

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: Florida District CELLA Coordinators

FROM: Chane Eplin *CE*

DATE: January 13, 2014

SUBJECT: 2014 CELLA Administration Materials Shipment

The purpose of this memo is to notify districts of the upcoming Spring 2014 CELLA Administration Materials shipment arriving on **February 05, 2014** from Questar Assessment, Inc. (Questar). Districts will receive varying quantities of the Spring 2014 CELLA Administration Materials. The quantities are based on the enrollment information submitted on Survey 7. The number of large-print and Braille counts is based on information submitted via ServicePoint.

- Directions for Administration (S)
 - Test Administration Manual
 - Level A Test Book (S)
 - Level A One-on-One Prompt Book (S)
 - Level B Test Book (S)
 - Level C Test Book (S)
 - Level D Test Book (S)
 - Levels B, C, and D Answer Sheets
 - Listening CDs (A1 & B1 and C1 & D1) (S)
 - Training CDs for Speaking (Levels A, B, C, and D)
 - Materials Return Kit
 - Document Count Form
 - School Return Summary
 - Materials Return List (districts only)
 - Questar TO-BE-SCORED Return Labels (PINK)
 - Questar NOT-TO-BE-SCORED Return Labels (YELLOW)
 - PreID Student Labels
 - PreID Student Rosters
 - Paper Bands
- If ordered:*
- Level A Large-print Kit (S)
 - Level B Large-print Kit (S)
 - Level C Large-print Kit (S)
 - Level D Large-print Kit (S)
 - Level B Contracted Braille Kit (S)
 - Level C Contracted Braille Kit (S)
 - Level D Contracted Braille Kit (S)
 - Level B Uncontracted Braille Kit (S)
 - Level C Uncontracted Braille Kit (S)
 - Level D Uncontracted Braille Kit (S)

Note: (S) indicates secure materials that **MUST** be returned after the completion of the 2014 CELLA administration.

If there are questions or concerns, please contact Customer Service toll-free at (877) 852-3552 or via email at CELLA@QuestarAI.com. Customer Service is available Monday through Friday, 7:00 A.M. through 6:00 P.M. EST.

CHANE EPLIN
BUREAU CHIEF

STUDENT ACHIEVEMENT THROUGH LANGUAGE ACQUISITION