

## CLT3-8 Print Test Administration Manual

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This manual is your guide to administering the print [CLT3-8](#). Test managers must read this carefully before administering the test and adhere to its guidelines.

- Please follow these links for the [CLT3-6](#) and [CLT7-8](#) Print Test Proctor Scripts.

### ***Customer Support***

- Please contact us via the live chat feature on [our website](#) should an issue arise that you cannot resolve. During testing periods, CLT will provide live online support during normal business hours.
- If you cannot access the CLT live chat, try accessing it on your phone, email us at [schoolsupport@cltexam.com](mailto:schoolsupport@cltexam.com), or reach out to us via phone: (443) 782-3733.
- For questions related to test orders, please contact your [partnership director](#).

### ***Test Managers and Manager Accounts***

- A *school administrator account* provides access to your school's CLT3-8 administrative dashboard. Multiple contacts from a school may request this kind of account. Proctors do not need an administrator account to proctor tests.
- Each school should identify one point of contact (a *test manager*) to serve as their primary school administrator. This contact will receive all test-related communication including reminders about [test-specific dates and deadlines](#). In general, test managers coordinate a testing plan and communicate it to proctors.
- To access the CLT3-8 school administrator dashboard, sign in at [cltexam.com](http://cltexam.com). To create or request changes to an account, email [schoolsupport@cltexam.com](mailto:schoolsupport@cltexam.com).
- From the CLT3-8 administrator dashboard, those with access can view things like scores and analytics, access codes, registrations, sample tests, and other test resources. They can also access items like this Test Administration Manual, proctor scripts, and the [CLT3-8 Test Administration Report](#) from this dashboard.

### ***Print Test Orders and Deadlines***

- Orders are due on Wednesday six weeks before testing, and test kits will be delivered 1–2 weeks before to the mailing address provided. If you order 150+ tests, you will receive multiple test kits, and each will contain its own return envelope and shipping label. Please review the test dates and deadlines here.
- All orders should be made using our [online order form](#). Please contact your [partnership director](#) to request any updates or changes to your order. We cannot guarantee that any updates of changes made to your original order will be fulfilled if they are made after the deadline.

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### ***Receiving Your Tests***

- Test coordinators will receive a tracking number to monitor deliveries and should securely store test booklets and answer sheets until the test date arrives. When your test kit arrives, please check that its contents include the following:
  - ✓ [Printed instructions](#) with your next steps and how to return your tests
  - ✓ The correct number of test booklets for each test type to be administered.
    - Each test type is packaged together in groups of 10—so you will have loose test booklets if your order was not a multiple of 10.
  - ✓ The correct number of answer sheets and one [header sheet](#)
    - *There is one type of [answer sheet for CLT3-6](#) and [another for CLT7-8](#), so ensure that you have the sheets you need.* These will be packaged together in groups of 10.
    - If you are reusing booklets from the year before, check that your number of answer sheets matches your number of test booklets.
  - ✓ One or more return envelope(s) and shipping label(s)
- Make sure that you are only using answer sheets that say *Scantron OpScan iNSIGHT™* at the bottom right hand corner of the first page.
- Please email [schoolsupport@cltexam.com](mailto:schoolsupport@cltexam.com) if your deliveries are late or if you do not have the correct number of materials upon delivery.

### ***Test Access Codes***

- Each answer sheet must include the correct test access code to ensure accurate scoring and proper association with your account.
- Test access codes will be available on your dashboard under the Registrations tab two weeks before test administration. *Each test access code is unique both to your test account and that test type.* For example, if your school is providing the CLT3, CLT4, and CLT5, you will have *three* test access codes—one for each type.

### ***Test and Student Information***

- *The first side of each answer sheet must be completely and accurately filled out with identifying information for each student (which will be reflected in the portal). Because scores and student information on your test manager account will match *exactly* to what you provide on the answer sheets, inaccuracies or missing information may leave us *unable* to match a score to the correct student.*

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- *For younger or less experienced students*, we recommend that test managers fill out the information sections beforehand. On test day, have students check that their name is correct and that their access code matches the one on the board.
- *For older or more experienced students*, you may allow 20-30 minutes for them to fill out the information sections before testing as proctors assist them.

### **CLT3-6 vs. CLT7-8**

- Here is an [at-a-glance of the tests](#) and here is a [chart comparing their differences](#).
- CLT3-6 has four sections with a recommended testing time of 30-40 minutes each. Test managers may extend the time of any section at their discretion.
  - ✓ *Test Instructions and Answer Sheet Review*: ~15-30 minutes
  - ✓ *Section 1: Verbal Reasoning*: 30-40 minutes (recommended)
  - ✓ *Section 2: Verbal Reasoning*: 30-40 minutes (recommended)
  - ✓ *Section 3: Quantitative Reasoning*: 30-40 minutes (recommended)
  - ✓ *Section 4: Quantitative Reasoning*: 30-40 minutes (recommended)
  - ✓ *Closing Announcements and Test Administration Report*: ~5-10 minutes
- The CLT7-8 consists of three sections with set times for each section. The test must be taken in one testing session with a break between sections 2 and 3.
  - ✓ *Test Instructions and Answer Sheet Review*: ~10-15 minutes
  - ✓ *Section 1: Verbal Reasoning*: 45 minutes (required)
  - ✓ *Section II: Grammar/Writing*: 40 minutes (required)
  - ✓ *Break*: 10 minutes
  - ✓ *Section III: Quantitative Reasoning*: 50 minutes (required)
  - ✓ *Closing Announcements and Test Administration Report*: ~5-10 minutes

### **Administration Guidelines**

- CLT7-8 must be administered in one sitting during a testing administration period. CLT3-6 may be administered over multiple days, but each section must be completed in one sitting. The full exam must be completed within two weeks.
- For multi-day administrations, we recommend using the same seating plan for each day and securely storing answer sheets between sessions.
- We suggest providing your students with an opportunity to work through the optional [Answer Bubble Practice Sheet](#) before testing begins.
- Students who are unable to test with the rest of their class may test separately at the school's discretion within their two week testing period.

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- With the exception of restroom breaks and emergencies, students and proctors must remain in the testing room for the duration of each testing period. If a student exits the testing room briefly for an emergency, they may resume the exam with the other students when they return. Students may not access any resource material during their time away from the test.
- During breaks, between sections, and once testing is complete, answer sheets should be placed within their corresponding closed booklet.
- Students may have pencils and scratch paper but should not write on their test booklets if you intend to reuse them. Any test booklet from April 2024 and onward may be permissibly reused.
- It is not necessary to submit requests for accommodations for the CLT3-8. It is the responsibility of schools, co-ops, and homeschool parents to provide accommodations that reflect what the student requires in normal classroom settings. Students with accommodations should test in a separate room.

### ***Facility Requirements***

- The exam should be administered in a closed, quiet room with lighting, temperature, and ventilation that are suitable for testing.
- Educational materials that are relevant to the CLT exam (e.g., math or grammar posters) should be removed or covered. You can also print out the optional [Test-Day Sign](#) to hang on the door of testing rooms if you so choose.
- Students should be seated 4 feet apart (measured from test to test) and all face the same direction. Partitions and other materials between desks are not allowed.

### ***Proctor Requirements***

- Proctors must ensure compliance with all testing rules in their room and are responsible for keeping time for each section—including the break(s).
- The proctor scripts will provide a step-by-step administration of the test and should be read verbatim. They should be reviewed beforehand and be printed or on a device for test day.
- Proctors must monitor no more than 20 students at all times and be 21 or older.
- Proctors may answer questions about navigating the test, but they cannot address test content in any way during the exam.
- Ensure that students do not have access to any of the following:
  - ✓ Phones (must be turned off and out of reach)
  - ✓ Calculators
  - ✓ Smart watches

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- ✓ Books or reference materials of any kind
- ✓ Snacks (only permitted during their 10 minute break)
- Proctors should supply a sufficient amount of scratch paper (up to six sheets of blank graph paper, lined paper, or printer paper) and writing utensils.
- Proctors are responsible for protecting the content of the exam by ensuring that students do not copy or otherwise duplicate exam material, such as by taking pictures of their screens or writing down content to take with them.
- Proctors should not allow students to switch between sections while testing and should advance students through the exam successively and simultaneously. This may mean ending testing for some students before they have finished a section.
- Proctors may stop a student's testing and remove them for rules violations, e.g., switching exam sections without approval, accessing an unauthorized device, etc.
- On test day, proctors should have a roster with their student names and relevant information to ensure that what is on the answer sheet matches the tester.
- Additional rooms and proctors should be secured if the testing space cannot accommodate the number of students while upholding these rules.

### ***Test Administration Report***

- After testing, the Test Administrator should review the header sheet, all the answer sheets, and complete the [CLT3-8 Test Administration Report](#). If students break rules or violate test integrity, it should be noted in this report.

### ***Returning Envelopes***

- After testing, review the student information on your answer sheets and return all of them in the provided envelope(s). If you ordered more than 150 tests, you will return them in multiple envelopes grouped by test type.
- Place the answer sheets (please organize these by test type) with the header sheet on top into the pre-paid envelope(s) that came with your tests.
- If you are administering tests at different points, you must send back all of the answer sheets at the same time. If you received several test kits and several return envelopes, please return them all at the same time and keep all test types in the same envelope. For example, keep all CLT3 answer sheets in one envelope.
- Please do not include any paper clips or post-it notes in your answer sheets. Any extra answer sheets should either be discarded or kept for future testing.

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- Using a pen or permanent marker, fill out the information section on the back of the envelope. Place the included shipping label(s) on the back of the envelope, and please return your envelope(s) on the same or next day after testing.
- Schools are encouraged to make high quality (400-600 DPI, .jpeg) backup scans of answer sheets in the unlikely event that they are lost in transit.
- USPS ships our print tests, so you have three options for returning envelopes:
  - ✓ Mail your package from any USPS location;
  - ✓ Have your package picked up by your local mail carrier; or
  - ✓ [Schedule a pickup time with USPS](#).

### ***Booklets, Answer Sheet Processing, and Score Release***

- Booklets may be destroyed if you do not plan to reuse them.
- Test managers will receive an email when CLT receives your answer sheets, when scores are released, and if there are any processing issues. Scores will be released to your CLT account within approximately 30 days of receiving answer sheets.
- All CLT exams are copyrighted and cannot be copied, photographed, printed, or otherwise used outside of the test. No one may alter CLT materials nor disclose test materials, questions, or other information to any outside parties.