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| Proctoring Schedule | |
| Digital Readiness | * Students will complete Digital Readiness checks in xx classes on the following dates: |
| Before the test | * Collect materials at location at 00:00 am * Check your email to access Test Day Toolkit as soon as you get to your room. * Use instructions in Test Day Toolkit to prepare your room. |
| Starting the test | * Students should begin to arrive at 7:30 * Inform students to power off personal electronics and place them inside bags against a far wall. Remind students that prohibited electronic devices are an automatic invalidation. * Seat your students- they may not seat themselves * Students may begin the process of checking into BlueBook * Follow the instructions on Test Day Toolkit to start the test. Begin the script no later than 7:50. Contact School Coordinator if you start late. |
| During the test | * Fill out your seating chart * Assist students with technical issues. Send students that you cannot help to the Technology Help room: location * Students may have breaks   + Unscheduled: dismiss to bathroom, may not access backpack   + Scheduled: may stand and drink or eat away from their device * Report incidents in Test Day Toolkit   + Use the Responding to Problems section of [Manual](https://satsuite.collegeboard.org/media/pdf/sats-proctor-manual.pdf) (page 28) to decide your action.   + Avoid indicating the whole test room unless the incident applies to the whole room.   + Select “report only” unless the incident is a missing accommodation   + Do not dismiss students unless you are absolutely certain they are guilty. If you are not sure, move the student and report the incident. |
| Completing the test | * Before dismissing (quietly):   + collect scratch paper and tickets   + check that student shows as submitted in the ‘Ready to Dismiss’ area of the Monitoring Dashboard * Students must go to location until first bell at 00:00 am * Stay logged into Test Day Toolkit until all students are complete and all incidents are reported. * Return materials promptly to: location |



* **SAT Help (SAT Coordinator): name, xnumber**
* **Technology Coordinator: name, xnumber**
* **Technology Help room: location**
* **Student Support/behavior/breaks: name, xnumber**

**Proctor Responsibilities**

* Review the [Spring 2024 Proctor Manual](https://satsuite.collegeboard.org/media/pdf/sats-proctor-manual.pdf) as needed
* Be in the room at the beginning and end of the test session
  + Post instructions as indicated
  + Distribute sign-in tickets
  + Assign seats and complete seating chart
  + Actively monitor students throughout testing
  + Read scripts from Test Day Toolkit verbatim
  + Use Test Day Toolkit to take attendance, start testing, and monitor the test
  + Provide technical troubleshooting/direct students to help room
  + Submit irregularities in Test Day Toolkit
* Provide proctor breaks in multi-proctor rooms
* Immediately report any disruptions to the test coordinator
* Limit your own electronic use

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Description automatically generated

Proctors **cannot** be engaged in SAT or PSAT coaching (outside of regularly scheduled coursework.

Proctors **cannot** administer the test to a member of their family– but can proctor.

**Code of Conduct**

Staff involved in the administration of SAT are expected to use ethical test practices:

* Understand and follow guidelines and directions.
* Ensure students have access to supports and accommodations exactly as indicated.
* Never leave students unattended.
* Maintain test security by prohibiting review, sharing, capturing or transmitting test content.