2009 CELLA Communiqué #8

Completing Information on Answer Sheets and Test Books when Using Preidentified Student Labels

Clarification

CELLA-FL	Spring 2009
District Name, School Name	
School Code 1234	

P123456789012345	
Student, First	**Grade: 01**
Student ID # 123456789 DOB: 01/01/1999	Gender: M

Page 25, of the CELLA Test Administration Manual instructs the administrator to fill in the information requested on Grids 17 and 18, even if the student has a preidentified student label. **The following provides clarification:**

- Bubble the information for <u>both</u> Grids 17 and 18, which only appear on the <u>Answer Sheets for B, C, and D Levels</u>.

- For the <u>Level A Functional Level Reading & Writing Test Book</u>, disregard the instruction to complete Grid 18 (Reading/Writing Test Level). This grid is grayed out and reads "Do not write in this box" because the book identifies Level A as the level being taken. <u>Only</u> complete Grid 17 (Listening/Speaking Test Level).

- For the <u>Level A Student Test Book</u>, disregard the instruction to completing Grids 17 and 18 that are grayed out and read "Do not write in this box." The book already identifies Level A as the level being taken for all 4 domains.

Modification to page 25 of the CELLA Test Administration Manual:

If the student has a preidentified student label, the following information **MUST** be provided and gridded on the *Level A Student Test Book*, *Level A Functional Level Reading & Writing Test Book*, or *Levels B, C, and D Answer Sheets*:

Grid 1	Student Name
Grid 2	Test Administrator Name
Grid 3	School Name
Grid 4	School Number
Grid 5	District Name and District Number
Grid 14	Test Date
Grid 17	Listening/Speaking Test Level
	(*Applicable to Levels B, C, and D Answer Sheet and Level A Functional Level Reading & Writing Test Book <u>Only</u>*)
Grid 18	Reading/Writing Test Level
	(*Applicable to Levels B, C, and D Answer Sheet <u>Only</u>*)
Grid 25	Accommodations (if applicable)
Grid 26	Do Not Score (DNS) or Undo (if applicable)

General Tips on Using Preidentified Student Labels

Using preidentified student labels are sometimes confusing. To avoid any delay in reporting, please review the following information and cautions about using these labels:

- Do NOT use student labels from previous test administrations or other tests.

- Each student has a unique preidentified number and their label should NOT be used for another student or it will cause delays in the scoring process.

- Labels for students not enrolled, or not be tested should be destroyed in a secure manner. Those labels contain student information.

- If the student's last name, student ID number, district name, school name, school code, OR grade level is INCORRECT, destroy the label in a secure manner.

- Do not place a label over another label.

- Each student needs ONE label. The second label is a replacement, in the event the first label is damaged..

USING PREIDENTIFIED LABELS

If You	Incorrrect or Missing PreID Info	Information to Complete When Using a Correct PreID Label	Non-Preidentified Students

What To Do	Use the label if the following information is correct:
	
	• Student's Last Name
	• Student ID Number
	• District Name
	• School Name
	• School Number
	• Grade Level
	
	If any of the above information is incorrect, securely discard the label.
	
	If the student is no longer enrolled in the district, securely discard the label.
	
	If the student's ELL code has changed, securely discard the label.
		Use the label and complete the following grid information:
		
		Grid 1 Student Name
		Grid 2 Test Administrator Name
		Grid 3 School Name
		Grid 4 School Number
		Grid 5 District Name and District Number
		Grid 14 Test Date
		Grid 17 Listening/Speaking Test Level
		   (Applicable to Levels B, C, and D Answer Sheet and Level A Functional Level Reading & Writing Test Book Only)
		Grid 18 Reading/Writing Test Level
		   (Applicable to Levels B, C, and D Answer Sheet Only)
		Grid 25 Accommodations (if applicable)
		Grid 26 Do Not Score (DNS) or Undo (if applicable)
			Do not use another student's label; instead complete the following grid information:
			
			Only school personnel may grid the following:
			Grid 2 Test Administrator Name
			Grid 13 Length of Time in the United States*
			Grid 15 Date of the Home Language Survey
			Grid 16 ELL Status
			Grid 19 Received Special Services
			Grid 20 Program Participation
			Grid 21 Title III
			Grid 22 Length of Time Enrolled in the ESOL Program
			Grid 23 Primary Exceptionality
			Grid 25 Accommodations (if applicable)
			Grid 26 Do Not Score (DNS) or Undo (if applicable)
			
			School personnel or students may complete the following grid informaton:
			
			Grid 1 Student Name
			Grid 3 School Name
			Grid 4 School Number
			Grid 5 District Name and District Number
			Grid 7 Date of Birth
			Grid 8 Student ID Number
			Grid 9 Grade Level
			Grid 10 Gender
			Grid 11 Racial/Ethnic Category
			Grid 12 Home Language (on page 2 of answer sheet)

* use the length of time in the school as an indicator if the length of time in the US is not available or unknown