

Become an SAT Test Center - Information for International Universities

College Board is committed to supporting learning and access, especially now when so many students are facing unprecedented barriers due to the coronavirus.

We're working to expand weekend testing capacity by adding seats at existing centers and identifying new test centers to meet increased demand due to cancellations of the SAT in the 2020-2021 school year. Some areas of the world have significant demand for new test center locations.

There's still time to help students in your community have a place to test by becoming a fall 2021 test center.

Getting Started

Institutions that previously administered the SAT: Test Center Coordinators should complete the 2021-2022 Center Master Form as soon as possible to ensure we have time to get you set up for test day. If you already submitted the form but want to add additional fall administrations or expand seating at your test center, email TAS@ets.org.

Tips:

- If test coordinators are unavailable on test day, they can ask a colleague to serve as the coordinator.
- A neighboring test center may be able to partner with your school and combine staff resources to support one large test center.
- Coordinators will receive tracking information for their test materials, so they'll know to be at their testing site to receive and store them.
- Coordinate with your institution when possible to schedule facility maintenance prior to the administrations.

Institutions new to administering the SAT: If your institution is applying to become a weekend test center for the first time, the staff member serving as test center coordinator must complete the **Become a Test Center** form [here](#). It asks for information such as your school's seating capacity and administration preferences. The form should be completed as soon as possible. You should expect to hear back on whether your test center application was approved within 8-10 weeks of submitting.

Steps to Become a Test Center: For more information on detailed steps to become a test center, please reference the Test Center Setup Guide document.

Test center coordinators manage the test center and staff, guarantee secure handling of testing materials, and supervise test administration activities. Test center staff receive payment for participating in the administration. Email Honoraria2@ets.org for more information. Email tas@ets.org with questions about staff roles and room requirements.

Resources for Educators

To learn more about the SAT, visit: <https://collegereadiness.collegeboard.org/educators/higher-ed>
For additional information about updated policies related to coronavirus, visit: <https://pages.collegeboard.org/sat-covid-19-updates>

Additional questions about becoming a test center for fall SAT administrations? Contact Test Administration



SAT

Services (TAS) TAS@ets.org or 800-257-5123 or +1-212-520-8570 (outside the U.S.)

SAT Testing and COVID-19

Our top priority is the health and safety of students and educators. As the pandemic evolves, we're closely monitoring the situation. We will be sharing our updated health and safety guidelines for Fall 2021 in advance of the August administration to allow you time to prepare your test center. Please view this [page](#) for information on 2020-2021 policies.

Thank you for your interest in opening as an SAT test center for the fall 2021 administrations, and for all you do to propel students on the path to college and career.

Apply to be an **SAT Weekend test center** at sat.org/becomeatestcenter

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