

SAT[®] SCHOOL DAY

Important Information for New York Test Coordinators and Proctors

Beginning with the 2022-23 school year, College Board is making a change regarding the information students in New York provide to us when they take SAT[®] School Day. The information students will be asked is detailed below. If a student provides any additional information on their answer sheet, the responses will not be used by College Board.

- These instructions are mandatory for all New York SAT School Day administrations.
- Share these instructions with all proctors. Make sure they understand how to modify their preadministration and test day scripts according to these instructions.
- There is a table at the end of this publication summarizing the information students will be asked to provide in these modified scripts.

Preadministration

Script for Unlabeled Answer Sheets:

Start reading “Script for Unlabeled Answer Sheets” in the Conduct the Preadministration Session section of your manual.

REFERENCES: p. 5 of the *SAT School Day Standard Testing Manual* or p. 7 of the *SAT School Day Accommodated Testing Manual*

1. After students complete the instructions to take out the Student Answer Sheet Instructions booklet, replace the 8-line script about completing the identifying information portion of the SAT answer sheet with:
 2. Read to all students the instructions for filling in name, school code, testing location, school, student ID number, grade level, date of birth, gender, and test type (fields 1–9). Do NOT read the instructions for home address. Instead, **instruct all students to leave fields 10–14 blank.**

REFERENCES: pp. 5–6 of the *SAT School Day Standard Testing Manual* or pp. 7–8 of the *SAT School Day Accommodated Testing Manual*

3. **Instruct students to leave fields 16, 17, and 18 blank.**

REFERENCES: p. 6 of the *SAT School Day Standard Testing Manual* or p. 8 of the *SAT School Day Accommodated Testing Manual*

When students are ready, say:

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

- Continue to “Scripts for Fields 15 and 19–39” as indicated in the manual and read the instructions for field 15 (score reporting). Do not read the script that follows about completing the rest of the fields, starting on page 3 of their answer sheets. Instead, replace the 8-line script about fields 19–39 with:

For fields 19–39, say:

Using your Student Answer Sheet Instructions booklet, complete fields 19 and 20, which 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. *[pause]*

Leave fields 21 through 39 in your answer sheet blank. Also 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]*

REFERENCES: *p. 8 of the SAT School Day Standard Testing Manual or p. 10 of the SAT School Day Accommodated Testing Manual.*

- Complete the rest of the preadministration as instructed.

REFERENCES: *pp. 8–9 of the SAT School Day Standard Testing Manual or p. 11 of the SAT School Day Accommodated Testing Manual*

Script for Answer Sheets with Pre-ID Labels:

Start reading “Script for Answer Sheets with Pre-ID Labels” in the Conduct the Preadministration Session section of your manual.

REFERENCES: *p. 6 of the SAT School Day Standard Testing Manual or p. 8 of the SAT School Day Accommodated Testing Manual*

- After students complete the instructions to take out the Student Answer Sheet Instructions booklet, replace the 8-line script about completing the identifying information portion of the SAT answer sheet with:

When students are ready, say:

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

- Read to all students the instructions for checking their name, school code, date of birth, gender, and grade.

REFERENCES: *p. 6 of the SAT School Day Standard Testing Manual or p. 9 of the SAT School Day Accommodated Testing Manual*

- In the “Before continuing, resolve any issues with labels” bulleted list that follows, the first bullet indicates that if a student’s address is incorrect, they can update their address by filling it out on the answer sheet. Do NOT follow this instruction; no home addresses should be filled in or corrected.

REFERENCES: *p. 7 of the SAT School Day Standard Testing Manual or p. 9 of the SAT School Day Accommodated Testing Manual*

- In “Instructions for Students with Labeled Answer Sheets,” complete the instructions for fields 1–9. Do NOT read any of the instructions about students checking their home address on pre-ID labels or filling in their address on their answer sheets.

Instead, say the following:

For fields 10–14, say:

Leave fields 10–14 on your answer sheet blank. If your address appears on your pre-ID label, ignore it.

REFERENCES: *p. 7 of the SAT School Day Standard Testing Manual or p. 9 of the SAT School Day Accommodated Testing Manual*

- Instruct students to leave fields 16, 17, and 18 blank.** Also do NOT follow the instruction in the manual to have students update an email address that has recently changed.

REFERENCES: *pp. 7–8 of the SAT School Day Standard Testing Manual or pp. 9–10 of the SAT School Day Accommodated Testing Manual*

- Continue to “Scripts for Fields 15 and 19–39.” Read the instructions for field 15 (score reporting). Do not read the script that follows about completing the rest of the fields, starting on page 3 of their answer sheets. Instead, replace the the 8-line script about fields 19–39 with:

For fields 19–39, say:

Using your Student Answer Sheet Instructions booklet, complete fields 19 and 20, which 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. *[pause]*

Leave fields 21 through 39 in your answer sheet blank. Also 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]*

- Complete the rest of the preadministration as instructed.

REFERENCES: *pp. 8–9 of the SAT School Day Standard Testing Manual or p. 11 of the SAT School Day Accommodated Testing Manual*

SAT Scripts

Resolve Issues and Complete Required Fields:

Start reading “Resolve Issues and Complete Required Fields” under Distribute Answer Sheets in the SAT Scripts section.

REFERENCES: *p. 17 of the SAT School Day Standard Testing Manual or p. 24 of the SAT School Day Accommodated Testing Manual*

1. Ignore the first bullet that indicates that if a student’s address is incorrect, they can update their address by filling it out on the answer sheet after testing is over. Do NOT follow this instruction; no home addresses should be filled in or corrected.
2. Complete the rest of the section as instructed.

After the Test

Start reading “Completing Answer Sheets” to students in the After the Test section of the manual.

REFERENCES: *p. 25 of the SAT School Day Standard Testing Manual or pp. 64–65 of the SAT School Day Accommodated Testing Manual*

1. After students complete the instructions to follow along in the Student Answer Sheet Instructions booklet, instruct students to leave fields 10–14 blank.

2. Read to students the instructions for field 15 (score reporting), then **instruct students to leave fields 16, 17, and 18 blank.**

REFERENCES: *p. 26 of the SAT School Day Standard Testing Manual or p. 65 of the SAT School Day Accommodated Testing Manual*

3. Then, replace the script that follows with:

When everyone is ready, say:

Follow the instructions in your Student Answer Sheet Instructions booklet to answer fields 19 and 20. 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. *[pause]*

Leave fields 21 through 39 blank.

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.

REFERENCES: *p. 26 of the SAT School Day Standard Testing Manual or pp. 65–66 of the SAT School Day Accommodated Testing Manual*

4. Proceed to “Collect Answer Sheets” and complete the test administration as instructed.

SAT School Day Student Data

The information students in New York will be asked to provide in the modified scripts is summarized below. **Please ignore any instructions in the manual that ask students to bring, discuss, or provide the information in the fields listed as “Leave Blank or Ignore.”**

Field	Questions	Complete as Instructed in Manual	Leave Blank or Ignore
1	First Name, Middle Initial, Last Name	■	
2	School Code	■	
3	Testing Location	■	
4	School	■	
5	Student Identification	■	
6	Grade Level	■	
7	Date of Birth	■	
8	Gender	■	
9	Test Type	■	
10–13	Home/Mailing Address		■
14	Country Code		■
15	Score Reporting	■	
16	Student Search Service		■
17	Email Address		■
18	Mobile Number		■
19	Racial/Ethnic Group	■	
20	Language Background	■	
21–39	Special Questions, Coursework, Activities, College Plans		■