

TO: SAT Test Takers at Bishop McNamara High School
FROM: BMHS Testing Team
RE: Policies & Procedures for December 4, 2021 SAT

Arrival

- Students should be dropped off at 7:45 a.m. to the back entrance awning of our main building at 6800 Marlboro Pike, Forestville, MD. Please come in the main driveway past the construction, once you go through the gate at the end of the main building turn right and drop your student off at the entrance under the awning. Proceed straight out and the back gate will open for you to exit. Do not turn around in the parking lot. The entrance into Bishop McNamara is one way so please do not try and exit the way you came in.
- Students must present a photo ID upon entering the building.
- Students will not be admitted to the testing room after 8:15 a.m.
- Students driving themselves should park in the back school parking lot.

COVID Protocol

- Students feeling sick must stay home.
- BMHS students must complete the *Magnus App* health questionnaire before leaving home and show the **GO** screen upon entry into the testing building. Students will not be allowed entry without a valid **GO** screen.
- Non-BMHS students will complete a health screening upon arrival.
- Students' temperatures will be taken upon arrival. Any student with a temperature above 100.4 will be asked to leave campus.
- Students must wear a 2-ply mask at all times.
- Hand sanitizer and disinfectant wipes will be available in all testing rooms.

General Testing Day Procedures

- Please dress comfortably.
- After check in, students report to their assigned rooms and receive a seat assignment.
- Students must bring several sharpened #2 pencils (mechanical pencils are not allowed) with erasers and a calculator. Neither will be distributed.
- Turn off and silence alarms on all electronic devices. All devices will be collected by the proctor and stored for the duration of the test in a labeled ziploc bag.
- Students are to remain quiet. No food will be allowed but students may bring a water bottle. Breaks are scheduled between testing sessions. Masks must remain on at all times.
- Deviation from these instructions will result in cancelled scores.

End of Exam/Dismissal

- Upon completion of the exam, all students are to leave campus via the back school entrance under the awning, including BMHS students.
- If you are taking the standard test you will be finished at approximately 12:45 p.m. Students should be picked up no later than 1:00 p.m.
- If you are testing with extended time, you will be finished by approximately 1:45 p.m. Students should be picked up no later than 2:00 p.m.
- We recommend you arrive early to pick up your student, as December 4th is also a basketball tournament at Bishop McNamara. Traffic will be heavy and parking will be very limited.

Thank you for cooperating so we can help keep you safe and healthy!