TEST CENTER AGREEMENT

RESPONSIBILITIES OF THE SAT PROGRAM TEST CENTER SUPERVISOR

As test center supervisor, you have the responsibility for all aspects of the administrations of the SAT Program tests. A brief description of your responsibilities follows.

SECURITY OF TEST MATERIALS
The security of the test materials is critical. From the time of delivery until the time the materials are returned, you are fully responsible for ensuring their protection from loss or unauthorized access. This includes:

- Arranging the secure receipt of test materials and ensuring that they are securely stored in a locked area accessible only to you and a specific associate.
- Checking the test material within 24 hours of receipt to ensure that the full shipment has arrived and is free from tampering or damage. Report any discrepancies to Test Administration Services immediately.
- Ensuring that no one inspects the contents of any test book or other secure document prior to or following the administration. You and your team may inspect books only when it is necessary to investigate a test-taker’s report of a defect.
- Ensuring that the test materials are distributed to and collected from each test-taker individually in accordance with SAT Program procedures. You and your team must account for all test materials prior to the dismissal of test-takers.
- Packaging and returning materials as specified in the Supervisor’s Manual as soon as testing is completed.

BEFORE THE ADMINISTRATION
As a test center Supervisor, you should be thoroughly familiar with the Supervisor’s Manual. You are responsible for recruiting, and training team members, operating the center on an entirely nondiscriminatory basis, planning the efficient use of your testing facilities, and test security.

Testing Team
A. Ensure that all associate supervisors and proctors are courteous and professional.
B. Recruit team members based on the number of registered test-takers as specified in the Supervisor’s Manual. The team should reflect the same ethnic and gender ratios of the test-takers expected.
C. Training for team members should include:
   - A review of all test security procedures.
   - A review of any procedures that may be different for a particular testing program.
   - A review of specific duties, such as who will check identification and Admission tickets or mark the Attendance roster.
   - A discussion of the seating plans for each testing room and how to complete a seating chart, the Associate Supervisor’s Report Form, and the Supervisor’s Irregularity Report.
   - Confirmation of reporting time and team break schedule.
   - A review of procedures to follow if assistance is needed regarding locked doors, temperature variations, etc.
• A review of how to manage test administration irregularities and answer test-taker questions.

Testing Rooms
Testing rooms should have adequate work space, seating, lighting, and temperature, be quiet and free of distractions, and, if needed, be accessible to students with disabilities. The SAT Program has the following seating requirements:
• Each test-taker should be seated at a desk or table with a writing surface at least 12 inches by 15 inches (30 by 38 centimeters) or large enough to hold an answer sheet.
• All test-takers must be seated facing the same direction and all chairs must be placed directly behind those in the preceding row.
• Test-takers must be separated on each side (left and right) by a minimum of four feet. In an inclined seating arrangement, such as an auditorium, there must be a four-foot separation front, side and rear.

Advise Test Administration Services as soon as possible if there is a change in the site to which test-takers must report.

ON TEST DAY

Before the test
A. Arrive early.
B. Count test materials to be used in each testing room and record on the Associate Supervisor’s Report Forms; assemble packets of test materials and forms for each room.
C. Post directions or signs indicating location of check-in area, testing rooms and rest rooms.
D. Set up check-in area.
E. Check each testing room for last-minute problems.
F. Do not admit visitors to the testing rooms.

During The Test
Uniform procedures are essential in a standardized testing environment. The scores of all test-takers will be considered “standard” and “comparable” only if all supervisors, associate supervisors, and proctors follow the same testing procedures and read instructions exactly as they appear in the Supervisor’s Manual. Your team must be thoroughly trained and familiar with the administrative instructions, requirements, and regulations. For you and your team members to conduct a standard test administration, you must ensure that:
• All test-takers have appropriate photo identification and admission documents.
• Test-takers are directed to testing rooms in accordance with the procedures in the Supervisor’s Manual and are randomly assigned to specific seats. Under no circumstances should test-takers be permitted to select their own seats.
• Test-takers are seated in accordance with spaced-seating requirements.
• A seating chart is prepared and verified for each testing room in accordance with the SAT Program procedures.
• Test books and answer sheets are distributed to and collected from each test-taker individually.
• Timing requirements are met. During the test administration, the remaining testing time must be announced at regular intervals if a clock is not visible to
all test-takers. The time remaining must also be announced five minutes before the end of every section or test.

- At least one staff member is present in the testing room at all times. All unused test materials must be securely stored during the administration. Under no circumstances are test-takers to be left alone with test materials.
- All test materials are accounted for before test-takers are dismissed.
- You and your team remain alert and attentive during all phases of the test administration and do not read, eat, drink, engage in conversation, correct papers, or perform any other task that is not directly related to your test administration duties.
- You and your team immediately advise Test Administration Services of any significant problems, events, or activities occurring prior to or on the test date.
- Neither test-takers nor team members have cell phones or pagers visible in the testing room.

**AFTER THE ADMINISTRATION**

After the test you should verify the counts of answer sheets (both used and unused) and the test books as each associated supervisor returns test materials. You should also check each test room to be certain no testing materials or student belongings have been left behind. You are responsible for ensuring that all forms and reports are completed and returned as specified in the *Supervisor’s Manual* or other material. To meet these responsibilities, you must:

A. Complete all required forms and reports and, immediately after the test administration, return them in accordance with specific SAT Program procedures. These forms include the:
   - Test Supervisor’s Report Form
   - Associate Supervisor’s Report Form for each testing room.
   - Attendance Roster or Nonstandard Administration Report
   - Supervisor’s Irregularity Report (if needed).

B. Complete the online Summary Voucher at www.ets.org/supervisor (honorarium checks should arrive within four to six weeks).

C. Organize all test materials for return in the cartons and envelopes provided, in accordance with SAT Program procedures.

D. Maintain appropriate attendance records, seating charts and other administration records in accordance with SAT Program procedures.

**TAX LIABILITY**

While administering SAT Program test as a test center supervisor, you are in independent contractor rather than an employee. You receive an honorarium after each test administration according to the honorarium schedule in the *Supervisor’s Manual*. The honorarium is an expression of appreciation of behalf of test-takers and the SAT Program. Any honorarium paid to persons working in the United States represents taxable income and must be reported to the Internal Revenue Service (IRS). Honorarium income is subject to federal income tax. You are responsible for the direct payment of any income or self-employment (social security) taxes due on the honoraria payments. By January 31 of each year, you will receive Form 1000-Misc with the honorarium amount paid to you the previous calendar year.

**CALIFORNIA TEST CENTER PERSONNEL**

The State of California requires that we furnish you with a W-2 form for California reporting only that should be attached to your state income tax return.
TESTING STAFF AGREEMENT

I affirm that I:

- Have read and understand the SAT Supervisor’s Manual including, but not limited to, the pages setting forth conditions under which SAT Program test must be Administered;
- Understand and agree that all SAT Program test, and all the questions contained in them are the property of the College Board and protected by copyright laws;
- Understand and agree that copying, reproducing, or removing any materials from and SAT Program test book is illegal and persons taking such actions will be prosecuted by the College Board;
- Am not engaged in any private SAT test preparation that is not conducted under the auspices of their school or district and for which I receive compensation above and beyond the terms of my employment as a teacher or other professional employee with the school or district, and will not engage in such activity for the remainder of the current school year. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled course work is acceptable.)
- Have not taken any SAT Program test within 180 days of test date on which I administer SAT test;
- Do not have a member of my household or immediate family (“related student”) taking an SAT Program test on the above test date at any test site. In such instances, the related student’s scores are subject to cancellation.

SECURITY OF TEST MATERIALS

- Refer to the Responsibilities of the Test Center Supervisor above

OBLIGATIONS AND RESPONSIBILITIES OF THE TEST CENTER SUPERVISOR

As the Supervisor of Record, you are responsible for all aspects of test administration. You manage the test center and team members, and you ensure secure handling of testing materials. You or your designated test center supervisor is expected to be at the test center to supervise all activities related to every test for which you are scheduled. You are responsible for performing the following activities:

- Validate the center’s scheduled dates and capacity.
- Recruit and train team members.
- Ensure the security of test materials from their arrival until their return.
- Check test materials upon arrival; notify the office of Testing Integrity immediately if there are discrepancies.
- Plan efficient use of facilities.
- Supervise all activities of every test administration.
- Supervise admission of students.
- Handle emergencies.
- Complete and return all forms immediately after the test.
- Administer Makeup testing as deemed required.
ETS reserves the right to cancel testing on a specific date or all test dates for which you are scheduled to be supervisor due to noncompliance with the above stated obligations and responsibilities of the test center supervisor.

**GENERAL REQUIREMENTS FOR RUNNING A TEST CENTER**

- Refer to the *Responsibilities of the Test Center Supervisor* above

**OTHER IMPORTANT INFORMATION**

While you are acting within the scope of your prescribed duties, ETS provides General Liability insurance for you, your associate supervisors, and your proctors. This insurance covers bodily and personal injuries and property damage claims filed against you. Also, while you are acting within the scope of your prescribed duties, ETS’ coverage may include legal support for you and your team if a test taker or parent brings legal action or a claim against you. This support will be provided based on the specific facts and circumstances of the incident. You and your team should fully inform ETS immediately of any such incident.

Although it does not happen often, ETS may cancel testing on a specific date or all test dates for which you are scheduled to be supervisor because of test security, client request, economic, or other reasons. ETS also reserves the right to designate another individual, or an administrative official from your institution may designate another individual, to assume responsibility of test center supervisor at any time during the testing year.

Ensure that each testing program has a separate and fully qualified supervisor if two or more different program administrations are scheduled for your center at the same time. Although you may be the Supervisor of Record for simultaneous administrations, you are not permitted to supervise another CB/ETS testing program at the same time that you administer an SAT Program test. You must appoint a supervisor for the additional program’s test. Some supervisors choose to appoint associate supervisors to serve as additional supervisors on test day. Be sure to notify Test Administration Services of the individual(s) who will serve as the actual supervisor(s) for the simultaneous administration of each examination overseen by ETS.