

ACT Aspire[®] Seating Chart

**INSTRUCTIONS ON REVERSE. Complete all information—Please be accurate.
Test Coordinator: Return this form with your test booklets after testing.**

1 Specify ALL the following information regarding the test site, test room, and staff, including city/state

School Name _____ District Name _____
 Test Date _____ Room Name/Number _____
 Number of Staff in the Room _____ Room Supervisor Name _____
 City/State _____ Grade _____

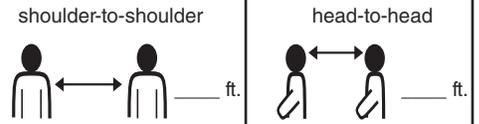
2 Select room type

- Single-level
 OR
 Multiple-level

3 Select surface types and specify dimensions

- Desks ___ inches by ___ inches
 Tables ___ ft. by ___ ft. # ___ per table

4 Specify distances between examinees



5 During test

Count the examinees in the room _____
 On the chart, enter the name of each student.

6 Tests administered during this session

- English Reading Writing
 Math Science

↓ Front of room (direction examinees are facing) ↓

Seating Chart Instructions

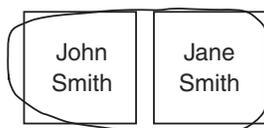
Room Supervisor—Complete this form during testing. Complete it even if only one examinee is in the room. **Complete ALL sections.** Please be accurate. Return it to the test coordinator after testing.

How to complete the chart:

1. Each square on the chart represents one seat in the room. If this chart does not reasonably fit your room, complete all sections but draw your chart on a separate sheet of paper and attach it.
2. Stand at the front of the room (facing the examinees) and draw your chart from that perspective. The chart should show where examinees are seated in relation to each other in the room—one examinee per square.
3. Show empty seats by drawing an “X” in the square.
4. Show occupied seats by writing each examinee’s name in the square that corresponds to the examinee’s seat in the room. There must be one occupied seat on the chart for every examinee present.
5. If using tables, draw a circle around all the seats at the same table to show which examinees are seated at each table.
6. If all examinees are not facing the same direction, indicate the direction each examinee is facing by drawing an arrow inside each square.
7. If you move someone to another seat after test booklets have been distributed, clearly indicate the original seat and the new seat on the chart.

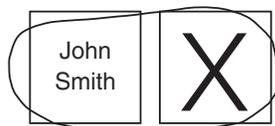
Example:

Two per table



Each square represents one seat. Examinees are seated at tables with two examinees per table. Circles drawn indicate the seats at each table (see #5 above).

One empty seat



A square with an “X” indicates an empty seat.

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