## APPENDIX B2: Assessment Administration Seating Chart

|  |  |  |  |
| --- | --- | --- | --- |
| School: | Room #: | | Date: |
| Assessment Administered: | Subject/Grade Level: | | |
| Assessment 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 dividers/desk privacy shields.

