

Message: All teachers and most paras will need to complete the online training for our upcoming SAT administration which will happen on March 5. Training must be complete by *Friday, Feb. 28*. You have options for this:

1. Complete between now and Feb. 28 on your own. Then email or print your certificate and email or physically turn in to *Sharrethia Anderson* in the main office.
2. Come to the Staff Extension on Feb. 20 and complete the training alongside peers.

Training link: <https://professionaltraining.collegeboard.org/>

School Code: 480711 (you can also just type in our school name)

Choose training: SAT school day test

The training takes about an hour.

Pop-ups **MUST** be enabled or you will have tech issues. It is also recommended to use your laptop instead of desktop (far less tech issues were observed during PSAT on laptops).

Teachers: Complete **PROCTOR** training (I will attempt to flip lead proctors, assistant proctors, and room monitors for SAT from PSAT; i.e., if you were lead for PSAT – ran Test Day Toolkit – you will most likely be a room monitor or assistant proctor and vice versa). However, we need everyone to complete proctor training just in case last minute changes need to be made.

Paras: Complete **ROOM MONITOR or HALL MONITOR** training. Madeline will email you which one to complete.

If you have administered SAT before, you can indicate this and you will have two options:

1. Go through the course as normal and complete a 10-question knowledge check at the end.
2. Test out and complete a 25-question test (there are a couple short videos to watch before it gives you this option). You can only miss 3. Most people, myself included, found this extremely difficult and preferred to take the course – just FYI!

Once completed with training (by February 28), please email certificate or print and give to *Sharrethia Anderson* in the main office or put in *Bruce Cappel's* mailbox.

Finally, I went through the training and made a Cliff's Notes version of the main points; if it's helpful, [here it is](#). 😊

Madeline