

## SAT<sup>®</sup> Program Alternate Test Date Policy

The College Board and the SAT<sup>®</sup> Program fully support the efforts of organizations to promote strong education in American schools. We encourage students who expect to participate in competitions that conflict with an SAT administration date to register for one of the six other dates available.

### Criteria for Granting an Alternate Test Date

The SAT Program will consider granting an alternate test date when the following criteria are met:

1. **The conflicting event must be unexpected.** Regularly scheduled sporting events or previously scheduled school activities, such as a prom, are not considered unexpected. An event such as an academic or athletic competition, in which students have advanced through the competition or into postregular season competition, can be considered an unexpected event.
2. **The group with a conflicting event must be school sanctioned.** School clubs, teams or class groups are school sanctioned; whereas private clubs or recreational sports programs are not considered school sanctioned.
3. **The students involved in the event must have been registered for the SAT test date in question prior to learning of the conflict.** Alternate test dates can only be offered to students who were registered for the SAT or SAT Subject Tests™ prior to learning of the conflict. Students in grades nine and below are not eligible for an alternate test date.
4. **Schools may request no more than two alternate test dates during a school year.** SAT honoraria or reimbursement of building expenses will not be honored for Alternate Test Date administrations.

### What Schools Should Do

- Help students choose and register for a test date that won't interfere with competitive events that conflict with SAT test dates. (See page 2 for other test dates.)
- Encourage students to try to transfer to another test date that meets their needs.
- If students cannot transfer to another regular SAT test date, **school officials** — not students or parents — can request that their students be allowed to test on an alternate date.

#### **REQUESTING AN ALTERNATE TEST DATE:**

**Only school officials can request an alternate test date.** Students and parents should not contact the College Board independently. They must work through their schools to make arrangements. School officials should follow these steps:

- Submit a request on school letterhead that fully explains the nature of the conflict signed by the principal. Include the regular SAT test date for which an alternate test date is needed and the alternate date you propose to administer the SAT. The alternate date must fall within the week following the regular SAT test date.
- Include a list of students with their registration numbers and test types (including Language with Listening in November) for the SAT administration. Indicate any approved accommodations, such as 50 percent extended time.
- Provide your contact information, including email address.
- Fax your request immediately to 609-771-7710 (Attention: Alternate Test Date Request). **We must receive your request no later than 10 working days before the regular SAT test date.** You may also mail it to SAT Program Alternate Test Date Request, P.O. Box 6200, Princeton, NJ 08541-6200.

# SAT and SAT Subject Tests™ Calendar

## Fall 2012

TEST DATES	REGISTRATION DEADLINES
October 6, 2012	September 7, 2012
November 3, 2012	October 4, 2012
December 1, 2012	November 1, 2012

## Spring 2013

TEST DATES	REGISTRATION DEADLINES
January 26, 2013	December 28, 2012
March 9, 2013 (U.S. only; no SAT Subject Tests)	February 8, 2013
May 4, 2013	April 5, 2013
June 1, 2013	May 2, 2013

### What Students and Parents Should Know

- Students testing on makeup and alternate test dates will have delayed access to online copies of their essays. Question-and-Answer Service is not offered for makeup or alternate day tests.
- Only school officials can request an alternate test date.

#### REQUESTING A REGULAR TEST DATE CHANGE

To change to a new regular SAT test date, students should do the following:

- Choose one of the dates above.
- Request the change through their online accounts at **sat.collegeboard.org** or call Customer Service at 866-756-7346 (from outside the U.S., dial +1-212-713-7789).
- Have a credit card ready to cover the change fee of \$26.

### Have Additional Questions?

School officials with additional questions should contact Test Administration Services at 800-257-5123 or [tas@ets.org](mailto:tas@ets.org). (This contact information is for use by school officials only. Please direct students to contact SAT Customer Service at the number listed above.)