

## SECTION 3: Math Test – No Calculator

### STANDARD TIME WITH EXTRA BREAKS

 25 Minutes

#### Set up the TA Interface for the Math Test – No Calculator

1. Click the **Select Tests** button.
2. Select **SAT Math Test – No Calculator** from the list of sections; click **Start Session**.
3. Select **Extra/Extended Breaks - Standard Time** from the **Test Time and Breaks** drop-down; click **OK**.
4. Post the new **Session ID** on the board.

**IMPORTANT:** *If a student has College Board approval to use a 4-function calculator on this portion of the Math Test as an accommodation, confirm that the handheld calculator they use isn't a scientific or graphing calculator. (Percentage and square root functions are permitted.) The calculator tool will also be available for these students in the secure browser if test settings were appropriately configured in TIDE.*

#### When everyone is ready, say:

We'll continue testing with Section 3, the Math Test without Calculator. Once we begin, **you'll have 20 minutes to work on Section 3.** We'll have a short break after the section is over.

As you did for the previous section, enter the **Session ID** posted on the board and sign in to the secure browser.

If you receive an error when trying to sign in, please raise your hand and I'll assist you.

#### When everyone is signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**; then you should see a "Waiting for Approval" message. Please sit quietly and wait for approval.

All students should now be waiting for your approval.

#### Admit Students

Launch the **Approval Queue** and admit students. **This won't start timed testing.** If needed, refer to Part 1: Admit Students on page 37.

#### Once you've admitted all students, say:

Now you should see the Help Guide and Test Settings. Remember that you can access information about the test tools and features during the test by clicking the **Question Mark** icon in the top right corner of your screen.

Click **Start**. You should see a "Waiting for Approval" message. If you don't see this message, raise your hand. *[pause]*

If the student isn't waiting for approval, ensure that the student has clicked **Start** at the bottom of the Help Guide and Test Settings page.

#### To all students, say:

Although this is a math section, you're not allowed to use a calculator on this portion of the test. Please keep your calculator under your desk unless you are approved to use a 4-function calculator as an accommodation.

In the secure browser, you'll find formulas and figures by selecting the **Reference** icon in the toolbar.

For the questions that ask you to enter your answer in the box, follow the directions in the test for entering your answers. For these questions, don't begin any answer with a zero.

You may use the separate paper provided for scratch work. If you need additional scratch paper during testing, raise your hand at that time and I'll provide it.

If you finish testing before section time ends, you may check your work in this section only.

#### Then say:

Once I start the test, you will see test directions. Read the directions, then use the navigation arrows to view the first test question and begin work.

All students should now be waiting for you to start the test.

## Start Test

Launch the Approval Queue and start the test. If needed, refer to Part 2: Start Test on page 38 for instructions. This is the second part of the 2-part approval process.

**⚠ Make sure all students are listed in your Approval Queue first. The clock will start counting down when you click the Start Test button.**

### To begin the test, say:

Time starts now.

**RECORD START AND STOP TIMES HERE — POST FOR STUDENTS**

 **25 MINUTES STANDARD TIME – EXTRA BREAKS**

**START TIME** \_\_\_\_\_ **STOP TIME** \_\_\_\_\_

Record the Session ID here: \_\_\_\_\_

While students are testing, do the following:

- Post the approximate start and stop times.
- Continue to monitor students' progress in the TA Interface.
- Walk around the room to check that no calculators are on desks (unless a student has an accommodation to use a calculator).

Once time has expired for the test section, the TA Interface will display an alert message; click **OK**. Don't stop sessions early by clicking the **Stop** icon; the TA Interface automatically ends the session when time is complete.

### When the TA Interface alerts you that the testing session has ended, say:

Section 3, the Math Test without Calculator, is now complete. You should be on the secure browser sign-in screen. If you don't see this screen, raise your hand.  
[pause]

I'll walk around and collect your scratch paper.

If a student doesn't see the sign-in screen, they may still see the message stating that test time is expired, and should click **OK**. It may take up to a minute for students to see depending on network connectivity.

**IMPORTANT:** *Collect all scratch paper from each student, even if it appears unused or blank.*

### For the break, say:

We will now stop for a 5-minute break. For the break:

- If you brought a snack, you may eat it in designated areas only.
- As before, if you need to leave the room, don't go anywhere other than designated areas, the hallway, or the restroom.
- Don't talk in the hallway, discuss the test questions with anyone, or use any type of electronic device during the break.

We'll start testing again in exactly 5 minutes.

## 5-MINUTE BREAK

Post the break time of 5 minutes and the time testing will resume.

During the break:

- Students should **not** exit out of the secure browser.
- Walk around the room to check that all student devices are on the secure browser sign-in screen.

### At the end of the break, say:

Please take your seat.

I will now hand out scratch paper for the next section of the test.

Walk around and distribute 1 piece of scratch paper to each student.

## SECTION 4: Math Test – Calculator

**55 MINUTES STANDARD TIME WITH EXTRA BREAKS**

 28 Minutes **5-Minute Break** 27 Minutes

If your school is providing calculators to students, distribute them now.

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4. Post the new **Session ID** on the board.