

# Test Administration Seating Chart

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

Campus: \_\_\_\_\_

Room #: \_\_\_\_\_

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

Subject: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Test Administrator(s): \_\_\_\_\_

Instructions for completing the seating chart below:  
 1. Fill in the blanks for all the students participating on the test administered in this physical location.  
 2. Place an X in the accommodation boxes below the names for any accommodations the student uses.  
 3. Design your location on the chart on the back. Mark your location as well as every student and entrances to the room.

<p><b>Student 1</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 2</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 3</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 4</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 5</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>
<p><b>Student 6</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 7</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 8</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 9</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 10</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>
<p><b>Student 11</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 12</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 13</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 14</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 15</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>
<p><b>Student 16</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 17</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 18</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 19</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 20</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>
<p><b>Student 21</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 22</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 23</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 24</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 25</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>
<p><b>Student 26</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 27</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 28</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 29</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>	<p><b>Student 30</b></p> <p>Name: _____</p> <p>ID#: _____</p> <p>Book#: _____</p> <p>Form#: _____</p> <p>P   R   S   T</p>

## Accommodation Marks:

P: Presentation Accommodations - (Place Marker, Color Overlay, Magnification Device)

R: Response Accommodations - ( Scribe, Spelling Assistance, Calculation Devices, Supplemental Aids, Manipulatives)

S: Setting Accommodations - (Small Groups, Minimizing Distractions)

T: Time Accommodations - (Extended Time, Frequent Breaks, Stay on Task Reminders)

# Test Administration Seating Chart

**Design the physical location of the students, the test administrator(s), and any entrances.**

Be sure to number the students according to their information on the front of the page.

