



DIGITAL SAT SUITE OF ASSESSMENTS

Seating Chart

Recording Student Seat Assignments

In the SAT Suite testing site, proctors help keep the test fair and valid by accounting for where students are seated in their testing room. The seating chart provided here can be used to record the student name or initials for each seat in the testing room.

The paper chart has room for recording up to 49 assigned desks. If testing in a large room, the proctor can complete more than one chart, as indicated in the chart instructions.

The coordinator should retain completed charts for 30 days (or longer if state or local policies dictate) in case of need for a security investigation.

Seating Chart

Use this chart to indicate how seats were assigned to students seated in your testing room. For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.

Fill in your name, role (proctor or monitor), date, center/school and room number, and page information (e.g., page 1 of 1).

Name _____
 Role _____ Date _____
 Center/School Number _____ Room Number _____
 Page _____ of _____

- For each occupied seat, write in the student's full last name and as much of the first name as you can fit. Separate the two names with a comma.
- Cross out any unused seats.
- Indicate the location of the entrance doors. If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

Sample Seating Chart

The sample seating chart is a 4x8 grid of rectangular seats. The top row is labeled 'REAR' and the bottom row is labeled 'FRONT'. The right side of the grid is labeled 'Room entrance'. The seats are arranged as follows:

 	 	 	 	 	 	 	
 	 	 	 	 	 	 	
Zimmer, Jenny	Lourde, Ray	 	Paley, Pat	Johns, Tom	Solebury, Marc	Houston, Bob	
Schwartz, Mary	Basson, Nathan	 	Woodrose, Sara	Herbert, Louise	Neuman, Cindy	Lee, Phil	
Weaver, Sheena	Holmes, Meave	Riesman, April	Richter, Gina	Kline, Rick	Roy, Trey	Platz, Anne	
Tam, Nick	Mazur, Sue		Keeler, Pete				
Wong, Uri							

The blank seating chart is a large rectangular area containing a 4x8 grid of empty rectangular boxes. The top row is labeled 'REAR' and the bottom row is labeled 'FRONT'. The right side of the grid is labeled 'Room entrance'. The text 'Students face this direction' is written vertically on both the left and right sides of the grid.