

SAT training



Before exam day

- Review the plan
 - Please know where you're supposed to be and when, and please, be here early to assist with getting students where they need to be.
- Read the manual
 - Be thorough. This is on Canvas and in Teams. If you have questions, ask!
- Check the date and the exam name
 - Ensure that you're looking at materials for the SAT.

Classroom preparation

- All educational items with words, images, graphs, etc., on walls should be covered or removed. When in doubt, cover it or remove it.
 - Do not remove or cover building safety materials.
- All students must face the same direction, and there should be a clock on the wall that they are facing.
- Student desks should be at least 3 feet apart (center-to-center) in all directions.

Just before the exam

- Arrive early. Proctors and room monitors need to pick up materials no later than 7:45 a.m.
- Read the instructions in your folder.
- Check all materials against the Testing Room Materials Report and instructions in your bin. If something is missing, place the “assistance requested” outside your room. Do not leave exams unattended.

Thanks for watching

