



CLT3-6 Online Test Proctor Script

Proctors must have this script printed or on a device for test day. Read this document beforehand and contact CLT with any questions—preferably by live chat via our website.

If you are administering the tests over multiple days or times in your two-week testing window, the Student Test Codes should be kept secure yet readily accessible.

As a reminder, scores for this test will be released within one week from submission.

In the script below, proctors must read aloud what is in bold and read the italicized parts to themselves.

Proctors should prepare student testing devices by closing unnecessary applications, ensuring all devices are connected to the internet and a power source, entering test.cltexam.com in an appropriate browser, and maximizing to full screen.

Once everyone is ready to begin, close the door of the testing room. Ensure that each student has his device, pencils, and scratch paper. Proctors should have the Access Code(s), Student Test Codes, and access to the live chat feature on CLT's website. You should have the Student Test Codes written down and distributed to your students. When everyone is ready, say:

- **Please listen carefully to all instructions. Your computer should be open to the test page, and you should have a pencil and scratch paper.**
- **You will likely encounter some questions on this exam that are difficult for you. Please give your best effort but don't be discouraged if you do not know how to answer every question.**
- **Look at your computer screen. If you do not see a box titled "Access Code" on your screen, please raise your hand.**

Once every student is helped, read the access code(s) aloud. Then, continue:

- **Enter the Access Code in that box, and click the right arrow button.**
- **In the upper left hand corner of your screen, you should see CLT followed by a number. That number should match the grade you are in. Please raise your hand if you see anything different.**

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- You should now see a page that says “Student Test Code,” and the test type at the top of the screen.
- Please pause here and **do not enter** your code yet.

Help students as needed—verifying that each student is taking the correct test type. If they are not, help the student correct this by clicking “No, go back” on the “Is this correct?” screen. Once everyone is ready to advance, say:

- Now, enter your unique Student Test Code.
- Be sure that the name and birthday on your screen are yours.

Make sure that students see their names displayed on their screens. Then say:

- You may now click “Yes” to proceed to the blue Welcome page. Please do not click “Begin Section 1” until I tell you to.

Section 1: Verbal Reasoning

Assist students as needed. Once everyone is ready to go, say:

- Welcome to the CLT! You are about to take Section 1 of your test. Please listen carefully to the following instructions before we begin.
- You may not use phones, books, notes, or any other devices or materials while testing. You should have nothing on your desk except your testing device, pencils, and scratch paper. Please put everything else away. Raise your hand if you have any questions.

Ensure that all students have complied with these pre-test instructions. Continue:

- You may now click “Begin Section 1” to see test instructions. Please read the instructions on the page as I read them aloud to you.
- “There are 35 questions in this section. Read each passage and question carefully. Read the directions for each question and choose the best answer. Please note that most questions have four answer options, but some questions only have three answer options.”
- “Questions must be answered one by one and cannot be skipped. If you are unsure how to answer after considering the question, please select your best guess and proceed to the next question.”

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- **You can click the arrow at the bottom to move forward to the next question. You can also use the arrow key on your keyboard to do the same. Please note that you cannot go back to a question once you have moved on. You also may not return to a section once it's complete. You can use your scratch paper at any time.**
- **When you finish this section, you can click “Next,” but do not move on to the next section.**

This section should take approximately 40-50 minutes. Once questions are answered, continue:

- **Please work until you have completed all questions or until I stop you. You may now click “Next” to start your exam.**

Proctors should self-time each section, so be sure to start a timer when the students begin. After the allotted time has passed:

- **Please raise your hand if you have not yet completed the section.**

Check on any students who have raised their hands to determine their progress in the section.

If some students have not yet completed the section, please allow them to finish, if time permits, or reach out to your test manager about arranging a time for them to complete the section later. Be aware that Section 2 cannot be started until Section 1 is complete.

If you must move on to the next section, please reach out to CLT for guidance. NOTE: Random guessing to complete the section is strongly discouraged as it will negatively impact a student's score and analytics.

- **Section 1 is now done. You should now be looking at the blue Welcome page.**

If you plan a break that exceeds 30 minutes but are continuing testing today, have students close their exam session by closing their browser. If you are continuing testing another day, have them click the “Click here if you are done with your testing for today” link at the bottom of the blue Welcome page.

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Section 2: Quantitative Reasoning

If returning from a break or testing on a different day, ensure that students re-enter their test session using the correct Access Code(s) and Student Test Code(s). Once everyone is ready and on the blue Welcome page, say:

- **You are about to take Section 2 of your test. Please listen carefully to the following instructions before we begin.**
- **You may not use phones, books, notes, or any other devices or materials while testing. You should have nothing on your desk except your testing device, pencils, and scratch paper. Please put everything else away. Raise your hand if you have any questions.**

Ensure that all students have complied with these pre-test instructions. Continue:

- **You may now click “Begin Section 2” to see test instructions. Please read the instructions on the page as I read them aloud to you.**
- **“There are 35 questions in this section. You will not be able to use a calculator; however, there are provided formulas you may use.”**
- **“Read each question. Then, follow the instructions to answer each question. Use your scratch paper to work through the questions if needed. Please note that most questions have four answer options, but some questions have only three answer options.”**
- **“Questions must be answered one by one and cannot be skipped. If you are unsure how to answer after considering the question, please select your best guess and proceed to the next question.”**
- **You can click the arrow at the bottom to move forward to the next question. You can also use the arrow key on your keyboard to do the same. Please note that you cannot go back to a question once you have moved on. You also may not return to a section once it is complete. The formulas can be found in the bottom left corner of the page.**
- **When you finish this section, you can click “Next.”**

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This section should take approximately 50-70 minutes. Continue:

- **Please work until you have completed all questions or until I stop you. You may now click “Next” to begin Section 2.**

Proctors should self-time each section, so be sure to start a timer when the students begin. After the allotted time has passed:

- **Please raise your hand if you have not yet completed the section.**

Check on any students who have raised their hands to determine their progress in the section.

If some students have not yet completed the section, please allow them to finish, if time permits, or reach out to your test manager about arranging a time for them to complete the section later. If you must end testing, please reach out to CLT for guidance.

NOTE: Random guessing to complete the section is strongly discouraged as it will negatively impact a student's score and analytics.

- **Section 2 is now done. You should now be looking at the blue Welcome page. You may leave your pencils and scratch paper on your desk and gather your belongings. Thank you for taking the CLT!**

Once all students are dismissed, proctors can collect all materials and discard all scratch paper. Please complete the [CLT3-8 Test Administration Report](#). Thank you for your help in administering the CLT3-6!