CELLA

Comprehensive English Language Learning Assessment

2010 Test Administration Manual

Table of Contents

CELLA Schedules

Delivery of 2010 CELLA Training Materials to Districts

January 29, 2010

2010 CELLA Testing Window

April 19, 2010 to May 19, 2010

Delivery of 2010 Test Materials to Districts

Test materials will be delivered according to the delivery date selected by the District Coordinator.

- CELLA Test Materials Shipment 1: March 26, 2010
- CELLA Test Materials Shipment 2: April 2, 2010
- CELLA Test Materials Shipment 3: April 9, 2010

QUESTAR Customer Service Dates of Operation

Year-round (excluding Florida state holidays and/or Questar holidays)

Return of Test Materials

Testing Complete	Test Materials Pickup (No later than)
April 23rd	April 28th
April 30th	May 5th
May 7th	May 12th
May 14th	May 19th
May 19th	May 24th

Score Reporting Window

ALL Materials Returned to QUESTAR (No later than)	*Score Report Delivery
April 28th	May 28th
May 5th	June 7th
May 12th	June 14th
May 19th	June 21st
May 24th	June 24th

*NOTE: Score reports will be sent after FDOE reviews and approves the reports.

What's New for the 2010 CELLA

1. The Test Administration Manual (TAM) and any other non-secure materials (i.e., the Train-the-Trainer manual and CD, unused paper bands, unused Document Count Forms, unused School Return Summaries, and unused Questar return labels) will be kept at the district for local recycling. PreID labels and rosters must be destroyed in a secure manner. Schools will return the materials in a District Coordinator ONLY box for non-secure materials. All secure test materials MUST be returned to QUESTAR.

2. There will be no locator test to determine test level to be taken. All students will test on grade level. If for any reason a school tests a student at a lower grade level, the student will not receive credit for participation or individual student scores.

3. Supplemental orders will be processed exclusively online. Orders will be placed at https://fl-servicepoint.questarai.com/Login.aspx.

4. The Administration Survey and Comment Form have been combined into a single 2010 CELLA Customer Satisfaction Survey, which will be accessible exclusively online. The link to the survey can be found at http://www.fldoe.org/aala/CELLA.asp.

CELLA Reminders

1. Districts and schools are required to adhere to the 2010 CELLA schedules listed on page 1 of this manual, unless a request for a change is made by the district and approved by the FDOE.

2. Students may not have any electronic devices at their desks, clipped to their belts, in their pockets, or anywhere they can reach them during testing, even if the devices are turned off or the students do not use them. If a student is found to be in possession of ANY electronic device(s) during testing, his or her test must be invalidated in order to successfully enforce this policy.

3. Inappropriate actions by school or district personnel before, during, or after test administration may result in consequences such as test invalidations and/or loss of teaching certification. Please carefully read the Test Security Policies and Procedures on page 19. District Coordinators must require that all school administrators, School Coordinators, and Test Administrators sign a CELLA Administration and Security Agreement, provided in Appendix A.

4. The PreID roster MUST be verified against the school's student information database. Do not use the PreID labels for verification purposes as the roster contains additional information not included in the labels, such as complete student ID numbers.

   The PreID label must be used if the student's last name, student ID number, district number, school number, AND grade level are CORRECT, even if other information is INCORRECT. Complete the following boxes on the student demographic pages when a PreID label is affixed:

   • Level A: Boxes 1–5 and 10 MUST be completed.
   • Levels B, C, and D: Boxes 1–5, 10, 15, 17–19 and 24 MUST be completed.
   • For all levels: Complete Boxes 20–22 only if applicable to the student.

   If the student's last name, student ID number, district number, school number, OR grade level are INCORRECT, destroy the label in a secure manner. Complete the following boxes on the student demographic pages when a PreID label is NOT affixed:

   • Level A: Boxes 1–14 and 16 MUST be completed.
   • Levels B, C, and D: Boxes 1–19 and 24 MUST be completed.
   • For all levels: Complete Boxes 20–22 only if applicable to the student.

   If a student's last name, student ID number, district number, school number, and grade level are correct but the PreID roster is missing other information, that information may be gridded on the student demographic pages. Gridding information which is already included in the PreID roster will NOT override the label's information.

5. Each student MUST have a unique student ID number. Student ID numbers cannot be duplicated or reused because it will cause delays in processing that district's answer sheets and reports.

6. Test Administrators MUST follow instructions in the Directions for Administration for administering all of the CELLA tests.

7. Test Administrators must NOT administer the CELLA to their family members. Students who are related to their assigned Test Administrator must be reassigned to an alternate Test Administrator.

8. Test Administrators MUST

    • attend a training session to administer the CELLA.
    • be knowledgeable of all CELLA test materials.
    • be proficient in English (listening, speaking, reading, and writing) to effectively apply the scoring rubric and evaluate students' responses in English as required. The English proficiency of Test Administrators is determined by the CELLA District Coordinator.
    • follow the Directions for Administration instructions for administering the CELLA. ONLY the Speaking portion of the CELLA is scored locally.

9. ALL SECURE TEST MATERIALS MUST BE RETURNED to Questar after the CELLA test administration.

10. If there are questions regarding the administration of the CELLA, please contact:

    Questar Assessment, Inc.
    Toll-Free Telephone Number: (877) 85-CELLA (877-852-3552)
    Customer Service is available year-round (excluding Florida state holidays or Questar holidays)
    Hours of Operation: 7:00 A.M. to 6:00 P.M. Eastern Time
    Facsimile: (866) 688-0419
    Email: CELLA@questarai.com

    Florida Department of Education (FDOE)
    Telephone Number: (850) 245-0417
    Facsimile: (850) 245-0846
    Email: FloridaCELLA@fldoe.org

Background Information on the CELLA

The CELLA Program

The Comprehensive English Language Learning Assessment (CELLA) is a four-skill language proficiency assessment that is designed to provide the following:

1. Evidence of program accountability in accordance with Title III of No Child Left Behind (NCLB), which requires schools and districts to meet state accountability objectives for increasing the English-language proficiency of English Language Learners (ELLs).

2. Data for charting student progress over time and for charting the progress of newly-arrived students.

3. Information about the language proficiency levels of individual students that may be helpful in making decisions to exit a student from the English for Speakers of Other Languages (ESOL) program.

4. Diagnostically useful information about individual students' strengths and weaknesses in English (with as much specificity as possible).

The test items included in this assessment are based on the CELLA proficiency benchmarks, which are aligned to the English language proficiency standards of the five consortium states.

Test Administration Policies and Procedures

Administration Schedule

The 2010 CELLA test administration window is:

April 19, 2010, to May 19, 2010

Any deviation from these dates must be requested in writing by the district and subsequently approved in writing by the Florida Department of Education (FDOE). Districts may choose to administer the CELLA at any time during the test administration window.

There are four CELLA levels:

- Level A: Grades K–2
- Level B: Grades 3–5
- Level C: Grades 6–8
- Level D: Grades 9–12

Each level contains four sections: Listening, Speaking, Reading, and Writing. Students must take all four sections.

The chart below summarizes the administration features and approximate times for administering Level A.

Level A Sections	Administration Features	Approx. Time Grades K–1	Approx. Time Grade 2
Listening	• Individual administration recommended for kindergarten • Small-group administered for grades 1–2 • Test Administrator reads script or plays CD	15 min.	15 min.
Reading (Grade 2 includes "Extension")	• Individual administration recommended for kindergarten • Small-group administered for grades 1–2	15 min.	35 min.
Writing (Grade 2 includes "Extension")	• Individual administration recommended for kindergarten • Small-group administered for grades 1–2	15 min.	30 min.
One-on-One (Speaking)	• Individually administered for grades K–2	15 min.	15 min.

The chart below summarizes the administration features and approximate times for administering Levels B, C, and D.

Level B, C, & D Sections	Administration Features	Approximate Time
Listening	• Group administered • Administrator reads script or plays CD	25 min.
Speaking	• Individually administered • Administrator reads script	10–15 min.
Reading	• Group administered	45 min.
Writing	• Group administered	70 min.

The preparation time will vary, depending on the number of students who need to grid information and on whether or not the answer sheets are preidentified.

Make-up Administration Procedures

All security and administration procedures must be followed while conducting make-up sessions. Make-up tests may begin on the second day of testing and may continue throughout the administration window.

Students To Be Tested

The following students are to be tested:

All students in grades K through 12, classified ELL, with a code of "LY" or "LP," after May 16, 2009, and enrolled in the district during the time of testing, regardless of whether the student was reclassified as a former ELL (code of "LF"), and prior to April 5, 2010, are to be tested. In addition, former ELLs (code of "LF") who were exited from the ESOL program on or after June 1, 2009, and before April 19, 2010, are to be tested.

LY—The student is an English Language Learner and is enrolled in classes specifically designed for English Language Learners.

LP—The student is in grade 3–12, tested fully English proficient on an aural/oral test and is an English Language Learner pending the Reading and Writing assessment, or the student is in grade K–12, answered "yes" on the Home Language Survey question "Is a language other than English spoken in the Home?" and is waiting for aural/oral assessment.

LF—The student is being followed up for a two-year period after having exited the ESOL program.

ELLs enrolled in the district as of January 11, 2010, and submitted by the district in the PreID process (Survey 7) will have student PreID labels.

Grade Level Test Document Configuration

Documents for the 2010 CELLA are listed below by grade level.

Level A: Kindergarten and Grades 1 and 2

- Level A Grades K–2 Test Book/Answer Sheet
- Level A Grades K–2 One-on-One Prompt Book

It is recommended that the entire test be individually administered to students in kindergarten. Students in grades 1 and 2 will take the Listening, Reading, and Writing sections in a small group. The Level A Speaking section of the CELLA is referred to as the One-on-One section. It is individually administered.

The Level A Reading and Writing sections are each divided into two parts: Core and Extension. All students in kindergarten through grade 2 will be administered the Core questions, which are read aloud by the Test Administrator. Only students in grade 2 will be asked to answer the Extension questions, which they complete independently.

The Listening section can be delivered in one of two ways: Recorded Delivery (played on a CD player) or Teacher Delivery (read aloud by the Test Administrator).

There is no separate answer document for Level A. The Test Administrator records the One-on-One responses, and the students mark their responses for Listening, Reading and Writing.

Level B: Grades 3, 4, and 5

- Level B Grades 3–5 Listening & Speaking Test Book
- Level B Grades 3–5 Reading & Writing Test Book
- Levels B, C, and D Answer Sheet

Level C: Grades 6, 7, and 8

- Level C Grades 6–8 Listening & Speaking Test Book
- Level C Grades 6–8 Reading & Writing Test Book
- Levels B, C, and D Answer Sheet

Level D: Grades 9, 10, 11, and 12

- Level D Grades 9–12 Listening & Speaking Test Book
- Level D Grades 9–12 Reading & Writing Test Book
- Levels B, C, and D Answer Sheet

Within each level (Levels B, C, and D), the Listening and Speaking sections are to be administered prior to the Reading and Writing sections. The Listening section is group-administered, either with the use of a recorded script (on a CD player) or with the Test Administrator reading the script aloud. Students mark their answers in the separate answer sheet, where indicated.

The Speaking section is individually administered. The Test Administrator will record the student's score on page 2 of the student's answer sheet.

The Reading and Writing sections are group-administered. Students mark their answers in their answer sheet, where indicated.

Large-print Test Materials for Levels A, B, C, and D

The large-print version of the CELLA is based on the regular-print version of the CELLA. The School Coordinator will provide the Test Administrator with the materials needed to administer the large-print version.

Level A

- Large-print Level A Grades K–2 Test Book
- Regular-print Level A Grades K–2 One-on-One Prompt Book
- Regular-print Level A Grades K–2 Test Book/Answer Sheet for recording responses
- Directions for Administration

Levels B, C, and D

- Large-print version of the Listening & Speaking Test Book for the appropriate level
- Large-print version of the Reading & Writing Test Book for the appropriate level
- Regular-print version of the Listening & Speaking Test Book that corresponds to the large-print test being administered to assist the Test Administrator
- Regular-print version of the Reading & Writing Test Book that corresponds to the large-print test being administered to assist the Test Administrator
- Levels B, C, and D Answer Sheet for recording responses
- Directions for Administration

The Test Administrator will need to record the student responses in the Levels B, C, and D Answer Sheet.

Braille Test Materials for Levels B, C, and D

The braille version of the CELLA differs from the regular-print version of the test because some questions have been omitted from the test. A list of omitted items can be found in the Directions for Administration on pages 275–276.

There is no braille version of the entire Level A test. The braille tests are provided in contracted and uncontracted braille format for the 2010 administration for Levels B, C, and D. The School Coordinator will provide the Test Administrator with the following materials needed to administer the 2010 CELLA to students using braille:

- Braille version of the Listening & Speaking Test Book for the appropriate level
- Braille version of the Reading & Writing Test Book for the appropriate level
- Regular-print version of the Listening & Speaking Test Book that corresponds to the braille test being administered to assist the Test Administrator

- Regular-print version of the Reading & Writing Test Book that corresponds to the braille test being administered to assist the Test Administrator
- Levels B, C, and D Answer Sheet for recording responses
- Directions for Administration

The Test Administrator will need to record the student responses in the Levels B, C, and D Answer Sheet.

Student Demographic Information

The student answer sheet (Level A Grades K–2 Test Book/Answer Sheet and Levels B, C, and D Answer Sheet) captures student demographic information. The preidentification (PreID) information provided by each district was used to create student labels.

A document is **preidentified** if it contains a student label affixed to the front of the student test book or answer sheet.

If a document is **non-preidentified**, grid all student information with a No. 2 pencil on the student test book or answer sheet.

Each sheet of preidentified student labels contains 14 student names with one label per student. Do not use a preidentified document for any student except the one for whom it is preidentified.

Non-preidentified Students

Only school personnel may grid the following:

- Box 2   Test Administrator Name
- Box 11   ELL Status
- Box 16   Primary Exceptionality
- Box 17   Length of Time Enrolled in the ESOL Program
- Box 18   Title III
- Box 19   Date of the Home Language Survey
- Box 20   Do Not Score (If Applicable)
- Box 21   Accommodations (If Applicable)
- Box 22   Receives Special Services
- Box 23   Program Participation

School personnel **or** students may grid the following:

- Box 1   Student Name
- Box 3   School Name
- Box 4   School Number
- Box 5   District Name and District Number
- Box 6   Student Name
- Box 7   District/School Number
- Box 8   SSN/Florida Student Number
- Box 9   Date of Birth
- Box 10   Test Date
- Box 12   Grade
- Box 13   Gender
- Box 14   Racial/Ethnic Background
- Box 15   Home Language
- Box 24   Form/Level (Box 24 is on the Levels B, C, and D Answer Sheet only)

Student demographic information captured on the student answer sheet is described below:

Demographic Information	Required for Preidentified Students	Required for Non-Preidentified Students	To be Completed if Applicable and Information is Available
1. Student Name Print the student's first and last name.	X	X	
2. Test Administrator Name Print the Test Administrator's name.	X	X	
3. School Name Print the school name.	X	X	
4. School Number Print the school number.	X	X	
5. District Name and District Number Print the district name and district number.	X	X	
6. Student Name Grid Print and grid the student's last and first names. There are boxes for the first 14 letters of the student's last name and the first 10 letters of the first name. If known, print and grid the student's middle initial.		X	
7. District/School Number Grid the district and school number.		X	
8. SSN/Florida Student Number Print and grid the 10-digit student ID number. If the number is only 9 digits long, add an "X" after the last digit to fill in all 10 boxes.		X	
9. Date of Birth Grid the appropriate bubbles for the month, day, and year of the student's birth.		X	

Demographic Information	Required for Preidentified Students	Required for Non-Preidentified Students	To be Completed if Applicable and Information is Available
10. Test Date Grid the appropriate bubbles for the month and day. The district may select a date to be used by all Test Administrators, such as the first or last day of the testing window.	X	X	
11. ELL Status Grid the category: LY, LP, or LF. (For definitions, see page 7 of this manual.)		X	
12. Grade Grid the the student's current grade level.		X	
13. Gender Grid the appropriate bubble for the student's gender.		X	

Demographic Information	Required for Preidentified Students	Required for Non-Preidentified Students	To be Completed if Applicable and Information is Available
14. Racial/Ethnic Background Grid the appropriate bubble for the student's racial/ethnic background. Use the following descriptions for racial/ethnic classifications: **White, Non-Hispanic** – A person having origins in any of the peoples of Europe, North Africa, or the Middle East. **Black, Non-Hispanic** – A person having origins in any of the black racial groups in Africa. **Hispanic** – A person of Mexican, Puerto Rican, Cuban, or South or Central American origin or other Spanish culture or origin regardless of race. **Asian/Pacific Islander** – A person having origins in any of the original peoples of East Asia, Southeast Asia, the Pacific Islands, or the Indian subcontinent. **American Indian/Alaskan Native** – A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. **Multiracial** – A person having parents of different racial/ethnic categories. **Other** – A student's background that is not listed or for whom no background can be obtained.		X	
15. Home Language Grid the student's home language. The home language classifications are Arabic, Chinese/Zhongwen, French, Haitian Creole, Portuguese, Russian, Spanish, Tagalog, Urdu, Vietnamese, or Other.			X

Demographic Information	Required for Preidentified Students	Required for Non-Preidentified Students	To be Completed if Applicable and Information is Available
16. Primary Exceptionality These codes are used to identify students who have been classified as exceptional according to Rule 6A-6.0331, F.A.C., and who have current Individual Educational Plans (IEPs). GRID ONLY ONE. If more than one code is gridded, none of the codes will be recognized as valid. **C** = Orthopedically Impaired **F** = Speech Impaired **G** = Language Impaired **H** = Deaf/Hard of Hearing **I** = Visually Impaired **J** = Emotional/Behavioral Disabilities **K** = Specific Learning Disability **L** = Gifted **M** = Hospital/Homebound **O** = Dual-Sensory Impaired **P** = Autism Spectrum Disorder **S** = Traumatic Brain Injury **V** = Other Health Impaired **W** = Intellectual Disability		X	
17. Length of Time Enrolled in ESOL Program Grid the appropriate length of time the student has been enrolled in the district's ESOL program. Information may be taken from the date of entry into the ESOL program as reported on the ELL Date of Entry data element.			X
18. Title III Grid "Yes" if the student receives services funded by Title III, NCLB. Note: Districts that do not receive Title III, NCLB funds are to bubble "No" for all students.			X

Demographic Information	Required for Preidentified Students	Required for Non-Preidentified Students	To be Completed if Applicable and Information is Available
19. Date of Home Language Survey Grid the appropriate bubbles for the month, day, and year when the Home Language Survey was completed for this student.			X
20. Do Not Score (If Applicable) See page 22 of this manual for instructions on when to grid the Do Not Score bubbles.			X
21. Accommodations (If Applicable) Grid the applicable test accommodation that is being provided to the student.			X
22. Receives Special Services Grid either or both of the special services the student is receiving: Free or Reduced Lunch and/or Migrant Student.			X
23. Program Participation Grid the program in which the student currently participates. ESOL should be bubbled in for all students with an ELL code of "LY." Leave blank for any student with an ELL code of "LF." If the student is also enrolled in a dual language program, grid Dual Language.			X
24. Form/Level	X	X	

Preidentified Student Labels

The preidentification information provided by your district is used to print student PreID labels.

Please adhere to the following policies:

- Only the School Coordinator and persons designated by the Test Administrator may open the shrink-wrapped packages and affix labels.
- Do NOT use student labels from previous test administrations or other tests.
- Affix the CELLA student labels to the CELLA documents only.
- Each student has a unique preidentified number that should NOT be used for another student or it will cause delays in the scoring process.
- Students are not permitted to handle test documents before or after testing.
- All secure materials must be returned to locked storage and remain there until testing.

School personnel are responsible for ensuring that certain preidentified student information is correct. Follow these steps when verifying student information and affixing a PreID label to a student test book or answer sheet:

1. Verify that the student is still enrolled in the school and that the student will be tested. Labels for students no longer enrolled or who will not be tested should be destroyed in a secure manner because they contain student information.

2. After verifying student demographic information using the PreID roster, if the student last name, student ID number, district number, school number, OR grade level is INCORRECT, destroy the label in a secure manner.

3. IN ORDER FOR A DOCUMENT TO BE PROPERLY SCANNED, carefully place the label on the student test book or the answer sheet in the box that reads PLACE PreID LABEL HERE.

Do not remove labels once they have been affixed. Do not place a label over another label.

Sample Student Label:

STUDENTLASTNAM, SAMPLEFIRS A SID: XXXXX6789X
DIST/SCH: 99-9999
Your School Name   ELL: LY   ESE: K
                              Accom: Y   Dist Use: 1234567890
DOB: 03/01/97   GEN: M   R/E: A   GRD: 11   CELLA 2010

13343220 - 3

<u>Incorrect or Missing Preidentified Information</u>

Preidentified student labels will be provided to each school and packaged by grade.

After verifying student demographic information using the PreID roster, if the following student information is correct, even if any other information is incorrect, use the student label:

- Student Last Name
- Student ID Number
- District Number
- School Number
- Grade Level

If the student has a PreID label, the following information MUST be provided and gridded on the Level A Grades K–2 Test Book/Answer Sheet, or Levels B, C, and D Answer Sheet:

Box 1 Student Name

Box 2 Test Administrator Name

Box 3 School Name

Box 4 School Number

Box 5 District Name and District Number

Box 10 Test Date

Box 24 Level (Box 24 is on the Levels B, C, and D Answer Sheet only)

If a student's last name, student ID number, district number, school number, and grade level are correct but the PreID label is missing other information, that information may be gridded on the student demographic pages. Gridding information which is already included in the PreID label will NOT override the label's information.

Preidentified Student Roster

The Preidentified Student Roster is produced from the same file used to print student PreID labels and contains the same information. There is one row of information per student which should be used to verify the accuracy of student demographic information. The list of student rosters will be provided in hard copy to schools. PreID rosters must be destroyed in a secure manner after testing.

Test Security Policies and Procedures

<u>Florida Statute and State Board of Education Rules</u>

The Florida State Board of Education Rule 6A-10.042, FAC was developed to meet the requirements of the test security statute Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment. The rule prohibits activities that may threaten the integrity of the test. See Appendix A for the full text of the Florida Test Security Statute and Rule. Examples of prohibited activities are listed below:

- copying the passages, test items, or performance tasks
- explaining the test items or performance tasks
- changing or otherwise interfering with student responses to test items

If students with current IEPs, 504 plans, or LEP plans are permitted accommodations, Test Administrators may provide the accommodations as described in the Directions for Administration.

The security of all test materials must be maintained before, during, and after the test administration. Under no circumstances are students permitted to handle secure materials before or after test administration.

Please remember that after ANY administration, secure materials must be returned to either the School Coordinator or placed in locked storage. No more than three persons should have access to the locked storage room. Test books and answer sheets should never be left unsecured. Materials must be tracked using the security numbers described later in this section. Secure documents should never be destroyed (e.g., shredded, thrown in the trash, etc.) except for soiled documents.

District Coordinators must require that all school administrators, School Coordinators, and Test Administrators sign the CELLA Administration and Security Agreement, provided in Appendix A, stating that they have read and agree to abide by all test administration and security policies and procedures. Additionally, any other person who assists the Test Administrator must sign the agreement.

Each school is required to maintain an accurate Security Log, provided in Appendix B, for each testing room. Anyone who enters a testing room for the purpose of monitoring a test is required to sign a log. This applies to the Test Administrator or anyone who relieves a Test Administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room.

Test Administrators must NOT administer the CELLA to their family members. Students related to their assigned Test Administrator must be reassigned to an alternate Test Administrator.

Please remember that inappropriate actions by school or district personnel can result in single student or classroom invalidations or loss of teaching certification.

Missing Materials/Breaches of Administration Procedures

The School Coordinator must verify that all secure materials listed on the packing list are received and should report any packing errors or any missing secure documents to the District Coordinator immediately. The FDOE maintains a record of the quantity of secure materials and the unique security number of each secure document used in the CELLA. Every secure document will be scanned and tracked electronically. Individuals are responsible for the secure documents assigned to them. Test Administrators should report any missing secure materials to the School Coordinator immediately.

If, after a thorough investigation, a secure document is not found or a test irregularity or security breach is identified, the School Coordinator must inform the District Coordinator. The District Coordinator should call the FDOE Office of Academic Achievement through Language Acquisition to discuss the concern, and then must submit a written report within ten working days after the irregularity or security breach has been discovered. Forms designed to report missing materials, test irregularities, and security breaches can be found at http://www.fldoe.org/aala/CELLA.asp. School personnel and District Coordinators may use these forms, manipulate these forms, or create their own forms to submit with a written report. Compile all pertinent information and submit the written report to the FDOE via fax at (850) 245-0846 or via email as indicated on the forms.

If there is reason to believe that a secure document has been stolen, the School Coordinator should contact the District Coordinator immediately. The District Coordinator must then call the Office of Academic Achievement through Language Acquisition to discuss a plan of action. This action may involve local law enforcement.

A detailed report must be submitted to the Office of Academic Achievement through Language Acquisition within 30 calendar days of the initiation of the investigation. The report must include the nature of the situation, the time and place of the occurrence, the names of the persons involved, a description of the communication between the District Coordinator's office and school personnel, how the incident was resolved, and what steps are being implemented to avoid future losses, irregularities, or security breaches.

Security Numbers


```
12000001 - 3
```

A security number is used to account for each secure document. The security number consists of an eight-digit number with a one-digit check number, which will appear as a nine-digit number. Below is a list of secure documents:

- Directions for Administration
- Listening CDs (Levels A1 & B1, and C1 & D1)
- Training CDs for Speaking (Levels A, B, C, and D)

- Level A Grades K–2 Test Book/Answer Sheet
- Level A One-On-One Prompt Book
- Level B Listening & Speaking Test Book
- Level B Reading & Writing Test Book
- Level C Listening & Speaking Test Book
- Level C Reading & Writing Test Book
- Level D Listening & Speaking Test Book
- Level D Reading & Writing Test Book
- All large-print test books
- All braille test books
- Levels B, C, and D Answer Sheet

CELLA Administration Record/Security Checklist

This year, the CELLA Administration Record and Security Checklist have been combined to create one form titled "CELLA Administration Record/Security Checklist." District Coordinators will access their schools' CELLA Administration Record/Security Checklists via Questar's ServicePoint web site found at https://fl-servicepoint.questarai.com/Login.aspx. This version of the form, formatted in Excel, will be prepopulated with the security numbers of test documents sent to each school. A blank version of the CELLA Administration Record/Security Checklist is also available as a perforated form in Appendix B. District Coordinators may distribute the prepopulated spreadsheets to schools, instruct School Coordinators to copy and use the blank form in Appendix B, or allow School Coordinators to use their own forms, as long as all required administration information is collected and security numbers are tracked.

School Coordinators and Test Administrators must maintain certain required administration information and track security numbers of test documents. The School Coordinator may use this form to record the security numbers of the documents assigned to and returned by each Test Administrator. If a School Coordinator receives secure materials that are not already listed, such as materials from the district overage, the security numbers of those materials must be added to this record with the names of the students to whom they are assigned.

The Test Administrator should also maintain a record of the security numbers for all secure materials assigned to him or her. The security number(s) of the document(s) assigned to and returned by each student should be recorded and verified at the end of testing.

If a secure document is soiled (e.g., with blood or vomit), the School Coordinator should document the event on the CELLA Administration Record/Security Checklist next to the appropriate security number, and contact the District Coordinator. The District Coordinator should contact the Office of Achievement through Language Acquisition. The soiled document should be destroyed by the district in a secure manner.

Test Invalidation Policies and Procedures

DNS or UNDO bubbles are located in Box 20 of the student answer sheet (Level A Test Book/ Answer Sheet and the Levels B, C, and D Answer Sheet). There is a DNS and UNDO bubble for each of the four sections: Listening, Speaking/One-on-One, Reading, and Writing.

If all or part of a student answer sheet for the Listening, Speaking/One-on-One, Reading, or Writing sections is not to be scored, grid the appropriate DNS bubble(s) for that section. If a test section has been invalidated by mistake, erase the DNS bubble(s) and grid the corresponding UNDO bubble(s).

If the DNS bubble is gridded for one or all of the test sections (Listening, Speaking/One-on-One, Reading or Writing), that section(s) will not be scored. If ALL of the DNS bubbles are gridded, none of the test sections (Listening, Speaking/One-on-One, Reading, or Writing) will be scored. If the DNS bubble(s) for a test section has been erased and the corresponding UNDO bubble(s) has been gridded, that section will be scored. If the answer document is packaged with the Not-To-Be-Scored materials, none of the test sections will be scored.

Several of the examples below refer to USED and UNUSED Level A test books or Levels B, C, and D answer sheets. For a Level A test book or Levels B, C, and D answer sheet to be considered UNUSED, it must not have a mark anywhere on it.

The appropriate DNS bubbles MUST be gridded if any of the following circumstances occur:

1. A student's last name, student's ID number, district name, school name, school code OR grade level is INCORRECT and a PreID label is affixed to a USED document.

2. A student label has been placed over another student PreID label on a USED document.

For circumstances 1 and 2, grid all DNS bubbles and see Defective Materials on page 24 of this manual for directions on transferring answers.

3. A student has an electronic device during testing. Grid only the DNS bubble for that test section.

4. A student is caught cheating or is disruptive during testing. Grid only the DNS bubble for that test section. Situations involving possible cheating or disruptive behavior should be investigated and discussed with the School Coordinator and the site administrator before a final invalidation decision is made.

The appropriate DNS bubble(s) MAY be gridded if the following occurs:

A student becomes ill and is unable to finish, OR a student is not allowed the correct amount of time to finish (e.g. the Test Administrator instructs students to stop working without allowing the correct amount of time, or a parent removes a student for any reason prior to the end of the allotted testing time).

Invalidation decisions should be made based on whether or not the student was provided adequate time to respond completely to the test items. If a determination is made that the student was provided enough time to respond completely, the document should be submitted for scoring.

If it is determined that the student was not provided adequate time to complete a test section, AND the validity of the test results has been compromised, the test section should be invalidated. However, if the validity of the section has not been compromised, AND the student has not left the school's campus, the student may return to the testing room during the same school day to complete the test section.

Each District Coordinator should advise schools of the appropriate course of action if invalidation is being considered. Remember that the purpose of invalidation is to identify when the validity of test results has been compromised. It is the responsibility of the District Coordinator to inform schools that they may either

- invalidate only after discussion with the District Coordinator, OR
- invalidate at the school level after discussion between the School Coordinator and the Test Administrator.

Under the following circumstances, it is not necessary to invalidate an answer sheet if it has been packaged properly for return with the Not-To-Be-Scored materials:

- The preidentified document belongs to a student who has withdrawn before testing begins.
- The preidentified document belongs to a student who has been absent during the entire testing schedule.
- The document is defective and is UNUSED.
- The preidentification information is incorrect and the document is UNUSED.

<u>Defective Materials</u>

If a test book or answer sheet is identified as defective (e.g., the document is not readable, missing pages, miscollated, or torn; has upside-down or duplicate pages; or is mis-cut) before testing begins, give the student a non-preidentified replacement test book or answer sheet. Return the defective test book or answer sheet with the non-scoreable materials and notify Questar Customer Service using the contact information on page 4 of this manual.

If a defective Level B, C, or D test book is identified during testing, give the student a replacement test book.

Students taking the Level A test will record their answers in the Level A Grades K–2 Test Book/ Answer Sheet, and students taking the Levels B, C, or D tests will grid their answers in the Levels B, C, and D Answer Sheet. If either document is found to be defective during testing, the student should complete the test. Upon test completion, the student must, under the supervision of the Test Administrator, transfer the exact answers from the defective test book or answer sheet to the appropriate replacement document.

Test Administrator Responsibilities

<u>Responsibilities Before Testing</u>

Training

You must have received training in the administration of the CELLA prior to the test administration. Test Administrators must be familiar with the:

- Test Administration Manual
- Directions for Administration
- Test books at the appropriate level
- Training CDs for Speaking and Listening CDs at the appropriate level

Prepare the Room for Testing

The test should be administered in a room that has comfortable seating, good lighting, and sufficient workspace. Make sure that the room is adequately ventilated and free of distractions.

One-on-One Testing

Arrange the room so that the student will be facing you during the test. Assemble the materials you will need for administering the test. All students should be tested in the same manner.

Outside each door to the testing room, post a sign that announces TESTING – Please Do Not Disturb. You may use the sign provided in Appendix B.

Electronic Devices

Students may not have any electronic devices at their desks, clipped to their belts, in their pockets, or anywhere they can reach them during testing, even if the devices are turned off or the students do not use them. If a student is found to be in possession of ANY electronic device(s) during testing, his or her test must be invalidated in order to successfully enforce this policy.

Remove the "No Electronic Devices Permitted" sign in Appendix B and make copies to post at all entrances to the testing room prior to the beginning of testing.

Group Administration

Arrange the room so that each student will have enough workspace for the test materials. There must be sufficient space (at least three feet) between students to prevent cheating. Make sure that students are not facing each other when seated at tables and are not in seating (stadium or staggered) that allows them to view another student's answers. All students should be tested in the same manner.

Remove or cover all visual aids on student desks and in the room, such as posters showing reading or language arts concepts. Students may not have access to any unauthorized writing aids, such as word lists, spelling lists, lists of adjectives and adverbs, word definitions, punctuation charts, translation devices, or organizational patterns. Discuss any potential concerns with your School Coordinator.

Required Administration Information

You are required to maintain the following information for each test section (Listening, Speaking/One-on-One, Reading, and Writing), as directed by your School Coordinator:

- Students assigned to your room who are expected to participate in the CELLA. Provide each student's name and ID number.
- Attendance information: who is present, present but invalidated, absent, or withdrawn.
- The unique security numbers of the secure documents assigned to each student.

Record all required administration information on the Administration Record/Security Checklist provided to you by your School Coordinator. Copy and file for future reference. Return the originals to the School Coordinator.

Assemble Materials

Manuals

You will need a copy of the Test Administration Manual and the Directions for Administration to read the scripts for administering each test section and for completing/verifying the student answer sheet. Prior to testing, you are responsible for reading the appropriate Directions for Administration section(s), and this Test Administration Manual, except for the sections specific to the School Coordinator and District Coordinator responsibilities.

Your School Coordinator will ask you to sign the 2010 CELLA Administration and Security Agreement, provided in Appendix A, stating that you have read and agree to abide by all administration and test security policies and procedures. Failure to adhere to these policies and procedures may result in the invalidation of student answer sheets and/or test scores.

Important Test Administration Details

- Do NOT allow students to use scratch paper for answering the constructed-response questions. Only answers written in the space provided will be scored on the Level A Grades K–2 Test Book/Answer Sheet, and Levels B, C, and D Answer Sheet.
- Ensure that students use No. 2 pencils to complete information on the student answer sheets and to record their responses. Mechanical pencils must NOT be used. Students should bring No. 2 pencils on the day of the test, but a supply of sharpened No. 2 pencils should also be available.
- Students should not use correction fluid. If a student makes an error in answering an essay question, the student should erase the error as completely as possible and then write in the correction.
- Thesauruses, dictionaries, and/or other similar tools are NOT permitted. Refer to the Directions for Administration for allowable accommodations.

CELLA Security Log

You are required to maintain an accurate Security Log for your testing room. Anyone who enters the room for the purpose of monitoring a test MUST sign the log. This applies to Test Administrators and anyone who relieves a Test Administrator, even for a short break, regardless of how much time he or she spends monitoring a testing room. Remove the 2010 CELLA Security Log in Appendix B and use it as required. This document can also be found at http://www.fldoe.org/aala/CELLA.asp.

"Testing – Please Do Not Disturb" Sign

Outside each door to the testing room, post a sign that announces TESTING – Please Do Not Disturb. You may use the sign provided in Appendix B.

"Electronic Devices Not Permitted During Testing" Sign

Remove the sign in Appendix B and make copies to post at all entrances to the testing room prior to the beginning of testing.

Receive Test Materials

The School Coordinator will provide you with the materials needed to administer the test; however, review the information on page 8 of this manual to determine which materials are needed for each level.

Responsibilities During Testing

Distribute Materials

After students have been seated, distribute the appropriate test materials. If the documents are preidentified, make sure each student receives the document with his or her name on it.

Read the appropriate administration scripts verbatim to students. There are specific scripts to administer the different levels of the CELLA. Refer to the section of the Directions for Administration that applies to the level of the CELLA you are administering.

Maintain Test Security

Maintain test security at all times and report violations or concerns to the School Coordinator. Adhere to the Test Security Policies and Procedures on pages 6 and 7 and the 2010 CELLA Administration and Security Agreement in Appendix A that you signed prior to testing.

Supervise Test Administration

It is not appropriate for you to use classroom or cell phones, grade papers, or work on the computer during testing. Instead, while students are working in a group setting, move around the room and ensure the following:

- students have cleared their desks of all materials except the appropriate test materials (mechanical pencils, ink pens, highlighters, crayons, colored pencils, markers, correction fluid, etc., are NOT permitted), and
- students are using only No. 2 pencils.

Helping Students Enter Their Personal and Demographic Information

For Level A, the Test Administrator must complete all of the personal and demographic information for each student. Students taking Level A must not complete their own demographic data.

For Levels B, C, and D, if you are not using PreID labels, or a student does not have a PreID label, the Test Administrator or student will need to complete all the personal and demographic information. As you read the directions aloud, circulate through the classroom and check that students are marking the correct information.

Before distributing the Levels B, C, and D answer sheets, you will need to write the following on the chalkboard:

- Test Administrator (your) name
- School name and number
- District name and number
- Today's date (Write the first three letters of the month, then the number for the day in 2-digit fashion [e.g., 09 for "nine"].)
- Test level

Prior to distributing the Levels B, C, and D answer sheets, you must write your name in Box 2 "Test Administrator Name." Students are not to complete this box. Also, have student ID numbers available for completing Box 8 on the answer sheet.

Begin by saying:

Please clear your desk and take out a No. 2 pencil.

Make sure each student has a No. 2 pencil. Then say:

Today you will take an English test called the Comprehensive English Language Learning Assessment or CELLA ["SELL-uh"]. It has four sections.

I am going to give you an answer sheet. This is where you will write your answers. When you get your answer sheet, please place it face up on your desk. Do NOT open it or write on it yet.

Distribute a Levels B, C, and D Answer Sheet to each student. Then say:

We will now complete some of the information on your answer sheet. Please print as neatly as possible. You must use a No. 2 pencil. We will begin by writing some information at the top of the page. In Box 1, "Student Name," print your full name. Write your first name first and then your last name.

Pause while students fill in their information and give help as needed. Then say:

In Box 2, "Test Administrator Name," you will see my name.

Point to the Test Administrator name written on the board. Then say:

If you do not see my name written in Box 2, raise your hand.

Verify that your name is written on all Levels B, C, and D answer sheets. Then say:

In Box 3, "School Name," print our school name. It is written on the board for you.

Point to the school name written on the board. Pause while students fill in the information and give help as needed. Then say:

In Box 4, "School Number," print our school number. It is written on the board for you.

Point to the school number written on the board. Pause while students fill in the information and give help as needed. Then say:

In Box 5, "District Name and District Number," print our district name and number. It is written on the board for you.

Point to the district name and number written on the board. Pause while students fill in the information and give help as needed. Then say:

Now find the box labeled "How to Mark." It shows you the correct way to mark your answers. Read the directions to yourself while I read them aloud. "Fill in each bubble by making a solid black mark that completely fills the circle. Use only a No. 2 pencil." Does anyone have any questions about how to mark answers on this answer sheet?

Answer any questions students may have. Then say:

Now find Box 6, "Student Name Grid." Here you are going to write your name again. This time you will write your last name first. Print your last name, putting one letter in each of the boxes.

Pause while students fill in their information and give help as needed. Then say:

Now, print your first name, putting one letter in each of the boxes. If you do not have enough boxes for all of the letters in your name, write in as many letters as possible. If you have a middle initial, print that letter below the box that says "MI."

Pause while students fill in their information and give help as needed. Then say:

Now you are going to fill in one circle under each letter in your name. Start by filling in the circle that matches the first letter in your last name. Then fill in the circles for the rest of the letters in your name. Remember to fill in each circle completely. If your name does not take up all the boxes, then fill in the blank circles at the top of each column.

Pause while students fill in their information and give help as needed. Then say:

Find Box 7, "District/School Number." Here you are going to write the district and school numbers again. In the first two boxes, write in the district number.

Point to the district number written on the board. Pause while students fill in the information and give help as needed. Then say:

In the remaining four boxes, write in the school number.

Point to the school number written on the board. Pause while students fill in the information and give help as needed. Then say:

Now you are going to fill in one circle under each number. Start by filling in the circle that matches the number in the first box. Then fill in the circle for each of the remaining numbers. Remember to fill in each circle completely.

Find Box 8, "SSN/Florida Student Number." Write in the number I give you. Fill in the correct circle under each number.

Note: For Box 8, you may choose to complete this information for the student when completing other demographic information.

Provide each student with his or her student ID number. Pause while students fill in their information and give help as needed. Then say:

Now find Box 9, "Date of Birth." Fill in the circle for the month you were born.

Next, write in the day you were born. If you were born on day 1 through day 9 of the month, write a zero in front of the number. For example, if you were born on the 9th day of the month, you would write 09. Fill in the circles under the number for the day you were born.

Now write in the year you were born. If you were born before the year 2000, fill in the circle that says "19." If you were born in or after the year 2000, fill in the circle that says "20." Next, in the final 2 spaces write in the last 2 digits of the year in which you were born. Fill in the corresponding numbered circle for each column.

Note: For Box 9, you may choose to complete this information for the student when completing other demographic information.

Pause while students fill in their information and give help as needed. Then say:

Find Box 10, "Test Date." Here you will enter today's date as I have written it on the board.

Fill in the circle for this month. [Point to the month written on the board.]

Next, write in the day. [If the day is day 1 through day 9 of the month, remind students to write a zero in front of the number.] **Fill in the circles under the number for the day. The year is already printed for you.**

Skip Box 11 and find Box 12, "Grade." Fill in the correct circle for your grade.

Pause while students fill in the information and give help as needed. Then say:

Now go to Box 13, "Gender." Fill in the correct circle for your gender, either "Female" or "Male."

Pause while students fill in their information and give help as needed. Then say:

Now find Box 14, "Racial/Ethnic Background." Fill in the circle that best describes you. If you think more than one of them describes you, mark "Multiracial." If you don't think any of them describes you, mark "Other."

Pause while students fill in their information and give help as needed. Then say:

Find Box 15, "Home Language." Fill in the circle for your home language. If your home language is not shown, mark "Other" at the bottom of the box.

Pause while students fill in their information and give help as needed. Then say:

Skip Boxes 16 through 23 and find Box 24. The Form is already printed for you. Underneath the word "Level," print the level of the test you will be taking. It is written on the board for you.

Point to the test level written on the board. Pause while students fill in the information and give help as needed. Then say:

Now fill in the circle that matches the letter of the test level.

Pause while students fill in the information and give help as needed.

Begin administering the test using the appropriate section of the Directions for Administration.

Responsibilities After Testing

All test materials, both To-Be-Scored and Not-to-be Scored, must be returned to your School Coordinator after testing. Materials should be prepared as follows:

1. Verify that the CELLA Administration Record/Security Checklist is completed. Make a copy for your files.

2. Notify the School Coordinator immediately if any secure test materials are missing.

3. Verify that your Security Log has been completed correctly. Make a copy for your files.

Prepare the To-Be-Scored Materials

To-Be-Scored materials include

- Used Level A Test Books/Answer Sheets (including test books for students who took the large-print version of the test, and test books with gridded DNS bubbles)
- Used Levels B, C, and D Answer Sheets (including answer sheets for students who took the large-print or braille versions of the test, and answer sheets with gridded DNS bubbles)

Separate the To-Be-Scored materials by grade. (To-Be-Scored materials include those with DNS bubbles gridded.) Verify that each document has the required information (Boxes 1–5 and 10 for Level A, and Boxes 1–5, 10, and 24 for Levels B, C, and D) completed at the top of student demographic page 1, even if a PreID label is used. Check for and erase stray marks ONLY on the demographic pages and/or the security number area of the test documents. Any marks outside the information boxes, especially on or near the registration marks and timing tracks, will adversely affect the scanning of the documents. Notify the School Coordinator of any concerns.

Documents for each grade must be paper-banded separately. You may use more than one paper band per grade, if necessary. Place a paper band around each stack of To-Be-Scored materials, and identify the grade and document count on the paper band.

Prepare the Not-To-Be-Scored Materials

Not-To-Be-Scored materials include:

- Unused Level A Test Books/Answer Sheets
- Unused Levels B, C, and D Answer Sheets
- Level A One-on-One Prompt Book
- Levels B, C, and D Listening & Speaking test books (including large-print and braille)
- Levels B, C, and D Reading & Writing test books (including large-print and braille)
- Levels A, B, C, and D Training CDs for Speaking
- Levels A1 & B1 and Levels C1 & D1 Listening CDs
- Directions for Administration

Inventory all test booklets, answer sheets, CDs, and Directions for Administration when they are returned to you to make sure that all materials have been returned. It is strongly recommended that you organize each material by type and in security ID number order. Missing test materials must be documented and an explanation provided as described on page 20 of this manual.

Return Materials to the School Coordinator

Return three stacks of materials to your School Coordinator:

- To-Be-Scored materials
- Not-To-Be-Scored materials
- Test Administration Manual, Security Log, and any other required administration information

Comment Form

After all materials have been returned, go to http://www.fldoe.org/aala/CELLA.asp and click on the 2010 CELLA Customer Satisfaction Survey. Please provide feedback that will be meaningful to FDOE and Questar. If you have comments pertinent to school/district procedures, please contact your School Coordinator.

Test Administrator Checklist

Before Testing

_____ Complete the required administration information.

_____ Attend local training in the administration of the CELLA and review new procedures for 2010.

_____ Review and familiarize yourself with all the information in the appropriate sections of this manual, the Directions for Administration, test books, Training CDs for Speaking, and the Listening CDs at the appropriate levels.

_____ Sign the CELLA Administration Record/Security Checklist, provided in Appendix A.

Final Preparations for Testing

_____ Arrange the room to ensure that students have a comfortable and adequate workspace for testing.

_____ Remove or cover all visual aids in the room that might provide clues or answers.

_____ For the Speaking/One-on-One section, assemble all the materials you will need to administer the test, including the Directions for Administration.

_____ Post a "TESTING – Please Do Not Disturb" sign and the "Electronic Devices Are Not Permitted During Testing" sign on each testing room door. (You may use the signs provided in Appendix B.)

_____ Ensure that students are using No. 2 pencils to fill out information and record their responses. Provide sharpened No. 2 pencils for students who do not have them.

During Testing

_____ Distribute and administer the test to students according to the instructions on pages 8–10. Make sure any preidentified documents are given to the correct students.

_____ Sign and maintain an accurate 2010 CELLA Security Log, provided in Appendix B. Anyone who enters the testing room for the purpose of monitoring the test for any length of time MUST sign the log.

_____ Maintain test security at all times, and report security violations or concerns to the School Coordinator.

_____ Supervise students during the test administration by moving around the room. Ensure that students have cleared their desks of all non-testing materials and that they are using No. 2 pencils.

After Testing

_____ Verify that you have collected all required administration information. Make a copy for your files.

_____ Notify the School Coordinator immediately if any secure test materials are missing.

_____ Verify that your Security Log has been completed correctly. Make a copy for your files.

Prepare the To-Be-Scored Materials for Return to the School Coordinator

_____ Group your To-Be-Scored materials together by GRADE.

- Count the total number of To-Be-Scored documents.
- Paper band the To-Be-Scored documents together in groups.
- Write the grade and number of documents on top of that band.

_____ Make sure to include the Do-Not-Score (DNS) test books and answer sheets with this To-Be-Scored group. Verify that the DNS bubbles are marked correctly.

Prepare the Not-To-Be-Scored Materials for Return to the School Coordinator

_____ Group your Not-To-Be-Scored test materials together including any unused Level A test books; used and unused Levels B, C, and D test books; unused answer sheets both with and without PreID labels and defective answer sheets; Training CDs for Speaking; Listening CDs; and the Directions for Administration.

Prepare the Not-to-Be-Scored test books and answer sheets as follows:

- Count the total number of Not-To-Be-Scored documents.
- Paper band the Not-To-Be-Scored documents together in groups and write only the number of documents on top of that band.

_____ Verify that all security numbers are accounted for.

_____ Group your non-secure materials, which are not to be scored, by securing the bundle with a paper band. The bundle should include the Test Administration Manual, the Security Log, and required administration information.

_____ Return all original materials to the School Coordinator.

_____ Go to http://www.fldoe.org/aala/CELLA.asp and complete the 2010 CELLA Customer Satisfaction Survey.

School Coordinator Responsibilities

Responsibilities Before Testing

Training

You are responsible for training all Test Administrators on the administration of the CELLA. In the absence of sufficiently trained administrators, postpone testing until trained administrators are available. Test Administrators who will be administering the test to students using large-print and/ or braille materials must be trained in the use of those test materials.

Test Administrators must become familiar with the:

- Test Administration Manual
- Directions for Administration
- Test books at the appropriate level
- Training CDs for Speaking and Listening CDs at the appropriate level

Prior to testing, you are responsible for reading this Test Administration Manual except for the section specific to the District Coordinator responsibilities.

Receive Test Materials

Inventory the contents of your boxes within 24 hours of receipt and report missing materials to the District Coordinator immediately.

School materials will be packaged in brown boxes labeled with the school's name and marked TO BE OPENED ONLY BY THE SCHOOL COORDINATOR.

The following materials, as appropriate for your school, will be delivered to you:

- Packing List—indicates the total number of boxes and shows a summary of the total quantities of materials included in all boxes of the shipment. Each school will receive a School Packing List in Box 1 of the shipment.
- Shipment Summary List—indicates the total number of boxes in a shipment as well as the materials and quantities of the items packaged in each box of that shipment. Security numbers for secure materials in the shipment are also listed when applicable. Each school will receive a School Shipment Summary List in Box 1 of the shipment.
- Box Content List—indicates the items and quantities that each box contains. It is included inside every box of materials that Questar ships. Security numbers for secure materials packaged in the box are also listed when applicable.
- Test Administration Manual
- Directions for Administration
- Test books
- Answer sheets
- Training CDs for Speaking
- Listening CDs
- PreID rosters

- Student PreID labels
- Paper Bands
- To-Be-Scored Materials Return Kit
  - » Return Instructions
  - » Document Count Forms for To-Be-Scored Materials by Grade
  - » School Return Summary for To-Be-Scored Materials
  - » Questar Return Labels
- Not-To-Be-Scored Materials Return Kit
  - » Return Instructions
  - » Questar Return Labels
- Large-print and/or braille test materials (if applicable)

If you need additional materials or have questions, contact your District Coordinator.

IMPORTANT: SAVE all boxes in which you receive materials to repack and return your test materials to Questar.

Completing the "CELLA Administration Record/Security Checklist"

Each school's CELLA Administration Record/Security Checklist can be located through Questar's ServicePoint web site (https://fl-servicepoint.questarai.com/Login.aspx). Click on the link to bring you to the CELLA Administration Record/Security Checklist. Note that you do not need a login or password to access this link.

1. Verify the security numbers printed on the materials against the security numbers printed on the form. Contact your District Coordinator immediately if any discrepancies are found. Attach documentation of any discrepancies to the CELLA Administration Record/Security Checklist.

2. Record the information requested on the form (Test Administrators' names and the security numbers assigned to each) and verify the number of secure materials when they are returned.

3. As directed by your District Coordinator, communicate to Test Administrators the process for collecting the required administration information listed on the CELLA Administration Record/ Security Checklist for each test section (Listening, Speaking/One-on-One, Reading, and Writing), which includes the following:

   - Students assigned to each Test Administrator's room that are expected to participate in the CELLA. Provide each student name and ID number.
   - Attendance information: who is present, present but invalidated, absent, or withdrawn.
   - The unique security numbers of the secure documents assigned to each student.

Retain the CELLA Administration Record/Security Checklist(s) until testing has been completed. Each form will be used to account for the secure materials after testing.

Track Security Numbers

Maintain a record of the security numbers of the secure materials you receive from the District Coordinator. After the returned materials are inventoried, the District Coordinator will receive a list of all missing secure test materials and may need to refer to these records.

Ensure Implementation of Test Administration Accommodations

The Directions for Administration provides information concerning permissible accommodations. When testing students with accommodations, prior planning is necessary to ensure that accommodations indicated on the student's IEP, 504 Plan, or ELL Student Plan (ESP) are implemented. Arrangements for implementing accommodations must be made prior to the administration dates. Make sure that the Test Administrators are aware of any accommodations needed for individual students.

Provide Appropriate Test Settings

When testing in a group setting, use classrooms whenever possible. Avoid testing students in areas designed for large groups (e.g., the cafeteria, gymnasium, auditorium, or library). Students should not face each other when seated and not be in seating (stadium or staggered) that allows them to easily view other students' answers. There must be sufficient space (at least three feet) between students to discourage cheating.

In your walk-through of the school prior to testing, check for and remove all unauthorized visual aids posted in classrooms or affixed to student desks. Also, make sure that each room is free of distractions and has comfortable seating, good lighting, and adequate ventilation.

Responsibilities During Testing

Supervise Test Administration and Maintain Test Security

You should be available to provide Test Administrators with additional materials during testing, as necessary, as well as to answer any questions Test Administrators may have. Visit and monitor each testing classroom in your school to ensure that test administration and security policies and procedures are being followed. Verify that the Security Logs are being properly completed in the testing rooms and that all required administration information is being maintained by the Test Administrators.

Responsibilities After Testing

The Materials Return Kits, provided with your test materials, include all the necessary forms and materials needed to package the test materials for return to Questar. The following pages contain instructions on how to prepare and return the CELLA test materials.

Prepare Materials for Return

Package all materials according to the instructions below. Errors in the return of materials could delay reporting of student test results.

You will prepare three types of boxes for return to the District Coordinator:

- To-Be-Scored boxes with CHERRY return labels
- Not-To-Be-Scored boxes with GOLDENROD return labels
- District Coordinator ONLY box

As you receive materials from Test Administrators, inventory all materials and verify that they have returned all distributed secure materials. All To-Be-Scored and Not-To-Be-Scored materials MUST be returned to Questar.

Test Administrators will return the following stacks of materials to you:

- To-Be-Scored materials including used Level A Test Books/Answer Sheets and used Levels B, C, and D Answer Sheets. Documents with gridded DNS bubbles are to be returned with the To-Be-Scored materials. Materials will be separated by grade and banded together with the grade and document count written on the paper band.
- Not-To-Be-Scored materials including unused Level A Test Books/Answer Sheets, unused Levels B, C, and D Answer Sheets, test books for all levels (including large-print and braille), Training CDs for Speaking for all levels, Listening CDs for all levels, and the Directions for Administration.
- Test Administration Manual, Security Log, and any other required administration information.

Notify the District Coordinator immediately if any secure materials are missing and complete the necessary investigation.

Make two copies of the CELLA Administration Record/Security Checklist, and make copies of all Security Logs and file the copies.

To-Be-Scored Documents for Return

Process your school's To-Be-Scored documents as described in this section.

Document Count Form for To-Be-Scored Materials by Grade (PURPLE)

Schools will receive both preidentified and blank (overage) Document Count Forms for To-Be-Scored Materials by Grade. Verify that you have gathered all the appropriate documents before you complete the form. The following information is pre-printed on the form:

- District Name and School Name (Box 1)
- District Number (Box 2)
- School Number (Box 3)

School Coordinators will need to complete Boxes 4, 5, and 6 on the Document Count Form.

1. Follow the instructions on the form to complete the information requested.

2. Complete a separate form for each grade. Do not combine documents for more than one grade level under the same Document Count Form. Do not copy blank Document Count Forms; however, once the forms are completed, you may copy them for your records. If you need additional forms, contact your District Coordinator.

3. Documents with DNS bubbles gridded must be included in the counts provided. Include DNS bubbled tests at the bottom of each group.

4. Place each completed Document Count Form under the paper band on the top bundle of corresponding documents for each grade. It is recommended that you make a copy of the Document Count Forms before including them with the To-Be-Scored Materials.

It is critical that the counts are accurate and gridded correctly. Do not include any Level A Test Books/Answer Sheets or Levels B, C, and D Answer Sheets that are completely blank in the count.

A sample of the Document Count Form is provided below.

School Return Summary for To-Be-Scored Materials (RED)

The School Return Summary for To-Be-Scored Materials is a summary of the To-Be-Scored material counts by grade. A sample form is provided below.

1. Complete only ONE School Return Summary for the school. Do not copy blank forms; however, once the form is completed, you may copy it for your records. If you need an additional School Return Summary, contact your District Coordinator.

2. Verify that you have all To-Be-Scored documents bundled with Document Count Forms for each grade level.

3. Follow the instructions on the School Return Summary to complete the information requested. The total number of To-Be-Scored documents for a school will be the sum of the To-Be-Scored documents returned for each material type and grade.

4. Make a copy of the completed School Return Summary for your records.

5. Set aside the original School Return Summary for packaging and return of materials.

Package To-Be-Scored Materials for Return

All To-Be-Scored materials must be returned for scoring, **including materials with gridded DNS bubbles**. Do not return any blank or unused Level A Test Books/Answer Sheets or Levels B, C, and D Answer Sheets with your To-Be-Scored materials or they will be scored.

Package the To-Be-Scored materials in the boxes in which materials were received. If more than one box is required, be sure to place the School Return Summary in Box 1.

Before sealing the boxes, double-check that you have made a copy of the School Return Summary for your files, then place the original on top of the documents in Box 1 of the To-Be-Scored materials.

Prepare the To-Be-Scored materials for shipment as follows:

- Package materials for return to Questar as described above.
- Do not return Not-To-Be-Scored materials in the same boxes as To-Be-Scored materials.
- Seal the boxes securely with heavy-duty tape to prevent documents from falling out during return to the District Coordinator.
- Place one Questar Return Shipping Label (CHERRY) for To-Be-Scored Materials on each box.
- In the lower left corner of each CHERRY label, write the number of the box and the total number of boxes of To-Be-Scored materials you are shipping. For example: Box 1 of X, Box 2 of X, Box 3 of X, etc. If you are shipping only one box, write Box 1 of 1. Do not include the number of boxes of Not-To-Be-Scored materials in the total for the number of boxes.

Specific return instructions for To-Be-Scored documents and the materials for shipping them to Questar have been provided in the To-Be-Scored Materials Return Kit.

Not-To-Be-Scored Documents for Return

Process your school's Not-To-Be-Scored documents as follows:

CELLA Administration Record/Security Checklist

Verify that the CELLA Administration Record/Security Checklist has been completed and signed. Any missing secure materials must be documented in the appropriate material section on the CELLA Administration Record/Security Checklist, and a separate letter of explanation MUST be attached. Do NOT write the explanation on the CELLA Administration Record/Security Checklist. This information must be sent to Questar with the secure materials. At the completion of check-in, Questar will make a report of missing materials to the Florida Department of Education. Return a copy of each CELLA Administration Record/Security Checklist with the Not-To-Be-Scored materials. Do NOT return the CELLA Administration Record/Security Checklist with the To-Be-Scored materials.

Package Not-To-Be-Scored Materials for Return

Package the Not-To-Be-Scored materials in the boxes in which materials were received. If more than one box is required, be sure to place the CELLA Administration Record/Security Checklist in Box 1. Before sealing the boxes, make two copies of the CELLA Administration Record/Security Checklist. Place the one copy on top of the documents in Box 1 of the Not-To-Be-Scored materials. The second copy will be retained for your records. Return the original to the District Coordinator in the District Coordinator ONLY box.

Large-print and braille test books may be returned with the Not-To-Be-Scored materials. Large-print test books may be folded in order to fit them into the box for return to Questar. If you prefer to return large-print and/or braille test books using the boxes in which they arrived, that is also acceptable.

Prepare the Not-To-Be-Scored materials for shipment as follows:

- Package materials for return to Questar as described above.
- Do not return To-Be-Scored materials in the same boxes as Not-To-Be-Scored materials.
- Seal the boxes securely with heavy-duty tape.
- Place one Questar Return Shipping Label (GOLDENROD) for Not-To-Be-Scored Materials on each box.
- In the lower left corner of each GOLDENROD label, write the number of the box and the total number of boxes of Not-To-Be-Scored materials you are shipping. For example: Box 1 of X, Box 2 of X, Box 3 of X, etc. If you are shipping only one box, write Box 1 of 1. Boxes containing large print and/or braille test books must be included as part of the total Not-To-Be-Scored box count. Do not include the number of boxes of To-Be-Scored materials in the total for the number of boxes.

Specific return instructions for Not-To-Be-Scored documents and the materials for shipping them to Questar have been provided in the Not-To-Be-Scored Materials Return Kit.

Package District Coordinator ONLY Boxes

Your District Coordinator will supply you with a District Coordinator ONLY box in which the following non-secure materials will be placed. Use the 2010 CELLA District-Only Checklist provided in Appendix B to ensure you have returned all of your school's non-secure materials to the district:

- Test Administration Manuals
- Train-the-Trainer Manuals and Train-the-Trainer CDs
- Unused paper bands
- Unused Document Count Forms and School Return Summaries
- Unused Questar Return Labels
- Original CELLA Administration Record/Security Checklist
- Original Security Logs
- Signed Confidentiality Forms

Seal the boxes. Your District Coordinator may ask you to hold these boxes for return at a later date. If asked you can destroy the materials with the exception of the original CELLA Administration Record/Security Checklist and the Security Logs—these documents can ONLY be destroyed after scores for this administration have been reported.

Comment Form

After <u>all</u> materials have been returned, go to http://www.fldoe.org/aala/CELLA.asp and click on the 2010 CELLA Customer Satisfaction Survey. Please provide feedback that will be meaningful to FDOE and Questar. If you have comments pertinent to school/district procedures, please contact your District Coordinator.

School Coordinator Checklist

Before Testing

_____ Review and familiarize yourself with all the information in the appropriate sections of this manual, the Directions for Administration, test books, Training CDs for Speaking, and Listening CDs at the appropriate levels.

_____ Train your school's Test Administrators on the administration of the CELLA, including training for the administration of large-print and/or braille materials as applicable.

_____ Receive test materials from the District Coordinator. Inventory the contents of your boxes within 24 hours of receipt and report missing materials immediately.

_____ Be sure to SAVE all boxes in which you receive materials for returning your test materials to Questar following testing.

_____ Instruct Test Administrators to collect the required administration information, including a list of students assigned to each Test Administrator's room, attendance information, and a list of security numbers of secure documents assigned to the students.

_____ Track and maintain a record of the security numbers of the secure materials you receive from the District Coordinator.

_____ Make sure that the Test Administrators are aware of any accommodations needed for individual students so arrangements can be made prior to the test administration dates.

_____ Provide appropriate test settings in your school.

During Testing

_____ Provide Test Administrators with additional materials as necessary.

_____ Monitor each testing room to ensure that administration and security policies and procedures are followed.

_____ Be available to answer questions from Test Administrators.

_____ Ensure that Security Logs are being completed properly and that required administration information is being maintained.

After Testing

_____ Verify that all distributed secure materials have been returned by the Test Administrators.

_____ Notify the District Coordinator immediately if any secure materials are missing, and complete the necessary investigation.

_____ Make two copies of the Administration Record/Security Checklist and file one copy. Place the second copy in Box 1 of the Not-To-Be-Scored materials.

_____ Collect the original copies of the required administration information to send to the District Coordinator.

_____ Make copies of all the Security Logs and file the copies.

Prepare the To-Be-Scored Materials for Return to the District Coordinator

_____ Group your school's To-Be-Scored documents for return.

_____ Prepare materials, one grade at a time, following these steps:

   ❒ Complete one Document Count Form (PURPLE) for each grade. NOTE: You may have multiple paper-banded groups for each Document Count Form and grade.
   ❒ Place the Document Count Form on top of the first banded group, under the band on top of the stack.
   ❒ Write the answer document counts for each grade tested on the School Return Summary (RED).

_____ Affix a CHERRY-colored return label to each box containing To-Be-Scored documents.

_____ Place all the To-Be-Scored documents, including the DNS documents, into the CHERRY-labeled boxes.

_____ Count the number of To-Be-Scored boxes that you are sending to the District Coordinator.

_____ Write the sequence and total number of boxes on each box label with 1 of X, 2 of X, etc., where X is the total number of boxes.

_____ Sign the School Return Summary.

_____ Place the School Return Summary on top of the materials in Box 1.

_____ Securely seal and tape all the boxes shut.

_____ Send the To-Be-Scored boxes to the District Coordinator.

Prepare the Not-To-Be-Scored Materials for Return to the District Coordinator

____ Group your school's Not-To-Be-Scored documents for return.

____ Make sure there are no To-Be-Scored documents mixed in with the Not-To-Be-Scored documents. (This could delay reporting.)

____ Affix a GOLDENROD-colored return label on all boxes containing Not-To-Be-Scored documents.

____ Place all the Not-To-Be-Scored materials into the GOLDENROD-labeled boxes.

____ Count the number of Not-To-Be-Scored boxes that you are sending to the District Coordinator.

____ Write the sequence and total number of the boxes on each box label with 1 of X, 2 of X, etc., where X is the total number of boxes.

____ Securely seal and tape all the boxes shut.

____ Send the Not-To-Be-Scored boxes to the District Coordinator.

____ Be sure to copy all of your records of required administration information, Security Logs, and signed Confidentiality Forms for your files.

____ Send the originals of the CELLA Administration Record/Security Checklist, Security Logs, and signed Confidentiality Forms to the District Coordinator in the District Coordinator ONLY box.

____ Go to http://www.fldoe.org/aala/CELLA.asp and complete the 2010 CELLA Customer Satisfaction Survey.

District Coordinator Responsibilities

Responsibilities Before Testing

Training

You are responsible for training School Coordinators, and the School Coordinators are responsible for training Test Administrators. Questar will provide training materials for the School Coordinators.

Stress the importance for the School Coordinators to also train personnel who may serve as alternate Test Administrators in the event of test-day emergencies. Test security requires the use of trained administrators to minimize test irregularities and possible test invalidations.

Emphasize the return instructions to the School Coordinators during training. Make it clear that it is the School Coordinator's responsibility to package materials correctly. Materials returned incorrectly could lead to delays in reporting.

Prior to testing, you are responsible for reading this Test Administration Manual in its entirety.

Receive Test Materials

An electronic copy of all school packing lists and pallet maps will be posted to Questar's ServicePoint web site, https://fl-servicepoint.questarai.com/Login.aspx, prior to the delivery of test materials. Hard copies of the pallet maps will also be attached to the side of each pallet in a plastic sleeve. Review the packing lists to ensure that the correct grade-level materials are being sent for each participating school. After your shipment arrives, verify that each school receives the range of boxes assigned. Instruct School Coordinators to inventory the contents of their boxes within 24 hours of receipt and to report missing materials to you immediately.

Primary CELLA contacts selected one of three delivery dates in Fall 2009: March 26, April 2, or April 9. If you have not received your materials one week prior to testing or you have questions about the contents of the shipment, contact Questar Customer Service, toll-free, at (877) 85-CELLA (852-3552) or via email at CELLA@questarai.com.

District materials will be packaged in separate boxes labeled with the district's name and marked TO BE OPENED ONLY BY DISTRICT CELLA COORDINATOR.

The following materials, as appropriate for your district, will be delivered to you:

- Packing List—indicates the total number of boxes and shows a summary of the total quantities of materials included in all boxes of the shipment. Each district will receive a District Packing List in Box 1 of the shipment.
- Shipment Summary List—indicates the total number of boxes in a shipment as well as the materials and quantities of the items packaged in each box of that shipment. Security numbers for secure materials in the shipment are also listed when applicable. Each district will receive a District Shipment Summary List in Box 1 of the shipment.

- Secure Materials Report—lists the quantity, secure material type, and security number range for each school and the district. Each district will receive a Secure Materials Report in Box 1 of the shipment.
- Box Content List—indicates the items and quantities that each box contains. It is included inside every box of materials that Questar ships. Security numbers for secure materials packaged in the box are also listed when applicable.
- Test Administration Manual
- Directions for Administration
- Test books
- Answer sheets
- Training CDs for Speaking
- Listening CDs
- Document Count Forms for To-Be-Scored Materials by Grade
- School Return Summary for To-Be-Scored Materials
- Paper Bands
- District Coordinator ONLY Box for distribution to schools
- Not-To-Be-Scored Materials Return Kit
  - » Return Instructions
  - » Questar Return Labels

Required Administration Information

Prior to testing, you are responsible for reading this Test Administration Manual in its entirety.

Communicate to School Coordinators the process for collecting the required administration information for each test section (Listening, Speaking/One-on-One, Reading, and Writing), which includes the following:

- Students assigned to each Test Administrator's room that are expected to participate in the CELLA. Provide each student name and ID number.
- Attendance information: who is present, present but invalidated, absent, or withdrawn.
- The unique security numbers of the secure documents assigned to each student.

This year, the CELLA Administration Record and the Security Checklist have been combined to create one form titled CELLA Administration Record/Security Checklist. District Coordinators will access their schools' CELLA Administration Record/Security Checklists via Questar's ServicePoint web site found at https://fl-servicepoint.questarai.com/Login.aspx. This version of the form, formatted in Excel, will be prepopulated with the security numbers of test documents sent to each school. A blank version of the CELLA Administration Record/Security Checklist is also available as a perforated form in Appendix B.

District Coordinators may distribute the prepopulated spreadsheets to schools, instruct School Coordinators to copy and use the blank form in Appendix B or allow School Coordinators to use their own forms, as long as all required administration information is collected and security numbers are tracked.

It is your responsibility to decide how schools will collect the required administration information in your district. You may either

- provide schools with forms to use, OR
- allow schools to determine their own method of collection

Track Security Numbers

Maintain a record of the security numbers from the secure district overage materials you distribute to each school. Advise School Coordinators that they are responsible for tracking the security numbers of the documents they distribute. After the returned materials are inventoried, you will receive a list of any missing secure materials and may need to refer to your records.

Distribute District Coordinator ONLY Boxes to Schools

Schools will use the District Coordinator ONLY boxes to return non-secure materials to you. Distribute one box to each School Coordinator and identify a date by which non-secure materials should be returned. At your discretion, schools may return the non-secure materials to you or destroy them with the exception of the original records of the CELLA Administration Record/ Security Checklists, the Security Logs, and the signed Confidentiality Forms. These documents must be returned to the District Coordinator and retained until after the score reports are received.

Ensure Implementation of Test Administration Accommodations

The Directions for Administration provides information concerning permissible accommodations for students. School Coordinators may require assistance in providing additional Test Administrators or test locations, depending on the accommodations implemented. Arrange for these accommodations prior to the administration dates.

Responsibilities During Testing

Monitor and Maintain Test Security

Be available during testing to answer questions from the School Coordinators and supply additional materials as needed. Monitor each school in your district to ensure that test administration security policies and procedures are being followed.

Responsibilities After Testing

You may receive up to three types of boxes from School Coordinators:

- To-Be-Scored boxes with CHERRY labels
- Not-To-Be-Scored boxes with GOLDENROD labels
- District Coordinator ONLY boxes (containing non-secure materials that are not returned to Questar)

Prepare Boxes for Return

Specific return instructions for returning documents and the materials for shipping them to Questar have been provided to School Coordinators in the school-level To-Be-Scored Materials Return Kit. Directions for handling, packaging, and returning To-Be-Scored materials can be found on pages 38–41. Verify that all boxes have been returned. If there is a discrepancy in the number of boxes, contact the School Coordinator to reconcile the count before returning the boxes to Questar. Make sure that all the boxes are securely sealed with heavy-duty tape.

After you receive the To-Be-Scored and Not-To-Be-Scored boxes from the School Coordinators, complete the following tasks:

1. District Overage Not-To-Be-Scored Boxes. Using the boxes in which the materials arrived, return all district overage secure materials, which include:

    • Unused Level A Test Books/Answer Sheets
    • Unused Levels B, C, and D Answer Sheets
    • Level A One-on-One Prompt Book
    • All Levels B, C, and D test books
    • All Training CDs for Speaking
    • All Listening CDs
    • Directions for Administration

Inventory all test books, answer sheets, CDs, and Directions for Administration to make sure that all materials are accounted for. It is strongly recommended that you organize each material by type and in security ID number order. Missing test materials must be documented and an explanation provided as described on page 20 in this manual.

2. Seal the boxes securely with heavy-duty tape.

3. Gather all the Not-To-Be-Scored boxes with district materials together. In the lower-left corner of each GOLDENROD label, write the number of the box and the total number of boxes of Not-To-Be-Scored materials you are shipping. For example: Box 1 of X, Box 2 of X, Box 3 of X, etc. If you are shipping only one box, write Box 1 of 1. Do not include the number of boxes of To-Be-Scored materials or school-level Not-To-Be-Scored materials in the total for the number of boxes.

Keep all secure materials in locked storage until they are picked up.

Request Materials Pick-up Through K2 Logistics

In order to serve you better, K2 Logistics provides an easy-to-use online booking site for pick-up requests. This is the preferred method for scheduling your pick-ups. On this site, your address information is displayed, you will answer a few questions, and then submit your request. You will receive an email confirming that your request was sent. K2 Logistics requests that you plan a 48 hour lead-time from the submission of your request and the date of your requested pick-up. Though you may go online and book your pick-up requests at any time, it is preferred to have bookings created with as much advance notice as possible. You may also change or reschedule your pick-up requests online. You must allow 24 hours for scheduling, and requests must be made before 3 PM ET on the business day prior to the desired pick-up.

1. Open your web browser and go to www.k2assessments.com.

2. Look up your district by entering your zip code and pressing the View Locations button. A list of locations for that zip code will be displayed and you can select your district from the list. If your information is not displayed, click on "Can't find the school or district you're looking for? Click here" for advanced search options, or call 888-886-0780.

3. Verify the address information, and verify and/or complete the contact names, phone numbers and email information for your district.

4. Answer the remaining questions with as much detail as possible. Please provide any additional pick-up information that would help the driver for the pick-up (e.g., 3rd Floor, 2nd Door on side of building, Call Chris @ 555-555-1212 when you arrive, driver will need to palletize).

5. Review your request. Fields with an asterisk (*) must be answered. Then press the "Submit" button at the bottom of the page.

6. You will receive an email summarizing and confirming your request immediately after submitting it. If you do not receive the confirmation email, contact K2 Logistics immediately at 888-886-0780.

If you have any questions or need assistance regarding pick-ups at any time, call K2 Logistics at 888-886-0780. It is essential to keep records of the shipment. Keep the Bill of Lading provided by K2 Logistics.

Specific return instructions for shipping materials to Questar have been provided in the Not-To-Be-Scored Materials Return Kit.

Store District Coordinator ONLY Boxes

1. Open the boxes, review the CELLA Administration Record/Security Checklists, and make sure that you notify the FDOE if any secure CELLA materials are missing. Complete the necessary investigation and file the records.

2. Verify that the Security Logs were completed and file them.

3. Non-secure materials may be destroyed with the exception of the CELLA Administration Record/Security Checklists and Security Logs. Do not recycle or destroy these documents until the test scores for this administration have been reported. Ensure that PreID labels and rosters are destroyed in a secure manner.

Comment Form

After all materials have been returned, go to http://www.fldoe.org/aala/CELLA.asp and click on the 2010 CELLA Customer Satisfaction Survey. Please provide feedback that will be meaningful to FDOE and Questar. If you have comments pertinent to school/district procedures, please contact your District Coordinator.

District Coordinator Checklist

Before Testing

_____ Review and familiarize yourself with all the information in this manual, the Directions for Administration, the test books, Training CDs for Speaking, and Listening CDs at the appropriate levels.

_____ Train the School Coordinators. The School Coordinators are responsible for training the Test Administrators. Emphasize the importance of following the instructions for returning materials.

_____ Receive and review the electronic copy of all packing lists prior to receiving the materials. Ensure that the correct materials are being sent to each school participating in the CELLA.

_____ Receive and check the shipment of materials, making sure that each school will receive its assigned range of boxes.

_____ Instruct the School Coordinators to inventory the contents of their boxes within 24 hours of receipt and ask them to report any missing materials to you immediately.

_____ Communicate the process for collecting required administration information to the School Coordinators. (Provide them with forms to use if you have developed them in your district.)

_____ Maintain a record of all the secure materials' security numbers that you distribute to each school.

_____ Assist the School Coordinators, as needed, to provide additional Test Administrators or test locations for administering tests to students with permissible accommodations. Make all the necessary arrangements for test accommodations prior to the test dates.

During Testing

_____ Be available to answer questions from your School Coordinators.

_____ Provide the School Coordinators with additional materials as necessary.

_____ Monitor each participating school to ensure that test administration and security policies and procedures are followed.

After Testing

_____ Review the instructions for returning materials found in the Not-To-Be-Scored Materials Return Kit.

_____ Receive the To-Be-Scored and Not-To-Be-Scored boxes from the School Coordinators.

Prepare the School Boxes for Return to Questar

_____ If there is a discrepancy in the number of boxes, contact the School Coordinator to reconcile the count before returning the boxes to Questar.

_____ Make sure that all the boxes are securely sealed with heavy-duty tape.

Prepare the District Overage Not-To-Be-Scored Boxes for Return to Questar

_____ Confirm the count of each school's Not-To-Be-Scored boxes with GOLDENROD labels.

_____ Group your district's Not-To-Be-Scored overage documents for return and sort them by grade.

_____ Affix a GOLDENROD-colored return label on all district boxes containing Not-To-Be-Scored documents.

_____ Place all the Not-To-Be-Scored materials into the GOLDENROD-labeled boxes.

_____ Count the number of Not-To-Be-Scored boxes with district materials.

_____ Write the sequence and total number of the boxes on each district box label with 1 of X, 2 of X, etc., where X is the total number of boxes.

_____ Securely seal and tape all the boxes shut.

_____ Make sure that all boxes (school and district) are securely sealed with heavy-duty tape.

Arrange for Pick-up of Materials

_____ Call K2 Logistics and arrange for the pick-up of the Not-To-Be-Scored boxes.

_____ Complete and sign the Bill of Lading (BOL) provided by the K2 driver.

_____ Save your copy of the BOL as record of the shipment.

Process the District Coordinator ONLY Boxes*

_____ Find and open each school's District Coordinator ONLY box containing the district-required forms and materials.

_____ Confirm that each school has sent you all the district-required forms and materials.

_____ Follow-up with the appropriate School Coordinator if any required forms or materials are missing.

_____ Review the required CELLA Administration Record/Security Checklists from each school.

_____ Make certain that you notify the FDOE if any secure CELLA materials are missing, and complete the necessary investigation.

_____ Verify that all the Security Logs were completed, then file them.

_____ Note that non-secure materials, such as manuals, should not be recycled or destroyed until scores for the test administration have been reported.

*These boxes are NOT to be sent back to Questar.

Comment Form

_____ Go to http://www.fldoe.org/aala/CELLA.asp and complete the 2010 CELLA Customer Satisfaction Survey.

_____ Encourage the School Coordinators and Test Administrators in your district to go online to complete the 2010 CELLA Customer Satisfaction Survey.

APPENDIX A

- 58 -

Florida Test Security Statute

1008.24 Test Security

1. It is unlawful for anyone knowingly and willfully to violate test security rules adopted by the State Board of Education for mandatory tests administered by or through the State Board of Education to students, educators, or applicants for certification or administered by school districts pursuant to s.1008.22, or the Commissioner of Education, or, with respect to any such tests, knowingly and willfully to:

   a. Give examinees access to test questions prior to testing;

   b. Copy, reproduce, or use in any manner inconsistent with test security rules all or any portion of any secure test book;

   c. Coach examinees during testing or alter or interfere with examinees' responses in any way;

   d. Make answer keys available to examinees;

   e. Fail to follow security rules for distribution and return of secure test materials as directed, or fail to account for all secure test materials before, during, and after testing;

   f. Fail to follow test administration directions specified in the test administration manuals; or

   g. Participate in, direct, aid, counsel, assist in, or encourage any of the acts prohibited in this section.

2. Any person who violates this section is guilty of a misdemeanor of the first degree, punishable as provided in s.775.082 or s.775.083.

3. A district school superintendent, a president of a postsecondary educational institution, or a president of a non-public postsecondary educational institution shall cooperate with the Commissioner of Education in any investigation concerning the administration of a test administered pursuant to state statute or rule.

Florida State Board of Education – Test Security Rule

6A-10.042 Maintenance of Test Security

1. Tests implemented in accordance with the requirements of ss.1001.02(2)(d), 1008.22, 1012.56, 1004.93(7), 1008.29(8), and 1008.30, Florida Statutes, shall be maintained and administered in a secure manner such that the integrity of the tests shall be preserved.

   a. Test questions shall be preserved in a secure manner by individuals who are developing and validating the tests. Such individuals shall not reveal in any manner, verbally or in writing, the test questions under development.

   b. Tests or individual test questions shall not be revealed, copied, or otherwise reproduced by persons who are involved in the administration, proctoring, or scoring of any test.

   c. Examinees shall not be assisted in answering test questions by any means by persons administering or proctoring the administration of any test.

   d. Examinees' answers to questions shall not be interfered with in any way by persons administering, proctoring, or scoring the examinations.

   e. Examinees shall not be given answer keys by any person.

   f.   Persons who are involved in administering or proctoring the tests or persons who teach or otherwise prepare examinees for the tests shall not participate, direct, aid, counsel in, or encourage any activity which could result in the inaccurate measurement or reporting of the examinees' achievement.

   g. Each person who has access to tests or test questions during the development, printing, administration, or scoring of the tests shall be informed of specifications for maintaining test security, the provisions in statute and rule governing test security, and a description of the penalties for breaches of test security.

   h. During each test administration, school district and institutional test administration coordinators and contractors employing Test Administrators and proctors shall ensure that required test procedures are being followed at all test administration sites. Officials from the Department are authorized to conduct unannounced observations of test administration procedures at any test administration site to ensure the testing procedures are being correctly followed.

2. Test materials, including all test booklets and other materials containing secure test questions, answer keys and student responses, shall be kept secure and precisely accounted for in accordance with the procedures specified in the examination program administration manuals and other communications provided by the Department. Such procedures shall include but not be limited to the following:

a. All test materials shall be kept in secure, locked storage prior to and after administration of any test.

b. All test materials shall be precisely accounted for and written documentation kept by Test Administrators and proctors for each point at which test materials are distributed and returned.

Any discrepancies noted in the number or serial numbers of test materials received from contractors shall be reported to the Department by designated institutional or school district personnel prior to the administration of the test.

2010 CELLA Administration and Security Agreement

Florida Department of Education

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the test security statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment test. The rule prohibits activities that may threaten the integrity of the test. See the "Florida Test Security Statute" and the "Florida State Board of Education – Test Security Rule" on the following pages. Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks
- Copying the passages, test items, or performance tasks
- Interpreting or reading test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Translating the reading passages into the student's native language
- Translating test items orally or in writing into the student's native language
- Providing dictionaries or translation devices for students to use during the test administration

Test Administrators are permitted to provide allowable test accommodations to students with disabilities with current IEPs as described in the Accommodations section of the Directions for Administration.

All personnel are prohibited from copying the test items and/or the contents of student test books and answer sheets. The security of all test materials must be maintained before, during, and after the test administration. The use of untrained Test Administrators increases the risk of test invalidation due to test irregularities or breaches in security.

I, _____, have read the information and instructions provided in all applicable sections of the Test Administration Manual. I agree to administer the Florida CELLA according to these procedures. Further, I have read the test security procedures in Appendix A of the 2010 Test Administration Manual. I agree to follow these procedures. I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of the CELLA and cause student achievement to be inaccurately represented or reported.

_____   _____
School Name   School Number

_____   _____
Print Name of Test Administrator   Print Title of Test Administrator
or School Coordinator   or School Coordinator

_____   _____
Signature   Date

APPENDIX B

- 66 -

CELLA ADMINISTRATION RECORD/SECURITY CHECKLIST

Spring 2010

School Number: District Number:

School Name: District Name:

Each day BEFORE testing, the Test Administrator must sign below to indicate receipt of secure test materials.

Each day AFTER testing, the School Coordinator must sign below to indicate receipt of secure test materials.

*Attendance Codes: P = Present A = Absent W = Withdrawn P/I = Present but Invalidated

Document Type	Security Number	Student First Name	Last Name	Grade Level	Student ID Number	Attendance Code *	Test Administrator Signature	School Coordinator Signature	Date Received	Date Returned

2010 CELLA Security Log

Room Number: _____ District: _____ School: _____

For personnel (School Coordinator, Test Administrators) assigned to monitor this room for ANY length of time: Complete this log when entering and exiting the room. Please indicate your assigned area of the testing room (e.g., entire room, first three rows, back of room, etc.).

Date	Test Level Listening & Speaking	Test Level Reading & Writing	Time In	Time Out	Print Name	Signature

CELLA District Coordinator ONLY Box Checklist

SCHOOL USE ONLY
Use this list to check off the materials you will be returning to the District in your <u>DISTRICT COORDINATOR ONLY</u> boxes:

❐ Original CELLA Administration Record/Security Checklist
❐ Original Security Log(s)
❐ Signed Confidentiality Forms
❐ Seating Chart (IF Required by your district)
❐ Packing Slips (IF Required by your district)
❐ Test Administration Manuals
❐ Train-the-Trainer Manuals and CDs
❐ Remaining:
  » Unused Document Count Form(s)
  » Unused School Return Summaries
  » Unused Questar Return Labels
  » Unused Paper Bands
  » Student PreID Labels

REMEMBER **ALL SECURE MATERIAL** MUST BE RETURNED TO QUESTAR

TESTING

Please
Do Not Disturb

No Electronic Devices

Permitted During Testing

QAI06265