



# SSAT CANDIDATE HANDBOOK FOR TESTING YEAR 2023–2024

(August 1, 2023 to July 21, 2024)



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## Contacting The Enrollment Management Association

The Enrollment Management Association (“EMA” or “the Association”), the company that provides the SSAT, can be contacted by phone or email:

**Test Taker Phone: 609-683-4440 (M–F 9 a.m.–5 p.m. ET)**

**Email: [info@ssat.org](mailto:info@ssat.org) (general/all email inquiries)**

EMA also relies on two vendors to administer the computer-based SSAT.

### Prometric

For help finding a Prometric tests center, support scheduling a Prometric test after SSAT registration, or rescheduling a Prometric test, call Prometric at **1-800-853-6769**.

### PSI (SSAT at Home)

For questions and help before test day, call PSI Customer Care at **1-888-207-1288**.

For assistance with logging in, secure browser issues, or other technical issues call the PSI Help Desk at **1-833-310-6425**.

## SSAT Candidate Handbook

The SSAT Candidate Handbook (the “Handbook”) sets forth all of the policies and procedures that apply to the Secondary School Admission Test (SSAT). The Handbook includes policies and procedures for examination registration and scheduling, examination administration, scoring, retesting, violations, investigations, errors, and dispute resolution. The policies and procedures in the Handbook help protect candidates, SSAT examination content, maintain the integrity of the school application process, and ensure test fairness and validity for all candidates. All candidates and their parents or legal guardians must read and familiarize themselves with the Handbook and must agree to all of the policies and procedures contained herein. All policies and procedures contained in the Handbook are part of the SSAT Candidate Agreement (the “Agreement”), the text of which is also included in the Handbook. The SSAT is made available to candidates exclusively under the terms of the Agreement, which constitutes a legally binding agreement between EMA, on the one hand, and candidates and their parents or legal guardians, on the other hand. “You” as used herein refers to the candidate who will take or has taken the SSAT.

### Candidate Agreement

#### Overview

The SSAT Candidate Agreement (the “Agreement”) is a critical component of the Handbook. You and your parent or legal guardian must accept and agree to all terms of the Agreement before your parent or legal guardian registers you for and schedules an SSAT examination, and you must personally reaffirm your understanding and acceptance of its terms before commencing the exam on test day, each time you take the exam. The entire text of the Agreement is reprinted below.



## **SSAT CANDIDATE AGREEMENT**

The SSAT Candidate Agreement (the "Agreement") sets forth the terms and conditions under which The Enrollment Management Association ("EMA", "EMA") will allow a candidate's parent or legal guardian to register the candidate for a SSAT examination and allow the candidate to take the SSAT through any of the authorized methods of administration made available to candidates by EMA, including in-person Paper-Based Testing (the "PBT"), in-person Computer-Based Testing at a Prometric test center (the "Prometric Test"), and remote-proctored online testing of candidates in their homes or schools (the "SSAT at Home"). EMA requires that a candidate's parent or legal guardian read and explain this Agreement to the candidate prior to registering for a candidate's SSAT examination. The SSAT is made available to candidates exclusively under this Agreement, which constitutes a legally binding agreement between EMA, on the one hand, and candidates and their parents or legal guardians, on the other hand. "You" as used herein refers to the candidate for the SSAT.

In order to register for the SSAT, your parent or legal guardian must acknowledge and certify to EMA on your behalf that you understand and accept the terms and conditions set forth in this Agreement. At the time of your scheduled SSAT administration, you will be required to sign your answer booklet, or electronically sign a digital form if taking the SSAT at a Prometric test center or the SSAT at Home, as a verification acknowledging that you previously reviewed the Agreement, understand it, and agree to abide by all of its terms and conditions. You will not be permitted to take the SSAT if you do not sign the verification prior to starting your scheduled examination. In addition, at the time of your registration for the SSAT, your parent or legal guardian must acknowledge and accept the terms and conditions set forth in the Agreement and further agree to accept personal responsibility for your compliance with the Agreement, as well as any consequences that could result from your failure to abide by the Agreement.

By registering for the SSAT and providing the phone number of any mobile device to EMA, you and your Parent or Legal Guardian are consenting to receive text messages and phone calls on all such mobile devices. EMA may send text messages and place phone calls to all such mobile devices related to your scheduled test date, technical issues, customer support, the availability or delay of your test scores and all other matters related in any way to the SSAT. Your Parent or Legal Guardian further agree that they are solely responsible for any and all fees charged by your mobile phone service provider to receive text messages and phone calls from EMA.

By appearing at a test center to take a scheduled SSAT or starting a remote-proctored, online administration of the SSAT at Home, you are representing and certifying to EMA that you are the person whose name and address appear on your SSAT registration and that you are the person who will take the SSAT on your own behalf. You are further certifying that you are taking the SSAT solely for the purpose of obtaining admission to an independent school. You are further certifying that you are not taking the SSAT in your capacity as a test preparation agent, coach or tutor, or for the purpose of obtaining confidential test material. If you are taking the SSAT at Home, you are further representing and certifying to EMA that you are taking it while physically located in the United States or Canada. Candidates located outside the United States and Canada are prohibited from taking the SSAT at Home.

You understand and agree that the SSAT is a secure, confidential examination, and its contents are disclosed to candidates in a limited context to permit candidates to take the examination for the





purpose of obtaining examination results and submitting them to an independent school as part of its admission process, and for no other purpose. You further understand and agree that the SSAT and all related materials, including confidential examination questions, answer choices and all additional examination content are the sole property of EMA and are protected by United States and international copyright and trade secret laws. You agree that you will not discuss or disclose SSAT content orally, in writing, on the Internet, through social media or through any other medium existing today or invented in the future. You also agree that you will not copy, reproduce, adapt, disclose, record, photograph, capture, stream or transmit SSAT examination questions or answer choices or any examination content, in whole or in part, or assist or solicit anyone else in doing the same. You further agree that you will not reconstruct examination content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity. You further understand and agree that you are not permitted to possess, solicit, read, study from, or otherwise use confidential information about SSAT exam content during your own exam preparation. You certify that you have not engaged in such conduct prior to taking any SSAT and that you will not engage in such conduct during or after the exam. You also agree not to ask any other individual to disclose SSAT content to you or to seek out actual live, confidential SSAT exam content from any other source. You agree that if you receive or have access to information or material in any form and from any source, including but not limited to email, instant messages, text messages, website content, social media posts, electronic bulletin boards, Internet-based groups, shared or collaborative digital files, electronic files, and/or paper documents, that you reasonably believe contains confidential SSAT exam content, or has been represented to contain confidential SSAT exam content, you and/or your parent or legal guardian will immediately report its existence to EMA by sending an email to [copyright@enrollment.org](mailto:copyright@enrollment.org).

The SSAT Candidate Handbook (“Handbook”) ([ssat.org/handbook/](http://ssat.org/handbook/)) sets forth all of the policies and procedures that apply to the SSAT. The Handbook includes policies and procedures for application, eligibility, fees, examination registration and scheduling, examination administration, scoring, retesting, violations, investigations, errors, and dispute resolution. The policies and procedures in the Handbook help protect examination content, maintain the integrity of the school application process, and ensure test fairness and validity for all candidates. All policies and procedures contained in the Handbook are hereby incorporated into and made part of this Agreement. By acknowledging and accepting this Agreement, you and your parent or legal guardian are attesting that you have read the current version of the Handbook, and that you and your parent or legal guardian understand, accept, and agree to abide by all of the policies and procedures set forth therein and understand that any violation of the policies and procedures contained in the Handbook constitutes a violation of this Agreement.

As set forth in the Handbook, you agree that all registration information provided to EMA through its website will be provided by your parent or legal guardian. Your parent or legal guardian agrees that all information provided to EMA in relation to your registration will be complete, truthful, and accurate in every respect and that your parent and legal guardian has a continuing obligation to notify EMA immediately of any changes to information previously submitted to EMA. You and your parent or legal guardian acknowledge and understand that, except for the administration of the SSAT at Home, EMA website is not designed or intended to solicit or receive registration information from minors or children under the age of 13 and you agree to immediately notify EMA if you have any reason to believe that a



child under the age of 13 has submitted registration information to EMA through its website at any time other than during the administration of the SSAT at Home.

EMA Privacy Policy (“Privacy Policy”) sets forth all of the terms and conditions that govern EMA’s collection, use and disclosure of public and private information about you and your performance on the SSAT to third parties, including but not limited to schools. All policies and procedures contained in the Privacy Policy are hereby incorporated into and made part of this Agreement. By acknowledging and accepting this Agreement, you and your parent or legal guardian are attesting that you have read the current version of the Privacy Policy, and that you and your parent or legal guardian understand, accept and agree to all of the terms and conditions set forth therein.

As explained in further detail in the Handbook, EMA, its authorized and trusted test centers and test administration vendors and partners acting on behalf of EMA will take and use still digital photographs of you, video and audio recordings of you, and collect and use other personally identifiable information from you and about you for the purpose of monitoring, administering, proctoring and/or providing technical support of SSAT administrations, all of which will be retained and processed as part of your SSAT administration records. For the SSAT at Home, EMA, its authorized and trusted test administration vendors, partners, test administrators and proctors acting on behalf of EMA will monitor live video and audio feeds of you and the physical location where you are testing (for example, the room in your home where you will test) all of which will be recorded, processed and retained as part of your SSAT administration records. For additional information concerning the collection, transmission, processing and retention of your personal data (including, without limitation, photographs and video and audio recordings), please refer to EMA Privacy Policy.

The following conduct (whether attempted or completed) is strictly prohibited during any SSAT administration, including during breaks:

- Access to, possession, or use of any of the following PROHIBITED ITEMS:
  - Cellular phone, smartphone, any device that connects to a cellular network or the Internet, any electronic device, watches (of any kind), calculator, camera, recording device, book, note, paper, study materials, test-taking aid of any kind, coat, hat, backpack, bag, purse, eraser, pen, mechanical pencil, ruler, snack or drink;
  - For the SSAT at Home, you are permitted to use the one computer on which you are taking the test and connect that computer to a cellular network or the Internet;
  - For the SSAT at Home, PROHIBITED ITEMS are not permitted in the same room where a candidate is testing;
  - For the PBT, all PROHIBITED ITEMS brought to the test center must be placed in the Prohibited Items Section or Snacks section prior to testing;
  - For the Prometric Test, you are permitted to use the computer to which you are assigned to take the test inside the Prometric Test Center for the purpose of taking the test;



- For the Prometric Test, you are not permitted to bring PROHIBITED ITEMS inside the testing room at any Prometric Test Center—instead they must either be either left outside the Prometric Test Center or placed in a locker;
- Presenting a false identification or otherwise falsely representing your identity;
- Taking the test, in whole or part, for another person or having another person take the test, in whole or part, for you;
- Seeking or receiving assistance from or providing assistance to any person, including looking at the answer sheet or test content or responses of another test taker;
- Disrupting the test administration or disturbing other candidates during the examination;
- Leaving the testing room without permission;
- Taking an unauthorized break from testing;
- For the Prometric Test or SSAT at Home, looking or attempting to look at another person or materials or content or screen other than the screen on which you are taking your test;
- For the SSAT at Home, obstructing the visibility of yourself or your surroundings from the webcam or moving out of the view of the webcam;
- For the SSAT at Home, running any computer application that provides another computer or person with remote access to the content on your computer;
- For the SSAT at Home, altering, spoofing, or concealing the IP address of the computer or computer network you are using to take the test;
- For the SSAT at Home, misrepresenting your actual physical location when you are taking the test;
- Failing to follow the directions of any Test Center Administrator or Proctor;
- Copying, capturing, recording, streaming, photographing, collecting, memorizing, discussing, transmitting or distributing examination content; and
- Talking or communicating with anyone other than a Test Center Administrator, Proctor, or Accommodations Personnel approved by EMA during the test, except in the case of a technical problem during the SSAT at Home, to report the technical problem to a parent or legal guardian or to indicate that the test is functioning properly with no technical problem.

By acknowledging and accepting this Agreement, and by appearing to take a scheduled SSAT examination or starting a remote-proctored web-based administration of the SSAT at Home, you are certifying to EMA that you have read and will abide by the above rules. Engaging in or attempting to engage in any prohibited conduct shall be considered a violation of the Agreement.

You and your parent or legal guardian understand and agree that any alleged violation of this Agreement or any alleged activity that may compromise the validity, integrity, or security of the SSAT may be investigated, in EMA's sole discretion. You and your parent or legal guardian also understand



and agree that if you or any person on your behalf provide false or misleading information to EMA at any time, violate the terms of this Agreement, refuse to comply with any directions given to you by a Test Center Administrator or Proctor, engage in any activity that may compromise the validity, integrity, or security of the SSAT, or fail to fully cooperate in any investigation related to the SSAT, that EMA may, in its sole discretion:

1. prohibit you from taking the SSAT for a fixed period of time or permanently;
2. terminate your SSAT administration prior to your completion of the test and require you to leave the test center or discontinue your remote-proctored, online administration of the SSAT at Home
3. invalidate your score, before or after scores are reported, without a refund;
4. report your conduct and/or the findings of any investigation by EMA to all schools to which you have applied or may apply for admission, and other interested third parties;
5. pursue civil legal action against you and/or your parent or legal guardian; and
6. refer the matter for criminal prosecution if you engaged in criminal conduct.

You and your parent or legal guardian understand and agree that even if you did not commit or are not suspected of committing a violation of this Agreement, EMA may, in its sole discretion, cancel or invalidate your SSAT score if it has a reasonable basis to conclude that the score is not valid or trustworthy or that the security, integrity or validity of the SSAT may have been compromised prior to or during the administration of your test. EMA also reserves the sole and exclusive right to cancel any administration of the SSAT for any reason at any time.

You and your parent or legal guardian understand and agree that EMA shall not have any liability for the administration, proctoring, delivery, scoring of the SSAT, investigation by related to the SSAT, cancellation or invalidation of SSAT scores, or the availability or use of SSAT scores by any Score Recipient or Score Advisor that receives or was intended to receive your SSAT score report(s). You and your parent or legal guardian hereby release and hold harmless EMA for all liability of any kind arising out of the administration, proctoring, delivery, scoring of the SSAT, investigation by EMA related to the SSAT, cancellation or invalidation of SSAT scores, or the availability or use of SSAT scores by any Score Recipient or Score Advisor that receives or was intended to receive your SSAT score report(s), and the furnishing of information by EMA about or relating to you to the Score Recipients or Score Advisors that receive or were intended to receive your SSAT score report(s) and any legitimately interested third parties.

No parent or legal guardian should register for or schedule an examination for a candidate if there is any part of this Agreement that the candidate or parent or legal guardian does not understand. If a candidate or parent or legal guardian has any questions about the terms and conditions of this Agreement, please contact a representative of EMA at 609-683-4440 or [info@ssat.org](mailto:info@ssat.org).

By clicking the "I accept the Terms and Conditions set out above" button, the individual accepting this Agreement is certifying to EMA that he or she is in fact the parent or legal guardian of the candidate for whom he or she is submitting candidate registration information and accepting this Agreement. Furthermore, by clicking the "I accept the Terms and Conditions set out above" button below, the



candidate's parent or legal guardian is certifying to EMA that both the candidate and the parent or legal guardian have read this entire Agreement, that the parent or legal guardian has answered any questions that the candidate may have about it, that the candidate and parent or legal guardian has had the opportunity to ask EMA any questions they may have about any terms of the Agreement and that EMA has answered all of the questions of the candidate and parent or legal guardian and that both the candidate and parent or legal guardian fully understand and accept the terms and conditions of the Agreement, including the Handbook and the Privacy Policy, and the potential consequences for any violation thereof. Finally, the candidate's parent or legal guardian understands that EMA would not permit the candidate to take the SSAT without first receiving an electronically signed copy of this Agreement and agrees that the Agreement shall be binding on the candidate, their legal representatives, heirs and assigns.

## **About The SSAT**

The SSAT is the required admission test at many of the best independent schools in the world. The SSAT is designed for students in grades 3 through 11 and is administered on three levels (Elementary (3-4), Middle (5-7), and Upper (8-11)).

### **The SSAT Is Fair and Equitable**

EMA is committed to fairness and equity in the enrollment process. We work diligently to reduce bias in our test questions. Each question receives a full review by our staff, test developers, and external review panels.

We use the Standards for Educational and Psychological Testing and best practices on the proper use of test scores as defined by the American Educational Research Association (AERA) and National Council on Measurement in Education (NCME) to guide our day-to-day decision making and work related to all aspects of testing.

### **The SSAT Is a Standardized Test**

Although each year many different SSAT forms are utilized, the SSAT is administered and scored in a consistent (or standard) manner. The reported scores are comparable and can be used interchangeably, regardless of which test form students take. Standard also refers to the way in which tests are developed and how tests are administered. Regarding test development, a standard process for writing, testing, and analyzing questions—before they ever appear on a live test—is used. Further, EMA provides precise instructions to be followed by qualified and experienced test administrators from the moment you are admitted to the test center until the time of dismissal.

## **SSAT Test Types**

### **Overview**

There are different types of the SSAT. Each type has its own purpose, use, and rules for how many times it may be completed by a student each testing year (August 1 to July 21). Each of these types may also be called a test mode.



### **The SSAT Standard Test**

A Standard test is a group administration of the SSAT held at sites worldwide on Saturdays each year.

Limited Standard tests are offered on the Sundays immediately following the dates above for those students who cannot test on Saturdays due to religious observance. See the Sunday Testing section for more information.

A Standard test is an administration that is open to the general public. No access code is required for a Standard test.

For the 2023-24 testing year (August 1, 2023 to July 21, 2024) there are a total of 6 Standard tests. Each Standard test may not be available in all areas or for all levels.

[Standard test dates are listed on this page.](#)

### **Prometric Test – SSAT at a Prometric Center**

Students taking the Middle and Upper Level SSAT may take a Prometric test, which is a computer-based SSAT at a Prometric Test Center. Prometric Test Centers may not be available in all areas and availability may vary at each local Prometric Test Center.

### **SSAT at Home**

Students taking the Middle and Upper Level SSAT may take a SSAT at Home, which is a computer-based SSAT taken at a student's home or other suitable location. The SSAT at Home is made available only to test takers physically present in the US, Canada, or US territories on the test date.

### **The SSAT Flex Test**

A Flex test is a group or individual paper-based administration on any date other than the Standard test dates. Flex tests may only be given by members of EMA who are educational consultants or member schools.

\*Please note: Educational consultants and Schools may charge families an additional SSAT administration fee in addition to SSAT registration and associated fees. Please check with your educational consultant or member prior to registering to determine if they will charge such a fee.

There are two Flex test subtypes:

#### *Closed Flex Test*

If you are testing with an educational consultant, or taking an individual or small group test that has been prearranged at a member school that is not open to the public, you will take a "closed" Flex test, which requires an access code obtained directly from the educational consultant or school for registration.

#### *Open Flex Test*

An open flex test is an administration that is open to the general public. No access code is required for an Open Flex test.

### **Regional Test (Also known as a Consortium Test)**



Several regional groups or consortiums of schools may assemble their availability for both Flex and Standard tests into a single calendar. This helps students in the region quickly locate all tests available to them. When reviewing test dates for one of these groups, be sure to note whether each test is a Flex or a Standard to determine your ability to register for that test or any testing limitation that may apply because of registration. A regional or consortium test remains either a Flex or Standard test and all applicable policies apply.

## **SSAT Test Levels**

### **Elementary Level**

The Elementary Level SSAT is given to students in third grade applying for admission to fourth grade (Third Grade Elementary SSAT) and in fourth grade applying for admission to fifth grade (Fourth Grade Elementary SSAT). Both Elementary Level SSATs share the same format and timing, and both provide admission officers with an idea of your academic ability and “fit” in their schools. All Elementary Level SSAT’s are offered as paper-based Standard or Flex tests only.

### **Middle & Upper Level**

The Middle Level SSAT is given to students in grades 5–7 applying for admission to grades 6–8. The Upper Level SSAT is for students currently in grades 8–11 applying for admission to grades 9–PG. The Middle and Upper Level SSATs share the same format and timing, and both provide admission officers with an idea of your academic ability and “fit” in their schools.

## **Test Content, Sections, & Length**

### **Elementary**

Both Elementary Level tests are multiple-choice admission tests that consist of four multiple choice sections and an unscored writing sample.

<b>Section</b>	<b>Time (minutes)</b>
Quantitative (Math)	30
Verbal	20
Break	15
Reading	30
Writing Sample	15
Experimental	15

### **Middle & Upper Level**

Both the Middle and Upper Level tests are multiple-choice admission tests that consist of five multiple choice sections and an unscored writing sample.



Section	Time (minutes)
Writing Sample	25
Break	10
Quantitative (Math)	30
Reading	40
Break	10
Verbal	30
Quantitative (Math)	30
Experimental	15

*Note: Depending on specific testing accommodations, the time for sections and breaks may be adjusted. Additionally, for select groups or administrations, the Experimental section may not be provided.*

## **Exam Registration and Scheduling Procedures**

### **Account Access**

Create a new account or access your existing account at: <https://portal.ssat.org/Account/LogOn>.

### **Account Expiration**

Your SSAT account is valid for multiple years. If you tested in a previous testing season, your account may still be active. If you have forgotten your username or password visit the portal and click “forgot password” or “forgot username.”

### **SSAT Parent/Guardian Account**

In order to register for the SSAT for the first time, your parent or legal guardian must create a SSAT parent account with a username and password. This account can be used for one or more students and will help your parent or legal guardian manage test registrations, school inquiries, access your scores, send applications for the current academic year, and other items. Your parent or legal guardian must affirm that he or she is the parent or legal guardian of all students being entered. Your parent or legal guardian must also provide accurate and complete information about you when creating an account including, but not limited to, your name, date of birth, home address, and an email address where you prefer to be contacted. **When creating an account select and enter your username carefully as it cannot be changed.**

### **SSAT Student Account**

For each student entered by a parent or legal guardian, a separate SSAT Student account will be created. This account provides limited access to you to use online practice, view admission tickets, view scores or results, and other limited items. No orders, payments, or changes can be made through your Student account. Student accounts are automatically created but may be disabled by your Parent or Legal Guardian through their account.





## **Duplicate Accounts**

It is your responsibility to create and maintain no more than one account per parent or legal guardian and one per student. If you do create and use more than one account per parent and/or guardian or one per student, EMA may, in its sole discretion, take action that impacts and/or limits your access to EMA's services. These actions include but are not limited to:

- Cancelling or restricting testing
- Combining or Merging your accounts
- Requiring the use of those duplicate accounts separately
- Removing or Restricting the use of your SSAT account if, in EMA's sole discretion, you are utilizing multiple accounts to subvert EMA or SSAT policies or test security.

## **Gender, Race & Ethnicity**

Gender and ethnicity information is collected when creating an account to register for the SSAT or other admission services from The Enrollment Management Association (EMA) to simplify inquiry and application submission and to align students with schools matching their preferences through the SSAT, Character Skills Snapshot, Standard Application Online (SAO), and our school-connection service.

## **Finding a Testing Opportunity**

You can locate testing options multiple ways throughout the SSAT website:

- You can use the Test Center Search feature at <http://www.ssat.org/test-center-search> to find paper-based testing options that are open to the public.
- You can use the Prometric search at: <https://proscheduler.prometric.com/scheduling/findAvailability>
- You can also learn more about SSAT at Home testing at the following link, however, since the SSAT at Home is only offered in the US and Canada and is not taken at a testing center, there is no search for testing locations: <https://www.ssat.org/testing/home/overview>

## **Registering for a Test**

Before beginning the registration process, determine if you will need testing accommodations. Testing accommodations are provided for students with disabilities or those who, due to religious beliefs, are unable to test on a Saturday. If applicable, read the testing accommodation section or the Sunday testing section before proceeding.

Log into your SSAT account, click on "SSAT Testing" and then click "Register for SSAT." Provide all information and complete the entire process.

During the registration process for in-person testing, which includes all paper-based tests and Prometric Tests, you will be required to read and accept a COVID declaration.

If you are registering for a Prometric Test or the SSAT at Home, after completing registration you will need to schedule a specific date and time for your test through your account.

The following conduct is strictly prohibited when registering for or scheduling an SSAT examination:

- Providing false or misleading information about your identity or that of any other person



- Registering for the SSAT exam under another individual's SSAT account
- Allowing someone else to register for the SSAT under your SSAT account
- Obtaining more than one SSAT account
- Holding multiple reservations at the same time under different SSAT accounts

Engaging in the above-described prohibited conduct is a serious violation of the Handbook and may result in EMA cancelling your exam registration or invalidating your exam score, and prohibiting you from testing.

### **Batch Registration**

In addition to the account creation and registration processes described above, it is also possible for an EMA school or member organization to register student, as part of a group, for an SSAT if the parent/guardian has provided them all necessary information and their consent.

When your student is batch registered, if a matching student account does not exist, EMA will create new parent/guardian and student accounts, along with the registration, and send an email to the parent/guardian listed by the school. The parent/guardian must use the invitation email link to log in, set a username and password, update their profile, and accept all terms and conditions including the candidate agreement and candidate handbook. This must be completed prior to testing.

If, during batch registration, a matching, pre-existing account for your student is identified by EMA, the new batch registration will be linked to your existing student account and EMA will email the parent/guardian listed by the school to provide notification of the new batch registration.

When alerted that your student will be batch registered for the SSAT by an EMA member, if you have an existing account, please be sure to clearly communicate your student's exact name, date of birth, your email, and other information to make sure the account is recognized and the new batch registration is created on your existing account instead of being added to a new account.

### **Batch Score Recipients and Score Advisors**

For a batch registration an EMA school or member organization may list themselves as a score recipient and/or a score advisor. They cannot list other members to be a score advisor or score recipient.

You may additionally choose to add or remove any score recipient or score advisor you choose, even on a batch registration.

### **Batch Payment**

The EMA school or member organization is responsible for the test registration fee for each registration they create with the batch registration process. If any additional products or services are added by you, your parent/guardian will be responsible for any associated fees.

### **Batch Registration Changes**

You may not complete a test change for a batch registration, as the school has created that test and is responsible for the associated test fee. You may choose to ask EMA to cancel a batch registration in the event you wish your student to take a test on another day and the existence of the batch registration is



blocking your student's registration eligibility (for example, if a Flex batch registration was created for your student and you wish for them to take a Flex test on an alternate day, which you will pay for).

### **Grade**

Each time you register your student, you will need to designate your student's grade. Your student's percentiles will be based upon comparing your student to students in this grade. Designate your student's current grade level unless otherwise instructed by your student's school. Your student's scores and percentiles will NOT be based upon the grade indicated as part of your student's profile.

If your student will be repeating a grade, in general, that student should designate one grade lower than their current grade. This will ensure that your student is compared against their new peers. You should clearly communicate to your student which grade they should designate when testing. EMA reserves the right to prohibit SSAT testing by any student who is more than two (2) years older or younger than the average age of students in the designated grade level.

### **Grade—End of Testing Year**

If your student will be taking the SSAT during the latter part of the testing season to gauge their performance at a higher grade level, you should be certain to select the student's higher grade level. For example, if your student is a current 7th grader in June and you'd like to see their results and performance based upon being an 8th grader, you should indicate them as an 8th grader. You should clearly communicate to your student which grade they should use when testing.

### **Standard Test Registration**

Registration for Standard test dates opens August 1, 2023 and ends at the close of registration for the last Standard administration of the testing season. There are multiple periods for registration during which certain additional fees may apply. These registration periods do not apply for the Prometric Test or SSAT at Home testing.

### **Regular Registration**

During regular registration no additional or late fees apply.

### **Late Registration**

During late registration, an additional fee is added to the base test fee.

### **Rush Registration**

During rush registration, an additional fee is added to the base test fee. It is not possible to register after rush registration ends. Walk-in students to a test site will neither be admitted nor scored.

### **Prometric Test Registration**

Since Prometric Test availability is only based upon each center's availability, there are no late or rush registration fees for a Prometric SSAT. Prometric registration opens August 1, 2023 and closes in July of 2024. The exact date of closure for registration and scheduling will be listed on <https://www.ssat.org/testing/prometric/registration-process> when available. You will first register for an



SSAT Prometric test and then will schedule the test with Prometric directly through your EMA account. After scheduling closes for the testing year, any unscheduled registration will be void and may not be used for a future testing year.

### **SSAT at Home Registration**

SSAT at Home registration is available up to 24 hours prior to a test date if there is availability. There are no late or rush registration fees for the SSAT at Home. SSAT at Home registration opens August 1, 2023 and registration and scheduling closes 24 hours before the final SSAT at Home test date listed on <https://www.ssat.org/testing/home/test-dates>. You will first register for an SSAT at Home test and then will schedule the test with PSI directly through your EMA account. After scheduling closes for the testing year, any unscheduled registration will be void and may not be used for a future testing year.

### **Flex Test Registration**

If none of the other SSAT testing options work for you, you can contact an educational consultant or may be able to test at a school to which you are applying, attend, or another member school. SSAT Flex registration opens August 1, 2023 and closes on July 21, 2023.

### **Testing with a Consultant**

SSAT member consultants are able to administer all levels of the SSAT Flex test. Contact each to determine their availability. You can find a list of consultants who have indicated a willingness to provide the Flex test at the top of the following page: <http://www.ssat.org/test-center-search>.

Educational consultants may charge an administration fee in addition to fees paid to EMA. Contact each consultant for their fees.

### **Testing with an Association Member—Open Test**

Though limited, some Association members do offer Flex tests that are open to the general public. These administrations can be found using the test center search page: <http://www.ssat.org/test-center-search>. Member schools can provide Elementary, Middle, and Upper Level SSAT Flex tests.

### **Testing with an Association Member—Closed Test**

To register for a closed SSAT, begin the registration process and when asked if you have an access code, indicate yes and enter your access code. The specific test date and location will be automatically selected for you. Member schools can provide Elementary, Middle, and Upper Level SSAT Flex tests.

### **SSAT Admission Ticket & Confirmation Emails**

When you register for a paper-based SSAT, you will receive an admission ticket as a confirmation of your registration. Please be sure to print it or have it accessible electronically for admission to the test. It is not required, but will speed check-in.

Students registering for the SSAT at Home or Prometric Test center do not receive an SSAT admission ticket. However, students will receive a confirmation of their testing details after scheduling their SSAT at



Home or SSAT at a Prometric Test. When arriving at a Prometric Test center, it is best to have this confirmation, however, it is not required.

### **How Many Times Can a Student Test?**

You have the right to take the SSAT multiple times. Check each level below for more details. Regardless of your right to test multiple times, there is no guarantee that availability for all test types, modes, or levels may be convenient to you or your location.

#### **Elementary Level**

You may take up to three Elementary tests within the current testing season, which begins August 1, 2023 and ends July 21, 2024. This can include the two SSAT Standard tests and one Flex test.

Notwithstanding the stated right above to test multiple times, if EMA, in its sole discretion, has reason to believe that a student may be involved in item harvesting or may otherwise compromise test security, EMA retains the right to prevent that student from taking additional tests.

#### **Middle and Upper Level**

You may take multiple tests each testing season, which begins August 1, 2023 and ends July 21, 2024, however, specific availability in your area may further limit your testing options. The SSAT is not available through all modes in all locations.

Standard: You may take each of the six (6) paper-based SSAT Standard tests that are offered. Please note that Standard tests have limited availability during certain test dates and Standard Tests may be limited to sites in the U.S., Canada, or other locations on certain Standard dates.

Flex: You may take one Flex test between August 1, 2023 and July 21, 2024.

Computer-based: You may take a combined total of 2 computer-based SSATs from the SSAT at Home and the Prometric Test.

Notwithstanding the stated right above to test multiple times, if EMA, in its sole discretion, has reason to believe that a student may be involved in item harvesting or may otherwise compromise test security, EMA retains the right to prevent that student from taking additional tests.

## **Changes**

### **Test Changes**

Test changes, or changes to the test date, location, or mode, may or may not be possible depending upon the type of SSAT for which you registered. Where available, you may only reschedule your test to a date within the current testing season (August 1, 2023 through July 21, 2024). **Test changes are never permitted to reassign a test registration to another student.** Some test types, options, or availability may end before July 21, 2024.

See the batch registration section for further test change restrictions.

### **Paper-Based SSAT**



If you register for a paper-based SSAT you may reschedule, subject to a change fee, so long as your request is submitted at least 72 hours prior to your scheduled test date. You may also change from a paper-based SSAT to a Prometric Test or SSAT at Home. If you are completing a test change to a higher priced test, you must pay the test change fee in addition to the difference between the test fees. No refund or credit will be provided if changing from a higher priced test to a lower priced test. Changes are only available through your parent/guardian account.

### **Prometric Test**

Once you register for a Prometric Test, you may not change to a paper-based SSAT or an SSAT at Home. You may reschedule to another Prometric Test, so long as your request is submitted at least 72 hours prior to your scheduled test date. You may be subject to a change fee payable directly to Prometric depending upon when you request the change. Please contact Prometric for complete details. Changes are only available through your parent/guardian account.

### **SSAT at Home**

Once you register for a SSAT at Home, you may not change to a paper-based SSAT or a Prometric Test. You may reschedule to another SSAT at Home, so long as your request is submitted at least 72 hours prior to your scheduled test date. Prior to this time, there is no change fee.

Notwithstanding this SSAT at Home test change policy, if you in good faith launch the SSAT at Home by clicking the testing link in the student account during your scheduled SSAT at Home and are unable to start or complete the SSAT at Home for technical or connection related issues, EMA will provide you an opportunity to complete a free test change to any future test during the current testing season. This free test change can be made to a paper-based SSAT, Prometric Test, or another SSAT at Home. You will need to make any selection and change through your account. If you choose to change to a Flex test with a consultant that charges an administration fee, you will be responsible for paying the administration fee. Changes are only available through your parent/guardian account.

### **Grade Changes Before Testing**

If you decide to change the grade at which your student will test, you must contact EMA directly. EMA will guide you through the process for making a grade change based upon your test mode. Changing your student's profile grade will NOT change the grade of their test.

### **Paper-Based SSAT**

For paper-based tests, you will be asked to submit a request by email. If your student's new grade will not change their test level, they will be able to test at that new test level. However, due to test material availability, if you change your student's grade just prior to a test administration, resulting in a different level test book being required for testing, during the beginning of testing your student may be asked to wait to be seated until it is confirmed that enough test materials are available. While EMA will do what is possible to allow testing at the new test level, it cannot be guaranteed. You may be asked to complete and provide your student with a form to bring to the test center to ensure the test center staff understand your last-minute request for a different grade level.

### **Prometric Test**



To update your Prometric grade level within the same test level, contact EMA support at least 2 business days prior to your scheduled test. The change will be made and confirmed.

It is not directly possible to update your grade level outside of your current test level with Prometric. To change your grade out of the test level, the family will need to complete a completely new Prometric registration, including payment, with the correct grade level. First, alert EMA to the Prometric grade change out of level need at least 2 business days prior to your scheduled test. EMA will instruct you to reregister with the proper grade and contact EMA back. EMA will then cancel and refund your original Prometric registration.

### **SSAT at Home**

To update your SSAT at Home grade level, contact EMA support at least 2 business days prior to your scheduled test. The change will be made and confirmed.

### **Updating Your Information**

If you need to update any other information, login to your SSAT account or contact EMA in writing with the change information as soon as possible.

### **Exam & Other Fees**

The fees for all exams, products and services are listed throughout [ssat.org](https://www.ssat.org). All amounts are listed in U.S. dollars. The majority of fees are available on these pages, however, other fees may be separately listed on the site.:

<https://www.ssat.org/about/about-the-ssat#Pricing>

<https://www.ssat.org/about/scoring/score-services>

Fees may vary based on testing location. For the purpose of these fees, Domestic Tests are those physically administered in the U.S., Canada, American Samoa, Puerto Rico, Saipan, USVI, regardless of whether paper-based or a Prometric Test. Tests administered in locations outside these locations are considered International and the International fee applies. All SSAT at Home administrations are charged the Domestic fee.

EMA reserves the right to update exam and other fees at any time. A surcharge fee is applied to credit card purchases. Some exclusions apply.

### **Refund Policy**

**EMA does not offer refunds for SSAT registrations, late or rush fees, cancelled tests, or any other product or service fees.**

### **SSAT Fee Waivers**

If you cannot pay the full amount of the test fee due to economic hardship, you may be eligible to receive a SSAT fee waiver. Families should review the SSAT Fee Waiver eligibility to determine their eligibility. All details for the SSAT Fee Waiver program are found on this page:

<https://www.ssat.org/about/fee-waiver-program>. EMA does not provide fee waivers directly to families.

Safeguard any SSAT fee waiver you have so it is not lost or stolen. SSAT fee waivers expire on 7/21 of



each testing year. EMA will not provide a refund if an SSAT fee waiver is provided after a registration is completed. EMA reserves the right to cancel any SSAT fee waiver.

EMA reserves the absolute right and sole discretion to cancel SSAT scores where the Candidate uses a lost or stolen SSAT fee waiver to pay for the test, or an SSAT fee waiver was issued in violation of the terms and conditions that apply to the SSAT fee waiver program.

The SSAT fee waiver program is completely distinct from SSAT codes and the terms and conditions of SSAT Fee Waivers do not apply to the SSAT code program.

### **SSAT Codes**

The purpose of the SSAT code program is to empower EMA Members to prepay for an SSAT to help families experiencing a financial disadvantage so that students can prepare for and take the SSAT at no cost to the families. EMA does not provide SSAT codes directly to families. Safeguard any SSAT code you have so it is not lost or stolen. SSAT codes expire on 7/21 of each testing year. EMA will not provide a refund if an SSAT code is provided after a registration is completed. Functionally, for a family, an SSAT code provides all the benefits of using an SSAT fee waiver.

EMA reserves the absolute right and sole discretion to cancel SSAT scores where the Candidate uses a lost or stolen SSAT Code to pay for the test, or an SSAT Code was issued in violation of the terms and conditions that apply to the SSAT Code Program.

The SSAT code program is completely distinct from SSAT Fee Waivers and the terms and conditions of SSAT codes do not apply to the SSAT fee waiver program.

## **Testing Accommodations**

### **Accommodations for Student with Disabilities**

If you have a disability that requires an accommodation during testing, you may apply to receive reasonable accommodations for the SSAT. Please review the 2023–24 Testing Accommodations Guide for all details, policies, and requirements. All policies and requirements listed in the 2023–24 Testing Accommodations Guide are assumed into this Candidate Handbook. It is available at <http://www.ssat.org/ta>.

### **Sunday Testing Accommodations**

For students wishing to take the paper-based Standard test on Sunday, where available, before registering they must apply and be approved for Sunday Testing. There is no requirement to be approved for Sunday Testing for students wishing to take a Flex test, an SSAT at Home, or a Prometric Test that occurs on a Sunday.

### **Other Religious Accommodations**

If your student requires additional accommodations for a sincerely held religious belief, including but not limited to a full-face covering, you must contact EMA prior to registration. EMA will work with you to understand your need and provide reasonable accommodations.





If your student must wear a head covering in accordance with a sincerely held religious belief, but not a full-face covering, there is no need to request accommodations or approval. Your student will NOT be asked to remove their religious head covering but may be requested to confirm that the head covering is being worn for a religious purpose and that they do not have earbuds or any other electronic device under the head covering.

## **Preparations for Testing**

Before sitting for the SSAT, EMA recommends that all families and students take a few moments to learn and take certain actions so they are prepared for test day.

### **Become Familiar with the Format**

Students should understand the type and number of sections, the length of the sections, and the general types of questions on each section.

### **Learn About the Impact of Guessing on Scoring**

Elementary Level students, those in grades 3 or 4, should understand that there is no penalty for guessing on the Elementary Level test. You should, therefore, attempt to answer each question to obtain the highest score.

Middle and Upper Level students, those in grades 5-11 should understand that there is a penalty for incorrect answers on the middle and Upper Level tests. You receive 1 point for each correct answer, lose  $\frac{1}{4}$  of a point for each wrong answer, and neither gain nor lose points for omitted questions. You should, therefore, avoid random guessing but if you can eliminate 2 of the 5 answer choices, you may be better systematically making an educated guess.

### **Check Your Email and [ssat.org](http://ssat.org)**

In the days leading up to the test, check for updates, changes, and possible weather disruptions in both the email listed in your SSAT account and by visiting [www.ssat.org](http://www.ssat.org) to view any updates or cancellations to specific test sites.

### **Contact EMA Regarding Any Questions**

EMA is available to answer any questions or concerns you have. Refer to the Contacting the Enrollment Management Association section at the beginning of this handbook for all contact information.

### **Be Ready for Inclement Weather**

If testing at a physical test center, the administrator at your test site will make any determination to close due to inclement weather. EMA and will work with administrators to make any cancellation as early as possible, however, given changing conditions that is not always possible.

The administrator and/or EMA will contact all registrants via email if a test is cancelled. The closure information will also be posted on [www.ssat.org/alerts](http://www.ssat.org/alerts)



## On Test Day

### Check Your Email and [ssat.org](http://ssat.org)

For last minute updates, changes, and possible weather disruptions, check both the parent/guardian email listed in your SSAT account and visit [www.ssat.org/alerts](http://www.ssat.org/alerts) to view any updates or cancellations to specific test sites.

### SSAT at Home Requirements and Setup

Students have the sole and exclusive responsibility to ensure that they have the required computer devices, computer operating system, software, browser, uninterrupted Internet connection and electric power required to take the SSAT at Home. These requirements are explained at [SSAT.org/athome](http://SSAT.org/athome). Students are also responsible to know their login credentials for their Student account, create a suitable testing environment, and successfully complete the SSAT at Home systems check prior to taking the SSAT at Home, which are also detailed at [SSAT.org/athome](http://SSAT.org/athome). EMA is not responsible for any technical problems with your computer devices, operating system, software, browser, Internet connection or electric power that may interrupt, delay, or interfere with your ability to start, take or complete the SSAT at Home. If you experience a technical problem in any of these areas during the administration of the SSAT at Home, you must notify the remote proctor immediately, and follow the proctor's instructions. If you are unable to notify the remote proctor due to a technical problem, you must have your parent or legal guardian call EMA's customer service at (609) 683-4440 and send an email to [info@ssat.org](mailto:info@ssat.org) with a detailed explanation of the technical problem. EMA may, in its sole discretion, work with the remote proctoring vendor to terminate, restart or reschedule an interrupted SSAT at Home administration. **EMA will not offer a refund.**

### Arrival Time (Paper-Based Tests)

#### Standard

Standard tests begin at 9 am and students should arrive to the test site between 8:15 am and 8:30 am to allow time to check in and report to their testing room. However, select sites have an alternate start time, which will be included in the special instructions on the admission ticket.

#### Flex

Flex tests can occur at any time and will be determined by the test administrator. Before registering for a Flex test, be sure to inquire about the time of your test. The start time for Flex tests may not be listed on the admission ticket.

#### Dismissal Time

Test dismissal for Middle and Upper test levels is normally between 12 noon and 12:30 p.m.. Dismissal for Elementary level test takers is normally between 11:30 a.m. and 12 noon. Verify timing upon check in. Be sure someone can meet you at that time, as test supervisors are not responsible for remaining at the center after the test ends. Note that at large centers dismissal may be slightly delayed. Dismissal for students with accommodations that affect the timing of the test will have a different dismissal time. Dismissal for Elementary level test takers is normally between 11:30 a.m.



### **Arrival Time (Prometric Test)**

Plan to arrive at your designated Prometric Test center at least 30 minutes prior to your scheduled start time.

### **Start Time (SSAT at Home)**

Plan to login to your SSAT at Home 15–30 minutes prior to your scheduled start time. Ahead of this time, your link to launch the test will not yet be active.

### **Testing Site Location (Paper-Based and Prometric Test)**

The address of your test site is listed on your admission ticket. Be sure you allow enough time for traffic or delays to get to this destination. Many testing locations are at schools with large campuses. Check your admission ticket for any special instructions that may include further details such as the building name, where to park, or other information.

### **What to Bring**

#### **Paper Based Test (Standard or Flex)**

- Two or three sharpened No. 2 wooden/graphite pencils with integrated erasers.
- Your SSAT Admission Ticket (paper or digital)–This is not required but will speed check-in

#### **Prometric Test**

For a Prometric Test, there are no required items to bring. No admission ticket is generated for a Prometric Test.

#### **Snacks and Drinks**

Snacks and drinks may be brought for consumption during breaks only. For paper based SSAT tests, snacks and drinks must be placed in the snacks area before testing as instructed by the administrator or proctor. Accessing snacks or drinks during testing or failure to return snacks and drinks to the Snacks area is grounds for immediate dismissal, cancellation of the test without refund, and additional sanctions as provided herein. For Prometric tests, snacks must instead be left in a locker or with a parent/guardian in the waiting area.

For the SSAT at Home only, students may keep and drink in a clear glass or plastic water bottle, so long as it has no label. For SSAT at Home snacks must still only be consumed on breaks.

#### **Testing Accommodation Materials**

Students approved for use of additional equipment (such as laptop, calculator, and/or spelling aid) must provide their own equipment. Students approved for use of a laptop during the writing sample portion of the test must provide their own USB drive, or CD and save a copy of the essay on the USB/disk/CD as a text (.txt) file. Students approved for assistance by an individual in addition to the regular proctor (such as reader or scribe) are responsible for providing a non-family member (such as counselor or other academic professional) who is at least 18 year old for this purpose. Additional requirements exist for those individuals who will provide accommodations assistance including the



completion of an agreement accepting the rules of testing and also agreeing to nondisclosure of test content.

This policy is focused on minimizing stress for the student on test day and giving them the ability to work with individuals and equipment with which they are comfortable and familiar. If you have any concerns about your family's ability to provide anything needed for your student to successfully complete testing, please contact EMA immediately, and well in advance of your scheduled test date, at [ta@enrollment.org](mailto:ta@enrollment.org).

### **Identification Requirements**

For most SSAT testing, no identification is required. EMA reserves the right to require you to present personal identification at test center locations designated by EMA as requiring heightened security, in the EMA's sole discretion. Identification requirements for paper based tests are clearly on your admission ticket.

### **Prohibited Items**

It is important to remember that many items are prohibited and may not be possessed during testing. In general, students are required to have empty pockets and a clean desk without items explicitly allowed. For paper-based tests, a prohibited items area will be designated for each testing room where students will be allowed to place any prohibited items before testing begins. For Prometric tests, prohibited items must be left in a locker or with a parent/guardian. However, in general, it is best that prohibited items simply be left at home. For SSAT at Home tests, prohibited items must be out of reach or out of the testing room, subject to the proctor's discretion. Failure to turn in prohibited items is grounds for removal from the test and may prevent future testing. Review the irregularities section to see the mandatory actions associated with having or accessing a prohibited item during testing.

Test Center staff at enhanced security locations or Prometric Test locations may conduct additional security screening of students by using magnetometers on students prior to allowing them to enter the test center, building or testing room.

### **Weapons & Threatening Actions**

There is a zero-tolerance policy for the possession of any weapons by students taking the SSAT. Likewise, threatening action by either students or parents and guardians will not be tolerated. In any situation, the proper authorities will be called and you or your student may be removed for the safety of other test takers or test administration staff.

### **Cell Phones**

It is VERY important to understand the rules regarding cell phones and the SSAT. CELL PHONES ARE PROHIBITED ITEMS.

- EMA strongly discourages you from bringing a cell phone to the test center.
- However, SSAT understands that bringing a cell phone may be necessary for security or transportation reasons.



- If you require a cell phone for personal reasons, you may bring it to the test center but must strictly abide by these rules.
- Turn the cell phone off immediately upon arrival at the test center, notify the administrator or proctor that you brought the phone, and hand it to the administrator or proctor for storage during testing when prompted. It will be kept in the prohibited items area in your test room. It will be returned to you following testing.
- Do not attempt to access or use a cell phone at any time during testing, including breaks.

### **Prohibited Item List**

Review each category below:

- All Electronics
  - Calculators
  - Cell Phones (MUST BE OFF)
  - Fitness Tracker Wristbands
  - Media Players
  - All Watches (Clocks will be visible in testing rooms and proctors will provide timing cues)
- Personal Items
  - Backpacks
  - Bags
  - Large Jewelry
  - Purses (Feminine hygiene products are NOT prohibited and students may keep them in a clothing pocket, but not in a purse or bag)
- Clothing
  - Coats
  - Hats (Head coverings worn for sincerely held religious beliefs that do not conceal the examinee's face are NOT prohibited. Hooded sweatshirts may be worn; however, the hood must remain down at all times and the proctor may inspect the hood.)
- Other Items
  - Books
  - Erasers
  - Mechanical Pencils
  - Notes or Paper
  - Pens
  - Rulers

### **Other Prohibited Items**

EMA reserves the right to require that other items not specified above be placed in the prohibited items area at the test center or be removed by a parent or legal guardian at check-in if, in the sole judgment of EMA, the item could potentially disrupt testing, cause security concerns or be otherwise inappropriate. Parents and students are strictly prohibited from bringing any firearm, knife or weapon of any kind to



any SSAT test center. You must follow the instructions of the test center administrator and/or proctors in relation to all such items. Proctors for the SSAT at Home may likewise require certain items in your room be removed or covered.

### **Special Instructions for Students Testing in Hong Kong, China, Vietnam, and Korea:**

In addition to the prohibited items described above, students testing in these countries CANNOT bring pencils of any kind. SSAT will provide pencils for all testers in these countries.

### **Sickness During Testing**

If you suddenly become ill during testing and it is obvious you will not be able to continue the test, or if in the sole discretion of the administrator or proctor, your illness will likely impact or is impacting other test takers, you will be asked to stop the exam or will not be admitted to testing. If the sickness occurs during testing your parent or legal guardian will be notified to report to the test center to pick you up. If your test is stopped due to illness, your test will not be scored. EMA will, however, allow you to reschedule so that you can retake the SSAT within the current academic year free of charge.

### **Testing Rules**

To guarantee results that can be used reliably by independent schools, the security of the SSAT is of the utmost importance. Therefore, the following test day policies are strictly enforced to maintain the integrity of testing:

1. You may not have or access prohibited items during testing, including during breaks.
2. Do not open the answer booklet or test booklet until you are told to do so (paper-based SSAT).
3. Listen carefully to the instructions read by the test administrators and proctors.
4. If at any time during the test you need to use the restroom, raise your hand or chat the proctor. An administrator or proctor will ask you to place your test materials on your desk so that only the front of your answer booklet is showing. Only one student is permitted in a restroom at a time for paper-based administrations. You will not be able to make up any time missed during restroom breaks.
5. You must stop working on a test section when time ends for that section.
6. You may not take the test for any other person, in whole or part.
7. You may not have another person take the test for you, in whole or part.
8. You may not work ahead on an upcoming section or on a previous section.
9. You may not transfer answers to the answer sheet from the booklet once time ends for a section (Middle and Upper Level paper-based administrations).
10. You may not eat or drink during Paper-based or Prometric Tests, except during breaks. You may have water in a clear glass or water bottle without labels during the SSAT at Home only.
11. For all parts of this test, you may only use standard #2 pencils (paper-based administrations).
12. No visitors, including parents or guardians, are allowed in the test room.
13. All test materials will be collected at the end of the test and may not be taken from the room.



14. You may not solicit or accept assistance or coaching of any sort during testing from test administrators, proctors, staff, other adults or students related to test content or answer choices.
15. You may not look at the answer sheet or test materials of another test taker.
16. You may not provide assistance to other students during testing.
17. For the SSAT at Home, you may not access other programs, applications, resources, or reference materials outside of the secure browser.

Any violation of these policies could result in a reported testing irregularity, an investigation by EMA, cancellation or invalidation of test scores and further actions resulting from the findings of the investigation.

### **EMA’s Right to Withhold or Cancel Scores**

EMA reserves the right to investigate any reported or suspected irregularity, which may delay the release of scores or cause the cancellation of scores.

EMA is committed to reporting valid scores that accurately reflect your performance on the SSAT. For this reason, EMA maintains test administration and test security standards designed to assure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of testing irregularities or violations of test security. EMA conducts psychometric and statistical analyses of SSAT test response data to identify potential irregularities and to ensure score validity. EMA may cancel or withhold test scores if any psychometric or statistical analysis provides a reasonable basis to question the test score’s validity.

**EMA reserves the right to cancel or withhold any test score if, in its sole judgment EMA has reason to conclude that:**

- 1. a testing irregularity occurred; or**
- 2. a candidate engaged in prohibited conduct as described herein; or**
- 3. a violation of the policies and procedures for SSAT administration as set forth in the SSAT Manuals and/or the Handbook occurred; or**
- 4. there is a reasonable basis to question the test score’s validity.**

If EMA cancels or invalidates a SSAT score because there is a reasonable basis to question the exam score’s validity, EMA is not obligated to further investigate the matter or to determine whether an irregularity or violation has occurred. EMA may simply cancel or invalidate the score and provide the impacted student with another opportunity to take the SSAT, if the student is otherwise eligible to test again and there is another SSAT form (not previously seen by the student) available for the student’s additional test. If the student is not eligible to test again or there is not another SSAT form available, the student will be prohibited from testing again following an invalidation or cancellation of the score. Test takers are not entitled to appeal EMA’s decision to cancel or invalidate a score when there is a reasonable basis to question the score’s validity.

EMA also has the right in its sole discretion to withhold exam scores pending the outcome of an investigation related to those scores, to determine whether there is a validity concern about the score or



whether an irregularity or violation has taken place. Test takers are not entitled to appeal EMA's decision to withhold an exam score pending its investigation of the score or a related matter. If EMA is withholding a score pending investigation, EMA shall inform the person in writing that the score is being withheld and then inform the person when the investigation is complete and provide the decision made by EMA related to the score.

## Testing Irregularities

Irregularities are any event or incident that happens before, during, or after testing that could affect the validity of test results and may include violations of testing rules, among other incidents. Irregularities include, but are not limited to:

- Failure to follow testing rules
- Disruptive behavior
- Access to, use or possession of Prohibited Items
- Use of unauthorized accommodations
- Unauthorized persons present in the testing environment
- Any violation of the Candidate Agreement and/or Handbook
- Failure by test center staff to abide by testing rules, policies and procedures
- Interference with or coaching of student test responses
- A misprinting or other problem with test materials
- Other misconduct
- Distracting noises or testing environment issues
- A scoring or processing error

Before any final determination of EMA to cancel test scores due to an irregularity caused by a student, EMA will provide an opportunity for you and your parent or legal guardian to provide a written statement to EMA in which you can offer an explanation for the situation in accordance with all obligations under the Candidate Agreement and the Handbook.

If EMA determines that you or your parent or legal guardian caused the irregularity, your score will be cancelled and you will have to seek special permission from EMA to register for a future SSAT, which EMA will determine in its sole discretion. In addition to score cancellation, EMA may pursue other actions against you or your parent or legal guardian in accordance with the Candidate Agreement and as described further in the Handbook.

If the irregularity is caused by a test center staff member, the testing environment, or EMA, EMA will determine, in its sole discretion, if the irregularity is so severe as to warrant immediate cancellation of scores. If this is the case, EMA will offer you a retest at no additional cost. EMA, upon request, will notify any score recipients listed on your registration that the scores will be delayed due to an irregularity not caused nor related to your actions.

If the irregularity is caused by a test center staff member or EMA and EMA determines in its sole discretion the irregularity is not so severe as to warrant immediate cancellation of scores, EMA will provide you with the option to accept the results from the current test, which had the irregularity, or to cancel those scores and retest at no charge to you. EMA will neither score nor provide scores for the original test until you and your parent or legal guardian agree to accept the results of the original test





and refuse the retest option. After EMA provides scores from a test, EMA will not provide a free retest opportunity.

In any irregularity situation in which EMA provides a free retest opportunity, EMA will make reasonable efforts to offer a retest in the same mode (for example, taking another SSAT at Home if the student encountered an irregularity during the SSAT at Home). However, depending upon the number of times you have previously tested in each mode, it may not be possible for your free retest to be in the same mode. The decision about which mode your retest is offered in is within EMA's sole discretion.

Should you need to report testing irregularities or discuss concerns related to test policies, please complete the Test Experience Statement (see Results and Scoring section below) and email [info@ssat.org](mailto:info@ssat.org) immediately.

### **Common Irregularities**

The following charts provide a non-exclusive list of common irregularities that may occur at test centers and outline the policies of EMA for handling each of the irregularities. EMA reserves the right to further investigate all of the irregularities listed below and pursue other additional actions against you and/or your parent or legal guardian in accordance with the Candidate Agreement and as described further in the Handbook.

### Irregularity Mandatory Action Chart

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

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

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

EMA reserves the right to investigate any behavior by any person which may be considered detrimental to a fair and secure testing process, or which impacts the testing environment, security, validity or integrity of the exam. If a candidate, parent or legal guardian or any person involved in administering the SSAT violates the policies and procedures set forth in the Handbook or engages in any irregular behavior, it will be reported to EMA.

## Violations and Investigations

### Investigations

If EMA receives information that a testing irregularity has occurred, that any individual has violated the terms of the Candidate Agreement, the Handbook, the SSAT Manual, or that any conduct of an individual, events, or conditions of testing may have compromised the integrity or validity of the SSAT, EMA reserves the right, but is not obligated, to investigate the matter to gather all relevant facts and determine what actions, if any, must be taken in response to the facts. EMA's policies on Violations and Investigations supersede EMA's Privacy Policy and all other policies that may conflict with this section of the Handbook.

Upon receiving notice from EMA that it is conducting an investigation under this provision, a candidate, parent or legal guardian, or test center staff member shall:

1. Fully cooperate with the investigation;
2. Disclose to EMA or its designee all knowledge that could potentially relate to the investigation;
3. Produce all documents and materials requested by EMA or its designee;
4. Upon request, submit to an in-person interview conducted by or on behalf of EMA; and
5. Truthfully and completely answer all questions asked by EMA or its designee.

A person's refusal to cooperate with any investigation or presentation of false or misleading information in relation thereto shall constitute a serious and material breach of the Candidate Agreement and shall serve as a separate and independent basis for EMA to take action against the candidate as described below. EMA may, in its sole discretion, take any of the following actions upon finding that you or your parent or legal guardian violated any term of the Candidate Agreement or the Handbook:



1. Prohibit you from taking the SSAT for a fixed period of time or permanently;
2. Terminate your SSAT administration prior to your completion of the test and require you to leave the test center;
3. Invalidate your score, before or after scores are reported, without a refund;
4. Require you to request special written permission to register for and take another SSAT;
5. Report your conduct and/or the findings of any investigation by EMA to all schools to which you have applied or may apply for admission, and other interested third parties;
6. Pursue civil legal action against you and/or your parent or legal guardian; and
7. Refer the matter for criminal prosecution if you engaged in criminal conduct.

### **Appeals for Investigation Disputes**

After a candidate, parent or legal guardian has received a written notice of violation and applicable sanctions to be imposed by EMA, the candidate will have thirty (30) calendar days to file a written request for appeal pursuant to EMA's Candidate Appeals Process. The sole consideration on appeal is whether EMA acted reasonably and in good faith in accordance with its own policies and procedures when making its decision. The candidate is required to file a written request for appeal, along with a statement describing the grounds for the appeal, why the appeal should be granted and all supporting evidence, with EMA, within thirty (30) calendar days of receipt of the notice of violation and applicable sanctions from EMA. A candidate's appeal will not be considered after such thirty (30) calendar day period has expired. The initial appeal will be decided by EMA staff, who will render a written decision on the appeal within thirty (30) days of receiving all of the candidate's submissions.

If EMA staff determine that a written request for appeal is filed in a timely manner and uphold EMA's original decision, the candidate may then submit a second and final level appeal for consideration by the Candidate Appeals Committee, which consists of three members of the Executive Committee of the Board of EMA. The Candidate must request a final level appeal in writing within five (5) calendar days of receiving notice that EMA staff upheld EMA's original decision. Three (3) members of the Candidate Appeals Committee will then decide the final level appeal. This appeals process shall not address any failures to pass any SSAT, nor include any challenges to individual examination questions, answers or scores. The sole consideration on the final level of appeal is whether EMA acted reasonably and in good faith in accordance with its own policies and procedures when making its decision. The Candidate Appeals Committee will deliberate and decide the appeal within thirty (30) calendar days of receiving the candidate's request for same. The decision of the majority of the members of the Candidate Appeals Committee present (including remotely via an online meeting platform) at the meeting to decide the appeal, at which a quorum is present, will be the decision of the Candidate Appeals Committee. The decision of the Candidate Appeals Committee is final and binding as to all matters related to the appeal. The candidate expressly waives the right to file a lawsuit or make any legal claims against EMA arising out of any investigation dispute.

### **Test Security**

#### **Video and Audio Surveillance**

EMA reserves the right to use, record and retain video and audio surveillance during testing for the purpose of ensuring the security and the integrity of the testing process. Video and audio recordings and images may be retained and used by EMA for as long as reasonably necessary to conduct



investigations and ensure compliance with the Candidate Agreement, the Handbook and all agreements related to the administration of the SSAT. EMA may disclose the contents of video and audio recordings to any third party for the purpose of enforcing its rights under all agreements related to the administration of the SSAT.

### **Data Forensics**

EMA uses Data Forensics as a basis for determining testing irregularities and improbable score results for enforceable actions. Data Forensics is the statistical analysis of exam data to identify irregular testing patterns indicative of invalid exam results, irregularities, test fraud and item harvesting. EMA relies on Data Forensics to determine whether scores should be withheld, invalidated, canceled or investigated further to determine whether a candidate violated the terms of the Candidate Agreement.

## **Results and Scoring**

### **Confirmation of Testing Experience Statement**

After testing has been completed, each time you take the SSAT your parent or legal guardian will be required to complete the following confirmation. It is available in their SSAT account at <https://portal.ssat.org>. The confirmation must be completed as soon as possible following the conclusion of each test administration. The confirmation cannot be completed prior to testing.

**Scores will not be released to the family or to score recipients for any SSAT administration if a parent or legal guardian has NOT completed this confirmation.**

### **Confirmation of Testing Experience Statement (You must confirm one of the following statements.)**

*Please note: Do not submit your **Confirmation of Testing Experience Statement** until **AFTER** your student has finished their test administration. You will not have another opportunity to report irregularities to EMA after you submit your Confirmation. Irregularities are problems that may have occurred during the test administration that interfered with the student's ability to complete the test. For example, a loss of power, sudden illness of the student, or other significant interruptions of testing.*

#### **Confirmation of no irregularities and acceptance of test scores.**

I confirm that during the (Test Mode) SSAT on (Test Date), my student, (Insert Name), did not experience any irregularities that interfered with their ability to demonstrate their abilities on the test. I understand by submitting this Confirmation, EMA will release my student's test scores from this test as soon as available to me and any score recipients I have listed. I understand that by submitting this confirmation, I am accepting my student's scores for this test and will have no further opportunity to report irregularities to EMA.

#### **Confirmation of irregularities and agreement not to score this test pending EMA's investigation.**

I confirm that during the (Test Mode) SSAT on (Test Date), my student, (Insert Name) experienced irregularities that interfered with their ability to demonstrate their abilities on the test. I understand by submitting this Confirmation, EMA will NOT score my student's test and will not release scores from this test to me or any score recipients I have listed. I understand it is exclusively my responsibility to email



[info@ssat.org](mailto:info@ssat.org) with all details regarding the irregularities experienced by my student during the test and that EMA will investigate the details and then decide, in its sole discretion, whether to invalidate the test score or whether the test score is valid and the score report can be released.

### **Who Will Receive Score reports?**

Your parent or guardian will receive the scores for your test, included in the price of the test fee. Additionally, any Association member score recipients you designate, whether before or after testing, will receive your scores, subject to the completion of the TES and any irregularities or investigations.

Please remember that your test center will NOT receive your scores unless they are a member of EMA AND you designate them as a score recipient.

### **How Do Students Receive Score?**

#### **Online (Free)**

After the completion of test processing, scores will be provided in your SSAT account, accessible at <https://portal.ssat.org>.

#### **Additional Delivery Methods**

You may additionally opt to also receive a printed copy of your score report via mail or FedEx or choose to additionally receive a score alert, which alerts you the moment your scores are available. These are additional, paid services available by purchase by your parent or legal guardian. You can learn more at <https://www.ssat.org/about/scoring/score-services>.

### **Third Party Recipients**

Only EMA's members may be designated as score recipients. EMA will not provide score reports to a third party, except as otherwise provided in EMA's [Privacy Policy](#).

### **How Do SSAT Member Score Recipients Receive Scores?**

Member score recipients you have designated will have secure, online access to your scores through an online portal called the Member Access Page (MAP) or through a secure, integrated data connection to EMA's database.

### **Score Reporting Timeline**

#### **Initial Release**

EMA will report scores to you and all score recipients that you designated within three weeks of the test administration. If your scores will be delayed beyond this point either due to an irregularity, investigation, or extended analysis process, EMA will notify you.

EMA regularly reports scores for most test administration faster than within 3 weeks, though this is not guaranteed. You can view typical release timelines on <https://www.ssat.org/about/scoring/scoring-and-release-schedule>.

#### **After Initial Release**



If you designate a score recipient after scores are available, the score recipient will have immediate access to your scores on their MAP.

### **When Can Score Recipients Be Added?**

Score recipients can be added during the time of registration, before the test, or after the test.

### **Right to Cancel Score Recipients**

You also have the right to cancel score recipients previously listed on your registration within one (1) business days after testing. This means that the cancelled recipients will not receive your SSAT scores, however, any remaining recipients will and you will as well. No refunds are provided for cancelling score recipients. If you do not cancel recipients within one (1) business day, the scores will be reported to all listed recipients and the scores cannot be withdrawn. Please be advised that if you add a score recipient at any time after EMA releases scores, the scores are immediately released to that recipient and they cannot be withdrawn. Do not add a score recipient after you have received your scores unless you are absolutely certain that you want the recipient to receive your scores.

### **Score Recipients vs. Score Advisors**

When you designate a score recipient, you authorize EMA to send score results from that test to that recipient. When you list a score advisor, you authorize that organization to view your scores and to send it to additional EMA recipients at their discretion. A score advisor has access to your basic score information, but not your entire score report including the writing sample. You may choose to list a score advisor as a score recipient as well so they receive a full score report.

### **How Do Score Recipients Use Results?**

Each member of EMA reviews and utilizes scores differently. If you have any questions regarding admission requirements or how a specific school will use your scores, please contact them directly.

### **Length of Score Availability**

SSAT scores are available for the current testing season (August 1, 2023 through July 31, 2024) and one additional testing season (August 1, 2024 through July 21, 2025). As of August 1, 2025, scores from this testing season will no longer be available to you from EMA nor may additional recipients be added.

### **Score Delays**

If, due to circumstances beyond EMA's control, scores will be delayed outside of the three-week time period, EMA will contact you and provide an update of the situation and estimated score delivery.

### **Right to Cancel Scoring of a Test**

You have the right to cancel scoring of your test within 24 hours after completing a test administration. EMA will not provide a refund for any test for which you request scoring cancellation. Once you submit a request to cancel the scoring of a test, you will neither receive nor have access to the scores for that test. When scoring of a test is cancelled, no results are provided to any listed score recipients. Please ensure you understand the difference between cancelling scoring of a test and cancelling score recipients before you take any actions. You should remember that you can cancel score recipients instead of fully cancelling your test.



## **Handscoring & Rescoring**

If you are concerned about the accuracy of the computerized scoring of a paper based SSAT or your student was scored at the wrong grade, review the details of these additional services at <https://www.ssat.org/about/scoring/score-services>.

## **EMA Will Not Score Incomplete Tests**

EMA cannot score a test where an entire multiple-choice test section is left incomplete. Students must attempt and have at least one selected answer for each multiple-choice section. SSAT will neither provide scores nor a refund for students that leave one or more multiple-choice sections incomplete. For paper-based Middle and Upper level exams, answers must be provided on the answer sheet and answer choices indicated within the test book will not count as an answer unless that student had provided documentation meeting EMA's guidelines demonstrating a disability and need for an answer-in-book testing accommodation.

## **EMA Does Not Modify Student Responses**

EMA will not modify student responses to SSAT test items, including writing prompts and multiple-choice questions, under any circumstances. Student responses to SSAT test items will not be deleted or modified in the scoring and evaluation of student test response data by EMA. Notwithstanding the foregoing terms, EMA may sometimes be required to interpret student responses, but such interpretations will be guided by the intent of the student as expressed in the student's response data and determined in EMA's sole discretion.

## **Score Interpretation**

EMA does not provide any score interpretation, qualitative analysis of your performance, or admission requirements for specific schools. Contact a school to which you are applying if you have any questions regarding admission requirements.

## **Superscoring**

EMA does not allow superscoring or the combining of your highest section scores from multiple test administrations. Therefore, each administration will only be reported in its entirety.

## **Writing Sample**

The writing sample section of the SSAT is not scored by EMA. A copy is forwarded to all listed score recipients. The writing sample is not provided to you unless the writing sample service is purchased (not available for Elementary). In the event a writing sample section is blank or the writing sample cannot be retrieved from media for students with accommodations, the test will still be valid, but the writing sample will be provided with an indication that the writing sample portion is unavailable. Students and families should understand that the writing sample is shared with all score recipients and will not be removed or modified in any manner by EMA after it is submitted by the student. Students should understand that if they elect to write about personal topics or disclose deeply personal or sensitive information about themselves, their families or others, all of the content contained in the writing sample will be shared with the score recipient. If a student is concerned about the disclosure of deeply personal or sensitive information, they should not include it in their writing sample.





In the case of a writing sample completed by a student with an approved laptop accommodation (for a paper based test), only the writing sample data submitted during the test administration will be used. EMA will not accept nor use any writing sample submitted after the end of the test administration.

### **Experimental Section**

The experimental section of the SSAT is not counted toward a student's scores but is used in testing test content for future exams. In the event an experimental section is left blank or not taken, the test will still be valid and scores will be reported.

### **Item Challenges**

SSAT utilizes a comprehensive test development and review process that ensures all test items on the SSAT meet demanding industry standards. However, if you believe an item on the test was inappropriate or invalid, please contact EMA immediately. Do not in any way try to retain or copy SSAT test materials for the purposes of an item challenge. Such actions violate test security and will result in the cancellation of your scores and the ability to take the SSAT in the future.

Instead, contact EMA as quickly as possible and provide any details you have regarding the item including the specific test section, question number, or your recollection of the item.

EMA will not make available, in any situation, the actual test materials or a copy of the content of the test materials for review by the student, parent, or schools. However, EMA will, in a reasonable amount of time, respond to your challenge indicating whether the item was inappropriate or invalid.

### **Use of Personal Information**

EMA Privacy Policy ("Privacy Policy") sets forth all of the terms and conditions that govern EMA's collection, use and disclosure of public and private information about you and your performance on the SSAT to third parties, including but not limited to schools, consultants and other persons. All policies and procedures contained in the Privacy Policy are hereby incorporated into and made part of this Handbook. You must read and familiarize yourself with the Privacy Policy, which can be viewed at ([ssat.org/privacy-policy](http://ssat.org/privacy-policy)). As noted above, the terms contained in the Handbook about Violations and Investigations supersede the terms of the Privacy Policy to the extent that they may appear inconsistent.

### **Conflict of Interest**

In order to ensure the integrity of SSAT testing and the school admission process, it is important that no person involved in the administration of the SSAT has a conflict of interest. As part of its conflict of interest policy, EMA prohibits test center staff from participating in the administration of the SSAT to any candidate to whom they are related by blood, adoption or marriage, or with whom they reside. Nor are test center staff permitted to participate in the administration of the SSAT to any candidate for whom they have provided tutoring or test preparation services for the SSAT. You and your parents or legal guardian are obligated to abide by the same conflict of interest policies as test center staff. You and your parent or legal guardian must accordingly notify EMA in writing of any person to whom you are related, with whom you reside, or from whom you have received SSAT preparation services if you have any reason to believe that the person may participate in a future administration of the SSAT to you. If, at the time you appear at the test center for your SSAT, you recognize any person with a conflict of interest



who is about to participate in the administration of the SSAT to you, you must notify the test center administrator and/or proctor immediately, and you may not take the exam. Under these circumstances, you will be required to reschedule your SSAT at another location on a future date, but you will not be charged a cancellation or rescheduling fee.

If your parents or legal guardians or any immediate family member work for EMA, for any Vendor of EMA that has access to secure test materials, or any individual who has acted as an EMA item writer for the last 5 years, you must notify [copyright@enrollment.org](mailto:copyright@enrollment.org) about this conflict of interest and receive a special letter of authorization from EMA before registering for or taking an SSAT. You may be subject to additional registration and/or test administration requirements that will enable EMA to ensure the validity of your exam results.