

SOURCE: <https://professionals.collegeboard.com/testing/sat-reasoning/coordinate>

Becoming an SAT test center is easy

The two most important requirements for a test center are **proper facilities**, and a **professional** who is qualified and **willing to serve** as the test center supervisor. The SAT Program will provide all the necessary training, testing material and support needed to administer the SAT.

Test center staff

Test centers are staffed by educators or professional staff who:

- Have unquestionable integrity and sound judgment
- Are fluent in English and experienced in working with students
- Accept the Test Center Staff Agreement
- Have attested to the SAT Program that they:
 - Do not work for private test preparation for pay that is sponsored by non-school agencies or companies
 - Have not taken SAT Program tests in the 180 days previous to their test administration
 - Have no family members taking the tests during the administration

Test center facilities

Testing rooms must have proper lighting, ventilation, and seating.

According to SAT requirements, they must have:

- A **working clock** and **no visible study aids** (for example, maps, charts, and so forth must be covered up or removed)
- Seating with a minimum of **four feet between test-takers** side to side and front to back, facing in the same direction
- Unimpeded access to every desk by staff
- Desks with a **minimum writing surface** of 12 by 15 inches
- No partitions, dividers, study carrels, or booths

The supervisor should select rooms away from noisy areas or distracting activities. No events should be scheduled for test day that might disrupt testing.