

MEMORANDUM

TO: Florida CELLA Contacts
FROM: Questar Assessment, Inc.
DATE: Spring 2010
SUBJECT: 2010 CELLA Testing Shipment

This shipment contains varying quantities of the testing materials. The quantities are based on the enrollment information submitted with Survey 7 and information provided regarding large print and braille counts. The materials will arrive on March 26th, April 2nd, or April 9th, depending on which ship date the district chose through ServicePoint. Those items that are secure are indicated with a (S).

- Paper Bands
- PreID Labels (S)
- PreID Roster (S)
- Document Count Form
- School Return Summary
- To-Be-Scored Return Kit
- Not-To-Be-Scored Return Kit
- A1 & B1 Listening CDs (S)
- C1 & D1 Listening CDs (S)
- Level A Training CD for Speaking
- Level B Training CD for Speaking
- Level C Training CD for Speaking
- Level D Training CD for Speaking
- Levels B, C, & D Answer Sheet (S)
- Level A Test Book (S)
- Level A One-on-One Prompt Book (S)
- Level B Listening & Speaking Test Book (S)
- Level B Reading & Writing Test Book (S)
- Level C Listening & Speaking Test Book (S)
- Level C Reading & Writing Test Book (S)
- Level D Listening & Speaking Test Book (S)
- Level D Reading & Writing Test Book (S)
- Test Administration Manual
- Directions for Administration (S)
- Level A Large-Print Kit (S)
- Level B Large-Print Kit (S)
- Level C Large-Print Kit (S)
- Level D Large-Print Kit (S)
- Level B Contracted Braille Kit (S)
- Level C Contracted Braille Kit (S)
- Level D Contracted Braille Kit (S)
- Level B Uncontracted Braille Kit (S)
- Level C Uncontracted Braille Kit (S)
- Level D Uncontracted Braille Kit (S)

Please inventory materials as soon as possible. Refer to the Test Administration Manual for instructions regarding the inventory and distribution of materials. An electronic copy of all pallet maps will be posted to Questar's ServicePoint at: <https://fl-servicepoint.questarai.com/Login.aspx>. Hard copies of the pallet maps are attached to the side of each pallet in a plastic sleeve. Verify that each school received its assigned box and instruct School Coordinators to inventory the contents of their boxes within 72 hours and to any report missing materials immediately.

IMPORTANT: The District Coordinator is responsible for reporting discrepancies or irregularities to Questar.

If any testing materials are missing or damaged, or if you have questions, please contact Steven Daniels, Customer Service Representative, toll-free: 877-85-CELLA (877-852-3552) or CELLA@QuestarAI.com. Customer Service will be available Monday through Friday, 7:00 am through 6:00 pm Eastern Time.