

**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.

College Admissions Exam Kentucky Summative Assessment (KSA) Field Test/Other _____

GENERAL INFORMATION

Test Date: _____

Room Number: _____

District Name: _____

School: _____

Grade Level: _____

Content: _____

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.

