

Tip:
For
On-Hand
Copy for
Future
Use



SSAT Room Record—Flex & Benchmark

A separate SSAT Room Record must be completed and returned for **EACH** room and for each administration regardless of size.

Test Center Code: _____ Date: ___/___/___

Room Name/Number: _____

Number of Students in this Room: _____

Were any Testing Accommodations Provided in this Room? Yes No

Completed by: _____ (Please print)

Signed by: _____

List All Proctors (& Accommodation Assistants) in this Room:

Were test takers allowed open access to hallways during breaks?

- Yes, the hallways were clear of non-test takers
- No, others were in the hallways

Circle each item to confirm it meets requirements.

| | | | | |
|---|---|--|------------------------|-----------------------|
| <p>Emergency Prep OK</p> <ul style="list-style-type: none"> Phone Access & Know When to Call 911 Know Fire Escape Routes Know How/When to “shelter in place” | <p>Clock Visible and Temperature OK</p> | <p>Desks Big Enough</p> | <p>Desk Spacing OK</p> | |
| <p>Proctor Checklist for Admitting Students Used</p> | <p>Materials Kept Secure</p> | <p>Script Used</p> <p>SAY If you don't have an _____</p> <p>DO Provide a blank, MIDDLE</p> <p>SAY If you don't have an _____</p> <p>DO Provide a blank, UPPER</p> <p>SAY Without opening it, mt correct level.</p> <p>Students in grades 5, I</p> <p>Students in grades 8, I</p> <p>DO Fix any issues.</p> | <p>Sign/Area Used</p> | <p>Sign/Area Used</p> |

Note Exact Start/End Times Used:

| Test Section | Time | 1.5x Time | Start time | End Time |
|------------------------------|------|-----------|------------|----------|
| Writing Sample | 25 | 40 | : | : |
| Break | 10 | 10 | : | : |
| Quantitative | 30 | 45 | : | : |
| **Break (1.5x only)** | N/A | 5 | : | : |
| Reading | 40 | 60 | : | : |
| Break | 10 | 10 | : | : |
| Verbal | 30 | 45 | : | : |
| **Break (1.5x only)** | N/A | 5 | : | : |
| Quantitative | 30 | 45 | : | : |
| Experimental | 15 | N/A | : | : |

| START TIME | STOP TIME | | | | |
|------------|----------------|----------------|----------------|----------------|----------------|
| | 20 min section | 25 min section | 30 min section | 40 min section | 45 min section |
| :00 | :20 | :25 | :30 | :40 | :45 |
| :01 | :21 | :26 | :31 | :41 | :46 |
| :02 | :22 | :27 | :32 | :42 | :47 |
| :03 | :23 | :28 | :33 | :43 | :48 |
| :04 | :24 | :29 | :34 | :44 | :49 |
| :05 | :25 | :30 | :35 | :45 | :50 |
| :06 | :26 | :31 | :36 | :46 | :51 |
| :07 | :27 | :32 | :37 | :47 | :52 |
| :08 | :28 | :33 | :38 | :48 | :53 |
| :09 | :29 | :34 | :39 | :49 | :54 |
| :10 | :30 | :35 | :40 | :50 | :55 |
| :11 | :31 | :36 | :41 | :51 | :56 |
| :12 | :32 | :37 | :42 | :52 | :57 |
| :13 | :33 | :38 | :43 | :53 | :58 |
| :14 | :34 | :39 | :44 | :54 | :59 |
| :15 | :35 | :40 | :45 | :55 | :00 |
| :16 | :36 | :41 | :46 | :56 | :01 |
| :17 | :37 | :42 | :47 | :57 | :02 |
| :18 | :38 | :43 | :48 | :58 | :03 |
| :19 | :39 | :44 | :49 | :59 | :04 |
| :20 | :40 | :45 | :50 | :00 | :05 |
| :21 | :41 | :46 | :51 | :01 | :06 |
| :22 | :42 | :47 | :52 | :02 | :07 |
| :23 | :43 | :48 | :53 | :03 | :08 |
| :24 | :44 | :49 | :54 | :04 | :09 |
| :25 | :45 | :50 | :55 | :05 | :10 |
| :26 | :46 | :51 | :56 | :06 | :11 |
| :27 | :47 | :52 | :57 | :07 | :12 |
| :28 | :48 | :53 | :58 | :08 | :13 |
| :29 | :49 | :54 | :59 | :09 | :14 |
| :30 | :50 | :55 | :00 | :10 | :15 |
| :31 | :51 | :56 | :01 | :11 | :16 |
| :32 | :52 | :57 | :02 | :12 | :17 |
| :33 | :53 | :58 | :03 | :13 | :18 |
| :34 | :54 | :59 | :04 | :14 | :19 |
| :35 | :55 | :00 | :05 | :15 | :20 |
| :36 | :56 | :01 | :06 | :16 | :21 |
| :37 | :57 | :02 | :07 | :17 | :22 |
| :38 | :58 | :03 | :08 | :18 | :23 |
| :39 | :59 | :04 | :09 | :19 | :24 |
| :40 | :00 | :05 | :10 | :20 | :25 |
| :41 | :01 | :06 | :11 | :21 | :26 |
| :42 | :02 | :07 | :12 | :22 | :27 |
| :43 | :03 | :08 | :13 | :23 | :28 |
| :44 | :04 | :09 | :14 | :24 | :29 |
| :45 | :05 | :10 | :15 | :25 | :30 |
| :46 | :06 | :11 | :16 | :26 | :31 |
| :47 | :07 | :12 | :17 | :27 | :32 |
| :48 | :08 | :13 | :18 | :28 | :33 |
| :49 | :09 | :14 | :19 | :29 | :34 |
| :50 | :10 | :15 | :20 | :30 | :35 |
| :51 | :11 | :16 | :21 | :31 | :36 |
| :52 | :12 | :17 | :22 | :32 | :37 |
| :53 | :13 | :18 | :23 | :33 | :38 |
| :54 | :14 | :19 | :24 | :34 | :39 |
| :55 | :15 | :20 | :25 | :35 | :40 |
| :56 | :16 | :21 | :26 | :36 | :41 |
| :57 | :17 | :22 | :27 | :37 | :42 |
| :58 | :18 | :23 | :28 | :38 | :43 |
| :59 | :19 | :24 | :29 | :39 | :44 |

Use of this form is REQUIRED

Test Day Information

Continue on back

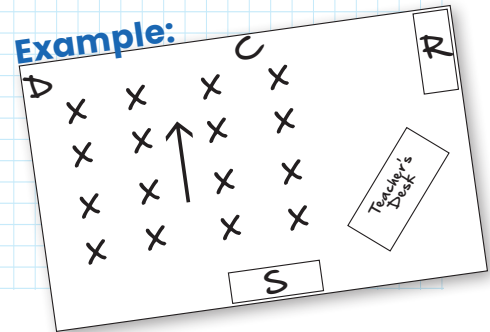


Room Layout

- Use the grid below to show the general layout of the testing room.
- Use the key at the top right for symbols to use for required items.
- Draw/note other significant room elements.
- Irregularities: Note the location/name of any test taker who had an irregularity.
- Optional: You may additionally use this area as a seating chart.

Key

P: Prohibited items Area
 S: Snacks Area
 D: Doors
 X: Student Desk
 C: Clock
 ↑: Direction Test Takers Face



Irregularity Notes (must be transferred to MAP after testing)

| | |
|---------------|--|
| Student: | |
| Irregularity | |
| Action Taken: | |
| Section/Time: | |
| Notes | |

| | |
|---------------|--|
| Student: | |
| Irregularity | |
| Action Taken: | |
| Section/Time: | |
| Notes | |

| | |
|---------------|--|
| Student: | |
| Irregularity | |
| Action Taken: | |
| Section/Time: | |
| Notes | |

Confirmation

I affirm that all information provided on this room record is complete and accurate.

I received _____ test books from the test administrator and returned _____ test books.
(skip this if acting as administrator and proctor).

I affirm that during this administration I followed all rules and guidelines.

Print proctor name _____ Proctor Signature _____

After testing: provide this room record to the test center administrator to be returned in the test materials return bag.