

CELLA Communiqué #16

CELLA Testing Ends, Important Reminders, and Feedback for 2009

The purpose of this week's communiqué is to remind you that 2008 CELLA Test Administration is closed and no students should have been tested after Friday, May 23, 2008. Please also review the important reminders below and take the opportunity to provide us with your feedback.

Incomplete Make-Ups

If a student was unable to makeup a test section within the testing window, you should submit that student's answer document with the TO BE SCORED materials. Do **NOT** fill-in the DNS bubbles for the test sections that were not taken.

Header Sheets Reminders

Each school should complete only **ONE** of each header sheet when returning their materials:

CELLA School Header

Not To Be Scored Documents CELLA School Header *(if applicable)*

Used & Unused Documents CELLA School Header

Each district should complete **ONE** of the Used & Unused Documents CELLA School Header to return all district overage materials. Fill in the district name and leave the school name blank.

Deadline for Pickup of Materials

All materials MUST be picked up no later than Friday, May 30, 2008. Please remember K2 Logistics needs 48 hours notice to schedule your pickup; therefore, all districts **MUST** schedule their pickup by 8:00 a.m., Wednesday, May 28, 2008. If you have any questions or need assistance regarding pickups, please call K2 Logistics at 1-888-886-0780.

District Material Return List

As soon as the shipment is picked up by K2 Logistics, fax the completed District Materials Return List to ETS at 1-866-387-2598. Each district should keep the original and place a copy in the CELLA Return Envelope.

Feedback

Providing feedback is important to the continued improvement of the CELLA program. District Coordinators, School Coordinators, and Test Administrators should complete the administration survey and/or suggestion form(s) that are available in paper or electronic format. The paper versions can be copied from the Test Administration Manual and returned to ETS using the CELLA Return Envelope. Electronic versions can be found at:

2008 Administration Survey

<http://app1.fldoe.org/aala/cellasurvey/Administration.aspx>

2008 Suggestion Form *(optional)*

<http://app1.fldoe.org/aala/cellasurvey/Suggestions.aspx>

Please note you do not need to print and send us a copy of the form if it has been completed online.