

CLT3-6 Online Test Proctor Script

Introduction

Thank you for proctoring the CLT3-6! The following script and required actions are for proctors administering the test on CLT's online platform, whether at a school or at home.

This script distinguishes between the test proctor who administers the test to students and the test manager, who has access to the Test Manager Dashboard and is responsible for test administration and communicating with CLT. The proctor and test manager may be the same person or different people.

Read through this document carefully prior to test day to be sure you understand your responsibilities for test day. Proctors may either print the script out or have it on a device for test day.

Please refer to the [Test Administration Manual](#) for more details about the proctor and test manager role and what to do both before and after the exam. This is also available on the Test Manager Dashboard.

Please note: if you are administering the CLT7-8, you will need the corresponding proctor script (see Test Administration Manual above).

Table of Contents

Introduction.....	1
Your Role as Proctor.....	2
Room & Device Requirements.....	2
Before Test Day.....	2
CLT3-6 Administration Overview.....	3
Test Access Codes.....	3
Tester Session Creation & Access.....	4
Section Times.....	5
CLT3-6 Proctor Script.....	6
First Section: Verbal Reasoning.....	7
Second Section: Verbal Reasoning.....	13
Third Section: Quantitative Reasoning.....	16
Fourth Section: Quantitative Reasoning.....	19

Your Role as Proctor

During the CLT3-6, proctors are responsible for ensuring a consistent and valid testing experience for all testers at their site. They will ensure that test integrity is preserved by monitoring testers during their test.

Proctors will:

- read from the proctor script to announce exam rules and administer sections of the test
- help testers start and re-enter their test sessions
- time the test and announce section end-times
- assist with procedural questions that may arise
- assist testers with logging into their testing sessions and keep a record of tester-entered info

Room & Device Requirements

As a proctor, you are responsible for ensuring that the testing space meets the requirements for the exam. This includes but is not limited to ensuring that:

- testers are appropriately spaced 4 ft apart from one another
- testers have the necessary materials to take the exam
- there is a stable internet connection for the duration of the exam
- the devices that testers will use to take the exam are functional and prepared for testing
 - The test will run on any desktop or laptop computer running a Chrome, Firefox, Edge, or Safari browser.
 - The test will function on a tablet as well, although the display may differ from the intended experience; for the best user experience we recommend a laptop or desktop computer.

Before Test Day

- Review the “Proctoring Requirements and Responsibilities” section of the [Test Administration Manual](#).
- Take the demo test to familiarize yourself with the online exam interface and to ensure your device and internet connection are compatible with the exam.
 - Navigate to test.cltexam.com and use code DemoTest.
- Make sure you can access CLT’s chat support feature on the CLT3-8 page of our website (www.cltexam.com/tests/clt3-8) and note our live support hours (8am-3pm EST M-F).

CLT3-6 Administration Overview

At the start of the test, the proctor will ensure that all testers have:

- [Tester Access Sheet](#)
 - Note: the following scripts assume you are using these to administer the test
- scratch paper and pencils
- a functional device set to test.cltexam.com

When all testers are ready, the proctor will read general announcements and oversee testers while they create their test session and record their information on the Tester Access Sheet. The proctor will collect the access sheets, store them securely, and instruct testers to begin the first section.

While there is no required timing for the CLT3-6, we do provide recommended timing. Timing will be determined by the test manager and should be communicated to the proctor prior to test day.

The proctor will give a verbal five-minute warning before the end of a section, then a one-minute warning, and finally announce the end of that section. Testers will then return to the exam homepage and wait until the proctor directs them to either start the next section or close the exam.

At the end of the final section, the proctor will announce that the test has concluded, instruct testers to close out of their sessions, and dismiss them.

Test Access Codes

The test manager, via the CLT Test Manager Dashboard, has access to the unique test access codes for the exam that apply to every tester taking the same test type within your school. All testers must fill out the test access code that corresponds to their test type in order to access the correct exam. For example, if you are administering the CLT3, CLT4, and CLT5, you will have three different test access codes (one for each type).

If testers fill out an incorrect or inaccurate test access code, they may take the wrong exam or not be associated with the correct test manager account.

The combination of (1) the test access code used and (2) the tester information entered when creating a test session is what creates an entry for a tester and subsequent analytics.

Tester Session Creation & Access

During the first administration of the exam, testers will create their test session by entering their test-specific access code and identifying information. This will create a test session to which a tester can return after a break or in the case of a multi-day test administration, during the next administration period.

The information entered by a tester during their first session creation is their login information; they do not need a username or password. It is important for the proctor to maintain a record of this information for reference and troubleshooting.

We strongly recommend that testers write down their access information on either scratch paper or their [Tester Access Sheet](#) and provide it to the proctor. You will keep these secure and on hand in order to assist testers with any issues.

Please review the [During Test Administration](#) section of the Test Administration Manual for a complete understanding of tester session creation, including screenshots and detailed explanations.

Section Times

As mentioned previously, there is recommended but not required timing for the CLT3-6 exam. Proctors will keep track of the pre-determined timing for each section using a timer and/or clock. The recommended time for each section is 30-40 minutes. Proctors may extend the time for sections at their test manager's discretion. The maximum recommended time for each section is 2x this; timing over this maximum limit will not benefit the tester or the experience.

When the time allotted for a section expires, testers may complete the current question.

Please note that sections may be administered on different days but must always be taken in order. Once begun, sections must be completed in one sitting. The entire test should be completed within two weeks of beginning the first section, and within the test administration period.

Here is a *sample* schedule to administer all four sections of the test in one day with recommended timing. Breaks may be inserted between any of the sections.

Prepare Testing Room	20 minutes, class schedule permitting
Admit testers and General Announcements	5 minutes
Exam Administration	Recommended: Between 2 hours and 2 hrs 40 minutes
Section 1: Verbal Reasoning	30-40 minutes
Section 2: Verbal Reasoning	30-40 minutes
Break	10 minutes
Section 3: Quantitative Reasoning	30-40 minutes
Section 4: Quantitative Reasoning	30-40 minutes
Closing Announcements	5 minutes
Fill out Test Administration Report (if applicable)	15 minutes

CLT3-6 Proctor Script

Please make sure you have reviewed pages 1-5 of this document before beginning your test administration.

Preparing the Room on Test Day

Your testing room should be prepared in line with the Facility Requirements section of the [Test Administration Manual](#).

1. Ensure that all devices are connected to the internet and a power source, with mouse (or trackpad) and keyboard, unless students are using a tablet to test, in which case they will not need a mouse or keyboard.
2. On every testing device:
 - a. Close any unnecessary open applications.
 - b. Open one of the following browsers: Chrome, Firefox, Edge, or Safari.

- c. Enter the URL test.cltexam.com to access the exam.
3. On your device, open www.cltexam.com/tests/clt3-8 and make sure you can see the live chat button in the bottom right corner.
4. For your first administration, print out [Tester Access Sheets](#) for each tester (if using) and place at each device.
5. Ensure that each tester has access to six pieces of blank scratch paper and two pencils.
6. Write the test access code for the exam you are administering at the front of the room, along with the sections that will be taken and end times.
 - a. If you are administering multiple exam types at once, ensure that the test access codes are clearly labeled with the correct exam.

First Section: Verbal Reasoning

Once all of the above requirements have been met, you have closed the door to the testing room, and all testers are seated, read the following announcements:

Welcome to your CLT test. You are about to create your testing session and begin the first section of your exam. Please listen carefully to the following instructions before we begin.

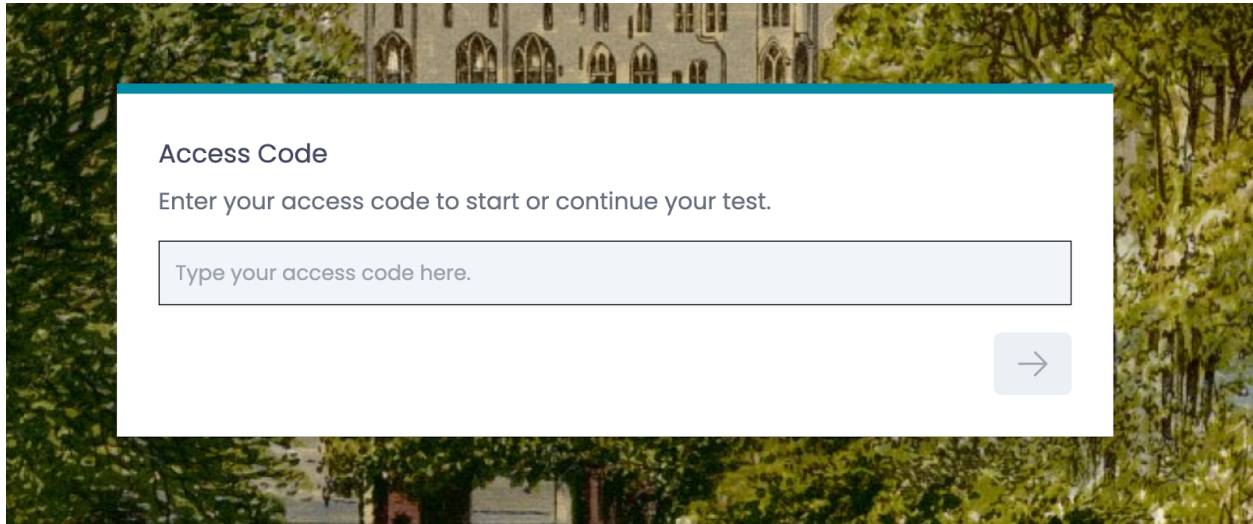
You may not use any phones or other devices during the exam. You may not use any books, notes, or other materials. You must do your own work and not speak to other students during testing. You may not access any websites other than the CLT testing site. If you do, I may need to ask you to stop testing and then you won't be able to get a score for your test.

You should have nothing on your desk except your scratch paper, your Tester Access Sheet, and your pencil. Please put everything else away. Raise your hand if you have any questions.

Ensure that all testers have complied with these instructions.

Please take your Tester Access Sheet and place it next to your device. You will be filling out this sheet as you create your first test session.

Look at your screen. You will see the url test.cltexam.com at the top, and a box titled “Access Code.”

A screenshot of a web application interface. At the top, there is a blue header bar. Below it, the text "Access Code" is displayed in a bold, dark font. Underneath, a smaller line of text says "Enter your access code to start or continue your test." Below this is a light blue rectangular input field with the placeholder text "Type your access code here." To the right of the input field is a light blue button with a right-pointing arrow. The entire interface is overlaid on a background image of a building with many windows, partially obscured by green trees.

Please enter the access code for the exam. *(Indicate the access code on the board, and read it out loud. You may spell it out.)*

When you’ve entered the access code, press the arrow button. You should now see a page that says “First Name,” and the test type at the top of the screen.

Please pause here and do not enter your name yet.

Raise your hand if you have any questions or if you do not see a box that says ‘First Name.’



The screenshot shows a web interface for the CLT3 test. At the top left is a logo and the text 'CLT3'. At the top center is the text 'Welcome to the CLT3'. Below this is a large background image of a castle. Overlaid on the image is a white form box. Inside the box, the text 'First Name' is displayed above a text input field. The input field contains the placeholder text 'Type in your first name.'. To the right of the input field is a light blue button with a right-pointing arrow.

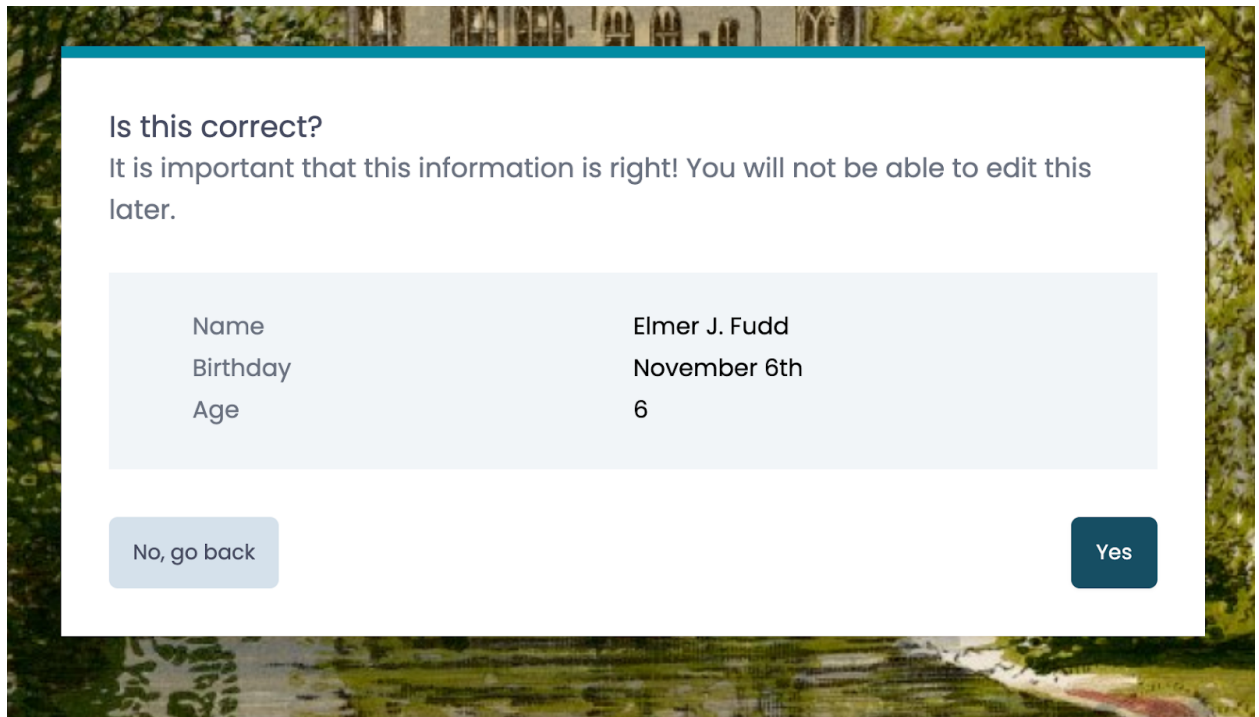
Every tester should have the correct test type listed in the top left and top center of the screen. Continue:

Now, follow the instructions on the screen to provide your information and create your test session:

- First Name
- Middle Initial
- Last Name
- Month you were born
- Day you were born
- Your age in years

When you reach the section called 'Is this correct?', then STOP.

Do not click 'Yes' until I tell you to.



A screenshot of a web-based confirmation dialog box. The dialog has a white background with a blue border. At the top, it asks "Is this correct?" and states "It is important that this information is right! You will not be able to edit this later." Below this is a light blue rectangular area containing a table of information. At the bottom of the dialog are two buttons: "No, go back" on the left and "Yes" on the right. The background of the entire image is a blurred outdoor scene with green foliage and a building.

Name	Elmer J. Fudd
Birthday	November 6th
Age	6

Make sure the information they have entered is accurate. It is important that testers fill out these fields correctly.

Now, copy the information down from the screen onto your Tester Access Sheet. It is very important that you write it down exactly. This is the information you will use to re-enter your test session after a break.

When testers have completed their Tester Access Sheets, collect and keep them securely for the duration of the test. You will use them if testers encounter issues entering their information again when returning to a test session.

Now, please click 'Yes' to proceed to the exam homepage.



At the top, you will see a colored box along with the test type you are taking. Do not click to begin until I tell you to.

Note that the box is a different color for each test type. All students taking the same test type should see a box of the same color.

Does anyone have any questions before we begin the first section of the exam?

When everyone is ready, continue.

Today you will begin with the first section of the exam: Verbal Reasoning.

Please do not click to start the exam until I instruct you to do so.

Read each passage and question carefully and choose the best answer. Click the arrows at the bottom to go forward to the next question and backwards to the previous question. You can also use the arrow keys on your computer's keyboard. If you do not know the answer to a question, you may skip it and return to it later. You may use your scratch paper at any time during the exam.

There are 30 questions in this section. When you finish this section, please check your work, but do not move on to the next section.

Does anyone have any questions?

Continue:

Remember to take your time and to check your work before you submit the section. I will announce when five minutes remain in this section of the exam, and then when one minute remains.

After you've completed this section and submitted it, you will be taken back to the exam homepage. Do not start the next section until you have been told to do so. Please remain in your seat quietly until everyone has finished.

Do you have any questions before we begin?

Continue:

If you have any questions at any point during the exam, raise your hand quietly and I will come to you. I cannot answer any questions about test content, but I can help explain any rules and help with test navigation. You will have until [INSERT SECTION END TIME] to complete this section.

You may now begin the exam.

Write "Section 1 End Time: [insert end time]" on the board. Use the timing plan previously agreed upon by your school. If any disturbances occur that change when you need to end a section, be sure to adjust the written end times.

If any testers fail to comply with exam rules, correct them and take appropriate action, including dismissing the tester if needed. Make note of any disturbances to be included in your Test Administration Report.

You may extend the time for this section at your and your test manager's discretion. When the time allotted for this section expires, allow any testers still working to complete their current question.

When five minutes remain, say:

Five minutes remain in the section.

When one minute remains, say:

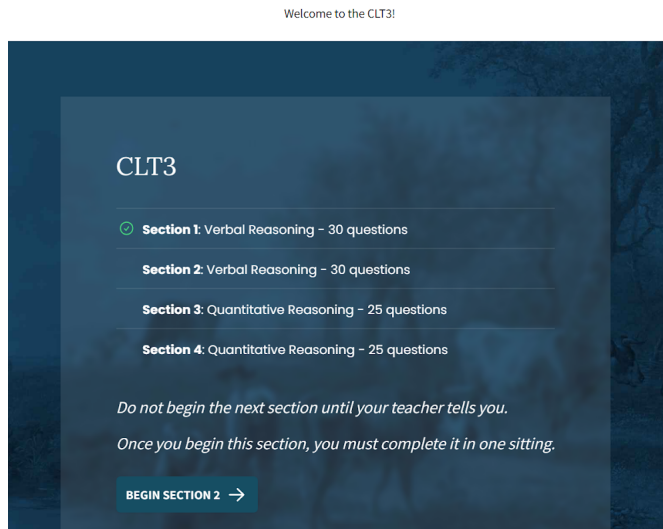
One minute remains in the section.

After time for the section has expired, say:

You have completed the first section of the test. You can finish the problem you are working on. Once you are done, please advance to the end of the section and submit your test.

If you are administering the next section immediately after this one, skip to the (Resume Here).

If the break between section administrations exceeds thirty minutes, instruct all testers to close their exam session by clicking the link at the bottom of the exam homepage or by closing their browser. Remind testers that they may not discuss exam content with each other.



Testers will see this exam homepage upon submission. The test type listed will correspond to the test they have taken.

Second Section: Verbal Reasoning

Once all testers are seated and ready, read the following:

You are about to take the second section of the exam, Verbal Reasoning. Please listen carefully to the following instructions before we begin.

You may not use any phones or other devices during the exam. You may not use any books, notes, or other materials. You must do your own work and not speak to other students during testing. You may not access any websites other than the CLT testing site. If you do, I may need to ask you to stop testing and then you won't be able to get a score for your test.

You should have nothing on your desk except your pencils and your scratch paper. Please put everything else away. Raise your hand if you have any questions.

Ensure that all testers have complied with these instructions.

NOTE: If you are administering this section immediately after the previous one, please skip to the bolded text on page 14. If you are administering this section after a break, please read the next portion of the script.

Make sure you have your Tester Access Sheets in case of session access issues.

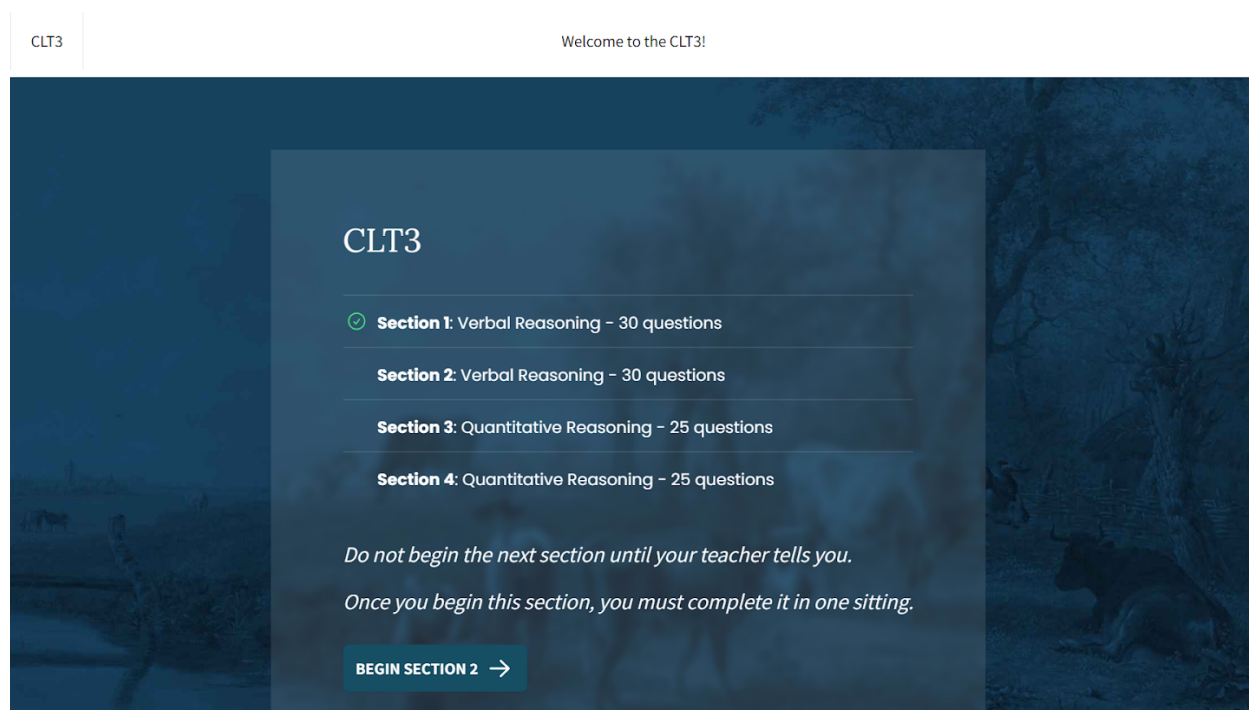
You will now resume your test session. Please go to test.cltexam.com and enter the test access code for the exam. Then provide your information to re-open your test session.

Note that you must provide the information exactly as you provided it the first time. You should see the exam homepage with Section 1 already completed, with your first name at the top right of the page.

If you see a large colored box at the top of the exam homepage, or if you have any other questions, please raise your hand and wait.

Walk around the classroom and look at the screens of testers to ensure they are on the correct exam homepage.

Testers should see the exam homepage WITHOUT a large colored box at the top center (see below). If any testers see a large colored box, they have accidentally created a new testing session. Close their session and help them to access their original session by using the correct information from their Tester Access Sheet.



(Resume Here) *Once all testers are ready, read the following:*

We're about to begin the next section of the exam.

Please do not click to start the exam until I instruct you to do so.

Read each passage and question carefully and choose the best answer. If you do not know the answer to a question, you may skip it and return to it later. You may use your scratch paper at any time during the exam.

There are 30 questions in this section. When you finish this section, please check your work, but do not move on to the next section.

Does anyone have any questions?

Continue:

If you have questions during the exam, raise your hand quietly. I cannot answer any questions about test content, but I can help explain any rules and procedures. You will have until [SECTION END TIME] to complete this section.

Now, click 'Begin Section 2' to begin the second section of the exam.

Write "Section 2 End Time: [insert end time]" on the board. Use the timing plan previously agreed upon by your school. If any disturbances occur that change when you need to end a section, be sure to adjust the written end times.

If any testers fail to comply with exam rules, correct them and take appropriate action, including dismissing the tester if needed. Make note of any disturbances to be included in your Test Administration Report.

You may extend the time for this section at your and your test manager's discretion. When the time allotted for this section expires, allow any testers still working to complete their current question.

When five minutes remain, say:

Five minutes remain in the section.

When one minute remains, say:

One minute remains in the section.

After time for the section has expired, say:

You have completed the second section of the test. You can finish the problem you are working on. Once you are done, please submit your test.

If you are administering the next section immediately after this one, turn to the next page.

If the break between section administrations exceeds thirty minutes, instruct all testers to close their exam session by clicking the link at the bottom of the exam homepage or by closing their browser. Remind testers that they may not discuss exam content with each other.

Third Section: Quantitative Reasoning

Once all testers are seated and read, read the following:

You are about to take the third section of the exam, Quantitative Reasoning. Please listen carefully to the following instructions before we begin.

You may not use any phones or other devices during the exam. You may not use any books, notes, or other materials. You must do your own work and not speak to other students during testing. You may not access any websites other than the CLT testing site. If you do, I may need to ask you to stop testing and then you won't be able to get a score for your test.

You should have nothing on your desk except your pencils and your scratch paper. Please put everything else away. Raise your hand if you have any questions.

Ensure that all testers have complied with these instructions. Make sure you have your Tester Access Sheets in case of session access issues.

NOTE: If you are administering this section after the previous one and testers have not logged out, please skip to the bolded text on page 17. If you are administering this section after a break, please read the next portion of the script.

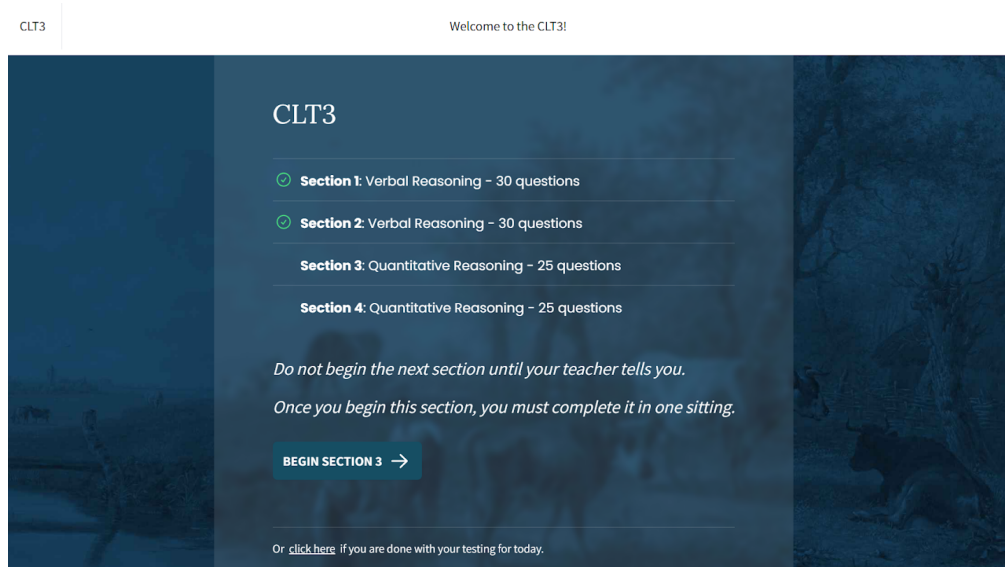
You will now resume your test session. Please go to test.cltexam.com and enter the test access code for the exam. Then provide your information to re-open your test session.

Note that you must provide the information exactly as you provided it the first time. You should see the exam homepage with sections 1 and 2 already completed, with your first name at the top right of the page.

If you see a large colored box at the top of the exam homepage, or if you have any other questions, please raise your hand and wait.

Walk around the classroom and look at the screens of testers to ensure they are on the correct exam homepage.

Testers should see the exam homepage WITHOUT a large colored box at the top center (see below). If any testers see a large colored box, they have accidentally created a new testing session. Close their session and help them to access their original session by using the correct information from their Tester Access Sheet.



(Resume Here) *Once all testers are ready, read the following:*

We're about to begin the third section of the exam. There are 25 questions in this section.

Please do not click to start the exam until I instruct you to do so.

Read the directions for each question and choose the best answer. You will not be able to use a calculator; however, you may access the exam's formula sheet for reference by clicking the dark blue "Show Formulas" link at the bottom left of the test screen. You may use your scratch paper at any time during the exam. If you do not know the answer to a question, you may skip it and return to it later.

When you finish this section, please check your work, but do not move on to the next section.

Do you have any questions before we begin?

Continue:

If you have questions during the exam, raise your hand quietly. I cannot answer any questions about test content, but I can help explain any rules and procedures. You will have until [SECTION END TIME] to complete this section.

Click 'Begin Section 3' to begin the third section of the exam.

Write "Section 3 End Time: [insert end time]" on the board. Use the timing plan previously agreed upon by your school. If any disturbances occur that change when you need to end a section, be sure to adjust the written end times.

If any testers fail to comply with exam rules, correct them and take appropriate action, including dismissing the tester if needed. Make note of any disturbances to be included in your Test Administration Report.

You may extend the time for this section at your and your test manager's discretion. When the time allotted for this section expires, allow any testers still working to complete their current question.

When five minutes remain, say:

Five minutes remain in the section.

When one minute remains, say:

One minute remains in the section.

After time for the section has expired, say:

You have completed the third section of the test. You can finish the problem you are working on. Once you are done, please submit your test.

If you are administering the next section immediately after this one, turn to the next page.

If the break between section administrations exceeds thirty minutes, instruct all testers to close their exam session by clicking the link at the bottom of the exam homepage or by closing their browser. Remind testers that they may not discuss exam content with each other.

Fourth Section: Quantitative Reasoning

Once all testers are seated and ready, read the following:

You are about to take the fourth section of the exam, Quantitative Reasoning. Please listen carefully to the following instructions before we begin.

You may not use any phones or other devices during the exam. You may not use any books, notes, or other materials. You must do your own work and not speak to other students during testing. You may not access any websites other than the CLT testing site. If you do, I may need to ask you to stop testing and then you won't be able to get a score for your test.

You should have nothing on your desk except your pencils and your scratch paper. Please put everything else away. Raise your hand if you have any questions.

Ensure that all testers have complied with these instructions.

NOTE: If you are administering this section immediately after the previous one, please skip to the bolded text below. If you are administering this section after a break, please read the next portion of the script.

Make sure you have your Tester Access Sheets in case of session access issues.

You will now resume your test session. Please go to test.cltexam.com and enter the test access code for the exam. Then provide your information to re-open your test session.

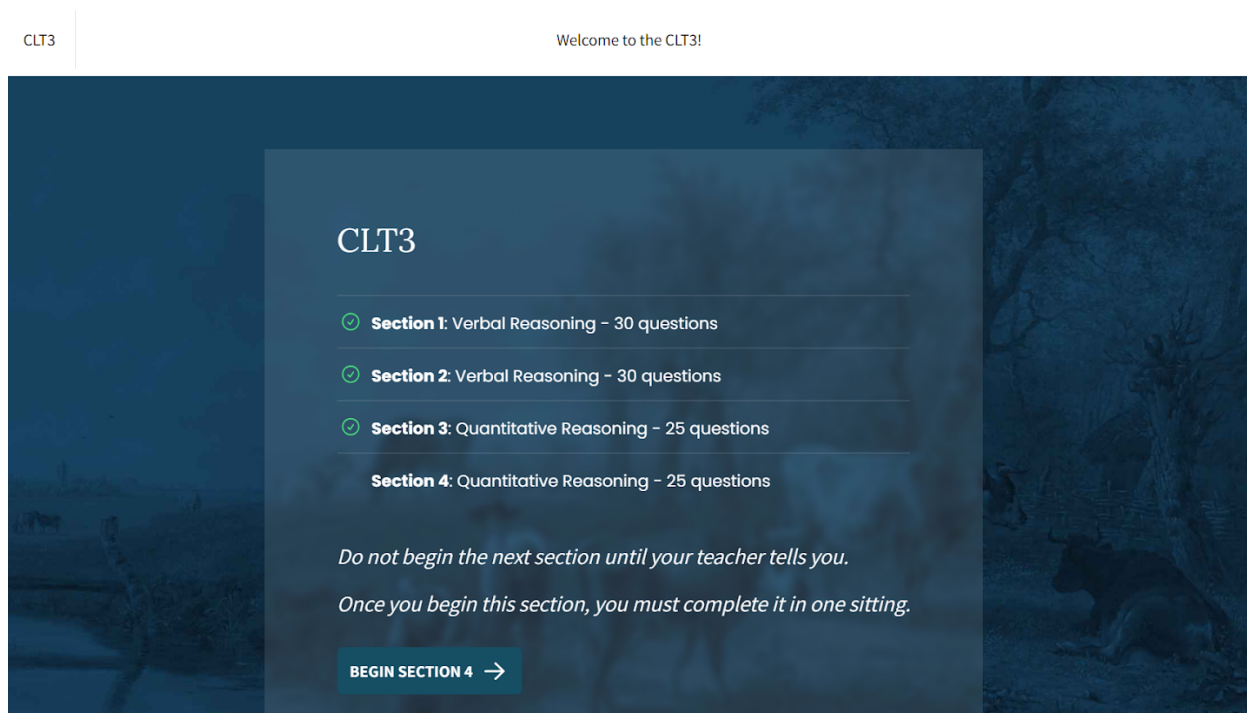
Note that you must provide the information exactly as you provided it the first time. You should see the exam homepage with sections 1, 2, and 3 already completed, with your first name at the top right of the page.

If you see a large colored box at the top of your exam homepage, or if you have any other questions, please raise your hand and wait.

Walk around the classroom and look at the screens of testers to ensure they are on the correct exam homepage.

Testers should see the exam homepage WITHOUT a large colored box at the top center (see below). If any testers see a large colored box, they have accidentally created a new testing

session. Close their session and help them to access their original session by using the correct information from their Tester Access Sheet.



(Resume Here) *Once all testers are ready, read the following:*

We're about to begin the fourth and last section of the exam. There are 25 questions in this section.

Please do not click to start the exam until I instruct you to do so.

Read the directions for each question and choose the best answer. You will not be able to use a calculator; however, you may access the exam's formula sheet for reference by clicking the dark blue "Show Formulas" link at the bottom left of the test screen. You may use your scratch paper at any time during the exam. If you do not know the answer to a question, you may skip it and return to it later.

When you finish this section, please check your work, and do not move on to the next section.

Do you have any questions before we begin?

Continue:

If you have questions during the exam, raise your hand quietly. I cannot answer any questions about test content, but I can help explain any rules and procedures. You will have until [SECTION END TIME] to complete this section.

Click 'Begin Section 4' to begin the final section of the exam.

Write "Section 4 End Time: [insert end time]" on the board. Use the timing plan agreed upon by your school to time the exam. If any disturbances occur that change when you need to end a section, be sure to adjust the written end times.

If any testers fail to comply with exam rules, correct them and take appropriate action, including dismissing the tester if needed. Make note of any disturbances to be included in your Test Administration Report.

You may extend the time for this section at your and your test manager's discretion. When the time allotted for this section expires, allow any testers still working to complete their current question.

When five minutes remain, say:

Five minutes remain in the section.

When one minute remains, say:

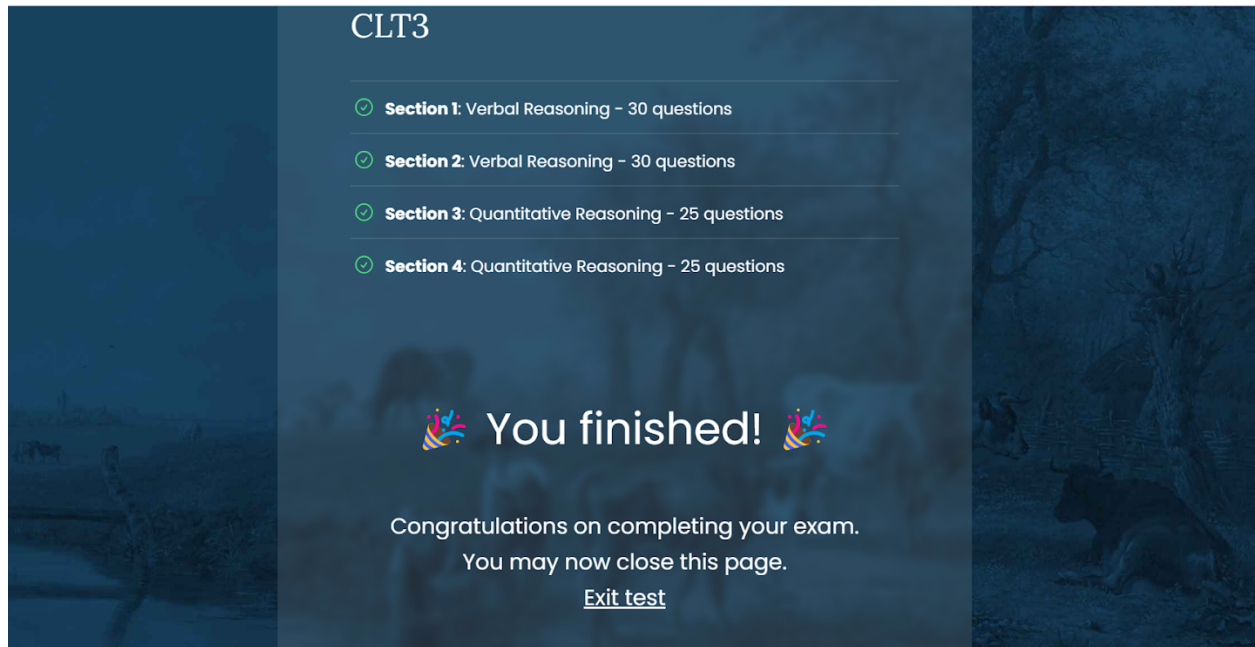
One minute remains in the section.

After time for the section has expired, say:

Congratulations on completing the CLT! You can finish the problem you are working on, then submit this section and close out of the test.

Please do not discuss the content of today's exam with anyone. Make sure to gather all of your belongings before you leave, but leave any scratch paper at your desk. Thank you for taking the CLT!

Completed tests will look like the screenshot below. Instruct testers to close out of the browser. Make sure your Tester Access Sheets are stored securely. Once scores have been released, they may be recycled.



Once you have completed your test administration, please set aside 5 minutes to complete the test administration report, which can be found at:

<https://cltexam.typeform.com/clt3-8survey>

Thank you for your help in administering the CLT3-6!