



## CLT Test Site and Proctor Requirements

All students taking the CLT must do so at a CLT-approved test site while supervised by a proctor. Students taking the CLT10 or CLT8 may do so at home. Test sites and proctors for the Saturday CLT are asked to submit a [Test Site Contract](#) and a [Proctor Contract](#). Please read below for information on test site and proctor requirements.

<b>Test Sites</b>	<b>1</b>
Testing Rooms	1
Overview	1
Internet Connection	1
Desk Spacing	2
Spare Devices, Outlet Access, and Power Strips	2
Time Commitment	2
Compensation	3
<b>Proctors</b>	<b>3</b>
Selecting a Proctor	3
Maximum Number of Students per Proctor	4

## Test Sites

### Testing Rooms

#### Overview

Since the CLT is taken online, test sites must have a strong internet connection (see below). The exam must be administered in a closed, quiet room suitable for a standardized test and the room must be located near a restroom for students to use during the ten-minute restroom break. The room's lighting, temperature, and ventilation must be adequate with the room's windows closed, as open windows may allow for unexpected noise from outside to distract students as they are testing.

#### Internet Connection

Multiple factors affect bandwidth requirements; accordingly, it is difficult to determine with exactitude whether a site's bandwidth is adequate before test day. As a general rule, however, 25 Mb/s (for both uploading and downloading) is usually sufficient for a site with under 40 test



# CLT

takers, provided that the internet isn't being used for any other purpose while students are taking the test. If the internet is being used for other purposes on test day, large tasks with significant bandwidth requirements - such as downloading large files or streaming videos - should not occur until after all students have submitted their exams. You may test your device's Mb/s speed at [speedtest.net](http://speedtest.net).

A more precise but more involved way to determine bandwidth adequacy is to have a group of students take a practice test at the same time. The group should ideally consist of the number of students that will take the test on test day. If the group can start the practice test, select a random answer from each of the three sections, and submit the test without difficulty, then the site's bandwidth is almost certainly adequate. The practice tests may be accessed on the "Practice" tab of students' CLT accounts.

## **Desk Spacing**

Testing rooms must be selected so that all students are seated at least four feet apart from each other in all directions, measured from the spot on the desk or table where students' devices will sit. Students should be seated at desks or tables with their own devices and should not be able to see the screens of students on either side of them. Partitions and other materials between desks are not allowed, as the proctor must be able to see all students' screens at all times. Students should also have enough space to set up their devices and to use scratch paper comfortably. Students may not bring any reference materials into the testing room.

## **Spare Devices, Outlet Access, and Power Strips**

Students are instructed to bring their own devices to the test site, but test sites are welcome to provide devices as well. Laptops or desktops are preferable, although tablets are also acceptable. All devices must have their software and browser fully up-to-date on test day.

Students are instructed to charge their devices fully before bringing them to the testing room. Proctors are encouraged to take outlet access into consideration when selecting a testing room at their test sites. Proctors are also encouraged to have items such as power strips and extension cords available on test day. Be sure to follow all safety precautions when selecting and offering these items.

## **Time Commitment**

Test sites are asked to be available for five hours and ten minutes on test day, from 9:25 AM to 2:35 PM in the Eastern and Central time zones, from 8:25 AM to 1:35 PM in the Mountain, Pacific, and Alaska time zones, and from 7:25 AM to 12:35 PM in the Hawaii time zone. This includes the 30 minutes allotted for the Optional Essay, the ten-minute restroom break, and



additional time for students that may be granted 50% extended time accommodations. Test sites must also provide a second proctor and separate testing room for any students that may be granted testing accommodations such as extended time. If your test site requires a second proctor and separate testing room due to accommodations students, you will be notified no later than four weeks before the test date. As for the Optional Essay, proctors will know whether any of their students are taking it by asking students during the opening instructions on test day.

Test sites' total time commitment on test day may be any one of the following, depending on whether students elect to take the Optional Essay and/or are granted 50% extended time accommodations:

- **3 hours and 15 minutes** - No students take essay, no students are granted 50% extended time
- **3 hours and 45 minutes** - At least one student takes essay, no students are granted 50% extended time
- **4 hours and 25 minutes** - No students take essay, at least one student is granted 50% extended time
- **5 hours and 10 minutes** - At least one student takes essay who is also granted 50% extended time

## Compensation

Proctors are compensated \$120 in exchange for preparing for and administering the exam. For the exams administered on September 7 and December 7 of 2019, we are piloting a Proctor Incentive Program which gives proctors the opportunity to earn additional compensation depending on the number of students that register at the test site. Click [here](#) for more information.

## Proctors

### Selecting a Proctor

Proctors should be selected by the test site for their integrity and commitment to education. They may be, but are not limited to, school staff, retired teachers, athletic coaches, etc. Proctors must be at least twenty-one years of age.

Proctors must have the ability to move around the testing room and to monitor all students' screens at the same time. Proctors will also keep track of time and will announce when students must move from one section of the test to the next. Proctors are to read the [CLT Proctor Manual](#), which contains instructions and a verbal script to read aloud to students on test day and which



# CLT

we will email to proctors in the weeks leading up to test day. (See the “Date of Last Update” at the bottom of p.2 in the Manual, as that document generally receives slight updates before each test date.)

In order to avoid any perception of a conflict of interest, relatives are NOT allowed to proctor CLT exams. I.e., if a potential proctor is the relative or guardian of a student taking the exam at a given test site on a given test date, he or she may not serve as a proctor at that test site on that date.

Examples of conflicting relationships include children, step children, grandchildren, step-grandchildren, nieces, nephews, in-laws, etc. If you are uncertain whether or not you have a conflicting relationship, contact CLT at [info@cltexam.com](mailto:info@cltexam.com). In the event that a conflicting relationship is later discovered, the scores for the related student will be voided.

Anyone planning to take the CLT within twelve months after a test date may not proctor on that date.

## **Maximum Number of Students per Proctor**

To ensure that the proctor can effectively monitor all students at once, one proctor should not monitor more than twenty students. If your test site has more than twenty students taking the exam, the test site will need to register a second proctor and split the students and proctors into two testing rooms or put all students and proctors in the same room. Each proctor would then be responsible for monitoring a segment of that room and the students therein, and for individually fulfilling the responsibilities set forth in the Proctor Manual and the Proctor Contract. CLT will contact you if you have more than twenty students and we will address the situation from there.