

MEMORANDUM

TO: Florida CELLA Contacts
FROM: Questar Assessment, Inc.
DATE: March 8, 2010
SUBJECT: Overview of CELLA Shipments

The following three shipments, detailed below, provide an overview of the 2010 CELLA shipments that districts will receive from Questar Assessment, Inc. (Questar).

Training Shipment

The training shipment was delivered on January 29, 2010. Included in that shipment were the training materials for the 2010 CELLA test administration. The materials are listed below. Secure materials are indicated by (S).

- Train-the-Trainer Manual
- Train-the-Trainer CD
- Test Administration Manual
- Directions for Administration (S)
- A1 & B1 Listening CDs (S)
- C1 & D1 Listening CDs (S)
- Level A Training CD for Speaking
- Level B Training CD for Speaking
- Level C Training CD for Speaking
- Level D Training CD for Speaking
- Level A Test Book (S)
- Level A One-on-One Prompt Book (S)
- Level B Listening & Speaking Test Book (S)
- Level B Reading & Writing Test Book (S)
- Level C Listening & Speaking Test Book (S)
- Level C Reading & Writing Test Book (S)
- Level D Listening & Speaking Test Book (S)
- Level D Reading & Writing Test Book (S)
- Levels B, C, & D Answer Sheet (S)

Testing Shipment

Districts will receive varying quantities of the materials listed below, which are based on the PreID information submitted with Survey 7. These materials will arrive on March 26th, April 2nd, or April 9th, depending on which delivery date your district chose through the online ServicePoint system.

- 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
- A1 & B1 Listening CDs (S)
- C1 & D1 Listening CDs (S)
- Level A Training CD for Speaking
- Level B Training CD for Speaking
- Level C Training CD for Speaking
- Level D Training CD for Speaking
- Levels B, C, & D Answer Sheet (S)

- Level A Test Book (S)
- Level A One-on-One Prompt Book (S)
- Level B Listening & Speaking Test Book (S)
- Level B Reading & Writing Test Book (S)
- Level C Listening & Speaking Test Book (S)
- Level C Reading & Writing Test Book (S)
- Level D Listening & Speaking Test Book (S)
- Level D Reading & Writing 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)

Reports Shipment

Districts are also sent a ‘reports’ shipment. Score reports for individual school districts are to be generated no more than 21 business days from the date all scoreable test materials are received by Questar; thus, not all districts will receive the reports at the same time. The reports include:

- Spring 2010 Student Report – a printed report for each student. Two (2) copies of student reports will be provided for each school. This is the only printed reported included in the shipment.

Reports delivered electronically through ServicePoint

The following reports will be accessible only 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. This report will be electronic only.
- Spring 2010 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. This report will be electronic only.
- 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 will be electronic only.

Additionally, the District Student Results file (DSR) will be distributed through ServicePoint. This file will be available to districts at the same time as printed student reports are delivered to districts.

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 am through 6:00 pm Eastern Time.