



Test Room Report

ACT High School Code _____ State _____ Type: No Writing Writing

School Name _____ Test Date _____

Room Supervisor _____ Room _____

Testing at school Testing off-site—provide off-site location name and address:

Location Name _____

Address/City _____

Number of Examinees Seated in This Room _____

Number of Staff in This Room _____

If two or more, complete the Seating Diagram.

Test Coordinator—After testing, mark (☑) as you confirm counts and completeness/correctness of documents that apply to this room.

Student
Authorization Tickets

Used
Scratch Paper

Test Room
Report

Seating
Diagram

Roster

ACT ID
Forms

Is there an Irregularity Report regarding timing? Yes No

**Test Coordinator—Return this completed folder in the OLIVE envelope.
Keep all pages together (do not separate).**



Test Administration Forms Standard Time, Online

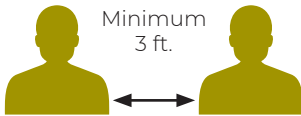

Seating Diagram

Instructions:

- Complete blocks 1 through 4 during testing.
- In block 4, sketch the room setup and enter the name of each examinee to indicate the workstation where he or she is seated. Show the direction examinees are facing, any partitions/dividers, and walls.

See the *Administration Manual* for acceptable seating arrangements.

1 Seating Type	
<input type="checkbox"/> Desks	<input type="checkbox"/> Tables <input type="checkbox"/> Carrels
<input type="checkbox"/> Other _____	

3 Distance between Examinees	
Shoulder-to-Shoulder: _____ ft.	Head-to-Head: _____ ft.
	

2 Partitions between Examinees	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

4 Diagram of Room Setup and Seating	
Empty space for drawing the room setup	

Test Administration Forms Standard Time, Online

- Use this page to record start and stop times if you need to manually time any tests.
- You may also use this page to expand the Seating Diagram or for notes.

Test Administration Forms Standard Time, Online

Roster

Attach extra pages as required.

Note: You may attach your own roster to this form instead of writing the information below, but only if it includes the type of ID.

Type of ID			
P	= Photo ID		
F	= ACT Student Identification Form		
R	and Staff Initials = Recognized		
-	= Absent		

Examinee's Name (please print) List all examinees scheduled to test in this room.	Mark attendance by noting type of ID.			
	P	F	R and Initials	-
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