

SSAT

Quick Start Guide for Proctors

01

Agreement

Is your annual agreement signed?

02

Training

Have you reviewed the training materials?

03

Payment

Is your banking information up-to-date?

01 Agreement:

Every proctor must complete an online proctor agreement each testing year (August 1st to July 20th) before they proctor a test. Your test administrator will initiate the Proctor Agreement that you will receive via email and sign electronically.

02 Training:

Proctor training should consist of:

- Reviewing the entire [manual](#), especially the proctor training section on pages 4-11
- Watching related [SSAT training videos](#)
- Discussing test administration questions with the test administrator

03 Payment:

Are you receiving honoraria? Be sure your mailing address and/or banking information is up-to-date when signing your agreement. Proctors subject to U.S. taxation must indicate so, provide their Social Security number, and securely provide W9 information. Failure to do so will delay honoraria.