

Guidelines for Proctoring the NEW SAT Exam:

These proctoring guidelines are designed to mirror the real proctoring instructions your real proctor will read on Test Day. We've provided a script for your at-home proctor to read aloud to give you the most authentic test experience possible. You may use the blue book or a print out of our test to take your exam.

Script to be read aloud by your at-home proctor:

"Hello, and welcome to this proctored version of the revised SAT exam. My name is _____ and I will be giving you some instructions before we begin. Please hold all questions until I say the words, "Do you have any questions at this time?"

"First, in order to maintain the integrity of real SAT testing conditions, please follow these rules:

Do not communicate, verbally or otherwise, with any other person except the proctor during completion of a section.

Do not move ahead of instructions or open your test booklet prior to being instructed to do so.

Do not return to a section after the time allotted for that section has ended.

Do not write on your answer grid between sections, during breaks, or to answer questions in a section you haven't been instructed to work on.

Do not take out your cell phones or any other electronic devices during the test unless permitted to do so. Please turn off all electronic devices except your calculator at this time.

Do not disrupt any of your fellow test-takers in any way. Please be aware of any actions that may cause such distractions.

Do not leave the premises while the exam is in progress unless you intend to forfeit your score for any sections left unanswered at the time you leave.

Do you have any questions before we begin?"

The student will now prepare his/her answer grid

"Okay, at this time, I ask you to *carefully* rip out your test's answer grid pages only from your blue SAT book. Please staple all the pages together in the correct order using one staple on the top left corner. Then put your name at the top left and your instructor's name with the date at the top right. That will ready our answer grids. Please put your pencil down when finished."

Once the student has finished preparing his/her answer grid:

"You will be using only a No. 2 pencil on this test. I can provide one for you if you do not have one. If you need Kleenex, this will also be provided on the table. If you have to excuse yourself to go to the bathroom, please raise your hand and ask me for permission. I ask that you do your best to wait until breaks to use these facilities. Please clear your desk of all materials except pencils, your answer grid, and the closed test book. You will not need your calculator for this section. You may eat and drink during the breaks only.

"You may only use graphing calculators, four-function calculators, or scientific calculators for the calculator math section *only*. All other types of calculators are not permitted on this test. Do you have any questions at this time?"

Section by section guidelines:

"Now, you are ready to begin your exam. You will have 65 minutes for the first section and then a 5 minute break. Timing will be strict to maintain the integrity of the test. Do you have any questions at this time?"

"If you have any questions during the exam, raise your hand, and I will come around to field them."

"The time is now _____. You have 65 minutes from this time. Time will be called at _____. Please open your blue SAT books to the first page of the Reading Test and begin."

(be sure to write the times in a visible place as you go through the test)

Section 1: 65 minutes - Reading

Break: 5 minutes

Section 2: 35 minutes - Writing

Section 3: 25 minutes - Math **(NO CALCULATORS!!!)**

Break: 5 minutes

Section 4: 55 minutes - Math **(CALCULATORS OK)**

Break: 5 minutes

Section 5: 50 minutes - Essay

Total Time: 4 hours and 5 minutes

After the test has ended

"Please remain seated until I have collected your answer grid. Once I announce that the test is over, you may gather your things and exit the testing space. Thank you for taking this proctored version of the SAT hosted by [your name]. You will receive your results in accordance with how you would like your test scored. Refer to your Prep Plan for details or contact your instructor.

Great work and have a good afternoon!"