

# CLT7-8 Online Test Proctor Script

## *Introduction*

Thank you for proctoring the CLT7-8! The following script and required actions are for proctors administering the test on CLT’s online platform, whether at a school or at home.

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

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

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

*Please note:* if you are administering the CLT3-6, you will need the corresponding proctor script (see Test Administration Manual above).

## *Table of Contents*

|                                            |          |
|--------------------------------------------|----------|
| <b>Introduction.....</b>                   | <b>1</b> |
| <b>Your Role as Proctor.....</b>           | <b>2</b> |
| Room & Device Requirements.....            | 2        |
| Before Test Day.....                       | 2        |
| <b>CLT7-8 Administration Overview.....</b> | <b>3</b> |
| Test Access Codes.....                     | 3        |
| Tester Session Creation & Access.....      | 4        |
| Section Times.....                         | 5        |
| <b>CLT7-8 Proctor Script.....</b>          | <b>6</b> |
| First Section: Verbal Reasoning.....       | 7        |
| Second Section: Grammar & Writing.....     | 13       |
| Third Section: Quantitative Reasoning..... | 15       |

# *Your Role as Proctor*

During the CLT7-8, proctors are responsible for ensuring a consistent and valid testing experience for all testers at their site. They will ensure that test integrity is preserved by monitoring testers during their test.

Proctors will:

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

## **Room & Device Requirements**

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

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

## **Before Test Day**

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

# *CLT7-8 Administration Overview*

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

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

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

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

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

## **Test Access Codes**

The test manager, via the CLT Test Manager Dashboard, has access to the unique test access codes for the exam that apply to every tester taking the same test type within your school. All testers must fill out the test access code that corresponds to their test type in order to access the correct exam. For example, if you are administering the CLT7 and the CLT8, you will have two different test access codes (one for each type).

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

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

## **Tester Session Creation & Access**

At the start of exam administration, testers will create their test session by entering their test-specific access code and identifying information. This will create a test session to which a tester can return after a break or if there are tech issues that arise.

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

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

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

## Section Times

The CLT7 and CLT8 each 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, even if they are still working.

Before administering the test, please allow for at least 10 minutes to prepare the classroom, read instructions, and ensure all testers are 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.

Proctors should use their timer to time each of the exam sections according to the required timing. Proctors will keep track of the time for each section using a timer and/or clock. When the time the proctor has allotted for a section expires, testers must stop testing and submit their current section.

The entire test must be taken in one sitting. It cannot be split up over multiple testing days. Once begun, a section must be completed within one sitting.

|                                                    |                                       |
|----------------------------------------------------|---------------------------------------|
| Prepare Testing Room                               | 20 minutes, class schedule permitting |
| Test Instructions                                  | 10-15 minutes                         |
| Section 1: Verbal Reasoning                        | 45 minutes                            |
| Section 2: Grammar/Writing                         | 40 minutes                            |
| Break                                              | 10 minutes                            |
| Section 3: Quantitative Reasoning                  | 50 minutes                            |
| Closing Announcements & Test Administration Report | 5 minutes                             |

# *CLT7-8 Proctor Script*

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

## *Preparing the Room on Test Day*

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

1. Ensure that all devices are connected to the internet and a power source, with mouse (or trackpad) and keyboard, unless students are using a tablet to test, in which case they will not need a mouse or keyboard.
2. On every testing device:
  - a. Close any unnecessary open applications.
  - b. Open one of the following browsers: Chrome, Firefox, Edge, or Safari.
  - c. Enter the URL [test.cltexam.com](http://test.cltexam.com) to access the exam.
3. On your device, open [www.cltexam.com/tests/clt3-8](http://www.cltexam.com/tests/clt3-8) and make sure you can see the live chat button in the bottom right corner.
4. For your first administration, print out [Tester Access Sheets](#) for each tester (if using) and place at each device.
5. Ensure that each tester has access to six pieces of blank scratch paper and two pencils.
6. Write the test access code for the exam you are administering at the front of the room, along with the sections that will be taken and end times.
  - a. If you are administering multiple exam types at once, ensure that the test access codes are clearly labeled with the correct exam.

## **First Section: Verbal Reasoning**

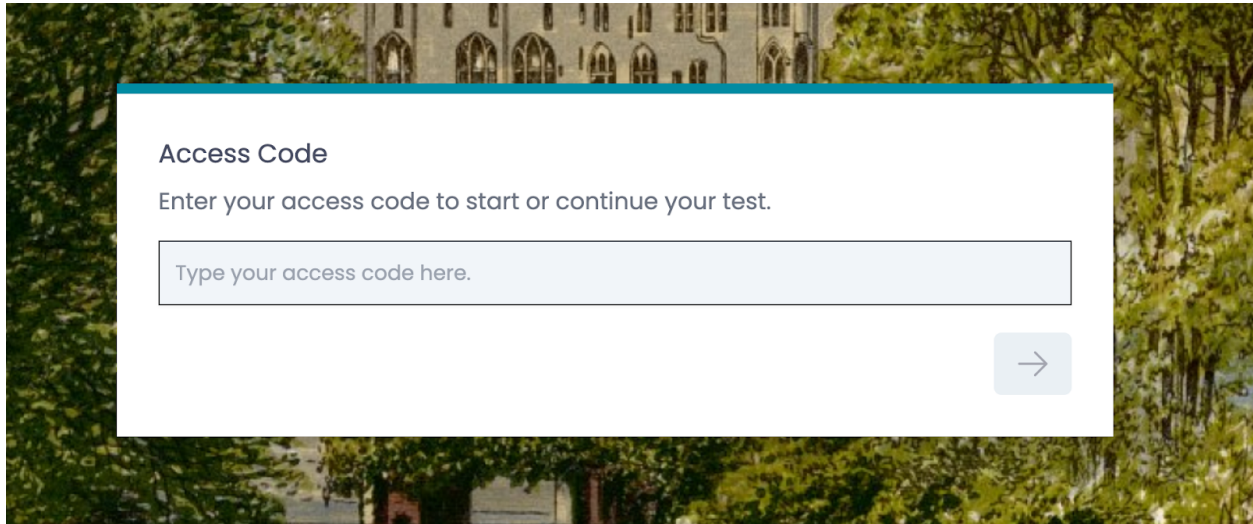
*Once all of the above requirements have been met, you have closed the door to the testing room, and all testers are seated, read the following announcements:*

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

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

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

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

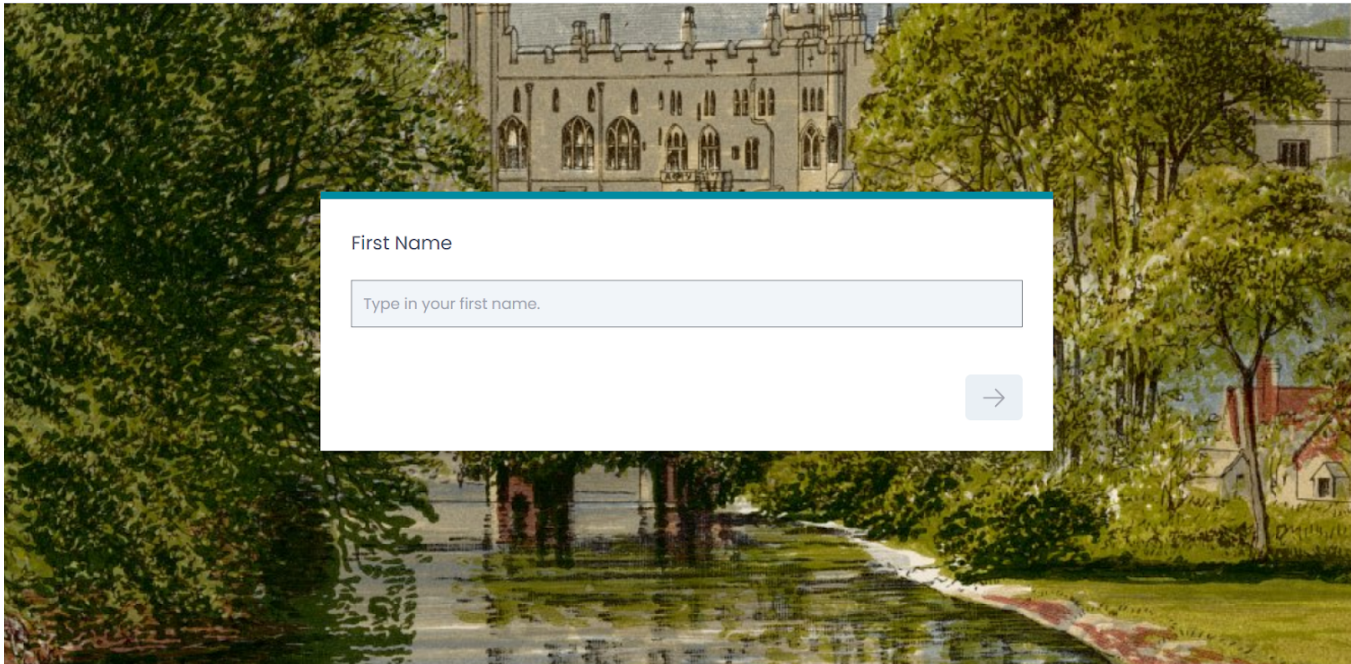
A screenshot of a web interface for an online test. The background is a blurred image of a building and trees. In the center, there is a white rectangular box with a blue header bar. The header bar contains the text "Access Code" in bold. Below the header, the text "Enter your access code to start or continue your test." is displayed. Underneath this text is a light blue input field with the placeholder text "Type your access code here." To the right of the input field is a light blue button with a right-pointing arrow.

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

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

Please pause here and do not enter your name yet.

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



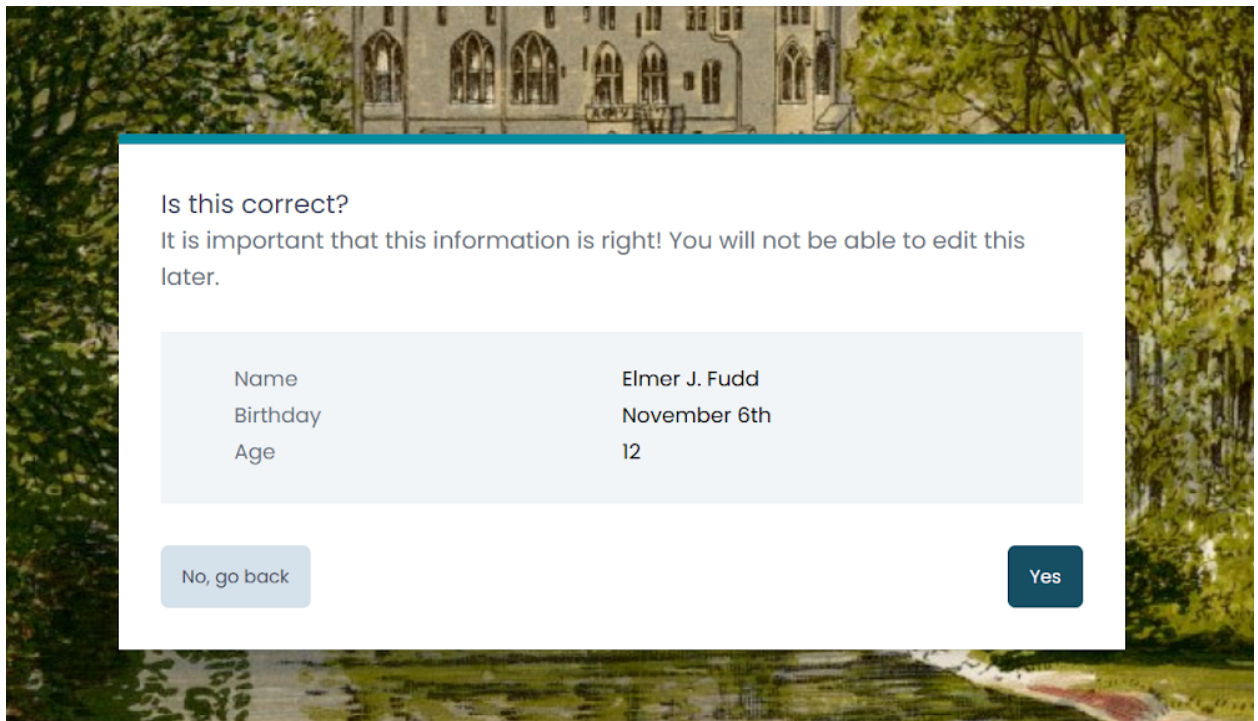
*Every tester should have the correct test type in the top left and top center of the screen.  
Continue:*

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

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

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

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

A screenshot of a web-based confirmation dialog box. The dialog box is white with a blue border and is centered over a background image of a stone building with arched windows and green trees. The text inside the dialog box asks for confirmation of entered information. At the bottom, there are two buttons: a light blue 'No, go back' button on the left and a dark blue 'Yes' button on the right.

Is this correct?  
It is important that this information is right! You will not be able to edit this later.

|          |               |
|----------|---------------|
| Name     | Elmer J. Fudd |
| Birthday | November 6th  |
| Age      | 12            |

No, go back Yes

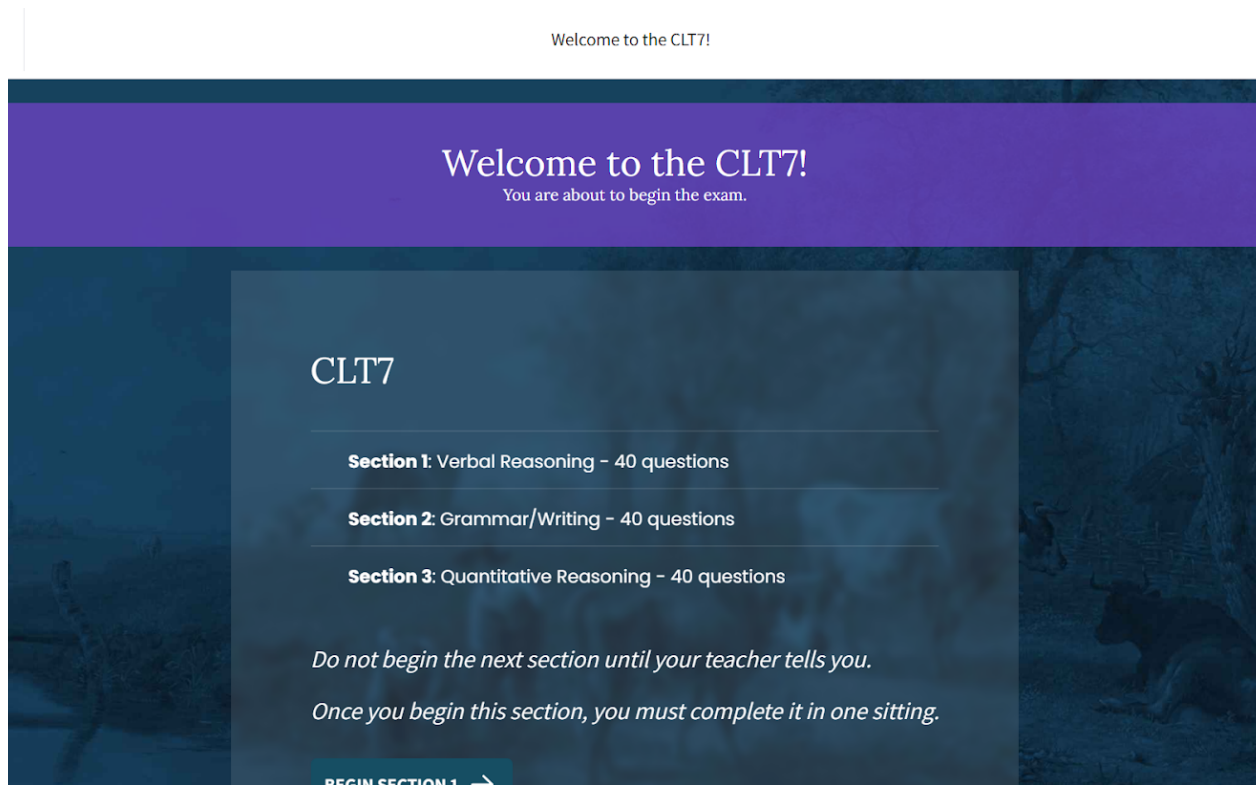
*Make sure the information they have entered is accurate. It is important that testers fill out these fields correctly.*

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

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

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

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



*Note that the colored box is a different color for each test type - CLT7 is purple; CLT8 is orange. All students taking the same test type should see a colored box of the same color.*

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

*When everyone is ready, continue:*

Now you will take the first section of the exam: Verbal Reasoning. You will have 45 minutes to complete this section and there are 40 questions in this section. Please do not click to start the exam until I instruct you to do so.

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

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

Read each passage and question carefully and choose the best answer. Click the arrows at the bottom to go forward to the next question and backwards to the previous question. You can also use the arrow keys on your computer's keyboard.

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

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

Does anyone have any questions?

*Continue:*

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

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

Do you have any questions before we begin?

*Continue:*

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

You may now begin the exam.

*Write "Section 1 End Time: [insert end time]" on the board. If any disturbances occur that change when you need to end a section, be sure to adjust the written end time.*

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

*When the time you have allotted for this section expires, testers must cease testing.*

*When five minutes remain, say:*

Five minutes remain in the section.

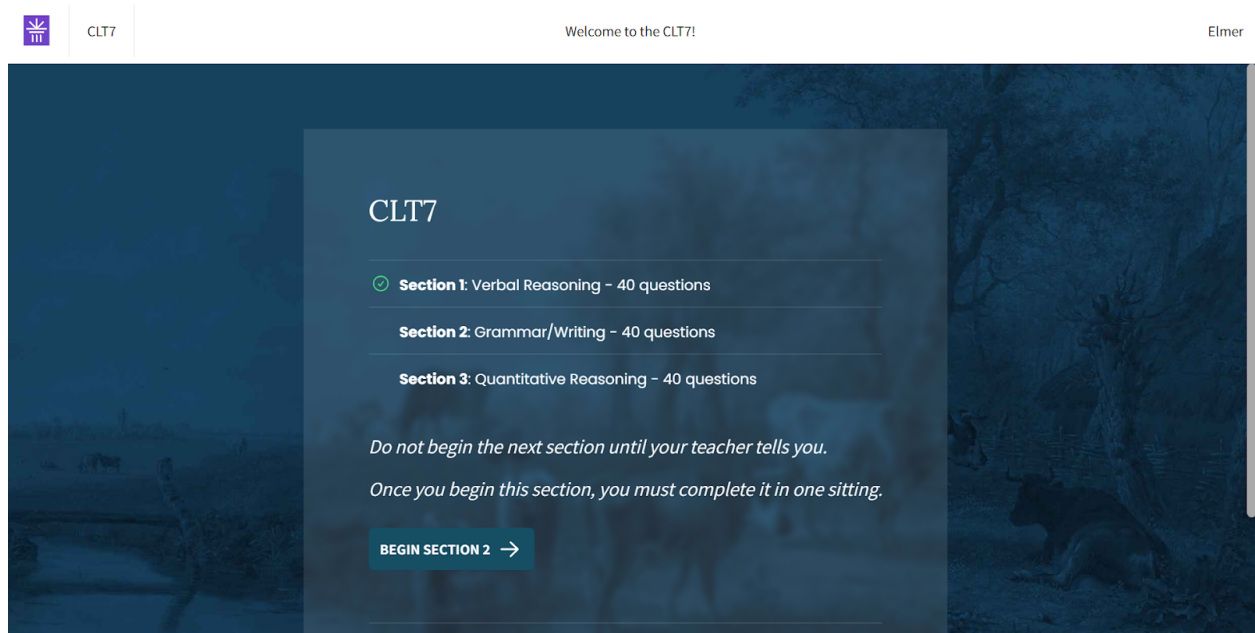
*When one minute remains, say:*

One minute remains in the section.

*After time for the section has expired, say:*

Time is up for this section; please stop working and submit your test.  
You have completed the first section of the test.

# Second Section: Grammar & Writing



*Student screens should now look like the above, showing that they are about to begin Section 2.*

*Once all testers are ready, read the following:*

We're about to begin the second section of the exam: Grammar and Writing. Please do not click to start the exam until I instruct you to do so. There are 40 questions in this section and you will have 40 minutes to complete this section.

Read each passage and question carefully and choose the best answer. If you do not know the answer to a question, you may skip it and return to it later. You may use your scratch paper at any time during the exam. When you finish this section, please check your work, but do not move on to the next section.

Does anyone have any questions?

*Then continue:*

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

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

*Write "Section 2 End Time: [insert end time]" on the board. If any disturbances occur that change when you need to end a section, be sure to adjust the written end times. If any testers fail to comply with exam rules, correct them and take appropriate action, including dismissing the tester if needed. Make note of any disturbances to be included in your Test Administration Report.*

*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:*

Time is up for this section of the test. Please stop working and submit this section.

*If you are administering the next section immediately after this one (skipping the break) turn to the next page.*

*If you observe the break between sections, instruct all testers to close their exam session by clicking the link at the bottom of the exam homepage or by closing the browser. Remind testers that they may not discuss exam content with each other.*

## Third Section: Quantitative Reasoning

*Student screens should now look like the above picture, showing that they are about to begin Section 3.*

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

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

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

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

*If you are immediately moving onto this section after the previous one, and testers have not logged out, please skip to the bolded text on page 16.*

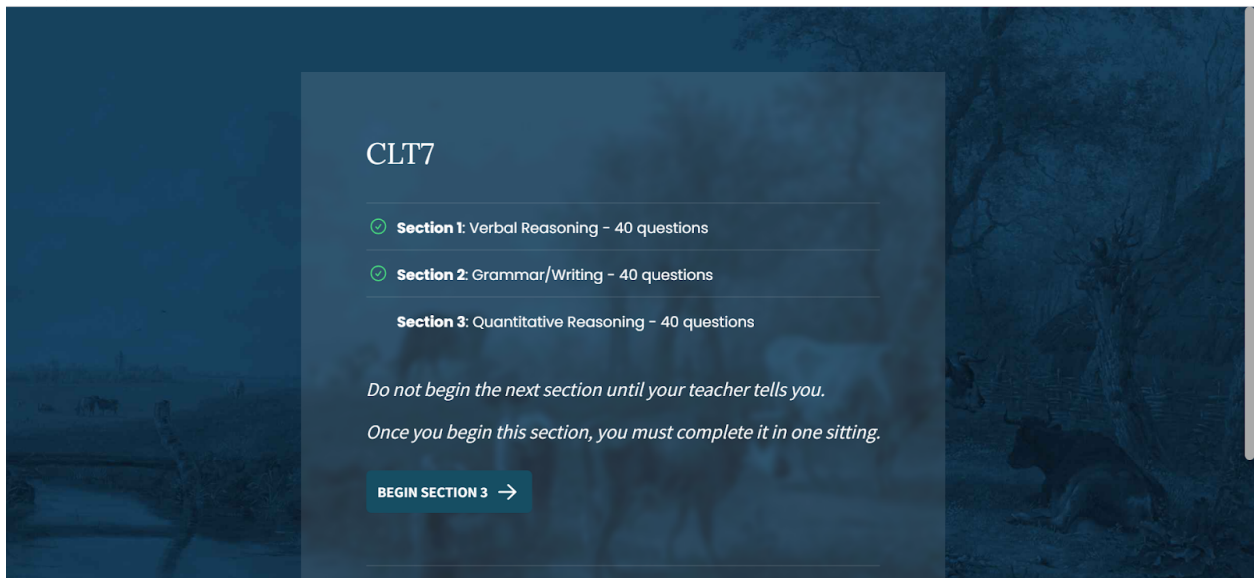
*If you are administering this section after taking a break, your testers will be logged out of their test session and need to log in again. If so, please read the next portion of the script.*

You will now resume your test session. Please go to [test.cltxexam.com](https://test.cltxexam.com) and enter the test access code for the exam. Then provide your information to re-open your test session.

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

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

*Walk around the classroom and look at the screens of testers to see that they have ended up on the correct exam homepage.*



Testers should see the exam homepage *WITHOUT* a large colored box at the top center, with sections 1 and 2 completed, pictured above. If any testers see a large colored box, they have accidentally created a new testing session. Close their session and help them to access their original session by using the correct information from their Tester Access Sheet.

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

We're about to begin the third and final section of the exam. You will have 50 minutes to complete this section, and there are 40 questions in this section. Please do not click to start the exam until I instruct you to do so.

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

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

Do you have any questions before we begin?

*Continue:*

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

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

*Write "Section 3 End Time: [insert end time]" on the board. If any disturbances occur that change when you need to end a section, be sure to adjust the written end times.*

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

*When five minutes remain, say:*

**Five minutes remain in the section.**

*When one minute remains, say:*

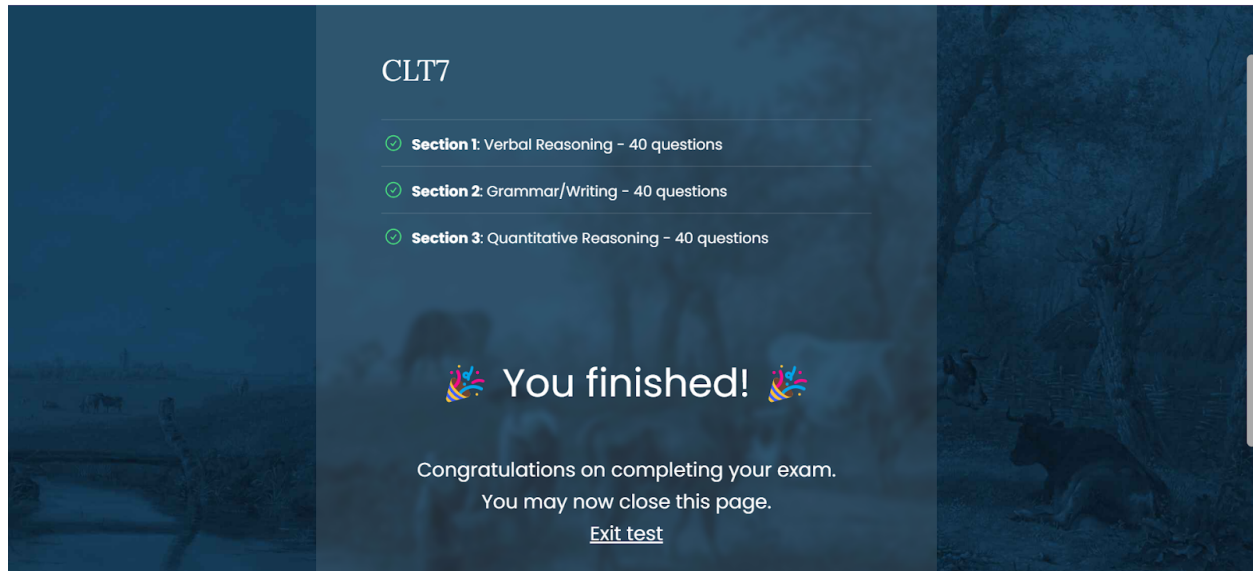
**One minute remains in the section.**

*After time for the section has expired, say:*

**Congratulations on completing the CLT! Please stop working and submit this section, then close out of the browser window.**

**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!**

*A completed test session will look like the screenshot below.*



*Ensure that all students close their browser window. Make sure your Tester Access Sheets are stored securely. Once scores have been released, they may be recycled.*

Once you have completed your test administration, please set aside 5 minutes to complete the test administration report. The report can be completed online at:  
<https://cltexam.typeform.com/clt3-8survey>

Thank you for your help in administering CLT7-8!