

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: Florida District CELLA Contacts

FROM: Lori Rodriguez

DATE: January 13, 2012

SUBJECT: 2012 CELLA Shipments

The purpose of this memo is to notify districts of the upcoming Spring 2012 CELLA shipments arriving to districts from Questar Assessment, Inc. (Questar). Delivery dates and materials are listed below.

Note: (S) indicates secure materials that MUST be returned to Questar.

1. Training Shipment – Delivery Date: January 25, 2012

For the Spring 2012 CELLA administration, districts will receive the number of training kits that were submitted on ServicePoint by the District Coordinator. In addition, this shipment includes one training kit for each participating school in the district. Each training kit includes the following materials:

- Two Test Administration Manuals
- Directions for Administration (S)
- Training CDs for Speaking (Levels A, B, C, and D)*

Only the district will receive a sample kit of test materials within the training kit:

- 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)
- Listening CDs (A1 & B1 and C1 & D1) (S)
- Levels B, C, and D Answer Sheets

***Note:** Schools will receive level-specific materials. For example, a K-5 school will ONLY receive the Level A and Level B Training CDs for Speaking. In addition, schools will not receive the sample kit of test materials.

(Continued on Reverse)

LORI RODRIGUEZ
Bureau Chief
Student Achievement through Language Acquisition

2. Testing Shipment – Delivery Date: February 13, 2012

Districts will receive varying quantities of the 2012 CELLA test materials. These quantities are based on the enrollment information submitted on Survey 7. The test materials are listed on the next page.

- Directions for Administration (S)
 - 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)
 - Listening CDs (A1 & B1 and C1 & D1) (S)
 - Training CDs for Speaking (Levels A, B, C, and D)
 - Levels B, C, and D Answer Sheets
 - Materials Return Kit
 - Document Count Form
 - School Return Summary
 - To-Be-Scored QAI Return Labels (PEACH)
 - Not-To-Be-Scored QAI Return Labels (YELLOW)
- PreID Labels
 - PreID Roster
 - Test Administration Manual
 - 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)

If you have questions, please contact Steven Daniels, Customer Service Representative, toll-free at 877-852-3552 or CELLA@QuestarAI.com. Customer Service is available Monday through Friday, 7:00 A.M. through 6:00 P.M. EST.