



EDUCATIONAL DATA SYSTEMS

California English Language Development Test (CELDT) 2010–11 Edition

Secure Materials Destruction Option Instructions

The *California Code of Regulations*, Title 5, Sections 11513–11514, and the California English Language Development Test (CELDT) Test Security Agreement require the return to the contractor or local destruction of secure materials at the end of each school year. As the end of the 2010–11 year approaches, CELDT District Coordinators must arrange for secure destruction of CELDT materials and indicate the method of destruction through the secure [District Portal](#) of the CELDT Web site.

The Secure Materials Destruction Window for the 2010–11 Edition is **June 1–July 25, 2011**. Although the Window opens June 1, schools will need to keep CELDT test materials on hand until all testing is complete for the current school year.

2010–11 CELDT materials that must be destroyed include:

- Unused Test, Student, and Answer Books
- Nonscorable Answer Books (e.g., a book for a student who has moved or a book with a Pre-ID label that will not be used)
- Examiner’s Manuals
- Scoring Training of Trainers (STOT) materials, including binders, CDs, and DVDs
- Electronic copies of downloaded materials

Option 1: Return secure materials to Educational Data Systems for destruction

1. Pack all unused and nonscorable 2010–11 Edition secure materials into CELDT or other heavy-duty boxes.
2. For shipments of twenty boxes or more, palletize the boxes, if possible.
3. Count the number of boxes (and pallets).
4. Logon to the secure CELDT District Portal at <http://www.celdt.org/>, go to Portal Options, and select the *Request a Pick Up* link.
5. Select the *2010–11 Edition Secure Materials Destruction* link.
6. On the next screen, select the *Request a Pick Up* option and complete the form on the subsequent Web page.
7. Prior to submission of the form, print the Materials for Destruction Return Address Label document (provided as a link in step 1 on the Secure Materials for Destruction Request a Pick Up Web page). Make as many copies as necessary to produce one label per box and attach a label to each box of materials being

returned for secure destruction. **Note that the shipping address for materials for destruction is different from the shipping address for scorable materials.** It is highly recommended that districts separately request a pick up for the return of scorable materials and the return of materials for destruction at least one week apart.

8. After submitting the on-screen form, you will receive an initial confirmation e-mail and then a second confirmation e-mail with tracking numbers. For pallet pick ups, the second confirmation contains the Bill of Lading that must be printed and taped to each pallet. Keep these confirmations on file.
9. Box shipments will be picked up by UPS within three working days, and pallet shipments will be picked up by UPS Freight within five working days of receiving the confirmation.

Option 2: Securely destroy materials locally

1. Arrange for secure destruction of all 2010–11 Edition CELDT materials at the district. To securely destroy test materials—whether through local shredding or secure recycling through a third-party vendor—the information must be made irretrievable through shredding or other destruction processes. DVDs and CDs must be broken or shredded. Binders may be emptied and reused. If using a third-party vendor, request a Certificate of Destruction and keep it on file at the district office.
2. Logon to the CELDT District Portal at <http://www.celdt.org/>, go to Portal Options, and select the *Request a Pick Up* link.
3. Select the *Secure Materials Destruction* link.
4. On the next screen, select the *Locally Destroyed* option and complete the form on the subsequent Web page to verify destruction of all 2010–11 Edition CELDT materials.
5. After submitting the online form, you will receive a confirmation screen. Print and keep this confirmation on file at the district office for one year.