

2009 CELLA Administration Process Q&A #2

CELLA Administration Conference Call #2

April 16, 2009

| Reference | Question | Answer |
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| White "To Be Scored" Boxes with Orange Labels | I have white "To Be Scored" boxes with orange labels that aren't going to be used. Can I give these boxes to another school that didn't receive the white "To Be Scored" boxes that they need? | NO. If additional White Boxes with Orange Labels are needed (for example, insufficient quantity for a school, new school/students added), contact Zulma Torres (609-243-6538) or Karen Cromwell (609-243-6524) at ETS with the school name and number and a box and label will be provided for that school. <u>DO NOT</u> use labeled boxes leftover after distribution. |
| White "To Be Scored" Boxes with Orange Labels | One of my schools needs more white boxes to return materials to be scored. Can I request a new orange label to apply to a box that another school doesn't need? | NO. <u>DO NOT</u> apply a different Orange Label over an existing box with an Orange Label. Contact Zulma Torres (609-243-6538) or Karen Cromwell (609-243-6524) at ETS for a new To Be Scored box and label. |
| White "To Be Scored" Boxes with Orange Labels | What should I do if I have given a school a white To Be Scored box labeled for another school? | Contact Zulma Torres (609-243-6538) or Karen Cromwell (609-243-6524) at ETS and explain the situation so that they can help you identify the boxes each school has. |
| Answer Sheets | Should I return the unused Answer Sheets in the brown "Not To Be Scored" box or destroy them? | UNUSED Answer Sheets are not considered secure and can either be returned in the brown box or destroyed by the district. |
| Packing materials on pallets for return | Should I pack all the white boxes for my district on one pallet and all the brown boxes on another pallet? | Please pack both the white and brown boxes on pallets by school . This will expedite identification of all expected material from each school. |
| Functional Level Testing | Page 13 of the Test Administration Manual instructs districts to test students on Reading and Writing sections that correspond to their actual grade level if they have been in an | ESE students should be tested using the Reading and Writing sections that correspond to the grade level shown in their IEP (Individual Educational Plan). |

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| | approved ESOL program for one year or more. Does this apply to ESE (Exceptional Student Education) students? | |
| Pre-ID Labels | Our Pre-ID labels identify students by their Social Security Numbers and not their Student IDs. How do we have this changed? | <p>The Student Number Identifier, Florida says:</p> <p>A ten-character code used to uniquely identify a student. The number must be maintained for all PK-12 students, adult general education students and postsecondary vocational students.</p> <p><u>If the student provides a social security number, the Student Number Identifier, Florida equals the social security number followed by an "X."</u></p> <p>nnnnnnnnX Example: 123456789X</p> <p>If a student <u>does not provide</u> a social security number, the school district should assign a number using the common method statewide.</p> <p><u>First Two Digits</u></p> <p>NN For any student entering a Florida school district for the first time who does not have a social security number, the first two digits will represent the district of initial entry into the Florida school system.</p> <p><u>Last Eight Digits</u></p> <p>NNNNNNNN The last eight digits are district-defined in such a way as to result in a unique student number within the district where the number is originally assigned.</p> |

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| <p>Answer Sheet, Levels B,C, and D</p> | <p>The response blocks for the Sample Items on pages 2-3 of the Answer Sheet are identified by different numbers than the Sample Items in the Test Booklets. Direct students to respond to Sample A in the Sample F box, Sample B in the G box, Sample C in the H box, and Sample D in the J box.</p> | <p>Will be updated for 2010 Answer Sheet.</p> |
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