SAT®

Key Information for Test Coordinators

Your Responsibilities as an SAT® Weekend Test Coordinator

As a test coordinator, it's your job to make sure that every test taker has a fair and standardized testing experience.

Your full responsibilities are outlined in the Testing Staff Agreement that you are required to sign prior to an administration, and they include the applicable roles and responsibilities in the resources found online at **sat.org/digital-testing-staff**. This document provides an overview of key requirements.

General Requirements for Running a Test Center

As the coordinator of record, you are responsible for all aspects of the test administration. You must review and comply with the **Test Coordinator Manual**. You manage the test center and staff members, ensuring all test materials are handled securely. You (or your designated backup test coordinator) are expected to be at the test center to supervise all activities related to every test for which you are scheduled. You are responsible for performing the following activities:

- Validate the center's scheduled dates and capacity.

- Recruit and train staff members.

- Plan efficient use of facilities.

- Use Test Day Toolkit to assign test takers and staff to rooms.

- Safeguard student registration data.

- Ensure the security of College Board–loaned devices and other test materials from their arrival until their return.

- Check testing devices upon arrival; notify College Board immediately if there are discrepancies.

- Supervise all activities of every test administration. This includes being on-site for the duration of test day.

- Supervise student check-in.

- Handle emergencies and disruptions.

- Complete and return all forms immediately after the test.

- Administer makeup testing as needed.

- Ensure all staff have signed the Testing Staff Agreement prior to the administration in Test Day Toolkit.

- Ensure all staff have set up an account with Raise™, the College Board payment vendor. An account is required to receive an honorarium.

- Complete technical readiness tasks with the help of your technology support staff.

College Board reserves the right to cancel testing on any or all scheduled dates you are assigned as coordinator, due to noncompliance with the responsibilities outlined above or for any other reason.

Before the Administration

Test coordinators administering the SAT should be thoroughly familiar with the SAT Testing Staff Resources at **sat.org/digital-testing-staff**. You're responsible for recruiting and training staff members, operating a test center without discrimination against test takers or testing staff, planning the efficient use of your testing facilities, and adhering to and enforcing test security. Notify College Board immediately if there the test center location changes. If you must cancel a test date, notify College Board immediately by contacting Customer Service. Follow emailed instructions concerning capacity changes.

TESTING STAFF

A. Remind proctors, monitors, and technology monitors to be courteous and professional.

B. Recruit staff members based on the number of registered test takers as noted in Test Day Toolkit and in the **Test Coordinator Manual**. Make a reasonable effort to hire a staff that reflects the ethnic and gender ratios of the test takers expected. Staff must sign the SAT Testing Staff Agreement prior to an administration.

C. Train staff members and include a review of the following:

- General responsibilities of each position, reporting time, and staff break schedule.

- Proper use of testing materials.

- Test security, including a provided test security video. Staff can access this video by logging in at **account.collegeboard.org**.

- How to use Test Day Toolkit.

- The seating plans for each testing room and how to complete a paper seating chart, the Testing Room Materials Report form, and an electronic Irregularity Report (IR) in Test Day Toolkit.

- SAT testing policies, preparing the room for testing, check-in policies, seating policies, reading the opening script in Test Day Toolkit, sending test takers to the help room if needed, and monitoring student progress and behavior during testing.

- Collection of mobile phones and other prohibited electronic devices.

- How to manage test administration irregularities and answer test taker questions.

TESTING ROOMS

Testing rooms should:

- Provide adequate workspace, seating, and lighting
- Include a display or whiteboard for sharing information with test takers
- Provide access to power outlets or power strips
- Be properly heated or cooled
- Be quiet and free of distractions
- Have no visible maps, charts, or other instructional materials
- Be accessible to test takers with disabilities
- Be located near restrooms for use during breaks
- Be near the designated help room

College Board has the following seating requirements:

- All test takers must be seated facing the same direction. All chairs must have backs and must be placed directly behind those in the preceding row.
- Test takers must be separated on each side (left and right, front and back) by a minimum of 3 feet (measured from center of desk). In an inclined seating arrangement, such as an auditorium, this may require seating test takers in every other row.

On Test Day

BEFORE THE TEST

- Arrive at least an hour before doors open to test takers.

- All new and returning staff must agree to the Testing Staff Agreement in Test Day Toolkit before each administration. New staff will then be invited to enroll with our payment vendor. If some staff don't need to use Test Day Toolkit on test day, assign them the role of **Monitor–No Access** so they can sign the agreement without accessing other features.

- Confirm that Test Day Toolkit is fully set up with all staff and test takers assigned to the appropriate testing rooms.

- Designate 1 room as the help room where test takers can go for technical support from the technology monitor.

- Post directional signs for the check-in area (if applicable), testing rooms, help room, and restrooms.

- Set up a check-in area (optional).

- Check each testing room for last-minute problems. Prevent unauthorized visitors from accessing the testing rooms.

- Ensure technical readiness steps are completed so that all test takers and staff can connect to the test center's Wi-Fi and have access to Bluebook™ and Test Day Toolkit as applicable.

- Confirm that Bluebook is installed on all testing devices shipped to your center to loan to test takers who are approved for them.

DURING THE TEST

Uniform procedures are essential in a standardized testing environment. Student scores will be valid only if all testing staff follow the same testing procedures and read instructions exactly as they appear in the relevant SAT manuals, guides, and resources. Your staff must be thoroughly trained and familiar with the administrative instructions, requirements, and regulations.

- All test takers have appropriate non-digital photo ID and admission documents.

- Test takers are directed to testing rooms in accordance with the procedures in the **Test Coordinator Manual** and **Proctor Manual**.

- Under no circumstances should test takers be permitted to select their own seats.

- Test takers are seated in accordance with seating requirements.

- At least 1 staff member is present in the testing room at all times. Under no circumstances can test takers be left unsupervised.

- You and your staff must stay alert and attentive during all phases of test administration and avoid any activities unrelated to your duties—such as grading papers, reading, or using a mobile phone or other electronic devices for non-test-related purposes.

- You and your staff immediately advise College Board of any significant problems, events, or activities affecting the test that occur before or during test day.

- Except for student use of Bluebook and staff use of Test Day Toolkit, electronic devices are not permitted for either test takers or staff.

After the Administration

After testing, confirm every student's answers in Bluebook are submitted to College Board. Check each testing room to be certain no testing materials or student belongings have been left behind. You're responsible for ensuring that all forms and reports are completed and returned as specified in Test Day Toolkit and the *Test Coordinator Manual.* To meet these responsibilities, you must:

A. Complete all required forms. Complete or review irregularity reports (IRs) and, immediately after the test administration, submit them in Test Day Toolkit and/or return them in accordance with specific College Board procedures.

B. Return all loaned devices to College Board in the carton(s) they were received in, using the provided return labels.

C. Keep copies of appropriate attendance records, seating charts, shipment tracking numbers, and other administration forms in accordance with College Board procedures.

D. If they haven't already, instruct staff to complete their registration with Raise in order to receive honoraria payment.

E. Complete the necessary information in your Raise account to receive your payment (honoraria should arrive within 4–6 weeks).

Other Important Information

SSD coordinators with students taking the SAT on paper as part of an accommodation must follow all directions in the *SAT Weekend School-Based Accommodations Guide for Coordinators* located in the *Test Coordinator Manual*.

College Board reserves the right to conduct an audit, announced or unannounced, of the test materials and testing rooms.

IMPORTANT: *Test coordinators must ensure that all testing staff are properly trained to administer a secure administration. Test coordinators should not discuss details about test policies or procedures (e.g., handling test materials, training, student registration information, and Test Day Toolkit procedures) with anyone other than their staff, including the media or through social media. Refer all media questions to College Board at* **form.collegeboard.org/f/send-message**.