CollegeBoard SAT | MICHIGAN Department of Education

Spring 2022

SAT® SCHOOL DAY

Standard Testing Manual

Look inside for:

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

About College Board

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, 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, 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®, the Advanced Placement® Program, and BigFuture™. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit **collegeboard.org**.

Contact Us

School Day Support (not for parents or students)

MICHIGAN SCHOOL DAY SUPPORT HOTLINE:
866-870-3127 (option 1)

EMAIL: **michiganadministratorsupport@collegeboard.org**

MICHIGAN DEPARTMENT OF EDUCATION: 877-560-8378

- Select correct option for questions about Office of Assessment and Accountability (OEAA) Secure Site, eligibility to test, and accountability
- For assessment questions,
  EMAIL: **mde-oeaa@michigan.gov**
- For accountability questions,
  EMAIL: **mde-accountability@michigan.gov**

Test Day Complaints

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

Test Question Inquiries

Students who have inquiries about potential ambiguities or errors in test questions can email **satquestion@collegeboard.org**.

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Introduction

As the SAT® School Day proctor, you play an important role in ensuring the successful administration of the SAT, a key milestone on the path to college for many students. Taking the Michigan-provided SAT during the school day in a familiar, easily accessible environment allows students to improve college and career readiness. It also means more students can participate in College Board programs that support college access.

The Michigan Department of Education (MDE) is offering the SAT to all Michigan public school 11th-grade and eligible 12th-grade students. Michigan will deliver the SAT with Essay as part of the Michigan Merit Examination (MME) during the SAT School Day administration on April 13.

Using This Manual

This manual is for proctors' use for the Michigan-provided SAT School Day testing only (not Saturday or Sunday testing) in April 2022. Please do not share it with students or anyone else besides testing staff.

Where appropriate, the content is organized with **tasks** (what you need to do), followed by **key information** (what you need to know) related to those tasks. For example, **tasks** related to room setup are followed by **key information** about seating requirements.

Before Test Day

Before test day you'll need to participate in training provided by your test coordinator, and you'll need to prepare your room and materials. Completing the tasks in this section prepares you for testing.

During the Test

You'll administer the test by reading aloud the scripts exactly as they appear in this manual. Scripts appear in shaded areas; all other text is for your information and not to be read aloud.

After the Test

After the test you'll assist in wrapping up the administration, which includes tasks such as accounting for all materials and returning them to the test coordinator. Completing the tasks in this section ensures that students receive their scores.

Appendix Resources

We provide timing charts, planning guides, and other resources in the Appendix of this manual (see the Table of Contents for a complete list with page references).

Typographical Icons

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

Contact by phone

Security requirement

New for 2021-22

Important Changes and Reminders

College Board has made the following changes for this school year.

1. Schools can start testing earlier and/or later than the previously recommended start times and split their students across multiple testing groups:
   a. All requirements for timing and breaks still apply, and all testing must be completed within the same school day (unless students are approved for a multiday testing accommodation).
   b. No group of students can begin testing after another group has completed the test.
   c. Mobile phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.
   d. Schools can use flexible start times when testing groups of students taking the same assessment or taking different assessments (e.g., SAT School Day and PSAT™ 10).
   e. Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at a time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. You may allow students to consume snacks and drinks while standing behind their desks (away from test materials).
   f. Assign rooms for separate overlapping testing groups in different areas of the school building to limit contact between students.
2. For students taking the SAT with Essay in 1 day, testing staff may give students up to a 30-minute lunch break between Section 4 and the Essay. This policy does not apply to students who are testing over more than 1 day. Additional information and guidance is included in this manual and in test day scripts.

Testing Basics

About the SAT

The SAT is part of the SAT Suite of Assessments, closely aligned tests that reflect what students are already learning in their classrooms and help educators monitor student progress. Visit **collegeboard.org/sat-suite** to learn more about the SAT Suite.

The SAT focuses on the skills and knowledge that research indicates are essential for career and college success.

Standardized Testing

Uniform procedures are essential to a standardized testing program. To ensure comparable scores, testing staff must follow the same testing procedures and give instructions exactly as they appear in this manual.

Please ensure that you comply with all applicable laws, including those relating to discrimination and local health and safety guidelines. By strictly following College Board policies and procedures, you give students the best guarantee of fair testing and the best possible test day experience.

As the proctor, you're responsible for conducting a secure, valid administration. You're accountable for everyone in the testing room and everything that takes place there. You'll account for all testing materials, conduct the testing, appropriately document irregularities, and monitor students to ensure a fair administration.

Test Sections and Timing

The SAT is composed of several tests that follow the same order in every test book. The test must be administered in this sequence unless explicitly instructed otherwise by College Board.

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 one portion that permits calculator use and one that doesn't. Each portion is composed of multiple-choice and student-produced response questions.

Time allotted:

- 25 minutes for Math Test – No Calculator
- 55 minutes for Math Test – Calculator

SAT Essay (in separate book): Students are asked to read a passage and analyze how the author builds an argument to persuade an audience.

Time allotted:

- 50 minutes

Terminology

Refer to the appendix of the *SAT School Day Coordinator Manual* for a glossary of frequently used terms.

SAT Test Materials

The test coordinator will provide all the materials needed on test day for your room.

Test Books

All test books display the title "The SAT Test Book," along with important notes for the student. Essay books are separate from the multiple-choice test books. The test books for students required to test on the primary test date have covers with purple accents. Students testing with accommodations may use standard test books with purple accents or accommodated materials with blue or lime green accents, depending on their approved accommodations or supports.

Rosters

Each proctor will receive a roster for their room from the test coordinator. Use the roster to confirm who should be in your testing room and record any absences. The information you record on the room roster will be used by the test coordinator to plan for any students who require a makeup administration.

Forms and Reporting

You need to be familiar with the reports and forms used in the testing room.

Testing Room Materials Report Form

The Testing Room Materials Report form is provided on the back cover of this manual.

- The Testing Room Materials Report form is used to indicate testing room information, including the proctor assigned to the room, the room number, and the test materials issued to the proctor.
- Inside the testing room, the proctor uses the Testing Room Materials Report form to check the testing materials received against the serial numbers listed on the form.
- The proctor should check the number of Essay books received from the test coordinator and record the number returned to the test coordinator.
- The proctor uses the seating chart on the back of the Testing Room Materials Report form to record the serial number of the multiple-choice test book distributed to each seat in the room. If any issues arise, the chart will be used in investigating reported irregularities.
- If possible, staff should include the last name of each student on the seating chart.

Request to Cancel Test Scores Form

Students use this form to request score cancellation, which means their scores will not be reported to them or to any colleges. Direct students to fill out the form with exactly the same information given on their answer sheets or pre-ID labels.

The test scripts inform students that if they request score cancellation, their scores will still be provided to their state, but College Board will not send them to colleges or scholarship organizations.

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

- Hand the form to the testing staff before leaving on test day.
- Fax the form to the number indicated on the form no later than 11:59 p.m. ET on the fourth weekday following the date testing ends. (For example, the fourth weekday following a test administered on a Tuesday would be the next Monday.)
- Send the form by overnight delivery to the address indicated, to arrive no later than 11:59 p.m. ET on the fourth weekday following the date testing ends.

Scores cannot be canceled by email or phone.

A student may cancel their scores using the SAT Request to Cancel Test Scores form in instances of illness. **Fill out an Irregularity Report (IR) in these cases.** Students will be eligible for a makeup administration. An IR isn't necessary for other situations where students elect to cancel their scores.

SAT School Day Irregularity Report (IR)

You'll receive at least 1 blank IR to use in the event an irregularity occurs during SAT School Day testing. The testing staff performs a critical role in reporting irregularities and affected students.

Without complete information, College Board can't resolve issues that arise. All IRs submitted are thoroughly reviewed. Refer to the Irregularity Chart on page 35 for instruction on when to fill out an IR.

Before Test Day

Prepare Yourself

TASKS

- Participate in training if you haven't already.
- Read this entire manual.
- Take time to study the scripts and timing before test day. Uniform testing conditions depend on your reading the scripts exactly as written in this manual.
- Review and sign the Testing Staff Agreement form and the OEAA Assessment Security Compliance Form provided by your test coordinator.
- Conduct a preadministration session at your test coordinator's direction.

Prepare Your Room for Test Day

Your test coordinator will provide you with information to post on the board for test day. Prior to test day, the test coordinator selected rooms that meet College Board testing room and seating requirements. As the proctor, review the requirements under Key Information to make sure your room and seating arrangements still meet them on test day.

TASKS

Prepare to Collect Student Belongings

College Board requires testing staff to collect mobile phones, wearable technology, and other prohibited electronic devices before administering the SAT. Plan ahead for collecting electronic devices and backpacks (if allowed by school policy or directed by your test coordinator) as students enter the testing room.

During check-in, instruct students to power off electronic devices. If collecting devices, be ready to label items collected so they can be returned after testing. If your school isn't allowed to collect devices, tell students to store their phones in a bag or backpack placed to the side of the room away from the testing area. (Have a supply of clear plastic bags to offer students who don't have a bag or backpack with them.) More information is given under Prohibited Devices Policies on page 14.

KEY INFORMATION

Testing Room Requirements

To promote an effective and secure administration, testing rooms must fulfill the following requirements:

- Rooms must be located away from noisy areas and distracting activities.
- Rooms should be near restrooms.
- Rooms must have:
  - A working clock, visible to students
  - Proper lighting
  - Proper ventilation
  - Proper seating that follows the seating requirements given in this section
  - No materials related to test content on display (these can be removed or covered)

Seating Requirements

The following seating requirements apply for all testing rooms:

- Chairs must have backs.
- Chairs 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 side to side (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 6 feet or longer.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).

The following seating arrangements are not allowed:

- Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
- Seat assignments that follow any expected pattern or defined order. If testing students in their homeroom, make sure students are seated at random.

IMPORTANT: *Students may not select their own seats.*

Prepare Your Students

Your test coordinator should ensure all students receive a copy of the *SAT School Day Student Guide* to help them learn about and prepare for the test. In addition, the student guide advises students how to mark their answers, their rights and responsibilities as test takers, and what to bring on test day.

Prepare Your Preadministration Session

TASKS

Your test coordinator will provide the appropriate materials for your session, depending on whether students have parental consent to complete the optional questionnaire:

- *Student Answer Sheet Instructions*, 1 copy for each student
- Answer sheets with students' pre-ID labels affixed
- Large-print answer sheets (if applicable) with students' pre-ID labels affixed
- Extra blank answer sheets for any students without pre-ID labels
- A list of students with the type of answer sheet needed (large-print or standard)

The test coordinator will indicate which group of students you will be administering to: students with consent or students without consent. We recommend assigning students to rooms based on whether they have consent to answer the optional questionnaire or not. If this isn't possible, have students without consent sit quietly while other students respond to the questionnaire.

IMPORTANT: *Even when a pre-ID label is affixed, students must still bubble in their name, date of birth, and state student ID number (UIC) for data verification purposes. We recommend students bubble in all required fields as an additional precaution. When distributing answer sheets, make sure to correctly match any answer sheet with a pre-ID label to the correct student.*

Conduct the Preadministration Session

There are 3 parts to the preadministration session: completing student information, taking advantage of the free score sends by providing up to 4 colleges or scholarship programs, and participating in Student Search Service® and the optional questionnaire. All students will participate in the first 2 activities. **Only students with parental consent should participate in the optional questionnaire portion of the session.**

TASKS

- Before starting the session, post any information the students will need, such as the 6-digit school (AI) code, school name, city, and state.
- Each answer sheet must have a pre-ID (barcode) label affixed for the student to receive test scores. If there isn't a pre-ID label affixed to the student answer sheet, inform your test coordinator to print a valid pre-ID label from the OEAA Secure Site and affix it to the answer sheet.
- Give each student the correct answer sheet and a copy of the *Student Answer Sheet Instructions*. A large-print version of the *Student Answer Sheet Instructions* is provided for students with approved accommodations that necessitate large print. Make sure you correctly match any labeled answer sheet to the student whose information is on the label. Give any student who doesn't have a labeled answer sheet a blank answer sheet. Some students may be using large-print answer sheets. This accommodation will be noted on the NAR.
- Read aloud the scripts in shaded areas and pause when *[pause]* appears to give students time to follow instructions. Instructions for the proctors that shouldn't be read aloud appear outside the shaded areas.
  - Students must fill in the appropriate bubbles (or squares on a large-print answer sheet) for their names, addresses, and other personal information.
  - Although we recommend that students bubble in all information on their answer sheet, if a pre-ID label is affixed, students are only required to bubble their first and last names (field 1), student ID number (field 5), and date of birth (field 7). Adjust the preadministration and test day scripts to direct students to skip fields 2, 3, 4, 6, and 8. If students do not have a pre-ID label affixed, they should be preidentified in the OEAA Secure Site and a label should be printed locally. Homeschooled students should still fill out fields 2, 3, and 4.
  - Students should skip fields A–D on the answer sheet because these sections are completed on test day.
  - If any students' labels have an incorrect legal first, middle, or last name; date of birth; or gender; students can still use the answer sheet. Have students bubble in the correct information.

IMPORTANT: *Do* **not** *hand out test books during the preadministration session.*

Selecting the Right Preadministration Script

A FOR STUDENTS WITHOUT CONSENT

If you're reading these scripts to students without consent, turn to Preadministration Scripts – Students Without Consent on page 8.

B FOR ALL OTHER STUDENTS

Continue with the scripts that follow.

Preadministration Scripts – Students with Consent

Fill in the school code in the script before beginning.

To all students, say:

Take out the *Student Answer Sheet Instructions* booklet that I gave you. Follow along in this booklet as I read instructions to you.

When students are ready, say:

Today we will complete the identifying information portion of the SAT answer sheet. You'll have the opportunity to opt in to Student Search Service and provide information about yourself to help connect you with colleges. You'll be able to take advantage of your 4 free score reports by indicating which colleges or scholarship programs to send your scores to.

To students using large-print answer sheets, say:

If you're using a large-print answer sheet, read the directions on the front page for how to mark your answers. Your page numbers will be different from those I announce, but the field numbers will be the same as the field numbers I give for everyone. You'll mark the squares with an X instead of filling in bubbles.

To all students, say:

Please check to make sure your full name, school, and grade appears correctly on the label on your answer sheet. Raise your hand if there are any errors on your label. *[pause]*

If there are students in the room who have the wrong answer sheet, try to resolve the discrepancy. If you can't, give them blank answer sheets for the session.

If any information on the student's label is incorrect, make a note on your room roster. Your test coordinator will need to notify the appropriate person to update the student's profile in the Michigan Student Data System (MSDS). The student can still use the answer sheet.

For field 1, say:

Begin by filling in your legal last name, first name, and middle initial, if you have one, in field 1. If you include a name other than your legal last name, your scores may be delayed. Include spaces, hyphens, or apostrophes if these are part of your name. Print the letters in all caps in the boxes, then fill in the corresponding bubbles. Make sure each mark is dark and completely fills the bubble. Look up when you're done. *[pause]*

For field 2, say:

In field 2, print our 6-digit school code _____ and fill in the corresponding bubbles. Look up when you're done. *[pause]*

For fields 3 and 4, say:

Move on to field 3. Fill in the bubble for "Yes" if you are testing at your school. Then print our school's name, city, and state in field 4. Look up when you're done. *[pause]*

For field 5, say:

In field 5, print and bubble the 10-digit state student ID number, your UIC, from the top left corner of the label on the front of your answer sheet, starting with the first column to the left. If you don't know your UIC, raise your hand. Look up when you're done. *[pause]*

If a student doesn't have a pre-ID label, tell the student to leave field 5 blank. Tell the test coordinator after the session that the student is missing a pre-ID label.

For field 6, say:

In field 6, fill in the bubble for your current grade.

For field 7, say:

In field 7, Date of Birth, fill in the bubble for the right month. On large-print answer sheets, fill in the digits for the month, starting with a zero if the month has only 1 digit. Next, write in the 2-digit number for the day you were born, starting with a zero if the day is less than 10. Then write the last 2 digits of the year you were born. Fill in the corresponding bubbles and look up when you're done. *[pause]*

For field 8, say:

Complete field 8 now.

For field 9, Test Type, say:

In field 9, bubble in "SAT with Essay" as the test that you will be taking if it isn't already bubbled in.

For fields 10–14, say:

Turn to page 2 of your answer sheet and fill in your address in fields 10 through 13. Leave field 14 blank. These fields are optional but recommended. Raise your hand if you have any questions. Look up when you're done. *[pause]*

Students using large-print instructions may need your help with the list for field 15.

For field 15, say:

We're now going to answer field 15 on page 2 of your answer sheet. When you take the SAT as a part of SAT School Day, you're entitled to send your scores—for free—to as many as 4 colleges, universities, or scholarship programs. Completing this section is optional. Colleges and universities are always eager to get scores from students, even if you're not ready to apply.

Open your *Student Answer Sheet Instructions* booklet and find the Score Reporting Code List. Use this list to find the 4-digit number for the schools or scholarship programs you want to send your scores to. U.S. colleges and universities are listed in alphabetical order by state first. Institutions in U.S. territories come next, followed by international ones. The final list in this booklet shows scholarship programs listed by state or country, in alphabetical order.

For each place you want to send scores to, copy the 4 digits in the boxes and fill in the corresponding bubbles. (If using a large-print answer sheet, print the digits as clearly as you can.) Let me know if you have any questions.

Look up when you're done. *[pause]*

If your room includes a mix of students with and without consent to answer the optional questionnaire, say:

If you have not provided the school with parental permission to complete the optional questionnaire or if you have completed the optional questionnaire online, close the instructions booklet and your answer sheet, and place the answer sheet faceup on your desk. I will help other students complete the rest of the answer sheet.

Read the remaining script below to students with consent who need to complete additional nontest information on their answer sheets. Tell students without consent and those without additional information (including those who may have completed the questionnaire online) to complete to sit quietly while the other students fill in their answer sheets.

For field 16, say:

Turn to page 3 of your answer sheet. Follow the directions in your *Student Answer Sheet Instructions* booklet to fill in field 16 and indicate whether or not you'd like to opt in to Student Search Service. Raise your hand if you have questions. *[pause]*

For field 17, say:

If you'd like to get information from College Board via email, including information about your scores once they become available online, write in your email address and fill in the corresponding bubbles in field 17. Indicate at the top of the field whether this is your own email address or a parent's or guardian's email address. If you give your own email address and opted in to Student Search Service, you may also get information from colleges sent to your email address. Please look up when you're finished. *[pause]*

For field 18, say:

Field 18 asks for your U.S. mobile number. Only U.S. mobile numbers are accepted.

This field is optional. If you agree to the terms printed on your answer sheet, enter your phone number. Please look up when you're done. *[pause]*

When everyone is ready, say:

Now we'll complete the rest of the fields, starting on page 3 of your answer sheet (pages 7 through 15 on a large-print answer sheet).

You can read about the benefits of providing this optional information in your *Student Answer Sheet Instructions* booklet. It's important that you know College Board will be able to use this information and provide it to others for additional uses, such as research.

These fields are optional. If your parent or guardian has told you that you shouldn't complete any optional or voluntary information, please just sit quietly as we go through this activity. Do not complete any field that asks for information your parent or guardian has told you not to provide.

For fields 19–39, say:

Using your *Student Answer Sheet Instructions* booklet, complete fields 19 through 22, then turn to page 11 of your answer sheet to complete fields 23 through 39. Leave fields A through D on the back of your answer sheet unmarked. When you're finished, close your *Student Answer Sheet Instructions* booklet, place it next to your answer sheet on your desk, and wait quietly while others finish. Raise your hand if you have any questions. *[pause]*

When all students have finished, proceed to Complete the Preadministration Session on page 9.

Preadministration Scripts – Students Without Consent

Use this preadministration script for students without consent.

Fill in the school code in the script before beginning.

To all students, say:

Take out the *Student Answer Sheet Instructions* booklet that I gave you. Follow along in this booklet as I read instructions to you.

When students are ready, say:

Today we will complete the identifying information portion of the SAT answer sheet. You'll also be able to take advantage of your 4 free score reports by indicating which colleges, universities, or scholarship programs to send your scores to.

To students using large-print answer sheets, say:

If you're using a large-print answer sheet, read the directions on the front page for how to mark your answers. Your page numbers will be different from those I announce, but the field numbers will be the same as the field numbers I give for everyone. You'll mark the squares with an X instead of filling in bubbles.

To all students, say:

Please check to make sure your full name, school, and grade appears correctly on the label on your answer sheet. Raise your hand if there are any errors on your label. *[pause]*

If there are students in the room who have the wrong answer sheet, try to resolve the discrepancy. If you're unable to do so, give them blank answer sheets for the session.

If any information on the student's label is incorrect, make a note on your room roster. Your test coordinator will need to notify the appropriate person to update the student's profile in the Michigan Student Data System (MSDS). The student can still use the answer sheet.

For field 1, say:

Begin by filling in your legal last name, first name, and middle initial (if you have one) as they appear on your label in field 1. If you include a name other than your legal last name, your scores may be delayed. Include spaces, hyphens, or apostrophes if these are part of your name. Print the letters in all caps in the boxes, then fill in the corresponding bubbles. Make sure each mark is dark and completely fills the bubble. Look up when you're done. *[pause]*

For field 2, say:

In field 2, print our 6-digit school code _____ and fill in the corresponding bubbles. Look up when you're done. *[pause]*

For fields 3 and 4, say:

Move on to field 3. Fill in "Yes" if you are testing at your school, then print our school's name, city, and state in field 4. Look up when you're done. *[pause]*

For field 5, say:

In field 5, print and bubble the 10-digit state student ID number, your UIC, from the uppermost top left corner of the label on the front of your answer sheet, starting with the first column to the left. If you don't know your UIC, raise your hand. Look up when you're done. *[pause]*

If a student doesn't have a pre-ID label, tell the student to leave field 5 blank. Tell the test coordinator after the session that the student is missing a pre-ID label.

For field 6, say:

In field 6, fill in the bubble for your current grade. *[pause]*

For field 7, say:

In field 7, date of birth, fill in the bubble for the right month. On large-print answer sheets, fill in the digits for the month, starting with a zero if the month has only 1 digit. Next, write in the 2-digit number for the day you were born, starting with a zero if the day is less than 10. Then write the last 2 digits of the year you were born. Fill in the corresponding bubbles and look up when you're done. *[pause]*

For field 8, say:

Complete field 8. *[pause]*

For field 9, Test Type, say:

In field 9, bubble in "SAT with Essay" as the test that you will be taking. *[pause]*

For fields 10–14, say:

Turn to page 2 of your answer sheet, and fill in your address in fields 10 through 13. Leave field 14 blank. These fields are optional but recommended. Raise your hand if you have any questions. Look up when you're done. *[pause]*

Students using large-print instructions may need your help with the list for field 15.

For field 15, say:

We're now going to move on to field 15 on page 2 of your answer sheet. When you take the SAT as a part of SAT School Day, you're entitled to send your scores—for free—to as many as 4 colleges, universities, or scholarship programs. Completing this section is optional. Colleges and universities are always eager to get scores from students, even if you're not ready to apply.

Open your *Student Answer Sheet Instructions* booklet and find the Score Reporting Code List. Use this list to find the 4-digit number for the schools or scholarship programs you want to send your scores to. U.S. colleges and universities are listed first in order by state, and then alphabetically by name. Institutions in U.S. territories come next, followed by international ones. The final list in this booklet shows scholarship programs listed by state or country, in alphabetical order.

For each place you want to send scores to, copy the 4 digits in the boxes and fill in the corresponding bubbles. (If using a large-print answer sheet, print the digits as clearly as you can.) Let me know if you have any questions.

Look up when you're done. *[pause]*

Now say:

When you're finished, close your *Student Answer Sheet Instructions* booklet and place it next to your answer sheet on your desk. Do not make any marks in fields 16 through 39 or A through D. *[pause]*

Complete the Preadministration Session

When students are ready, say:

I will now collect your answer sheets and *Student Answer Sheet Instructions* booklets. Your answer sheets will be returned to you on test day.

- Confirm students have bubbled in their UIC accurately. For any students who left field 5 blank or don't have a pre-ID label affixed, notify the test coordinator, who will need to print a pre-ID label from the OEAA Secure Site.
- The session is now over—you may dismiss your students or carry on with your regular school day.
- Organize the answer sheets and *Student Answer Sheet Instructions* as directed by your test coordinator and return them to the test coordinator for secure storage until test day.
- Notify the test coordinator of any students whose information was incorrect on their labels. The test coordinator will need to notify the appropriate person to update the student's record in the Michigan Student Data System.

During the Test

Get Started

TASKS

Follow Your Test Day Schedule

To ensure standardization across all SAT School Day testing, please adhere to the prearranged schedule as closely as possible.

Study and Prepare Scripts Before Testing

Review the script you'll read before starting the test.

- Some of the instructions have alternative scripts to read depending on options in use by your school. Review these scripts in advance and mark the appropriate ones for your testing room.
- Before admitting students, fill in the appropriate information where a blank line " _____ " appears in the text.

Prepare Your Testing Room

Make sure you:

- ☐ Double-check that your testing room meets seating requirements, including guidelines for type and spacing of seats. (See Sample Seating Plans on page 34 in the Appendix.)
- ☐ Cover or remove any instructional material, such as maps and charts, if not done previously.
- ☐ Confirm the clock works and is visible from all seats in the room.
- ☐ Assign seats at random or by prearrangement with the test coordinator. Never allow students to select their own seats.
- ☐ Post the following information for students on the board:
  - Test date
  - School name, city, and state
  - 6-digit school (AI) code assigned to your school (If applicable, be ready to supply the proper AI code of "970000" to homeschooled students.)
  - 3-digit testing room code provided by test coordinator

IMPORTANT: *We strongly recommend using testing room codes. If your school doesn't use testing room codes, list the room name or number.*

  - "SAT with Essay"
  - "Use a No. 2 pencil only. Do not use a pen or mechanical pencil."
- ☐ If provided in your testing room packet, post the "Testing in Progress" flyer on the outside of your testing room door.
- ☐ Gather No. 2 pencils from your testing room packet to distribute to students who only have mechanical pencils.
- ☐ Plan to collect electronic devices and backpacks (if permitted under school policy) as students enter the testing room. Be ready to label items collected so they can be returned after testing.

Plan for Pre-Essay Lunch Break

This spring, College Board is implementing increased flexibility for students taking the SAT with Essay in 1 day. Testing staff may opt to administer the customary 2-minute break between Section 4 and the Essay, or they may administer a longer break of up to 30 minutes before the Essay so students can break for lunch.

This policy is only applicable for students who are taking the SAT with Essay in 1 day of testing. Students with accommodations who are testing over 2 days will continue to have the customary 2-minute break between Section 4 and the Essay.

IMPORTANT: *Ask your test coordinator if you are unsure whether you need to provide a lunch break for students taking the SAT with Essay in 1 day.*

Testing staff opting to take advantage of the lunch break option should consider the following:

- Students may bring a packed lunch with them into the testing room, but it must be placed under their desk or to the side of the room during testing.
- Students should eat lunch together in the testing room or another secure designated lunch area(s).
- For students taking the extended lunch break, all testing must be completed in a single day. Students with accommodations testing over 2 days will have a customary 2-minute break before the Essay.
- The lunch break should not exceed 30 minutes.
- Policies and guidelines for the lunch break are the same as for other breaks as described in this manual.
- All test materials must be left in the testing room during the lunch break, and each testing room must be watched by the proctor or another member of the testing staff to ensure all testing materials are secure.

  IMPORTANT: *Do not leave testing materials unguarded or unsecured during the lunch break.*

- Review the script in this manual prior to test day. As directed in the scripts, proctors should begin the break for lunch after Section 4 is completed.

Account for Testing Materials

Your test coordinator will provide a packet of testing materials containing:

- A room roster showing students assigned to your room
- A list indicating which students do and don't have parental consent
- A Testing Room Materials Report form listing the test materials for your room
- Multiple-choice test books and Essay books
- Answer sheets for your students with their pre-ID labels and pregridded information, if your school held a preadministration session
- A supply of blank answer sheets and *Student Answer Sheet Instructions* for students who need to complete some or all of the preadministration information on their answer sheets
- An optional "Testing in Progress" flyer
- Translated test directions and/or word-to-word dictionaries for EL students, if needed
- Blank forms, including an IR and at least 1 Request to Cancel Test Scores form

Count all of your testing materials when you receive them from your test coordinator, when you distribute them to students, and when testing is complete.

- Before admitting students to the room, count the test books for your room and compare the serial numbers to those listed on the Testing Room Materials Report form in your testing room packet. Also record the number of Essay books received.
- Later, after testing has begun, you'll record the distribution of test books in your room by writing the serial numbers on the seating chart (Part B of the form).
- After testing, when you prepare to return materials to the test coordinator, record the serial numbers of the test books you're returning in Part A of the form, along with the number of answer sheets and Essay books being returned.

Missing Test Materials

If you discover a test book is missing, follow these procedures:

- If a test book is missing before testing has begun, identify the missing test book's serial number and then check the desk of the student assigned that serial number. Also check the desks of students who received the test books with serial numbers before and after the missing book's serial number.
- If testing has already begun, notify the test coordinator as soon as possible, but wait until a scheduled break or the end of the testing session to search the room. Before dismissing students or starting a break, announce that a test book is missing and no one will be dismissed until it's located. If no one acknowledges having the test book, check each student's desk (even unoccupied desks, since the test book may have been placed there).

If the test book is still missing, ask the test coordinator to call Michigan School Day Support immediately. Report the incident on an IR.

KEY INFORMATION

Distributing Materials

Don't distribute any test materials until instructed to do so in the scripts.

- Test books should have a purple cover. Testing students with blue or lime green test materials using the scripts in this manual will result in a misadministration and invalidated scores.
- The answer sheets for all testing are the same, and are titled "SAT School Day Answer Sheet." Large-print answer sheets are titled "SAT School Day Large-Print Answer Sheet."

IMPORTANT: *Essay books will have a purple bar and an Essay icon. Distribute Essay books only after students have completed all 4 multiple-choice sections of the SAT test, as indicated in the scripts.*

Testing in the Standard Room

TASKS

Admit Students to the Testing Room

Admit students one at a time, taking care to assign seats at random or by prearrangement. Verify students have powered off mobile phones as you admit them to the room.

Check that students are in the correct testing room. Students testing in your room must appear on your room roster.

If your school is conducting classroom check-in, check each student against the room roster as they enter the room:

- Write a "P" (present) next to the name of each student who checks in.
- If you don't recognize a student, ask them for identification. Send any student who can't present acceptable ID to the test coordinator.
- After you've closed the testing room door, put an "A" next to the name of any absent student.

- Write in student information for students not on the room roster if the student provides a note from the test coordinator.

If a student arrives late, you can admit them as long as you haven't already started the timed sections of the test.

Collect or Store Devices

As students enter the room, prepare them for either turning in their phones and other electronic devices or storing them at the side of the room during testing. See Prohibited Devices Policies on page 14 for more information.

If allowed in your school, before you collect phones and other prohibited devices, backpacks, or other personal belongings from students, ask students to take out any snacks or drinks and store them under their desks. These items must stay under the desks during testing. Instruct students to completely power off all mobile phones and electronic devices before turning them in.

IMPORTANT: *Students will be dismissed from testing if they're seen with a phone or their phone makes noise during the test (including breaks) while in their possession. Phones on or under the desk are considered in their possession.*

Monitor and Time the Test

- Accurately time each test section. Students must be given the entire amount of time and can't move on to the next SAT section until time is called.
- Record the start and stop times on the lines provided in the script as students begin working on each section; post the times for students to see.
- Announce the remaining time at regular intervals, as noted in the script. This is particularly important if the room clock malfunctions.
- Before you call stop, check your watch against the time you have written down.
- Verify the time with the monitor, if one is assisting in the room.
- Refer to the Section Timing Chart in the Appendix to ensure the stop time is correctly calculated.
- Walk around the room at regular intervals to check that students are working on the correct section in the test book and on the answer sheet.

IMPORTANT: *Staff shouldn't, under any circumstances, review the test sections on answer sheets for completeness or make any corrections or changes to the marks made on them.*

Monitor Breaks

Testing staff need to monitor students during breaks to make sure they don't discuss the test or access calculators, phones, or prohibited aids.

For the breaks:

- Post the break time and include what time testing will resume.
- Walk around the room to confirm all test books are closed and answer sheets are placed inside them. Also check that any translated instructions or word-to-word dictionaries are closed and left on the desks.
- Students aren't allowed to access phones or other prohibited electronic devices during breaks for any reason. Phones should be collected (if school policy permits) and must remain powered off and put away until the test is completely over.
- Students may eat and drink during breaks in designated areas, as long as they placed their food and drinks under their desks before the start of the test, as instructed. Don't allow students to access their bags or backpacks until the test is over.
- If students ask, they may go to the restroom, but under no circumstances should unsupervised groups of students be allowed to leave the room.

Complete the Count of Materials

- On the Testing Room Materials Report form provided to you by the test coordinator, account for all test materials (used and unused for testing) in Part A of the form. (The test coordinator may give you a loose form or may have filled in the form on the back cover of this manual.) If a book appears to be missing, follow procedures in Missing Test Materials earlier in this section.
- Make a note of the count of Essay books in Part A as well.
- Once testing has started, use the chart in Part B of the Testing Room Materials Report form (also printed on the back of this manual) to record the serial numbers of the test books distributed to students and the order you used to hand them out.

Maintain Security in the Testing Room

Make sure you understand and follow these policies:

- 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 or texting on phones, using a computer, or grading papers.
- Ensure that at least 1 staff member is in the testing room at all times.
- Ensure that students do not possess calculators, phones, or prohibited aids during breaks.
- Monitor test materials at all times; do not leave them unattended under any circumstances.
- Guard against test materials being removed from the room.
- No student is permitted to access or use phones in the testing room, or to eat or drink during testing unless they have an approved accommodation.

Immediately report significant problems or events that interfere with specific testing procedures or compromise test security.

TASKS

Monitor Students

- Walk around the room to check that everyone is working on the correct section.
- Make sure students using large-print answer sheets are following instructions on the front of the answer sheet about where and how to mark their answers.
- If a student loses their place on the answer sheet, resulting in misplaced answers, follow the instructions in the Irregularity Chart on page 35.
- Make sure students do not use any prohibited aids, as instructed in the scripts.

Prevent Copying and Communication

Copying and prohibited communication are the most common ways for students to obtain an unfair advantage. Staff must:

- Ensure proper spacing between students and watch for roaming eyes to prevent copying and communication during testing.
- Watch for possession of mobile phones or other prohibited items.
- Be on the lookout for "cheat sheets" written on paper, calculators, or skin/clothing and shoes/footwear.
- Carefully observe students using calculators. A mobile phone can be disguised as a calculator.
- Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.

Staff must always note any suspicious activities on the IR. They should immediately report significant problems or events that interfere with specific testing procedures or compromise test security.

Report Irregularities

- Immediately inform the test coordinator of any timing irregularities.
- Record irregularities and actions taken on the IR.
- If the Irregularity Chart indicates to call Michigan School Day Support, report the situation immediately.

Complete the Irregularity Report (IR)

The IR form is scanned, so use a No. 2 pencil and don't write any notes or make any other extraneous marks on the form. Be sure to print all information neatly and fill in bubbles completely.

IMPORTANT: *Always include the names of students and the answer sheet litho codes (8-digit serial number from bottom right corner of answer sheet) involved in an irregularity.*

- For all irregularities, fill in fields 1–4 (page 1) and field 10 (page 3) of the form.
  - In field 1, fill in "Form ___ of ___" (e.g., "1 of 3") at the top of the box.
  - In field 4a, write your 6-digit school (AI) code.
  - In field 4b, fill in the appropriate bubble for your test date. Fill in your primary or makeup test date according to what administration you're reporting.
  - In field 4c, fill in the bubble if the irregularity has occurred during a makeup administration.
- To report a **group irregularity** (an issue that affects all or a portion of a testing room), fill in fields 6 (page 1), 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. You'll need to note the date of birth and answer sheet litho code for each affected student.
- To report an **individual irregularity** (an issue that affects 1 student, such as illness), fill in fields 5 (page 1), 7 (page 2), and 9 (page 3) to denote the type of occurrence and the events and actions taken. Be sure to fill out the information in its entirety.
- In all situations, provide as much detail as possible. Do not attach answer sheets to the IR, but return them to your test coordinator.

KEY INFORMATION

Prohibited Devices Policies

Review the following policies:

- Students are advised to leave their devices in their lockers during test day. Despite this, many students will have their phones and other devices with them. College Board policy requires staff to collect phones and electronic devices, including wearable technology, before testing begins.
- Devices must be completely powered off before collection. A phone or other prohibited device that makes noise is grounds for score invalidation. **Some alarms are set to sound even when the device is powered off.**
- Before testing begins, students have 1 more chance to power off and turn in their phones and other electronic devices if they haven't already.
- **Once the warning script has been read, if a prohibited device is seen in a student's possession, regardless of whether it's making noise, the test coordinator should collect the device, inspect the device for test-related content, and dismiss the student.** (Refer to the Irregularity Chart in the Appendix for more information.)
- If a student's phone makes noise or creates a disturbance while in the proctor's possession or stored away from the student's desk, this shouldn't be considered grounds for dismissal, but the proctor should power off the phone to prevent additional disturbances during testing and warn the student who owns the phone that additional disturbances will result in dismissal.
- The Irregularity Chart provides full direction on how to address students caught using prohibited devices and aids. Note any such activities on the IR. Contact Michigan School Day Support immediately for further instructions if a device has been collected and test content is detected on the device.

Prohibited Devices and Aids

Students may not have the following in the test area or break area, except in the case of approved accommodations for particular testing aids:

- Electronic equipment, including phones of any kind; personal computing devices (laptops, notebooks, Bluetooth devices such as wireless earbuds/headphones, or tablets); cameras; separate timers of any kind; audio players/recorders or headphones; wearable technology; digital watches, including smartwatches; or any other prohibited devices that can be used to record, transmit, or receive information.
- Highlighters, compasses, rulers, protractors, earplugs, books or references of any kind, pens or mechanical/colored pencils, and papers of any kind, including scratch paper.

Device Collection Procedures

Students must turn in all phones, wearable technology (e.g., smartwatches or fitness trackers), and other electronic devices before beginning to test. It's important for students to feel confident that their devices are safe and will be returned to them promptly at the end of testing. Depending on your school policy, you must use 1 of the following 2 options for adhering to College Board policy requiring collection of devices.

Option 1 – Collect devices and put them in individual bags:

- At the door, ask students to confirm that their phone and other electronic devices are powered off.
- Ask students to label devices with their names.
- Give them envelopes, plastic bags, sticky notes, or another method of reliably identifying their items.
- Reassure students that their devices will be returned after testing.
- Collect labeled items from students as they enter or once they're seated. Keep them out of students' reach during the entire test, preferably at your desk.

Option 2 – Keep devices in students' bags and collect bags:

- At the door, ask students to confirm that their phone and other electronic devices are powered off.
- Ask students to place their devices in their backpacks or bags and to place these bags to the front or side of the room, away from desks.
- If a student doesn't have a bag, label the item and collect it individually as in option 1.
- Tell students to remove their No. 2 pencils, calculator, drinks, and snacks from their bag and take them to their seat. If a student is approved to use an aid, they should include it with the items they take to their seat.

Returning devices:

- Mobile phones and other collected devices should remain out of reach until testing is complete and all test materials have been collected.
- At the end of the test, students will collect their devices as their row is dismissed. If possible, arrange the items to make the return process easy.
- Before returning a device, check the name on the label, and have students confirm the device is theirs.
- If an item is left behind, return it with other materials to the test coordinator. Record the student's name so they can be contacted.

Medical Devices

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for accommodations. They must be placed in a clear bag and stored under the student's desk during testing. Follow your district's policies regarding EpiPens.

Other medical devices, such as devices used for testing blood sugar, require an accommodation. In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor. Only students specifically approved to have a mobile phone in the testing room may do so. (Approval to test blood sugar doesn't automatically permit the student to have a mobile phone; they must also be approved for a mobile phone.)

Calculator Policies and Guidelines

Calculators may be used only on the Math Test – Calculator portion of the SAT, unless a student has been preapproved by College Board to use a 4-function calculator as an accommodation on the Math Test – No Calculator portion. Students may have calculators on their desks only when working on the Math Test – Calculator questions. Calculator covers should be stored under desks during testing.

General policies are as follows:

- All questions can be answered without a calculator.
- We recommend students use a scientific or graphing calculator they are familiar with on the Math Test – Calculator portion of the SAT (if they choose to use a calculator).
- Students should supply their own calculators. If your school provides calculators, you must ensure the devices are included in Acceptable Calculators on page 32, have working batteries, and are functional. Make sure students are comfortable using them, and have a few extras on hand in case of malfunction.
- Students may also bring acceptable backup calculators in case their primary calculator or batteries fail, but they need the proctor's permission to use the backup.

Calculator Malfunction

Students should raise their hand if their calculator malfunctions before or during the test and they want to use a backup. Allow them to use an acceptable backup calculator or insert the batteries they brought, and continue to test.

Students without backup equipment may continue testing, since all questions can be solved without a calculator. If they choose to cancel their score, they must cancel the entire test. They'll need to fill out a Request to Cancel Test Scores form before leaving the testing room. The proctor should tell students that if they cancel their scores, the scores will still be sent to the state, but the scores will not be sent to their chosen colleges or scholarship organizations.

Monitoring Equipment Use

Follow instructions in the scripts to monitor calculator use.

- Only battery-operated, handheld equipment can be used for testing.
- Students may not share calculators.
- All scientific and most graphing calculators are acceptable. (See Acceptable Calculators on page 32.)
- 4-function calculators are permitted but not recommended.
- Students may use calculators with enlarged or raised displays, but they should be seated where the calculators are not visible to other students.

IMPORTANT: *Students approved to use a calculator on the Math Test – No Calculator section must use a 4-function calculator for this section. (Percentage and square root functions are allowed.) Confirm the calculators in use aren't more advanced models.*

Scheduled Breaks

College Board policy requires every student to be offered breaks at regular intervals. Scheduled break time does not count as testing time.

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
- a 2-minute break after Section 4

During breaks after Sections 1 and 3, students may go to the restroom or to the area designated for eating snacks.

Unscheduled Breaks

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

- Inform students they won't get extra testing time.
- Allow only 1 student at a time to take an unscheduled break.
- Collect the student's test book and answer sheet before they leave 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. Also collect any EL supports (translated directions or dictionary) the student may be using.
- Never leave the testing room unattended. If possible, have a monitor accompany the student. It isn't necessary to record a student taking an unscheduled break on an IR unless you find the activity suspicious (e.g., frequent breaks or breaks in coordination with other students).

Test Observers and Visitors

Staff from the Michigan Department of Education, College Board, Educational Testing Service (ETS), or administrators from your district may visit your school the day of the test or in the weeks preceding it. Verify that visitors have government issued identification and a letter of authorization from College Board, ETS, or the Michigan Department of Education.

Authorized visitors, including assistants for students with approved accommodations, are the only visitors allowed in the testing rooms. There are no exceptions. Keep unauthorized individuals out of the sight and hearing of the students and away from secure testing materials until testing is complete. Limit access to the testing rooms and adjoining hallways.

Using the Irregularity Chart

The Irregularity Chart on page 35 in the Appendix lists the most common irregularities along with the procedures and actions you should use in response to them. Where the chart indicates the need for immediate action, respond right away. The chart also indicates when you should complete and submit an IR and when you should order makeup tests.

Use the IR to record an irregularity, including:

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

Make sure reports are complete and explicit. Fill out just 1 form for each issue, even if it affects more than 1 student (such as mistiming).

Irregularities filed by proctors must be countersigned by the test coordinator, who should add any useful information. Tell students a report will be submitted, but inform them that if they feel they were affected, they can call to file a complaint no later than the fourth weekday after test day.

Standard SAT Script

The scripts in this section are for testing in the standard rooms using the test books with purple covers. Uniform testing conditions depend on your reading the script exactly as detailed in this section.

Read scripts in shaded areas aloud exactly as written.

- Before admitting students, supply the appropriate information where a blank line "_____" appears in the text.
- Read slowly enough to give students time to fill in their information.
- Pause where you see *[pause]* in the script to allow students time to follow instructions.
- Text that appears outside of the shaded areas is intended for proctors and should not be read aloud.
- When you see multiple choices with lettered options (e.g., A and B), read the prompts silently before choosing which script(s) to read to students.
- Answer student questions only about procedure, not about test content.
- Repeat parts of the script if requested to do so.

Begin the Test Here

Before starting the test, check the roster for students who need translated directions and/or word-to-word dictionaries, and distribute them to those students.

At all administrations, say:

Good morning. As you know, you're here to take the SAT. Congratulations on taking this important step toward your college and career goals.

Before we begin the test, I am going to read some instructions. This should take about 20 minutes. Please listen carefully and raise your hand if you have any questions. Remember, my role is to make sure you have the best opportunity to demonstrate your skills and knowledge.

If you are using printed directions, open the booklet now to follow along as I give instructions.

Explain Testing Rules and Consequences

Continue by saying:

College Board SAT terms and conditions include rules and policies to make sure all students have a fair and equal test experience. Everyone in this room today is responsible for helping make that happen. If anyone disturbs others or tries to gain an unfair advantage, I'll ask them to leave the room and their scores will be invalidated. They may also be prevented from taking other College Board tests in the future.

List examples of misconduct by saying:

Here are some examples of unfair advantages:

- Giving or receiving help of any kind
- Looking through the test book before time starts
- Looking at any section other than the one we're currently on
- Marking or changing answers after time is called
- Attempting to remove test materials from the testing room
- Possessing a mobile phone or any other unauthorized testing aid either during testing or during breaks
- Possessing an answer key or sharing answers with anyone during or after the test
- Going to a locker or leaving the building during the test
- Attempting to take the test for someone else
- Eating or drinking during testing without an approved accommodation to do so
- Causing a disturbance
- Failing to follow testing procedures

These policies help make sure your testing experience today is fair, and that you can focus on your own test without distractions.

Confirm Prohibited Devices Are Powered Off

Collection of personal belongings:
Most schools will be collecting students' phones, electronic devices, and/or backpacks. Read script **A** *if this is the case in your school. Read script* **B** *if your school does not allow collection of students' belongings.*
READ ONLY ONE OPTION

A If your school is collecting personal belongings, say:

By this time you should have turned in all phones and any other electronic devices. If anyone still has an electronic device of any kind, including a smartwatch or fitness tracker, please disable any alarms, power it off, and turn it in to me now, and it will be returned to you at the end of the test. *[pause]*

B If your school does not allow collection of personal belongings, say:

At this time, if you have a phone or any other electronic device in your possession, including a smartwatch or fitness tracker, you must disable any alarms, completely power it off, and put it in a bag or backpack to the side of the room until the test is over. If you need a plastic bag to store your phone in, raise your hand and I will give one to you. *[pause]*

Allow time for students to turn in or put away any of these devices.

To all students, say:

Any electronic device that is not turned off and put away may be collected and its contents inspected as part of a thorough investigation. If you are seen with a device or your device makes a noise or creates a disturbance while in your possession, I will have to dismiss you from testing. From this point on, I will dismiss any student that I see with a phone, smartwatch, or other electronic device.

Prepare Desks for Testing

Now say:

Thank you for paying attention to these instructions. Now, you'll clear your desks for testing.

- Remove everything from your desk except your Number 2 pencils with erasers, acceptable calculators, including any backup calculators, and printed instructions or word-to-word dictionary, if you are using one.
- If you brought extra batteries, drinks, or snacks, put them on the floor under your desk.
- If you have any bags or backpacks remaining at your desk, close them and put them to the side of the room until testing is over. *[pause]*

Check Items on Student Desks

Once desks are cleared of prohibited items, say:

I will take a moment now to look around and make sure you're all using acceptable calculators.

Walk around the room to make sure no one has the following unauthorized materials or aids on their desk (unless approved by College Board for use on a test as an accommodation):

- Mobile phones, smartwatches, fitness trackers, or other wearable technology (simple nondigital watches are acceptable)
- Audio players, recorders, tablets, laptops, notebooks, Bluetooth devices (e.g., wireless earbuds/headphones), or any other personal computing devices
- Separate timers of any type
- Cameras or any other photographic equipment
- Pens, highlighters, or mechanical or colored pencils
- Books or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Weapons or firearms
- Papers of any kind, including scratch paper
- Earplugs
- Unacceptable calculators that have QWERTY (computer-like) keypads, use paper tape, make noise, or use a power cord

If unauthorized devices or aids are visible, have students remove them from their desks. If any students have mechanical pencils, give them No. 2 pencils to use instead.

Then say:

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

Make sure that students have put their calculators under their desks and that any phones, smartwatches, or other prohibited devices have either been collected or placed in a bag to the side of the room, not in a pocket or a desk.

Distribute Answer Sheets

Distribute the answer sheets. If your school held a preadministration session, make sure that each student receives their own answer sheet with identifying information complete. Give any students who did not participate in a preadministration session their prelabeled answer sheet. If you do not have a prelabeled answer sheet for a student testing in your room, provide them with a blank answer sheet.

After distributing answer sheets, say:

These are the answer sheets that you will use to mark your answers on the test. If you're using a large-print answer sheet, read the directions on the front page for how to mark your answers. Your page numbers will be different from those I announce, but the field numbers will be the same as the field numbers I give for everyone. You'll mark the squares with an X instead of filling in bubbles.

Please check to make sure all information on your label is correct. Raise your hand if you have the wrong answer sheet or the information on your label is incorrect.

The remaining scripts in this section are intended to ensure that every student takes the test with an answer sheet that gives their correct information. If all students in the room have correct answer sheets populated during a preadministration session, proceed to Distribute Test Books on page 20.

Otherwise, if there are students in the room who have the wrong answer sheet, try to resolve the discrepancy. If you can't, or if a student has an incorrect name on their answer sheet, give them a blank answer sheet.

Note any discrepancies, including answer sheets with no pre-ID labels, on your roster.

To all students, say:

If your answer sheet has your correct name and other information filled out on it, please sit quietly for a few minutes while I direct other students to fill out required fields on their answer sheets.

Next, say:

If field 1 is blank, fill in your legal last name, first name, and middle initial (if you have one). Include spaces, hyphens, or apostrophes if these are part of your name. Print the letters in all caps in the boxes, then fill in the corresponding bubbles. Make sure each mark is dark and completely fills the bubble. Look up when you're done. *[pause]*

For field 2, say:

If you need to complete field 2, and you attend this school, print our 6-digit school code _____ in field 2 and fill in the corresponding bubbles. Look up when you're done.

If you are homeschooled, raise your hand. I will come over to give you the correct code to enter in field 2. *[pause]*

Homeschooled students should enter the code "970000" in field 2.

For fields 3 and 4, say:

If you need to complete fields 3 and 4 and you attend this school, fill in the bubble for "Yes" in field 3 and print our school's name, city, and state in field 4. If you are homeschooled, fillin the bubble for "No, I am homeschooled," and leave field 4 blank. Raise your hand if you aren't sure what to fill in. *[pause]*

For field 5, say:

In field 5, print and bubble the 10-digit state student ID number, your UIC, from the uppermost left corner of the label on the front of your answer sheet, starting with the first column to the left. If you don't have a label, leave field 5 blank. Look up when you're done. *[pause]*

For students who don't have pre-ID labels, work with the test coordinator to complete this field on the student's behalf after testing.

For field 6, say:

If field 6 is blank, fill in the bubble for your current grade. *[pause]*

For field 7, say:

If field 7 is blank, fill in all 3 parts of your date of birth. Any 2-digit fields need to start with a zero if the number is less than 10. Fill in only the last 2 digits of the year you were born. Raise your hand if you have any questions. *[pause]*

For field 8, say:

If field 8 is blank, mark the correct bubble. *[pause]*

For field 9, say:

If field 9 is blank, bubble in "SAT with Essay" now. *[pause]*

Before distributing test books, say:

If you have other fields to complete in the nontest part of your answer sheet, you'll have a chance to complete them after the test is over.

Distribute Test Books

IMPORTANT: *Place the Essay books aside in a location where students can't access them. (These will be distributed after test books are collected as prompted in the Essay script.)*

Now say:

I will now distribute your test books. Do not open them until I tell you to.

Give each student the appropriate test materials in serial-number order.

Continue by saying:

When you get the test book, turn it over and print your last name, first name, and middle initial, if you have one.

Then print this school's code _____ and name _____, and this room's testing room code (or name) _____, which I've posted for you. *[pause]*

Check that students have filled in these fields, including testing room code (or name), on their test books.

Then say:

Now read the back cover. It has important information about marking answers and scoring. When you have finished reading, please look up. *[pause]*

Are there any questions about what you just read? *[pause]*

Give additional instructions for marking answers by saying:

It's important that you follow the directions for marking your answers so your answer sheet can be scored. I'm going to emphasize the most important points to make sure they're clear. Please listen carefully.

- Mark all of your answers on the answer sheet. You may use your test book for scratch work, but only answers marked on the answer sheet can be scored, unless you have College Board approval to mark them in the test book.
- After time has been called, you may not transfer answers from your test book to your answer sheet or fill in bubbles.
- Make sure you use a Number 2 pencil. Don't use a pen, a colored pencil, or a mechanical pencil.
- Mark 1 answer for each question and fill in the bubbles on the answer sheet darkly and completely.
- Don't make any marks on your answer sheet other than your answers. Stray marks on your answer sheet will interfere with scoring.
- If you erase, do so completely. Incomplete erasures may be scored as intended answers.

IMPORTANT: *Read the following script quietly* **only** *to students who are approved to record their answers in their test book.*

To students who are approved to record their answers in their test book, say:

If you've been approved to record your answers in the test book, circle the letter of your chosen answer in your test book. Only circle 1 answer for each question. If you change your mind, erase as completely as you can.

Complete Test Information on the Answer Sheets

For field 9, Test Type, say:

In field 9, bubble in the test you're taking today, which I have posted on the board. Raise your hand if you aren't sure which test to bubble in.

IMPORTANT: *For the next set of instructions, students must correctly copy codes from their test materials onto the back of their answer sheets (fields A–C as prompted in the scripts); without this information, their answer sheets cannot be scored.*

For field A, Form Code, say:

Find field A on the back of your answer sheet (or page 16 of your large-print answer sheet). Find the Form Code on the back of your test book. Copy the Form Code exactly as it appears on your test into field A on your answer sheet, and fill in the appropriate bubbles. Please look up when you are finished. *[pause]*

For field B, Test ID, say:

For field B, find the Test ID on the back of your test book. Copy the Test ID exactly as it appears on your test book into field B on your answer sheet, and fill in the appropriate bubbles. Please look up when you are finished. *[pause]*

For field C, Test Book Serial Number, say:

For field C, look at the front cover of your test book. Find the number in the upper right corner labeled Test Book Serial Number. Enter your serial number into field C on your answer sheet and fill in the corresponding bubbles. *[pause]*

Check that students are filling in the correct codes.

After students have completed fields A–C, say:

To prevent problems with getting your scores, check the Form Code, Test ID, and Test Book Serial Number fields to make sure you entered them correctly.

If your school is not using testing room codes, instruct students to leave field D blank.

If your school is using testing room codes, say:

In field D on your answer sheet, fill in the 3-digit testing room code, _____, which I have posted for you. *[pause]*

Final Points Before Testing

To all students, say:

You'll begin the test in just a few minutes, after I read a few final instructions.

During testing, keep your answer sheet and test book flat on your desk. If you find something wrong with your answer sheet or test book, such as a missing page, or if you realize that you have been writing answers in the wrong section of your answer sheet, raise your hand.

Answer sheets and test books must never be removed from the testing room.

The test is timed by section. You'll have breaks during the test when you can leave this room to have a snack or use the restroom.

Continue by saying:

I'll also walk around the room every now and then to make sure everyone is working on the correct section. For the SAT, you can only work on 1 section at a time. You are not allowed to move to the next section until you're told to do so. This may be different from what you're used to, so make sure not to move ahead or look back to a different section, even if you finish the current section early.

Remember to do your best and provide an answer for every question, even if you're not sure of the correct answer. You won't lose points for incorrect answers.

Once the test has ended, please stay seated and don't leave the room until I dismiss you. If you have any questions you may ask them now. *[pause]*

Read the Timed Sections

SECTION 1: Reading Test

STANDARD TIME
65 MINUTES

IMPORTANT: *Do not admit any students who arrive at this point. Send these students to the test coordinator.*

When everyone is ready, say:

We'll start testing with Section 1, the Reading Test. Once we begin, you'll have 65 minutes to work on Section 1. We'll have a short break after the section is over. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left.

Please open your answer sheet to Section 1. *[pause]* Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 1 of the answer sheet and check that your answers are in the right spaces for each numbered question. If you skip a question to come back to it later, make sure you leave that line blank on the answer sheet. If you change your response, erase it as completely as possible.

If you finish before I call time, you may check your work in this section, but you may not go to any other section of the test. You won't lose points for incorrect answers, so try to answer every question, even if you're not sure of the correct answer.

Now, open your test book to Section 1. *[pause]* Read the directions and begin work. Good luck, everyone.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

65 MINUTES STANDARD TIME

START TIME _____ **STOP TIME** _____

While students are testing, do the following:

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct section.
- Complete the seating chart on the back of this manual to indicate the distribution of test books.

After 30 minutes, say:

You have 35 minutes remaining in Section 1.

After 60 minutes, say:

You have 5 minutes remaining in Section 1.

After exactly 65 minutes, say:

Stop work and put your pencil down. *[pause]*

To all students, say:

Place your answer sheet on the page in your test book where you stopped working. Close your test book and leave it on your desk.

For the break, say:

We'll stop now for a 10-minute break. Please listen carefully to these rules:

- Don't discuss the test questions with anyone or use any kind of electronic device during this break or any other break during the test.
- If you need to leave the room, only go to designated areas, the hallway, or the restroom.
- If you brought a snack, you may eat it in designated areas only.
- Please be considerate of students working in other rooms and don't talk in the hallway.

We'll start testing again in exactly 10 minutes.

Break Between Sections

10-MINUTE BREAK

- Post the break time of 10 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed and that answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. Don't open any section of the test until I tell you to.

Certification Statement

Before beginning Section 2, students must complete and sign the Certification Statement. Students whose disabilities prevent them from writing the statement should leave it blank. However, they should be encouraged to sign their names.

When everyone is ready, say:

When you submit your answer sheet, you are agreeing that you will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including but not limited to email, text messages, or the internet. These conditions are in place to make sure all students have a fair and equal test experience. The conditions are spelled out in the *SAT School Day Student Guide* available to all SAT School Day testers and online at **sat.org**.

Take out your answer sheet, but leave your test book closed. Turn to the back of your answer sheet, and find the Certification Statement field. After reading the paragraph of terms at the bottom, copy the statement in your usual handwriting style—print or cursive is fine. Then sign your full name as you would on an official document. Next to your signature, enter today's date. Look up when you're done. *[pause]*

Walk around the room and ensure that all students are writing the Certification Statement.

SECTION 2:
Writing and Language Test

STANDARD TIME
35 Minutes

When everyone is ready, say:

We'll continue testing with Section 2, the Writing and Language Test. Once we begin, you'll have 35 minutes to work on Section 2. I'll post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left.

Find Section 2 on your answer sheet. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 2 of the answer sheet and check that your answers are in the right spaces for each numbered question.

If you finish before I call time, you may check your work in this section, but you may not go to any other section of the test.

Now, open your test book to Section 2. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

35 MINUTES STANDARD TIME

START TIME _____ **STOP TIME** _____

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct section.

After 15 minutes, say:

You have 20 minutes remaining in Section 2.

After 30 minutes, say:

You have 5 minutes remaining in Section 2.

After exactly 35 minutes, say:

Stop work and put your pencil down. *[pause]*

To all students, say:

Place your answer sheet on the page in your test book where you stopped working. Close your test book and leave it on your desk.

SECTION 3:
Math Test – No Calculator

STANDARD TIME
25 Minutes

IMPORTANT: *If a student is approved to use a 4-function calculator on this section as an accommodation, confirm it isn't a scientific or graphing calculator. (Percentage and square root functions are permitted.)*

When everyone is ready, say:

We'll continue testing with Section 3, the Math Test without Calculator. Once we begin, you'll have 25 minutes to work on Section 3. We'll have a short break after the section is over. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left.

To all students, say:

Find Section 3 on your answer sheet. Don't start work until I tell you to. Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 3 of the answer sheet and check that your answers are in the right spaces for each numbered question.

Most questions are multiple choice, but the last few questions are student-produced responses. Directions for filling in your answers to these questions are in your test book. You'll never need more than 4 spaces to record your answer, although some answers might not use all 4 spaces.

If any students in the room are approved to record answers in the test book, quietly remind them to circle their final answers for the student-produced responses.

To all students, say:

Although this is a math section, you're not allowed to use a calculator on this portion of the test. Please keep your calculator under your desk unless you are approved to use a 4-function calculator as an accommodation.

If you finish before I call time, you may check your work on this section, but you may not go to any other section of the test.

Now, open your test book to Section 3. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

25 MINUTES STANDARD TIME

START TIME _____ **STOP TIME** _____

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct section and no calculators are on desks (unless a student has an accommodation to use a calculator).

After 10 minutes, say:

You have 15 minutes remaining in Section 3.

After 20 minutes, say:

You have 5 minutes remaining in Section 3.

After exactly 25 minutes, say:

Stop work and put your pencil down. *[pause]*

To all students, say:

Place your answer sheet on the page in your test book where you stopped working. Close your test book and leave it on your desk.

For the break, say:

We will stop now for a 5-minute break. For the break, if you brought a snack, you may eat it in designated areas only. As before, if you need to leave the room, don't go anywhere other than designated areas, the hallway, or the restroom. Don't talk in the hallway, discuss the test questions with anyone, or use any type of electronic device during the break.

We'll start testing again in exactly 5 minutes.

Break Between Sections

5-MINUTE BREAK

- Post the break time of 5 minutes and the time testing will resume.
- Walk around the room to check that all test books are closed and that answer sheets are inside the test books.

At the end of the break, say:

Please take your seat. Don't open any section of the test until I tell you to.

SECTION 4: Math Test – Calculator

STANDARD TIME

55 MINUTES

If your school is providing calculators to students, distribute them now.

When students are ready, say:

We'll continue testing with Section 4, the Math Test with Calculator. Once we begin, you'll have 55 minutes to work on Section 4. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left.

To all students, say:

You may use a calculator for this section. If you have a calculator, please remove any cover and put the calculator on your desk now. Keep the calculator cover on the floor under your desk during testing. *[pause]*

Even though you're allowed to use a calculator for this section, all the questions can be answered without a calculator. If you use a calculator, remember to follow these guidelines:

- Keep your calculator flat on your desk or hold it so that other students can't view your work.
- Do not share or exchange your calculator.
- If you have a backup calculator or batteries, keep them on the floor under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I'll come over to assist you. If you do not have a backup, continue the test and do the best you can.

Find Section 4 on your answer sheet. Don't start work until I tell you to. *[pause]* Keep your answer sheet and test book flat on your desk. Be sure to mark your answers in Section 4 of the answer sheet and check that your answers are in the right spaces for each numbered question.

Most questions are multiple choice, but the last few questions are student-produced responses. Fill these out just like you did with the last section.

If any students in the room are approved to record answers in the test book, quietly remind them to circle their final answers for the student-produced responses.

To all students, say:

If you finish before I call time, you may check your work in this section, but you may not go to any other section of the test.

Now, open your test book to Section 4. *[pause]* Read the directions and begin work.

To begin the test, say:

Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

55 MINUTES STANDARD TIME

START TIME _____ **STOP TIME** _____

- Post the start and stop times.
- Walk around the room to check that everyone is working on the correct section.

After 25 minutes, say:

You have 30 minutes remaining in Section 4.

After 50 minutes, say:

You have 5 minutes remaining in Section 4.

After exactly 55 minutes, say:

Stop work and put your pencil down. *[pause]*

To all students, say:

Close your answer sheet so that page 1 is on top. Close your test book.

Now say:

Before I collect your test materials, please turn over your answer sheet (or turn to page 16 if you're using a large-print answer sheet) and check that you have filled in the Form Code in field A. This Form Code is required for scoring your test. *[pause]*

Check that you have also completed fields B through D. Please raise your hand if you need help completing any fields. *[pause]*

Collect each test book from each student in the same order that they were distributed. Count the books to ensure you have the correct number before beginning the next section. Place the test books where students can't access them.

Break Between Sections

Do not distribute Essay books until after all test books are collected and accounted for and you have begun the script for the Essay.

IMPORTANT: *For students taking the SAT with Essay in 1 day, your school may choose to give students up to a 30-minute lunch break after Section 4, instead of the standard 2-minute break. Whether or not you collect answer sheets, all test materials must be left in the testing room during the lunch break, and each testing room must be watched by the proctor or another member of the testing staff to ensure all testing materials are secure. If you are unsure of your school's policy, make sure to confirm with your test coordinator before test day. Refer to Plan for Pre-Essay Lunch Break on page 10 for more information.*

After collecting and counting test books, say:

Place your calculator under your desk. We'll take a break now to stretch for 2 minutes. You may not leave the room or discuss test questions.

2-MINUTE BREAK

Post the break time of 2 minutes and the time testing will resume.

At the end of the break, say:

Please take your seat. *[pause]*

The Essay

STANDARD TIME
50 Minutes

To all students, say:

I'll now give an Essay book to each of you. Don't open your Essay book until I tell you to do so.

Hand an Essay book to each student. If a student is approved to use a large-print test book, give them the appropriate large-print Essay book. Record the number of Essay books distributed for later reporting on the Testing Room Materials Report form.

Before reading the next script, fill in the school and room information to give to students.

Continue by saying:

When you receive your Essay book, turn it over and print your last name, first name, and middle initial, if you have one. Then print this school's code _____ and name _____, and this room's testing room code (or name) _____, which I've posted for you.

Next, say:

Now, open your answer sheet to page 6. If you're using a large-print answer sheet, open to page 30. On the back of your Essay book, find the Essay Code. Copy the Essay Code into the field on your answer sheet exactly as it appears on the back of your Essay book and fill in the corresponding bubble. This field must be correctly filled in, or your essay might not be scored.

Check that students have filled in the Essay Code.

IMPORTANT: *Students must write their essays on their answer sheets. They may not use scratch paper.*

When all students have an Essay book, say:

Now I'm going to give you a few instructions to help you make sure your essay is scored accurately.

- Use the unlined planning page to take notes and plan your essay. Nothing you write on the unlined page will be scored.
- When you're ready, start writing your essay on the first lined page, which says "Begin Your Essay Here." Write your essay on these lined pages and within the marked margins.
- Use a Number 2 pencil. If you do not use a pencil, or if you leave the pages blank, you will receive an Essay score of zero.
- Your essay must fit within the pages provided. Don't write anything past the word "STOP" on the last lined page, because anything written past that point will not be scored.

Time the Essay Section

To begin the Essay, say:

We'll now move on to the Essay. Once we begin, you'll have 50 minutes to work on the Essay section. I will post the start and stop times, and I'll let you know when we're about halfway through the section and when 5 minutes are left. Keep your answer sheet and Essay book flat on your desk.

Please do not sign your essay or add your name to it (as in "By Jane Doe"). Doing so could delay your essay score.

Now read the directions, then turn to the Essay question and begin work. Time starts now.

RECORD START AND STOP TIMES HERE — POST FOR STUDENTS

50 MINUTES

START TIME _____ **STOP TIME** _____

Use this time to confirm you have a serialized test book for each student and to record the number of Essay books distributed on the Testing Room Materials Report form. (Essay books aren't serialized.)

After 25 minutes, say:

You have 25 minutes remaining in the Essay section.

After 45 minutes, say:

You have 5 minutes remaining in the Essay section.

After exactly 50 minutes, say:

Stop work and put your pencil down. *[pause]* Close your answer sheet and your Essay book. Place your answer sheet faceup next to your Essay book.

To all students, say:

Congratulations, you have finished the test. Please sit quietly while I collect your Essay books.

Collect an Essay book from each student. Count them to make sure you have accounted for all books distributed to your room, and place them where students can't access them.

IMPORTANT: *Testing is now complete. Proceed to After the Test to collect test materials and dismiss students.*

After the Test

To all students, say:

Congratulations, you have finished the test.

To all students, say:

Now listen to this important information. If you wish to cancel your scores before you leave, ask me for a Request to Cancel Test Scores form, which you must complete and return to me before you leave the room.

To cancel your scores later, you must notify College Board in writing no later than 11:59 p.m. Eastern Time on the fourth weekday from today.

Send your signed cancellation request by overnight mail or fax. You cannot cancel your scores with an email or phone call.

If you cancel your scores, they will still be sent to the state, but they will not be sent to your chosen colleges or scholarship organizations or be available in the College Board reporting system.

Collect Test Materials

TASKS

Collecting Test Books and Other Materials

Collect all remaining test materials except for answer sheets, including any translated instructions, at this time. Also collect any school-provided calculators or word-to-word dictionaries.

Place materials where students cannot access them.

Before Collecting Answer Sheets

Read this script to determine if any students need to complete nontest information on their answer sheets.

To all students, say:

If you still have nontest information to fill out on your answer sheet, including any new score report requests that you want to make in field 15, where you can choose which colleges or scholarship programs you want to receive your scores, please open your answer sheet to page 2. Score report requests you make now will be free of charge. Sit quietly and do not write anything on the answer sheet while I dismiss other students. In a few minutes I'll help you complete your answer sheets.

If you have already completed all the nontest information on your answer sheet, leave your answer sheet faceup on your desk.

For students who have completed nontest information on the answer sheets, proceed to Collect Answer Sheets on page 29. When you have dismissed these students, return to Completing the Answer Sheets that follows for any students remaining. **Students without consent can update their score sends in field 15, but should not answer any other questions on the answer sheet.**

Completing the Answer Sheets

Distribute a copy of the *Student Answer Sheet Instructions* to students remaining in the room for completing the nontest information on their answer sheets.

To all students, say:

Follow along in the *Student Answer Sheet Instructions* booklet as I read instructions to you.

For fields 10–14, say:

Turn to page 2, and fill in your address in fields 10 through 13 of your answer sheet. These fields are optional but recommended. Leave field 14 blank. Raise your hand if you have any questions. Look up when you're done. *[pause]*

Students using large-print instructions may need your help with the list for field 15.

For field 15, say:

Find field 15 on page 2 of your answer sheet. When you take the SAT as a part of SAT School Day, you're entitled to send your scores to as many as 4 colleges or scholarship programs. If you complete this optional section, your scores will be sent free of charge. You can also send scores later for a small fee. Colleges and universities are always eager to get scores from students, even if you're not ready to apply.

Find the Score Reporting Code List in your *Student Answer Sheet Instructions* booklet. Use this list to find the 4-digit number for the schools or scholarship programs you want to send your scores to. U.S. colleges and universities are listed first in alphabetical order by state. Institutions in U.S. territories come next, followed by international ones. The final list in this booklet

shows scholarship programs listed by state or country, in alphabetical order.

For each place you want to send scores to, copy the 4 digits in the boxes and fill in the corresponding bubbles. Let me know if you have any questions.

Look up when you're done. *[pause]*

IMPORTANT: *If you have students who only asked to change their score reports, you can dismiss them while others are completing the additional fields.*

Now say:

If you have not provided the school with parental permission to complete the optional questionnaire or if you have completed the optional questionnaire online, close the *Student Answer Sheet Instructions* and your answer sheet, and place the answer sheet faceup on your desk.

Read the remaining scripts below if you have students who need to complete fields 16–39 **and you have verification of consent to complete the optional questionnaire**. After reading these scripts, you may turn to Collect Answer Sheets on page 29 to dismiss students who don't need to complete these fields.

To students remaining in the room, say:

I'll now help students start completing the rest of the answer sheet, and while they're working, I'll dismiss anyone who is finished.

For field 16, say:

Turn to page 3. Follow the directions in your booklet to fill in field 16 and indicate whether or not you'd like to opt in. Raise your hand if you have questions. *[pause]*

For field 17, say:

If you'd like to get information from College Board by email, including information about your scores once they become available online, write in your email address and fill in the corresponding bubbles in field 17. This is on page 6 if you're using a large-print answer sheet. Indicate at the top of the field whether this is your own or a parent or guardian's address. If you give your own email address and opted in to Student Search Service in field 16, you may also get information from colleges sent to you. *[pause]*

To all students, for field 18, say:

Field 18 asks for your U.S. mobile number. Only U.S. mobile numbers are accepted. This field is optional. If you agree to the terms printed on your answer sheet, enter your phone number. Please look up when you're done. *[pause]*

When everyone is ready, say:

Now we'll complete the rest of the nontest questions, which ask for more information about you, your educational background, experiences, and activities and interests.

You can read about the benefits of providing this optional information in your *Student Answer Sheet Instructions* booklet. It's important that you know College Board will be able to use this information and provide it to others for additional uses, such as research.

These fields are optional. If your parent or guardian has told you that you shouldn't complete any optional or voluntary information, please just sit quietly as we go through this activity. Do not complete any field that asks for information your parent or guardian has told you not to provide.

Instructions for how to complete these fields are provided in your *Student Answer Sheet Instructions* booklet starting on page 2. Follow the instructions to complete fields 19 through 22. Then turn to the inside back cover of your answer sheet (or page 8 in your large-print answer sheet) to complete fields 23 through 39. Raise your hand if you have any questions. *[pause]*

When you're finished, close your *Student Answer Sheet Instructions* booklet and place it next to your answer sheet on your desk. Place your answer sheet faceup on your desk. Please wait quietly while others finish.

When you're ready to dismiss students, continue with the instructions under Collect Answer Sheets.

Collect Answer Sheets

Collect an answer sheet (and *Student Answer Sheet Instructions* booklet, if applicable) from each student who is ready for dismissal—these students should have their answer sheets placed faceup on their desks.

For each student, before moving on to the next person, do the following:

- Make sure students have completed fields 1–9 on the front page of the answer sheet. For students with a pre-ID label, we recommend bubbling in all required fields; at a minimum, however, students must have bubbled in their name, date of birth, UIC, and Test Type on their answer sheet for data verification purposes. Also ensure the letters in field 1, Name, correspond to the filled bubbles in each column. If an answer sheet does not have a pre-ID label, tell your test coordinator that the answer sheet needs a locally printed pre-ID label. If there is a discrepancy, ask the student to show ID and explain the discrepancy. Document this on an IR.
- If there is a discrepency and you suspect impersonation, fill out an IR and note the student's name. Notify the test coordinator immediately.
- Flip the answer sheet over to make sure they completed the Form Code and other fields from the Complete on Test Day section, fields A–C. (For large-print answer sheets, these fields are on page 16.) These fields must be completed for a student's answer sheet to be scored.

Before Dismissing Students

Make sure answer sheets are not inserted in or between test books or Essay books.

Keep students seated until you're sure you have an answer sheet and the testing materials used by each student.

- Verify by count you have a multiple-choice test book, an Essay book, and answer sheet for each student being dismissed.
- Verify by serial number you have collected the test books assigned to your room.
- Ensure each answer sheet has a pre-ID label affixed for that student. Inform your test coordinator to locally print pre-ID labels for any student answer sheet without a label.
- If you have any students approved to write their answers in the test book, you must ensure their answer sheets include the students' personal and test information for fields 1–9 and A–C before dismissing students.
- Make sure you noted on your roster any students who had incorrect information on their pre-ID label. Your test coordinator will need to coordinate with the appropriate district personnel to update their records in the Michigan Student Data System.

After all materials are accounted for, say:

Remember, you should not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including email, text messages, or the internet.

In addition, you are not permitted to discuss or share today's Essay question until after scores are released.

Remind students of consequences by saying:

As I said at the beginning of the test, if a person violates any of these policies related to test security, their scores will be invalidated and they may be prevented from taking other College Board tests in the future.

Returning Collected Items:
If you have collected personal belongings from students, read script **A**. *If you have not collected any belongings, read script* **B**.
READ ONLY ONE OPTION

A To students whose belongings were collected, say:

This test administration is now over. As you prepare to leave, please come up and retrieve your personal belongings that I collected from you earlier. Once you have all your belongings, you may exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

B To students who have all their belongings, say:

The test administration is now over. Gather your belongings, and exit the room quietly. Please keep in mind that students in other rooms may still be testing. Congratulations again and thank you for your participation and for all of your hard work.

If all students have left the room: Continue with the tasks under After Students Leave the Room.

If students remain in the room: Return to Completing the Answer Sheets on page 27 to guide them in completing the nontest information on their answer sheets.

After Students Leave the Room

TASKS

- Complete and sign the Testing Room Materials Report form and seating chart.
- Describe any testing issues on the IR.
- If applicable, follow the instructions under Transcribe Student Responses for Scoring.
- Make sure your room roster identifies who was present or absent.
- Make sure to return all of the following materials to your test coordinator in an organized fashion:
  - ☐ Answer sheets
  - ☐ Test books (including any materials you transcribed student responses from, if applicable)
  - ☐ Essay books
  - ☐ Room roster
  - ☐ IRs, if any
  - ☐ Completed Testing Room Materials Report form
  - ☐ Any other materials provided to you by the test coordinator

Transcribe Student Responses for Scoring

A completed answer sheet (standard or large print) must be submitted for a student to receive a score report.

- If you have any students approved to write their answers in the test book, do the following:
  - On the front cover of the test book, write "Answers in book" and copy the litho code (8-digit serial number) from the shaded box on the bottom right corner of the answer sheet.
  - On the test book, make sure the student's name and 6-digit school (AI) code have been recorded.
  - Transfer responses from the test book to the regular answer sheet pages.
  - Clip transcribed answer sheets to the associated test books and deliver them to the test coordinator to return with the used accommodated answer sheets.
- Large-print answer sheets don't need to be transcribed and should be returned with used answer sheets.

Appendix

SAT Standard Section Timing Chart

START AND STOP TIMES FOR STANDARD SECTIONS *All times are "minutes after the hour."*

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

Acceptable Calculators

The following calculators are acceptable for use on the Math Test – Calculator. Only this test permits the use of a calculator (unless a student has an approved accommodation). This list doesn't include every calculator model. **Call Michigan School Day Support if you aren't sure about a calculator that's not on this list.**

- All scientific calculators, which can perform complex mathematical functions but don't have a graphing feature, are acceptable as long as they don't have any prohibited features given under Unacceptable Calculators.
- All 4-function calculators are acceptable but not recommended.

THE FOLLOWING GRAPHING 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
FX-CG-20 series
FX-CG-50
FX-CG-500 (Using the stylus is not permitted.)
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

SHARP

EL-5200
EL-9200 series
EL-9300 series
EL-9600 series (Using the stylus is not permitted.)
EL-9900 series

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-84 Plus CE-T
TI-84 Plus T
TI-84 Plus CE Python
TI-84 Plus CE-T Python Edition
TI-85
TI-86
TI-89
TI-89 Titanium
TI-Nspire
TI-Nspire CX
TI-Nspire CM-C
TI-Nspire CAS
TI-Nspire CX CAS
TI-Nspire CM-C CAS
TI-Nspire CX-C CAS
TI-Nspire CX II
TI-Nspire CX II-T
TI-Nspire CX II CAS
TI-Nspire CX II-T CAS
TI-Nspire CX II-C CAS

RADIOSHACK

EC-4033
EC-4034
EC-4037

OTHER

Datexx DS-883
Micronta
NumWorks
Smart²

Unacceptable Calculators

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

- Laptops or other computers, tablets, mobile phones, smartwatches, or wearable technology
- Models that can access the internet or have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type features
- Models that have a computer-style (QWERTY) keyboard, 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 isn't permitted. Some models with touchscreen capability are not permitted (e.g., Casio ClassPad).

Photo ID Requirements

Acceptable IDs

If you're asked to test students unfamiliar to you, they must present acceptable photo identification.

ID Requirements

Photo IDs aren't required for SAT School Day testing unless a student is unfamiliar to the testing staff.

To be acceptable, a photo ID must:

- Be a valid (unexpired) photo identification that is government issued or issued by the student's school. (A school ID from 2020-21 is valid through December 31, 2021, and is **not** acceptable for spring 2022 testing.)
- Be an original, physical document (not photocopied or electronic).
- Bear the student's full, legal name.
- Bear a photo that clearly matches the student's appearance. Black and white photos are acceptable.
- Be in good condition, with clearly legible English language text and a clearly visible photo.

Examples of Acceptable ID

- Government issued driver's license or non-driver ID card
- Official school-produced student ID card from the student's current school
- Government issued passport or U.S. Global Entry ID card
- Government issued military or national ID card
- SAT School Day Student ID form, available under Educator Downloads at **sat.org/school-day** (must be prepared by the student's school or signed by a notary if a student is homeschooled)

Unacceptable IDs

Types of Identification to Reject

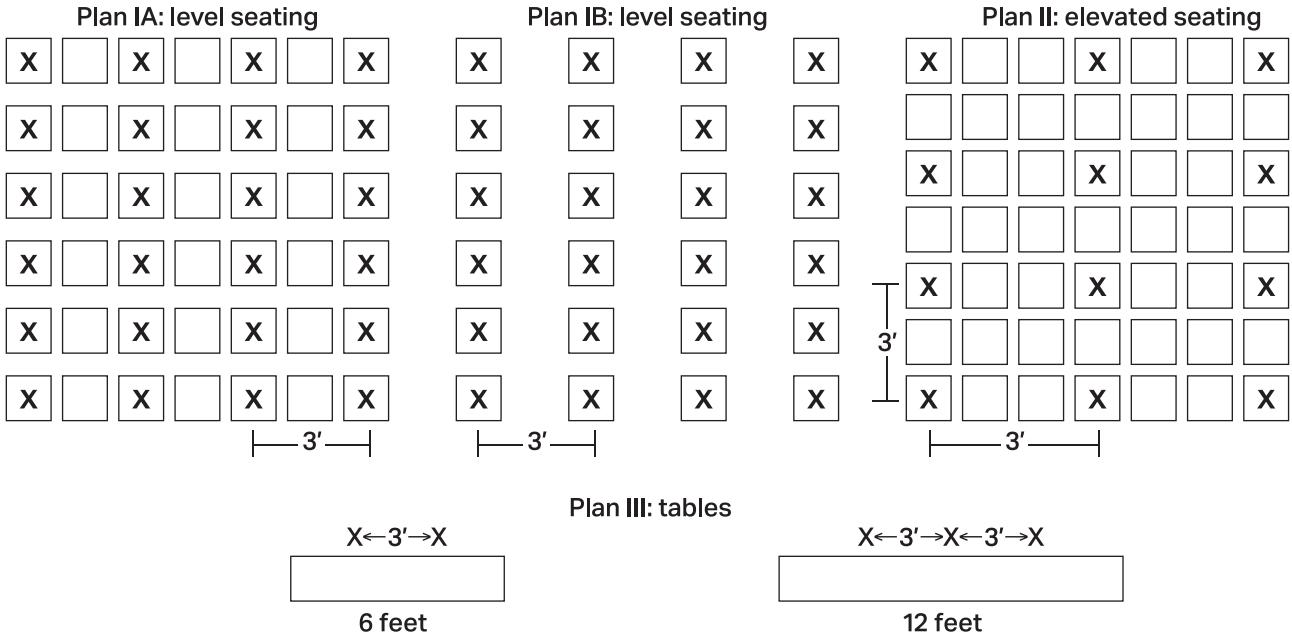
- Any document that doesn't meet the requirements
- Any document that is worn, torn, scuffed, scarred, or otherwise damaged
- An electronic document presented on a device
- Any document that appears tampered with or digitally altered
- Any document that bears a statement such as "not valid as identification"

Examples of Unacceptable ID

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

Sample Seating Plans

The following sample plans show how to configure seating in various situations.



Sample Standard Test Day Schedule

(Times are approximate.)

EXAMPLE OF A STANDARD TEST DAY SCHEDULE

Time	Task
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 Report forms.
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.

Time	Task
7:45–8 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).
8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
12:55 p.m.	Testing ends for standard timing.

Irregularity Chart

HOW TO HANDLE IRREGULARITIES

Irregularity	What you should do	How to fill out the IR
Test Site Issues		
Test site closing/ cancellation of testing Call Michigan School Day Support immediately.	In the event of a storm, power failure, or other emergency that requires cancellation before test day, your test coordinator will: ▪ Notify your principal or district. ▪ Notify campus/building security. ▪ Notify students of the cancellation. Don't attempt to use the test materials you have on-site. Secure them for earliest possible return. Order makeup materials as soon as possible.	Explain circumstances and impact of issue. Bubble Page 1, Section 6—"Disturbance/interruption." Include a list of students affected.
Suspension of testing due to active threat Contact law enforcement if warranted.	If faced with an active threat such as bomb threat, active shooter, any threatening behavior including those involving a firearm or weapon, or if student brings a firearm to a test site: ▪ Follow your school's procedures for lockdown or evacuation. ▪ Once the situation is safe, follow all procedures under "Interruption" to ensure student and staff safety and to secure materials. **Important:** Weapons don't include religious items (e.g., Kirpan) or small pocket knives or multi-tools.	Explain circumstances and impact of issue and section(s) affected. Bubble Page 1, Section 6—"Test site environment issue."
Interruption Call Michigan School Day Support if the interruption (e.g., fire alarm) can't be resolved.	▪ Provide clear instructions for student and staff safety. ▪ Direct students not to talk or use electronic devices. ▪ If possible while maintaining safety, collect test books and answer sheets, if necessary. Ensure that the room is locked if everyone must leave. ▪ Monitor students if they must leave the testing room. Keep them together in a group and don't allow them to go to their lockers. ▪ If you're able to resume testing, ensure materials and students were properly monitored, and continue testing where each room left off. Timing should be paused, and no extra time may be given. ▪ If testing must be canceled, your primary test date materials can't be kept or used for makeup testing (see "Test site closing/cancellation of testing"). The test coordinator must: – Order makeup materials immediately. – Securely store all primary test date test materials. As soon as possible, pack and return all primary test date test materials following the instructions in the *SAT School Day Coordinator Manual*. – Notify students they'll take a makeup test.	Note the source, length, and impact of the interruption and the section(s) affected. Bubble Page 1, Section 6—"Disturbance/interruption." Fill in the number of affected students in 6a and the testing room code in 6b. If the entire school is affected, note this in the Comments section; otherwise, if no testing room code is available, list the individual students and their answer sheet litho codes (8-digit serial numbers) in Section 11.

Irregularity	What you should do	How to fill out the IR
Incorrect, Missing, Damaged, or Defective Materials		
Materials missing or damaged before testing Call Michigan School Day Support immediately.	Notify your test coordinator. Report if any materials are missing or damaged; if you detect any loss, theft, or tampering; or if the serial numbers on the test books don't correspond with those on the shipping notice.	Bubble Page 1, Section 6—"Missing materials."
Missing materials during testing Call Michigan School Day Support immediately.	▪ Wait until a scheduled break or the end of the testing session to account for the missing materials. ▪ Don't allow any student to leave the testing room until materials are accounted for. ▪ If materials aren't located, put monitor in charge of the testing room and contact the test coordinator. **Test coordinator:** Follow instructions from Michigan School Day Support for ordering makeup materials.	Explain the circumstances fully. Bubble Page 1, Section 6—"Missing materials." Fill in the testing room code in Box 6b. In the Comments section, note the serial number of any missing test books.
Missing test book after testing Call Michigan School Day Support immediately.	If a test book is discovered missing after students have been dismissed, do not return any test materials until after you have spoken with a College Board representative.	Explain the circumstances fully. Bubble Page 1, Section 6—"Missing materials." Fill in the number of students affected in Section 6a, fill in the testing room code number in Section 6b, and list the affected student(s) on Page 4, Section 11.
Insufficient number of answer sheets Call Michigan School Day Support immediately.	If you don't have enough answer sheets for all students testing, call Michigan School Day Support immediately for instructions on how to proceed.	Bubble Page 2, Section 7b, Other Issue—"Other" and write "Insufficient answer sheets."
Defective answer sheet	▪ Replace defective answer sheet. Direct the student to print their name on the new answer sheet, then continue with the next question. – If testing time is lost because of defective answer sheet, allow the student to make up the time, and complete the demographic information, at the end of test administration. – **Important:** After testing is over, have the student completely grid their name (1), school information (2–4), student ID number (5) if available, grade level (6), date of birth (7), gender (8), test type (9), and fields A–D on the back of the answer sheet. Make sure these items are completed on both answer sheets, and clip both answer sheets together. – Return with other used answer sheets. ▪ If an extra answer sheet is not available, follow the procedures in this chart under "Insufficient number of answer sheets."	Describe the defect and note any loss of testing time. If time was made up, indicate when. Include the litho code (8-digit serial number) from the front of answer sheet. If a defective answer sheet has no student marks on it, attach it to the IR. Bubble Page 2, Section 7b, Defective Materials Issue—choose listed specific issue or choose "Other" and describe in the Comments section on Page 3. If there are 2 answer sheets with student marks on them, also bubble Page 2, Section 7b, Student Errors/Issue—"Student needed second answer sheet."

Irregularity	What you should do	How to fill out the IR
Defective test book or flash drive Call Michigan School Day Support immediately if the defect appears in several test books.	▪ Replace the defective book or flash drive if you have an extra with the same cover/packaging that doesn't have the same defect. If able to replace, direct the student to continue testing with original answer sheet. ▪ If the defective test book or flash drive causes a loss of testing time, allow the student to make up the time for that section at the end of test administration. ▪ If the test book or flash drive can't be replaced, dismiss the student and tell them they'll take a makeup test. Add this student to your list of makeups needed and order makeup testing materials. For students testing during the accommodated window, call the SSD office for guidance. ▪ On the front cover of the test book or flash drive packaging, print "Defective" and identify error, school code, and location and nature of defect.	Identify the student. Describe the defect. Note the loss of testing time. If the time was made up, indicate when and attach test book to the IR. Bubble Page 2, Section 7b, Defective Materials Issue—choose listed specific issue or choose "Other" and describe.
Pre-recorded audio (MP3) streaming issues If administration is compromised, call the SSD office immediately.	▪ Consult the troubleshooting instructions for MP3 streaming in the Coordinator Manual or Accommodated Testing Manual for more information. ▪ If issue causes a loss of testing time, allow student(s) to make up the time for that section if possible. If not possible, call the SSD office.	Note the impact of the issue and section(s) affected. Bubble Page 1, Section 6—"Defective/incorrect materials" (for a group). Bubble either Page 2, Section 7b, Defective Materials Issue—"Blank or defective MP3 audio or ATC test format," or Page 2, Section 7b, Defective Materials Issue—"Intermittent problems with MP3 audio or ATC test format," as appropriate (for an individual).
Security Violations/Student Misconduct		
Observed misconduct Call Michigan School Day Support immediately.	If you observe a student removing an answer sheet, test book, or parts of a test book; or attempting to impersonate another student: ▪ Note the student's name. Collect the test book and answer sheet, notify the test coordinator, and dismiss the student into their custody. Do not readmit the student to the testing room. ▪ If the student attempted to remove all or part of a test book, on the front of the test book, note the student's name and write "Attempted theft of test book." ▪ If pages are missing or damaged, indicate which pages on the IR. **Test coordinator:** Don't dismiss the student until you have called Michigan School Day Support.	Attach test book to IR. Provide the student's name. Bubble Page 2, Section 7b, Student Errors/Issue—"Student removed or attempted to remove test materials" or "Student impersonated another student." Note test book serial number and, if applicable, pages and sections.

Irregularity	What you should do	How to fill out the IR
Student leaves during test	▪ If a student is leaving due to illness, see the Irregularity Chart entry for "Illness." ▪ If a student is leaving to use the restroom, permit student to leave test room temporarily. Collect test book (confirm that it contains test content and no pages have been removed) and answer sheet. Return them when student reenters. Do not allow extra testing time. Recheck the ID of any student you don't know who left the room for a break. ▪ If a student is leaving for another reason, if warranted, collect test book and answer sheet and permit student to leave without completing test.	Attach test book to IR. Provide the student's name. Bubble Page 2, Section 7b, Student Error/Issue—"Student left early/ left without permission." Note test book serial number and, if applicable, pages and sections.
Test book misuse/ working on the wrong section	If a student 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: ▪ Ask the student to close test book or direct student to proper section of test book. Warn the student individually that a subsequent violation will be grounds for dismissal. (You don't need to complete an IR for a warning.) ▪ If behavior continues, collect the test book and answer sheet. Notify the coordinator and dismiss the student. Do not readmit the student to the testing room. ▪ Fill out an IR. ▪ Return answer sheets with other used answer sheets.	If you dismiss the student, note the section(s) affected, and attach the test book. Provide the student's name. Bubble Page 2, Section 7b, Student Errors/Issue—"Student worked after time called," or "Student worked on wrong section," or "Student obtained improper access to test/part of test." Note the duration of the violation, if applicable.
Use or possession of test content/ answers Call Michigan School Day Support.	If a student is observed accessing, distributing, or in possession of test content, including answer keys or images of test pages, at any time in the test site, including during breaks, collect as much evidence as possible: ▪ Collect the device, answer key, or other prohibited aid. ▪ Follow procedures to dismiss the student from the testing room: – Inform the student that you must write up the incident and that their scores will be invalidated. – Collect test book and answer sheet, and dismiss the student. Do not allow them back in the testing room. ▪ Before returning any devices to the student, the coordinator should: – Determine if images of test content were captured and/or distributed. – Take a photo of any applicable smartphone screen or recorded answer key to return with the IR. – After collecting evidence, ensure that any test content is deleted before the device is returned to the student. ▪ Don't return any written answer keys to student. Any written answer keys and/or images of answer keys should be sent to College Board for investigation.	Bubble Page 2, Section 7a, Action Taken—"Dismissed." Bubble Page 2, Section 7b, Student Errors/Issue—"Student gave or received help," or "Student used a phone or prohibited device, or it made noise." Mention any other relevant specifics, such as use of an answer key, in the Comments section on Page 3.

Irregularity	What you should do	How to fill out the IR
Noise or disturbances made by prohibited devices	Your action will depend on whose possession the device is in when it goes off. If a student's prohibited device produces noise or other disturbances while in their own possession: ▪ Follow the instructions in "Observed with prohibited devices." If a student's phone produces noise or other disturbances while in the proctor's possession or stored away from the student's desk: ▪ This shouldn't be considered grounds for immediate dismissal, as long as the device isn't under the desk or otherwise in the student's possession. ▪ The proctor should turn off the phone to prevent additional disturbances during testing. ▪ The proctor should warn the student who owns the phone that additional disturbances will result in dismissal. ▪ You don't need to report these actions on an IR.	An IR is not needed for an initial warning.
Observed with prohibited devices Approved medical devices such as insulin pumps (that are not connected to a mobile phone) are allowed.	If the student is observed with any prohibited electronic device in the testing room or during a break, whether or not they are using the device: ▪ Tell the student to hand it to you immediately. ▪ Inform the student that you must write up the incident, their scores will be invalidated, and the device will be returned. The student may be eligible for a makeup: – If the student used or accessed their phone or device, including in response to a noise or alarm, the student is **not** eligible for a makeup test. – If the phone or device made a noise but the student was not using or accessing the phone, submit a request for makeup materials. For makeup testing, plan to collect their phone or prohibit the student from bringing a phone into the testing room. ▪ If test content is detected on the device, follow instructions in this chart under "Use or possession of test content/answers" to collect and inspect any prohibited aids or electronic devices. ▪ Collect the test book and answer sheet and dismiss the student from testing. Don't readmit the student to the testing room. **Test coordinator:** If you suspect the device was used to share test information, immediately call Michigan School Day Support while the student is still present.	Note that the device made noise or was in use. Attach the test book to the IR. Provide the student's name. Bubble Page 2, Section 7a, Action Taken—"Dismissed"—and Did student complete testing?—"No." Bubble Page 2, Section 7b, Student Errors/Issue—"Student used a mobile phone or prohibited device, or it made noise." Indicate the type of prohibited aid used in the Comments section on Page 3.

Irregularity	What you should do	How to fill out the IR
Calculator misuse/ prohibited aids (Unless approved as an accommodation)	If a student is seen using a calculator on a noncalculator section or using more than 1 calculator (except in case of a malfunction) or using a prohibited aid (as listed in Prohibited Devices and Aids on page 14) either during the test or during breaks: ▪ Warn the student individually to stop use of the prohibited aid. ▪ Tell the student that a subsequent violation will be grounds for dismissal. (You don't need to complete an IR for a warning.) ▪ If the student continues, collect the test book and answer sheet and dismiss the student. ▪ On the front cover of the test book, note the student's name and write "Prohibited item." ▪ If the calculator or aid is on a mobile phone or other prohibited electronic device, dismiss the student, following procedures listed in this chart under "Observed with prohibited devices."	Attach the test book to the IR. Provide the student's name. Bubble in Page 2, Section 7a, Action Taken and "Did student complete testing?" as appropriate. Bubble Page 2, Section 7b, Student Errors/Issue—"Student used an unauthorized aid." Indicate the type of aid used in the Comments section on Page 3. For students using a calculator on a noncalculator section, bubble Page 2, Section 7b, Student Errors/ Issue—"Student used calculator on a noncalculator section."
Refusal to follow instructions If behavior is caused by an uncontrollable manifestation of a disability, call the SSD office for assistance.	If a student is observed disturbing others, refusing to follow instructions, giving or receiving help/ information, or discussing test or Essay questions: ▪ If the student is using an electronic device to share information or test content, follow instructions under "Use or possession of test content/answers" to collect and inspect any prohibited aids or electronic devices. ▪ Inform the student that you must write up the incident and that their scores may be invalidated. ▪ Collect the test book and answer sheet and, if possible, any information being shared and dismiss the student from testing. Do not readmit the student to the testing room. **Test coordinator:** Do not dismiss student until you have spoken to a College Board representative.	For copying and communications infractions, describe the incident. Note the type of infraction and explain the circumstances completely. Attach the test book to the IR. Bubble Page 2, Section 7a, Action Taken—"Dismissed"—and Did student complete testing?—"No." Bubble Page 2, Section 7b, Student Errors/Issue—"Student failed to follow test administration regulations" or "Student gave or received help."

Irregularity	What you should do	How to fill out the IR
Misadministration		
Seating requirements not followed	See Seating Requirements on page 4. If these regulations aren't followed, fill out the IR.	Bubble Page 1, Section 6—"Staff did not follow seating requirements." Fill in the testing room code in field 6b and list the affected students in the Comments section.
Accommodations given that were not approved (Including time and one-half support for EL students)	▪ Stop testing and collect the student's test materials and answer sheet. ▪ Advise the student that they received accommodations that were not approved and they will need to retake the test on the makeup date. ▪ Dismiss the student. ▪ The student is eligible for a makeup. – Add the student to your list of possible makeups needed and order makeup testing materials after consulting with the IEP team and the student's parents. – If you need to order materials after the makeup ordering deadline, call Michigan School Day Support immediately to request materials. – If the student is approved for accommodations that require testing during the accommodated window, contact the SSD office.	Provide the student's name. Note accommodation given and actions taken. Bubble Page 2, Section 7b, Test Delivery Issue—"Staff gave incorrect, unapproved, or no accommodations."
Approved accommodations not given	▪ Advise the student that their approved accommodations were inadvertently not provided. ▪ Offer the student the option to continue testing without the approved accommodations or to stop testing. ▪ If the student chooses to stop testing, collect the test materials and answer sheet and dismiss the student. Tell the student that the school will contact them about further testing options. ▪ The student may be eligible for a makeup. – Add the student to your list of possible makeups needed and, after consulting with the IEP team and the student's parents, order makeup testing materials. – If you need to order materials after the makeup ordering deadline, call Michigan School Day Support immediately to request materials. – If the student is approved for accommodations that are administered in the accommodated testing window, contact the SSD office.	Provide the student's name. Note accommodation not given and actions taken. On Page 2, Section 7a, Student Information, indicate whether student completed testing or not. Bubble Page 2, Section 7b, Test Delivery Issue—"Staff gave incorrect, unapproved, or no accommodations."

Irregularity	What you should do	How to fill out the IR
Disturbance or other distractions Call Michigan School Day Support if guidance is needed or the problem can't be resolved.	If possible, reduce or eliminate the source of disturbance (such as loud and incessant noise, excessive heat or cold, etc.) 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. ▪ Monitor students at all times inside and outside the testing room. Remind students that use of electronic devices and talking are not permitted. ▪ If evacuation is required, refer to "Interruption" earlier in this chart. ▪ Note stop time and inform students that the testing time will be adjusted. ▪ Once testing resumes, adjust testing time. ▪ Tell students to send a test day complaint email (address in the front of this manual) by the fourth weekday from the test date if they feel they were affected. ▪ If you were unable to resume testing, follow the instructions under "Interruption" earlier in this chart.	Note the length and impact of the disturbance. Bubble Page 1, Section 6—"Disturbance/interruption." Fill in the number of affected students in field 6a and the testing room code in field 6b. If no testing room code is available, list the individual students and their answer sheet litho codes. If testing room codes are not in use, list the affected students in the Comments section.
Undertiming Call Michigan School Day Support.	▪ If a section hasn't yet been completed, 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. Do not go back to any sections that have already been completed. ▪ Students may be eligible for makeup testing. If so, order makeup testing materials. If you need to order materials after the makeup ordering deadline, call Michigan School Day Support immediately to request materials.	Note the section(s) affected and length of timing discrepancy. Bubble Page 1, Section 6—"Undertiming" (for a group), or Page 2, Section 7b, Student Errors/Issue—"Test was undertimed" (for an individual).
Overtiming Call Michigan School Day Support.	**Proctor:** End the section that has been overtimed and notify the test coordinator. Proceed with the administration without adjusting any other sections. **Test coordinator:** Students may require makeup testing. If so, order makeup testing materials. If you need to order materials after the makeup ordering deadline, call Michigan School Day Support immediately to request materials.	Note the section(s) affected and length of timing discrepancy. Ensure the start and stop times are included. Bubble Page 1, Section 6—"Overtiming" (for a group); or Page 2, Section 7b, Student Errors/Issue—"Test was overtimed" (for an individual). Complete the Comments section and student information, and sign.
Testing staff issues If staff actions have potentially caused a misadministration, call Michigan School Day Support.	In the case of distracting behavior or incorrect directions, quietly point out the behavior and ask the staff member to correct it. **Test coordinator:** If the behavior persists or if incorrect materials are used during the administration, call Michigan School Day Support immediately.	Note the impact of the issue and the section(s) affected. Bubble Page 1, Section 6 (for a group) or Page 2, Section 7b—"Test delivery issue" (for individual irregularities)—choose correct issue from list. Complete the Comments section and student information, and sign.

Irregularity	What you should do	How to fill out the IR
Student Issues		
Student changing from standard to accommodated	The test coordinator may allow a student to change from standard to accommodated testing when they have confirmed the student's eligibility approval. The test coordinator will follow these steps as long as they have appropriate materials and enough staff and space available: ▪ Mark the student as moved on the standard room list. ▪ Add the student to the NAR and note their SSD number. ▪ Write a note for the student to present to the proctor of the room they're moving to, asking that they add them to their room roster. ▪ Provide the appropriate testing materials for the student.	No IR is needed.
Excessive breaks Call Michigan School Day Support if there is a security concern.	▪ Ask the student the reason for excessive breaks. (Is the student ill?) ▪ If the student is ill, follow the instructions in this chart under "Illness." ▪ Collect the test book and answer sheet (fan the test book to ensure test content has not been removed); return them when the student reenters. Do not allow extra time. ▪ Have the room or hall monitor check where the student is going during breaks.	Note the student's name. Bubble Page 2, Section 7b, Other Issue—"Other."
Illness	▪ Permit the student to leave the test room temporarily. Collect the test book (confirm it contains test content and no pages have been removed) and answer sheet; return them when the student reenters. Do not allow extra testing time. ▪ If the student is unable to continue, advise them of the cancellation policy. (The cancellation policies are given in the SAT script, just before dismissal of students.) If the student cancels their scores, you may order makeup testing materials, counting the student as an absentee. ▪ If an answer sheet becomes soiled due to illness or bleeding, inform the student that it can't 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. ▪ If illness results in a disturbance, see instructions for "Disturbance."	Note length of absence, the student name(s), and question(s) affected. Note whether answer sheets were discarded, the reason, and the serial number, if possible. Bubble Page 2, Section 7b, Student Errors/Issue—"Student became ill." (Also bubble Page 2, Section 7a, Did student complete testing?— "Yes" or "No.") You may also add a comment if the student plans to test on the makeup date.

Irregularity	What you should do	How to fill out the IR
Answers placed incorrectly on answer sheets	▪ Provide a new answer sheet if the student has misplaced answers on the answer sheet. No erasures or transfers are permitted. ▪ If no extra answer sheets are available, follow the procedures under "Insufficient number of answer sheets" earlier in this chart. ▪ Tell the student to print their name on the new answer sheet, then continue in the appropriate place. ▪ **Important:** After the test is over, have the student grid their name (1) and date of birth (7) and Form Code (A) on the back of the answer sheet. Make sure that both answer sheets have these items completed, and clip both answer sheets together. ▪ **Test coordinator:** – For standard test takers, pack these answer sheets, along with any other such ancillary materials, on top of the rest of the used answer sheets for standard test takers. – For students testing with accommodations, return these answer sheets in the white Accommodated Testing Envelope.	Provide the student's name on the IR. Bubble Page 2, Section 7b, Student Errors/Issue—"Student misplaced/misgridded answers" (1 answer sheet only), or "Student needed second answer sheet."
Answers written in test book, not on answer sheet Call Michigan School Day Support immediately. This irregularity does not apply to students with an approved accommodation that allows them to write answers in their test book.	▪ Notify the student that no credit is given for answers recorded in the test book, and no extra time is allowed to transcribe answers to the answer sheet. ▪ Monitor them to make sure they're not going back to add answers to sections that have concluded (see "Test book misuse/working on the wrong section"). ▪ Answers recorded in the test book may not be transferred to the answer sheet after the test by either the student or school personnel.	Note the reason why the student wrote the answers in the test book on the IR. Attach the test book to the IR. (No credit is given for answers recorded in the test book unless College Board has approved this accommodation.) Bubble Page 2, Section 7b, Student Errors/Issue—"Student recorded answers in book without approved accommodation."
Answer sheet left blank or completely erased	▪ Notify the student that you've observed this behavior. Indicate that if the behavior persists, you will report it. ▪ If the student is trying to erase all answers, tell them that the answer sheet will be scored unless they cancel the scores by the fourth weekday after the test. ▪ If the student wants to cancel the test, provide an SAT Request to Cancel Test Scores form and have the student complete and sign it. ▪ If the student continues to not mark any answers, collect the answer sheet and test book and dismiss the student from testing if they create a disturbance.	Explain the circumstances fully. Note the student's name. Bubble Page 2, Section 7b, Student Errors/Issue—"Student failed to follow test administration regulations."

Irregularity	What you should do	How to fill out the IR
Calculator malfunction	▪ Allow the student to replace batteries or try a backup calculator, if available. If the problem persists, the student should continue to test. Do not allow extra time. ▪ If the student decides to cancel, inform them that their scores will still be sent to the state but will not be sent by College Board to the student's chosen colleges or scholarship organizations. ▪ Provide an SAT Request to Cancel Test Scores form and have the student complete and sign it. The proctor must also sign.	Document the malfunction on the IR. Bubble Page 2, Section 7b, Student Errors/Issue—"Student had calculator malfunction."
Fields A–C on answer sheet incomplete	Locate the student's test materials and direct them to fill in the information for fields A (Form Code), B (Test ID), and C (Test Book Serial Number) on their answer sheets.	No IR is needed.
Test question ambiguity	Direct the student to give the best possible answer. Tell the student a report will be submitted. If the student expresses concern after the test date, tell them to report the test form, test section, content of question, and nature of the error as soon as possible to **satquestion@collegeboard.org**.	Indicate name and address of student who reported ambiguity or error, Form Code, section, and test question number. Bubble Page 2, Section 8—choose correct issue and provide listed student information. Fill in Section 9, Comments.

Notes

CollegeBoard SAT®

Testing Room Materials Report for SAT® School Day Testing

Directions for Test Coordinator:

- Before issuing materials to the proctor, fill in section 1 and sections 2 and 3 in Part A.
- If necessary, remove the completed form from the back of the manual when the proctor returns it to you.
- Enclose all copies of this form in the Gray-Bordered Envelope and return with used answer sheets.

Directions for Proctor:

- Complete the seating chart on the back of this form in Part B to record how test books were distributed in the room.
- At the end of testing, complete all information on the front of this form in Part A (sections 4, 5, and 6) and sign it in section 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test coordinator.

1 TESTING ROOM INFORMATION

Test Date: _____ 6-Digit School (AI) Code: _____

Room Number: _____ Room Type: ☐ Standard ☐ Accommodated

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

Proctor: _____ _____
Name (please print) Signature

Part A: Accounting for Test Materials

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

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

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

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

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

Part B: Distribution of Test Materials

You (or a monitor) should use the chart below to indicate how test books were distributed to students seated in your testing room.

Do not record distribution (if any) of Essay books.

Print the name of the person completing the seating chart below, along with the 6-digit school code and date. Fill in the room number and page number (e.g., page 1 of 1). For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.

Name: _____

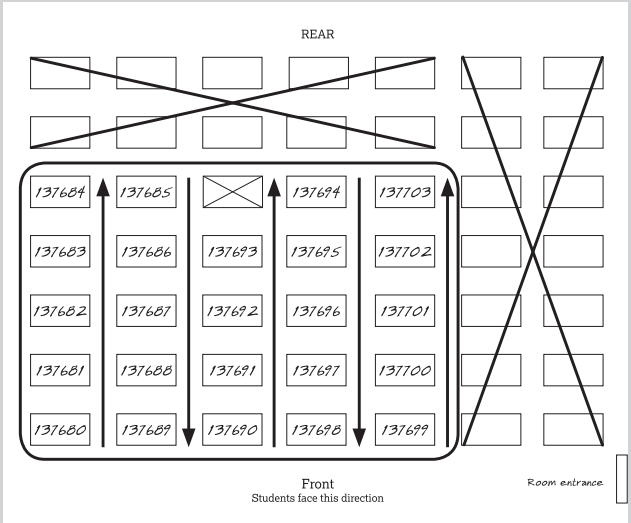
School Code: _____

Date: _____

Seating Chart for Room #: _____

Page: _____ of _____

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



Sample Seating Chart

5. If any student 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 they were moved. Complete an Irregularity Report explaining the reason for the change.

REAR

Front
Students face this direction

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