

**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 K-PREP    The ACT    K-PREP    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.
