



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 for each seat in the testing room. Follow the instructions on the chart for recording names.

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 60 days (or longer if state or local policies dictate) in case of need for a security investigation.

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
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Center/School Number	Room Number

Page _____ of _____

Sample Seating Chart

REAR

FRONT

Students face this direction

Room entrance

1. 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.
2. Cross out any unused seats.
3. Indicate the location of the entrance doors.

FRONT
Students face this direction