

+ The **SSAT**

2019-2020

Elementary

SSAT Test Administration Manual

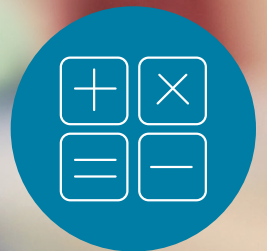
Report
Test Security
Violations at:
[ssat.org/
security](https://ssat.org/security)

Contains:

Proctor
Training Section

SSAT Policies
& Procedures

SSAT Test Script



Videos Available!

Look for video link icons throughout this manual.

Contact

Phone

609-527-3877

Monday through Friday,
9:00 a.m.— 4:30 p.m. EST

7:30 a.m.— 3:30 p.m. EST,
Standard Testing Saturdays

Email

testgroup@enrollment.org

Fax

609-683-4507

Mail

862 Route 518, Skillman, NJ 08558

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 2019-2020 Honoraria Rates

Total Registrants	Honoraria Payable
0 (due to absence)	\$80
1 to 15	\$187
16 to 30	\$304
31 to 50	\$422
51 to 85	\$633
86 to 110	\$844
111 to 150	\$1,006
151 to 200	\$1,364
201 to 225	\$1,482
226 to 250	\$1,631
251 to 275	\$1,792
276 to 300	\$1,935
301-325	\$2,083
326-350	\$2,215
351-375	\$2,362
376-400	\$2,505
401-425	\$2,660
426-450	\$2,809
451-475	\$2,932
476-500	\$3,094
501-525	\$3,230
526-550	\$3,393
551-575	\$3,535
576-600	\$3,664

**Only for member school “open” administrations*

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

NEW 2019-2020 Testing Accommodations

Total Examinees per Room	Honoraria Payable
0 (due to absence)	\$80
1 to 5	\$198
6 to 10	\$304

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 \$198 (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


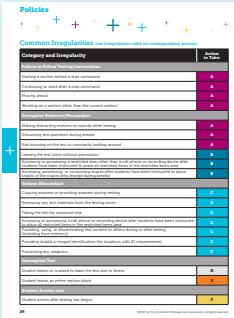
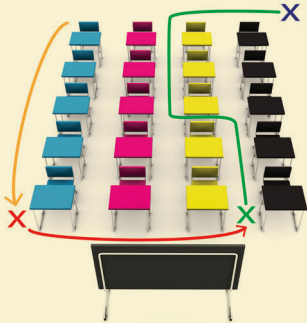

Please read each instruction or rule below. While many may appear obvious, the added stress and fast pace of testing can cause these elements to be forgotten. **Proctors and Administrators acting as proctors must strictly follow all of these instructions and rules.**

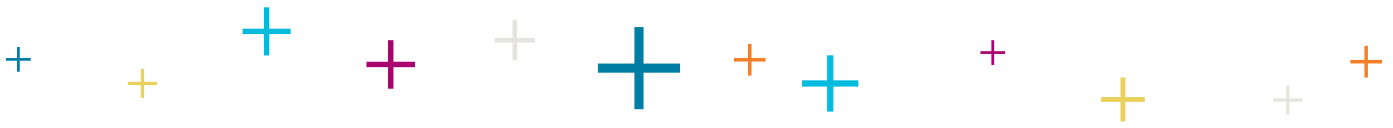
	Instruction/Rule	Details
General	Proctoring is a full time job. Do not eat, drink, use a cell phone or computer, or try to do other work while proctoring.	+ Distracted proctoring causes irregularities, mis-timings, prevents proper supervision, and threatens test security.
General	<p>Follow the "DO" and "SAY" instructions EVERY TIME.</p> <p>DO Write your test center's 4-digit code on the front board.</p> <p>SAY Welcome to today's SSAT administration. Please listen carefully while I explain the rules and details regarding this test.</p>	<ul style="list-style-type: none"> + Every test taker must be provided the same instructions for testing to ensure fairness and standardized testing. + Do not summarize or skip instructions. + Use a regular voice. + 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	<p>Administer the entire test.</p> 	<ul style="list-style-type: none"> + No section, including the writing sample, may be omitted.* + Tests cannot be scored if the entire test was not administered. <p><i>*The experimental section is never provided to test takers approved for 1.5x time.</i></p>







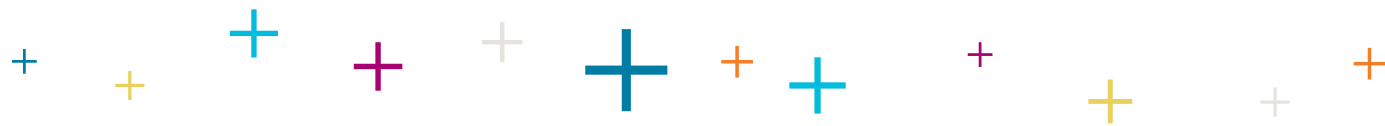
	Instruction/Rule	Details
General	<p>The SSAT does NOT have the same rules and procedures as other standardized tests.</p> 	<ul style="list-style-type: none"> + Remember to follow the specific SSAT rules and requirements contained in this manual. <p><i>The companies, testing programs, logos, and trademarks 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 or answers. + You may not provide instructions, assistance, or take any action that influences a student's answer choice or decision to respond in any way.
General	<p>Early during section 1, ensure every student is clearly marking answers in the test book.</p> 	<ul style="list-style-type: none"> + Tests with a blank section cannot be scored and will require retesting! + Instruct students not filling in the circles for answers to do so. + Due to fairness and standardized testing conditions, answers cannot be filled in 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.")






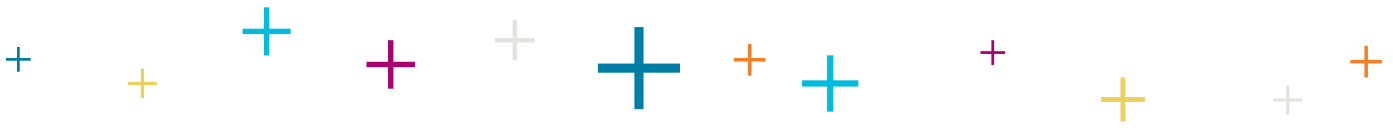
	Instruction/Rule	Details
Preparation	<p>Verify the test room meets all requirements.</p> 	<ul style="list-style-type: none"> + A comfortable temperature, good lighting, a clock, and others elements are required. + Use the checklist on the room record (page 31) to ensure the room is properly set up.
Preparation	<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 prohibited items and inappropriate actions. + Move throughout the room WITHOUT A REPETITIVE PATTERN. + While moving throughout the room, ensure students are in the proper section.
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 have 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 to look 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 be 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.

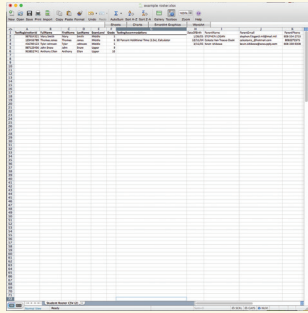

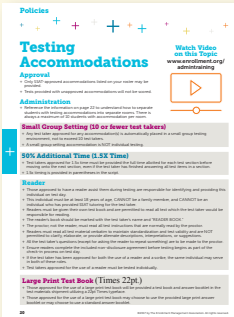



	Instruction/Rule	Details
Security	<p>Prohibited Items are a Threat</p> 	<ul style="list-style-type: none"> • Prohibited items represent the greatest threat to the validity of the SSAT. • Test takers trying to use prohibited items to gain an unfair advantage are REAL!
Security	<p>Prohibited Item #1: Cell 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. + Ensure phones are placed in the prohibited items area. + Ensure each student turns out pockets. + Possession of a cell phone is grounds for dismissal without warning.
Security	<p>Prohibited 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 prohibited 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 prohibited on the SSAT. Likewise, coats and hats make concealing such items easy.</i></p>




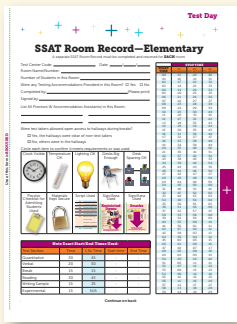


	Instruction/Rule	Details
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Security</p>	<p>Never Allow Test Takers to Choose Their Seats.</p> 	<ul style="list-style-type: none"> + Even if you do not lay out answer booklets ahead of time, you must choose where each test taker sits. + Do not seat groups arriving together or individuals who appear to be friends next to each other.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Security</p>	<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 prohibited items area. + Only extra pencils and the admission ticket may be kept by test takers. + If a test taker removes any article of clothing during testing, it must be placed by the proctor in the prohibited items area.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Security</p>	<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
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Security</p>	<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 required. + 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 provides guidance for proper grouping. + Each grouping requires 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.
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 5 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 (December 15th to July 31).

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 the member advises 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 of any test taker for any specific administration may NOT request honoraria for that same administration regardless of the number of test takers.

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

For the Flex test, the experimental section (the fifth multiple choice section), is not provided.

1

Schedule a Test

Step 1: Decide on a test date.

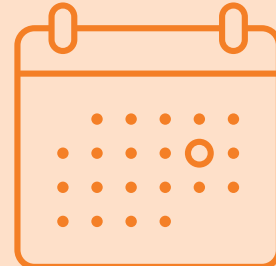
Step 2: Decide on an "open" or "closed" test (see below).

Step 3: Create the test on your MAP.

Date Exclusions

Flex tests cannot be scheduled on these Standard test dates:

- + December 9, 2019
- + January 4, 2020
- + February 8, 2020
- + March 7, 2020
- + April 25, 2020



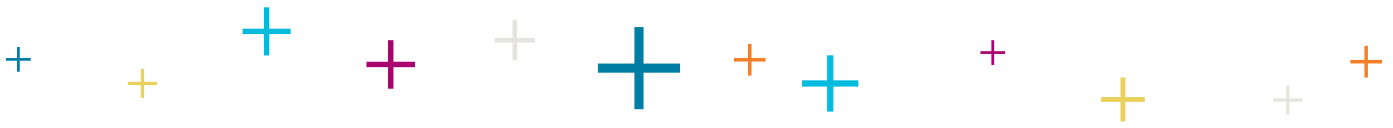
Open vs. Closed

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 receive an invoice within 30 days after tests are scored. Payment terms are net 30 from when you receive the invoice. Do not include any payment with the returned test materials.

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



NEW!

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 members of The Enrollment Management Association 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 (December 9 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.

Additionally, the experimental section, (the fifth multiple choice section), is not provided for Flex or 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.

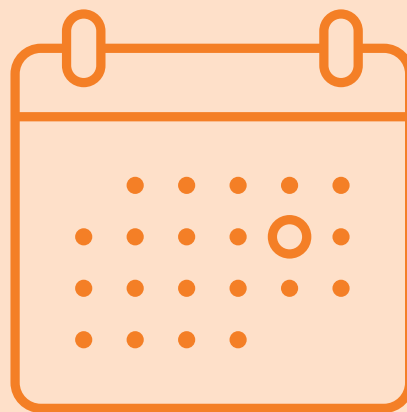
Date Exclusions

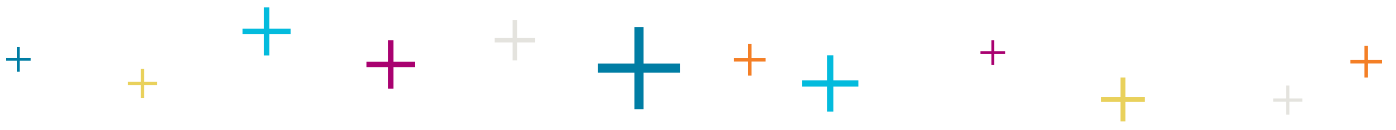
Benchmark tests cannot be scheduled on these Standard test dates:

- + December 9, 2019
- + January 4, 2020
- + February 8, 2020
- + March 7, 2020
- + April 25, 2020

Notes:

- + You cannot create a test fewer than 5 business days in the future.





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 receive an invoice within 30 days after tests are scored. Payment terms are net 30 from when you receive the invoice.

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

Note:

- + 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 just the completed answer booklets and used books within 1 business day. If you are using scheduled materials, you must return all the used and unused materials within 1 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.

Is the experimental section included for Flex or Benchmark?

No. The experimental section is only provided and used during Standard administrations.





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 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 21.

Get ready for material delivery

- ✓ Standard test materials are shipped automatically 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

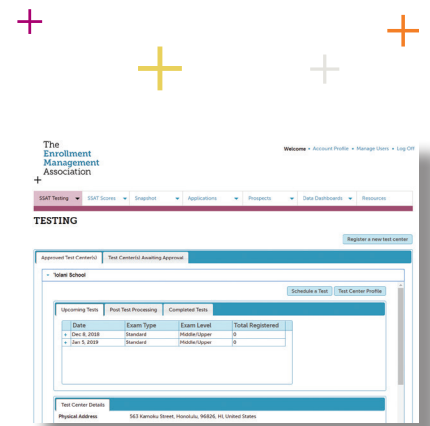
- ✓ Print your final test roster for use during check-in.
- ✓ Determine if weather or other circumstances will affect testing (See page 25).

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 even if proctoring, however, they must follow all rules and guidelines for proctors when proctoring.
- + 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.

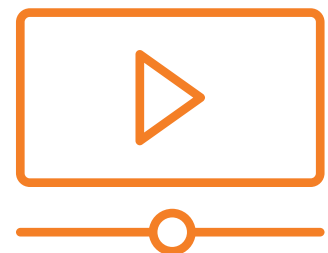


portal.ssat.org



**Watch Video
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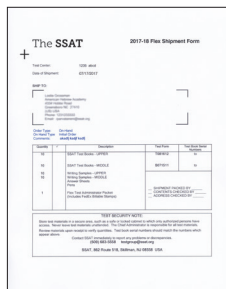


Upon Material Receipt

Check Materials

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

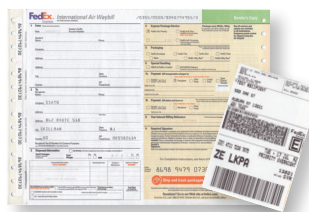
The following materials are included with your shipment:



Shipment Summary
Details all materials included in shipment



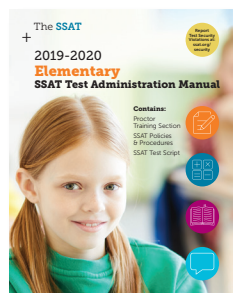
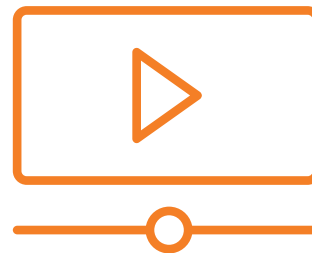
Extra Pencils & Cell Phone Bags
Pencils are not provided for each student. Pens may not be used.



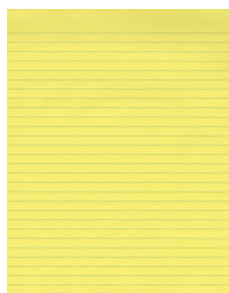
FedEx Return label

Watch Video on this Topic

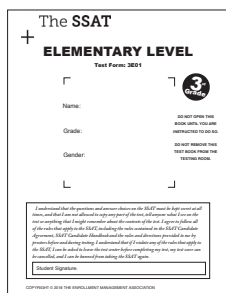
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Elementary Test Administration Manual



Writing Sample Scrap
Scrap paper provided for writing sample



Test Books
Students mark their answers directly in test book



Test Materials Return Bags

NEW!

The experimental section is now included in the test book for Standard tests. Flex and Benchmark tests do not include the experimental section.

Only the test materials provided by EMA may be used for testing unless otherwise approved by EMA in writing.

If you are receiving:

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

- + FedEx envelopes and multiple return labels
 - + Additional administrator forms for testing
 - + Experimental Booklet & Return Bag
- A separate experimental booklet is provided for all test takers.*

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 booklets

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.

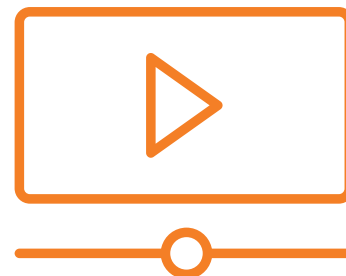


Also, be sure to think about and mention to test takers at check-in any areas, floors, rooms, or hallways that are off limits.

Testing Accommodations

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on this Topic

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



Approval

- + Only EMA-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)

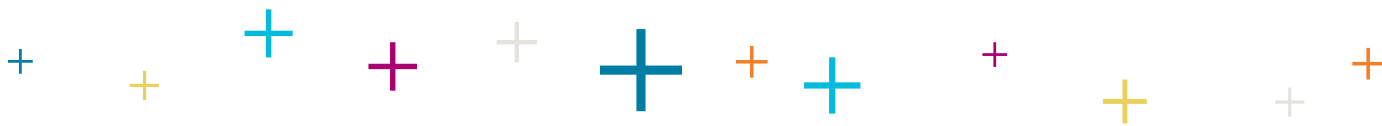
- + Any test taker approved for any accommodation(s) is automatically placed in a small group testing environment, not to exceed 10 test takers.
- + A small group setting accommodation is NOT individual testing.

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.

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.
- + Those approved for the use of diabetic supplies must be tested individually.
- + **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.
- + At no time may students share any approved equipment. Individual students that have specific EMA approval for equipment that is otherwise prohibited, are authorized to use that equipment.

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 bring extra batteries for these devices.

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 individually in separate rooms.
- + 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 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

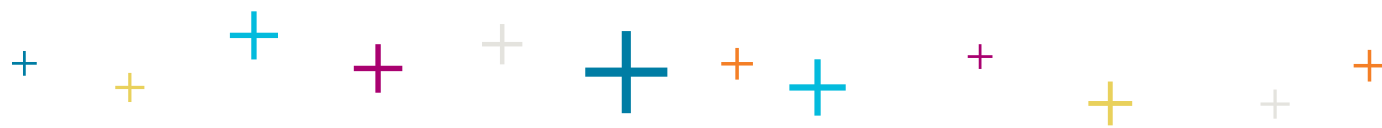
An irregularity is an event or action that is not consistent with standard examination administration practices. Administrators and proctors must be prepared to take action up to and including the termination of testing for a student, and report any irregularities during testing. EMA has standardized 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 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.



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 prohibited item other than a cell phone or recording device after students have been instructed to place all prohibited items in the prohibited 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 prohibited items in the prohibited 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

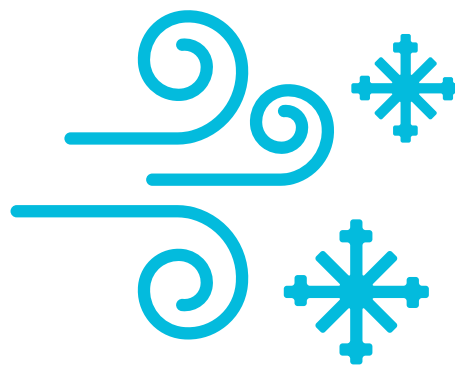
- ✓ Notify The SSAT Administrator Hotline of the closure by email (testgroup@enrollment.org) **AND** phone (609-527-3877). (We will inquire about rescheduling the test and answer any questions you have.)
- ✓ Using the roster and SSAT form letters from the “Resources” section on your MAP, email all students regarding the closure. (If possible, 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 us.



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.



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 prohibited 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.

Cell Phone/ Prohibited Items

It is best for parents/guardians to retain cell phones and prohibited 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 prohibited items) in the prohibited 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 The SSAT
Administrator Hotline
7:30 a.m. – 3:30 p.m. EST
(609) 527-3877
with any check-in
questions on Standard
test days.**



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 another room can be used.

Select Rooms:

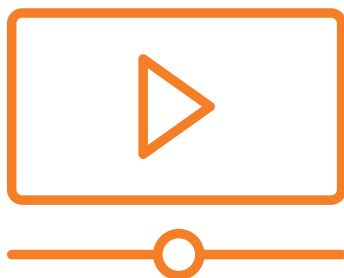
- + Away from noise
- + Near restrooms
- + With good lighting
- + With a comfortable temperature (ideally where you can adjust the temperature)
- + Where test takers and proctors can move around easily

Rooms must have these features:

- + A clock (*at front or side of students*)
- + Desks or tables:
 - Where test takers have enough room for an open test book
 - That provide 3 ft or 1 meter of spacing between test takers
- Space for:**
 - + A separate area for snacks
 - + A separate area for prohibited items (*not near 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.

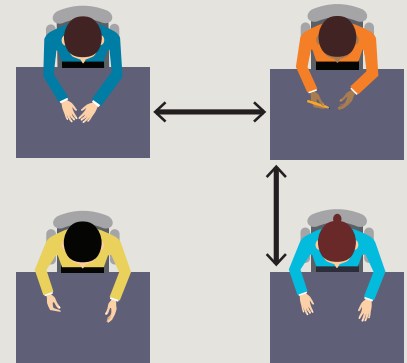
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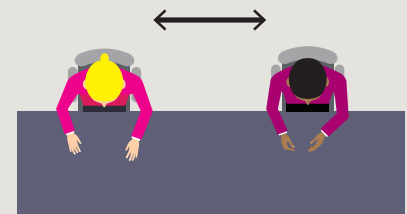


Acceptable

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 3rd and 4th grade students 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 booklet and test book must be collected during the break between sections 2 and 3.

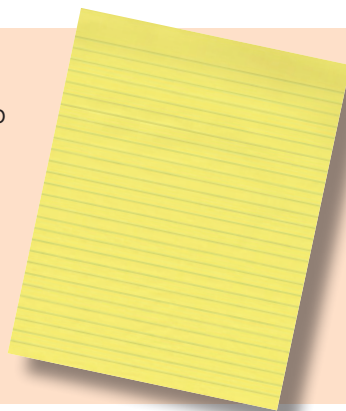
Test takers will place their answer booklets inside their test books.

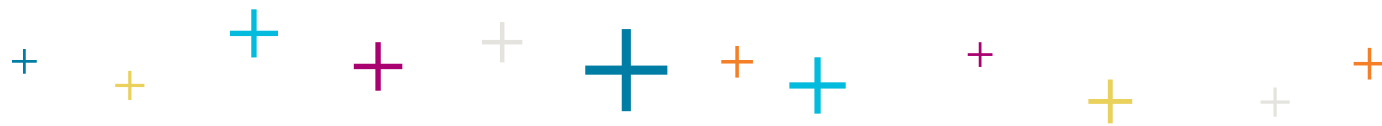
Determine the most efficient way to do this:

- 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

Consider placing writing sample scrap on desks before testing begins.





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.

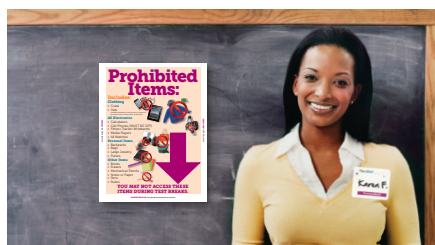
Our goal with this check-in process is to ensure each student has the opportunity to demonstrate their abilities during testing and help prevent an honest mistake from causing a test to be cancelled due to a prohibited item. Great care should be taken so the check-in process does not cause added stress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

Please be diligent in following the checklist below and collecting prohibited 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 prohibited 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 prohibited items including cell phones, but keep snacks.
- + Look at test taker and ask him/her to turn in any other prohibited or questionable items.
- + Have test taker:
 - + Confirm they have NO prohibited items.
 - + Turn out their own pockets to show they have no prohibited 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—Elementary

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.

Clock Visible 	Temperature OK 	Lighting OK 	Desks Big Enough 	Desk Spacing OK 
Proctor Checklist for Admitting Students Used 	Materials Kept Secure 	Script Used <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. 	Sign/Area Used 	Sign/Area Used 

Note Exact Start/End Times Used:

Test Section	Time	1.5x Time	Start time	End Time
Quantitative	30	45	:	:
Verbal	20	30	:	:
Break	15	15	:	:
Reading	30	45	:	:
Writing Sample	15	25	:	:
Experimental	15	N/A	:	:

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



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

P: Prohibited Items Area

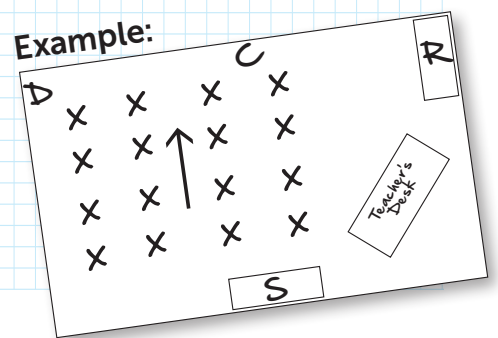
S: Snacks Area

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).

I affirm that during this administration I followed all rules and guidelines.

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.

2019-2020 Test Script

Welcome & Basic Rules

To the proctor: you may NOT leave students or test materials alone for any part of testing.

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 during restroom breaks, so try to wait for a break to use the restroom.

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

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

If you are found with a prohibited 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 prohibited 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 pencils during testing, raise your hand.

Are there any questions?

DO Answer any questions.

**Watch Video
on this Topic**



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

Proctoring Information

DO Read the following proctoring rules silently to yourself. Do not proceed with testing unless you fully understand all these rules.

You may not attempt in any way to influence a response of a student to any SSAT question before or during the administration of the SSAT.

You may not rephrase, define, or attempt to clarify the meaning of any reading passage, question, response option, word, or any other content in the SSAT during the administration of the SSAT.

You may not indicate to a student whether the student's proposed or actual response to a question on the SSAT is correct or incorrect.

You may not modify or alter any student response during or after the administration of the SSAT.

You may not do or say anything before, during, or after the administration of the SSAT that could affect the validity of test results.



Test Book Preparation & Completion

SAY I am now going to pass out your test books. Do not open them until instructed.

Note: For some administrations, custom printed test books are provided. Distribute these based upon the students' names and provide a blank test book for any student without a custom printed test book.

DO Provide each third grade student a third grade Elementary Level test book and each fourth grade student a fourth grade Elementary Level test book.

SAY **Please double-check your test book grade.** This should reflect the grade you are in now. If you have the wrong grade book, raise your hand so I can verify your test book. We are now going to ensure the front of your test book is filled out correctly. Follow these steps carefully and raise your hand if you need me to help you. If your name, grade, and gender are printed on the front of the book, make sure they are correct. If your name is spelled wrong, or your grade or gender is wrong, raise your hand. I will help you correct the information.

DO Assist any student with their hand raised by filling out the Changes/Comments circle at the bottom left and writing the correct information in the box below.

SAY **If your name, grade, and gender are not printed on the book, write them in the middle of the book next to the words name, grade, and gender.** If you need help, raise your hand.

DO Assist any student that needs assistance before continuing.

SAY Next read the important note on your test book 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, write your name on the front of your test book indicating you understand these rules.

Does anyone have any questions or need help?



Multiple Choice Test Section Instructions

DO Ensure that you have removed the “Room Record” from this manual (page 31) and complete it during testing.

SAY The Elementary Level SSAT is a multiple choice test with five sections. The first section will be math which takes 30 minutes (1.5x: 45 minutes), followed by a verbal section, which takes 20 minutes (1.5x: 30 minutes). You will then have a fifteen minute break, when you can use the restroom and have a snack. At the end of the break there will be a 30 minute (1.5x: 45 minute) reading section then a writing sample, which takes 15 minutes (1.5x: 25 minutes). Then the last section will be another multiple choice section, which takes 15 minutes (1.5x: section not taken).

You may raise your hand to use the restroom at any time during the test, but you will not be able to make up the missed time.

SAY **Filling in the circles:** During this part of the test, you will fill in the circle in your test book that corresponds to the answer you have selected for each question. Use a No. 2 pencil. Mark only one answer to each question. Make dark marks and fill circles completely. Erase completely if you change a response.

Figuring: No scrap paper will be provided. You may use the blank space next to each question in the test book for figuring.

Scoring: When your test is scored, you will receive one point for each correct answer. You should try to answer each question, even if you are unsure of the answer. You will not lose points for questions that are answered incorrectly.

Keep moving: Do not waste much time on a question that is hard for you. If you cannot answer it, flag or make a note of it in your test book and go on. Go back to it later if you finish a section before time is called.

Does anyone have any questions?

Note: During the multiple choice sections of the SSAT, you may NOT provide students with any scrap paper. Students may write or figure in their book.

SAY We will now begin Section 1—the math section. You will have 30 (1.5x: 45 minutes) minutes for this 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 1, but you may not work on any other sections. If you work on any other section, your test may not be scored. Be sure to fill in your answers completely. 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 1 and begin.

REMINDER

Early during section 1, ensure every student is marking answers in their test book.



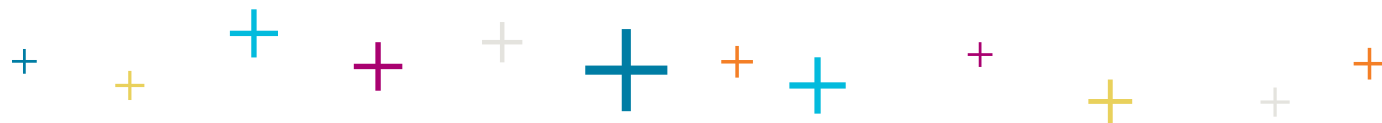
- + Tests with a blank section cannot be scored and will require retesting!
- + Instruct students not filling in the circles for answers to do so.
- + Due to fairness and standardized testing conditions, answers cannot be filled in by proctor/student after a section ends.

After 25 minutes have passed (After 40 minutes have passed for 1.5x time)

SAY Five minutes remain to work on Section 1.

After the 5 remaining minutes

SAY Please stop working now, even if you have not finished.



Multiple Choice Test Section Instructions (continued)

SAY We will now begin Section 2—the verbal section. You will have 20 (1.5x: 30 minutes) minutes for this 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 2, but you may not work on any other sections. If you work on any other section, your test may not be scored. Be sure to fill in your answers completely. 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 2 and begin.

After 15 minutes have passed (After 25 minutes have passed for 1.5x time)

SAY Five minutes remain to work on Section 2.

After the 5 remaining minutes

SAY Please stop working now, even if you have not finished.

SAY You may now take a 15-minute break. You may get your snack from the snack area. Do not access any prohibited items. Please return to your seat and be ready to continue the test at ____:____. Remember that discussing specific test questions is not allowed.

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 here 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 restroom at a time. Whenever possible have a proctor monitor the hallways. Do not leave the testing materials unattended.

After the 15-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 back of seats for prohibited items.

SAY We will now begin Section 3—the reading section. You will have 30 minutes (1.5x: 45 minutes) for this 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 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 fill in your answers completely. 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 ____:____.

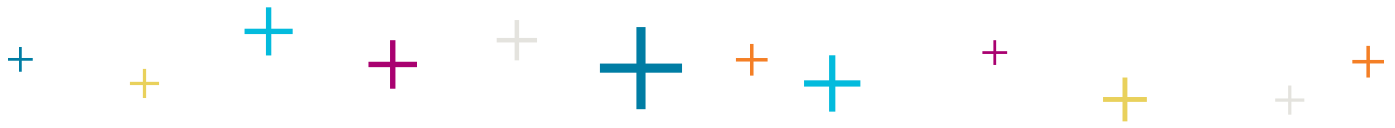
SAY Open your test book to Section 3 and begin.

After 25 minutes have passed (After 40 minutes have passed for 1.5x time)

SAY Five minutes remain to work on the reading section.

After the 5 remaining minutes

SAY Please stop working now, even if you have not finished.



Writing Section (The Writing Section is optional for Benchmark Testing ONLY)

SAY We will now begin Section 4—the writing sample. I will pass out some scrap paper.

DO Provide each student a piece of scrap paper.

Benchmark: *Provide each student with a writing sample in addition to their test book. Instruct students to PRINT (not sign) their names at the bottom of page 2.*

SAY Open your test book to the writing sample section and read the instructions at the top.

DO Pause as the students read the instructions.

SAY For the writing sample, look at the picture and tell a story about what happened. Make sure your story includes a beginning, a middle, and an end.

You may use the scrap paper to organize your thoughts, but you must write your story in the test book. Be sure to write only on the lined portion and not in the margins. Begin writing underneath the pictures and continue to the next page if you need more room. You may only use pencil for the writing sample. Be sure to write firmly enough for your handwriting to be easily read.

You will have 15 minutes (1.5x: 25 minutes) for this 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 the writing sample, but you may not work on any other sections. If you work in any other section, your test may not be scored. 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 10 minutes have passed (After 20 minutes have passed for 1.5x time)

SAY Five minutes remain to work on the writing sample.

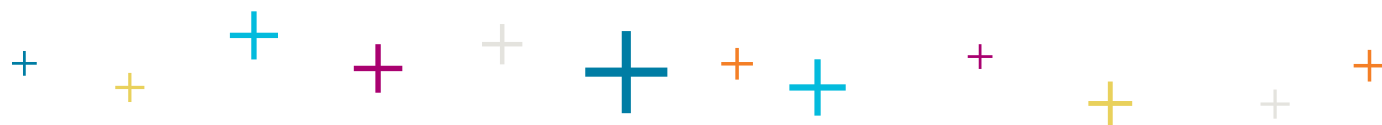
After the 5 remaining minutes

SAY Please stop working now, even if you have not finished.

DO Collect the scrap paper for each student.

Benchmark: *Collect the writing sample pages.*

**For Flex tests, Benchmark tests, and students approved for 1.5x time:
Proceed to Dismissal (next page)**



Experimental Section

An experimental section is provided in the back of the test book for Standard test administrations. Flex and Benchmark test books do not include an experimental section.

SAY We will now begin the final section, which may include a combination of math, verbal, and reading questions. You will have 15 minutes (1.5x: not provided) for this 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. Be sure to fill in your answers completely. 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 ____:____.

SAY Open your book to Section 5 and begin.

After 10 minutes have passed

SAY Five minutes remain to work on this section.

After the 5 remaining minutes

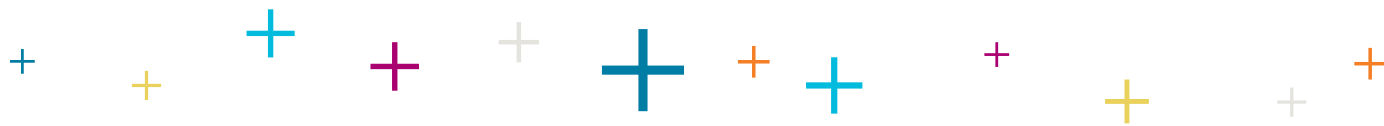
SAY Please stop working now, even if you have not finished. Close your book. I will now collect all books. Please wait while I make sure that all materials have been collected.

Dismissal

DO Collect each student's test book. Count to make sure the number of books collected matches the number of students.

SAY Thank you for your participation during today's SSAT administration. If your cell phone or other materials were collected before testing, please be sure to retrieve them before you leave.

Test materials must be returned to EMA within one business day. Continue to the next page for important post-test procedures and return instructions.



Post-Testing Checklist

- Verify that all used and unused test materials are accounted for. You must return the exact number of test books noted on your Shipment Summary.
- Log into your MAP and submit the following:
 - + Attendance Roster
 - + Irregularity Report
 - + Return Shipping
 - + Honoraria Form (if applicable)
- Maintain a record of the administration. For “on-hand” materials, EMA provides a log to help you keep records of each administration.

Packaging & Returning Materials

“On-Hand”/Non-Standard

If you administered test(s) using “on-hand” materials, place each student’s completed test book in a FedEx envelope provided in your red tote. You may return more than one student’s materials in each envelope.

While you should retain “on-hand” materials for immediate access, please return them as soon as you are certain you will no longer need them for the remainder of the testing season.

Scheduled, Standard & Benchmark

For these administrations, place all used test books in the return bag provided. Place this bag on top of all unused test materials in the box. No unused materials may be retained for future use.

FedEx

Apply a FedEx return label to your envelope or box and call 1-800-GOFEDEx, use an already scheduled pickup, or use a FedEx drop box. Note the FedEx tracking number for your records and to ensure the materials are delivered to EMA. Contact EMA if there is any delay or problem with delivery.

Test materials must be returned within one business day of testing.

Ordering New Materials

Need more test materials? Log on to your MAP to order.

Standard Materials

There is no need to order. These will be shipped to you based on the number of testers registered.

Flex Materials

(Including “Open” & “Closed” Flex, “On-Hand” and Benchmark administrations)

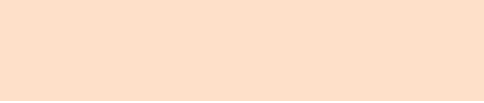
For large administrations on a single date or scheduled open, closed, or Benchmark administrations, there is no limit to the number of materials that can be ordered.

“On-hand” materials are distributed based upon your previous demonstrated need and conduct. EMA will provide you with either a small or large 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 5. Once you have used and returned half of either level, you may order more of that level. As always, contact EMA if a special need arises.



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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 prohibited items to parents/guardians.
- If a student keeps a cell phone, it must be **turned off** and put in the “Prohibited Items” area along with all other prohibited 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.
(Standard Test Dates, 7:30 a.m.—3:30 p.m. EST; Monday – Friday, 9:00 a.m.—5:00 p.m. EST)



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.

Prohibited Items:

Includes:

Clothing

- Coats
- Hats

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

All Electronics

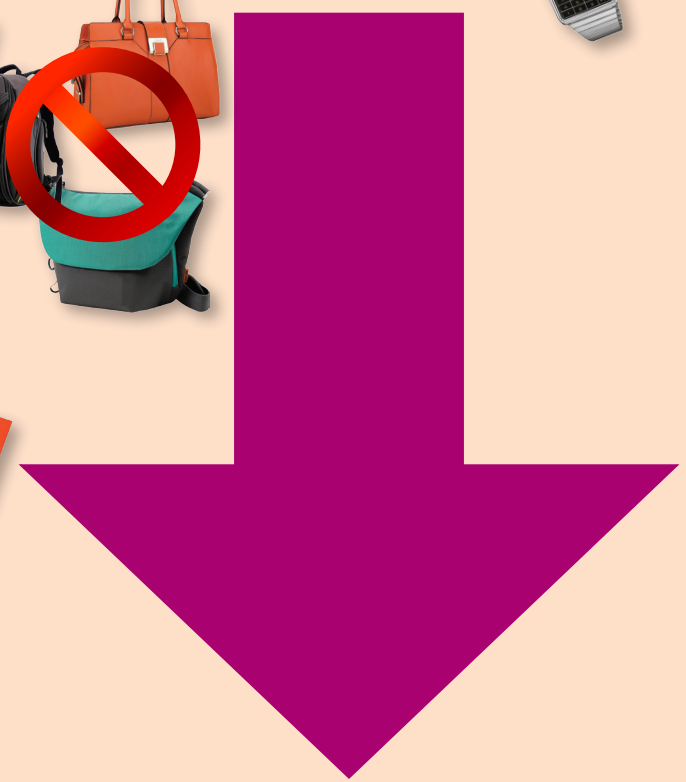
- Calculators
- Cell Phones (MUST BE OFF)
- Fitness Tracker Wristbands
- Media Players
- All Watches
- Headphones/ Earbuds

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.



Prohibited Area Instructions:

The “Prohibited 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 “Prohibited 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
two 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 "Snack Items" 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**



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Use of this sign is **OPTIONAL**



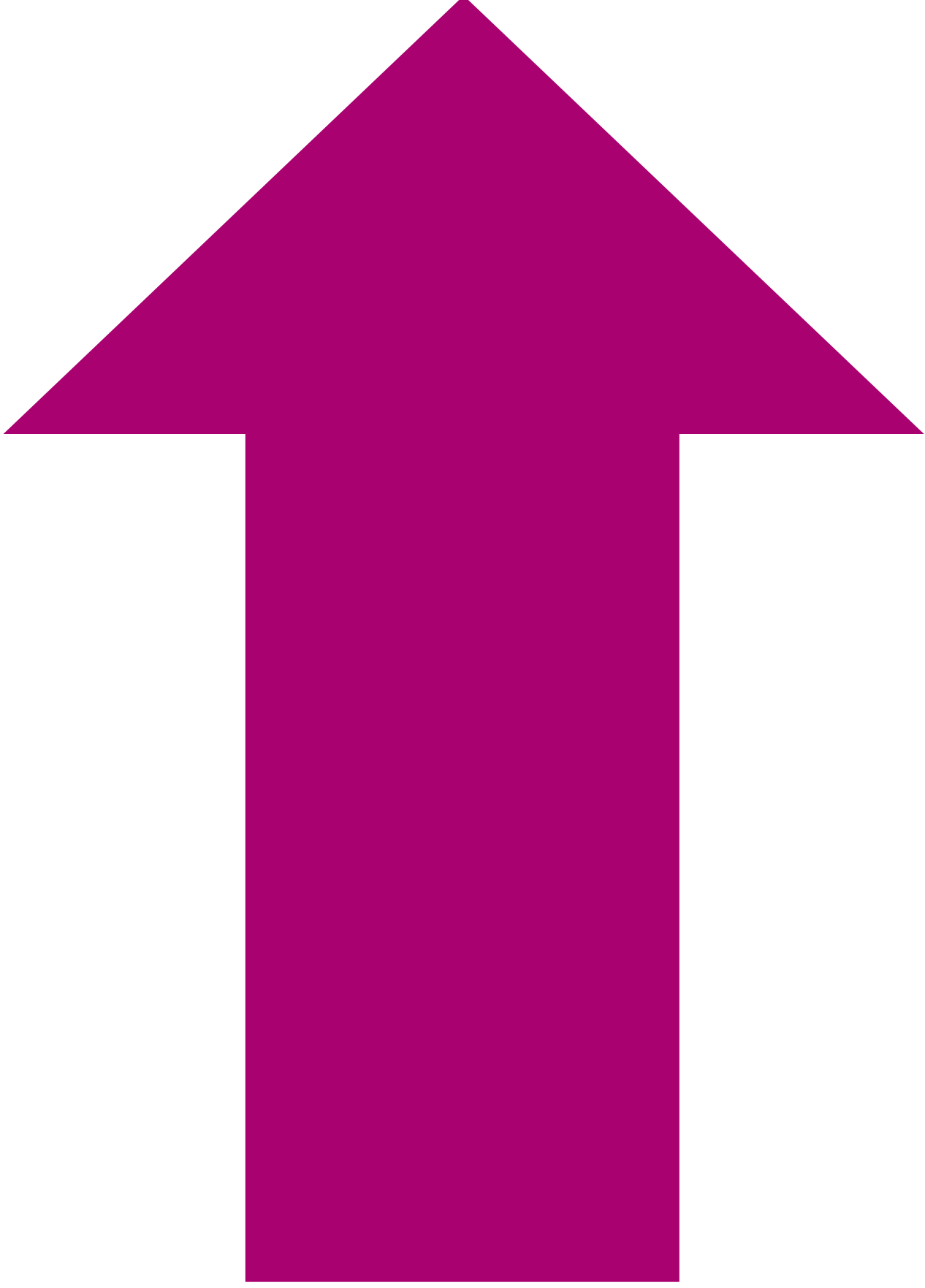
Use of this sign is **OPTIONAL**

Exam in Progress



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Use of this sign is **OPTIONAL**



Use of this sign is **OPTIONAL**



Notes:

Test Center Staff Call:

609-527-3877

9:00 a.m.–4:30 p.m. EST,
Monday through Friday

7:30 a.m.–3:30 p.m. EST
Standard Testing Saturdays

testgroup@enrollment.org

Instruct Parents to Call:

609-683-4440

9:00 a.m.–5:00 p.m. EST,
Monday through Friday

7:30 a.m.–3:30 p.m. EST
Standard Testing Saturdays

info@ssat.org

The
**Enrollment
Management**
Association



Yield Your Best

862 Route 518, Skillman, NJ 08558 • 609-527-3877

www.ssat.org • testgroup@enrollment.org