



### **Standardized Testing Instructions and Reminders**

- 1) Please pay attention to registration deadlines! You can find these in multiple places including on posters outside the College Counseling office, on the testing websites, reminders in Morning Announcements, on the Testing Dates link on the Oldfields' College Counseling website, Oldfields' College Counseling calendar, or by asking Ms. Margosian.
- 2) You should plan to complete testing by October if you are applying Early Action/ Decision (many schools will allow you to test in November, but this is riskier) or by January if you are applying Regular Decision.
- 3) You should NOT start testing before March of your Junior year. May is better! This gives you more time in classes to learn skills you need to do well on the exams.
- 4) Most people will take the ACT and/or SAT in spring of Junior year and once more in fall of Senior year. A 3<sup>rd</sup> time is ok if needed – but not more than that without a specific reason (scholarship consideration, for example). Consult with Ms. Margosian about your testing plan and to create a timeline.
- 5) If you are worried about your test scores, talk to Ms. Margosian early and check out the growing list of schools that do not require scores at [www.fairtest.org](http://www.fairtest.org).
- 6) You will need a clear, recognizable head-and-shoulders picture of yourself when you register. You can use your school photo or have a friend take a picture on your phone against a plain wall. See the websites for specific guidelines of acceptable photos.
- 7) The first time you create the College Board (SAT) or ACT account, you will be asked many questions for statistical purposes (classes you've taken, interests, career plans, grades, etc). Almost all of these questions are optional. To save time, click "Continue" at the bottom of those pages; if it allows you to continue, those are optional and you can move more quickly through the process. You do not need to spend time on the questions.
- 8) PRINT A COPY OF YOUR TICKET. You will need this on test day for entry into the exam and to enter your registration number onto your answer sheet.

### **SAT Registration**

- 1) Go to: <https://collegereadiness.collegeboard.org/sat/register> and click "Register for the SAT." This allows you to log into your College Board Account. This is the same account

you used to find your PSAT results. Your user name is probably your Oldfields email, but if you need to click the “forgot username/ password,” do that to retrieve your account so you don’t have multiple access points. This could slow down the reporting process.

- 2) The October and the May SATs are offered at Oldfields. For all other test dates, boarding students should register at HEREFORD HS, and must let Ms. Libby and Ms. Margosian know that you need transportation. *If Hereford is not an option, please see Ms. Margosian before choosing a location; she can help you choose the best place to ensure we can get you to the proper place on time.*
- 3) If you have standardized testing accommodations, you must enter your SSD# during registration. The number can be found on the approval letter you received from the College Board. If you do not have access to this letter, please see Ms. Margosian for your SSD #. If you do not enter the SSD# during registration, you will not have accommodations on the day of the test.
- 4) You may register for the regular SAT OR up to 3 Subject Tests on any given test day. You may not take both the regular SAT and subject tests on the same day. Subject tests in foreign languages that include listening will only be offered on the November test day; if you are interested in taking one of these, plan accordingly since this is also the last time you can take the regular SAT for consideration for early applications to colleges.

### **ACT REGISTRATION**

- 1) Go to: [www.act.org/content/act/en/products-and-services/the-act/registration.html](http://www.act.org/content/act/en/products-and-services/the-act/registration.html) to register for the ACT.
  - 2) We provide transportation to the ACT. Boarding students should register at HEREFORD HS, and must let Ms. Libby and Ms. Margosian know that you need transportation. If Hereford is not an option, please see Ms. Margosian before choosing a location; she can help you *choose the best place to ensure we can get you to the proper place on time.*
- 1) If you normally get testing accommodations (extra time, etc), you will be able to apply for these on the ACT as well if you follow these steps:
    - a. Register for the ACT online, listing your preferred testing center. You must do this before the regular deadline of the test date, but earlier is better to allow time to complete the accommodation request. When you register, you will indicate the type of accommodation you will need.
    - b. If you have not previously tested with approved ACT accommodations, you will receive an email with instructions of how to submit a request to Ms.

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Margosian (Testing Coordinator). You will also need to provide a signed Consent Form so she can submit your information to the ACT. Once this is complete, Ms. Margosian will provide the documentation needed for the ACT to make a decision. You will be notified of their decision within 2 weeks. If approved, you will be instructed to print out a new ticket.

- c. If you have previously tested with approved ACT accommodations of 50%