



# Your tests are here!

*Thank you for participating in CLT3-8.*

This kit contains what you'll need to administer your upcoming exams. If there are any issues with the items in this kit, please reach out to us at [schoolsupport@cltexam.com](mailto:schoolsupport@cltexam.com) as soon as possible.

For more instructions about your upcoming test administration, please refer to your CLT Test Manager Dashboard.

## Your Next Steps:

- **Confirm** that the number of test booklets and answer sheets matches the number of students you are planning to test.
  - Note that there are two types of answer sheets, one for CLT3-6 and another for CLT7-8.
- **Store** your materials securely:
  - The test booklets and answer sheet sets should be stored in a secure location so that students cannot access or view them before test day.
  - Hang onto the included prepaid return label and envelope! You need these items to mail your answer sheets.
- **Complete** the test Header Sheets provided with your tests:
  - Ensure that the following are filled out:
    - Semester
    - School State
    - School Name
    - School City
    - Test Manager Name and Test Manager Email (as associated with the CLT Test Manager account)
    - Test Administered and corresponding Test Access Codes

# Reviewing & Returning Answer Sheets

## Review Your Answer Sheets

Once you have completed your test administration, collect all answer sheets from students.

Ensure that the Header Sheet is fully filled out. See *front page*.

Before sending the answer sheets to CLT, review your answer sheets as described on the right.

**⚠** Please note that the information provided on the answer sheet will be the exact information that will appear in the CLT system.

To verify your answer sheets:

- Please ensure that the student's information is entered correctly on the answer sheets. Student scores and profile information will be an exact reflection of this information.
- The Test Access Code entered on the answer sheet is how a tester's answers get linked to your Test Manager Account. If a Test Access Code is missing or incorrect, your tester's scores may not be processed. Also ensure that the Test Access Codes on the answer sheets correspond to the ones on the header sheet.
- Ensure all bubbles are entirely filled in so that the scanner can pick up the answers correctly.
- No paper clips are within the stack of answer sheets.

## Mail Your Answer Sheets

- Place answer sheets into the pre-paid envelope that came with your paper tests.
  - All answer sheets must be mailed in the envelope(s) provided.
  - Ensure that answer sheets are organized by test type (CLT3, CLT4, etc.) and that all tests of a given type are in the same envelope.
- Fill out the *Lower Grade* portion of the *Test Information* section on the back of the envelope, indicating that the tests are CLT3-8 and indicating the current semester.
- Attach the shipping label that was included in your test kit to the envelope, to the left of the *Test Information* section.

Please mail your answer sheets promptly—the same day or day after the test—to ensure timely processing of results. Your prompt return of your answer sheets means that we can process and release your test scores faster!\*

## CLT Processes Your Answer Sheets

Once CLT receives your answer sheets, you will receive a notification. CLT staff members will reach out to your school's point of contact if there are any questions about the answer sheets provided. Scores will be released within 30 days of receipt of the answer sheets.

\* We encourage, but do not require, schools to keep a record of their answer sheets as high quality (400-600 DPI, .jpeg) scans in the event that this might occur. CLT would ensure full reimbursement or a credit towards a future test administration that meets the same order specifications in the event that your answer sheets are lost due to factors outside of CLT's control.

