

+ The **SSAT**

2018-2019

Flex & Benchmark

SSAT Test Administration Manual

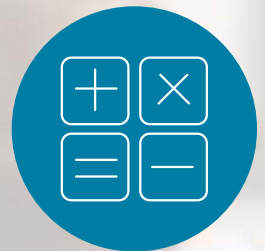
Report
Test Security
Violations at:
[ssat.org/
security](http://ssat.org/security)

Contains:

Proctor
Training Section

SSAT Policies
& Procedures

SSAT Test Script



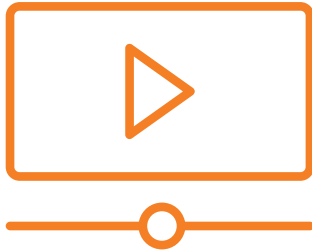


Videos Available!

Look for video link icons throughout this manual.

Watch Video on this Topic

www.enrollment.org/admintraining



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Find SSAT Online

ssat.org

Access Your SSAT Member Access Portal (MAP) Online

portal.ssat.org

Personalized SSAT Administrator/Proctor Training

Email testgroup@enrollment.org for information about personalized SSAT training.




Report Test Security Violations Online*

ssat.org/security

**Not for reporting test irregularities*



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Honoraria

Honoraria are completed and submitted online through your Member Access Portal (MAP).

Group administrations made primarily with fee waivers may not be eligible for honoraria.

- + Honoraria are payable for all "open" Flex administrations, regardless of the number of registrants.
- + Honoraria are payable for "closed" Flex administrations in which 16+ students are tested.
- + Educational consultants, access organizations, and any members charging an administration fee for a test are not eligible to receive honoraria. See pg. 12 for more information about Flex administration fees.

New 2018-2019 Honoraria Rates

Total Registrants	Honoraria Payable
0 (due to absence)	\$78*
1 to 15	\$181*
16 to 30	\$295
31 to 50	\$410
51 to 85	\$615
86 to 110	\$819
111 to 150	\$976
151 to 200	\$1,325
201 to 225	\$1,439
226 to 250	\$1,583
251 to 275	\$1,740
276 to 300	\$1,878
301-325	\$2,022
326-350	\$2,150
351-375	\$2,293
376-400	\$2,432
401-425	\$2,583
426-450	\$2,727
451-475	\$2,847
476-500	\$3,004
501-525	\$3,136
526-550	\$3,294
551-575	\$3,432
576-600	\$3,557

**Only for member school "open" administrations*

Honoraria are not payable for an administration if an administration fee was charged of any student.

NEW 2018-2019 Testing Accommodations

Total Examinees per Room	Honoraria Payable
0 (due to absence)	\$78
1 to 5	\$192
6 to 10	\$295

Testing accommodations honoraria are calculated based on:

- + The number of rooms used
- + The average number of students per room, based on the number of TA students registered
e.g. – if you have 12 TA students and 4 rooms were used, the average number of students in each room is 3. Therefore the payment per room is \$192 (1 to 5 students per room).

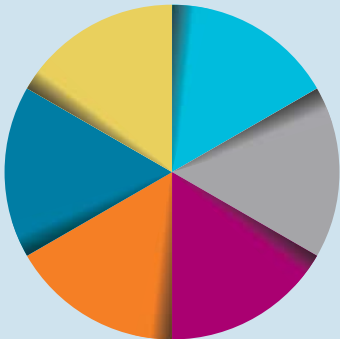
Proctor Training

Overview





- + Administrators are responsible for training proctors before testing.
- + By completing the Proctor Agreement, proctors indicate that they are familiar with the policies and processes of SSAT testing.
- + Proctor training should consist of:
 - + Reviewing this entire manual, especially the proctor training section
 - + Watching related SSAT training videos
 - + Discussing test administration questions with the test administrator
- + Administrators should be well versed in all proctor areas in order to provide guidance and assistance.

Proctoring Basics


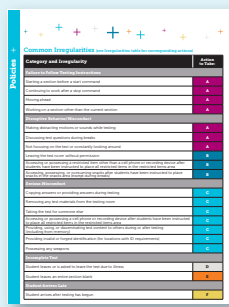


Please read each instruction or rule below. While many may appear obvious, the added stress and fast pace of testing can cause these elements to be forgotten.

	Instruction/Rule	Details
General	Proctoring is a full time job. Do not eat, drink, use a cell phone or computer, or try to do other work while proctoring.	+ Distracted proctoring causes irregularities and mistimings, prevents proper supervision, and threatens test security.
General	Follow the "DO" and "SAY" instructions EVERY TIME.	+ Every test taker must be provided the same instructions for testing to ensure fairness and standardized testing.
	DO Distribute all custom, barcoded answer sheets if not already laid out on desks.	+ Do not summarize or skip instructions.
	SAY If you don't have an answer sheet and are currently in grades 5, 6, or 7, raise your hand.	+ Use a regular voice.
	DO Provide a blank answer sheet to those with hands raised.	+ Do not speak too fast.
		+ No section, including the writing sample, may be omitted.*
		+ Tests cannot be scored if the entire test was not administered.
General	Administer the entire test.	+ No section, including the writing sample, may be omitted.*
		+ Tests cannot be scored if the entire test was not administered.
		+ Ensure the entire break time is provided.
		<i>*Section 5, the experimental section, is never provided to test takers approved for 1.5x time.</i>







	Instruction/Rule	Details
General	<p>The SSAT does NOT have the same rules and procedures as other standardized tests.</p> 	<ul style="list-style-type: none"> + Remember to follow the specific SSAT rules and requirements contained in this manual. <p><i>The companies, testing programs, logos, and trademarks listed at left are not affiliated with the SSAT or The Enrollment Management Association.</i></p>
General	<p>When necessary, use your own words to clarify test instructions.</p> 	<ul style="list-style-type: none"> + It is OK to use your own words to clarify when a student does not understand the instructions. + Do not clarify test content or the meaning of words that are part of test questions.
General	<p>Early during Section 1, ensure every student is marking answers in their answer sheet.</p> 	<ul style="list-style-type: none"> + Tests with a blank answer sheet section cannot be scored and will require retesting! + Instruct students found answering in their books to transfer their answers to their answer sheets in the time remaining. + Students with an "answer-in-book" accommodation are exempt. + Due to fairness and standardized testing conditions, answers cannot be transferred by proctor/student after a section ends.
General	<p>All staff involved in SSAT administrations open to the public must use a provided name tag.</p> 	<ul style="list-style-type: none"> + Administrators, proctors, and all staff involved with SSAT administration must use an SSAT name tag for all "open" administrations (those tests for which registration was open to the public). + Name tag labels are included in the test material shipments for all "open" administrations. + Write the full first name and first initial of the last name on each name tag. (e.g., for John Smith, write "John S.")






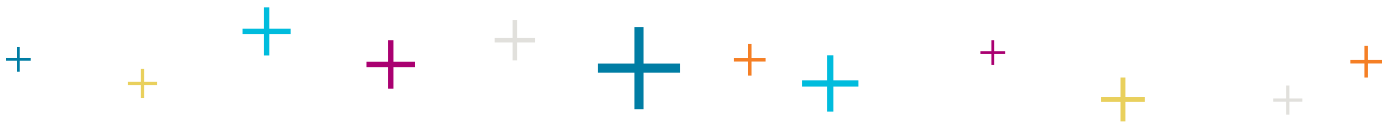
	Instruction/Rule	Details
Preparation	<p>Verify the test room meets all requirements.</p> 	<ul style="list-style-type: none"> + A comfortable temperature, good lighting, a clock, and other elements are required. + Use the checklist on the room record (page 31) to ensure the room is properly set up.
Preparation	<p>Know how to respond to common irregularities BEFORE they happen.</p> 	<ul style="list-style-type: none"> + Review the irregularities list on page 24 and the required actions on page 23. + Knowing how to respond properly will: <ul style="list-style-type: none"> + Ensure you take the right action + Alleviate stress when problems arise
Security	<p>Use the "Stop & Move" method when proctoring.</p> 	<ul style="list-style-type: none"> + Spend most of your time stopped at VARIOUS locations throughout the room. + While stopped, watch students carefully for restricted items and inappropriate actions. + Move throughout the room WITHOUT A REPETITIVE PATTERN.
Security	<p>Never leave test materials unattended.</p> 	<ul style="list-style-type: none"> + Test materials must be secure before, during, and after the test. + Do not leave materials accessible to students and families during check-in. + If materials are kept in a test room prior to testing, that room must be locked. + During breaks, a proctor must stay with the test materials.







	Instruction/Rule	Details
Security	<p>Pay attention to the room when assisting an individual test taker.</p> 	<ul style="list-style-type: none"> + When assisting an individual: <ul style="list-style-type: none"> + Position your back to the wall or corner so you can see the room. + Use your peripheral vision and make a point of looking up at the other test takers.
Security	<p>Be wary of distractions.</p> 	<ul style="list-style-type: none"> + Distractions or unruly test takers can create an opportunity for other test takers to gain an unfair advantage. + Be alert for other things that may be going on if a distraction occurs.
Security	<p>Monitor hallways during breaks.</p> 	<ul style="list-style-type: none"> + If test takers are allowed access to hallways and restrooms during breaks, monitor the hallways. + Access to hallways cannot be permitted during breaks if it would allow test takers to interact with non-test takers.
Security	<p>One test taker in the restroom at a time.</p> 	<ul style="list-style-type: none"> + During testing, students must not be allowed to interact with others in hallways or rest rooms. + Students cannot make up time missed from restroom breaks taken during testing. + During breaks, more than one student may be allowed to use the restroom at a time.

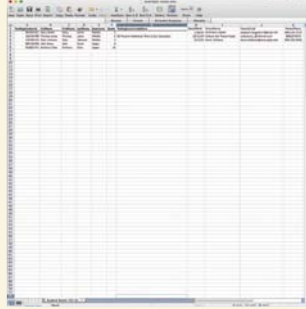

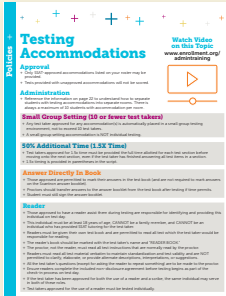



	Instruction/Rule	Details
Security	<p>Restricted Items are a Threat</p> 	<ul style="list-style-type: none"> • Restricted items represent the greatest threat to the validity of the SSAT. • Test takers trying to use restricted items to gain an unfair advantage are REAL!
Security	<p>Restricted Item #1: Cell Phones Follow SSAT Procedures Exactly.</p> 	<p>Check-in</p> <ul style="list-style-type: none"> + Advise it is best for parents/guardians to keep student phones. + Allow test takers to keep phones, but advise them of the requirement to turn them off and give them to the proctor once they reach the testing room. <p>Arrival at Room</p> <ul style="list-style-type: none"> + Ask each test taker to turn off cell phone and place in restricted items area. + Ensure each student turns out pockets. + Possession of a cell phone is grounds for dismissal without warning.
Security	<p>Restricted Items Found During SSATs:</p> 	<p>Includes:</p> <ul style="list-style-type: none"> + Inexpensive hidden cameras in glasses, pens/pencils, and large jewelry.* + Simple notes and "cheat sheets." <p>If you have a concern about a suspicious item:</p> <ul style="list-style-type: none"> + Ask to see it. + If you are concerned, place it in the restricted items area. + If a student refuses to relinquish the item, do not allow them to test, but do not confiscate the item. <p><i>* This is the reason pens, pencils, and many other everyday items are restricted on the SSAT. Likewise, coats and hats make concealing such items easy.</i></p>


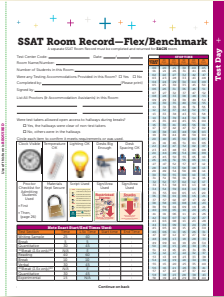


	Instruction/Rule	Details
Security	<p>Never Allow Test Takers to Choose Their Seats.</p> 	<ul style="list-style-type: none"> + Even if you do not lay out answer sheets ahead of time, you must choose where each test taker sits. + Do not seat groups arriving together or individuals who appear to be friends next to each other.
Security	<p>No items on the floor. No clothing on the chair.</p> 	<ul style="list-style-type: none"> + All items must be placed in the snacks area or the restricted items area. + Only extra pencils and the admission ticket may be kept by test takers. Passports and ID may also be kept. + If a test taker removes any article of clothing during testing, it must be placed by the proctor in the restricted items area.
Security	<p>Test takers must not be allowed to discuss test content on breaks.</p> 	<p>General comments are ok:</p> <ul style="list-style-type: none"> + "I think I did well." + "That was harder than I expected." <p>Test takers may not discuss specific test content:</p> <ul style="list-style-type: none"> + "What did you get for that math question with the triangles?" + "I didn't know what the word 'superfluous' meant." <p>Discussing test content is an irregularity:</p> <ul style="list-style-type: none"> + 1st offense: verbal warning + 2nd offense: dismissal
Security	<p>Ensure each student is working in the correct section.</p> 	<ul style="list-style-type: none"> + Test books have the section number printed at the top of every page. + Working in wrong section is an irregularity: <ul style="list-style-type: none"> + 1st offense: verbal warning + 2nd offense: dismissal



Instruction/Rule	Details
<p>Testing Accommodations</p> <p>Provide ONLY the testing accommodations listed on your roster.</p> 	<ul style="list-style-type: none"> + Contact EMA if you have any questions or need to confirm an accommodation. + Check the roster on your MAP. + If an accommodation that was not approved by EMA is provided, the test will be considered invalid and will not be scored.
<p>Testing Accommodations</p> <p>Testing accommodations ensure individuals with disabilities are able to demonstrate their ability; they may require additional attention.</p> 	<ul style="list-style-type: none"> + Ensure you spend additional time, if necessary, with test takers who have accommodations. + Be sensitive and supportive of the needs of those with accommodations while following all testing policies.
<p>Testing Accommodations</p> <p>Refer to the specific instructions on pages 20-23 for each accommodation.</p> 	<ul style="list-style-type: none"> + This will ensure you provide all accommodations as necessary. + EMA will work with you separately before testing regarding any "other" accommodations so that you understand what is required and should be provided.
<p>Testing Accommodations</p> <p>Understand how test takers with accommodations must be grouped.</p> 	<ul style="list-style-type: none"> + Test takers must be grouped and tested based upon their accommodations. + Refer to the grouping information on page 22 to understand how test takers must be grouped. + The test roster on your MAP also shows proper grouping. + Each grouping will require an additional room and proctor.



	Instruction/Rule	Details
Testing Accommodations	<p>Proctors may NOT serve as readers and scribes.</p> 	<ul style="list-style-type: none"> + The core function and job responsibility of a proctor is to administer the SSAT. + Proctors are NOT permitted to also act as a student's reader, scribe, or provide any other accommodation services for a test taker. + Proctors must remain in the testing room at all times, even if a reader, scribe, or other accommodation assistant is in the room.
Testing Accommodations	<p>Do not announce testing accommodations or openly indicate that a test taker has accommodations.</p> 	<ul style="list-style-type: none"> + Be discreet in discussing student testing accommodations during both check-in and testing. + Remember, accommodation information is private, protected information. + Accommodations approved for all test takers in a room may be discussed with the group.
Testing Accommodations	<p>Test takers must be provided the full amount of time they are due for each section.</p> 	<ul style="list-style-type: none"> + Test takers are NOT allowed to "finish a section early" and continue on to the next section. + A student may decline an extra time accommodation only before testing begins. + Once testing has started, the same time schedule must be used for the remainder of testing.
Testing Accommodations	<p>Test takers may decline any accommodation.</p> 	<ul style="list-style-type: none"> + Test takers may decline any accommodation, except: <ul style="list-style-type: none"> + When this would require another room or proctor that is not available. + Once a test has begun, alternate timing, such as 1.5x timing, cannot be declined. + Note any declined accommodations on the room record; however, do NOT report unused accommodations as an irregularity.

Flex Test Information & Process

What is a Flex test?

A Flex test is an SSAT administered on a date other than the 8 Standard SSAT dates.

The Flex test follows the same rigorous test specifications as the Standard test and scores can be reported to score recipients.

How often can students take a Flex test?

Students may take only one Flex test each testing season (August 1st to July 31st).

It is important to check with students to see if they have already taken a Flex test before you schedule testing.

Can I charge an administration fee?

All EMA members may charge an additional administration fee (in addition to the test registration fee) for “closed” Flex tests they are administering, provided that they advise the family of the administration fee prior to registration.

The administration fee itself is set at the discretion of each member and is not reviewed by EMA.

The administration fee must be the same for those with and without testing accommodations.

Members who charge an administration fee from any test taker for any specific administration may NOT request honoraria for that same administration, regardless of the number of test takers.

1

Schedule a Test

Step 1: Decide on a test date.

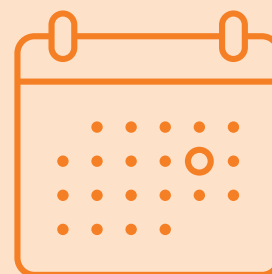
Step 2: Decide on an “open” or “closed” test (see below).

Step 3: Create the test on your MAP.

Date Exclusions

Flex tests cannot be scheduled on these Standard test dates:

- + October 13, 2018
- + November 10, 2018
- + December 8, 2018
- + January 5, 2019
- + February 2, 2019
- + March 2, 2019
- + April 27, 2019
- + June 8, 2019



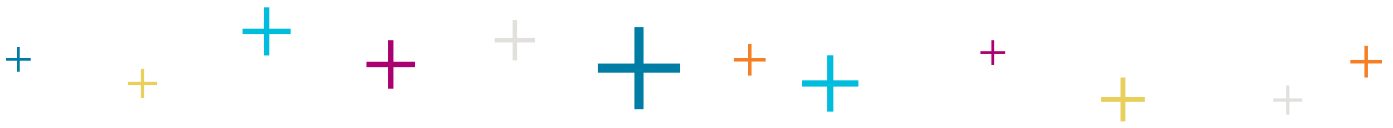
Open vs. Closed

Open tests are listed on ssat.org and open to the public for registration. Closed tests are only available for registration to those you invite.

When you create a closed test, you will be given an access code unique to that test to provide to those you invite to take the test. Students must enter that code during registration in order to see and select the closed date.

Notes:

- + You cannot create a test fewer than 5 business days in the future if you need more materials or are creating an open test.
- + If you already have materials, you can schedule a closed test for the same day.



2

Order Materials

Step 1: Know if you'll use on-hand or scheduled Flex materials.

Step 2: Order materials on your MAP.

*Flex test materials are **NOT** automatically sent to you when you schedule a Flex test.*

On-Hand Materials

On-hand materials are materials you keep all year at your location. This allows for fast and flexible testing.

On-hand materials are delivered in a red tote and completed tests are returned individually.



If you provide a number of individual or small group administrations, on-hand materials are the way to go. There is a limit on how many on-hand materials you may order.

Scheduled Materials

Scheduled materials are provided for a specific administration. All scheduled materials, both used and unused, must be returned immediately after the test.

There is no quantity limit for scheduled materials.

Notes:

- + Allow at least 5 business days for all material deliveries.
- + For your convenience, scheduled materials can be ordered when you schedule a test.

3

Register Students

Step 1: Determine if students will register themselves or if you will batch register them.

Step 2: Advise students to register, or complete batch registration.

Registration at ssat.org

Students can register for any Flex test at ssat.org.

Be sure to provide the access code for all closed Flex tests.

Batch Registration

You may choose to register some or all students by completing and submitting a spreadsheet on your MAP.

You will be invoiced about one week after test materials are returned. Do not include any payment with the returned test materials.

NEW!

You will need each student's information including name, date of birth, grade, address, contact information, and parent/guardian name.

Test!



Benchmark Test Information & Process

What is a Benchmark Test?

A Benchmark test is a special SSAT that helps a school understand or “benchmark” a group of students.

This is especially helpful for new EMA members to gain an understanding of how their current students would perform on the SSAT and to establish benchmark scores against which to compare future applicants, and for existing members to track performance differences from year to year.

How often can students take a Benchmark test?

Students may take only one Benchmark test each testing season (August 1st to July 31st).

How are Benchmark scores reported?

Benchmark scores are provided in a combined report format only to the member. Scores may NOT be reported to families or other score recipients.

Is the administration of the Benchmark different than Flex or Standard?

For the Benchmark test only, the writing sample section is optional as a separate page. If administered, the writing sample section is retained for internal evaluation purposes, while the single page answer sheet is returned for scoring.

Additionally, the experimental section (the fifth multiple choice section) is not provided for Benchmark tests.

Are Honoraria available for Benchmark tests?

Due to the greatly reduced test fee, honoraria are not available for Benchmark tests.

1

Schedule a Test

Step 1: Decide on a test date.

Step 2: Create the test on your MAP.

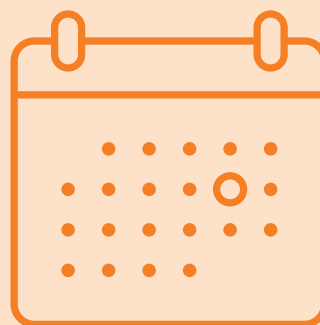
Date Exclusions

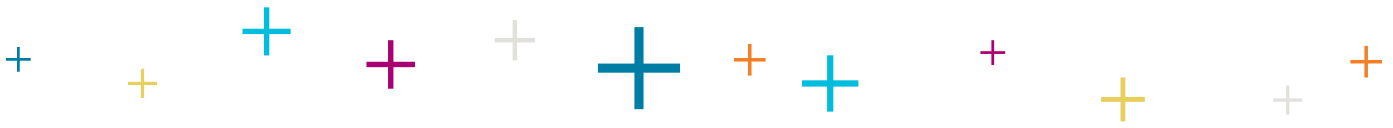
Benchmark tests cannot be scheduled on these Standard test dates:

- + October 13, 2018
- + November 10, 2018
- + December 8, 2018
- + January 5, 2019
- + February 2, 2019
- + March 2, 2019
- + April 27, 2019
- + June 8, 2019

Notes:

- + You cannot create a test fewer than 5 business days in the future. Contact EMA to check on last minute possibilities.





2

Order Materials

As part of scheduling a Benchmark, you will be required to order test materials.

Benchmark Materials

Benchmark materials are provided for each specific administration. All materials, both used and unused, must be returned immediately after the test.

Notes:

- + Benchmark materials may NOT be used interchangeably with Flex materials.
- + Allow at least 5 business days for all material deliveries.



3

Register Students

Step 1: Batch register all students.

Batch Registration

You must register all Benchmark test takers by completing and submitting a spreadsheet on your MAP.



NEW!

You will be invoiced about one week after test materials are returned. Do not include any payment with the returned test materials.

You will need each student's information including name, address, contact information, and parent/guardian name.

Notes:

- + Students CANNOT register for a Benchmark test on ssat.org.

Test!



Flex & Benchmark FAQs

Can I administer the Flex test anywhere or bring a Flex test with me when I travel?

No. You may only administer the Flex test at the test center location approved by EMA. You may not transport test materials off premises for any reason without written approval from EMA.

Where can I learn more about batch registration?

For more information, email testgroup@enrollment.org. We can set up a call or demonstration to help you get going.

When do test materials need to be returned?

If you are using on-hand materials, return only the completed answer sheets and used books within one business day. If you are using scheduled materials, you must return all the used and unused materials within one business day after the test.

I see that Flex tests cannot be administered on a Saturday Standard date. Can a Flex test be given on the Sunday (Sabbath date) immediately following a Standard date?

Yes. Flex tests may be administered on any day other than the Saturday Standard dates.

I am administering a Flex test only to students from my school. Do I still need to follow all parts of the test manual?

Yes. As a standardized test, testing conditions must follow the same guidelines for all administrations.

Should I administer a Flex or Benchmark test to my own students?

That depends on several factors. If you are interested in having scores reported to families or other score recipients, you must administer a Flex test. If you are interested only in understanding your test takers' performance, administer the Benchmark for cost savings. Remember that students may only take one Flex test per testing season and administering a Flex to your students will prevent them from taking another Flex test during the same testing season.

Can a student take both a Flex and a Benchmark test each year?

Yes. But a student may only take one of each.





Administrator— Pretest Checklists

Each week before the test (starting 2 months before)

- ✓ Review the number of registered test takers on your MAP.
- ✓ Ensure you have enough proctors/rooms (especially for any students with accommodations).
- ✓ Ensure proctor agreements have been completed—see below.
- ✓ If applicable, ensure you and your proctors know how to administer all accommodations that are approved.

1-2 weeks before the test

- ✓ Review the administrator tips on page 19.

Get ready for material delivery

- ✓ Flex test materials should arrive approximately one week prior to testing.
- ✓ Ensure your staff is ready to:
 - + Accept the test material shipment
 - + Secure it immediately
 - + Notify you upon receipt
- ✓ A tracking number for each shipment will be emailed to the test administrator.

1 day before the test

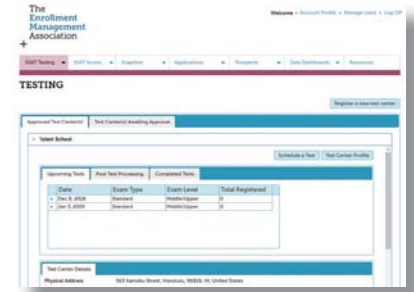
- ✓ Print your final test roster for use during check-in.
- ✓ Determine if weather or other circumstances will affect testing (See page 25).

Proctor Agreements

- + Every proctor must complete an online proctor agreement **each testing season** (August 1st to July 31st) **BEFORE** they proctor a test.
- + To add a new proctor, send proctor agreements for new and existing proctors, and/or check to see if agreements have been completed, click “Manage Proctors” on your MAP.
- + Test administrators do not need to complete a proctor agreement, since they complete a separate agreement.
- + Remind U.S. proctors to include their Social Security number to prevent payment delays.

Proctor Requirements

- + 18 years old.
- + Lawfully permitted to work pursuant to the laws in the jurisdiction where the test center is located.
- + Must not have provided SSAT tutoring or test preparation support to any test taker who is testing.
- + Must not have been found guilty, liable, or responsible for any form of child abuse or crime against a minor.

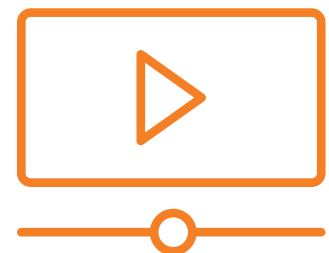


portal.ssat.org



**Watch Video
on this Topic**

www.enrollment.org/admintraining



Upon Material Receipt

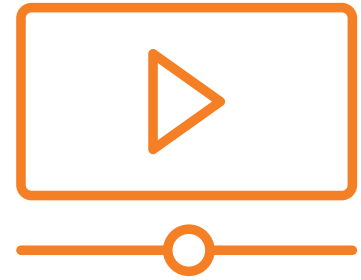
Check Materials

- Use the Shipment Summary (included in shipment) to verify all materials.
- Tape the materials and store securely until testing.

The following materials are included with your shipment:

**Watch Video
on this Topic**

[www.enrollment.org/
admintraining](http://www.enrollment.org/admintraining)



Shipment Summary
Details all materials included in shipment



Extra Pencils & Cell Phone Bags
Pencils are not provided for each student. Pens may not be used.



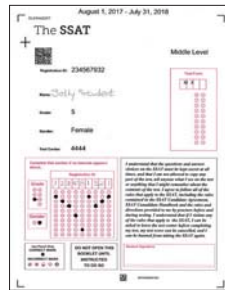
FedEx Return label



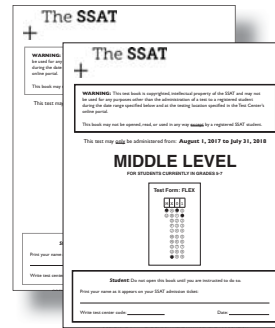
Flex & Benchmark Test Administration Manual



Writing Sample Scrap
Scrap paper provided for writing sample



Answer sheets
Combines answer sheet and writing sample. Test-level specific, custom printed, and blank.



Test Books
Middle & Upper Level



Test Materials Return Bags

If you are receiving:

“On-Hand” Flex Shipments Red Tote also Contains:

- + FedEx envelopes and multiple return labels
- + Additional administrator forms for testing

Notes:

- + For use with small and individual administrations
- + Keep all “On-Hand” materials, including any additional orders, in this red tote in a locked, secured location year round
- + Retain all year, test as needed, return tests individually



“Scheduled” Flex Shipments Cardboard Box also Contains:

- + A return bag for completed answer sheets

Notes:

- + For single administrations of 10+ students
- + Return all used and unused materials together
- + Be on the lookout for the SSAT security tape to identify & quickly secure your materials upon receipt





Administrator Tips

Planning these elements BEFORE testing can considerably decrease stress and make things run more smoothly on test day!

Roster / Check-in

At large test centers, consider separating the test roster alphabetically the day before testing to allow simultaneous check-ins.



Administrator Help

Advise proctors how to contact you for assistance during the test.

Proctors may discreetly use a cell phone for this purpose.



Multiple Test Rooms?

Consider:

- + Separating test takers among rooms by level to simplify test book distribution.
- + Separating each room's test materials ahead of time, including testing accommodation materials.
- + Having check-in staff write the room number on the admission ticket to make finding rooms easier.



Proctor Breaks

Plan a schedule for proctor restroom breaks.



Test Room Problems

If a problem with a room cannot be fixed on test day, will you have access or keys to other rooms?



Test Taker Breaks & Hallways

Before testing, determine if students will be able to access the hallways during breaks and advise all proctors.

Reminder: test takers cannot access hallways during breaks if other individuals or activities will be present in the hallways.

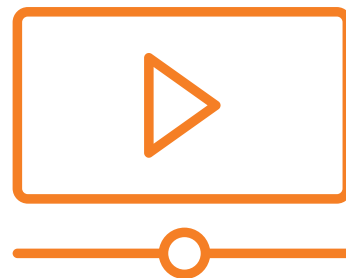


Also, be sure to think about and mention to test takers at check-in any areas, floors, rooms, or hallways that are off limits.

Testing Accommodation

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on this Topic

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admintraining](http://www.enrollment.org/admintraining)



Approval

- + Only SSAT-approved accommodations listed on your roster may be provided.
- + Tests provided with unapproved accommodations will not be scored.

Administration

- + Reference the information on page 22 to understand how to separate students with testing accommodations into separate rooms. There is always a maximum of 10 students with accommodations per room.

Small Group Setting (10 or fewer test takers)

- + Any test taker approved for any accommodation(s) is automatically placed in a small group testing environment, not to exceed 10 test takers.
- + A small group setting accommodation is NOT individual testing.

50% Additional Time (1.5X Time)

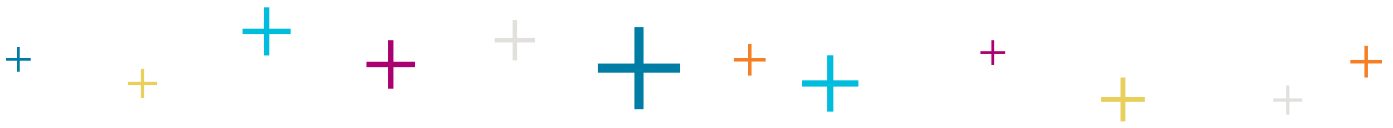
- + Test takers approved for 1.5x time must be provided the full time allotted for each test section before moving onto the next section, even if the test taker has finished answering all test items in a section.
- + 1.5x timing is provided in parentheses in the script and provides at least a 5-minute break between each section.

Answer Directly In Test Book

- + Those approved are permitted to mark their answers in the test book (and are not required to mark answers on the Scantron answer sheet).
- + Proctors should transfer answers to the answer sheet from the test book after testing if time permits.
- + Student must still sign the answer sheet.

Reader

- + **Those approved to have a reader assist them during testing are responsible for identifying and providing this individual on test day.**
- + This individual must be at least 18 years of age, CANNOT be a family member, and CANNOT be an individual who has provided SSAT tutoring for the test taker.
- + Readers must be given their own test book and are permitted to read all text which the test taker would be responsible for reading.
- + The reader's book should be marked with the test taker's name and "READER BOOK."
- + The proctor, not the reader, must read all test instructions that are normally read by the proctor.
- + Readers must read all test material verbatim to maintain standardization and test validity and are NOT permitted to clarify, elaborate, or provide alternate descriptions, interpretations, or suggestions.
- + All the test taker's questions (except for asking the reader to repeat something) are to be made to the proctor.
- + Ensure readers complete the included non-disclosure agreement before testing begins as part of the check-in process on test day.
- + If the test taker has been approved for both the use of a reader and a scribe, the same individual may serve in both of these roles.
- + Test takers approved for the use of a reader must be tested individually.
- + Readers should not motion or point to individual answer choices.



Scribe

- + Those approved to have a scribe assist them during testing are responsible for identifying and providing this individual on test day.
- + This individual must be at least 18 years of age, CANNOT be a family member, and CANNOT be an individual who has provided SSAT tutoring for the test taker.
- + Scribes are permitted to transcribe verbal information provided by the test taker when completing the writing sample portion of the SSAT and may also fill in the answer sheet for them for all other sections.
- + Any verbal information provided by the test taker MUST be transcribed verbatim by the scribe and these individuals are NOT permitted to clarify, elaborate, or provide alternate descriptions, interpretations, or suggestions.
- + All the test taker's questions (except for asking the reader to repeat something) are to be made to the proctor.
- + A non-disclosure agreement is NOT required for individuals acting only as scribes.
- + If the test taker has been approved for both the use of a reader and a scribe, the same individual may serve in both of these roles. Test takers approved for the use of a scribe MUST be tested individually.

Large Print Test Materials (Times 22pt.)

- + Those approved for the use of a large print test book will be provided a test book and answer sheet in the test materials shipment utilizing a 22pt Times typeface.
- + Those approved for the use of a large print test book may choose to use the provided large print answer sheet or may choose to use a standard answer sheet.

Braille Materials

- + Those approved for the use of Braille materials will be provided a Braille test book.

Diabetic Supplies (Individual testing, prescription medication, snacks/water, monitoring kit)

- + Those approved for the use of diabetic supplies are permitted to bring all equipment and items necessary to monitor and control blood sugar levels during testing.
- + Those approved for the use of diabetic supplies are permitted to consume snacks and drinks throughout testing.
- + **Test takers who use a cell phone application to monitor blood sugar levels must be separately approved and accepted for test security reasons. Unless EMA has specifically granted cell phone approval, a cell phone may not be used.**

Prescription Medication with Water

- + Those approved for prescription medication(s) with water are permitted to keep their medications with them at all times and may keep a bottle of water either at or around their desk in the event it is needed.
- + Prescription medication(s) must be contained within an original prescription bottle prescribed to the test taker. No unmarked medications are permitted in the testing room.
- + All medication must be self-administered by the test taker.

Inhaler & Epi-pens

- + Students that require access to epi-pens and/or inhalers for emergency purposes during testing are not required to request access to these medications. Students must advise the proctor or test administrator they have an emergency inhaler or epi-pen.

Accommodations with Equipment

- + The accommodations listed in the section below include the use of additional equipment.
- + **In addition to the specific notes below, the test taker is responsible for providing all equipment unless you have been otherwise notified by EMA.**
 - + When registering, parents/guardians are notified of this responsibility.

Calculator (4-function only; may contain %, $\sqrt{\quad}$, +/-, M-, M+, and MRC)

- + Only a basic four-function calculator is permitted.
- + The calculator may only be used during the two quantitative sections.
- + The use of scientific calculators, calculator watches, or calculator programs on laptops or cell phones is prohibited.

Laptop with Spell Check for Writing Sample (Cannot be used during other sections)

- + Test takers must also bring a USB flash drive or writeable CD/DVD to save their work.
- + Test takers are notified that printers are not available at test centers.
- + The laptop can only be used during the writing sample section.
- + Test takers are allowed to use "spell check."
- + USB flash drives or CDs/DVDs submitted for processing will not be returned.
- + Ensure test takers are only using a word processing program and NOT using any other program or the internet.
- + Test takers must provide the writing sample prior to being dismissed from testing.

Ruler

- + The ruler cannot exceed 12 inches in length or be a measuring tape.
- + The ruler cannot have notes or other writing on it.

Highlighter

- + The highlighter cannot be used on the answer sheet.

Graph Paper

- + Inspect graph paper prior to testing to ensure it has no text or writing on it.

Hearing Aids and/or Devices (Includes hearing aids, cochlear implants, and/or use of an FM system)

- + Test taker may also carry extra batteries.

Seat Cushion or Pillow

- + This item should fit reasonably on the seat and may be used throughout testing.

Testing Accommodation Groupings

Test takers with accommodations must be tested separately from those without accommodations. They must also be further separated based upon their specific accommodations:

- + All students with 1.5x time accommodation must be tested together in a separate room
- + All students with a diabetes accommodation must be tested together in a separate room
- + Any student with a reader, scribe, or individual testing must be tested individually

Those approved to use equipment can now be tested in the same room with those who are not, to increase accommodation availability. If you have sufficient space and proctors, you may separate students with and without equipment needs and EMA will pay the additional proctor honoraria.

General Policies

Score Integrity

The Enrollment Management Association (EMA) is committed to reporting scores that accurately reflect the performance of the examinee. For this reason, EMA maintains test administration and test security standards designed to ensure that all examinees are given the same opportunity to demonstrate their abilities and to prevent some examinees from gaining an unfair advantage over others because of testing irregularities or improper conduct. EMA reserves the right to cancel or withhold any test score if, in its sole judgement, (1) there is a testing irregularity, (2) the examinee engages in improper conduct, or (3) there is reason to question the test score's validity. EMA also reserves the right to question and review the circumstances and details surrounding any test administration with the test administrator.

Irregularities

An irregularity is an event or action that is not consistent with standard examination administration practices. Administrators and proctors must be prepared to take action up to and including the termination of testing for a student, and report any irregularities during testing. EMA has standardized the required actions for many irregularities (see charts below and on following page).

Whenever an irregularity occurs, take notes regarding the irregularity and review the charts to see if immediate action is required. Note any actions taken.

After testing, submit any irregularities online via your MAP. If you have any questions during testing regarding an irregularity or the proper actions to take, call EMA at 609-527-3877 from 9:00 a.m.—4:30 p.m. EST, Monday—Friday or email testgroup@enrollment.org.

If no irregularities occurred, check the box on your MAP indicating that no irregularities occurred, and submit.

Policy	Action
A	One verbal warning is given. Student may continue test. If the specific irregularity is repeated, proceed to Action B.
B	No warning is given. The student is dismissed from testing. No refund is provided. Student may retest at a later date*.
C	No warning is given. The student is dismissed from testing. No refund is provided. The student will not be allowed to test again unless authorized by EMA in writing.
D	Student may change their test to a later administration. No refund is provided.
E	Test cannot be scored. No refund is provided.
F	Test cannot be taken. Student may change their test to a later administration. No refund is provided.

*Dismissed students must remain supervised (in the testing room or other location) at all times until a parent/guardian arrives.



Common Irregularities (see Irregularities table for corresponding actions)

Category and Irregularity	Action to Take:
Failure to Follow Testing Instructions	
Starting a section before a start command	A
Continuing to work after a stop command	A
Moving ahead	A
Working on a section other than the current section	A
Disruptive Behavior/Misconduct	
Making distracting motions or sounds while testing	A
Discussing test questions during breaks	A
Not focusing on the test or constantly looking around	A
Leaving the test room without permission	B
Accessing or possessing a restricted item other than a cell phone or recording device after students have been instructed to place all restricted items in the restricted items area	B
Accessing, possessing, or consuming snacks after students have been instructed to place snacks in the snacks area (except during breaks)	B
Serious Misconduct	
Copying answers or providing answers during testing	C
Removing any test materials from the testing room	C
Taking the test for someone else	C
Accessing or possessing a cell phone or recording device after students have been instructed to place all restricted items in the restricted items area	C
Providing, using, or disseminating test content to others during or after testing (including from memory)	C
Providing invalid or forged identification (for locations with ID requirements)	C
Possessing any weapons	C
Incomplete Test	
Student leaves or is asked to leave the test due to illness	D
Student leaves an entire section blank	E
Student Arrives Late	
Student arrives after testing has begun	F

Administrator—Inclement Weather/Site Problem

- + The administrator must determine if the test center should close due to inclement weather or other problem.
- + The safety and security of students and proctors should always be of primary concern.
- + Follow the steps below immediately once you have decided to close.

Checklist for Closing

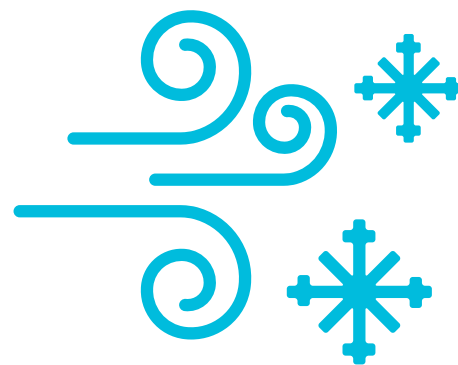
- ✓ Notify EMA of the closure by email (testgroup@enrollment.org) **AND** phone (609-527-3877). (We will inquire about rescheduling the test and answer any questions you have.)
- ✓ Using the roster and SSAT form letters from the “Resources” section on your MAP, email all students regarding the closure. (If possible, also call all students regarding the closure.)
- ✓ If possible, leave a message on your test site contact phone number indicating the closure and/or post a notice at the test site.

What EMA will do:

- + EMA will post all closure information directly on ssat.org/test/news.
- + EMA will also email all test takers regarding the closure, and copy the test administrator. (Emails from both the test administrator and EMA help ensure each family is contacted.)
- + EMA’s email will provide the rescheduled test date if known.
- + EMA’s email will also explain the family’s options to:
 - + Test on the rescheduled date (no further action necessary),
 - + Transfer to any other date/location during the current testing season (without fee), or
 - + Receive a full refund and not test.

Facility Problem or Relocation

If a problem prevents testing at the original location or building but alternate space can be used on campus or at a nearby location, contact EMA.



Administrator—Check-in Area Setup & Process

Signage to the Check-in Area

- + Use signs from this manual to guide families to the check-in area.
- + If necessary, use signs from the parking area all the way to check-in.

Roster

- + Ensure you have the roster from your MAP.
- + Remember not to print earlier than the day before the test.

Check-in Area

- + Select a foyer or location near the entrance.
- + The check-in area should include a table and be set up as shown.



Cell Phone/ Restricted Items

It is best for parents/guardians to retain cell phones and restricted items.

However, test takers **MUST** be allowed to keep cell phones. They must follow directions in the testing room to turn off and place the phone (and other restricted items) in the restricted items section when prompted.

Test takers who do not turn in cell phones as instructed will be excused from testing, will not have scores reported, and may not be allowed to test again.

**Call EMA
9:00 a.m. – 4:30
p.m. EST
609-527-3877
with any check-in
questions**

Check-in Desk Process

- + Ask for admission ticket.*
- + Mark present on roster.
- + Verify test taker's name, registration ID, and grade.
- + Return the admission ticket—it will be needed during testing.
- + Prompt the test taker's parent/guardian that it is best for them to keep restricted items and cell phones—see note at left!
- + Advise parent/guardian that they cannot:
 - + Enter the testing room.
 - + Access the hallways during testing.
- + Direct the student to their testing room.

Notes: *Test takers without an admission ticket may be admitted if they are on the roster.



Proctor—Room Selection & Setup

Often the test administrator will have selected rooms previously. Proctors must still ensure rooms are set up and arranged to meet all requirements or notify the test administrator so that another room can be used.

Select Rooms:

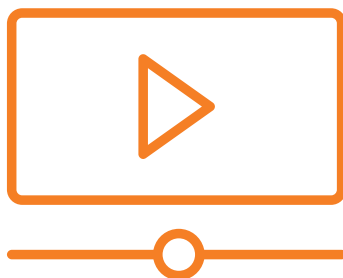
- + Away from noise
- + Near restrooms
- + With good lighting
- + With a comfortable temperature
(ideally where you can adjust the temperature)
- + Where test takers and proctors can move around easily

Rooms must have these features:

- + A clock
(at front or side of students)
- + Desks or tables:
 - + Where test takers have enough room for both an open test book and answer sheet
 - + That provide 3 ft or 1 meter of spacing between test takers
- Space for:**
 - + A separate area for snacks
 - + A separate area for restricted items *(not near a door or immediately next to test takers)*
 - + A board, easel, or place to write information for test takers set to the front or side of students—tape blank paper to the wall if necessary.

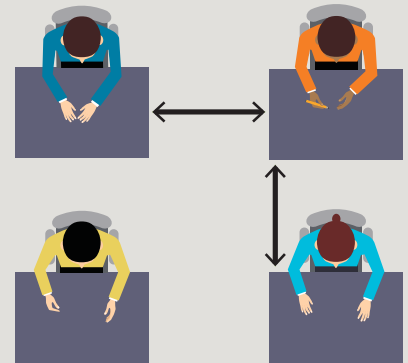
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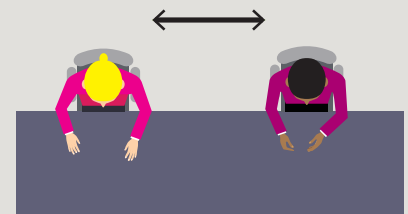


Acceptable

Using separate desks
3 feet (1 meter) apart



Using shared tables where test takers are 3 feet (1 meter) apart



Unacceptable

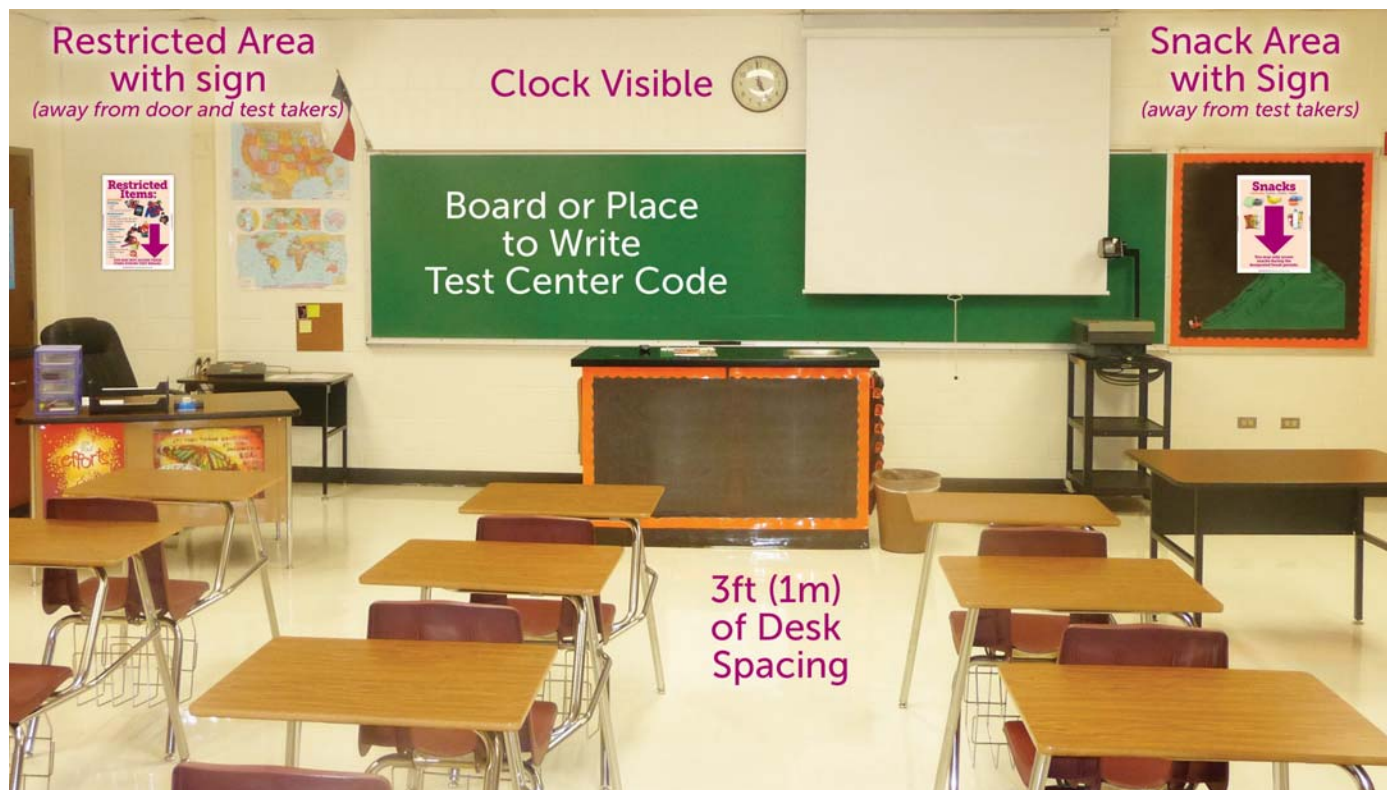
Test takers facing each other



Desk too small



Example Room Meeting all SSAT Requirements:



Problem Examples

Problem: Desks too close on side

Fixes:

- Do not seat students at desks with red X
- or-
- Rearrange desks



Problem: Too close at shared tables

Fix:

- Do not seat students at chairs with red X





Proctor Tips

Review your plans for testing and consider the items below. Planning these elements BEFORE testing can considerably decrease stress and make things run more smoothly on test day!

Seating Within Room

Consider seating Middle and Upper Level test takers separately within the room.

This will simplify book distribution during testing.



How to Collect Test Materials During the Break Between Sections 2 and 3

Each test taker's answer sheet and test book must be collected during the break between sections 2 and 3.

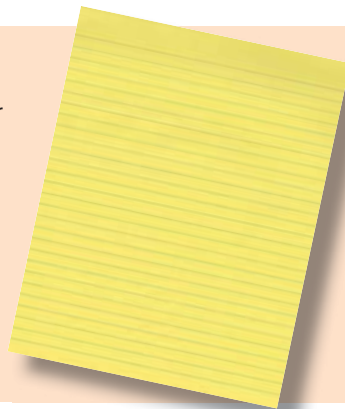
Test takers will place their answer sheets inside their test books.

Determine the most efficient way to do this:

- Collect each row from front to back into its own stack and place it on a front table.
- Collect all materials in a serpentine pattern that is repeated in reverse after the break.

Writing Sample Scrap Paper

Consider placing writing sample scrap paper on desks before testing begins.

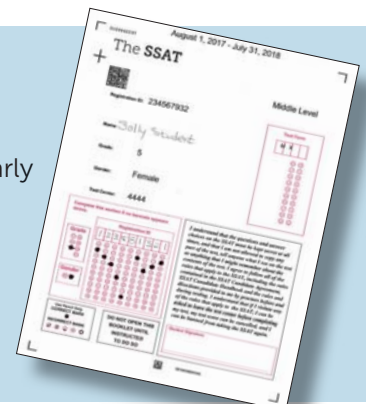


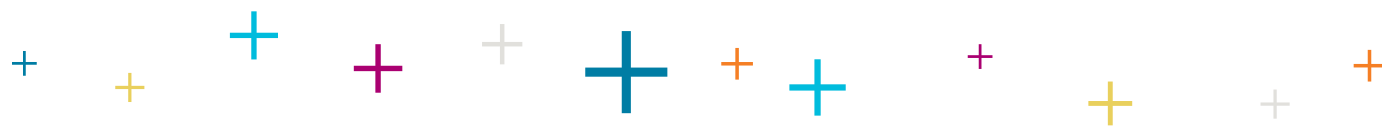
Answer Sheet Distribution

Determine which method of answer sheet distribution is easier for you:

- Lay out beforehand—best for large rooms, but ensure students do not open early
- Call out names once students are seated

Test books may NOT be placed on desks ahead of time.





An important note about test security

Dear Proctor,

Test security is and always will be an integral part of the test administration process. It ensures the validity of the SSAT and helps maintain fair and equitable scoring for all students.

Our goal with this new check-in process is to ensure each student has the opportunity to demonstrate their abilities during testing and help prevent an honest mistake from causing a test to be cancelled due to a restricted item. Great care should be taken so the check-in process does not cause added stress or pressure to test takers.

Please be diligent in following the checklist below and collecting restricted items (especially cell phones) but remember that test takers may be nervous. They may forget about an item in a pocket or a fitness band or watch they wear all the time. This is why we have updated the process to prompt each test taker to double check. We've also included one final reminder to test takers at the beginning of testing.

Thank you for helping us ensure the security of our test and the well-being of our test takers.

Thomas Gera, Director of Testing Services, The Enrollment Management Association

Proctor— Checklist for Admitting Test Takers



As test takers arrive in the test room:

- + Stand at the restricted items area and greet students.
- + Test takers should not be allowed to take a seat.
- + Test takers may have to wait in line briefly.
- + For each student, say:
 - + "Please TURN OFF your cell phone."
 - + "Please turn in all restricted items including cell phones, but keep snacks."
- + Look at test taker and ask him/her to turn in any other restricted or questionable items.
- + Have test taker:
 - + Confirm they have NO restricted items.
 - + Turn out their own pockets to show they have no restricted items.
 - + Raise their own sleeves to show they have no watch or fitness band on.
- + Have test taker proceed to snack area, place all snacks there, then take a seat that you have chosen for them.
 - + Do not allow a test taker to choose their own seat.
 - + Seat those who appear to be friends or in a group separately.

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Remember, proctors and administrators should NEVER touch test takers.

SSAT Room Record—Flex/Benchmark

A separate SSAT Room Record must be completed and returned for **EACH** room.

Test Center Code: _____ Date: ____/____/____

Room Name/Number: _____

Number of Students in this Room: _____

Were any Testing Accommodations Provided in this Room? Yes No

Completed by: _____ (Please print)

Signed by: _____

List All Proctors (& Accommodation Assistants) in this Room:

Were test takers allowed open access to hallways during breaks?

- Yes, the hallways were clear of non-test takers
- No, others were in the hallways

Circle each item to confirm it meets requirements or was used.

<p>Clock Visible</p> 	<p>Temperature OK</p> 	<p>Lighting OK</p> 	<p>Desks Big Enough</p> 	<p>Desk Spacing OK</p> 
<p>Proctor Checklist for Admitting Students Used</p> 	<p>Materials Kept Secure</p> 	<p>Script Used</p> <ul style="list-style-type: none"> DO Distribute all custom SAY If you don't have an DO Provide a blank, MIL SAY If you don't have an DO Provide a blank, LIP SAY Without opening it, correct level. Students in grades 1 Students in grades 1 DO Fix any issues. 	<p>Sign/Area Used</p> 	<p>Sign/Area Used</p> 

Note Exact Start/End Times Used:				
Test Section	Time	1.5x Time	Start time	End Time
Writing Sample	25	40	:	:
Break	5	5	:	:
Quantitative	30	45	:	:
Break (1.5x only)	N/A	5	:	:
Reading	40	60	:	:
Break	10	10	:	:
Verbal	30	45	:	:
Break (1.5x only)	N/A	5	:	:
Quantitative	30	45	:	:
Experimental	15	N/A	:	:

START TIME	STOP TIME				
	20 min section	25 min section	30 min section	40 min section	45 min section
:00	:20	:25	:30	:40	:45
:01	:21	:26	:31	:41	:46
:02	:22	:27	:32	:42	:47
:03	:23	:28	:33	:43	:48
:04	:24	:29	:34	:44	:49
:05	:25	:30	:35	:45	:50
:06	:26	:31	:36	:46	:51
:07	:27	:32	:37	:47	:52
:08	:28	:33	:38	:48	:53
:09	:29	:34	:39	:49	:54
:10	:30	:35	:40	:50	:55
:11	:31	:36	:41	:51	:56
:12	:32	:37	:42	:52	:57
:13	:33	:38	:43	:53	:58
:14	:34	:39	:44	:54	:59
:15	:35	:40	:45	:55	:00
:16	:36	:41	:46	:56	:01
:17	:37	:42	:47	:57	:02
:18	:38	:43	:48	:58	:03
:19	:39	:44	:49	:59	:04
:20	:40	:45	:50	:00	:05
:21	:41	:46	:51	:01	:06
:22	:42	:47	:52	:02	:07
:23	:43	:48	:53	:03	:08
:24	:44	:49	:54	:04	:09
:25	:45	:50	:55	:05	:10
:26	:46	:51	:56	:06	:11
:27	:47	:52	:57	:07	:12
:28	:48	:53	:58	:08	:13
:29	:49	:54	:59	:09	:14
:30	:50	:55	:00	:10	:15
:31	:51	:56	:01	:11	:16
:32	:52	:57	:02	:12	:17
:33	:53	:58	:03	:13	:18
:34	:54	:59	:04	:14	:19
:35	:55	:00	:05	:15	:20
:36	:56	:01	:06	:16	:21
:37	:57	:02	:07	:17	:22
:38	:58	:03	:08	:18	:23
:39	:59	:04	:09	:19	:24
:40	:00	:05	:10	:20	:25
:41	:01	:06	:11	:21	:26
:42	:02	:07	:12	:22	:27
:43	:03	:08	:13	:23	:28
:44	:04	:09	:14	:24	:29
:45	:05	:10	:15	:25	:30
:46	:06	:11	:16	:26	:31
:47	:07	:12	:17	:27	:32
:48	:08	:13	:18	:28	:33
:49	:09	:14	:19	:29	:34
:50	:10	:15	:20	:30	:35
:51	:11	:16	:21	:31	:36
:52	:12	:17	:22	:32	:37
:53	:13	:18	:23	:33	:38
:54	:14	:19	:24	:34	:39
:55	:15	:20	:25	:35	:40
:56	:16	:21	:26	:36	:41
:57	:17	:22	:27	:37	:42
:58	:18	:23	:28	:38	:43
:59	:19	:24	:29	:39	:44



Room Layout

- + Use the grid below to show the general layout of the testing room.
- + Use the key at the top right for symbols to use for required items.
- + Draw/note other significant room elements.
- + Irregularities: Note the location/name of any test taker who had an irregularity.
- + Optional: You may additionally use this area as a seating chart.

Key

R: Restricted Items Area

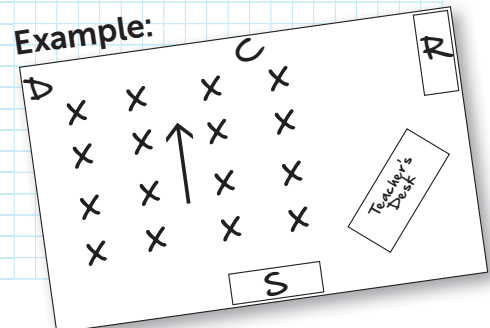
S: Snacks Area

D: Doors

X: Student Desk

C: Clock

↑: Direction Test Takers Face



Irregularity Notes (must be transferred to MAP after testing)

Student:	
Irregularity	
Action Taken:	
Section/Time:	
Notes	

Student:	
Irregularity	
Action Taken:	
Section/Time:	
Notes	

Student:	
Irregularity	
Action Taken:	
Section/Time:	
Notes	

Confirmation

I affirm that all information provided on this room record is complete and accurate.

I received _____ test books from the test administrator and returned _____ test books.
(skip this if acting as administrator and proctor).

Print proctor name _____ Proctor Signature _____

After testing: provide this room record to the test center administrator to be returned in the test materials return bag.

2018-2019 Test Script

Welcome & Basic Rules

DO Write your test center's 4-digit code on the front board.

SAY Welcome to today's SSAT administration. Please listen carefully while I explain the rules and details regarding this test.

SAY If you need to use the restroom during testing, raise your hand. Only one student may use the restroom at a time, so you may need to wait for a short period of time.

The restrooms are (explain locations).

You will not be able to make up any time missed if you use the restroom during testing, so try to wait for a break to use the restroom.

SAY You may not have or use a cell phone or restricted item until testing is over.

Restricted items include, but are not limited to, pens, erasers, mechanical pencils, coats, media players, all watches, hats, bags and backpacks.

NEW!

Raise your hand if you have a cell phone, ANY restricted item, or snack now.

If you are found with a restricted item or cell phone after this point, you will be excused from testing, you will NOT receive scores, and you may not be permitted to test again. Likewise, if you are found with a snack, other than during a designated break, you will be excused.

DO Place any items in the snacks area or restricted items area.

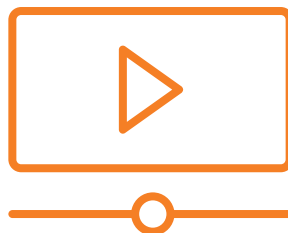
SAY For all parts of this test, you may only use the pencils you brought with you or that were provided to you by the proctor.

If you need an additional pencil during testing, raise your hand.

Are there any questions?

DO Answer any questions.

Watch Video on this Topic
www.enrollment.org/admintraining





Answer Sheet Preparation & Completion

DO Distribute all custom, barcoded answer sheets if not already laid out on desks.

SAY If you don't have an answer sheet and are currently in grades 5, 6, or 7 raise your hand.

DO Provide a blank, MIDDLE LEVEL answer sheet to those with hands raised.

SAY If you don't have an answer sheet and are currently in grades 8, 9, 10 or 11, raise your hand.

DO Provide a blank, UPPER LEVEL answer sheet to those with hands raised.

SAY Without opening it, make sure the test level printed at the top right of your answer sheet is the correct level.

Students in grades 5, 6, or 7 should have MIDDLE LEVEL.

Students in grades 8, 9, 10, or 11 should have UPPER LEVEL.

DO Fix any issues.

SAY If your answer sheet has your information preprinted, check that it is correct and then wait patiently.

If your answer sheet is blank, write the test center as (indicate your center's 4 digit code and point to the front board where you had written it).

Next, write your registration ID, name, grade, and gender near the top.

Now, fill in the bubbles at the bottom for your grade, gender, and registration ID.

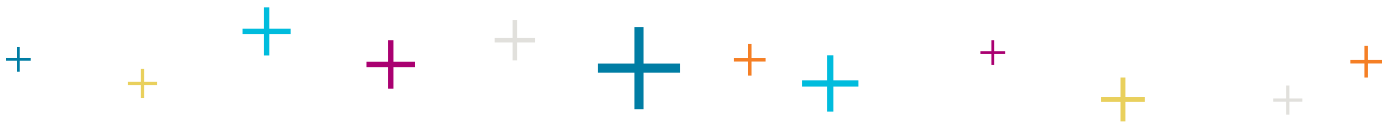
If you need assistance, raise your hand.

DO Assist test takers as needed.

SAY Next read the important note on your answer sheet carefully as I read it aloud:

I understand that the questions and answer choices on the SSAT must be kept secret at all times, and that I am not allowed to copy any part of the test, tell anyone what I see on the test or anything that I might remember about the contents of the test. I agree to follow all of the rules that apply to the SSAT, including the rules contained in the SSAT Candidate Agreement, SSAT Candidate Handbook and the rules and directions provided to me by proctors before and during testing. I understand that if I violate any of the rules that apply to the SSAT, I can be asked to leave the test center before completing my test, my test score can be cancelled, and I can be banned from taking the SSAT again.

Now, sign your name on the front of your answer sheet indicating you understand these rules.



Test Information

SAY Now we are ready to begin the test.

The total administration time for the SSAT is three hours and five minutes, which includes two breaks. (1.5x time: 4 hours, twenty minutes, with 4 breaks)

The test breaks down as follows:

Standard Timing:

- 25—minute writing sample*
- 5—minute break
- 30—minute math section
- 40—minute reading section
- 10—minute break
- 30—minute verbal section
- 30—minute second math section
- 15—minute section with mixed question types

For 1.5x Timing:

- 40—minute writing sample*
- 5—minute break
- 45—minute math section
- 5—minute break
- 60—minute reading section
- 10—minute break
- 45—minute verbal section
- 5—minute break
- 45—minute second math section

Raise your hand if you have any questions or need assistance.

DO Answer any questions

**The writing sample section is optional for Benchmark tests.*



Writing Sample & Break *(the writing sample is optional for Benchmark testing ONLY)*

SAY We will now begin the writing sample.

DO Provide 1 sheet of scrap paper to each test taker, if you have not already laid them out.
Benchmark: Provide each student with a writing sample in addition to their answer sheet. Instruct students to print (not sign) their names on the bottom of page 2.

SAY Open your answer sheet and read the directions to yourself at the top of page 2.
 For the writing sample, you will select one of the two prompts provided. First, fill in the circle next to the prompt you select. Then, begin writing underneath the prompts and continue to the next page if you need more room.
 You may use the provided scrap paper to organize your thoughts; however, your response must be entirely written in the answer sheet. You will not be allowed to transfer your writing sample to the answer sheet after time ends. Be sure to write only on the lined portion and not in the margins.
 You will have 25 minutes (1.5x: 40 minutes) to complete the writing sample. I will provide a warning 5 minutes before the end of section.
 Be sure to write firmly enough for your handwriting to be easily read. If your pencil becomes dull, use another or raise your hand for another to make sure your writing is not hard to read.
 Are there any questions?

DO Use the "Room Record" to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____. You may begin.

After 20 minutes have passed (1.5x time: after 35 minutes)

SAY Five minutes remain to work on the writing sample.

After the 5 remaining minutes

SAY Stop working now, even if you have not finished. Close your answer sheet and leave it face up on your desk.

DO Collect the scrap paper. **Benchmark: Collect the writing sample pages.**

SAY We will now take a 5-minute break. You may get your snack from the snack area. **Do not access any restricted items. Do not open or write anything on your answer sheet during the break.** Please return to your seat and be ready to continue the test at ____:____. Remember that discussing specific test questions is prohibited.

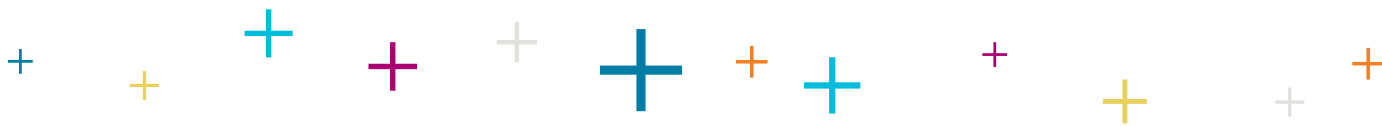
Test Takers NOT Allowed Access to Hallways:

Because other activities and individuals are in the hallway, you must remain in the testing room during the break unless you are using the restroom. Return to the room immediately after using the restroom.

Test Takers Allowed Access to Hallways:

During the break, you may access the hallways and restrooms.

To the proctor: You may allow multiple test takers to use the rest room at a time. Whenever possible have a proctor monitor the hallways. Do not leave the testing materials unattended.



Multiple Choice Test Section Instructions

After the 5-minute break

DO Ensure all students have returned and taken their seats and snacks have been thrown away or returned to the snacks area.

Check the floor and backs of seats for restricted items.

SAY We will now continue with the multiple choice sections of the test.

I will now distribute the test books. Do not open your test book until instructed to do so.

If you are taking the Middle level test, raise your hand. Remember, your test level is printed at the top right on the front of your answer sheet.

DO Provide a Middle level test book to all students who have their hands raised.

SAY If you are taking the Upper level test, raise your hand. Again, your test level is printed at the top right on the front of your answer sheet.

DO Provide an Upper level test book to all students who have raised their hands.

SAY Please double check that the level printed on your answer sheet matches the level printed on the front of your test book.

SAY Write your full name, as it appears on your SSAT admission ticket, on the front of the test book.

Now, write the test center code, which is (indicate your center's 4 digit code and point to the front board where you had written it).

We must ensure the test form of your book is marked on the answer sheet. Match the test form section on your book with the test form section on your answer sheet. Fill in the corresponding circles on your answer sheet, so the test form on your answer sheet matches the one on your test book. Raise your hand if you need help.

Now, flip your answer sheet over to the back and listen carefully.

During this part of the test, you will fill the circle on your answer sheet (show example answer sheet) that corresponds to the answer you have selected for each question. Mark only one answer for each question. Make dark marks and fill circles completely. Erase completely if you change a response.

You may write in the test book, but be sure to mark all answers on the answer sheet. You will not be allowed to transfer answers to the answer sheet after time ends. If you leave an entire section blank, your test will not be scored.

Do not waste too much time on questions that are hard for you. If you cannot answer a question, make a note of it in your test book, and move on. Go back to it later if there is time.

When your test is scored, you will receive one point for each correct answer. You will lose one quarter of a point for each incorrect answer. If you do not answer a question, you will not receive or lose points. You do not have to answer every question. If you guess, try guessing only when you can eliminate one or more choices.



Multiple Choice Section 1

SAY You will have 30 minutes (1.5x: 45 minutes) to complete Section 1.

A 5-minute notice will be given before the end of the section. If you finish before time is called, remain seated and wait patiently without talking. You may check your work on Section 1, but you may not work on any other sections. If you are observed working on any other section, your test may not be scored.

Be sure to mark your answers on the answer sheet.

Do not mark your answers in the test book.

NEW!

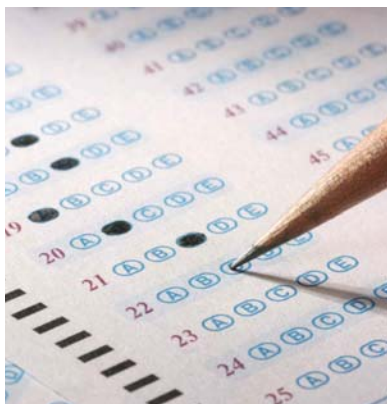
Do you have any questions?

DO Use the "Room Record" to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____. Insert your finger into the test book and break the seal. Turn to Section 1 and begin.

Reminder

Early during section 1, ensure each student is marking answers on their answer sheet.



- Tests with a blank answer sheet section cannot be scored and will require retesting!
- Instruct students found answering in their book to transfer their answers to their answer sheet in the time remaining.
- Students with an "answer-in-book" accommodation are exempt.
- Due to fairness and standardized testing conditions, answers cannot be transferred by proctor/student after a section ends.

After 25 minutes have passed (1.5x time: after 40 minutes)

SAY Five minutes remain to work on Section 1.

After the 5 remaining minutes

SAY Stop working now, even if you have not finished.

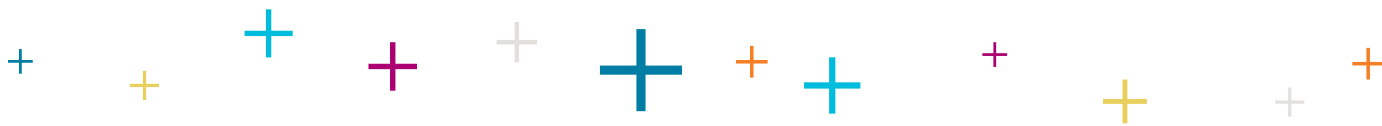
For students with 1.5x time ONLY:

SAY You may now take a 5-minute break. You may get your snack from the snack area.

Do not access any restricted items. Do not open or write anything on your answer sheet during the break. Please return to your seat and be ready to continue the test at ____:____.

After the 5-minute break

DO Ensure all students have returned and taken their seats and snacks have been thrown away or returned to the "snacks" area



Multiple Choice Section 2

SAY We will now begin Section 2, which takes 40 minutes (1.5x: 60 minutes) to complete. A 5-minute notice will be given before the end of the section. Following this section, there will be a 10-minute break. If you finish before time is called, you may check your work on Section 2, but you may not work on any other sections. If you are observed working on any other section, your test may not be scored. Be sure to mark your answers on the answer sheet. Do not mark your answers in the test book.

Do you have any questions?

DO Use the "Room Record" to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____. Open your test book. Turn to Section 2 and begin.

Reminder

Use the "Stop & Move" method when proctoring.



- Spend most of your time stopped at VARIOUS locations throughout the room.
- While stopped, watch students carefully for restricted items and inappropriate actions.
- Move throughout the room WITHOUT A SIMILAR PATTERN.

After 35 minutes have passed (1.5x time: after 55 minutes)

SAY Five minutes remain to work on Section 2.

After the 5 remaining minutes

SAY Stop working now, even if you have not finished. Place your answer sheet inside your test book. I must now collect all books and answer sheets before the break begins.

DO Collect all materials.

SAY You may now take a 10-minute break. You may get your snack from the snack area. Do not access any restricted items. Please return to your seat and be ready to continue the test at ____:____. Remember that discussing specific test questions is prohibited.

Test Takers NOT Allowed Access to Hallways:

Because other activities and individuals are in the hallway, you must remain in the testing room during the break unless you are using the restroom. Return to the room immediately after using the restroom.

Test Takers Allowed Access to Hallways:

During the break, you may access the hallways and restrooms.

To the proctor: You may allow multiple test takers to use the rest room at a time. Whenever possible have a proctor monitor the hallways. Do not leave the testing materials unattended



Multiple Choice Section 3

After the 10-minute break

SAY Please wait quietly while I return the test materials.

DO Hand each test taker's test book, which contains their answer sheet, directly to each student.

SAY We will now begin Section 3. You will have 30 minutes (1.5x: 45 minutes) to complete it. A 5 minute notice will be given before the end of the section. If you finish before time is called, you may check your work on Section 3, but you may not work on any other sections. If you are observed working on any other section, your test may not be scored. Be sure to mark your answers on the answer sheet. Do not mark your answers in the test book. Do you have any questions?

DO Use the "Room Record" to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____. Open your test book to Section 3 and begin.

Reminder

Ensure each student is working in correct section. Some test takers may try to return to a previous section following the break.



- Test books have the section number printed at the top of every page.
- Working in wrong section is an irregularity:
 - 1st offense: a verbal warning
 - 2nd offense: dismissal

After 25 minutes have passed (1.5x time: after 40 minutes)

SAY Five minutes remain to work on Section 3.

After the 5 remaining minutes

SAY Stop working now, even if you have not finished.

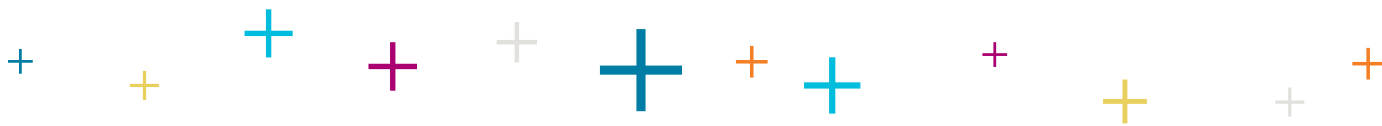
For students with 1.5x time ONLY:

SAY You may now take a 5-minute break. You may get your snack from the snack area.

Do not access any restricted items. Do not open or write anything on your answer sheet during the break. Please return to your seat and be ready to continue the test at ____:____.

After the 5-minute break

DO Ensure all students have returned and taken their seats and snacks have been thrown away or returned to the "snacks" area



Multiple Choice Sections 4 & 5

SAY We will now begin Section 4, which takes 30 minutes (1.5x: 45 minutes). A 5-minute notice will be given before the end of the section. If you finish before time is called, you may check your work on Section 4, but you may not work on any other sections. If you are observed working on any other section, your test may not be scored. Be sure to mark your answers on the answer sheet. Do not mark your answers in the test book. Do you have any questions?

DO Use the "Room Record" to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____. Open your test book to Section 4 and begin.

After 25 minutes have passed (1.5x time: after 40 minutes)

SAY Five minutes remain to work on Section 4.

After the 5 remaining minutes

SAY Stop working now, even if you have not finished.

*Benchmark: Proceed to Dismissal (below).
Students approved for 1.5x time: Proceed to Dismissal (below).*

SAY You will now have 15 minutes to complete Section 5, the last section. A 5-minute notice will be given before the end of the section. If you finish before time is called, you may check your work on Section 5, but you may not work on any other sections. If you are observed working on any other section, your test may not be scored. Be sure to mark your answers on the answer sheet. Do not mark your answers in the test book. Do you have any questions?

DO Use the "Room Record" to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____. Open your test book to Section 5 and begin.

After 10 minutes have passed

SAY Five minutes remain to work on Section 5.

After the 5 remaining minutes—Dismissal

SAY Stop working now, even if you have not finished. Close your test book and your answer sheet. Do NOT put your answer sheet in your test book.
Remain seated as I collect all the answer sheets and test books. Once I confirm that all materials have been collected, you may leave.

DO Verify the count of all test materials for your room/area and put them in a safe area.

SAY Thank you for your patience. You may now collect your restricted items, any remaining snacks, and exit the testing room. Please be quiet as you exit as others may still be testing.

DO Check the front of each student's answer sheet as directed at the top of the next page before returning all test materials to the test administrator.

Post-Testing Checklist

☐ Ensure the front of each student's answer sheet is either:

Barcoded

	Registration ID: 234567932
Name: <i>Sally Student</i>	
Grade: 5	
Gender: Female	
Test Center: 4444	



Has RegID, grade, and gender bubbled and has name handwritten at top

Name: *Sally Student*

Complete this section if no barcode appears above.

Registration ID	
Grade	1 2 3 4 5 6 7 8
Gender	M F

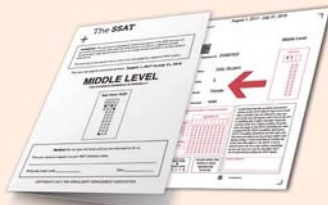
- ☐ Do not photocopy answer sheets!
- ☐ For "on-hand" materials, use the provided administration log to keep a record of the administration
- ☐ Complete Post-Test Processing on your MAP

Packaging & Returning Materials

On-Hand



Put each answer sheet in test book



THEN

Put book(s) in FedEx envelope and seal



Scheduled & Benchmark



Put used answer sheets + room records in return bag



THEN

Put all other items in box; put return bag on top, then seal



Call 1-800-Go-FEDEX for a pickup or to locate a drop box.
Test materials must be returned to EMA within one business day of testing.
Do NOT include any payment with the returned test materials.

Ordering New Materials

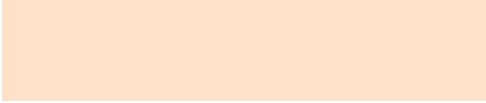
Scheduled Materials

For large Flex administrations on a single date, there is no limit to the number of materials that can be ordered.

On-Hand Materials

"On-hand" materials are distributed based upon your previous demonstrated need and conduct. EMA will provide you with either a small (containing a maximum of 10 each Middle and Upper Levels) or large (containing a maximum of 30 each Middle and Upper Levels) test book shipment. Shipments can be customized based on projected need, but must not exceed 20 tests for the small shipment or 60 tests for the large shipment. Quantities must be rounded to the nearest 10. Once you have used and returned half of either level, you may order more of that level. As always, contact us if a special need arises.

Check-in Desk Reminders

- Return Time for Parents/Guardians: 
(May be different if your student has testing accommodations)
- Students are strongly encouraged to give cell phones and restricted items to parents/guardians.
- If a student keeps a cell phone, it must be **turned off** and put in the “Restricted Items” area along with all other restricted items.
- Snacks/Drinks must be placed in the “Snacks” area.
(Snacks and drinks are only accessible during breaks.)
- Parents/Guardians may **NOT** access testing rooms, hallways, or adjacent areas during the test.
- Question about your account? Call SSAT customer service at (609) 683-4440.



Check-in Desk Reminder Instructions:

- Complete the front of this reminder sheet with your center-specific notes.
- Place on the check-in desk facing families.

Restricted Items:

Includes:

Clothing

- Coats
- Hats

Hooded sweatshirts may be worn; however, the hood must remain down at all times.

All Electronics

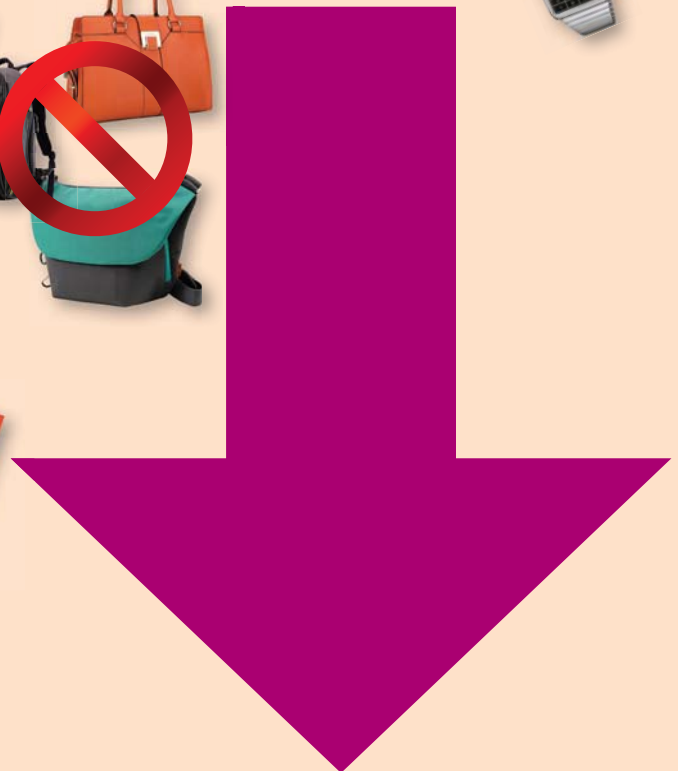
- Calculators
- Cell Phones (MUST BE OFF)
- Fitness Tracker Wristbands
- Media Players
- All Watches

Personal Items

- Backpacks
- Bags
- Large Jewelry
- Purses

Other Items

- Books
- Erasers
- Mechanical Pencils
- Notes or Paper
- Pens
- Rulers



YOU MAY NOT ACCESS THESE ITEMS DURING TEST BREAKS.



Restricted Area Instructions:

The “Restricted Items” area should be:

- Away from test takers’ desks
- Away from doors
- Away from where test takers will walk
- Where you will notice if someone accesses it

The “Restricted Items” area should NOT be:

- In a hallway or common location accessible during breaks

This prevents access and prevents lost or stolen items.

Snacks

Includes: Snacks • Drinks • Water



**You may only access
snacks during the
designated break periods.**

Use of this sign is **REQUIRED**

Use of this sign is **REQUIRED**

ADMINISTRATOR: See placement instructions on back



Snacks Area Instructions:

The "Snacks" area should be:

- Away from test takers' desks but accessible
- Where you will notice if someone accesses it during testing

The "Snacks" area should NOT be:

- In a hallway or common location accessible during breaks

This prevents access and prevents lost or stolen items.

Use of this sign is **OPTIONAL**

SSATE

Use of this sign is **OPTIONAL**

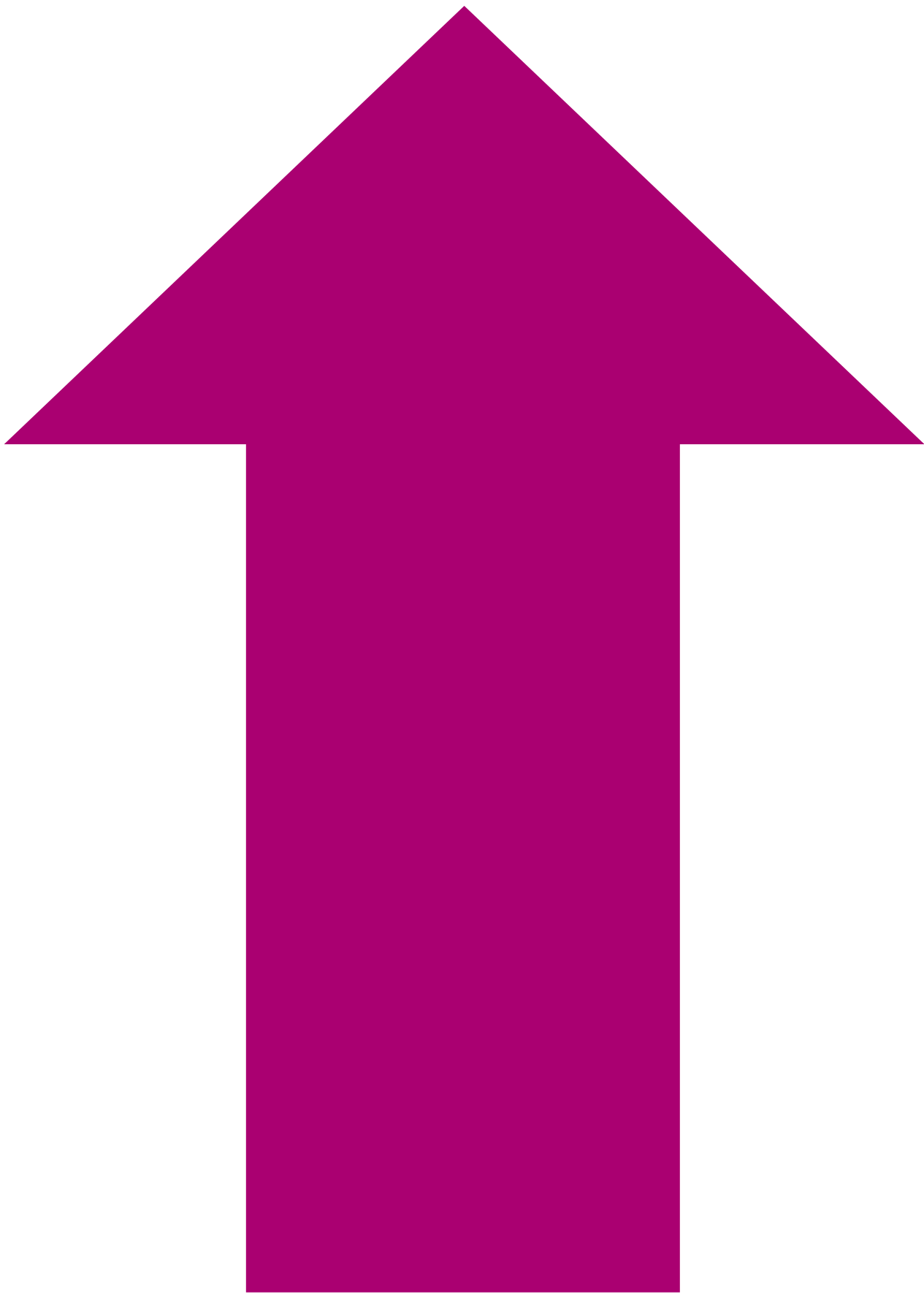
Use of this sign is **OPTIONAL**



Use of this sign is **OPTIONAL**

**Exam
in Progress**

Use of this sign is **OPTIONAL**



Use of this sign is **OPTIONAL**

