

# California English Language Development Test (CELDT)

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## CELDT Live! 1C: Test Coordinator's Manual Review

Tuesday, May 19, 2009

CALIFORNIA DEPARTMENT OF EDUCATION  
Jack O'Connell, State Superintendent of Public Instruction

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# Welcome

- Welcome by Lily Roberts, Ph.D., CELDT Administrator
- Introducing the presenters from Educational Data Systems:
  - Caroline Fahmy, CELDT Project Manager
  - Jennifer Levey, CELDT Project Specialist

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# CELDT Live! 1C Overview

- Important Upcoming Dates
- Monthly Retrieval
- Test Forms & Distribution
- Demographic Pages
- Test Security
- CELDT Process Flow
- Packing and Returning Materials
  - Group Identification Sheet
  - School/Group List
  - Non-Public Schools
- Ordering Additional Materials
- Questions & Answers

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## Important Dates

<b>June 16, 2009</b>	<b>Pre-Identification Window Opens</b> Access the Pre-Identification information and upload section via the District Portal
<b>June 19, 2009 – June 26, 2009</b>	<b>Test Materials Delivered</b> CELDT 2009-10 Edition test materials are delivered to the district sites for Annual Assessment and Initial Identification test administrations
<b>June 22, 2009 – July 10, 2009</b>	<b>Report Shortages and Overages of Test Materials</b> <b>Shortages:</b> If your district did not receive everything stated on the packing list <b>Overages:</b> If your district received more material than it will use. • Report within two weeks of receiving materials and no later than July 10 • Call the CELDT Customer Support Center to request a pick up
<b>October 9, 2009</b>	Annual Assessment additional orders placed after this date subject to expedited shipping charges
<b>Nov. 16, 2009</b>	Annual Assessment documents will not be accepted after Nov. 16, 2009

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## Monthly Retrieval

- A monthly retrieval schedule has been established to support a six to eight week turnaround for Student Reports based on the established receipt dates
- The ability to pick up materials on a scheduled monthly basis will allow you to receive reports in groups as they are submitted

Test Administration	Last Day to Request Pickup	Receipt Date for Scoring	Test Administration	Last Day to Request Pickup	Receipt Date for Scoring
July	7/24/2009	7/31/2009	January	1/22/2010	1/29/2010
August	8/24/2009	8/31/2009	February	2/19/2010	2/26/2010
September	9/23/2009	9/30/2009	March	3/24/2010	3/31/2010
October	11/9/2009	11/16/2009	April	4/23/2010	4/30/2010
November	11/19/2009	11/23/2009	May	5/21/2010	5/28/2010
December	12/21/2009	12/28/2009	June	7/2/2010	7/9/2010

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## Test Forms

- Previously known as "Versions"
- Form 1 (no Field Test Items)
  - For Initial Identification Students & testing outside AA Window
- Forms 2-11
  - For Annual Assessment Students
- Each district receives Form 1 plus at least one other form
- Very large districts receive multiple forms
- Each school will receive only 1 test form
  - K-1 may be a different form from grades 2-12

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## K-1 Test Forms

- 2 separate consumable Student books
  - Listening/Speaking
  - Reading/Writing
- 5 forms (no change from previous year)
- Schools receive the same form across all K-1 domains

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## Shipment Quantities

- District Materials: 5% of order
  - fulfilled with Form 1 only
- School Materials: order + 10%
  - fulfilled with the form(s) assigned to the school

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## Special Versions

- For students with an individualized education program (IEP) or Section 504 Plan requiring this accommodation
- Large Print
  - Comes with a regular Test book, regular Answer book and test administration materials
- CD
  - Allows magnification of the Test or Answer book
- Braille
  - Comes with a regular Test book, regular Answer book and test administration materials
  - **Is the 2008-09 Edition.** Only the materials in the package should be used for students using the Braille version

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**2009-10 Edition Demographic Pages**

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California  
Language  
Development  
Test  
2009-10 Edition  
Form 1  
Answer Book Grades 3-5

No changes to this page.

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**2009-10 Edition Demographic Pages**

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Most Recent Previous Administration

Ethnicity Grid

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**Time of Testing Bubbles**

- If a Pre-ID label is used, the following bubbles will need to be filled in:
  - Form (Field F)
  - Date Testing Completed (Field 11)
- The following fields may need to be filled in:
  - Braille (Field B)
  - Test Variations (Field 22)
  - Test Irregularities (Field 18)

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## Test Security

- Test Security Agreement
  - Anyone who is responsible for securing or has access to the test materials
- Test Security Affidavit
  - Examiner's and Proctors who have received training
- District Coordinator collects and keeps on file for 12 months following test administration
- Must be signed on an annual basis

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## CELDT Process Flow Chart

```

    graph TD
      A[CELDT District Coordinator (CDC) Receives materials] --> B[CDC Inventories boxes and district materials]
      B --> C[CDC forwards SCHOOL boxes to sites]
      C --> D[Site coordinator inventories boxes, reports overages, shortages and additional material needs to CDC]
      D --> E[CDC provides sites additional materials from district overage OR places an order]
      E --> F[CDC distributes additional materials to sites]
  
```

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## CELDT Process Flow Chart

(con't)

```

    graph TD
      A[Site tests students] --> B[Site Coordinator: Checks completed Student books, Fills out GIS for each grade, Fills out SGL, Packages tests into envelopes and then into CELDT boxes, Send boxes to CDC]
      B --> C[District Coordinator: Checks materials for completeness, Checks the GIS, Gathers and checks the SGL from each school]
      C --> D[CDC places all SGL in Box 1 of the district shipment]
      D --> E[CDC places Return Address labels on each box, counts each box and fills in the " _ of _ " section]
      E --> F[CDC arranges for pick-up via the District Portal]
      F --> A
  
```

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## Packaging & Returning Materials

- K-1: Package Listening/Speaking separately from Reading/Writing
  - separate by grade
- 1 Group Identification Sheet (GIS) for each grade group
- 1 School Group List (SGL) for each school detailing what is in the shipment by grade
  - Each grade should only be listed once (except for K-1 this year)

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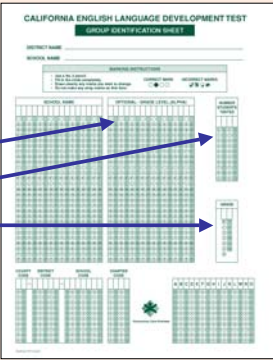


### 2009 -10 Edition Group Identification Sheet (GIS)

Fill in correct:

- Grade Level (ALPHA) (This is optional)
- Number Students Tested
- Grade

Verify codes against the School Group List if needed



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### 2009-10 Edition School/Group List

Preprinted sections

Fill in the SITE coordinator contact information

List K-1 groups separately with the domains of the books in the comments field

Fill in the Grade sections and Number Tested



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## Packaging & Returning Materials (con't)

- Combine all students from Non-Public Schools (NPS) under one GIS with the school name: NPS and school code: 0000001
- Use the boxes sent to your district to return the scorable materials
  - Multiple box sizes available
  - Do not use envelopes
  - OK to use CTB box if necessary
- All pick-up requests should be made via the District Portal on the Request a Pick-up site
  - Mark the section for pallet pick-up on this site

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## Ordering Additional Materials

- Order online at the District Portal ([www.celdt.org](http://www.celdt.org))
  - May order single Answer documents, manuals, GIS and boxes
  - May download nonsecure documents such as the Return Address Labels and SGL

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## Test Coordinator's Manual

- Download from the CELDT Web site <http://www.celdt.org/resources/archives/>
  - May print additional copies from this site

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## For More Information

- CELDT Contractor,  
Educational Data Systems
  - E-mail: [support@celdt.org](mailto:support@celdt.org)
  - Telephone: 1-866-850-1039
  - Web: <http://www.celdt.org>

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## For More Information

- CELDT Office at CDE
  - E-mail: [celdt@cde.ca.gov](mailto:celdt@cde.ca.gov)
  - Telephone: 1-916-319-0784
  - Web: <http://www.cde.ca.gov/ta/tg/el/>
- CDE Data Management Division
  - For more information about the New Federal Standards for Collecting and Reporting Race and Ethnicity Categories, go to <http://www.cde.ca.gov/ds/td/lo/refaq.asp#q14>

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## Questions and Answers

**Thank you for attending CELDT Live! 1C:  
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