

# MME Seating Diagram

Blank Forms

ACT High School Code                      Testing School Name \_\_\_\_\_

Test Date (mm/dd/yy)    /    /     Room Supervisor Name \_\_\_\_\_

Number of Testing Staff in Room     Room Name/Number \_\_\_\_\_

- Single-Level room  Desks: WRITING SURFACE SIZE \_\_\_\_ INCHES BY \_\_\_\_ INCHES  
 OR  
 Multiple-Level room  Tables: SIZE \_\_\_\_ FT BY \_\_\_\_ FT Number of examinees per table \_\_\_\_

Distance between examinees: side-to-side (shoulder-to-shoulder) \_\_\_\_ FT front-to-back (head-to-head) \_\_\_\_ FT

During Test 1:  
 On the diagram, enter the serial number of test booklet distributed to each examinee. Count examinees in the room \_\_\_\_ \_  
Count the test booklets handed out in this room \_\_\_\_ \_  
 Used #: A \_\_\_\_\_ B \_\_\_\_\_

Circle the test this form applies to:    WorkKeys and Michigan Mathematics    Michigan Science and Social Studies

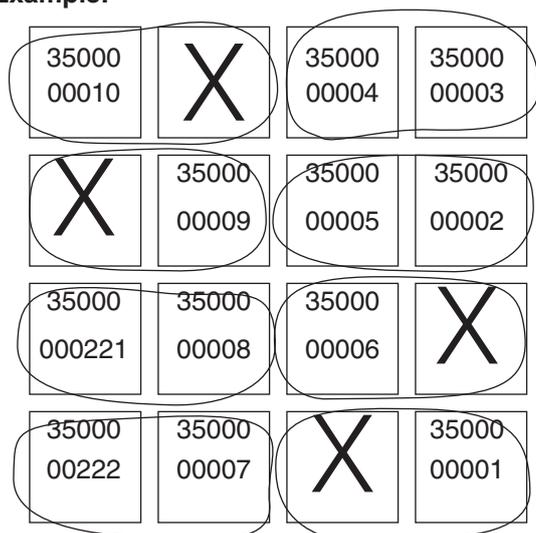

↓ FRONT OF ROOM (the direction examinees are facing)—ALL examinees in the room must face the SAME direction ↓

**Test Supervisor: Return this form with your roster. Keep a copy for your records.**

## MME Seating Diagram Instructions

1. During testing, all Room Supervisors must complete this form for their room even if only one examinee is in the room. Complete a separate form for Day 2 and Day 3 test sessions. Complete all information. Please be accurate.
2. Hand test booklets individually to each examinee present in sequential, serial number order. Do not skip serial numbers and do not assign a test booklet to an empty seat. If your room has a broken sequence of booklet numbers, distribute all booklets of the first sequence (A) before distributing booklets from the second (B) sequence (see example).
3. On the Seating Diagram, show where examinees are seated in relation to each other in the room—one examinee (seat) per square. If using tables, draw a circle around examinees seated at the same table. Stand at the front of the room (facing the examinees) and draw the diagram from that perspective. For test security, all examinees in the room must face the same direction—if they are not, document this by drawing an arrow inside the square for each seat to indicate the direction each examinee is facing in the room. If this diagram does not reasonably fit your room, complete the top half of page 83, draw your own diagram on a separate sheet of paper and attach it to this form.
4. During Test 1:
  - Record the number of examinees in the room.
  - Record the quantity and serial numbers of Day 2 or Day 3 test booklets distributed to examinees.
  - Circle the test session this form applies to: WorkKeys and Michigan Math or Michigan Science and Social Studies.
  - On the Seating Diagram, indicate each occupied seat by writing the examinee’s test booklet number in the square that corresponds to the examinee’s seat in the room. The number of occupied squares on the Seating Diagram must equal the number of examinees in the room for Test 1.
  - Show unoccupied seats by drawing an X through them.
5. Examinees are to remain in their same seats for the entire session. If you must move someone to another seat after test booklets have been distributed, clearly indicate the original seat and the new seat on the diagram and explain the circumstances on the MME Irregularity Report.
6. Crosscheck the booklet numbers and examinee counts you entered on this form with the numbers entered on your Test Booklet Count Form.
7. Test Supervisor: Return this completed form with your rosters.

**Example:**



Test Booklets used:  
 Sequence A: 3500000001–3500000010  
 Sequence B: 3500000221–3500000222

← In this example, examinees are seated at tables with two examinees per table (see #3 above).