Online CLT Schedule and Script

Introduction

This document contains information for the Official CLT. **It does not apply to the CLT10 or CLT8.** All Proctor Schedules and Scripts and other documents can be found in the [Test Administration Manual.](#) Proctors may either print the script out 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. The following sections are included in this document:

- [Exam Sequence Overview](#)
- [Section Times](#)
- [Proctor Script](#)
- [Sample Schedule](#)

Exam Sequence Overview

The proctor will read the general announcements, then give students instructions for logging in and beginning the exam. The proctor will announce the start of each section and tell students to begin. The proctor will give a verbal five-minute warning before the end of a section, followed by a one-minute warning, and then announce the end of that section. At the end of each section, the proctor must ensure that students are all paused on the pop-up between sections. The proctor will then announce the start of the next section and will ask students to move on to that section. At the end of the second section, the proctor will announce the 10-minute restroom break. At the end of the third section, the proctor will announce that the required portion of the test has concluded and will ensure that all students have submitted their exams. The proctor will read the closing announcements and then instruct all students to submit the student surveys that will appear on their screen, after which any students who are not taking the optional essay may be dismissed. Any remaining students will be instructed to take the essay and will then be dismissed.

Please pay special attention to any students caught violating any of the rules, as described in the *Proctor Requirements, Responsibilities, and Test-Day Duties* section of the [Test Administration Manual](#). Any student who violates a rule should be reported in the Test Administration Report (see end of proctor script). It is your responsibility as the proctor of the exam to correct and, if appropriate, dismiss from the exam, any student who has violated the integrity of the exam by breaking exam rules. All such incidents should be reported in the Test Administration Report; students who should not receive a score for the exam will be noted there as well.

Section Times[1]

Proctors should use their timer to time each of the exam's sections. The entire test administration will take the proctor about three hours if no students take the essay, or about three hours and thirty minutes if at least one student takes the essay, consisting of:

- Prepare Testing Room (20 minutes, if class schedules permit)
- Admit Students and Give General Announcements (10 minutes)
- Administrative Material (10 minutes)
- Exam (2 hours and 15 minutes/2 hours and 45 minutes with essay):
  - Verbal Reasoning: 40 minutes
  - Grammar/Writing: 35 minutes
  - Restroom Break: 10 minutes
  - Quantitative Reasoning: 45 minutes
  - Closing Announcements and Student Surveys: 5 minutes
  - Optional Essay: 30 minutes
- [Administration Report](#) and [Post Test Survey](#) (5 minutes)

Proctor Script

Once all students have arrived, close the door and follow the script below. 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 [Help Guide](#). You can also contact us via our online chat.

General Announcements

Once you have closed the door to the testing room and all students are seated, read the following announcements to them:

> Welcome to the CLT exam. Today, you will be completing the three sections of the exam: Verbal Reasoning, Grammar/Writing, and Quantitative Reasoning. After the Quantitative Reasoning section, you will have the opportunity to take the optional essay. If you choose to take the essay, you will be able to view what you wrote on your CLT account once you submit your exam, and you may then decide whether or not to send the essay to any colleges. The essay will not be graded or affect your test score. Instead, taking the essay gives you a chance to demonstrate your writing ability and critical thinking skills directly to colleges. For my reference, please raise your hand now if you plan to take the essay. You may change your mind either way after the Quantitative Reasoning section.

Allow students to raise their hands, then continue:

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[1] Section times for students with accommodations may differ. See the Accommodations section of the [Test Administration Manual](#) for more information.

Thank you. I'm going to read a few general announcements to you and then we'll get started.

Note that no calculators, cell phones, or electronic devices other than your testing device are allowed. Make sure your cell phones are turned off and stowed securely in your backpack or purse, and make sure 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 restroom break, although water is permitted at any time.

Take this time now to clear your desks of all materials except your device (this may include a 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. The network's name and password are written at the front of the room.
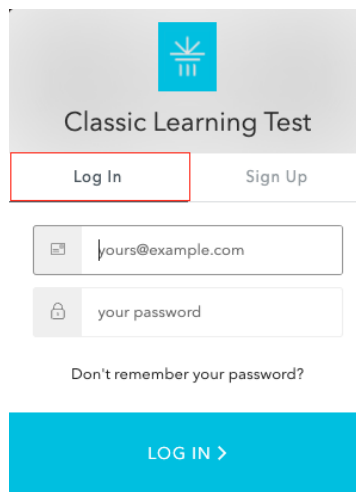
Give students a moment to do this. Then continue:

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 [Help Guide](#) for further login help. Once you have ensured that all students have successfully logged in, continue:

> Please remember to be respectful and quiet during the exam, so as not to distract other test takers.
>
> The CLT 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. 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 on 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 restroom 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?

Administrative Material

Start by saying:

If you have not yet completed the Profile of your CLT account, you will now fill in some information about yourself. On your account, 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 with colleges.

Please note that if you fill out colleges of interest, you may also select the option below to automatically share your scores with them. Regardless, you may share your score with as many colleges as you like after the exam from your CLT account, free of charge.

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.

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

The Exam - Required Portion

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

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 restroom break; students who want to take the optional essay will have 30 minutes to do so following the final section of the required portion. Each of the sections will be timed as follows:

- Verbal Reasoning: 40 minutes
- Grammar/Writing: 35 minutes
- Restroom Break: 10 minutes
- Quantitative Reasoning: 45 minutes
- Optional Essay: 30 minutes

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 canceled

For each section, I will give timing warnings when five minutes remain and again when one minute remains. I will then announce that the section has concluded and ask you to move on. 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:

I will then announce the start of the new section, ask you all to move to that page and begin, and will announce the same time markings at five minutes, one minute, and section end. 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 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.
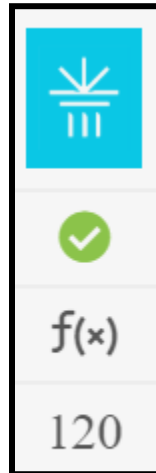
I will now give you the Test Access Code. Click the button labeled "Enter Test Access Code." As soon as you hear the code, enter it in the field provided and click the "Almost there!" button, and a pop-up will appear. DO NOT yet click the "Start Test" button you see on that pop-up. The Test Access Code is case-sensitive. It is:

Read the 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:

I will begin timing momentarily. Now, 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:
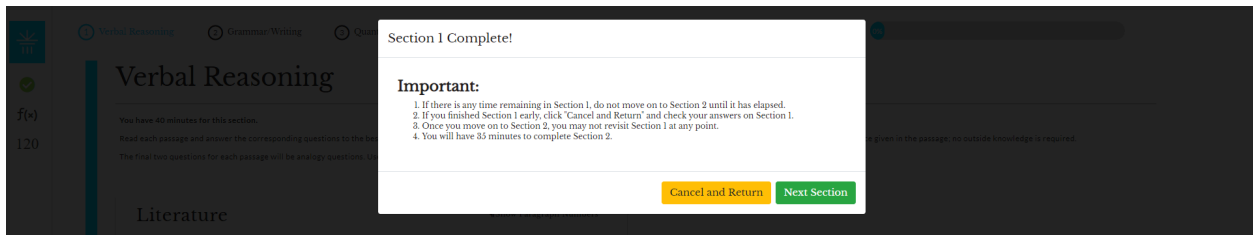
> Five minutes remain in the section.

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 moved to the interstitial pop-up (see image) say:

> 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 interstitial pop-up. Then continue:

> You will now have a ten-minute break. Do not navigate away from the pop-up. Please *DO NOT* click the "Next Section" button to begin the Quantitative Reasoning section.

> You will now have ten minutes during which 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 and please refrain from discussing the exam. You may not use your device until everyone returns and I announce that the third section has begun. Now, 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 is 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 [Help 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. 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. Students taking the optional essay will have the opportunity to do so shortly.

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, even if you will be taking the optional essay afterward.

Once all students have submitted the survey, proceed to the next section.

Closing Announcements

Read the following closing announcements:

> The required portion of the exam is now complete. Students who are *not* taking the essay, be sure you have submitted the survey and then log out of your account. Students who *are* taking the essay, please note that these closing announcements apply to you as well, so please listen attentively.
>
> Your score will be released by next Tuesday at 10 AM Eastern. You will then be able to view your score in your CLT account, where you may send it to colleges free of charge. CLT partner colleges acknowledge the rigor of CLT tests and sending them a score is a good way to set yourself apart as an applicant.
>
> Similarly, if you are taking the essay, you may choose to send it to colleges along with your score. You will be able to read what you wrote on the essay before deciding whether to send it. Note that your essay will not be graded or affect your score. Instead, taking the essay gives you a chance to demonstrate your writing ability and critical thinking skills directly to colleges.
>
> Lastly, please do not discuss the content of today's exam with others or on social media.
>
> If you are not taking the essay, 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!

At this point, students who are not taking the essay are free to leave the testing room.

Optional Essay

Once all students not taking the essay have exited the testing room, close the door and instruct any remaining students taking the essay:

> You will now begin the optional essay. You should see a button for the essay. Do not click it just yet. Raise your hand if you have any questions.

Address any questions. Technical issues with the essay are addressed in the [Help Guide](#). Then continue:

> You will have 30 minutes to complete an essay in response to a prompt. Respond to the prompt to the best of your ability, taking care to ensure you complete your essay within 30 minutes. You may use your scratch paper to organize your thoughts but bear in mind that nothing you write on your scratch paper will be considered as part of your essay. I will alert you when only five minutes remain and when one minute remains. Click the button and begin writing your essay. I will begin timing now.

Begin timing the essay. Write "essay End Time: [insert end time]" on the classroom board.

When five minutes remain, say:

> Five minutes remain in the section.

When one minute remains, say:

> One minute remains in the section.

After the 30-minute timer for the essay has expired, say:

> The exam has concluded. Please submit your essay by clicking the submit button at the bottom.

Ensure all students have complied. Then continue:

> Thank you. Please log out of your CLT account. 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!

At this point, students may leave the testing room. Please complete and submit the [Administration Report](#), reporting any rule violations and requests to cancel students exams. Please also completethe [Post Test Survey.](#) 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. Please recycle if possible.

Thank you for your help in administering the CLT!

CLT

Sample Schedule

Time	Task
9:40 AM	Proctor gathers required items and prepares the testing room.
10:00 AM	Proctor admits students and reads General Announcements.
10:10 AM	Proctor reads Administrative Material.
10:20 AM	Section 1: Verbal Reasoning begins.
10:55/10:59 AM	Proctor gives 5 minutes/1 minute warnings for Section 1.
11:00 AM	End of Verbal Reasoning section, beginning of Grammar/Writing section.
11:30/11:34 AM	Proctor gives 5 minutes/1 minute warnings for Section 2.
11:35 AM	End of Grammar/Writing section, beginning of restroom break.
11:45 AM	End of restroom break, beginning of Quantitative Reasoning section.
12:25/12:29 PM	Proctor gives 5 minutes/1 minute warnings for Section 3.
12:30 PM	End of Quantitative Reasoning section; closing announcements and student surveys.
12:35 PM	Dismissal of students not taking optional essay, beginning of essay for remaining students.
1:00/1:04 PM	Proctor gives 5 minutes/1 minute warnings for the essay.
1:05 PM	End of the optional essay, dismissal of remaining students.
1:10 PM	Proctor submits Administration Report and Post Test Survey.