

# **SSAT CANDIDATE HANDBOOK**

**FOR TESTING YEAR 2017-2018**  
**(August 1, 2017 to July 31, 2018)**

# Table of Contents

Contacting the Association.....	5
SSAT Candidate Handbook.....	5
Candidate Agreement.....	5
Overview.....	5
SSAT CANDIDATE AGREEMENT.....	6
About The SSAT.....	10
The SSAT is a Test for Admission.....	10
The SSAT is Written by Teachers and Test Experts.....	11
The SSAT is Reliable.....	11
The SSAT is a Norm-Referenced Test.....	11
The SSAT is a Standardized Test.....	12
SSAT Test Types.....	12
Overview.....	12
The SSAT Standard Test.....	12
The SSAT Flex Test.....	13
Closed Flex Test.....	13
Open Flex Test.....	13
The SSAT Benchmark Test.....	13
SSAT Test Levels.....	14
Elementary Level.....	14
Middle & Upper Level.....	14
Test Content, Sections, & Length.....	14
Elementary.....	14
Middle & Upper Level.....	15
Exam Registration and Scheduling Procedures.....	15
Account Access.....	15
Account Expiration.....	15
Your SSAT Account.....	15
Gender.....	16
Finding a Testing Location.....	16
Registering for a Test.....	16
Grade.....	17
Grade—June Standard Testing.....	17
Standard Test Registration.....	18
Regular Registration.....	18
Late Registration.....	19
Rush Registration.....	19

Flex Test Registration.....	19
Testing with a Consultant.....	19
Testing with an Association Member—Open Test.....	19
Testing with an Association Member—Closed Test.....	19
Your SSAT Admission Ticket.....	19
How many times can a student test? .....	20
Changes.....	20
Test Changes .....	20
Grade Changes Before Testing .....	21
Updating Your Information.....	21
Exam & Other Fees .....	21
2017-18 Test Fees.....	21
Refund Policy .....	23
SSAT Fee Waivers .....	23
Testing Accommodations.....	24
Accommodations for Student with Disabilities .....	24
Sunday Testing Accommodations .....	24
Preparations for Testing.....	24
Before the Test Date.....	24
Become Familiar with the Format .....	25
Test Preparation Services.....	25
The Official Guides to the SSAT .....	25
Check your email and ssat.org .....	25
Inclement Weather.....	25
On Test Day .....	26
Check your email and ssat.org .....	26
Arrival Time.....	26
Dismissal Time.....	26
Testing Site Location .....	26
What to Bring .....	26
Restricted Items .....	27
Sickness During Testing .....	29
Testing Rules.....	29
The Association’s Right to Cancel Scores .....	29
Testing Irregularities.....	30
Common Irregularities .....	31
Irregularity Mandatory Action Chart .....	33
Violations and Investigations .....	33
Appeals for Investigation Disputes.....	34

Test Security .....	35
Video and Audio Surveillance at Test Centers .....	35
Data Forensics.....	35
Results and Scoring.....	36
Who will Receive Score reports? .....	36
How do Students Receive Score? .....	36
Online (free).....	36
Additional Delivery Methods .....	36
Score Alerts .....	36
Non Association Member Recipients .....	36
How do SSAT Member Score Recipients Receive Scores? .....	36
Score Reporting Timeline .....	37
Initial Release .....	37
After Initial Release.....	37
When Can Score Recipients be Added? .....	37
Right to Cancel Score Recipients .....	37
Score Recipients vs. Score Advisors .....	37
How do Score Recipients Use Results? .....	37
Length of Score Availability .....	38
Score Delays .....	38
Right to Cancel Scoring of a Test .....	38
Handscoring .....	38
Rescoring .....	38
The Association Will Not Score Incomplete Tests .....	39
Score Interpretation .....	39
Superscoring .....	39
Writing Sample .....	39
Item Challenges.....	39
Use of Personal Information.....	40
Conflict of Interest .....	40

# Contacting the Association

Phone: 609-683-4440 (M-F 9am-4:30pm EST)

Fax: 609-683-4507

Email: [info@ssat.org](mailto:info@ssat.org) (general/all email inquiries)

[ta@ssat.org](mailto:ta@ssat.org) (testing accommodation inquiries)

## SSAT Candidate Handbook

The SSAT Candidate Handbook (the “Handbook”) sets forth all of the policies and procedures that apply to the Secondary School Admission Test (SSAT). The Handbook includes policies and procedures for examination registration and scheduling, examination administration, scoring, retesting, violations, investigations, errors, and dispute resolution. The policies and procedures in the Handbook help protect SSAT examination content, maintain the integrity of the school application process, and ensure test fairness and validity for all candidates. All candidates and their parents or legal guardians must read and familiarize themselves with the Handbook and must agree to all of the policies and procedures contained herein. All policies and procedures contained in the Handbook are part of the SSAT Candidate Agreement (the “Agreement”), the text of which is also included in the Handbook. The SSAT is made available to candidates exclusively under the terms of the Agreement, which constitutes a legally binding agreement between the Association, on the one hand, and candidates and their parents or legal guardians, on the other hand. “You” as used herein refers to the candidate who will take or has taken the SSAT.

## Candidate Agreement

### Overview

The SSAT Candidate Agreement (the “Agreement”) is a critical component of the Handbook. You and your parent or legal guardian must accept and agree to all terms of the Agreement each time your parent or legal guardian registers you for and schedules an SSAT examination, and you must personally reaffirm your understanding and acceptance of its terms before commencing the exam on test day, each time you take the exam. The entire text of the Agreement is reprinted below.

## SSAT CANDIDATE AGREEMENT

The SSAT Candidate Agreement (the “Agreement”) sets forth the terms and conditions under which the Secondary School Admission Test Board (“the Association”) will allow a candidate’s parent or legal guardian to register the candidate for a SSAT examination, and allow the candidate to take the SSAT. The Association requires that a candidate’s parent or legal guardian provide a printed copy of this Agreement to the candidate and read and explain this Agreement to the candidate prior to registering for a candidate’s SSAT examination. The SSAT is made available to candidates exclusively under this Agreement, which constitutes a legally binding agreement between the Association, on the one hand, and candidates and their parents or legal guardians, on the other hand. “You” as used herein refers to the candidate for the SSAT.

In order to register for the SSAT, your parent or legal guardian must acknowledge and certify to the Association on your behalf that you understand and accept the terms and conditions set forth in this Agreement and that you have received a printed copy of it. At the time of your scheduled SSAT administration, you will be required to sign your answer booklet as a verification acknowledging that you previously received a printed copy of the Agreement, understand it, and agree to abide by all of its terms and conditions. You will not be permitted to take the SSAT if you do not sign the verification prior to starting your scheduled examination. In addition, at the time of your registration for the SSAT, your parent or legal guardian must acknowledge and accept the terms and conditions set forth in the Agreement and further agree to accept personal responsibility for your compliance with the Agreement, as well as any consequences that could result from your failure to abide by the Agreement.

By appearing at a test center to take a scheduled SSAT, you are representing and certifying to the Association that you are the person whose name and address appear on your SSAT registration and that you are the person who will take the SSAT on your own behalf. You are further certifying that you are taking the SSAT solely for the purpose of obtaining admission to an independent secondary school. You are further certifying that you are not taking the SSAT in your capacity as a test preparation agent, coach or tutor, or for the purpose of obtaining confidential test material.

You understand and agree that the SSAT is a secure, confidential examination, and its contents are disclosed to candidates in a limited context to permit candidates to take the examination for the purpose of obtaining examination results and submitting them to an independent school as part of its admission process, and for no other purpose. You

further understand and agree that the SSAT and all related materials, including confidential examination questions, answer choices and all additional examination content are the sole property of the Association and are protected by United States and international copyright and trade secret laws. You agree that you will not discuss or disclose SSAT content orally, in writing, on the Internet, through social media or through any other medium existing today or invented in the future. You also agree that you will not copy, reproduce, adapt, disclose, or transmit SSAT examination questions or answer choices or any examination content, in whole or in part, or assist or solicit anyone else in doing the same. You further agree that you will not reconstruct examination content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity. You further agree and attest that, prior to taking the SSAT examination, you have not solicited, received or reviewed confidential examination questions, answer choices or any other examination content represented or understood to be copied or derived from a prior SSAT examination.

The SSAT Candidate Handbook (“Handbook”) sets forth all of the policies and procedures that apply to the SSAT. The Handbook includes policies and procedures for application, eligibility, fees, examination registration and scheduling, examination administration, scoring, retesting, violations, investigations, errors, and dispute resolution. The policies and procedures in the Handbook help protect examination content, maintain the integrity of the school application process, and ensure test fairness and validity for all candidates. All policies and procedures contained in the Handbook are hereby incorporated into and made part of this Agreement. By acknowledging and accepting this Agreement, you and your parent or legal guardian are attesting that you have read the current version of the Handbook, and that you and your parent or legal guardian understand, accept, and agree to abide by all of the policies and procedures set forth therein and understand that any violation of the policies and procedures contained in the Handbook constitutes a violation of this Agreement.

As set forth in the Handbook, you agree that all registration information provided to the Association through its website will be provided by your parent or legal guardian. Your parent or legal guardian agrees that all information provided to the Association in relation to your registration will be complete, truthful, and accurate in every respect and that your parent and legal guardian has a continuing obligation to notify the Association immediately of any changes to information previously submitted to the Association. You and your parent or legal guardian acknowledge and understand that the Association website is not designed or intended to solicit or receive information from minors or

children under the age of 13 and you agree to immediately notify the Association if you have any reason to believe that a child under the age of 13 has submitted information to the Association through its website.

The Association Privacy Policy (“Privacy Policy”) sets forth all of the terms and conditions that govern the Association’s collection, use and disclosure of public and private information about you and your performance on the SSAT to third parties, including but not limited to schools. All policies and procedures contained in the Privacy Policy are hereby incorporated into and made part of this Agreement. By acknowledging and accepting this Agreement, you and your parent or legal guardian are attesting that you have read the current version of the Privacy Policy, and that you and your parent or legal guardian understand, accept and agree to all of the terms and conditions set forth therein.

The following conduct (whether attempted or completed) is strictly prohibited in the testing environment during the SSAT and during breaks:

- Access to, possession, or use of any of the following PROHIBITED ITEMS:
  - cellular phone, any device that connects to a cellular network or the Internet, any electronics device, watches, calculator, camera, recording device, book, note, paper, study materials, test-taking aid of any kind, coat, hat, backpack, bag, purse, eraser, pen, mechanical pencil, ruler, snack or drink.
  - All such items brought to the test center must be placed in the Restricted Items Section or Snacks section prior to testing;
- Presenting a false identification or otherwise falsely representing your identity;
- Seeking assistance from or providing assistance to any person;
- Disrupting the test administration or disturbing other candidates during the examination;
- Leaving the testing room without permission;
- Failing to follow the directions of any Test Center Administrator or Proctor;
- Copying, capturing, recording, collecting, memorizing, discussing, transmitting or distributing examination content; and
- Talking or communicating with anyone other than a Test Center Administrator or Proctor during the test.

By acknowledging and accepting this Agreement, and by appearing to take a scheduled SSAT examination, you are certifying to the Association that you have read and will abide by the above rules. Engaging in or attempting to engage in any prohibited conduct shall be considered a violation of the Agreement.

You and your parent or legal guardian understand and agree that any alleged violation of this Agreement or any alleged activity that may compromise the validity, integrity, or

security of the SSAT will be investigated. You and your parent or legal guardian also understand and agree that if you or any person on your behalf provide false or misleading information to the Association at any time, violate the terms of this Agreement, refuse to comply with any directions given to you by a Test Center Administrator or Proctor, engage in any activity that may compromise the validity, integrity, or security of the SSAT, or fail to fully cooperate in any investigation related to the SSAT, that the Association may, in its sole discretion:

1. prohibit you from taking the SSAT for a fixed period of time or permanently;
2. terminate your SSAT administration prior to your completion of the test and require you to leave the test center;
3. invalidate your score, before or after scores are reported, without a refund;
4. report your conduct and/or the findings of any investigation by the Association to all schools to which you have applied or may apply for admission, and other interested third parties;
5. pursue civil legal action against you and/or your parent or legal guardian; and
6. refer the matter for criminal prosecution if you engaged in criminal conduct.

No parent or legal guardian should register for or schedule an examination for a candidate if there is any part of this Agreement that the candidate or parent or legal guardian does not understand. If a candidate or parent or legal guardian has any questions about the terms and conditions of this Agreement, please contact a representative of the Association at 609-683-4440 or [info@ssat.org](mailto:info@ssat.org).

By clicking "I Agree" below, the individual accepting this Agreement is certifying to the Association that he or she is in fact the parent or legal guardian of the candidate for whom he or she is submitting candidate registration information. Furthermore, by clicking the "I accept the Terms and Conditions set out above" button below, the candidate's parent or legal guardian is certifying to the Association that both the candidate and the parent or legal guardian have read this entire Agreement, that the candidate has received a printed copy of it, that the parent or legal guardian has answered any questions that the candidate may have about it, and that both the candidate and parent or legal guardian fully understand and accept the terms and conditions of the Agreement, including the Handbook and the Privacy Policy, and the potential consequences for any violation thereof.

# About The SSAT

The SSAT is the required admission test at many of the best independent schools in the world. This test is one important step on the path to an independent school education. Your SSAT score is one part of your complete application to an independent school, and while it is important, it is not the only criteria for admission. The SSAT is designed for students in grades 3 through PG and is administered on three levels (Elementary, Middle, and Upper).

## The SSAT is a Test for Admission

The SSAT is designed for students who are seeking entrance to independent schools worldwide. The purpose of the SSAT is to measure the basic verbal, quantitative, and reading skills students develop over time—skills that are needed for successful performance in independent schools. The SSAT provides independent school admission professionals with meaningful information about the possible academic success of potential students like you at their institutions, regardless of students' background or experience.

The SSAT is not an achievement test. Your most recent classroom math test, for example, was probably an achievement test: Your teacher specifically designed it to evaluate how much you know about what has been covered in class

The SSAT, on the other hand, is designed to measure the verbal, quantitative, and reading skills you have acquired, instead of focusing on your mastery of particular course materials.

The SSAT measures three constructs: verbal, quantitative, and reading skills that students develop over time, both in and out of school. It emphasizes critical thinking and problem-solving skills that are essential for academic success. The distribution of question difficulties is set so that the test will effectively differentiate among test takers who vary in their level of abilities.

Furthermore, current SSAT tests are not designed to measure other characteristics, such as motivation, persistence, teamwork, or creativity that may contribute to your success in school. However, during the 2015-2016 testing season, the Association initiated a pilot study for an innovative Character Skills Assessment (CSA), now named the Character Skills Snapshot (CSS), meant to examine character traits children demonstrate every day. The CSS will be made available during the 2017-2018 testing season.

## The SSAT is Written by Teachers and Test Experts

In developing the SSAT, the Association convenes review committees composed of content experts and independent school teachers. The committees reach consensus regarding the appropriateness of the questions. Questions judged to be acceptable after the committee review are then pretested and analyzed. Questions that are statistically sound are ready to be selected and assembled into test forms.

## The SSAT is Reliable

The SSAT is highly reliable. The scaled score reliability is higher than .90 for both the verbal and quantitative sections and is approaching .90 for the reading section, which is considered quite high in the educational field.

## The SSAT is a Norm-Referenced Test

The SSAT is a norm-referenced test. A norm-referenced test interprets an individual test-taker's score relative to the distribution of scores for a comparison group, referred to as the norm group. The SSAT reports scores based upon two separate norm groups:

- A group consisting of all the test takers of the same grade who have taken the test for the first time on one of the Standard SSAT administrations in the United States and Canada over the past three years.
- A group consisting of all the test takers of the same grade AND GENDER who have taken the test for the first time on one of the Standard SSAT administrations in the United States and Canada over the past three years.

The resulting score of this comparison is called a Percentile. A percentile indicates the percentage of the norm group your student did as well as or better than. For example, a percentile rank of 90% means the student performed as well or better than 90% of the norm group.

The same scaled score on the SSAT may have a different percentile rank from year to year or even from test to test, and the SSAT percentile ranks should not be compared to those of other standardized tests because each test is taken by a different group of students. In contrast, a criterion-referenced test interprets a test taker's performance without reference to the performance of other test takers. For example, your percent correct from a classroom math test is 90% because you answered 90% of the questions correctly. Your score is not referenced to the performance of anyone else in your class.

It is important to remember that the SSAT norm group is a highly competitive group. You are being compared to all the other students (same grade and separately same grade & gender) who are taking this test for admission into independent schools—some of which are the most selective in the country. Most important to remember is that the SSAT is

just one piece of information considered by schools when making admission decisions, and for the vast majority of schools, students with a wide range of SSAT scores are admitted.

## The SSAT is a Standardized Test

Although each year many different SSAT forms are utilized, the SSAT is administered and scored in a consistent (or standard) manner. The reported scaled scores are comparable and can be used interchangeably, regardless of which test form students take. A scaled score of 500 on the June 2014 Upper Level verbal section, for example, has the same meaning as the scaled score of 500 from the December 2011 Upper Level verbal section, although the forms are different. This score interchangeability is achieved through a statistical procedure referred to as score equating. Score equating is used to adjust for minor form difficulty differences, so the resulting scaled scores can be compared directly.

Standard also refers to the way in which tests are developed and how tests are administered. Regarding test development, a standard process for writing, testing, and analyzing questions—before they ever appear on a live test—is used. Further, the Association provides precise instructions to be followed by qualified and experienced test administrators from the moment you are admitted to the test center until the time of dismissal. Any deviations from the standardized testing conditions are reported by the test administrator in writing to the Association.

# SSAT Test Types

## Overview

There are three types of the SSAT. Each type has its own purpose, use, and rules for how many times it may be completed by a student each testing year (August 1<sup>st</sup> to July 31<sup>st</sup>).

## The SSAT Standard Test

A Standard test is a group administration of the SSAT held at sites worldwide on eight Saturdays each year. The majority of students take Standard tests.

For the 2017-18 testing year (August 1, 2017 to July 31, 2018) the Standard test dates are:

- 10/14/17
- 11/11/17
- 12/9/17
- 1/6/18
- 2/3/18

- 3/3/18
- 4/21/18
- 6/9/18

Within a testing year, a student may take as many Standard tests as desired. Limited Standard tests are offered on the Sundays immediately following the dates above for those students who cannot test on Saturdays due to religious observance. See the Sunday Testing section for more information.

## The SSAT Flex Test

A Flex test is a group or individual administration on any date other than the Standard test dates. Flex tests cannot be administered on a Standard test date. Flex tests can be administered on the Sunday immediately following a Standard date. You may only take one Flex test in a testing year. Once you have taken a Flex test, the only options you will see online for any additional registrations will be Standard test dates. Flex tests may be given by educational consultants or member schools. If you need to take a Flex test, check with the school to which you are applying to ask if they will be providing any Flex testing, or review the list of educational consultants willing to offer the Flex test on [ssat.org](http://ssat.org)\*.

*\*Please note: Educational consultants may charge families an SSAT administration fee. Please check with your educational consultant prior to testing to determine if he/she charges these fees.*

There are two Flex test subtypes

### Closed Flex Test

If you are testing with an educational consultant, or taking an individual or small group test that has been prearranged at a member school that is not open to the public, you will take a "closed" Flex test, which requires an access code obtained directly from the educational consultant or school for registration.

### Open Flex Test

An open flex test is an administration that is open to the general public. No access code is required for an Open Flex test.

## The SSAT Benchmark Test

A benchmark test is a test provided by an Association member school for the purposes of determining the general performance of current students or a group of students that are applying. This allows the member school to understand the current performance of the groups, thus allowing them to create a benchmark for comparison. All benchmark

registrations are created by member schools. An individual test taker may not select nor register for a Benchmark administration. Members may only register each student for one Benchmark test per testing season.

## Regional Test

Several regional groups or consortiums of schools have assembled their availability for both Flex and Standard tests into a single calendar. This helps students in the region quickly locate all tests available to them. When reviewing test dates for one of these groups, be sure to note whether each test is a Flex or a Standard to determine your ability to register for that test.

# SSAT Test Levels

## Elementary Level

The Elementary Level SSAT is given to students in third grade applying for admission to fourth grade (Third Grade Elementary SSAT) and in fourth grade applying for admission to fifth grade (Fourth Grade Elementary SSAT). Both Elementary Level SSATs share the same format and timing, and both provide admission officers with an idea of your academic ability and "fit" in their schools.

## Middle & Upper Level

The Middle Level SSAT is given to students in grades 5-7 applying for admission to grades 6-8. The Upper Level SSAT is for students currently in grades 8-11 applying for admission to grades 9-PG. The Middle and Upper Level SSATs share the same format and timing, and both provide admission officers with an idea of your academic ability and "fit" in their schools.

# Test Content, Sections, & Length

## Elementary

Both Elementary Level tests are multiple-choice admission tests that consist of four multiple choice sections and an unscored writing sample.

Section	Number of Questions	Time
Section 1 (Quantitative/Math)	30	30
Section 2 (Verbal)	30	20
Break		15
Section 3 (Reading)	28	30
Experimental	Varies 15-17	15

Writing Sample	1 prompt	15
Totals	104-106	2 hours, 5 minutes

## Middle & Upper Level

Both the Middle and Upper Level tests are multiple-choice admission tests that consist of five multiple choice sections and an unscored writing sample.

Section	Number of Questions	Time
Writing Sample	1 prompt	25
Break		5
Quantitative	25	30
Reading	40	40
Break		10
Verbal	60	30
Quantitative	25	30
Experimental	16	15
Total	167	3 hours, 5 minutes

# Exam Registration and Scheduling Procedures

## Account Access

Create a new account or access your existing account at:

<https://portal.ssat.org/Account/LogOn> .

## Account Expiration

Your SSAT account will NOT expire. If you tested in previous testing season, your account is still active. If you have forgotten your username or password visit the portal and click “forgot password” or “forgot username.”

## Your SSAT Account

In order to register for the SSAT for the first time, your parent or legal guardian must create an SSAT account with a username and password. This account is for a single student only and will help your parent or legal guardian manage test registrations and

school inquiries, access your scores, and send applications for the current academic year. Your parent or legal guardian must affirm that he or she is the parent or legal guardian of the student being registered. Your parent or legal guardian must also provide accurate and complete information about you when creating an account including your name, gender, date of birth, home address, and an email address where you prefer to be contacted.

If your parent or legal guardian provides misleading, incomplete, or false information, the Association may cancel your registration, invalidate your exam score, and prohibit you from testing.

## Gender

When creating an account, a student's gender must be indicated as male or female. This is because The Association has traditionally reported SSAT percentiles based upon both the indicated gender and also separately for all students from that grade. This allows gender specific scoring, which single gender schools find most accurate for admission.

For transgender students who identify as either male or female, indicate the gender with which they identify and are indicating on applications to schools. To support gender-expansive students who do not identify as either male or female, contact The Association prior to creating an account. The Association is working to update our gender selection and technical systems and in the meantime will work with families to ensure their student's preferred gender indication is reflected on score reports and is communicated to score recipients and to schools to which any application has been made through the Association.

## Finding a Testing Location

You can locate testing locations two ways. You can use the Test Center Search feature at <http://www.ssat.org/test-center-search> or you can proceed with registering for a test through your SSAT account, during which time you will similarly be able to search for test locations.\*

*\*Please note that if you have already registered for a Flex test during the current testing season, as you are only allowed to take the Flex test once per testing season, during the registration process you will not be allowed to select another. Likewise, if you have already registered for a specific Standard test date, since you can only register for a single test on a specific Standard date, during the registration process you will not be able to select a different location on the same date.*

## Registering for a Test

Before beginning the registration process, determine if you will need testing accommodations. Testing accommodations are provided for students with disabilities or

those who, due to religious beliefs, are unable to test on a Saturday. If applicable, read the testing accommodation section or the Sunday testing section before proceeding.

Log into your SSAT account, click on 'My Tests' and then click 'Register for a Test.' Provide all information and complete the entire process. You can be sure that you have completed the registration process successfully when you reach your SSAT admission ticket, your final confirmation and ticket you will use for admission to the test.

The following conduct is strictly prohibited when registering for or scheduling an SSAT examination:

- Providing false or misleading information about your identity or that of any other person
- Registering for the SSAT exam under another individual's SSAT account
- Allowing someone else to register for the SSAT under your SSAT account
- Obtaining more than one SSAT account
- Holding multiple reservations at the same time under different SSAT accounts

Engaging in any of the above described prohibited conduct is a serious violation of the Handbook and may result in the Association cancelling your exam registration or invalidating your exam score, and prohibiting you from testing.

## Grade

Each time you register your student, you will need to designate your student's grade. Your student's percentiles will be based upon comparing your student to students in this grade. Designate your student's current grade level unless otherwise instructed by your student's school.

If your student will be repeating a grade, in general that student should designate one grade lower than their current grade. This will ensure that your student is compared against their new peers. **You should clearly communicate to your student which grade they should designate when testing. The Association reserves the right to prohibit SSAT testing by any student who is more than two (2) years older or younger than the average age of students in the designated grade level.**

## Grade—June Standard Testing

If your student will be taking the SSAT during the June Standard administration in order to gauge their performance at a higher grade level, you should be certain to select the student's higher grade level. For example, if your student is a current 7<sup>th</sup> grader in June and you'd like to see their results and performance based upon being an 8<sup>th</sup> grader, you should indicate them as an 8<sup>th</sup> grader. **You should clearly communicate to your student which grade they should using when testing.**

## Standard Test Registration

Registration for Standard test dates opens August 1, 2017 and ends at the close of registration for the June 9<sup>th</sup> 2018 administration, the final Standard test of the testing season.

The Standard test calendar including all registration deadlines is below:

<b>Standard Test Date</b>	<b>Regular Registration Starts Aug 1, 2017 &amp; Ends:</b>	<b>Late Registration <b>+\$45</b> Begins at Midnight EST:</b>	<b>Rush Registration <b>+\$85</b> Begins at Midnight EST:</b>	<b>Last Day for Registration (Without <a href="#">Testing Accommodations</a>) Ends 11:59PM EST:</b>
Sat, Oct 14, 2017	Sat, Sep 23, 2017	Sun, Sep 24, 2017	Sun, Oct 1, 2017	Wed, Oct 11, 2017
Sat, Nov 11, 2017	Sat, Oct 21, 2017	Sun, Oct 22, 2017	Sun, Oct 29, 2017	Wed, Nov 8, 2017
Sat, Dec 9, 2017	Sat, Nov 18, 2017	Sun, Nov 19, 2017	Sun, Nov 26, 2017	Wed, Dec 6, 2017
Sat, Jan 6, 2018	Sat, Dec 16, 2017	Sun, Dec 17, 2017	Sun, Dec 24, 2017	Wed, Jan 3, 2018
Sat, Feb 3, 2018	Sat, Jan 13, 2018	Sun, Jan 14, 2018	Sun, Jan 21, 2018	Wed, Jan 31, 2018
Sat, Mar 3, 2018	Sat, Feb 10, 2018	Sun, Feb 11, 2018	Sun, Feb 18, 2018	Wed, Feb 28, 2018
Sat, Apr 21, 2018	Sat, Mar 31, 2018	Sun, Apr 1, 2018	Sun, Apr 8, 2018	Wed, Apr 18, 2018
Sat, Jun 9, 2018	Sat, May 19, 2018	Sun, May 20, 2018	Sun, May 27, 2018	Wed, June 6, 2018

### Regular Registration

During regular registration no additional or late fees apply.

## Late Registration

During late registration, an additional fee of \$45 is added to the base test fee.

## Rush Registration

During rush registration, an additional fee of \$85 is added to the base test fee. It is not possible to register after rush registration ends. Walk-in students to a test site will neither be admitted nor scored.

## Flex Test Registration

If none of the Standard test dates work for you, you can contact an educational consultant or may be able to test at a school to which you are applying.

## Testing with a Consultant

SSAT member consultants are able to administer the SSAT Flex test. Contact each consultant to determine their availability. You can find a list of consultants who have indicated a willingness to provide the Flex test at the top of the following page:

<http://www.ssat.org/test-center-search>.

Educational consultants may charge an administration fee in addition to fees paid to the Association. Contact each consultant for their fee.

## Testing with an Association Member—Open Test

Though limited, some Association members do offer Flex tests that are open to the general public. These administrations can be found using the test center search page:

<http://www.ssat.org/test-center-search>.

## Testing with an Association Member—Closed Test

To register for a closed SSAT, begin the registration process and when asked if you have an access code, indicate yes and enter your access code. The specific test date and location will be automatically selected for you.

## Your SSAT Admission Ticket

Your SSAT Admission Ticket confirms your registration. It is provided at the end of the registration process. Please be sure to print it as you will need it for admission to the test. It includes:

- Student information
- Testing accommodations information (if applicable)
- Your SSAT registration number—a unique identifier for this test

- Test level
- Test date and test center
- Test day instructions and any special notes
- Common irregularities and irregularity actions

Be sure to review your admission ticket to ensure that your student and test information is accurate. **If you notice any problems, contact the Association immediately.**

## How many times can a student test?

You have the right to take the SSAT multiple times. You may take each of the 8 SSAT Standard tests and 1 Flex test within the current testing season, which begins August 1, 2017 and ends July 31, 2018. You may also take one benchmark test each testing season—*though remember only the Association members can register a student for a benchmark test and only for benchmarking purposes.*

Notwithstanding the stated right above to test multiple times, if the Association, in its sole discretion, has reason to believe that a student may be involved in item harvesting or may otherwise compromise test security, the Association retains the right to prevent that student from taking additional tests.

# Changes

## Test Changes

There is an additional fee of \$35 to change the date or location of your test. You must reschedule the date or location of your test online using your SSAT account. You may only reschedule your test to a date within the current testing season (8/1/17 through 7/31/18).

Test change requests must be received by the Association:

- At least one (1) week before the requested new test date (two (2) weeks for tests that include testing accommodations)
- AND
- No later than the Friday (5:00 pm EST) following your original test date

After the Friday (5:00 pm EST) following your test, all fees for the test and related services will be forfeited.

## Grade Changes Before Testing

If you decide to change your student's grade before testing, you must contact the Association directly. The Association may require your parent/guardian to complete and bring a form to the test center to ensure this updated grade is taken into consideration. Changing grades may require your test level to change. Due to test material availability, if you change your student's grade just prior to a test administration, resulting in a different level test book, during the beginning of testing your student may be asked to wait to be seated until it is confirmed that enough test materials are available.

## Updating Your Information

If you need to update any other information, login to your SSAT account or contact the Association with the change information as soon as possible.

## Exam & Other Fees

The following fees apply to tests and associated products and services from August 1<sup>st</sup> 2017 until July 31<sup>st</sup> 2018.

### 2017-18 Test Fees

Registration Type	Test Type / Description	Fee
Regular Registration	Middle/Upper Level (Domestic*)	\$ 132 USD
Regular Registration	Elementary Level (Domestic*)	\$ 80 USD
Regular Registration	Middle/Upper Level (International*)	\$ 257 USD
Regular Registration	Elementary Level (International*)	\$ 157 USD
Late Registration	Regular Registration cost <u>plus</u> additional fee of:	\$ 45 USD
Rush Registration	Regular Registration fee <u>plus</u> additional fee of:	\$ 85 USD

	<b>OTHER FEES</b>	
Test Change Fee	(Deadlines Apply)	\$ 35 USD
Add Score Recipients		FREE
Delete Score Recipients	(Deadlines Apply)	FREE
Receive Scores via Your SSAT Account		FREE
Writing Sample		\$20
Mail Delivery of Your Scores		\$25
FedEx Delivery of Your Scores	(Price shown for U.S. & Canada / Int'l Delivery)	\$35/\$65
Text Score Alert		\$15
Email Score Alert		\$15
Rescoring		\$25
Handscoring		\$60
<i>The Official Guide to the Elementary Level SSAT, 3<sup>rd</sup> Grade Edition</i>	(Available online at <a href="http://ssat.org">ssat.org</a> )	FREE

<i>The Official Guide to the Elementary Level SSAT, 4<sup>th</sup> Grade Edition</i>	(Available online at ssat.org)	FREE
<i>The Official Guide to the Middle Level SSAT—Mail</i>	(Price shown for U.S. & Canada / Int'l Delivery)	\$37/\$54
<i>The Official Guide to the Middle Level SSAT—FedEx</i>	(Price shown for U.S. & Canada / Int'l Delivery)	\$70/\$85
<i>The Official Guide to the Upper Level SSAT—Mail</i>	(Price shown for U.S. & Canada / Int'l Delivery)	\$37/\$54
<i>The Official Guide to the Upper Level SSAT—FedEx</i>	(Price shown for U.S. & Canada / Int'l Delivery)	\$70/\$85

\*Domestic Tests are those administered in the U.S., Canada, American Samoa, Puerto Rico, Saipan, USVI). Test administered in locations outside these are considered International and the International fee applies.

## Refund Policy

**SSAT does not offer refunds for registrations, late or rush fees, cancelled tests, or related fees. If you cannot test on the date for which you registered, you may reschedule to a different test date within the current testing season for a \$35 change fee.**

## SSAT Fee Waivers

If you cannot pay the full amount or part of the test fee due to economic hardship, you may be eligible to receive a fee waiver. Simply request a fee waiver from the admission office at the school to which you are applying and follow the directions on ssat.org when you register for the test. A fee waiver applies to the test fee only—it does not include late fees, publications, or service fees.

Contact the admission office at the school to which you are applying and inquire about fee waiver availability. The Association does not offer fee waivers directly to

students/families. You must obtain the fee waiver from a school **before registering for a test. Fee waivers cannot be applied after test registration is completed.** Fee waiver amounts are determined solely by the school and can be assigned for the full test fee or a partial payment.

**A fee waiver covers the test fee only** and can be used as a full or partial payment. It cannot be applied toward late or rush fees, test change fees, score order fees, publications, or any fees that have already been paid. Any additional fees must be paid at the time of registration.

## Testing Accommodations

### Accommodations for Student with Disabilities

If you have a disability that requires an accommodation during testing, you may apply to receive reasonable accommodations for the SSAT. Please review the 2017-18 Testing Accommodations Guide for all details, policies, and requirements. It is available at [www.ssat.org/ta](http://www.ssat.org/ta).

### Sunday Testing Accommodations

If you have a religious belief that prevents you from testing on Saturday, when most SSAT administrations occur, you may apply to take the SSAT on a Sunday at select locations. Please review the 2017-18 Sunday Testing Guide for all details, policies, and requirements. It is available at [www.ssat.org/ta](http://www.ssat.org/ta).

## Preparations for Testing

### Before the Test Date

Before sitting for the SSAT, the Association recommends that all students take a few moments to learn about the test so they are prepared for what they will see on the test date.

## Become Familiar with the Format

Students should understand the type and number of sections, the length of the sections, and the general types of questions on each section. This information is all found within this handbook.

### *Guessing for Elementary Level Tests*

Elementary Level students, those in grades 3 or 4, should understand that there is no penalty for guessing on the Elementary Level test. You should, therefore, attempt to answer each question to obtain the highest score.

### *Guessing for Middle & Upper Level Tests*

Middle and Upper Level students, those in grades 5-11 should understand that there is a penalty for incorrect answers on the middle and Upper Level tests. You receive 1 point for each correct answer, lose  $\frac{1}{4}$  of a point for each wrong answer, and neither gain nor lose points for omitted questions. You should, therefore, avoid random guessing but if you can eliminate 2 of the 5 answer choices, you may be better systematically making an educated guess.

## Test Preparation Services

The Association does not advocate any test preparation services or practice tests offered by third parties. Many organizations claim to have real or practice test based upon actual SSAT forms, however, this is not true. Many such services also provide many unrealistic expectations regarding gains that are guaranteed to be achieved.

## The Official Guides to the SSAT

The Association does offer versions of *The Official Guide to the SSAT* for all test levels. Many students find it to be a helpful tool in learning the format of the test and practicing the types of questions they will face.

## Check your email and [ssat.org](http://ssat.org)

In the days leading up to the test, check for updates, changes, and possible weather disruptions in both the email listed in your SSAT account and by visiting [www.ssat.org](http://www.ssat.org) to view any updates or cancellations to specific test sites.

## Inclement Weather

- The administrator at your test site will make any determination to close due to inclement weather.
- The Association works with administrators to make any cancellation as early as possible, however, given changing conditions that is not always possible.
- The administrator and/or the Association will contact all registrants via email if a test will be cancelled. The closure information will also be posted on [www.ssat.org](http://www.ssat.org)

- Generally, the Association and the administrator try to reschedule test administrations canceled for inclement weather one week after the original test date. You will be notified of a rescheduled administration time and date as soon as it is confirmed. You may choose to test during the rescheduled administration or advise the Association of any other test date and location within the current testing season that works for you and no test change fee will apply. (If you choose to take a Flex Test, you will be responsible for any administration fee charged, if applicable.)

## On Test Day

### Check your email and [ssat.org](http://ssat.org)

For last minute updates, changes, and possible weather disruptions, check both the email listed in your SSAT account and visit [www.ssat.org](http://www.ssat.org) to view any updates or cancellations to specific test sites.

### Arrival Time

#### *Standard*

Standard tests generally begin at 9am and student should arrive to the test site between 8:15am and 8:30am to allow time to check-in and report to their testing room. However, select sites have an alternate start time, which will be included in the special instructions on the admission ticket. *Flex & Benchmark*

Flex and Benchmark tests can occur at any time and will be determined by the test administrator. Before registering for a Flex test, be sure to inquire the time of your test. The start time for Flex and Benchmark tests will not be listed on the admission ticket.

### Dismissal Time

Test dismissal is normally between 12 noon and 12:30 pm. Verify timing upon check-in. Be sure someone can meet you at that time, as test supervisors are not responsible for remaining at the center after the test ends. Note that at large centers dismissal may be slightly delayed. Dismissal for students with accommodations that affect the timing of the test will have a different dismissal time.

### Testing Site Location

The address of your test site is listed on your admission ticket. Be sure you allow enough time for traffic or delays to get to this destination. Many testing locations are at schools with large campuses. Check your admission ticket for any special instructions that may include further details such as the building name, where to park, or other information.

### What to Bring

#### *Test Related Items*

All of these items **MUST** be brought to the test center:

- A PRINTED SSAT Admission Ticket --This also includes confirmation of any testing accommodations for which you may be approved.
- At least three sharpened No. 2 wooden/graphite pencils with integrated erasers.

### *Snacks and Drinks*

Snacks and drinks may be brought for consumption during breaks only. Snacks and drinks must be placed in the Snacks area before testing as instructed by the administrator or proctor. Accessing snacks or drinks during testing or failure to return snacks and drinks to the Snacks area is grounds for immediate dismissal, cancellation of the test without refund, and additional sanctions as provided herein.

### *Testing Accommodation Materials*

Students approved for use of additional equipment (such as laptop, calculator, and/or spelling aid) must provide their own equipment. Students approved for use of a laptop during the writing sample portion of the test must provide their own USB drive, or CD and save a copy of the essay on the USB/disk/CD as a text (.txt) file. Students approved for assistance by an individual in addition to the regular proctor (such as reader or scribe) are responsible for providing a non-family member (such as tutor, counselor, or other academic professional) who is at least 18 year old for this purpose.

### *Identification Requirements*

The Association reserves the right to require you to present personal identification at test center locations designated by the Association as requiring heightened security. Identification requirements and those test center locations with an identification requirement are listed on [www.ssat.org](http://www.ssat.org). Additionally, a special note clearly indicating the identification requirement will be provided on your admission ticket.

### *Restricted Items*

It is important to remember that many items are restricted and may not be possessed during testing. A restricted items area will be designated for each testing room where students will be allowed to place any restricted items before testing begins. However, in general, it is best that restricted items simply be left at home. Failure to turn in a restricted item is grounds for removal from the test and may prevent future testing. Review the irregularities section to see the mandatory actions associated with having or accessing a restricted item during testing. The Association strongly encourages you to not bring restricted items to the test site in the first place.

Test Center staff at enhanced security locations may conduct additional security screening of students by using magnetometers on them prior to allowing students to enter the test center, building or testing room.

### *Weapons & Threatening Actions*

There is a zero tolerance policy for the possession of any weapons by students taking the SSAT. Likewise, threatening action by either students or parents and guardians will not

be tolerated. Proper authorities will be called and you or your student may be removed for the safety of other test takers or test administration staff.

*Cell Phones*

**It is VERY important to understand the rules regarding cell phones and the SSAT.**

**CELL PHONES ARE RESTRICTED ITEMS.**

- the Association strongly discourages you from bringing a cell phone to the test center.
- However, SSAT understands that bringing a cell phone may be necessary for security or transportation reasons.
- If you require a cell phone for personal reasons, you may bring it to the test center but must strictly abide by these rules.
- Turn the cell phone off immediately upon arrival at the test center, notify the administrator or proctor that you brought the phone, and hand it to the administrator or proctor for storage during testing when prompted. It will be kept in the restricted items area in your test room. It will be returned to you following testing.
- Do not attempt to access or use a cell phone at any time during testing, including breaks.

*Restricted Item List*

Review each category below:

<u>Clothing</u>	<u>All Electronics</u>	<u>Personal Items</u>	<u>Other Items</u>
Coats Hats <i>Hooded sweatshirts may be worn; however, the hood must remain down at all times</i>	Calculators Cell Phones (MUST BE OFF) Media Players Watches	Backpacks Bags Purses	Books Erasers Mechanical Pencils Notes or Paper Pens Rulers

*Other Restricted Items*

The Association reserves the right to require that other items not specified above be placed in the restricted items area at the test center or be removed by a parent or legal guardian at check-in if, in the sole judgment of the Association, the item could potentially disrupt testing, cause security concerns or be otherwise inappropriate. You must follow the instructions of the test center administrator and/or proctors in relation to all such items.

*Special Instructions for Students Testing in Hong Kong, China, Vietnam, and Korea:*

In addition to the prohibited items described above, students testing in these countries CANNOT bring pencils of any kind. SSAT will provide pencils for all testers in these countries.

## Sickness During Testing

If you suddenly become ill during testing and it is obvious you will not be able to continue the test, or if in the sole discretion of the administrator or proctor, your illness will likely impact or is impacting other test takers, you will be asked to stop the exam or will not be admitted to testing. If the sickness occurs during testing your parent or legal guardian will be notified to report to the test center to pick you up. If your test is stopped due to illness, your test will not be scored. the Association will, however, allow you to reschedule so that you can retake the SSAT within the current academic year free of charge.

## Testing Rules

To guarantee results that can be used reliably by independent schools, the security of the SSAT is of the utmost importance. Therefore, test day policies are strictly enforced to maintain the integrity of testing:

1. You may not have any snacks or restricted items during testing.
2. Do not open the answer booklet or test booklet until you are told to do so.
3. Listen carefully to the instructions read by the test administrators and proctors.
4. If at any time during the test you need to use the restroom, raise your hand. An administrator or proctor will ask you to place your test materials on your desk so that only the front of your answer booklet is showing. Only one student is permitted in a restroom at a time. You will not be able to make up any time missed during restroom breaks.
5. You must stop working on a test section when time ends for that section.
6. You may not work ahead on a section or on a previous section.
7. You may not transfer answers to the answer sheet from the booklet once time ends for a section.
8. You may not eat or drink during the test. You may eat or drink snacks only during breaks.
9. For all parts of this test, you may only use standard #2 pencils.
10. No visitors, including parents or guardians, are allowed in the test room.
11. All test materials will be collected at the end of the test and may not be taken from the room.

Any violation of these policies could result in a reported testing irregularity, an investigation by the Association, and further actions resulting from the findings of the investigation.

## The Association's Right to Cancel Scores

**The Association reserves the right to investigate any reported or suspected irregularity, which may delay the release of scores or cause the cancellation of scores.**

The Association is committed to reporting valid scores that accurately reflect your performance on the SSAT. For this reason, the Association maintains test administration and test security standards designed to assure that all candidates are given the same opportunity to demonstrate their abilities and to prevent some candidates from gaining an unfair advantage over others because of testing irregularities or violations of test security. The Association conducts psychometric and statistical analyses of SSAT test response data to identify potential irregularities and to ensure score validity. The Association may cancel or withhold test scores if any psychometric or statistical analysis provides a reasonable basis to question the test score's validity.

**The Association reserves the right to cancel or withhold any test score if, in its sole judgment the Association has reason to conclude that:**

- (1) a testing irregularity occurred; or
- (2) a candidate engaged in prohibited conduct as described herein; or
- (3) a violation of the policies and procedures for SSAT administration as set forth in the SSAT Manuals and/or the Handbook occurred; or
- (4) there is a reasonable basis to question the test score's validity.

## Testing Irregularities

Irregularities are any event or incident that happens during the test day that could affect the validity of test results and may include violations of testing rules, among other incidents. Irregularities include, but are not limited to:

- Failure to follow testing rules
- Disruptive behavior
- Access to, use or possession of Prohibited Items
- Use of unauthorized accommodations
- Unauthorized persons present in the testing environment
- Any violation of the Candidate Agreement and/or Handbook
- Failure by test center staff to abide by testing rules, policies and procedures
- A misprinting or other problem with test materials
- Other misconduct

Before any final determination of the Association to cancel test scores due to an irregularity caused by a student, the Association will provide an opportunity for you and your parent or legal guardian to provide a written statement to the Association in which you can offer an explanation for the situation in accordance with all obligations under the Candidate Agreement and the Handbook.

If the Association determines that you or your parent or legal guardian caused the irregularity, your score will be cancelled and you will have to seek special permission from the Association to register for a future SSAT, which the Association will determine in its sole discretion. In addition to score cancellation, the Association may pursue other

actions against you or your parent or legal guardian in accordance with the Candidate Agreement and as described further in the Handbook.

If the irregularity is caused by a test center staff member or the Association, the Association will determine, in its sole discretion, if the irregularity is so severe as to warrant immediate cancellation of scores. If this is the case, the Association will offer you a retest at no additional cost. the Association, upon request, will notify any score recipients listed on your registration that the scores will be delayed due to an irregularity not caused nor related to your actions.

If the irregularity is caused by a test center staff member or the Association and the Association determines in its sole discretion the irregularity is not so severe as to warrant immediate cancellation of scores, the Association will provide you with the option to accept the results from the current test, which had the irregularity, or to cancel those scores and retest at no charge to you. **The Association will neither score nor provide scores for the original test until you and your parent or legal guardian agree to accept the results of the original test and refuse the retest option. After the Association provides scores in such a situation where they have been accepted, the Association will not provide a free retest opportunity.**

Should you need to report testing irregularities or discuss concerns related to test policies, please contact SSAT's Call Center in writing within 72 hours (3 days) of the test date. Email: [info@ssat.org](mailto:info@ssat.org)

## Common Irregularities

The following charts provide a non-exclusive list of common irregularities that may occur at test centers and outline the policies of the Association for handling each of the irregularities. The Association reserves the right to further investigate all of the irregularities listed below and pursue other additional actions against you and/or your parent or legal guardian in accordance with the Candidate Agreement and as described further in the Handbook.

<b>Category and Irregularity</b>	<b>Action to Take:</b>
<b>Failure to Follow Testing Instructions</b>	
Starting a section before a start command	A
Continuing to work after a stop command	A
Moving ahead	A
Working on a section other than the current section	A
<b>Disruptive Behavior/Misconduct</b>	
Making distracting motions or sounds while testing	A
Discussing test questions during breaks	A
Not focusing on the test or constantly looking around	A
Leaving the test room without permission	B
Accessing or possessing a restricted item other than a cell phone or recording device after students have been instructed to place all restricted items in the restricted items area	B
Accessing, possessing, or consuming snacks after students have been instructed to place snacks in the snacks area (except during breaks)	B
<b>Serious Misconduct</b>	
Copying answers or providing answers during testing	C
Removing any test materials from the testing room	C
Taking the test for someone else	C
Accessing or possessing a cell phone or recording device after students have been instructed to place all restricted items in the restricted items area	C
Providing, using, or disseminating test content to others during or after testing (including from memory)	C
Providing invalid or forged identification (for locations with ID requirements)	C
Possessing any weapons	C
<b>Incomplete Test</b>	
Student leaves or is asked to leave the test due to illness	D
Student leaves an entire section blank	E
<b>Student Arrives Late</b>	
Student arrives after testing has begun	F

## Irregularity Mandatory Action Chart

<b>Policy</b>	<b>Action</b>
<b>A</b>	One verbal warning is given. Student may continue test. If the specific irregularity is repeated, proceed to Action B.
<b>B</b>	No warning is given. The student is dismissed from testing. No refund is provided. Student may retest at a later date.
<b>C</b>	No warning is given. The student is dismissed from testing. No refund is provided. The student will not be allowed to test again unless authorized by SSATB in writing.
<b>D</b>	Student may change their test to a later administration. No refund is provided.
<b>E</b>	Test cannot be scored. No refund is provided.
<b>F</b>	Test cannot be taken. Student may change their test to a later administration. No refund is provided.

The Association reserves the right to investigate any behavior by any person which may be considered detrimental to a fair and secure testing process, or which impacts the testing environment, security, validity or integrity of the exam. If a candidate, parent or legal guardian or any person involved in administering the SSAT violates the policies and procedures set forth in the Handbook or engages in any irregular behavior, it will be reported to the Association.

### Violations and Investigations

If the Association receives information that a testing irregularity has occurred or that any individual has violated the terms of the Candidate Agreement, the Handbook, the SSAT Manual or engaged in any conduct that may compromise the integrity or validity of the SSAT, the Association reserves the right to investigate the matter to gather all relevant facts and determine what actions, if any, must be taken in response to the facts. The Association's policies on Violations and Investigations supersede the Association's Privacy Policy and all other policies that may conflict with this section of the Handbook.

**Upon receiving notice from the Association that it is conducting an investigation under this provision, a candidate, parent or legal guardian, or test center staff member shall:**

- 1. Fully cooperate with the investigation;**
- 2. Disclose to the Association or its designee all knowledge that could potentially relate to the investigation;**
- 3. Produce all documents and materials requested by the Association or its designee;**
- 4. Upon request, submit to an in-person interview conducted by or on behalf of the Association; and**
- 5. Truthfully and completely answer all questions asked by the Association or its designee.**

A person's refusal to cooperate with any investigation or presentation of false or misleading information in relation thereto shall constitute a serious and material breach of the Candidate Agreement and shall serve as a separate and independent basis for the Association to take action against the candidate as described below. The Association may, in its sole discretion, take any of the following actions upon finding that you or your parent or legal guardian violated any term of the Candidate Agreement or the Handbook:

1. Prohibit you from taking the SSAT for a fixed period of time or permanently;
2. Terminate your SSAT administration prior to your completion of the test and require you to leave the test center;
3. Invalidate your score, before or after scores are reported, without a refund;
4. Require you to request special written permission to register for and take another SSAT;
5. Report your conduct and/or the findings of any investigation by the Association to all schools to which you have applied or may apply for admission, and other interested third parties;
6. Pursue civil legal action against you and/or your parent or legal guardian; and
7. Refer the matter for criminal prosecution if you engaged in criminal conduct.

## Appeals for Investigation Disputes

After a candidate, parent or legal guardian has received a written notice of violation and applicable sanctions to be imposed by the Association, the candidate will have thirty (30) calendar days to file a written request for appeal pursuant to the Association's Candidate Appeals Process. The sole consideration on appeal is whether the Association acted reasonably and in good faith in accordance with its own policies and procedures when making its decision. The candidate is required to file a written request for appeal, along with a statement describing the grounds for the appeal, why the appeal should be granted and all supporting evidence, with the Association, within thirty (30) calendar days of receipt of the notice of violation and applicable sanctions from the Association. A candidate's appeal will not be considered after such thirty (30) calendar day period has expired. The initial appeal will be decided by the Association staff, who will render a written decision on the appeal within thirty (30) days of receiving all of the candidate's submissions.

If the Association staff determine that a written request for appeal is filed in a timely manner and uphold the Association's original decision, the candidate may then submit a second and final level appeal for binding arbitration to the Candidate Appeals Committee, which consists of three members of the Executive Committee of the Board of the Association. The Candidate must request a final level appeal in writing within five (5) calendar days of receiving notice that the Association staff upheld the Association's original decision. Three (3) members of the Candidate Appeals Committee will then act as an arbitration panel for the final level appeal. This appeals process shall not address any failures to pass any SSAT, nor include any challenges to individual examination questions, answers or scores. The sole consideration on the final level of appeal is whether the Association acted reasonably and in good faith in accordance with its own policies and procedures when making its decision. The arbitration panel will deliberate and decide the appeal within thirty (30) days of receiving the candidate's request for same. The decision of the majority of the members of the arbitration panel present at the hearing for the appeal, at which a quorum is present, will be the decision of such panel. The decision of the arbitration panel is final and binding as to all matters related to the appeal. The candidate expressly waives the right to file a lawsuit or make any legal claims against the Association arising out of any investigation dispute.

## Test Security

### Video and Audio Surveillance at Test Centers

the Association reserves the right to use, record and retain video and audio surveillance at test centers for the purpose of ensuring the security of its test centers and the integrity of the testing process. Video and audio recordings and images may be retained and used by the Association for as long as reasonably necessary to conduct investigations and ensure compliance with the Candidate Agreement, the Handbook and all agreements related to the administration of the SSAT. The Association may disclose the contents of video and audio recordings to any third party for the purpose of enforcing its rights under all agreements related to the administration of the SSAT.

### Data Forensics

The Association uses Data Forensics as a basis for determining testing irregularities and improbable score results for enforceable actions. Data Forensics is the statistical analysis of exam data to identify irregular testing patterns indicative of invalid exam results, irregularities, test fraud and item harvesting. The Association relies on Data Forensics to determine whether scores should be withheld, invalidated, canceled or investigated further to determine whether a candidate violated the terms of the Candidate Agreement.

# Results and Scoring

## Who will Receive Score reports?

Your parent or guardian will receive the scores for your test, included in the price of the test fee. Additionally, any Association member score recipients you designate, whether before or after testing, will receive your scores.

Please remember that your test center will NOT receive your scores unless they are a member of the Association AND you designate them as a score recipient.

## How do Students Receive Score?

### Online (free)

After the completion of test processing, scores will be provided in your SSAT account, accessible at <https://portal.ssat.org>.

### Additional Delivery Methods

Students may additionally opt to also receive a printed copy of their score report via mail or FedEx. An additional fee applies to both of these services. These additional delivery methods are not an expedited scoring service nor will they provide your scores faster than what is available in your SSAT account.

## Score Alerts

You may choose to additionally receive a score alert, which alerts you the moment your scores are available. Alerts are available by both email and text message. The alert itself, will include your primary score elements. To access your full score report visit your account at <https://portal.ssat.org>.

## Non Association Member Recipients

Only the Association members may be designated as score recipients. The Association will not, in any situation, provide score reports to any other third party.

## How do SSAT Member Score Recipients Receive Scores?

Member score recipients you have designated will have secure, online access to your scores through an online portal called the Member Access Page (MAP).

Certain score recipients may additionally choose to receive and use paper score reports. The Association prints and mails these score reports. For these the Association members, scores are also made available through their MAP.

## Score Reporting Timeline

### Initial Release

The Association will report scores to you and all score recipients that you designated within two weeks of the test administration. If your scores will be delayed beyond this point either due to an irregularity or extended analysis process, the Association will notify you.

### After Initial Release

If you designate a score recipient after scores are available, the score recipient will have immediate access to your scores on their MAP.

## When Can Score Recipients be Added?

Score recipients can be added during the time of registration, before the test, or after the test.

## Right to Cancel Score Recipients

You also have the right to cancel score recipients previously listed on your registration within two (2) business days after testing. This means that the cancelled recipients will not receive your SSAT scores, however, any remaining recipients will and you will as well. No refunds are provided for cancelling score recipients. If you do not cancel recipients within two (2) business days, the scores will be reported to all listed recipients and the scores cannot be withdrawn. Please be advised that if you add a score recipient at any time after the Association completes the test, the scores are immediately sent to that recipient and they cannot be withdrawn. So do not add a score recipient after you have received your scores unless you are absolutely certain that you want the recipient to receive your scores.

## Score Recipients vs. Score Advisors

When you designate a score recipient, you authorize the Association to send score results from that test to that recipient. When you list a score advisor, you authorize that organization to view your scores and to send it to additional the Association recipients at their discretion.

## How do Score Recipients Use Results?

Each the Association member reviews and utilizes scores differently. If you have any questions regarding admission requirements or how a specific school will use your scores, please contact them directly.

## Length of Score Availability

SSAT scores are available for the current testing season (8/1/17 through 7/31/18) and one additional testing season (8/1/17 through 7/31/18). As of 8/1/19, scores from this testing season will no longer be available to you from the Association nor may additional recipients be added.

## Score Delays

If, due to circumstances beyond the Association's control, scores will be delayed outside of the two-week time period, the Association will make every effort to contact you and provide an update of the situation and estimated score delivery.

## Right to Cancel Scoring of a Test

You have the right to cancel scoring of your test within two (2) business days after testing. The Association will not provide a refund for any test for which you request scoring cancellation. Once you submit a request to cancel the scoring of a test, you will neither receive nor have access to the scores for that test. When scoring of a test is cancelled, no results are provided to any listed score recipients. **Please ensure you understand the difference between cancelling scoring of a test and cancelling score recipients before you take any actions.**

## Handscoring

If you are concerned about the accuracy of the computerized scoring or the possibility of student mis-bubbling, you may request that your answer sheet be reviewed by hand. Please note that it has been SSAT's experience that few, if any, hand scores result in a score change. The SSAT is an undisclosed test; consequently, hand scoring service will not provide you with the actual questions or answers that appeared on your child's test. However, in the event that the student's scores change as a result of hand scoring, revised scores will be uploaded to your student's account and all requested score recipients. If no change occurs, we will send you a letter to that effect. Please allow up to one month for hand scoring results.

## Rescoring

If your student was scored at the wrong grade, you may ask to have their test re-scored to more accurately reflect their abilities. **You may only have your test scored at a grade level with the test level you took the SSAT.** If you took the Middle Level test you can be rescored to grades 5, 6, or 7. If you took the Upper Level test, you can be rescored to grades 8, 9, 10, or 11. Elementary Level test takers cannot be rescored. Please allow up to two weeks for rescoring. Tests may only be rescored within the academic year in which they are taken (8/1/17-7/31/18).

## The Association Will Not Score Incomplete Tests

The Association cannot score a test where an entire test section is left incomplete. Students must attempt each portion of the SSAT. SSAT will neither provide scores nor a refund for students that leave one or more sections incomplete.

## Score Interpretation

The Association does not provide any score interpretation, qualitative analysis of your performance, or admission requirements for specific schools. Contact a school to which you are applying if you have any questions regarding admission requirements.

## Superscoring

The Association does not allow superscoring or the combining of your highest section scores from multiple test administrations. Therefore, each administration will only be reported in its entirety.

## Writing Sample

The writing sample section of the SSAT is not scored. A copy is forwarded to all listed score recipients. The writing sample is not provided to you unless the writing sample service is purchased.

## Item Challenges

SSAT utilizes a comprehensive test development and review process that ensures all test items on the SSAT meet demanding industry standards. However, if you believe an item on the test was inappropriate or invalid, please contact the Association immediately. **Do not in any way try to retain or copy SSAT test materials for the purposes of an item challenge. Such actions violate test security and will result in the cancellation of your scores and the ability to take the SSAT in the future.**

Instead, contact the Association as quickly as possible and provide any details you have regarding the item including the specific test section, question number, or your recollection of the item.

**The Association will not make available, in any situation, the actual test materials or a copy of the content of the test materials for review by the student, parent, or schools.** However, the Association will, in a reasonable amount of time, respond to your challenge indicating whether the item was inappropriate or invalid.

## Use of Personal Information

The Association Privacy Policy (“Privacy Policy”) sets forth all of the terms and conditions that govern the Association’s collection, use and disclosure of public and private information about you and your performance on the SSAT to third parties, including but not limited to schools, consultants and other persons. All policies and procedures contained in the Privacy Policy are hereby incorporated into and made part of this Handbook. You must read and familiarize yourself with the Privacy Policy, which can be viewed at <http://www.ssat.org/Pages/Privacy-Policy.aspx>. As noted above, the terms contained in the Handbook about Violations and Investigations supersede the terms of the Privacy Policy to the extent that they may appear inconsistent.

## Conflict of Interest

In order to ensure the integrity of SSAT testing and the school admission process, it is important that no person involved in the administration of the SSAT have a conflict of interest. As part of its conflict of interest policy, the Association prohibits test center staff from participating in the administration of the SSAT to any candidate to whom they are related by blood, adoption or marriage, or with whom they reside. Nor are test center staff permitted to participate in the administration of the SSAT to any candidate for whom they have provided tutoring or test preparation services for the SSAT. You and your parents or legal guardian are obligated to abide by the same conflict of interest policies as test center staff. You and your parent or legal guardian must accordingly notify the Association in writing of any person to whom you are related, with whom you reside, or from whom you have received SSAT preparation services if you have any reason to believe that the person may participate in a future administration of the SSAT to you. If, at the time you appear at the test center for your SSAT, you recognize any person with a conflict of interest who is about to participate in the administration of the SSAT to you, you must notify the test center administrator and/or proctor immediately, and you may not take the exam. Under these circumstances, you will be required to reschedule your SSAT at another location on a future date, but you will not be charged a cancellation or rescheduling fee.