

CELLA Communiqué #23

2008 CELLA Missing Material Report

We have the data of the missing materials from the 2008 CELLA test administration by district and school. Attached is a copy of the Missing Materials Report for the 2008 CELLA administration. This report lists the security numbers of all missing secure documents (e.g., training materials, listening/speaking CDs, test materials, etc.) from each school in your district, as well as any missing district overage.

Please remember that the security number on the test materials includes an extra digit that is dropped off on the packing lists. The packing list contains only the first 10 characters/digits.

Example: Level D Listening/Speaking Test Booklets S097780541 - S097780550, which would include S0977805438 (the last number is dropped and it is the third book in the series of 10).

Distribute the report to the appropriate school(s) and request that a thorough search be conducted for any missing materials. A security investigation and report, as defined by State Board Rule 6A-10.042, FAC, are required when any secure test materials are missing. Your report should include the district and school numbers, names of the persons involved, and location(s) of the recovered materials (e.g., in a locked drawer, locked in a school vault, in a secure warehouse, etc.), as well as the process being implemented to prevent missing materials in future administrations.

Please e-mail your report (even if no materials were found in your district) to the Department of Education and ETS within 30 days to Pat Faircloth at Pat.Faircloth@fldoe.org and Wendy Nucci at WNucci@ETS.org.

If materials are located, they must be returned to ETS

1. Send an e-mail to Wendy Nucci at wnucci@ets.org. Be sure to include the number of boxes, contact information (name, e-mail address, telephone number), and the physical address where the boxes are to be picked up.
2. Box the CELLA materials
3. ETS will work with UPS and email you return labels
4. Print and tape the return labels to the boxes

The shipping labels expire and must be used within 10 days of receipt of the email from UPS. If your label does expire, please contact Wendy Nucci for new labels. If you have a larger amount of boxes, ETS can also work with a private carrier, such as YELLOW Transportation to pick up the materials at your district location.

5. Schedule a pick-up with UPS or drop off the boxes at any UPS site.

If at a later date secure materials are discovered, or if you have any questions regarding the CELLA Missing Materials Report, please contact Pat Faircloth in the Office of Academic Achievement through Language Acquisition at 850.245.0885 or via e-mail at Pat.Faircloth@fldoe.org.