

# 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"><li>• Confirm list of test-takers</li><li>• Assign proctors and rooms</li><li>• Send information to parents/students</li></ul>
March 25 - Apr 5	<ul style="list-style-type: none"><li>• Order testing materials</li><li>• Coordinate special accommodations</li><li>• Distribute proctor training materials</li></ul>
Apr 8 - 15	<ul style="list-style-type: none"><li>• Finalize testing spaces and setups</li><li>• Distribute materials to proctors</li><li>• Oversee testing days and resolve issues</li></ul>

**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.