

## Seating Plan Template

A seating plan must be completed by the invigilator(s) for all examinations that are completed online or paper-based.

The seating plan must be retained with the invigilation report, and made available to VTCT upon request.

[Please adapt the below as required to ensure information matches (add/remove tables)]


<b>Date</b>	
<b>Venue address</b>	
<b>Examination room/venue</b>	
<b>Examination title</b>	
<b>Examination code</b>	
<b>Invigilator name(s)</b> PLEASE PRINT	1.  2.
<b>Centre declaration</b>	As the invigilator, I confirm that I have followed <i>VTCT's Instructions for Conducting Examinations</i> , and that all reasonable steps have been taken to ensure the integrity of the examination.
<b>Invigilator(s) signature(s)</b>	1.  2.
<b>Date</b>	1.  2.