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SSAT

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2023–2024

Benchmark

SSAT Test Administration Supplement

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**Be sure to read,
understand and follow
the instructions in this
Benchmark Supplement
ahead of testing.**

You must follow all instructions in the SSAT Flex Test Administration Manual, except where instructions are noted differently in this Supplement. If you have any questions, please contact testgroup@enrollment.org or call 609-527-3877 Monday through Friday, 9:00 a.m.— 4:30 p.m. EST.





Benchmark Test Script Alternate Instructions

Writing Sample (Optional for Benchmark)

- If you have decided to administer the optional Writing Sample section, provide each student with a Benchmark writing sample sheet in addition to their answer sheet and administer the Writing Sample section. Otherwise, omit the Writing Sample section entirely.

Experimental Section

- After multiple choice section 5 is completed, proceed to dismissal. No Experimental section is provided for Benchmark testing.

Material Return

- If the Writing Sample was administered, retain the completed Writing Samples and do not return them to EMA. They will not be processed nor provided with score results.

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.





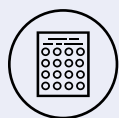
1

Schedule a Test



Step 1:

Decide on a test date.



Step 2:

Create the test on your MAP.

Date Exclusions

There are no restrictions on specific test dates. You may schedule a Benchmark test any day of the testing season, which ends July 21, 2024.

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 7 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.

You will receive an invoice within 30 day 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, address, contact information, and parent/guardian name.

Notes:

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



Test!





Benchmark FAQs

How are testing accommodations handled with a Benchmark test?

You may provide any testing accommodation you deem necessary for the Benchmark test. No application or approval is necessary from EMA.

Can I administer the Benchmark test anywhere or bring it with me when I travel?

No. You may only administer the Benchmark 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?

You must return all the used and unused materials within one business day after the test.

Be sure to retain the Benchmark writing sample for your own review as it will not be processed nor provided as part of scoring.

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.

What is necessary if an Administrator will not be present for testing?

Prior to testing, the Administrator must designate and train a Backup Administrator, notify EMA, and ensure the Backup Administrator has completed the Administrator agreement.

