



4. TEST ADMINISTRATION

Public vs. In-School Testing

The CLT is offered multiple times per year as a public test, open to all students, and as an in-school test, for students at particular institutions. In the 2018-2019 academic year, CLT will offer a public test date four times, twice in the fall and twice in the spring. In the 2018-2019 academic year CLT will offer an in-school date twice, once in the fall and once in the spring.

The public CLT is open to any registrant who is interested in taking the CLT, whether for personal assessment, practice, or for use as a college entrance exam. The only intrinsic limitation is that the student be able to access the testing site. Public test dates are always on Saturdays.

In-school tests are offered for specific U.S. secondary schools which contract with CLT to administer the test to a selection of their students. This test may be offered online or on paper. In-school test dates are always on Wednesdays. The administration process is identical to the public CLT, except that slightly more flexibility is permitted for the start and end time.

PUBLIC TEST SITES

Public CLT test sites are set up at a variety of locations. These sites may be colleges, schools, libraries, testing centers, and any private institutions that meet the criteria laid out in CLT's test site and proctor requirements document.

In order to register a location as a test site, a point of contact representing the location must complete a test site contract. Once these schools are in CLT's system, they may opt in or out of being registered as a test site for each testing date.

REGISTERING STUDENTS FOR IN-SCHOOL TESTS

For in-school testing, instead of individual students registering themselves, CLT creates a school administrator account in which a school may register students through a bulk import process. This process is outlined under the school's administrator profile and consists of uploading a batch of student names and user IDs into CLT's system.

Proctors

Proctors are often, but do not have to be, connected with the institution that is serving as a testing site. CLT carefully selects proctors using a set of proctor selection guidelines. CLT proctors must be twenty-one years of age or older and may not be related to any of the students they are proctoring. Athletic coaches may proctor exams, provided that at least one of the students they are proctoring is not a current or former player for that coach. Once proctors are selected, they must complete a proctor contract in which they provide contact and payment information. CLT proctors are compensated a standard amount, which varies dependent on whether or not there are accommodations.

CLT staff members will coordinate with proctors ahead of time to provide them with basic proctor training in the form of a manual. Proctors must become familiar with the proctor manual, which carefully outlines the procedures for proctoring the CLT.¹

Before the test begins, the proctor asks the students to indicate whether or not they plan to complete the optional essay. This determines whether or not the proctor will stay an additional 30 minutes. Students who do not choose to complete the essay are dismissed after they finish the multiple choice sections of the test.

While the test is in session, proctors are instructed to position themselves where they can view every screen in the room. If a student opens a new browser or a previously saved document, proctors are required to notify CLT immediately as such a testing violation results in a voided test score.

Test Day Schedules

The schedule is dependent on the time zone of the test location, whether or not any student is taking the optional essay, and whether or not the student has been granted extra time for accommodations.

Students are required to arrive 15 minutes before the scheduled test time. At the scheduled test time, 20 minutes are allotted for the proctor to provide instructions.

Students have 40 minutes for the Verbal Reasoning section, 35 minutes for Grammar/Writing, and 45 minutes for Quantitative Reasoning, for a total test-taking time of 120 minutes, not including the optional 30-minute essay. There is a 10-minute restroom break between the Grammar/Writing and Quantitative Reasoning sections.

Please request the CLT Official Test Timecodes for a complete breakdown of the different possible schedules for both proctors and students dependent on all possible variables.

Test Scores

One of CLT's distinctive features is that it releases scores of the online test to students on the same day on which the test is taken. Scores are released after the last test site has sent in their results, usually early evening of the test day.

To see their scores, students simply log into their account. From there, they are able to share their scores with as many colleges as they would like, free of charge.

Students taking an in-school test see their scores in same way as those taking the public CLT. School administrators can see the scores of the students whose names and user IDs they uploaded, as well as advanced analytics and metrics on how those students performed. Schools see this through their CLT school administrator account. Only persons known to CLT to work at the school—usually the CLT's direct contact—may be granted access to this account.

1 2018-2019 Public CLT Proctor Manual.

Testing Formats

The CLT is administered in two modes: primarily online through <http://cltexam.com>, and occasionally with paper and pencil; the latter only for in-school testing and by special request of the school. During the 2017-2018 academic year, 84% of the total CLT administration was online, and 16% was on the paper version.

ONLINE ADMINISTRATION

Students who take the CLT as a public test do so online on their own devices, which they bring to the testing site. This device may be a desktop computer, a laptop computer (including a chromebook) or a tablet. The test will work on most modern devices and browsers. It requires a reliable internet connection with Javascript enabled.

Questions in the Quantitative Reasoning portion of the exam may include mathematical notation. Mathematical notation is scripted in HTML, and thus will be visible regardless of the browser used to take the exam.

On occasion certain testing sites are able to provide devices for all of their students. In this case, students are not required to bring their own devices. This situation is the exception and is discussed individually with the testing site point of contact and students to ensure standardization.

PAPER OPTION

The CLT may also be administered on paper upon special request from the schools. This option is available for in-school test dates only, and not for public test dates. Parameters are the same as those for in-school tests, with the following changes:

The exam booklets and answer sheets are mailed to the school through FedEx or UPS a minimum of one week ahead of the test date. They are sent to the attention of the school's primary point of contact. Proctors at test sites administering the exam on paper receive three (3) additional copies of the test and three (3) extra answer sheets as a fail-safe. As with the regular CLT, proctors are expected to follow a strict process, outlined in the paper test manual.

Students complete a paper answer sheet which proctors are instructed to submit, by mail or by email, to the CLT Operations Team.

Students need CLT accounts in order to share scores with colleges. Schools register their students before test day to allow CLT time to give the schools their students' user IDs, which is a required field on the answer sheet. This can be done individually or through bulk import, as described above.

There is currently no essay on the paper test.

Students receive their scores within 30 days of the test date. CLT converts their answer sheets into a .csv spreadsheet using InspiroScan. The Operations Team then cross-references the spreadsheet with the original answer sheets to ensure that each student's answers are faithfully represented therein. CLT then uploads these documents into the students' CLT accounts.

Test Day CLT Support

For each test day, CLT has a dedicated team of customer service representatives who are available to answer questions from schools, proctors, and parents. This team includes the members of the operations/implementation team, members of the technology development team, as well as the regular customer service team. For this purpose, CLT uses Zendesk Chat/Zopim to field all questions. This platform allows CLT to respond quickly and directly to many different requests via chat or phone. For both public and in-school CLT tests, test-day support is available from before the proctor arrives until after the proctor leaves for every test site and time zone.

