



Spring 2025

## SAT WEEKEND

# Paper Test Day Directions

## Extended Time or Extra Breaks Script

### Notes to the Proctor

This document should be printed and distributed on test day to students approved for all of the following:

- A printed copy of the proctor's spoken directions.
- A paper test book version of the test.
- Extra Breaks, time and one-half, or double time for reading or for math only. The timing of some or all the test may differ from what is written in this document, depending on the student's accommodations.
- Use of a writer/scribe or human reader.

Students may use this document to read the directions that are read aloud by their proctor. Students may keep this document open and on their desk during the entire test.

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**IMPORTANT:** *Students must not sign in to Bluebook on test day for any reason, including section timing. All timing MUST be administered by the proctor using the Paper Testing Scripts. Use of Bluebook will cause a misadministration and require a retest.*

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### AT THE END OF TESTING

Collect this document from each student and securely destroy it.

## Notes to the Student

The following is a printed copy of the directions your proctor will read aloud. Follow along as your proctor reads. If you have any questions, please raise your hand.

- You may keep this document on your desk for the entire testing time but must return it to your proctor after testing.
- You may not use this document as scratch paper.
- At various times, your proctor will announce the time remaining in each section, as well as breaks when appropriate. If you are testing with another approved accommodation, these announcements may differ from the timing and breaks listed in this document.
- Your proctor may skip some instructions that don't apply to your testing situation.
- Depending on your testing situation, you may hear some opening instructions in a different order.

All shaded text indicates directions spoken by your proctor.

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## Welcome to Testing

Welcome. Today you're taking the SAT®, an important step toward your college and career goals. Today you're taking the SAT, which focuses on what you're learning in school. It's a chance to see where you might need to improve in high school.

Before you begin the test, I am going to read some instructions. This should take about 10 minutes. Before you begin the test, I am going to read some instructions and hand out some booklets of information for you to review and complete. This should take about 30 minutes. Please listen carefully and raise your hand if you have any questions. Remember, my role is to make sure you have the best opportunity to demonstrate your skills and knowledge.

## Testing Rules and Consequences

College Board SAT Terms and Conditions include rules and policies to make sure all students have a fair and equal test experience. College Board SAT Testing Rules include rules and policies to make sure all students have a fair and equal test experience. All of us in this room today are responsible for helping make that happen. If anyone disturbs others or tries to gain an unfair advantage, I'll ask them to leave the room, and their scores will be canceled. They may also be prevented from taking other College Board tests in the future.

Here are some examples of unfair advantages:

- Giving, attempting to give, or receiving help of any kind
- Looking through the test book before time starts
- Looking at any module other than the one we're currently on
- Marking or changing answers after time is called
- Attempting to remove test materials from the testing room
- Possessing a mobile phone or any other unauthorized testing aid either during testing or during breaks
- Possessing an answer key or sharing answers with anyone during or after the test
- Going to a locker or leaving the building during the test, including during a break
- Attempting to take the test for someone else
- Eating or drinking during testing without an approved accommodation to do so
- Causing a disturbance
- Failing to follow testing procedures

These policies help make sure your testing experience today is fair and that you can focus on your own test without distractions.

If you see anything that concerns you, please talk to me or another staff member after the test, and we'll help you with any next steps.

Are there any questions about anything I've said so far?

## Confirm Personal Devices Are Powered Off

We need to make sure all electronic devices are powered off and stored away from the desks. This includes phones, watches with alarms, smartwatches, tablets, computers, or any other electronic devices. The only exception is for computers or other devices approved for testing as an accommodation.

If you've already stored a device and you're not sure whether you turned it off, raise your hand and I'll let you double-check that it's off.

If anyone has a phone or other device that makes noise, or if anyone accesses any prohibited device at any time, including during breaks, I will ask them to leave. Their scores will be canceled and their device may be confiscated. This can be very distracting, so please be considerate of the other students in the room and think carefully about any devices you brought today. Raise your hand if you still have a device with you at your desk. These need to be powered off, with alarms disabled, and stored away from your desks. They'll be returned at the end of the test.

The testing staff needs to make sure all electronic devices are powered off. This includes phones, watches with alarms, smartwatches, tablets, computers, or any other electronic devices.

If you've already stored a device and you're not sure whether you turned it off, raise your hand and I'll let you double-check that it's off.

Your proctor will remind students of the electronic devices policy by saying:

If anyone has a phone or other device that makes noise, even if it's been collected, or if anyone accesses any prohibited device at any time, including during breaks, I may ask them to leave. Their scores will be canceled and their device may be confiscated. This can be very distracting, so please be considerate of the other students in the room and think carefully about any devices you brought today. Raise your hand if you still have a device with you at your desk. These need to be powered off, with alarms disabled, and stored away from your desks. They'll be returned at the end of the test.

## Prepare Desks for Testing

Thank you for paying attention to these instructions. Now, you'll clear your desks for testing.

If you brought extra batteries, drinks, or snacks, put them on the floor under your desk. You may only access drinks or snacks during scheduled breaks.

On your desk, you should have pencils, an acceptable calculator and backup calculator, if you brought them, and any testing aids you're approved to use as an accommodation. On your desk, you should have pencils, an acceptable calculator and backup calculator, if you brought them, and any testing aids you're approved to use as an accommodation. Please remove any other items from your desk and place them in your bags at the front or side of the room. Also make sure that all saved formulas are cleared from your calculator.

After desks are cleared of prohibited items, your proctor will say:

Thank you. I will take a moment now to look around and make sure you're all using acceptable calculators.

## Check Items on Desks

After your proctor has approved all devices, your proctor will say:

Please remember that you may not share or exchange calculators at any time. Put your calculator and any backup calculator under your desk now. You won't need a calculator for the first test section.

## Test Material Distribution

I am now going to give a test book to each of you. Don't open it yet.

Turn to the back of your test book and print your last name, first name, and middle initial, if you have one. Then print this school's 6-digit code [*your proctor will give you your school code*], the school name, and this room's number (or name).

## Additional Testing Instructions

To a human reader, your proctor will say:

It is important to read only what is in the script. Don't provide elaboration beyond what is in the script, even if the student asks for it. If the student is approved for raised line drawings, you can help a student who doesn't read braille to interpret the labels and numbers that accompany raised line drawings. Labels and numbers given with figures can be found in corresponding locations in the regular-print and large-print test books. Do you have any questions about procedures?

To a writer/scribe, your proctor will say:

Record the student's answers in their test book. You must write only what the student dictates. You may not prompt the student in a way that would result in a different response.

To a student using a writer/scribe, your proctor will say:

Your answers and any corrections will be recorded as you dictate them. If you want to review your work, your answers will be read to you. Do you have any questions?

To a student who is using braille format, your proctor will say:

The braille test is divided into several books. You will be given 1 book at a time. Throughout the test, each question is separated from another with a line. Each question begins in cell 1, with runovers beginning in cell 5. Each answer choice begins in cell 3 with runovers beginning in cell 5.

The braille is in Unified English Braille (UEB). The Math sections are in the Nemeth Code revised in 1972. The braille math reference book contains math formulas and directions for use with all mathematics sections. Your test includes raised line drawings of graphs and figures used in the test. The Reading and Writing section is in regular grade 2 braille. Do you have any questions about procedures?

## Additional Testing Instructions for Multiple-Day Testing

To students testing over more than 1 day, your proctor will say:

Today you'll take a portion of the SAT. I'll tell you when testing has ended for the day. You'll start again on the next school testing day.

When testing ends for the day, your proctor will collect your test materials, including this booklet, and tell you when testing will resume. Before testing resumes on the next testing day, ask your proctor where to turn in this booklet to start the next part of the test.

We've completed testing for today. We'll continue on \_\_\_\_\_. Please sit quietly while I collect your test materials.

When you return to the testing room on \_\_\_\_\_, remember to bring your photo ID, acceptable calculator, and pencils with erasers. We begin the next day of testing at \_\_\_\_\_.

When you return to the testing room on \_\_\_\_\_, remember to bring your acceptable calculator and pencils with erasers. We begin the next day of testing at \_\_\_\_\_.

Please gather your belongings, including any electronic devices that were collected before testing, and exit the room quietly.

## Final Points Before Testing

You'll begin the test in just a few minutes, after I read some final points.

During the test, keep your test book flat on your desk. If you find a defect, raise your hand and I'll come over.

Section 1 and section 2 are each made up of 2 modules. The test is timed by module. I'll post the start and end times for each timed module here *[indicate where this information will be posted]*, and I'll announce when 5 minutes are left in each module.

Section 1 and section 2 are each made up of 2 modules. The test is timed by module. I'll post the start and end times for each timed module here *[indicate where this information will be posted]*, and I'll announce when 5 minutes are left in each module.

For some students who choose to take it, a third test section, the SAT Essay is included. This section has 1 question also called a prompt.

Section 1 and Section 2 are each made up of 2 modules. The test is timed by module. I'll post the start and end times for each timed module here *[your proctor will indicate where this information will be posted]*, and I'll announce when 5 minutes are left in each module.

I'll walk around the room every now and then to make sure everyone is working on the correct module. For this test, you can only work on 1 module at a time. This may be different from what you're used to, so make sure not to move ahead or look back in the test book, even if you finish the current module.

Once the test is over, please stay seated and don't leave the room until I dismiss you.

If you have any final questions, you may ask them now.



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## Begin Testing

### Reading and Writing Section: Module 1

We'll start testing with the first module of the Reading and Writing section. Once we begin, you'll have up to 59 minutes to work on Module 1. I'll post the start and stop times, and I'll let you know when 5 minutes are left. If you finish before time is up, take time to check your work and make sure it's complete.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only 1 answer.

If you finish before I call time, you may check your work in this module, but you may not go to any other module of the test.

Now, open your test book to the first module in the Reading and Writing section. Read the directions and begin work. Good luck, everyone.

Time starts now.

### During the Module

After 54 minutes, your proctor will say:

You have 5 minutes remaining in Module 1.

After exactly 59 minutes, your proctor will say:

Stop work and put your pencil down.

### After Module 1

Close your test book and leave it on your desk.

We'll stop now for a 5-minute break. Please listen carefully to these rules:

- Don't discuss the test questions with anyone or access any kind of electronic device during this break or any other break during the test.
- If you need to leave the room, only go to designated areas, the hallway, or the restroom.
- Snacks and drinks are only allowed in designated areas.
- Please be considerate of students working in other rooms and don't talk in the hallway.

Take your ID with you if you leave the room. I will recheck it when you return. We'll start testing again in exactly 5 minutes.

At the end of the break, your proctor will say:

Please take your seat. Don't open any section of the test until I tell you to.

## Reading and Writing Section: Module 2

We'll continue testing with the second module of the Reading and Writing section. Once we begin, you'll have up to 59 minutes to work on Module 2. I'll post the start and stop times, and I'll let you know when 5 minutes are left. If you finish before time is up, take time to check your work and make sure it's complete.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only 1 answer.

If you finish before I call time, you may check your work in this module, but you may not go to any other module of the test.

Now, open your test book to the second module in the Reading and Writing section. Read the directions and begin work.

Time starts now.

### During the Module

After 54 minutes, your proctor will say:

You have 5 minutes remaining in Module 2.

After exactly 59 minutes, your proctor will say:

Stop work and put your pencil down.

### After Module 2

Close your test book and leave it on your desk.

We'll stop now for a 10-minute break. Please listen carefully to these rules:

- Don't discuss the test questions with anyone or access any kind of electronic device during this break or any other break during the test.
- If you need to leave the room, only go to designated areas, the hallway, or the restroom.
- Snacks and drinks are only allowed in designated areas.
- Please be considerate of students working in other rooms and don't talk in the hallway.

Take your ID with you if you leave the room. I will recheck it when you return. We'll start testing again in exactly 10 minutes.

At the end of the break, your proctor will say:

Please take your seat. Don't open any section of the test until I tell you to.

## Math Section: Module 1

If you are testing with an approved accommodation other than time and one-half, your timing and breaks may be different from what you see here.

We'll continue testing with the first module of the Math section. Once we begin, you'll have up to 65 minutes to work on Module 1. I'll post the start and stop times, and I'll let you know when 5 minutes are left. If you finish before time is up, take time to check your work and make sure it's complete.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only 1 answer.

Most questions are multiple choice, but some questions are student-produced responses. Directions for filling in your answers to these questions are in your test book. You'll write your answer next to or under the test question and circle it clearly. You won't receive credit for anything written outside of the circle.

If you have a calculator, which you can keep on your desk for use during this module, please remove any cover and place it on the floor under your desk during testing.

Even though you're allowed to use a calculator for this section, all the questions can be answered without one.

Remember to follow these guidelines:

- Keep your calculator flat on your desk or hold it so that other students can't view your work.
- Do not share or exchange your calculator.
- If you have a backup calculator or batteries, keep them on the floor under your desk.
- If your calculator malfunctions and you have batteries or a backup calculator, raise your hand. I'll come over to assist you. If you do not have a backup, continue the test and do the best you can.

If you finish before I call time, you may check your work on this module, but you may not go to any other module of the test.

Now, open your test book to the first module in the Math section. Read the directions and begin work.

Time starts now.

## During the Module

After 60 minutes, your proctor will say:

You have 5 minutes remaining in Module 1.

After exactly 65 minutes, your proctor will say:

Stop work and put your pencil down.

## After Module 1

Close your test book and leave it on your desk.

We'll stop now for a 5-minute break. Please listen carefully to these rules:

- Don't discuss the test questions with anyone or access any kind of electronic device during this break or any other break during the test.
- If you need to leave the room, only go to designated areas, the hallway, or the restroom.
- Snacks and drinks are only allowed in designated areas.
- Please be considerate of students working in other rooms and don't talk in the hallway.

Take your ID with you if you leave the room. I will recheck it when you return. We'll start testing again in exactly 5 minutes.

At the end of the break, your proctor will say:

Please take your seat. Don't open any section of the test until I tell you to.

## Math Section: Module 2

If you are testing with an approved accommodation other than time and one-half, your timing and breaks may be different from what you see here.

We'll continue testing with the second module of the Math section. Once we begin, you'll have up to 65 minutes to work on Module 2. I'll post the start and stop times, and I'll let you know when 5 minutes are left. If you finish before time is up, take time to check your work and make sure it's complete.

Keep your test book flat on your desk. Circle the letter of your chosen answer in your test book. Circle only 1 answer for each question. Multiple circled answers to 1 question will be counted as an incorrect answer. If you skip a question, make sure you leave enough time to come back to it later. If you change your response, erase it as completely as possible. You may use your test book for scratch work but be sure you have clearly circled only 1 answer.

Most questions are multiple choice, but some questions are student-produced responses. You'll write your answer next to or under the test question and circle it clearly. You won't receive credit for anything written outside of the circle.

You may continue to use a calculator for this section.

If you finish before I call time, you may check your work on this module, but you may not go to any other module of the test.

Now, open your test book to the second module in the Math section. Read the directions and begin work.

Time starts now.

## During the Module

After 60 minutes, your proctor will say:

You have 5 minutes remaining in Module 2.

After exactly 65 minutes, your proctor will say:

Stop work and put your pencil down.

## After Module 2

Close your test book and leave it on your desk.

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## Dismissal

Congratulations. You've completed the SAT. No matter how you feel it went, you've accomplished a lot just by being here today and completing the test.

## Test Materials Collection

Please sit quietly while I collect and count your test materials.

## Before Dismissal

Remember, by submitting your answers, you agree that you won't take any test questions from the testing room, give them to anyone, or discuss them with anyone over email, text messages, online, or any other way. This helps make sure all students have a fair and equal test experience. If you saw anything today that concerns you, come and talk to me before you leave.

If you want to cancel your scores, you have one week (7 days) in which you can request to cancel your scores through your My SAT account. please see me before you leave.

You have 3 days to update your 4 free score send selections in Bluebook. If you want to do that, you'll need your sign-in ticket, so keep it somewhere safe. If you need assistance accessing Bluebook, please see your counselor.

As I said at the beginning of the test, if a person violates any of the policies related to test security, their scores will be canceled and they may be prevented from taking other College Board tests in the future.

Please wait in your seat until I dismiss you. At that point, you may gather your belongings and come up to collect anything you turned in before the test. As you leave, please be considerate of people still working in other rooms. Again, congratulations on your hard work today.

Your proctor will collect this booklet from you before you leave.