WESTTOWN SCHOOL
HOW TO REGISTER FOR THE SAT OR ACT

IMPORTANT GENERAL ADVICE

● Register under your legal name, the one you will use on all college application documents.

● Keep your user name and password in a safe place.

● Use the same account throughout high school; never create a second account with the testing agency.

● Register for a test well in advance of the registration deadline (a month or more). Westtown fills to capacity before the deadline and you may be shut out.

● Have a credit card ready when you register.

● Only seniors need to report scores to colleges as part of the registration process.

● On the day of the test, you must bring your Registration/Admission Ticket, photo ID, #2 pencils (not mechanical), and a calculator. See the SAT and ACT websites for information about acceptable calculators.

● Questions? Contact Susan Tree or Ben Temple (College Counselors) or Karen Gallagher (Director of Studies).

WHO TAKES WHAT WHEN

SAT: twice in the junior year, once early (December or January) and once late (May or June). Seniors may repeat in the fall depending on satisfaction with their scores and the expectation of the colleges to which they are applying.

Subject Tests: at the end of the appropriate classes in grades 9-11. May be repeated in the fall of the senior year depending on the expectations of the colleges to which the student is applying. Subject Tests are required by a minority of colleges (some highly selective liberal arts colleges and universities). Students applying directly to STEM programs of study (science, technology, engineering, math) may be required to submit results of Subject Tests in science and/or math.

ACT: juniors should take the ACT in April and may choose to repeat it in the fall of the senior year. If a colleges requires a standardized test as part of the application, the SAT or the ACT is acceptable. Often the ACT can substitute for Subject Tests as well. Students must carefully check the specific requirements of the colleges to which they are applying. The ACT differs from the SAT in that it contains a Science Reasoning subtest and there is no penalty for a wrong answer. Some students perform better on the ACT than on the SAT which is why we recommend students take both in their junior year. To compare ACT to SAT scores, refer to a Concordance Table: http://www.act.org/aap/concordance/
SAMPLE PRACTICE MATERIAL

- PSAT (October of the junior year): http://www.collegeboard.com/student/testing/psat/prep.html
- ACT: http://www.actstudent.org/testprep/index.html

REGISTRATION INSTRUCTIONS

SAT and Subject Tests

1. Go to http://sat.collegeboard.com/register

2. Fill out the Identification Information (use your legal name as it will appear on your college applications, transcripts, and other official documents: this must be correct because it is virtually impossible to correct it later and it can become a damaging snafu with colleges once you apply).

3. Create a User Name and Password and remember them! This is the same account you will use throughout high school; you must be able to access it to receive your scores and eventually send your scores your colleges. Never create a second account because you forgot how to access this one. That creates all sorts of problems when you are a senior and apply to college.

4. In "My Organizer", click on SAT REGISTRATION AND SCORES (on the left)

5. Enter your Password again at the "Security Check" to enter your SAT account

6. Click on the blue REGISTER NOW button

7. Update your Personal Information: be sure to indicate that you attend Westtown School. For your Mailing Address, use either your home or Westtown but be consistent. Westtown's address is: 975 Westtown Road, West Chester, PA 19382. For your phone number, use your home or cell number. College Board uses this information to verify your identity in case something goes wrong with your account.

8. The optional "Build Your College Profile" pages that follow are a questionnaire that College Board uses for research purposes. They also provide this information to colleges interested in recruiting students like you. If you check "Yes" to the question about participating in the Student Search Service, you will receive recruiting mail from colleges based on your questionnaire and their criteria.
9. **Agree to Terms and Conditions**

10. **Select Test and Center**: Choose the SAT or Subject Tests (you can take one or the other on the same day, not both). If you choose Subject Tests, you will have to indicate the specific test(s). Bear in mind that you can change your choice or number of tests at the test center on the day of the test.

11. **Disability Accommodations**: If you have a disability and have applied to and been approved by College Board for accommodations, enter your "SSD Eligibility Code" here. The application process is handled by the College Counseling Office and takes about eight weeks.

12. **Pick your Test Date**

13. **Pick your Test Center**: boarding students need to select Westtown School. Day students may test at Westtown or at another test center of their choice. Westtown is a small test center open to the general public. **We tend to fill to capacity a week or more before the test registration deadline so don't wait until the last minute to register**.

14. **Checkout**. You must pay with a credit card. Students who are eligible to use Full Access Funds should speak with the College Counseling Office about using a Fee Waiver to register for SATS (juniors and seniors only).

15. Complete the process and print your **Registration/Admission Ticket**. You will need to bring this with you the morning of the test along with Photo ID, #2 pencils (not mechanical), and a calculator.

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**ACT (AMERICAN COLLEGE TEST)**

*Students with disabilities need to register for the ACT through the College Counseling Office. The application process takes about eight weeks.*


2. Click on **Sign Up Online** then **Create Account**. Remember your User Name and Password.

3. Be sure to use your legal name as it will appear on all of your college application documents.

4. Complete the optional **Personal Profile and Interest Inventory**. This information will yield an interesting report that comes along with your scores. It's worth the time.

5. Select **ACT WITH WRITING**. If you pick the ACT Without Writing, colleges will not view it as equivalent to the SAT. "Writing" refers to the 30 minute essay section which is optional on the ACT but required on the SAT.

6. Select the **Date** on which you want to test.

7. Complete the required **High School Courses and Grades** section.
8. Select your **Test Center**: 
In **odd** years, Westtown is a test center in April (juniors) only, but will provide transportation to Delaware County Community College (Media, PA) for the September ACT administration (seniors).
In **even** years, Westtown is a test center in both April (juniors) and October (seniors).

7. At the end of the registration process, pay using a Credit Card and print your **Registration Ticket**. On the day of the test, students must bring their Registration Ticket, Photo ID, #2 pencils (not mechanical), and a calculator.