

# Post Test Processing

Honoraria

# Log into your MAP

- [Member Access Portal \(MAP\)](#)
- Enter your username and password

The Enrollment Management Association

## Sign in

Username [Forgot Username?](#)

yourusername

Password [Forgot Password?](#)

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Remember Me

# Select SSAT Testing



# Expand your Test Center and click Post Test Processing

SSAT Academy (Sample Center - Not Real)

Schedule a Test Test Center Profile

Upcoming Tests **Post Test Processing** Completed Tests

	Date	Exam Type	Exam Level	Registered Students
+	Jul 14, 2020	Flex	Middle/Upper	2
+	Jun 30, 2020	Flex	Middle/Upper	3
+	Apr 22, 2020	Flex	Elementary	1
+	Mar 4, 2020	Flex	Middle/Upper	1
+	Feb 28, 2020	Flex	Middle/Upper	1
+	Jan 8, 2020	Flex	Middle/Upper	1
+	Dec 26, 2019	Flex	Middle/Upper	0

# Click + to expand your Test, scroll down, and click Honoraria

SSAT Academy (Sample Center - Not Real)

Schedule a Test Test Center Profile

Upcoming Tests Post Test Processing Completed Tests

Date	Exam Type	Exam Level	Registered Students
- Dec 12, 2018	Standard	Elementary	1

Test Admin Name:  
Capacity: 15  
Special Accommodation: Yes  
Special Accommodation Capacity: 5

Please be sure to log your attendance and submit any irregularities or honoraria (if applicable)

View Student Report

Upcoming Tests Post Test Processing Completed Tests

Date	Exam Type	Exam Level	Registered Students
<p>Attachments</p> <ul style="list-style-type: none"><li>Honoraria</li><li>Irregularity and Misconduct</li><li>Shipping Materials</li></ul>			

# Reminders

All Proctors must have submitted their Proctor Agreement before they administer the test and before honoraria can be paid.

Honoraria information must be entered in its entirety and the "Finalize" button must be clicked in order to submit the information for payment. If the information is entered but not finalized, you will need to enter the information again to submit a finalized entry.

Please note that once you've finalized your submission you won't be able to make any further changes.

# Determine how Honoraria will be paid

The total amount payable is listed at the top.

**You will determine how this total will be distributed between yourself, the administrator, and any proctors.**

 Honoraria information must be entered in its entirety and the "Finalize" button must be clicked in order to submit the information for payment. If the information is entered but not finalized, you will need to enter the information again to submit a finalized entry.  
Please note that once you've finalized your submission you won't be able to make any further changes.

Please note the total honoraria due to your center. Divide the honoraria among proctors (if applicable) by adding proctors and payments in the table below.

Test Center Details	
Test Center	SSAT Academy (Sample Center - Not Real)
Test Date	Wednesday, December 12, 2018
Test Level	Elementary

Registrant Totals	
Number of Registrants	<input type="text" value="1"/>
Amount Owed	<input type="text" value="187"/>

# Testing Accommodations

If there any students testing with Testing Accommodations, enter the total number of rooms used and the total number of accommodations students.

**The additional honoraria for accommodations will be added to your total.**

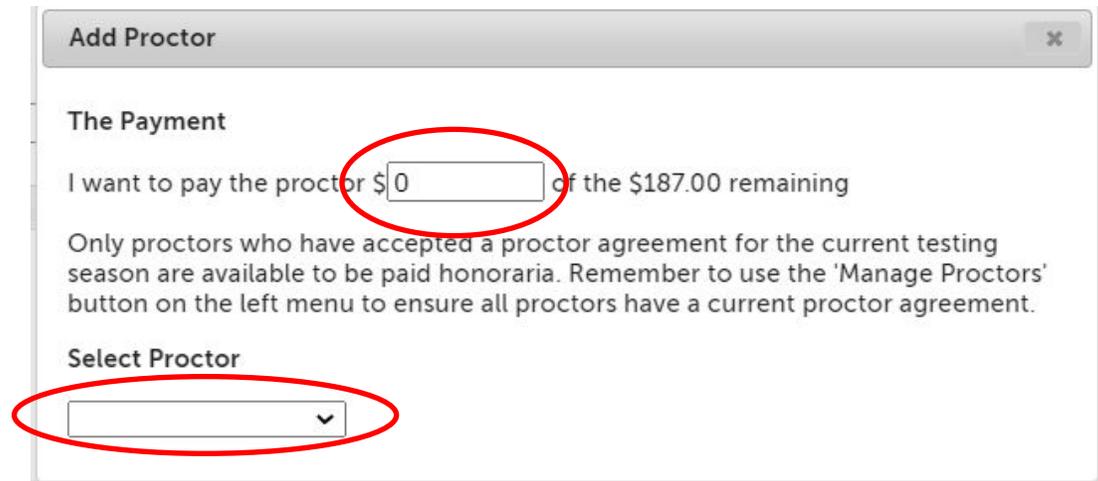
Special Accommodation Registrants	
Number of SA Rooms	<input type="text" value="1"/>
Number of SA Registrants	<input type="text" value="1"/>
Amount Owed	<input type="text" value="198"/>

Special accommodations honoraria are calculated based on:

- The number of rooms used
- The average number of students per room (based on the number of SA students registered)
- At the following rate:
  - Average 1-5 students = \$198 per room
  - Average 6+ students = \$304 per room
- For 0 rooms used (due to absence), at the rate of \$80

# Enter each Proctor's Honoraria

- Enter the amount to be paid to the proctor.
- Select the proctor's name from the Select a Proctor drop down menu.
- Click Add and repeat this process for any remaining proctors.



**Add Proctor** ✕

**The Payment**

I want to pay the proctor \$0  of the \$187.00 remaining

Only proctors who have accepted a proctor agreement for the current testing season are available to be paid honoraria. Remember to use the 'Manage Proctors' button on the left menu to ensure all proctors have a current proctor agreement.

**Select Proctor**

▼

# Make sure all Honoraria is distributed

- Confirm you have allocated the full honoraria to the proctors.
- Check off the Certify box and click Finalize Honoraria.

Note that once you've finalized your submission you won't be able to make any further changes.

Proctors

Total Honoraria Remaining (\$)

First Name	Last Name	City	Zip	Amount to be Paid
Luna	Lovegood	Skillman	08558	187

Once you have completed the above form please use the button below to finalize your submission.

I certify that all information is  true and correct

**Remember to Complete  
All Other Post Test  
Processing Forms**



# Thank you!

Contact us with any questions or concerns

Test Administration Support:

Email: [testgroup@enrollment.org](mailto:testgroup@enrollment.org)

Phone: 609-527-3877

Monday- Friday 9am- 4:30pm EST

Erica Molina

Test Administration Coordinator

Email: [emolina@enrollment.org](mailto:emolina@enrollment.org)

The  
**Enrollment  
Management**  
Association

