

# 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 the grid below:

1. Mark the location of the test administrator(s) by placing an "X" in the margin surrounding the grid.
2. Mark the seat number on the grid that corresponds to each student on the list of examinees.
3. Mark the location of any entrances into the testing area.

The diagram shows a square room layout. A central 8x8 grid of squares is surrounded by a thick black border. Four smaller squares are attached to this border: one at the top center, one at the bottom center, one on the left side, and one on the right side. The entire layout is enclosed within a larger square frame.

## Examinee Roster

Seat #	Student First Name	Student Last Name	Student ID#	Test Booklet #	Form #
1					
2					
3					
4					
5					
6					
7					
8					
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