

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.