

SNAPSHOT CANDIDATE HANDBOOK

**FOR TESTING YEAR 2022-2023
(August 1, 2022 to July 15, 2023)**

Table of Contents

Contacting the Association	4
Snapshot Candidate Handbook	4
About the Character Skills Snapshot	4
The Snapshot is Written by Teachers and Social-Emotional Learning Experts	5
The Snapshot is a Norm-Referenced Assessment	5
The Snapshot is a Standardized Tool	6
Assessment Sections & Length	6
Candidate Agreement	6
Overview	6
Snapshot Candidate Agreement	7
Student Integrity Statement	11
Overview	11
Student Integrity Statement	11
Account Registration	12
Account Terms and Access	12
Account Expiration	12
Your SSAT.org Account	12
Gender	13
Administration of the Snapshot	13
Computer, Browser and Internet Connectivity Requirements and Related Technical Issues During Assessment Administrations	13
The computer system that you use to take the Snapshot must meet the following requirements:	13
Gaining Access to the Snapshot	14
Grade	15
How Many Times Can A Student Take The Snapshot	15
Assessment Fees	15
Refund Policy	15

Snapshot Fee Waivers	15
Testing Accommodations	16
Accommodations for Student with Disabilities	16
The Association’s Right to Cancel Results	16
Assessment Irregularities	17
Violations and Investigations	18
Appeals for Investigation Disputes and Mandatory Arbitration	19
Assessment Security	21
Data Forensics	21
Results and Reporting	21
Who will Receive Results reports?	21
How do Students Receive Results?	21
How do participating Member Schools Receive Results?	21
Non Association Member Recipients	22
Results Reporting Timeline	22
When Can Results Recipients be Added?	22
How do Results Recipients Use Results?	22
Length of Results Availability	22
Results Delays	22
Results for Incomplete Assessments	23
Results Interpretation	23
Use of Personal Information	23

Contacting the Association

Phone: 609-683-4440 (Monday through Friday, 9:00am-4:30pm ET)

Fax: 609-683-4507

Email: snapshot@enrollment.org (general email inquiries)

ta@ssat.org (testing accommodation inquiries)

Snapshot Candidate Handbook

The Snapshot Candidate Handbook (the “Handbook”) sets forth all of the policies and procedures that apply to the Character Skills Snapshot assessment (the “Snapshot”). The Handbook includes policies and procedures for registration, assessment administration, computer system requirement, results reporting, violations, investigations, errors, and dispute resolution. The policies and procedures in the Handbook help protect the Snapshot assessment content, maintain the integrity of the school application process, and ensure assessment fairness and validity for all Candidates. The parents or legal guardians of all students who take The Snapshot (“Candidates”) and all Candidates must read and familiarize themselves with the Handbook, must abide by all of the policies and procedures contained herein. All policies and procedures contained in the Handbook are part of the Snapshot Candidate Agreement (the “Agreement”), the text of which is also included in the Handbook. The Snapshot is made available to Candidates exclusively under the terms of the Agreement, which constitutes a legally binding agreement between the Association, on the one hand, and Candidates and their parents or legal guardians, on the other hand. “You” as used herein generally refers to the Candidate, unless otherwise noted.

About the Character Skills Snapshot

The Character Skills Snapshot is an assessment designed for students in grades 5 through 12 who are seeking entrance to independent schools worldwide. The Snapshot measures seven constructs: social awareness, initiative, teamwork, self-control, intellectual engagement, open-mindedness, and resilience. The purpose of the Snapshot is to give member schools a more holistic view of a student by providing information about that student’s

character. The Snapshot is used by many member schools of the Enrollment Management Association (“Member Schools”) as part of their admission and/or enrollment processes. For those Member Schools that participate in The Snapshot as part of their admission process, they either require the Snapshot or make the assessment optional. Snapshot results are one part of a complete application to an independent school, and while it is important, it is not the only criteria for admission. Some Member Schools also use the Snapshot for placement purposes, for deciding how to group and place students, and, in the case of boarding schools, to select roommates for enrolled students.

The Snapshot is Written by Teachers and Social-Emotional Learning Experts

Experts in character research and measurement develop the item content for Snapshot. In addition, a group of admissions staff and teachers from independent schools all across the United States contribute to the development of Snapshot items, and provide an extra layer of validation by ensuring that situations presented as part of Snapshot are realistic and accurate. All items are reviewed by a committee composed of content and assessment experts. Items considered acceptable after committee review are then pretested on a sample of students in grades 5 through 12. Questions that are statistically sound are incorporated into new Snapshot forms.

The Snapshot is a Norm-Referenced Assessment

The Snapshot is a norm-referenced assessment. A norm-referenced assessment interprets an individual assessment-taker’s results relative to the distribution of results for a comparison group, referred to as the norm group. The Snapshot reports results based upon two separate norm groups:

- A middle-grades group consists of students currently in grades 5-7 applying to grades 6-8.. An upper-grades group consists of students currently in grades 8-11 applying to grades 9-12.

It is important to remember that the Snapshot norm group is a highly competitive group. Each student is compared to all students (in the appropriate grade group) who are taking this assessment for admission into independent schools—some of which are the most selective in the country. However, remember that the Snapshot is just one piece of information considered by schools when making admission decisions, and for the vast

majority of schools, students with a wide range of Snapshot results are admitted.

The Snapshot is a Standardized Tool

Although a different Snapshot form may be utilized each year, the Snapshot is administered and scored in a consistent (i.e., “standard”) manner. Standard also refers to the way in which assessments are developed and how assessments are administered. Regarding assessment development, a standard process for writing, testing, and analyzing questions—before they ever appear on a live assessment—is used.

The Snapshot is an assessment used by many member schools of the Enrollment Management Association as part of their application process. During a given administration year (August 1- July 15, annually), a student may only take the Snapshot once. The Snapshot is \$30 when purchased at the same time as an SSAT test, or \$60 when purchased separately. Students are able to send their results to an unlimited number of participating schools.

Assessment Sections & Length

The Snapshot measures skills in two different ways. The first section, forced choice, presents students with three statements (herein referred to as “sets”) and asks them to select the statement that is most like them and the statement that is least like them. In any given administration year there may be 20-30 sets of statements. The second section presents students with a number of scenarios and four different responses per scenario. Students are asked to rate the appropriateness of each response on a four-point scale from not appropriate to very appropriate. There are 10 scenarios total.

Candidate Agreement

Overview

The Snapshot Candidate Agreement (the “Agreement”) is a critical component of the Handbook. A parent or legal guardian must accept and agree to all the terms of the Agreement when registering a student for the Snapshot. The entire text of the Agreement is reprinted below.

Snapshot Candidate Agreement

The Snapshot Candidate Agreement (the "Agreement") sets forth the terms and conditions under which the Enrollment Management Association (the "Association") will allow a parent or legal guardian of a student to register the student to take the Character Skills Snapshot assessment (the "Snapshot"), and allow the student ("the "Candidate") to take the Snapshot. The Association requires that the Candidate's parent or legal guardian acknowledge and accept the terms of this Agreement and read and explain it to the Candidate prior to the Candidate taking the Snapshot. The Snapshot is made available to Candidates exclusively under this Agreement, which constitutes a legally binding agreement between the Association, on the one hand, and Candidates and their parents or legal guardians, on the other hand. "You" as used in this Agreement refers to the parent or legal guardian of the Candidate.

In order to register the Candidate for the Snapshot, you must acknowledge and certify to the Association on behalf of yourself and the Candidate that you and the Candidate understand and accept the terms and conditions contained in this Agreement. At the time the Candidate takes the Snapshot, the Candidate will be required to electronically accept and submit a Student Integrity Statement, by which the Candidate will acknowledge understanding of the Agreement and promise to follow the rules for taking the Snapshot. The Candidate will not be permitted to take the Snapshot if he or she does not electronically sign the Student Integrity Statement prior to starting the Snapshot. In addition, at the time you register the Candidate to take the Snapshot, you further agree to accept personal responsibility for the Candidate's compliance with the Agreement, as well as any consequences that could result from the Candidate's failure to abide by the Agreement.

By logging on to your account to register the Candidate for the Snapshot, you are certifying to the Association that you are the person whose name and personally identifiable information appears on your account profile and that the Candidate who you register to take the Snapshot is the person who will take the Snapshot. You are further certifying that the Candidate is taking the Snapshot solely for the purpose of obtaining admission to an independent school. You are further certifying that the Candidate is not taking the Snapshot as an assessment preparation agent, coach or tutor, or for the

purpose of obtaining access to, studying or copying confidential Snapshot assessment content.

You understand and agree that the Snapshot is a confidential assessment, and its contents are disclosed to the Candidate in a limited context to permit the Candidate to take the assessment for the purpose of obtaining assessment results and submitting them to an independent school as part of its admission and/or placement processes, and for no other purpose. You understand that you may not assist the Candidate in taking the Snapshot in any way, or influence or interfere with the Candidate's responses to the assessment in any way. You also understand that the Candidate may not receive assistance on the Snapshot from another parent or legal guardian, sibling, friend, teacher, coach, consultant, school staff member, or any other person. You agree that the Candidate will take the Snapshot without assistance from any person. You further understand and agree that the Snapshot and all related materials, including confidential assessment questions, answer choices and all additional assessment content are the sole property of the Association and are protected by United States and international copyright and trade secret laws. You agree that you will not view or read any content contained within the Snapshot. You agree that the Candidate will not discuss or disclose Snapshot content orally, in writing, on the Internet, through social media or through any other medium existing today or invented in the future. You also agree that neither you nor the Candidate will copy, reproduce, adapt, disclose, or transmit Snapshot assessment questions or answer choices or any assessment content, in whole or in part, or assist or solicit anyone else in doing the same. You further agree that neither you nor the Candidate will reconstruct Snapshot assessment content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity. You further agree and attest that, prior to taking the Snapshot assessment, neither you nor the Candidate have solicited, received or reviewed confidential Snapshot assessment questions, answer choices or any other assessment content represented or understood to be copied or derived from the Snapshot.

The Snapshot Candidate Handbook (the "Handbook") sets forth all of the policies and procedures that apply to The Snapshot. The Handbook includes policies and procedures for application, eligibility, fees, assessment registration, assessment administration, scoring, retesting, violations, investigations, errors, and dispute resolution. The policies and procedures in

the Handbook help protect assessment content, maintain the integrity of the school application and placement processes, and ensure assessment fairness and validity for all Candidates. All policies and procedures contained in the Handbook are hereby incorporated into and made part of this Agreement. By acknowledging and accepting this Agreement, you are attesting that you have read the current version of the Handbook, and that you understand, accept, and agree to follow all of the policies and procedures set forth in the Handbook and understand that any violation of the policies and procedures contained in the Handbook is also a violation of this Agreement.

As set forth in the Handbook, you agree that all Candidate registration information provided to the Association through its website will be provided only by you or another parent or legal guardian of the Candidate with the authority to use your Account. You agree that all information provided to the Association in relation to the Candidate's registration is and will be complete, truthful, and accurate in every respect and that you have a continuing obligation to notify the Association immediately of any changes to information previously submitted to the Association.

The Association will evaluate the Candidate's performance on the Snapshot in a number of ways, including but not limited to preparing ranking statements and rating the appropriateness of responses to the scenarios presented in the Snapshot (the "Results"), and the Association will provide the Candidate's Results to any Member School that you designate.

The Results may be shared with Member Schools that you designate during the application and/or enrollment process, and Member Schools may use the Results in a variety of ways to evaluate the Candidate's application and/or to make other decisions related to the Candidate's admission, enrollment or placement at the Member School. Member Schools have the discretion to require that the Results be submitted along with the Candidate's application for admission, and you understand that it is exclusively your obligation to submit the Results if a Member School so requires.

You understand that The Association does not advise Member Schools how to use the Results in making admissions, enrollment, financial aid or placement decisions about the Candidate, and the Association is not responsible in any way for decisions made by Member Schools or the manner in which Member Schools use the Results to make decisions related to the Candidate.

The Candidate's use of the Snapshot is also subject to the terms of the Consent Form, that you agreed to at the time you registered for and created an account on www.ssat.org, and the terms contained in the Privacy Policy, available at <http://www.ssat.org/privacy-policy>, and Terms of Use, available at <http://www.ssat.org/terms-of-use>, as those terms may be updated from time to time.

The Privacy Policy sets forth all of the terms and conditions that govern the Association's collection, processing, use and disclosure of public and private information about you, the Candidate and the Candidate's performance on the Snapshot to third parties, including but not limited to schools. The terms of the Privacy Policy are hereby incorporated into and made part of this Agreement. By acknowledging and accepting this Agreement, you are attesting that you have read the current version of the Privacy Policy, and that you understand, accept and agree to all of the terms and conditions set forth in it on behalf of yourself and the Candidate.

You and the Candidate understand and agree that any alleged violation of this Agreement or any alleged activity that may compromise the validity, integrity, or security of the Snapshot will be investigated. You and the Candidate also understand and agree that if you or any person on your behalf provide false or misleading information to the Association at any time, violate the terms of this Agreement, engage in any activity that may compromise the validity, integrity, or security of the Snapshot, or fail to fully cooperate in any investigation related to the Snapshot, that the Association may, in its sole discretion:

1. prohibit the Candidate from taking the Snapshot for a fixed period of time or permanently;
2. terminate the Candidate's Snapshot administration prior to the completion of the assessment;
3. invalidate the Candidate's Snapshot results, before or after results are reported, without a refund;
4. report the Candidate's and/or your conduct and/or the findings of any investigation by the Association to all schools to which the Candidate applied or may apply for admission, and other interested third parties;
5. pursue civil legal action against you; and
6. refer the matter for criminal prosecution if you engaged in criminal conduct.

No parent or legal guardian should register a Candidate for the Snapshot if there is any part of this Agreement that they or the Candidate do not understand or agree with. If a Candidate or parent or legal guardian has any

questions about the terms and conditions of this Agreement, please contact a representative of the Association at 609-683-4440 or snapshot@enrollment.org.

By clicking "I Agree" below, the individual accepting this Agreement is certifying to the Association that he or she is in fact the parent or legal guardian of the Candidate for whom he or she is submitting Candidate registration information. Furthermore, by clicking the "I accept the Terms and Conditions set out above" button below, the Candidate's parent or legal guardian is certifying to the Association that the parent or legal guardian has read this entire Agreement and explained all of its terms to the Candidate, that the parent or legal guardian has answered any questions that the Candidate may have about it, and that both the Candidate and parent or legal guardian fully understand and accept the terms and conditions of the Agreement, including the Handbook and the Privacy Policy, and the potential consequences for any violation of these terms.

Student Integrity Statement

Overview

As noted in the Snapshot Candidate Agreement, the student will be required to electronically accept and submit a Student Integrity Statement, promising to follow the rules for taking the Snapshot. Students will not be permitted to take the Snapshot if the Student Integrity Statement has not been signed prior to starting the Snapshot. The entire text of the Student Integrity Statement is reprinted below.

Student Integrity Statement

I promise that I am the only one who will answer the questions in the Snapshot. I will answer honestly and I will not seek out or accept guidance from any outside sources (e.g., the internet, notes, or parents). I understand that some schools that I am interested in may use the results as part of their admission process and it is in my best interest to respond as honestly as possible.

Account Registration

Account Terms and Access

Create a new account or access your existing account at:

<https://portal.ssat.org/Account/LogOn> .

Use of the account and the Snapshot is subject to the terms contained in the WEBSITE ACCOUNT CREATION AND PARENT/GUARDIAN CONSENT FORM that a parent or legal guardian must accept to create an account. Use of the account and the Snapshot is also subject to the terms contained in the Privacy Policy, available at <http://www.ssat.org/privacy-policy> ("Privacy Policy"), and the Terms of Use for The Association's websites, available at <http://www.ssat.org/terms-of-use>.

Account Expiration

SSAT accounts do not currently expire. If you tested in a previous testing season, your account is still active. Snapshot results are valid only for the testing year during which the assessment was taken. In the event that an account holder has forgotten the username and/or password, visit the portal and click "forgot password" or "forgot username."

Your SSAT.org Account

In order to register for the Snapshot, a parent or legal guardian must create an SSAT.org account with a username and password. A parent will first need to create a username for the parent account, and then they will also need to create a username for all associated students. There can be multiple students under a parent's account. Student accounts are for a single student only and allow the registering parent or legal guardian to manage assessment registrations and school inquiries, access student results, and send applications for the current academic year. A parent or legal guardian must affirm that he or she is the parent or legal guardian of the student being registered. A parent or legal guardian must also provide accurate and complete information about the student when creating an account including the student's name, gender, date of birth, home address, and a preferred contact email address.

If a parent or legal guardian provides misleading, incomplete, or false information, the Association may cancel the registration, invalidate any assessment results, and prohibit the student from testing.

Gender

The Association reports SSAT results in percentiles based upon both the indicated gender and also separately for all students from that grade. Because of this, when creating an account on SSAT.org, a student's gender must be indicated as male or female. Note, The Snapshot does not report results based upon gender.

For transgender students who identify as either male or female, please indicate the gender with which they identify and are indicating on applications to schools. To support gender-expansive students who do not identify as either male or female, please contact The Association prior to creating an account. The Association is working to update our gender selection and technical systems and in the meantime will work with families to ensure a student's preferred gender indication is reflected on results reports and is communicated to results recipients and to schools to which any application has been made through the Association.

Administration of the Snapshot

Following completion of parental consent and/or registration, the Snapshot may be taken on-demand by a Candidate on any computer meeting the below described system, software, and browser requirements. The computer where a Candidate takes the Snapshot may be located anywhere, but most Candidates take the Snapshot at a computer located in their home.

Computer, Browser and Internet Connectivity Requirements and Related Technical Issues During Assessment Administrations

The computer system that you use to take the Snapshot must meet the following requirements:

Computer Type: PC or Mac (laptop or desktop) with uninterrupted power source. Cell phones and tablets are discouraged.

Browser Options: Chrome, Safari, Edge, Firefox, IE (version IE11 or newer).

The Association is not responsible for any technical problems with the family's computer hardware, operating system, software, browser, network, internet connection or electric power that may interfere with the student's ability to take or complete the Snapshot. If the student experiences a technical problem in any of these areas during the administration of the Snapshot, the parent or legal guardian must notify The Association in writing within 24 hours of completion or interruption of the administration of the assessment by sending an email to snapshot@enrollment.org and providing a detailed explanation of the technical problem. Depending on the nature of the technical issue, The Association may, in its sole discretion, invalidate the results from the interrupted assessment session, and allow the student to retake the Snapshot. If The Association, in its sole discretion, permits the student to retake the Snapshot, the family will not receive the results for the interrupted assessment administration, and will be required to pay the full fee for the retake. In many cases, the functionality, if interrupted allows the user to continue the assessment where it left off. **The Association will not provide the results for the Snapshot assessment administration interrupted by the technical problem or power outage until the student and parent or legal guardian agree to accept the results of this original assessment administration and refuse the retake option.**

Gaining Access to the Snapshot

A parent or guardian must first log into their SSAT.org account and consent to their student taking the Snapshot by signing the electronic Candidate Agreement. Following parental consent, the student may log into their student account, click on Character Skills Snapshot button and begin taking the assessment.

The following conduct is strictly prohibited when registering for or taking the Snapshot:

- Providing false or misleading information about your identity or that of any other person
- Registering for the Snapshot under another individual's SSAT account
- Allowing someone else to register for the Snapshot under your SSAT account
- Obtaining more than one SSAT account

Engaging in any of the above described prohibited conduct is a serious violation of the Handbook and may result in the Association cancelling your

assessment registration, invalidating assessment results, and/or prohibiting further testing.

Grade

When registering students, their grade level will need to be specified by the parent or legal guardian. A student's results depend on a comparison with students from the appropriate grade-based norm group.

If a student will be repeating a grade, you may consider designating one grade lower than the current grade level. For example, if a student will be applying to repeat grade 9, specify they are currently in grade 8 during registration to ensure that the student is compared to students also applying for entry into grade 9. This will ensure that the student is compared to the appropriate peer group. **The Association reserves the right to prohibit Snapshot testing by any student who is more than two (2) years older or younger than the average age of students in the designated grade level.**

How Many Times Can A Student Take The Snapshot

Students may only take The Snapshot once during each administration year (August 1 through July 15, annually).

Assessment Fees

The following fees apply to assessments and associated products and services from August 1, 2022 until July 15, 2023.

The Snapshot is \$30 when purchased at the same time as an SSAT test, or \$60 when purchased separately.

Refund Policy

The Association does not offer refunds of Snapshot registration fees. If a family chooses not to take The Snapshot, no refund will be issued.

Snapshot Fee Waivers

If a family cannot pay the amount due for the assessment due to economic hardship, they may be eligible to receive a fee waiver. Simply request a fee waiver from the Admission Office at the EMA member school to which you

are applying and follow the directions on ssat.org when registering for the assessment. The Association does not offer fee waivers directly to students/families. Families must obtain the fee waiver from a school **before registering for an assessment. Fee waivers cannot be applied after assessment registration is completed.** If granted, fee waiver amounts will cover the entire cost of the assessment. Students who register for the SSAT using a test fee waiver are automatically able to take The Snapshot at no cost.

Testing Accommodations

Accommodations for Student with Disabilities

If a student has a disability that requires an accommodation for taking The Snapshot, please contact Rob Greene at rgreene@enrollment.org as soon as possible for more information.

The Association's Right to Cancel Results

The Association reserves the right to investigate any reported or suspected irregularity, which may delay the release of results or cause the cancellation of results.

The Association is committed to reporting valid results of student performance on the Snapshot. For this reason, the Association maintains assessment administration and security standards designed to assure that Snapshot results accurately reflect the Candidate's character skills that the Snapshot is designed to measure. The Association conducts psychometric and statistical analyses of Snapshot assessment response data to identify potential irregularities and to ensure the validity of results. The Association may cancel or withhold Snapshot results if any psychometric or statistical analysis provides a reasonable basis to question the validity of the results.

The Association reserves the right to cancel or withhold any assessment results if, in its sole judgment the Association has reason to conclude that:

- (1) a testing irregularity occurred; or
- (2) a Candidate engaged in prohibited conduct as described herein; or

- (3) a violation of the policies and procedures for Snapshot administration as set forth in the Candidate Agreement and/or Handbook occurred; or
- (4) there is a reasonable basis to question the validity of the results

Assessment Irregularities

A testing irregularity is any event or incident that happens during the assessment registration or administration that could affect the validity of assessment results and may include violations of rules, among other incidents. Irregularities include, but are not limited to:

- Failure to follow assessment administration rules
- Technical problems or power outages that interrupt the assessment
- Providing false information to The Association
- Receiving assistance on the Snapshot
- Providing assistance to another person taking the Snapshot
- Any violation of the Candidate Agreement and/or Handbook

Before any final determination of the Association to cancel assessment results due to an irregularity caused by a Candidate, the Association will provide an opportunity for the Candidate and their parent or legal guardian to provide a written statement to the Association in which they can offer an explanation for the situation in accordance with all obligations under the Candidate Agreement and the Handbook.

If the Association determines that the student or parent/legal guardian caused the irregularity, the student's results will be cancelled. The student and the parent/legal guardian will have to seek special permission from the Association to register for a future Snapshot administration, which the Association will determine in its sole discretion. In addition to results cancellation, the Association may pursue other actions against the student or parent/legal guardian in accordance with the Candidate Agreement and as described further in the Handbook.

Irregularities due to technical problems or power outages that interrupt the assessment administration will be handled in accordance with the provisions explained on page 14 of the Handbook, under the heading "Computer, Browser and Internet Connectivity Requirements and Related Technical Issues During Assessment Administrations."

If the irregularity is caused by the Association, the Association will determine, in its sole discretion, if the irregularity is so severe as to warrant immediate cancellation of results. If this is the case, the Association will offer a reasonable solution based on the nature of the irregularity.

If the irregularity is caused by the Association and the Association determines in its sole discretion the irregularity is not so severe as to warrant immediate cancellation of results, the Association will provide you with the option to accept the results from the current assessment, which had the irregularity, or to cancel those results and retake the assessment at no charge to the family. In the event of an error in the calculation of results, EMA will correct the error and release revised results. **The Association will not provide the results for the original Snapshot assessment administration until the student and parent/ legal guardian agree to accept the results of the original assessment administration and refuse the retake option. After the Association provides results in such a situation where they have been accepted, the Association will not provide a free retake opportunity.**

To report testing irregularities or discuss concerns related to assessment policies, please contact The Association's Call Center within 24 hours of experiencing the issue. Email: snapshot@enrollment.org

Violations and Investigations

If the Association receives information that a testing irregularity has occurred or that any individual has violated the terms of the Candidate Agreement, the Handbook, the Snapshot Manual or engaged in any conduct that may compromise the integrity or validity of the Snapshot, the Association reserves the right to investigate the matter to gather all relevant facts and determine what actions, if any, must be taken in response to the facts. The Association's policies on Violations and Investigations supersede the Association's Privacy Policy and all other policies that may conflict with this section of the Handbook.

Upon receiving notice from the Association that it is conducting an investigation under this provision, a Candidate, and the Candidate's parent or legal guardian shall:

- 1. Fully cooperate with the investigation;**
- 2. Disclose to the Association or its designee all knowledge that could potentially relate to the investigation;**

- 3. Produce all documents and materials requested by the Association or its designee;**
- 4. Upon request, submit to an in-person interview conducted by or on behalf of the Association; and**
- 5. Truthfully and completely answer all questions asked by the Association or its designee.**

A person's refusal to cooperate with any investigation or presentation of false or misleading information in relation thereto shall constitute a serious and material breach of the Candidate Agreement and shall serve as a separate and independent basis for the Association to take action against the Candidate as described below. The Association may, in its sole discretion, take any of the following actions upon finding that the Candidate or their parent/legal guardian violated any term of the Candidate Agreement or the Handbook:

1. Prohibit the student from taking the Snapshot for a fixed period of time or permanently;
2. Terminate the student's Snapshot administration prior to completion of the assessment;
3. Invalidate the student's results, before or after results are reported, without a refund;
4. Require the student and parent/guardian request special written permission to register for a Snapshot during any subsequent testing year;
5. Report the student or parent/guardian conduct and/or the findings of any investigation by the Association to all schools to which the student has applied or may apply for admission, and other interested third parties;
6. Pursue civil legal action against the student and/or their parent or legal guardian; and
7. Refer the matter for criminal prosecution if the student and/or parent/guardian engaged in criminal conduct.

Appeals for Investigation Disputes and Mandatory Arbitration

After a Candidate, parent or legal guardian has received a written notice of violation and applicable sanctions to be imposed by the Association, the Candidate will have thirty (30) calendar days to file a written request for appeal pursuant to the Association's Candidate Appeals Process. The sole consideration on appeal is whether the Association acted reasonably and in good faith in accordance with its own policies and procedures when making its decision. The Candidate is required to file a written request for appeal,

along with a statement describing the grounds for the appeal, why the appeal should be granted and all supporting evidence, with the Association, within thirty (30) calendar days of receipt of the notice of violation and applicable sanctions from the Association. A Candidate's appeal will not be considered after such thirty (30) calendar day period has expired. The initial appeal will be decided by the Association staff, who will render a written decision on the appeal within thirty (30) days of receiving all of the Candidate's submissions.

If the Association staff determine that a written request for appeal is filed in a timely manner and uphold the Association's original decision, the Candidate may then submit a second and final level appeal to the Candidate Appeals Committee, which consists of three members of the Executive Committee of the Board of the Association. The Candidate must request a final level appeal in writing within five (5) calendar days of receiving notice that the Association staff upheld the Association's original decision. Three (3) members of the Candidate Appeals Committee will then decide the final level appeal. This appeals process shall not address any results related to the Snapshot, nor include any challenges to individual assessment questions, answers or results. The sole consideration on the final level of appeal is whether the Association acted reasonably and in good faith in accordance with its own policies and procedures when making its decision. The Candidate Appeals Committee will deliberate and decide the appeal within thirty (30) days of receiving the Candidate's request for same. The decision of the majority of the members of the Candidate Appeals Committee shall determine the outcome of the final appeal. The decision of the Candidate Appeals Committee is final and binding as to all matters related to the appeal.

There is one exclusive remedy available to Candidates and their parents or legal guardians who wish to appeal or otherwise challenge a decision made by the Candidate Appeals Committee or the Association. That exclusive remedy is binding arbitration obtained through written submissions before a single arbitrator under the JAMS Streamlined Arbitration Rules and Procedures, in Princeton, New Jersey. The sole issue for arbitration shall be whether the Association acted reasonably and in good faith in making its decision. The Candidate and the Candidate's parent or legal guardian expressly waive the right to file a lawsuit or make any legal claims against the Association. By accepting the terms of the Agreement and this Handbook you agree that you are giving up certain rights if you want to dispute a

finding by the Candidate Appeals Committee. The rights you are giving up include the right to file a lawsuit in court, the right to a jury trial, the right to have an in-person hearing, the right to cross examine witnesses, the right to pursue statutory damages, the right to pursue punitive damages, the right to pursue attorney's fees and costs, and the right to pursue claims as part of a class action.

Assessment Security

Data Forensics

The Association may use Data Forensics as a basis for determining assessment and/or administration irregularities and improbable results for enforceable actions. Data Forensics is the statistical analysis of assessment data to identify irregular testing patterns indicative of invalid assessment results, irregularities, assessment fraud and item harvesting. The Association relies on Data Forensics to determine whether results should be withheld, invalidated, canceled or investigated further to determine whether a Candidate violated the terms of the Candidate Agreement.

Results and Reporting

Who will Receive Results reports?

The parent or guardian who registered the student will receive the results for that student's assessment. Additionally, any participating Association member designated as a results recipient by the parent or guardian will receive that student's results.

How do Students Receive Results?

After the completion of results processing, Snapshot results will be provided on the parent/guardian's SSAT account, accessible at <https://portal.ssat.org>.

How do participating Member Schools Receive Results?

Results recipients designated by the registering parent or legal guardian will have secure, online access to the student's results through an online portal called the Member Access Portal ("MAP").

Non Association Member Recipients

Only participating Member Schools may be designated as Snapshot results recipients. The Association will not, in any situation, provide Snapshot results reports to any other third party.

Results Reporting Timeline

The Association will provide results to the registering parent/guardian in accordance with the 2022-2023 Snapshot Results Release schedule found on ssat.org and inside your account portal. If results will be delayed beyond this point either due to an irregularity or extended analysis process, the Association will notify the parent or legal guardian who registered the student.

Once results have been received, the parent/guardian can designate schools who will receive those results. The results recipient will have immediate access to results on their MAP.

When Can Results Recipients be Added?

Results recipients can be added once the parent or legal guardian receives results. Note, schools where you have shared SSAT results or submit the Standard Application Online will NOT automatically receive copies of your Snapshot results. You must send Snapshot results separately.

How do Results Recipients Use Results?

Each participating Association member school reviews and utilizes results differently. Contact a member school directly if there are questions regarding admission requirements or how a specific school will use Snapshot results.

Length of Results Availability

Snapshot results generated during the current administration year (8/1/2022 through 7/15/2023) are available online during the current administration year only. On 7/28/2023, results generated during the current administration year will be removed from family and member school accounts and will no longer be available to families from the Association nor may additional recipients be added.

Results Delays

If, due to circumstances beyond the Association's control, results will be delayed outside of the specified dates on the 2022-2023 Snapshot Results

Release Schedule, the Association will make every effort to contact the family and provide an update of the situation and estimated results delivery.

Results for Incomplete Assessments

The Association cannot provide the results of a Snapshot where any portion of the assessment is left incomplete. Students must complete all items on the Snapshot. The Association will neither provide results nor a refund for students that leave one or more items incomplete in the Snapshot.

Results Interpretation

The Association does not advise schools on how to evaluate or weight results on the Snapshot in the context of admission or enrollment decisions. Contact the school(s) to which you are applying if you have any questions regarding their use of Snapshot results.

Use of Personal Information

The Association Privacy Policy ("Privacy Policy") sets forth all of the terms and conditions that govern the Association's collection, processing, use, protection and disclosure of public and private information about the Candidate, their parent or legal guardian, or the Candidate's performance on the Snapshot to third parties, including but not limited to schools, consultants and other persons. All policies and procedures contained in the Privacy Policy are hereby incorporated into and made part of this Handbook. Families must read and familiarize themselves with the Privacy Policy, which can be viewed at <http://www.ssat.org/privacy-policy>. As noted above, the terms contained in the Handbook about Violations and Investigations supersede the terms of the Privacy Policy to the extent that they may appear inconsistent.