

## 2008 FLORIDA CELLA COMMUNIQUÉ #2

### Revisions to the 2008 Florida CELLA Test Administration Manual

As we advised everyone during the 2008 CELLA Train-the-Trainer Sessions, the 2008 Florida CELLA Test Administration Manual was in the process of being revised. The final version has been completed and sent for printing in preparation for delivery with testing materials.

This week's communiqué is to highlight the revisions that were made to the draft 2008 Florida CELLA TAM. Please note: the page references provided below are for the DRAFT manual you received at training:

Page or Section Reference	Description of Revision or Addition
Page i	Dates were updated for Train-the-Trainer Materials and Score Reporting Window. The earliest date score reports will arrive in the district is June 9, 2008.
Page 1	Dates were revised in "Which Students Should be Tested" section as follows: <ul style="list-style-type: none"> <li>○ Any student that enrolls after January 18, 2008 and before <u>April 11, 2008</u> and is classified as an ELL must also be assessed.</li> <li>○ Students enrolling on or after <u>April 14, 2008</u> to not have to be included</li> <li>○ Districts may postpone the placement testing for any student enrolling on or after <u>April 14, 2008</u>, that...</li> </ul>
Page 2	Revised the "What's New and Reminders for the 2008 CELLA" as follows: #4 was updated to include School Number (code) to the list of information that must be correct to use a PreID label. This was done to consistent with the information on Page 25.
Page 6	Dates were revised in "Students to be Tested" Please refer to the Page 1 revisions noted above for specific date information.
Page 9	The explanation of the "Level A – Reading and Writing for Functional Level Testing" was revised to clarify that this test book is used for grades 3-12 and is not used for testing students in K-2.
Page 14	Several revisions to the "Functional Level Testing" section to include the following: <ul style="list-style-type: none"> <li>➤ Adding reference – "See Appendix F for the 2008 CELLA Testing Decision Flowchart and 2008 Decision-Making Rubric."</li> <li>➤ Date revised: "Former ELLs (LFs) who exited the ESOL program after May 27, 2007 and before <u>April 22, 2008</u> must also be tested using the appropriate level of Reading and Writing test based on their grade."</li> </ul>
Page 18	Revised the "Braille Test Materials" section to specify that contracted Braille format is the only Braille currently used for CELLA test materials, and added text to remind test administrators to record the student answers.
Page 25	Revised "Preidentified Student Labels" section to specify Teacher Name (or Test Administrator) name for Grid 2.
Page 31	Updated "Do Not Score (DNS) and UNDO Bubbles" to add a picture of Box 26 from the Level A Test Book
Page 38	Updated #7 of "Responsibilities After Testing" for Test Administrators to the correct website address.
Pages 40-47	Revised "Responsibilities After Testing" for School Coordinators based on feedback we received during the regional training sessions as follows: <ul style="list-style-type: none"> <li>▪ Added additional subtitles to clearly distinguish TO BE SCORED, NOT TO BE SCORED, USED/UNUSED instructions;</li> <li>▪ Added colors of header sheets, boxes, and return labels;</li> <li>▪ Moved #12 from page 44 to the beginning of the instructions, and</li> <li>▪ Added text to reference that copies of the header sheets are provided in Appendix B</li> </ul>
Page 51	Revised K2 Logistics information in "Material Pick Up" to indicate: <ul style="list-style-type: none"> <li>○ Added "Online" to the section title to remind District Test Coordinators to schedule material pick ups via K2 Logistics' Online System or by telephone</li> <li>○ Added the request for 48 hour notice prior to pickup</li> </ul>

<b>Page or Section Reference</b>	<b>Description of Revision or Addition</b>
Appendix B	Added instructions on the use of the four (4) different header sheets
Appendix D	Changed the instructions for returning the Administration Survey and the Suggestion Form to allow for the option of submitting forms via on-line system
Appendix F	New Appendix that now includes the 2008 Decision Flowchart and Decision-Making Rubric for use with Functional Level Testing. See revision to page 14 listed above.
<i>NOTE: In addition to the above described revisions minor grammatical edits and corrections were made to all document titles.</i>	

### **QUICK REFERENCE GUIDE TO THE 2008 FLORIDA CELLA TEST ADMINISTRATION MANUAL**

*NOTE: Page numbers are referenced to FINAL Test Administration Manual, not the draft version circulated at training.*

<b>Section or Subsection Name</b>	<b>Page Number</b>
2008 Comprehensive Schedule	Page i
Florida DOE and ETS Contact Information	Page 3
Description of 2008 Test Materials by Level	Pages 7 – 14
Functional Level Testing Information	Page 14 – 17 & <i>Appendix F</i>
Student Demographic Information	Pages 20 – 24
Preidentified Student Labels	Pages 24 – 27
Test Security Policies and Procedures	Pages 29 – 30 & <i>Appendix A</i>
Test Invalidation Polices and Procedures (DNS)	Pages 31 – 33
Test Administrator Responsibilities	Pages 34 – 38
School Coordinator Responsibilities	Pages 39 – 49
District Coordinator Responsibilities	Pages 50 – 53
2008 CELLA Administration and Security Agreement	Page 57
2008 CELLA Required Administration Information	Page 61 (Appendix A)
CELLA Header Sheets	Pages 62 – 65 (Appendix B)
2008 CELLA Administration Survey	Page 69 – 70 (Appendix D)
2008 CELLA School Coordinator's or Test Administrator's Suggestion Form	Page 73 (Appendix E)
2008 CELLA Testing Decision Flowchart	Page 74 (Appendix F)
2008 CELLA Functional Level Testing Decision-Making Rubric	Page 75 (Appendix F)

This information is provided to you now in an effort to assist you as you begin the training of test administrators and school test coordinators. We will resend this information as a separate email at the beginning of April to coincide with the delivery of the 2008 CELLA test materials which includes the final 2008 Florida CELLA Test Administration Manual.