
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 set forth in (i) this Test Center Coordinator Agreement, (ii) the Test Center Master Form Agreement (CMF), (iii) the SAT Coordinator Manual ets.org/Media/SOAR/SAT-Coordinator-Manual.pdf, or (iv) the digital testing guides sat.org/digital-testing-staff, and (v) the College Board web application for test administration (currently known as Test Day Toolkit). These five documents are collectively referred to as the “Terms and Conditions.” You will be asked to agree to the Terms and Conditions during the initial setup of your center when you sign the CMF and 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.
- Plan efficient use of facilities.
- Use Test Day Toolkit to assign students and staff to rooms.

- Safeguard student registration data.
- 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. This includes being on-site for the duration of test day.
- Supervise admission of students.
- Handle emergencies and disruptions.
- 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.
- For the digital SAT, complete technical readiness tasks with the help of your school or district technology staff.

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. For administrations where students are testing with a paper format of the test, 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. This includes accessing test content on the Bluebook™ digital testing application. 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* and *Digital SAT Paper Linear Test Day Scripts* as soon as testing is completed.

Before the Administration

Test coordinators administering a paper format of the SAT should be thoroughly familiar with the *SAT Coordinator Manual* or, if administering the paper test to students approved for the accommodation on the digital SAT, *Digital SAT Paper Linear Test Day Scripts*.

Test coordinators administering the digital SAT should be thoroughly familiar with the Digital 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 TA Support 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 TA Support right away.) Follow emailed instructions concerning capacity changes.

TESTING STAFF

- A. Remind proctors, monitors, and (if applicable) 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 (for paper testing) 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:
 - ◆ 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 an 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 and Test Day Toolkit.
 - ◆ 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 have adequate work space, seating, lighting, a working clock, a display or white board to write information for students, and access to power outlets or power strips; be properly heated or cooled; be quiet and free of distractions; have no displayed maps, charts, or other teaching materials; be accessible to students with disabilities; be near restrooms for use during breaks; and be near the designated help room for students taking the digital SAT.

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).
- 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 students in every other row.

On Test Day

BEFORE THE TEST

- Arrive at least an hour before doors open to students.
- For paper testing, 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.
- For the digital SAT, designate 1 room as the help room where students can go for technical support from the technology monitor.
- 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 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 photo ID and admission documents.
- Test takers are directed to testing rooms in accordance with the procedures in the *SAT Coordinator Manual* and *Test Coordinator Test Day Guide* for digital testing. Under no circumstances should test takers be permitted to select their own seats.
- Test takers are seated in accordance with seating requirements.
- For paper testing, test books are distributed to and collected from each test taker individually in serial number order.

- For digital testing, technical readiness steps are completed so that all students and staff can connect to the test center’s Wi-Fi and have access to Bluebook and Test Day Toolkit as applicable.
- For paper testing, 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.
- For paper testing, all unused test materials are securely stored during the administration and 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 before or during test day.
- Other than for student use of Bluebook and staff use of Test Day Toolkit, neither test takers nor staff members have prohibited electronic devices visible in the testing room.

After the Administration

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

- A. Complete all required forms and reports and, immediately after the test administration, submit them in Test Day Toolkit and/or return them in accordance with specific College Board procedures.
- B. For paper testing, 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.
- 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.

By my signature on the CMF and completion of the Test Center Renewal (TCR) Process, I signify that I agree to the Terms and Conditions as spelled out in (i) this Test Center Agreement, (ii) the Test Center Master Form Agreement, (iii) the SAT Coordinator Manual ets.org/Media/SOAR/SAT-Coordinator-Manual.pdf, or (iv) the digital testing guides sat.org/digital-testing-staff, and (v) the College Board web application for test administration (currently known as Test Day Toolkit). My signature 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, the SAT Coordinator Manual, and digital testing staff resources at sat.org/digital-testing-staff, 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 or access Bluebook and see the test content;
- Understand and agree that copying, reproducing, or removing any materials from a College Board test book, the Bluebook digital testing application, 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;
- **For paper testing: Do not have a member of my household or immediate family (“related student”) taking the SAT on the 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;**
- **For digital testing: Do not have a member of my household or immediate family (“related student”) taking the SAT in the same room I am working in on the test date. (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, hall monitors, and technology 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, student registration information, 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 or test day guide.