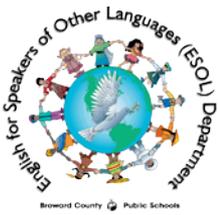




# Comprehensive English Language Learning Assessment (CELLA) Professional Development

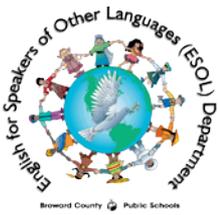
**February 17, 2012**

**Adobe Connect Session**



# AGENDA

- ▶ Welcome and Introductions
- ▶ What's New for 2012
- ▶ Who Should Be Tested
- ▶ 2012 Comprehensive Schedule
- ▶ Purpose of the CELLA
- ▶ Management of Materials
- ▶ Administration of CELLA
- ▶ Practice Scoring
- ▶ Questions and Answers



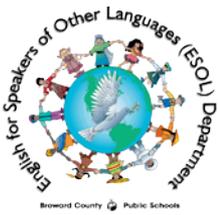
# Purpose of CELLA

- ▶ CELLA provides evidence of program accountability in accordance with Title I and Title III of No Child Left Behind (NCLB). NCLB mandates schools and districts to meet state accountability objectives for increasing the English-language proficiency of English language learners.
- ▶ Accountability for ELLs is required under NCLB as measured by annual performance targets.



# 2012 Test Administration Manual

- ▶ The Test Administration Manual is your key to a smooth test administration process. Among other things, it includes
  - The 2012 CELLA Schedule
  - Test Administration Policies & Procedures
  - Students to Be Tested
  - Information about Large-Print & Braille Materials
  - Instructions on Gridding Demographic & Test Information on Answer Documents
  - Test Security Policies & Procedures
  - Test Invalidation Policies & Procedures
  - Checklists for Test Administrators and School Coordinators



# 2012 TEST ADMINISTRATION MANUAL

The TAM appendices include the following documents:

**Appendix A:** CELLA Test Accommodations

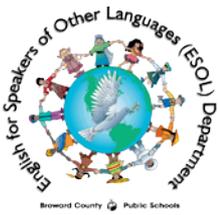
**Appendix B:** Florida Test Security Statute and Rule

**Appendix C:** Forms and Signs

- 2012 CELLA Administration and Security Agreement (*need 1 per School Coordinator and Test Administrator*)
- Blank CELLA Administration Record/Security Checklist (*Note: A prepopulated Checklist is available on ServicePoint, no password is needed*)
- 2012 CELLA Security Log (*need 1 per testing room*)
- Sign: TESTING - Do Not Disturb (*need 1 or more per testing room*)
- Sign: No Electronic Devices Permitted (*need 1 or more per testing room*)

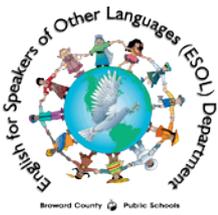
**Appendix D:** Scoring Rubrics & Checklists

**Appendix E:** Packing Diagram



# 2012 Test Administration Manual

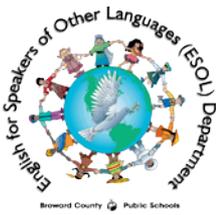
- ▶ The Test Administration Manual is to be used by two key players in the test administration process:
  - School Coordinator (*CELLA Coordinator*)
    - Responsibilities beginning on page 31.
  - Test Administrator
    - Responsibilities beginning on page 34.



# WHAT'S NEW FOR 2012

- ▶ The 2012 administration of the CELLA is [March 5, 2012 to April 6, 2012](#).
- ▶ Students entered on [Survey 7 will receive a pre-identified student label](#).
  - The ELL Status must be entered correctly in order to use the PreID label.
  - The electronic version of the PreID Student Roster is available to District Coordinators on ServicePoint. The printed PreID Student Roster is included in the Testing Materials Shipment.
  - It is not required to grid the Grade Level in Box #11 on a pre-identified answer sheet.
- ▶ Training materials will be delivered to districts on [January 25, 2012](#) and test materials on [February 13, 2012](#).
  - The term “SECURE MATERIAL — MUST RETURN” now appears above the security barcode of all secure materials.
  - Test books are NOT included in the schools’ Training Materials Shipment.

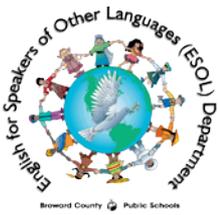
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# WHAT'S NEW FOR 2012

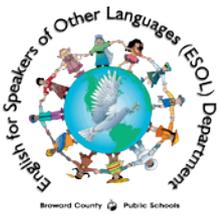
- ▶ The District Coordinator Only (DCO) white box is the first box in the schools' Testing Materials Shipment. This box also has a black stripe to distinguish it from District boxes. **Flat white boxes are not provided this year.**
  - The Train-the-Trainer Manual and CD have been discontinued.
- ▶ The **Training CDs for Speaking are no longer secure materials** and should be packaged with the DCO materials.
- ▶ The Test Administrator may administer the CELLA sections in any order.
- ▶ FDOE recommends that the Test Administrator assign the Level B, C, or D test book by writing the student's name in the upper-right corner box on the front cover.
- ▶ **Two test book colors have changed.** Level C is tan and Level D is green.

(continued on next slide)



# WHAT'S NEW FOR 2012

- ▶ Levels B, C, and D now have separate answer sheets. The answer sheets are color-coded to their corresponding test book.
- ▶ The TAM now contains the CELLA Test Accommodations section and the Scoring Rubrics handouts (Appendix D).
- ▶ The DFA has been redesigned.
  - The Examiner's text is now boxed.
  - The Scoring Guides are now grouped together and are in the back of the manual, to facilitate training sessions.
  - The cover is yellow, to distinguish it from the TAM.
- ▶ The color of the To-Be-Scored Return labels is now described as "PEACH."

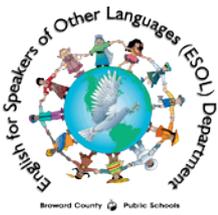


# Who should be tested?

- ▶ All students enrolled in the district (grades K-12) and classified ELL, with a code of “LY”, at the time of testing.
- ▶ All students coded “LF” on or after **September 1, 2011**.

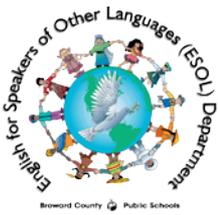
LY = student is an English Language Learner and is enrolled in ESOL Program.

LF = student is being monitored for a two-year period after having exited the ESOL Program.



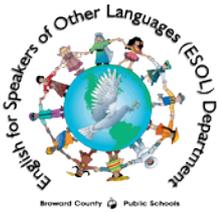
# How do I know which students need to be tested?

- ▶ Test all students for whom you receive a LABEL.
- ▶ Identify the students you need to test who did not receive a label using your LEP Roster.
- ▶ Print a current LEP Roster Summary (LY and LF).
  - Identify students on your LEP Roster who do not have a label, but meet the criteria to be tested.
  - Grid corresponding information for these students (pg. 13 of TAM).
  - Make sure you test all appropriate students.



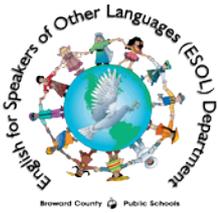
# Support to Schools

- ▶ Due to limited district staff, schools with 230 or more ELLs will be provided limited assistance with the one-on-one administration.
- ▶ Schools with fewer than 230 ELLs may contact their Area Office to request assistance if needed.



# 2012 CELLA Schedule

Train-the-Trainer (new coordinators)	February 15 & 16, 2012
Adobe Connect Training (updates)	February 17, 2012
Receipt of CELLA Testing Materials	February 13, 2012
CELLA Test Administration Window	March 5 – April 6, 2012
CELLA Group Administration	March 19 – 23, 2012



CELLA Test Administration Window

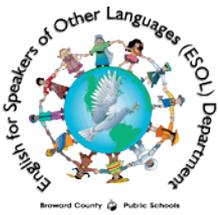
March 5 – April 6, 2012

CELLA Group Administration

March 19 – 23, 2012

MARCH				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

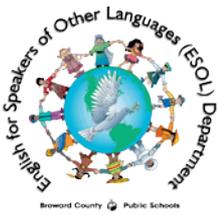


# How will results from CELLA be used?

- ▶ Results will provide:
  - data for charting student progress over time
  - information about language proficiency levels of individual students that can be used in making decisions regarding exit from ESOL\* programs
  - useful information about students' strengths and weaknesses in English

## CELLA results will NOT be used:

- for grade-level placement
- for grade promotion or retention decisions



# Purpose of AMAO

(Annual Measurable Achievement Objectives)

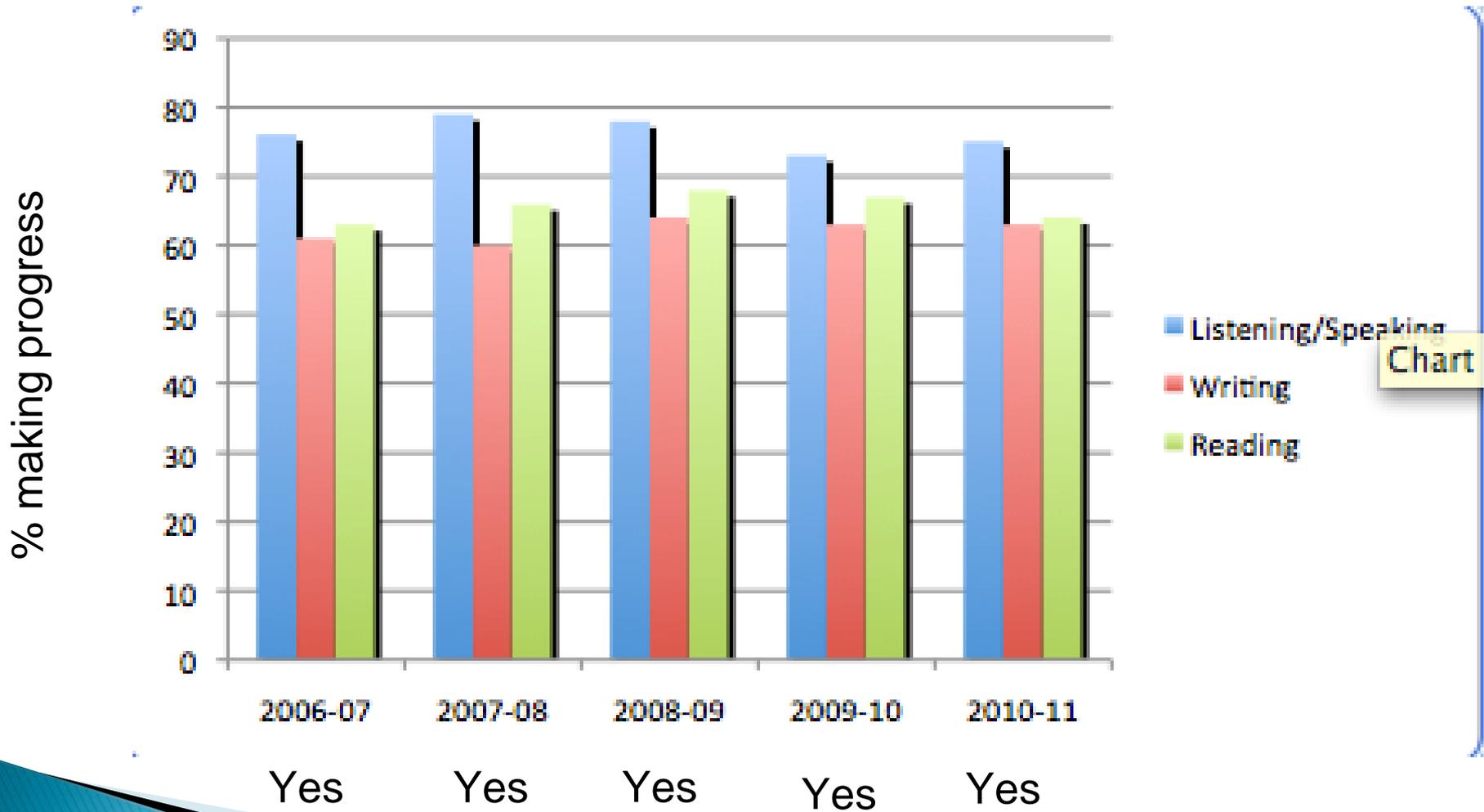
Most importantly, CELLA assesses students to determine two primary objectives:

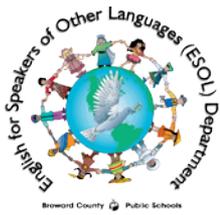
- AMAO 1 – Progress on English Language Acquisition
- AMAO 2 – Progress in the Percentage of students who have become Proficient in English Language Acquisition
- AMAO 3 – Attainment of Academic Standards based on the FCAT

\*No Child Left Behind

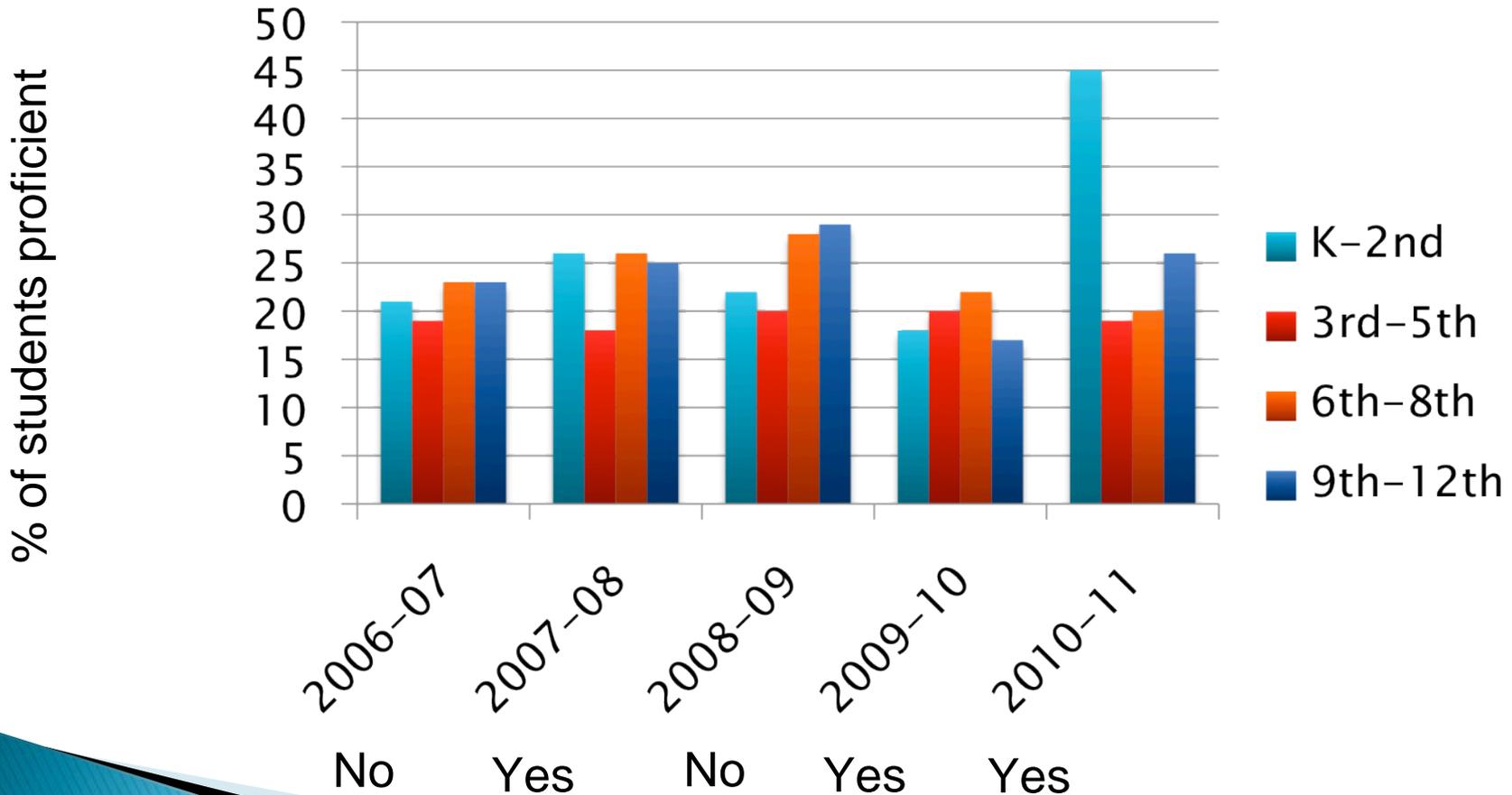


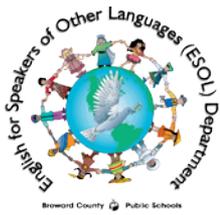
# AMAO 1 – Progress on English Language Acquisition



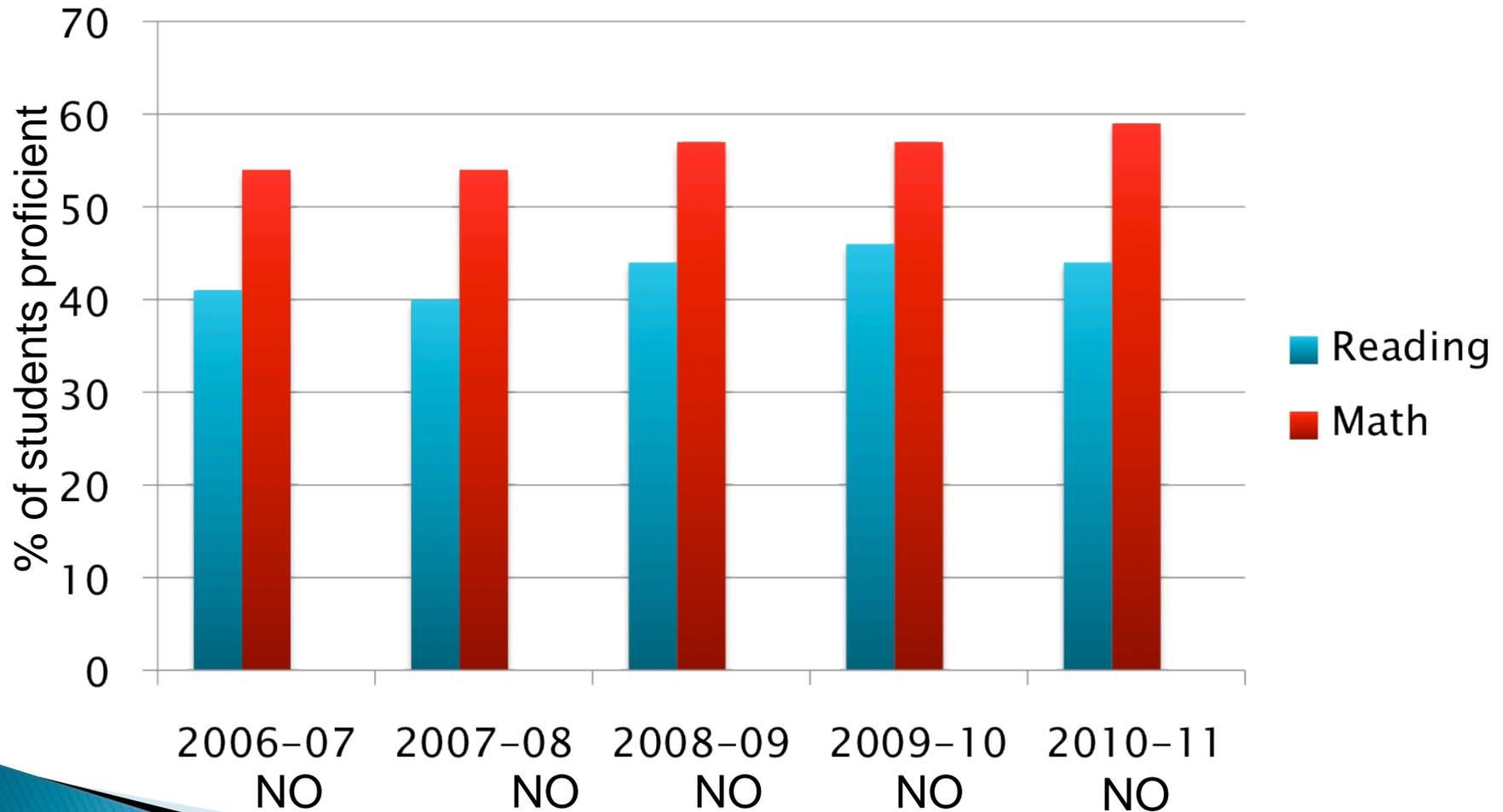


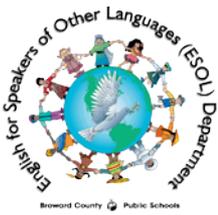
## AMAO 2 – Progress in the Percentage of Students who have become Proficient in English Language Acquisition





## AMAO 3 – Attainment of Academic Standards based on the FCAT

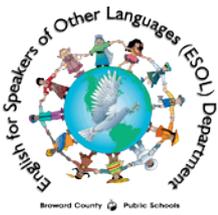




# AMAO Trend Data

	AMAO 1	AMAO 2	AMAO 3	Met All AMAOs
06-07	YES	NO	NO	NO
07-08	YES	YES	NO	NO
08-09	YES	NO	NO	NO
09-10	YES	YES	NO	NO
10-11	YES	YES	NO	NO

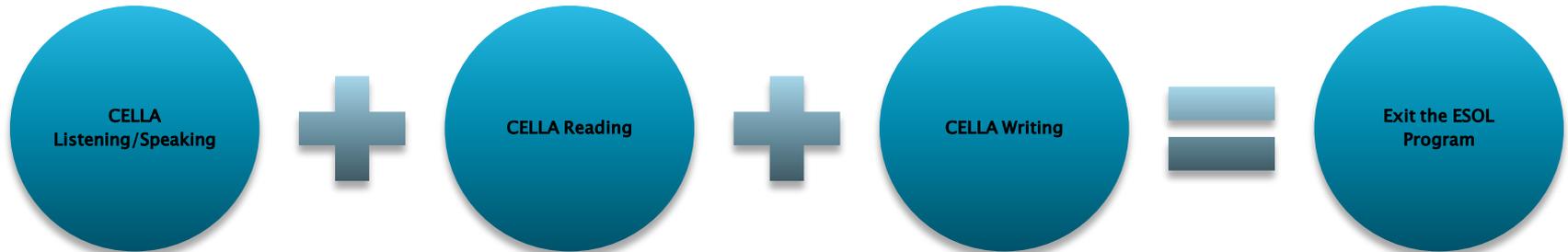
\*As with AYP, failure to meet one of the AMAOs will result in a NO.



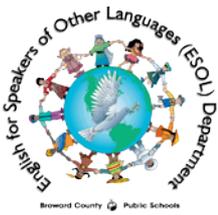
# Exit Criteria Grades K-2 CELLA



Student must be Proficient at the applicable grade level on each subtest of CELLA.



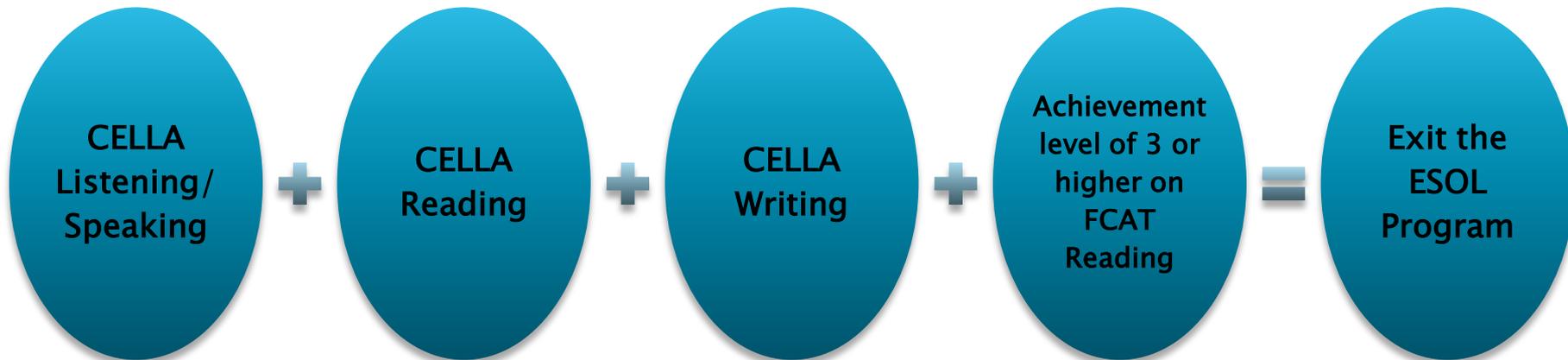
Notwithstanding a student's CELLA scores, upon the request of a teacher, counselor, administrator, or parent, a student who has been classified as an ELL and enrolled in an ESOL Program may be re-evaluated for English language proficiency to determine future placement by convening an ELL Committee and administering an assessment which must cover all 4 domains, including Listening, Speaking, Reading, and Writing, no earlier than 30 schools days prior to the ELL Committee's determination.



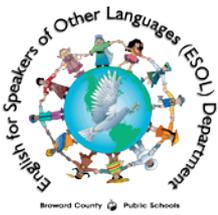
# Exit Criteria Grades 3-9 CELLA and FCAT



Student must be Proficient at the applicable grade level on each subtest of CELLA.



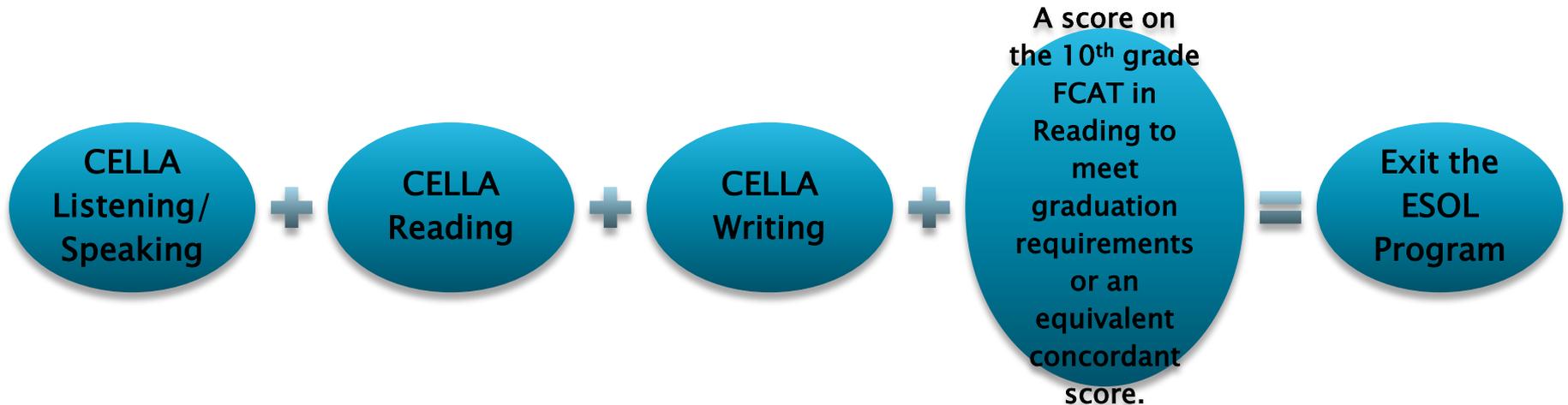
Notwithstanding a student's CELLA scores, upon the request of a teacher, counselor, administrator, or parent, a student who has been classified as an ELL and enrolled in an ESOL Program may be re-evaluated for English language proficiency to determine future placement by convening an ELL Committee and administering an assessment which must cover all 4 domains, including Listening, Speaking, Reading, and Writing, no earlier than 30 schools days prior to the ELL Committee's determination.



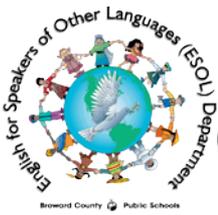
# Exit Criteria Grades 10-12 CELLA and FCAT



Student must be Proficient at the applicable grade level on each subtest of CELLA.



Notwithstanding a student's CELLA scores, upon the request of a teacher, counselor, administrator, or parent, a student who has been classified as an ELL and enrolled in an ESOL Program may be re-evaluated for English language proficiency to determine future placement by convening an ELL Committee and administering an assessment which must cover all 4 domains, including Listening, Speaking, Reading, and Writing, no earlier than 30 schools days prior to the ELL Committee's determination.



# Overview of CELLA

Test Sections	Test Format
Listening	All Multiple Choice
Speaking	All Constructed Response
Reading	All Multiple Choice
Writing	Multiple Choice & Constructed Response

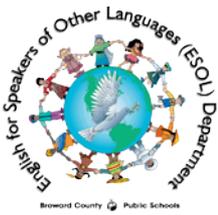
## Test Levels:

**Level A (Grades K-2)**

**Level B (Grades 3-5)**

**Level C (Grades 6-8)**

**Level D (Grades 9-12)**



# CELLA Item Types

## Listening

- Listen & Match
- Picture Description
- Short Talks
- Extended Listening

## Reading Vocabulary

- Synonym
- Antonym
- Idiom
- Root & Affix

## Writing Multiple Choice

- Grammar, structure & written expression
- Paragraph choices
- Recognizing errors

## Speaking

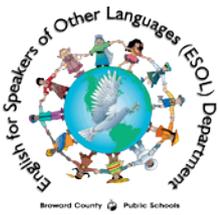
- Oral Vocabulary
- Speech Functions
- Personal Opinion
- Story Retelling
- Graph Interpretation

## Reading Comprehension

- Main Idea
- Detail
- Inference/Prediction
- Reference
- Rhetorical Elements
- Vocabulary in Context

## Constructed Response

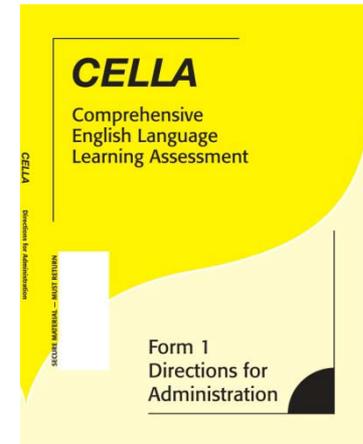
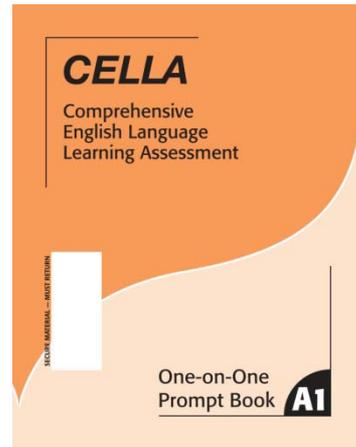
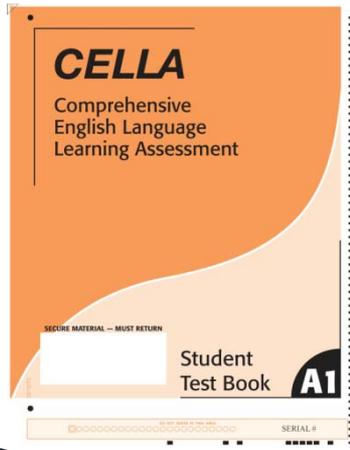
- Writing sentences
- Writing paragraphs

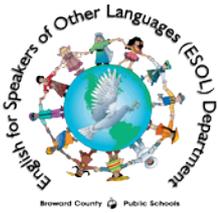


# LEVEL A TEST MATERIALS

The following materials are needed to administer the Level A test:

- Student Test Book
- One-on-One Prompt Book
- Levels A1 & B1 Listening CD
- DFA

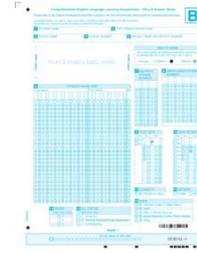
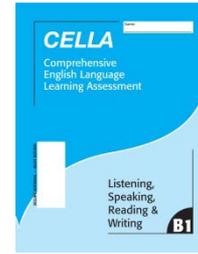




# ADMINISTERING LEVEL B, C, or D TEST MATERIALS

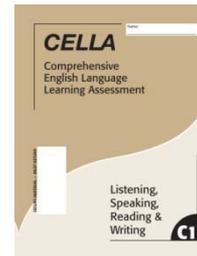
## Level B:

- ▶ Level B1 Test Book
- ▶ Levels A1 & B1 Listening CD
- ▶ Level B Answer Sheet



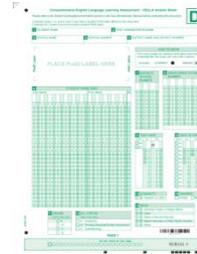
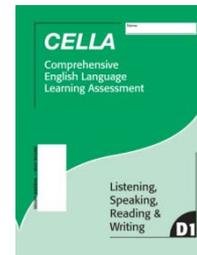
## Level C:

- ▶ Level C1 Test Book
- ▶ Levels C1 & D1 Listening CD
- ▶ Level C Answer Sheet



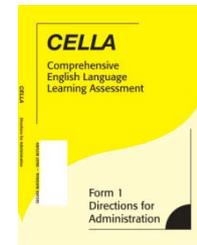
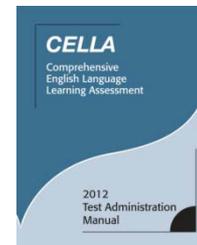
## Level D:

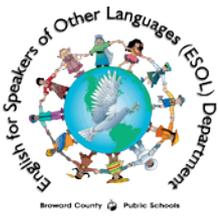
- ▶ Level D1 Test Book
- ▶ Levels C1 & D1 Listening CD
- ▶ Level D Answer Sheet



## Levels B, C, and D:

- ▶ TAM
- ▶ DFA

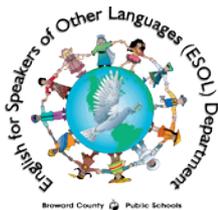




# CELLA



## Management of Materials



# Test Security

- ▶ All CELLA testing materials are to be kept secured before, during, and after testing.
- ▶ Test Administrators must be able to account for ALL test materials assigned to them.
- ▶ Test Administrators will be asked to sign the **2012 CELLA Administration and Security Agreement** at each school site.

Form is on page 79  
of TAM

## 2012 CELLA Administration and Security Agreement

### Florida Department of Education

Florida State Board of Education Rule 6A-10.042, FAC, was developed to meet the requirements of the test security statute, Section 1008.24, F.S., and applies to anyone involved in the administration of a statewide assessment test. The rule prohibits activities that may threaten the integrity of the test. See the "Florida Test Security Statute" and the "Florida State Board of Education – Test Security Rule" on the previous pages. Examples of prohibited activities are listed below:

- Revealing the passages, test items, or performance tasks
- Copying the passages, test items, or performance tasks
- Interpreting or reading test items or passages for students
- Changing or otherwise interfering with student responses to test items
- Copying or reading student responses
- Translating the reading passages into the student's home language
- Translating test items orally or in writing into the student's home language
- Providing dictionaries or translation devices for students to use during the test administration

Test Administrators are permitted to provide allowable test accommodations to students with disabilities with current IEPs as described in the Accommodations section of the Test Administration Manual.

**All personnel are prohibited from copying the test items and/or the contents of student test books and answer sheets. The security of all test materials must be maintained before, during, and after the test administration. The use of untrained Test Administrators increases the risk of test invalidation due to test irregularities or breaches in security.**

I, \_\_\_\_\_, have read the information and instructions provided in all applicable sections of the Test Administration Manual. I agree to administer the Florida CELLA according to these procedures. Further, I have read the test security procedures in Appendix B of the 2012 Test Administration Manual. I agree to follow these procedures. I will not reveal or disclose any information about the test items or engage in any acts that would violate the security of the CELLA and cause student achievement to be inaccurately represented or reported.

School Name \_\_\_\_\_

School Number \_\_\_\_\_

Print Name of Test Administrator  
or School Coordinator \_\_\_\_\_

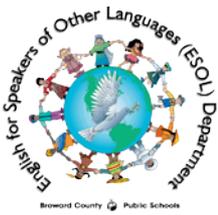
Print Title of Test Administrator  
or School Coordinator \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTE: The Test Security Policy is on page 23 of the Test Administration Manual.





# CELLA Test Security

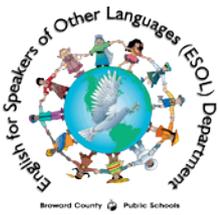
- ▶ Schools **MUST** account for and return to District all secure test materials.
- ▶ Materials are tracked using security barcodes. Has “Secure Material- Must Return” written on each.
- ▶ Required Administration Information must be recorded
- ▶ Secure documents should never be destroyed (shredded) except for soiled documents (e.g., due to a student’s illness).





# 2012 TRAINING MATERIALS SHIPMENT

- ▶ Each school will receive complete kits containing the materials below.
  - Two Test Administration Manuals
  - DFA
  - Set of six CDs
    - Four Training CDs for Speaking, one per level



# PACKAGING AND DELIVERY OF TRAINING MATERIALS

## Training Materials were:

- delivered to your schools in late January.

## Testing Materials will be:

- delivered to your schools in late February.
- Inventory your materials and save your boxes for material return

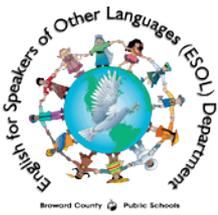
## Reminders:

- Return Shipping labels are included in the Testing Materials Shipment and NOT in the Training Materials Shipment.



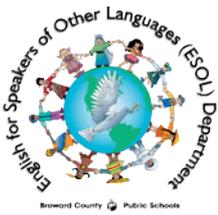
# 2012 TESTING MATERIALS SHIPMENT

- ▶ A1, B1, C1, and D1 test books (*packaged in 10's*)
- ▶ Level A One-on-One Prompt books
- ▶ 2012 TAM
- ▶ DFA
- ▶ Level B, C, or D Answer Sheets (*packaged in 10's*)
- ▶ A1 & B1 and C1 & D1 Listening CDs
- ▶ PreID Student Labels and Rosters
- ▶ Training CDs for Speaking (*Levels A, B, C, and D*)
- ▶ Large-print and Braille test materials (*if ordered*)
- ▶ Paper Bands
- ▶ Materials Return Kits (*including Return Shipping Labels, Document Count Form and School Return Summary*)



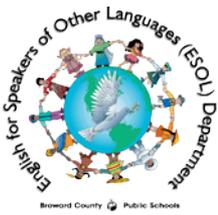
# Delivery of Test Materials

- ▶ PreID labels/rosters for students identified in Survey 7 will be provided.
- ▶ Test materials will be delivered to all schools at the end of February (around the 23<sup>rd</sup>).
- ▶ A comprehensive packing list of all materials sent to a school will be in Box 1 of the school boxes.



# Accommodated Format Materials

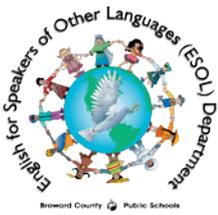
- ▶ The CELLA is available in the following accommodated versions:
  - Large-print
  - Contracted Braille
  - Uncontracted Braille
  
- ▶ There is no Braille version of the Level A test.
  
- ▶ Information must be transcribed before sending back to the district.



# Additional Materials

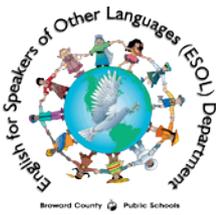
If you require additional testing materials  
email the Assessment Materials  
Conference at

[assessment.materials@browardschools.com](mailto:assessment.materials@browardschools.com)



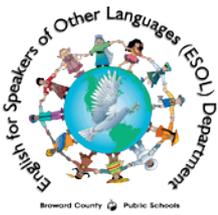
# Test Accommodations

- ▶ Appendix A in Test Administration Manual addresses ALL allowable accommodations (begins on page 61):
  - Students with Disabilities with Current IEPs
  - Students with Section 504 Plans
  
- ▶ Not-Permitted Accommodations
  - List of not-permitted accommodations is included on page 62.
  
- ▶ Guidance on accommodations for Deaf or Hard-of-Hearing can be found on page 64.



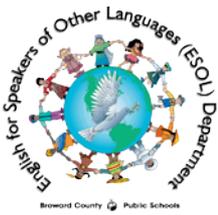
# CELLA Test Accommodations for ALL students

- ▶ Test administrators should ensure all students are given sufficient time to complete the test.
- ▶ Test administrators may use the home language of the ELLs to translate the directions to individual students, if feasible.
- ▶ Assistance by way of an ELL's home language *should be provided on an individual basis* as questions arise, if feasible.
- ▶ Page 62 in the Test Administration Manual addresses NOT permissible accommodations.



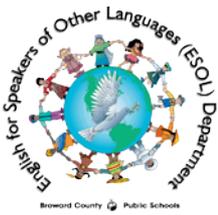
# NOT Permissible

- ▶ Students may NOT use translation dictionaries as the CELLA is designed to measure English language skills.
- ▶ Test Administrators may NOT give ELLs help in the ELLs' home language on specific test questions NOR translate any part of the test other than the directions.
- ▶ Test Administrators may NOT translate directions to the entire class, especially if there are ELLs in the class whose home language the administrator does not speak.



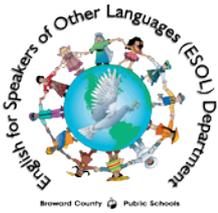
# PreID Labels and Answer Sheets

- ▶ All ELLs entered on Survey 7 will receive a pre-identified student label.
- ▶ The electronic version of the PreID Student Roster is available on ServicePoint. The printed PreID Student Roster is included in the Testing Materials Shipment.
- ▶ It is not required to grid the Grade Level in Box #11 on a pre-identified answer sheet.
- ▶ Test Administrators are responsible for applying the PreID labels to the Level A test books or the Levels B, C, and D Answer Sheets before testing begins.



# Receipt of PreID Labels

- ▶ PreID labels will be provided to each school.
- ▶ Labels are packaged alphabetically by grade within each school.
- ▶ Reminders:
  - Do NOT use PreID labels from previous test administrations.
  - Do NOT apply a label over another label.



# PreID Label Sample

PreID Label

STUDENTLASTNAM, SAMPLEFIRS A    SID: 6789X  
DIST/SCH: 99-9999    ELL: LY    ESE: K  
Your School Name    Accnm: Y    Dist Use: 1234567890  
DOB: 03/01/XX    GEN: M    R/E: A    GRD: XX    CELLA 2012



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PreID Label

The following information **MUST** be correct for the student label to be used:

- Student's Last Name
- Student ID Number
- District Number
- School Number (code)
- Grade
- ELL Status



# PreID Label Sample

## Florida CELLA

Spring 2012  
PreID Roster

DISTRICT: 09 FLORIDA DISTRICT

SCHOOL: 09-0999 FLORIDA SR HIGH

Barcode	Last	First	MI	GRADE	Student ID	GENDER	ETHNICITY	RACE	PRIM EXC P ESE	ELL	LARGE PRINT	BRAILLE	DOB
12345678-9	LastName1111111117	FirstName12	M	10	1234567890	M	Y		H	LY	Y		03/01/1996
12345679-8	LastName1111111117	FirstName12	M	11	1234567891	F	N	W				Y	12/31/1995
12345680-7	LastName1111111117	FirstName12	M	09	1234567892	M	N	A	M	LP			11/23/1997
12345681-6	LastName1111111117	FirstName12	M	12	1234567893	F	N	M		LF			01/09/1995

**ELL:**  
Definitions for the three ELL types can be found on page 9 of the Test Administration Manual

**Large Print:** Y = Yes  
Blank = No  
**Braille:** Y = Yes  
Blank = No

**Primary Exceptionality:**

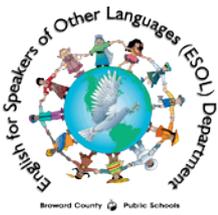
C = Orthopedically Impaired  
F = Speech Impaired  
G = Language Impaired  
H = Deaf or Hard of Hearing  
I = Visually Impaired  
J = Emotional/Behavioral Disability  
K = Specific Learning Disability  
L = Gifted  
M = Hospital/Homebound  
O = Dual-Sensory Impaired  
P = Autism Spectrum Disorder  
S = Traumatic Brain Injured  
V = Other Health Impaired  
W = Intellectual Disability

**Race:**

I = American Indian/Alaska Native  
A = Asian  
B = Black/African American  
P = Native Hawaiian/Pacific Islander  
W = White  
M = Two or More Races

**Ethnicity:**

Y = Hispanic or Latino  
N = Not Hispanic or Latino



# Answer Sheets With PreID Labels

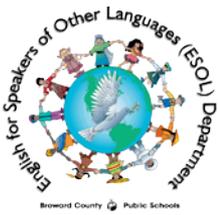
- ▶ Even if the student has a PreID label, the following information **MUST** be provided and gridded on the Test Book or Answer Sheet.
  
- ▶ These boxes address the following information:
  - Box 1      Student Name
  - Box 2      Test Administrator Name
  - Box 3      School Name
  - Box 4      School Number
  - Box 5      District Name and District Number
  - Box 9      Test Date

**NOTE:** This information is found on page 22 of the Test Administration Manual.



# Answer Sheets Without PreID Labels

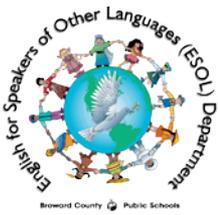
- ▶ On answer sheets without PreID labels, additional boxes must be gridded.
  - List of required boxes is provided on page 13 of the Test Administration Manual.
  - Certain boxes may ONLY be gridded by school personnel.
  - Other boxes may be gridded either by school personnel OR by the student.



# Non-identified Students

**ONLY** school personnel may grid the following:

- Box 2 Test Administrator Name
- Box 12 ELL Status
- Box 17 Primary Exceptionality
- Box 18 Length of Time Enrolled in the ESOL Program  
(based on Entry Date)
- Box 19 Title III – (Mark all students YES)
- Box 20 Date of the Home Language Survey
- Box 21 Do Not Score (If Applicable)
- Box 22 Accommodations (*If applicable, large print and deaf/hard of hearing*)
- Box 23 Receives Special Services
- Box 24 Program Participation (Bubble ESOL for LY students, leave blank for LF Students)

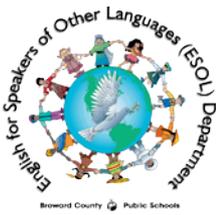


# Non-identified Students

School personnel **or** students may grid the following:

Box 1	Student Name
Box 3	School Name
Box 4	School Number
Box 5	District Name and District Number
Box 6	Student Name Grid
Box 7	District/School Number
Box 8	SSN/Florida Student Number

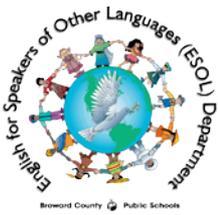
Box 9	Test Date
Box 10	Date of Birth
Box 11	Grade/Test Level
Box 13	Ethnicity
Box 14	Race
Box 15	Gender
Box 16	Home Language



# Return of Test Materials to Student Assessment Department

- ▶ Please follow the instructions for packing your test materials found on pages 44-48 of your manual.
- ▶ **TO BE SCORED** testing materials may be returned as soon as the school has finished assessing all eligible students.
- ▶ If you are returning materials early, please send an email to Karl Yeats at [karl.yeats@browardschools.com](mailto:karl.yeats@browardschools.com)
- ▶ Pony pickup of materials is April 5<sup>th</sup> for Charter Schools and April 9<sup>th</sup> for Non-Charter schools. If materials are not picked up on that day, they must be hand-delivered to the Student Assessment Department.





# Return of Test Materials: Test Administrator Responsibilities

- ▶ Inventory all to make sure there are no missing materials.
- ▶ Separate test materials into To-Be-Scored and Not-To-Be-Scored piles.
- ▶ Separate To-Be-Scored materials by grade, and place a paper band around each grade.
- ▶ Return 3 stacks of materials to the School Coordinator:
  - To-Be-Scored materials
  - Not-To-Be-Scored materials
  - Administration Record and Security Checklist and 2012 CELLA Security Log



# Test Materials Type

## To-Be-Scored Materials:

- Used Level A Test Books
- Used Level B, C, and D Answer Sheets
- Documents with gridded DNS bubbles

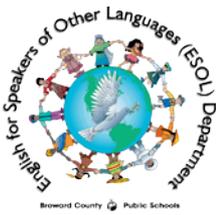
## Not-To-Be-Scored Materials:

- Unused Level A Test Books (including large-print)
- Level A One-on-One Prompt Books
- Used and unused Levels B, C, and D test books (including large-print and Braille)
- Levels A1 & B1 and Levels C1 & D1 Listening CDs
- Directions for Administration Manual (Bright Yellow)

## District Coordinator Only Materials:

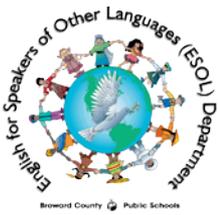
- **Administration Records and Security Checklists**
- Security Logs

\*CELLA Test Administration Manuals, Extra Document Count Forms, may be destroyed on site



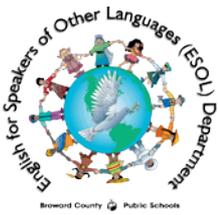
# Return of Test Materials: School Coordinator Responsibilities

- ▶ Inventory materials to make sure none are missing.
- ▶ Fill out Document Count Forms (**purple**, 1 per grade, per school).
- ▶ Fill out School Return Summary Forms (**red**, 1 per school).
- ▶ Pack To-Be-Scored in boxes. Seal boxes and place a **PEACH** (looks cherry red) label on top of each box.
- ▶ Pack Not-To-Be-Scored materials in separate boxes. Seal boxes and place a **YELLOW** label on top of each box.
- ▶ Pack the “District Coordinator ONLY” materials in the white box with the black stripe provided in your materials. Write District Coordinator Only / School Name / School Number on the top of the box.
- ▶ Return boxes to Student Assessment via Pony no later than **April 5<sup>th</sup> for Charter Schools and April 9<sup>th</sup> for Non-Charter schools.**



# CELLA Coordinator Reminders

- ▶ It is the school's responsibility to ensure that all test administrators are trained to administer and score CELLA.
- ▶ For a list of trained school personnel, contact Sally Diaz at [sally.diaz@browardschools.com](mailto:sally.diaz@browardschools.com)
- ▶ The powerpoint from the Train-the-Trainer session is available online at [www.broward.k12.fl.us/esol](http://www.broward.k12.fl.us/esol)



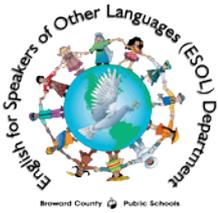
# Last Thing To Do: Comment Form

- ▶ Go to the CELLA website and complete the 2012 CELLA Customer Satisfaction Survey.
- ▶ This feedback will inform the company of what went right and what went wrong, and help them improve the process each year.
- ▶ After testing visit

<http://www.fldoe.org/aala/CELLA.asp>



# Questions and Answers



# ESOL Department

Sayra V. Hughes, Executive Director

Vicky B. Saldala, Director

Leyda Sotolongo, Title III Coordinator

Celina Chavez, ESOL Educational Specialist

Jenna Moniz, ESOL Educational Specialist

754-321-2950

## Student Assessment

Karl Yeats, Testing Specialist

754-321-4250