

KIST SAT Guidelines for COVID-19

Please read the following instructions carefully, as these are the expectations for all test takers for the SAT Exams during the 2020–21 academic year.

As per CollegeBoard policy, the test center may refuse entrance to anyone who does not adhere to these rules and guidelines at any point during testing time.

All of the regular testing [policies published by CollegeBoard](#) are also still enforced. This list is specific for what to expect for safety procedures at K. International School Tokyo (KIST) due to the COVID-19 pandemic.

Before the test (What to bring/prepare)

- You will not be allowed to bring large bookbags/suitcases/etc. with you into the test center. Furthermore, additional materials (review books, etc.) cannot be brought to the testing rooms. You will need to arrange a storage area outside of the school if you are travelling to the test center with these items.
- Pencils (must be No. 2 or HB pencils, sharpened, cannot be mechanical), eraser, pencil sharpener and calculator must be placed in a small, clear plastic bag to allow for easy inspection. These items WILL NOT be available to borrow from the school in order to help minimize object contact.
- All snacks/drinks/water bottles must be in a small bag that will be placed under your desk.
- Mobile phones must be placed in a clear plastic bag with your name written on it. These must be stored at the front of the classroom until the end of the test. This includes any other smart devices such as smart watches.
- You must bring a printout of your admission ticket (make sure it is the right one!) and your photo ID. If you are a student in Japan, you may use your school ID if **your name and birthdate is clearly written in English**. If you are from outside Japan, you must have your passport with you.
- You must TAKE YOUR TEMPERATURE in the morning before you leave for the exam. **If your temperature is above 37.4°C, you must not come to the test.** Please contact the CollegeBoard to change your test date.

Test center arrival procedures

- Plan to arrive at the test center **no later than 7:45 a.m.** While waiting to be admitted, please remember to keep at least 1 meter distance between individuals and avoid talking in the line. Entry procedures will take time, so please be patient.
- You must enter the campus alone and wear a mask. No parents, friends, guardians, etc. will be allowed to enter (even if you are on a waiting list).
- When you arrive at the front gate of KIST, your temperature will be taken. If your temperature is above 37.4°C, you will not be permitted to enter the campus. You must contact the CollegeBoard to reschedule your test for a later date. KIST cannot assist you with this. Additional fees may be required depending on the situation.
- After passing the temperature check at the entrance, please proceed in the line for your ID check. After receiving your room assignment, please proceed to your designated room directly.
- Upon entering, please place your mobile phone on the designated desk/table at the front of the room. You may pick your phone up after the test.
- Find your assigned seat and sit down quietly. Make sure your admission ticket and ID are face-up and open on your desk so the proctor can check them without touching them. All other items should be placed under your desk.

- When checking your ID, the proctor will need to see your full face (pull down your mask briefly) to compare to your photo ID. This should be completed quickly and at a reasonable distance.
- If you do not normally live in Japan, you will be required to **present your passport** as your photo ID and your entrance date stamp may be checked as per the regulations stipulated by the CollegeBoard for '[Testing Outside of your Home Country](#).'

During testing

- You must wear a face mask at all times during testing and breaks, making sure that it covers your mouth and nose.
- Avoid talking to anyone unless necessary, even with friends. You may not leave your desk to speak to another test taker, or approach anyone else in the room unless it is a concern you need to address with the proctor. In this case you must also maintain safe social distance while expressing your concern.
- The proctor will oversee all break times, starting and ending times. Different rooms might begin testing at staggered times, so you are to remain silent if you are in the hallways even when coming into the testing room before your own test begins.
- You must remain in the testing room even during breaks unless you need to use the restroom or get some water to fill your water bottle. Please be aware to keep at least 1 meter between individuals in the hallways whenever possible. You will NOT be permitted to go to vending machines to purchase additional beverages.
- All snacks/drinks may be consumed inside the testing room during designated break times only. Please dispose of all garbage/recycling in the designated bins.

At the end of the test

- Please remain quietly in your seat until the proctor has collected any test books from you.
- You will be asked to sanitize the top of your testing desk or table before being dismissed from the room.
- Please take all your items with you (including your electronic devices and any garbage/recycling).
- Upon dismissal, you must leave the campus immediately. You are not permitted to visit other areas in the school or attempt to wait for friends who are still testing. If you wish to meet up with someone after testing, you must make arrangements to do so outside the school campus.

If you test positively for COVID-19 in the next 21 days

Please notify both the [CollegeBoard](#) and KIST (info@kist.ed.jp). Please provide your name, the test date, the date you received the positive test, and the date when you started to experience symptoms.

If you need to cancel your scores after testing

KIST will not accept any cancellation paper forms. If you choose to cancel your scores after testing, you must [following these guidelines](#) by printing and signing the form, then faxing it to the CollegeBoard. If you post it, it will not arrive in time, so please plan ahead accordingly.