

Test Administrator Seating Chart

Test Start Time: _____

Test Stop Time: _____

LUNCH BREAK? ☐ Yes ☐ No Lunch Time(s): _____

CAMPUS: _____

DATE: _____

TEST ADMINISTRATOR(S): _____

ROOM #: _____

STAAR SUBJECT: _____

GRADE: _____

Spring 2016

Instructions for completing the seating chart:

1. Mark the location of the test administrator(s) by placing an "X" in the margin surrounding the numbered grid.
2. Mark the seat number that corresponds to each student on the list of examinees.
3. Mark the location of any entrances into the testing area. **(Indicate with a star)** ★
4. Student who need medical treatment/nurse must document Stop and Start times.
5. You do not need to write Stop and Start times for every student, just students with medical needs.
6. Students with more than one break must be documented on this form. Test time documentation will be marked on student answer document.

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30

The 2016 STAAR Test Administrator Manual provides information on Recording Time-to-Test Information on Answer Documents. The following is information to reference for marking time. This can be referenced in your Test Administrator Manual.

MARKING ANSWER DOCUMENTS
in Agency Use Field.

STUDENT INFORMATION				Test Booklet	Late Arrival	Test End Time	STAAR STUDENT BREAKS (clock does not stop)						MEDICAL BREAK (clock stops)		Number marked in Agency Use Field for Total Break Time (Column B or D)	Total Testing Time	Number marked in Agency Use Field for Total Testing Time (Column A or C)	Marking Total Break Time (Bubble "0" if less than 5 minutes. (Column B or D))	Marking Total Testing Time (Bubble "0" if less than 60 minutes. (Column A or C))
Seat #	Please Print: Student First Name	Please Print: Student Last Name	SSN/ PEIMS	Test Booklet #	LATE ARRIVAL START TIME	Individual Student Session Stop Time	Break #1	Break #2	Break #3	Break #4	Break #5	Total Break Time	Student Stop Time	Student Resume Time					
EX	Susan	Sears	444-55-6666	11-111-1111		Start at 8:25 Finish at 10:40						0			0	2:15	5	Bubble "1" if 6 to 10 minutes	Bubble "1" if 61 to 75 minutes
1																			
2																			
3																			
4																		Bubble "2" if 11 to 15 minutes	Bubble "2" if 76 to 90 minutes
5																			
6																			
7																			
8																		Bubble "3" if 16 to 20 minutes	Bubble "3" if 91 to 105 minutes
9																			
10																			
11																		Bubble "4" if 21 to 25 minutes	Bubble "4" if 106 to 120 minutes
12																			
13																			
14																			
15																		Bubble "5" if 26 to 30 minutes	Bubble "5" if 121 to 135 minutes
16																			
17																			
18																			
19																		Bubble "6" if 31 to 35 minutes	Bubble "6" if 136 to 150 minutes
20																			
21																			
22																			
23																		Bubble "7" if 36 to 40 minutes	Bubble "7" if 151 to 165 minutes
24																			
25																			
26																			
27																		Bubble "8" if 41 to 45 minutes	Bubble "8" if 166 to 180 minutes
28																			
29																			
30																		Bubble "9" if 46 min. or more	Bubble "9" if 181 min. or more