



CLT/CLT10 Paper Test Administration Manual

This manual is your guide to administering the paper [CLT/CLT10](#). Administrators must carefully read this before administering the test and adhere to all of its guidelines.

Customer Support

- Please contact us via the live chat feature on [our website](#) should an issue arise that you cannot resolve. During test days, CLT will have live online support from 7AM to 5PM ET for in-school test administrators and proctors.
- If you cannot access the CLT live chat, try accessing it on your phone, email us at schoolsupport@cltexam.com or reach out to us via phone: (443) 782-3733.
- For questions related to test sales and testing with CLT/CLT10, please contact your [partnership director](#).

Test Coordinators and School Administrator Accounts

- When a school orders tests, they should identify one point of contact (a test coordinator) to serve as their main school administrator. This contact will receive all test-related communication including reminders about [test-specific dates and deadlines](#) starting around eight weeks before an exam.
- Multiple contacts from a school may request a CLT school administrator account and access the administrator dashboard. To access the CLT school administrator dashboard, sign in at cltexam.com. Those with access to that dashboard can view scores, upcoming tests, analytics, access [the CLT/CLT10 Onboarding Administration guide](#), and import students.
- To create or request changes to an account, email schoolsupport@cltexam.com. Proctors do not need an account in order to proctor tests.
- In general, test coordinator responsibilities include the following:
 - ✓ Secure storage of the test kits before and during test administration
 - ✓ Properly handling test booklets after the exam
 - ✓ Completing the Post-Test Survey
 - ✓ The validation and return of the header and answer sheets

Importing Students

- Administrators can [import students](#) via the dashboard. Importing information will also be sent to your school's point of contact a few weeks before test day.

CLT/CLT10 Paper Test Administration Manual

Parer Test Orders and Deadlines

- Orders are due on Wednesday six weeks before testing, and test kits will be delivered two weeks before to the mailing address provided. If you order 150+ tests, you will receive multiple test kits, and each will contain its own return envelope and shipping label. Please review the [test dates and deadlines here](#).

CLT/CLT10 Email Schedule

Time From Test	Day of Week	Item
Within 24-48h of placing order		Order confirmation
8 weeks before	Monday	Welcome email
6 weeks before	Thursday	Print order deadline
Exactly 4 weeks before		Accommodations deadline
4 weeks before	Wednesday	Online order and student import deadline
1 week before	Monday	Instructional email with Test Access Codes
1 day before		Final instructional email
1 week after	Wednesday	Online test score release
30 days after answer sheets are returned		Paper test score release

- All orders should be made using our [online order form](#). Please contact your [partnership director](#) to request any updates or changes to your order. We cannot guarantee that any updates of changes made to your original order will be fulfilled if they are made after the deadline.

Receiving Your Tests

- Test coordinators will receive a tracking number to monitor deliveries and should securely store test booklets and answer sheets until the test date arrives. When your test kit arrives, please check that its contents include the following:
 - ✓ [Printed instructions](#) with your next steps and how to return your tests
 - ✓ The correct number of test booklets
 - ✓ The correct number of [answer sheets](#) and one [header sheet](#)
 - ✓ One or more return envelope(s) and shipping label(s)
- Please email schoolsupport@cltexam.com if your deliveries are late or if you do not have the correct number of materials upon delivery.

CLT/CLT10 Paper Test Administration Manual

Accommodations

- Accommodation requests should be submitted at least four weeks before testing. Requests must be submitted via [the Accommodations Portal](#).
- See our [Testing Accommodations site](#) for general information and our [In-School Accommodations guide](#) for test day information—including the table of extended timeframes. Please email cltaccommodations@cltexam.com with any questions.

Testing Information

- The CLT/CLT10 has three, 40-question sections for a total of 120 questions:
 - ✓ Section I: Verbal Reasoning (40 minutes)
 - ✓ Section II: Grammar/Writing (35 minutes)
 - ✓ Section III: Quantitative Reasoning (45 minutes)
- Testing should begin before 11 AM local time and tests should be completed in one sitting. With the exception of one scheduled break between Section II and Section III, students and proctors must remain in the testing room.
- Administrators may work with their [partnership directors](#) to reschedule a test if their school or students could not take their scheduled exam.
- If a student exits the testing room briefly for an emergency, they may resume the exam with the other students when they return and if time permits. Students may not access any resource material during their time away from the test.

Facility Requirements

- The exam should be administered in a closed, quiet room with lighting, temperature, and ventilation that are suitable for testing.
- Educational materials that are relevant to the CLT exam (e.g., math or grammar posters) should be removed or covered. You can also print out the [Test-Day Sign](#) to hang on the door of testing rooms if you so choose. (optional)
- Students should be seated 4 feet apart (measured from test to test) and all face the same direction. Partitions and other materials between desks are not allowed.

CLT/CLT10 Paper Test Administration Manual

Proctoring Information

- Proctors must ensure compliance with all testing rules in their room and are responsible for keeping time for each section—including the break.
- The proctor script (which can be found at the end of this document) will provide a step-by-step administration of the test and should be read verbatim. It should be reviewed beforehand and be printed or on a device for test day.
- Proctors must actively monitor no more than 20 students at all times. They must be 21 or older and cannot be related to any of their students.
- Proctors may answer questions about navigating the testing booklet or about the test administration (e.g., repeating instructions), but they cannot address test content in any way during the exam.
- If a student arrives late, they should test in a separate room so that the students in a room are always progressing through the test together. Additional rooms and proctors should be secured if needed.
- Ensure that students do not have access to any of the following:
 - ✓ Phones (must be turned off and out of reach)
 - ✓ Calculators
 - ✓ Smart watches
 - ✓ Books
 - ✓ Reference materials of any kind
 - ✓ Snacks (only permitted during their 10 minute break)
- Proctors should supply a sufficient amount of scratch paper (up to six sheets of blank graph paper, lined paper, or printer paper) and writing utensils.
- Proctors are responsible for protecting the content of the exam by ensuring that students do not copy or otherwise duplicate exam material, such as by taking pictures of their screens or writing down content to take with them.
- Proctors should not allow students to switch between sections while testing and should advance students through the exam successively and simultaneously. This may mean ending testing for some students before they have finished a section.
- Proctors may stop a student's testing and remove them for rules violations, e.g., switching exam sections without approval, accessing an unauthorized device, etc.
- On test day, proctors should have a roster with student names and their User Test IDs to ensure that the information on the answer sheet matches the tester.

CLT/CLT10 Paper Test Administration Manual

	Sample Schedule	Time
(8:00 am)	<i>Prepare the testing room</i>	(~20 min)
(8:20 am)	<i>Admit students and ensure that they have an answer sheet, scratch paper, and writing utensils</i>	(~10 min)
(8:30 am)	<i>Begin reading the proctor script, complete answer sheets, and pass out test booklets</i>	(~20 min)
(8:50 am)	Begin Section I: Verbal Reasoning	40 min
(9:30 am)	Begin Section II: Grammar/Writing	35 min
(10:05 am)	Break	10 min
(10:15 am)	Begin Section III: Quantitative Reasoning	45 min
(11:00 am)	<i>Give closing announcements</i>	(~10 min)
(11:10 am)	<i>Complete Test Day Anomaly Report and Post Test Survey</i>	(~10 min)

Anomaly Reports and the Post-Test Survey

- Within 24 hours of testing, please submit a [Test Day Anomaly Report](#) if necessary. Anomalies are any occurrences that are outside the expected experience of test administration. This would involve any timing discrepancies, interruptions, or rule violations.
- Collect all scratch paper and dispose of it in a place that students cannot access.
- Collect test booklets and shred them within one week of testing.
- Complete the [Post-Test Survey](#) to provide feedback on the testing experience.

Returning Envelopes

- After testing, verify that every field on your test header sheet has been filled out, i.e., the school name, city, and state, the test manager name and email, the test administered, and the date of test administration.
- Verify that all the student information on your answer sheets is complete and accurate. For example, ensure you have an answer sheet from each tester, that all answer sheets correspond to a tester on your roster, that the User Test IDs match on the answer sheet and roster, etc. Inconsistencies between information on the answer sheets and our systems can result in a score delay as we validate the data.
- Place the Answer Sheets with the Header Sheet on top into the pre-paid envelope(s) that came with your paper tests.

CLT/CLT10 Paper Test Administration Manual

- Please do not include any paper clips or post-it notes in your answer sheets. Any extra answer sheets should either be discarded or kept for future testing.
- Using a pen or permanent marker, fill out the information section on the back of the envelope. Place the included shipping label(s) on the back of the envelope, and please return your envelope(s) on the same or next day after testing.
- Schools are encouraged to make high quality (400-600 DPI, .jpeg) backup scans of answer sheets in the unlikely event that they are lost in transit.
- USPS ships our paper tests, so you have three options for returning envelopes:
 - ✓ Mail your package from any USPS location;
 - ✓ Have your package picked up by your local mail carrier; or
 - ✓ [Schedule a pickup time with USPS](#).

Post-Test and Score Release

- Test coordinators will receive an email when CLT has received your answer sheets, when scores are released, and if there are any processing issues. Please shred the test booklets within one week of testing.
- Scores will be released to your account within 30 days of receiving answer sheets.
- All CLT exams are copyrighted and cannot be copied, photographed, printed, or otherwise used outside of the test. No one may alter CLT materials nor disclose test materials, questions, or other information to any outside parties.

CLT/CLT10 Paper Test Administration Manual

CLT/CLT10 Paper 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. Some pre-test checklist items include:

- ☐ Plan to begin testing before 11 AM (local time) with all testers testing simultaneously (no staggered groups)
- ☐ Have the room adequately prepared, e.g., it is quiet and ventilated, desks are properly spaced, math and grammar posters are covered, etc.
- ☐ Have the proper number of test booklets and answer sheets that you will require
- ☐ Have enough scratch paper and writing utensils
- ☐ Proctors have a roster with student names and their User Test IDs
- ☐ Students have had the opportunity to use the bathroom before testing

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

Once everyone is present and the students are seated, close the door of the testing room. Ensure that each student has an answer sheet, their associated User Test ID, pencils, and scratch paper.

- **Before we start, you must complete your answer sheet. Notice that some spots are boxes and some spots are bubbles. For example, in the “First Name” section, you should write out the letters of your first name in the boxes on the top row and then completely fill in the matching bubbles underneath.**
- **Please now take a moment to fill in the boxes and bubbles only for the following sections on the first page: First Name, M.I. (or middle initial), Last Name, User Test ID, Test Type, and Date of Birth.**
- **Once that side is completed, please fill in all of the boxes and bubbles of the Student Profile and College Interests sections on the second page. Once you are finished, please put your pencil down and remain quiet. Raise your hand if you have any questions.**

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

CLT/CLT10 Paper Test Administration Manual

- Today, you will take the CLT[10]. This exam has three timed sections: Verbal Reasoning, Grammar/Writing, and Quantitative Reasoning. There is a 10-minute break after Section II. This is the only time you are allowed to leave the testing room. Eating is not permitted except during the break, but water is permitted at any time.
- You may not use any computers, phones, books, notes, or any other devices or materials while testing. If you do, you may be asked to leave and will receive no score. You should have nothing on your desk except your answer sheet, 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:

- I am now going to pass out the test booklets. Do not open them.

Distribute the correct test booklet to each student. Once everyone has their tests:

- Please open your test booklet to page 3. You should see Section I: Verbal Reasoning at the top. You will have 40 minutes to complete the 40 questions in this section—10 questions for each of the four passages. The final two questions for each passage will be analogy questions. Use your knowledge of the passage and the relationship demonstrated within it to arrive at your answer and complete each analogy. Make sure that you read everything carefully.
- Once you choose an answer, completely fill in the corresponding bubble on the first page of your answer sheet. If you change an answer, make sure you completely erase your old answer bubble.
- You can use your scratch paper at any time, but make sure you do not write in your booklet. Only the answers on your answer sheet count. No points are deducted for incorrect answers, so it is better to guess than to leave an answer blank.
- You may skip around among the questions within your current section but you may not return to previous sections or move ahead to a future section. If you do, you may be asked to leave and will receive

CLT/CLT10 Paper Test Administration Manual

no score. You will know which section you're in by looking at the big Roman numeral at the top of your booklet.

- **After question 40, you will see the word “STOP.” Do not go past this to Section II or Section III. Once finished, please remain quiet.**
- **I will write the Section I end time on the board and will give you a 5- and a 1-minute warning before the section time ends. You may now turn the page and begin Section I.**

Write the Section I end time on the board by adding 40 minutes to your current time. Proctors must self-time each section, so make sure to start a timer when the students begin. Please walk around and actively monitor all of your students, and provide a 5- and a 1-minute warning when appropriate. After the time has passed:

- **Section I is now done. Please put your pencils down and place your answer sheet in front of the next section page.**

Ensure that everyone is finished with Section I and ready to move on. Then say:

- **Once you turn the page, you should see Section II: Grammar/Writing at the top. You will have 35 minutes to complete the 40 questions in this section—10 questions for each of the four passages. Each question will ask you to either correct an error or suggest an improvement in the passage. If no change is necessary, select “NO CHANGE.”**
- **After question 80, you will see the word “STOP.” Do not go past this to Section III or go back to Section I. Once finished, please remain quiet.**
- **I will write the Section II end time on the board and will give you a 5- and a 1-minute warning before the section time ends. You may now turn the page and begin Section II.**

Write the Section II end time on the board by adding 35 minutes to your current time. Proctors must self-time each section, so make sure to start a timer when the students begin. Please walk around and actively monitor all of your students, and provide a 5- and a 1-minute warning when appropriate. After the time has passed:

- **Section II is now done. Please put your pencils down and place your answer sheet in front of the next section page and close your booklet.**

CLT/CLT10 Paper Test Administration Manual

- **You will now have a 10-minute break. You may use the restroom or stretch. No phones or devices are allowed at this time. Please do not discuss the exam.**

Monitor students as they remain within or else exit the testing room to ensure that none of them are carrying a phone or other electronic device. After 10 minutes, say:

- **The break is now over. Please open your booklet to Section III if you haven't done so already.**

Ensure that everyone has opened up to Section III and is ready. Then say:

- **Once you turn the page, you should see Section III: Quantitative Reasoning at the top. You will have 45 minutes to complete the 40 questions in this section. While you cannot use a calculator, you may use any of the formulas on the Section III title page to help in your calculations.**
- **After question 120, you will see the word “STOP.” Do not go back to Section II or Section I. Once finished, please remain quiet.**
- **I will write the Section III end time on the board and will give you a 5- and a 1-minute warning before the section time ends. You may now turn the page and begin Section III.**

Write the Section III end time on the board by adding 45 minutes to your current time. Proctors must self-time each section, so make sure to start a timer when the students begin. Please walk around and actively monitor all of your students, and provide a 5- and a 1-minute warning when appropriate. After the time has passed:

- **Section III is now done, which means that you have officially completed your test. Congratulations! Please put your answer sheet under your booklet, leave your pencils and scratch paper on your desk, and gather your belongings. Thank you for taking the CLT!**

Once all students are dismissed, proctors should collect the booklets, answer sheets, and scratch paper. Booklets should be shredded within one week of testing. Scratch paper may be immediately discarded. Please review the instructions for completing the [Post-Test Survey](#) and returning answer sheets in the CLT/CLT10 Paper Test Administration Manual. Within 24 hours of testing, please submit a [Test Day Anomaly Report](#) if necessary. Thank you for your help in administering the CLT/CLT10!