**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 break. At the end of the third section, the proctor will announce that 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 students may be dismissed.

**Section Times**

Proctors should use their timer to time each of the exam’s sections. The entire test

administration will take the proctor about three hours 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):

o Verbal Reasoning: 40 minutes

o Grammar/Writing: 35 minutes

o Break: 10 minutes

o Quantitative Reasoning: 45 minutes

o Closing Announcements and Student Surveys: 5 minutes

o Administration Report and Proctor Survey (5 minutes)

Section times for students with accommodations may differ. See the Accommodations section of the

Test Administration Manual for more information.

**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:

**SAY***: 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*

*a brief student survey about your test experience. As a reminder the Verbal Reasoning and Grammar/Writing sections are used for your ELA graduation requirement, and the Quantitative Reasoning section is used for your Algebra 1 graduation requirement. 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 away, and make sure any digital alarms are silenced. If you are*

*wearing a digital watch, please take it off and place it at the top of your desk.*

*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 invalidated and you will not receive a score. Copying*

*or taking pictures of the exam is prohibited and will result in your test being*

*invalidated. 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 (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:

**SAY**: *Log in to your device and navigate to* ***CLTEXAM.COM****.*

Give students a moment to do this. Then continue:

**SAY**: *Make sure that all other tabs, windows and applications are closed and that the*

*volume on your device is turned off.*

Pass out login tickets to students.

**SAY**: *At this time, click the button at the top right labeled “Sign In” and enter your email*

*and password from your login ticket to log in to your account. 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:

**SAY**: *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*

*invalidated 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 break between the*

*second and third sections. Does anyone have any questions?*

**Administrative Material Section**

Start by saying:

**SAY**: *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:

**SAY**: *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;*

*Each of the sections will be timed as follows:*

*● Verbal Reasoning: 40 minutes*

*● Grammar/Writing: 35 minutes*

*● Break: 10 minutes*

*● Quantitative Reasoning: 45 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.*

*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:

**SAY**: *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:

**SAY:** *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:

**SAY:** *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 “Section 1 Complete!” pop-up 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 “Section 2 Complete!” pop-up image. Then continue:

**SAY**: *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 stand 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 I announce that the third section has*

*begun. Now, those who wish to stand and stretch may do so.*

Monitor students as they stand and stretch to ensure that none of them using their devices in

any way. Once ten minutes have elapsed continue reading:

**SAY**: *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:

**SAY:** *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.*

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

**SAY:** *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.*

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

**Closing Announcements**

Read the following closing announcements:

**SAY:** *The required portion of the exam is now complete. Be sure you have submitted the survey*

*and then log out of your account. 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. Lastly, please 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!*

At this point, students are free to leave the testing room.

**Please complete and submit the Administration Report and Proctor 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!

**Sample Schedule**

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 break.

11:45 AM End of 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.

12:40 PM Proctor submits Administration Report and Proctor Survey.