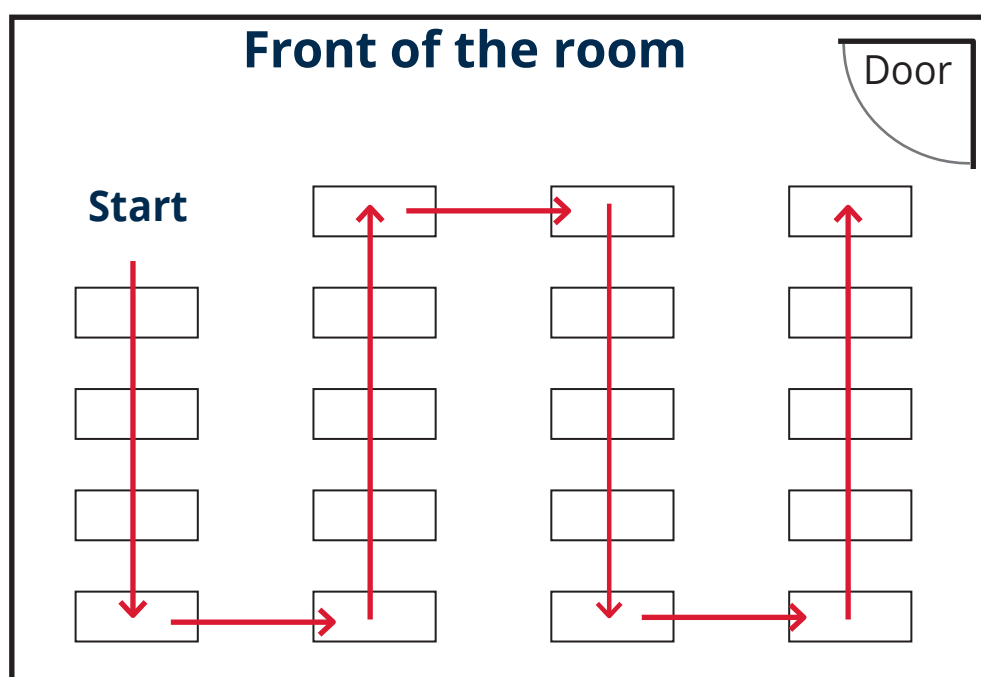# Pearson English International Certificate
PTE GENERAL

Instructions for the Test Room and Seating plan arrangements

Seating Plan

1. Get the attendance registers and confirm that there are enough spaces available and the distance between them are adequate for the number of candidates in your group.

2. Allocate a space for each candidate in the seating plan as follows:

   - From the front of the test room to the back, starting with the front desk which is furthest away from the entrance door

   - Allocate spaces to candidates from the lowest test taker number to the highest

   (Refer to step B in seating plan arrangements)

3. Once you reach the end of the row move to the next one towards the door, starting from the back to the front of the test room.

4. Continue this allocation in "S" shape until all the candidates on the attendance registers have been allocated.

NOTE: It is permitted to leave empty spaces between those that have been allocated if there are more spaces available than candidates in the test room.

Pearson English International Certificate
PTE GENERAL

International Certificate Seating Plan
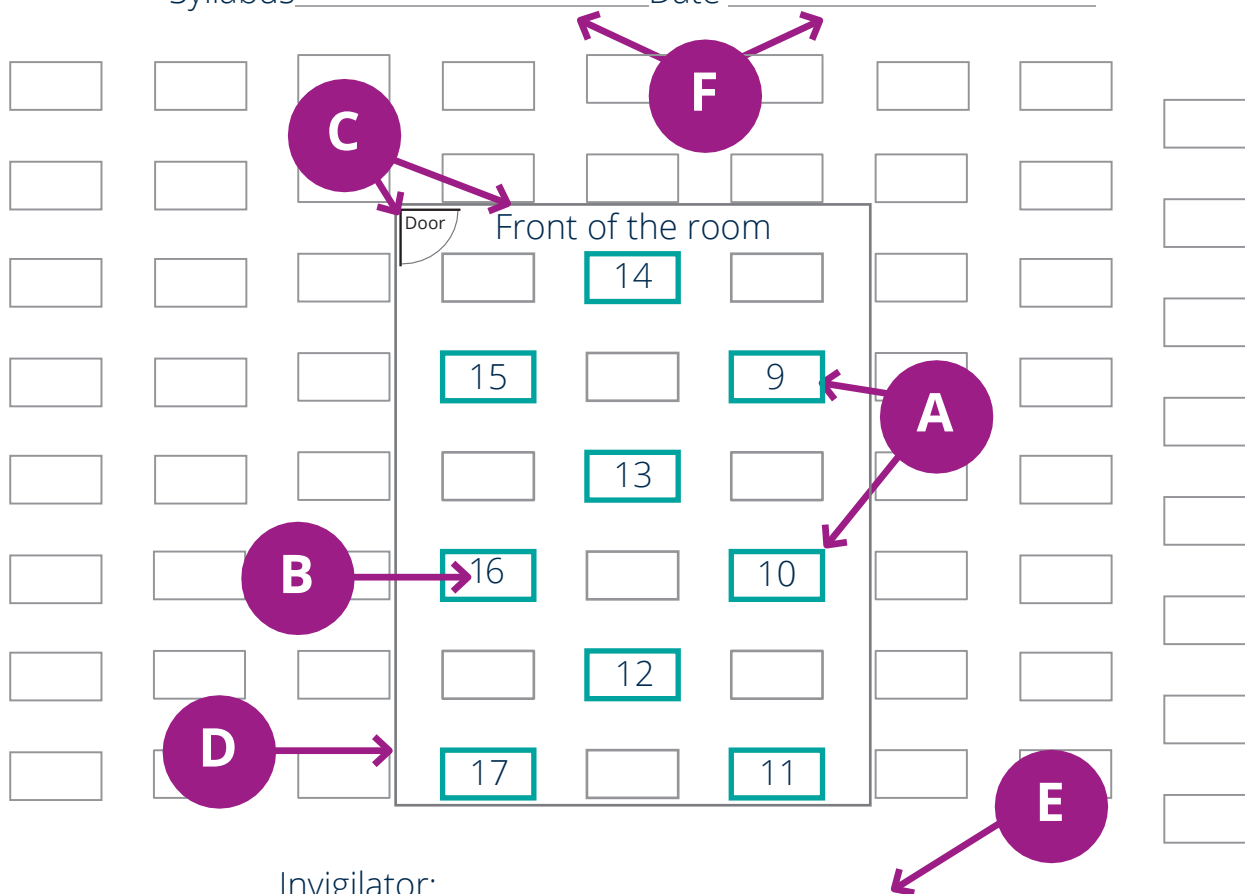
Test Centre _____

Syllabus_____ Date _____

Invigilator: _____
Name and Signature

A. **Mark with a colour pen** the allocated space for each of the candidates that have been registered for the exam (even if the candidate does not attend).

B. **Write down the candidate number** ("Test Taker number") on each of the allocated spaces.

C. **Write "front of the room"** and draw the **location of the main entrance door** on the seating plan. If there is more than one door, include only the main entrance door.

D. **Draw a rectangle around** the area used as the test room.

E. The supervisor will need to **sign, print and date** the seating plan arrangement

F. Write the **Syllabus code**, the exam **level** and the **date** of the exam at the top of the seating plan.