

2009 CELLA Communiqué #10

Please Check for CELLA Test Materials in Your District

A few districts have not returned all of the CELLA test materials. Please look around your district office, warehouse, and school locations for any CELLA materials that were overlooked when packing materials for return.

Assisting in this process will ensure that missing CELLA materials are minimal this year. The Missing Materials Report will be sent after all score reports are delivered to districts.

Districts Must return:

- Directions for Administration and Scoring Guides
- Unused Test Booklets (including Braille and Large Print)
- Listening/Speaking CDs (labeled A/B and C/D)
- Training materials shipped in January 2009

Districts May return or recycle locally:

- Test Administration Manuals
- Unused orange, white, or green shipping labels
- Unused paper bands
- Unused B/C/D Answer Sheets
- Unused red, green, or purple scannable headers (document count forms)
- Speaking Training CDs
- Defective materials
- Unused pre-ID labels (**must** be destroyed securely)

To Return Materials to ETS:

1. Send an e-mail to ztorres@ets.org and kcromwell@ets.org and include:
 - a. number of boxes of materials
 - b. contact information (name, e-mail address, telephone number), and
 - c. physical address where the boxes are located.
2. ETS will contact UPS and send return/shipping labels by e-mail.
3. Tape the boxes securely, then print and tape the return labels to the boxes.
4. Schedule a pickup with UPS at www.ups.com or 1-800-PICK-UPS, or deliver the boxes to any UPS location for shipment to ETS

The shipping labels expire and must be used within 10 days of receipt of the e-mail. If your label does expire, please contact Zulma Torres or Karen Cromwell for new labels.