



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 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 to CLT.
- **Review** your instructions:
 - Log into your CLT Test Manager Account and review the instructions there.
 - Download and read through the Test Administration Guide.
 - Make a plan for the *Tester Information* section of the answer sheets.
 - Between section administrations, you must collect answer sheets and store them in a secure location.

Reviewing & Returning Answer Sheets

Review Your Answer Sheets

- Once the entire test has been completed, collect all answer sheets from all classes and review them to ensure that they are completed accurately and in full.
 - Tester scores and rosters, including tester names and dates of birth, will reflect **exactly** what is entered on the answer sheets you return to us.
 - 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.

Please Note: *It is the responsibility of the test manager to ensure that answer sheets contain complete and accurate information. Inaccuracies may result in unscorable tests.*

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 blue 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 *Test Information* section on the back of the envelope, indicating that the tests are CLT3-8 and writing the last day of testing in the *Test Date* box.
- 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 next 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 we receive your envelope containing the answer sheets, we'll get started on processing them.
 - We will reach out to you if we have any questions about your answer sheets.
 - Scores will be released to your CLT Test Manager Account approximately 30 days after we receive your tests.

Thank you for choosing CLT!