Frequently Asked Questions

1. Is the CLT only for students who have received a classical education?

No. The classic in Classic Learning Test refers to its use of the greatest and most enduring texts that have informed and shaped human development. Although these texts are featured prominently in a classical education, CLT assessments emphasize intellectual aptitude and achievement, and are not limited to simply assessing a classical curriculum.

2. Do schools need to establish themselves as a testing site to administer CLT assessments?

No. CLT contracts directly with schools and their administrators to facilitate test administration for our entire suite. Individual testing sites are not necessary with CLT as participating schools take responsibility to administer the assessments to their students in accordance with our testing parameters.

3. How will CLT prepare my school for testing once my order is submitted?

Once an order has been placed, our CLT school support team will set up a CLT administrator's account using the email address provided during the ordering process. The account owner will automatically be designated as the school's "Testing Coordinator" and will receive all future correspondence from CLT related to their testing order.

Starting 8 weeks before the test, our school support team will be in touch with progressive instructions on test administration. These instructions will include reminders about accommodations, importing student information into our system prior to testing, test administration instructions, and any additional tips to ensure a smooth administration process.

4. How do I update my paper test order if changes occur prior to testing?

After a CLT order is completed, a confirmation email will be sent to the email address provided during the ordering process. In that email is a link that may be used to update an order. All order updates for paper tests must be completed by no later than six weeks prior to test administration.

Alternatively, testing orders may be updated by contacting your CLT sales representative.

5. Do I need to update my online test order prior to my testing date?

Testing numbers for our online CLT assessments do not need to be updated via the update link prior to testing day. As long as the student's information has been uploaded to the administrator's dashboard, the student will have access to the test on test day.

6. How will I be charged for my CLT assessments?

Soon after your order is completed, an invoice will be sent to the email address provided during the ordering process. We ask that all orders are paid in full prior to the first test administration date listed on the invoice.

7. How will charges for order updates be handled by CLT?

After testing has been completed, and testing materials are received and counted at the CLT main office, your sales representative will review the count and compare it to your original order. If additional tests were required beyond the original count ordered, a follow-up invoice will be sent to the email address on the order for the additional assessments.

A credit will be applied to a school's CLT account for unused assessments if one is requested by the testing coordinator. For paper tests, the shipping and handling surcharge is non-refundable.

8. How are accommodations applications handled by CLT?

Accommodations for CLT3-8 assessments do not require CLT approval prior to their implementation on your campus. However, we do encourage school administrators to review our recommended accommodations documentations guidelines to prepare for accommodations used for our high school assessments.

Accommodations for the CLT10 and CLT require a formal review by our CLT team. You can read more about these accommodations procedures on our Accommodations for School Administrators page.

9. When should I expect to receive my testing materials from CLT?

Pre-testing instructions, including administration and proctor manuals, are sent to the school's Testing Coordinator via email in the weeks prior to a testing window.

For paper test orders, testing booklets, answer sheets, and return shipping materials will arrive on campus no later than two weeks prior to a test administration window.

10. Are there specific instructions for administering CLT assessments?

All CLT assessment orders will include a digital test administration manual sent via email by our school support team prior to testing. A PDF version of this manual is available. Reviewing this manual and the proctor instructions included is essential to making necessary preparations prior to testing.

11. How should I prepare my faculty for test day?

Providing faculty members with the proctor manual and reviewing its instructions prior to testing is the best way to prepare for test administration.

12. If I am testing online, how should I prepare for testing day?

Consider scheduling a trial run for your school's proctors. During the trial run we encourage schools to have their students in the room where they will test and on the devices that will also be used on test day. Students should log-in to their CLT account using the credentials provided by the school during the upload process. Students can complete their online profile and access one of our CLT10 or CLT practice tests to help ensure no technical issues will occur on test day.

13. How should I prepare my students for test day?

Test prep courses as a whole are not consistent with our philosophy of education. CLT seeks to reveal the true ability of the student and school's curriculum so that lasting improvement is made for the sake of authentic mastery, critical thinking, and a love of learning.

We understand, however, the need for students to be prepared for the format and experience of such an important test. Sample tests and answer sheets for our CLT3-8 suite are available for use to prepare students for the conditions and format of standardized testing. Please contact your sales representative for more information.

For the CLT10 and CLT, practice tests are available in a student's CLT portal to become acquainted with the format and flow of the exams. These online practice tests allow students to view their score, review the results for each question, and read a brief explanation for each missed practice question in order to improve their performance.

Additionally, schools can order the CLT Student Guide as a resource for both students and teachers to prepare for the official CLT college entrance exam. The Student Guide includes:
- Three full-length CLT practice tests with essay prompts
- Answer key and detailed explanation of the correct answers for each question
- Best practices for Test-Taking
- CLT Author Bank
- Test Day Checklist
- Information for interpreting your score

Read more about the Student Guide here.

Place an order for Student Guides here.

14. What if I encounter a problem during test day?

Our dedicated team is here to help! Live chat is available on the [CLT main website](#) on test day. This method is the quickest and easiest way to receive answers to any testing questions our partners may have.

15. What if a student is absent on test day? Are make-up dates available?

For paper tests, make-up assessments may be administered up to two weeks after the original test administration window. However, all completed tests should be sent back in one shipment rather than dividing between standard and make-up administrations.

For online assessments, make-up dates fall on the next standard administration date of the assessment missed. No additional make-up dates are available.

16. How are online tests returned for scoring?

Once a student completes and submits their assessment online, no additional actions are necessary. Our school support team will begin processing their test for scoring soon after.

17. How are paper tests returned for scoring?

Paper assessments are delivered via UPS in a testing kit that includes all testing materials and a prepaid shipping label for return shipping once testing has concluded. Currently, CLT uses FedEx for return shipping.

18. When do students receive their scores?

Scores for CLT assessments administered online are available to school administrators via their CLT dashboard within 30 days of the close of a testing window.

Scores for CLT assessments administered on paper are available to school administrators via their CLT dashboard within 30 days of CLT's receipt of your school's test answer sheets.

For the CLT3-8 suite, school administrators must inform their parents as to the method they can use to access their student's CLT scores. School administrators have the option to download individual student reports from the CLT administrator's dashboard and send them to parents or provide login instructions to access student scores via their online CLT dashboard.

For CLT10 and CLT assessments, score releases are available via the student's CLT account. These accounts are accessed via [the main CLT website](#). Initial login information utilizes the username and password provided by the school prior to test day. Students may change their password upon initial log-in to the CLT account.

19. Whom do I contact with questions not covered by this FAQ document?

We are here to help! Please utilize the following email addresses to follow-up with a CLT team member:

- Sales and Product Questions: *Contact your sales representative or sales@cltexam.com*
- Test Order and Testing Procedures: *schoolsupport@cltexam.com*
- Testing Accommodations: *cltaccommodations@cltexam.com*