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# Hall and Room Monitor Training

SAT Suite of Assessments

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# General Responsibilities for Room Monitors

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

Other duties include:

- Help with student check-in
- Answer questions
- Help distribute materials
- Monitor test-takers and report violations

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# General Responsibilities for Hall Monitors

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

Other duties include:

- Help with student check-in
- Direct students to rooms
- Patrol halls and report violations
- Cover for staff on breaks

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# Before Test Day

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

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# Room Preparation: Seating Requirements


The following are seating requirements for all testing rooms:

- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk).
- Staff access to every student must be unimpeded.
- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- The following seating arrangements are not allowed for paper/pencil testing:
  - Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
- ~~Seat assignments that follow any expected patterns.~~

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# Allowable Items

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

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

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# Prohibited Items

Use of the following items is prohibited:

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

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# Electronic Devices

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



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

Students using their device at any time during testing may result in invalidation of scores.



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# Snacks

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

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# Admitting Students

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

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# Distributing Materials

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

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# Actively Monitoring: Room Monitors

Remain vigilant during the test by:

- Walking around the room to monitor students.
- Staying in the room so that test materials remain secure and students do not gain an unfair advantage.
- Observe to ensure there is no copying of answers and no communication among students.
- Ensure students are working in the correct section of the test book and answer sheet.
- Ensure no prohibited items are present.
  - Look for any student using or attempting to use a prohibited aid
  - Stay focused and alert throughout the test administration by not reading books, grading papers, or working on a computer.
- Remain vigilant during breaks by:
  - Walking around the room to check that all test books are closed and answer sheets are placed inside them.
  - Check that any translated instructions or word-to-word glossaries are closed and left on the desks.
  - Students should not be discussing test content.

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# Actively Monitoring: Hall Monitors

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



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

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# After the Test

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

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

Contact your test coordinator  
if you have any questions.