

2009 CELLA Administration Process Q&A

CELLA Administration Process Conference Call

April 8, 2009

Reference	Question	Answer
Test Administration Manual	If a student's LY, LF, or LP code has changed after we submitted survey 7, can we still use the Pre-ID label provided?	We recommend you <u>not</u> use the Pre-ID label if the student's ELL status has changed and you want that change captured during scoring (i.e., the student was an LY in January and is an LF during CELLA testing.) This will require you to manually fill out all the demographic information on the students answer document.
Pre-ID Label	If any information is incorrect on the Pre-ID label, do we have to disregard the label and bubble all of the required information on the answer document?	You can still use the Pre-ID label as long as the 6 items listed on page 25 of the Test Administration Manual are correct: Student Name, Student ID, district Name, School Name, School Code, and Grade Level.
Pre-ID Label	Should I be worried if I haven't received my Pre-ID labels yet?	No. Some labels were sent as late as April 3 due to varying spring break schedules. If you do not receive your labels by April 10, please contact ETS.
Student Information	How can I find out how long a student has been in the United States?	<i>Date Entered the United States</i> 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.

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"Not To Be Scored" Document Count Form	Why is this form referred to as a "count form" if an actual count of documents isn't provided?	This document is similar to the "To Be Scored" Document Count Form and the title was intended to help with identification.
White Boxes/Orange Labels	I didn't receive any extra white boxes with orange labels to send to schools that need them. How do I get them?	The orange return labels have to be linked to a school/district in the system. If you need additional white boxes, contact ETS. DO NOT share between schools or districts.
Title III Funding	If the student is coded "LF" we aren't supposed to mark for Title III funding, correct?	That is correct, LFs are not getting funded.
Return Kit/Test Administration Manual	The Test Administration Manual says that the Pre-ID document count summary is provided in the Return Kit, but I received mine with my Pre-ID labels. Is this a discrepancy in the manual?	Yes, this was a discrepancy. The Pre-ID document summary is provided with the labels and NOT in the Return Kit. This will be corrected for 2010.
Pack lists/Security Checklists	There's a discrepancy between items on my packing list and the security checklist. What should I do?	We have posted the Missing Materials Form on the CELLA website (new for 2009). Use that form to report any missing secure materials upon receipt of your testing materials. You can also use this form to record missing secure materials during the return process.
Missing Materials Form Security Breaches Form	Are these forms on the web site?	Forms are available on the CELLA website www.fldoe.org/aala/cELLa.asp , for download by the districts.
Training CDs	Are the training CDs available online for the teachers to download and use?	No. Additional Training CDs must be ordered using the supplemental order form on the web site at https://app1.fldoe.org/aala/cellaorder/login.aspx .

Reference	Correction	Action
Test Administration Manual	Page 12, paragraph 3, "Students in grades K-3 ..." should read "Students in Grades K-2 ..."	Will be updated for 2010 Test Administration Manual
Security Checklist	<p>The title on the document sent to districts via e-mail reads "2009 CELLA REQUIRED ADMINISTRATION INFORMATION."</p> <p>This document is the Security Checklist that was renamed after the publication of the Test Administration Manual.</p>	Will be updated for the 2010 CELLA Administration.
Security Checklist – CELLA Return Envelope Reference	At the bottom of the first page of the document, there is a reference to the "CELLA Return Envelope."	This was a carry over from the 2008 Administration. The CELLA Return Envelope has been eliminated in 2009.