2009 CELLA Administration Process Q&A #3

CELLA Administration Process Conference Call #3

May 6, 2009

Reference	Question	Answer
Online Supplemental Orders	When is the last day to order additional materials, using the online form?	The Supplemental Order Form is no longer available online. To order materials, call ETS customer service, Zulma Torres or Karen Cromwell.
Answer Document Return Summary (Red)	The return instructions indicate that test administrators are to grid in the "**TOTAL** number of **To Be Scored** in Box 5" of the document. What documents does "To Be Scored" refer to?	"To Be Scored" references the CELLA DOCUMENT COUNT FORM FOR TO BE SCORED ANSWER DOCUMENTS (Purple) that are completed for each grade. Add the total number of these grade-level documents you are submitting and grid this number into Box 5. You should have one of these grade-level documents for each grade that you identified as tested in Box 4.
Direction for Administering (DFA) Level A	The CELLA DFA instructs the test administrator to stop the test if a student is unable to answer the first 5 questions on the test. In another place the test administrator is instructed to have the student attempt at least 2 questions of each type before stopping. Some of the sections have less than 2 questions. What is the correct instruction?	Page 28 of the DFA gives the following instructions for administering Level A one-on-one: "…you should administer at least the first question of each type…If the student cannot or does not respond to the first question of the type, skip to the next type." For example, if the student cannot or does not respond to the first question for the *Personal Opinion* item type (there is only one item in this subsection) skip to the next type of question, in this case *Story Retelling.*
Answer Document Box 14: Test Date and Box 2: Test Administrator	When completing the date of testing, do we use the first day of testing, or the date testing is complete? Should the test administrator be the individual test administrator or the group administrator? Can these fields be changed next year?	Use the first day of testing. Use the individual test administrator. Please provide your suggestions via the online surveys and they will be considered during planning for the 2010 administration.

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Answer Document
 	
Box 13: Length of Time in the United States
	How can I find out how long a student has been in the United States?	*Date Entered the United States* should be included on the registration form. It is the month, day and year on which the student entered the U.S. (any of the 50 states, excluding U.S. territories and possessions.)
		Coding:
		
		  Mmddyyy = date entered U.S.
		  00000000 = not applicable (i.e., born in U.S.)
		  99999999 = Date not available
		  88888888 = The student's parent/guardian declined
		                    to provide this information.
		
		This data element is reported on the Federal State Indicator Status format.
		
		Note: If this information has not been provided, you can use the length of time the student has been enrolled in the school.

Answer Documents	Is it necessary to bubble so much information on the answer documents? Can't the information be gathered from another source?	The information gathered on the CELLA answer documents is important for receiving Title III funding. Future administrations are expected to have a more sophisticated means of gathering required information.
Material Pick Ups	Online, I scheduled my CELLA materials to be picked up on May 22nd. Can I change the date of my pick up if the materials are ready sooner?	Yes. Reschedule your pick up for 3 p.m., the day before the original pick up. Schedule it **online** at www.k2assessments.com or by calling 888-886-0780.
Material Packing	The packing instructions require that we not separate the white boxes from the brown	Please make every effort to keep the white and

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	boxes, but instead to keep school materials together on a pallet. Does each school have to be on its own pallet even if there are only 2 boxes? What is the best way to palletize the boxes?	brown boxes of a school's return materials in close proximity to each other on the pallets. You can put more than 1 school's materials on a pallet. The brown boxes will be heavier than the white boxes when packed, so it is best to have brown boxes placed at the bottom of the pallets and the white boxes on the top.
Braille and Large-Print Materials	Can we send Braille and Large-Print material to be scored back in an envelope marked "To Be Scored" so that they aren't accidentally lost?	Please use a box to send in any materials to be scored. When sorting these materials, staff will be looking specifically for materials that are identified by a "To Be Scored" header sheet as directed in the Return Instructions. If materials are sent back in an envelope there is a risk they will be misplaced.
White Boxes	Do we need to send back any unused white boxes?	No. You may discard them.
Feedback on CELLA Administration	Who should we contact about suggestions for changes and improvements in the CELLA testing process?	Two online surveys are available for districts to complete when they have completed testing. Please visit the CELLA home page at www.fldoe.org/aala/cELLa.asp, to access these surveys.