

ADMINISTRATIVE CIRCULAR NO. 74
Office of the Chief Student Services Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: May 14, 2014

To: All School Principals

Subject: CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT) ADMINISTRATION, 2014-2015 SCHOOL YEAR

Department and/or Persons Concerned: Principals, Vice Principals, English Learner Program Coordinators, English Learner Support Teachers (ELSTs), CELDT Test Site Coordinators, and Head Counselors

Due Date: Various dates beginning October 15, 2014

Reference: None

Action Requested: Administer CELDT as appropriate and return materials, including a completed and signed certification/apportionment form and test security affidavits, to the Assessment Services Department.

Attachments:

- A1. Principal's Certification to Superintendent
- A2. Apportionment Reporting Form
- B. 2014-15 Testing Variations, Accommodations, and Modifications for the Administration of the CAHSEE, CELDT, and the PFT
- C. Request for Additional CELDT Materials: K-12

Brief Explanation:

The *California English Language Development Test (CELDT) 2014-2015 Edition* will be used to conduct the districtwide K-12 Initial Assessment of newly enrolled students and Annual Assessment of English Learners (ELs) for the 2014-15 school year. Students with disabilities who are required to take the CELDT can use state-approved variations, accommodations, or modifications for testing as outlined in their Individualized Education Plans (IEPs) or 504 Plans (Attachment B). State regulations provide that parents or guardians may **not** exempt their child/children from the CELDT.

Initial Assessment: All K-12 students newly enrolled (or newly pre-enrolled) in the district for the 2014-15 school year, with a language other than English indicated on their Home Language Survey, must take the CELDT within 30 calendar days of enrollment for the purpose of initial identification as either an EL or as an Initially Fluent English Proficient (IFEP) student. A newly enrolled student should be assessed with the CELDT as an Annual Assessment (described immediately following) rather than an Initial Assessment if CELDT scores for the student have been obtained from the student's previous district and the student is designated as an EL.

Annual Assessment: The CELDT will also be administered as an Annual Assessment to all continuing ELs in Grades 1-12, as well as to any kindergarten ELs who are repeating kindergarten during the 2014-2015 school year. The testing window for the CELDT Annual Assessment begins September 2, 2014 and ends October 15, 2014.

A. Nuts and Bolts Training for CELDT Test Site Coordinators

The Assessment Services Department will provide “Nuts and Bolts” workshops to explain the operational details related to the coordination of the 2014-15 CELDT administration. These workshops are scheduled for Tuesday, June 3, 2014 and Wednesday, June 4, 2014 from 3:30 p.m. - 5:00 p.m., at the Harold J. Ballard Parent Center in Old Town. It is essential that CELDT Test Site Coordinators are familiar with all CELDT requirements, administration guidelines, and new information related to the *CELDT 2014-15 Edition* by attending one of the scheduled trainings.

B. Training for CELDT Examiners

The Office of Language Acquisition will provide several opportunities for staff members to attend the *2014-15 Edition* Examiner Trainings during the summer of 2014. There are two types of examiner trainings offered: 1) the Reading and Writing, and 2) the Listening and Speaking. Schedules and detailed information about these training opportunities will be provided under separate cover. Only staff members who are fully proficient in standard American English and are qualified to work with students may administer the CELDT. In addition, the CDE strongly recommends that, whenever possible, credentialed teachers administer the CELDT.

C. Test Administration

Proper administration of the CELDT is imperative. Security procedures must be strictly followed and no one may have access to or receive secure CELDT test materials unless he/she has signed a CELDT Test Security Affidavit. It is the responsibility of the CELDT Test Site Coordinator to ensure that all site staff members with access to the CELDT have met this legal requirement.

The CELDT is organized according to the following grade spans: Kindergarten through Grade 1; Grade 2; Grades 3-5; Grades 6-8; and Grades 9-12. Students must take the CELDT within the grade span in which they will be enrolled for the 2014-15 school year. The tests given to the various grade spans differ from one another. Out-of-level testing is not permitted.

The CELDT contains four subtests for all grade levels: Listening, Speaking, Reading, and Writing. All students, whether tested as an Annual Assessment or as an Initial Assessment, must take all four subtests. There are no exemptions from any part of CELDT.

D. Pre-Printed Barcode Labels

At the beginning of the school year, schools must download (from PowerSchool) a roster of students eligible to be tested with CELDT as part of the Annual Assessment and a roster of students who are eligible to be tested for Initial Assessment. These rosters should be used to write a minimum, but sufficient, amount of student information on blank answer documents so

that testing can begin. Schools may begin CELDT testing as soon as test examiners have met training qualifications and materials have arrived on site.

On Friday, September 12, 2014, a data file of students eligible to be tested with CELDT will be submitted to the test publisher. This data file will be used to generate a “peel-and-stick” barcode label for each student. **To ensure barcode labels for Initial Assessment students accurately reflect their “Initial Assessment” status, it is essential that sites do not enter CELDT scores into PowerSchool until Monday, September 15, 2014.**

E. Site Scoring and Data Entry

Sites must score all applicable portions of the CELDT administered for Initial Assessment purposes. Initial Assessment scores must be entered into the PowerSchool before answer documents are returned to Assessment Services. Once answer documents have been sent to the publisher they are no longer accessible to the site, so it is critical that sites: (1) mark the score sheets “Unofficial Scores”, (2) file them in the corresponding student’s cumulative record, and (3) provide a copy to the teacher. Initial Assessment CELDT scores should be entered into PowerSchool as soon as possible beginning September 15, 2014.

Although the CDE does not require sites to hand score tests of ELs tested as Annual Assessments, many schools prefer to do so in order to have up-to-date information about their students’ English language proficiency. The ELST program requires ELSTs to facilitate this hand scoring at their assigned site(s). If sites are able to hand score Annual Assessments, they are not to enter scores into PowerSchool nor return score sheets with CELDT student answer documents to Assessment Services. Instead, such score sheets should be marked “Unofficial Scores,” and copies should be provided to teachers and filed in students’ cumulative records folders.

F. Materials Delivery and Usage

The *CELDT 2014-2015 Edition* is to be used for both Annual Assessment and Initial Assessment purposes. CELDT materials are scheduled to be delivered to sites during the week of August 18, 2014. Sites should alert their BSS to this anticipated delivery and make arrangements for the secure storage of the test materials on campus. Upon conclusion of the Annual Assessment testing window on October 15, all **unused** *CELDT 2014-2015 Edition* test materials should be **retained on site** to assess any new (to the district) students with a language other than English indicated on their Home Language Surveys and if CELDT scores are not available from their previous districts. These CELDT materials will be returned to Assessment Services in June 2015.

The **blue** envelope, the *Principal’s Certification and Apportionment Form*, pre-coded CELDT Group Identification Sheets (GISs), and pre-coded CELDT School/Group Lists (S/GLs) for each site will be included with the CELDT materials that will be delivered to sites during the week of August 18, 2014.

Barcode labels for student answer documents will be available for pickup from Assessment Services in Annex 3 at the Education Center in early October. The CELDT Test Site Coordinator will be notified by email when the labels arrive.

For the 2014-15 CELDT administration, there will be only one form of the test, Form 1. Additional CELDT materials can be ordered by faxing (619-725-7070) or mailing the *Request for Additional CELDT Materials*, to Assessment Services, Annex 3, Eugene Brucker Education Center (Attachment C).

G. Return of Test Materials

At the end of the Annual Assessment window on October 15, 2014, sites must separate completed Initial Assessment answer documents from completed Annual Assessment answer documents and pack properly. Counts of each are to be entered on the *Principal's Certification to Superintendent* and the *CELDT Apportionment Reporting Form* (Attachments A1 and A2). Test materials must be delivered to the **Assessment Services Processing Center**, 2351 Cardinal Lane, Building K, San Diego, CA 92123 between the hours of 7:00 a.m. and 4:30 p.m. on the dates indicated below. Test materials must not be returned by truck delivery or by school mail.

Calendar	School	Date (Day)
Traditional	Elementary	October 15 (Wednesday)
Traditional	Secondary	October 16 (Thursday)
Year-Round	All	October 17 (Friday)

The materials listed below must be returned to Assessment Services in the **blue CELDT envelope** provided:

- Completed and signed *Principal's Certification to Superintendent* and *CELDT Apportionment Reporting Form*. (Attachments A1 and A2)
- A signed 2014-15 *CELDT Test Security Agreement* for the Site CELDT Coordinator (if not returned at the Nuts & Bolts Training).
- A signed 2014-15 *CELDT Test Security Affidavit* for anyone who had access to secure CELDT test materials during the 2014-15 school year.

H. Return of Scorable CELDT Materials After the Annual Assessment Window

After the Annual Assessment window is concluded on October 15, 2014, sites are to retain unused *CELDT 2014-2015 Edition* materials in order to test incoming students whose Home Language Survey indicates a language other than English is used in the home. Assessment Services will provide a **yellow** CELDT envelope to be used for the monthly return of Initial Assessment materials. Schools will receive an additional S/GL, GIS, and a *Principal's Certification and Apportionment Form – Initial Assessment* when they return the Annual Assessment materials in October.

For any questions regarding information in this circular, please contact Denise Ormsbee at (619) 725-7059 or dormsbee@sandi.net; or Erin Gordon, the CELDT District Coordinator, at (619) 725-5687 or egordon@sandi.net.

Erin Gordon
Director
Assessment Services

APPROVED:

A handwritten signature in cursive script that reads "Joe Fulcher".

Joe Fulcher
Chief Student Services Officer

Attachments (3)

Distribution: Lists A, D, E, and F

Office of the Chief Student Services Officer
Assessment Services Department

CERTIFICATION FORM
2014-15 CELDT Annual Assessment Period, Grades K-12
Proper Test Administration

PRINCIPAL'S CERTIFICATION TO SUPERINTENDENT

I certify that English Learner students in Grades ____ through ____ at _____
_____ school were administered the California English Language Development Test (CELDT)
during the testing period prescribed for the Annual Assessment testing window, and that:

- A signed "CELDT 2014-2015 Security Agreement" is on file for the CELDT Site Test Coordinator with the Assessment Services Department.
- "CELDT 2014-2015 Test Security Affidavits" were completed by all individuals given access to secure test materials.
- Security procedures required by the CELDT program were followed, and all test materials have been accounted for and properly packaged for return to the publisher or secure storage on site.
- No students were exempted from CELDT testing per parent/guardian request, which is not allowed by state mandate.
- Only those accommodations and/or modifications, as approved for Special Education, 504 Plan students and/or English Learners (ELs) were provided to those students entitled to such accommodations.
- All students used a #2 pencil.
- All personnel, including certificated staff and proctors, charged with the responsibility of administering the tests received instruction in proper testing and handling procedures.
- Proper procedures as outlined in the *Examiner's Manuals* were followed.
- All EL students were administered all state-required subtests using the *CELDT 2014-2015 Edition*.
- An accurate accounting of the number of students tested with CELDT, absent for the entire CELDT testing window, and tested with an alternate assessment, is provided on the second page of this document, which I have also signed.

Signed: _____ Date: _____
(Principal Signature)

Test Site Coordinator to contact if there are any questions regarding the answer documents:

Name: _____ Phone Number: _____

Note: This form must be turned in to the Assessment Services Processing Center in Assessment Services Processing Center, 2351 Cardinal Lane, Building K, San Diego, CA 92123 no later than 4:30 p.m. on your school's scheduled return date. Place this form, making sure both pages have been completed and signed, along with your site's original signed "CELDT Test Security Affidavits" in the blue envelope provided. **Do not pack the blue envelope containing these forms in cartons with other test materials;** hand-deliver upon arrival at Assessment Services Processing Center. Retain copies for your records.

CELDT Apportionment Reporting Form

For the Annual Assessment Period (September 2 - October 15, 2014)

Each school district and school **must** report to the California Department of Education information relevant to CELDT testing for Grades K through 12 as indicated below:

Use for the CELDT Annual Assessment testing window only!!

Categories		Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
A	Number of English Learners (ELs) eligible to be tested as Annual Assessments													
B	Number of ELs, from row A, not tested with CELDT due to absence for the entire testing window (Do not return an answer document)													
C	Number of ELs, from row A, tested with an Alternate Assessment per IEP or 504 Plan (Include with scorable documents; hand-grid field 22 on the answer document)													
D	Number of CELDT Annual Assessments (Students assessed with the CELDT)													
E	Total Number of Scorable Annual Assessments (Students tested plus Alternate Assessments: C+D)													
F	Number of ELs tested as Initial Identification (All newly enrolled students whose Home Language Survey indicates language other than English)													
G	Number of Initial Assessment ELs tested with an Alternate Assessment per IEP or 504 Plan (Include with scorable documents; hand-grid field 22)													
H	Total Number of Scorable Initial Identifications (Students tested plus Alternate Assessments: F+G)													
I	Total Number of Tests submitted (E + H)													

(Students **may not** be exempted from CELDT testing by parents or guardians.)

Please, indicate the number of students or other requested information in all boxes above. Return in the blue envelope with your CELDT 2014-2015 Test Security Affidavits. Make copies of these documents for your records.

School: _____

Principal's Signature: _____

Date: _____

CELDT Site Test Coordinator's Signature: _____

2014-15 Testing Variations, Accommodations, and Modifications for Administration of CAHSEE, CELDT, and the Physical Fitness Test

Test Variation (1) Accommodation (2) Modification (3)	CAHSEE	CELDT	Physical Fitness Test
Presentation			
Braille transcriptions provided by the test contractor	2	2	Not Applicable
Large-print versions or test items enlarged (not duplicated) to a font size larger than that used on large print versions	2	2	Not Applicable
Visual magnifying equipment	1	1	Not Applicable
Audio amplification equipment	1	1	1
Test administration directions that are simplified or clarified (does not apply to test questions)	ALL	ALL	ALL
Manually Coded English or American Sign Language to present directions for administration (does not apply to test questions)	1	1	1
Test questions and answer options read aloud to student or used audio CD presentation	2 Math	2 Writing	Not Applicable
	3 ELA	3 Reading	
	2 Writing Task		
Manually Coded English or American Sign Language to present test questions and answer options	2 Math	2 Writing	Not Applicable
	3 ELA	3 Reading, Listening, Speaking	
	2 Writing Task		
Noise buffers (e.g., individual corral or study enclosure)	1	1	Not Applicable
Special lighting or acoustics; special or adaptive furniture	1	1	Not Applicable
Timing/Scheduling			
Extra time on a test within a testing day	ALL	ALL	ALL
Test over more than one day for a test or test part to be administered in a single sitting	2	2	Not Applicable
Supervised breaks within a section of the test	2	2	Not Applicable
Administration of the test at the most beneficial time of day to the student	2	2	2
Setting			
Test individual student separately, provided that a test examiner directly supervises the student	1	1	1
Test students in a small group setting	ALL	ALL	ALL
Test administered at home or in hospital by a test examiner	2	2	2

ALL = These test variations may be provided to all students.

Test Variation (1) = Eligible students may have testing variations if regularly used in the classroom.

Accommodation (2) = Eligible students shall be permitted to take the examination with accommodations if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

Modification (3) = For CELDT, eligible students shall be permitted to take the tests with modifications if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the CAHSEE with modifications if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

2014-15 Testing Variations, Accommodations, and Modifications for Administration of CAHSEE, CELDT, and the Physical Fitness Test

Test Variation (1) Accommodation (2) Modification (3)	CAHSEE	CELDT	Physical Fitness Test
Response			
Student marks responses in test booklet and responses are transferred to a scorable answer document by an employee of the school, district, or nonpublic school	2	2	Not Applicable
Student dictates multiple-choice question responses orally, or in Manually Coded English to a scribe, audio recorder, or speech-to-text converter for selected-response items	2	2	Not Applicable
Essay responses dictated orally or in Manually Coded English to a scribe, audio recorder, or speech-to-text converter and the student provides all spelling and language conventions	2	2	Not Applicable
Essay responses dictated orally, in Manually Coded English, or in American Sign Language to a scribe, audio recorder, or speech-to-text converter (scribe provides spelling, grammar and language conventions)	3	3	Not Applicable
Use of Aids or Tools			
Student marks in test booklet (other than responses) including highlighting	ALL	ALL Marked test booklets may not be used again	Not Applicable
Dictionary	3	3	Not Applicable
Word processing software with spell and grammar check tools turned off for the essay responses (writing portion of the test)	2	2	Not Applicable
Word processing software with spell and grammar check tools enabled on the essay responses (writing portion of test)	3	3	Not Applicable
Assistive device that does not interfere with the independent work of the student on the multiple-choice and/or essay responses (writing portion of the test)	2	2	Not Applicable
Assistive device that interferes with the independent work of the student on the multiple-choice and/or essay responses	3	3	Not Applicable
Calculator on the mathematics tests	3	Not Applicable	Not Applicable
Calculator on the science tests	Not Applicable	Not Applicable	Not Applicable

ALL = These test variations may be provided to all students.

Test Variation (1) = Eligible students may have testing variations if regularly used in the classroom.

Accommodation (2) = Eligible students shall be permitted to take the examination with **accommodations** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

Modification (3) = For **CELDT**, eligible students shall be permitted to take the tests with **modifications** if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the **CAHSEE** with **modifications** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

2014-15 Testing Variations, Accommodations, and Modifications for Administration of CAHSEE, CELDT, and the Physical Fitness Test

Test Variation (1) Accommodation (2) Modification (3)	CAHSEE	CELDT	Physical Fitness Test
Arithmetic table or formulas (not provided) on the mathematics tests	3	Not Applicable	Not Applicable
Use of Aids or Tools, Continued			
Arithmetic table or formulas (not provided) on the science tests	Not Applicable	Not Applicable	Not Applicable
Math manipulatives on the mathematics tests	3	Not Applicable	Not Applicable
Math manipulatives on the science tests	Not Applicable	Not Applicable	Not Applicable
Colored overlay, mask, or other means to maintain visual attention	1	1	Not Applicable
Other			
Unlisted accommodation or modification	Call Assessment Services	Call Assessment Services	Call Assessment Services

Test Variations for Administration of California Statewide Assessments for English Learners*

Test Variation	CAHSEE	Physical Fitness
Hear the test directions printed in the test administration manual translated into the student's primary language. Ask clarifying questions about the test directions in the student's primary language.	Variation Allowed	Variation Allowed
Additional supervised breaks within a testing day or following each section (STAR) within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.	Variation Allowed	Not Applicable
ELs may have the opportunity to be tested separately with other ELs provided that the student is directly supervised by an employee of the school who has signed the test security affidavit and the student has been provided such a flexible setting as part of his/her regular instruction or assessment.	Variation Allowed	Variation Allowed
Access to translation glossaries/word lists (English-to- primary language). Glossaries/word lists shall not include definitions or formulas.	Variation Allowed	Not Applicable

***Because the CELDT is specifically for English learners, there are no separate guidelines for administering the CELDT to this population. Please refer to the previous table for additional variations for all students, including English learners.**

ALL = These test variations may be provided to all students.

Test Variation (1) = Eligible students may have testing variations if regularly used in the classroom.

Accommodation (2) = Eligible students shall be permitted to take the examination with **accommodations** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

Modification (3) = For **CELDT**, eligible students shall be permitted to take the tests with **modifications** if specified in the eligible student's IEP or Section 504 Plan. Eligible students shall be permitted to take the **CAHSEE** with **modifications** if specified in the eligible student's IEP or Section 504 Plan for use on the examination, standardized testing, or for use during classroom instruction and assessment.

2014-15 CELDT Request for Additional Materials

School: _____

Phone: _____

Requester: _____

Date: _____

GRADE	ITEM	NUMBER REQUESTED
K-1	Answer Book	
	Examiner's Manual	
2	Answer Book	
	Examiner's Manual	
3-5	Test Book	
	Answer Book	
	Examiner's Manual	
6-8	Test Book	
	Answer Book	
	Examiner's Manual	
9-12	Test Book	
	Answer Book	
	Examiner's Manual	
	Group Identification Sheet (GIS)	
	School/Group List (S/GL)	
	EDS Envelopes (Plastic Baggies)	

Fax to Assessment Services at 619-725-7070