Test Center Coordinator Agreement

Your Responsibilities as an SAT® Test Coordinator

As a test coordinator, it’s your job to make sure that students have a fair and standardized testing experience. Your responsibilities are defined in the *SAT Coordinator Manual* and this Agreement. This Agreement sets forth key highlights of the manual. You will be asked to agree to comply with this Agreement, including the affirmations below, and the *SAT Coordinator Manual* during the initial setup of your center or during the Test Center Renewal process.

General Requirements for Running a Test Center

As the coordinator of record, you are responsible for all aspects of test administration. You manage the test center and staff members, and you ensure secure handling of testing materials. 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.
- Ensure the security of test materials from their arrival until their return.
- Check test materials upon arrival; notify the Office of Testing Integrity immediately if there are discrepancies.
- Supervise all activities of every test administration.
- Supervise admission of students.
- Handle emergencies.
- Complete and return all forms immediately after the test including the SAT Testing Staff Agreement (see a copy of this at the end of this document), which must be signed or agreed to through Test Day Toolkit by all testing staff.
- Administer makeup testing as deemed required.
- Ensure all staff have an established Velocity or Western Union account required to receive an honorarium.

College Board or its subcontractor Educational Testing Service (ETS) reserves the right to cancel testing on a specific date or all test dates for which you are scheduled to be coordinator due to noncompliance with the above-stated obligations and responsibilities of the test coordinator, or any other reason.

**Security of Test Materials**

The security of the test materials is critical. From the time they're delivered until they're returned, you're responsible for protecting materials from loss or unauthorized access. This includes:

- Arranging the secure receipt of test materials, then storing them in a locked area accessible only to you and up to 2 designated staff members. If administering multiple tests or test dates, separate the test materials by administration to ensure the materials are not mixed up.
- Checking the test material within 24 hours of receipt to be sure that the full shipment has arrived and is free from tampering or damage. Report any discrepancies discovered before test day to the Office of Testing Integrity (OTI) immediately. On or after test day, report discrepancies to Test Administration Support (TA Support) immediately.
- Making sure no one other than the test taker or authorized reader for College Board–approved accommodations can open a test book or other secure document and see the test content. You and your staff may inspect books only when it’s necessary to investigate a test taker’s report of a defect.
- Ensuring that the test materials are distributed to and collected from each test taker individually in accordance with College Board procedures. You and your staff must account for all test materials before test takers are dismissed.
- Packaging and returning materials as indicated in the *SAT Coordinator Manual* as soon as testing is completed.

**Before the Administration**

As a test coordinator, you should be thoroughly familiar with the *SAT Coordinator Manual*. 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 TAS immediately if there is a change in the site to which students must report. If you must cancel a test date use Test Day Toolkit to notify College Board immediately. (If not yet using the toolkit, contact TAS right away.) Follow emailed instructions concerning capacity changes.

**TESTING STAFF**

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

B. Recruit staff members based on the number of registered test takers as noted in the *SAT Coordinator Manual*. Make reasonable effort so that the staff should reflect the
same ethnic and gender ratios of the test takers expected. Staff must sign the SAT Testing Staff Agreement form or agree to the terms in Test Day Toolkit to show their understanding and acceptance of all terms and conditions of their role, including avoidance of any conflict of interest as specified in the agreement.

C. Train staff members and include a review of the following, including Test Day Toolkit functionality where appropriate

• General responsibilities of each position, reporting time, and staff break schedule.
• Procedures to follow health and safety requirements.
• 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.
• Using Test Day Toolkit.
• The seating plans for each testing room and how to complete a paper or electronic seating chart, the Testing Room Materials Report form, and a paper or electronic Irregularity Report.
• SAT Testing policies, including timing the test, giving breaks, calculator policies, and reading the script exactly as given in the appropriate testing room manual.
• Collection of mobile phones and other prohibited electronic devices.
• How to manage test administration irregularities and answer test taker questions.

TESTING ROOMS

The following is subject to change. Please visit sat.org/covid19 for the latest information.

Testing rooms should have adequate work space, seating, lighting, a working clock, and be properly heated or cooled; be quiet and free of distractions; have no displayed maps, charts, or other teaching materials; and be accessible to students with disabilities near restrooms for use during breaks. College Board has the following seating requirements:

• Each test taker should be seated at a desk or table with a writing surface of at least 12 inches by 15 inches (30 by 38 centimeters) or large enough to hold an answer sheet.
• All test takers must be seated facing the same direction, and all chairs 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 students in every other row.

On Test Day

BEFORE THE TEST

• Arrive at least an hour before doors open to students.
• Count test materials to be used in each testing room, and record on the Testing Room Materials Report form; assemble packets of test materials and forms for each room.
• Post directional signs for check-in area, testing rooms, and restrooms.
• Set up check-in area.
• Check each testing room for last-minute problems. Prevent unauthorized visitors from accessing the testing rooms.
DURING THE TEST

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

- All test takers have appropriate photo ID and admission documents.
- Test takers are directed to testing rooms in accordance with the procedures in the SAT Coordinator Manual and are randomly assigned to specific seats. Under no circumstances should test takers be permitted to select their own seats.
- Test takers are seated in accordance with seating requirements given in the SAT Coordinator Manual.
- Test books are distributed to and collected from each test taker individually in serial number order.
- A test book distribution chart is prepared and verified for each testing room as directed in the appropriate testing room manual.
- Timing requirements are met and the scripts are read exactly as written.
- At least one staff member is present in the testing room at all times. Under no circumstances can test takers be left alone with test materials. All unused test materials are securely stored during the administration.
- All test materials are collected and accounted for before test takers are dismissed.
- You and your staff remain alert and attentive during all phases of the test administration and do not engage in activities not directly related to your test administration duties (such as grading papers, reading or using a mobile phone or other electronic device for anything not related to the test administration.)
- You and your staff immediately advise TA Support of any significant problems, events, or activities affecting the test that occur prior to or on the test date.
- Neither test takers nor staff members have prohibited electronic devices visible in the testing room (except for staff access and use of Test Day Toolkit).

After the Administration

After the test, verify the counts of test books and answer sheets (both used and unused) as each proctor returns test materials. Also 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 the SAT Coordinator Manual or other materials. To meet these responsibilities, you must:

A. Complete all required forms and reports and, immediately after the test administration, return them in accordance with specific College Board procedures. These forms include:
   - Coordinator Report Form.
   - Testing Room Materials Report form for each testing room.
   - Final room rosters printed from Test Day Toolkit—or attendance rosters—marked up with any test-day changes and accommodation notes. Each proctor has completed the seating chart for their room (in Test Day Toolkit or in the Testing Room Materials Report form).
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- Any completed IRs. The coordinator must review and submit all electronic IRs or sign all paper IRs.

B. Organize all test materials for return in accordance with College Board procedures, using the cartons and envelopes provided.

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 one-time registration in Velocity or Western Union in order to receive payment. (Does not apply to centers paid through SAT International Service Providers.)

E. Complete the online Summary Voucher at ets.org/supervisor (honoraria should arrive within 4–6 weeks).

Other Important Information

While you’re acting within the scope of your prescribed duties, ETS provides general liability insurance for you and your staff. This insurance covers bodily and personal injuries and property damage claims filed against you. Also, while you’re acting within the scope of your prescribed duties, ETS’s coverage may include legal support for you and your staff if a test taker or parent brings legal action or a claim against you. This support will be provided based on the specific facts and circumstances of the incident. You and your staff should fully inform ETS immediately of any such incident.

Although it does not happen often, ETS may cancel testing on a specific date or all test dates for which you are scheduled to be test coordinator because of test security, College Board request, economic consideration, or other reasons. ETS also has the right to designate another individual, or an official from your institution may designate another individual, to assume responsibility of test coordinator at any time during the year.

Ensure that each testing program has a separate and fully qualified test coordinator if two or more different program administrations are scheduled for your center at the same time. Although you may be the coordinator of record for simultaneous administrations, you are not permitted to supervise another College Board/ETS testing program at the same time that you administer the SAT. You must appoint a test coordinator for the additional program’s test. Some test coordinators choose to appoint qualified proctors to serve as additional test coordinators on test day. Be sure to notify TA Support of the individual(s) who will serve as the actual test coordinator(s) for the simultaneous administration of each examination overseen by ETS.

ETS and College Board reserve the right to conduct an audit, announced or unannounced, of the test materials and testing rooms.
The signature on the Test Center Master Form binds me to I. this Test Center Agreement, II. the SAT Coordinator Manual, and III. the Test Center Master Form. My signature on the Test Center Master Form reflects that I affirm and agree that I:

- Have read, understand, and will comply with all requirements and terms and conditions set forth in this Test Center Agreement and the SAT Coordinator Manual, including, but not limited to, the pages outlining conditions under which College Board assessments must be administered and the information on staff qualifications and conflict of interest restrictions;
- Understand and agree that all SAT tests, and all the questions contained in them, are the property of College Board and protected by copyright law and that no one other than the student or authorized reader for College Board–approved accommodations can open a test book and see the test content;
- Understand and agree that copying, reproducing, or removing any materials from a College Board test book or digitally reproduced test form is illegal;
- Am a high school graduate, at least 18 years old, speak English fluently, possess the same level of unquestionable integrity and maturity expected of a member of the school staff, and act in a fair, courteous, nondiscriminatory, and professional manner;
- Am not prohibited by any law or regulation from working with minors or on school property;
- Am not engaged in any private SAT test preparation conducted outside the auspices of my school or district for compensation and will not engage in such activity for the remainder of the current school year. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled school course work is acceptable.);
- Have not taken any SAT test within 180 days of test date on which I administer the SAT;
- **Do not have a member of my household or immediate family (“related student”) taking the SAT on the above test date at any test site. (Immediate family includes one’s parents, siblings, children, grandparents, and spouse. This applies even if they don’t reside in the same household.) In such instances, the related student’s scores are subject to cancellation;**
- Understand and agree that providing any assistance or coaching to students on the SAT (including directing or changing answers) prior to, during, or after the administration is prohibited. In such instances, any affected students’ scores are subject to cancellation, and any staff involved may be referred to school/district/state administration or to law enforcement, as appropriate;
- Will act with integrity and will refrain from any illegal or unethical acts that attempt to provide an unfair advantage for one or more test takers.

All staff, including test coordinators, proctors, room monitors, and hall monitors, must accept these provisions. College Board has the right, in its sole discretion, to remove or bar staff who violate these terms from administering future College Board tests.

**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, and packaging for return) with anyone other than their staff, including the media or through social media. Refer all media questions to the Office of Communications as listed in your manual.