Test Administration Seating Chart

District: _____ Campus: _____ Rm #: _____ Date: _____

Test(s) Administered: _____ Subject/Grade Level: _____

Test Administrator(s): _____

Test Session Start Time: _____ Stop Time: _____

Instructions for completing the seating chart below:
1. Mark the location of the test administrator(s) by placing 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.

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

Seat #	Student First Name	Student Last Name	Student ID#	Test Booklet #	Form #
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					