

Preadministration Script

IMPORTANT: *If students have already completed this form confirming the school they attend, the school at which they are testing, and the colleges/universities/scholarships to which they would like their scores sent, they may sit quietly while it is completed by the rest of the students. However, to take advantage of the 4 free score sends to colleges/universities/scholarships, students should not wait to complete and submit this form as there may be a fee afterward.*

To all students, say:

Take out the *Student Score Send Instructions* that I gave you. You can refer to it for this session.

When everyone is ready, say:

Now we'll complete the Student Score Send portion of the SAT. You will confirm the school that you attend, the school at which you are taking this exam, and which colleges, universities, or scholarship programs to send your scores to (up to 4 for free).

If administering before test day, say:

Use this opportunity to also become familiar with the digital testing environment, which you'll see again when answering the actual test questions.

I will now distribute your test ticket. You'll use the information on the ticket to sign in to the questionnaire.

Distribute a test ticket to each student. Make sure each student receives the ticket with their first and last name printed on it.

When all students have their test ticket, say:

Your device should be on the secure browser sign-in screen.

- Type your **First Name** and **Registration Number** exactly as they're printed on your test ticket.
- Type the **Session ID** exactly as it appears on the board.
- Click **Sign In**.

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

If a student receives an error when signing in, ask the student to reenter the information. Ensure the student enters the information exactly as it appears on their test ticket. Verify that the Session ID matches what appears in the TA Interface and on the board.

If the student still receives an error, give them a backup device. If a backup device is not available, reboot their device and re-launch the secure browser. Any further issues should be escalated to the test coordinator.

After all students are signed in, say:

Now verify that your name appears on the "Is This You?" page. If so, click **Yes**. If the name there is not your own, please raise your hand. *[pause]*

If the student's name on the "Is This You?" page is incorrect, confirm the identity of the student. Verify that the student has the correct test ticket and has entered the information correctly. Contact your test coordinator if the error can't be resolved.

When everyone is ready, say:

You should now see a "Waiting for Approval" message. Please sit quietly and wait for approval. *[pause]*

All students should now be waiting for your approval.



Admit Students

This is the first part of the 2-part approval process.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

TIP: *Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.*

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

Once you've admitted all students, say:

You are almost ready to begin the Student Score Send portion of the SAT. However, first you should see a box labeled "Help Guide" on your screen.

Please take a moment to view the Help Guide by selecting the button.

You'll see an overview of the test tools, buttons, and features that will be available to you during the test. You can access this information during the test by clicking the **Question Mark** icon in the top right corner of your screen.

When you are done reviewing the tools, click the **Back** button to return.

Allow time for students to scroll through and read the information on the screen.

When all students are ready, say:

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

If a student isn’t waiting for approval, ensure that the student has clicked **Start** at the bottom of the previously described page.

When all students are ready, and before approving all students, say:

The Student Score Send portion of the SAT is untimed. You’ll be asked to type in some responses and select a response for other questions. If you have any questions, raise your hand and I’ll help you. I’m now going to approve you to begin.

All students should now be waiting for your approval.

 **Start Questionnaire**

This is the second part of the 2-part approval process.

1. Click the **Approvals** button on the TA Interface.
2. Click **Refresh** on the Approval Queue pop-up until all your students are listed.

TIP: Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.

3. Click the **Start Test** button.
4. Click **Yes** to confirm.

Continue by saying:

Take a moment to read the opening paragraphs, which include the confidentiality statement. Please look up when you’re finished. *[pause]*

Now click the **Forward Arrow** to see page 1, where you will be asked about the school you attend. *[pause]*

If you attend this school, select **Yes** and type our school’s name, city, and state.

If you don’t regularly attend this school, select the **No** option that applies to you.

Look up when you’re done. *[pause]*

Provide the school addresses to students from other schools (a list should be in your materials from the test coordinator) if they don’t know their school’s address.

When students have completed their school address, say:

When you take the SAT as a part of SAT School Day, you’re entitled to send your scores—for free—to as many as 4 colleges, universities, or scholarship programs. Completing this section is optional. Colleges and universities are always eager to get scores from students, even if you’re not ready to apply.

Once you submit your score sends, you will not be able to update them again in the secure browser. If you do not include your score sends during this questionnaire section, there may be a fee if you choose to send them later. For additional assistance, contact SAT School Day Support.

For each place you want to send scores to, select them from the list.

Look up when you’re done. *[pause]*

When students have completed their score sends, say:

Click the **Forward Arrow** until you get to the final review screen.

When students reach the review screen, they will not be able to proceed further until they receive the next instruction from you.

When all students reach the final screen, say:

You have now completed the Student Score Send portion of the SAT and you should be at the review screen. If you’re not there, click the **Forward Arrow** until you see it. *[pause]*

Then click the **End Test** button in the top left corner of the screen. If you don’t see the **End Test** button, please navigate to the review screen. When you see the pop-up that says, “You have reached the end of the test,” click **Yes**. On the Congratulations page, click **Submit Test**, then click **Yes**.

When you reach the “Your Results” page, click **Log Out**.

Please sit quietly and wait for further instruction.

Click the **Stop** button next to the Session ID in the TA Interface.

PROCEED TO THE NEXT PAGE

Then say:

I will collect your test tickets and *Student Score Send Instructions*. Thank you for completing the Student Score Send portion of the SAT.

The session is now over. You may dismiss your students or carry on with your regular school day. Return the test tickets and *Student Score Send Instructions* to the test coordinator.

IMPORTANT: *If you're completing this session after the test on test day, continue to Dismissing Students on page 30 of the complete Spring 2023 Digital SAT School Day Standard Testing Manual.*
