



Excerpt from Spotlight, September 2015

More information about test day policies and procedures will be available in the Supervisor Manuals for PSAT 8/9, PSAT 10, and SAT.

Getting Prepared: Seating Requirements

As you begin to think about how to manage the April 12 SAT and the April 12-13 test dates for PSAT 8/9 and PSAT 10, here are some guidelines to help ensure you meet your test day room requirements. If you've administered PSAT/NMSQT in the past, you'll find the requirements are very similar.

For standard testing, try to choose rooms that can fit at least 25 test takers, while observing the spacing requirements. The College Board requires students to be seated at least four feet from center of desk to center of desk, which is the equivalent of seating students three feet apart shoulder to shoulder as in prior years. Other requirements to consider when determining rooms:

- Use chairs with backs.
- Place chairs directly behind those in the preceding row, facing in the same direction.
- Provide a large, smooth writing surface, preferably desks or tables.
- Seat only one student at a table measuring six feet in length or less.
- Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.
- Try to choose rooms that are located close together, so that each hall proctor can cover up to five rooms.

For students with disabilities who are taking the test with extended time, extra or extended breaks, small groups must be assigned a room and an associate supervisor separate from those used for the standard administration. Follow the above requirements for seating in the nonstandard room(s). Also note:

- Seat students with the same type of timing together.
- SSD students who require different timing or breaks may need to be tested in separate rooms, unless you are testing a small number of students and they will not disturb each other.

Getting Prepared: Test Day Staff

We recommend you begin thinking now about your test day staff. Depending upon the number of students to be tested and how many students with disabilities require separate rooms, schools will need to identify the following staff for each assessment:

- Test Center Supervisor
 - The person responsible for all pre-admin activities, including preparing facilities, assigning test day staff, and receiving and storing test materials.
 - This can be the same person across 9th, 10th, and 11th grades, or it can be different people for each grade level
 - Once the supervisor, for spring testing is identified, for each assessment, please add their name and contact information to the Educational Entity Master (EEM) so that we are able to begin notifying them directly of pertinent information. There will be fields to identify the PSAT 8/9, PSAT 10, and SAT Supervisor for each assessment. If the person is the same across all assessments, please add their contact information three times. (NOTE: Fall testers, College Board will use the contact information provided when you ordered test materials)



- Associate Supervisor(s)
 - The Associate Supervisors are accountable for everyone in the testing room and everything that takes place in that room including management of all testing materials, conduct the testing and monitor test-takers to ensure a fair administration.
 - We recommend using current or retired teachers, counselors, administrators, or other educators who are familiar with test administration and/or classroom management.
 - Each room requires one Associate Supervisor.
- Proctor(s) and Hall Monitors
 - They are responsible for assisting the Test Center and Associate Supervisors.
 - Proctors do not administer the test, but they do help set up the testing area and monitor testing. Hall Monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.
 - Proctors and Hall Monitors may be members of the school staff or other adults who have been trained to help Test Center Supervisors and Associate Supervisors. Please use the chart below to determine how many proctors will be needed for each room and each assessment:

Number of Test-Takers	Number of Proctors (in addition to the Associate Supervisor)
For a Single Standard Testing Room	
1 – 34 students	0
35 – 50 students	1
51 – 100 students	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10 students	0
More than 10 students	1

As you are looking at staffing for test day, please keep in mind that any staff with children or those that have students residing in the same household, cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day. For example, if a staff member’s child will be taking the SAT, he/she cannot serve as testing staff for the SAT; however he/she may serve as testing staff for PSAT 10 or PSAT 8/9.