

# Large Group Testing – Seating Chart Form

## Kentucky State-Required Assessments

Complete one form for each room used during school test administration.

**Keep on file at the school or district office.**

Please check one assessment.

ACCESS for ELLs    Alternate-KSA    The ACT    KSA    Field Test/Other \_\_\_\_\_

**Note:** ACT administrators must use seating chart provided by ACT, Inc.

### GENERAL INFORMATION

Test Date: \_\_\_\_\_

Room Number: \_\_\_\_\_

District Name: \_\_\_\_\_

School: \_\_\_\_\_

Number of Testing Staff: \_\_\_\_\_

Number of Students Tested: \_\_\_\_\_

### TEST ADMINISTRATOR

(Person(s) in charge of testing for this room)

Test Administrator Name (*Please Print*): \_\_\_\_\_

Test Administrator Signature: \_\_\_\_\_

### PROCTOR

(Person(s) assisting test administrator by monitoring students or distributing materials.)

**Proctor(s) Name(s)**

(*Please Print*)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proctor(s) Signature(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ROOM LAYOUT

Desks \_\_\_\_\_ Tables \_\_\_\_\_ Students per Table \_\_\_\_\_

The seating chart on the next page may be used as a reference to create an individual school chart. Make certain that the design reflects the room layout and includes student names.

## SEATING CHART

During the test, the test administrator must enter student examinee names in the boxes below.
