

# FLORIDA DEPARTMENT OF EDUCATION



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## MEMORANDUM

**TO:** Florida's Comprehensive English Language Learning Assessment (CELLA) Contacts

**FROM:** Mary Jane Tappen *MJT?*

**DATE:** May 1, 2012

**SUBJECT:** 2012 CELLA Reports Shipment

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The purpose of this memo is to inform districts the 2012 CELLA Score Reports outlined below are scheduled for delivery between May 22, 2012, and May 25, 2012. It is strongly advised that districts and schools immediately download and save reports from ServicePoint to ensure reports are still available after their removal from ServicePoint. After September 14, 2012, a fee is assessed for Questar Assessment, Inc. (Questar) to provide additional copies.

### 2012 CELLA Electronic Reports via [ServicePoint](#)

The following reports will be accessible ONLY through ServicePoint:

- Spring 2012 District Report – a report that lists all of the schools in the district that participated in CELLA, according to grade level, with summaries for that district.
- District Student Results File – a file that lists specific student information for those students in the district that participated in CELLA. A file layout is included to enable interpretation of the file.
- Spring 2012 School Report – a report that lists all of the students tested at a school, organized by grade, with summaries for that school. **Note:** This is the only electronic report that can be accessed by school personnel.
- A master list of each participating school's ServicePoint login information.
- Secure Materials Missing Report – a report that lists all secure materials, organized by school, with summaries for that district that were not returned to Questar after test administration.

MARY JANE TAPPEN  
Deputy Chancellor  
Curriculum, Instruction and Student Services

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### 2012 Individual Student Report (ISR):

The following will be packaged by school and shipped to the district office:

- Spring 2012 ISR – a printed report for each student. Two (2) copies of the ISR are provided to each school: one copy to be provided to the student or parent\* and the second copy that **MUST** be retained in the student cumulative folder. **Note:** ISRs are not accessible on ServicePoint.
- School-level login information for access to ServicePoint – a double-sided document containing a quick reference guide of the website.

*\* If available, School Coordinators should provide a hardcopy of the 2012 Interpretive Guide to parents in the student's home language to accompany the ISR. The guide is available exclusively online at the [FDOE- CELLA website](#) and translated to Florida's 10 most common languages.*

If there are any questions or concerns, please contact Questar's Customer Service at (877) 852-3552 or [CELLA@QuestarAI.com](mailto:CELLA@QuestarAI.com). Customer Service is available Monday through Friday, 7:00 AM through 6:00PM.

MJT/sh