



CONNECTICUT STATE
DEPARTMENT OF EDUCATION

Connecticut SAT[®] School Day Training for Test Center Supervisors and SSD Coordinators

The Importance of Training

- The **Connecticut SAT[®] School Day** is a standardized test.
- Valid results **DEPEND** on **STRICT ADHERENCE** to the procedures in this training.



- Please pay special attention to the security requirements, denoted by a padlock icon.
- We're counting on your compliance.

Key Terms

Terms You Need to Know

Common Terms

CSDE – *Connecticut State Department of Education* staff oversee the Connecticut SAT School Day and are ready to answer your questions.

TAS — *Test Administration Services* staff oversee testing and are ready to answer your questions.

SOAR — The *Supervisor Online Attendance Roster* provides the most up-to-date information for students registered at your center.

SSD – *Services for Students with Disabilities* staff oversee testing of students with accommodations.

NAR – The *Nonstandard Attendance Roster* of students who test under the supervision of the SSD Coordinator.

Forms

TRMR — The *Testing Room Materials Report* is used to account for testing materials in the testing room.

SRF — The *Supervisor's Report Form* is used to tally used and unused materials for processing.

SIR — The *Supervisor's Irregularity Report* form is used to report any incidences or irregularities during an administration.

Terms Used for Testing

Standard administration — Testing with no additional time or breaks, or alternate test formats like Braille or cassettes.

Nonstandard administration — Testing with College Board-approved accommodations.

Extended time — Testing with either **50 percent (make the text black on this whole item)** or **100 percent** additional time.

Roster vs. NAR – Students' Admission Tickets indicate *Roster* if they are testing under the Test Center Supervisor or *NAR* if they are testing under the SSD Coordinator.

Terms Used in Nonstandard Testing

NAR — The *Nonstandard Administration Report* is the roster of students who are testing with accommodations such as 100% extended time, which is accessed through the SSD online system by the SSD Coordinator.

SSD Coordinator — School professional who submits requests for accommodations and oversees testing for students needing accommodations listed on the NAR.

Terms Used in Nonstandard Testing

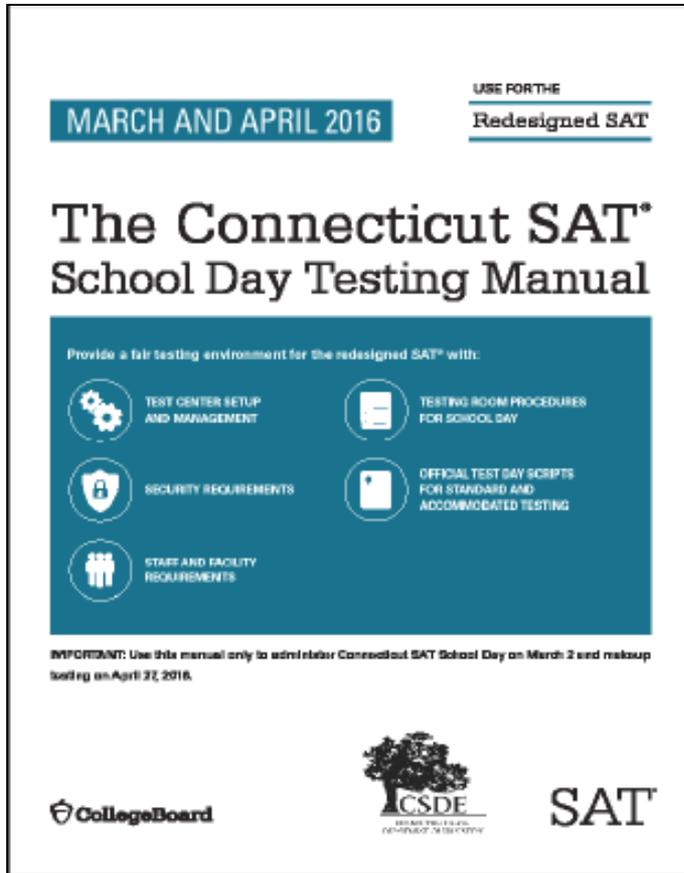
SSD Accommodations — There are two different types of SSD Accommodations:

- **Listed on your Roster** — Using the **pink** scripts and test books for nonstandard testing, such as:
 - 50% extended time
 - Extra or extended breaks
- **Listed on the NAR** — Using the **cyan** or **lime** scripts and supervised by the SSD Coordinator for nonstandard testing. Often nonstandard formats of the exam such as Braille or large print are used. Other accommodation types include:
 - 100% extended time
 - Use of a computer
 - Use of a human reader or writer

Connecticut Specific Accommodations — are state allowed accommodations (SAA) to support EL students or those requiring sign language.

Resources for You

Connecticut SAT[®] School Day Testing Manual



- Includes policies and procedures for testing.
- Use it during your own training, and give copies to staff when you train them.
- As you continue this training, you will see this icon , which points out related information in your manual.

School Day and Weekend SAT Testing – An Important Reminder

If your school also offers weekend SAT testing, remember:

- Connecticut SAT School Day materials sent to the test center supervisor and to the SSD coordinator must never be mixed with other weekend testing materials.
- Mixing materials could lead to delays and possible cancellation of scores.

Planning Administration

Arrange for Test Day with School Administration

Set Schedule

You will need to:

- Arrange time for standard testing
- Arrange time for 50% extended time testing
- Arrange time for 100% extended time testing
- Plan an additional hour for administrative tasks after testing.

 Set protocol for late testing, if allowed. Refer to “Section A: Preparing for School Day Testing” in your manual:

- Designated rooms
- Door closes 45 minutes after regular testing begins

Important – Bus schedules may need to be adjusted and lunch periods must be scheduled after testing completes.

Other Arrangements to Make

Set aside secure storage for testing materials



Designate an area for test-takers to assemble before and after testing

Ensure minimal distractions on test day:

- No bells or fire drills
- No announcements over the loudspeaker



Allocate Rooms for Testing

Testing Room Requirements

Testing rooms must have:

- A working clock visible to students
- Proper lighting
- Proper ventilation
- Proper seating
- Removal or cover-up of instructional materials (e.g., maps, charts) on test day



Review the testing room requirements in “Section A: Preparing for School Day Testing” in your manual.

Seating Requirements

- Chairs with backs, facing the same direction
- Chairs aligned in rows, with unimpeded access
- Students separated by 4 feet on all sides (measured from center of desk)
- Large, smooth writing surface (at least 12 x 15 inches)



Refer to the Testing Manual for sample seating charts.

Unacceptable Seating Arrangements:

- Study carrels
- Lapboards
- Booths or tables with partitions/dividers

Estimating the Number of Rooms and Staffing

- Use enrollment of eligible students to estimate rooms needed.
 - Fewer than 35 students can be tested with one staff member in room.
 - Large rooms are acceptable if the layout will permit secure testing of large groups.
 - Use separate rooms for standard testing, SSD test takers listed on the Roster and SSD test takers listed on the NAR.
- Refine estimates using SOAR Roster and NAR (accessed online by the SSD Coordinator).
- Balance resources. Start with 1 Associate Supervisor per room. Add 1 Hall Proctor for every 5 rooms. Add Room Proctors if needed.



Refer to “Section A: Preparing for School Day Testing” in your manual.

Best Practices: Selecting Rooms

- Select separate hall or wing of school for testing, if possible.
- Ensure access to rest rooms.
- Consider the school's schedule of classes and choose larger classrooms where more students can test (to minimize reassignment of nontesting students).
- Recommended size — between 25 and 34 students.

Review the roster and NAR to determine the number of testing rooms you will need. Some accommodations on the NAR require testing in separate rooms.

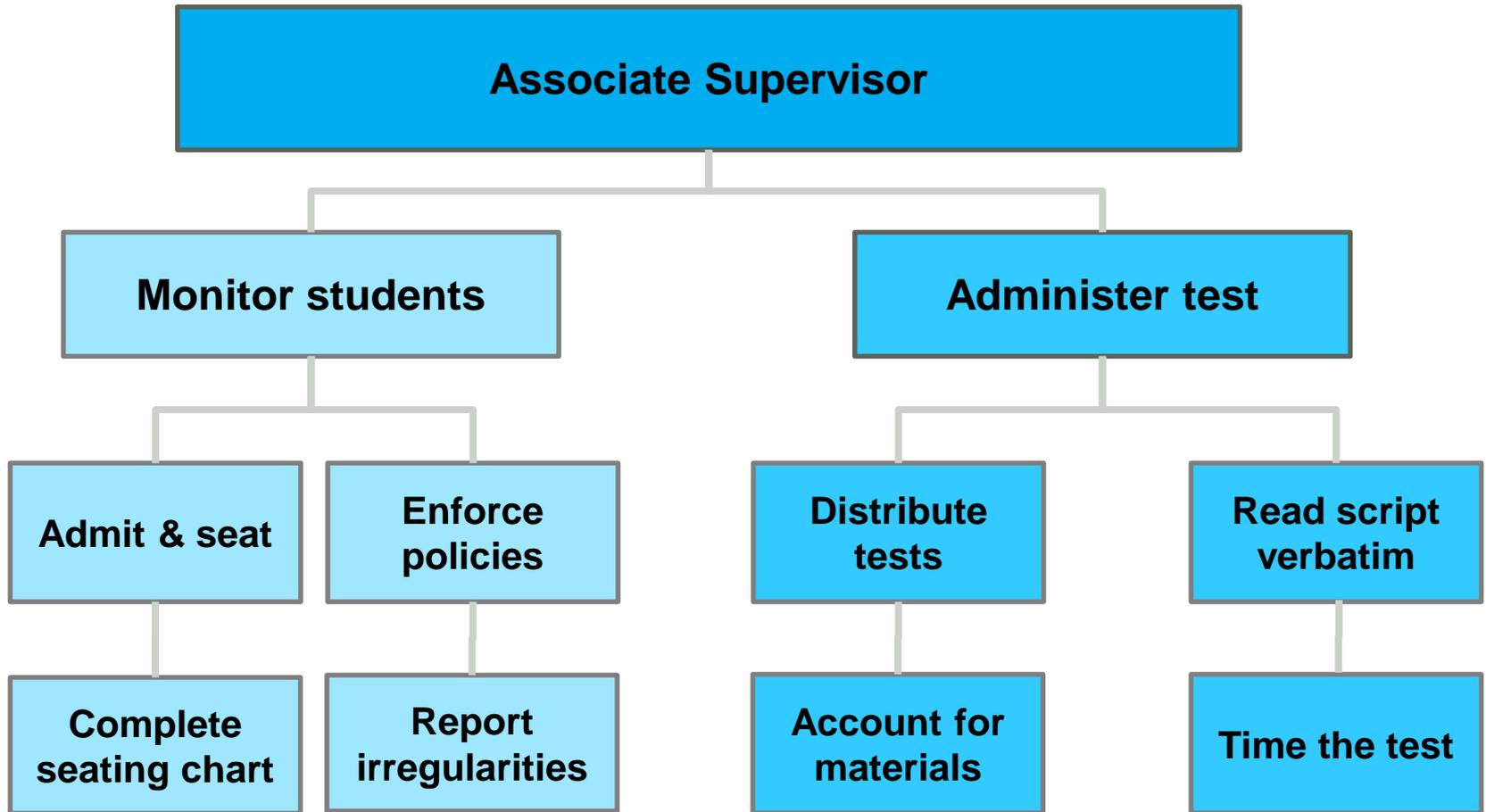
- If you choose a large room, such as a cafeteria or auditorium, remember that students cannot face each other.

Select and Train Staff

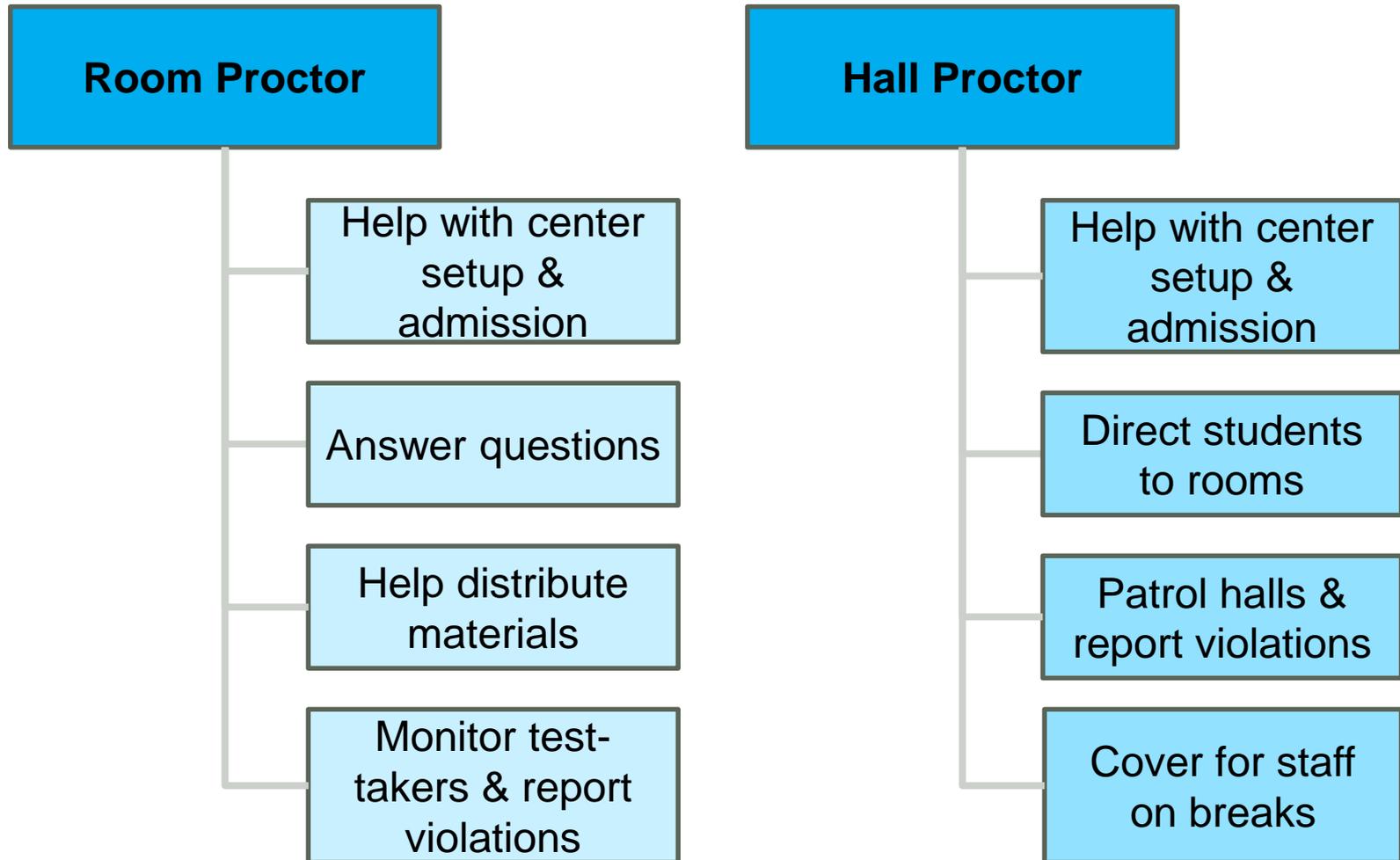
Staff Roles and Responsibilities

<u>Role</u>	<u>Responsibility</u>
Test Center Supervisor	Supervise all phases of exam
Backup Test Center Supervisor	Assumes the responsibility of the Test Center Supervisor on test day if he/she is unable to perform their duties.
SSD Coordinator (for students on the NAR)	Supervise testing of students listed on the NAR. Responsibility includes printing the NAR from SSD Online, arranging staffing and rooms, managing receipt and return of materials.
Associate Supervisor	Administer exam in the testing room
Room Proctor	Assist Associate Supervisor
Hall Proctor	Monitor test-takers outside the testing room

Associate Supervisor Responsibilities



Proctor Responsibilities



Review Staffing Guidelines

SAT® Testing Staff Agreement


Test Center Name: _____

Test Center Number: _____ Test Date: _____

All test center staff must affirm that they:

- Have read and understand the relevant SAT® Program manual, including, but not limited to, the pages setting forth conditions under which SAT Program tests must be administered and the information on staff qualifications and conflict of interest restrictions;
- Understand and agree that all SAT Program tests, and all the questions contained in them, are the property of the College Board and protected by copyright law;
- Understand and agree that copying, reproducing or removing any materials from any SAT Program test book is illegal, and persons taking such actions will be prosecuted by the College Board;
- Are not prohibited by any law or regulation from working with minors or on school property;
- Are not engaged in any private SAT test preparation that is conducted outside the auspices of their school or district and for which they receive compensation above and beyond the terms of their employment as a teacher or other professional employee with the school or district, 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 Program test within 180 days of the above test date;
- **Do not have a member of their household or immediate family ("related student") taking an SAT Program test on the above test date at any test site. In such instances, the related student's scores are subject to cancellation.**

All staff, including supervisors, associates, proctors and hall proctors, must sign below to indicate their acceptance of these provisions. Staff who violate any of these terms will be subject to disciplinary action, such as, but not limited to, being barred from administering future College Board tests. Complete this form prior to the test administration.

Position (check box that applies)	Name (please print)	Signature
<input type="checkbox"/> Test Center Supervisor or SSD Coordinator		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
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<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		
<input type="checkbox"/> Assoc. Supv. <input type="checkbox"/> Proctor		

Continued on back.

- General responsibilities of each position.
- Review the Testing Staff Agreement.
- All staff must sign the Testing Staff Agreement form.
- Avoid conflicts of interest:
 - No affiliation with test-preparation companies
 - No intention of taking the test
 - No relatives taking the test

Train Your Associate Supervisors

Use the Manual to Train Staff



Section D: Procedures in the Testing Room

1. Testing Materials
2. Standardized Testing Procedures
3. Maintaining Security in the Testing Room



Sections E-H: **Timing charts** and **Checklists** for preparing to test



Section E-H: Testing scripts for appropriate rooms

Use the webinar recording at: www.sde.ct.gov/sde/SAT

Admitting & Seating Students

DO NOT allow students to select seats.

- The Associate Supervisor has **2** choices:
 - Randomly assign seats

OR

- Preassign seats before admitting students.
- Confirm students and distribute Admission Tickets at the testing room door for all students.



Admitting Unregistered Students

- Students who missed registration or began attending your school after registration took place may still be permitted to test. They must complete a paper Registration Form.



Students will need tie State Assigned Student ID (SASID number. Refer to page 25 in the Testing Manual for the instructions of what fields to complete.)

- Check your materials to see if you have enough materials to accept unregistered students eligible for School Day testing. You cannot borrow materials from other schools.
- If you have enough materials and space to test these students, you will need to complete the bulk transmittal form provided in the supervisor's kit and include it with the test-day paper registration forms in the green envelope.

Standard Testing Room Timing

SAT Sections	Time (in minutes)
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Book collection	15
Total (hours, minutes)	3h, 30m

Extended Time for Reading (entire test)

SAT Sections	50% Extended Time	100% Extended Time
Reading	49 minutes	65 minutes
	5-minute break	5-minute break
	49 minutes	65 minutes
	5-minute break	5-minute break
Writing and Language	53 minutes	70 minutes
	5-minute break	5-minute break
Math (no calculator)	38 minutes	50 minutes
END OF DAY 1 TESTING		
Math (with calculator)	42 minutes	55 minutes
	5-minute break	5-minute break
	41 minutes	56 minutes
Total (hours, minutes)	4 hours 32 minutes	6 hours
	20 minutes	20 minutes

Extended Time for Mathematics

SAT Sections	50% Extended Time	100% Extended Time
Reading	65 minutes	65 minutes
	5-minute break	5-minute break
Writing and Language	35 minutes	35 minutes
	5-minute break	5-minute break
Math (no calculator)	38 minutes	50 minutes
	5-minute break	5-minute break
Math (with calculator)	42 minutes	55 minutes
	5-minute break	5-minute break
	41 minutes	56 minutes
Total (hours, minutes)	3 hours 41 minutes	4 hours 10 minutes
	20 minutes	20 minutes

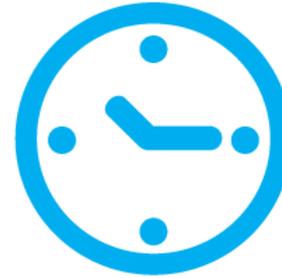
Managing the Breaks



- Break time is not part of testing time — the “clock stops” after the timed section ends.
- Cell phones and any other electronic devices **are prohibited** at all times during testing, **including breaks**.
- Associate Supervisors must secure materials during breaks.
- Students should not converse during breaks.

Best Practices: Managing Breaks

Tell students exactly what time they must be back in their seats.



If possible:

- Designate nearby rest rooms for the use of testing students only.
- Do not allow non-testing students in the hallways near the testing rooms.
- Recheck Admission Ticket of all students upon returning from break.

Monitor halls:

- Do not allow students to converse in the halls.
- Use of electronic devices of any kind is prohibited.

Monitor restrooms:

- Ensure that hall proctors patrol hallways and monitor restrooms during scheduled breaks.



Preventing Theft of Test Materials



In the testing room:

- Keep materials **out of the reach** of students.
- Never ask students to distribute test materials.
- Make sure that **no one copies, removes, or photographs** any part of the test materials.
- **Never** leave test materials unattended.

Associate Supervisor's Use of Forms

Train your staff on the use of the following forms, provided in your training kit.

- Sample Attendance Roster and Admission Ticket
- Testing Room Materials Report with seating chart
- Supervisor's Irregularity Report form (SIR)
- Request to Cancel Scores form

Counting and Distributing Test Materials

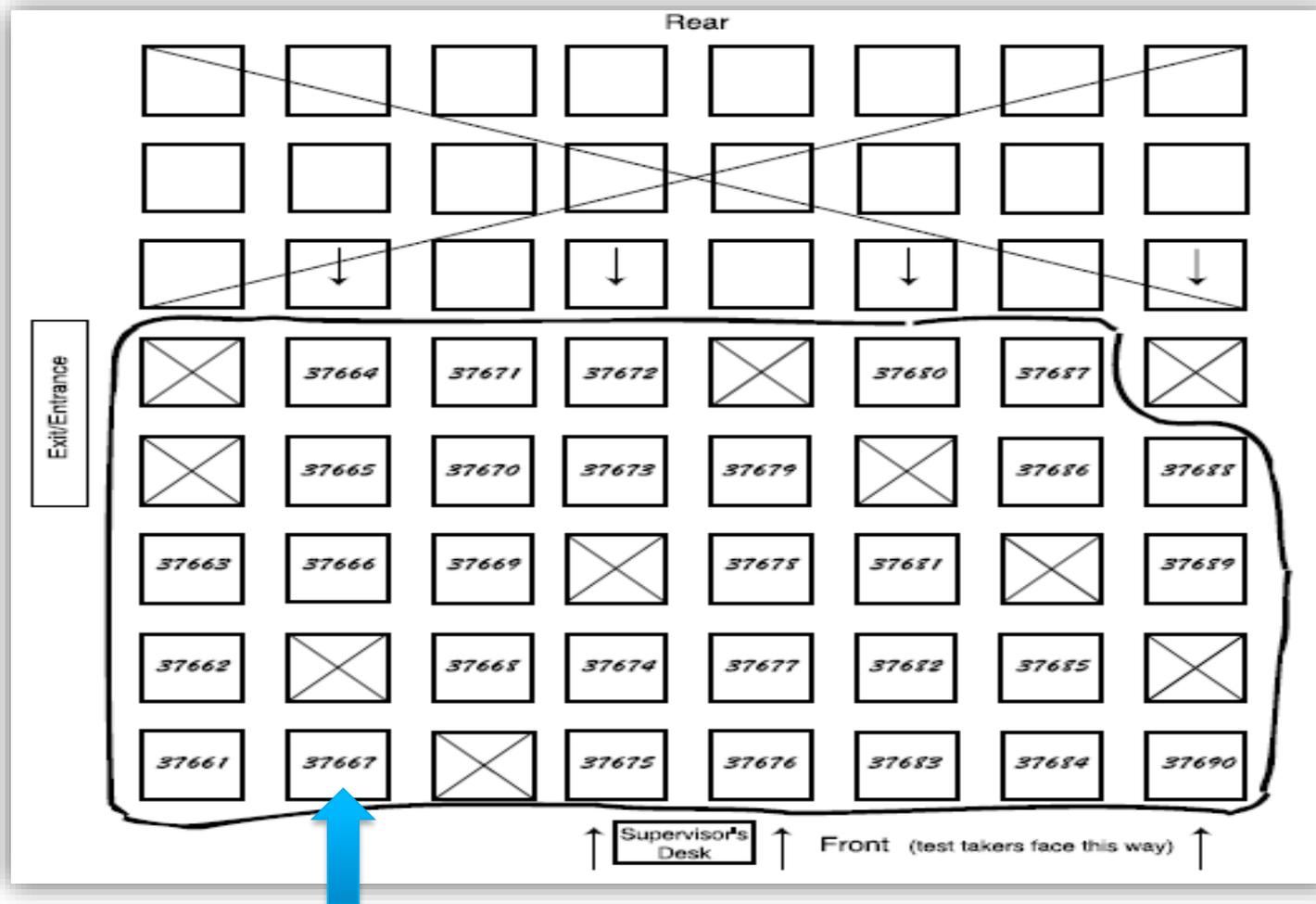
The Associate Supervisor must:

- Keep materials out of the reach of students.
- Count test books:
 - Before distributing
 - After distributing
 - Before dismissing students
- Distribute test books in serial number order.
- Account for all materials on the Testing Room Materials Report.



See Section D of the manual.

Associate Supervisor's Notations on the Testing Room Materials Report



The seating chart is found on the back of the Testing Room Materials Report.

Test book serial number

SAT® Request to Cancel Test Scores Form

Reminders:

- Each Associate Supervisor should have copies of this form.
- If a student becomes ill, the Associate Supervisor must sign the form and record it on the SIR.
- Students have up to the third school day after test day to cancel scores.


SAT

SAT® Request to Cancel Test Scores
Fax: 610-290-8978

Use this form only if you wish to cancel scores for the SAT or SAT Subject Tests™.

Complete this form and give it to the Associate/Room Supervisor before you leave the testing room. You may cancel scores after you leave, but your request must be received no later than the Wednesday following your test day. If you are testing on a day other than a published weekend administration date, check with the room supervisor for the deadline that applies to you.

Completing and submitting this form will cancel ALL scores for ALL tests taken on the day in question, except in the event that your calculator or CD player malfunctions while you are taking an SAT Subject Test in Mathematics or a Language with Listening Test. In the case of equipment failure you will be allowed to cancel scores for a single SAT Subject Test. You must have communicated the equipment malfunction to the room supervisor during the Mathematics Test or the Language with Listening Test.

Once we receive your cancellation request, we cannot reinstate your scores, and they will not be reported to you or to your designated institutions.

TEST-TAKER: PLEASE PRINT

Last Name: _____ First Name: _____ M.I.: _____
Address: _____ City: _____
State: _____ Country: _____ ZIP/Postal Code: _____
Registration Number: _____ Date of Birth: _____ Sex: _____
Test Center Number: _____ Test Center Name: _____
City: _____ State: _____ ZIP/Postal Code: _____

Please cancel my: _____ SAT _____ All SAT Subject Tests _____ Single SAT Subject Test (equipment failure)*
**I tested in: _____ October _____ November _____ December _____ January
_____ March _____ May _____ June _____ Other (give date)

Test-Taker's Signature: _____ Date: _____

* Request to cancel test scores for equipment failure must be signed by the Associate/Room Supervisor.
** If this is a makeup test, check the month you registered for.

**IMPORTANT: ASSOCIATE/ROOM SUPERVISOR ACTION REQUIRED FOR CANCELLATION
BECAUSE OF EQUIPMENT FAILURE OR SUDDEN ILLNESS.**

If this is a cancellation because of sudden illness or cancellation of a single SAT Subject Test score due to equipment failure, you must note this on the Supervisor's Irregularity Report (SIR) and signify this action by signing below:

I noted this cancellation on the SIR: _____ Associate/Room Supervisor's Signature: _____
(required for single Subject Test cancellation or sudden illness)

TEST-TAKER: If submitted after test day, your request **must be received no later than 11:59 p.m. U.S. Eastern Time on the Wednesday** following your test day. If you are testing on a day other than a published weekend administration date, check with the room supervisor for the deadline that applies to you. Fax your **signed** request to: 610-290-8978, or send by overnight mail to SAT Program, Score Cancellation, 1425 Lower Ferry Road, Ewing, NJ 08618.

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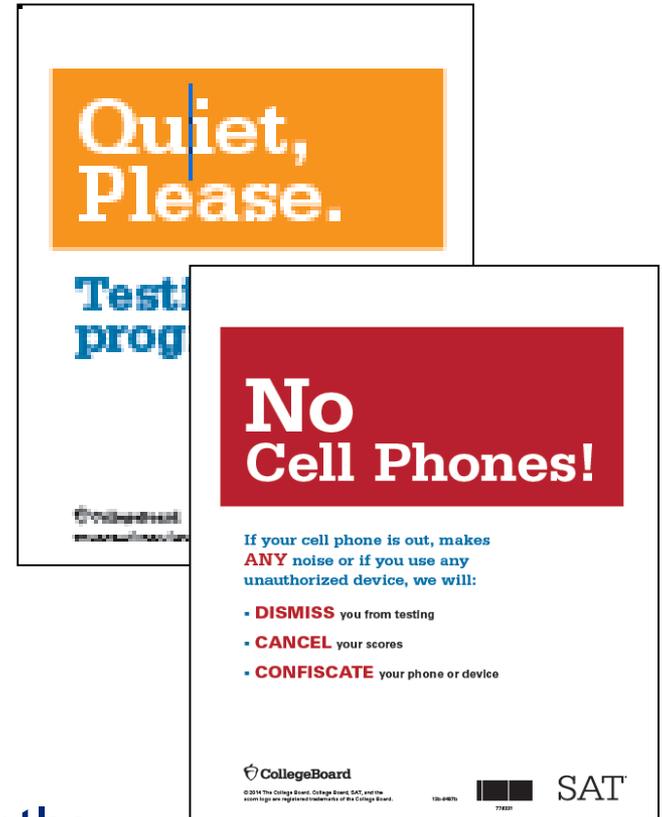

Preparing Rooms

Staff should have:

- Test books (in serial number order) and answer sheets
- Copy of roster and/or NAR with pre-assigned testing room assignments

Staff should hang up the:

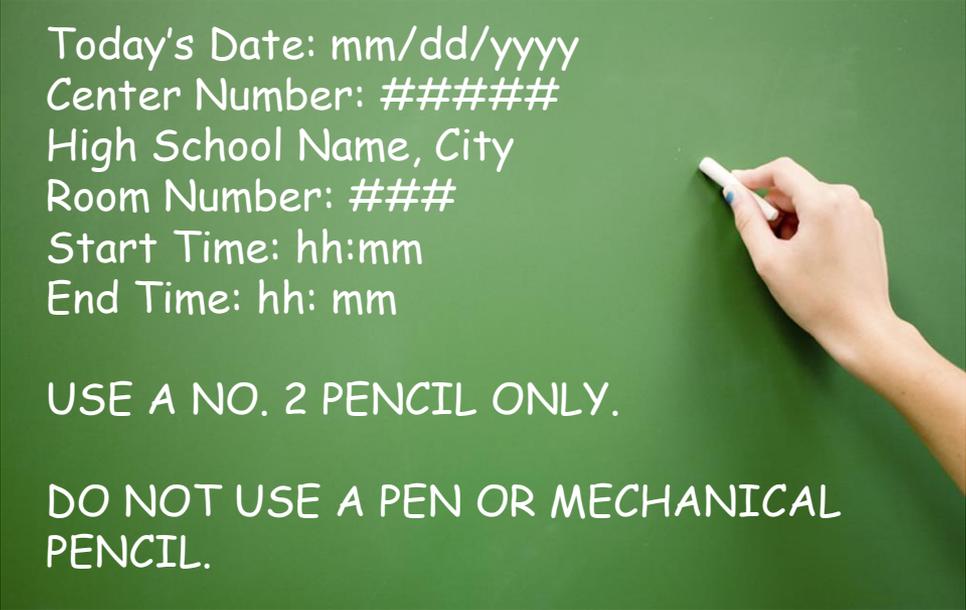
- Post “Quiet, Please” flyer on testing room door.
- Post “No Cell Phones” flyer prominently.



Preparing Rooms

Staff should:

- Post on the board:
 - Date
 - Center Number
 - High School Name and City
 - Room Number
 - Start Time
 - End Time
 - Reminder to use No. 2 pencils
 - Reminder not to use a pen or mechanical pencil



Today's Date: mm/dd/yyyy
Center Number: #####
High School Name, City
Room Number: ###
Start Time: hh:mm
End Time: hh: mm

USE A NO. 2 PENCIL ONLY.

DO NOT USE A PEN OR MECHANICAL PENCIL.

Testing Students

Associate Supervisor must:

- Read the scripts verbatim to test-takers.
- Watch for common test-taker infractions:
 - Use of cell phone
 - Attempts to copy
 - Attempts to remove test materials
- Never leave room/test materials unattended.
- Secure test materials out of reach of students.



See Section D of the manual.

Before Dismissing Students

- Collect answer sheets and test books **in the same order they were distributed:**
- Verify each test-taker's identifying information:
 - Check the Admission Ticket.
 - Check page 1 of each answer sheet for completeness.
 - Check that written and bubbled information match.
- Account for all materials:
 - Verify by count.
 - Verify by serial number.
- Do not dismiss students until **all test materials have been accounted for.**



 See the end of the script in **Section E** or **Section F**.

Best Practices: In the Testing Room

- Mark the serial numbers on the Testing Room Materials Report during the first test section.
- Have extra No. 2 pencils in every testing room.
- Ensure a working clock is visible to students and is readily available, if needed.
- If consistent with your school rules, consider collecting students' cell phones before testing starts and returning them at the end of testing.

Review Rosters

Using the Online Roster

- The online rosters have the most up-to-date information about the test-takers registered at your school.
- The Test Center Supervisor uses the Supervisor Online Attendance Roster (SOAR) portal to generate a list of:
 - Standard test-takers
 - Nonstandard test-takers and their accommodations
- The SSD Coordinator uses the online SSD System to retrieve the NAR of those accommodated students.
- The Test Center Supervisor should work with the SSD Coordinator to allocate space and staff as needed for nonstandard test-takers listed on the NAR.

Using Your Roster to Plan for Test Day

Use the roster to:

- Refine the number of testing rooms needed, especially for nonstandard test-takers.
- Check your testing materials when you receive them to make sure that sufficient materials have been sent and no damage has occurred.



Find the SAT Accommodation Codes Listed on the Roster in the Appendix of your manual.

Best Practices: Using Your Roster

- You are able to download your roster in Excel or PDF format.
- This allows you more flexibility to sort and print your rosters for your staff.
- You also have the ability to create testing room rosters after exporting to Excel.
- Your roster is an important record-keeping document — keep your annotated copy on file for 6 months following the test.



Overseeing Testing and Ensuring Test Security

Receive and Store Test Materials

Receiving Test Materials

- **When you receive your test materials, you must ensure that they are kept secured and locked with limited access.**
- Before storing, check that you have enough:
 - **Aqua** books for standard testing
 - **Pink** books for nonstandard testing
 - **Cyan** books for non standard testing on the NAR
 - **Lime** books for Connecticut Specific Accommodations



If you have students who need **large-type** test books and answer sheets, they will arrive separately.

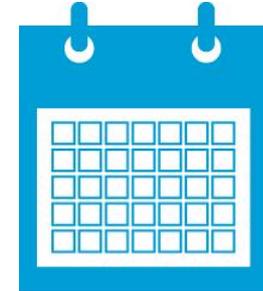
The SSD Coordinator will receive and secure nonstandard testing materials for students listed on the NAR.

Keeping Test Materials Secure

- Alert your school office staff that the shipment is arriving in the week prior to testing.



- Have a locked storage area ready, with:
 - Limited access
 - A secure lock



- **Do not remove any testing materials from the center without the consent of CSDE and OTI.**
- If you are a test center offering weekend SAT testing, keep School Day materials separate from other weekend testing materials.



See Section B of the manual.

Using the Shipping Notice

SHIPPING NOTICE

Destination:
JANE DOE
SAT SUPERVISOR
NEW YORK CHARTER HIGH SCHOOL
YORK CHARTER HIGH SCHOOL
1234 SMITH LANE
NEW YORK NY10026
USA



Origin:
Distribution Center
PO Box 77435
225 Phillips Blvd.
Ewing NJ 08628
USA

Phone No: 951-358-1741

E1 Order #: 2915097

Program Name: **SAT**
ID Number: **05651**
Test Date / Type: **10/15/2015**
Shipment Type / MMYYYY: **INITIAL 242015**

COLLEGE BOARD / SAT PROGRAM

Check serial numbers against shipping notice to ensure that the correct materials have been received.

Order Number: **SA05013584**
Drop Shipment Recipient ID:

Box ID	Item ID	Item Description	QTY	Serial No. Range
8239208	779830	SAT SCHOOL DAY UPS Express Ctn/AS/PEM Label K	2	4295408 - 4295409

Check the test date to ensure that you use the correct materials for testing, especially if you are also a weekend SAT test center.



Checking Test Materials



- Keep materials **shrink-wrapped** until test day.
- Use your roster as a source to:
 - Check quantities.
 - Make sure you have enough test books for accommodated students listed on the Roster and NAR.



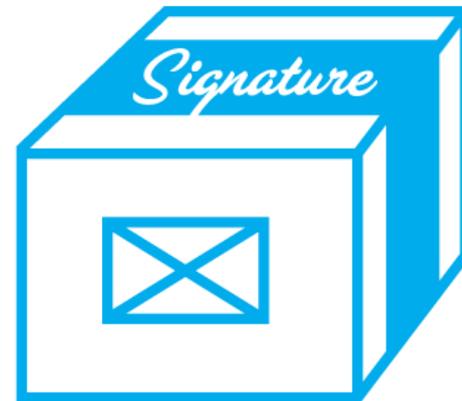
See Section B of the manual for additional information.

Securing the Test Materials



After you check your materials:

- Reseal the cartons with the tape provided.
- Sign your name across the tapes.
- Lock them in a secure storage area.
- Check materials daily and report any tampering.



When to Call for Assistance

- Haven't received materials the Friday before the test
 - Missing Standard Materials call Test Administration Services (TAS) at 800-257-5123.
 - Missing Non-Standard Materials call the SSD office at 844-255-7728.
- Tampered, damaged, or materials missing from your shipment.
 - Call Office of Testing Integrity (OTI) at 609-406-5430



See the inside front cover of your manual for contact information.



The Supervisor's Kit

Check your packing list for other materials.

- Instructions for returning materials for scoring
- Forms
- Posters
- Tape, shipping labels and envelopes

2015-16 SAT[®] SCHOOL DAY PAPER REGISTRATION FORM & QUESTIONNAIRE CollegeBoard

Print in CAPITAL LETTERS. Use blue or black ink (no pencil) to fill in all information. All items in red must be completed or your registration will be returned unprocessed. Follow instructions in the Student Registration Guide to complete all pages of the form. Do not staple anything to this form.

1 NAME (REQUIRED)
Enter your legal name, including hyphens, apostrophes, and spaces. Circle suffix such as Jr. or III. Copy your initials exactly from the ID you used to use on test day (no space allowed).
LAST NAME/Family Name/Numbers - first 30 letters
FIRST NAME/Your Name - first 20 letters MI. (Fill in correct month.)

2 COLLEGE BOARD HIGH SCHOOL CODE (REQUIRED)
What you register, you authorize the release of your testing information to your school.
Enter "XXXXXX" if you are not a student at home. If you do not know your code, ask your counselor for it.

3 SEX (REQUIRED)
 Female Male

4 CURRENT GRADE LEVEL (REQUIRED)
Fill in the most recent grade level you will be in at the time of testing.
 9th year of college
 1st year of college
 No longer in high school
 12th grade or higher
 11th grade
 10th grade
 9th grade
 Not yet in 9th grade

5 DATE OF BIRTH (REQUIRED)
Month Day Year (Fill in correct month.)

6 STUDENT ID NUMBER
Your counselor will tell you if this field is required.

7 EXPECTED HIGH SCHOOL GRADUATION DATE
Please supply your expected graduation date, which we will use to make sure your scores are grouped with other students graduating at the same time as you.

8 STATE Alaska Arizona Arkansas California Colorado Connecticut Delaware Florida Georgia Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Massachusetts Michigan Minnesota Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington West Virginia Wisconsin Wyoming

RETURNING Test Books and Unused Answer Sheets

1 PACK
• The enclosed form stamped test materials shipment.
• Includes only the items shown below.
• Turn books and envelopes (if any).
• Unwrap answer sheets.
• Include ALL pre-filled envelopes together in one return shipment.

2 SEAL
• The supplied tape.
• Securely secure or cover the original shipping label.

3 LABEL
• The supplied preprinted TCB RETURN LABEL (Original labels may be different from sample shown here.)
• Do not put return address label on new label, or cover a return label with another label. These were filled on test day.
• Make sure tracking number for your records.
• If your label is missing, ship by Insured Priority Mail or Registered Mail.
• This reference number for your records.

4 SHIP
• Use 1-800-732-8774 to arrange for pickup/drop-off or schedule a special pickup.
• Use the pre-labeled package in a UPS drop box.

IMPORTANT NOTES:
• Do not put answer sheets inside test books.
• For more information about returning materials, see The Manual.
• Make sure the unused answer sheets you are returning are filled in, and no erasures. Answer sheets with marks of a kind are used.

RETURNING Used Answer Sheets and Forms

Assemble and pack materials 1-7 in the sequence shown. SSD Coordinators: Follow instructions given in Section C of *The SAT School Day Testing Manual*.

1 Regular used answer sheets
Note: Any answer sheet that was distributed to a test taker, whether completed or non-completed, must be included.

2 Large-block used answer sheets

3 Ancillary items not included in all test administrations (see list at bottom right for a list).

4 Gray Envelope
Include only the materials listed to the right in this envelope. If you do not use any of these materials, do not return the gray envelope.

5 Green Envelope
Include only materials listed to the right in this envelope. If you do not use any of these materials, do not return the green envelope.

6 Annotated online rosters (including nonstandard test-takers)

7 Test Supervisor's Report Form

Green Envelope
Include only:
• 2 Student Test Day Registration Book
• 2 Student Test Day Registration Book
• 2 Registration Form from students
• 2 Registration Form from students
• 2 Eligibility Approval Letters for students with disabilities

Gray Envelope
Include only:
• 2 Testing Items, Multiple-Choice
• 2 Student Test Day Agreement Form
• 2 Supervisor's Integrity Report (SIR)
• 2 Student Test Book
• 2 Request to Check Test Score Home

Ancillary Items
The following items will occasionally be associated with an administration, and must be placed on top of the used answer sheets:
• White envelope containing test books with answer marked inside and associated used answer sheets.
• Used answer sheets with misplaced marks.
• Test books containing answers that must be rescored (due to erasures or indistinct answer sheets).

Pre-labeled Shipping Box or Envelope
Note reference number for your records.
Print your center name and number here.
Print the box number and total number of boxes being sent (e.g., Box 1 of 2).

UPS Return Label
PEARSON CEDAR RAPIDS TCB Return Label

• Use the pre-labeled courier return box/envelope that came with your test materials. Do not cover pre-printed labels with another label, or place another label on the same box.
• Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples. Do not wrap them in anything.

3

Best Practices: Receive and Store Test Materials

- Work with the school facilities staff to arrange a storage area that is secure.
- Start putting together kits for your Associate Supervisors, including:
 - Manual
 - Flyers and poster for room
 - Forms
 - Extra No. 2 pencils
- Do not allow students or unauthorized staff access to the test materials.

**Distribute Tests and Forms
for Each Testing Room**

Test-Day Schedule and Procedures

Suggested Time	Activities
6:45 a.m.	<ul style="list-style-type: none">• Staff arrival• Facility preparation
7 a.m.	<ul style="list-style-type: none">• Review staff assignments and room assignments• Distribute materials to staff• Sign necessary forms
7:15 a.m.	<ul style="list-style-type: none">• Staff report to their rooms• Prepare for student arrival

Six Times to Count Test Materials

Supervisor

1 When delivered to school

2 When distributing to Associate Supervisors



6 When collecting from Associate Supervisors

Associate Supervisor

3 When receiving

In testing room:

4 After distributing to students

5 Before dismissing students

Testing Room Materials Report

- Fill in the date, center number, room number and type, and Associate Supervisor's name.
- Indicate the number of test books and serial number range(s).



Use form on back cover of manual for each Associate Supervisor
OR



Extra forms provided

Part 1: Account for test materials issued to you as supervisor of a testing room.

Part 2: Complete the seating chart to record how test books were distributed in the room or section(s) of a large room.

At the end of testing:

- Complete all information on the front of this report in Part 1 (blocks 3 and 4) and sign it in block 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test center supervisor or SSD coordinator if testing students listed on the NAR.

1 TESTING ROOM INFORMATION	
TEST DATE:	<u>10/16/13</u>
TEST CENTER NUMBER*:	<u>99-999</u> ROOM NUMBER: <u>A</u> ROOM TYPE: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Nonstandard
* SSD coordinators: Enter your 6-digit school number.	
Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.	
ROOM SUPERVISOR:	<u>Arabella Supervisor</u>
	Name (please print)
	<u>Arabella Supervisor</u>
	Signature

Part 1 — Accounting for Test Materials

2 TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
Total number of test books received:	<u>28</u>	<u>002441</u> to <u>002468</u>
		_____ to _____
		_____ to _____
		_____ to _____

Best Practices: Distributing Materials

- The day before test day, complete your kit of materials for each room and fill out the name of each Associate Supervisor and serial numbers on the Testing Room Materials Report.
- You may want to use large clear plastic tubs to contain the test materials for distribution to each Associate Supervisor.
- Keep test books sealed in the plastic wrapping until test day.

Overseeing Test Center Admission

Admission Tickets

- Schools will receive Admission Tickets for all students before test day.
- Distribute to students upon entry so they have the registration number, needed for their answer sheet.
- Confirm the name on the ticket matches the student testing.

SAT® School Day Admission Ticket		SAT
<p>Student Name: Andy B Student Student Address: 999 Main Street Houston, TX 77051 Birth Date: 8/18/1999 Sex: Male High School: 443382 JESSE H JONES HIGH SCHOOL HOUSTON, TX 77033</p>		
BRING THIS TICKET TO THE TESTING SITE!		You won't be admitted without it.
Test Date: October 14, 2015	Test Type: SAT	Testing Site: 44062 JESSE H JONES HIGH SCHOOL 7414 SAINT LO ROAD HOUSTON, TX 77033
Registration Number:		
Safeguard this Admission Ticket as you would any other piece of identification. You must keep this Admission Ticket with you at all times in the testing site.		SAT
Important Messages for Students:		
Supervisor Special Instructions:		
REQUIREMENTS FOR TEST DAY Bring these items with you on test day: <ul style="list-style-type: none">• A printed copy of this SAT® School Day Admission Ticket, which is required for entry to the test center. Electronic copies are not allowed.• Acceptable photo identification.• Two No. 2 pencils with soft erasers.• An acceptable calculator (for approved math sections only).• Extra batteries for your calculator.• A watch that has no audible alarm or communications/recording capabilities.• Snacks and drinks to have during breaks.• A bag or backpack (which must be stored under the desk during testing). For a list of acceptable and unacceptable calculators, visit sat.org/test-day or see the <i>Getting Ready for the SAT</i> booklet.		ACCEPTABLE IDENTIFICATION ID documents must meet all of the following requirements: <ul style="list-style-type: none">• Be a valid (unexpired) photo identification that is government issued or issued by the school that you currently attend. School IDs from the 2014-15 school year are valid through Dec. 31, 2015.• Be an original document (not photocopied).• Bear your full, legal name that exactly matches the name on your Admission Ticket, including the order of the names.• Bear a recent, recognizable photograph that clearly matches both your appearance on test day and the photo on your Admission Ticket.• Be in good condition, with clearly legible English language text, and a clearly visible photograph. For a list of acceptable and unacceptable identification, please visit: sat.org/test-day or see the <i>Student Registration Guide</i> .
CollegeBoard		p. 1 (Continue to Page 2)
		SAT® School Day Admission Ticket

Marking the Rosters

	Student's Name			Registr ation Numbe r	P- Presen t/ A- Absent / X-No Entry	Date Of Birth	S e x	Photo Requi red	Age 21 and Over	Verif y ID	Verif y Adm in Tick et	High Scho ol Code	Opt Out Of Essay
	Last	First	M. I.										
1 *	COHEN	SAYAK		00428 32848		05/11/ 2001	M	N	N			0000 03	
2 *	HULETT	NICHOLA S	H	00428 32844		10/02/ 1999	M	N	N			1444 30	

1. Write the letter “P” next to each student who is present.
2. Check the “Verify ID” column if the student is unknown to you.
3. Later, when consolidating rosters, write the letter “A” next to absent students.
4. Add the unregistered student’s name, date of birth, address and phone number at the bottom of the roster and check the appropriate columns.

Additional Processing of Unregistered Students

 For official use only. Do not write inside this box.
5735

Connecticut Registration Bulk Transmittal Form

SAT® School Day March 2, 2016

**** USE FOR STUDENTS REGISTERING FOR SAT SCHOOL DAY ON MARCH 2. ****

① Complete all fields in the “Required Information” section below. **Please note that your high school code is required for processing.**

② Collect all completed 2015-16 SAT School Day Registration Forms from students. Check the registration forms for completeness and tally them, entering the total below in the “Number of Registrations Enclosed” column.

③ Enclose this completed Connecticut Registration Bulk Transmittal Form together with **all** student registration forms in the pre-labeled custom courier envelope provided.

④ **A custom courier pickup will take place on Feb. 1, 2016.** Note the tracking information for your records, and hand the envelope directly to the driver.

Students must complete all required fields on the Registration Form per the instructions provided to you. Forms with missing information will be returned.

Required Information
(Please Print)

College Board High School Code*: _____

Test Center Supervisor's Name: _____

District Name: _____

School Name: _____

School Address: _____

City, State, ZIP _____

Phone Number: _____

Email Address: _____

* The high school code is required for us to process your students' registrations. Please be sure to provide it.

SAT Test Date	Number of Registrations Enclosed
March 2, 2016	

160010131 © 2016 The College Board SAT

- Complete the “Required Information” box with all applicable contact info.
- Tally Unregistered students on the Bulk Transmittal Form.
- Return the Bulk Transmittal and all student registration forms in the **green** supervisor envelope.
- **Note:** Only return this form if you have students who register on test day.

Changing Students to Nonstandard or Standard Testing

- Students who have last-minute approval for accommodations
 - Students may need to change from a standard testing room to a nonstandard testing room.
 - If you have enough books, and the student doesn't need a nonstandard format of the exam, you can move the student to the nonstandard testing room.
- A student who opts not to use his or her approved accommodation must provide a written note signed by the student's parent or guardian. The note must be included with a completed SIR when returning test materials.
- Mark student absent on standard roster, and add him or her to the nonstandard roster.

Nonstandard Administration Report (NAR)

2014 SAT® Nonstandard Administration Report (NAR)

Date Generated: August 08, 2014

School Code: [REDACTED]

School Name: [REDACTED]

Test Date: _____

[REDACTED]

DOB: [REDACTED] Gender: [REDACTED] Test Administration Start Date: _____

Check here if student was absent Test Administration End Date: _____

Test Information

Approved Accommodations: Please check all accommodations used by student.

Reading +100% (double time): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test.

Mathematical Calculations +100% (double time)

Writing +100% (double time)

Comments: _____

- Complete the “Test Administration Start/End Date” lines.
- Check each accommodation that is utilized.
- Return the NAR and used answer sheets in the **gray** envelope.

Best Practices: Admitting Students

- Split admission tables up by alphabetical order, and post signs indicating where students should go for admittance.
- Create “room slips” to give students as you check them in to the center. This helps room supervisors quickly identify whom to admit.
- Registered students must show a printed Admission Ticket.
- Pre-plan where to assign unregistered students.
- Pre-plan where to assign late students.

Monitor Testing

Check for Prohibited Devices & Aids

PROHIBITED DEVICES	PROHIBITED AIDS
Cell phones or smart phones, smart watches, wearable technology	Pens, highlighters, mechanical or colored pencils
Audio players/recorders, tablets, laptops, notebooks, or any other personal computing devices	Books, dictionaries, or references of any kind
Separate timers of any type (watches or other device with a timer)	Compasses, rulers, protractors, or cutting devices
Cameras or any other photographic equipment	Notes, pamphlets, or papers of any kind, including scratch paper
Any devices, including digital watches or smart watches, that can be used to record, transmit, receive, or play back audio, photographic, text, or video content	Earplugs Calculators used during a section that does not permit calculator use.
	Unacceptable calculators that have typewriter-like keypads, use paper tape, make noise, or use a power cord

Equipment and Materials Allowed in the Testing Room

- Equipment must be battery operated and must not require a power cord
- Calculators are **NOT** allowed on desks except during the Mathematics No Calculator section
- Snacks and drinks must be packed out of sight in the testing room and can be consumed only during breaks. Snacks must be outside of the testing room and away from test materials wherever possible
- No. 2 pencils
- Test book can be used for scratchwork

Calculator Policies

- Only battery-operated, handheld equipment can be used for testing. No power cords are allowed.
- Calculators permitted during testing include:
 - Most graphing calculators (these are listed in the manual)
 - All scientific calculators
 - All 4-function calculators (not recommended, however, is the only calculator approved as an accommodation on the “no calculator” section.)

Calculator Policies

- Test-takers can also bring backup equipment and extra batteries.
- Test-takers cannot share calculators.
- A “No Calculator” symbol appears at the top of the Math With No Calculator section, in which calculators are not allowed.



Seat any test-takers using a calculator with large characters (one inch high or more) or raised display that might be visible to other test-takers in a location where other test-takers cannot view the large or raised display.

Reporting Testing Incidents

- Report all incidents or issues on the Supervisor's Irregularity Report (SIR) form.
- All reports should be complete and explicit.
- The person reporting the incident should include his or her own contact information.

7. INDIVIDUAL IRREGULARITIES INFORMATION:
Fill in the circle in front of each case that applies. Use the COMMENTS section on page 3 to describe all events and actions taken.

7a. Test-Taker Information:

Name: _____

Gender: Male Female

Action Taken: Warned Dismissed None

Did test-taker complete testing? Yes No

7b. Issue Information:

Check-in Issue:

- Test-taker had questionable/unacceptable ID
- Test-taker arrived late and was admitted to test
- Test-taker arrived late and was turned away
- Test-taker not on roster/did not have Admission Ticket
- Test-taker refused to turn off cell phone
- Test-taker had no paperwork for nonstandard accommodations
- Test-taker turned away because he/she was school-based tester
- Test-taker was changed from standard to nonstandard room with approved accommodations letter
- Test-taker waived nonstandard accommodations

Defective Materials Issue (Test Book, A/S, Tape, CD):

- Smudges/ink blots
- Holes in pages
- Torn pages
- Missing pages
- Pages repeated
- Pages stuck together
- Blank tapes/CDs
- Skipping tapes/CDs
- Incorrect directions
- Duplicate/missing serial numbers
- Serial number in wrong spot
- Other: _____

Test Center Staff Issue:

- Staff behavior was distracting
- Staff distributed incorrect material
- Staff gave incorrect instructions
- Staff did not give breaks
- Staff gave incorrect, unapproved or no accommodations
- Staff did not announce remaining time

Test Center Environment Issue:

- Problem with lighting, temperature, noise, etc.

Test Admin Issue:

- Test-taker misplaced/misgridded answers
- Test-taker recorded answers in book
- Test-taker needed second answer sheet
- Test-taker became ill
- Test-taker had a CD player or calculator malfunction
- Test-taker impersonated another test-taker
- Test-taker worked after time called Minutes: _____
- Test-taker worked on wrong section Minutes: _____
- Test-taker used an unauthorized aid (e.g., dictionary)
- Test-taker left early/left without permission
- Test-taker gave or received help
(Provide other test-taker's name in COMMENTS section on Page 3)
- Test-taker used a cell phone/prohibited device, or it made noise
- Test-taker removed or attempted to remove test materials
Test Book Serial #: _____
- Test-taker obtained improper access to test/part of test
- Test-taker failed to follow any other test administration regulations
- Test-taker disrupted test, causing testing to start/end late

Test was overtimed } 1-2 minutes
 3-4 minutes
 5-7 minutes
 8 minutes or more

Test was undertimed } 1-2 minutes
 3-4 minutes
 5-7 minutes
 8 minutes or more

Other Issue:

Other: _____

8. TEST QUESTION AMBIGUITY INFORMATION:
Fill in the circle in front of each case that applies. Use the COMMENTS section on page 3 to describe the test-taker's concerns.

No correct answer Wording is ambiguous Other: _____

More than one correct answer Not enough information to answer question

Test-Taker's Name: _____

Test-Taker's Email Address: _____

Test-Taker's Mailing Address: _____

Serial #: _____ Test Section #: _____ Test Question #: _____

Page 2

Q3966-2

Supervisor Irregularity Report (SIR)

School Day Testing Irregularity Chart

Irregularity	Procedures	SIR Required?
Test Center Issues		
Changing reporting site or cancelling testing	If you must change your reporting site or cancel testing, notify local media and post information at the reporting address, if possible.	Report the reason for the site change or cancellation.
Call CSDE Immediately.		
Interruption, such as: storm, fire drill, power failure, or other emergency.	<ul style="list-style-type: none"> » Ensure student safety. » If time allows, ask students to insert answer sheets in test books, close test books, and sit quietly until instructed further. » Note stop time and inform students that the testing time will be adjusted. <p>If evacuation is required:</p> <ul style="list-style-type: none"> » Direct students not to talk. » Lock the testing room. » Monitor students at all times to ensure that they do not consult electronic devices, notes, books, teachers, or other students regarding the test during the emergency. Failure to adhere to this policy may result in canceled scores. <p>If testing cannot be resumed: Do not dismiss students until instructed to do so.</p>	<p>Note the source, length, and impact of the interruption and the section(s) affected.</p> <p>Bubble page 1 section 6— "Disturbance/ Interruption."</p>
Call CSDE Immediately, whether resolved or not.		

- You may need to contact CSDE or TAS depending on the incident.



See Section B of the manual for SIR instructions and Irregularity Chart

Best Practices: Monitoring Testing

- Make plans for staff breaks ahead of time.
- Arrange for how staff can communicate with you.
- Collect room rosters at a prearranged time so that you can consolidate them before testing ends.
- Follow rules from the manual for break time and clearly convey them to students and staff before test day.

Reporting and Returning Materials

Complete Reports and Forms

Reporting Tasks

After the exam, you should:

- Complete all appropriate reports and forms
- Retain copies of all documents related to the administration for 6 months after the test, in particular SIR forms, attendance rosters and tracking numbers

A Chart of Forms to Return

Form Name	Purpose	Filled Out by
Supervisor's Report Form (SRF)	Records the number of used answer sheets.	Supervisor
Testing Room Materials Report (TRMR)	Records information about the test materials that were used in the testing room, the seating chart and staff/proctors assigned to room.	Associate Supervisor
SAT® Testing Staff Agreement	Lists terms and conditions you agree to abide by as an SAT testing staff member.	All Staff
Supervisor's Irregularity Report Form (SIR)	Records information about any irregularities that occurred during the test, or any questions about test items.	Supervisor or Associate Supervisor

A Chart of Forms to Return, cont.

Form Name	Purpose	Filled Out by
Score Cancellation Form	Used to request cancellation of test scores on test day or no more than 3 school days after the test.	Test-Taker
Attendance Roster	Contains information about test-takers who were absent or present for the test, as well as about standby test-takers.	Supervisor or Associate Supervisor
NAR	Contains information about test-takers approved for accommodations .	SSD Coordinator

Best Practices: Reporting

- Obtain any missing signatures (such as on the TRMR) when staff turn in their room materials.
- Instruct staff to return test books in order by serial number.
- Have staff wait until you have counted the materials before returning to their regular duties.

Return Critical Materials

Using the Instructions for Returning Materials

-  Follow the “Returning Test Materials” instructions to return **standard** and **Roster** accommodated materials.
-  SSD Coordinators: Use instructions in Section **G** and **H** to return **NAR** accommodated materials.
- Never mix **NAR** materials with standard and **Roster** materials.

Note: SAT Supervisor, Room Manuals and Posters do not need to be returned.

Take the Quiz

- Test Day training is required for all Test Center Supervisors and SSD Coordinators.
- After viewing this webinar, please complete the short quiz to certify you have completed training.

<https://www.surveymonkey.com/r/CTSATSchoolDay>

Contact Information

- Michelle Rosado, CT SAT School Day Program Manager, michelle.rosado@ct.gov
- Student Assessment Office 860-713-6860
- CSDE SAT Web page: www.ct.gov/sde/sat
Recorded versions of this webinar and the Associate Supervisor webinar will be posted.