

2008 CELLA Communiqué #11

CELLA Test Administration & Test Security

When is CELLA administered?

The 2008 CELLA Test Administration starts on April 22, 2008, and ends on May 23, 2008. Districts may choose to administer CELLA at any time during the assessment window. Make-up tests may begin on the second day of testing and may continue throughout the assessment window. All make-up tests must be completed by May 23, 2008.

The security of all test materials must be maintained before, during, and after test administration. Test security is the responsibility of all personnel who are authorized to handle test materials. When the test materials are being used, they need to be signed in and out each day by the test administrator and placed in locked storage at the end of the testing period.

What are the secure CELLA test materials?

- All CELLA test books including the Level A One-On-One Prompt Book
- 2008 Directions For Administration & Scoring Guide
- All Listening CDs

How are the secure materials tracked?

Each secure test item has a unique serial number and is tracked by ETS when it is sent to the district and when it is returned through a scanner. At the end of the scoring process, all the secure materials that were not returned are logged onto a Missing Material Report, which is sent to the Department and districts to investigate.

What are the non-secure CELLA test materials?

- Test Administration Manual
- 2008 CELLA Levels B, C, and D Answer Sheet
- Locator Test
- Locator Test Directions for Administration
- Speaking Training CDs
- Training Manual and Training CD
- Return Kit
- Return Labels

Who needs to sign the *2008 CELLA Administration and Security Agreement*?

Principals, school coordinators, and test administrators **MUST** sign and return the *2008 CELLA Administration and Security Agreement*, provided in Appendix A of the Test Administration Manual, stating that they have read and agree to abide by all test administration and security policies and procedures. Additionally, any other person who assists the school coordinator or test administrators must sign and return an agreement.

Additional information on CELLA Test Security can be found on Page 29-30 of the Test Administration Manual. Further information on CELLA can be accessed at the Florida CELLA Web site at <http://www.fldoe.org/aala/cella.asp>.