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| Proctoring Schedule |
| Digital Readiness | * Students will complete Digital Readiness checks in xx classes on the following dates:
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| 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.
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| 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.
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| 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.
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| 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
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* **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



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.