



Online CLT/CLT10 Schedule and Script

Introduction

This document contains information for the Official CLT and CLT10. Proctors may either print the script or have it on a device for test day. Before administering the test, proctors should read through this document and contact CLT if any questions arise. Please consult the [Administration Manual](#) for all Preparation Steps.

Proctors should use their timer to time each of the exam’s sections. Exam section timing must remain exact. Please refer to the time table below when planning your Test Day schedule. The entire exam administration will take approximately three to four hours. If all preparation steps are completed before exam day, the administration can be completed in two to three hours.

Exam Administration Sample Schedule

Schools may choose their preferred start time. All times in parentheses are estimated times.

Sample Schedule	Preparation Tasks	Time to Complete
	*Pre-Exam Preparation Steps to be completed prior to Exam Day OUTLINED HERE	
(8:00 am)	*Prepare Testing Room	(20 min)
(8:20 am)	*Ensure ALL STUDENTS have proper devices, and they have logged into their CLT accounts and completed their student profiles.	(20 min)
Sample Schedule	Test Day <i>*If above steps are not completed before test day, please allow for additional time in the test day schedule</i>	Time to Complete
8:40 am	Proctor admits students and reads General Announcements	(20 min)
	EXAM (2 hours 15 min)	
9:00 am	Section 1: Verbal Reasoning	40 min
9:40 am	Section 2: Grammar/Writing	35 min
10:15 am	Break	10 min
10:30 am	Section 3: Quantitative Reasoning	45 min
11:15 am	Closing announcements, student surveys and dismissal.	(5 min)
11:20 am	Proctor completes and submits Anomaly Report and Post Test Survey .	(10 min)

Preparation

Before students arrive, please do the following:

- Review [Proctor Responsibilities](#)
- Review [FAQs for School Administrators](#)
- **Select a Timer and Clock** - Clock must be easily visible to all students during testing
- **Supply Scratch Paper, Pencils, and Sharpener**
- **Set up a Phone and Internet-Accessing Device (for proctor use)**
- **Provide: Extension Cords (Optional)**
- **Print out the [Test-Day Sign](#) to hang on the door (Optional)**

Collect from your test coordinator:

- **Access Code(s)** - Emailed to school administrators. Do NOT give these out before the exam.

If you are administering the in-school CLT, our team will email you a set of three test access codes:

1. *Test Access Code: to enter section 1. CLT and CLT10.*
2. *Section 2 Code: to enter section 2. CLT Only.*
3. *Section 3 Code: to enter section 3. CLT Only.*

Do not distribute all three of these to your students at once. These are designed to prevent students from moving ahead before their cohort.

*This is only applicable to **the in-school CLT**. The CLT10 administration only requires a Test Access Code to begin the test.*

- **Registration Spreadsheet** - list of students' usernames and passwords

Before Test Day

If possible, students should log into their accounts and complete their profiles one to two days before the exam. This will allow the test administration to proceed without delay on test day. See below for instructions.

Test Day

Proctor Script

Once all students have arrived, close the door and follow the script below. For all bolded sections, read loudly and clearly and look up at students to ensure they are following along. If at any point you encounter an issue that you don't know how to resolve, consult the [Frequently Asked Questions for School Administrators](#). You can also contact CLT Customer Support quickly via our LIVE online chat feature found at the bottom right corner of cltexam.com.

Intro and Pre-Test Administration Script

Once you have closed the door to the testing room and all students are seated, say:

Welcome to the CLT exam. Today, you will be completing the three sections of the exam: Verbal Reasoning, Grammar/Writing, and Quantitative Reasoning. There will be a short break between the last two sections. I'm going to read a few general announcements to you, and then we'll get started.

No calculators, cell phones, or electronic devices other than your testing device are allowed. Make sure your cell phones are turned off and put away and that any digital alarms are silenced. If you are using a digital watch, it must not have internet access, messaging or communication features of any kind, must not have a calculator, and must be on silent mode.

If you consult any additional device or resource, including a calculator, phone, book, or any other material, or if you open any web page or app other than the CLT website, your exam will be voided and you will not receive a score. Copying or taking pictures of the exam is prohibited and will result in your test being voided.

Please note that eating is not permitted except during the break, although water is permitted at any time.

Take this time now to clear your desks of all materials except your device and optional charger, writing utensils, and scratch paper. Raise your hand now if you are missing any of these items.

Distribute any of these materials as needed. Then continue:

Turn on your device and connect to the internet.

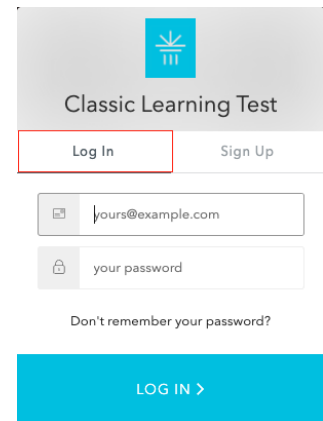
Give students a moment to do this. Then continue:

Open Chrome, Firefox, or Safari and navigate to cltexam.com.

Give students a moment to do this. Then continue:

Make sure that all windows and applications other than this one page are closed and that the volume on your device is turned off. Please note that if at any moment during the test you navigate to other browser windows without proctor approval, your test will be invalidated and you will be dismissed from today's exam.

Then click the button at the top right labeled “Sign In” and enter your email and password under the “Log In” heading to log in to your account. Please pay special attention to selecting “Log In” and not “Sign Up”. Raise your hand if you have any difficulties and I will come and assist you.



*Give students a few moments to log in. Assist students as necessary. For a list of students' usernames and passwords, check your school administrator's **Registration Spreadsheet**. Students may need to reset their passwords, which can be done from the login page. Consult the [Frequently Asked Questions for School Administrators](#) for further login help.*

Once all students have logged in, review each student's screen. You should see their name and username at the top of the student dashboard. Please ensure the identity of the student matches the name on their dashboard. If you do not know the student personally, please confirm their identity using a current school ID or a government issued photo ID.

Once you have ensured that all students have successfully logged in to the proper account, continue:

Please remember to be respectful and quiet during the exam, so as not to distract other test takers.

This exam is completely computer-based; you will enter your answers on your device. Each section is timed, and you will work only within the current section at that time. You may skip around among the questions within that one section, but you will not be able to revisit a previous section once it has concluded, nor may you proceed to a later section until I instruct you to do so. If you do, your exam will be voided and you will not receive a score.

The exam contains 120 questions and is scored in the range of 0 - 120 points. No points will be deducted for incorrect answers, so it is better to guess than leave an answer blank. Note that the questions in the Quantitative Reasoning section increase in difficulty as you progress through them.



You may use your scratch paper as an aid at any time during the exam but note that it is not graded. You will have a ten-minute break between the second and third sections. This is the only time you will be permitted to leave the testing room.

Does anyone have any questions?

Profile Completion

Students will need to complete their profiles before they may begin the exam. If all students have completed their profiles, please proceed with the next section of this script.

You will now fill in some information about yourself. On your Dashboard, navigate to the “Profile” tab at the left of the page and follow the instructions to complete the information in all fields marked as required. After the exam, you may make any necessary changes to your profile before you share your scores.

When you have completed your profile, click on the “Dashboard” tab on the left sidebar, and wait for further instructions. Please begin completing your profile now. Please raise your hand if you have any questions.

Ensure that all students have completed their profiles. You may take this time to answer any questions students may have.

The Exam

Once all questions have been answered, it is time to begin the exam. Do not adjust any of the durations of the exam sections in order to compensate if you are running behind or ahead of the sample schedule.

Next, instruct students:

You will begin the exam momentarily. You will have two hours and ten minutes to complete the required portion of the exam, including a ten-minute break.

I will announce the start of each section and ask you to begin. You may move back and forth among the questions within that section, but you may not move forward until I announce that it is time to proceed to the next section. If you accidentally click the Next Up button before the appropriate time, click "Cancel and Return" on the pop-up that appears. If you move forward to the next section, you will not be able to return to the previous section and your test risks being voided.

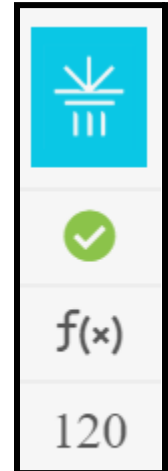
For each section, I will give timing warnings when five minutes remain and again when one minute remains. Section end times will be written at the front of the room and will be synchronized with this clock:

Motion to the clock that is visible to all the students in the testing room. Then continue:

If you finish a section early, please simply remain quietly in your seats. You are encouraged to use that time to check your answers on that section, but you may not go back to a previous section or advance to the next section.

When you begin the exam, you will see three icons at the top left of the page, underneath the blue CLT logo. From top to bottom, these are as follows:

- The green checkmark indicates that your device is connected to the internet. If it changes to a red exclamation mark at any point during the exam, raise your hand and stop answering questions. This means that your device lost internet connection.
- Click the “f of x” symbol to show math formulas.
- The icon labeled “120” shows the number of total questions remaining on the exam. The number displayed will decrease as you answer questions. Click this icon to show which specific questions remain.



I will now give you the case-sensitive Test Access Code. Click the button labeled “Enter Test Access Code.” As soon as you hear the code, enter it in the field provided and click the “Continue” button. You will then see the CLT honor code. Please read this code carefully and press “Accept,” and a pop-up will appear. DO NOT yet click the “Start Test” button. The Test Access Code is:

If you are administering the CLT, please give your students the Test Access Code.

Read the Test Access Code aloud. Read it a second time and spell it aloud. If necessary, write down the code on the board as you read it aloud. Then continue:

Please raise your hand if you have any last questions before I begin timing.

If any students raise their hands, first remind the group not to begin the exam until you instruct them to do so, and then assist the students. Again, please make sure you are behind students so you can see their screens during testing. Once all students are ready, continue:

You will have 40 minutes to complete the Verbal Reasoning section. If you have any questions at any point during the exam, raise your hand quietly, and I will come to you. Now, click the button labeled “Start Test” and begin. I will begin timing now.

Begin timing the first section. Write "Section 1 End Time: [insert end time]" on the classroom board.

*If any disturbances occur during the test that alter when you will end the test sections, **be sure to adjust the written end times accordingly.***

When five minutes remain, say:

Five minutes remain in the section.

When one minute remains say:

One minute remains in the section.

After the 40-minute timer for Section 1 has expired, say:

The first section has concluded. Please stop selecting answers and click the button at the bottom of the page which says "Next Up - Grammar/Writing!"

After ensuring that all students have navigated to the inter-section pop-up say:

*If you are administering the CLT, prepare to announce **Section 2 Code:***

You will have 35 minutes to complete Section 2. Click the button labeled "Next Section, enter the Section 2 Code, and begin the test. I will begin timing now.

If you are administering the CLT10:

You will have 35 minutes to complete Section 2. Click the button labeled "Next Section" and begin Section 2. I will begin timing now.

Begin timing the second section. Write "Section 2 End Time: [insert end time]" on the classroom board.

When five minutes remain in Section 2, say:

Five minutes remain in the section.

When one minute remains in Section 2, say:

One minute remains in the section.

After the 35-minute timer for Section 2 has expired, say:

The second section has concluded. Please stop selecting answers and click the button at the bottom of the page which says "Next Up - Quantitative Reasoning," but do not click any buttons on the pop-up that appears next.

Confirm that all students have reached the inter-section pop-up. Then continue:

The break applies to both CLT and CLT10
You will now have a ten-minute break.

If you are administering the CLT10:
Do not navigate away from the pop-up. Please DO NOT click the "Next Section" button to begin the Quantitative Reasoning section.

You may go to the restroom or simply move about and stretch. You may not use a cell phone or your testing device during this time; do not discuss the exam. Those who wish to exit the testing room may do so.

Monitor students as they exit the testing room to ensure that none of them are carrying a phone or an internet-accessing device. Any students who choose to remain in the testing room must be monitored to ensure that they are not using their devices in any way.

Once ten minutes have elapsed and all students have returned to the testing room, close the door and continue reading:

The break is now over. On your device, please check that you can see the pop-up you were on before the break and raise your hand if you encounter any difficulties.

Address any issues that may arise, consulting the [Proctor Guide](#) if necessary. Then continue:

You will have 45 minutes to complete Section 3. Math formulas are listed at the top of the section and can also be viewed by clicking the "f of x" button on the left sidebar.

*If you are administering the CLT, prepare to announce **Section 3 Code:***
Now, enter Section 3 Code, click the button labeled "Next Section", and begin Section 3. I will begin timing now.

If you are administering the CLT10:
Now, click the button labeled "Next Section" and begin Section 3. I will begin timing now.

Begin timing the third section. Write "Section 3 End Time: [insert end time]" on the classroom board.

When five minutes remain in Section 3, say:

Five minutes remain in the section.

When one minute remains, say:

One minute remains in the section.

After the 45-minute timer for Section 3 has expired, say:

The third section has concluded. Please stop selecting answers. A button labeled “Submit Test” is located below question 120. Please click that button now.

When students submit their tests, they will be prompted to take a student survey. Tell them:

A button for a student survey will now appear on your screen. Please click the button and take a few minutes to complete it now.

If any of your students will be taking the optional essay, please see the [Essay Instructions Script](#) to complete the exam. For all other students, once they have submitted the survey, proceed to the next section.

Closing Announcements

Read the following closing announcements:

The exam is now complete. Your score will be released by next Wednesday at 10 AM Eastern. You will then be able to view your score in your CLT account and share with colleges free of charge.

Do not discuss the content of today’s exam with others or on social media.

You are now dismissed. 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!

Please complete and submit the [Anomaly Report](#), reporting any rule violations and requests to cancel students exams. You do not need to complete the Anomaly Report if your test went smoothly and you did not encounter any anomalies. Please also complete the [Post Test Survey](#) to give us feedback. Before you leave the room, collect the scratch paper. Please dispose of the scratch paper in a bin that students never see, such as in the faculty lounge. Thank you for your help in administering the CLT!