



SAT WEEKEND

Large Test Center Readiness Supplement

This readiness supplement provides guidance and best practices for large SAT® Weekend test centers. Use this supplement in addition to all other test coordinator resources to prepare for test day.

Test Center Preparation

Decide on your approach for providing students their room and seat assignments, as managing the flow of students is critical to begin testing on time.

Signage:

- ◆ Ensure it's clear where students can find their testing rooms, bathrooms, and the help room. Post directional signage that aids in the flow of test day by directing students to their testing rooms, bathrooms, and the help room.
- ◆ If applicable, post signage in parking lots, on closed building doors, and on other possible entryways to direct students to the correct location to enter the test center.
- ◆ Expect some parents to wait for their students while they test. Your center may want to set up a waiting area with chairs, or post the signage telling them when to expect testing to end.

Staff readiness:

- ◆ Make a plan for onboarding your staff in Test Day Toolkit before test day. Staff should familiarize themselves with Test Day Toolkit, review important materials, and access links ahead of test day.
- ◆ Create a plan to reinforce staff knowledge from the [College Board required training](#) by providing your staff with any additional items for test day, including:
 - Remind staff about their roles for test day and ensure they know which resource(s) to reference.
 - Advise staff of the flow for test day, including how to send students to rooms, bathrooms, check-in, and the help room.
 - Confirm staff arrival time and center access information.
 - Advise staff of how to communicate with you during testing, such as a chat group.
 - Share the Wi-Fi network information for staff and their testing rooms, if you haven't yet.

Best Practice:

Printable resources, like signage and the Bluebook™ Check-In Poster, can be found on the [SAT Weekend Testing Staff](#) webpage.



Best Practice:

Completing a role play, like conducting ID checks and checking calculators in the testing room, will help you ensure that your staff understand test day policies and procedures.

Managing check-in and admitting students to the test center:

- ◆ Print the Test Day Toolkit room directory.
- ◆ Utilize your hall monitors to assist students in locating their testing room before they move to their assigned areas to monitor breaks or students going to the help room.
- ◆ Room monitors are assigned to rooms of 34 or more students and should help with room activities. Consider assigning them to dedicated zones to assist with check-in and monitoring during testing.
- ◆ Consider numbering desks in rooms with sticky notes. Then, randomly assign and write those seat assignments on the posted room directory so students report directly to their desk for check-in and avoid bottlenecks.

Internet

With so many students testing at your center, network readiness is especially important. Work with technology staff to avoid slow traffic and to make sure every student can access your Wi-Fi. Go to the [Network Readiness Checklist](#) for complete information, including the bypass list and bandwidth requirements.

- Guest Wi-Fi: Tell technology staff that all students and staff must be allowed to access Wi-Fi on their own device.
- Network traffic: Make sure required network traffic can bypass firewalls and security appliances or software.
- Network information: Collect and share passwords and other information critical to internet access.
- Test it all out: As close to test day as possible, visit every testing room and use a personal device to access Wi-Fi the same way students will. Go to collegeboard.org to make sure required traffic can pass through the network.

Test Day

Confirm your center is set up properly, staff are prepared, and no additional signage is needed. Plan for students who are dropped off early and have staff directing where they can line up.

- Grant full access to the roster in Test Day Toolkit to your staff.
- Ensure staff understand the 3 testing group types, where to locate them in Test Day Toolkit, and where to direct students assigned to those testing rooms.
- Remind staff to keep student accommodation information confidential to staff and not to discuss in proximity of other students.
- Review final tips related to staff roles and responsibilities:
 - ◆ **Proctors:** When posting the instructions for students from Test Day Toolkit, ensure all students throughout the room can hear and see them. You may need to post the start code in multiple places too. In larger rooms with room monitors, consider staggering the start time by providing the code to a portion of the room (e.g., dedicated zones) at a time if it will make breaks or dismissal more efficient.
 - ◆ **Room Monitors and Proctors:** Have a clearly defined plan to collect and redistribute cell phones and other prohibited items silently.
 - ◆ **Hall Monitors:** Ensure they know how to support check-in processes by directing students to their room. They should plan to help staff in rooms reach the coordinator, monitor testing areas, direct students to break areas, or direct students to the help room if they need technical support.
 - ◆ **Tech Monitor:** Print the [Technical Troubleshooting Guide](#) for your technology monitor. Remember to use the Network Information Form in that guide to share network passwords and contact information for your network support staff.

 **Best Practice:**

Before admitting students to the test center, consider an abbreviated check (visually confirming students have their ID, admission ticket, and device for testing) before directing students to their room for the required room check-in.

 **Best Practice:**

Storing student's powered-off cell phones in backpacks at the back of the room can save time before and after the test.

 **Best Practice:**

If students arrive without an admission ticket and time permits, you may allow students to complete exam setup to generate their admission ticket before testing.