

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

1. Complete between now and Feb. 28th on your own. Then email or print certificate and email or physically turn into *Sharrethia Anderson* in main office.
2. Come to Staff Extension on Feb. 20th 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, 28th), 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