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MEMORANDUM

TO: Florida District CELLA Contacts
FROM: Lori Rodriguez
DATE: January 12, 2011
SUBJECT: 2011 CELLA Shipments and Electronic Reports

The purpose of this memo is to notify districts of the upcoming 2011 CELLA shipments that will arrive at the district office from Questar Assessment, Inc. (Questar). Please note delivery dates and materials that are included within each shipment. **Note: (S) indicates secure materials that MUST be returned to Questar.**

1. Training Shipment – Delivery Date: February 4, 2011

For the 2011 CELLA test administration, districts will receive the number of training kits that was specified on ServicePoint by the District Coordinator. In addition, this shipment includes one training kit for each school in the district with English Language Learners (ELLs) enrolled. Each training kit includes the following materials:

- Two Train-the-Trainer Manuals
- Two Train-the-Trainer CDs
- Two Test Administration Manuals
- Directions for Administration (S)
- A2 & B2 Listening CDs (S)
- C2 & D2 Listening CDs (S)
- Level A Training CD for Speaking (S)
- Level B Training CD for Speaking (S)
- Level C Training CD for Speaking (S)
- Level D Training CD for Speaking (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)
- Levels B, C, and D Answer Sheet (S)

LORI RODRIGUEZ

BUREAU CHIEF FOR STUDENT ACHIEVEMENT THROUGH LANGUAGE ACQUISITION

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2. Testing Shipment – Delivery Date: February 14, 2011

Districts will receive varying quantities of the 2011 CELLA test materials. These quantities are based on the enrollment information submitted on Survey 2 and Survey 7. The test materials include the following:

- Paper Bands
- PreID Labels (S)
- PreID Roster (S)
- Document Count Form
- School Return Summary
- To-Be-Scored Return Kit
- Not-To-Be-Scored Return Kit
- A2 & B2 Listening CDs (S)
- C2 & D2 Listening CDs (S)
- Level A Training CD for Speaking (S)
- Level B Training CD for Speaking (S)
- Level C Training CD for Speaking (S)
- Level D Training CD for Speaking (S)
- Levels B, C, and D Answer Sheet (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)
- Test Administration Manual
- Directions for Administration (S)
- 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)

3. Reports Shipment – Tentative Delivery Date: May 25, 2011

Districts will receive Score Reports after Florida Department of Education (FDOE) approves the reports.

School boxes for the Reports Shipment include the following:

- Spring 2011 Individual Student Report (ISR) – a printed report for each student. Two (2) copies of the ISR are provided to each school. This is the only printed report included in the shipment and is not accessible on ServicePoint.
- 2011 CELLA Interpretive Guide- 1 per student, plus overage
- School-level login information for access to ServicePoint – a double-sided document containing a quick reference guide of the website

District boxes for the Reports Shipment include:

- 2011 CELLA Interpretive Guide- 1 package of 10
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2011 CELLA Electronic Reports

ServicePoint Reports:

The following reports will be accessible ONLY through ServicePoint for a limited time:

- Spring 2011 School Report – a report that lists all of the students tested at a school, organized by grade, with summaries for that school.

- Spring 2011 District Report – a report that lists all of the schools in a district that participated in the testing program, organized by grade, with summaries for that district. District Student Results (DSR) – available to districts when printed student reports are delivered to the district office.
Note: It is advised that Districts and Schools immediately download and save reports from ServicePoint to ensure reports are still available after the report is removed from ServicePoint.

FDOE Reports:

The following reports will be accessible only through FDOE's website:

- Spring 2011 State Report – a report that lists all of the districts that participated in the testing program, organized by grade, with summaries for the state.

If you have questions, please contact Steven Daniels, Customer Service Representative, toll-free at 877-85-CELLA (877-852-3552) or CELLA@QuestarAI.com. Customer Service will be available Monday through Friday, 7:00 A.M. through 6:00 P.M. Eastern Time.