

Room Setup & Proctor Requirements

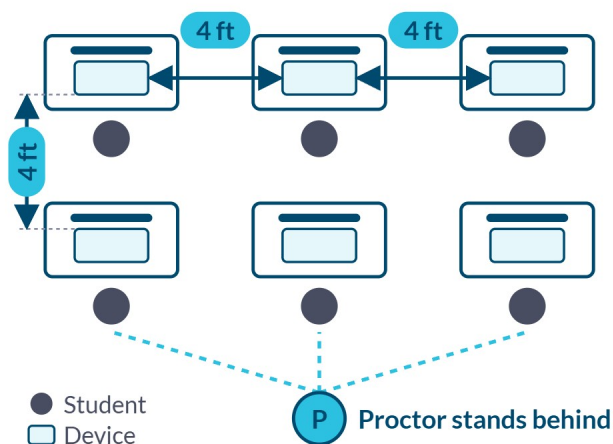
Proctors

 **20:1**

max students
per proctor

-  Carefully monitor students at all times
-  Stand behind students so all screens are visible
-  Separate rooms for accommodations & late arrivals
-  An **on-call proctor** is trained and available to assist with issues

FRONT OF ROOM



The Room

-  Seats **4 ft apart**, device to device
-  All students **face the same way**
-  **No partitions** between students
-  **Cover or remove** test-relevant posters
-  **Closed, quiet room** with good lighting, temperature, and ventilation

At Every Seat

-  **Up to 6 sheets** of scratch paper
-  **Extra pencils** or pens
-  **Water** permitted

Off the Desk

-  **Phones** off and fully out of reach
-  **Calculators** (unless specifically approved by CLT accommodations)
-  **No smart devices** (watches, glasses) or books
-  **Snacks** only during the break

Schedule

Start **7–11 AM** local, all students test simultaneously

Section 1
40 min

Section 2
35 min

Break
10 min

Section 3
45 min

Essay
optional

Can't meet these due to space limitations?



Reach out to schoolsupport@cltexam.com for guidance on how to set up for a successful test day.