



MEMORANDUM

TO: Florida CELLA Contacts
FROM: Questar Assessment, Inc.
DATE: Spring/Summer 2010
SUBJECT: 2010 CELLA Reports Shipment

Questar Assessment, Inc. will begin delivery of the 2010 CELLA Reports shortly. Reports will be delivered in print and electronic format. This memo describes how each report will be delivered.

Printed Reports Shipment: The district will receive boxes packed and labeled for each school in the district where students participated in the CELLA administration. The school boxes will contain the following:

- A memo stating what is included in the 2010 CELLA Reports Shipment
- 2010 Individual Student Reports (ISRs) - 2 copies
- 2010 CELLA Interpretive Guides - 1 per student plus overage
- A double-sided document containing the school level user name and password for access to ServicePoint, along with a quick reference guide to the website

The district box for this shipment will include:

- 2010 CELLA Interpretive Guide - 1 package of 10

For 2010 a number of reports are available in electronic format only. Schools will be able to access the following reports through ServicePoint:

- Spring 2010 School Report – a report that lists all of the students tested at a school, organized by grade, with summaries for that school.
- Spring 2010 District Report – a report that lists all of the schools in a district that participated in CELLA, organized by grade, with summaries for that district.

Districts will be able to access the following reports through ServicePoint:

- Spring 2010 School Report – a report that lists all of the students tested at a school, organized by grade, with summaries for that school.
- Spring 2010 District Report – a report that lists all of the schools in a district that participated in CELLA, organized by grade, with summaries for that district.
- Spring 2010 State Report – a report that lists all of the districts that participated in the testing program, organized by grade, with summaries for the state. This report is electronic only and will not be available until the results from all districts can be summarized.
- A master list of school ServicePoint user names and passwords.

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 is available Monday through Friday, 7:00 am through 6:00 pm Eastern Time.