

## **Test Prep & Tutoring Professionals SAT/ACT Practice Test Presenter's Guide**

1. The day before: 24 hours before the event, call the registrants to remind them of date, time, location, and parking options.
2. The day before: 24 hours before the event prepare your materials. We suggest a box with test booklets, answer sheets, a timer, extra #2 pencils as well as student hand-outs (for example branded folders with your company's tutoring and test prep class options).
3. Be sure you have information cards, or some alternative form of registration available for walk - ins. They should be required to fill out information in order to register the day of the event.
4. The day of the event, arrive at least 45 minutes early to the location. Check to see that the facility is unlocked, the room is set up etc. If necessary, post directional signs in the building to make the room easy to find.
5. Set the board up (or prepare a power point slide) with the following information:

### **On the Board at front of classroom**

***Proctor name***

***Contact Information***

***Next Class Start Date***

***How to: register for tutoring***

***Next SAT Test Date***

***Next SAT registration deadline ) Fee***

***Website, phone number***

### **Agenda**

#### **Introduction (use power point or speak from bullet pointed list) - 10 minutes**

- . a) Your name, contact information, relationship to company providing the test
- . b) Thank any co-sponsoring organization, if applicable, and introduce their representative
- . c) Use a compelling statistic about the SAT to focus attention of the group. Ask how many hours students spend doing homework during their 4 years in high school. Compare / contrast to the number of hours spent preparing for the SAT (20-40 hours is average nationwide for SAT or ACT prep). Note the relative importance of each to admissions committees. The general conclusion is that if students need to spend more than 20 hours on test prep since it is held in close regard to GPA.
- . d) Transition into how the SAT is used by college admissions committees

- . e) Emphasize high school gpa and rigor of curriculum as most important factor but underscore the need to spend more time that they may have thought on test prep.
6. Hand out the tests, go over the instructions including rules about breaks, smart phones, set the timer, and commence testing.

### **On the Board Pt. II - Example Practice Test**

The [Name] Practice Test

***Section 1 - # Minutes Section 2 - # Minutes***

***break***

***Section 3 - # Minutes***

***Section 4 - # Minutes***

7. Event conclusion & follow up
- Explain when and how the tests will be returned and also any instructions for the students to relay to parents.
  - Collect tests, information cards
  - Avail yourself for one-on-one questions; go to a corner of the classroom and invite people to approach