

**The School Board of Broward County, Florida**  
**ESOL Department**

**2012 Q & A for CELLA**

**Q.** Who needs to be administered the CELLA?

**A.** 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.

**Q.** When are CELLA materials scheduled to arrive at schools?

**A.** Training Materials are scheduled to arrive starting February 7, 2012. Testing Materials are scheduled to arrive on February 23, 2012.

**Q.** What if a student is absent for the CELLA group administration?

**A.** The CELLA Administration window is from March 5 - April 6, 2012. The group administration is scheduled from March 19 – 23, 2012. All attempts must be made to administer all sections of the CELLA to all appropriate students by April 5, 2012. *(Schools are closed on April 6<sup>th</sup> and Spring Break is the week of March 12<sup>th</sup> – 16<sup>th</sup>)*

**Q.** What sections are individually administered/group administered?

**A.** All sections of the CELLA are individually administered to all Kindergarten students. The One-on-One/Speaking sections are individually administered to all students. The Listening, Reading, and Writing sections are group administered to students in grades 1-12.

**Q.** How many students may be included during the CELLA group administration?

**A.** The Test Administration Manual addresses providing appropriate test settings on page 37. The State does not address a specific number for the group administration. Test administration should be conducted in classrooms. Sufficient space between students must be provided to discourage cheating. The number of students per group administration should be less than that of an average class size.

**Q.** When do I return the testing materials?

**A.** Testing materials should be returned to Student Assessment as soon as all students have been assessed. **The final 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. You may return materials early if all students have been assessed. If returning materials early, an email must be sent to Karl Yeats at [karl.yeats@browardschools.com](mailto:karl.yeats@browardschools.com).

**Q.** Is the CELLA a timed test?

**A.** No, although approximate times are provided, test administrators should ensure that all ELLs are given sufficient time to complete the test.

**Q.** How can additional materials be ordered?

**A.** Orders can only be placed after the initial shipment is received and checked. After materials have been inventoried, you can request supplemental materials by sending an email to the Student Assessment Cnf via CAB or [assessment.materials@browardschools.com](mailto:assessment.materials@browardschools.com).

**Q.** How can the CELLA Electronic Checklist be accessed?

**A.** The Security Checklist/Administration Record can be accessed through the following website: <https://fl-servicepoint.questarai.com/Login.aspx>. Once at the site, click on the “click here” link on the bottom corner of the page (do not login). Select your district (Broward) and school from the drop-down boxes and a Security Checklist for your school will populate in the bottom left corner of the screen. Save this list to your desktop. Then complete all appropriate sections.

**Q.** What are the allowable accommodations for CELLA?

**A.** Allowable accommodations are found beginning on page 61 of the Test Administration Manual. This includes information for all students, including Students with Disabilities with Current IEPs or 504 Plans, Accommodations & Exemptions for ELLs Who Are Deaf or Hard-of-Hearing, and Accommodations for ELLs Who Are Visually Impaired.

**Q.** Are ESE students exempt from CELLA testing?

**A.** An ESE student’s Individual Education Plan (IEP) indicates whether the student is exempt from state or district standardized tests. Please adhere to the guidelines set by an ESE student’s IEP.

**Q.** Is there a letter or notice to send to ELL parents informing them of the CELLA administration?

**A.** Although this is not required, there is a flyer on the State website at <http://www.fldoe.org/aala/cELLa.asp> that can be sent home for informational purposes.

**Q.** How can I determine which students in my school need to be tested?

**A.** Test all students for whom you received a PreID label. In addition, print a current LEP Roster Summary to include LY and LF students (*This report is accessed on Data Warehouse via intranet (web/dwh), under School Reports. Click Special Programs and select SCLS001 LEP Roster. If you do not have a User ID and Password, you may request this report from your school’s Information Management Technician*). Compare your LEP Roster with the PreID Roster. Identify students you need to test who did not receive a label. Grid the information on the test booklet or answer sheet as instructed in the Test Administration Manual. It is the school’s responsibility to test all appropriate students.

**Q.** What if the student's label is incorrect?

**A.** The PreID label must be used if the student's last name, student ID number, district number, school number AND grade level are CORRECT, even if other information is INCORRECT. If any of this information is INCORRECT, destroy the label in a secure manner and follow the directions for non-identified documents in the Test Administration Manual.

**Q.** How do I calculate the length of time a student has been enrolled in the ESOL Program to answer demographic information question number 18 for CELLA?

**A.** The information used for time in program for LY students is calculated from Entry date to present date. The information used for time in program for LF students is calculated from Entry date to Exit Date. Time as an LF is not calculated.

**Q:** What do I do with testing materials for students who have transferred to another school?

**A:** Do not pony the materials to the new school. Create a new preid label for the student.

**Q.** What if a student/parent refuses to participate in the CELLA administration?

**A.** The CELLA is a State mandated test to comply with Federal requirements. ALL attempts must be made to administer the CELLA to ALL appropriate students.

**Q.** Must CELLA be administered to Home-School and Home Bound students?

**A.** Students who meet the criteria for CELLA testing and are enrolled in the District's Home Bound Program must be administered CELLA. If a student is in a Home School Program, not enrolled in the District, then CELLA administration is not required.

**Q.** Who needs to be contacted if my question(s) are not answered here nor in the posted PowerPoint presentations on the ESOL Department's website?

**A.** Please contact any one of the following people for more information.

Karl Yeats, Student Assessment Department at 754-321-4250

Vicky Saldala  
Leyda Sotolongo  
Celina Chavez  
Jenna Moniz



ESOL Department  
754-321-2950.