



## 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  
TicketsUsed Scratch  
PaperTest Room  
ReportSeating  
Diagram

Roster

ACT ID  
Forms

Is there an Irregularity Report regarding timing? Yes No

**Test Coordinator**—Securely destroy this folder after the Seating Diagram has been imported into PearsonAccess<sup>next</sup> and all irregularities have been entered.

# 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

Desks                      Tables                      Carrels

Other \_\_\_\_\_

#### 2 Partitions between Examinees

Yes

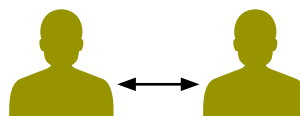
No

#### 3 Distance between Examinees

Shoulder-to-Shoulder:

\_\_\_\_\_ ft.

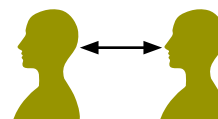
Minimum 3 ft.



Head-to-Head:

\_\_\_\_\_ ft.

Minimum 5 ft. if no partitions



#### 4 Diagram of Room Setup and Seating

## **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

Page \_\_\_\_ of \_\_\_\_

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 <b>scheduled</b> to test in this room.	Mark attendance by noting type of ID.			
	<b>P</b>	<b>F</b>	<b>R</b> and Initials	—
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2.				
3.				
4.				
5.				
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8.				
9.				
10.				
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