

## District of Columbia Test Administration Seating Chart

LEA: \_\_\_\_\_ School: \_\_\_\_\_ Room # \_\_\_\_\_ Date: \_\_\_\_\_

Test(s) Administered: \_\_\_\_\_ Subject/Grade Level: \_\_\_\_\_

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

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.

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

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