



Report
Test Security
Violations at:
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2023–2024

Elementary

SSAT Test Administration Manual

Contains:

SSAT Policies & Procedures

Proctor Training Section

SSAT Test Script





Contact Info

Phone

609–527–3877

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

Email

testgroup@enrollment.org

Find SSAT Online

ssat.org

Access Your SSAT Member Access Portal (MAP) Online

portal.ssat.org

Personalized SSAT Administrator/Proctor Training

Email testgroup@enrollment.org for information about personalized SSAT training as a new test center, for a new test administrator, or just as a refresher!



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Honoraria

Honoraria are completed and submitted online through your Member Access Portal (MAP).

Group administrations made primarily with fee waivers may not be eligible for honoraria.

- Honoraria are payable for all “open” Flex administrations, regardless of the number of registrants.
- Honoraria are payable for “closed” Flex administrations in which 16+ students are tested.
- Educational consultants, access organizations, and any members charging an administration fee for a test are not eligible to receive honoraria. See pg. 12 for more information about Flex administration fees.

2023–2024 Honoraria Rates

Total Registrants	Honoraria Payable
0 (due to absence)	\$88
1 to 15	\$199
16 to 30	\$321
31 to 50	\$444
51 to 85	\$663
86 to 110	\$883
111 to 150	\$1,051
151 to 200	\$1,424
201 to 225	\$1,546
226 to 250	\$1,701
251 to 275	\$1,869
276 to 300	\$2,017
301–325	\$2,171
326–350	\$2,309
351–375	\$2,461
376–400	\$2,610
401–425	\$2,771
426–450	\$2,926
451–475	\$3,054
476–500	\$3,223
501–525	\$3,364
526–550	\$3,534
551–575	\$3,681
576–600	\$3,816

**Only for member school “open” administrations
Honoraria are not payable for an administration if an administration fee was charged of any student.*

2023–2024 Testing Accommodations

Total Examinees per Room	Honoraria Payable
0 (due to absence)	\$88
1 to 5	\$211
6 to 10	\$321

Testing accommodations honoraria are calculated based on:

- The number of rooms used
- The average number of students per room, based on the number of TA students registered

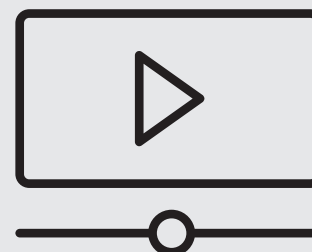
e.g. – if you have 12 TA students and 4 rooms were used, the average number of students in each room is 3. Therefore the payment per room is \$211 (1 to 5 students per room).

Videos Available!

Look for video link icons throughout this manual.

Watch Video on this Topic

www.enrollment.org/admintraining





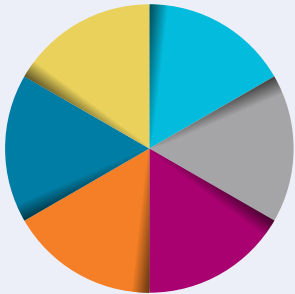
Proctor Training

Overview

- Administrators are responsible for training proctors before testing.
- By completing the Proctor Agreement, proctors indicate that they are familiar with the policies and processes of SSAT testing.
- Proctor training should consist of:
 - Reviewing this entire manual, especially the proctor training section
 - Watching related SSAT training videos
 - Discussing test administration questions with the test administrator
- Administrators should be well versed in all proctor areas in order to provide guidance and assistance.

Proctoring Basics

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

	Instruction/Rule	Details
General	Proctoring is a full time job. Do not eat, drink, use a cell phone or computer, or try to do other work while proctoring.	<ul style="list-style-type: none"> • Distracted proctoring causes irregularities and mistimings, prevents proper supervision, and threatens test security.
	<p>Follow the “DO” and “SAY” instructions EVERY TIME.</p> <div style="border: 1px solid black; padding: 5px;"> <p>DO Write your test center’s 4-digit code on the front board.</p> <p>SAY Welcome to today’s SSAT administration. Please listen carefully while I explain the rules and details regarding this test.</p> </div>	<ul style="list-style-type: none"> • Every test taker must be provided the same instructions for testing to ensure fairness and standardized testing. • Do not summarize or skip instructions. • Use a regular voice. • Do not speak too fast. • No section, including the writing sample, may be omitted.* • Tests cannot be scored if the entire test was not administered.
	<p>Administer the entire test.</p> 	<ul style="list-style-type: none"> • No section, including the writing sample, may be omitted.* • Tests cannot be scored if the entire test was not administered. <p>* Section 5, the experimental section, is never provided to test takers approved for 1.5x time.</p>



Instruction/Rule

Details

The SSAT does NOT have the same rules and procedures as other standardized tests.



- Remember to follow the specific SSAT rules and requirements contained in this manual.

The companies, testing programs, logos, and trademarks listed at left are not affiliated with the SSAT or The Enrollment Management Association.

When necessary, use your own words to clarify test instructions.



- It is OK to use your own words to clarify when a student does not understand the instructions.
- Do not clarify test content or the meaning of words that are part of test questions or answers.
- You may not provide instructions, assistance, or take any action that influences a student's answer choice or decision to respond in any way.

Proactively Support Diversity, Equity, Inclusion, & Respect




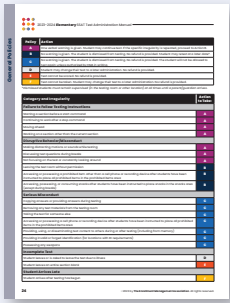


- Treat each test taker with the same level of respect, attention, and support throughout testing.
- Do not treat test takers you know and don't know differently.
- Especially as it relates to vigilant proctoring, spend an equal amount of time watching each test taker. Do NOT focus on any individual because of their race, gender, ethnicity, appearance, use of accommodations, use of a head covering, etc.
- Refer to all test takers by their first name. Refrain from making gender assumptions or using gender specific pronouns or titles such as "Mr. Smith."

All staff involved in SSAT administrations open to the public must use a provided name tag.







- Administrators, proctors, and all staff involved with SSAT administration must use an SSAT name tag for all "open" administrations (those tests for which registration was open to the public).
- Name tag labels are included in the test material shipments for all "open" administrations.
- Write the full first name and first initial of the last name on each name tag. (e.g., for John Smith, write "John S.")



	Instruction/Rule	Details
Preparation	<p>Verify the test room meets all requirements.</p> 	<ul style="list-style-type: none"> • A comfortable temperature, good lighting, a clock, and other elements are required. • Use the checklist on the room record (page 31) to ensure the room is properly set up.
	<p>Know how to respond to common irregularities BEFORE they happen.</p> 	<ul style="list-style-type: none"> • Review the irregularities list and the required actions on page 24. • Knowing how to respond properly will: <ul style="list-style-type: none"> ◦ Ensure you take the right action ◦ Alleviate stress when problems arise
Security	<p>Use the “Stop & Move” method when proctoring.</p> 	<ul style="list-style-type: none"> • Spend most of your time stopped at VARIOUS locations throughout the room. • While stopped, watch students carefully for prohibited items and inappropriate actions. • Move throughout the room WITHOUT A REPETITIVE PATTERN. • While moving throughout the room, ensure students are in the proper section.
	<p>Never leave test materials unattended.</p> 	<ul style="list-style-type: none"> • Test materials must be secure before, during, and after the test. • Do not leave materials accessible to students and families during check-in. • If materials are kept in a test room prior to testing, that room must be locked. • During breaks, a proctor must stay with the test materials.



Instruction/Rule	Details
<p>Pay attention to the room when assisting an individual test taker.</p> 	<ul style="list-style-type: none"> • When assisting an individual: <ul style="list-style-type: none"> ◦ Position your back to the wall or corner so you can see the room. ◦ Use your peripheral vision and make a point of looking up at the other test takers.
<p>Be wary of distractions.</p> 	<ul style="list-style-type: none"> • Distractions or unruly test takers can create an opportunity for other test takers to gain an unfair advantage. • Be alert for other things that may be going on if a distraction occurs.
<p>Monitor hallways during breaks.</p> 	<ul style="list-style-type: none"> • If test takers are allowed access to hallways and restrooms during breaks, monitor the hallways. • Access to hallways cannot be permitted during breaks if it would allow test takers to interact with non-test takers.
<p>One test taker in the restroom at a time.</p> 	<ul style="list-style-type: none"> • During testing, students must not be allowed to interact with others in hallways or rest rooms. • Students cannot make up time missed from restroom breaks taken during testing. • During breaks, more than one student may be allowed to use the restroom at a time.



Instruction/Rule

Details

Prohibited items are a Threat



- Prohibited items represent the greatest threat to the validity of the SSAT.
- Test takers trying to use prohibited items to gain an unfair advantage are REAL!

Prohibited Item #1: Cell Phones

Follow SSAT Procedures Exactly.



Check-in

- Advise it is best for parents/guardians to keep student phones.
- Allow test takers to keep phones, but advise them of the requirement to turn them off and give them to the proctor once they reach the testing room.

Arrival at Room

- Ask each test taker to turn off cell phone.
- Ensure phones are placed in the prohibited items area.
- Ensure each student turns out pockets.
- Possession of a cell phone is grounds for dismissal without warning.

Prohibited items Found During SSATs:

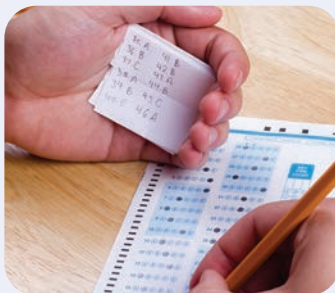


Includes:

- Inexpensive hidden cameras in glasses, pens/pencils, and large jewelry.*
- Simple notes and "cheat sheets."

If you have a concern about a suspicious item:

- **Ask to see it.**
- **If you are concerned, place it in the prohibited items area.**
- **If a student refuses to relinquish the item, do not allow them to test, but do not confiscate the item. Notify EMA immediately.**



* This is the reason pens, mechanical pencils, and many other everyday items are prohibited on the SSAT. Likewise, coats and hats make concealing such items easy.


Instruction/Rule
Details
Never Allow Test Takers to Choose Their Seats.


- You must choose where each test taker sits.
- Do not seat groups arriving together or individuals who appear to be friends next to each other.

No items on the floor. No clothing on the chair.


- All items must be placed in the snacks area or the prohibited items area.
- Only extra pencils and the admission ticket may be kept by test takers. Passports and ID may also be kept.
- If a test taker removes any article of clothing during testing, it must be placed by the proctor in the prohibited items area.

Test takers must not be allowed to discuss test content on breaks.


General comments are ok:

- "I think I did well."
- "That was harder than I expected."

Test takers may not discuss specific test content:

- "What did you get for that math question with the triangles?"
- "I didn't know what the word 'superfluous' meant."

Discussing test content is an irregularity:

- 1st offense: verbal warning
- 2nd offense: dismissal

Ensure each student is working in the correct section.


- Test books have the section number printed at the top of every page.
- Working in wrong section is an irregularity:
 - 1st offense: verbal warning
 - 2nd offense: dismissal



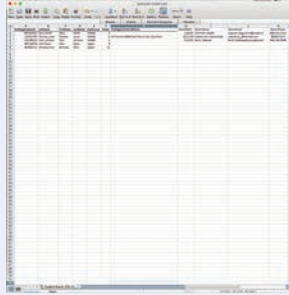
Proctor Training (Accommodations)

Testing Accommodations

Instruction/Rule

Details

Provide ONLY the testing accommodations listed on your roster.



- Contact EMA if you have any questions or need to confirm an accommodation.
- Check the roster on your MAP.
- If an accommodation that was not approved by EMA is provided, the test may be considered invalid and may not be scored.

Testing accommodations ensure individuals with disabilities are able to demonstrate their ability; they may require additional attention.



- Ensure you spend additional time, if necessary, with test takers who have accommodations.
- Be sensitive and supportive of the needs of those with accommodations while following all testing policies.

Refer to the specific instructions on pages 20–23 for each accommodation.



- This will ensure you provide all accommodations as required.
- EMA will work with you separately before testing regarding any “other” accommodations so that you understand what is required and should be provided.

Understand how test takers with accommodations must be grouped.



- Test takers must be grouped and tested based upon their accommodations.
- Refer to the grouping information on page 22 to understand how test takers must be grouped.
- The test roster on your MAP provides guidance for proper grouping.
- Each grouping will require an additional room and proctor.



Instruction/Rule

Details

Proctors may NOT serve as readers and scribes.



- The core function and job responsibility of a proctor is to administer the SSAT.
- Proctors are NOT permitted to also act as a student’s reader, scribe, or provide any other accommodation services for a test taker.
- Proctors must remain in the testing room at all times, even if a reader, scribe, or other accommodation assistant is in the room.

Do not announce testing accommodations or openly indicate that a test taker has accommodations.



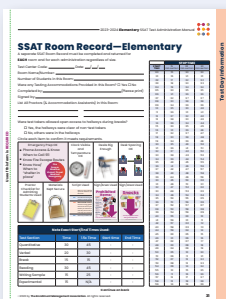
- Be discreet in discussing student testing accommodations during both check-in and testing.
- Remember, accommodation information is private, protected information.
- Accommodations approved for all test takers in a room may be discussed with the group.

Test takers must be provided the full amount of time they are due for each section.



- Test takers are NOT allowed to “finish a section early” and continue on to the next section.
- A student may decline an extra time accommodation only before testing begins.
- Once testing has started, the same time schedule must be used for the remainder of testing.

Parents/Guardians may decline any accommodation.



- Parents/Guardians may request a student not be provided an accommodation, except:
 - When this would require another room or proctor that is not available.
 - Once a test has begun, alternate timing, such as 1.5x timing, cannot be declined.
 - Note any declined accommodations on the room record; however, do NOT report unused accommodations as an irregularity.



Flex Test Information & Process

What is a Flex test?

A Flex test is an SSAT administered on any day of the testing year that has been setup to flexibly support student testing. Flex tests cannot be scheduled on Saturday Standard test dates.

NEW!

How often can students take a Flex test?

Elementary level students may take only one Flex test between August 1, 2023 and July 21, 2024. The last day for Flex testing is July 21, 2024. From July 22, 2024 through July 31, 2024 testing is unavailable as current test materials are returned and preparations are made for the next testing year.

It is important to check with students to see if they have already taken a Flex test before you schedule testing.

Can I charge an administration fee?

All EMA members may charge an additional administration fee (in addition to the test registration fee) for “closed” Flex tests they are administering, provided that they advise the family of the administration fee prior to registration.

The administration fee itself is set at the discretion of each member and is not reviewed by EMA, however, it may not exceed \$500 per test.

The administration fee must be the same for those with and without testing accommodations.

Members who charge an administration fee from any test taker for any specific administration may NOT request honoraria for that same administration, regardless of the number of test takers.





1

Schedule a Test



Step 1: Decide on a test date.



Step 2: Decide on an “open” or “closed” test (*see below*).



Step 3: Create the test on your MAP.

Date Exclusions

Flex testing cannot be scheduled on the 6 Saturday Standard test dates.

Open vs. Closed

Open tests are listed on ssat.org and open to the public for registration. Closed tests are only available for registration to those you invite.

When you create a closed test, you will be given an access code unique to that test to provide to those you invite to take the test. Students must enter that code during registration in order to see and select the closed date.

If your test center requires proof of COVID vaccination, or requires a COVID-19 test result, you must set your tests to Closed and clarify these requirements to families before providing them an access code.

Notes:

- You cannot create a test fewer than 5 business days in the future if you need more materials or are creating an open test.
- If you already have materials, you can schedule a closed test for the same day.



2

Order Materials



Step 1: Know if you'll use on-hand or scheduled Flex materials.



Step 2: Order materials on your MAP. *Flex test materials are **NOT** automatically sent to you when you schedule a Flex test.*

On-Hand Materials

- On-hand materials are materials you keep at your location. This allows for fast and flexible testing.
- You will need to return all unused On-Hand materials by July 22, 2024, as the final day of Flex testing is July 21, 2024
- On-hand materials are delivered in a red tote and completed tests are returned individually.
- If you provide a number of individual or small group administrations, on-hand materials are the way to go. There is a limit on how many on-hand materials you may order.



Scheduled Materials

- Scheduled materials are provided for a specific administration. All scheduled materials, both used and unused, must be returned immediately after the test.
- There is no quantity limit for scheduled materials.



Notes:

- EMA recommends allowing at least 2 weeks for test material orders to be processed and shipped.
- For your convenience, scheduled materials can be ordered when you schedule a test.





3

Register Students



Step 1: Determine if students will register themselves or if you will batch register them.



Step 2: Advise students to register, or complete batch registration.

Registration at ssat.org

- Students can register for any Flex test at ssat.org.
- Be sure to provide the access code for all closed Flex tests.

Batch Registration

- You may choose to register some or all students by completing and submitting a spreadsheet on your MAP.
- You will receive an invoice within 30 day after tests are scored. Payment terms are net 30. You may review invoices and payments by logging into your MAP, going to My Profile, and selecting the Order History tab. Do not include any payment with the returned test materials.
- You will need each student's information including name, date of birth, grade, address, contact information, and parent/guardian name. Additional policies and requirements are listed in your MAP as part of the batch registration process.



Test!





Flex FAQs

How many times can a student take a Flex test per testing year?

Each student may only take one Flex test between August 1, 2023 and July 21, 2024.

Can I administer the Flex test anywhere or bring a Flex test with me when I travel?

No. You may only administer the Flex test at the test center location approved by EMA. You may not transport test materials off premises for any reason without written approval from EMA.

Where can I learn more about batch registration?

For more information, email testgroup@enrollment.org. We can set up a call or demonstration to help you get going.

When do test materials need to be returned?

If you are using on-hand materials, return only the completed answer sheets and used books within one business day. If you are using scheduled materials, you must return all the used and unused materials within one business day after the test.

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

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





Administrator— Pretest Checklists

Each week before the test (starting 2 months before)

- ✓ Review the number of registered test takers on your MAP.
- ✓ Ensure you have enough proctors/rooms (especially for any students with accommodations).
- ✓ Ensure proctor agreements have been completed—see below.
- ✓ Review and follow the Emergency Preparation section on page 19.

NEW!

1–2 weeks before the test

- ✓ Review and consider the remaining administrator preparation steps on page 19.

Get ready for material delivery

- ✓ Test materials are shipped automatically one week prior to testing (excluding Flex materials)
- ✓ Ensure your staff is ready to:
 - Accept the test material shipment
 - Secure it immediately
 - Notify you upon receipt
- ✓ A tracking number for each shipment will be emailed to the test administrator.

1 day before the test

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

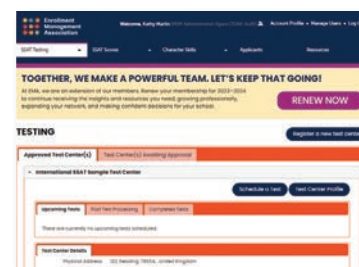
Proctor Agreements

- Every proctor must complete an online proctor agreement each testing season (August 1st to July 21st) before they proctor a test.
- To add a new proctor, send proctor agreements for new and existing proctors, and/or check to see if agreements have been completed, click “Manage Proctors” on your MAP.
- Test administrators do not need to complete a proctor agreement, unless being paid honoraria, however, they must follow all rules and guidelines for proctors when proctoring.
- Proctors subject to U.S. taxation must indicate so, provide their Social Security number, and securely provide W9 information. Failure to do so will delay honoraria.

NEW!

Proctor Requirements

- 18 years old.
- Lawfully permitted to work pursuant to the laws in the jurisdiction where the test center is located.
- Must not have provided SSAT tutoring or test preparation support to any test taker who is testing.
- Must not have been found guilty, liable, or responsible for any form of child abuse or crime against a minor.

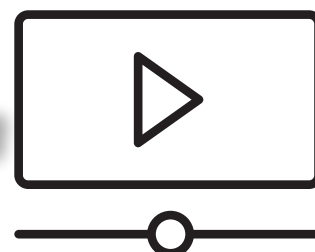


portal.ssat.org



**Watch Video
on this Topic**

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



NEW!



Upon Material Receipt

Check Materials

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

The following materials are included with your shipment:



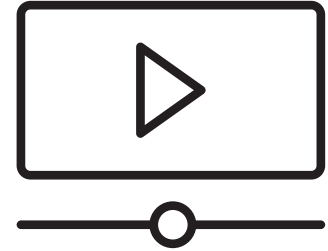
Shipment Summary
Details all materials included in shipment



Extra Pencils
Pencils are not provided for each student. Pens may not be used.



FedEx Return label



Watch Video on this Topic

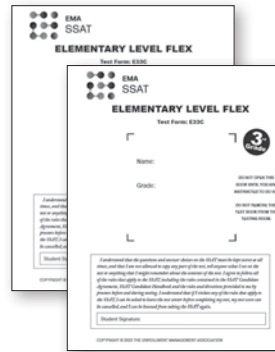
www.enrollment.org/admintraining



Elementary Test Administration Manual



Writing Sample Scrap
Scrap paper provided for writing sample



Test Books
Students mark their answers directly in test book



Test Materials Return Bags

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

If you are receiving:

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

- FedEx envelopes and multiple return labels
- Additional administrator forms for testing

Notes:

- For use with small and individual administrations
- Keep all “On-Hand” materials, including any additional orders, in this red tote in a locked, secured location year round
- Retain until July 21, 2024 or until no longer needed; return completed tests individually.



“Scheduled” Flex Shipments Cardboard Box also Contains:

- A return bag for completed answer sheets

Notes:

- For single administrations of 10+ students
- Return all used and unused materials together
- Be on the lookout for the SSAT security tape to identify & quickly secure your materials upon receipt



You may not mix or cross use “On-Hand” and “Scheduled” Flex materials.



Administrator Preparation

NEW!

Emergency Preparation

Test administrators must maintain a comprehensive safety and security program and comply with it in all respects in carrying out their duties for the test center. Such a comprehensive safety and security program shall include protocols for preventing, preparing for, detecting and responding to any incident that could threaten the safety or security of any human being in or near the Test Center or the surrounding premises on the day of any SSAT administration.

Test administrators shall train proctors and staff how to respond to any incident that could threaten the safety or security of any human being in or near the Test Center or the surrounding premises on the day of any SSAT administration. As a part of your training, ensure all proctors and staff:

- Have a cell phone set to “silent” or access to a phone, know how to dial out, and when to dial 911
- Know fire escape routes from their testing room/area
- Know when and how to “shelter in place” (weather or violent threat)
- Know the safety of test takers and staff is more important than anything else in this manual

**Fire
Severe
Weather
Violent Threat
Medical
Emergency**

Multiple Test Rooms?

Consider:

- Separating test takers among rooms by level to simplify test book distribution.
- Separating each room’s test materials ahead of time, including testing accommodation materials.
- Having check-in staff write the room number on the admission ticket to make finding rooms easier.



Proctor Breaks

Plan a schedule for proctor breaks.



Test Room Problems

If a problem with a room cannot be fixed on test day, will you have access or keys to other rooms?



Test Taker Breaks & Hallways

Before testing, determine if students will be able to access the hallways during breaks and advise all proctors.

Reminder: test takers cannot access hallways during breaks if other individuals or activities will be present in the hallways.



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



Testing Accommodation

Approval

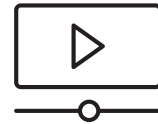
- Only accommodations listed on your roster may be provided.
- Tests provided with unapproved accommodations will not be scored.

Administration

- Reference the information on page 22 to understand how to separate students with testing accommodations into separate rooms. There is always a maximum of 10 students with accommodations per room.

**Watch Video
on this Topic**

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



Accommodations without Equipment

Small Group Setting (10 or fewer test takers)

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

50% Additional Time (1.5X Time)

- Test takers approved for 1.5x time must be provided the full time allotted for each test section before moving onto the next section, even if the test taker has finished answering all test items in a section.
- 1.5x timing is provided in parentheses in the script and provides at least a 5-minute break between each section.

Reader

- **Those approved to have a reader assist them during testing are responsible for identifying and providing this individual on test day.**
- This individual must be at least 18 years of age, CANNOT be a family member, and CANNOT be an individual who has provided SSAT tutoring for the test taker.
- Readers must be given their own test book and are permitted to read all text which the test taker would be responsible for reading.
- The reader's book should be marked with the test taker's name and "READER BOOK."
- The proctor, not the reader, must read all test instructions that are normally read by the proctor.
- Readers must read all test material verbatim to maintain standardization and test validity and are NOT permitted to clarify, elaborate, or provide alternate descriptions, interpretations, or suggestions.
- All the test taker's questions (except for asking the reader to repeat something) are to be made to the proctor.
- Ensure readers complete the included non-disclosure agreement before testing begins as part of the check-in process on test day.
- If the test taker has been approved for both the use of a reader and a scribe, the same individual may serve in both of these roles.
- Test takers approved for the use of a reader must be tested individually.
- Readers should not motion or point to individual answer choices.



Scribe

- Those approved to have a scribe assist them during testing are responsible for identifying and providing this individual on test day.
- This individual must be at least 18 years of age, CANNOT be a family member, and CANNOT be an individual who has provided SSAT tutoring for the test taker.
- Scribes are permitted to transcribe verbal information provided by the test taker when completing the writing sample portion of the SSAT and may also fill in the answer sheet for them for all other sections.
- Any verbal information provided by the test taker MUST be transcribed verbatim by the scribe and these individuals are NOT permitted to clarify, elaborate, or provide alternate descriptions, interpretations, or suggestions.
- All the test taker's questions (except for asking the reader to repeat something) are to be made to the proctor.
- A non-disclosure agreement is NOT required for individuals acting only as scribes.
- If the test taker has been approved for both the use of a reader and a scribe, the same individual may serve in both of these roles. Test takers approved for the use of a scribe MUST be tested individually.

Large Print Test Materials (Times 22pt.)

- Those approved for the use of a large print test book will be provided a test book and answer sheet in the test materials shipment utilizing a 22pt Times typeface.
- Those approved for the use of a large print test book may choose to use the provided large print answer sheet or may choose to use a standard answer sheet.

Braille Materials

- Those approved for the use of Braille materials will be provided a Braille test book.

Diabetic Supplies (Individual testing, prescription medication, snacks/water, monitoring kit)

- Those approved for the use of diabetic supplies are permitted to bring all equipment and items necessary to monitor and control blood sugar levels during testing.
- Those approved for the use of diabetic supplies are permitted to consume snacks and drinks throughout testing.
- Those approved for the use of diabetic supplies must be tested individually.
- Those approved for the use of diabetic supplies are permitted to take up to one 20-minute break during any test section to address their medical needs.
- **Test takers who use a cell phone application to monitor blood sugar levels must be separately approved and accepted for test security reasons. Unless EMA has specifically granted cell phone approval, a cell phone may not be used.**

Prescription Medication with Water

- Those approved for prescription medication(s) with water are permitted to keep their medications with them at all times and may keep a bottle of water either at or around their desk in the event it is needed.
- Prescription medication(s) must be contained within an original prescription bottle prescribed to the test taker. No unmarked medications are permitted in the testing room.
- All medication must be self-administered by the test taker.

Inhaler & Epi-pens

- Students that require access to epi-pens and/or inhalers for emergency purposes during testing are not required to request access to these medications. Students must advise the proctor or test administrator they have an emergency inhaler or epi-pen.



Accommodations with Equipment

- The accommodations listed in the section below include the use of additional equipment.
- **In addition to the specific notes below, the test taker is responsible for providing all equipment unless you have been otherwise notified by EMA.**
- When registering, parents/guardians are notified of this responsibility.
- At no time may students share any approved equipment.
- Individual students that have specific EMA approval for equipment that is otherwise prohibited, are authorized to use that equipment.

Calculator (4-function only; may contain %, √, +/-, M-, M+, and MRC)

- Only a basic four-function calculator is permitted.
- The calculator may only be used during the two quantitative sections.
- The use of scientific calculators, calculator watches, or calculator programs on laptops or cell phones is prohibited.

Laptop with Spell Check for Writing Sample (Cannot be used during other sections)

- Test takers must also bring a USB flash drive or writeable CD/DVD to save their work.
- Test takers are notified that printers are not available at test centers.
- The laptop can only be used during the writing sample section.
- Test takers are allowed to use “spell check.”
- USB flash drives or CDs/DVDs submitted for processing will not be returned.
- Ensure test takers are only using a word processing program and NOT using any other program or the internet.
- Test takers must provide the writing sample prior to being dismissed from testing.
- Test takers are responsible to transfer their writing sample to media, however, a proctor may assist if they so choose.

Ruler

- The ruler cannot exceed 12 inches in length or be a measuring tape.
- The ruler cannot have notes or other writing on it.

Highlighter

- The highlighter cannot be used on the answer sheet.

Graph Paper

- Inspect graph paper prior to testing to ensure it has no text or writing on it.

Hearing Aids and/or Devices (Includes hearing aids, cochlear implants, and/or use of an FM system)

- Test taker may also bring extra batteries for these devices.

Seat Cushion or Pillow

- This item should fit reasonably on the seat and may be used throughout testing.

Testing Accommodation Groupings

Test takers with accommodations must be tested separately from those without accommodations.

They must also be further separated based upon their specific accommodations:

- Test takers approved for 50% additional time must be tested separately from other test takers in a group no larger than 10.
- Test takers approved for diabetic supplies must be tested separately and individually.
- Test takers approved for a reader, scribe, or individual testing must be tested separately and individually.
- Those approved to use equipment can now be tested in the same room with those who are not, to increase accommodation availability. If you have sufficient space and proctors, you may separate students with and without equipment needs and EMA will pay the additional proctor honoraria.



General Policies

Score Integrity

The Enrollment Management Association (EMA) is committed to reporting scores that accurately reflect the performance of the examinee. For this reason, EMA maintains test administration and test security standards designed to ensure that all examinees are given the same opportunity to demonstrate their abilities and to prevent some examinees from gaining an unfair advantage over others because of testing irregularities or improper conduct. EMA reserves the right to cancel or withhold any test score if, in its sole judgement, (1) there is a testing irregularity, (2) the examinee engages in improper conduct, or (3) there is reason to question the test score's validity. EMA also reserves the right to question and review the circumstances and details surrounding any test administration with the test administrator.

Sickness During Testing

In the sole discretion of proctor or test center administrator, if you witness a student exhibiting symptoms of an illness that will likely impact or is impacting the student or other test takers, you may stop that student's exam or refuse to admit them to testing.

If the sickness occurs during testing, contact the parent or legal guardian listed on the roster to notify them to report to the test center to pick up the student. If a test is stopped due to illness, the test will not be scored. EMA will, however, allow that student to reschedule so that they can retake the SSAT within the current academic year free of charge.

COVID Requirements

See COVID rules and requirements on the back cover of this manual.

Irregularities

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

Whenever an irregularity occurs, take notes regarding the irregularity and review the charts to see if immediate action is required. Note any actions taken.

After testing, submit any irregularities online via your MAP. If you have any questions during testing regarding an irregularity or the proper actions to take, call EMA at 609-527-3877 from 9:00 a.m.—4:30 p.m. EST, Monday—Friday or email testgroup@enrollment.org.

If no irregularities occurred, check the box on your MAP indicating that no irregularities occurred, and submit.



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

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

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



Administrator— Inclement Weather/Site Problem

- The administrator must determine if the test center should close due to inclement weather or other problem.
- The safety and security of students and proctors should always be of primary concern.
- Follow the steps below immediately once you have decided to close.
- **Except in extreme situations, you must notify EMA by 12 noon EST the business day before your test if you will be closing.** This ensures enough time for notification of test takers by you and EMA.

NEW!

Checklist for Closing

- ✓ Notify EMA of the closure by email (testgroup@enrollment.org) **AND** phone (609-527-3877). (We will inquire about rescheduling the test and answer any questions you have.)
- ✓ Using the roster and SSAT form letters from the “Resources” section on your MAP, email all students regarding the closure. (If possible, also call all students regarding the closure.)
- ✓ If possible, leave a message on your test site contact phone number indicating the closure and/or post a notice at the test site.



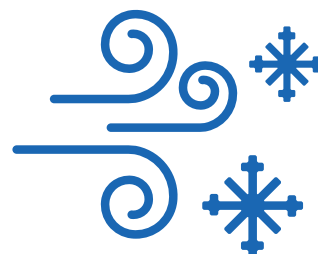
What EMA will do:

- EMA will post all closure information directly on ssat.org/alerts.
- EMA will also email all test takers regarding the closure, and copy the test administrator. (Emails from both the test administrator and EMA help ensure each family is contacted.)
 - EMA’s email will provide the rescheduled test date if known.
 - EMA’s email will also explain the family’s options to:
 - Test on the rescheduled date (no further action necessary),
 - Transfer to any other date/location during the current testing season (without fee), or
 - Receive a full refund and not test.



Facility Problem or Relocation

If a problem prevents testing at the original location or building but alternate space can be used on campus or at a nearby location, contact EMA.





Test Day Information

Check-in Area Setup & Process

Signage to the Check-in Area

- Use signs from this manual to guide families to the check-in area.
- If necessary, use signs from the parking area all the way to check-in.

Roster

- Ensure you have the roster from your MAP.
- Remember not to print earlier than the day before the test.
- Consider separating the roster alphabetically to allow more than 1 check-in person.

Check-in Area

- Select a foyer or location near the entrance.
- The check-in area should include a table and be set up as shown.



Inclusivity Note

Refer to all test takers by their first name. Refrain from making gender assumptions or using gender specific pronouns or titles such as “Mr. Smith.”

Cell Phone/ Prohibited items

It is best for parents/guardians to retain cell phones and prohibited items.

However, test takers **MUST** be allowed to keep cell phones. They must follow directions in the testing room to turn off and place the phone (and other prohibited items) in the prohibited items section when prompted.

Call EMA
9:00 a.m. – 4:30
p.m. EST
609-527-3877
with any check-in
questions

Check-in Desk Process

- Request and check admission ticket (printed or on phone).
- Mark present on roster.
- Verify test taker’s name, registration ID, and grade.
- Prompt the test taker’s parent/guardian that it is best for them to keep prohibited items and cell phones—see note at right!
- Advise parent/guardian that they cannot:
 - Enter the testing room.
 - Access the hallways during testing.
- Direct the student to their testing room.

Notes: *Test takers without an admission ticket should be admitted if they are on the roster.



Proctor

Room Selection & Setup

Often the test administrator will have selected rooms previously. Proctors must still ensure rooms are set up and arranged to meet all requirements or notify the test administrator so that another room can be used.

Select Rooms:

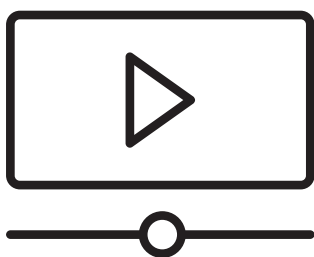
- Away from noise
- Near restrooms (including gender neutral restrooms where available)
- With good lighting
- With a comfortable temperature (ideally where you can adjust the temperature)
- Where test takers and proctors can move around easily
- That best work with emergency preparations and physical security

Rooms must have these features:

- A clock (at front or side of students)
- Desks or tables:
 - Where test takers have enough room for an open test book
 - That provide 3 ft or 1 meter of spacing between test takers
- Space for:
 - A separate area for snacks
 - A separate area for prohibited items (not near a door or immediately next to test takers)
 - A board, easel, or place to write information for test takers set to the front or side of students—tape blank paper to the wall if necessary.

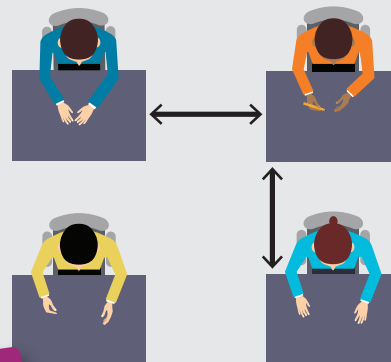
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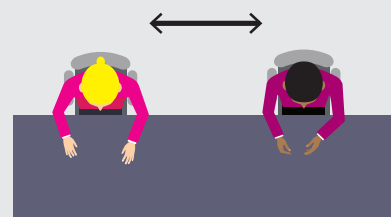


Acceptable

Using separate desks 3 feet (1 meter) apart*



Using shared tables where test takers are 3 feet (1 meter) apart*



*Increase as necessary for social distancing requirements.

Unacceptable

Test takers facing each other

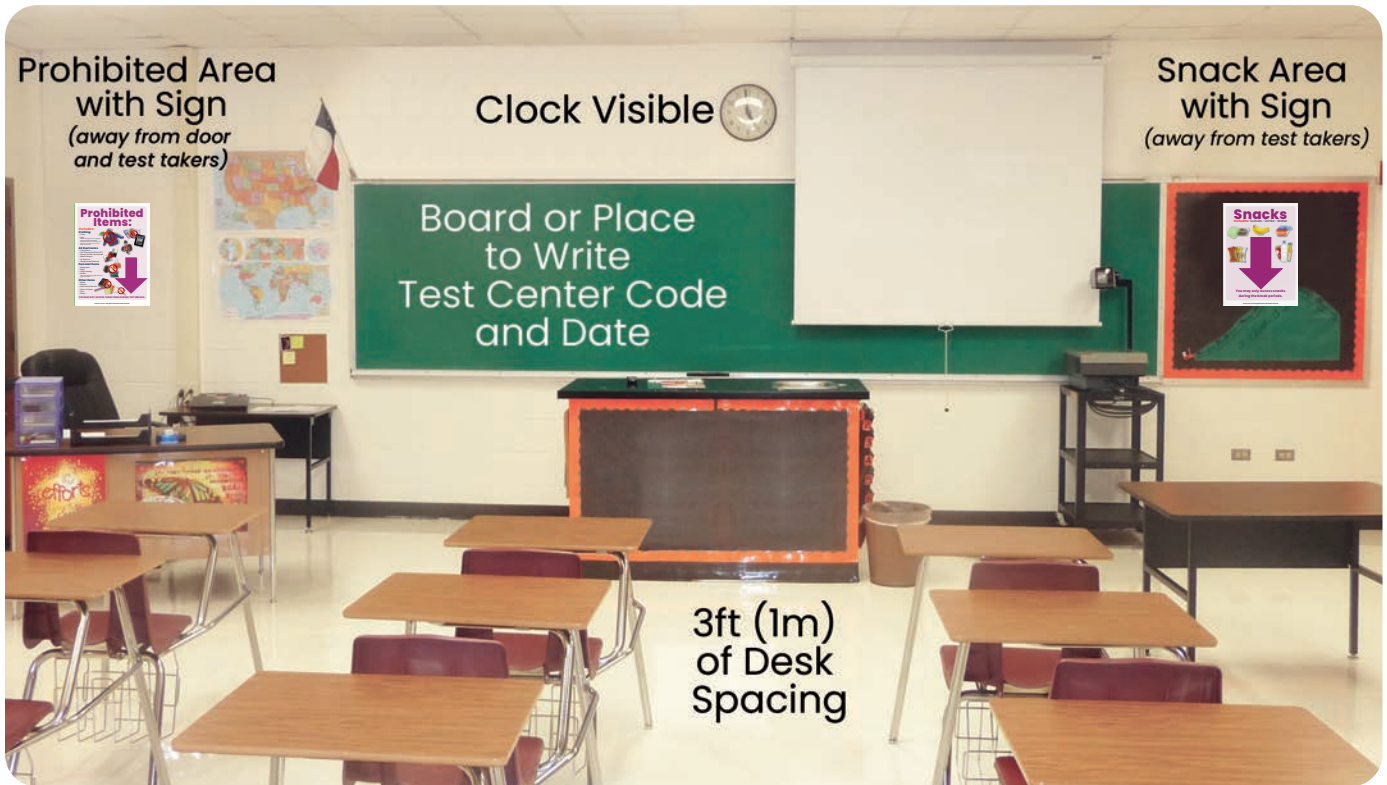


Desk too small





Example Room Meeting all SSAT Requirements:



Problem Examples

Problem: Desks too close on side

Fixes:

- Do not seat students at desks with **red X**
- or-
- Rearrange desks



Problem: Too close at shared tables

Fix:

- Do not seat students at chairs with **red X**





Proctor Tips

Review your plans for testing and consider the items below. Planning these elements BEFORE testing can considerably decrease stress and make things run more smoothly on test day!

Seating Within Room

Consider seating 3rd and 4th grade students separately within the room.

This will simplify book distribution during testing.



How to Collect Test Materials During the Break Between Sections 2 and 3

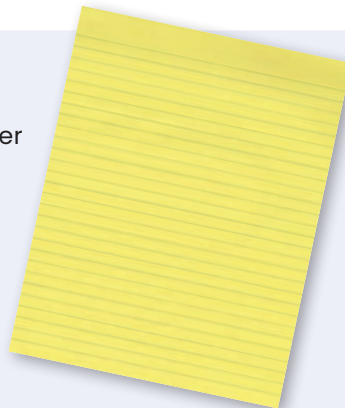
Each test taker's test book must be collected during the break between sections 2 and 3.

Determine the most efficient way to do this:

- Collect each row from front to back into its own stack and place it on a front table.
- Collect all materials in a serpentine pattern that is repeated in reverse after the break.

Writing Sample Scrap Paper

Consider placing writing sample scrap paper on desks before testing begins.





An important note about test security

Please be diligent in following the checklist below and collecting prohibited items (especially cell phones) but remember that test takers may be nervous. They may forget about an item in a pocket or a fitness band or watch they wear all the time. This is why the process is to prompt each test taker to double check.

Thank you for helping us ensure the security of our test and the well-being of our test takers.

Proctor—Checklist for Admitting Test Takers

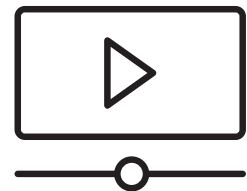


As test takers arrive in the test room:

- Stand at the prohibited items area and greet students.
 - Test takers should not be allowed to take a seat.
 - Test takers may have to wait in line briefly.
- For each student, say:
 - “Please TURN OFF your cell phone.”
 - “Please turn in all prohibited items including cell phones, but keep snacks.”
- Look at test taker and ask them to turn in any other prohibited or questionable items.
- Have test taker:
 - Confirm they have NO prohibited items.
 - Turn out their own pockets to show they have no prohibited items (test takers may keep feminine hygiene products).
 - Raise their own sleeves to show they have no watch or fitness band on.
 - Move their hair if obscuring their ears, to show they are not using any ear buds.
- Have test taker proceed to snack area, place all snacks there, then take a seat that you have chosen for them.
 - Do not allow a test taker to choose their own seat.
 - Seat those who appear to be friends or in a group separately.

Watch Video on this Topic

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Important Instructions:

- Proctors and administrators should NEVER touch test takers.
- Head coverings worn for religious reasons are NOT a prohibited item. If a test taker has a head covering, ask them if it is worn for religious reasons. If they answer yes, they may wear it. Do NOT ask them to remove it or adjust it to show their ears. You may ask them to confirm they do not have any ear buds.
- Whether for religious reasons or not, you must not ask test takers to change or alter their hair (including removing braids, locs, cornrows or other hairstyles, or remove items from their hair such as beads, clips, etc). Proctors may ask test takers to temporarily push their hair aside to show they are not wearing ear buds.
- Refer to all test takers by their first name. Refrain from making gender assumptions or using gender specific pronouns or titles such as “Mr. Smith.”



SSAT Room Record—Elementary

A separate SSAT Room Record must be completed and returned for **EACH** room and for each administration regardless of size.

Test Center Code: _____ Date: ____/____/____

Room Name/Number: _____

Number of Students in this Room: _____

Were any Testing Accommodations Provided in this Room? Yes No

Completed by: _____ (Please print)

Signed by: _____

List All Proctors (& Accommodation Assistants) in this Room:

Were test takers allowed open access to hallways during breaks?

- Yes, the hallways were clear of non-test takers
- No, others were in the hallways

Circle each item to confirm it meets requirements.

<p>Emergency Prep OK</p> <ul style="list-style-type: none"> Phone Access & Know When to Call 911 Know Fire Escape Routes Know How/When to “shelter in place” 	<p>Clock Visible and Temperature OK</p> 	<p>Desks Big Enough</p> 	<p>Desk Spacing OK</p> 	
<p>Proctor Checklist for Admitting Students Used</p> 	<p>Materials Kept Secure</p> 	<p>Script Used</p> <p><i>Note: For some admin upon the students' na test book.</i></p> <p>DO Provide each third gra student a fourth grade</p> <p>SAY Please double-check have the wrong grade ensure the front of you hand if you need me to sure they are correct. I will help you correct t</p> <p>DO Assist any student wit</p>	<p>Sign/Area Used</p> 	<p>Sign/Area Used</p> 

Note Exact Start/End Times Used:

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

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

Use of this form is **REQUIRED**

Test Day Information

Continue on back

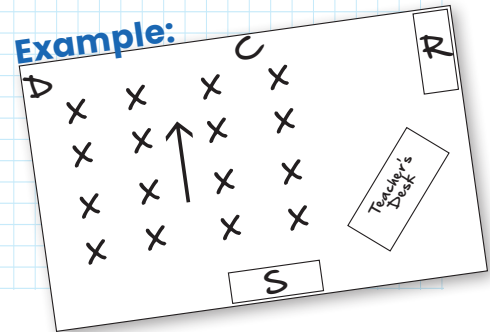


Room Layout

- Use the grid below to show the general layout of the testing room.
- Use the key at the top right for symbols to use for required items.
- Draw/note other significant room elements.
- Irregularities: Note the location/name of any test taker who had an irregularity.
- Optional: You may additionally use this area as a seating chart.

Key

P: Prohibited items Area
 S: Snacks Area
 D: Doors
 X: Student Desk
 C: Clock
 ↑: Direction Test Takers Face



Irregularity Notes (must be transferred to MAP after testing)

Student:	
Irregularity	
Action Taken:	
Section/Time:	
Notes	

Student:	
Irregularity	
Action Taken:	
Section/Time:	
Notes	

Student:	
Irregularity	
Action Taken:	
Section/Time:	
Notes	

Confirmation

I affirm that all information provided on this room record is complete and accurate.

I received _____ test books from the test administrator and returned _____ test books.
(skip this if acting as administrator and proctor).

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

Print proctor name _____ Proctor Signature _____

After testing: provide this room record to the test center administrator to be returned in the test materials return bag.



2023–2024 Test Script

Welcome & Basic Rules

DO *To the proctor: You may NOT leave students or test materials alone for any part of testing. Refer to all test takers by their first name. Refrain from making gender assumptions or using gender specific pronouns or titles such as “Mr. Smith.”*

DO Write your test center’s 4-digit code on the front board.

SAY Welcome to today’s SSAT administration. Please listen carefully while I explain the rules and details regarding this test.

SAY If you need to use the restroom during testing, raise your hand. Only one student may use the restroom at a time, so you may need to wait for a short period of time.

The restrooms are (explain locations).

You will not be able to make up any time missed if you use the restroom during testing, so try to wait for a break to use the restroom.

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

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

If you are found with a prohibited item or cell phone after this point, you will be excused from testing, you will NOT receive scores, and you may not be permitted to test again. Likewise, if you are found with a snack, other than during a designated break, you will be excused.

DO Place any items in the snacks area or prohibited items area.

SAY For all parts of this test, you may only use pencils.

If you need an additional pencil during testing, raise your hand.

Are there any questions?

DO Answer any questions.

**Watch Video
on this Topic**

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



Proctoring Information

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

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

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

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

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

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



Test Book Preparation & Completion

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

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

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

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

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

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

DO Assist any student that needs assistance before continuing.

SAY Next read the important note on your test book carefully as I read it aloud:

I understand that the questions and answer choices on the SSAT must be kept secret at all times, and that I am not allowed to copy any part of the test, tell anyone what I see on the test or anything that I might remember about the contents of the test. I agree to follow all of the rules that apply to the SSAT, including the rules contained in the SSAT Candidate Agreement, SSAT Candidate Handbook and the rules and directions provided to me by proctors before and during testing. I understand that if I violate any of the rules that apply to the SSAT, I can be asked to leave the test center before completing my test, my test score can be cancelled, and I can be banned from taking the SSAT again.

Now, write your name on the front of your test book indicating you understand these rules.

Does anyone have any questions or need help?



Multiple Choice Test Section Instructions

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

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

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

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

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

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

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

Does anyone have any questions?

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

SAY We will now begin Section 1—the math section. You will have 30 (1.5x: 45 minutes) minutes for this section. A 5-minute notice will be given before the end of the section. If you finish before time is called, you may check your work on Section 1, but you may not work on any other sections. If you work on any other section, your test may not be scored. Be sure to fill in your answers completely. Do you have any questions?

NEW!

DO Use the “Room Record” to figure start and stop times and document them. Proctors may use their cell phone stopwatch to set a reminder.

SAY The time is now ____:____. You will have until ____:____.
Open your test book to Section 1 and begin.

CRITICAL CHECK!

REMINDER

Early during section 1, ensure every student is filling in the circles in their test book.



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

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

SAY Five minutes remain to work on Section 1.

After the 5 remaining minutes

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

**Multiple Choice Test Section Instructions (continued)**

SAY We will now begin Section 2—the verbal section. You will have 20 (1.5x: 30 minutes) minutes for this section. A 5-minute notice will be given before the end of the section. If you finish before time is called, you may check your work on Section 2, but you may not work on any other sections. If you work on any other section, your test may not be scored. Be sure to fill in your answers completely. Do you have any questions?

DO Use the “Room Record” to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____.
Open your test book to Section 2 and begin.

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

SAY Five minutes remain to work on Section 2.

After the 5 remaining minutes

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

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

Test Takers NOT Allowed Access to Hallways:

Because other activities and individuals are in the hallway, you must remain in the testing room during the break unless you are using the restroom. Return to the room immediately after using the restroom.

Test Takers Allowed Access to Hallways:

During the break, you may access the hallways and restrooms.

To the proctor: You may allow multiple test takers to use the restroom at a time. Whenever possible have a proctor monitor the hallways. Do not leave the testing materials unattended.

After the 15-minute break

DO Ensure all students have returned and taken their seats and snacks have been thrown away or returned to the “snacks” area. Check the floor and back of seats for prohibited items.

SAY We will now begin Section 3—the reading section. You will have 30 minutes (1.5x: 45 minutes) for this section. A 5-minute notice will be given before the end of the section. If you finish before time is called, you may check your work on Section 3, but you may not work on any other sections. If you are observed working on any other section, your test may not be scored. Be sure to fill in your answers completely. Do you have any questions?

DO Use the “Room Record” to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____.

SAY Open your test book to Section 3 and begin.

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

SAY Five minutes remain to work on the reading section.

After the 5 remaining minutes

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



Writing Section

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

DO Provide each student a piece of scrap paper.

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

DO Pause as the students read the instructions.

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

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

You will have 15 minutes (1.5x: 25 minutes) for this section. A 5-minute notice will be given before the end of the section. If you finish before time is called, you may check your work on the writing sample, but you may not work on any other sections. If you work in any other section, your test may not be scored. Are there any questions?

DO Use the “Room Record” to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____. You may begin.

After 10 minutes have passed (After 20 minutes have passed for 1.5x time)

SAY Five minutes remain to work on the writing sample.

After the 5 remaining minutes

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

DO Collect the scrap paper for each student.

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



Experimental Section

Flex test books do not include an experimental section.

SAY We will now begin the final section, which may include a combination of math, verbal, and reading questions. You will have 15 minutes (1.5x: not provided) for this section. A 5-minute notice will be given before the end of the section. If you finish before time is called, you may check your work. Be sure to fill in your answers completely. Do you have any questions?

DO Use the "Room Record" to figure start and stop times and document them.

SAY The time is now ____:____. You will have until ____:____.

SAY Open your book to Section 5 and begin.

After 10 minutes have passed

SAY Five minutes remain to work on this section.

After the 5 remaining minutes

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

Dismissal

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

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

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



Post-Testing Checklist

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

Packaging & Returning Materials

“On-Hand”

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

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

All Other Administrations

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

FedEx

Tape the top and bottom of the box securely. Do NOT use masking or cellophane tape. Apply a FedEx return label to your envelope or box and call 1-800-GOFEDEX, use an already scheduled pickup, or use a FedEx drop box. Note the FedEx tracking number for your records and to ensure the materials are delivered to EMA. Contact EMA if there is any delay or problem with delivery.

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

Ordering New Materials

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

Materials for the 2 Elementary Paper-Based Administrations

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

Flex Materials

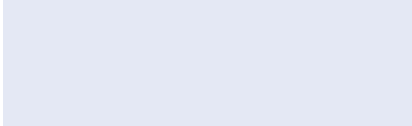
(Including “Open” & “Closed” Flex and “On-Hand” administrations)

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

“On-hand” materials are distributed based upon your previous demonstrated need and conduct. EMA will provide you with either a small or large test book shipment. Shipments can be customized based on projected need, but must not exceed 20 tests for the small shipment or 60 tests for the large shipment. Quantities must be rounded to the nearest 5. Once you have used and returned half of either level, you may order more of that level. As always, contact EMA if a special need arises.

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Check-in Desk Reminders

- Return Time for Parents/Guardians: 
(May be different if your student has testing accommodations)
- Students are strongly encouraged to give cell phones and prohibited items to parents/guardians.
- If a student keeps a cell phone, it must be **turned off** and put in the “Prohibited items” area along with all other prohibited items.
- Snacks/Drinks must be placed in the “Snacks” area.
(Snacks and drinks are only accessible during breaks.)
- Parents/Guardians may **NOT** access testing rooms, hallways, or adjacent areas during the test.
- Question about your account?
Call SSAT customer service at (609) 683-4440.

(Administrator: Include any Test Center Specific reminders here)

Check-in Desk Reminder Instructions:

- Complete the front of this reminder sheet with your center-specific notes.
- Place on the check-in desk facing families.

Prohibited Items:

Includes:

Clothing

- Coats
- Hats

Head coverings worn for religious reasons are NOT prohibited. Hooded sweatshirts may be worn; however, the hood must remain down at all times.



All Electronics

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



Personal Items

- Backpacks
- Bags
- Large Jewelry
- Purses

Note: Test takers may keep feminine hygiene products.



Other Items

- Books
- Erasers
- Mechanical Pencils
- Notes or Paper
- Pens
- Rulers



YOU MAY NOT ACCESS THESE ITEMS DURING TEST BREAKS.

Prohibited Area Instructions:

The “Prohibited items” area should be:

- Away from test takers’ desks
- Away from doors
- Away from where test takers will walk
- Where you will notice if someone accesses it

The “Prohibited items” area should NOT be:

- In a hallway or common location accessible during breaks

This prevents access and prevents lost or stolen items.

Snacks

Includes: Snacks • Drinks • Water



**You may only access snacks
during the break periods.**

ADMINISTRATOR: See placement instructions on back

Use of this sign is **REQUIRED**

Use of this sign is **REQUIRED**

Snacks Area Instructions:

The “Snacks” area should be:

- Away from test takers’ desks but accessible
- Where you will notice if someone accesses it during testing

The “Snacks” area should NOT be:

- In a hallway or common location accessible during breaks

This prevents access and prevents lost or stolen items.

Use of this sign is **OPTIONAL**

SSATA

Use of this sign is **OPTIONAL**

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Use of this sign is OPTIONAL

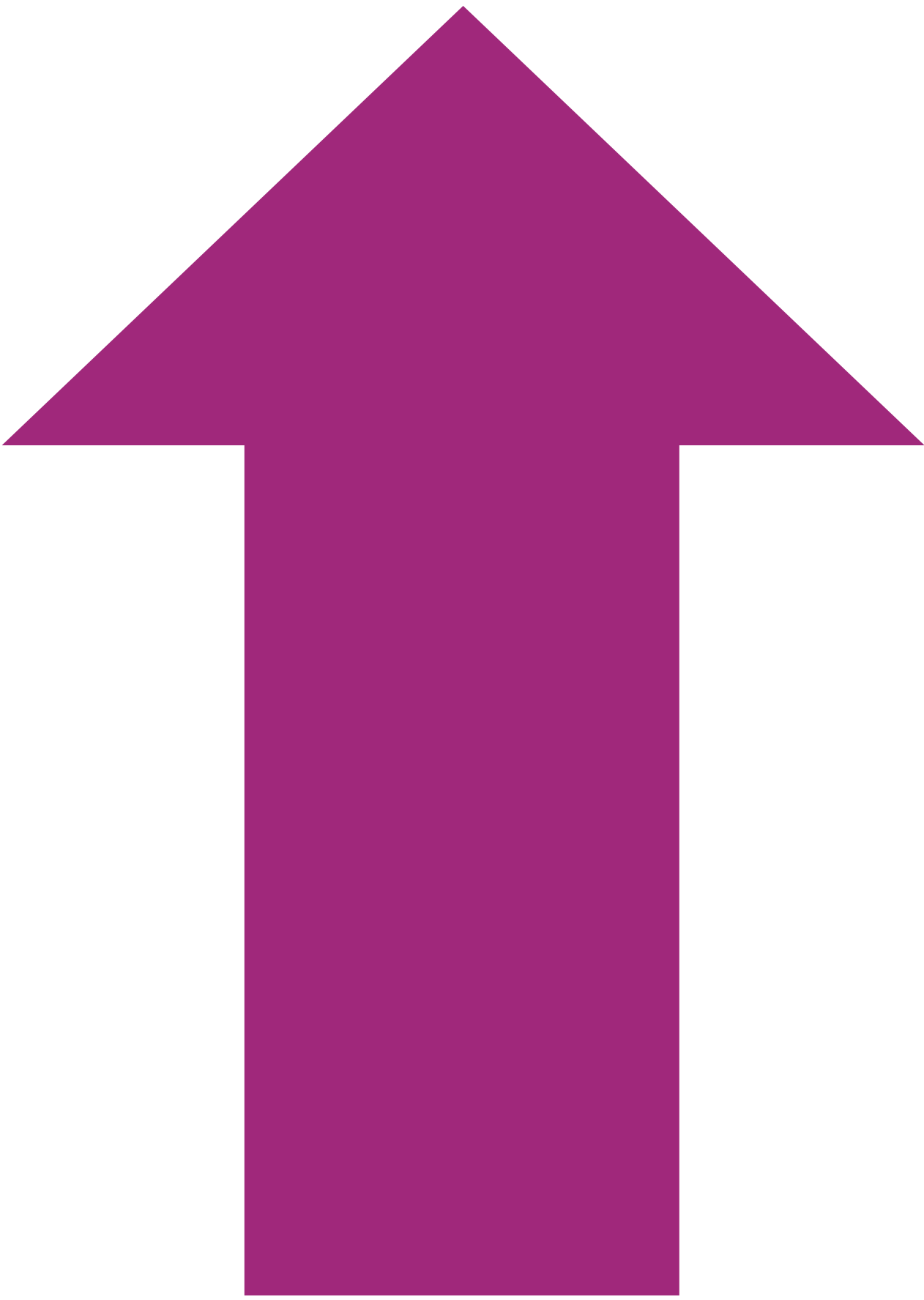


Use of this sign is OPTIONAL

**Exam
in Progress**

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Use of this sign is **OPTIONAL**



Use of this sign is **OPTIONAL**

Covid Requirements

Test center staff shall not request nor require any additional actions, information, or requirements from Test Takers as related to COVID-19, except as allowed in this section.

1. Test center staff are responsible to communicate to test takers and their parents and legal guardians all information and requirements related to COVID-19. This information shall be included in the admission ticket instructions, however, it is permissible to link to this information from the admission ticket instructions and/or email test takers of this information or changes so long as the Institution contacts EMA at testgroup@enrollment.org with all information.
2. Test center staff must comply and ensure compliance from test takers and their parents and legal guardians related to guidelines from all state and local health authorities related to COVID-19. Test center staff are responsible for communicating this information to test takers. These may include but are not limited to:
 - i. Wearing a cloth face mask that fully covers the mouth and nose at all times
 - ii. Maintaining minimum physical distance between people
 - iii. Ensuring that the number of people in any given space does not exceed a specified maximum
 - iv. Abiding by travel restrictions
 - v. Self-quarantining upon potential exposure to COVID-19 or following travel from certain locations
 - vi. Complying with stay-at-home orders
 - vii. Submitting to body temperature screening
 - viii. Submitting to COVID-19 testing
 - ix. Self-reporting symptoms that could be related to COVID-19
3. The test administrator must regularly check for updates to all local and state laws, regulations, and guidance related to COVID-19.
4. The test administrator must clearly inform all Test Center Staff and parents and/or legal guardians of students of any additional requirements beyond those required by state and local health authorities to reduce the risks related to COVID-19 to be imposed during participation in a test administration at your test center.
5. Test center staff must allow each student to bring, keep in their possession, and use the following items throughout testing:
 - i. Mask or face covering
 - ii. Hand sanitizer or sanitizing wipes
6. If your test center requires COVID-19 vaccinations of test takers or requires a COVID-19 test result, the administrator must ensure each test administration with either of these requirements is set up as a Closed test. Test center staff will additionally be required to inform all test takers and their parents or legal guardians of either of these requirements prior to providing them an access code for the Closed test administration.
7. If your test center will administer a Closed test for which it requires evidence of COVID-19 vaccination or COVID-19 test results, test center staff shall not retain, copy, scan, photograph or otherwise make an image of the COVID-19 vaccination card or other evidence of any test taker's vaccination or COVID-19 testing results. Test center staff are permitted to inspect the vaccination card, other evidence of vaccination, or COVID-19 test results for each test taker until test center staff can determine whether it meets the test center's requirements. Test center staff must promptly return the test taker's evidence of vaccination or COVID-19 test results as soon as this determination has been made. EMA will not advise the test center or its staff regarding the authenticity or sufficiency of evidence of vaccination or COVID-19 test results or make any evaluations thereof, which shall be determined in the sole discretion and judgment of the test center.



**Enrollment
Management
Association**

609-527-3877

www.ssat.org

testgroup@enrollment.org

Test Center Staff Call: 609-527-3877

9:00 a.m.–4:30 p.m. EST • Monday through Friday
testgroup@enrollment.org

Instruct Parents to Call: 609-683-4440

9:00 a.m.–5:00 p.m. EST • Monday through Friday
info@ssat.org