

CLT/CLT10 Proctor Script

Proctors must have this script printed or on a device for test day. Read this document before testing and contact CLT with any questions that arise—preferably by live chat via our website. Please review our [Proctor Guide](#) prior to test day as well.

General Proctoring Information

- Proctors should ensure compliance with all testing rules in their room.
- Schools should begin their tests between 7–11 am and all testers should test simultaneously. Staggering administrations for groups is not permitted.
- Proctors must monitor no more than 20 students and cannot assist with test content. They must be 21 or older and cannot be related to any of their students.
- Students should be seated 4 feet apart (measured from test to test) and all face the same direction. Proctors should monitor by standing behind all their testers.
- Students should test in a separate room if they arrive late or have CLT-approved accommodations. Additional rooms and proctors should be secured if the testing space cannot accommodate the number of students while upholding these rules.
- If a student experiences a technical problem while testing (such as losing connection to wifi) that hinders their access to the test, please record the time and reach out to CLT via live chat for assistance with restoring the timer.
- Ensure that no student has access to any of the following: phones (must be turned off and out of reach), calculators, smart watches, books, reference materials of any kind, or snacks (only permitted during their 10 minute break).
- Print out the [Test-Day Sign](#) to hang on the door of testing rooms. (optional)

	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 the proper devices, scratch paper, writing utensils, and a charger.</i>	(~10 min)
(8:30 am)	<i>Begin the proctor script, which will have students login and complete their profiles. Verify that students are in the right account before testing.</i>	(~30 min)
	<i>Exam: 2 hours 10 min</i>	
(9:00 am)	Section 1: Verbal Reasoning	40 min
(9:40 am)	Section 2: Grammar/Writing	35 min
(10:15 am)	Break	10 min
(10:25 am)	Section 3: Quantitative Reasoning	45 min
(11:10 am)	<i>Closing announcements and student surveys</i>	(~10 min)
(11:20 am)	<i>Test Day Anomaly Report and Post Test Survey</i>	(~10 min)

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Proctors should have the following on test day:

- **Access Codes:** proctors **must not distribute the access codes at once**. To ensure simultaneous testing, each section should be gatekept with its access code.
- A **registration spreadsheet** that has student names, usernames, and passwords to verify that each student is logged into the correct account. Passwords may be reset by students, administrators, or the school support team.
- **Scratch paper, writing utensils, and extra chargers.**

Test Day Script

Once everyone is present, close the door, and begin reading this script. Read aloud what is bulleted in bold while reading the italicized parts to yourself:

- **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 2. 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.**
- **No calculators, phones, watches with internet access, or other electronic devices (except your testing device) are allowed. Using any additional device, copying, or taking pictures of the exam is prohibited and will result in a voided test.**
- **Please clear your desks of everything except your testing device, writing utensils, and scratch paper. Connect your charger if needed. Raise your hand now if you are missing any of these.**

Distribute materials as needed. Then continue:

- **Close all apps and windows on your device. Then go to cltexam.com, and click on “Log In/Sign Up” in the upper right hand corner. Log in using your email and password via “Log In.” Do not select “Sign Up.”**

Write the URL on the board if necessary. Once all students have logged in, walk around and verify that each student has correctly logged in with the account your school used to register them. You can view the student name and username at the top of the student’s screens. Please also confirm identities using photo IDs for students who are unknown to you. Then continue:



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- If you have not completed your CLT profile, click the “Profile” tab and fill out all of the required fields. Then return to your dashboard and wait for further instructions. Please raise your hand if you need help.

Once these steps are complete, you should see a green box on every student’s profile that says, “Test Active: Take Your CLT[10].” Then say:

- We are now ready to begin. You will enter all your answers on the device. You can navigate within a section but cannot return to previous sections once they are finished. Each section has 40 questions for a total of 120. No points are deducted for wrong answers, so it is better to guess than leave answers blank.
- I will announce the beginning of each section by providing you with an access code. If you complete a section early, please sit quietly and wait as the others complete their section.
- At the top right of your screen there will be three items:
 - The green checkmark means that you are connected to wifi. If you get disconnected, you’ll see a "Connection Lost" popup with a red X. Ask for help if this occurs.
 - The timer will tell you how much time you have remaining to complete that section. The timer will turn red when you have 5 minutes left. Until then, it will remain green.
 - And the “Questions Answered” item shows the number of questions that you have already answered in that section.
- Now, please click “Enter Test Access Code.” LockDown Browser will then ask permission to launch and may ask you to close various applications in order to continue. After you click through those permissions and closures, you need to click “Enter Test Access Code” another time on your CLT dashboard. Once I give you the test access code, enter it and click “Continue.” Raise your hand if you have any issues.

Once all students are helped and ready, read the test access code aloud and write it on the board. Ensure that proctors are behind their assigned students and can actively monitor every screen and desk. Then continue:

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- Now read the Honor Code and click “Accept.” Do **not** click “Start Section 1 and Timer” on the “Welcome to the CLT!” screen yet.
- You will have 40 minutes for Section 1, which has a **light blue header** at the top. As you work through the passages and answer the associated questions, make sure you click “Next” to work through the entire section. After you have answered every question, click “Complete Section” and then “Proceed” when you are ready to move on. Otherwise, you can click “Go back” to change or answer incomplete questions if you have time left.
- You may now click “Start Section 1 and Timer” After that, click “Next” once you read the instructions to start Section 1.

Closely monitor each student while they test. Ensure compliance with all exam rules. When the section duration (40 minutes) has expired, say:

- Section 1 is now over. You will have 35 minutes for Section 2, which has a **dark blue header** at the top. As you work through the passages and answer the associated questions, make sure you click “Next” to work through the entire section. After you have answered every question, click “Complete Section” and then “Proceed” when you are ready to move on. Otherwise, you can click “Go back” to change or answer incomplete questions if you have time left.
- You may now click “Start Section 2 and Timer” After that, click “Next” once you read the instructions to start Section 2.

Read the access code aloud and write it on the board. Ensure proctors are behind their assigned students and can monitor every screen. When the section duration (35 minutes) has expired, say:

- Section 2 is now over. 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:

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- The break is now over. Please confirm that you are on the “Welcome to the CLT!” page in between sections.
- You will have 45 minutes for Section 3, which has an orange header at the top. Please note that the math formulas for this section can be viewed by clicking “Show Formulas” in the bottom left corner. To hide them from view, simply click “Hide.” After you have answered every question, click “Complete Section” and then “Proceed” when you are finished. Otherwise, you can click “Go back” to change or answer incomplete questions if you have time left.
- You may now click “Start Section 3 and Timer.” After that, click “Next” once you read the instructions to start Section 3.

Read the access code aloud and write it on the board. Ensure proctors are behind their assigned students and can monitor every screen. When the section duration (45 minutes) expires, say:

- Section 3 is now over. If any students are taking the optional essay, please sit quietly and do not click anything until instructed further. For those who are not taking the optional essay, please click “Skip Essay” on the “Welcome to the CLT!” screen. A “Student Survey” link should then appear on the CLT dashboard. Please complete that now.

After confirming that the survey has been completed, read the following:

- For those not taking the essay, your exam is now complete. Please make sure that you log out of your account and then close all tabs. For all test takers, scores will be released by next Wednesday at 10 am EST to your CLT account. You may share scores with colleges for free. CLT’s exam content is copyrighted, so do not discuss today’s exam with anyone. Please leave all scratch paper at your desk. Those not taking the essay are now dismissed. Thank you for taking the CLT!

Essay Instruction Script (skip down to After the Exam if there are no essay takers)

Once the students have left, and the door has been closed, say:

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- For those taking the optional essay, you should still see the option to “Skip Essay” or “Start Essay” on the “Welcome to the CLT!” screen. Do not click either one yet. Raise your hand if you do not see this.

Once you verify that each student is ready, say:

- You will now have 30 minutes to complete an essay in response to a prompt. Use scratch paper as needed, and click “Start Essay” to begin.

Importantly, proctors must self-time the optional essay for 30 minutes—so make sure to start a timer right when the students are instructed to click “Start Essay.” Please provide a 5 and 1 minute warning for the students. After 30 minutes has passed, say:

- Please stop typing and click “Submit Essay.” After that, click “Submit.” Once your essay is submitted, the “Student Survey” link should then appear on the CLT dashboard. Please complete that now.

After the survey has been completed, read the following:

- For those taking the essay, your exam is now complete. You may choose to send your essay to colleges along with your score and can read what you wrote before sending it. Your essay will not be graded or affect your score. Please log out and close all tabs. You are now dismissed. Thank you for taking the CLT!

After the Exam

- Within **24 hours of testing**, please submit a [Test Day Anomaly Report](#). Reports submitted later than 24 hours may not be processed prior to our post-test data analysis, so students with late-reported or unreported anomalies may be initially flagged and have their scores withheld.
- Anomalies are any occurrences that are outside the expected experience of test administration. This would involve any timing discrepancies, technological interruptions, or rule violations. *Individual anomaly reports* provide information about one or two students who were affected—e.g., arrived late and started at a different time, became ill and left the test before submitting, computer crashed, used a phone during testing, etc. *General anomaly reports* provide information about incidents that affected all students—e.g., internet outage at the school, fire drill during testing, etc.
- Collect all scratch paper and dispose of it in a place that students cannot access.
- Complete the [Post-Test Survey](#) to provide feedback on the testing experience.