test day. Before returning materials, print a label and affix it to the answer sheet.
- Post signs in the testing area. Provide master lists of all testing room assignments and changed rooms for non-testing students in highly visible locations.
- Review assignments with staff and distribute materials.
- Ensure that all announcements/bells are silenced for the day. Also make sure that nontesting students have clear room and activity assignments away from the testing area.
- Package answer sheets and critical reports in preparation for pickup on April 12.

## **Testing Students with Accommodations**

The school will be responsible for providing accommodations to students with documented disabilities who have been approved for accommodations by the College Board. The College Board requires preapproval for all accommodations on the SAT. Providing accommodations without authorization may result in the student's scores being canceled. Student scores in this case will not be sent by the College Board to the student's chosen colleges or scholarship organizations.

To help ensure that the students testing in your school receive reportable scores, provide testing accommodations only under one of the following conditions:

- › The student appears on either the online Attendance Roster of students with accommodations or the online NAR accessed by the SSD Coordinator.

- » You have verified the student's eligibility with the SSD office.
- » The student has a documented College Board approval for accommodations. If a student presents an eligibility letter, but does not appear on either the NAR or the Roster as having approved accommodations, call the SSD office to confirm their approval.
- » The student is included in the school's online dashboard of students with approved accommodations (available to the SSD Coordinator through SSD online).

**!** Students with accommodations must be tested with the correct testing materials, using the corresponding scripts.

In some instances, you may receive materials for students who have a pending approval for accommodations. It is the responsibility of the SSD Coordinator to confirm that accommodations are approved prior to test day. Students without approved accommodations should not use nonstandard test materials.

If an associate supervisor begins testing with the wrong manual section (e.g., purple script instead of pink script), contact Michigan Educator Hotline immediately for instructions. Do not switch to a different manual section after the start of the test.

A general overview of accommodations is given below. All testing accommodations require preauthorization by the College Board. See the appendix for a chart of accommodation codes for nonstandard testing rooms. For students who have the general code 056, "Other assistance," the SSD office will confirm the arrangements that should be made. Accommodated students must adhere to all standard testing administrative procedures, requirements, and timing regulations.

#### **Accommodations in the Standard Testing Room (Purple Test Books)**

Sometimes a student's accommodations do not require nonstandard testing time or materials; for example, wheelchair access or a sign-language interpreter. Your online Attendance Roster will indicate that these students can test in the standard testing room. Administer their tests using the script with purple tabs in the *School Day Testing Room Manual*.

Providing these accommodations is largely a matter of planning for the physical arrangement of your room.

#### **Accommodations in the Nonstandard Testing Room (Pink Test Books)**

All students taking the SAT with Essay in the nonstandard administration room must use the

appropriate test book (regular or large type) with the pink cover. The nonstandard administration room will include students on the Roster who are receiving 50% extended time for math and/or writing. It will also include students who are approved for accommodations other than extended time, such as extra or extended breaks, small group, four-function calculator, and permission to test blood sugar. The online Attendance Roster will indicate the rooms (i.e., testing groups) to which students should be assigned.

#### **Accommodations Using the Materials Sent to the SSD Coordinator (Blue Test Books)**

Students approved for accommodations, such as 100% extended time, 50% extended time for reading, breaks as needed, the use of a computer for the Essay, or nonstandard materials such as braille or MP3 Audio test formats will be tested in rooms set up and supervised by the SSD Coordinator. These students will not appear on the online Attendance Roster, but on the NAR accessed online by the SSD Coordinator. These students will use blue test books.

**!** Students listed on the NAR cannot be tested in the same room as students listed on the online Attendance Roster.

**NOTE:** *For English Language Learners who require ELL support aids, this support does not require College Board approval. Scores for these students will be college-reportable (provided they do not have additional state-allowed accommodations). Students utilizing this support do not need to be tested in a separate room.*

#### **State-Allowed Accommodations (Lime-Green Test Books)**

In addition to College Board-approved accommodations, the College Board supports State-Allowed Accommodations (SAAs) for students taking Michigan-provided assessments in April 2017. SAAs are in place to provide accommodations or supports to students who want to use accommodations that are not approved by the College Board, such as an extended time for English Language Learners. SAAs provide scores to students, K-12 educators, and the Michigan Department of Education (MDE); however, students who test with an SAA will not receive a college-reportable score.

When applying for accommodations for SAT, we recommend applying for College Board accommodations first, unless the accommodation requested is one of the following, as defined by the MDE:

- » Reading content and questions in the student's native language.

- » Use of extended time for English Language Learners.
- » Signing the content and test questions in American Sign Language (ASL).
- » Student responds in ASL.

In each of the accommodations listed above, the test will need to be administered in a separate room and schools are expected to provide the translator per MDE guidelines.

SAAAs are available only for the Michigan-provided administration.

Students who have state-approved accommodations (SAAs) must be tested separately from students with College Board-approved accommodations.

## Preparing the Testing Environment

### Meeting with School Administration

You will need to work closely with your school's SSD Coordinator and other assessment supervisors to ensure that testing can take place smoothly. Specifically, make sure to:

- » Plan ahead for the secure receipt and storage of testing materials.
- » Arrange an area for test-takers to assemble before and after testing.
- » Ensure adequate access to restrooms.
- » Estimate the number of rooms needed, based on known enrollment of eligible students (e.g., seniors or juniors).
- » Decide whether to designate a late-arrivals room to accommodate groups of students who arrive late. Use the groups identified on the Roster to plan for the different rooms you will need. (See page 7). If you have a late-arrivals room, start the late testing no more than 45 minutes after testing has begun in the other testing rooms. The supervisor in a late-arrivals room must close the door before the start of the first scheduled break in testing that is already in progress.


**NOTE:** *Ensure that testing in any late-arrival room begins early enough to end before your normal school dismissal time.*

- » Create a schedule of test-day room assignments.
- » Select and train staff for testing and have them complete the Testing Staff Agreement to ensure compliance with the SAT conflict of interest policy.
- » Review facility preparation.

- » Arrange for bells and announcements to be silenced on test day.
- » You will need about four hours and 52 minutes for standard-time testers.
- » Students with 50% extended time for reading will test over two days. These students will appear on the NAR and test under the supervision of the SSD Coordinator.
- » Arrange for students taking the test to have a later lunch.
- » Ensure that schedule changes and silenced bells and announcements have been clearly communicated to school staff and administrators.

### Testing Room Requirements

To promote an effective and secure administration, testing rooms must fulfill the requirements below.

- » Rooms must be located away from noisy areas and distracting activities.
  - » Rooms must be near restrooms.
  - » Rooms must have:
    - › A working clock, visible to students
    - › Proper lighting
    - › Proper ventilation
    - › Proper seating with students four feet apart, facing the same direction, with an adequate writing surface (see requirements below)
    - › No materials related to test content are displayed (these can be removed or covered)
-  Call Michigan Educator Hotline if your facilities do not meet these specifications.

### Seating Requirements

Observe the following requirements:

- Use chairs with backs.
- Face seats in the same direction.
- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of four feet from right to left (measure from center of desk).
- Ensure unimpeded access to every student by staff.
- Seat only one student at a table measuring six feet in length or less.
- At tables longer than six feet, seat students at least four feet apart and facing the same direction.
- Provide a large, smooth writing surface, preferably desks or tables.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).

- Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

ⓘ Students may not select their own seats.

### Seating Requirements for Nonstandard Rooms

Follow the same requirements for seating in the nonstandard room(s). Also note:

- » Students using a large-type test or large-block answer sheet should be seated in the back of the room to safeguard test security.
- » Seat students with the same type of timing together.
- » Students who require different timing or breaks need to be tested in separate rooms, unless you are testing a small number of students who will not disturb each other.

### Planning for Test Day Staff

The number of each staff position you need depends on the number of test-takers and whether the test-takers include students with disabilities requiring separate rooms.

Associate supervisors are responsible for conducting a secure, valid administration. They are accountable for everyone in the testing room and everything that takes place in that room. They account for all testing materials, conduct the testing, and monitor test-takers to ensure a fair administration.

Hall proctors and room proctors assist you and your associate supervisors with test administration duties. Proctors do not administer the test, but they do help set up the testing area, monitor testing, and patrol the hallways during testing.

Base your staffing on the minimum ratios shown in the charts below. Additional staff will also be needed for students testing with NAR accommodations, or in a 1:1 setting. Work with the SSD Coordinator to determine how many additional proctors will be needed for these students.

**SSD** If you have questions about room arrangements for nonstandard administrations, work with your SSD Coordinator, and contact the Michigan Educator Hotline before test day (see page ii).

#### Room Proctors Needed

1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Room Proctors
<b>For a Single Standard Roster Testing Room</b>	
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 proctor for each additional 50 students)
<b>For a Single Nonstandard Roster Testing Room</b>	
1–10	0
More than 10	1

#### Hall Proctors Needed

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1–5	1
6–10	2
11–15	3
16–20	4
More than 20	5+ (1 proctor for each additional 5 rooms; e.g., for 21-25 rooms, add an additional proctor)

#### Developing Preliminary Room Assignments

Once the number of rooms is determined, work with the administration and other assessment coordinators administering assessments at the same time to identify which rooms will be used. Here are some important tips:

- » Select rooms in one section of the school to minimize disturbances from ongoing classes.
- » Avoid using science rooms, computer labs, or rooms with specialized equipment.
- » Try to choose rooms that can fit at least 25 test-takers, while observing the four-foot spacing requirements. If your rooms are small, place as many test-takers in a room as possible, while still observing the spacing requirements. Students may not face each other while testing.
- » Try to choose rooms that are close together, so that each hall proctor can cover up to five rooms.
- » Room and seat assignments should not follow any expected patterns, to minimize the chance



of friends being seated next to one another. We recommend that students not be assigned to their normal homerooms for testing.

- » Ensure adequate access to restrooms.

**Checking Room Assignments Against the Class Schedule**

Review the schedule of classes that would normally meet in the rooms you have identified for testing.

- » Determine which classes contain primarily students who will be testing and which classes have a mixture of testing and nontesting students. The school may need to cancel classes for test day, relocate classes, and/or schedule study halls.
- » Create a schedule of test-day room assignments for all affected classrooms. Share with staff, post in offices, and create individual room signs for display in all affected classrooms on the two school days before test day to alert students and staff.

**Finalizing Room Assignments Using the Online Attendance Roster**

Once you have made preliminary arrangements, you should refer to the online Attendance Roster to determine any updates to space and staffing needs. You will receive an email with instructions for accessing the online Attendance Roster. Once you have been granted access, you can get up-to-date Attendance Rosters anytime at [ets.org/supervisor](https://ets.org/supervisor).

**NOTE:** *The Roster includes a “Group Type” to help you determine how many types of rooms you need to plan for, as well as the number of test-takers for each type.*

For nonstandard test-takers, you will see additional group types. Remember that the online Attendance Roster does not list students provided on the NAR who are testing under the supervision of the SSD Coordinator.

Here are some examples of group types you may see:

Category Type	Group Type(s)
SAT with Essay	B1
SAT with Essay – with accommodations	R1 – R8 S1 – S4
<b>Examples of accommodation group types:</b>	
SAT with Essay – No extra time or breaks Approved for small group, test blood sugar, etc.	S1
SAT with Essay – Extended Time for math only	R3

The following test-taker information is listed on the Roster, with students listed by group type:

- » Name, Sex, and Date of Birth
- » Photo Required (This will show an “N” for Michigan testing.)
- » Age 21 and Over (This will show an “N” for Michigan testing.)
- » High School Code (AI Code)
- » Accommodation Code (if applicable)

In addition to accommodation codes on the online Attendance Roster, you will see notations such as “ET=MATH ONLY” (which means the student only receives extended time on the Math portions of the test).

Call the Michigan Educator Hotline if you do not have access to the online Attendance Roster.

The online Attendance Rosters are updated daily. Continue to check to get the most up-to-date information. Be sure to review testing needs with the SSD Coordinator so that there is adequate space for students with accommodations who are listed on the NAR.

**NOTE:** *Late transfers to your school are eligible to participate in test day if there are enough testing materials, space and staff available. All test-takers must be pre-ID'd in the Secure Site prior to testing. Supervisors must print a pre-ID label for all late additions. If you do not have sufficient space or materials for late transfers, these students should be test on the makeup day and be reported as part of your makeup requirements.*

**Determining Who Will Administer the Test**

Work with school administrators to review teacher schedules and determine testing room assignments for those who will administer the test (associate supervisors) or act as proctors. Teachers of classes that are not meeting due to testing are likely candidates to serve in this capacity. Remember to allow for additional proctors by following the requirements given under “Planning for Test Day Staff” earlier in this section.

If you need to supplement your school staff with additional personnel, follow your district’s guidelines for the use of testing staff.

As part of test center setup, you should have designated one of your associate supervisors to act as your backup test center supervisor, if needed. The backup supervisor should be identified as the SAT Backup Assessment Coordinator in the Michigan Educational Entity Master (EEM).

### SAT Testing Staff Agreement

Avoid recruiting anyone to serve on the testing staff if they have **any** of the following conflicts of interest:

- » Have a child or a member of their household taking the same College Board test in the same window at any test site. Additionally, school staff members who are relatives of students taking the SAT must not have access to testing materials at any time during school day testing. In such instances, the related student's scores are subject to cancellation. (Student scores will still be sent to the state and district and will be accessible to your school, but will not be sent by the College Board to the student's chosen colleges or scholarship organizations.)
- » Are engaged in providing private SAT preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district. (The teaching and normal review of course content, including test familiarization, that is part of regularly scheduled course work is acceptable.)
- » Have taken any SAT Suite of Assessments test within 180 days of test day.

If you suspect a conflict of interest, do not ask the person in question to conduct the school day testing.

- ! All test center staff must review, agree to, and sign the SAT Testing Staff Agreement before school day testing.

### Training Your Staff

You'll receive an email in February with information on how to access the online training in advance of test day. About two weeks before the test, schedule a training session with your staff to review procedures, forms, and timing; to announce staff assignments; and to answer questions. You may want to coordinate the training with the SSD Coordinator and staff that will be administering the test to students listed on the NAR. If you or the SSD Coordinator have new staff who have never administered an SAT test before, be sure they are included in a training session at least one week before the test date.

At this session, you may want to give your staff access to the online training modules provided. Be sure to review the following:

1. General responsibilities of each position
2. Using the correct testing materials

3. Equipping the testing room
4. Maintaining security in the testing room
5. Seating policies
6. Timing of the test and breaks
7. Calculator policies
8. Testing room forms and reports

### Staff Assignments

Share the room assignments made as part of the testing center setup (covered earlier in this section). Staff members should know:

- » The general responsibilities of their position
- » Whether they are assigned a standard or nonstandard room (if administering the test) and approximately how many students are assigned to their room
- » Where and when to report on test day

### Using the Correct Testing Materials

- » All Essay books show a colored stripe with an open book icon. Large-type or other nonstandard formats will indicate the format on the cover.
- » Test books with purple covers are for standard testing rooms only.
- » Test books with pink covers should be used only by students approved for College Board accommodations who are listed on the nonstandard section of the online Attendance Roster. The test center supervisor will supervise administration of the test to these students in the nonstandard Roster testing rooms.
- » Test books and other formats with blue covers should be used by students listed on the NAR. Test books/formats with lime-green covers should be used only by students listed on the NAR taking the test with SAAs. The SSD Coordinator will supervise administration of the test to students on the NAR.
- » Nonstandard formats of tests (braille, MP3 Audio files, etc.) will be shipped for each test-taker as indicated on the NAR to the SSD Coordinator.
- » The answer sheets are blue and show "SAT with Essay" in the upper right.
- » Large-block answer sheets will show "SAT with Essay" in the header.

Review the types of testing rooms and materials with staff. It is essential to match the proper scripts and materials; otherwise, scores will be invalid.

Help staff use the correct materials as follows:

Room	Book(s)	Script
Standard SAT with Essay	Purple multiple-choice "SAT with Essay" test book	Purple script Testing Room Manual
	Purple-striped Essay book with open book icon	
Nonstandard SAT with Essay	Pink multiple-choice "SAT with Essay" test book	Pink scripts 1, 2, 3, or 4 Testing Room Manual
	Purple-striped Essay book with open book icon	

The SSD Coordinator will receive and distribute the following materials to staff for use in testing students on the NAR:

Room	Book(s)	Script
Nonstandard SAT with Essay listed on NAR	Blue multiple-choice "SAT with Essay" test book	Blue scripts 1, 2, 3, 4, or 5 SSD Coordinator Manual
	Blue-striped Essay book with open book icon	
Nonstandard SAT with Essay taken with SAAs listed on the NAR	Lime-green multiple-choice "SAT with Essay" test book	Blue scripts 1,2,3,4, and 5 SSD Coordinator Manual
	Lime-green-striped Essay book with open book icon	

## Equipping the Testing Room

On test day, the associate supervisors must ensure that the testing rooms meet the College Board requirements.

### Supplies for Associate Supervisors

Associate supervisors must be supplied with the following testing materials on test day:

- » Multiple-choice test books in serial number order, Essay books, associated pre-labeled answer sheets matched to the students in their room, and printed ELL support aids if required
- » A copy of the Roster showing students assigned to the testing room (room roster)
- » Your school's 6-digit College Board high school AI code and your 5-digit SAT test center number (see Introduction for more information)
- » One or more blank SIR forms
- » A supply of SAT Request to Cancel Test Scores forms

- » The two testing room flyers ("No Cell Phones" and "Quiet Please"), if available
  - » *The SAT School Day Testing Room Manual*
  - » The Testing Room Materials Report form, listing the serial numbers of the test books assigned to the testing room
- Other items needed in the testing room are:
- » A pencil sharpener
  - » A supply of No. 2 pencils

### Posting Information for Students

Staff must make the following information visible for all students in the room, as noted in the scripts:

- » Test date
- » "SAT with Essay"
- » Five-digit test center number assigned to your school (example: 82000) (or offsite location, if applicable)
- » Center (school) name, city, and state
- » Room number or name (example: auditorium)
- » "Use a No. 2 pencil only. Do not use a pen or mechanical pencil."

### Maintaining Security

Make sure your staff understands and follows these policies:

- » Prepare testing rooms by covering up or removing any instructive material, such as maps and charts.
  - » Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedures.
  - » Remain vigilant at all times during testing. Staff must not engage in activities that are not related to testing, such as talking on phones (prohibited for staff as well as students), using a computer, or grading papers.
  - » Ensure that at least one staff member is in the testing room at all times.
  - » Ensure that students do not use calculators, phones, or prohibited aids during breaks.
- ⚠ Be advised that some smartphones can be disguised as calculators with the use of a plastic covering. Also, wearable technology, mechanical pencils, and separate erasers can be used to conceal aids and notes.
- » Monitor test materials at all times; do not leave them unattended with students under any circumstances.
  - » Guard against test materials being removed from the room.

- » No one is permitted to use phones in the testing room, or to eat or drink during testing unless they have an approved accommodation. Smoking or the use of e-cigarettes is never allowed. These rules apply to staff and students alike.

ⓘ Immediately report significant problems or events that interfere with specific testing procedures, or that compromise test security, either before or on test day.

### Seating Policies

Inside the testing room, the associate supervisor should follow these procedures:

- » Develop a seating plan ahead of time that follows the seating guidelines that follow for type and spacing of seats.
- » Assign seats at random or by prearrangement with the supervisor. Never allow students to select their own seats.
- » Work with the SSD Coordinator to plan for enough nonstandard rooms to accommodate students with different timing and for those whose accommodations require testing in separate rooms.
- » Once testing has begun, complete the seating chart on the back of the Testing Room Materials Report form.

### Timing of the Test and Breaks

The SAT is timed by section in all rooms, standard and nonstandard. Students must be given the full amount of approved time on each section of the SAT even if they stop work before time is called. Students may not move to the next section until all time has elapsed. Timing charts are supplied with each script in the *School Day Testing Room Manual* and the *SSD Coordinator Manual*.

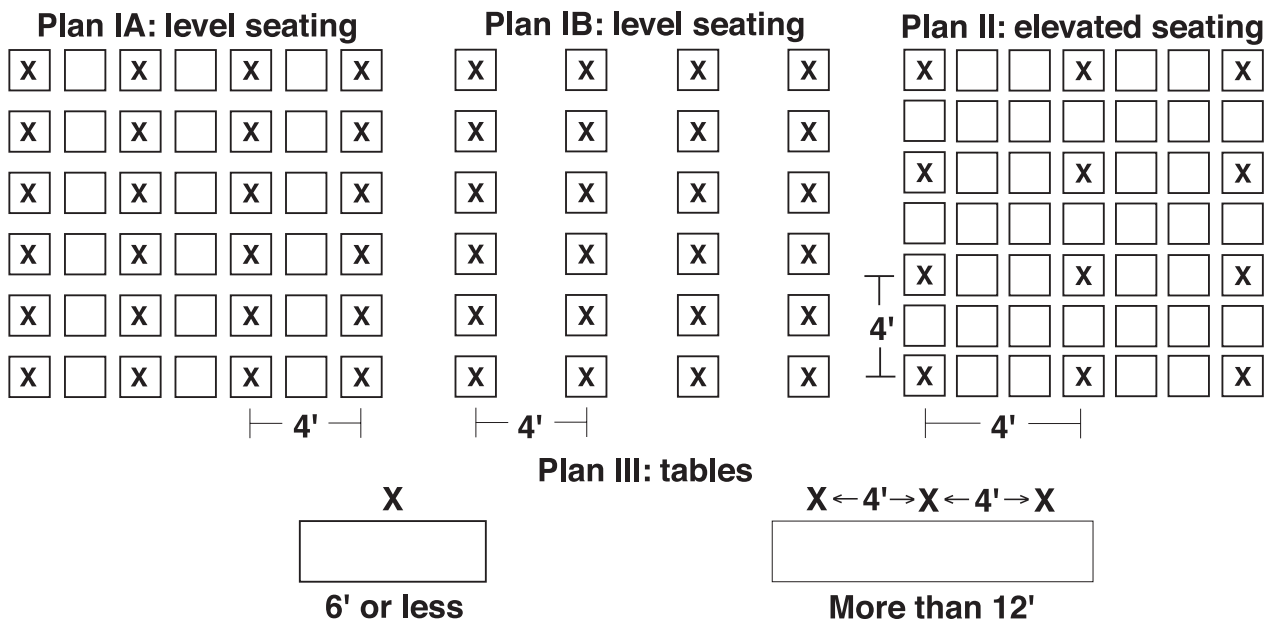
Remind staff to follow these policies to ensure accurate and uniform timing of tests:

- » Accurately time each test section.
- » Record the start and stop times on the board for all students to see.
- » Announce the remaining time at prescribed intervals as indicated in the scripts.
- » Immediately inform the test center supervisor of any timing irregularities.
- » Record irregularities and actions taken on the Supervisor’s Irregularity Report (SIR).

### Scheduled Breaks

College Board policy requires every student to be offered breaks at regular intervals. Students testing with extended time will receive additional breaks. During breaks before Sections 2 and 4, students may go to the restroom or to the area designated for eating snacks.

### Samples of Approved Seating Plans:





Some students may be approved for extra and/or extended breaks. Break time is not included as part of testing time and is timed separately. Specific timing instructions may be noted on the student's Eligibility Approval Letter or Roster.

- ❗ Beverages and snacks are permitted during certain breaks. Ideally, snacks and beverages should be consumed outside of the testing room. Please make sure that eating or drinking is never allowed near testing materials.

### Two-Day Testing for Accommodated Students

Students approved for 50% extended time for reading will test over two days. These students will be listed on the NAR and will test under the supervision of the SSD Coordinator. Their test materials will be sent with all NAR materials to the SSD Coordinator.

Students approved for 100% extended time for reading or for combined math and writing will also test over two days. Students approved to test with the MP3 Audio format will test over two days with specific timing and scripts provided in the *SAT School Day SSD Coordinator Manual*.

Timing charts are provided in the *School Day Testing Room Manual* and the *SSD Coordinator Manual* to help plan for specific accommodations.

### Unscheduled Breaks

When students take an unscheduled break, the clock does not stop. To maintain security, staff should adhere to the following guidelines for permitting unscheduled breaks:

- » Instruct students to take their IDs with them on break. Inform students that they will not get extra testing time.
- » Allow only one student at a time to take an unscheduled break.
- » Collect the test book and answer sheet before the student leaves the room. **Make sure the test book is the actual test book and not a substitute. Fan the book to make sure no pages have been removed.** If students are using ELL support aids such as translated test materials or word-for-word bilingual glossaries, be sure to collect these documents as well.
- » When the student returns, if the student is unfamiliar to you, check his or her ID before you hand back the testing materials.

**Never leave the testing room unattended.** If possible, have a proctor accompany the student. It is not necessary to record this irregularity on an SIR unless you find the activity suspicious.

## Calculator Policies and Guidelines

Calculators may only be used on the Math Test – Calculator portion, unless preapproved by the College Board as an accommodation. To help you monitor calculator use, the Math Test – Calculator portion will have a calculator symbol at the top of each test book page. Students may only have calculators on their desks when working on these questions. Information about approved calculators is on page v.

General policies are as follows:

- » Students should supply their own calculators. They may also bring acceptable backup calculators in case their primary equipment and batteries fail, but they need your permission to use them. Schools can provide calculators, if necessary. If you do provide calculators, be sure that students are familiar and comfortable with how to use them.
- » Students may not share calculators.
- » We recommend that students bring and use a calculator, especially one with which they are familiar, on the Math Test – Calculator portion of the SAT. A scientific or graphing calculator is recommended.

**NOTE:** Remind students who are approved to use a calculator on the Math Test – No Calculator that they must bring a separate, four-function calculator for this purpose.

### Calculator Malfunction

Students should raise their hand if their calculators malfunction before or during the test. Allow them to use an acceptable backup calculator or batteries and continue to test.

Students without backup equipment may continue testing, since most questions do not require a calculator. If they choose to cancel their score, they must cancel the entire test. They will need to fill out a Request to Cancel Test Scores form before leaving the testing room. Student scores in this case will still be sent to the state and district and will be accessible to your school, but will not be sent by the College Board to the student's chosen colleges or scholarship organizations.

## Forms and Reporting

Your staff needs to be familiar with the reports and forms used in the testing room.

### Testing Room Materials Report Form

- » The supervisor uses the Testing Room Materials Report form to indicate testing room information, including the associate supervisor assigned to the room and the test materials issued to the associate supervisor.
- » Inside the testing room, the associate supervisor uses the Testing Room Materials Report form to check the testing materials received against the serial numbers listed on the form.

### Recording Distribution of Test Materials

- » As indicated in the scripts, the associate supervisor uses the Seating Chart on the back of the Testing Room Materials Report form to record the serial number of each multiple-choice test book distributed to each seat in the room.
- » If possible, staff should include the last name of each student. If any security issues arise, the chart will be used in security investigations.
- » The associate supervisor should check the number of Essay books received from the supervisor and record the number returned to the supervisor.

### Supervisor’s Irregularity Report (SIR)

The testing staff performs a critical role in reporting any and all irregularities to Test Administration Services (TAS). Without information, we cannot resolve issues that arise. Please review the SIR form with all associate supervisors. All SIRs submitted to TAS are thoroughly reviewed. You will be provided with at least one blank SIR to use in the event an irregularity occurs during school day testing, as well as a blank SIR for each associate supervisor to use in the testing room. See Section B, Maintaining Security, for more information.

### Request to Cancel Test Scores Form

To cancel a score, the test-taker should complete an SAT Request to Cancel Test Scores form. Provide your staff with copies of this form for each testing room. Direct students to fill out the form with exactly the same information that is given on their pre-ID label.

Once canceled, scores cannot be reinstated at a later date. Tell the student that his or her scores will still be sent to the state and district and will be accessible to your school, but they will not be sent by the College Board to the student’s chosen colleges or scholarship organizations.

Students must sign and date the form, and submit it in one of the following ways:

- » Hand the form to the testing staff before leaving on the day of the test.
- » Fax the form to the number indicated no later than 11:59 p.m. Eastern Time on the third business day following the date testing ends.
- » Send the form by overnight delivery to the address indicated, to arrive no later than 11:59 p.m. Eastern Time on the third business day following the date testing ends.

### Canceled Scores Due to Equipment Failure or Illness

In cases of equipment failure or illness, the associate supervisor must sign the form for students who decide to cancel their scores using the Request to Cancel Scores form. Fill out an SIR in these cases. An SIR is not necessary for other cancellation situations.

### Online Attendance Roster Notations

At some point during testing or immediately after dismissing students, the associate supervisor in the nonstandard section of the online Attendance Roster testing room must annotate the Roster to indicate the accommodations used by each test-taker. The associate supervisor should check the list of accommodations on the Roster and note all that were provided to each student. If a student was provided an approved accommodation other than those listed, specify the accommodation (for example, answers written in the test book).

The associate supervisor should note his or her own name on the Roster, make copies of the nonstandard pages of the Roster, and give them to the supervisor for return in the gray envelope.

For students listed on the NAR, the SSD Coordinator prints out and annotates the online NAR confirming the accommodations used by students and returns it with their used answer sheets.

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## Preparing Students for Test Day

Before test day, meet with students, including those with accommodations, to go over important information for test day. Let them know that their schedule will differ and that lunch will not be served until after testing ends. Encourage students to come prepared to the preadministration session with the list of four colleges or universities where they wish to send their four free score reports.

At [collegeboard.org/sat-suite](https://collegeboard.org/sat-suite), students can find answers to general questions about the SAT and what to expect on test day. Be sure to let them know that school day testing has been arranged and may differ from weekend testing in a few important respects (for example, the dates of testing and of score release are not the same as those for the weekend administrations).

## When and Where to Report

All School Day testing must begin at approximately the same time. Please do not deviate from the agreed-upon schedule by more than 30 minutes at most.

Students should arrive by the regular start of the school day and go straight to the waiting area where you have instructed them to congregate. Share the following with students (this schedule can be tailored to meet your school's needs):

- » Admission to the testing area starts at about 7:30 a.m. All students should be in their assigned rooms by 8 a.m.

**NOTE:** *Late transfers to your school are eligible to participate in test day if there are enough testing materials, space and staff available. All test-takers must be pre-ID'd in the BAA Secure Site.*

- » Students are not permitted to go to their lockers or to leave the building during testing. When dismissed, students should return to the waiting area and await dismissal for lunch.

ⓘ Lunch must be served after, not during, testing.

## What to Bring on Test Day

**On test day, students must bring the following:**

- » Acceptable photo ID (see Section D)
- » Two No. 2 pencils with soft erasers; **NO PENS OR MECHANICAL PENCILS**
- » Acceptable calculator (for the Math Test – Calculator portion of the test only), unless provided by the school

**We also recommend that students bring:**

- » A watch that has no audible alarm or communications/recording capabilities
- » A bag or backpack (which must be stored under the desk during testing)
- » Snacks and drinks (which must be packed away during testing)
- » Extra batteries and a backup calculator

## What NOT to Bring on Test Day

Students may not have the following in the test area, except in the case of approved accommodations:

- » Electronic equipment including phones of any kind, personal computing devices (laptops, notebooks, or tablets), cameras, timers, audio players/recorders, wearable technology, digital watches including smartwatches that can be used to record, transmit, or receive information, or any other prohibited devices.
- » Any highlighters, rulers, earplugs, dictionaries or other books, pens or colored pencils, pamphlets and papers of any kind (excluding translated test directions and word-for-word bilingual glossaries), including scratch paper.

### Prohibition of Phones

Phones are a common source of distraction and unauthorized sharing of information. Please be fair and vigilant in enforcing the following policy.

Use of phones is prohibited; students are strongly encouraged not to bring phones or other prohibited electronic devices into the testing room. The test administration staff is encouraged to collect and hold phones and other prohibited electronic devices during the test administration. If a student's device makes noise, if the student is seen using it, or if the student is seen attempting to access it at any time, including during breaks, he or she will be dismissed immediately, his or her scores may be canceled.

## Policies to Convey to Students

### Admission to the Test

Students are required to present proof of identity. See page 33 for Acceptable Identification.

### Taking the Test

- » Students may not share test questions with anyone during or after the test.
- » Students may not go to their lockers or leave the building during breaks.
- » Students may not work on any section other than the one currently being timed. They may not look ahead or back in the test book or answer sheet.
- » Students may not continue working after time has been called.
- » Students must take the entire test and not skip any sections.

**Marking the Answer Sheet**

Correctly marking the answers is very important: Marks that are too light or that do not completely fill the circles will not scan properly and could lead to lower scores.

- » No. 2 pencils and soft erasers are required. Mechanical pencils are not allowed because they may punch through the answer sheet or may not have No. 2 lead. Marks made with the wrong kind of lead do not scan properly.
- » Students must fill in each circle darkly and completely. If they need to erase a response, they must erase as completely as possible.
- » Students may not use a pen to write their essay. The electronic scanners cannot read ink, and essays written in ink will appear blank.

- » Students must mark their answers on the answer sheets — no credit is given for answers recorded in the test book (unless College Board approval has been given for this accommodation).

ⓘ The College Board will not adjust scores in cases of failure to follow instructions for marking the answer sheet.

**Score Cancellation**

The College Board allows students to cancel their scores for any reason up until 11:59 p.m. Eastern Time on the third business day following the date testing ends. Student scores will still be sent to the state and district and will be accessible to your school, but will not be sent by the College Board to the student's chosen colleges or scholarship organizations.

## Section B: Maintaining Security

This section covers important procedures for receiving, checking, and securing your test materials; maintaining security during testing; and reporting test administration irregularities.

Contact the Michigan Educator Hotline and choose “Reporting Test issues” for assistance with:

- › materials missing (or damaged) from shipment
- › test security questions or concerns
- › testing interruption or student impersonation
- › or any other test day issue that impacts testing.

### Materials Receipt and Security

#### Receipt of Test Materials

Select a secure, locked location for storing test materials.

You should receive testing materials approximately three weeks before test day. Take special care that materials are locked in a secure area, such as a cabinet, closet, or vault, and check them carefully for tampering. Do not store materials in a classroom or residence.

⚠ Do not remove any testing materials from the center without the consent of OTI.

📞 If you do not receive testing materials by the expected date, call the Michigan Educator Hotline.

If you are administering all three assessments at your school, you may potentially receive a large number of boxes as part of your materials shipment. Within the SAT Supervisor’s Kit, you will receive a job aid entitled “Michigan Assessments Materials and Timing for April 2017.” This document provides examples and images of each of the different materials and their corresponding assessments. This will be a valuable reference document both during your material checks as well as on test day for material distribution. Ensure answer sheets, test books, and manuals all match for the correct assessment.

#### Checking the Test Materials Shipment

Use the same security measures described in this section with all testing materials.

When you receive your materials, one box will have a summary packing list and a separate kit packing list indicating all the materials that have been shipped to you.

⚠ Check the contents of the test materials shipment within 24 hours of delivery to allow enough time to get missing or extra materials to you, if needed. Use the two packing lists to make sure all items are accounted for.

#### Test Materials Shipment

- Shipping Notice
- Standard and nonstandard SAT with Essay test books and Essay books

SSD Check the online Attendance Roster to see which students are approved to use any nonstandard materials.

**NOTE:** *Test materials and associated answer sheets that are specific to the students listed on the NAR (such as braille or MP3 Audio format) will be sent separately to the SSD Coordinator.*

- SAT School Day Supervisor Manuals and Testing Room Manuals*
- Courier box(es) or envelope(s) with preapplied labels for returning used answer sheets
- Preprinted courier label(s) for returning test books
- School Day Testing Materials Kit:
  - › Forms (including SIRs), reports, and posters
  - › Tape for materials return boxes
  - › Colored envelopes for returning other critical materials

Your testing materials shipment of purple and pink test books will be packaged in serial-number order as follows.

- › SAT with Essay multiple-choice test books with purple covers and purple-striped Essay books in packs of 10. Both books show a stripe with an open book icon.
- › SAT with Essay test books with pink covers and purple-striped Essay books, for nonstandard administrations, in packs of 5. Both books show a stripe with an open book icon.
- › Multiple-choice test books and Essay books are shrinkwrapped. For security reasons, do not unseal or open the wrapping around the test materials until test day.



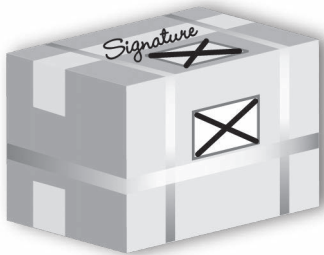
**Check test materials as follows:**

- » Verify the quantities of test materials. Carefully count the test books and Essay books enclosed inside the seal.
  - » Compare the serial numbers on multiple-choice test books against those on your shipping notice.
- ⓘ Call OTI immediately if materials are missing or damaged; if you detect any loss, theft, or tampering; or if the serial numbers on the test books do not correspond with those on the shipping notice. Please note that Essay books contain secure testing material and should be treated with the same care as the multiple-choice test books. In addition to calling OTI, note any such irregularities on the SIR.

The College Board will ship a small overage of test materials to replace defective materials or to account for late transfers to the school. The Pre-ID label shipment will also include a set of blank labels. All test-takers must be pre-identified in the Secure Site before testing. (See “Pre-ID Label Shipments” in this section for more information.)

- ☞ If you need additional materials, call the Michigan Educator Hotline at once.

After you check the test materials, reseal the cartons with the tape provided. Sign your name across the tape and extending onto the carton and store the sealed cartons in a locked, secure area that has limited access until the test date.



You should know exactly who has access to the area. Ensure that master keys will not allow access to the room used to store test books. Do not store test books at your home or in your vehicle or in a classroom.

- ⓘ Check the sealed cartons daily and contact OTI immediately if there is any evidence of tampering.

**Pre-ID Label Shipments**

Pre-ID labels for all three assessments will be shipped to your school for all pre-identified

students. The shipments will arrive around the same time as your test materials shipment.

Labels will arrive sorted alphabetically by last name and organized by assessment. For the SAT, you will receive two sets of labels for students: one to be placed on the answer sheet, and one to be placed on the Student Data Questionnaire (SDQ).

**Check each shipment for the following items:**

- » A cover letter with instructions for using the Pre-ID labels.
- » Pre-ID labels for each student who was Pre-ID'd before the deadline.
- » Packs of answer sheets bundled with lists of codes for sending scores to colleges, universities, and scholarship programs.

**Affixing the labels:**

You will need to affix student labels to the questionnaire forms and answer sheets and organize the forms to facilitate their completion before test day. The College Board recommends that the test center supervisor affix the labels as early as possible. Once labels are applied to all answer sheets and SDQ forms, return all materials to the secure storage location. See Section C for Preadministration Instructions.

**NOTE:** Be careful to apply labels for each assessment given at your school to the correct type of answer sheet (SAT, PSAT 10, or PSAT 8/9).

**Counting and Distributing Test Materials****On test day, you must count the test books:**

- » When distributing materials to associate supervisors on test day
- » When collecting materials from associate supervisors and preparing them for return

Ensure that your associate supervisors account for testing materials in the testing room as instructed in the *School Day Testing Room Manual*.

**Associate supervisors must count the test and Essay books:**

- » After receiving the materials from you
- » After distributing materials to students
- » Before distributing the Essay books
- » After collecting multiple-choice or Essay books
- » Before they dismiss students from the testing room

**!** If a test book is discovered missing after the students have been dismissed, contact OTI immediately. Do not return any test materials to the College Board until you have spoken with a representative. Report the incident on the SIR.

If your school used off-site testing locations, please refer to page 43 for additional information.

## Security During the Test

**NOTE:** *The lists in this section are also given in the scripts in the School Day Testing Room Manual and the SSD Coordinator Manual*

### Prohibited Devices

Anyone using prohibited devices during any part of the administration, including breaks, should be warned and, if warranted, dismissed from the test. The only exceptions are for College Board–approved accommodations for particular testing aids. Note any such activities on the SIR.

Prohibited devices include, but are not limited to:

- » Cell phones or smartphones, wearable technology
- » Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices
- » Separate timers of any type
- » Cameras or any other photographic equipment
- » Any devices, including digital watches or smartwatches, that can be used to send, receive, record, or play back audio, photographs (or images), text, or video content

### Preventing Issues Involving Phones and Electronic Devices

At the beginning of testing, staff will read scripts reminding students to turn off their phones and other electronic devices and to store them out of sight. Once the script has been read, if a prohibited device makes noise or a student is seen using a prohibited device, the supervisor must dismiss that student.

You may want to incorporate your own methods for addressing phones, such as directing students to store them in their lockers. We strongly suggest that you not allow phones or other prohibited electronic devices to be kept in the testing room. Even when not in the student's possession, a phone or other prohibited device that makes noise is grounds for score cancellation. Some alarms are set to sound even when the device is turned off.

### Prohibited Aids

Anyone using prohibited aids during any part of the administration, including breaks, should be warned and, if warranted, dismissed from the test. The only exceptions are for College Board–approved accommodations for particular testing aids. Note any such activities on the SIR.

The following testing aids are not permitted.

- » 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 (not including ELL support aids), including scratch paper
- » Earplugs
- » Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord
- » Calculators used during a section that does not permit calculator use

**NOTE:** *Mechanical pencils and separate erasers can be used to conceal information. Staff should be alert to this possibility.*

## 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 write any notes or make any other extraneous marks on the form.

(See the Appendix for an annotated copy of 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.)

- » For all irregularities, fill in the general information in items 1 to 4 and item 10 (page 3) of the form.
  - › In item 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 (AI Code).)
  - › In item 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 (page 1), 7 (page 2), 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, UIC 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 the Michigan Educator Hotline, do so without delay. The chart also indicates when you should complete and submit an SIR.

- ⓘ Contact the Michigan Educator Hotline 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?
<b>Test Center Issues</b>		
<b>Changing reporting site or canceling testing</b> 	If you must change your reporting site or cancel testing, notify local media and post information at the reporting address, if possible.	<input checked="" type="checkbox"/> Report the reason for the site change or cancellation.
Call the Michigan Educator Hotline immediately.		
<b>Interruption, such as: storm, fire drill, power failure, or other emergency</b> 	<ul style="list-style-type: none"> <li>» Ensure student safety.</li> <li>» If time allows, ask students to insert answer sheets in test books, close test books, and sit quietly until instructed further.</li> <li>» Note stop time and inform students that the testing time will be adjusted.</li> </ul> <p><b>If evacuation is required:</b></p> <ul style="list-style-type: none"> <li>» Direct students not to talk.</li> <li>» Lock the testing room.</li> <li>» 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.</li> </ul>	<input checked="" type="checkbox"/> Note the source, length, and impact of the interruption and the section(s) affected.  <b>Bubble page 1 section 6—“Disturbance/ Interruption.”</b>
Call the Michigan Educator Hotline immediately, whether resolved or not.		
<p><b>If testing cannot be resumed:</b> Do not dismiss students until instructed to do so.</p>		
<b>Materials Missing, Damaged, or Defective</b>		
<b>Materials missing or damaged before testing</b> 	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.	<input checked="" type="checkbox"/> Note any such irregularity.  <b>Bubble page 1 section 6—“Missing materials.”</b>
Call the Michigan Educator Hotline immediately.		
<b>Missing materials during testing</b> 	<ul style="list-style-type: none"> <li>» Wait until a scheduled break or the end of the testing session to account for the missing materials.</li> <li>» Do not allow any student to leave the testing room until materials are accounted for.</li> <li>» If materials are not located, put proctor in charge of room and notify test center supervisor.</li> <li>» Do not dismiss test-takers until you have spoken with the Michigan Educator Hotline.</li> </ul>	<input checked="" type="checkbox"/> <b>Bubble page 1 section 6—“Missing materials.”</b>
Call the Michigan Educator Hotline immediately.		
<b>Missing test book or Essay book after testing</b> 	If a test book or Essay book is discovered missing after the students have been dismissed, do not return any test materials to the College Board until after you have called the Michigan Educator Hotline.	<input checked="" type="checkbox"/> Explain the circumstances fully.  <b>Bubble page 1 section 6—“Missing materials,” fill in comments, and sign the form.</b>
Call the Michigan Educator Hotline immediately.		

**Irregularity****Procedures****SIR Required?****Insufficient answer sheets**

Call the Michigan Educator Hotline immediately.

- » Instruct students to write their names, UIC 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. For essays, make a copy of the essay portion of a blank answer sheet for students to use. If not available, contact the Michigan Educator Hotline for further instructions.
- » 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.**

**Incorrect answer sheet**

Call the Michigan Educator Hotline if assistance is needed.

- » Check test-taker ID and pre-ID label and provide a correct answer sheet, if possible. Direct test-taker to print name on the new answer sheet, then continue in the appropriate place.
- » After the test is over, have test-taker complete items 1–9 on page 1 of the answer sheet. Clip answer sheets together. Print a new pre-ID label and affix to the replacement answer sheet.




- Describe the situation. Bubble page 2 section 7b Test Admin Issue – “Test-taker needed second answer sheet.”**

**Defective answer sheet**

- » Check student ID and pre-ID label 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. For essays, make a copy of the essay portion of a blank answer sheet for students to use. If not available, contact the Michigan Educator Hotline for further instructions.
- » 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. Locally print a replacement pre-ID label to be applied to the new answer sheet.
- » 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.”**

Irregularity	Procedures	SIR Required?
<p><b>Defective test book</b></p>  <p>Call the Michigan Educator Hotline immediately if the defect appears in several test books.</p>	<ul style="list-style-type: none"> <li>» Check student ID and pre-ID label.</li> <li>» 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.</li> <li>» If the test book cannot be replaced with one that has the same code, dismiss the student and explain that the College Board will be in contact to schedule a makeup test.</li> <li>» 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.</li> <li>» On the front of the defective test book, print “Defective” and the school number as well as the location and nature of defect.</li> </ul>	<p><input checked="" type="checkbox"/> Describe the defect. Note the loss of testing time; if the time was made up, indicate when, and attach test book to the SIR.</p> <p><b>Bubble page 2 section 7b Defective Materials Issue— choose specific issue listed and describe.</b></p>
<b>Admission/Identification/Seating Issues</b>		
<p><b>Test-taker changing from standard to nonstandard administration</b></p>	<p>When a student presents an Eligibility Approval Letter or you have confirmed approval with the Michigan Educator Hotline:</p> <ul style="list-style-type: none"> <li>» Mark the student as absent on the standard section of the roster, and add the student to the nonstandard section of the roster.</li> <li>» Write the student’s name and SSD Eligibility Code on the nonstandard roster.</li> <li>» The name on the roster must match the pre-ID label.</li> </ul>	<p><input checked="" type="checkbox"/> Include test-taker’s name and eligibility code.</p> <p><b>Bubble page 2 section 7b Other Issue—“Other.”</b></p>
<p><b>Test-taker seat is changed</b></p>	<ul style="list-style-type: none"> <li>» 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.</li> <li>» 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.</li> </ul>	<p><input checked="" type="checkbox"/> Explain the reason for the change.</p> <p><b>Bubble page 2 section 7b Other Issue—“Other.”</b></p>
<p><b>Test-taker sent to wrong room</b></p>  <p>Call the Michigan Educator Hotline immediately.</p>	<p>If any test-taker is moved to another room after the test books are distributed and the test begins, fill out an SIR.</p>	<p><input checked="" type="checkbox"/> <b>Bubble page 2 section 7b Test Admin Issue “Staff seated students in wrong room.”</b></p>
<p><b>Identifying information discrepancies</b></p>  <p>Call the Michigan Educator Hotline Immediately if you suspect impersonation.</p>	<p>Check test-taker identifying information on the answer sheet before dismissal.</p> <ul style="list-style-type: none"> <li>» Check that the name and identifying information exactly matches across all documents, including the answer sheet, the ID, and the pre-ID label.</li> <li>» If the student has made an error, ask them to explain it and correct it. Ensure that the UIC number is complete and correct on the answer sheet.</li> <li>» If you suspect impersonation, keep the label. Notify the supervisor immediately.</li> </ul>	<p><input checked="" type="checkbox"/> Describe the discrepancy, and error, if applicable. If you suspect impersonation, note the test-taker’s name, UIC number, and type of ID.</p> <p><b>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.”</b></p>

## Irregularity

## Procedures

## SIR Required?

## Security Violations/Test-Taker Misconduct

## Observed misconduct



Call the Michigan Educator Hotline 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 pre-ID label and note name, UIC 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 the Michigan Educator Hotline.

- 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 pre-ID label 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, 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 the Michigan Educator Hotline 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 pre-ID label.
- » 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?
<p><b>Calculator misuse/prohibited aids, including:</b></p> <ul style="list-style-type: none"> <li>» Pens, highlighters, or mechanical or colored pencils</li> <li>» Books, dictionary, or references</li> <li>» Compass, ruler, protractor, or cutting device</li> <li>» Scratch paper or notes</li> <li>» Unacceptable calculator or any other prohibited electronic device, such as digital watches with prohibited features</li> </ul> <p><i>Note: SSD students may be approved to use particular aids, including scratch paper.</i></p>	<p>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:</p> <ul style="list-style-type: none"> <li>» Check student ID and pre-ID label and warn student individually (and assistant if applicable) to stop use of the prohibited aid.</li> <li>» Tell student that a subsequent violation will be grounds for dismissal.</li> <li>» If student continues, collect test book and answer sheet and dismiss student.</li> <li>» On front cover of test book, note student’s name and write “Prohibited item.”</li> </ul>	<p><input checked="" type="checkbox"/> Attach the test book to the SIR. Ensure that the student’s name is provided.</p> <p><b>Bubble page 2 section 7b Test Admin Issue— “Test-taker used an unauthorized aid.”</b></p>
<p><b>Refusal to follow instructions</b></p>  <p>If behavior is caused by an uncontrollable manifestation of a disability, call the Michigan Educator Hotline for assistance.</p>	<p>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:</p> <ul style="list-style-type: none"> <li>» If possible, check the test-taker’s ID and pre-ID label, and inform the test-taker that you must write up the incident and that his or her scores will be canceled.</li> <li>» Collect the test book and answer sheet and dismiss the test-taker from testing. Do not readmit the test-taker to the testing room.</li> <li>» On the front of the test book, note the student’s name and write “Refusing to follow instructions.”</li> </ul>	<p><input checked="" type="checkbox"/> For copying and communications infractions, describe the ID. Note the type of infraction and explain the circumstances completely. Attach the test book to the SIR.</p> <p><b>Bubble page 2 section 7b Test Admin Issue— “Test-taker failed to follow test administration regulations,” or “Test-taker gave or received help.”</b></p>
<b>Misadministration</b>		
<p><b>Accommodations given that were not approved</b></p>	<ul style="list-style-type: none"> <li>» Stop testing and collect the test-taker’s test materials and answer sheet.</li> <li>» 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.</li> <li>» Dismiss the test-taker.</li> </ul>	<p><input checked="" type="checkbox"/> Provide student name and UIC number. Note accommodation given and actions taken.</p> <p><b>Bubble page 2 section 7b - Test Center Staff Issue – “Staff gave incorrect, unapproved or no accommodations.”</b></p>
<p><b>Approved accommodations not given</b></p>	<ul style="list-style-type: none"> <li>» Advise the test-taker that he or she has not received accommodations for which he or she was approved.</li> <li>» Offer the test-taker the option to continue testing without the approved accommodations or to stop testing.</li> <li>» If the test-taker chooses to stop testing, collect the test book and answer sheet. Dismiss the test-taker.</li> </ul>	<p><input checked="" type="checkbox"/> Provide student name and UIC number. Provide as much detail as possible, including actions taken.</p> <p><b>Bubble page 2 section 7b - Test Center Staff Issue – “Staff gave incorrect, unapproved or no accommodations.”</b></p>

**Irregularity****Procedures****SIR Required?**

**Disturbance, such as: loud and incessant noise, excessive heat or cold, or other distractions**



Call the Michigan Educator Hotline 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.”**

**Incorrect test book used**



Call the Michigan Educator Hotline.

If you determine that a student has tested with the wrong test book (e.g., pink instead of purple, blue instead of pink, or purple instead of pink), continue testing, but notify the supervisor to call the Michigan Educator Hotline.

Provide student name and UIC number. Provide as much detail as possible, including actions taken.

**Bubble page 2 section 7b - Test Center Staff Issue — “Staff gave incorrect, unapproved or no accommodations.”**

**Undertiming**



Call the Michigan Educator Hotline.

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**



Call the Michigan Educator Hotline.

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.**

**Irregularity****Procedures****SIR Required?****Testing staff issues**

If administration is compromised, call the Michigan Educator Hotline 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.**

**Test-Taker Issues****Excessive breaks**

*This irregularity does not apply to students approved for “breaks as needed.”*



Call the Michigan Educator Hotline 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 them that their scores will be canceled.
- » 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.”**



Irregularity	Procedures	SIR Required?
Answers placed incorrectly on answer sheets	<ul style="list-style-type: none"> <li>» Check the student’s ID and pre-ID label if the student is unfamiliar to you, and provide a new answer sheet associated with that type of testing 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 20). Tell the student to print his or her name on the new answer sheet, then continue in the appropriate place.</li> <li>» After the test is over, have the student complete items 1–9 on page 1 of the answer sheet. Clip answer sheets together.</li> </ul>	<input checked="" type="checkbox"/> <b>Bubble page 2 section 7b Test Admin Issue— “Test taker misplaced/ misgridded answers” (1 answer sheet only), or “Test-taker needed second answer sheet.”</b>
Answers written in test book, but not recorded on answer sheet	<p>This irregularity does not apply to students approved for “writing answers in test book.”</p> <ul style="list-style-type: none"> <li>» Check student ID and pre-ID label if the student is unfamiliar to you.</li> <li>» Notify the student that no credit is given or extra time allowed to transcribe answers to answer sheet.</li> <li>» Answers recorded in the test book may not be transferred to the answer sheet after the test by either the student or school personnel.</li> <li>» On the front of the test book, note the student’s name and write “Answers in test book.”</li> </ul>	<input checked="" type="checkbox"/> Note the reason why the student wrote the answers in the test book. Attach the test book to the SIR.  <b>Bubble page 2 section 7b Test Admin Issue— “Test-taker recorded answers in book.”</b>
Answer sheet left blank or completely erased	<ul style="list-style-type: none"> <li>» Notify the student that you have observed this behavior and check the student’s ID and pre-ID label if the student is unfamiliar to you. Indicate that if the behavior persists, you will report it.</li> <li>» Tell the student that the answer sheet will be scored unless the student cancels the scores by the third business day after the test.</li> <li>» 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. Inform the student that scores will still be sent to the state and district and will be accessible to your school, but will not be sent by the College Board to the student’s chosen colleges or scholarship organizations.</li> <li>» If the test-taker continues to not mark any answers, collect the answer sheet and test book and dismiss the test-taker from testing.</li> </ul>	<input checked="" type="checkbox"/> Explain the circumstances fully. Describe the ID for test-takers observed not bubbling answers.  <b>Bubble page 2 section 7b Test Admin Issue — “Test-taker failed to follow test administration regulations.”</b>
Calculator malfunction	<ul style="list-style-type: none"> <li>» Check the test-taker’s ID and pre-ID label 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.</li> <li>» Canceling scores for the math section of the SAT means that the entire test will be canceled.</li> <li>» 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.</li> <li>» Inform the student that student scores will still be sent to the state and district and will be accessible to your school, but will not be sent by the College Board to the student’s chosen colleges or scholarship organizations.</li> </ul>	<input checked="" type="checkbox"/> Document the malfunction.  <b>Bubble page 2 section 7b Test Admin Issue — “Test-taker had a CD player or calculator malfunction.”</b>



Irregularity	Procedures	SIR Required?
Test question ambiguity	Report the type of question ambiguity.	<input checked="" type="checkbox"/> Add any test-taker information if possible, as full a description as possible, and your contact information.  <b>Bubble page 2 section 8— choose correct issue and provide listed test-taker information. Fill in the comments section.</b>

## Section C: Preadministration Instructions

Prior to test day, arrange for students to participate in a preadministration session. The preadministration session should take approximately 60 minutes. During this session students will complete some basic information on their answer sheets, have an opportunity to use their 4 free score sends, and complete the Student Data Questionnaire (SDQ). The SDQ can be filled out after test day, as long as all forms are returned no later than April 28, 2017, in the provided prelabelled envelope.

### Pre-ID Labels

Based on the students pre-ID'd in the BAA Secure Site by the deadline, you will receive two sets of pre-ID labels for each student in your class. The first set of labels are to be used on student's answer sheets, while the other set is to be affixed to the Student Data Questionnaire (SDQ). The labels will be sorted alphabetically. The data provided on the labels include UIC, last name, first name, middle initial, school name, date of birth, sex, and grade. As soon as possible after receipt, review the labels to ensure they are the correct labels for your school.

If you receive labels for students who are no longer enrolled in your school, please shred or destroy in a secure manner. If you are missing labels for students now enrolled in your school, you will need to pre-ID them in the BAA Secure Site and print a label locally.

**NOTE:** Work with your SSD Coordinator to ensure that accommodated students participate in the preadministration session.

### Planning for the Preadministration Session

Answer sheets are shipped to you with the pre-ID labels. If you haven't done so already, apply the first set of pre-ID labels to the back of the SAT answer sheets. Affix the second set of pre-ID labels to the top right corner of the Student Data Questionnaire (SDQ). For the preadministration session, in addition to the prelabelled answer sheets and SDQs, you will need copies of the *SAT School Day Score Reporting Code List* and *Registration and Questionnaire Booklet* for each student.

1. You may decide to hold the preadministration session in any number of ways (for example, in a class, in an assembly for students taking the

test, or in small groups). Note that scripts for the preadministration session are included in the *Testing Room Manual* and the *SSD Coordinator Manual*.

2. If you have requested College Board approval for any students to use large-block answer sheets and have not received approval by the time of your preadministration session, do not have those students participate in the answer sheet preadministration portion of the session. Arrange for them to instead fill in boxes 1–5 on test day.
3. You must organize the answer sheets in a way that ensures students receive their own answer sheets on test day. We recommend that you assign each student to a test room and note the test room number (or other room identifier) on a container. Once students have completed the identifying information on their answer sheets, store the answer sheets securely in the appropriate containers for their assigned test rooms.
4. Inform students that they will need No. 2 pencils and erasers, and their email addresses (optional) for the preadministration session.
5. Notify students that as part of the preadministration session, they will be asked to select up to four universities, colleges, or scholarship programs to send their SAT scores to. Encourage them to discuss their list of schools with their parents so that they are prepared for the preadministration activities.
6. If you do not have enough standard answer sheets, request more through the BAA Secure Site. If you do not have enough large-block answer sheets, contact the College Board to arrange for more to be sent to your school. **Photocopied answer sheets may not be scored.**
7. Students must fill out answer sheets under supervision in school. Do not allow students to take the answer sheets out of the room.

### Conducting the Session

Distribute each student's answer sheet. Take care to correctly match the labeled answer sheet to the student whose information is on the label. Keep the code lists, SDQ forms, and Questionnaire Booklets for distribution later in the session.

Using the scripts in the purple-tinted boxes, instruct each student to fill in items 2 through 5. Supply the appropriate information where a blank line "\_\_\_\_" appears in the text. Read aloud all the directions in the scripts. Read slowly and pause wherever the dots (. . .) appear, to allow

students time to follow instructions. Instructions that should not be read aloud are listed outside the tinted boxes.

**When students are ready, say:**

We will now complete the demographic portion of the answer sheet, identify organizations to receive your SAT scores, and complete the Student Data Questionnaire. To start, please verify the answer sheet you have received has the label which includes your name. If the label is incorrect, please raise your hand.

Resolve any discrepant answer sheets, making sure that each student has the correct answer sheet before continuing.

**When all students have the correct answer sheet, say:**

Let's begin. As we proceed, look up when you finish each part of the answer sheet.... Use only a Number 2 pencil. Raise your hand if you do not have one.

Provide Number 2 pencils to students who do not have them.

**Then say:**

Turn to the front of your answer sheet, or, if you are using a large-block answer sheet, turn to page 2. You are going to enter personal information on this page.

Skip item 1 for now. You will fill that in on test day.

- » 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 pre-ID label. Fill in the corresponding circles. . . . Make sure each mark is dark and completely fills the circle.
- » 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: Where it says Registration Number, print your UIC number and fill in the circles. Copy the UIC number that is printed on the upper left-hand corner of your pre-ID label. Make sure you provide this information correctly and completely. . . .

- » In item 5: Write in the U.S. ZIP code of your home address and fill in the corresponding circles. Look up when you are done. . . .

I will now distribute a list of college and scholarship programs to each of you.

**Completing the Score Reporting Field**

Distribute one copy of the *SAT School Day Score Reporting Code List* to each student.

**When all students are ready, say:**

Turn over your answer sheet (or turn to page 4, if using a large-block answer sheet) and locate item 10, "Score Reporting." When you take the SAT as a part of the Michigan Merit Exam, you are entitled to send your scores at no charge to as many as four colleges or programs. Completing this section is optional. If you do not know where you would like to send your scores at this time, you may use the online score send process. To send your scores at no charge, you must do so no later than April 20, 2017.

You can submit up to four score sends. If you've already submitted all four score sends online, wait quietly now while others fill in their selections. However, if you submitted fewer than four score sends, you can add more now on the answer sheet for a total of four. For example, if you only submitted two score sends online, you may select an additional two on the answer sheet now.

Use the SAT School Day Score Reporting Code List to find the appropriate 4-digit code corresponding to the school or program you wish to send your scores to. In the booklet, scholarship programs are listed first, in alphabetical order. Colleges and universities come next, and are organized alphabetically within state.

For each place you want to send scores, copy the 4 digits in the boxes, AND then fill in the corresponding circles (if using a large-block answer sheet print the digits as clearly as you can).

If you change your mind about where to send your scores, you have until 11:59 p.m. Eastern Time April 20 to change your selections. Use your online account at [collegeboard.org/mysat](http://collegeboard.org/mysat) (or call Customer Service by 8 p.m.).

Look up when you are done....

When all students are done, collect the answer sheets. Return all the answer sheets to a secure, locked location. Do not remove them again until test day.

**Completing the Student Data Questionnaire (SDQ)**

Now, distribute the SDQ's and copies of the *Registration and Questionnaire Booklet*. Distribute SDQ forms to each student, taking care to match the correctly labeled form to the student whose information is on the label.

When students are ready, say:

Now we will complete the Student Data Questionnaire. The Student Data Questionnaire will ask for additional information about you, your educational background, experiences, and outside school activities and interests. Completing this information is optional and completely voluntary on your part. There are certain advantages for you to complete this information. With your permission, it is provided to colleges, universities, and scholarship providers. These institutions use the information to identify students who may be interested in the opportunities they have to offer. If your parent or guardian has told you that you should not complete any optional or voluntary information, please just sit quietly as we go through this activity. Do NOT complete any question that asks for information your parent or guardian has told you not to provide.

Now you may begin completing the questionnaire. Use the booklet provided for more information about each question. Look up when you are done. . . .

When all students are finished, collect the SDQ's.


# Section D: Supervising Test Day

This section covers all your test-day activities, from admitting test-takers and organizing your staff to the procedures for returning your test materials immediately after testing ends.

Please pay particular attention to the management of student check-in, including acceptable photo identification.

## Test Day Schedule

To ensure standardized testing across all School Day testing, please adhere to the prearranged schedule as closely as possible. The sample schedule given in the next column is based on average opening times for high schools.

 Notify Michigan Educator Hotline immediately if you must change your reporting site. Report the reason for the site change on the SIR.

The schedule shows the approximate ending times for standard time and for extended time for reading (all sections). Students who receive standard time on the entire test, whether taking the test with other accommodations or not, receive a 10-minute break after Section 1, a 5-minute break after Section 3, and a 2-minute break after Section 4. Students with extended time for math or writing receive the standard breaks plus additional breaks for the relevant math or essay portions of the test.

Timing charts with specific length of sections and breaks are provided in the nonstandard scripts in both the *Testing Room Manual* and the *SSD Coordinator Manual*.

### Sample Test Day Schedule

(Times are approximate — extended times shown are for reading, which applies to the entire test.)

6:45 a.m.	Staff reporting time and facility preparation.
7 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Reports.
7:15 a.m.	Staff report to their rooms and prepare for student arrival.
7:30 a.m.	Students report to the designated assembly area.
8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
Noon	1st day of testing ends after Section 3 for 50% extended time (reading) administration.
12:55 p.m.	Testing ends for standard time administration.  1st day of testing ends after Section 3 for 100% extended time administration.
<b>2nd Day:</b>	Start testing at 8 a.m., resuming with Section 4.
11:05 a.m.	Testing ends for 50% extended time test-takers.
Noon	Testing ends for most 100% extended time test-takers.
Afternoon	UPS pickup of all testing materials and forms. (SSD Coordinator sends materials separately.)

## Room Assignments and Admitting Students

Prepare the waiting area for students to assemble before and after testing. To minimize confusion on test day, post room assignments prominently several days before the test. Make sure this information is visible to staff and students in the waiting area.

Staff should already know their room assignments. Note the assigned room for each associate supervisor and the beginning and ending serial numbers of the multiple-choice test books you are distributing on the Testing Room Materials Report. Give each associate supervisor a copy of the online Attendance Roster showing the students assigned to his or her group and room. The staff testing students with accommodations listed on the NAR will use the report accessed and printed by the SSD Coordinator as the roster for these students.

Associate supervisors should prepare their rooms for students as noted in the *School Day Testing Room Manual*. Post signs on the doors of testing rooms and in the adjacent hallways indicating that testing is in progress. Be sure to display the “No Cell Phones” poster prominently where test-takers will see it.

### Test Center Visitors

#### Authorized Observers

Staff from the Michigan Department of Education, the College Board, or Educational Testing Service (ETS) may visit your school the day of the test or the week preceding it. Be sure to verify that visitors have identification and a letter of authorization from the College Board, ETS, or the Michigan Department of Education.

If the media are present during a test, they must remain outside the building. Make sure their presence does not distract or disturb students. Stop any attempts by the media to record or photograph the test administration.

- ☞ Call the College Board Office of Communications about any media requests for test information or test coverage, as noted on the inside front cover.

The only visitors allowed in the testing rooms are authorized staff from the College Board, ETS, or the Michigan Department of Education, and personal assistants for students with approved accommodations. There are no exceptions. Keep unauthorized individuals out of the sight and hearing of the students until testing is complete. Limit access to the testing rooms and adjoining hallways. Do not allow anyone with video or audio recording equipment in or near the testing or registration area for any reason.

- ☞ If you have any concerns about an individual’s authorization, contact the Michigan Educator Hotline for verification before admitting the person to a testing room.

#### Sign Language Interpreters

If you have hearing-impaired students who have been approved to have an interpreter translate the spoken instructions for the test, be sure the interpreter provides identification and signs the online Attendance Roster for the student’s assigned room.

### Admission Policies

Last-minute transfers may be eligible to test at your school. You can accommodate these students as long as you have enough materials and seats. Plan ahead for where to assign such students. The College Board will ship a small overage of test materials to account for students who are last-minute transfers to the school, etc. All test-takers must be pre-identified in the Secure Site before testing. In addition, the school must generate a pre-identification label on site and affix the label to the answer sheet. Schools will receive a set of blank labels as part of your test materials shipment.

Students who will test at your school and are pre-ID’d before the deadline will be on the online Attendance Roster. This does not include test-takers on the NAR printed by the SSD Coordinator. The online Attendance Roster may include some home-schooled students participating in the School Day testing.

- » Typically students will be attending your high school. Students, whether or not they attend your school, must have acceptable photo IDs on test day to be admitted to the test center.
- » Do not allow any unauthorized visitors, including parents, guardians, or members of the media, to enter the testing rooms.
- » Do not allow anyone with video or audio recording equipment in or near the testing or registration area for any reason.

### Managing Student Check-In

Admission procedures must be followed with care. Plan for a central check-in, in which you check each student against the online Attendance Roster before sending him or her to an assigned room.

If central check-in is not feasible for your school, the information about Marking the Rosters and Acceptable Photo Identification on the next page is provided in the Appendixes in both the



Michigan SAT School Day Testing Manual and the Michigan SAT School Day Coordinator Manual. Make sure you have the most recent Roster on test day. This Roster will be used for planning and check-in as well as to confirm attendance and the accommodations approved for each student.

### Marking the Rosters

The online Attendance Roster will include all standard and nonstandard test-takers listed separately by group type. Students who are approved for accommodations listed on the NAR will not be listed on your online Roster. See the *SSD Coordinator Manual* for more information. If you have students who are approved for accommodations but not listed on either the Roster or the NAR, it may be that their registration did not include their SSD code, or that the name on their registration did not match the name used when applying for accommodations. Check with the SSD office for assistance.

Please carefully mark attendance on the Roster in pencil.

- » Write your 5-digit test center number on the top of each printed page.
- » Check each student in as follows:
  - › Confirm that the student’s identification matches the student’s name as noted on the pre-ID label.
  - › Note this verification with a check mark in the appropriate column.
  - › Write a “P” (Present) next to the name of each student who checks in.
- » If it is necessary to deny admission to a student (e.g., because he or she is unknown to staff and

lacks the proper ID), put an “X” next to his or her name on the Roster.

- » For students who will test, list the name, date of birth, address, and phone number for any students that do not appear on the online Attendance Roster.
- » After check-in is complete, put an “A” (Absent) next to the name of any listed registrant who is absent. This notation will be a resource when building your makeup roster.

## Acceptable Photo Identification

### Photo ID Requirements

Students are responsible for bringing an acceptable form of identification each time they report to an SAT test center. For the Michigan administration of SAT, in addition to the photo identification requirements provided below, the College Board will also support the visual identification of a student using the school’s SIS system or other school-issued photo repository, such as a yearbook. A student who doesn’t have either a photo identification card or an image in a school repository, should complete a Student ID Form, printed on school stationery, and notarized by the school with the school seal. The Photo ID form is available at [www.collegeboard.org/Michigan](http://www.collegeboard.org/Michigan).

### ID documents must meet all of the following requirements:

- » Be a valid (unexpired) photo identification that is government-issued or issued by the school that the student currently attends.
- » Be an original document (not photocopied).

Test Center Number: 82000												
SAT with Essay												
(Group Type: A1)												
NOTE: Test takers within the same Group Type must be tested in the same room(s). Test takers from different Group Types must not be seated in the same room, unless specifically noted.												
	Student’s Name			UIC Number	P-Present A-Absent X-No Entry	Date of Birth	Sex	Photo Required	Age 21 and Over	Verify ID	Verify Pre-ID Label	High School Code
	Last	First	M.I.									
1	Mariable	Senior	T	000000000	P	4/30/99	F	N	N	✓	✓	230000
2	Openbook	Tester	L	000000000	A	3/01/99	M	N	N			230000
3	Reader	Constant		000000000	P	5/11/99	F	N	N	✓	✓	230000
4	Reedy	Flowers		000000000	P	6/20/99	F	N	N	✓	✓	230000

- » Bear the student’s full, legal name that exactly matches the name on his or her pre-ID label, including the order of the first, middle, and last names.
- » Bear a recent recognizable photo that clearly matches the student’s appearance on test day.
- » Be in good condition, with clearly legible English language text, and a clearly visible photo.
- » Black and white photos are acceptable.

**Do not accept any of the following types of documents as ID:**

- » 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
- » Any document that bears a statement such as “not valid as identification.”

**Examples of Acceptable ID**

- » Government-issued driver’s license or nondriver ID card
- » Official school-produced student ID card from the school student currently attends
- » Government-issued passport
- » Government-issued military or national ID card
- » SAT Student ID form (must be prepared by the school the student currently attends or a notary, if home-schooled)

**Examples of Unacceptable ID**

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

## Requests to Make Changes to Nonstandard Testing on Test Day

Students under the age of 18 may not waive the use of any accommodations without the written consent of their parents. If a student over 18 wishes to waive accommodations, obtain a signed written request from the student and return it with a Supervisor’s Irregularity Report (SIR) explaining the situation.

If a student presents a College Board Eligibility Approval Letter and requests to change from a standard administration to a nonstandard administration, follow these steps, as long as you have enough pink books, staff, and space available:

- » Mark the student as absent on the standard section of the online Attendance Roster by printing an “A” next to the student’s name.
- » Add the student to the nonstandard section of the online Attendance Roster by printing the name and UIC number at the bottom of the roster. Write a note to the associate supervisor authorizing the change, sign the note, and give it to the student to present on entry to the testing room.
- » Fill out an SIR, including the student’s name and SSD Eligibility Code.

**NOTE:** *Because testing with accommodations listed on the NAR (using the scripts in the SSD Coordinator Manual) requires materials specific to each student; in many cases, these accommodations cannot be changed on test day. However, if additional test materials are available, follow the instructions above.*

**SSD** Contact the Michigan Educator Hotline if you are not sure how to provide accommodations, or in what room the student should be tested.

If a student requests accommodations that are not noted on the online Attendance Roster, and the SSD online system does not show the student as approved for the accommodations, do not supply the accommodations.

⚠ Make sure that students who are given accommodations are approved for them. Providing accommodations for students who have not been approved will result in their scores being canceled. Call the Michigan Educator Hotline if you have any questions about providing accommodations to a student.

Your final Roster with any test day notations is an important document. You should not share any Rosters with anyone outside your school, as they contain confidential information about your students. After the testing is over, make a copy of the completed Roster. Return the original with your used answer sheets and keep the copy for six months, then destroy it securely. The identity of everyone who attends or participates in a test administration is confidential. After testing is complete, use the annotated roster to identify all absent students. The list of absent students will become your makeup roster.



## Center Management During Testing

### Admitting Latecomers

Admit latecomers at your discretion if you will be able to assign them to a room where the associate supervisor has not yet begun the timed testing or if you have set aside a late-arrivals room for testing groups of students who arrive late. Ensure that the latecomers are escorted to the appropriate testing room. If you are admitting them one at a time to rooms where testing procedures are already in progress, they may be admitted only if the associate supervisor is still reading the preliminary instructions for the test. Instruct associate supervisors to add these students to their room roster.

- ⓘ Do not, under any circumstance, admit students to a testing room once the timed portion of the test has begun.

**NOTE:** *Admittance to the late-arrivals room should not be allowed after regular testing rooms have begun their first break.*

### Consolidating Rosters

At a prearranged time, such as during the first scheduled break, collect the room Rosters from your associate supervisors. Carefully check each room roster against your final Attendance Roster, noting the room assignment of each test-taker. Rosters provide important information to the College Board, particularly when discrepancies arise.

Make and retain copies of your Rosters for six months, then destroy them securely.

### Handling Escalations

As a test center supervisor, you will be called upon to address many kinds of situations, most of which can be resolved on the spot.

Always contact the Michigan Educator Hotline if you encounter:

- » Security breaches of any kind (suspicion of tampering, attempts to steal test materials, missing materials, etc.)
- » Unauthorized visitors of whom you were not notified in advance
- » Events that interfere with testing procedures or require cancellation of testing or changes in reporting location

- » Timing irregularities or other administration issues that may necessitate a scheduled makeup test
- » Observed misconduct that warrants dismissal, such as attempted impersonation, removing test materials from the testing room, or leaving the building during testing

### Handling Dismissals

Do not allow students who have been referred to you for misconduct to return to the testing room. Explain the reasons for their dismissal and refer them to the “Test Security and Fairness” information provided at [sat.org/test-day](http://sat.org/test-day) and in the *Registration and Questionnaire Booklet*. Ensure that a complete description of the infraction(s) and actions taken by staff is provided on an SIR. Escort the student to the normally scheduled class or to the principal’s office.

If you or a member of your staff suspect that a phone or other electronic device has been used to record or transmit test questions or answers, you should retrieve the phone. In such cases, explain to the student that the phone is needed for further investigation and will be returned to them.

- ☎ Contact the Michigan Educator Hotline for further instructions.

### Minimizing Distractions

Only test-takers, center staff, authorized observers, and SSD assistants (e.g., sign language interpreters) are allowed in the testing area on test day. Parents and guardians may need to be reminded of this policy.

Displaying signs or posters stating this policy can help minimize disruptions. When you train your staff, be sure to emphasize that this policy is both for security reasons and to protect students from disruptions on test day. Establish clear rules for conduct during breaks to help control noise and similar distractions. Staff should remind students not to talk in the hallways and not to go to their lockers. The week before the test, instruct school staff to remind students of the importance of not disrupting testing.

- ⓘ The school population should know that during the test administration, the use of school facilities will be restricted and unauthorized people must stay away from the testing area and keep noise to a minimum.

### Supporting Your Staff

Alert your associate supervisors that if you authorize any changes from standard

to nonstandard testing (or changes from nonstandard testing to standard) that you will note the change and sign the authorization in a separate message for the student to present upon entry to the testing room.

Plan a schedule of break times with your staff before test day, and work out how you will rotate your proctors to allow each staff person at least one break. Staff in the extended time rooms may require two breaks.

Setting up a signaling system can help ensure a smooth test day. This might mean having a central extension for staff to call or a visual signal to indicate that assistance is needed in a particular room. Staff will have a greater level of comfort if they know how to reach you quickly when the need arises.

## Releasing Staff After Testing

Before letting your staff return to their regular teaching duties, make sure that they have correctly completed their Testing Room Materials Report and Seating Chart, and that all staff have signed the SAT Testing Staff Agreement form.

Verify that the materials returned by each associate supervisor match the materials you initially issued to him or her. Ask that each associate supervisor double-check his or her room to see if anything has been left behind, either by staff or by students.

- ⓘ If a test book or Essay book is discovered missing after students have been dismissed, contact TAS immediately. Report the incident on an SIR. Speak with TAS before returning any test materials.

## Reporting Students Who May Require Makeup Testing

Immediately after testing is completed, you will be asked to report the number of students requiring makeups due to absence or irregularities encountered or due to insufficient materials. You will receive directions for how to do this in an email message prior to test day.

For SAT, make-up test materials will be sent based on the counts provided in the online form. All makeup counts must be submitted no later than April 13.

- ⓘ Makeup materials will only be shipped to schools that complete the online makeup form by the deadline.

## Returning Standard and Nonstandard Test Materials

After the test administration, you will need to complete several forms and return test materials.

Always keep materials in secure storage until their return.

If your school used off-site testing locations, please refer to page 43 for additional information.

- ⓘ Used answer sheets and other materials needed for scoring must be returned promptly the day after testing. Answer sheets **MUST** be shipped no later than April 28 to be included in score reporting.
- ⓘ All materials used for testing with accommodations listed on the NAR must be returned separately by the SSD Coordinator. Instructions for returning these materials are given in the *School Day SSD Coordinator Manual*. Do not mix these materials with standard or nonstandard materials for students listed on the Attendance Roster.

Fill out and return the Supervisor's Report form (SRF) and, if needed, any SIRs. These reports, plus all Seating Charts, must be sent by courier with the used answer sheets the day after the test administration.

## Supervisor's Report Form

The test center supervisor is responsible for completing the Supervisor's Report Form (SRF) for the standard and non standard roster rooms (purple and pink testing materials). The SSD Coordinator will be responsible for returning the test materials for the NAR rooms (blue and lime green testing materials). When testing has concluded, the test supervisor is required to count by hand the number of answer sheets and record the number on the SRF. In some instances, due to an exception, the total number of answer sheets that you record on your SRF may exceed the total number of test-takers. (See Appendix for completed example.)

### General Guidelines

This form is scanned and must be completed using a No. 2 pencil. Do not write any notes or make any other extraneous marks on the form. (Use an SIR to communicate any testing irregularities.) Be sure to neatly print all information and fill circles completely. An annotated copy of the form is provided in the Appendix.

### Completing Test Center Administration Information—Boxes 1–5

1. Print your **Test Center Information** (name and address).
2. Print and mark the circles for **Today's Date** (the actual test date you are administering the test).
3. Box 3, the Scheduled Administration Month, will already be marked 'April'.
4. If you are administering a school day makeup, fill the circle in box 4.
5. Print your 5-digit test center number and fill in the corresponding circles.

**NOTE:** Remember that the test center number is a 5-digit number. Take care not to confuse it with your 6-digit AI code or your 5-digit Michigan-assigned school code.

### Completing Answer Sheet Hand Counts—Boxes 6–8

This section is used to account for all used answer sheets that are being returned, even those belonging to students who are canceling their tests or who did not finish testing.

6. **Ignore boxes 6 a–c on the Form.**

#### Counts of students taking SAT with Essay:

7. **a** Print the number of large-block answer sheets used by students in box 7a. Include counts of any answer sheets that were misgridded or were defective.
  - b** Print the number of standard answer sheets used by students in box 7b. Include counts of any answer sheets that were misgridded or were defective.
  - c** Add up the counts of answer sheets and print the total in box 7c.
8. Add the column totals and print the total number of answer sheets returned in box 8, using leading zeros. Fill in the circles.

#### Noting SIRs returned with the SRF:

9. Fill in the appropriate circle in box 9 to indicate whether you are submitting one or more SIRs.

#### Test Center Supervisor Signature—Box 10

10. Sign and date the SRF in box 10 after you have completed all sections of the form.

## Returning Used Answer Sheets and Critical Materials for Scoring

It is critical that the answer sheets from your school arrive for scoring on time and that your testing materials are appropriately returned. You will be given a return label that has a tracking number. Be sure to retain a copy of that tracking number in case of issues with the delivery.

Follow the instructions included here. If you need assistance with shipping, contact the Michigan Educator Hotline.

**NOTE:** You will return answer sheets and reports to a different location from the test books/Essay books. These instructions explain the two separate shipments you'll need to send.

### Shipment 1: Materials Sent to Cedar Rapids, IA

Shipment 1 includes all used answer documents, various envelopes with materials described below, and the completed SRF. See the diagram on page 40 to help you ensure that you place the correct materials in each envelope and pack them in the requested order in the shipping box.

Advanced arrangements will be made for you to have a custom courier pick up the return packages the next school day after the test administration. Keep materials secure until pickup. If this service is not available in your area, you will receive an email with alternate directions for returning testing materials.

#### Used Answer Sheets:

Return all answer sheets that contain at least one gridded item level response. All answer sheets must have a pre-ID label applied in addition to the student-gridded information. Keep all used answer documents together so that they can all be scored. Place them all in the bottom of the shipping box. If you have an answer sheet with misplaced marks (and corresponding SIR clipped to it), place it on top of the used answer sheets. If you have test books containing answers that must be transcribed because of insufficient or defective answer sheets, treat these as answer documents and place them on top of the used answer sheets.

**IMPORTANT:** Even if you are reporting a problem with an answer sheet or returning a student's test book with an SIR, you still must place the student's answer sheet on top of the other used answer sheets. Do not place answer sheets in any of the envelopes.

**Packing the Envelopes:**

In the Gray Envelope, include the following items:

- » Testing Room Materials Report forms with seating charts
- » SAT Testing Staff Agreement Form with staff signatures
- » SAT Request to Cancel Test Scores forms (if any)
- » Test books involved in an irregularity (if any) and attached to the related SIR. These might include:
  - › Defective test books or Essay books
  - › Answers written in test books without College Board approval
  - › Specific irregularities that require the test book to be attached to the SIR (e.g., use of prohibited items)
- » Any other SIRs from the administration (Exception: SIRs associated with answer sheets must be clipped to the answer sheets and placed on top of the other used answer sheets)

In the White Envelope, which is only provided if you have students approved to write answers in the test book, include these items:

- » The test book and Essay book, with “Answers in book” written on the front.
- » The student’s answer sheet clipped to the test book.

**Packing Shipment 1:**

Follow the order for packing your answer sheet shipment shown in the diagram on page 40. In general, put the answer documents in first, so that they are on the bottom of the box (or envelope). Do not use rubber bands or other fastenings that might damage the answer sheets. Place the envelopes next, in the correct order, followed by your annotated rosters, and put the SRF (which identifies your school and how many answer sheets you are returning) on top.

As noted on the diagram, return all materials via UPS using the shipping box (or envelope) with the preapplied label that you received for this purpose in your test materials shipment. The white UPS box or envelope will include two pre-applied labels. A UPS label and an olive-colored Pearson return label. Always note the tracking number and file this information in your records. If you have more than one box, label them with your center name, number and sequence (e.g., “1 of 2,” “2 of 2”). For your information, the labels will be addressed as follows:

**PEARSON PROCESSING CENTER**  
**9200 Earhart Lane SW**  
**Cedar Rapids, IA 52404**

If you are missing the preaddressed labels, contact the Michigan Educator Hotline. Always hand your package to the driver or responsible person so that you will have a traceable receipt from origin to destination and chain of custody for the shipment. Do not use a drop box for shipping used answer sheets.

The white envelope will be sent to you only if you have a student who is approved to mark answers in the test book. If you need a white envelope but were not provided with one:

- » Write “Answers in Book” on the front of the test book and the Essay book, if any.
- » Clip the student’s answer sheet to the test book.
- » Place the clipped answer sheet and test book with any Essay book on top of the used answer sheets.

**Shipment 2: Materials Sent to Ewing, NJ**

Shipment 2 contains the test books, Essay books, and unused answer sheets (if any). Return these items to the New Jersey location no later than two days after your test administration ends. Use the original shipping cartons in which you received your test materials, along with the provided return labels to ship your materials. These UPS labels are included in each test materials box you received. They are loose in the box and may shift to the bottom during shipment.

The diagram on page 41 shows you how to pack the materials. Remember, only blank, unused answer sheets should be returned with the test and Essay books in Shipment 2 after makeup testing is complete. Keep all the test books and Essay books together.

Record the courier and tracking numbers for each carton, and keep on file for six months. Use the return labels provided. Make a note of the tracking numbers before shipping the materials. If your labels are missing, call TAS. For your information, the return labels will be addressed as follows:

**Inbound Processing Center**  
**200 Ludlow Drive**  
**Ewing, NJ 08638**





# RETURNING

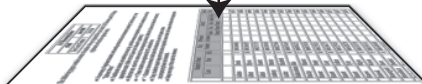
## Used Answer Sheets and Forms

Assemble and pack materials 1-6 in the sequence shown.

6 Test Center Supervisor's Report Form . . . . .



5 Annotated online rosters (including nonstandard test-takers) . . . . .



4 Gray Envelope . . . . .  
Include only the materials listed to the right in this envelope.



**Gray Envelope**

**Include only:**

- Testing Room Materials Reports (with seating charts)
- SAT Testing Staff Agreement Form
- Supervisor's Irregularity Reports (SIRs)
- Defective test books
- Request to Cancel Test Scores Forms

3 Ancillary items not included in all test administrations  
See box at bottom right for a list.

2 Large-block used answer sheets . . . . .



1 Regular used answer sheets



**Ancillary Items**

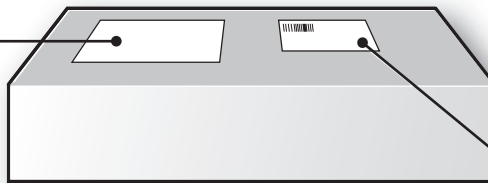
**The following items will occasionally be associated with an administration, and must be placed on top of the used answer sheets:**

- White Envelope containing test books with answers marked inside and associated used answer sheets
- Used answer sheets with misplaced marks
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)

Note: Any answer sheet that was distributed to a test-taker, whether standard or nonstandard, must be included.



UPS Return Label



Prelabeled White Shipping Box or Courier Envelope

- Note reference number for your records
- Note this tracking number for your records
- Print your center name and number here
- Print this box number and total number of boxes being sent (e.g., Box 1 of 2)



PEARSON Return Label

- Use the prelabeled white return box/courier envelope that came with your test materials. Do not cover preapplied labels with another label, or place another label on the same box.
- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples. Do not wrap answer sheets in anything.

D – Supervising Test Day



# RETURNING

## Test Books, Essay Books, and Unused Answer Sheets

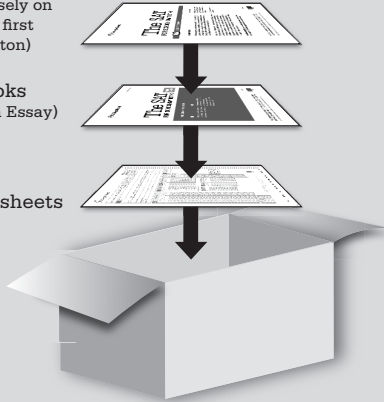
### 1 PACK

- Use carton(s) from original test materials shipment.
- Include only the items shown below.

3 Essay books  
(place loosely on top in the first return carton)

2 Test books  
(SAT with Essay)

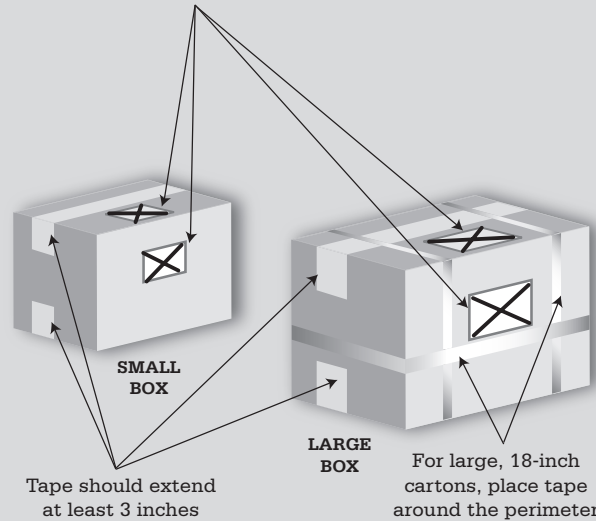
1 Unused answer sheets



Include **ALL** packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

### 2 SEAL

- Use supplied tape
- Remove, cover, or cross out the original shipping labels



### 3 LABEL

- Use supplied preprinted TB RETURNS labels. (Supplied labels may be different from sample shown here.)
- Do not put two return labels on one box, or cover a return label with another label. Place new label on box.
- Write down tracking number for your records.
- If your label is missing, contact TAS (see page ii).



Note reference number for your records

SAMPLE LABEL

Peel the label from its backing and place on box or envelope

Note this tracking number for your records

Print this box number and total number of boxes being sent (e.g., Box 1 of 2)

Print your center name and number here

### 4 SHIP



A custom courier will be scheduled.  
Call 1-800-PICK-UPS or visit UPS.com to adjust your pickup time.

### IMPORTANT NOTES:

- Do not put answer sheets inside test books.
- Make sure the unused answer sheets you are returning have no marks, no bubbles filled in, and no erasures. Answer sheets with marks of any kind must be returned as used.

# 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.

Code	Accommodation
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
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.

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## Off-Site Testing

Most schools participating in the April 2017 Michigan-sponsored test administrations will use their schools as the test location. However, for schools that submitted a request and received approval for an off-site testing location, you may be planning for administrations at more than one location.

## Attending Institution Codes and Test Center Numbers

Attending institution (AI) codes have been assigned to each school administering the SAT, PSAT 10, or PSAT 8/9 in Michigan this spring. This code covers both your primary school location as well as any off-site locations approved for your school. Using the same AI code for all of your testing locations will ensure you receive score reports that account for all of the students attending your school regardless of where they tested.

While the AI code is common across all testing locations, schools with approved off-site testing locations should have received a unique test center number for each location. These codes are sent under separate cover once the testing plan is reviewed and approved by the Office of Testing Integrity (OTI). Supervisors administering tests at an off-site location should use their off-site test center number on forms such as the Supervisor's Report Form and Supervisor's Irregularity Report.

## Pre-identification and Test Materials Shipping

Pre-identification will be completed by the Attending Institution (AI). The College Board will determine your school's material order based on the students pre-identified in the Secure Site and the students approved for accommodations through the College Board SSD Online system. Standard materials will arrive to the attention of the test center supervisor. Nonstandard and SAA test materials will be sent to the attention of the SSD Coordinator.

It is the responsibility of the test center supervisors to be aware of which students are testing at each location. The test center supervisor at the AI will be responsible for coordinating the secure transport of materials to the attention of the supervisor at each testing location. All materials security policies must be followed both at the AI and the off-site testing location.

## Test Materials Distribution

The test center supervisor at the AI will be responsible for coordinating the secure transport of materials to the attention of the supervisor at each testing location. Materials should only be transported to the off-site location at such time as the off-site test center supervisor will be available to accept them and ensure the security of test materials from arrival until their return.

Test books are shrinkwrapped. For security reasons, do not unseal or open the wrapping around the test books until test day. You should have received a sufficient number of test material bundles to accommodate distribution to each of your off-site testing locations without having to open the test book bundles.

Pre-ID labels will arrive at the AI alphabetized by last name for each assessment. Pre-ID labels should be applied to answer sheets prior to distributing materials to the off-site location(s). Answer sheets are shipped to you with the pre-ID labels.

You will receive a sufficient number of SAT School Day Supervisor Manuals and SAT School Day Testing Room Manuals for each of your off-site locations within your Implementation Planning Kit and your Test Materials shipment. Please make sure to distribute the correct number of manuals to each off-site location.

## Returning Materials

Advanced arrangements will be made for you to have UPS pick up the return packages before the end of the test day or, at the latest, by the next school day after the test administration for each testing location. In addition, courier pickups will be scheduled to support the makeup test dates and the end of the SSD accommodated testing window for students appearing on the NAR. Unlike materials shipments which are sent to the AI, UPS pickups will take place from each testing location, including off-site locations. Each individual test center supervisor will receive an email with pickup details.

The AI will receive enough return materials, including boxes, labels and envelopes, to distribute out to each of the off-site locations with the test materials. This includes materials for returning SAT standard answer sheets, test books and test materials, SAT SSD answer sheets, test books and materials for students appearing on the NAR, PSAT 10 answer sheets (standard and nonstandard), and PSAT 8/9 answer sheets and test books (standard and nonstandard). Store materials in a secure location until pickup.

# SUPERVISOR'S REPORT FORM (SRF) FOR SCHOOL-DAY SAT® TEST SUPERVISORS

**MUST BE RETURNED WITH USED ANSWER SHEETS**

# SAT®

Print and fill in the appropriate circles on this form. Use a No. 2 pencil only.  
For details on this process, please refer to your manual.

<b>1</b>	<b>TEST CENTER INFORMATION</b>
School Name: <u>Our High School</u>	
Address: <u>123 Main Street</u> <small>Number and Street</small>	
<u>Anytown,</u> <small>City</small>	<u>State</u> <u>12345</u> <small>State/Country Zip/Postal Code</small>

<b>2</b>	<b>ACTUAL TEST DATE</b>		
<b>Month</b>	<b>Day</b>	<b>Year</b>	
APR	11	2017	
<input type="radio"/> Aug	<input type="radio"/> 0	<input type="radio"/> 2016	
<input type="radio"/> Oct	<input checked="" type="radio"/> 1	<input checked="" type="radio"/> 2017	
<input type="radio"/> Nov	<input type="radio"/> 2		
<input type="radio"/> Dec	<input type="radio"/> 3		
<input type="radio"/> Jan	<input type="radio"/> 4		
<input type="radio"/> Feb	<input type="radio"/> 5		
<input type="radio"/> Mar	<input type="radio"/> 6		
<input checked="" type="radio"/> Apr	<input type="radio"/> 7		
<input type="radio"/> May	<input type="radio"/> 8		
<input type="radio"/> June	<input type="radio"/> 9		

<b>3</b>	<b>SCHEDULED ADMINISTRATION MONTH</b>
<input type="radio"/> October <input type="radio"/> February <input type="radio"/> March <input checked="" type="radio"/> April <input type="radio"/> May	
For Makeups: Bubble the originally scheduled exam month.	

<b>4</b>	<b>MAKEUP EXAM</b>
<input type="radio"/> This is an SRF for a makeup exam. Please review box 3 to ensure that you have correctly marked the month originally scheduled for this exam.	

<b>5</b>	<b>TEST CENTER NUMBER</b>			
	9	9	9	90
<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input checked="" type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input checked="" type="radio"/> 9	<input checked="" type="radio"/> 9	<input checked="" type="radio"/> 9	<input checked="" type="radio"/> 9	<input type="radio"/> 9

<b>USED ANSWER SHEET HAND COUNTS</b>	
Count by hand the used answer sheets and record quantities in boxes 6, 7, and 8.	
(a) Used Large-Block Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective)	+
(b) Used Regular Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective)	+
(c) Total Count of Used Answer Sheets Returned (a+b)	=

<b>6</b>	<b>SAT</b>

<b>7</b>	<b>SAT WITH ESSAY</b>
	5
	311
	316

<b>8</b>	<b>TOTAL USED ANSWER SHEETS RETURNED</b>			
	Fill in the box using leading zeros (e.g., 0123) and fill in the corresponding circles.			
	0	3	1	6
<input checked="" type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input checked="" type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input checked="" type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input checked="" type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

<b>9</b>	<b>Are you submitting a Supervisor's Irregularity Report?</b>
<input checked="" type="radio"/> No <input type="radio"/> Yes	

<b>10</b>	<b>TEST CENTER SUPERVISOR'S SIGNATURE</b>
The total used answer sheets returned have been hand counted. The information above is accurate to the best of my knowledge.	
Signature: <u>Sally Supervisor</u>	
Date: <u>4/11/2017</u>	

<b>OFFICIAL USE ONLY</b>					
0	1	2	3	4	5
0	1	2	3	4	5
0	1	2	3	4	5



**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.

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

**2. Testing Start Date**

Month	Day	Year
<input type="radio"/> Jan	<input type="radio"/> 1	<input type="radio"/> 2017
<input type="radio"/> Feb	<input type="radio"/> 2	<input type="radio"/> 0
<input type="radio"/> Mar	<input type="radio"/> 3	<input type="radio"/> 0
<input checked="" type="radio"/> Apr	<input type="radio"/> 4	<input type="radio"/> 1
<input type="radio"/> May	<input type="radio"/> 5	<input type="radio"/> 2
<input type="radio"/> Jun	<input type="radio"/> 6	<input type="radio"/> 3
<input type="radio"/> Jul	<input type="radio"/> 7	<input type="radio"/> 4
<input type="radio"/> Aug	<input type="radio"/> 8	<input type="radio"/> 5
<input type="radio"/> Sep	<input type="radio"/> 9	<input type="radio"/> 6
<input type="radio"/> Oct	<input type="radio"/> 0	<input type="radio"/> 7
<input type="radio"/> Nov	<input type="radio"/> 1	<input type="radio"/> 8
<input type="radio"/> Dec	<input type="radio"/> 2	<input type="radio"/> 9

**3. PROGRAM**  SAT®  Standard  Nonstandard Room Number 508

**4. TEST CENTER INFORMATION:**

Test Center/Institution Name and Address:

Name: Sally Supervisor

Address: 123 Main Street

City: Anytown

State/Province: State

Postal Code: 12345

Country: USA

**4a. Test Center Number/School Code**

9	9	9	9	0
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9

**4b. Scheduled Administration Date**

Month	Year
<input type="radio"/> Jan	<input type="radio"/> 2017
<input type="radio"/> Feb	<input type="radio"/> 0
<input type="radio"/> Mar	<input type="radio"/> 0
<input checked="" type="radio"/> Apr	<input type="radio"/> 1
<input type="radio"/> May	<input type="radio"/> 2
<input type="radio"/> Jun	<input type="radio"/> 3
<input type="radio"/> Jul	<input type="radio"/> 4
<input type="radio"/> Aug	<input type="radio"/> 5
<input type="radio"/> Sep	<input type="radio"/> 6
<input type="radio"/> Oct	<input type="radio"/> 7
<input type="radio"/> Nov	<input type="radio"/> 8
<input type="radio"/> Dec	<input type="radio"/> 9

**5. TEST BOOK INFORMATION:**

SAT  Test ID \_\_\_\_\_ Form Code \_\_\_\_\_ Test Book Serial Number \_\_\_\_\_

SAT with Essay  (Numeric) \_\_\_\_\_ (Alphanumeric) \_\_\_\_\_

SAT Subject Tests™  Book Code \_\_\_\_\_ Book ID \_\_\_\_\_ Test Book Serial Number \_\_\_\_\_

(Alphanumeric) \_\_\_\_\_ (Alphanumeric) \_\_\_\_\_

**6. GROUP IRREGULARITIES INFORMATION:**

Did group complete testing?  Yes  No

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.

Overtiming:  1-2 minutes  3-4 minutes  5-7 minutes  8 minutes or more

Undertiming:  1-2 minutes  3-4 minutes  5-7 minutes  8 minutes or more

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: \_\_\_\_\_

**6a. Number of Affected Test-Takers**

0	0	3	1
<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 9	<input type="radio"/> 0	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9

Use 3 to describe all events and actions taken.

**Registration Number**

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

**Issue:**

er seated in wrong room

er misplaced/misgridded answers

er recorded answers in book without approved notation

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

er 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

Page 1

DO NOT WRITE IN THIS AREA

04182/1

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.

Test-taker failed to follow test administration regulations

Test-taker disrupted test, causing testing to start/end late

Test was overtime } 1-2 minutes

Test was undertimed } 3-4 minutes

5-7 minutes

8 minutes or more

**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  Wording is ambiguous  Other: \_\_\_\_\_

More than one correct answer  Not enough information to answer question

Test-Taker's Name: \_\_\_\_\_

Test-Taker's Email Address: \_\_\_\_\_

Test-Taker's Mailing Address: \_\_\_\_\_

Serial #: \_\_\_\_\_ Test Section #: \_\_\_\_\_ Test Question #: \_\_\_\_\_

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.

SAMPLE

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



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

TEST-TAKER REGISTRATION NUMBER

Form area for Test-Taker Registration Number with multiple horizontal lines for entry.

Form area with a grid of horizontal lines for additional information or notes.

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



Form area with a row of circles and a box, labeled 'DO NOT WRITE IN THIS AREA'.





# NOTES

# NOTES

# NOTES

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