



CLT7-8 Online Test Proctor Script

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

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

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

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

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

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

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

Once every student is helped, read the Access Code(s) aloud and write it on the board. Then, continue:

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

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- **When you’ve entered the Access Code, press the arrow button. You should now see a page that says “Student Test Code,” and the test type at the top of the screen.**
- **Please pause here and do not enter your code yet.**
- **Raise your hand if you have any questions or if you do not see a box that says “Student Test Code.”**

Help students as needed—verifying that each student is taking the correct test type. If anything is incorrect, help the student correct this by clicking “No, go back” on the “Is this correct?” screen. Once everyone is ready to advance, say:

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

Make sure that students have entered their correct codes and see their names displayed on their screens. Then say:

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

Section 1: Verbal Reasoning

Walk around and assist students as needed. Once everyone is ready to go, say:

- **Welcome to the CLT! You are about to take Section 1 of your test. Please listen carefully to the following instructions before we begin.**
- **You may not use phones, books, notes, or any other devices or materials while testing. If you do, you may be asked to stop and will receive no score. You should have nothing on your desk except your testing device, pencils, and scratch paper. Please put everything else away. Raise your hand if you have any questions.**

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

- **You may now click “Next.” Please read the instructions on the page as I read them to you.**
- **“There are 30 questions in this section. Read each passage and carefully answer the corresponding questions. 1-3 questions for each**

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passage are analogy-based. Use your understanding of the passage and the relationships demonstrated within it to arrive at your answers.”

- “Answers are based on the evidence given in a passage; no outside knowledge is required. Questions must be answered one by one and cannot be skipped. If you are unsure how to answer after considering the question, please select your best guess and proceed to the next question.”
- You can click the arrow at the bottom to move forward to the next question. You can also use the arrow key on your keyboard to do the same. Please note that you cannot go back to a question once you have moved on. You can use your scratch paper at any time.
- When you finish this section, you can click “Next”, but do not move on to the next section once you return to the blue Welcome page.
- Raise your hand if you have a question.

This section should take approximately 35 - 45 minutes. Once questions are answered, continue:

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

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

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

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

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

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

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

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

Section 2: Grammar/Writing

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

- **You may now click “Begin Section 2.” Please read the instructions on the page as I read them aloud to you.**
- **“There are 30 questions in this section. Read each passage and carefully answer the corresponding questions. Questions will ask you to either correct an error or suggest an improvement in the passage. If no correction or improvement is necessary, select the option ‘NO CHANGE.’ ”**
- **“NOTE: Most questions correspond to a numbered portion of the passage. For these questions, answer choices represent alternatives that could be substituted for the numbered portion. Select the best answer choice.”**
- **“Questions must be answered one by one and cannot be skipped. If you are unsure how to answer after considering the question, please select your best guess and proceed to the next question.”**
- **When you finish this section, you can click “Next,” but do not move on to the next section.**
- **Raise your hand if you have a question.**

This section should take approximately 25 - 35 minutes. Once questions are answered, continue:

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

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

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

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

If some students have not yet completed the section, please allow them to finish, if time permits, or reach out to your test manager about arranging a time for them to complete the section later. Be aware that Section 3 cannot be started until Section 2 is complete.

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

- **Section 2 is now done. You should now be looking at the blue Welcome page.**

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

Section 3: Quantitative Reasoning

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

- **You may now click “Begin Section 3.” Please read the instructions on the page as I read them aloud to you.**
- **“There are 30 questions in this section. Read and answer each question carefully. Calculators are NOT permitted during the math portion of this exam. Figures are NOT necessarily drawn to scale. You may use any of the included formulas to help you in your calculations.”**

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- **“Questions must be answered one by one and cannot be skipped. If you are unsure how to answer after considering the question, please select your best guess and proceed to the next question.”**
- **As a reminder, you cannot return to a question once you have moved on. The formulas can be found in the bottom left corner of the page.**
- **When you finish this section, click “Next”.**

This section should take approximately 45 - 70 minutes. Once questions are answered, continue:

- **Please work until you have completed all questions or until I stop you. You may now click “Next” to start Section 3.**

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

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

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

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

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

- **Section 3 is now done. Once you are back on the blue Welcome page, you have officially completed your exam. Congratulations! Please leave your scratch paper on your desk. Thank you for taking the CLT!**

Once all students are dismissed, proctors can collect all materials and discard all scratch paper. Please complete the [CLT3-8 Test Administration Report](#). Thank you for your help in administering the CLT7-8!