



CLT3-8 PRE-TEST PROCESS GUIDE

For School Administrators and Testing Coordinators

Before step one is completed, please designate your Testing Coordinator for your campus. This guide works best if the Testing Coordinator is the one responsible for completing these steps.

Step #1: Place Your Order

- Submit your CLT3-8 order using the order form (linked above).
 - Paper or online assessment options available.
- Submit order for online exams 4 weeks before the testing date.
- Submit order for paper exams 6 weeks before the testing date.
- Once your order is placed, the CLT school support team will set-up your administrator's account and provide credentials and instructions for access via email.

NOTE: If you already have an administrator's account, you will still use the link above to place your order.

Step #2: Review CLT3-8 Dashboard Materials and Import Your Student Roster

- Login to your administrator's account.
 - The dashboard includes several helpful resources for test preparation, test day administration, and post test data review.
 - Before test day, you will need to [import your roster](#) to gain access to your student's test day access codes.
 - You can also view test registrations and test access codes in your dashboard.
 - For Online Tests - Access codes allow students to start a test session
 - For Paper Test - Access codes associate an answer document with the school
- The administrator's dashboard is where your analytics will be available after scoring is completed by CLT.

Step #3: No Accommodations Application Required for CLT3-8

- Each school determines which accommodations to use for CLT3-8 assessment administration.
- CLT recommends that students with classroom accommodations follow the same general guidelines for accommodations provisions for the CLT10 and CLT
 - Please review our [Accommodations Documentation Guidelines](#) for a list of approved accommodations for CLT assessments.
- For paper assessments, large print tests are available for order.
- For online assessments, CLT recommends [Speechify](#) for screen reading.

Step #4: Review Testing Materials and Prepare Proctors

- Review and follow the test administration manuals prior to administration.
 - [CLT3-8 for paper assessments](#)
 - [CLT3-8 for online assessments](#)
- For paper assessments, review your shipment when it arrives to ensure all testing booklets, answer documents, and return shipping envelope are present.
 - Materials are scheduled to arrive on your campus no later than two weeks before your assessment administration date.
 - If materials are missing, complete [this form](#).
- To make updates to your order, use our [order update form](#).
 - Note: Updates made to a paper test order after fulfillment has commenced may result in additional shipping charges.
- Prepare proctors by providing proctor scripts and reviewing test day procedures.
 - Proctor Scripts for Paper CLT3-8 (linked in [administration manual](#))
 - Proctor Scripts for Online CLT3-8 (linked in [administration manual](#))

Step #5: [Administer Assessment](#)

- Adhere to all testing policies and procedures to ensure a standardized testing experience.
- For technical support on test day, use the chat feature available on the [CLT website home page](#).
- For online assessments, we recommend having students log-in to the testing platform before test day to review log-in procedures.
 - URL for the Online CLT3-8 Testing Platform:

Step #6: Post-Test

- Paper test answer documents should be sent back to CLT for scoring using the pre-paid envelope provided in your shipment.
 - Booklets are reusable for next year's administration, and should be kept in a secure location on your campus.
 - Booklets are separated between fall and spring administration, so make sure each booklet is used in the correct administration window.
- Online tests are submitted for scoring to CLT once the student clicks "submit" at the end of the test form.
- CLT recommends that schools who are testing with us for the first time schedule a post test analytics call when your scores are released. Contact your Partnership Director for more information.

Timeline of Communication from CLT:

- **Beginning of Semester (Mon):** Welcome email sent
- **One Week Before (Mon):** Instructional email (Access Codes available in your CLT3-8 dashboard)
- **Final Day of Testing Window (Mon):** Final reminder about testing email sent

NOTE: For paper assessment orders, schools will receive additional emails to track order shipments.

Score Release Schedule:

- In School Paper: approximately 30 days after the receipt of answer sheets
- In School Online: within two weeks of submission

Key Resource Links:

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| • Complete Guide to In-school Administration | • Administration Manual (Paper) |
| • Dates and Deadlines | • Administration Manual (Online) |
| • Order Form | • Analytics Guide (Student) |
| • Accommodations Documentation for Schools | • Analytics Guide (Group) |
| • Speechify link | • Analytics Guide (District) [if applicable] |

CLT Contacts:

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