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|  | Seating plan2017 Queensland Core Skills (QCS) Test |

170430

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| Test centre | Centre code |
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| Arranging seating |
| * Use the attendance roll to work out the number of seats required.
* Plan seating so that students:
* sit at separate desks
* all face the same way (normally towards the front of the test room)
* are at least 1.5 metres apart in each direction (from head to head)
* sit in alphabetical order — start at the front and work across the room, and then from room to room if multiple rooms are used.
* Seat students in different categories separately — that is, students from your school, students from other schools, School of Distance Education students, private-entry candidates.
* Only students who have approval for seating out of order or for separate supervision may be seated in another room or section.
* All students who have approval for the same amount of extra time may be seated together and supervised by the same supervisor.
* When planning your seating, remember that:
* supervisors must have direct and easy access to and around every student and be able to observe all students at all times
* students must not be seated against a wall or other structure
* the seating plan must be the same for all four test sessions.
 |
| Completing your seating plan |
| * Start a new page for each location, and describe the location at the top of the form (e.g. room number, hall name).
* Number each page at the top right corner of the form and indicate how pages are to be joined.
* Add arrows to show the direction/s students were facing.
* If more pages are required, photocopy a page that has not been used.
* To complete the seating plan electronically, download it from [www.qcaa.qld.edu.au/senior/qcs-test/administration](https://www.qcaa.qld.edu.au/senior/qcs-test/administration).
* Place the completed seating plan in the zip wallet and return the wallet in one of the purple cases.
 |
| Chief supervisor’s declaration |
| I certify that this plan accurately records the way students were seated for all four test sessions. |
| Name: |       |
| Signature: |       | Date: |    /    / 2017 |

The information you provide on this form will be used for managing the administration of the QCS Test as part of legislative functions described in the Education (Queensland Curriculum and Assessment Authority) Act 2014 (s.13). Personal information will be accessed by authorised QCAA staff, and handled in accordance with the Information Privacy Act 2009. Information held by the QCAA is subject to the Right to Information Act 2009.

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|  | Location (e.g. hall/room number): |  | Page |  | of |  |
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