



## CLT Student Test Day Checklist

*For the Saturday CLT administered during the 2019-2020 School Year*

- **Timing:** Wake up in time to get ready for the exam. You will be admitted to the testing room 15 minutes prior to the start time of the exam. Arrive at your test site a few minutes earlier to ensure that you have found the proper room and are ready to be admitted. Testing room doors will be closed promptly at the hour of your start time. Though there will be a brief grace period, you don't want to risk arriving too late! In the Eastern and Central Time Zones, the start time is 10:00 AM. In the Mountain, Pacific, and Alaska Time Zones, the start time is 9:00 AM. In the Hawaii Time Zone, the start time is 8:00 AM. Students will leave the testing room about 2 hours and 50 minutes after their start time if they are not taking the Optional Essay, and about 3 hours and 20 minutes if they choose to take the Optional Essay.
- **Location:** Know the name and address of your test site and be sure to read the Additional Location Instructions. See your site's name and address under "Upcoming CLT Test" on the "Dashboard" tab of your CLT account. Additional Location Instructions may be found at the bottom of the "Test Day" tab.
- **Know Your Login:** Make sure you know your CLT username and password. Practice [logging in to your CLT account](#) before test day and commit your username and password to memory, since you'll be taking the exam from your CLT account. If you forget your password, you can reset it at [cltexam.com/reset](http://cltexam.com/reset).
- **Required Items:**
  - **Laptop:** The CLT is taken entirely online and students are to bring their own devices. Laptops are preferable, although tablets are also acceptable. Students planning to take the Optional Essay should use a laptop instead of a tablet, for typing considerations. Ensure your device is fully charged, as test sites may not have power outlets accessible from your seat. In case your test site does, however, we recommend bringing a device charger and an extension cord or power strip. Take care to observe all necessary safety precautions with these items.
  - **Photo ID:** You must bring a photo ID on test day. Acceptable forms of identification are:
    - Passport
    - Driver's License or Permit (if photo is included)



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- State ID
- Military ID/Military Dependent ID (if photo is included)
- High school ID (current year only)
- HSLDA Student ID (current year only)
- CLT Student ID Form (see this form [here](#))

## ● **Permitted Items:**

- **Timepiece:** You are encouraged to bring a timepiece, such as an analog watch or a digital watch that does not have internet access, the ability to communicate with other students, or a calculator. All digital watches must be on silent mode.
- **Pencils:** Bring pencils for use on scratch paper. Scratch paper will be provided by the test site.
- **Water Bottle**

## ● **Prohibited Items:** Students are not permitted to have any of the following items with them at their desks:

- **Cell phone:** Cell phones must be turned off and stowed in a backpack or purse or left with the proctor.
- **Calculator**
- **Digital watch** with internet access, communication capabilities, or calculator.
- **Book**
- **Resource/reference material of any kind**
- **Snacks** (must be kept in backpack and only eaten during the ten-minute break)
- **Your own scratch paper:** Scratch paper will be provided by the test site.

## ● **Browser and Software Requirements**

- The best browser for CLT exams is [Chrome](#) (which may be downloaded [here](#) for free), although [Internet Explorer/Edge](#), [Safari](#), and [Firefox](#) are also generally compatible. We do not recommend using a browser other than these four.
- Make sure your device has completed any necessary updates before test day and is fully up-to-date.
- Test your device by submitting a practice test. These may be accessed on the “Practice” tab of your CLT account. Open a practice test, select a random



answer from each of the three sections, and submit. If your device can perform these tasks without difficulty, it should be able to run the test.

- **Practice:** Take advantage of the free practice tests available on the “Practice” tab of your CLT account. Submit your practice tests and receive your scores instantly, along with detailed answer explanations for each question. Additional practice tests are available in the CLT Student Guide, which may be purchased on the “Dashboard” tab of your account.
- **Know Your Device:** Get familiar with your testing device well before test day. Ensure you know how to perform such tasks as zooming in and out, scrolling up and down, logging in to your CLT account, and marking answers on CLT practice tests.
- **Turn Off Device Notifications:** Make sure your device’s notifications are off while you are in the testing room. Learn how to do this from [this article](#).
- **Restroom Break and Section Times:** You will only have one restroom break during the exam, so be sure to use the restroom before the test begins. The test proper is 2 hours and 10 minutes, or 2 hours and 40 minutes if you take the Optional Essay: 40 minutes for the Verbal Reasoning Section, 35 minutes for Grammar/Writing Section, 10 minutes for the restroom break, 45 minutes for Quantitative Reasoning Section, and 30 minutes for the Optional Essay. If you leave during the exam apart from during the restroom break, you may not return, and your test will be marked as “Incomplete.”
- **Device Sleep Settings:** Set your device to enter sleep mode only after at least fifteen minutes of inactivity. This will minimize the chances of your device falling asleep, and possibly signing out of your [cltexam.com](#) session, during the ten-minute restroom break.
- **Miscellaneous**
  - Do not engage in any prohibited or unlawful behavior at the test site. Doing so will cause your dismissal from the test. No refund will be issued.
  - If you become ill during the test and cannot continue, you may leave, but your test will be marked as “Incomplete” and the proctor will make note of the circumstances of your departure. Please contact the CLT office if this occurs. See below for contact information.



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- If you arrive in the testing room after the proctor has begun timing the exam, you will not be admitted, and the proctor will mark you as “Absent.” Please contact the CLT office at 844-925-8392 if this occurs. Note that a brief grace period will be offered after the door to the testing room has been closed.