



CLT

ACCOMMODATIONS

*Reference Guide
for Administrators*

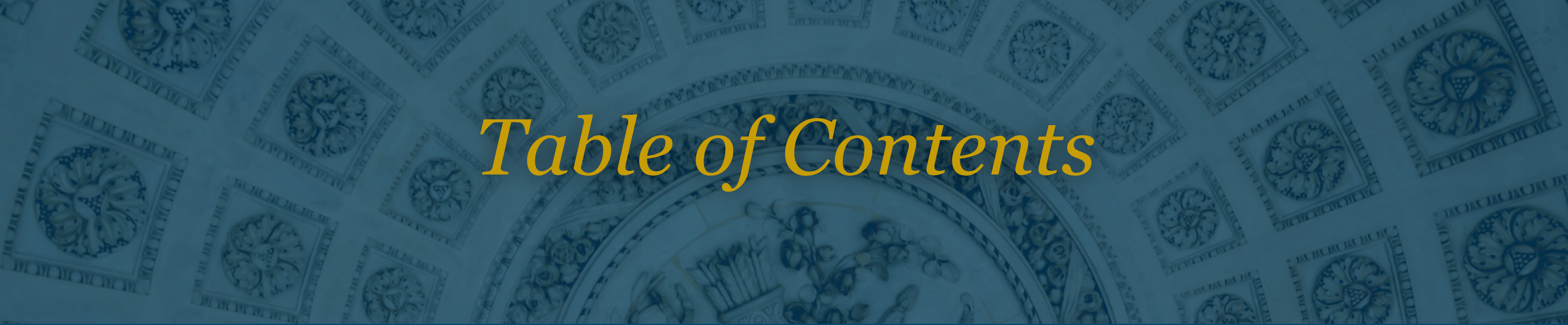


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Welcome from the CLT Accommodations Team!

All requests are made in our secure [Accommodations Portal](#)

- For Administrator access to the Portal, please fill out [this form](#)
- For District Coordinators overseeing multiple schools, please fill out [this form](#)

We will set up your account and email login credentials to the address provided after verifying your school association.

Note: The Accommodations Portal is a separate platform from the CLT Admin Account and requires its own login!

FAQs

Can my school have more than one administrator with access to the Portal?

Yes! Schools may request Portal access for multiple admins. Admins associated with your school will be able to view and manage all accommodations information on record for your school. Please provide [this form](#) to new admins.

What if I do not have a staff ID?

If your school does not issue staff ID's, please upload a screenshot from your school's website or other documentation showing your association. Alternatively, have your school's Testing Coordinator reach out to us directly.

Why isn't my login working?

Username and passwords are both case-sensitive. Be sure you are capitalizing correctly!

If your account has been archived, email us at cltaccommodations@cltexam.com to reactivate it.

Submitting Requests

Familiarize yourself with our [Accommodation Deadlines](#)

- Submit requests at least **4 weeks** ahead of your test date to allow sufficient time for processing
- Late requests may be submitted at any time, but are not guaranteed to be processed by your preferred test date

CLT
Accommodations
Overview



Read our [Documentation Guidelines](#)

- Collect documentation that supports your students' requests and fits our requirements
- Requests for accommodations not supported by documentation will delay approval

Download our [Consent Form](#)

- Consent forms must be signed by the student
- A Parent/Guardian signature is also required, unless the student is 18+
- Ink and digital signatures are accepted. Verbal consent is not accepted.
- [CLT Consent Form- Spanish](#)
- [CLT Consent Form- Haitian/Creole](#)

Submit a request in the [Accommodations Portal](#) for each student

- Keep an eye on your inbox in the event that further information is needed to process your request
- Check back in the Portal to see the status of your request

[FAQs](#)

[HOME](#)



ELL Accommodations

- English Language Learner (ELL) accommodations are available for students receiving *active support* for the current school year. Students in the proficient/monitoring range are not eligible for testing accommodations.
- An ELL Accommodations approval includes 50% extended time and use of a word-to-word dictionary in the student’s heritage language (paper format, no synonyms or definitions)
- There are two methods of submitting ELL Requests: Spreadsheet and Individual Request

Features	Spreadsheet	Individual Requests
Secure method of sharing student data	✓	✓
Approved for in-school testing	✓	✓
Signed consent form required for every student	✗	✓
Supporting documents required for every student	✗	✓
Approved for remotely proctored testing	✗	✓

ELL Overview

Spreadsheet Troubleshooting

In the [Portal](#), **Spreadsheets** are submitted here

Individual requests are made here

- ELL approvals are valid for the duration of the current academic year. There is no need to reapply for each test!
- Double check student usernames in the Portal prior to test day to ensure their approval matches their registration! Testing with an alternate username or one with a typo **will** prevent the student from receiving their accommodations, and may not be able to be corrected on test day.

CLT reserves the right to request supporting documentation for any student submitted via spreadsheet for ELL Accommodations.

To complete requests marked Action Required:

CLT CLASSIC LEARNING TEST

Accommodation Requests

ELL Requests (In School Only)

Approved Requests

Resource Center

Test Teacher | Logout

Add New Request

+ Add New Request

Search Requests

Search by one or more fields

STUDENT FIRST NAME STUDENT LAST NAME CLT USERNAME GRAD YEAR TEST TYPE

Student First Name Student Last Name CLT Username Select One Select One

REQUEST SUBMITTED BY REQUEST STATUS

Select One All Active Requests

Search Reset

Request Awaiting Contact

DATE SUBMITTED	STUDENT FIRST NAME	STUDENT LAST NAME	INITIAL TEST DATE	SUBMITTED BY	REQUEST STATUS
11/06/2025	Test	Taker	05/16/2026	Test Teacher	Action Required

- Log in to the Portal and find Request Awaiting Contact in gray
- Click on the pencil icon to see what information is needed
- Click the blue banner to Upload Additional Documentation, or the orange banner to Edit Student Information
- Be sure to hit **Submit** on the next screen to return to processing!

Request Mgmt. Overview

To see the details of an individual approval:

Requests

DATE SUBMITTED	STUDENT FIRST NAME	STUDENT LAST NAME	INITIAL TEST DATE	SUBMITTED BY	STATUS
11/18/2025	Exam	Taker	05/16/2026	Test Teacher	Approved

Rows per page: 10 1-1 of 1

- Log in to the Portal and find your student
- Click on the eye icon to view approval details
- Check the expiration date and ensure that the username/email on the approval matches the student's test registration **exactly** to ensure that their accommodations will appear correctly during their exam!

To print a list of all individual approvals:

CLT CLASSIC LEARNING TEST

Accommodation Requests

ELL Requests (In School Only)

Approved Requests

Export to Excel

Approved Requests

STUDENT FIRST NAME	STUDENT LAST NAME	USERNAME	APPROVED ACCOMMODATIONS	EXPIRATION DATE
Astudent	Test1	AT@aaa.com	50% extended time	05/02/2029
Astudent	Test12	EdiAT12@aaa.com	100% extended time	04/30/2029
Astudent	Test13	AT13revised@aaa.com	100% extended time	04/29/2029
Astudent	Test14	AT14@aaa.com	ELL supports (50% extended time; word-to-word dictionary)	08/31/2024

- Log in to the Portal and navigate to the Approved Requests tab
- Click the Export to Excel button to print a list of all current individual approvals
- To remove students from this list (e.g., student has graduated or moved), open the approved request and click Archive this Request

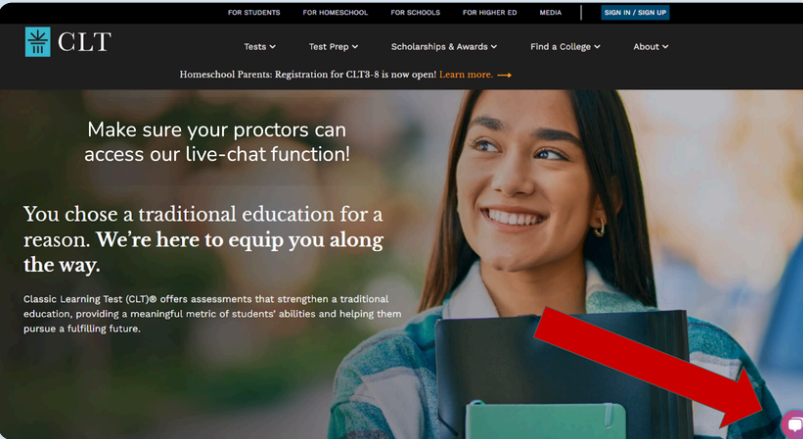
Accommodations Coordinators can set up their proctors and students for success by completing the following steps ahead of Test Day:

- ✓ Log in to the [Accommodations Portal](#) and verify the status of requests
- ✓ Provide proctors with a list of all students testing with accommodations
- ✓ Confirm that accommodation students have a separate testing area
- ✓ Provide proctors with the [Accommodations Proctor Scripts](#)
- ✓ Provide proctors with the [In-School Accommodations Guide](#)
- ✓ Ensure all proctors are aware of test day support availability via chat

A printable test prep checklist is available [here](#)!

CLT offers Test Day support through live chat, available on the [CLT website](#).
On Test Day, proctors with accommodations questions can indicate their need within the chat feature.
A member of the accommodations team will be available to assist!

Test Day Overview



Test Day Live Chat Hours:
7:00 AM to 6:00 PM EST



Frequently Asked Questions



Gaining Portal Access

Can my school have more than one administrator with access to the Portal?

Yes! Schools may request Portal access for multiple admins. Admins associated with your school will be able to view and manage all accommodations information on record for your school. Please provide [this form](#) to new admins.

What if I do not have a staff ID?

If your school does not issue staff ID's, please upload a screenshot from your school's website or other documentation showing your association. Alternatively, have your school's Testing Coordinator reach out to us directly.

Why isn't my login working?

Username and passwords are both case sensitive; be sure you are capitalizing correctly! If your account has been archived, please email us to reactivate it.



Submitting Requests

Do I need to apply separately for CLT and CLT10?

No. Accommodations approvals apply equally to all CLT and CLT10 exams taken with the approved username.

Do I need to apply for each test date?

No. Accommodations have an approval period of either one or five years. If the student has an approval that has not expired, there is no need to reapply.

Why is a consent form needed if parents have already signed off on an IEP/504 plan?

Documents such as IEP's, 504 plans, and psychological evaluations contain private health information that may not be shared with third parties without permission. The signed consent form grants the CLT accommodations team permission to review the student's confidential documents.

Frequently Asked Questions



ELL Accommodations

Why can't I upload my ELL Spreadsheet in the Portal?

Use the template provided in the Portal, ensuring that data entered matches the template headers. Remove blank rows or extra formatting. Each username/email entered must contain an @ and a period. Be sure you are uploading a .xlsx or .csv file only. For troubleshooting assistance, email your spreadsheet to us.

Do ELL Accommodations apply to at-home tests?

Accommodations approved via spreadsheet apply to IN-SCHOOL tests ONLY. To request ELL accommodations for a test taken at home, submit an individual request in the Portal with a signed consent form and documentation indicating the student's level of English-language proficiency dated within the last year.

What if I need to remove students from my ELL List?

If your student's status has changed to proficient/monitoring at any point during the year, please email us their First, Last, and CLT Username. We will remove their accommodations and revert their timer to standard timing.



Request Management

Why is my request marked 'Action Required'?

Additional information is needed to process your request! Open the request to review notes from us with details.

What if the student/parent made their own accommodations request and is testing in school?

It is the responsibility of the student/parent to print their approval letter from the Portal and provide it to the school ahead of their test date! If the student has applied with a username other than the one the school has registered them to test with, their accommodations will not appear. Please contact us ahead of test day to assist.

What if my student has multiple usernames?

Accommodations are tied to exact usernames! An alternate username or even a typo will prevent the student's accommodations from appearing correctly, and may not be able to be corrected on test day. Email us for assistance if you discover discrepancies between your approved usernames and your registration.

How can I clean up my data in the Portal? Can I remove students that have graduated or moved?

To remove a student from your approvals list, navigate to the Accommodations Requests tab, click the eye icon , and select Archive This Request. The student will no longer appear in your Approved Students tab, but their information will remain in the portal should you ever need to refer to it.

HOME

Frequently Asked Questions



Test Day

Are there separate scripts for students with accommodations?

Yes! There are scripts for 25%, 50% and 100% extended time available [HERE](#).

Where can I find general accommodations information for test day?

Please see the [In-School Accommodations Guide](#).

Do students testing with extended time need to test in a separate area?

Yes, students testing on different extended timeframes should test in separate areas to minimize distractions. Scheduled break times and section start times will vary.

Do students need to sit for the full amount of extended time?

- If a **single** student is testing with accommodations, they are not required to use the full amount of extended time.
- If a **group** of students is testing with extended time, the proctor should only provide section access codes at the appropriate times. Students may not move through the test independently, and must remain in the same section as those in their testing area.
- If the entire group of students testing with extended time is clearly ready to move on, the proctor may provide the next section's access code. However, it is important to ensure that no student is pressured to move on before their time has expired.

Can students break for lunch during the exam?

No, the exam must be completed in one sitting. Students with accommodations have ten-minute breaks between each section. They may snack at that time.

How can I get a recording of the pre-test webinar?

Email cltaccommodations@cltexam.com to request a webinar recording.

How can I get assistance on Test Day?

Please use live chat to reach a member of the accommodations team on test day. The email inbox is not monitored on test day as we are dedicated to live support from 7am to 6pm ET. Visit cltexam.com and click on the chat icon!



Helpful Links

[Accommodation Deadlines](#)

[Accommodations Portal](#)

[CLT Website](#)

[Consent Form: English | Spanish | Haitian/Creole](#)

[Documentation Guidelines](#)

[In-School Accommodations Guide](#)

[Portal Access Request Form](#)

[Test Day Checklist](#)

[25% Extended Time Proctor Script](#)

[50% Extended Time Proctor Script](#)

[100% Extended Time Proctor Script](#)

[CLT3-8 Accommodations Information](#)

[HOME](#)



CLT

Questions? We are happy to assist you!

cltaccommodations@cltexam.com

(443) 782-3733

Office Hours: 9:30 am - 5:00 pm EST

[HOME](#)