

2009 CELLA Communiqué #2

CELLA Schedules and Changes for 2008-2009

We are providing you with important dates to remember as well as highlighting changes for 2009; many of which came from your recommendations.

CELLA Testing and Materials Delivery Dates

Item	Location	Date(s)	Notes
Online Locator Test Training	Webinars/Conference Calls (Dial in information will be sent prior to the session)	Wednesday December 3 10:00am - 11:00am Thursday December 11 2:00pm - 3:00pm	We are offering 2 opportunities for training. Choose the session that is most convenient for you.
2009 Train-the-Trainer Sessions for New CELLA Administrators	1. Tallahassee (Location to be announced) 2. Broward (Location to be announced)	Tuesday January 13 8:30am-4:00pm Thursday January 15 8:30am -4pm	We have streamlined the training sessions from 6 to 2 sessions. These sessions are ONLY for the new CELLA administrators
2009 Train-the-Trainer Sessions to highlight "What's New" (for those who have administered CELLA in previous years)	Webinars/Conference Calls (Dial in information will be sent prior to the session)	Tuesday January 20 10:00am - 11:30am Wednesday January 21 2:00pm-3:30pm	We are offering 2 opportunities for training. Attend the session that is convenient for you.
Online Locator Test - Testing Begins	Florida Districts www.awschooltest.com	Begins February 16, 2009	Locator Test testing continues until the last day of the CELLA test administration (May 15)
Delivery of CELLA 2009 Testing Materials	Florida Districts	March 30 - April 10, 2009	K2 Logistics is the carrier and will work with districts to schedule delivery and pickup of materials.
Administration Processes Session	Conference Calls (Dial in information will be sent prior to the session)	Wednesday, April 8 10:00am - 11:00am Thursday April 16 2:00pm - 3:00pm	These 2 sessions are being made available to anyone who would like a refresher on the administration procedures for CELLA, especially materials return process. Attend the session that is convenient for you.
CELLA 2009 Spring Administration	Florida Districts	April 14 - May 15, 2009	ALL testing must be completed within the approved testing window.

2009 CELLA Communiqué #2

2009 CELLA Updates and Revisions

During the 2008 debrief meetings, districts provided ETS and FDOE with valuable feedback on changes for the 2009 CELLA administration. The following items are changes that will be incorporated for this administration:

Test Book Cover Enhancements

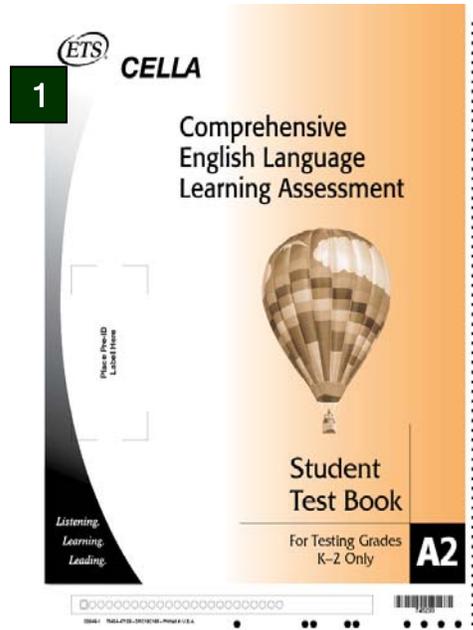
Binder Markings were added to assist CELLA coordinators when sorting the test books for return to the contractor. The following table shows the binder number that correlates to a specific test book:

Binder Marking Number	Test Book
1	Level A Form 2 Listening/Reading/Writing
2	Level A Form 2 Reading/Writing
3	Level B Form 2 Listening/speaking
4	Level B Form 2 Reading/writing
5	Level C Form 2 Listening/speaking
6	Level C Form 2 Reading/writing
7	Level D Form 2 Listening/speaking
8	Level D Form 2 Reading/writing
9	Level A Form 2 One-on-one Prompt Book

Sample of a Binder Marking

Binder Markings

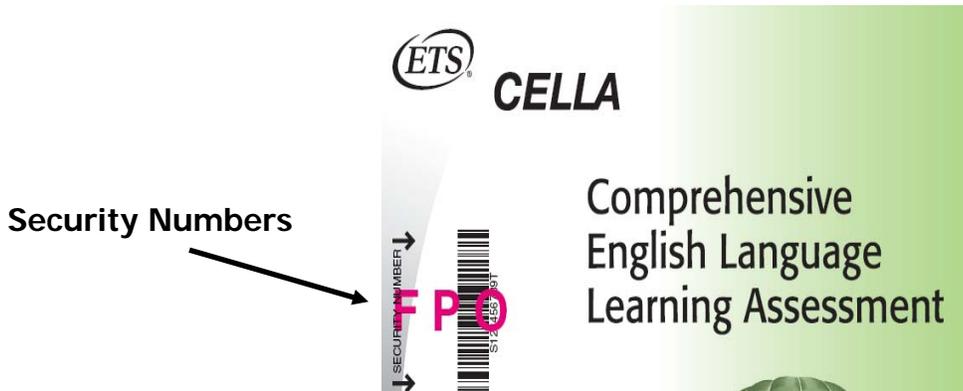
(Numbers will be located on the top of the binding)



NOTE: These images are for demonstration purposes only and DO NOT reflect the actual look of the final test book.

2009 CELLA Communiqué #2

Security Numbers are located on the left side of each test book cover. See sample:



Headers have been renamed to **Document Count Form** and **Answer Document Return Summary** and redesigned to assist in packaging of CELLA materials. See samples (*Note: images represent samples - not the final versions*):

CELLA NOT TO BE SCORED DOCUMENT COUNT FORM

Complete only ONE CELLA Not To Be Scored Document Count Form per school. CELLA Answer Documents and Test Books Returned with this Header will NOT be Scored. No Exceptions. Please ensure that all materials under this document count form are not to be scored.

1. District Name: _____

2. School Name: _____

3. Name of person completing this form: _____
Please print name here.

INSTRUCTIONS

- Please be sure that ALL materials under this document count form are not to be scored.
- Write the DISTRICT NAME on the line provided.
- Write the SCHOOL NAME on the line provided.
- PRINT YOUR NAME as the person completing this form.

ALL NOT TO BE SCORED MATERIALS

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School Coordinators will use this form for all NOT TO BE SCORED materials.

Any materials placed under this form will not be scored (No Exceptions)

CELLA ANSWER DOCUMENT RETURN SUMMARY

INSTRUCTIONS

- Use a number 2 pencil to complete this form and grid the corresponding bubbles. Do not make any stray marks.
- USE ONLY 1 Answer Document Return Summary per school.
- Write the DISTRICT NAME and the SCHOOL NAME on the lines provided.
- In the row of boxes under the words DISTRICT NUMBER, indicate the district number. Grid the corresponding bubbles.
- In the row of boxes under the words SCHOOL NUMBER, Grid the corresponding bubbles.
- In the row of boxes under the words GRADES TESTED, indicate all of the grades tested by griding the appropriate bubbles.
- In the row of boxes under the words NUMBER OF DOCUMENT COUNT FORMS RETURNED, write the number of forms you are returning here. If your number is a single digit number, fill in the zeros before the actual number (i.e., 000002 or 000011, etc.).
- Print your name and date as the person completing this form.

A. District Name: _____
School Name: _____

B. Grades Tested (single digit number)

District Number	School Number	Grades Tested	Number of Document Count Forms Returned
0101-0101	0101-0101	01	0101-0101
0101-0102	0101-0102	02	0101-0102
0101-0103	0101-0103	03	0101-0103
0101-0104	0101-0104	04	0101-0104
0101-0105	0101-0105	05	0101-0105
0101-0106	0101-0106	06	0101-0106
0101-0107	0101-0107	07	0101-0107
0101-0108	0101-0108	08	0101-0108
0101-0109	0101-0109	09	0101-0109
0101-0110	0101-0110	10	0101-0110
0101-0111	0101-0111	11	0101-0111
0101-0112	0101-0112	12	0101-0112
0101-0113	0101-0113	13	0101-0113
0101-0114	0101-0114	14	0101-0114
0101-0115	0101-0115	15	0101-0115
0101-0116	0101-0116	16	0101-0116
0101-0117	0101-0117	17	0101-0117
0101-0118	0101-0118	18	0101-0118
0101-0119	0101-0119	19	0101-0119
0101-0120	0101-0120	20	0101-0120
0101-0121	0101-0121	21	0101-0121
0101-0122	0101-0122	22	0101-0122
0101-0123	0101-0123	23	0101-0123
0101-0124	0101-0124	24	0101-0124
0101-0125	0101-0125	25	0101-0125
0101-0126	0101-0126	26	0101-0126
0101-0127	0101-0127	27	0101-0127
0101-0128	0101-0128	28	0101-0128
0101-0129	0101-0129	29	0101-0129
0101-0130	0101-0130	30	0101-0130

C. Arrange for the School Testing Coordinator to review and sign this form.

The Comprehensive English Language Learning Assessment was received, scored and administered in accordance with established procedures as outlined in the Test Administration Manual to the administrator. (If procedures were not properly followed, student test performance may be invalidated.)

The administrator provided on this Answer Document Return Summary has been reviewed by me and is accurate.

Name: _____ Date: _____

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School Coordinators will use this form for all TO BE SCORED materials.

