



EDUCATIONAL DATA SYSTEMS

California English Language Development Test
(CELDT)
2011–12 Edition

Excessive Materials Overage Returns

Although not required, Educational Data Systems allows Excessive Materials Overage Returns of 2011–12 Edition CELDT Initial Order test materials, ordered during the Initial Ordering Window (March 2011), in the following unanticipated situations:

- a. District closure
- b. Merging of schools within a district
- c. Merging of two or more districts
- d. District enrollment reductions resulting in the elimination of grades within a school

If your district has experienced one of the above situations for the 2011–12 school year, returns will be accepted if **all** of the following conditions are met:

- A minimum of 100 documents, or sets of documents (at grades 3–12), must be returned.*
- One Examiner's Manual per 25 student documents must be returned (one per 15 at K–5).
- Test form numbers and corresponding Examiner's Manual form numbers must match.
- Documents must be completely shrink-wrapped, with the exception of single Examiner's Manuals.
- The district must pay for all return shipping costs.

Returning Excessive Materials Overage

Districts requesting the return of CELDT Initial Order test materials must follow the reporting and return instructions below:

1. Contact the CELDT Customer Support Center by phone at 866-850-1039 or e-mail at support@celdt.org no later than **August 31, 2011**.
2. Provide a detailed list by item, grade span, form, and package size** of the documents for return.
3. Confirm that the items are shrink-wrapped.

*At grades 3–12, a set is defined as both the Test and Answer Book. If the district ordered fewer Test Books than Answer Books, a return of Answer Books only may be allowed. A return of Test Books only does not result in Excessive Materials Overage Returns credit.

** Test and Answer Books come in packages of four or 20 books and Examiner's Manuals come as singles or packages of five.

4. After receiving the e-mail from Educational Data Systems approving the return, contact the Customer Support Center within five working days and provide the following information:
 - Number of boxes being returned
 - Tracking number for each box

Receiving Excessive Materials Credit

If all of the above criteria are met, districts will receive credit for 90% of the Answer Books returned. The automatic 10% overage included in the initial Answer Book order is not included in Excessive Materials calculations. Test Books and Examiner's Manuals are also not included in Excessive Materials calculations.

Clarifying Overage Type

Documents shipped to the district in error (not included on the packing list) fall into a different overage category and are not eligible for Excessive Materials credit. These materials were not intended to be a part of the Initial Order shipment and will not be included as part of the Excessive Materials calculations. If a district reports this type of overage, and Educational Data Systems requests the return of these documents, we will cover the cost of shipping.

More information about Excessive Materials can be found on the [Excessive Materials](#) Web page of the CELDT Web site. Note that specific pricing information for the 2011–12 Edition is not yet available.