



California
English
Language
Development
Test

***Test
Coordinator's
Manual***

2010-11 EDITION



Important Dates

CELDT Customer Support Center
E-mail: support@celdt.org

Tel: 866-850-1039

Fax: 800-761-5024

June 1, 2010 – June 15, 2010	Test Materials Delivered CELDT 2010-11 Edition materials are delivered to district sites for Annual Assessment and Initial Identification test administrations from July 1, 2010 – June 30, 2011.
June 2, 2010 – August 2, 2010	Report Shortages and Overages of Test Materials Shortages and overages must be reported to the CELDT Customer Support Center no later than August 2, 2010, but preferably within two weeks of receipt. Report shortages if your district did not receive everything stated on the packing lists, or if your district did not receive one or more boxes of your shipment. Report overages if your district received more materials than stated on the packing lists.
June 21, 2010 – September 24, 2010	Pre-Identification Window (Purchase order required.) Your district may submit Pre-Identification files during this window.
July 1, 2010 – October 31, 2010	Annual Assessment Window All annual assessments must happen within this window. New students enrolled by September 30 must also be tested within this window for Initial Identification.
October 15, 2010	Deadline to Place a Test Material Additional Order for the Annual Assessment Window Orders placed after this date may not arrive at your district in time to test students and return Annual Assessment Window scorable documents to Educational Data Systems before the deadline. Your district may request and pay for overnight shipping on orders placed after this date.
November 8, 2010	Deadline to request a pick-up of scorable materials for the Annual Assessment Window.
November 15, 2010	If you ship on your own, Annual Assessment Window documents must arrive at Educational Data Systems by this date. Annual Assessment documents received after this date will be processed as outside the Annual Assessment Window and not be part of the AMAO calculations.
July 1, 2010 – June 13, 2011	Additional Order Window Additional materials may be ordered from www.celdt.org , the secure District Portal. Districts may place one additional order each administration month of the testing window. A \$45 processing fee will be charged for each subsequent order. Allow 5-7 business days for order processing.
July 1, 2010 – June 30, 2011	Initial Identification Window Students who enter the district during this window must be tested within 30 days of enrollment for Initial Identification.
July 1, 2011	Deadline to request a pick-up of scorable materials for the Initial Identification Window.
July 8, 2011	If you ship on your own, all CELDT 2010-11 Edition documents must arrive at Educational Data Systems by this date. Documents received after this date will not be processed.
June 1, 2011 – July 25, 2011	Nonscorable and Unused Material Destruction Window All nonscorable and unused materials must be securely destroyed. Refer to the instructions on page 19 for further information.

Retrieval Schedule for 2010-11 Edition

Administration Month	Last Day to Request Pick-Up Online	On-Own Shipping Receipt Date*	Administration Month	Last Day to Request Pick-Up Online	On-Own Shipping Receipt Date*
July	7/30/10	None	January	1/31/11	None
August	8/31/10	None	February	2/28/11	None
September	9/30/10	None	March	3/31/11	None
October	11/8/10	11/15/10	April	4/29/11	None
Pick-up Web site will be closed: 11/9/10 – 11/17/10			May	5/31/11	None
November	11/30/10	None	June	7/1/11	7/8/11
December	12/15/10	None	Pick-up Web site will be closed: 7/2/11 for the 2010-11 Edition.		
Pick-up Web site will be closed: 12/16/10 – 12/31/10					

* Educational Data Systems will ship Student Performance Level Reports within six to eight weeks after receipt of each complete monthly shipment.

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Welcome

As the California English Language Development Test (CELDT) contractor, Educational Data Systems is dedicated to making your experience administering the CELDT as simple and efficient as possible. Because your time is valuable, we have designed this Test Coordinator's Manual (TCM) to help you efficiently receive, organize, and assemble the CELDT test materials for shipping.

On the pages that follow, we have provided general information about the 2010-11 Edition. We have also described the responsibilities of the CELDT District and Site Coordinators and the procedures that must be followed in the checking, assembly, and shipping processes. Read all of the instructions presented here and follow them carefully to ensure that the CELDT program for 2010-11 is successful for students, parents, teachers, and schools.

Educational Data Systems is a certified Green Business through the Santa Clara County Green Business Program (<http://www.greenbiz.ca.gov/>). We believe in and encourage the adoption of the "Reduce, Reuse, Recycle" principle.

- Reduce by ordering only enough tests for the number of students being tested.
- Reuse the heavy CELDT shipping boxes to return test materials for processing.
- Recycle by packing empty spaces in shipping boxes with recycled paper or cardboard (no Styrofoam pellets).

There are many other ways to conserve within the CELDT program. We encourage you to adopt new Green practices, develop new ideas, and share your achievements with us and with other schools and districts.

CELDT Web Site

The CELDT District Coordinator's most valuable resource is the CELDT Web site, located at www.celdt.org. (Throughout this document, this Web site address, or URL is referenced but not repeated in each instance.) The CELDT Web site is designed to be a centralized hub for CELDT District Coordinators. There are two distinct areas of the Web site: the public site and the secure District Portal, which requires a secure logon. The secure logon ID and password are provided only to CELDT District Coordinators, and are to be kept secure for use throughout the 2010-11 school year.

Public CELDT Web Site

- Customer Support Center contact information
- Informational documents and resources: Frequently Asked Questions, Test Results Interpretation Guides, glossaries, and downloadable forms and documents
- Information for the Scoring Training of Trainers (STOT) workshops
- Links to the *CELDT Live!* general test administration online training workshop presentations and archives

- A link to the Local Scoring Tool (LST) electronic scoring calculator for local scoring
- A link to the CELDT calendar of deadlines and events

Secure District Portal

- A link to the Order Management system for placing initial and additional orders of test and shipping materials
- A link to the district shipping address and form for editing the address
- A form to enter or update additional district contact names (up to 3 additional names and e-mail addresses may be entered)
- A link to the online Pre-Identification system and record layout
- A link to the Request a Pick-up system for return shipping
- A link to the Data Review Module (DRM) system (for data correction)
- Links to downloadable Student Score Files (SSF)
- A link to the STOT workshop registration system

Customer Support Center

The Customer Support Center is managed by Educational Data Systems and is available to the CELDT District Coordinator for assistance with all CELDT program-related questions. Contact information and hours of operation are:

Monday through Friday, 7:30 a.m. to 5:00 p.m. PST

Telephone: 866-850-1039

Fax: 800-761-5024

E-mail: support@celdt.org

Tip: Before calling or e-mailing the Customer Support Center, check the CELDT Web site to see if the information provided will answer your question. Use the search engine by typing your key term or phrase in the box at the top of the home page to search the entire Web site for your answer.

California Department of Education (CDE)

The CDE CELDT Office is available to CELDT District Coordinators for assistance with questions related to CELDT policy, education code, and Title 5 Regulations.

The contact information is:

California Department of Education

Tel: 916-319-0784

E-mail: celdt@cde.ca.gov

Web: <http://www.cde.ca.gov>

Highlights for the 2010-11 Edition

Some of the highlights for the 2010-11 Edition are listed below:

- All four domains of the kindergarten and grade one (K-1) test have been combined into one consumable student book.
- A new field testing plan is being implemented. There are now only six different test forms for each grade span: Form 1 (does not contain field test items) and Forms 2-6 (contain field test items). Previously there were 11 test forms. A small number of schools in the State will be required to administer one of the five field test forms during the AA window. Districts chosen to administer field test forms will change yearly on a rotating basis.
- The Examiner's Manual and Scoring Guide have been combined into one book per grade span. Field test form instructions have been moved into a separate Field Test Examiner's Manual. Only districts chosen for field testing will receive the Field Test Examiner's Manual.
- Scheduling scorable materials pick-ups is limited to one time per administration month. Districts with 5,000 or more English Learner (EL) students taking the CELDT may schedule two pick-ups for the administration month of October. See the Retrieval Schedule on the inside front cover of this manual.
- The last day to request a pick-up online has been changed to coincide with the last day of each month. Exceptions are at the end of the AA window, November 8 deadline, and the end of the II window, July 1 deadline.
- Although it is preferred that districts report overages, shortages, and the receipt of incorrect boxes immediately, districts have until August 2, 2010, to report these issues. Failure to report these issues by the deadline may lead to Excessive Materials charges.
- A schedule of charges for additional services beyond the scope of the CELDT contract is provided on the inside back cover of this manual.
- A new Testing Irregularities/Security Breach form is provided within this manual. This form is used to report any testing irregularities to the Customer Support Center.
- Instructions for filling in student demographic information on the student answer documents are now located in the Examiner's Manuals only.
- The STOT workshops have been expanded to include a new training section for oral vocabulary. In addition, a new online training calibration tool will be available to STOT participants.

Who Should Take the CELDT?

Students fall under two categories:

Initial Identification Testing:

All students (in kindergarten through grade twelve) whose primary language is not English, based on the Home Language Survey (*Education Code* Section 52164.1[a]), must be tested with the CELDT. Students entering the district must be tested within 30 days from the date of enrollment, and these documents must be sent in for scoring on a monthly basis.

Annual Assessment Testing:

Students who have previously taken the CELDT and were identified as English Learners (in kindergarten through grade twelve) must be tested annually during the Annual Assessment window (July 1 to October 31) until they are reclassified as Fluent English Proficient (RFEP) based on the guidelines for reclassification established by the State Board of Education (*Education Code* 313(d)).

For more information on the Home Language Survey, see the CELDT and English Learners Contact Information at <http://www.cde.ca.gov/ta/tg/el/celdtelcontactinfo.asp>.

Special Testing Situations

The following section provides information on what to do with partial tests or tests of students who move during or after testing.

Scenario 1: The current district is unable to confirm with the previous district whether the student took the current Edition of the CELDT.

Action: Administer the CELDT. If the student has taken the CELDT during any previous year, the test purpose must be AA; if not mark II.

Scenario 2: A student took a portion of the test and then moved.

Action: If it is known which district the student moved to, contact the district and ship the incompleting test to them. Ship the test only to the district coordinator on file (check the CELDT District Coordinator list on the secure District Portal for the official names and addresses to use) and confirm receipt of the document.

If it is **not** known which district the student moved to, do not return the Student or Answer Book for scoring. Mark the book “MOVED” and retain it with the nonscorable test materials scheduled for destruction at the end of the year.

Scenario 3: A student completed the test and then moved.

Action: Return the Student or Answer Book for scoring and notify the district the student moved to (if known). Also, provide a local score if one is available. Upon receipt of the Student Performance Level Report and Student Record Label, forward them to the new district.

To request the test results of a student who moved into your district, you may use the Score Request Form available on the Resources page of the CDE web site at <http://www.cde.ca.gov/ta/tg/el/resources.asp>.

Alternate Assessments

IEP teams may determine that a student is unable to participate in one or more parts of the CELDT, even with variations, accommodations, and/or modifications, due to short or long-term disability. In this instance, districts may administer an alternate assessment to English Learners per the student's IEP or Section 504 Plan. The district must still return a Student Book (grades K-2) or Answer Book (grades 3-12) for that student, ensuring that the alternate assessment bubble (field 23) is marked for each appropriate domain. Also note that:

- More information can be found at <http://www.cde.ca.gov/ta/tg/el/resources.asp>, Planning for Students with Disabilities.
- Students who take an alternate assessment will receive the Lowest Obtainable Scale Score (LOSS) for each domain marked as an alternate assessment. If the student took an alternate assessment for all domains, the Overall scale score will also be the LOSS.
- Field 23 should **not** be filled in for students who take the Braille version.

Roles and Responsibilities

The following broad definitions are provided for the various roles addressed in the TCM:

- The **CELDT District Coordinator** is the test coordinator at the district level who manages the overall testing process. This person is responsible for ensuring that all correct testing procedures have been followed, that test materials are supplied to the schools and are kept secure at all times, and that all test results are reported accurately. This person is also responsible for implementing procedures to supply other districts with previous CELDT scores for students who have moved out of the district. Additionally, the District Coordinator is responsible for coordinating for a representative of the district to be trained at the Scoring Training of Trainers (STOT) workshops and for ensuring that all test examiners within the district are trained.
- The **CELDT Site Coordinator** is the test coordinator at the school level who is responsible for managing the CELDT testing program at the school, coordinating with the district trainers for the training of all the test examiners, ensuring the proper administration of all testing procedures, maintaining the security of the test materials, and assuring the proper packing and return of test materials to the CELDT District Coordinator.
- The **Test Examiner** administers and scores the test, and **Proctors** assist test examiners during group administration.

Responsibilities of the CELDT District Coordinator

Responsibilities of the District Coordinator

Before Testing

I. Receive and Inventory Test Materials

Follow these inventory steps to prepare test materials before testing:

STEP 1: Count all school and district boxes immediately upon receipt. Verify that each school will receive the correct number of boxes according to the numbers shown on the outside of the boxes (for example, “1 of 10,” “2 of 10,” etc.). Open the district boxes and inventory the materials against the district packing list. Copies of the school packing lists, which provide documentation of the contents of the school boxes, have been provided in the first box of the district materials shipment for reference.

Note: The schools will inventory their own materials. Only inventory the contents of the school boxes if the school is closed.

STEP 2: Forward boxes of materials to the schools identified on the box labels.

STEP 3: After school sites inventory their materials and report back to you, report to Educational Data Systems any shortages, overages, incorrect form, or incorrect grade materials immediately, **but no later than August 2, 2010**. After this date, shipments will be considered “accepted” by the district and reporting overages or shortages will not affect the Excessive Materials calculations.

STEP 4: Immediately report missing boxes or extra boxes to the Customer Support Center by phone at 866-850-1039 or by e-mail to support@celdt.org.

STEP 5: Review this Test Coordinator’s Manual and the Examiner’s Manual. Be sure to become familiar with all testing and administrative procedures.

II. Order Additional Materials

If additional materials are needed after testing begins, the District Coordinator can order them through the online Order Management System in the secure District Portal area of the CELDT Web site. Orders will be shipped within five to seven business days.

- In order to arrive before the end of the Annual Assessment (AA) testing window, all additional test administration materials needed for the AA window (Student, Test or Answer Books, Examiner’s Manuals, Scorable Materials Return Plastic Baggies, Group Identification Sheets, boxes, etc.) must be ordered **no later than October 15, 2010**. Orders for AA window testing after this date will be subject to expedited shipping charges.

- Additional test administration materials for the Initial Identification (II) window can be ordered as needed, beginning November 16 through the end of June of the following year.

Note: Test materials are only available through the online Order Management System. Do not call the Customer Support Center to order materials.

III. Use District Materials (as needed)

Included in the boxes labeled for the district are extra materials to provide to school sites as needed. Schools that have been assigned a field test form for use during the AA window may switch to Form 1 test materials once all field test materials have been exhausted.

The District Coordinator should provide the school sites the test materials they need from the district materials.

The district's test materials box contains:

- 5% test materials overage (provided only as Form 1)
- Additional Examiner's Manuals
- Additional Scorable Materials Return Plastic Baggies

Each district will also receive a District Test Coordinator's Kit (TCK) containing:

- Test Coordinator's Manuals (2 copies)
- Pre-coded Group Identification Sheets (district-coded GIS)
- Return address labels

IV. Prepare for Testing

To prepare for testing, the District Coordinator should:

- Plan the testing schedule and announce test dates in advance
- Establish designated test administration areas that are free from distraction, such as specific school areas or testing centers
- Make certain that all test examiners and scorers attend a full-day regional-, county-, or district-provided CELDT training workshop and earn a Certificate of Completion prior to testing students or scoring
- Distribute all school materials to school sites
- Retain district materials at the district office and provide additional materials to schools as needed
- Ensure that the Site Coordinator is aware of the security requirements for keeping all test materials in a secure location prior to, during, and after testing

After Testing

V. Check Scorable Materials Returned from Sites

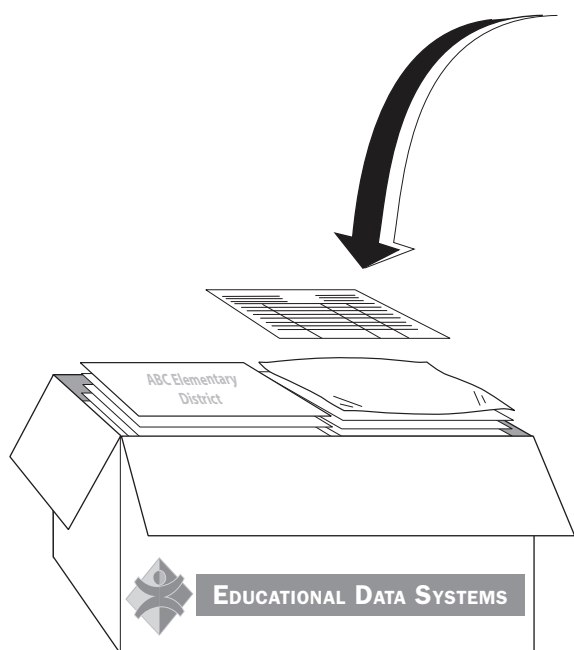
The District Coordinator is responsible for coordinating the return of scored test materials from the school sites back to the district; checking all materials for completeness; ensuring that the forms (i.e., the Group Identification Sheets and the School/Group Lists) are properly filled in; and packing and shipping all materials to Educational Data Systems for processing.

The Retrieval Schedule (found on the inside front cover of this manual) requires a monthly return of scored tests for II throughout the school year. Additionally, the schedule provides for the return of the AA materials from July 1 to October 31 anytime within the AA window, but **no later than November 15, 2010**. Student scores from AA materials received after this date will not be part of the AMAO calculations. Districts are limited to only one request for a scorable pick-up per month. Additional pick-ups are subject to additional charges. Districts with 5,000 or more English Learner (EL) students taking the CELDT may schedule two pick-ups for the administration month of October. See the Retrieval Schedule on the inside front cover of this manual.

Follow the steps outlined on the next page before packing test materials for return shipment to Educational Data Systems.


STEP 4: Collect the School/Group Lists (SGL) received from the schools. Each school must have one SGL. Verify that the number tested for each grade is listed on the SGLs. The SGL form is used to double-check that all materials have been received from each school.

STEP 5: Place all SGLs on top of the documents in Box 1 of your return shipment.



SCHOOL/GROUP LIST
2010-11 California English Language Development Test

District Name: **ABC Elementary District** County: **01**
 School Name: **ABC Elementary** District Code: **99999**
 Contact Name: **Pam Smith** School Code: **1234566**
 Phone Number: **776-222-1234**



Please list only one school's testing groups on this page.
 The School/Group List is a summary of the information collected on the Group Information Sheets (GIS). Educational Data Systems uses this list to double-check that we have received all of your groups of answer documents. If you have questions about how to fill out this form, please refer to the 2010-11 CELDT Test Coordinator's Manual or contact your CELDT District Coordinator.

New this year:
 1. The grade column, below, has been pre-printed with only one row per grade. Please write in the total number of student tests that you are shipping in the appropriate grade row. One Group Identification Sheet (GIS) must be filled out per grade group and every GIS completed for your school must have an entry on the lines below. Please do not add your own grade rows; if you have multiple groups per grade, consolidate them into one group and send in only one GIS per grade.
 2. This is a scannable form. Please do not alter or create your own version of this form. You may use this form as a template and photocopy it, however please be sure it is a clean copy on white paper.

Contractor Use	Grade	Number Tested	Comments	Contractor Use	
				Received	Did Not Receive
	K	15			
	1	25			
	2	20			
	3	21			
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				

Contractor Use

VI. Package and Ship Scorable Books to Educational Data Systems


Packaging Materials for Shipping

STEP 1: Consolidate all boxes and plastic baggies received from each school. Each school's materials do not need to be in their own box.

STEP 2: Package all plastic baggies into the CELDT shipping boxes. Lay the Scorable Materials Return Plastic Baggies flat in the boxes as shown in the box above.

- Use only the CELDT boxes provided in the original shipments to return materials for scoring.
- Do not use food product, copy paper, or any other boxes.
- DO NOT use any other type of box or envelope. Envelopes and other boxes are not strong enough to handle the weight of the test materials. They can break during shipping, which will compromise test security and student privacy.
- Maximum individual box weight: 45 lbs

- STEP 3: Place all SGLs on top of the documents in Box 1 of the return shipment.
- STEP 4: Add enough packing material to prevent document movement during transit.
- Fill empty space in boxes to prevent crushing under weight. Do not use nonscorable or unused materials to fill the boxes.
 - Use cardboard or recycled paper for packaging material. Do not use Styrofoam pellets.
- STEP 5: Seal each box tightly with packing tape.
- Use 2- to 3-inch wide shipping tape for sealing boxes.
 - Re-tape the top and bottom seams with two layers of packing tape, minimum.
- STEP 6: Affix a Return Address Label to the side of each box in the area indicated. Return address labels are included in the district TCK.
- STEP 7: On the Return Address Label, write the box number out of the total number of boxes in the shipment (for example, “1 of 3,” “2 of 3,” “3 of 3”). Educational Data Systems will not process test materials until all boxes within a shipment are received.

CELDT 2010-11 Edition Scoreable Test Documents	
From:	
CDC#: 01-88888-9999	CO: Alameda
DIST: XYZ Elementary District	
To: Educational Data Systems Ph: (800) 850-1039 15850 Concord Circle, Ste. A Morgan Hill, CA 95037	
BOX _____	OF _____
DO NOT COVER THIS LABEL	
	

VII. Register Online for a Pick-Up

After you have completed packaging, labeling, and numbering your district's boxes, register for return shipping on the CELDT Web site.

Districts may request only one pick-up per administration month. Schools may not request pick-ups from school sites.

Districts with 20 or more boxes ready for pick-up at one time should request a pallet pick-up. (See Packing Pallets for Large Shipments, below.)

STEP 1: Go to www.celdt.org and logon to the secure District Portal. Select the "Request a Pick-up" link.

STEP 2: Verify the pick-up location and contact information. Update any changes.

STEP 3: Enter the required information in the appropriate sections:

- a. Enter the number of boxes you will be shipping. **Do not** enter an estimated number of boxes; enter the *exact* number of boxes that you have packaged, labeled, and numbered.
- b. Districts requesting a pallet pick-up must mark the pallet check box and enter the number of boxes and pallets.

STEP 4: Select the "Submit" button.

STEP 5: You will receive an e-mail confirming receipt of the pick-up request and an e-mail informing you of the exact arrangements for your pick-up (name of carrier, documentation procedures, tracking numbers, etc.). It is critical that you follow the instructions carefully. Some carriers will have their drivers bring the shipping documentation with them, whereas others will send the documentation in the e-mail for you to print and place with the boxes or pallets prior to the pick-up. The driver must take only those boxes that were included in the pick-up request.

For questions, difficulty accessing the online Request a Pick-up Web site, or if a carrier has not picked up the shipment within three working days, call the Customer Support Center at 866-850-1039.

VIII. Package Pallets for Large Shipments

Using the Web site and instructions in Steps 1-5 above, districts should request a pallet pick-up if there are 20 or more boxes ready for pick-up at one time and the district is capable of creating and wrapping pallets. Pallets must be securely wrapped with pallet shrink-wrap. When shrink-wrapping pallets, start by tying the shrink-wrap to the pallet itself and move upward around all four sides of the pallet, extending the shrink-wrap 4 inches over the top of the pallet. Then move back down the pallet, covering at least 2 inches of the pallet itself. Repeat wrapping for a total of 4 layers.

IX. Ship on Your Own, If Necessary

If you miss the deadline for placing a request for pick-up, you may ship test materials on your own. (See the return shipping schedule on the inside front cover of this manual).

Send the boxes via a traceable carrier. After shipping the materials, send an e-mail to support@celdt.org with the name and County-District code, the number of boxes shipped, the carrier, and tracking number(s).

Ship materials to:

Educational Data Systems
Attn: CELDT Project Coordinator
15850 Concord Circle, Suite A
Morgan Hill, CA 95037

Report Testing Irregularities

The CELDT District Coordinator (CDC) is responsible for reporting all testing irregularities and security breaches to the CELDT contractor.

Testing Irregularities include *but are not limited to*:

- Cheating by students
- Failing to follow test administration directions in the Examiner's Manual
- Rushing students through the test or parts of the test
- Coaching students, including *but not limited to*:
 - Discussing questions with students during testing
 - Providing instruction related to the test during test administration
 - Giving or providing any clues to the answers

Security Breaches include *but are not limited to*:

- Failure to maintain the security of test materials
- Discussing the test or using test materials outside training and administration
- Allowing students to take the test out of the designated testing area
- Allowing examiners to take the test home for grading
- Allowing students to watch the STOT training DVD

**Refer to the CELDT Test Security Affidavit located at
www.celdt.org/documents/CELDT_Test_Security_Affidavit.pdf
and page 33 of this manual for additional security requirements.**

If one or more of these or other incidents occur, follow these instructions:

1. Call the Customer Support Center at 866-850-1039 within 24 hours.
2. Fill out the CELDT Testing Irregularities and Security Breach Reporting Form (Page 29 and on the CELDT Web site) and fax or e-mail to the Customer Support Center at: (Fax) 800-761-5024 or e-mail support@celdt.org within 5 working days of the incident.
3. Educational Data Systems and the California Department of Education will contact the district with further instructions if necessary.

Return or Destroy Nonscorable and Unused Material

The collection and secure destruction of secure materials is completed once each year at the end of the school year. All secure CELDT materials must be destroyed. These include all unused test materials, Examiner's Manuals, the contents of the Scoring Training of Trainers binders, additional copies of all training materials made by the district, CDs containing images of secure test and training materials, and the DVDs provided during the trainings. Extra CELDT boxes, Scorable Material Return Plastic Baggies, and GIS sheets may be retained and used in subsequent test administrations.

Districts have the option to:

- (1) securely destroy the materials on-site and provide a Certificate of Destruction or
- (2) return the materials to Educational Data Systems for secure destruction

For the 2010-11 Edition materials, the Nonscorable and Unused Material Destruction Window is **June 1 – July 25, 2011**.

Districts will receive an e-mail in the spring of 2011 providing further instructions on this process.

Responsibilities of the CELDT Site Coordinator

Responsibilities of the Site Coordinator

Before Testing

I. Receive and Inventory Test Materials

The District Coordinator will provide your school site with all test materials and forms needed for testing. The Site Coordinator should follow these steps to prepare for testing:

- STEP 1: Locate the School Packing List enclosed in the test materials shipment.
- STEP 2: Inventory all test materials against the School Packing List immediately after receipt from the district. Report any shortages, overages, or the receipt of the wrong material to the District Coordinator within **two working days** of receipt of the shipment at the testing site.
 - Shortages – not receiving everything stated on the packing list.
 - Overages – receiving more materials than stated on the packing list.
- STEP 3: Keep the test materials in the boxes they were delivered in. The boxes will be used to return materials to the district after testing.
- STEP 4: Review all sections of this Test Coordinator’s Manual and the Examiner’s Manual.
- STEP 5: Ensure test examiners and proctors understand the security requirements for keeping all test materials in a secure location prior to, during, and after testing.
- STEP 6: Sign a copy of the Test Security Agreement and have each test examiner and proctor sign a copy of the Test Security Affidavit. Both forms are found at the back of this manual.
- STEP 7: Submit these forms to the District Coordinator to retain at the district for audit purposes.

Note: Do not use any documents from previous test administrations.

II. Organize and Distribute Test Materials

Materials Provided for the Site Coordinators

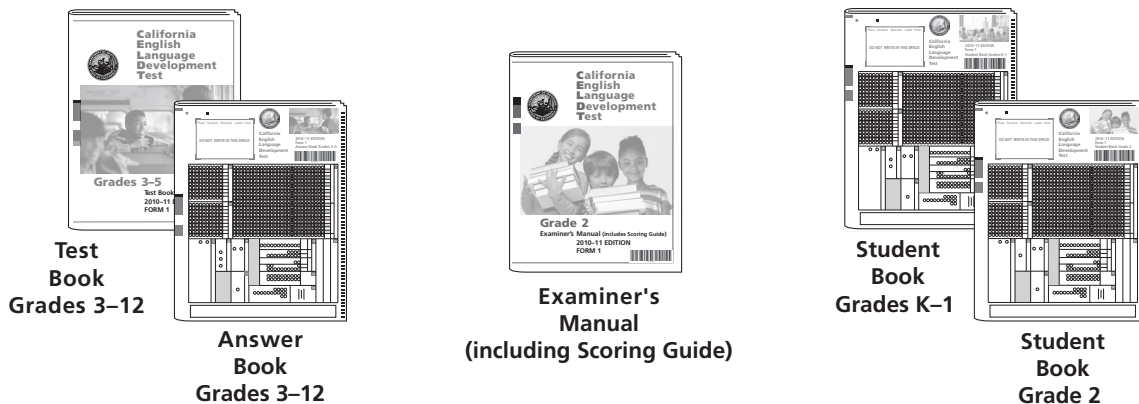
Educational Data Systems has prepared a custom package of test materials for your school site based on the test materials order placed by the district. Additionally, each school site will receive a Test Coordinator's Kit for the school containing:

- A Test Coordinator's Manual (1 copy)
- A pre-printed School/Group List (SGL) showing the school name, district name, and CDS code
- Pre-coded Group Identification Sheets (GIS) twelve per grade enrolled. Note that the grade is not pre-coded.

Materials Provided for the Examiners

Distribute test materials to the test examiners. Each examiner must verify receipt of the appropriate test materials and that the Examiner's Manual matches the grade span and form of the books being administered. The materials provided in the school test materials boxes for examiners include the following:

- Examiner's Manual (includes Scoring Guide) for the appropriate grade levels and form
- Test Books: one for each student at grades 3 –12 (these are non-scannable books with test questions)
- Student/Answer Book: one for each student. (These are scannable books for marking student responses.) The form of the Answer Book for grades 3-12 and Student Book for grades K-1 and 2 must match the form of the Test Book and Examiner's Manual used to administer the test.



Additional Materials Needed by the Examiner

- No. 2 pencils for marking responses
- Do Not Disturb sign
- Half-page card stock (for K-1 Reading and Writing)

After Testing

III. Review Scorable Documents

STEP 1: Check the student's answers

- Marks are neat and made by a No. 2 pencil
- Stray pencil marks are erased
- Speaking scores are recorded

STEP 2: Check the demographics pages

- Hand written entries are legible
- Student-identifying information is complete and accurate
- Marks are neat and made by a No. 2 pencil
- Stray pencil marks are erased
- Pre-ID label is positioned correctly
- For students without a Pre-ID label:
Hand bubble all demographics
- For students with a Pre-ID label:
Hand bubble Box 2 (Teacher, School, District), Box 12 (Date Test Completed), and if applicable, Box 7 (Braille), Box 20 (Testing Irregularity), and Box 23 (Test Variations).

IF YOU FIND THIS...	DO THIS...
Scratch paper Post-it® notes Staples Pins/Paper Clips	Remove them.
Paper damaged by erasures Tape or sticky labels of any kind Ripped or torn sheets Grease marks Coffee spills Bodily fluids Highlighting, colored-pencil or pen marks	Transfer student responses to an unused book. Transfer responses exactly as written by the student, including errors.
Light marks Incomplete erasures Stray marks Smudges	Erase marks or make them heavier as needed.
Writing on separate sheets of paper	Remove the paper and transcribe to the appropriate writing box.
Writing in the margins of the book or outside the box provided for the response	Copy any response written outside the box into the box if it will fit. Only responses within the boxes will be scored.

Note: Do not mark on the student's scannable documents when conducting on-site scoring.

IV. Create Groups and Complete Forms Required for the Scorable Return Shipment

STEP 1: Complete the Group Identification Sheets (GIS)

Place a complete and accurate GIS on top of the scannable Student/Answer Books for each grade when returning documents to the district. One GIS is to be used for each group in the school. A group is defined as all students at a given grade at a given school (not separated by test purpose). Do not use a GIS for each classroom teacher.

Fill-in the “Number Students Tested” and “Grade” grids and review both the pre-coded and hand-entered information for accuracy. Contact the District Coordinator if there are errors on the pre-coded GIS.

STEP 2: Place the GIS on Top of Groups and Package

Place the GIS on top of each corresponding group of Student/Answer Books, then put the GIS along with the books in the Scorable Materials Return Plastic Baggie.

If you have a large group that does not fit in one plastic baggie, use additional plastic baggies and follow the directions in Step 5.

STEP 3: Label the Scorable Materials Return Plastic Baggies

If a group is so large it does not fit in one baggie, mark each plastic baggie with the grade enclosed and a unique number (for example, “1 of 2” and “2 of 2”). Permanent marker is highly recommended.

CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST
GROUP IDENTIFICATION SHEET

DISTRICT NAME _____

1 SCHOOL NAME _____

2

SCHOOL NAME																													
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	

MARKING INSTRUCTIONS


- Use a No. 2 pencil.
- Fill in the circle completely.
- Erase cleanly any marks you wish to change.
- Do not make any stray marks on this form.

CORRECT MARK **INCORRECT MARKS**

○ ● ○ ○ ✗ ✗ ✗ ✗

ADDITIONAL INSTRUCTIONS

- Use one Group Identification Sheet (GIS) for each group in the school.
- A group is defined as all the students at a given grade at a given school (not separated by test purpose).
- Do not use a GIS for each classroom teacher - only one per grade per school.


EDUCATIONAL DATA SYSTEMS

3

NUMBER STUDENTS TESTED	
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

4

GRADE	
0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

5

COUNTY CODE	DISTRICT CODE	SCHOOL CODE	CHARTER CODE
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

6

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

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Section of GIS Form	Action required:
1 DISTRICT NAME/ SCHOOL NAME	The district and school names have been pre-printed at the top of the form. If using a blank form, write in the District and School names.
2 SCHOOL NAME (Scannable)	The bubbles under the school name have been pre-coded. If using a blank form, write in the school name and fill in the corresponding bubbles.
3 NUMBER STUDENTS TESTED	Write in the exact number of students tested for the group and fill in the corresponding bubbles.
4 GRADE	Write in the grade of the group and fill in the corresponding bubbles.
5 COUNTY-DISTRICT- SCHOOL CODE	The County-District-School Code has been pre-coded. If using a GIS from the district Test Coordinator's Kit, make sure to fill in the School Name and School Code boxes. If using a blank form, write in the county-district-school codes and fill in the corresponding bubbles.
6 CHARTER CODE	The Charter Code has been pre-coded. If using a GIS from the district Test Coordinator's Kit, make sure to fill in the School Name and School and Charter Code boxes. If using a blank form, write in the charter code and fill in the corresponding bubbles.

STEP 4: Complete the School/Group List (SGL)

The SGL is a summary of all the groups of documents sent by the school for scoring. Complete one SGL for your school each time you ship documents to the district. Every group of student documents with a complete GIS must have an entry on the School/Group List. Fill in information on the School/Group List as shown on the next page. Keep a photocopy of the completed document for your records.

Note: The SGL is a scannable form. Do not alter it or create your own version. This form may be photocopied and used as a master for the monthly shipment of documents for scoring.

SCHOOL/GROUP LIST
2010-11 California English Language Development Test

1 District Name: **ABC Elementary District**


2 School Name: **ABC Elementary**

4 Contact Name: Pam Smith

County: **01**

3 District Code: **99999**
School Code: **1234566**

Phone Number: 776-222-1234



Please list only one school's testing groups on this page.

The School/Group List is a summary of the information collected on the Group Information Sheets (GIS). Educational Data Systems uses this list to double-check that we have received all of your groups of answer documents. If you have questions about how to fill out this form, please refer to the 2010-11 CELDT Test Coordinator's Manual or contact your CELDT District Coordinator.

New this year:

- The grade column, below, has been pre-printed with only one row per grade. Please write in the total number of student tests that you are shipping in the appropriate grade row. One Group Identification Sheet (GIS) must be filled out per grade group and every GIS completed for your school must have an entry on the lines below. Please do not add your own grade rows; if you have multiple groups per grade, consolidate them into one group and send in only one GIS per grade.
- This is a scannable form. Please do not alter or create your own version of this form. You may use this form as a template and photocopy it, however please be sure it is a clean copy on white paper.

Contractor Use	Grade	Number Tested	Comments	Contractor Use	
	5	6		Received	Did Not Receive
	K	15			
	1	25			
	2	20			
	3	21			
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				

Contractor Use

Section of SGL Form	Action required:
1 DISTRICT NAME	None. The district name has been preprinted.
2 SCHOOL NAME	None. The school name has been preprinted. Make sure the school name is written as it appears on each GIS.
3 COUNTY/DISTRICT CODE SCHOOL CODE	None. The County/District and School codes have been preprinted.
4 CONTACT NAME AND PHONE NUMBER	Write in the name and phone number of the Site Coordinator.
5 GRADE	The grades have been pre-printed, one row for each grade (K-12). Do not add your own grade rows. If you have multiple groups per grade, consolidate them into one group per grade.
6 NUMBER TESTED	Fill in the number of students tested in the appropriate grade row. This number must match the number of students tested as indicated on the corresponding GIS.

V. Box Groups and Send to District Office

STEP 1: Place Plastic Baggies into Boxes

Place the Scorable Materials Return Plastic Baggies in the CELDT shipping boxes. Keep groups of documents for the same grade together. Use as many boxes as necessary. Avoid using many small boxes if the large boxes are available.

STEP 2: Prepare Boxes for Return to the District Office

Remove or cross out any previous labels on the boxes. Use only CELDT shipping boxes.

STEP 3: Number Each Box

Give each box a unique number (for example, “1 of 3,” “2 of 3,” and “3 of 3”).

STEP 4: Enclose School/Group Lists

Place the completed School/Group List on top of the Scorable Materials Return Plastic Baggie(s) in Box 1 of the return shipment.

STEP 5: Send All Materials to the District Office

Ship or courier all boxes to the district office. Keep a record of what was sent to the District Coordinator. It is the responsibility of the CELDT District Coordinator to consolidate your school’s boxes with other schools in the district, affix the Return Address Labels to the boxes, and ship the boxes to Educational Data Systems for processing.

Important: Retain other test materials (unused Test Books, unused Answer Books, manuals, etc.) at the school, where they will be used throughout the school year for Initial Identification testing. The district office will schedule materials retrieval and/or destruction at the end of the 2010-11 administration.

California English Language Development Test (CELDT) Testing Irregularities and Security Breach Report Form

The CELDT District Coordinator (CDC) must use this form to provide the required information related to the testing irregularities and security breaches to Educational Data Systems and the California Department of Education. Fill out this form and send it to the Customer Support Center by fax at 800-761-5024 or by e-mail to support@celdt.org. *Important: When e-mailing private student or teacher information, encrypt and password protect all documents.*

Date of Report: ____/____/____		
District/Charter name:		CD code:
School/Test site name:		School code:
CDC name:	CDC e-mail:	CDC phone number:

Incident Information	
Mark all that apply: <input type="checkbox"/> Testing irregularity <input type="checkbox"/> Security breach	
Domains involved: <input type="checkbox"/> Listening <input type="checkbox"/> Speaking <input type="checkbox"/> Reading <input type="checkbox"/> Writing	
Test materials involved (include form number and grade):	
Number of students involved:	Number of staff involved:
Student names (initial of first name followed by last name) and SSID numbers:	
Staff names:	
Describe the incident in detail and any corrective action taken (add extra pages, if necessary).	



**California English Language Development Test (CELDT)
Test Security Agreement for District and Site Coordinators**

I acknowledge by my signature on this form that the CELDT is a secure test and agree to each of the following conditions to ensure test security.

1. I will take all necessary precautions to safeguard all tests and test materials by limiting access to persons within the school district with a responsible, professional interest in the test's security.
2. I will keep on file the names of persons having access to tests and test materials. I will require all persons having access to the materials to sign the Test Security Affidavit that will be kept on file in the school district office.
3. I will keep the tests and test materials in a secure, locked location, limiting access to only those persons responsible for test security, except on actual testing dates.

By signing my name to this document, I am assuring that I will abide by the above conditions.

Signature

Print Name

Title

District Name

_____-_____-_____
County-District-Charter Code

Date

Keep this signed Test Security Agreement on file in the school district office.

Keep this signed Test Security Agreement on file in the school district office for 12 months. Do not return to CDE or the test contractor.



California English Language Development Test (CELDT) Test Security Affidavit for Examiners and Proctors

I acknowledge that I will have access to the test for the purpose of administering the test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

- 1) I will not divulge the contents of the test to any other person through verbal, written, or any other means of communication.
- 2) I will not copy any part of the test or test materials unless necessary to administer the test.
- 3) I will keep the test secure until the test is actually distributed to pupils.
- 4) I will limit access to the test and test materials by examinees to the actual testing periods when they are taking the tests.
- 5) I will collect and account for all materials following each period of testing and will not permit pupils to remove test materials from the room where testing takes place.
- 6) I will not disclose the contents of, or the scoring keys to, the test instrument.
- 7) I will not review any test questions, passages, or other test items with pupils before or after testing.
- 8) I will administer the test(s) in accordance with the directions for test administration set forth in the contractor's manual for test administration.
- 9) I will return all test materials to the designated California English Language Development Test site coordinator upon completion of the test.
- 10) I will not interfere with the independent work of any pupil taking the test, and I will not compromise the security of the test by means including but not limited to:
 - A) Providing pupils with access to test questions prior to testing.
 - B) Copying, reproducing, transmitting, distributing, or using in any manner inconsistent with test security all or any portion of any secure California English Language Development Test booklet or document.
 - C) Coaching pupils during testing or altering or interfering with the pupil's responses in any way.
 - D) Making answer keys available to pupils.
 - E) Failing to follow security rules for distribution and return of secure tests as directed, or failing to account for all secure test materials before, during, and after testing.
 - F) Failing to follow test administration directions specified in test administration manuals.
 - G) Participating in, directing, aiding, counseling, assisting in, or encouraging any of the acts prohibited in this section.

I have been trained to administer the test.

Signature: _____

Print Name: _____

Title: _____

School Name: _____

Date: _____

Keep this signed Test Security Affidavit on file in the school district office for 12 months. Do not return to CDE or the test contractor.

Special Charges

The following chart displays the charges assessed for services associated with abnormal situations outside the CELDT contract. These charges are to reimburse Educational Data Systems for the costs associated with the goods and services described below which are not paid for by the California Department of Education. This list does not constitute a complete list of charges, as additional situations may occur that are not represented below.

Type of Charge	Details	Cost
Reordering		
Additional Boxes (25 or more per year)	Avoid this charge by retaining the CELDT boxes sent in initial shipments.	\$1.13 each plus the cost of shipping
Placing Multiple Additional Orders per month	Districts are allowed to order additional materials needed to administer the test and return scorable materials once per calendar month.	\$45 per additional order per month
Reprinting		
TC Kit Reprinting	Districts will be charged for new TC Kits if the contractor can show proof of delivery.	\$35 per school kit plus the cost of shipping \$29 per district kit plus the cost of shipping
Expedited Shipping and Reshipping		
Shipping (Expedited)	Per district request, overnight only	\$15 processing fee plus the cost of shipping
Returning Materials to the District	Unused materials returned during the scorable return window, other contractor's materials, student score sheets, etc.	\$50 per box plus the cost of shipping
Reshipping Group Identification Sheets (GIS)	Educational Data Systems provides 12 GIS per grade enrolled per school, enough to return one group per grade per month.	\$0.23 each plus \$5.82 for each 150 sheets (includes shipping)
Reshipping Materials to the District	Refused, district moved, district closed and materials returned to the contractor.	\$50 processing fee plus the cost of shipping
Pick-Up Request		
Placing Multiple Pick-Up Requests per month	Districts are allowed to request a pick-up of scorable materials once per administration month. The October administration month pick-up request window spans from October 1, 2010 - November 8, 2010.	\$45 per additional Pick-Up Request per month

