

**TEST ADMINISTRATION SEATING CHART**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TESTING INFORMATION** | | | | | |
| **CAMPUS** |  |  |  | **GRADE** |  |
| **SUBJECT** |  | **ROOM #** |  | **VERSION**  *(Circle one)* | English Spanish |
| **TEST ADMINISTRATION** |  | **TEST ADMINISTRATOR** |  | **TYPE**  *(Circle one* | **Online Paper** |
| **TYPE**  *(Circle one)* | District State | **START TIME** |  | **END TIME** |  |
| Instructions for completing seating chart below:   1. **Mark the location of the test administrator by pacing an “X” in the margin surrounding the numbered grid.** 2. Mark the seat number that corresponds to each student on the list of examinees. 3. **Mark the location of any entrances into the testing area**. | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STUDENT 1** | **STUDENT 2** | **STUDENT 3** | **STUDENT 4** | **STUDENT 5** |
| Name | Name | Name | Name | Name |
| Local ID | Local ID | Local ID | Local ID | Local ID |
| Book # | Book # | Book # | Book # | Book # |
| Form # | Form # | Form # | Form # | Form # |
| Computer # | Computer # | Computer # | Computer # | Computer # |
| **STUDENT 6** | **STUDENT 7** | **STUDENT 8** | **STUDENT 9** | **STUDENT 10** |
| Name | Name | Name | Name | Name |
| Local ID | Local ID | Local ID | Local ID | Local ID |
| Book # | Book # | Book # | Book # | Book # |
| Form # | Form # | Form # | Form # | Form # |
| Computer # | Computer # | Computer # | Computer # | Computer # |
| **STUDENT 11** | **STUDENT 12** | **STUDENT 13** | **STUDENT 14** | **STUDENT 15** |
| Name | Name | Name | Name | Name |
| Local ID | Local ID | Local ID | Local ID | Local ID |
| Book # | Book # | Book # | Book # | Book # |
| Form # | Form # | Form # | Form # | Form # |
| Computer # | Computer # | Computer # | Computer # | Computer # |
| **STUDENT 16** | **STUDENT 17** | **STUDENT 18** | **STUDENT 19** | **STUDENT 20** |
| Name | Name | Name | Name | Name |
| Local ID | Local ID | Local ID | Local ID | Local ID |
| Book # | Book # | Book # | Book # | Book # |
| Form # | Form # | Form # | Form # | Form # |
| Computer # | Computer # | Computer # | Computer # | Computer # |
| **STUDENT 21** | **STUDENT 22** | **STUDENT 23** | **STUDENT 24** | **STUDENT 25** |
| Name | Name | Name | Name | Name |
| Local ID | Local ID | Local ID | Local ID | Local ID |
| Book # | Book # | Book # | Book # | Book # |
| Form # | Form # | Form # | Form # | Form # |
| Computer # | Computer # | Computer # | Computer # | Computer # |
| **STUDENT 26** | **STUDENT 27** | **STUDENT 28** | **STUDENT 29** | **STUDENT 30** |
| Name | Name | Name | Name | Name |
| Local ID | Local ID | Local ID | Local ID | Local ID |
| Book # | Book # | Book # | Book # | Book # |
| Form # | Form # | Form # | Form # | Form # |
| Computer # | Computer # | Computer # | Computer # | Computer # |