

High School Testing Coordination Schedule

Example

Testing Schedule Overview

Date	Time	Test	Grades	Location	Proctors
Apr 10, 2024	08:00 - 11:30	SAT	11th	Main Gym	Ms. Lee, Mr. Clark
Apr 12, 2024	09:00 - 12:00	PSAT 10	10th	Auditorium	Ms. Torres, Mr. Brooks
Apr 13, 2024	08:30 - 11:00	ACT	11th & 12th (registered)	Library	Ms. Nash, Mr. Kim
Apr 15, 2024	10:00 - 12:00	State Science	9th	Room 201, 202	Ms. Patel, Mr. Reed

Coordinator Responsibilities Timeline

Week	Tasks
March 18 - 22	<ul style="list-style-type: none">Confirm list of test-takersAssign proctors and roomsSend information to parents/students
March 25 - Apr 5	<ul style="list-style-type: none">Order testing materialsCoordinate special accommodationsDistribute proctor training materials
Apr 8 - 15	<ul style="list-style-type: none">Finalize testing spaces and setupsDistribute materials to proctorsOversee testing days and resolve issues

Legend:

- SAT:** Scholastic Assessment Test
- ACT:** American College Testing
- PSAT:** Preliminary SAT

Notes:

- All students must arrive at their assigned locations 15 minutes before the scheduled start time.
- Proctors are required to pick up testing packets from the main office 30 minutes prior to test time.
- Make-up sessions will be scheduled for students who are absent due to emergencies.