Proctors can use the following sample seating plans to guide them in maintaining College Board seating requirements for digital testing, along with any supplemental instructions received by the test coordinator:

- Use chairs with backs.
- Face seats in the same direction.

**NOTE:** If digital testing is in a computer lab, seats can face different directions, but students must not have a direct line of sight to other screens.

- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of 3 feet (measure from center of desk).
- Ensure unimpeded access to every student by staff.
- While 8-foot tables are preferred, you can seat 2 students at a table that’s 6 feet long. They must be at least 3 feet apart and facing the same direction.
- Provide large, smooth writing surfaces, preferably desks or tables.