

CELLA Communiqué #12

CELLA Header Sheets

The purpose of this communiqué is to explain the purposes of the CELLA header sheets and provide instructions to ensure they are completed correctly. There are four header sheets in the 2008 CELLA Test Administration:

- 1) Grade Header Sheet (purple)
- 2) School Header Sheet (red)
- 3) Not To Be Scored Header Sheet (green)
- 4) Used & Unused Header Sheet (gray)

Grade Header Sheet (purple)

The grade header sheets are used to separate the To Be Scored test materials for each grade tested at your school. The grade header also records the accurate number of students tested. Preprinted grade headers have been provided for each school with the preID labels.

CELLA GRADE HEADER

Directions: Use a No. 2 pencil to complete this form. Make marks that completely fill the circle. Completely erase any marks you wish to change. Be careful not to make any stray marks. Ignore items 1, 2, and 3 if pre-suggested.

1. District Name: _____
School Name: _____

2. District Number: [Grid of 10 bubbles]

3. School Number: [Grid of 10 bubbles]

4. Grade Tested: [Grid of 10 bubbles]

5. Number of Scorable Documents: [Grid of 10 bubbles]

6. Arrange for the school testing Coordinator to review and sign this form.

The Comprehensive English Language Learning Assessment was received, scored and administered, consistent with established procedures as outlined in the Test Administration Manual for this administration. (If procedures were not properly followed, student test performance may be invalidated.)

The information provided on this header sheet has been reviewed by me and is accurate.

Signature: _____ Date: _____

INSTRUCTIONS:

1. Write the DISTRICT NAME and the SCHOOL NAME on the lines provided.
2. In the row of boxes under the words DISTRICT NUMBER, indicate the district number. Grid the corresponding circles.
3. In the row of boxes under the words SCHOOL NUMBER, indicate the school number. Grid the corresponding circles.
4. In the row of boxes under the words GRADE TESTED, indicate the grade tested. Grid the corresponding circle.
5. In the row of boxes under the words NUMBER OF SCORABLE DOCUMENTS, write the number of scorable/used answer documents and Level A test books under this count. If there are fewer than 4 digits in the count, fill in zeros before the actual count. Grid the corresponding circles.
6. PRINT YOUR NAME as the person completing this form.

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Preprinted Grade Headers

- Item 4 – Indicate **Grade Tested** for each group of documents and grid the corresponding bubble
- Item 5 – Write the **Number of Scorable Documents** (Level A test books and answer sheets) and grid the corresponding bubbles
- Item 6 – **Signature Box** (print your name as the person completing this form)

Blank Grade Header Sheets

If you do not have any preprinted Grade Header Sheets, you will need to provide information for items 1 through 6.

- Item 1 – Write the **District Name** and **School Name**
- Item 2 – Write the **District Number** and grid the corresponding bubbles
- Item 3 – Write the **School Number** and grid the corresponding bubbles
- Item 4 – Write the **Grade Tested** and grid the corresponding bubble
- Item 5 – Write the **Number of Scorable Documents** (Level A test books and answer sheets) and grid the corresponding bubbles
- Item 6 – **Signature Box** (print your name as the person completing this form)

REMINDER

Grade Header Sheets also need to be complete to return the scorable Large Print and Braille materials. Complete one header sheet for each grade tested.

School Header Sheet (red)

The school header sheets are used to identify the To Be Scored test materials for each school. The school header also records the accurate number of students tested for all grades. Preprinted grade headers have been provided for each school with the preID labels.

CELLA SCHOOL HEADER

Directions: Use a No. 2 pencil to complete this form. Make marks that completely fill the circle. Completely erase any marks you wish to change. Be careful not to make any stray marks. Ignore items 1, 2, and 3 if pre-suggested.

1. District Name: _____
School Name: _____

2. District Number: _____
3. School Number: _____
4. Grades Tested: _____
5. Number of Grade Headers Returned: _____

6. Arrange for the school testing Coordinator to review and sign this form.

INSTRUCTIONS:

- Write the DISTRICT NAME and the SCHOOL NAME on the lines provided.
- In the row of boxes under the words DISTRICT NUMBER, indicate the district number. Grid the corresponding circles.
- In the row of boxes under the words SCHOOL NUMBER, indicate the school number. Grid the corresponding circles.
- In the row of boxes under the words GRADES TESTED, indicate all of the grades tested. Grid the corresponding circles.
- In the row of boxes under the words NUMBER OF GRADE HEADERS RETURNED, write the number of grade headers you are returning under the count. If there are fewer than 4 digits in the count, fill in zeros before the actual count. Grid the corresponding circles.
- PRINT YOUR NAME as the person completing this form.

Preprinted School Header Sheet

- Item 4 – Indicate **ALL Grades Tested** for your school and grid the corresponding bubbles
- Item 5 – Write the **Number of Grade Header Sheets** and grid the corresponding bubbles
- Item 6 – **Signature Box** (print your name as the person completing this form)

Blank School Header Sheets

If you do not have any preprinted School Header Sheets, you will need to provide information for items 1 through 6 and grid the corresponding bubbles.

- Item 1 – Write the **District Name** and **School Name**
- Item 2 – Write the **District Number** and grid the corresponding bubbles
- Item 3 – Write the **School Number** and grid the corresponding bubbles
- Item 4 – Write the **Grade Tested** and grid the corresponding bubble
- Item 5 – Write the **Number of School Header Sheets** completed for your school and grid the corresponding bubbles
- Item 6 – **Signature Box** (print your name as the person completing this form)

Not To Be Scored School Header Sheet (green)

Each school should complete one Not To Be Scored School Header. This header is used to separate answer documents that should NOT be scored, and answer documents under this header will NOT receive score reports.

Under this header, place Not To Be Scored materials:

- o Level A Test Books,
- o Level A Functional Level Reading & Writing Test Books, and
- o Levels B, C, and D Answer Sheets

You will need to write in all the information for items 1 through 4.

- Item 1– Write the **District Name**
- Item 2 – Write the **School Name**
- Item 3 – Write the **Number of banded stacks under this sheet**
- Item 4 - **Signature Box** (print your name as the person completing this form)

**NOT TO BE SCORED DOCUMENTS
CELLA SCHOOL HEADER**

1. District Name: _____

2. School Name: _____

3. Number of banded stacks under this sheet: _____

4. Name of person completing this form: _____

INSTRUCTIONS

- Write the **DISTRICT NAME** on the line provided.
- Write the **SCHOOL NAME** on the line provided.
- Write the **NUMBER OF BANDED STACKS UNDER THIS SHEET** on the line provided.
- **PRINT YOUR NAME** as the person completing the form.

NOT TO BE SCORED documents include:

- Not to be Scored Level A Test Books
- Not to be Scored Level A Functional Level Test Books
- Not to be Scored Level B, C, D Answer Documents

**CELLA SCHOOL HEADER
NOT TO BE SCORED
DOCUMENTS**

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