Steps for taking the paper SCAT:

1. Enroll in the CTY Talent Search. All students must complete this step first. Use this link to Enroll. [http://cty.jhu.edu/talent/index.html](http://cty.jhu.edu/talent/index.html) Make a note of your CTY Identification Number.

2. Identify a proctor who will administer the SCAT to your child. The proctor must be an educational professional such as a teacher, counselor, etc. at your child's school. He/she cannot be a family member or family friend.

3. You and the proctor will complete and sign the relevant sections of the Test Security & Proctor Agreement. You will complete the Student Information page, the Proctor Information page and the Payment Information page.

4. Obtain a Verification Letter from a school administrator (principal or vice-principal). The letter must state that the proctor of your choosing currently works at the child’s school. This letter MUST be written on school letter head and requires the administrator’s signature. A sample letter is provided.

5. Send the 5 forms in the same envelope to CTY. No photocopies or faxes will be accepted. The address is below. Please do NOT email these forms:

   Sheila Tubman
   Diagnostic and Counseling Center
   Johns Hopkins University - Center for Talented Youth (CTY)
   McAuley Hall, 5801 Smith Ave, STE #400
   Baltimore, MD 21209

Form Checklist:
- Student Information
- Payment Information
- Proctor Information (with parent signature)
- Test Security and Proctor Agreement (signed by proctor)
- Verification Letter (on school letterhead and signed by an administrator)
6. Once CTY receives your documents, CTY will send the test materials and instructions to the proctor. CTY MUST have all documentation before materials will be sent to the proctor. Incomplete packages will be returned.

7. After the SCAT administration is complete, the proctor will mail the SCAT test materials to CTY. Within 3 weeks, CTY’s Talent Search Department will mail an official score report to the family. Scores are not provided to the proctor.

*If you have questions, please contact Sheila Tubman at cty-dcc@jhu.edu.*
Student Information

CTY Student Identification Number: ________________________________

Student’s Last Name: ___________________ Student’s First Name: ___________________ MI: ___________________

DOB (mm/dd/yyyy): _______________ Grade (U.S. equivalent): _______________ Age: _______________ Gender (M/F): _______________

Street address

City: ___________________ State/Province/Prefecture: ___________________

Country: ___________________ Postal Code: ___________________

First Parent’s Last Name: ___________________ First Parent’s First Name: ___________________

Second Parent’s Last Name: ___________________ Second Parent’s Last Name: ___________________

E-mail: ___________________

Telephone (including country code): ___________________
Please fax (do NOT email) these form to 410-735-6631.

The paper SCAT fee is $50 (shipping and handling fees) plus a test fee is based on the country where your child will take the test. A list of the SCAT fees charged by country is attached. Please calculate your total fee based on where your child will be taking the SCAT below.

$ + $50 = [Total Paper SCAT Fee]

SCAT Fee in Your Country  Shipping and Handling Fee  Total Paper SCAT Fee

Check payment method:

□ VISA  □ MasterCard  □ Discover

[Card Number]  [Expiration Date]

[Cardholder Name]

[Cardholder’s Signature]

Please note that any checks or other negotiable instruments must be drawn on a U.S. bank.
SCAT Fees by Country

*Note: The fees are based on what it would cost to take a computerized SCAT in your country. In this way, everyone in the same country pays the same fee regardless of whether they take a computerized SCAT or a paper and pencil SCAT. All fees are in US Dollars.*

**Group 1 SCAT Fee is $65.00**
Canada, India, Mexico

**Group 2 SCAT Fee is $73.00**
Argentina, Bolivia, Brazil, Chile, Colombia, Dominican Republic, Guatemala, Venezuela

**Group 3 SCAT Fee is $79.00**
Armenia, Austria, Bahrain, Botswana, Bulgaria, Croatia, Czech Republic, Denmark, Egypt, Finland, France, Georgia, Germany, Ghana, Greece, Hungary, Ireland, Israel, Italy, Jordan, Kazakhstan, Kenya, Kuwait, Latvia, Lebanon, Lithuania, Luxembourg, Netherlands, Nigeria, Poland, Portugal, Qatar, Romania, Russia, Saudi Arabia, Serbia, Slovakia, Slovenia, South Africa, Spain, Switzerland, Tanzania, Turkey, Uganda, Ukraine, United Arab Emirates, United Kingdom, Uzbekistan, West Bank, Yemen, Zimbabwe

**Group 4 SCAT Fee is $92.00**
Australia, Bangladesh, Indonesia, Korea, Malaysia, Nepal, Pakistan, Philippines, Singapore, Taiwan, Thailand, Vietnam

**Group 5 SCAT Fee is $144.00**
Japan

**Group 6 SCAT Fee is $195.00**
China, Hong Kong

**Group 7 SCAT Fee is $100.00**
All countries that are not listed above in Groups 1 through 6
Proctor Information

Proctor’s Last Name ______________________    Proctor’s First Name ______________________

Title ______________________

Physical street address (No P.O. Box)

City ______________________    State/Province/Prefecture ______________________

Country ______________________    Postal Code ______________________

E-mail ______________________

Telephone (including area code) ______________________

I confirm that the above named proctor is an educational professional who is neither a family member or a friend of my child(ren) or me.

________________________________________
Parent(s) Name

________________________________________
Signature          Date
Test Security & Proctor Agreement

I confirm that I am an educational professional and am willing to administer the School and College Abilities Test (SCAT) to _______________________________.

I acknowledge that SCAT materials obtained from CTY will be used only for the purposes of testing student(s) for CTY programs. Furthermore, I understand that these materials are secure, and it is my professional responsibility to protect their security as follows:

a) All shipped SCAT materials will be opened only by me.

b) I will handle and store all SCAT testing materials in a manner that prevents unauthorized persons from having access to them.

c) Under no circumstances will I allow the SCAT to be photocopied, photographed, or reproduced or published in any way.

d) I will assure that students’ answers to test items are their own and that no one offers any improper assistance to them.

e) I will not discuss the SCAT test questions with students, parents, teachers, or unauthorized persons before, during, or after the administration of the test.

f) After the administration of the test, I will return all SCAT booklets and answer sheets promptly to CTY.

_____________________________________________________________________________
Proctor Name

_____________________________________________________________________________
Title

_____________________________________________________________________________
Signature

_____________________________________________________________________________
Date

*Return this form to the student’s parent.*
Sample Verification Letter

NOTE: The Verification Letter must appear on the school’s letterhead. Photocopies and faxes are not acceptable.

Date

RE: School and College Ability Test Proctor Verification

Dear CTY:

I am the (insert title) at (school name). I can confirm that (Proctor’s name) is a currently employed as an educational professional or guidance counselor at this school.

Should you wish to contact me, I can be reached via (phone number) or (email address).

Sincerely,

(Administrator Name)
(Administrator Title)