## APPENDIX B2: Test Administration Seating Chart – Sample 2

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| School: | Room #: | Date: |
| Test Administered: | Subject/Grade Level: |
| Test Administrator: | Start Time: |
| Proctor(s): | End Time: |

Instructions for the grid below:

1. Draw the location of and indicate the corresponding seat number for each student.

2. Complete the information on the corresponding table for each student including any test dividers/desk privacy shields.

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| Seat # | Student Name | Paper- Test Booklet #Computer- Student Login | Form # | Test Completed |
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