



# CLT

## 2024-25 CLT3-8 Print Test Administration Manual

### *Introduction*

This manual is your guide to administering CLT's Lower Grade Assessments for Grades 3 to 8 in a print format. Test managers must read this manual carefully before administering the test,, and adhere to the guidelines in this manual so that exams are administered uniformly.

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# *Preparing For Your Test*

Here's how to prepare for your test - including information about important dates and deadlines, how we'll communicate with you, and your online CLT Test Manager Account. Please review completely and well in advance of your test administration date!

## Communications

- When you order tests, your school will identify an individual to serve as the CLT point of contact to receive all test-related communications and manage your online CLT account. This person is called the **test manager**.
- Your test manager will make and finalize your print test order. Your print test kits will be shipped to the test manager at the mailing address provided, prior to the week of your test administration. The test manager is responsible for the secure storage of the test kits before and during test administration, and handling test booklets after the exam.
- CLT will send reminders about deadlines and helpful information about test day preparation to the test manager, beginning eight weeks prior to the start of the administration period. The test manager will also receive instructions about how to log into the CLT Test Manager Dashboard to access rosters, scores, and analytics.
- Finally, the test manager is responsible for completing the Test Administration Report, for the validation and return of answer sheets, and for accessing scores once they are released on the CLT online platform.

## Your School's Test Manager Account & Dashboard

Your CLT Test Manager Account is your school's home base for administering CLT3-8. Each school has one test manager, who is the point of contact for administering CLT3-8 and is able to access the Test Manager Account and Dashboard.

**Please note that each school has only one Test Manager Account and Dashboard, with one login.** If you need to change your login, please reach out to [schoolsupport@cltexam.com](mailto:schoolsupport@cltexam.com).

You will receive an email when the CLT3-8 test manager account is ready to access. There, you can view upcoming tests and test access codes and important information about test day. On your dashboard, you will be able to download all the testing materials you need, including:

- The test administration guide & proctor scripts;
- How to handle your test booklets & answer sheets;
- The Test Administration Report to complete after the test.

When your tests have been processed, scores will be released to your dashboard where you can also view analytics for your test.

## Test Access Codes

Two weeks before the start of the test administration, your test access codes will be available on your dashboard. You will locate those on your CLT Test Manager account, under the Registrations tab. 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. Students must provide the appropriate code in order for their exams to be correctly scored and associated with your account.

**Take care that you are providing the correct access code to your testers.** If testers fill out an incorrect or inaccurate test access code, their test may not be scorable - or may be scored against a different test form!

## Print Test Deadlines

Print orders are due six weeks prior to the start of the test administration. Test kits will be delivered approximately two weeks before test administration. If you have ordered more than 150 tests, you will receive more than one test kit.

Please review the test dates and deadlines [here](#). CLT7 and CLT8 must be administered in one sitting during this administration period. CLT3-6 may be administered over multiple days but must be completed within two weeks.

Once all of your tests are complete, you'll review the student information on your answer sheets for accuracy and return them to us in the provided envelope(s). All answer sheets for all assessments must be returned in the CLT-provided envelope. If you ordered more than 150 tests, you will return them in multiple envelopes grouped by test type.

Scores for the print test will be released to your test manager account within 30 days of when we receive your answer sheets.

## *Administering the Print CLT3-8*

Here's what you need to know about administering the CLT3-8 in its print format. Information about how and when you will receive your print tests, how to handle answer sheets and booklets, and how to review & return your answer sheets is included in this section.

## Print Test Orders

All orders for the print test should be made using our [online order form](#). Changes can be made to your original print order. To ensure accurate and timely delivery of your tests, we cannot change an order or accept new orders after the deadline.

## Receiving Your Tests

The test manager will receive a tracking number to check on the status of his delivery. Your test kits will be delivered in the two weeks prior to the test administration period. You will need to securely store your test booklets and answer sheets until your test date arrives.

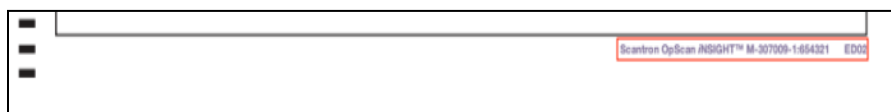
When your test kit arrives, please open it and take stock of the contents. The print test kit will contain:

- [Printed instructions](#) with your next steps and how to return your tests.
- Test booklets for each test type to be administered.
  - **Count your test booklets to make sure you have the tests you will require.** Each test type will be packaged together in groups of 10 for ease of counting. If your order was not a multiple of 10, you will have loose test booklets in your kit.
  - Packages should remain secure and sealed until you are preparing to administer the test.
- Answer sheets and header sheet.
  - Answer sheets are **different** for CLT3-6 and CLT7-8.
  - **Count to ensure that you have the answer sheets you will require.** You should have one answer sheet for each test booklet you have ordered of that type. These will also be packaged together in groups of 10.
  - If you are reusing booklets from the year before, ensure that the number of answer sheets in the package match your expectations for the number of tests you want to administer using the booklets that you already own.
  - Ensure that you have one header sheet.

### Important note regarding answer sheets:

*For Spring 2025, ensure that you are only using answer sheets received in your Spring 2025 shipment, and not from Spring or Fall 2024. CLT will not be able to process answer sheets from prior semesters.*

*To check if you are using the correct answer sheets, ensure that they say Scantron OpScan iNSIGHT™ at the bottom right hand corner of the first page of the answer sheet.*



- A **blue** return envelope and a shipping label.
  - You will use this envelope and shipping label to return your answer sheets. Using this envelope and shipping label means you and CLT can track your answer sheets and CLT can process your scores faster!
  - Please note: if you ordered more than 150 tests total, you may receive several different test kits; each will contain its own return envelope and shipping label.

## Preparing for Your Test Administration

Here's how to get ready to administer your test!

- ☐ First, read this entire manual, and review proctor scripts.
- ☐ Reach out to CLT if you have any questions about the rules and protocols outlined.
- ☐ Make a plan to keep test booklets and answer sheets secure before, during, and after test administration.
- ☐ Prior to your first test administration, count out your test booklets and their corresponding answer sheets.
  - ☐ Make sure that you have the correct number of answer sheet types (either CLT3-6 or CLT7-8) for each of the tests you will administer.
- ☐ Identify your proctors, and make a plan to train and communicate with your proctors leading up to and during test administration.
- ☐ Review your space and seating plan for test day.

For a multi-day administration of the CLT3-6, we recommend using the same seating plan for each day of test administration to make answer sheet and booklet distribution easier.

- ☐ Choose how you will complete the Tester Information section of the answer sheet (please see below.)
- ☐ Make sure you can access CLT's live chat support feature on our website: <https://www.cltexam.com/tests/clt3-8/>. It will also appear on your Test Manager Dashboard. If you can't see it, discuss this issue with your IT team and make sure that they are not blocking any of our website's urls ([cltexam.com](https://www.cltexam.com)), or our chat provider ([hubspot.com](https://www.hubspot.com)). If you are still unable to access the chat on test day, you can try accessing the chat on your phone.

## *Providing Test Information & Tester Information on Answer Sheets*

Test managers must ensure that the Test Information and Tester Information sections on the answer sheets are completed **in full** and **accurately** in order to ensure proper scoring and an accurate test roster.

**The first side of each answer sheet must be filled out** with identifying information for each tester.

- Review your answer sheets prior to testing so you are familiar with what your tester will be filling out.
- The tester scores and roster in your administrator portal after score release, including **tester names** and **date 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. You will need to ensure that each proctor has the correct test access code(s) for the exam(s) they are administering on test day.

There are two ways to complete the first page of the answer sheet.

1. **(Recommended for younger and less experienced testers)** Before the test, the test manager should completely fill out the Test Information and Tester Information section of the answer sheet for each tester.
  - Proctors will distribute the completed answer sheets to testers during the first test administration.
  - Testers will verify that their answer sheets belong to them at the start of each section by checking that their name matches, and checking the test access code on the answer sheet against the one on the board.
  - We **strongly recommend** this option for younger testers and those who have not taken a standardized test before to ensure accurate test rostering and limit the time you will need to spend reviewing tester information on answer sheets.
  - Test managers and/or proctors are responsible for ensuring that tester information is accurate in order for CLT to process the information.
2. **(Recommended for older or experienced testers)** You may also allow 20-30 minutes to allow testers to complete the Test Information and Tester Information section at the top of the front side of their answer sheet.
  - For this option, we recommend scheduling a separate short session for testers to fill out the first side of the answer sheet before the actual test.
  - This will allow you time to assist if needed and to answer questions without using examination time.
  - This option is **not** recommended for younger testers and first-time testers. Test managers will need to review and ensure accuracy/completion of these fields before returning answer sheets.

## During Test Administration

- This is a general overview of what happens during a test administration. Please review the Proctor Scripts in the Appendix for your test for a complete summary of proctor actions and announcements.
- Proctors will read instructions and distribute test booklets and answer sheets.
  - If you are administering the first section of the test and the Tester Information section was not filled out previously, instruct testers to fill it out before beginning the section.
  - Students should not write on their test booklets if you intend to keep and reuse them for the following year.
  - CLT3-6 may be administered over a multi-day testing period. Between testing sessions, proctors must collect and securely store answer sheets. At the start of each testing session for CLT3-6, testers will receive their answer sheet and verify that it belongs to them.
  - CLT7-8 are administered in a single testing period so it is not necessary to collect and store answer sheets before the end of the test.
- For each testing session, verify that each student has their own answer sheet and booklet, a writing implement, and scratch paper.
- During the test, proctors will read from the proctor script to announce exam rules and will administer the sections of the test, including announcing section end times.
- Proctors will also ensure that test integrity is preserved by monitoring testers while they take their exams.
- Once their testing session is complete, students should place their answer sheets within the test booklet that they used before they are collected.
  - When not in use, such as during a break or between section administrations, answer sheets should be stored in the corresponding student's test booklet.

# Test Administration Report, Answer Sheet Review, and Header Sheet Completion

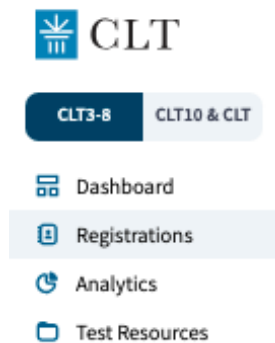
Once you have completed your test administration, please collect all answer sheets from students. Before sending the answer sheets to CLT, please carefully review all tester information to ensure that it is complete and accurate.

The scores and tester information reflected on your test manager account will match **exactly** to what you provided on the answer sheets. Inaccuracies and missing information on the answer sheets you provide may result in the **inability** to match a score back to the correct tester.

Set aside 15-30 minutes to review your answer sheets and the Header Sheet, and to complete the test administration report. The report can be completed online at <https://cltexam.typeform.com/clt3-8survey>

The answer sheet review may be done by individual proctors or by the test manager; the Test Administration Report and the Header Sheet must be completed by the test manager.

**The Header Sheet** must be completed by the Test Manager anytime prior to sending back answer sheets to CLT. He or she must pay special attention that the Test Access Codes on the header sheet match exactly the Test Access Codes provided in the *Registration* section of the test administration dashboard.



Please ensure that the following information is filled out on the header sheet:

- Semester and School State
- School name, city
- Test manager name and email
- Test Access Codes corresponding to the test types

During the report, you will be asked to confirm that:

- You have an answer sheet from each tester.




- Tester information is filled out on all tester sheets.
- All answer sheets contain the correct Test Access Code for each student (*Note: students taking different test types - CLT3, CLT4, CLT8, etc - will have different test access codes*).
- You will collect **all test booklets** and store them securely, if reusing for next year; or destroy them if reuse is not planned.

## *Returning Answer Sheets*

Make sure you have completed the Test Administration Report and reviewed your answer sheets **before** mailing your answer sheets!

### *Preparing the Return Envelope*

- Place **all answer sheets and the Header Sheet** into the pre-paid envelope that came with your paper tests.
  - Answer sheets should be organized by test type (CLT3, CLT4, etc).
  - If you are administering tests at different points throughout the test administration period, **you must send back all of the answer sheets at the same time**.
  - If your test administration was for more than 150 students, you may have received several packages of tests, and/or several return envelopes.
    - If this is the case, you may return tests in multiple envelopes, but please return them all at the same time.
    - Please return all tests of a given type in the same envelope (ie: try not to return answer sheets for your CLT3 in two different envelopes) - this will allow us to process your scores faster!
  - Put the Header Sheet on the top of the stack of answer sheets.
- Using a permanent marker or pen, fill out the Test Information section on the back of the envelope.
- Attach the shipping label that was included in your test kit to the envelope. Attach the label on the back of the envelope. Please complete the Test Information section on this side of the envelope and attach your shipping label where indicated.

 *We encourage schools to make high quality (400-600 DPI, .jpeg) scans of answer sheets. In the unlikely event that your answer sheets are lost in transit, we may be able to use these to process your scores.*

### *Mailing the Answer Sheets*

Please mail your return envelope promptly - the same day or next day after the final test - to ensure timely processing of results. Shipping can take anywhere from 3 - 5 days.

CLT uses USPS to ship our print tests. You have 3 options to mail back your answer sheets:

- Mail your package from any USPS location;
- Have your package picked up by your local mail carrier as part of their regular rounds;
- [Schedule a pickup time with USPS](#).

### *Answer Sheet Processing and Score Release*

When CLT has received your answer sheets we will send you a confirmation.

CLT staff members will reach out to the test manager if there are issues about the answer sheets provided that may prevent them being processed.

Please note: it is the responsibility of the test manager to ensure that answer sheets are provided with complete and accurate information. Inaccuracies may result in being **unable** to match a score back to the correct tester.

The scores and tester information reflected on your test manager account will match **exactly** to what was provided on the answer sheets.

Scores will be released to your Test Manager Account within 30 days after we receive your tests and you will receive an email notifying you of score release.

Your prompt return of completed answer sheets means that we can process and release your test scores as quickly as possible!

# *Key Differences between CLT3-6 and CLT7-8*

This section includes specific information about the exams, including test section timing and the key differences between administering CLT3-6 versus CLT7-8.

CLT3-6 and CLT7-8 are part of CLT's Lower Grade Test Suite. [Please click here for a printable document summarizing the key differences](#) or consult the appendix.

## CLT3-6 Overview

CLT3-6 exams consist of four sections. The test may be taken in one testing period or split out over several testing sessions. **All times are recommended. It is not necessary to allot the same amount of time for each section, hence the range of 30-40 minutes in the recommended test time. Before the test, you will need to determine the period of time that your school will allot for the test.**

- Testers should be able to complete the exam in the recommended time.
- If testers are still working at the end of the time allotted they may be allowed to finish, school schedule permitting.
- In administering the test, you will tell testers the intended end time of each section.
- It is not necessary to allow unlimited time for all testers to finish a given section.
- Giving testers more than twice the recommended time per section will not be beneficial to the student's experience or to your testing schedule.

Testers who are unable to test with the rest of their class may test separately, at the discretion of the administrator and within the 2 week period for the school completing the test administration. All answer sheets must be returned together. Due to this, delayed testing by a few students will result in delayed score release for all students.

Before administering each section, please allow for at least 10 minutes to prepare the classroom, read instructions, and ensure all testers have materials prepared.

## *CLT3-6 Section Timing*

The sections and times are broken down as follows:

Section	Time
Test Instructions & Answer Sheet Review	10 minutes (answer sheets completed by test manager) 20-30 minutes (answer sheets completed by testers)
1 - Verbal Reasoning	30-40 minutes (recommended)
2 - Verbal Reasoning	30-40 minutes (recommended)
3 - Quantitative Reasoning	30-40 minutes (recommended)
4 - Quantitative Reasoning	30-40 minutes (recommended)
Answer Sheet Review & Test Administration Report	5-15 minutes

## *CLT3-6 Answer Order and Numbering*

In most cases, CLT3-6 answer options are stacked such that all four answer options are one above the other. Please note that **questions on sections 3 & 4 of the test may have a different layout**, with the answers to some items stacked in two columns.

When giving instructions, make sure that testers pay particular attention to the answer options to make sure they are bubbling the correct answer. This is because testers may assume that answer options are going left to right instead of in two vertical columns which would cause the tester to bubble the incorrect answer option on their document.

## CLT7-8 Overview

The CLT7 and CLT8 consist of three sections. The test must be taken in one testing session, with a break between sections 2 and 3.

Testers must stop taking the exam when the allotted time for each section elapses, regardless of if they are still working in the exam.

Before administering the test, please allow at least 10 minutes to prepare the classroom, read instructions, and ensure all testers have their materials ready.

Testers who are unable to test with the rest of their class may test separately at the discretion of the test manager, as long as the exam is taken within the test administration period. We recommend that all students test within a 2 week period.

All answer sheets for the administration must be returned together. Due to this, delayed testing by a few students will result in delayed score release for all students.

### *CLT7-8 Section Timing*

The sections and times are broken down as follows:

Section	Time
Test Instructions & Answer Sheet Review	10-15 minutes
1 - Verbal Reasoning	45 minutes
2 - Grammar/Writing	40 minutes
Break	10 minutes
3 - Quantitative Reasoning	50 minutes
Answer Sheet Review & Test Administration Report	5 minutes

# *Proctor Requirements, Responsibilities, and Test-Day Duties*

All of the CLT3-8 tests are proctored exams. As test manager, you are responsible for identifying, communicating with, and providing proctors with the required materials they will need for test day.

As necessary, you may want to provide proctor training to ensure that all proctors are aware of the requirements and responsibilities of the role and of the particulars of your testing administration.

## Proctor Requirements

Proctors must be at least 21 years of age. They may be related to the testers they are proctoring.

CLT requires a ratio of 20 testers, or fewer, to one proctor. We understand that room sizes and layouts can vary greatly. It is important that the proctor be available to assist students with their non-content related questions during the test, which can be more difficult with a higher tester to proctor ratio.

The most important criteria are that the proctor can see all testers, is within a reasonable distance from each student, and that the spacing requirements, outlined in the Facility Requirements section, are respected.

If the number of testers exceeds the space and the distance between testers cannot be maintained, please secure an additional room and proctor.

# Proctor Responsibilities

Proctors are responsible for ensuring that the exam is administered and taken under the highest security standards possible. Different challenges and obstacles may arise on test day; you will find information on how to handle many of these in this Test Administration Manual.

Some situations may fall outside of this document, and it is your responsibility as a proctor to administer the exam fairly, safely, and securely.

In order to do so, proctors are responsible for the following:

## *Setting Up for the Exam*

Prior to the exam, proctors should prepare the room for testing according to the guidelines in the Facility Requirements section.

Proctors must also assist testers with filling out their information on their test sheets if they are not pre-filled by the test manager. This may include providing the [Answer Bubble Practice Sheet](#) if it will be used.

Proctors will assist with collecting, securely storing, and distributing test booklets and answer sheets between test sessions.

Proctors must ensure that they have received, from the test manager, the correct test access code(s) for the exam(s) they are proctoring.

## *Enforcing Section Times*

**CLT3-6 :** The proctor is responsible for keeping time for each section as determined by the test manager. We provide suggested times of 30-40 minutes per section as a guideline for planning purposes. Testers should be able to complete the exam in the recommended time, but if testers are still working at the end of the time allotted they may be allowed to finish at proctor discretion, **schedule permitting.**

**CLT7-8:** Standard examination times apply. Please review the proctor script and exam timing information in this guide.

## *Remaining in Testing Room*

With the exception of restroom breaks and emergencies, testers and proctors must remain in the testing room for the duration of each testing period. Do not leave testers alone once exam booklets have been distributed, even before the exam has begun.

## *Monitoring Testers*

Proctors must pay close attention to testers and ensure that instructions are followed. Keep all testers in view at all times.

Proctors must ensure that no testers access any of the following **prohibited items** during the exam.

- Cell phone or other devices (must be completely off and out of sight);
- Calculator;
- Digital watch with internet access, communication capabilities, or calculator;
- Books;
- Resource/reference material of any kind;
- Snacks.

During the exam, testers may not:

- Check phones or other devices;
- Switch between exam sections before directed;
- Look at other testers' tests;
- Otherwise compromise the integrity of the exam.

**Proctors may not provide assistance to testers on exam content.**

## *Maintaining Exam Security Before, During, and After Testing*

All CLT exams are copyrighted and cannot be copied, printed, or otherwise used outside of the test. Proctors may not alter CLT materials or make copies of them. They also may not disclose test materials, questions, or other information to any outside parties.

Proctors are tasked with protecting the content of the exam by ensuring that testers do not copy or otherwise duplicate exam material, such as by taking pictures of their tests.

Test managers (and by extension proctors) are responsible for securely storing tests between sessions.

## *Assisting with Administration Report and Answer Sheet Review*

After the exam, test managers will complete the Test Administration Report. To do so, test managers will require complete documentation and return of test materials from proctors. Proctors may be asked to assist in answer sheet review and correction.



## Proctor Scripts

Proctor scripts for CLT3-6 and CLT7-8 may be found in the appendix at the end of this document. They may also be downloaded from your CLT Test Manager Dashboard.

We recommend that these scripts be printed out for use on test day.

Proctors should receive and review scripts *prior to test day* to ensure that they are prepared to administer the test.

Please note that there is a different proctor script for CLT3-6 than for CLT7-8. Please make sure that proctors are using the correct script for the test that will be administered.

# Proctor Test-Day Documents

Administrators and proctors should review this information *before* test day in order to prepare for the exam. Proctors should also have this material, especially the test-day checklist, on test day.

## *Pre-Administration Checklist*

**Before the first test administration**, proctors should have all of the following items ready:

- ☐ **Test Access Code(s):** The test access code will be shown on the test manager dashboard prior to test day. The test access code is **different for different test types**. Please check carefully to make sure you are providing the correct test access code for each test you are proctoring.
- ☐ **Proctor Script:** These are found in the appendix or downloaded from the Test Manager Dashboard. There are different scripts for CLT3-6 and CLT7-8.
- ☐ **This Manual, including Common Test Day Questions & Facility Instructions** We recommend having a copy of this manual easily available on test day, whether printed or in hard copy. In particular, pages 14 through 21 are relevant for administration.
- ☐ **Phone and Internet-Accessing Device:** The proctor should have a phone and internet-accessing device to access support if needed. Our online chat is the fastest way of resolving most issues and will be available on the CLT website.
- ☐ **Exam Booklets and Answer Sheets:**
  - ☐ For the first administration, you should ensure that there are enough answer booklets and answer sheets for all testers. Scratch paper should be set out for each tester before testing begins.
  - ☐ The Test Information and Tester Information section may be filled out prior to test day (recommended for younger testers) or filled out before the first test.
  - ☐ Answer sheets and scratch paper should be stored inside the booklet belonging to the tester between test sessions.
  - ☐ Testers should not write in their test booklets during the exam. For subsequent sessions, please try to ensure that each tester receives the same test booklet (containing their answer sheets and scratch paper).
- ☐ **Timer and Clock:** Proctors must have access to a timer and a clock on test day. The clock must be accurate and easily visible to all testers during testing.
- ☐ **Scratch Paper, Pencils, and Sharpener:** The proctor must supply scratch paper for every tester at each test administration. Testers may have up to six sheets. Graph paper, lined paper, and printer paper are all acceptable. The proctor should also bring a supply of extra pencils and a sharpener.
- ☐ **Optional: [Test-Day Sign](#):** Posted on testing room door to remind others to remain quiet while testing is in progress. This can be found in the appendix or on your Test Manager Dashboard.

## *Pre-Test Checklist:*

Before each administration, proctors must:

- ☐ Review test starting and ending times and ensure that these fit with your plan to administer the test.
  - ☐ CLT3-6: The proctor is responsible for keeping time for each section as determined by the test manager. If you will not be using the recommended time in the Exam Information and Timing section above, you will need to adjust the proctor script with the alternate times.
  - ☐ CLT7-8: Standard examination times apply. Please review the proctor script and exam timing information in this guide.
- ☐ Read through the **proctor responsibilities**, noting the list of prohibited items.
- ☐ Ensure that all the **required items** listed above are on hand.
- ☐ Adjust the **seating arrangements and room** as necessary to meet the testing room guidelines.
- ☐ **Write your test access code** in an easily visible place in your testing room (such as a whiteboard or blackboard).
  - ☐ Ensure it is large enough that all testers can read it.
  - ☐ Ensure that it is the correct test access code for the test you are administering.
- ☐ **Ensure test booklets** are available and accounted for. Booklets should not be removed from packaging until the first administration.
- ☐ **Set out scratch paper and pencils.**
- ☐ Print and prepare [Answer Bubble Practice Sheets](#), if they will be used.
- ☐ Post the optional [test-day sign](#) on the door.

## *Common Test Day Questions*

These are some common issues that may arise while administering CLT3-8 assessments. Please review this section **before** you begin your test administration, and keep it available on test day. If you have any further questions on test day, contact us via our online chat, which may be accessed at the bottom right of <https://www.cltexam.com/tests/clt3-8/>.

### *Finishing Sections Early*

Testers who finish a section may not return to a previous section or advance to the next section until the proctor moves the entire group along. If you are administering the exam to only one student and the student finishes a section early, he or she may move on to the next section when they have finished work on the current section. If more than one student is testing, the proctor should advance the entire group to the next section at the same time in order to keep to the exam schedule determined by the test manager. This may mean ending testing for some students before they have finished the exam.

### *Leaving During an Exam*

Each section must be taken in one sitting. Students may not leave in the middle of a section and return to it at a later time or date. 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 this time.

### *Questions About Test Content*

If a student asks a question about the content of the exam, refer him or her to the instructions at the start of each section. Do not answer any questions about the content of the exam or provide any other feedback.

### *Rule Violations*

If students violate test integrity, such as switching exam sections without approval or accessing an unauthorized device or resource, in-school proctors should note the incident in the Test Administration Report. Proctors may, at their discretion, stop a student's test and remove them from the exam room.

### *Cannot Access Support Chat*

Sometimes, school firewalls can block some of the domains necessary for the chat to appear. Discuss this issue with your IT team and make sure that they are not blocking any of our website's urls ([cltexam.com](https://www.cltexam.com)), or our chat provider ([hubspot.com](https://www.hubspot.com)). For our live support chat, they may need to whitelist [hs-scripts.com](https://www.hs-scripts.com). The chat uses port 443. If you are still unable to access the chat after trying the above, you can access the chat on your phone. If you are still encountering issues, reach out to us via phone at 443-782-3733.

## What if I am not getting CLT emails or the site is blocked?

Sometimes those same firewalls can block the domains for our emails and the site! Any domains ending in **.cltexam.com** should be whitelisted. If specific domains are needed, whitelist [www.cltexam.com](http://www.cltexam.com), [app.cltexam.com](http://app.cltexam.com), [app2.cltexam.com](http://app2.cltexam.com), [clt2.cltexam.com](http://clt2.cltexam.com), and [tapi.cltexam.com](http://tapi.cltexam.com). Password reset and verification emails are sent from [info@cltexam.com](mailto:info@cltexam.com).

## *Facility Requirements*

The exam should be administered in a closed, quiet room suitable for a standardized test. The room's lighting, temperature, and ventilation should be adequate with the room's windows closed, as open windows may allow for unexpected noise from outside to distract testers as they are testing.

Testers should be seated at least 4 feet apart from each other in all directions, measured from the spot on the desk or table where students' tests will sit. There should be a maximum of 20 students per proctor. Students should be seated at desks or tables and should not be able to see the tests of students on either side of them. If it is not possible to maintain this distance, please secure another room and another proctor.

It may be helpful to maintain a consistent seating arrangement across all test administrations. This will aid in distributing test booklets and answer sheets accurately and quickly at the start of each session.

Any educational material, such as math or grammar posters, should be removed or covered. Partitions and other materials between desks are not allowed, as the proctor must be able to see all testers at all times. Testers should have enough space to set up their booklets and answer sheets and to use scratch paper comfortably.

# *Testing Accommodations*

This section includes information about testing accommodations for testers and proctoring testers with accommodations.

## Requesting Accommodations

It is the responsibility of schools, co-ops, and homeschool parents to provide testing accommodations for CLT3-8 that reflect what the student requires in normal classroom settings in order to equally access the exam. Please contact [cltaccommodations@cltexam.com](mailto:cltaccommodations@cltexam.com) if you have any questions.

## Reader & Calculator Accommodations

Students who typically receive a reader or a calculator accommodation in order to access examinations may receive this accommodation for CLT3-8.

## Proctoring Students with Accommodations

CLT3-6 exams have recommended timing for each of their sections to assist proctors and administrators in planning, but it is not a test with strict timing requirements. Students may take the time they need to complete the test. Other testing accommodations necessary to access the test may be approved at the discretion of the test provider (school or co-op).

It is recommended, from an administration perspective, that students who will be testing for a longer time than the rest of the cohort test in a separate room, following all the same procedures and instructions as the other test takers.

### *CLT3-6:*

Each section of the CLT3-6 assessments must be taken in one sitting. Different sections may be administered at different times or dates. If multiple sections are administered together, students with extended time may take a ten-minute restroom break in between each of the sections of the test. The entire assessment should be taken within two weeks for all students.

### *CLT7-8:*

The entire test (all sections together) must be taken in one sitting for CLT7-8. Students with extended time may take a ten-minute break in between each section of the test. Students with special needs may be granted by their test provider 50% or 100% extended time (not unlimited time), based on what is normally provided in the classroom.

## Customer Support Information

Before and after the test administration period, please reach out to us with any questions via our online chat at the bottom right of our homepage, or email us at [schoolsupport@cltexam.com](mailto:schoolsupport@cltexam.com).

Please check *prior to test administration* that you can see the chat icon on the bottom right of our CLT website. Certain school servers may block our chat function, and you will need to access it for convenient technical support. See below for more information!

**During the test administration period**, for fastest response time please direct all technical support and test administration related questions to the live online chat on your Test Manager Dashboard or on <https://www.cltexam.com/tests/clt3-8/>. CLT will have live online support from during the following times:

- 4/22 - 5/16: 8AM - 4PM ET.
- 5/19 - 6/27: 10AM - 2PM ET.

**Prior to this time, and for the remainder of the year**, regular live chat will be available between 10AM-4PM ET at [cltexam.com](https://www.cltexam.com).

For questions related to test sales and testing with CLT3-8 next academic year, please contact your sales representative or [sales@cltexam.com](mailto:sales@cltexam.com).

### What if I cannot access the chat on my computer?

Sometimes, school firewalls can block some of the domains necessary for the chat to appear. Discuss this issue with your IT team and make sure that they are not blocking any of our website's urls ([cltexam.com](https://www.cltexam.com)), or our chat provider ([hubspot.com](https://www.hubspot.com)). For our live support chat, they may need to whitelist [hs-scripts.com](https://www.hs-scripts.com). The chat uses port 443.

If you are still unable to access the chat after trying the above, you can access the chat on your phone on test day. If that's not an option, you can reach out to us by phone.

### What if I am not getting CLT emails or the site is blocked?

Sometimes those same firewalls can block the domains for our emails and the site! Any domains ending in **.cltexam.com** should be whitelisted. If specific domains are needed, whitelist [www.cltexam.com](https://www.cltexam.com), [app.cltexam.com](https://app.cltexam.com), [app2.cltexam.com](https://app2.cltexam.com), [clt2.cltexam.com](https://clt2.cltexam.com), and [tapi.cltexam.com](https://tapi.cltexam.com). Password reset and verification emails are sent from [info@cltexam.com](mailto:info@cltexam.com).

**Appendix A**

**Differences between the CLT3-6  
and CLT7-8**



# CLT3-8 TEST COMPARISONS

	CLT3-6	CLT7	CLT8
<b>Test Modes</b>	Online (in-school or parent-proctored at home) Paper (in-school or groups of 15+)	Online (in-school or parent-proctored at home) Paper (in-school or groups of 15+)	Online (in-school or parent-proctored at home) Paper (in-school or groups of 15+)
<b>Sections</b>	Four sections: Verbal Reasoning (2) Quantitative Reasoning (2)	Three sections: Verbal Reasoning (VR) Grammar/Writing (GW) Quantitative Reasoning (QR)	Three sections: Verbal Reasoning (VR) Grammar/Writing (GW) Quantitative Reasoning (QR)
<b>Number of Questions</b>	110 questions total VR: 60, QR: 50	120 questions total VR: 40, GW: 40, QR: 40	120 questions total VR: 40, GW: 40, QR: 40
<b>Time</b>	Recommended timing, estimated completion in 2-3 hours	135 min total VR: 45 min, GW: 40 min, QR: 50 min	135 min total VR: 45 min, GW: 40 min, QR: 50 min
<b>Administration Period</b>	Several weeks. Sections completed in one sitting. Can split up exams over multiple days.	Several weeks. Entire test in one sitting.	Several weeks. Entire test in one sitting.
<b>Norm-Referenced</b>	Yes	Yes	Yes
<b>Score Release</b>	<i>Online:</i> 2pm ET, two days after test submission <i>Paper:</i> Within 30 days of CLT receiving answer sheets	<i>Online:</i> 2pm ET, two days after test submission <i>Paper:</i> Within 30 days of CLT receiving answer sheets	<i>Online:</i> 2pm ET, two days after test submission <i>Paper:</i> Within 30 days of CLT receiving answer sheets

**Appendix B**

**CLT3-6 Proctor Script for Print  
Exams**

# CLT3-6 Print Test Proctor Script

Thank you for proctoring CLT3-6! This guide will take you through the script and actions required for the administration of the test.

Read through this document carefully prior to test day to be sure you understand your responsibilities for test day.

For what to do before and after the test, please refer to the Test Administration Manual, available on your CLT Test Manager Dashboard.

Proctors may either print the script out or have it on a device for test day.

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## Exam Overview

At the start of the test, the proctor will read general announcements and pass out the tests and answer sheets. When all answer sheets and booklets are distributed, the proctor will announce the start of each section and tell students to begin.

There is no required timing for the exam, although we provide recommended timing. Timing for the exam 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, followed by a one-minute warning, and then announce the end of that section. At the end of each section, the proctor will ensure that testers stop testing and ask them to place their answer sheets on top of that section's STOP page and close their booklets.

If multiple sections are taken in each day, the proctor will announce the start of the next section and will ask students to open their booklets at their answer sheets and turn the page and move on to the new section.

If the test will be taken over several days, the proctor will collect test booklets and answer sheets between sessions. The proctor will distribute booklets and answer sheets during the next testing session with a reminder of exam instructions.

At the end of the final section, the proctor will announce that the test has concluded, collect all booklets and answer sheets, and dismiss students.

## Test Access Codes

Your test manager will provide you with the unique test access code for the exam. For print tests, test access codes will be a 5 or 6 digit number. This access code applies to every tester taking the same test type within your school. It is important that all students fill out the test access code accurately on their answer sheets to ensure that their exams can be scored.

The test access codes for the exam can be found on the CLT Test Manager Dashboard. Each test access code is unique both to *your test account* and *that test type*. For example, if your school is administering the CLT3, CLT4, and CLT5, you will have three test access codes, one for each type.

The combination of the test access code used and the tester information entered using the answer sheet is what creates an entry for a given tester on your test roster and analytics.

Take care that you are providing the correct access code to your testers. If testers fill out an incorrect or inaccurate test access code, their test may not be scorable - or may be scored against a different form!

## Section Times

Proctors should use their timer to time each of the exam's sections. There is no required timing for the exam, although we provide recommended timing. Timing for the exam will be determined by the test manager and should be communicated to the proctor prior to test day.

When the time you have allotted for this section expires, you may allow any students still working to complete the question they are on. You may extend the time for this section at your and your test manager's discretion. The maximum time for each section is 2x the recommended time; time in excess of this will not be to the benefit of the tester or the testing experience.

Here is a sample schedule:

Prepare Testing Room	20 minutes, class schedule permitting
Admit Students and Give General Announcements	5 minutes
Answer Sheet Completion (if not pre-filled)	20 minutes
Exam Administration	Recommended: Between 2 hours and 2 hrs 40 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	5 minutes
Collect and review answer sheets Fill out Test Administration Report, if applicable	15 minutes

## Test Information & Tester Information

We recommend that Test Managers fill out the Test Information and Tester Information sections for students in the lower grades, such as students taking the CLT3-6. This should be completed prior to the first testing session.

If students fill out their own information, we recommend scheduling a separate short session to do so before the actual test. This will allow you time to assist if needed and to answer students' questions without cutting into examination time.

During this time, you may also provide the [Answer Bubble Practice Sheet](#) to your students. This is recommended for testers who have not taken standardized tests with bubble answers before.

Please see the next page for the script you should use when directing testers to complete the first side of the answer sheet.

## Script: Answer Sheet Preparation by Testers

*Use this if you are instructing testers to fill out the top portion of their answer sheets for themselves. This is not recommended for the CLT3-6 or those who are testing for the first time.*

*Begin by passing out a CLT3-6 answer sheet and pencil to each student. Ensure that the correct Test Access Code for the exam you are administering is written clearly at the front of the room and visible to all testers.*

*Then say,*

You will be filling out the first side of your answer sheet with your identifying information. Note that some of the fields, such as the first name field, are bubble fields. When filling out these fields, first write out the number or name in the top row, starting at the far left, and then mark the appropriate bubble directly below each number or letter.

Be sure to fill the bubbles completely with a dark pencil marking. Look at the box on your answer sheet labeled “Important Marking Instructions” for an example. Do not make any other marks on your answer sheet except in the designated fields and bubbles.

Now, please take a moment to fill out the following fields on your answer sheet:

- Semester
- Test Type
- Test Access Code

Now, please fill out the Tester Information section of your answer sheet:

- First Name
- Last Name
- Date of Birth
- Gender
- Grade
- Race/Ethnicity

Once you are done filling out your information, put your pencil down. Do not fill out any other sections of your answer sheet yet.

*Assist students with filling out their information as needed.*

## *Proctor Script*

On test day, your testing room should be prepared in line with the requirements in the Test Administration Manual. Please review the full Proctor Instructions section prior to test day.

Before the first testing session, set out 6 sheets of scratch paper and 2 pencils at each student's desk.

Write the test access code for the exam you will be administering at the front of the room, along with the sections that will be taken and their end times. If you are administering multiple exam types at once, ensure that the test access codes are clearly labeled with the correct exam.

Keep track of the time for each section using a timer and/or clock. The recommended time for this section is 30-40 minutes. Use the timing plan agreed upon by you and your test manager as detailed in the Exam Information and Timing section of the Administration Manual.

When the time you have allotted for each section expires, allow any students still working to complete the question they are on. They may continue working if your test administration schedule allows. Keep in mind both the maximum time for the section (2x the recommended time) and the overall test schedule set by your school.

Once you have closed the door to the testing room and all students are seated, proceed to the next page.



## First Section: Verbal Reasoning

*Once you have closed the door to the testing room and all students are seated, read the following announcements to them:*

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

You may not use any computers, phones, or other devices during the exam. You may not use any books, notes, or other materials. 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 and pencils. Please put everything else away. Raise your hand if you have any questions.

*Ensure that all students have complied with these instructions.*

I am now going to pass out the test booklets and answer sheets.

Do not open your booklet or make any marks on your answer sheet yet.

*Distribute test booklets. If you are administering more than one type of exam (e.g., a CLT3 and CLT4), be sure students receive the correct test type.*

*Pass out the answer sheets. Make sure that the answer sheets are all for CLT3-6 as you are passing them out.*

*If the Tester Information section of the answer sheet has already been filled out, ensure each student receives the answer sheet with his or her name on it.*

*If you are distributing blank answer sheets, then testers will need to complete the first part of the answer sheet themselves. Refer to page 5 for the script.*

*Then return to this page and continue to the next part of the script.*

*Once all students have their test booklets and answer sheets with the Test Information and Tester Information section filled out, read the following instructions.*

Please look at your answer sheet and make sure that your name and date of birth are filled out correctly.

Please look at your Test Type on the front cover of your test booklet and make sure it matches the test you are taking today, and the Test Type field on the answer sheet.

Raise your hand if you have any questions.

*Indicate the Test Access Code written at the front of the room.*

Please look at your Test Access Code on your answer sheet and make sure that it matches the code for the test you are taking. *[You may read the test access code out loud as needed.]*

*Assist any students as needed. It is important that students fill out these fields correctly.*

Open your test booklet to the very first page. You will see the heading **Verbal Reasoning: Section 1** at the top.

There are 30 questions in this section. The end time for this section is: **[GIVE END TIME]**.

Please do not turn this page until I instruct you to do so.

When you take the exam, read each passage and question carefully. Read the directions for each question and choose the best answer. Mark your answers on the back of your answer sheet under Section 1. Please note that most questions have four answer options, but some questions have only three answer options.

*(please turn the page)*

*Continue:*

When taking the test, fill in your answer bubbles darkly and completely. Only fill in one answer for each question. If you need to change your answer, then erase your first answer completely.

You can see some right ways and wrong ways to fill in your answer sheet bubbles on this page of your booklet.

Remember to take your time and be as neat as possible. Check your work for any stray marks or smudges and clean them up with your eraser.

Remember to double-check your work before you turn it in. If you have any questions or need help, please raise your hand.

You may use your scratch paper at any time during the exam. However, please make sure that you do not write in your booklet. Only the answer you fill out on your answer sheet will count.

If you do not know the answer to a question, you may skip it. If you skip a question, be sure you are also skipping it on your answer sheet.

You will see a stop sign on the page at the end of this section. Do not go past the **STOP** sign on the last page of this section.

When you finish the section, you can check your answers and answer any unanswered questions in this section only.

When you are completely finished with this section, put your pencil down, place your answer sheet in your booklet at the STOP page at the end of this section, and close your booklet. Please remain in your seat quietly until everyone has finished.

Do you have any questions before we begin?

*Answer any questions before proceeding. Then 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 procedures.

You may now turn the page and begin the exam.

*Students will begin taking the first section.*

*Write "Section 1 End Time: [insert end time]" on the classroom 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. Note that all the pages of Section 1 are labeled with 1 at the top of the page.*

*If any students fail to comply with exam rules, correct them and take appropriate action, up to and including asking the student to leave the exam room. Make note of any disturbances; they will be included in your Test Administration Report.*

*When the time you have allotted for this section expires, allow any students still working to complete the question they are on. You may extend the time for this section at your and your school administrator's discretion.*

*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 place your answer sheet and scratch paper back in your test booklet at the STOP page at the end of the second section and close your test booklet.

If you are administering the next section immediately after the first, turn to the next page: Second Section: Verbal Reasoning. If the break between section administrations exceeds thirty minutes:

1. Instruct all students to place their answer sheets and scratch paper inside their test booklets, right at the STOP page at the end of the first section.
2. Collect booklets with the answer sheets and scratch paper still inside of them.
3. Collect booklets and answer sheets in an orderly fashion so that you can easily distribute them for the next testing session.

4. You may then dismiss students until the next section administration. Remind students that they may not discuss exam content with each other.

## Second Section: Verbal Reasoning

*Once all students are seated and ready to test, read the following announcements.*

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

You may not use any computers, phones, or other devices during the exam. You may not use any books, notes, or other materials.

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

*Ensure that all students have complied with these instructions.*

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

I am now going to pass out the test booklets and answer sheets. Do not open your booklet or remove your answer sheet.

*Distribute the test booklets containing the answer sheets and scratch paper. Be sure that students receive the test booklet with the correct answer sheet inside.*

Please verify that your answer sheet has your name on it. Raise your hand if it does not and I will help you.

**(Resume Here)** *Once all students are ready, read the following instructions.*

You may now open your test booklet to where your answer sheet is located, at the end of Section 1. Turn over to the next page. You will see the heading **Verbal Reasoning: Section 2** at the top. Do not turn past this page until I instruct you to do so.

When you take the exam, read each passage and question carefully. Read the directions for each question and choose the best answer. Mark your answers on the back of your answer sheet under the heading **Section 2**. Please note that most questions have four answer options, but some questions have only three answer options.

If you are administering Section 2 on a different day as Section 1, continue to the next page.

Otherwise, skip the next page and resume at the bolded instructions on page 14.

Continue reading if you are administering Section 2 on a separate day to Section 1. If you are administering Section 2 on the same day, please turn to the next page.

*Continue,*

There are 30 questions in this section. You will have until [SECTION END TIME] to complete this section. When you finish this section, please check your work, but do not move on to the next section or return to a previous section.

Be sure to fill in your answer bubbles darkly and completely. If you need to change your answer, then carefully erase your first answer completely.

You should only have one answer filled in for each question. Make sure to check your work for any stray marks or smudges that may have been made accidentally and clean them up with your eraser if you see them.

You can see some right ways and wrong ways to fill in your answer sheet bubbles on this page of your booklet.

Remember to take your time and be as neat as possible. Remember to double-check your work before you turn it in. If you have any questions or need help, please raise your hand.

You may use your scratch paper at any time during the exam. **However, please make sure that you do not write in your booklet.**

If you do not know the answer to a question, you may skip it. If you skip a question, be sure you are also skipping that question on your answer sheet.

You will see a stop sign on the page at the end of this section. Do not go past the STOP sign on the last page of this section.

When you are completely finished with this section, put your pencil down, place your answer sheet in your booklet at the STOP page at the end of this section, and close your booklet. Please remain in your seat quietly until everyone has finished.

Do you have any questions before we begin?

*Resume instructions on the next page at the bolded text.*

If you are administering Sections 1 and 2 on the same day, read these instructions.

There are 30 questions in this section. You will have until [SECTION END TIME] to complete this section. When you finish this section, please check your work, but do not move on to the next section or return to a previous section.

If you do not know the answer to a question, you may skip it. If you skip a question, be sure you are also skipping that question on your answer sheet.

You will see a stop sign on the page at the end of this section. Do not go past the STOP sign on the last page of this section.

When you are completely finished with this section, put your pencil down, place your answer sheet in your booklet at the STOP page at the end of this section, and close your booklet. Please remain in your seat quietly until everyone has finished.

Do you have any questions before we begin?

**(Resume here)** Answer any questions before proceeding. Then 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 procedures.

You may now turn the page and begin the exam.

*Students will begin taking the second section.*

*Write "Section 2 End Time: [insert end time]" on the classroom 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. Note that all the pages of Section 2 are labeled with 2 at the top of the page.*

*If any students fail to comply with exam rules, correct them and take appropriate action, up to and including asking the student to leave the exam room. Make note of any disturbances; they will be included in your Test Administration Report.*



*When the time you have allotted for this section expires, allow any students still working to complete the question they are on. You may extend the time for this section at your and your school administrator's discretion.*

*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 place your answer sheet and scratch paper back in your test booklet at the STOP page at the end of the second section and close your test booklet.**

If you are administering the next section immediately after the second, turn to the next page:  
Third Section: Quantitative Reasoning.

If the break between section administrations exceeds thirty minutes:

1. Instruct all students to place their answer sheets and scratch paper inside their test booklets, right at the STOP page at the end of the second section.
2. Collect booklets with the answer sheets and scratch paper still inside of them.
3. Collect booklets and answer sheets in an orderly fashion so that you can easily distribute them for the next testing session.
4. You may then dismiss students until the next section administration. Remind students that they may not discuss exam content with each other.

## Third Section: Quantitative Reasoning

*Once all students are seated and the doors are closed, read the following announcements to them:*

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

You may not use any computers, phones, calculators, or other devices during the exam. You may also not use any books or other materials.

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

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

I am now going to pass out the test booklets and answer sheets. Do not open your booklet or remove your answer sheet.

*Distribute the test booklets containing the answer sheets. Be sure that students receive the test booklet with the correct answer sheet.*

Please verify that the answer sheet you were given has your name on it. Raise your hand if it does not and I will help you.

**(Resume here)** *Once all students have their test booklets and answer sheets, please turn the page and continue.*

*(please turn the page)*

*Continue:*

You may now open your test booklet to where your answer sheet is located, at the end of Section 2. Turn over to the next page. You will see the heading Quantitative Reasoning: Section 3 at the top. Do not turn past this page until I instruct you to do so.

You will have until [SECTION END TIME] to complete this section.

You will not be able to use a calculator; however, there is a Formula Sheet on the next page 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. Mark your answers on the back of your answer sheet under the heading **Section 3**.

Please note that most questions have four answer options, but some questions have only three answer options.

In this section, some pages will have questions in one column, and some pages will have two columns of questions. Make sure you answer the questions in the right order.

If you are administering Section 3 on a different day as Section 2, continue to the next page.

Otherwise, skip the next page and resume at the bolded instructions on page 19.

Continue reading if you are administering Section 3 on a separate day to Section 2. If you are administering Section 3 on the same day, please turn to the next page.

*Continue,*

There are 25 questions in this section. You will have until [SECTION END TIME] to complete this section. When you finish this section, please check your work, but do not move on to the next section or return to a previous section.

If you do not know the answer to a question, you may skip it. If you skip a question, be sure you are also skipping that question on your answer sheet.

Be sure to fill in your answer bubbles darkly and completely. If you need to change your answer, then carefully erase your first answer completely.

You should only have one answer filled in for each question. Make sure to check your work for any stray marks or smudges that may have been made accidentally and clean them up with your eraser if you see them.

You can see some right ways and wrong ways to fill in your answer sheet bubbles on this page of your booklet.

Remember to take your time and be as neat as possible. Remember to double-check your work before you turn it in. If you have any questions or need help, please raise your hand.

You may use your scratch paper at any time during the exam. **However, please make sure that you do not write in your booklet.**

You will see a stop sign on the page at the end of this section. Do not go past the STOP sign on the last page of this section.

When you are completely finished with this section, put your pencil down, place your answer sheet in your booklet at the STOP page at the end of this section, and close your booklet. Please remain in your seat quietly until everyone has finished.

Do you have any questions before we begin?

*Resume instructions on the next page at the bolded text.*

If you are administering Section 3 on the same day as Section 2, read these instructions.

There are 25 questions in this section. You will have until [SECTION END TIME] to complete this section. When you finish this section, please check your work, but do not move on to the next section or return to a previous section.

If you do not know the answer to a question, you may skip it. If you skip a question, be sure you are also skipping that question on your answer sheet.

You will see a stop sign on the page at the end of this section. Do not go past the STOP sign on the last page of this section.

When you are completely finished with this section, put your pencil down, place your answer sheet in your booklet at the STOP page at the end of this section, and close your booklet. Please remain in your seat quietly until everyone has finished.

Do you have any questions before we begin?

**(Resume Here)** Answer any questions before proceeding. Then 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 procedures.

You may now turn the page and begin the exam.

*Students will begin taking the third section.*

*Write "Section 3 End Time: [insert end time]" on the classroom 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. Note that all the pages of Section 3 are labeled with 3 at the top of the page.*

*If any students fail to comply with exam rules, correct them and take appropriate action, up to and including asking the student to leave the exam room. Make note of any disturbances; they will be included in your Test Administration Report.*

*When the time you have allotted for this section expires, allow any students still working to complete the question they are on. You may extend the time for this section at your and your school administrator's discretion.*

*When five minutes remain, say:*

**Five minutes remain in the section.**

*When one minute remains say:*

**One minute remains in the section.**

*When the time you have allotted for this section expires, allow any students still working to complete the question they are on. You may extend the time for this section at your and your school administrator's discretion.*

*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 place your answer sheet and scratch paper back in your test booklet at the STOP page at the end of the second section and close your test booklet.**

If you are administering the next section immediately after the this third section, turn to the next page: Fourth Section: Quantitative Reasoning.

If the break between section administrations exceeds thirty minutes:

1. Instruct all students to place their answer sheets and scratch paper inside their test booklets, right at the STOP page at the end of the third section.
2. Collect booklets with the answer sheets and scratch paper still inside of them.
3. Collect booklets and answer sheets in an orderly fashion so that you can easily distribute them for the next testing session.
4. You may then dismiss students until the next section administration. Remind students that they may not discuss exam content with each other.

## Fourth Section: Quantitative Reasoning

*Once all students are seated and the doors are closed, read the following announcements to them:*

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

You may not use any computers, phones, calculators, or other devices during the exam. You may also not use any books or other materials.

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

*Ensure that all students have complied with these instructions.*

I am now going to pass out the test booklets and answer sheets. Do not open your booklet or remove your answer sheet.

*Distribute the test booklets containing the answer sheets. Be sure that students receive the answer sheet that has their name on it.*

*Once all students have their test booklets and answer sheets, read the following instructions.*

You may now open your test booklet to where your answer sheet is located, at the end of Section 3. Turn over to the next page. You will see the heading Quantitative Reasoning: Section 4 at the top. Do not turn past this page until I instruct you to do so.

You will not be able to use a calculator; however, there is a Formula Sheet on the next page 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. Mark your answers on the back of your answer sheet under the heading Quantitative Reasoning Section 4. Please note that most questions have four answer options, but some questions have only three answer options.

If you are administering Section 4 on a different day as Section 3, turn to the next page. If you are administering Section 4 on the same day to section 3, skip the next page and turn to page 23.

If you are administering Section 4 on a different day as Section 3, please read the following instructions. Otherwise, please turn the page.

There are 25 questions in this section. You will have until [SECTION END TIME] to complete this section. When you finish this section, please check your work, but do not move on to the next section or return to a previous section.

Be sure to fill in your answer bubbles darkly and completely. If you need to change your answer, then carefully erase your first answer completely. You should only have one answer filled in for each question. Make sure to check your work for any stray marks or smudges and clean them up with your eraser.

You can see some right ways and wrong ways to fill in your answer sheet bubbles on this page of your booklet.

Remember to take your time and be as neat as possible. Remember to double-check your work before you turn it in. If you have any questions or need help, please raise your hand.

You may use your scratch paper at any time during the exam. **However, please make sure that you do not write in your booklet.** Only the answer you fill out on your answer sheet will count.

If you do not know the answer to a question, you may skip it. If you skip a question, be sure you are also skipping that question on your answer sheet.

You will see a stop sign on the page at the end of this section. Do not go past the STOP sign on the last page of this section.

When you are completely finished with this section, put your pencil down, place your answer sheet in your booklet at the STOP page at the end of this section, and close your booklet. Please remain in your seat quietly until everyone has finished.

Do you have any questions before we begin?



If you are administering sections 3 and 4 on the same day, read these instructions instead:

There are 25 questions in this section. You will have until [SECTION END TIME] to complete this section. When you finish this section, please check your work, but do not move on to the next section or return to a previous section.

If you do not know the answer to a question, you may skip it. If you skip a question, be sure you are also skipping that question on your answer sheet.

You will see a stop sign on the page at the end of this section. Do not turn past the STOP sign.

When you finish the section, you can check your answers and answer any unanswered questions in this section ONLY.

When you are completely finished with this section, put your pencil down, place your answer sheet in your booklet at the STOP page at the end of this section, and close your booklet. Please remain in your seat quietly until everyone has finished.

Do you have any questions before we begin?

*Answer any questions before proceeding. Then 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 procedures.

You may now turn the page and begin the exam.

*Students will begin taking the fourth section.*

*Write "Section 4 End Time: [insert end time]" on the classroom 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. Note that all the pages of Section 4 are labeled with 4 at the top of the page.*

*If any students fail to comply with exam rules, correct them and take appropriate action, up to and including asking the student to leave the exam room. Make note of any disturbances; they will be included in your Test Administration Report.*

*When the time you have allotted for this section expires, allow any students still working to complete the question they are on. You may extend the time for this section at your and your school administrator's discretion.*

*When five minutes remain, say:*

**Five minutes remain in the section.**

*When one minute remains say:*

**One minute remains in the section.**

*When the time you have allotted for this section expires, allow any students still working to complete the question they are on. You may extend the time for this section at your and your school administrator's discretion.*

*After time for the section has expired, read the following instructions.*

**Congratulations on completing your test! You can finish the problem you are working on.**

**Once you are done, please close your test booklet. Please place it on your desk next to your answer sheet. You can leave your scratch paper on your desk.**

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

*Once all students have finished, collect booklets and answer sheets. Scratch paper may be collected separately and disposed of. Booklets should be reviewed for any stray markings if your school plans to reuse them for future test administrations.*

*Instructions for returning answer sheets and completing post test reporting can be found in the Test Administration Manual.*

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

**Appendix C**

**CLT7-8 Proctor Script for Print  
Exams**

# CLT7-8 Print Test Proctor Script

Thank you for proctoring CLT7-8! This guide will take you through the script and actions required for the administration of the test itself.

Read through this document carefully prior to test day to be sure you understand your responsibilities for test day.

For what to do before and after the test, please refer to the Test Administration Manual, available on your CLT Test Manager Dashboard.

Proctors may either print the script out or have it on a device for test day.

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# *Exam Overview*

At the start of the test, the proctor will read general announcements, pass out the tests and answer booklets, and give students instructions for filling out their information on their answer sheet.

When all answer sheets and booklets are distributed, the proctor will announce the start of each section and tell students to begin.

The proctor will give a verbal five-minute warning before the end of a section, followed by a one-minute warning, and then announce the end of that section.

At the end of each section, the proctor will ensure that testers stop testing and ask them to place their answer sheets on top of that section's STOP page and close their booklets.

At the end of the final section, the proctor will announce that the test has concluded, collect all booklets and answer sheets, and dismiss students.

## **Test Access Codes**

Your test manager will provide you with the unique test access code for the exam. This access code applies to every tester taking the same test type within your school.

It is important that all students fill out the test access code accurately on their answer sheets to ensure that their exams can be scored.

The test access codes for the exam can be found on the CLT Test Manager Dashboard. Each test access code is unique both to *your test account* and *that test type*. For example, if your school is providing the CLT7 and CLT8, you will have two test access codes, one for each type.

The combination of the test access code used and the tester information entered using the answer sheet is what creates an entry for a given tester on your test roster and for analytics.

Take care that you are providing the correct access code to your testers. If testers fill out an incorrect or inaccurate test access code, their test may not be scorable - or may be scored against a different form!

## Section Times

Proctors should use their timer to time each of the exam's sections. When the time you have allotted for this section expires, please direct students to stop testing. *Note that this is different from CLT3-6 timing policies!*

The entire test administration, given together, will take the proctor about three hours and fifteen minutes. Here is a sample schedule:

Prepare Testing Room	20 minutes, class schedule permitting
Admit Students and Give General Announcements	5 minutes
Answer Sheet Completion (if not pre-filled)	20 minutes
Exam Administration	2 hours 15 minutes
Section 1: Verbal Reasoning	45 minutes
Section 2: Grammar/Writing	40 minutes
Restroom Break	10 minutes
Section 3: Quantitative Reasoning	50 minutes
Closing Announcements	5 minutes
Collect and review answer sheets; Fill out Test Administration Report, if applicable	15 minutes

## Test Information & Tester Information

We recommend that Test Managers fill out the Test Information and Tester Information sections for younger students and those who are taking a standardized test for the first time. This should be completed prior to the first testing session.

If students fill out their own information, we recommend scheduling a separate short session to do so before the actual test. This will allow you time to assist if needed and to answer students' questions without cutting into examination time.

During this time, you may also provide the [Answer Bubble Practice Sheet](#) to your students. This is recommended for testers who have not taken standardized tests with bubble answers before.

Please see the next page for the script you should use when directing testers to complete the first side of the answer sheet.

# Script: Answer Sheet Preparation by Testers

*Use this if you are instructing testers to fill out the top portion of their answer sheets for themselves. Ensure that the correct Test Access Code for the exam you are administering is written at the front of the room and visible to all testers.*

*Begin by passing out a CLT7-8 answer sheet and pencil to each student. Continue:*

Today you will be filling out the first side of your answer sheet with your personal information. Note that some of the fields, such as the first name field, are bubble fields. When filling out these fields, first write out the number or name in the top row, starting at the far left, and then mark the appropriate bubble directly below each number or letter.

Be sure to fill the bubbles completely with a dark pencil marking. Look at the box on your answer sheet labeled “Important Marking Instructions” for an example. Do not make any other marks on your answer sheet except in the designated fields and bubbles.

Now, please take a moment to fill out the following fields on your answer sheet:

- Semester
- Test Type
- Test Access Code

Now, please fill out the Tester Information section of your answer sheet:

- First Name
- Last Name
- Date of Birth
- Gender
- Grade
- Race/Ethnicity

Once you are done filling out your information, put your pencil down. Do not fill out any other sections of your answer sheet yet.

*Assist students with filling out their information as needed.*

# *Proctor Script*

On test day, your testing room should be prepared in line with the requirements in the Test Administration Manual. Please review the full Proctor Instructions section prior to test day.

Before the first testing session, set out 6 sheets of scratch paper and 2 pencils at each student's desk.

Write the test access code for the exam you will be administering at the front of the room, along with the sections that will be taken and their end times. If you are administering multiple exam types at once, ensure that the test access codes are clearly labeled with the correct exam.

Keep track of the time for each section using a timer and/or clock.

If you run into any issues on test day, you can consult the Test Administration Manual. You can also contact us via our online chat, available on test days on [cltexam.com/tests/clt3-8/](https://cltexam.com/tests/clt3-8/).

Once all students have arrived, close the door and follow the script that begins on the next page. Read loudly and clearly and look up at students to ensure they are following along.



# General Announcements

*Read the following announcements:*

Today, you will complete the three sections of the CLT exam: Verbal Reasoning, Grammar/Writing, and Quantitative Reasoning. I'm going to read a few general announcements to you and then we'll get started. Please listen carefully.

You may not use any computers, phones, or other devices during the exam. You may not use any books, notes, or other materials. 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 and pencils. Raise your hand if you have any questions.

*Ensure that all students have complied with these instructions. Then continue:*

The exam has 120 questions and is scored from 0 to 120 points. No points are deducted for incorrect answers, so it is better to guess than leave an answer blank.

You will have two hours and twenty-five minutes to complete the exam, including a ten-minute restroom break between the second and third sections. This is the only time you will be permitted to leave the testing room. Each of the sections will be timed as follows:

- Verbal Reasoning: 45 minutes
- Grammar/Writing: 40 minutes
- Restroom Break: 10 minutes
- Quantitative Reasoning: 50 minutes

You will mark your answers on a separate answer sheet. Each section is timed, and you will work only within the current section at that time. You may skip around among the questions within that one section, but you may not return to an earlier section at any time or proceed to a later section until I instruct you to. If you do, you may be asked to leave and your exam will not be scored.

You may use your scratch paper as an aid at any time during the exam but note that it is not graded. **Do not write on the exam booklet during the exam.** Does anyone have any questions?

*Take any questions.*

*Then, continue:*

I am now going to pass out the test booklets and answer sheets.

Do not open your booklet or make any marks on your answer sheet yet.

*Distribute test booklets. If you are administering more than one type of exam (e.g., a CLT7 and CLT8), be sure students receive the correct test type.*

*Distribute answer sheets. Make sure that the answer sheets are all for CLT7-8 as you are passing them out.*

*If the Tester Information section of the answer sheet has already been filled out, ensure each student receives the answer sheet with his or her name on it.*

NOTE: If you are distributing blank answer sheets, then testers will need to complete the first part of the answer sheet themselves. Refer to page 4 for the script.

Then return to this page and continue to the next part of the script.

*Once all students have their test booklets and answer sheets with the Test Information and Tester Information section filled out, read the following instructions.*

Please look at your answer sheet and make sure that your name and date of birth are filled out correctly.

Please look at your Test Type on the front cover of your test booklet and make sure it matches the test you are taking today, and the Test Type field on the answer sheet.

Raise your hand if you have any questions.

*Indicate the Test Access Code written at the front of the room.*

Please look at your Test Access Code on your answer sheet and make sure that it matches the code for the test you are taking. *[You may read the test access code out loud as needed.]*

*Assist any students as needed. It is important that students correctly fill out these fields.*

*Then continue:*

When taking the test, fill in your answer bubbles darkly and completely. Only fill in one answer for each question. If you need to change your answer, then erase your first answer completely.

You may use your scratch paper at any time during the exam. However, please make sure that you do not write in your booklet. Only the answers you fill out on your answer sheet will count.

If you do not know the answer to a question, you may skip it. If you skip a question, be sure you are also skipping it on your answer sheet.

Do you have any questions before we begin?

*Take any questions, then continue.*

## Section 1: Verbal Reasoning (45 minutes)

*Once all questions have been answered, it is time to begin the exam. If you are running ahead or behind of the schedule you set, that is not a problem. Do not adjust any of the durations of the exam sections in order to compensate.*

Open your test booklet to the very first page. You will see the heading Verbal Reasoning at the top. Do not turn this page until I instruct you to do so.

There are 40 questions in this section and you will have 45 minutes to complete it.

You can see some right ways and wrong ways to fill in your answer sheet bubbles on this page of your booklet.

I will let you know when five minutes remain in the section; and when one minute remains. I will then announce that the section has concluded and ask you to move on to the page labeled STOP.

If you finish a section early, remain quietly in your seats. You can use that time to check your answers on that section, but may not go back to a previous section or advance to the next section.

When you take the exam, read each passage and question carefully. Read the directions for each question and choose the best answer. Mark your answers on the back of your answer sheet under Section 1.

Please remember to be respectful and quiet during the exam, so as not to distract other test takers.

Does anyone have any questions before I begin timing?

The end time for this section is: [GIVE END TIME].

*If any students raise their hands, first remind the group not to begin the exam until you instruct them to do so.*

*Then assist the students.*

*Once you have addressed any questions, 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 procedures.

You may now turn the page and begin the exam.

*Begin timing the first section. Write "Section 1 End Time: [insert end time]" on the classroom board.*

*If any students fail to comply with exam rules, please correct them and take appropriate action, up to and including asking the student to leave the exam room. Please make note of any disturbances; they will be included in your Test Administration report.*

*If any disturbances occur during the test that alter when you will end the test sections, be sure to adjust the written end times accordingly. Note that all the pages of Section 1 are labeled with 1 at the top.*

*When five minutes remain, say:*

Five minutes remain in the section.

*When one minute remains say:*

One minute remains in the section.

*After the 45-minute timer for Section 1 has expired, say:*

The first section has concluded. Please stop answering questions. Place your answer sheet on top of the STOP page at the end of this section, close your booklet, and put your pencils down. Do not revisit any questions or change any answers from the first section at any point.

## Section 2: Grammar and Writing (40 minutes)

*After ensuring all students have complied, read the following announcement:*

You will have 40 minutes to complete Section 2. Please open your booklet to your answer sheet, turn to the next page, and begin Section 2. I will begin timing now.

*Begin timing the second section. Write "Section 2 End Time: [insert end time]" on the classroom board.*

*If any students fail to comply with exam rules, please correct them and take appropriate action, up to and including asking the student to leave the exam room. Please make note of any disturbances; they will be included in your Test Administration report.*

*If any disturbances occur during the test that alter when you will end the test sections, be sure to adjust the written end times accordingly.*

*Note that all the pages of Section 2 are labeled with 2 at the top.*

*When five minutes remain in Section 2, say:*

Five minutes remain in the section.

*When one minute remains in Section 2, say:*

One minute remains in the section.

*After the 40-minute timer for Section 2 has expired, say:*

The second section has concluded. Please stop answering questions. Place your answer sheet on top of the STOP page at the end of this section, close your booklet, and put your pencils down. Do not revisit any questions or change any answers from this section or the first section at any point.

## Break (10 minutes)

*After ensuring all students have complied, read the following announcement:*

You will now have ten minutes during which you may go to the restroom or simply move about and stretch. You may not use a cell phone or internet-accessing device during this time.

You must not touch your Exam Booklets, answer sheets, or scratch paper until everyone has returned and I announce that the third section has begun. Please refrain from discussing the exam.

*Monitor students if they exit the testing room to ensure that none of them is carrying a phone or an internet-accessing device.*

*Any students who choose to remain in the testing room must be monitored to ensure that they do not open their exam booklets or touch any of the materials on their desks.*

*Once ten minutes have passed and all students have returned to the testing room, close the door and continue reading:*

The ten-minute break is now over. Does anyone have any questions before we begin the final section?

*Address any questions and then turn the page to begin the next section.*

## Section 3: Quantitative Reasoning (50 minutes)

*Continue:*

You will have 50 minutes to complete Section 3. There are 40 questions in this section. The questions will increase in difficulty as you progress through them.

Read each question. Then, follow the instructions to answer each question. You will not be able to use a calculator; however, there is a Formula Sheet on the next page you may use.

Use your scratch paper to work through the questions if needed. Mark your answers on the back of your answer sheet under the heading Section 3.

Are there any questions before you begin this section?

Answer any questions, then continue:

You may now open your test booklet to Section 3: Quantitative Reasoning and begin testing. I will begin timing now.

*Begin timing the third section. Write "Section 3 End Time: [insert end time]" on the classroom board. If any disturbances occur that change when you need to end a section, be sure to adjust the written end times. All the pages of Section 3 are labeled with 3 at the top.*

*If any students fail to comply with exam rules, correct them and take appropriate action, up to and including asking the student to leave the exam room. Make note of any disturbances; they will be included in your Test Administration Report.*

*When five minutes remain in Section 3, say:*

Five minutes remain in the exam.

*When one minute remains, say:*

One minute remains in the exam.

*After the 50-minute timer for Section 3 has expired, say:*

The third section is over. Please put down your pencils, close your exam booklets, and place your answer sheets face down on your desks. I will now collect your Exam Booklets and answer sheets.



# Closing Announcements

*Walk around the room and collect the exam booklets and answer sheets, taking care to keep them in separate piles. Bring them back to your desk and place them out of sight of the students. Scratch paper may be collected separately and disposed of.*

Congratulations on completing your test! Please close your test booklet and place it on your desk next to your answer sheet.

Please do not discuss the content of today's exam with anyone.

Make sure to gather up all of your belongings before you leave, but leave any scratch paper at your desk.

Thank you for taking the CLT!

*Booklets should be reviewed for any stray markings if your school plans to reuse them for future test administrations.*

*Instructions for returning answer sheets and completing post test reporting can be found in the Test Administration Manual.*

*Thank you for your help in administering CLT7-8!*

# Sample Schedule

Time	Task
9:40 AM	Proctor gathers required items and prepares the testing room.
10:00 AM	Proctor admits students and reads General Announcements.
10:10 AM	Proctor reads Administrative Material.
10:20 AM	Section 1: Verbal Reasoning begins.
11:00/11:04 AM	Proctor gives 5 minutes/1 minute warnings for Section 1.
11:05 AM	End of Verbal Reasoning section, beginning of Grammar/Writing section.
11:40/11:44 AM	Proctor gives 5 minutes/1 minute warnings for Section 2.
11:45 AM	End of Grammar/Writing section, beginning of restroom break.
11:55 AM	End of restroom break, beginning of Quantitative Reasoning section.
12:40/12:44 PM	Proctor gives 5 minutes/1 minute warnings for Section 3.
12:45 PM	End of Quantitative Reasoning section; closing announcements.
12:50 PM	Dismissal of students.
12:55 PM	Proctor collects & reviews answer sheets and (if applicable) completes Administration Report.

**Appendix D**

**Completed Answer Sheet**

**Examples**

**TEST INFORMATION:**

**This section should be filled out prior to testing & verified before returning answer sheets.**

### Important Marking Instructions


Fill bubbles completely.

Erase unwanted marks fully.

Example: (A) (B) ● (D)

## Semester

Fall ☐

Spring 

### Test Type

CLT3 

CLT5○

CLT4○

CLT6○

## Test Access Code

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

Official Name of School:

SCHOOL NAME

**Location of School: City, State:**CITY, NA**TESTER INFORMATION:**

**This section should be filled out on day of testing & verified before returning answer sheets.**









**First Name**

[illegible]

**Last Name**

[illegible]

**Date of Birth - mm/dd/yyyy**

0	1	2	3	1	9	9	9
	0	0	0	0	0	0	0
1		1	1		1	1	1
	2		2		2	2	2
	3	3			3	3	3
	4		4		4	4	4
	5		5		5	5	5
	6		6		6	6	6
	7		7		7	7	7
	8		8		8	8	8
	9		9				

## Gender

Male ☐

Female ☐

Prefer not to say ☒

## Grade

2nd ☐ 5th ☐  
3rd ☒ 6th ☐  
4th ☐ 7th ☐

### Race/Ethnicity

☐ American Indian/Alaskan Native  
☐ Asian  
☐ Hispanic or Latino  
☐ Native Hawaiian or Other Pacific Islander  
☐ Black or African American  
☐ White  
☒ Prefer not to say

# **Appendix E**

## **Practice Answer Sheet**

# Answer Bubble Practice Sheets

These sheets are designed to allow students to practice answer bubbling prior to the exam. Please print this sheet and cut along the lines for as many practice sheets as you need. CLT strongly recommends that this practice sheet be completed by all students, especially those who have not taken a standardized test before.



## CLT

### Answer Bubble Practice Sheet

#### Important Marking Instructions

Fill bubbles completely.  
Erase unwanted marks fully.  
Example: (A) (B) ● (D)

1	(A)	(B)	(C)	(D)
2	(F)	(G)	(H)	(J)
3	(A)	(B)	(C)	(D)
4	(F)	(G)	(H)	(J)
5	(A)	(B)	(C)	(D)

6	(F)	(G)	(H)	(J)
7	(A)	(B)	(C)	(D)
8	(F)	(G)	(H)	(J)
9	(A)	(B)	(C)	(D)
10	(F)	(G)	(H)	(J)



## CLT

### Answer Bubble Practice Sheet

#### Important Marking Instructions

Fill bubbles completely.  
Erase unwanted marks fully.  
Example: (A) (B) ● (D)

1	(A)	(B)	(C)	(D)
2	(F)	(G)	(H)	(J)
3	(A)	(B)	(C)	(D)
4	(F)	(G)	(H)	(J)
5	(A)	(B)	(C)	(D)

6	(F)	(G)	(H)	(J)
7	(A)	(B)	(C)	(D)
8	(F)	(G)	(H)	(J)
9	(A)	(B)	(C)	(D)
10	(F)	(G)	(H)	(J)



## CLT

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3	(A)	(B)	(C)	(D)
4	(F)	(G)	(H)	(J)
5	(A)	(B)	(C)	(D)

6	(F)	(G)	(H)	(J)
7	(A)	(B)	(C)	(D)
8	(F)	(G)	(H)	(J)
9	(A)	(B)	(C)	(D)
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## CLT

### Answer Bubble Practice Sheet

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3	(A)	(B)	(C)	(D)
4	(F)	(G)	(H)	(J)
5	(A)	(B)	(C)	(D)

6	(F)	(G)	(H)	(J)
7	(A)	(B)	(C)	(D)
8	(F)	(G)	(H)	(J)
9	(A)	(B)	(C)	(D)
10	(F)	(G)	(H)	(J)

# **Appendix F**

## **Test Day Door Sign**



QUIET PLEASE  
*Testing in progress!*

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