

SAT Lesson Procedures and Expectations

Part I - First Lessons

Agenda for First Lessons: Outlined below are the expectations for what needs to be completed in the first few lessons for a SAT student who is just starting classes.

Note: This outline is for students who are just starting classes.

- When a new student is assigned to you, check their spreadsheet to see if they have already started or not (aka some material has already been completed).
- If they have already taken classes, you will pick up where they left off, assuming that they have already previously completed the steps below.
 - Refer to Part II - Regular Lessons.

Goal of First Lessons: The focus of the first lessons is to help students become more familiar with the exam, before they begin engaging with mock exams and targeted practice sets. Over the first **four** lessons, students will:

- (1) Be introduced to the structure of the SAT through the “About” Slides
- (2) Complete the Mini Mock
- (3) Work through **some** of the Math “Rules and Formulas” and Verbal “Approaches” slides and an associated practice set

All three of these items should be completed before moving on to the Regular Lesson Procedures.

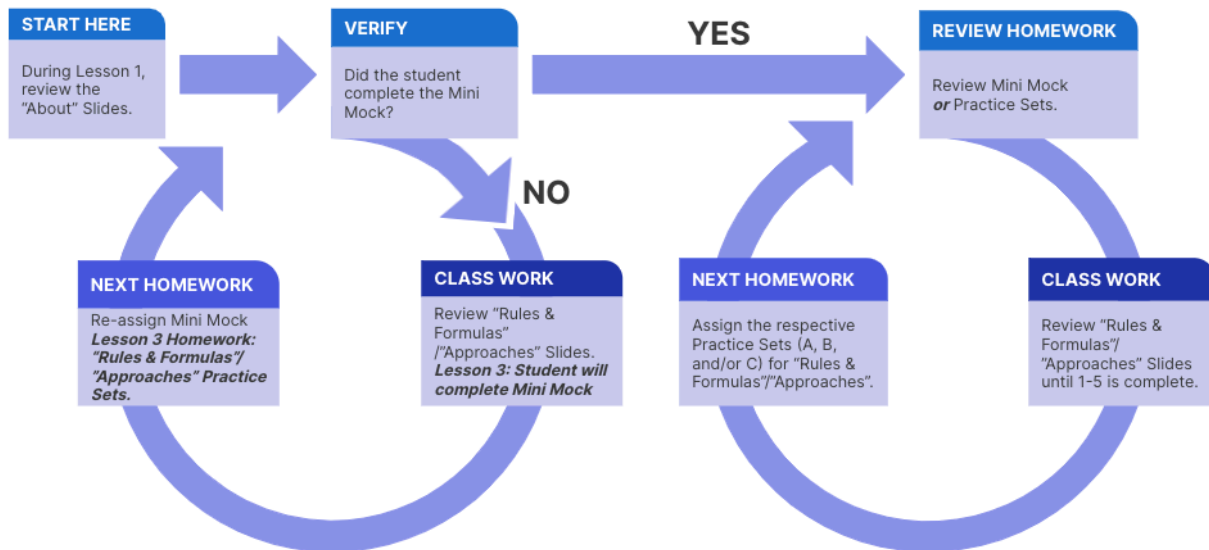
Lesson 1 Procedure	
<i>Expectation: Review “About the Digital Exam,” Mini Mock, and/or “Rules & Formulas”/“Approaches”</i>	
Typical Format	Acceptable Flexibilities
If the student has completed the Mini Mock: <ul style="list-style-type: none"> ● In Class: Review the Mini Mock ● For HW: Assign practice set(s) for “Rules & Formulas 1”/“Approaches: Craft and Structure” 	<ul style="list-style-type: none"> ● If time allows, review the “About the Exam” slides
If the student has not completed the Mini Mock: <ul style="list-style-type: none"> ● In Class: <ul style="list-style-type: none"> ○ Review the “About the Exam” slides ○ Review “Rules & Formulas 1”/“Approaches: Craft and Structure” slides ● For HW: Assign Mini Mock 	<ul style="list-style-type: none"> ● If time allows, review practice sets together for “Rules & Formulas 1”/“Approaches: Craft and Structure” ● If time allows, review “Rules & Formulas 2”/“Approaches: Information and Ideas” slides and practice sets

Lesson 2 Procedure	
<i>Expectation: Continue reviewing Mini Mock OR “Rules & Formulas”/“Approaches”</i>	
Typical Format	Acceptable Flexibilities
If the student has completed the Mini Mock: <ul style="list-style-type: none"> ● In Class: <ul style="list-style-type: none"> ○ Continue/begin reviewing the Mini Mock ○ Review the “About the Exam” slides ● For HW: Assign corresponding “Rules & Formulas”/“Approaches” practice sets 	<ul style="list-style-type: none"> ● If time allows, review “Rules & Formulas”/“Approaches” slides and practice sets
If the student has not completed the Mini Mock: <ul style="list-style-type: none"> ● In Class: Continue reviewing “Rules & Formulas”/“Approaches” slides and practice sets in chronological order ● For HW: Reassign Mini Mock 	<ul style="list-style-type: none"> ● Math only: If time allows, review “Tips & Strategies w/ Desmos” slides and practice sets

Lesson 3 Procedure	
<i>Expectation: Proctor Mini Mock, if it has not been completed for homework. Otherwise, continue through “Rules & Formulas”/“Approaches.”</i>	
Typical Format	Acceptable Flexibilities
<p>If the student has completed the Mini Mock:</p> <ul style="list-style-type: none"> ● In Class: <ul style="list-style-type: none"> ○ Continue reviewing Mini Mock, if necessary ○ Review “Rules & Formulas”/“Approaches” slides and practice sets ● For HW: Assign corresponding “Rules & Formulas”/“Approaches” practice sets 	<ul style="list-style-type: none"> ● Continue reviewing “Rules & Formulas”/“Approaches” slides and practice sets in chronological order
<p>If the student has not completed the Mini Mock:</p> <ul style="list-style-type: none"> ● In Class: Proctor Mini Mock during this lesson. Time the student accordingly (32 minutes for Verbal, 35 minutes for Math) ● For HW: Assign corresponding practice sets for the last “Rules & Formulas”/“Approaches” slides you covered 	<ul style="list-style-type: none"> ● Use any remaining time to begin reviewing the Mini Mock

Lesson 4	
<p><i>Expectation: Finish reviewing the Mini Mock. This is the last lesson for “Rules & Formulas”/“Approaches” review. It is okay if you did not visit them all. Regular Lessons will pick up at Lesson 5.</i></p>	
Typical Format	Acceptable Flexibilities
<p>At this point, the student has completed the Mini Mock. You should now:</p> <ul style="list-style-type: none"> ● In Class: <ul style="list-style-type: none"> ○ Continue reviewing Mini Mock, if necessary ○ Review the “Rules & Formulas”/“Approaches” practice sets that were assigned for homework ● For HW: Assign Spreadsheet Mock 1 Section 1 	<ul style="list-style-type: none"> ● Continue reviewing “Rules & Formulas”/“Approaches” slides and practice sets in chronological order <ul style="list-style-type: none"> ○ Math only: If time allows, review “Tips & Strategies w/ Desmos” slides and practice sets

First Lessons Flowchart:



Part II - Regular Lessons

Agenda for Regular Lessons: Outlined below are the procedures for what a typical SAT lesson should look like.

Lesson Procedure	
<p><i>Expectation: Lessons should make use of all available content. Use a combination of Spreadsheet Mocks and practice sets. Every class should generally be a mixture of reviewing Spreadsheet or Full (Weekend) Mocks that the student completed for HW and completing topic review through slides and practice sets.</i></p>	
Typical Format	Acceptable Flexibilities
<p>1. If the student did complete the assigned homework or a Full (Weekend) Mock:</p> <ul style="list-style-type: none"> ● Review the homework or Full (Weekend) Mock <ul style="list-style-type: none"> ○ If the student completed a Full (Weekend) Mock, that should be reviewed first before any other assignments <p>*Note: Full (Weekend) Mocks are assigned by Zinkerz staff, not Educators. If you see a student has recently submitted a Full Mock in the spreadsheet (as noted in the "Date Submitted" rows), it should be reviewed in their next class.*</p>	<ul style="list-style-type: none"> ● If there is time remaining, review slides, practice sets, and/or Spreadsheet Mocks
<p>2. If the student did not complete the assigned homework and there is no past work to review:</p> <ul style="list-style-type: none"> ● Review slides and practice sets ● Work on a Spreadsheet Mock test section "live" with the student, especially if they have consistently not been completing them for HW. 	<ul style="list-style-type: none"> ● Choose practice sets based on the student's "Areas for Improvement" ● Doing a Spreadsheet Mock "live" with a student should look like this: <ul style="list-style-type: none"> ○ Do a mock together with the student, question by question, offering more or less support depending on how far along they are in their preparation. Then review that question before moving on to the next one. ○ Alternatively, they can try a couple questions (no more than 5) at a time, and then review that set before moving on to the next group.

Homework Procedure	
<i>Expectation: Assign homework after every class.</i>	
Typical Format	Acceptable Flexibilities
<p>1. Assign one section of a Spreadsheet Mock</p> <ul style="list-style-type: none"> ● Once students have been taking classes for a few weeks, encourage them to time themselves when completing a mock section (32 minutes for Verbal, 35 for Math) <p>*Note: Spreadsheet Mock sections should be completed in order. The student should not move on to a new test until they have completed both Section 1 and Section 2 of the previous Spreadsheet Mock.*</p>	<ul style="list-style-type: none"> ● Assign 2-3 practice sets, based on their “Areas for Improvement” or other topics the student wants to review

Documentation Procedure	
<i>Expectation: Complete both of these steps during and/or after a lesson.</i>	
Typical Format	Acceptable Flexibilities
<p>1. Confirm that the student’s spreadsheet displays completed material</p> <ul style="list-style-type: none"> ● Ensure student responses are recorded. If material has been completed, the row should not be blank ● Encourage students to submit their homework responses before the lesson, or during the lesson for any in-class work 	<ul style="list-style-type: none"> ● If a student does not submit their responses before the lesson, you may use lesson time to have them submit or enter their responses for them

<p>2. Fill out Lesson Notes</p> <ul style="list-style-type: none">• Complete both homework fields with whether the student completed the previous homework (Yes or No) and what the next homework assignment is• “N/A (None Assigned)” option should RARELY be selected• Include the name of the specific material you worked on (e.g. “We reviewed Spreadsheet Mock Math 2-1 and worked on Absolute Value Practice Set A.”) <p>For more details on what your lesson note responses should look like, see:</p> <p>📄 Lesson Note Responses - Educator Resources.pdf</p>	<ul style="list-style-type: none">• Only select “N/A (None Assigned)” when homework was not assigned due to extenuating circumstances
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Questions about the structure of the Digital SAT or how to use the spreadsheets? See the resources below:

- [📄 About the Test | Digital SAT](#)
- [📄 How to Use the SAT Spreadsheet - Educator](#)