

The SAT

Standard Testing Room Manual

TEST DATES

2010
October 9
November 6
December 4

2011
January 22
March 12
May 7
June 4

The information you need to achieve a fair testing environment for all

■ Test Day Scripts for SAT® and SAT Subject Tests™

Revised for 2010-11



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Section A: Standardized Testing

The SAT® Program has established policies and procedures to ensure that all students can test under a uniform set of conditions. No one is to suffer a disadvantage or gain an advantage of any kind because of race, religion, gender or disability. All students are to be protected from disturbance. By strictly following our policies and procedures, you give students the best guarantee of fair testing.

This manual is for use in the standard testing room. If you are testing students with accommodations that require nonstandard testing, you cannot use this manual.

Procedures for administering the test to students in the nonstandard testing room are covered in *The SAT SSD Testing Room Manual* for Center-Based Nonstandard Testing with the pink graphic on the cover.

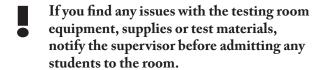
1. TEST ADMINISTRATION PROCEDURES

Testing Room Preparation

Before students arrive, prepare the room for testing.

- Ensure that the room has a visible clock. If no clock is present, you must have an accurate, working watch and announce the remaining time at regular intervals.
- You should also check for and cover or remove all maps, charts or other teaching materials.
- Make sure the room is properly lit and wellventilated.
- Make sure that seating will separate students by a minimum of four feet on both sides, as well as front and back.
- Make sure that all desktops or table surfaces are at least 12" by 15".
- Follow procedures in the scripts for posting information for students and verifying that you have all necessary items and forms available for testing.

Verify that the testing materials provided to you match the testing materials listed on the Associate Supervisor's Report Form (ASRF), which is printed on the back cover of this manual.



Accommodations Allowed in Standard Testing Room

Some accommodations can be offered in the standard testing room; however, all testing accommodations require preauthorization. You will be advised ahead of time of any accommodations to be supplied in the standard testing room so that the testing environment can be properly prearranged.

Students with the accommodations listed below may be tested in the standard testing room unless they have additional approved accommodations.

| CODE | ACCOMMODATION |
|------|--|
| 002 | 14 pt large print test |
| 005 | Large-block answer sheet |
| 006 | Use of magnifier |
| 041 | Copy of spoken directions, sign language interpreter |
| 042 | Snacks/fluids permitted |
| 043 | Wheelchair accessibility |
| 051 | Preferential seating |
| 052 | Write answers in test book |
| 053 | Use of colored overlay or lenses |
| 056 | Other assistance — College Board will confirm |
| 062 | Sit by natural light |
| 066 | Use of auditory amplification/FM system |

Students with all other accommodations should be tested in the nonstandard room using *The SAT SSD Testing Room Manual* with the pink graphic on the cover.

Admitting Students to the Testing Room

At the door of your testing room, check, but **do not collect**, each student's:

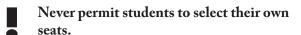
- Identification (see chart on page 2 for acceptable ID)
- Web or paper admission ticket
 - Check that the names match the accompanying IDs.

- Send a student with approved accommodations to the appropriate nonstandard room.
- If a student is registered to take a different type of test from what you are administering, send the student to the appropriate testing room.
- Remind standby students that to receive a score, they must turn in a registration to the supervisor before leaving the center.

If there is any question about either the ticket or the ID, refer the student to the test center supervisor for a final decision.

Never admit visitors to the testing room unless they have proper College Board or ETS identification and letter of authorization. Only test center staff, registered test-takers, sign language interpreters and authorized observers are permitted in the testing room. You do not need to report authorized observers on any forms.

Plan for how you will seat test-takers: randomly or by your prior seat assignment. Adult test-takers (21 years or older) must be seated front and center in the testing room or, if staffing permits, in a separate testing room where they can be more closely monitored.



ACCEPTABLE PHOTO IDENTIFICATION

A student without acceptable ID may not test.

- Talent Search Program students do not need a photo ID, as noted below.
- Students testing in Ghana, India, Nepal, Nigeria and Pakistan must supply a valid passport; no other form of ID will be accepted in those countries.
- Test-takers 21 years old or more must present either a current, valid government-issued ID from the country in which they are testing or a current, valid passport.

Examples of acceptable ID

- Valid and current driver's license or government-issued ID.
- · Valid and current school ID card.
- Valid and current passport.
- Student ID Form printed on institution stationery
 that the student has signed in the presence of a
 notary public, the school principal or a counselor,
 who must cosign it. The original form, not a copy,
 must include a photo, and the notary or school seal
 must overlap the photo. This form must be dated
 and is good for only one year. (Do not collect these
 forms.)

Acceptable ID for Talent Search Program

Students (age 14 and younger, 8th grade and below):

- Any form of photo ID acceptable for other students
- An identification card/form provided by the sponsoring program
- A statement or electronic notice on the sponsoring institution's stationery that is signed by the student and an official of the program

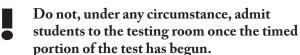
UNACCEPTABLE IDENTIFICATION

Examples of unacceptable ID

- Credit card (with or without photo)
- Birth certificate
- · Social Security card
- Documents bearing only a name and/or signature

You may admit latecomers before you begin reading the test directions, but you must allow them time to read the directions on the back cover of the test book. They may complete the identification portion of the answer sheet after the test; however, all students in the testing room must remain seated until the late students have finished filling out their forms. Explain the circumstances fully on the Supervisor's Irregularity Report (SIR).

You may admit SAT Subject Test students at the beginning of the second hour of testing. Direct these students to quietly read the directions on the back of their test book and to complete items 1–10 on page 1 of their answer sheet. Also ensure that these students complete the certification statement on page two of the answer sheet.



Administering the Tests

Follow the scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedure. In particular, be sure to adhere strictly to the timing requirements given in the scripts.



Do not, under any circumstances, review answer sheets for completeness or make any corrections or changes to the marks made on them.

Distributing Test Materials

Follow these guidelines for distributing test materials:

- Place materials where students and sign language interpreters do not have access to them as they enter the room. Before distributing them, count the number of books/CDs that you have in the testing room.
- Follow instructions in the script for when to distribute the test materials. Distribute and collect test books individually in serial number order and note the serial numbers on the seating chart on the inside back cover of this manual. Do not ask students to pass materials.
- After you have distributed the test materials, count all the books/CDs in your room to ensure that the number distributed plus the number remaining equals the total number you initially received.

Timing and Breaks Policies

- Announce the remaining time at regular intervals.
- Announce the time when five minutes remain before the end of the test or test section.
- Allow breaks as instructed in the scripts.
- Students may consume snacks in designated areas during breaks.
- Make sure that the testing room is always attended and that no test materials are removed from the room.
- Allow only one student at a time to take an unscheduled break, and remind the student that no extra time will be allowed for the break. Collect the test book and answer sheet as the student leaves the room. Make sure the test book is the actual test book and not a substitute. Fan the book to make sure no pages have been removed.
- Immediately inform the test center supervisor of any timing irregularities. Record irregularities and actions taken on the SIR.

Score Cancellation Policies

Notify students of cancellation policies, as provided in the scripts. (The cancellation policies are given about four pages into the SAT script, just before the start of the first test section.)

- For cancellations due to sudden illness or equipment failure, sign the student's Request to Cancel Scores Form and report the action on an SIR (these are the only types of score cancellations that you need to report).
- Direct students to use the information given on the Admission Ticket to help them fill out the form with exactly the same information that they used to register for the test.

2. MAINTAINING SECURITY IN THE TESTING ROOM

Accounting for Test Materials

Once you have distributed test materials and testing has begun, complete the seating chart on the inside back cover of this manual showing the serial number of the test book distributed to each seat. This will allow you to account accurately for test materials.

If a test book is found to be missing before testing has begun, determine the serial number of the missing book and then check the desk of the student who was assigned that serial number as well as the desks of students who received the test books with serial numbers before and after the serial number of the missing book.

If testing has already begun, wait to search the room until a scheduled break or the end of the testing session, but notify the test center supervisor as soon as possible. Before dismissing students or starting a break, announce that a test book is missing and that no one will be dismissed until it is located. If no one acknowledges having the test book, check each student's desk (even unoccupied desks, since the test book may have been placed there).



If the test book is still missing, place the room in a proctor's charge and ask the test center supervisor to call Test Administration Services immediately. Report the incident on the SIR.

Conducting the Test

Remain alert and vigilant at all times during testing. Do not engage in activities that are not related to testing (such as talking on a cell phone or grading papers).

Follow the scripts to ensure that students are aware of testing policies. In addition:

 Prevent identity fraud by checking IDs whenever students check in or return to the testing room.

- Ensure that at least one staff member is in the testing room at all times.
- Constantly monitor test materials; do not leave them unattended with students under any circumstances.
- Students may do scratch work in their test books; they should not be given scratch paper unless approved for such an aid.
- If you have any suspicion of a device being used to communicate test information or gain an unfair advantage, you are entitled to confiscate pagers, cell phones and handheld computers. Students must power off any prohibited devices and store them away while in the test center.
- Watch for roaming eyes. Some test-takers may try to copy from a neighbor.
- Watch for signals. Test-takers may signal across a room by using their hands, tapping their feet, using different colored pencils and so on.
- Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security. Always complete an SIR in such cases.





Acceptable Calculators

Monitoring Equipment Use

During testing that calls for approved equipment, follow instructions in the scripts to monitor the use of approved calculators or CD players.

- Only battery-operated, handheld equipment can be used for testing.
- Graphing, scientific and four-function calculators are acceptable. The calculator may have a "checkbook" type hinge with mathematical formulas printed on the inside cover. See below for a list of acceptable calculators.
- CD players must have earphones, accept a single, standard CD and bear the standard industry label [15].

The following calculators are permitted on the SAT:

Four-function calculators: Although not recommended, any four-function calculator is permitted.

Scientific calculators: Any scientific calculator (programmable or nonprogrammable) is permitted.

Graphing calculators: The following graphing calculators are permitted. This list will be updated as needed.

| Casio Hewle FX-6000 series FX-9700 series HP-9G FX-6200 series FX-9750 series HP-28 s FX-6300 series FX-9860 series HP-38 s FX-6500 series HP-39 s HP-39 s FX-7000 series CFX-9800 series HP-40 s FX-7300 series CFX-9850 series HP-48 s FX-7400 series CFX-9950 series HP-49 s FX-7500 series CFX-9970 series HP-50 s FX-7800 series FX 1.0 series FX-800 series FX-8500 series EC-403 FX-8700 series EC-403 FX-8800 series EC-403 | EL-9300 series series EL-9600 series series EL-9900 series series *The use of the is not permitted series Shack Other Datexx DS-88 4 Micronta | es TI-81 es* TI-82 es TI-83/TI-83 Plus TI-83 Plus Silver TI-84 Plus TI-84 Plus Silver TI-85 TI-86 TI-89 |
|---|---|---|
|---|---|---|

- During a language with listening test, if a student turns up the volume so much that it disturbs other test-takers, move the student to another part of the testing room.
- Consider moving students using calculators with highly visible displays or CD players with high volume to the rear of the room.

3. REPORTING TEST ADMINISTRATION IRREGULARITIES

Supervisor's Irregularity Report (SIR)

Use the SIR to record completely all of the following:

- Security incidents
- Misconduct
- Test question errors or ambiguities
- · Other incidents or disturbances
- · Student complaints at the test center

Make sure reports are **complete and explicit**. Fill out just one form for each issue, even if it affects more than one student (such as mistiming). Describe the people involved, the incident, the name and registration number of every student involved, and the length of time each incident was observed. If the incident was resolved, please indicate how it was resolved.

Include the names and telephone numbers of staff who can provide relevant information. Irregularities filed by associate supervisors must be countersigned by the test center supervisor, who should add any information that might be useful. Tell each student involved in any irregularity that a report will be submitted.

Using the Irregularity Chart

The chart on the following pages is a compilation of the most common irregularities that must be reported on the SIR along with the procedures and actions you should employ in response.

Notify the test center supervisor immediately of timing irregularities or other issues that may necessitate a scheduled makeup test.

The SAT Program will support your actions if those actions are reasonable and designed to ensure score validity and a satisfactory testing environment. In certain cases, because of confidentiality requirements, it may not be possible to report back to you regarding the action taken. However, if there is a question or

issue that needs to be clarified, Test Administration Services, Services for Students with Disabilities or the Office of Testing Integrity will contact you.

Student Complaints

Many student complaints can be prevented by careful planning, preparation and implementation of the procedures described in this manual. Common complaints include:

- Physical conditions such as overcrowding, inadequate writing surfaces, poor lighting and extreme temperatures
- Delayed check-in and testing
- Test center staff who are rude, disorganized, distracting or inattentive to their duties
- No visible clocks or announcement of remaining test time
- Apparent mistimings and distracting noises
- Cheating

Report every student complaint, even those resolved on-site, on the SIR. Advise students that their test scores may be held until an investigation of their complaints is completed. Also instruct them to speak with the supervisor before leaving the test center.



Students with concerns should contact the SAT Program as directed on collegeboard.com by the Wednesday after the test date.

Completing the SIR

This form is scanned, so use a No. 2 pencil and do not write any notes or make any other extraneous marks on the form. Be sure to neatly print all information and fill in circles completely.

- For all irregularities fill in the general information in items 1 to 5 and item 10 (page 3).
- To report a group irregularity (an issue that affects all or a portion of a testing room), fill in items 6, 9 (page 3) and 11 (page 4) to denote the type of occurrence, describe the events and actions, and list the information about the students affected.
- To report an individual irregularity (an issue that affects one student, such as illness), fill in items 7 and 9 (page 3) to denote the type of occurrence and the events and actions taken. Fill in item 11 (page 4) if more than one student was affected. List their names, registration numbers and test book serial numbers.

IRREGULARITY CHART

| | marcolani i dilani | | |
|--------------------------------|--|---|---|
| Irregularity | Procedure in Testing Room | Call TAS? | SIR Required? |
| DURING TESTING | | | |
| Unscheduled breaks | If students ask permission to go to the restroom, testing time cannot be made up. | | |
| Using the wrong type of pencil | If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately. Do not have students erase any answers. Have them continue using the same answer sheet. | | Explain the circumstances fully. Note section(s) affected. |
| Undertiming | Permit students to make up any undertiming on a section before concluding the section, allowing a break or dismissing students. Allow full testing time for unaffected sections. | Call TAS. | Note the section(s) affected. |
| Overtiming | Make no adjustment. | Call TAS. | Note the section(s) affected. |
| Disturbance | Remove or eliminate the source of disturbance or move the students, if possible. | | Note the length and impact of the disturbance. |
| Interruption | Provide clear instructions for student safety. Direct students not to talk. Give instructions for collecting test books and answer sheets, if possible. Monitor students if they must leave test room. | Call TAS if problem cannot be resolved. | Note the source, length and impact of the interruption and the section(s) affected. |
| Test cancellation | In the event of a storm, power failure or other emergency: If evacuation is required: • Ensure student safety. • Note the time. • Ask students to insert answer sheets in test books, close test books and leave them on their desks. If possible, lock the test room. Dismiss students only if instructed to do so. Notify students that Test Administration Services will contact them to reschedule testing. | Call TAS immediately. | Explain circumstances and impact of issue and section(s) affected. |
| Test center staff issues | In the case of distracting behavior, incorrect directions or material distribution, quietly point out the behavior and ask staff member to correct it. If behavior persists, notify the supervisor. | If administration is compromised, call TAS. | Note the impact of the issue and section(s) affected. |

| Irregularity | Procedure in Testing Room | Call TAS? | SIR Required? |
|---|---|-----------------------|--|
| Test-taker seat is changed | If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved. | | Explain the reason for the change. |
| SECURITY VIOLATION | NS/TEST-TAKER MISCONDUCT | | |
| Observed misconduct | If you observe a test-taker removing a test book or parts of a test book, attempting to impersonate another student or leaving the building: If possible, check student ID and note name, registration number and type of ID. Collect test book and answer sheet and dismiss student. Do not readmit student to testing room. Notify supervisor immediately. On front cover of test book, note the student's name and write "Attempted theft of test book" or "Left building" as appropriate. If pages are missing or destroyed, indicate which pages on the SIR. Attach test book to SIR. | Call TAS immediately. | √ |
| Missing materials during testing | Wait until a scheduled break or the end of the testing session to account for the missing materials. Do not allow any student to leave the testing room until materials are accounted for. If materials are not located, put proctor in charge of room and contact supervisor. | Call TAS immediately. | ✓ |
| Test book misuse | If a test-taker is seen working on a Subject Test not coded on the answer sheet, looking through or opening test book before or after time is called, working on a wrong section or working past time permitted: Check student ID, ask student to close test book or direct student to proper section of test book, and warn student individually that a subsequent violation will be grounds for dismissal. If student continues, collect test book and answer sheet and dismiss student. Do not readmit student to testing room. On front cover of test book, note the student's name and write "Looking through test book," "Wrong section" or "Working past time" as appropriate. Return answer sheets with other used answer sheets. | | Note the section(s) affected, and attach test book. |
| Noise made by cell phones or other prohibited electronic devices, including: • Cell phones • BlackBerrys • Cameras • Scanners • iPods • MP3 players | If a test-taker's prohibited electronic device makes noise during testing: Tell student to turn it off and hand it to you immediately. Check student ID and inform student that you must write up the incident and that his or her scores will be canceled and that the device will be returned. Once student has been dismissed, on front cover of test book, note the student's name and write "Prohibited electronic device." | | Note that the device made noise. Attach test book to SIR. |

| Irregularity | Procedure in Testing Room | Call TAS? | SIR Required? |
|--|---|---|--|
| Use of cell phones or other prohibited electronic devices, including: • Cell phones • BlackBerrys • Cameras • Scanners • iPods • MP3 players | If a test-taker is observed using any electronic device other than an acceptable CD player for Language with Listening Test in the test room or during break: Tell student to turn it off and hand it to you immediately. Check student ID and inform student that you must write up the incident and that his or her scores will be canceled, and that the device will be returned. Collect test book and answer sheet and send student to supervisor. Do not readmit student to testing room. On front cover of test book, note the student's name and write "Prohibited electronic device." | Supervisor: If you have any suspicion that the device was used to share test information, immediately, CALL TAS while the student is still in your custody. | Note that the device was in use. Attach test book to SIR. |
| Calculator misuse/ prohibited aids | If a test-taker is seen using a calculator on a nonmathematics section or test, using more than one calculator or CD player (except in case of a malfunction), sharing or passing calculator/CD player, using notes, or using a compass, ruler, book of any kind or scratch paper: • Check student ID and warn student individually to stop use of compass, ruler, book, notes, dictionary, scratch paper, calculator (except when permitted) or other aid. Tell student that a subsequent violation will be grounds for dismissal. • If student continues, collect test book and answer sheet and dismiss student. • On front cover of test book, note the student's name and write "Prohibited item." | | Attach test book to SIR. |
| General misconduct | If a test-taker is observed disturbing others, eating, drinking or smoking in the testing room, refusing to follow regulations, giving/receiving help/information, giving/discussing test or essay questions or using a telephone without permission: • Check student ID and warn students individually to stop. Tell them that a subsequent violation will be grounds for dismissal and score cancellation. • Change the seat of a student suspected of giving/receiving information. • If behavior persists, collect test book and answer sheet and dismiss student. Do not readmit student to testing room. • On front cover of test book, note the student's name and write "Refusing to follow regulations." | | Provide ID (including type of ID) for copying and communications infractions and explain the circumstances completely. Attach the test book to the SIR. |
| TEST-TAKER ISSUES | | | |
| Illness | Permit student to leave test room temporarily. Collect test book and answer sheet; return them when student re-enters. Do not allow extra testing time. If student is unable to continue, advise him or her of cancellation policy. (The cancellation policies are given about four pages into the SAT script, just before the start of the first test section.) If an answer sheet becomes soiled due to illness or bleeding, inform student that it cannot be scored. If student wants to continue, provide a new answer sheet and allow student to transcribe earlier answers after test books have been collected. Discard soiled answer sheets — do not return them. | | Note length of absence, and the student(s) and question(s) affected. Note whether answer sheets were discarded, the reason, and the serial numbers, if possible. |

| Irregularity | Procedure in Testing Room | Call TAS? | SIR Required? |
|--|---|--|--|
| Excessive breaks | Ask student the reason for excessive breaks (is the student ill?). Collect the test book and answer sheet; return them when student re-enters. Do not allow extra time. Have room or hall proctor check where the student is going during the breaks. | Call TAS if there is a security concern. | ✓ |
| Answers placed incorrectly Note: Answers to an SAT Subject Test recorded in the wrong section can still be scored as long as the discrepancy is noted fully on the SIR. | Check student ID and provide new answer sheet if student has misplaced answers on the answer sheet. Direct student to print name on new answer sheet, then continue in the appropriate place. After test is over, have student complete items I-I0 on page I of the answer sheet. Clip answer sheets together. | | √ |
| Answers written in test book, but not recorded on answer sheet | Check student ID. Notify student that no credit is given or extra time allowed to transcribe answers to answer sheet. Answers recorded in test book may not be transferred to answer sheet after the test by either student or school personnel. On front cover of test book, write "Answers in book." On the back cover of the test book, write the student's name, registration number, center number and test date. | | Note the reason why the student wrote the answers in the test book. Attach the test book to the SIR. |
| Answer sheet left blank or completely erased | Notify student that you have observed this behavior and check student ID. For the SAT, tell student that the answer sheet will be scored unless the student cancels the scores by Wednesday after the test. For Subject Tests, tell students not to erase all their answers. If they want to cancel the test, they will have to cancel ALL test scores that day. Provide an SAT Request to Cancel Test Scores Form and have test-taker complete and sign. | | ✓ |
| CD player malfunction | Check student ID. Check CD and CD player to confirm problem is actually with the CD player. Allow the student to replace batteries or try a backup CD player, if available. If the problem persists, the student must stop taking the test. Collect the CD. Student can choose to cancel score on the Listening Test only. If test-taker decides to cancel, provide an SAT Request to Cancel Test Scores Form and have test-taker complete and sign. Associate Supervisor must also sign. Dismiss the student if he or she is taking only the Language with Listening Test. A student may not take just the reading portion of the Language with Listening Test, and doing so will result in canceled scores. | | Document the malfunction. |

| Irregularity | Procedure in Testing Room | Call TAS? | SIR Required? |
|----------------------------|---|---|---|
| Calculator malfunction | Check student ID and allow the student to replace batteries or try a backup calculator, if available. If the problem persists, the student can choose to continue or to cancel scores. Scores of other Subject Tests taken on same day need not be canceled. Canceling scores for mathematics section of SAT means that the entire test will be canceled. If test-taker decides to cancel, provide an SAT Request to Cancel Test Scores Form and have test-taker complete and sign. Associate Supervisor must also sign. | | Document the malfunction. |
| INSUFFICIENT/DEFECT | TIVE TEST MATERIALS | | |
| Insufficient answer sheets | Instruct students to write their name, registration number, center number and test date on the back cover of the test book. Tell them to circle multiple-choice and write student-produced responses in their test books. On front cover of test book, write "Answers in test book need to be transcribed." Use a rubber band to group together all books that have answers marked in them. | | √ |
| Defective answer sheet | Check student ID and replace defective answer sheet. Direct student to print name on the new answer sheet, then continue with next question. If an extra answer sheet is not available, student may circle multiple-choice and write student-produced responses in test book. If testing time is lost because of defective answer sheet, allow student to make it up at the end of test administration. After test is over, have student complete items I-10 on page I of the answer sheet. Make sure that both answer sheets have items I-10 completed, and clip both answer sheets together. If responses are marked in test book, on the front cover of the test book, write "Answers in book need to be transcribed." | | Describe the defect and note any loss of testing time. |
| Defective test book | Check student ID. If possible, replace with a book with the same form code that does not have the same defect, and direct student to continue with original answer sheet. If the test book cannot be replaced with one that has the same code, dismiss the student and explain that the SAT Program will be in contact to schedule a makeup test. If defective test book causes a loss of testing time, allow student to make up the time for that section at the end of test administration. On front cover of test book, print "Defective," and identify error, test center number, location and nature of defect. | Call TAS immediately if the defect appears in several test books. | Describe the defect. Note the loss of testing time, if the time was made up, indicate when and attach test book to the SIR. |

| Irregularity | Procedure in Testing Room | Call TAS? | SIR Required? |
|--|---|--|--|
| Defective CD | Check student ID. Check CD and CD player to confirm problem is actually with the CD. If the CD is defective, replace it with an extra CD, if available. If CD cannot be replaced, inform student that the SAT Program will be in contact to schedule a makeup test. A student taking another test should sit quietly until the next test begins. A student taking only the Language Test with Listening should be dismissed. On a defective CD label print the name of the student, student registration number, and test center number and other information requested. Place the label on the CD box, and return the defective CD. | | Note any loss of testing time. |
| AFTER TESTING | | | |
| Student name does not match name gridded | If there is a discrepancy, ask student to show ID and correct the grid-in. | Call TAS immediately if you suspect impersonation. | ✓ |
| Test question ambiguity | Report the type of question ambiguity. | | Add any test-taker information if possible, as full a description as possible, and your contact information. |

Section B: SAT® Script



The scripts in this section are for testing in the standard rooms. Every student taking the SAT in this room must have a test book with a blue graphic.

| CHECKLIST Post this information for students. Today's date Test center number Center name Room number USE A NO. 2 PENCIL ONLY. DO NOT USE A PEN OR MECHANICAL PENCIL. "Use Your No. 2 Pencil Wisely" poster, if available |
|---|
| Check that students are in the correct |
| Tickets should say "SAT" at the top. Students participating in a Talent Search Program should have a ticket with "8th grade or below" printed in the upper right. Tickets should indicate if the student is taking the test with extended time (nonstandard administration). Make sure that any student approved for extended time is sent to the appropriate room. Students with other admission documents, such as SAT Subject Tests™ tickets belong in a different testing room. |
| Read scripts in tinted boxes aloud |
| EXACTLY as written. |
| Give students time to fill in their responses. Pause to allow students time to follow instructions when three dots "" appear in the text. |
| Answer student questions about procedure only, not about test content. You may repeat parts of the script if requested to do so. |
| Supply the appropriate information where a blank line "" appears in the text. |
| Ensure that the test books you have in the testing room do not have a pink graphic (those are used for nonstandard testing). |

Uniform testing conditions depend on your reading the scripts exactly as detailed in this section. Take time to study the scripts before test day.

AT ALL ADMINISTRATIONS, SAY:

Good morning. Today you are going to take the SAT. This is your chance to show how prepared you are for college. If you have questions about any of the instructions I give you, please ask them, so that you can be sure of doing your best.

If you are testing on Saturday, skip the following script box and resume at the script immediately below it.

AT A SUNDAY ADMINISTRATION, SAY:

Today's test is only for students who cannot test on Saturday because of religious beliefs. If you took any SAT Program tests on Saturday, you cannot test again today. Your scores will not be reported.

AT ALL ADMINISTRATIONS, SAY:

The SAT Program has policies that are designed to give each of you an equal opportunity to show your abilities. We will dismiss and cancel the scores of anyone who tries to gain an unfair advantage by:

- Giving or receiving help of any kind
- Looking through the test book before the start of the test
- Working on the wrong section or referring to a previous or future section
- Marking answers after time is called
- Sharing test questions with anyone during or after the test
- Attempting to remove test materials from the testing room

- Using any unauthorized testing aids, including cell phones, during testing or on breaks
- Attempting to take the test for someone else

You may also be dismissed for:

- Eating, drinking or smoking in the testing room
- Causing a disturbance of any kind
- Failing to follow testing procedures
- Leaving the building during the test

You will have until midnight Wednesday to file a test day complaint. If you see any behavior that causes you concern, please notify the test center supervisor, who will explain how to notify the SAT Program. You can also get this information online. Are there any questions?...

AFTER ALL QUESTIONS ARE ANSWERED, SAY:

Please listen carefully to the following information about cell phones and other electronic equipment. The use of cell phones or other electronic devices other than an acceptable calculator at any time in this test center is prohibited. At this time, if you still have a cell phone, pager, watch alarm, handheld computer or any other electronic device in your possession, you need to completely power it off and put it away until you leave the test center. If your cell phone or other prohibited device makes any noise or you are seen using it at any time, including breaks, you are subject to dismissal and your scores will be canceled. In addition, any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

Now we're going to prepare to start the test.

- Please take a minute to check that your cell phone or any other electronic device is completely powered off and that no alarms will sound during testing. This includes watches with audible alarms. Store the devices away now...
- Remove everything from your desk except your Admission Ticket, pencils, erasers and acceptable calculator...
- Remove any earplugs, which may not be worn during testing, any highlighters, rulers, dictionaries or other books, pens or colored pencils, pamphlets and papers of any kind, including scratch paper these are all prohibited...
- If you brought a backup calculator or extra batteries, get those out and put them under your seat in plain sight...
- Close all bags and backpacks and put them under your desk until the test is over...

ONCE DESKS ARE CLEARED OF PROHIBITED ITEMS, SAY:

Raise your hand if you have a Correction Form with you today that shows changes to your name, address or other information. I will collect it now.

Keep your Admission Ticket, which has information you will need to access your registration online. You can make corrections online until the second Monday after today.

As I collect the Correction Forms, I will also take a moment now to look around and make sure you are using approved calculators... You may use a calculator on the mathematics sections only. You may not share or exchange calculators at any time. If you are not working on a mathematics section, you must put your calculator under your desk.

Walk around the room to make sure no one has the following unauthorized materials or aids on his or her desk:

- Cell phone or cell phone calculator
- Pens or mechanical pencils
- Pocket organizer
- Laptop or handheld computer
- Electronic writing pad or scratch paper of any kind (unless approved for such an accommodation)
- Pen-input/stylus-driven device
- Calculator with a typewriter-like keypad
- Calculator that uses paper tape, makes noise or needs an electrical outlet

If these devices or aids are displayed, have students remove them from their desks. If a student has a mechanical pencil, hand him or her a No. 2 pencil and remind the student that the answer sheet will not score correctly if he or she uses anything other than a No. 2 pencil. Students must write their essays on their answer sheets. Do not give them scratch paper for the essay.

Now, put away your calculator. You will not need it for Section 1.

I am going to give an answer sheet and test book to each of you now. Check to see that both are for the SAT. When you get the test book, read the back cover. It has important information about timing, marking answers and scoring. DO NOT OPEN YOUR TEST BOOK.

IF ANY STUDENTS ARE USING A LARGE-BLOCK ANSWER SHEET, SAY:

If you are using a large-block answer sheet, also read the instructions on the front of the answer sheet about where and how to mark your answers.

Distribute to each student the appropriate regular or large-block answer sheet and one test book in serial-number order. Make sure every student is using a No. 2 pencil. Check to ensure that no one is using a pen or mechanical pencil.

Take care that any student who has a large-block answer sheet is on the correct page.

When you have finished reading, please look up. Are there any questions about the information you just read?... It is important that you understand how to mark your answers. Unless you are approved to do so, you may not mark your answers in your test book — only answers marked on the answer sheet will be scored.

WHEN ALL STUDENTS ARE READY, SAY:

On the back of your test book, print your last name, first name and middle initial, if you have one. Then print this test center's number _____, test center name _____ and this room number (or name) _____...

Check that students have filled in these fields, including room number, on their test books.

Note: As noted in the instructions that follow, the student name on the answer sheet must match the one on the Admission Ticket, even if it is misspelled. If any student has an issue with a misspelled name, instruct him or her to call Customer Service to request a name change after testing is over.

Now look at page 1 of your answer sheet. Make sure you are using a Number 2 pencil and that you fill in the circles darkly and completely on the answer sheet.

In item 1:

- Print your last name, first name and middle initial, if you have one, exactly as they appear on your Admission Ticket...
- Read the statement on the next line, then sign your full name...
- Today's date is ______. Write the numbers for the month, day and year for today's date...
- Next, print your home address...
- Print your home phone number, including the area code...

• Last, print the city and state (or country) of this center...

In item 2:

• Print the first six letters of your last (or family) name, the first four letters of your first (or given) name and your middle initial, if you have one. Include blanks, dashes or apostrophes if these are part of your name. The order and spelling of your name must exactly match your Admission Ticket. Fill in the corresponding circles...

In item 3:

• Fill in the circle for the month of your birth (or on the large-block answer sheet, fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles...

In item 4:

• Write in the U.S. ZIP code of your home address and fill in the corresponding circles. Leave it blank if you do not have one...

In item 5:

• Indicate your sex, female or male...

In item 6:

• Print your registration number and fill in the circles. Copy the registration number that is printed on your Admission Ticket, even if your ticket is for a different date than today. If you don't have a ticket and you were given a number at check-in, use that number. If you are turning in your registration today, leave the registration number blank, and instead, fill in the circle below

item 6 that reads "I turned in my Registration Form today."

In item 7:

• Print the number of this test center as posted and fill in the circles.

Now remove the Admission Ticket from your desk. Keep your ticket after the test.

In item 8:

• Turn to the back cover of your test book. Find the box labeled "8. Form Code" and enter the number onto item 8 on your answer sheet. Fill in the circles exactly as shown...

In item 9:

• Copy the number from the box labeled "9. Test Form" exactly as shown...

Take a moment to ensure that items 8 and 9 on your answer sheet are completed correctly. If they are not correct on your answer sheet, your scores will be delayed...

In item 10:

• Turn to the front cover of your test book. Find the area in the upper right-hand corner labeled "Test Book Serial Number" and enter the number printed onto item 10 on your answer sheet. Fill in the circles...

Check that students are filling in the right codes.

WHEN EVERYONE IS READY, SAY:

Now listen to this important information. You may cancel your scores for any reason today through Wednesday. If you wish to cancel your scores before you leave, ask me for a Request to Cancel Test Scores Form, which you must complete before you

leave the room. To cancel your scores later, you must notify the SAT Program in writing no later than the Wednesday after the test. Send your **signed cancellation request** by overnight mail or fax. You cannot cancel your scores by e-mail or phone or online. Check the "Scores" section under sat.collegeboard.com for details.

During testing, keep your answer sheet and test book flat on your desk. If you find a defect with either, raise your hand at that time. I will walk around the room to check your progress.

I will also keep the official time for the test.

Remember, after the test has ended, no one may leave the room until I announce dismissal. If you have any questions about testing procedures, please ask them now. I cannot answer questions during the timed sections of the test...

AFTER YOU ANSWER ALL QUESTIONS, SAY:

Do not open your test book until I tell you to do so. You will have 25 minutes to work on Section 1, the essay. Begin your essay on page 2 of the answer sheet, and use page 3 if needed. You must fit your essay into those pages and within the margins marked. No extra pages are allowed. You must write your essay using a Number 2 pencil. If you do not use a pencil, you will receive a score of zero. Upon review, if there is reason to believe the essay does not reflect your original and independent work, your test scores may be canceled.

If you finish before time is called, you **MAY NOT** turn to any other section. If you try to work on a different section of

the test than the one I tell you to work on, I will need to report it, and your scores may be subject to cancellation.

Now, open your answer sheet to page 2. Open your test book to Section 1, read the directions and begin work.

Please be alert and attentive throughout the test. Do not read, grade papers, work on a computer, talk on a cell phone or do any other task unrelated to the test administration.





| Start time | |
|------------|--|
| Stop time | |

Walk around the room to check that everyone is working on the essay.

Check to see that students are using a No. 2 pencil to write the essay. If you see anyone using a pen or a mechanical pencil, advise him or her to switch to a No. 2 pencil immediately. Note this action on the Supervisor's Irregularity Report (SIR).

Throughout testing, follow these procedures:

Time the section:

- Enter the start and stop times as you begin each section; post the times for students to see. If there is no visible clock, announce the remaining time at regular intervals.
- Before you call stop, check your watch against the time you have written down.
- Verify the time with the proctor, if applicable.
- Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

Monitor test-takers:

- Walk around the room to check that everyone is working on the correct section. Remember that one student's section may have mathematics questions while another's might have writing or critical reading questions.
- Make sure that students who are using a large-block answer sheet are following instructions on the front of the answer sheet about where and how to mark their answers.

After testing begins, account for materials on the ASRF, which is printed on the back cover of this manual:

- Complete the seating chart (on the inside back cover).
- Account for all test books (used and unused).
 If a book appears to be missing, follow procedures in "Accounting for Test Materials" in Section A.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 25 MINUTES, SAY:

Stop work and put your pencil down...

Do not begin work until I tell you to do so. You will have 25 minutes to work on Section 2. Turn to Section 2 of your answer sheet. There will be more spaces on the answer sheet than there are questions. Be sure to mark your answers in the correct rows.

Your test book has either mathematics, reading or writing questions in this section. If you have a mathematics section, it may contain questions that are not multiple choice. If so, follow the instructions for marking your answers in the grids labeled "Student-produced Responses" on the bottom of the page for Section 2 of the answer sheet or the next two pages of the large-block answer sheet. To receive credit for your answers, you must fill in the appropriate circles. You will not receive credit for anything written in the boxes above the circles.

You may have a calculator on your desk only if you are working on a mathematics section. When using a calculator, follow these guidelines:

• Keep it flat on your desk or hold it so that other test-takers cannot view your work.

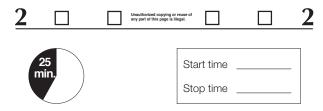
• If it malfunctions and you have batteries or a backup, raise your hand. I will see if your substitute is acceptable. If you do not have a backup, continue to test. All mathematics questions can be answered without a calculator.

We do not have replacement batteries or calculators.

During testing, keep your answer sheet and test book flat on your desk. Make sure you use a Number 2 pencil. It is very important that you fill in the entire circle darkly and completely. If you change your response, erase it as completely as possible. It is very important that you follow these instructions when filling out your answer sheet.

If you finish before time is called, you **MAY NOT** turn to any other section.

Now, turn to Section 2, read the directions and begin work.



During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 25 MINUTES, SAY:

Stop work and put your pencil down.

Put your answer sheet inside your test book, then close your test book. Place your calculator on your desk. We will now stop for a five-minute break. If you have brought a snack, you may eat it in designated areas only. If you leave the room, take your ID with you. Do not go anywhere other than the hallway or the restroom. If you need directions to the restrooms, raise your hand. Do not talk in the hallway or discuss test questions with anyone. Remember that students in other rooms are still testing and need you to be quiet. You may not use a telephone. Any cell phones must remain out of sight under the desks. Return promptly. I cannot give extra time if you are late returning.

For the break:

Post the break time of five minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and answer sheets are inside the test books.

After the break:

Recheck students' IDs before resuming the test.

JUST BEFORE THE END OF THE BREAK, SAY:

Please take your seat. Do not open your test book until I tell you to do so.

WHEN EVERYONE IS READY, SAY:

Take out your answer sheet, turn to the back page, and find the Certification Statement Box. Copy the requested statement in cursive writing (not print). Sign your full name as you would on an official document.

When you submit your answer sheet you are agreeing to the following conditions: You will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not limited to, e-mail, text messages or the Internet. In addition, you agree not to discuss or share the essay question with anyone until after your scored essay is available online. These conditions are spelled out in *The Paper Registration Guide* and online at sat.collegeboard.com.

Walk around the room and ensure that all students are writing the Certification Statement (even if they are approved to write answers in their test books).

WHEN EVERYONE IS READY, SAY:

Now turn to Section 3 of your answer sheet. Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. You will have 25 minutes to work on Section 3.

Your test book has mathematics, reading or writing questions in this section. If you have a mathematics section that contains questions that are not multiple choice, follow the instructions for marking your answers in the grids labeled "Student-produced Responses" on the bottom of the page for Section 3 of your answer sheet or the next two pages of the large-block answer sheet. You may have a calculator on your desk only if you are working on a mathematics section.

Now, turn to Section 3 in your test book read the directions and begin work.

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| Start time | |
|------------|--|
| Stop time | |

During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 25 MINUTES, SAY:

Stop work and put your pencil down...

Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. You will have 25 minutes to work on Section 4. Your test book has mathematics, reading or writing questions in this section. If you have a mathematics section that contains questions that are not multiple choice, follow the instructions for marking your answers in the grids labeled "Student-produced Responses" on the bottom of the page for Section 4 of your answer sheet or the next two pages of the large-block answer sheet. You may have a calculator on your desk only if you are working on a mathematics section.

Now, turn to Section 4, read the directions and begin work.



| Start time | |
|------------|--|
| Stop time | |

During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 25 MINUTES, SAY:

Stop work and put your pencil down...

Put your answer sheet inside your test book. Close your test book and leave it on your desk. Place your calculator on your desk.

We will now stop for a five-minute break. If you have brought a snack, you may eat it in designated areas only. Take your ID with you if you leave the room. As before, do not go anywhere other than the hallway or the restroom. Do not talk in the hall or discuss the test questions with anyone. You may not use a telephone. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

Recheck students' IDs before resuming the test.

Section B

AT THE END OF THE BREAK, SAY:

Please take your seat...

Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. You will have 25 minutes to work on Section 5. Your test book has mathematics, reading or writing questions in this section. If you have a mathematics section that contains questions that are not multiple choice, follow the instructions for marking your answers in the grids labeled "Student-produced Responses" on the bottom of the page for Section 5 of your answer sheet or the next two pages of the large-block answer sheet. You may have a calculator on your desk only if you are working on a mathematics section.

Now, turn to Section 5, read the directions and begin work.

During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

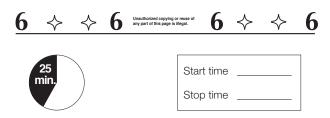
You have five minutes remaining in this section.

AFTER EXACTLY 25 MINUTES, SAY:

Stop work and put your pencil down...

Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. You will have 25 minutes to work on Section 6. Your test book has mathematics, reading or writing questions in this section. If you have a mathematics section that contains questions that are not multiple choice, follow the instructions for marking your answers in the grids labeled "Student-produced Responses" on the bottom of the page for Section 6 of your answer sheet or the next two pages of the large-block answer sheet. You may have a calculator on your desk only if you are working on a mathematics section.

Now, turn to Section 6, read the directions and begin work.



During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 25 MINUTES, SAY:

Stop work and put your pencil down...

Put your answer sheet inside your test book. Close your test book and leave it on your desk. Place your calculator on your desk. We will now stop for a fiveminute break. If you have brought a snack, you may eat it in designated areas only. Take your ID with you if you leave the room. As before, do not go anywhere other than the hallway or the restroom. Do not talk in the hall or discuss the test questions with anyone. You may not use a telephone. We will start testing again in exactly five minutes.

For the break:

Post the break time of five minutes, and include what time students should return.

During the break:

Walk around the room to check that all test books are closed and answer sheets are inside the test books.

After the break:

Recheck students' IDs before resuming the test.

AT THE END OF THE BREAK, SAY:

Please take your seat...

Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. You will have 25 minutes to work on Section 7. Your test book has mathematics, reading or writing questions in this section. If you have a mathematics section that contains questions that are not multiple choice, follow the instructions for marking your answers in the grids labeled "Student-produced Responses" on the bottom of the page for Section 7 of your answer sheet or the next two pages of the large-block answer sheet. You may have a calculator on your desk only if you are working on a mathematics section.

Now, turn to Section 7, read the directions and begin work.

| 7 Unname | authorized copying or reuse of y part of this page is illegal. |
|------------|--|
| 25 min. | Start time |
| | Stop time |

During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 25 MINUTES, SAY:

Stop work and put your pencil down...

Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. You will have 20 minutes to work on Section 8. Note that this is a shorter time than the previous sections. Mark your answers in Section 8 of the answer sheet. You may have a calculator on your desk only if you are working on a mathematics section.

Now, turn to Section 8, read the directions, and begin work.

| 8 | 0 | 0 | Unsulfhorized copying or muse of any part of this page is illegal. | 8 |
|---|------------|---|--|--------|
| | | | | \neg |
| | | | Start time | - |
| | 20 min. | | Stop time | - |

During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 20 MINUTES, SAY:

Stop work and put your pencil down...

Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. You will have 20 minutes to work on Section 9. Mark your answers in Section 9 of the answer sheet. You may have a calculator on your desk only if you are working on a mathematics section.

Now, turn to Section 9, read the directions and begin work.











| Start time | |
|------------|--|
| Stop time | |

During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 20 MINUTES, SAY:

Stop work and put your pencil down...

Do not begin work until I tell you to do so. Keep your answer sheet and test book flat on your desk. If you have a calculator on your desk, please place it under your desk now. You will have 10 minutes to work on Section 10. Note that this is a shorter time than the previous sections. Mark your answers in Section 10 of the answer sheet.

Now, turn to Section 10, read the directions, and begin work.







| Start time | |
|------------|--|
| Stop time | |

During testing:

Refer to the chart at the end of this script to ensure that you have correctly calculated the stop time.

FIVE MINUTES BEFORE THE END OF THE SECTION, SAY:

You have five minutes remaining in this section.

AFTER EXACTLY 10 MINUTES, SAY:

Stop work. Put your pencil down and close your test book and answer sheet. Place your answer sheet on top of your test book. We will now collect your answer sheet and test book. Please sit quietly until you are dismissed.

Before dismissal:

- Collect an answer sheet and test book individually from each student in the same order in which they were distributed.
- Check to see that the letters written at the top of item 2 on page 1 of each answer sheet correspond to the filled circles in each column. If there is a discrepancy, ask student to show ID and explain the discrepancy. Describe on the SIR.
- Check that the rest of the items on page 1 are completed.
- Make sure answer sheets are not inserted in or between test books.
- Verify by count that you have a test book and answer sheet for each student.
- Verify by serial number that you have collected the test books assigned to your room.

- Keep students seated until you are sure you have an answer sheet and the test book assigned to each student.
- An answer sheet with items 1 to 10 completed must be submitted for a student to receive a score report. If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 10) before dismissing students.

AFTER ALL MATERIALS ARE ACCOUNTED FOR, SAY:

Remember, you should not, under any circumstances, take any test questions from the testing room, give them to anyone or discuss them with anyone through any means, including e-mail, text messages or the Internet.

In addition, you are not permitted to discuss or share the essay question with anyone until after your scored essay is available online.

This test administration is now over. Gather your belongings and exit the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

After students leave the room:

- Complete and sign the ASRF (printed on the back cover of this manual).
- If you have any students approved to write their answers in the test book, do the following:
 - On the test book, write the student's name, registration number, test center code and answer sheet code.
 - On the front cover of the test book, write "Answers in book."
 - Include the test books with the used answer sheets.
- Describe any discrepancy on the SIR.
- Return all test materials and forms, including any student Correction Forms, to the supervisor.

SAT SECTION TIMING CHART STANDARD ADMINISTRATION Note: All times are "minutes after the hour"

| | Stop Time | | |
|------------|---|---|---|
| Start Time | for a 25- minute section (Sections 1–7) | for a 20- minute section (Sections 8–9) | for a 10- minute section (Section 10) |
| :00 | :25 | :20 | :10 |
| :01 | :26 | :21 | :11 |
| :02 | :27 | :22 | :12 |
| :03 | :28 | :23 | :13 |
| :04 | :29 | :24 | :14 |
| :05 | :30 | :25 | :15 |
| :06 | :31 | :26 | :16 |
| :07 | :32 | :27 | :17 |
| :08 | :33 | :28 | :18 |
| :09 | :34 | :29 | :19 |
| :10 | :35 | :30 | :20 |
| :11 | :36 | :31 | :21 |
| :12 | :37 | :32 | :22 |
| :13 | :38 | :33 | :23 |
| :14 | :39 | :34 | :24 |
| :15 | :40 | :35 | :25 |
| :16 | :41 | :36 | :26 |
| :17 | :42 | :37 | :27 |
| :18 | :43 | :38 | :28 |
| :19 | :44 | :39 | :29 |
| :20 | :45 | :40 | :30 |
| :21 | :46 | :41 | :31 |
| :22 | :47 | :42 | :32 |
| :23 | :48 | :43 | :33 |
| :24 | :49 | :44 | :34 |
| :25 | :50 | :45 | :35 |
| :26 | :51 | :46 | :36 |
| :27 | :52 | :47 | :37 |
| :28 | :53 | :48 | :38 |
| :29 | :54 | :49 | :39 |

| | Stop Time | | |
|------------|---|---|---|
| Start Time | for a 25- minute section (Sections 1–7) | for a 20- minute section (Sections 8–9) | for a 10- minute section (Section 10) |
| :30 | :55 | :50 | :40 |
| :31 | :56 | :51 | :41 |
| :32 | :57 | :52 | :42 |
| :33 | :58 | :53 | :43 |
| :34 | :59 | :54 | :44 |
| :35 | :00 | :55 | :45 |
| :36 | :01 | :56 | :46 |
| :37 | :02 | :57 | :47 |
| :38 | :03 | :58 | :48 |
| :39 | :04 | :59 | :49 |
| :40 | :05 | :00 | :50 |
| :41 | :06 | :01 | :51 |
| :42 | :07 | :02 | :52 |
| :43 | :08 | :03 | :53 |
| :44 | :09 | :04 | :54 |
| :45 | :10 | :05 | :55 |
| :46 | :11 | :06 | :56 |
| :47 | :12 | :07 | :57 |
| :48 | :13 | :08 | :58 |
| :49 | :14 | :09 | :59 |
| :50 | :15 | :10 | :00 |
| :51 | :16 | :11 | :01 |
| :52 | :17 | :12 | :02 |
| :53 | :18 | :13 | :03 |
| :54 | :19 | :14 | :04 |
| :55 | :20 | :15 | :05 |
| :56 | :21 | :16 | :06 |
| :57 | :22 | :17 | :07 |
| :58 | :23 | :18 | :08 |
| :59 | :24 | :19 | :09 |

SAT Subject Tests Script

Section C: SAT Subject Tests Script

In November only, if you are administering listening tests, turn to the script beginning on page 37.

Uniform testing conditions depend on your reading the scripts exactly as detailed in this section. Take time to study the scripts before test day.

| CHECKLIST | | | |
|-----------|--|--|--|
| Post | this information for students. | | |
| | Today's date | | |
| | Test center number | | |
| | Center name | | |
| | Room number | | |
| | | | |
| | PEN OR MECHANICAL PENCIL. | | |
| | "Use Your No. 2 Pencil Wisely" poster, if | | |
| | available | | |
| | k that students are in the correct testing | | |
| room | | | |
| | Tickets should say "SAT Subject Tests" at top. | | |
| | Students with admission documents that | | |
| | indicate "SAT" or "8th grade or below" or | | |
| | nonstandard testing with accommodations | | |
| | belong in a different testing room. | | |
| | scripts in tinted boxes aloud EXACTLY as | | |
| writte | en to provide uniform testing conditions. | | |
| | Give students time to fill in their | | |
| | responses. | | |
| | Pause to allow students time to follow | | |
| | instructions when three dots "" appear in | | |
| | the text. | | |
| | Supply the appropriate information where | | |
| | a blank line "" appears in the text. | | |
| | Answer student questions about | | |
| | procedure only, not about test content. | | |
| | You may repeat parts of the script if | | |
| | requested to do so. | | |
| If adn | nitting late students for the second hour of | | |
| testir | ng: | | |
| | Ensure that these students complete the | | |
| _ | certification statement (see page 31 in the | | |
| | script). | | |
| | Do not allow new students to enter after | | |
| | timing for the second test has begun. | | |
| | | | |



The scripts in this section are for testing in the standard rooms. Students testing with accommodations that require nonstandard conditions cannot be tested using this manual and should be sent to the nonstandard testing room.

WHEN ALL STUDENTS ARE READY, SAY:

Good morning. Today you are going to take the SAT Subject Tests. This is your chance to show your knowledge and skills in particular subject areas. If you have questions about any of the instructions I give you, please ask them, so that you can be sure of doing your best.

If you are testing on Saturday, skip the following script box and resume at the script immediately below it.

AT A SUNDAY ADMINISTRATION, SAY:

Today's test is only for students who cannot test on Saturday because of religious beliefs. If you took any SAT Program tests on Saturday, you cannot test again today. Your scores will not be reported.

AT ALL ADMINISTRATIONS, SAY:

The SAT Program has policies that are designed to give each of you an equal opportunity to show your abilities. We will dismiss and cancel the scores of anyone who tries to gain an unfair advantage by:

- Giving or receiving help of any kind
- Looking through the test book before the start of the test

- Working on a different test from the one coded on the answer sheet
- Marking answers after time is called
- Sharing test questions with anyone during or after the test
- Attempting to remove test materials from the testing room
- Using any unauthorized testing aids including cell phones, during testing or on breaks
- Attempting to take the test for someone else

You may also be dismissed for:

- Eating, drinking or smoking in the testing room
- Causing a disturbance of any kind
- Failing to follow testing procedures
- Leaving the building during the test

You will have until midnight Wednesday to file a test day complaint. If you see any behaviors that cause you concern, please notify the test center supervisor, who will explain how to notify the SAT Program. You can also get this information online. Are there any questions?...

AFTER ALL QUESTIONS ARE ANSWERED, SAY:

Please listen carefully to the following information about cell phones and other electronic equipment. The use of cell phones or other electronic devices other than an acceptable calculator at any time in this test center is prohibited. At this time, if you still have a cell phone, pager, watch alarm, handheld computer or any other electronic device in your possession, you need to completely power it off and put it away until testing is over. If your cell phone or other prohibited device makes any noise or you are seen using it at any time, including breaks, you are

subject to dismissal and your scores will be canceled. In addition, any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

Now we're going to prepare to start the test.

- Please take a minute to check that your cell phone or any other electronic device is completely powered off and that no alarms will sound during testing. This includes watches with audible alarms. Store the devices away now...
- Remove everything from your desk **except** your Admission Ticket, pencils, erasers and acceptable calculator...
- Also remove any earplugs, which may not be worn during testing, any highlighters, rulers, dictionaries or other books, pens or colored pencils, pamphlets and papers of any kind, including scratch paper — these are all prohibited...
- Close all bags and backpacks. Put them under your desk until the test is over
- If you brought a backup calculator or extra batteries, get those out and put them under your seat in plain sight...

AFTER DESKS ARE CLEARED OF PROHIBITED ITEMS, SAY:

Raise your hand if you have a Correction Form with you today that shows changes to your name, address or other information. I will collect it now.

Keep your Admission Ticket, which has information you will need to access your registration online. You can make corrections online until the second Monday after today.

I am going to give an answer sheet and test book to each of you now. Check to see that both are for the SAT Subject Tests. When you get the test book, read the back cover. It has important information about selecting tests, timing, marking answers and scoring. DO NOT OPEN YOUR TEST BOOK.

IF ANY STUDENTS ARE USING A LARGE-BLOCK ANSWER SHEET, SAY:

If you are using a large-block answer sheet, also read the instructions on the front of the answer sheet about where and how to mark your answers.

Distribute to each student one answer sheet and one test book in serial-number order. Make sure every student is using a No. 2 pencil. Check to ensure that no one is using a pen or mechanical pencil.

Take care that any student who has a large-block answer sheet is on the correct page.

When you have finished reading, please look up... Are there any questions about the information you just read?... It is important that you understand how to mark your answers. Unless you are approved to do so, you may not mark your answers in your test book — only answers marked on the answer sheet will be scored.

WHEN ALL STUDENTS ARE READY, SAY:

Make sure you are using a Number 2 pencil and that you fill in the circles darkly and completely on the answer sheet.

On the back of your test book, print your last name, first name and middle initial, if you have one. Then print this

| test center's number _ | , test center |
|------------------------|-----------------|
| name and this | room number (or |
| name) | |

Check that students have filled in these fields, including room number, on their test books.

Note: As noted in the instructions that follow, the student name on the answer sheet must match the one on the Admission Ticket, even if it is misspelled. If any student has an issue with a misspelled name, instruct him or her to call Customer Service to request a name change after testing is over.

Now look at page 1 of your answer sheet.

In item 1:

- Print your last name, first name and middle initial, if you have one, exactly as they appear on your Admission Ticket...
- Read the statement on the next line, then sign your full name...
- Today's date is _____. Write the numbers for the month, day and year for today's date...
- Next, print your home address...
- Now print your home phone number, including the area code...
- Last, print the city and state (or country) of this center...

In item 2:

• Print the first six letters of your last (or family) name, the first four letters of your first (or given) name and your middle initial, if you have one. Include blanks, dashes or apostrophes if these are part of your name. The order and spelling of your name must exactly match your Admission Ticket. Fill in the corresponding circles...

In item 3:

• Fill in the circle for the month of your birth (or on the large-block answer sheet fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles...

In item 4:

• Write in the U.S. ZIP code of your home address and fill in the corresponding circles. Leave it blank if you do not have one...

In item 5:

• Indicate your sex, female or male...

In item 6:

• Print your registration number and fill in the circles. Copy the registration number that is printed on your Admission Ticket, even if your ticket is for a different date than today. If you don't have a ticket and you were given a number at check-in, use that number. If you are turning in your registration today, leave the registration number blank and instead, fill in the circle below item 6 that reads "I turned in my Registration Form today."

In item 7:

• Print the number of this test center as posted and fill in the circles.

Now, remove the Admission Ticket from your desk. Keep your ticket after the test.

In item 8:

• Turn to the back cover of your test book. Find the box labeled "8. Book Code." Copy this number onto item 8 on your answer sheet and fill in the circles exactly as shown...

In item 9:

• Copy the number from the box labeled "9. Book ID" exactly as shown...

Take a moment to ensure that items 8 and 9 on your answer sheet are completed correctly. If they are not correct on your answer sheet, your scores will be delayed...

In item 10:

• Turn to the front cover of your test book. Find the area in the top righthand corner labeled "Test Book Serial Number" and enter the number printed onto item 10 on your answer sheet. Fill in the circles... If you need more time, raise your hand.

Check that students are filling in the right codes.

WHEN EVERYONE IS READY, SAY:

Now listen to this important information: You may cancel your scores for any reason today through Wednesday of next week. If you decide not to take one of the Subject Tests you registered for, do not fill anything in for that test. If you start a test and decide that you are not ready for it, you should cancel your scores. Just erasing answers cannot guarantee that your test won't be scored.

If you cancel your scores from one test, all tests you take today will be canceled. There is one exception: If your calculator malfunctions, you may cancel scores for an SAT Subject Test

in Mathematics only. If this happens, you must raise your hand and notify me during testing — you cannot cancel for this reason after finishing the test.

If you wish to cancel your scores, ask me for a Request to Cancel Test Scores Form, which you must complete before you leave the room. To cancel your scores later, you must notify the SAT Program in writing no later than the Wednesday after the test. Send your **signed cancellation request** by overnight mail or fax. You cannot cancel your scores by e-mail or phone or online. Check the "Scores" section under sat.collegeboard.com for details. Are there any questions?...

AFTER YOU ANSWER ALL QUESTIONS, SAY:

For those of you who are planning to take an SAT Subject Test in Mathematics today, I will take a moment now to look around the room to make sure you are using approved calculators...

Walk around the room to make sure no one has the following unauthorized materials or aids on their desk:

- Cell phone or cell phone calculator
- Pens or mechanical pencils
- Pocket organizer
- Laptop or handheld computer
- Electronic writing pad or scratch paper of any kind (unless approved for such an accommodation)
- Pen-input/stylus-driven device
- Calculator with a typewriter-like keypad
- Calculator that uses paper tape, makes noise or needs an electrical outlet.

If these devices or aids are displayed, have students remove them from their desks. If a student has a mechanical pencil, hand him or her a No. 2 pencil and remind the student that the answer sheet will not score correctly if he or she uses anything other than a No. 2 pencil.

Please pay close attention to this information about calculator use. You may have a calculator on your desk only while you are taking a Mathematics Test. You may not use a calculator for any other SAT Subject Test. If you are not taking an SAT Subject Test in Mathematics in the first hour, put your calculator on the floor under your chair. You are responsible for your own calculator. We do not have replacement calculators or batteries. When using a calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- Do not share or exchange your calculator.
- If your calculator malfunctions and you have batteries or a backup, raise your hand. I will see if your substitute is acceptable. If you do not have a backup, you may continue to test or you may cancel your score on the Mathematics Test only.
- You must notify me when the malfunction occurs; otherwise, you will not be allowed to cancel just the Mathematics Test.
- To cancel, you will need to fill out a Request to Cancel Test Scores Form.
- If you decide to continue testing, I cannot give you any extra time to make up the time lost.

Are there any questions?...

AFTER ALL QUESTIONS ARE ANSWERED, SAY:

I will keep the official time and announce the remaining time during the test at 20-minute intervals. Remember, though, you must pace yourself.

You may pick any Subject Test to take today, regardless of what you have registered for. You can also decide to add tests if you registered for only one or two tests. If you add tests, you will be billed later for the additional test fees.

On the front of your test book, find the page number for the first test you are taking. Open your book to that page and read the instruction at the top... Now turn to page 2 of your answer sheet. Fill in the circle of the test you are about to take. If you are taking a Mathematics Test be sure to fill in the circle for the correct Level — 1 or 2. If you are taking a Language test be careful not to fill in the circle for the Listening version. If you are taking Biology now, fill in the circle for the emphasis you choose: either ecological (Biology-E) or molecular (Biology-M). You may take only one Biology Test today.

You can skip boxes 8, 9 and 10, which are already filled out on the front of the answer sheet.

Along with the test names at the top of your answer sheet page, there is a row of numbered circles labeled "Background Questions." Please read the background questions printed in your test book now and answer them by filling in the appropriate circle or circles in this row on your answer sheet. Close your test book and look up when you have finished...

WHEN ALL STUDENTS ARE READY, SAY:

Your answer sheet has 100 numbered spaces. All SAT Subject Tests, however, contain fewer than 100 questions.

If you are taking the Biology Test today, when you reach question 60, carefully follow the directions in your test book.

If you are taking Biology-E, continue gridding answers in circles 61 to 80. If you are taking Biology-M, turn to the questions beginning with 81, and mark your answers in circles 81 to 100. Be sure to answer the questions and mark the circles that match the test circle you filled in at the top of the answer sheet page.

If you are taking the Chemistry Test today, be sure you read the instructions in the test book for answering some questions that have a different format. If you are not taking a Mathematics Test, you must keep your calculator under your desk.

Keep your answer sheet and test book flat on your desk during the test. If you find a defect with either, raise your hand at that time.

You have one hour for this test. If you finish before the end of the hour, you cannot move on to the next SAT Subject Test. Remain in your seat and do not talk. You may review this test, but you may not turn to any other test in the book. If you try to work on a different test than the one you start now, I will need to report it, and your scores may be subject to cancellation.

Please ask any questions about testing procedure now. I cannot answer any questions during the timed sections of the test...

AFTER YOU ANSWER ALL QUESTIONS, SAY:

Once again, find the page number of the first test you are taking and open your test book to that page. Make sure you use a No. 2 pencil. It is very important that you fill in the entire circle darkly and completely.

SAT Subject Tests Script

If you change your response, erase it as completely as possible. It is very important that you follow these instructions when filling out your answer sheet.

Now turn the page in your test book, read the directions and begin work.



| Start time | |
|------------|--|
| Stop time | |

- Please be alert and attentive throughout the test.
- Do not read, grade papers, work on a computer, talk on a cell phone or do any other task unrelated to the test administration.

During testing, follow these procedures:

Time the test:

- Enter the start and stop times and post the times for students to see.
- Announce time remaining in 20-minute intervals as noted in the script.

Monitor test-takers:

- Walk around the room to check that everyone is working on the test indicated on the answer sheet.
- Check that all students are marking their answers on the correct page of the answer sheet
- Check the tops of test book pages. "1 1 1" or "2 2 2" is printed across the top of each page of the Mathematics Tests. "No calculator" symbols are printed at the top of all other Subject Test pages.
- Remind students who have a "no calculator" symbol at the top of the page to put their calculator under the desk.
- Make sure that students who are using a large-block answer sheet are following instructions on the answer sheet about where and how to mark their answers.

After testing begins, account for materials on the ASRF, which is printed on the back cover of this manual:

• Complete the seating chart (on the inside back cover).

Account for all test books (used and unused).
 If a book appears to be missing, follow the procedures in "Accounting for Test Materials" in Section A.

AFTER EXACTLY 20 MINUTES, SAY:

Forty minutes remain.

AFTER EXACTLY 40 MINUTES, SAY:

Twenty minutes remain.

FIVE MINUTES BEFORE THE END OF THE TEST, SAY:

You have five minutes remaining in this test.

AFTER EXACTLY ONE HOUR, SAY:

Stop work and put your pencil down. If you filled in the circle for one Biology Test, but completed the other test, please make sure you have the correct circle filled in for the test you took.

Close your test book and keep it closed on your desk.

If admitting students for the second hour of testing, please do so now. Distribute an answer sheet and test book to each new student, and instruct them to turn to page two of the answer sheet before beginning the script below.

WHEN ALL STUDENTS ARE READY, SAY:

On your answer sheet, find the Certification Statement Box at the bottom of the page you just finished (or on the back of the large-block answer sheet). Copy the statement in cursive writing (not print). Sign your full name as you would on an official document...

When you submit your answer sheet you are agreeing to the following conditions: you will not, under any circumstances, take any test questions from the testing room, give them to anyone or discuss them with anyone through any means, including, but not limited to, e-mail, text messages or the Internet. These conditions are spelled out in *The Paper Registration Guide* and online at sat.collegeboard.com.

Walk around the room and ensure that all students are writing the Certification Statement (even if they are approved for writing answers in their test books).

THEN SAY:

If you are taking another test, put your answer sheet inside your test book and keep the test book closed on your desk. If you have registered for only one test, you can still decide to stay and take additional tests now. If you are not taking another test, raise your hand and I will collect your test materials...

Before dismissing students who are leaving:

- Collect an answer sheet and a test book individually from every student who is leaving.
- Check to see that the letters written at the top of item 2 on page 1 of each answer sheet correspond to the filled circles in each column. If you find a discrepancy, ask the student to show ID and explain the discrepancy. Describe on the SIR.
- Check that all the other items on page 1 have been completed.
- Make sure answer sheets are not inserted in or between test books.
- Verify by count that you have a test book and answer sheet for each student who is leaving.
- An answer sheet with items 1 to 10 completed must be submitted for a student to receive a score report. If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 10) before dismissing students.

WHEN YOU ARE SURE YOU HAVE ALL TEST MATERIALS, SAY:

Students taking one test only may now collect their belongings and leave the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

GIVE DEPARTING STUDENTS TIME TO EXIT THE AREA, THEN SAY:

We will now have a five-minute break. Place your calculator on your desk. If you brought a snack, you may eat it in designated areas only. If you leave the room, take your ID with you. Do not go anywhere other than the hallway or the restroom. If you need directions to the restrooms, raise your hand. Do not talk in the hallway or discuss test questions with anyone. Remember that students in other rooms are still testing and need you to be quiet. You may not use a telephone. Any cell phones must remain under the desks. Return promptly. I cannot give extra time if you are late returning.

For the break:

Post the break time of five minutes, and include what time students should return.

During the break, you or the proctor must:

Walk around the room to check that all test books are closed and answer sheets are inside the test books.

After the break:

Recheck students' IDs before resuming the test.

JUST BEFORE THE END OF THE BREAK, SAY:

Please take your seat...

SAT Subject Tests Script

WHEN EVERYONE IS READY, SAY:

On the front of your test book, find the page number for the second test you are taking. Open your book to that page and read the instruction at the top... Now turn to page 3 of your answer sheet. Fill in the circle of the test you are about to take. If you are taking a Mathematics or Language Test make sure you select and fill in the appropriate circle. If you are taking Biology now, fill in the circle for the emphasis you choose: either ecological (Biology-E) or molecular (Biology-M). You may take only one Biology Test today. Skip boxes 8, 9 and 10.

Along with the test names at the top of your answer sheet page, there is a row of numbered circles labeled "Background Questions." Please read the background questions printed in your test book now and answer them by filling in the appropriate circle or circles in this row on your answer sheet. Close your test book and look up when you have finished...

If you are taking the Biology Test, when you reach question 60, carefully follow the directions in your test book. If you are taking Biology-E, continue gridding answers in the circles 61 to 80. If you are taking Biology-M, turn to the questions beginning with 81, and mark your answers in the circles 81 to 100.

If you are not taking a Mathematics Test, you must keep your calculator under your desk.

If you are taking the Chemistry Test, be sure you read the instructions in the test book for answering some questions that have a different format.

You have one hour for this test. If you finish before the end of the hour, you

cannot move on to the next SAT Subject Test. Remain in your seat and do not talk. Keep your answer sheet and test book flat on your desk. You may review this test, but may not turn to any other test in the book. Are there any questions?...

AFTER YOU ANSWER ALL QUESTIONS, SAY:

Find the page number of your second SAT Subject Test and open your test book to that page... Now, turn the page, read the directions and begin work.



| Start time | |
|------------|--|
| Stop time | |

During testing:

- Post the start and stop times for students.
- Check that all students are marking answers on the correct section of the answer sheet and are working on the test written on their answer sheet.
- Make sure that calculators are being used only for Mathematics Tests.

AFTER EXACTLY 20 MINUTES, SAY:

Forty minutes remain.

AFTER EXACTLY 40 MINUTES, SAY:

Twenty minutes remain.

FIVE MINUTES BEFORE THE END OF THE TEST, SAY:

You have five minutes remaining in this test.

AFTER EXACTLY I HOUR, SAY:

Stop work and put your pencil down. If you filled in the circle for one Biology Test, but completed the other test, please make sure you have the correct circle filled in for the test you took. Close your test book and keep it on your desk. If you are taking a third test, put your answer sheet inside your test book and keep the test book closed on your desk.

If you have registered for only one or two tests, you can still decide to stay and take an additional test now. If you are finished for the day, raise your hand and I will collect your test materials. Everyone, please remain quietly in your seat.

Before dismissing students who are leaving:

- Collect an answer sheet and a test book individually from every student who is leaving.
- Check to see that the letters written at the top of item 2 on page 1 of each answer sheet correspond to the filled circles in each column. If you find a discrepancy, ask the student to show ID and explain the discrepancy. Describe on the SIR.
- Check that all the other items on page 1 have been completed.
- Make sure answer sheets are not inserted in or between test books.
- Verify by count that you have a test book and answer sheet for each student who is leaving.
- An answer sheet with items 1 to 10 completed must be submitted for a student to receive a score report. If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 10) before dismissing students.

WHEN YOU ARE SURE YOU HAVE ALL TEST MATERIALS, SAY:

If you are finished for the day, collect your belongings and leave the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

GIVE DEPARTING STUDENTS TIME TO EXIT THE AREA, THEN SAY:

We will now have a five-minute break. Place your calculator on your desk. If you brought a snack, you may eat it in designated areas only. If you leave the room, take your ID with you. Do not go anywhere other than the hallway or the restroom. Do not talk in the hallway or discuss test questions with anyone. Remember that students in other rooms are still testing and need you to be quiet. You may not use a telephone. Any cell phones must remain under the desks. Return promptly. I cannot give extra time if you are late returning.

For the break:

Post the break time of five minutes, and include what time students should return.

During the break, you or the proctor must:

Walk around the room to ensure that all test books are closed and that all answer sheets are inside the test books.

After the break:

Recheck students' IDs before resuming the test.

AT THE END OF THE BREAK, SAY:

Please take your seat now...

WHEN EVERYONE IS READY, SAY:

On the front of your test book, find the page number for the third test you are taking. Open your book to that page and read the instruction at the top... Now turn to page 4 of your answer sheet. Fill in the circle of the test you are about to take. If you are taking a Mathematics or Language Test make sure you select and fill in the appropriate circle. If you are taking Biology now, fill in the circle for the emphasis you choose: either ecological (Biology-E) or molecular (Biology-M). You may take only one Biology Test today.

Skip boxes 8, 9 and 10. Along with the test names at the top of your answer sheet page, there is a row of numbered circles labeled "Background Questions." Please read the background questions printed in your test book now and answer them by filling in the appropriate circle or circles in this row on your answer sheet. Close your test book and look up when you have finished...

If you are taking the Biology Test, when you reach question 60, carefully follow the directions in your test book. If you are taking Biology-E, continue gridding answers in the circles 61 to 80. If you are taking Biology-M, turn to the questions beginning with 81, and mark your answers in the circles 81 to 100.

If you are not taking a Mathematics Test, you must keep your calculator under your desk.

If you are taking the Chemistry Test, be sure you read the instructions in the test book for answering some questions that have a different format.

You have one hour for this test. If you finish before the end of the hour, you cannot move back to a previous SAT Subject Test. Remain in your seat and do not talk. Keep your answer sheet and test book flat on your desk. You may review this test, but you may not turn to any other test in the book. Are there any questions?...

AFTER YOU ANSWER ALL QUESTIONS, SAY:

Again, find the page number of your third Subject Test. Open your test book to that page... Now, turn the page, read the directions and begin work.

60 min.

| Start time | |
|------------|--|
| Stop time | |

During testing:

- Post the start and stop times for students.
- Check that all students are marking their answers on the correct section of the answer sheet, and are working on the test written on their answer sheet.
- Make sure that calculators are being used only for Subject Tests in Mathematics.

AFTER EXACTLY 20 MINUTES, SAY:

Forty minutes remain.

AFTER EXACTLY 40 MINUTES, SAY:

Twenty minutes remain.

FIVE MINUTES BEFORE THE END OF THE TEST, SAY:

You have five minutes remaining in this test.

AFTER EXACTLY I HOUR, SAY:

Stop work and put your pencil down. If you filled in the test circle for one Biology Test, but completed the other test, please make sure you have the correct circle filled in for the test you took. Close your test book and keep it closed on your desk. Place your answer sheet on top of your test book...We will now collect an answer sheet and a test book from each of you. Please remain quietly in your seat until we are finished.

Before dismissal:

- Collect an answer sheet and test book individually from each student.
- Check to see that the letters written at the top of item 2 on page 1 of each answer sheet correspond to the filled circles in each column. If there is a discrepancy, ask the student to show ID and explain the discrepancy. Describe on the SIR.
- Check that all the other items on page 1 have been completed.
- Make sure answer sheets are not inserted in or between test books.
- Verify by count that you have a test book and answer sheet for each student.
- Verify by serial number that you have collected all the test books assigned to your room.
- An answer sheet with items 1 to 10 completed must be submitted for a student to receive a score report. If you have any students who are approved to write answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 10) before dismissing students.

AFTER ALL TEST MATERIALS ARE ACCOUNTED FOR, SAY:

This test administration is now over. Please gather your belongings and exit the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

After students leave the room:

- Complete and sign the ASRF (printed on the back cover of this manual).
- If you have any students approved to write their answers in the test book, do the following:
 - On the test book, write the student's name, registration number, test center code and answer sheet code.
 - On the front cover of the test book, write "Answers in book."
 - Include the test books with the used answer sheets.
- Describe any discrepancy on the SIR, as directed in Section A of this manual.
- Return all test materials and forms, including any student Correction Forms, to the supervisor.

anguage with Listening Tests Script

Section D: SAT Subject Tests Script — Language with Listening Tests/November Only

Uniform testing conditions depend on your reading the scripts exactly as detailed in this section. Take time to study the scripts before test day. **Note:** Students sitting for the Language with Listening Tests must take the entire test, including the listening component. Taking just the reading portion could result in cancellation of their scores.

| СНІ | ECKLIST |
|-------|--|
| Post | this information for students. |
| | Today's date |
| | Test center number |
| | Center name |
| | |
| | |
| | A PEN OR MECHANICAL PENCIL. |
| | "Use Your No. 2 Pencil Wisely" poster, if |
| | available |
| Chec | k that students are in the correct testing |
| room | . |
| | Tickets should say "SAT Subject Tests" "Listening |
| | Test" at the top. Send students with other tickets |
| | to the appropriate testing rooms. |
| | Check that the online roster lists students' |
| | names and the tests for which they are |
| | registered. Students must be preregistere |
| | for the listening tests. Send students who |
| | are not on your roster to a different testing |
| | room. |
| Follo | w procedures for listening tests. |
| | Seat only students preregistered for the |
| | listening tests. |
| | Administer listening tests in the first hour. |
| | Use instructions in this script for administer- |
| | ing other SAT Subject Tests in the same room |
| | in the second and third hours. |
| | Students must have an approved portable CD |
| | player with earphones. |
| Read | scripts in tinted boxes aloud EXACTLY as |
| writt | en to provide uniform testing conditions. |
| | Give students time to fill in their responses. |
| | Pause to allow students time to follow |

instructions when three dots "..." appear in

Supply the appropriate information where a

Answer student questions about procedure

only, not about test content.

You may repeat parts of the script if requested

__" appears in the text.

the text.

to do so.

blank line"

If admitting late students for the second hour of testing:

- Ensure that these students complete the certification statement (see page 44 in the script).
- Do not allow new students to enter after timing for the second test has begun.



The scripts in this section are for testing in the standard rooms. Students testing with accommodations that require nonstandard conditions cannot be tested using this manual and should be sent to the nonstandard testing room.

WHEN ALL STUDENTS ARE READY, SAY:

Good morning. Today you are going to take the SAT Subject Tests including a Language with Listening Test. This is your chance to show your knowledge and skills in particular subject areas. If you have questions about any of the instructions I give you, please ask them, so that you can be sure of doing your best.

If you do not have a CD player, or if you are not preregistered for the listening test, you cannot take the listening test. You may not take just the reading portion of the listening test.

Please raise your hand if you do not have a CD player or do not wish to take a Language with Listening Test, and I will send you to another testing room. After the listening test is completed, you may pick any two other Subject Tests to take today, regardless of what tests or how many tests you have registered for. If you add tests, you will be billed later for the additional test fees.

If you are testing on Saturday, skip the following script box and resume at the script immediately following it.

AT A SUNDAY ADMINISTRATION, SAY:

Today's test is only for students who cannot test on Saturday because of religious beliefs. If you took any SAT Program tests on Saturday, you cannot test again today. Your scores will not be reported.

WHEN ALL STUDENTS ARE READY, SAY:

The SAT Program has policies that are designed to give each of you an equal opportunity to show your abilities.

We will dismiss and cancel the scores of anyone who tries to gain an unfair advantage by:

- Giving or receiving help of any kind
- Looking through the test book before the start of the test
- Working on a different test from the one you filled in on your answer sheet
- Marking answers after time is called
- Sharing test questions with anyone during or after the test
- Attempting to remove test materials from the testing room
- Using any unauthorized testing aids, including cell phones, during testing or on breaks
- Attempting to take the test for someone else

You may also be dismissed for:

- Eating, drinking or smoking in the testing room
- Causing a disturbance of any kind
- Failing to follow testing procedures
- Leaving the building during the test

You will have until midnight Wednesday to file a test day complaint. If you see any behavior that causes you concern, please notify the test center supervisor, who will explain how to notify the SAT Program. You can also get this information online. Are there any questions?...

AFTER ALL QUESTIONS ARE ANSWERED, SAY:

During the first hour, you will take a Language with Listening Test. You must be preregistered for this test and have your own CD player with earphones. If you did not bring a CD player, you cannot take just the reading portion of the Language with Listening Test.

Now, place your CD player and earphones on your desk. You are responsible for your own CD player. You may not share or exchange it with anyone during the test. I do not have replacement CD players or batteries.

Check to make sure that each student has a batteryoperated CD player with earphones. Send students to another testing room immediately if they do not have an acceptable CD player but wish to take another test.

Students may not enter a room if testing has begun.

AFTER YOU HAVE CHECKED CD PLAYERS, SAY:

Please listen carefully to the following information about cell phones and other electronic equipment. The use of cell phones or other electronic devices other than an acceptable CD player or calculator at any time in this test center is prohibited. At this time, if you still have a cell phone, pager, watch alarm, handheld computer or any other electronic device in your possession, you need to completely power it off and put it away until testing is over. **If your cell**

phone or other prohibited device makes any noise or you are seen using it at any time, including breaks, you are subject to dismissal and your scores will be canceled. In addition, any electronic device that is not turned off and put away may be confiscated and its contents inspected as part of a thorough investigation.

Now we're going to prepare to start the test.

- Please take a minute to check that your cell phone or any other electronic device is completely powered off and that no alarms will sound during testing. This includes watches with audible alarms. Store the devices away now.
- Remove everything from your desk except your Admission Ticket, pencils, erasers and CD player...
- Also remove any earplugs, which may not be worn during testing, highlighters, rulers, dictionaries or other books, pens or colored pencils, pamphlets, and papers of any kind, including scratch paper — these are all prohibited...
- Close all bags and backpacks and put them under your desk until the test is over...
- If you brought a backup CD player or extra batteries, please get those out now and place them under your seat in plain sight...

ONCE DESKS ARE CLEARED OF PROHIBITED ITEMS, SAY:

Please raise your hand if you have a Correction Form with you today that shows changes to your name, address or other information. I will collect it now. Keep your Admission Ticket, which has information you will need to access your registration online. You can make corrections online until the second Monday after today.

I am going to give an answer sheet and test book to each of you now. Check to see that both are for the SAT Subject Tests and that the front cover lists Language with Listening Tests. When you get the test book, read the back cover. It has important information about selecting tests, timing, marking answers and scoring. DO NOT OPEN YOUR TEST BOOK. When you have finished reading, please look up...

IF ANY STUDENTS ARE USING A LARGE-BLOCK ANSWER SHEET, SAY:

If you are using a large-block answer sheet, please also read the instructions on the front of the answer sheet about where and how to mark your answers.

Distribute to each student one answer sheet and one test book in serial-number order. Make sure every student is using a No. 2 pencil. Check to ensure that no one is using a pen or mechanical pencil.

Take care that any student who has a large-block answer sheet is on the correct page.

When you are finished, please look up...Are there any questions about the information you just read?... It is important that you understand how to mark your answers. Unless you are approved to do so, you may not mark your answers in your test book — only answers marked on the answer sheet will be scored.

WHEN ALL STUDENTS ARE READY, SAY:

Make sure you are using a No. 2 pencil and that you fill in the circles darkly and completely on the answer sheet. On the back of your test book, print your last name, first name and middle initial, if you have one. Then print this test center's number _____, name ____ and the room number (or name) _____.

Check that students have filled in these fields, including room number, on their test books.

Note: As noted in the instructions that follow, the student name on the answer sheet must match the one on the admission ticket, even if it is misspelled. If any student has an issue with a misspelled name, instruct him or her to call Customer Service to request a name change after testing is over.

Now turn to page 1 of your answer sheet.

In item one:

- Print your last name, first name and middle initial, if you have one, exactly as it appears on your Admission Ticket...
- Read the statement on the next line, then sign your full name...
- Today's date is _____. Write the numbers for the month, day and year for today's date...
- Next, print your home address...
- Now, print your home phone number, including the area code...
- Last, print the city, state (or country) and number of this center...

In item 2:

 Print the first six letters of your last (or family) name, the first four letters of your first (or given) name and your middle initial, if you have one.
 Include blanks, dashes or apostrophes if these are part of your name. The order and spelling of your names must exactly match your Admission Ticket. Fill in the corresponding circles...

In item 3:

• Fill in the circle for the month of your birth (or on the large-block answer sheets, fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles...

In item 4:

• Write in the U.S. ZIP code of your home address and fill in the corresponding circles. Leave it blank if you do not have one...

In item 5:

• Indicate your sex, female or male...

In item 6:

• Print your registration number and fill in the circles. Copy the registration number that is printed on your Admission Ticket, even if your ticket is for a different date than today. If you don't have a ticket and you were given a number at check-in, use that number. If you are turning in your registration today, leave the registration number blank, and instead, fill in the circle below item 6 that reads "I turned in my Registration Form today."

In item 7:

• Print the number of this test center as posted and fill in the circles.

Now remove the Admission Ticket from your desk. Keep your ticket after the test.

In item 8:

• Turn to the back cover of your test book. Find the box labeled "8. Book Code." Copy this number onto item 8 on your answer sheet. Fill in the circles exactly as shown...

In item 9:

• Copy the number from the box labeled "9. Book ID" onto your answer sheet exactly as shown...

Take a moment to ensure that items 8 and 9 on your answer sheet are completed correctly. If they are not correct on your answer sheet, your scores will be delayed...

In item 10:

• Turn to the front cover of your test book. Find the area in the top righthand corner labeled "Test Book Serial Number" and enter the number printed onto item 10...

Check that students are filling in the right codes.

WHEN EVERYONE IS READY, SAY:

Please listen to this important information: You may cancel your scores for any reason today through Wednesday of next week. If you decide not to take one of the Subject Tests you registered for, do not fill anything in for that test. If you start a test and decide that you are not ready for it, you should cancel your scores. Just erasing answers cannot guarantee that your test won't be scored.

If you cancel your scores from one test, all tests you take today will be canceled. There are two exceptions to this policy: if your CD player malfunctions or your calculator malfunctions, you may cancel scores for a listening test or a

Mathematics Test only. If this happens, you must raise your hand and notify me during testing — you cannot cancel for this reason after finishing the test.

If you wish to cancel your scores before leaving, ask me for an SAT Request to Cancel Test Scores Form, which you must complete before you leave the room. To cancel your scores later, you must notify the SAT Program in writing no later than the Wednesday after the test. Send your **signed** cancellation request by overnight mail or fax. You cannot cancel your scores by e-mail or phone or online. Check the "Scores" section under SAT on collegeboard.com for details.

I will now give you the CD for your test. Do not open it until I tell you to do so. Raise your hand if you are taking the Chinese Test...

GIVE EACH OF THESE STUDENTS A CHINESE CD, THEN SAY:

Raise your hand if you are taking the French Test...

GIVE EACH OF THESE STUDENTS A FRENCH CD, THEN SAY:

Raise your hand if you are taking the German Test...

GIVE EACH OF THESE STUDENTS A GERMAN CD, THEN SAY:

Raise your hand if you are taking the Japanese Test...

GIVE EACH OF THESE STUDENTS A JAPANESE CD, THEN SAY:

Raise your hand if you are taking the Korean Test...

GIVE EACH OF THESE STUDENTS A KOREAN CD, THEN SAY:

Raise your hand if you are taking the Spanish Test...

GIVE EACH OF THESE STUDENTS A SPANISH CD, THEN SAY:

The length of the listening portion for your language may be different from that for other languages. You may finish the listening section before or after other students finish. Be sure to listen to the instructions on the CD, and do not turn to the reading section until I tell you to do so.

On the front of your test book, find the page number for the listening test you are taking. Open your book to that page and read the instruction at the top...

Now turn to page 2 of your answer sheet. Fill in the circle for the listening test you are about to take. You can skip boxes 8, 9 and 10, which are already filled out on the front of the answer sheet.

Along with the test names at the top of your answer sheet page, there is a row of numbered circles labeled "Background Questions." Please read the background questions printed in your test book now and answer them by filling in the appropriate circle or circles in this row on your answer sheet. Close your book and look up when you have finished...

Each section of the answer sheet has 100 numbered spaces. SAT Subject Tests, however, contain fewer than 100 questions. And although questions on most tests have five answer choices, language test questions have only three or four.

I will keep the official time for the test. Keep your answer sheet and test book flat on your desk during the test.

You may not listen to any CD except the one I gave you. Raise your hand if you discover your test book, answer sheet or CD is defective, or if your CD player does not work.

Please ask any questions about testing procedures now. I cannot answer any questions during the timed sections of the test...

ANSWER QUESTIONS ABOUT PROCEDURE, THEN SAY:

Do not put on your earphones or turn on your CD player until I tell you to do so.

Now, take out the CD and insert it into your player.

The brief instructions you will hear first are for you to make sure that your equipment is working properly. If you have any problems or cannot hear the instructions within a few seconds, raise your hand. Stop your CD player when you are told. Now put on your earphones and turn on your CD player...

The instructions that students will hear on the CDs are printed as follows in italics. They are for your information only; do not read them aloud to students.

CD SCRIPT: These instructions for the listening section of the SAT ______ Test are to test your equipment. Adjust the volume on your CD player so that you can hear the recording. Press pause on your CD player now and take off your earphones.

WHEN ALL STUDENTS HAVE REMOVED THEIR EARPHONES, SAY:

During testing, do not hit the STOP or REVERSE buttons on your CD player. If your CD skips once or twice, try to work through the problem and keep testing if possible. A replacement CD may or may not be available. Are there any questions?...

If a CD is defective:

- Replace it with an extra CD.
- If no replacement CD is available, inform the student that the SAT Program will arrange for a makeup test.
- Fill out the defective CD label (in print), including the name of the student, student registration number and test center number. Place the label on the CD box.
- Give full details, including the student's name and registration number, on the Supervisor's Irregularity Report (SIR).
- Give the CD to the supervisor to return with the SIR in the gray envelope.

If a CD player malfunctions:

- If the student has spare batteries, try them.
- If the student brought a spare CD player, have the student switch to it.
- If there are no backup batteries or CD player, collect the CD and note the malfunction on the SIR.

Collect the test book and answer sheet, and explain that the student can cancel just this one test for the day. Provide a Request to Cancel Test Scores Form.

If the student is planning to take another test:

- Have the student sit quietly until the second hour of testing.
- Return the test materials at that time.

If the student does not want to take another test, direct him or her to leave the building quietly.

WHEN THE PROBLEMS ARE RESOLVED, SAY:

Find the page number of the first test you are taking and open your test book to that page... Make sure you use a Number 2 pencil. It is very important that you fill in the entire circle darkly and completely. If you change your response, erase it as completely as possible. It is very important that you follow these instructions when filling out your answer sheet. Put on your earphones, press play on your CD player, and begin work.

Please be alert and attentive throughout the test. Do not read, grade papers, work on a computer, talk on a cell phone or do any other task unrelated to the test administration.



| Start time | |
|------------|--|
| Stop time | |

During testing, follow these procedures:

Time the section:

- Enter the start time and post it for students to see. When applicable, post stop times as well.
- When applicable, announce time remaining in 20-minute intervals as noted in the script.

Monitor test-takers:

- Remind students to put their calculators under their desks.
- Check that all students are marking their answers on the correct page of the answer sheet.
- Make sure that students using a large-block answer sheet are following instructions on the answer sheet about where and how to mark their answers.

After testing begins, account for materials on the ASRF, which is printed on the back cover of this manual:

- Complete the seating chart (on the inside back cover).
- Account for all test books and CDs (used and unused). If a book appears to be missing, follow the procedures in "Accounting for Test Materials" in Section A.

The listening sections are about 20 minutes long. Allow everyone to finish the listening section, which concludes with the instruction to remove earphones. Students should then take the CDs out of their CD players, place the CDs on their desks and put the CD players under their desks. All students must begin the reading section at the same time.

AFTER ALL STUDENTS ARE READY TO START THE READING SECTION, SAY:

Turn the page and begin the reading section. You have 40 minutes to complete it.

Post the start and stop times for the reading section and write them in the box below.



| Start time | |
|------------|--|
| Stop time | |

After students begin the reading section, walk around the room and collect their CDs.

AFTER 20 MINUTES, SAY:

Twenty minutes remain.

FIVE MINUTES BEFORE THE END OF THE TEST, SAY:

You have five minutes remaining in this test.

AFTER 40 MINUTES, SAY:

Stop work and put your pencil down. If you filled in the test circle for one Biology Test, but completed the other test, please make sure you have the correct circle filled in for the test you took. Close your test book and keep it closed on your desk.

If admitting students for the second hour of testing, please do so now. Distribute an answer sheet and test book to each new student, and instruct them to turn to page two of the answer sheet before beginning the script below.

WHEN ALL STUDENTS ARE READY, SAY:

On your answer sheet, find the Certification Statement Box at the bottom of the page you just finished (or on the back of the large-block answer sheet). Copy the statement in cursive writing (not print). Sign your full name as you would on an official document...

When you submit your answer sheet you are agreeing to the following conditions: You will not, under any circumstances, take any test questions from the testing room, give them to anyone, or discuss them with anyone through any means, including, but not limited to, e-mail, text messages or the Internet. These conditions are spelled out in *The Paper Registration Guide* and online at sat.collegeboard.com...

Walk around the room and ensure that all students are writing the Certification Statement (even if they are approved to write answers in their test books).

THEN SAY:

If you are taking another test, put your answer sheet inside your test book and keep the test book closed on your desk. Students who have registered for only one test can still decide to stay and take additional tests now. If you are not taking another test, raise your hand and I will collect your test materials.

Before dismissing students who are leaving:

- Collect an answer sheet and a test book individually from every student who is leaving.
- Check to see that the letters written at the top of item 2 on the first page of each answer sheet correspond to the filled circles in each column. If you find a discrepancy, ask student to show ID and explain the discrepancy. Describe on the SIR.
- Check that all the other items on page 1 have been completed.

- Make sure answer sheets are not inserted in or between test books.
- Verify by count that you have a test book, answer sheet and CD for each student who is leaving.
- An answer sheet with items 1 to 10 completed must be submitted for a student to receive a score report. If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 10) before dismissing students.

WHEN YOU ARE SURE YOU HAVE ALL TEST MATERIALS, SAY:

Students taking one test only may now collect their belongings and leave the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

We will now have a five-minute break. If you have brought a snack, you may eat it in the hallway outside the room. If you leave the room, take your ID with you. Do not go anywhere other than the hallway or the restroom. If you need directions to the restrooms, raise your hand. Do not talk in the hallway or discuss test questions with anyone. Remember that students in other rooms are still testing and need you to be quiet. You may not use a telephone. Any cell phones must remain under the desks. Return promptly. I cannot give extra time if you are late returning.

For the break:

Post the break time of five minutes, and include what time students should return.

During the break, you or the proctor must:

Walk around the room to check that all test books are closed and answer sheets are inside the test books.

After the break:

Recheck students' IDs before resuming the test.

JUST BEFORE THE END OF THE BREAK, SAY:

Please take your seat.

If you previously collected the test book and answer sheet of a student who experienced an equipment malfunction but wants to take another Subject Test, return these materials to the student now.

WHEN EVERYONE IS READY, SAY:

Do not open your test book and begin the test until I tell you to. If you are taking an SAT Subject Test in Mathematics, you should have a calculator on your desk during this test. I will look around the room to make sure you are using approved calculators...

Walk around the room to make sure no one has the following unauthorized aids or materials on their desk:

- Cell phone or cell phone calculator
- Pens or mechanical pencils
- Pocket organizer
- Laptop or handheld computer
- Electronic writing pad or scratch paper of any kind (unless approved for such an accommodation)
- Pen-input/stylus-driven device
- Calculator with a typewriter-like keypad
- Calculator that uses paper tape, makes noise or needs an electrical outlet

If these devices or aids are displayed, have students remove them from their desks. If a student has a mechanical pencil, hand him or her a No. 2 pencil and remind the student that the answer sheet will not score correctly if he or she uses anything other than a No. 2 pencil.

AFTER CHECKING ALL CALCULATORS, SAY:

Please pay close attention to this information about calculator use. You may have a calculator on your desk only while you are taking a Mathematics Test. You may not use a calculator for

any other SAT Subject Test. If you are not taking a Mathematics Test in this hour, keep your calculator on the floor under your chair. You are responsible for your own calculator. I do not have replacement calculators or batteries. When using a calculator, follow these guidelines:

- Keep it flat on your desk or hold it so that other test-takers cannot view your work.
- Do not share or exchange your calculator.
- If your calculator malfunctions and you have batteries or a backup, raise your hand. I will check to see if your substitute is acceptable. If you do not have a backup, you may continue to test or you may cancel your score on the Mathematics Test only.
- You must notify me when the malfunction occurs; otherwise you will not be allowed to cancel just the Mathematics Test.
- If you decide to continue testing, I cannot give you any extra time to make up the time lost.

Are there any questions?...

On the front of your test book, find the page number for the second test you are taking. Open your book to that page and read the instruction at the top... Now turn to page 3 of your answer sheet. Fill in the circle for the test you are about to take. If you are taking a Mathematics Test make sure you select and fill in the appropriate circle. If you are taking Biology now, fill in the circle for the emphasis you choose: either ecological (Biology-E) or molecular (Biology-M). You may take only one Biology Test today.

Skip boxes 8, 9 and 10. Along with the test names at the top of your answer sheet page, there is a row of numbered circles labeled "Background Questions." Please read the background questions printed in your test book now and answer them by filling in the appropriate circle or circles in this row on your answer sheet. Close your test book and look up when you have finished...

If you are taking the Biology Test today, when you reach question 60, carefully follow the directions in your test book. If you are taking Biology-E, continue gridding answers in the circles 61 to 80. If you are taking Biology-M, turn to the questions beginning with 81, and mark your answers in the circles 81 to 100.

If you are taking the Chemistry Test, be sure you read the instructions in the test book for answering some questions that have a different format. If you are not taking a Mathematics Test, you must keep your calculator under your desk.

You will have one hour to complete this test. If you finish before the end of the hour, you cannot move on to the next SAT Subject Test. Remain in your seat and do not talk. Keep your answer sheet and test book flat on your desk. You may review this test, but you may not turn to any other test in the book. Are there any questions?...

AFTER YOU ANSWER ALL QUESTIONS, SAY:

Find the page number of your second SAT Subject Test and open your test book to that page... Now, turn the test book page, read the directions and begin work.



| Start time | |
|------------|--|
| Stop time | |

During testing:

- Post the start and stop times for students.
- Check that all students are marking their answers on the correct page of the answer sheet.
- Check that students use calculators only for the Subject Tests in Mathematics ("1 1 1" or "2 2 2" is printed across the top of each page of the Mathematics Tests).

AFTER EXACTLY 20 MINUTES, SAY:

Forty minutes remain.

AFTER EXACTLY 40 MINUTES, SAY:

Twenty minutes remain.

FIVE MINUTES BEFORE THE END OF THE TEST, SAY:

You have five minutes remaining in this test.

AFTER EXACTLY ONE HOUR, SAY:

Stop work and put your pencil down. If you filled in the test circle for one Biology Test, but completed the other test, please make sure you have the correct circle filled in for the test you took. Close your test book and keep it on your desk. If you are taking a third test, put your answer sheet inside your test book and keep the test book closed on your desk. Students who have registered for only one or two tests can still decide to stay and take an additional test now. If you are finished for the day, raise your hand and I will collect your test materials. Please remain quietly in your seat...

Before dismissing students who are leaving:

 Collect an answer sheet and a test book individually from every student who is leaving.

- Check to see that the letters written at the top of item 2 on the first page of each answer sheet correspond to the filled circles in each column. If you find a discrepancy, ask student to show ID and explain the discrepancy. Describe on the SIR.
- Check that all the other items on page 1 have been completed.
- Make sure answer sheets are not inserted in or between test books.
- Verify by count that you have a test book and answer sheet for each student who is leaving.
- An answer sheet with items 1 to 10 completed must be submitted for a student to receive a score report. If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 10) before dismissing students.

WHEN YOU ARE SURE YOU HAVE ALL TEST MATERIALS, SAY:

If you are finished for the day, please collect your belongings and leave the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

WHEN THESE STUDENTS HAVE LEFT THE ROOM, SAY:

We will now have a five-minute break. If you have brought a snack, you may eat it in the hallway outside the room. If you leave the room, take your ID with you. Do not go anywhere other than the hallway or the restroom. Do not talk in the hallway or discuss test questions with anyone. Remember that students in other rooms are still testing and need you to be quiet. You may not use a telephone. Any cell phones must remain under the desks. Return promptly. I cannot give extra time if you are late returning.

For the break:

Post the break time of five minutes, and include what time students should return.

During the break, you or the proctor must:

Walk around the room to check that all test books are closed and that all answer sheets are inside the test books.

After the break:

Recheck students' IDs before resuming the test.

AT THE END OF THE BREAK, SAY:

Please take your seat.

WHEN EVERYONE IS READY, SAY:

On the front of your test book, find the page number for the third test you are taking. Open your book to that page and read the instruction at the top...

Now turn to page 4 of your answer sheet. Fill in the circle for the test you are about to take. If you are taking a Mathematics Test make sure you select and fill in the appropriate circle. If you are taking Biology now, fill in the circle for the emphasis you choose: either ecological (Biology-E) or molecular (Biology-M). You may take only one Biology Test today. Skip boxes 8, 9 and 10.

Along with the test names at the top of your answer sheet page, there is a row of numbered circles labeled "Background Questions." Please read the background questions printed in your test book now and answer them by filling in the appropriate circle or circles in this row on your answer sheet. Close your test book and look up when you have finished...

If you are taking the Biology Test, when you reach question 60, carefully follow the directions in your test book.

If you are taking Biology-E, continue gridding answers in the circles 61 to 80. If you are taking Biology-M, turn to the questions beginning with 81 and mark your answers in the circles 81 to 100.

If you are taking the Chemistry Test, be sure you read the instructions in the test book for answering some questions that have a different format.

If you are not taking a Mathematics Test, you must keep your calculator under your desk. You will have one hour to complete this test. If you finish before the end of the hour, you cannot move back to a previous SAT Subject Test. Remain in your seat and do not talk. Keep your answer sheet and test book flat on your desk. You may review this test, but you may not turn to any other test in the book. Are there any questions?...

ANSWER QUESTIONS ABOUT PROCEDURE, THEN SAY:

Find the page number of your third SAT Subject Test. Open your test book to that page... Now turn the test book page, read the directions and begin work.

60 min.

| Start time | |
|------------|--|
| Stop time | |

During testing:

- Post the start and stop times for students.
- Check that all students are marking their answers on the correct page of the answer sheet, and that they are working on the test written on their answer sheet.
- Check that students use calculators only for Mathematics Tests.

AFTER EXACTLY 20 MINUTES, SAY:

Forty minutes remain.

AFTER EXACTLY 40 MINUTES, SAY:

Twenty minutes remain.

FIVE MINUTES BEFORE THE END OF THE TEST, SAY:

You have five minutes remaining in this test.

AFTER EXACTLY I HOUR, SAY:

Stop work and put your pencil down. If you filled in the test circle for one Biology Test, but completed the other test, please make sure you have the correct circle filled in for the test you took. Close your test book and keep it closed on your desk. Place your answer sheet on top of your test book...

Now I will collect an answer sheet and a test book from each of you. Please remain quietly in your seat until we are finished.

Before dismissal:

- Collect an answer sheet and test book individually from each student.
- Check to see that the letters written at the top of item 2 on page 1 of each answer sheet correspond to the filled circles in each column. If there is a discrepancy, ask the student to show ID and explain the discrepancy. Describe on the SIR.
- Check that all other items on page 1 have been completed.
- Make sure answer sheets are not inserted in or between test books.
- Verify by count that you have collected an answer sheet and test book from each student.

- Verify by serial number that you have collected all the test books assigned to your room.
- An answer sheet with items 1 to 10 completed must be submitted for a student to receive a score report. If you have any students who are approved to write their answers in the test book, you must ensure that their answer sheets include the students' personal and test information (items 1 to 10) before dismissing students.

AFTER ALL TEST MATERIALS ARE ACCOUNTED FOR, SAY:

This test administration is now over. Please gather your belongings and exit the building quietly. Please keep in mind that students in other rooms may still be testing. Thank you for your cooperation.

After students leave the room:

- Complete and sign the ASRF (printed on the back cover of this manual).
- If you have any students approved to write their answers in the test book, do the following:
 - On the test book, write the student's name, registration number, test center code and answer sheet code.
 - On the front cover of the test book, write "Answers in book."
 - Include the test books with the used answer sheets.
- Describe any irregularities on the SIR, as directed in Section A of this manual.
- Return all test materials and forms, including student Correction Forms, if any, to the supervisor.

Notes

Notes

Notes

Part 2 – Distribution of Test Materials

and page number (e.g., page 1 of 1). For large rooms, use a separate form for each area of the Print the name of the person completing the seating chart below. Fill in the room number room and indicate where areas adjoin each other.

Sample Seating Chart

I

| Date | |
|------------|--|
| Center No. | |
| Name | |

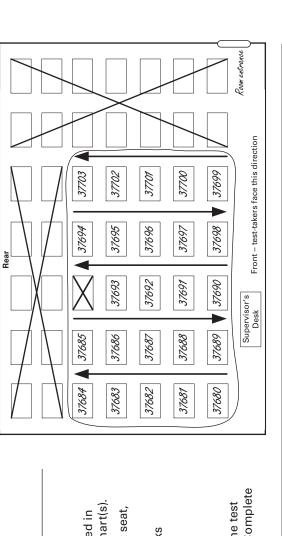
of

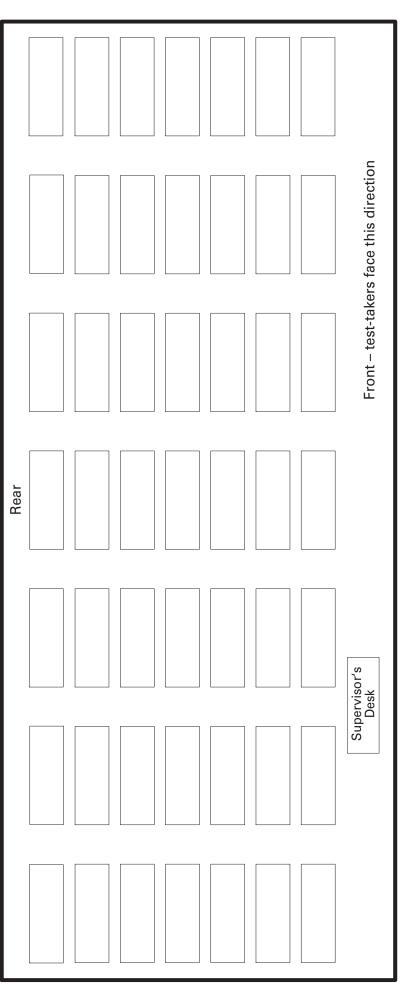
Seating Chart for Room #

your testing room. Proctors assisting the supervisor may complete the seating chart(s) 1. For each occupied seat, write the serial number of the test book assigned to that seat, Use the chart below to indicate how test books were distributed to students seated in

- For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, write the test-taker's name.
 - For each row, draw directional arrows to indicate the direction in which the books were distributed.
- 3. Cross out any unused seats.
- 4. Indicate the location of the entrance doors.

begins, indicate on the seating chart the seat to which the test-taker was moved. Complete If any test-taker is moved to another seat after the test books are distributed and the test a Supervisor's Irregularity Report explaining the reason for the change.





Associate Supervisor's Report Form (ASRF) for Center-Based Testing

DIRECTIONS FOR COMPLETING THIS FORM

Test Center Supervisor:

- Before issuing materials to associate supervisor, fill in blocks 1, 2 and 5 (if applicable).
- Enclose all copies of this form in the GRAY envelope and return with used answer sheets.

Associate or Room Supervisor:

Part 1: Account for test materials issued to you as associate 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, 4 and 6 if applicable) and sign it in block 1.

 Return this report including any additional seating charts (for sections of a large room) to the Test Center Supervi

| neturn tills report including any additional seating | Charts (for section | ons of a large room) to the Test Center Supervisor. | | | | |
|---|---------------------|---|--|--|--|--|
| 1 TESTING ROOM INFORMATION | | | | | | |
| TEST DATE: TEST TYPE: □ SAT® □ SAT Subject Tests™ TEST CENTER NUMBER: ROOM NUMBER: ROOM TYPE: □ Standard □ Nonstandard 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. ASSOCIATE SUPERVISOR: = | | | | | | |
| | | | | | | |
| Part 1 — Accounting for Test Materials | | | | | | |
| TEST BOOKS RECEIVED | QUANTITY | SERIAL NUMBER RANGES | | | | |
| Total number of test books received : | | tototo | | | | |
| TEST BOOKS RETURNED | QUANTITY | SERIAL NUMBER RANGES | | | | |
| <u>Used</u> test books returned : | | tototo | | | | |
| <u>Unused</u> test books returned : | | to to | | | | |
| Total number of test books returned : | | to to | | | | |
| USED ANSWER SHEETS RETURNED | QUANTITY | | | | | |
| Total number of <u>used</u> answer sheets returned : | | | | | | |
| NOV | EMBER ONLY | | | | | |

| NOVEMBER ONLY | | | | | | | | | | |
|--|-----------------------------------|--|----------|----------|-------------------------------------|---------------|-----------------|----------|---------------|-----------------|
| 5 | COUNT OF EACH TYPE OF CD RECEIVED | | | | 6 COUNT OF EACH TYPE OF CD RETURNED | | | | | |
| | QUANTITY QUA | | | QUANTITY | | a <u>USED</u> | b <u>unused</u> | | a <u>USED</u> | b <u>UNUSED</u> |
| | Chinese | | Japanese | | Chinese | | | Japanese | | |
| | French | | Korean | | French | | | Korean | | |
| 1 | German | | Spanish | | German | | | Spanish | | |
| Total number of CDs received: (Add quantities of all six types of CD) | | | | 1 | | mber of CDs i | | | | |

Note: Total materials returned should equal total materials received.

