



SAT WEEKEND

Paper Linear Test Day Directions

Extended Time or Extra Breaks Script

Notes to the Proctor

This document should be printed and distributed on test day to students approved for the following:

- A printed copy of the proctor’s spoken directions.
- A paper test book version of the test.
- Extra Breaks, time and one-half, or double time for reading or for math only. The timing of some or all the test may differ from what is written in this document, depending on the student’s accommodations.
- Use of a writer/scribe.

Students may use this document to read the directions that are read aloud by their proctor. Students may keep this document open and on their desk during the entire test.

AT THE END OF TESTING

Collect this document from each student at the end of their testing and securely destroy it.

Notes to the Student

The following is a printed copy of the directions your proctor will read aloud. Follow along as your proctor reads. If you have any questions, please raise your hand.

- You may keep this document on your desk for the entire testing time but must return it to your proctor after testing.
- You may not use this document as scratch paper.
- At various times, your proctor will announce the time remaining in each section, as well as breaks when appropriate.
- Your proctor may skip some instructions that don't apply to your testing situation.

All shaded text indicates directions spoken by your proctor.

Contents

Notes to the Proctor	1
Notes to the Student	2
Welcome to Testing	4
Testing Rules and Consequences	4
Confirm Personal Devices Are Powered Off	5
Prepare Desks for Testing	5
Check Items on Desks	5
Test Material Distribution	5
Additional Testing Instructions	6
Final Points Before Testing	6
Begin Testing	8
Reading and Writing Section: Module 1	8
During the Module	8
After Module 1	8
Reading and Writing Section: Module 2	9
During the Module	9
After Module 2	9
Math Section: Module 1	9
During the Module	10
After Module 1	10
Math Section: Module 2	11
During the Module	11
After Module 2	12
Dismissal	13
Test Materials Collection	13
Before Dismissal	13

1 Welcome to Testing

When you are ready to begin, your proctor will 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 you begin the test, I am going to read some instructions. This should take about 10 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.

1.1 Testing Rules and Consequences

To all students, your proctor will say:

College Board SAT Terms and Conditions include rules and policies to make sure all students have a fair and equal test experience. All of us in this room today are 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 canceled. They may also be prevented from taking other College Board tests in the future.

Your proctor will list examples of rule violations by saying:

Here are some examples of unfair advantages:

- Giving, attempting to give, or receiving help of any kind
- Looking through the test book before time starts
- Looking at any module 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 including during a break
- 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.

If you see anything that concerns you, please talk to me or another staff member after the test, and we'll help you with any next steps.

Are there any questions about anything I've said so far?

1.2 Confirm Personal Devices Are Powered Off

If you collected devices outside the testing room, skip ahead to the next script, **Give students a final chance to turn in devices.**

Your proctor will say:

We need to make sure all electronic devices are powered off and stored away from the desks. This includes phones, watches with alarms, smartwatches, tablets, computers, or any other electronic devices.

If you've already stored a device and you're not sure whether you turned it off, raise your hand and I'll let you double-check that it's off.

Then your proctor will say:

If anyone has a phone or other device that makes noise, or if anyone accesses any prohibited device at any time, including during breaks, I will ask them to leave. Their scores will be canceled and their device may be confiscated. This can be very distracting, so please be considerate of the other students in the room and think carefully about any devices you brought today. Raise your hand if you still have a device with you at your desk. These need to be powered off, with alarms disabled, and stored away from your desks. They'll be returned at the end of the test.

1.3 Prepare Desks for Testing

Next, your proctor will say:

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

If you brought extra batteries, drinks, or snacks, put them on the floor under your desk.

On your desk, you should have your admission ticket, pencils or pens, acceptable calculator and backup calculator, if you brought them, and any testing aids you're approved to use as an accommodation. Please remove any other items from your desk and place them in your bags at the front or side of the room.

After desks are cleared of prohibited items, your proctor will say:

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

1.4 Check Items on Desks

After your proctor has approved all devices, your proctor will say:

Please remember that you may not share or exchange calculators at any time. Put your calculator and any backup calculator under your desk now. You won't need a calculator for the first test section.

1.5 Test Material Distribution

Next, your proctor will say:

I am now going to give a test book to each of you. Don't open it yet.

To all students, your proctor will say:

Turn to the back of your test book and print your last name, first name, and middle initial, if you have one. Then print this school's 6-digit code *[your proctor will give you the code]*, the school name, and this room's number (or name).

Important: Students won't receive scores if this information is missing on their test books.

1.6 Additional Testing Instructions

Your proctor may read directions from this section if they apply. Then they will continue at Final Points Before Testing, below.

To a human reader, your proctor will say:

It is important to read only what is in the script. Don't provide elaboration beyond what is in the script, even if the student asks for it. If the student is approved for raised line drawings, you can help a student who doesn't read braille to interpret the labels and numbers that accompany raised line drawings. Labels and numbers given with figures can be found in corresponding locations in the regular-print and large-print test books. Do you have any questions about procedures?

To a writer/scribe, your proctor will say:

Please follow these instructions:

You must write only what the student dictates. You may not prompt the student in a way that would result in a different response.

To a student using a writer/scribe, your proctor will say:

Your answers and any corrections will be recorded as you dictate them. If you want to review your work, your answers will be read to you. Do you have any questions?

To a student who is using braille with raised line drawings format, your proctor will say:

The braille test is divided into several books. You will be given 1 book at a time. Throughout the test, each question is separated from another with a line. Each question begins in cell 1, with runovers beginning in cell 5. Each answer choice begins in cell 3 with runovers beginning in cell 5.

The braille is in Unified English Braille (UEB). The Math modules are in the Nemeth Code revised in 1972. The braille math reference book contains math formulas and directions for use with all mathematics sections. Your test includes raised line drawings of graphs and figures used in the test. The Reading and the Writing modules are in regular grade 2 braille. Do you have any questions about procedures?

1.7 Final Points Before Testing

When everyone is ready, your proctor will say:

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

During the test, keep your test book flat on your desk. If you find a defect, raise your hand and I'll come over.

Then your proctor will say:

There are 2 test sections with each made up of 2 modules. The test is timed by module. I'll post the start and end times for each timed module here *[your proctor will indicate where this information will be posted]*, and I'll announce when 5 minutes are left in each module.

I'll also walk around the room every now and then to make sure everyone is working on the correct module. For this test, you can only work on 1 module at a time. This may be different from what you're used to, so make sure not to move ahead or look back in the test book, even if you finish the current module.

Once the test is over, please stay seated and don't leave the room until I dismiss you.

If you have any final questions, you may ask them now.

2 Begin Testing

2.1 Reading and Writing Section: Module 1

When everyone is ready, your proctor will say:

We'll start testing with the first module of the Reading and Writing section. Once we begin, you'll have 59 minutes to work on Module 1. I'll post the start and stop times, and I'll let you know when 5 minutes are left.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only one answer.

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

Now, open your test book to the first module in the Reading and Writing section. Read the directions and begin work. Good luck, everyone.

To begin the test, your proctor will say:

Time starts now.

2.1.1 During the Module

After 54 minutes, your proctor will say:

You have 5 minutes remaining in Module 1.

After exactly 59 minutes, your proctor will say:

Stop work and put your pencil down.

2.1.2 After Module 1

To all students, your proctor will say:

Close your test book and leave it on your desk.

For the break, your proctor will say:

We'll stop now for a 5-minute break. Please listen carefully to these rules:

- Don't discuss the test questions with anyone or access 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.
- Snacks and drinks are only allowed in designated areas.
- Please be considerate of students working in other rooms and don't talk in the hallway.

Take your ID with you if you leave the room. I will recheck it when you return. We'll start testing again in exactly 5 minutes.

At the end of the break, your proctor will say:

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

2.2 Reading and Writing Section: Module 2

When everyone is ready, your proctor will say:

We'll continue testing with the second module of the Reading and Writing section. Once we begin, you'll have 59 minutes to work on Module 2. I'll post the start and stop times, and I'll let you know when 5 minutes are left.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only one answer.

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

Now, open your test book to the second module in the Reading and Writing section. Read the directions and begin work.

To begin the test, your proctor will say:

Time starts now.

2.2.1 During the Module

After 54 minutes, your proctor will say:

You have 5 minutes remaining in Module 2.

After exactly 59 minutes, your proctor will say:

Stop work and put your pencil down.

2.2.2 After Module 2

To all students, your proctor will say:

Close your test book and leave it on your desk.

2.3 Math Section: Module 1

If you are testing with an approved accommodation other than time and one-half, your timing and breaks may be different from what you see here.

When everyone is ready, your proctor will say:

We'll continue testing with the first module of the Math section. Once we begin, you'll have 65 minutes to work on Module 1. I'll post the start and stop times, and I'll let you know when 5 minutes are left.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure

you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only one answer.

Most questions are multiple choice, but some questions are student-produced responses. Directions for filling in your answers to these questions are in your test book. You'll write your answer next to or under the test question and circle it clearly. You won't receive credit for anything written outside of the circle.

To all students, your proctor will 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.

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.

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

Now, open your test book to the first module in the Math section. Read the directions and begin work.

To begin the test, your proctor will say:

Time starts now.

2.3.1 **During the Module**

After 60 minutes, your proctor will say:

You have 5 minutes remaining in Module 1.

After exactly 65 minutes, your proctor will say:

Stop work and put your pencil down.

2.3.2 **After Module 1**

To all students, your proctor will say:

Close your test book and leave it on your desk.

For the break, your proctor will say:

We'll stop now for a 5-minute break. Please listen carefully to these rules:

- Don't discuss the test questions with anyone or access 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.
- Snacks and drinks are only allowed in designated areas.
- Please be considerate of students working in other rooms and don't talk in the hallway.

Take your ID with you if you leave the room. I will recheck it when you return. We'll start testing again in exactly 5 minutes.

At the end of the break, your proctor will say:

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

2.4 Math Section: Module 2

If you are testing with an approved accommodation other than time and one-half, your timing and breaks may be different from what you see here.

When everyone is ready, your proctor will say:

We'll continue testing with the second module of the Math section. Once we begin, you'll have 65 minutes to work on Module 2. I'll post the start and stop times, and I'll let you know when 5 minutes are left.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only one answer.

Most questions are multiple choice, but some questions are student-produced responses. You'll write your answer next to or under the test question and circle it clearly. You won't receive credit for anything written outside of the circle.

To all students, your proctor will say:

You may continue to use a calculator for this section.

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

Now, open your test book to the second module in the Math section. Read the directions and begin work.

To begin the test, your proctor will say:

Time starts now.

2.4.1 During the Module

After 60 minutes, your proctor will say:

You have 5 minutes remaining in Module 2.

After exactly 65 minutes, your proctor will say:

Stop work and put your pencil down.

2.4.2 **After Module 2**

To all students, your proctor will say:

Close your test book and leave it on your desk.

3 Dismissal

Once testing is over, your proctor will say:

Congratulations. You've completed the SAT. No matter how you feel it went, you've accomplished a lot just by being here today and completing the test.

Next, your proctor will say:

Please sit quietly while I collect and count your test books.

3.1 Test Materials Collection

Next, your proctor will say:

Please sit quietly while I collect and count your test books.

3.2 Before Dismissal

After all materials are accounted for, your proctor will say:

Remember, by submitting your answers, you agree that you won't take any test questions from the testing room, give them to anyone, or discuss them with anyone over email, text messages, online, or any other way. This helps make sure all students have a fair and equal test experience. If you saw anything today that concerns you, come and talk to me before you leave.

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

Please wait in your seat until I dismiss your row. At that point, you may gather your belongings and come up to collect anything you turned in before the test. As you leave, please be considerate of people still working in other rooms. Again, congratulations on your hard work today.

Your proctor will collect this booklet from you before you leave.