



2008-2009

RESPONSIBILITIES OF CELDT SITE COORDINATOR

A. REVIEWING MATERIALS

- Inventory materials. Call R & E to verify count matches Packing List.
- **KEEP ALL BOXES FOR RETURN OF MATERIALS.**
- **KEEP INVENTORY SECURE AT ALL TIMES.**
- Verify counts of booklets are adequate for students needing to be tested.
 - (All students on MyLNG114-with the exception of RFEPs.)

B. ORGANIZING MATERIALS

- Identify your Initial students and your Annual students.
- Initials DO NOT have previous CELDT scores.
- Annuals DO have previous CELDT scores.
- Create school site CELDT testing schedule.
- Elementary schedules due to R & E on August 22.
- JH/MS schedules due to R & E on August 28.
- CELDT to be administered by certificated staff.
- Sort tests by grade, by teacher.
- Write student's name in Field 1.
- Write teacher's name in Field 2.
- Pre-id labels will be sent to school sites the end of September.
- Only students without pre-id labels will need to be bubbled at that time.
- Assessors are available to help prepare testing materials.
- If you need more materials, please contact R & E.
- Arrange Quiet Zone for students who need additional time.
- Escort students to the Quiet Zone.
- Post "TESTING" signs on doors during CELDT administration.
- Complete a Student Score Sheet for all Initial test booklets.
- Scoring of Initial booklets can be done when assessment is complete.
- **Scoring Guide contains items to omit when calculating raw scores.**
- White copy of Student Score Sheet is to be returned to R & E with booklet.
- ETIP link will be emailed to easily convert raw scores to proficiency level.
- **DO NOT SEND MATERIALS IN THE SCHOOL MAIL.**

C. ADDITIONAL DETAILS

- **Date Testing Completed-Field 11** - This field must be completed for all students at the time of administration, even if booklets have a pre-id label.
- **Version-Field V** – Fill in bubble that corresponds to the test booklet.
- **Testing Irregularities-Field 18** - Test site coordinator is to report irregularities (student cheating, adult irregularity, etc.) immediately to Gay Barney, District CELDT Coordinator. Do not complete this field until you have been directed to do so by Gay. She will report any irregularities to CDE.



D. PREPARING FOR SHIPPING

- Check physical condition of all scorable booklets.
- Remove paper clips, post-its, etc.
- Booklets must be clean and undamaged.
- Damaged or duplicate booklets are to be returned to R & E.
- Bubble inside and outside of cover of booklets without pre-id label.
- **HAND GRIDDED BOOKLETS ON TOP OF PRE-ID STACK AT EACH GRADE LEVEL.**
- **COMPLETED SCORE SHEET INSIDE FRONT COVER OF ALL INITIALS.**
- Complete and check Group Information Sheet (GIS). One per grade level.
- Complete School/Group List (SGL).
- **Prepare envelope for each grade level. DO NOT SEAL.**
- **Place in SAVED BOXES. DO NOT SEAL.**
- **Return any unused pre-id labels with scorables.**
- Return all scorables to Research and Evaluation according to **Scorable CELDT Return Schedule**. Initials and Annuals, November 5-7, 2008.

Refer to the **Coordinator's Manual, Examiner's Manual and Scoring Guide** for further details. Any questions, please call Stacey Bland at 14817.

Other reminders:

- Do not CELDT Pre-K students.
- Extra manuals are available, contact Stacey Bland.



CELDT 2008 - 2009 TIMELINE

July 1	Annual CELDT Window opens
Aug 1	YRE Initial & Annual CELDT/According to Schedule
Aug 4 and 6	Materials Delivered
Aug 11	Elementary School CELDT Training
Aug 14	Call Research and Evaluation with inventory status
Aug 22	Elementary testing schedule due to Research and Evaluation
Aug 25	JH/MS CELDT Training
Aug 28	JH/MS schedule due to Research and Evaluation
Sept 5	DEADLINE – PLS entry cutoff for pre-id deadline
Sept 18	DEADLINE – ALL Initials enrolled on first day of school
Sept 18	DEADLINE suggested - ALL Group Reading-Writing-Listening
Oct 31	Annual CELDT window closes
Nov 3 - 5	Scorable CELDT return schedule attached (Initial & Annual)
Feb 26	DEADLINE – PLS data completed to meet R30 deadline
May 21	Initial CELDT window closes
May 22	Final day to submit Initial scorables
May 25-26	Complete End of Year inventory sheet



SCORABLE CELDT RETURN SCHEDULE

	MON	TUES	WED		
SCHOOL	11/03/2008	11/04/2008	11/05/2008	11/05/08	11/06/08
CASA LOMA	8:00				
CHAVEZ	8:30				
CHIPMAN	9:00				
COLLEGE HTS	9:30				
COMPTON	10:00				
CURRAN	10:30				
DOWNTOWN	11:00				
EISLER	11:30				
EMERSON	12:00				
EVERGREEN	1:00				
FRANK WEST	1:30				
FRANKLIN	2:00				
FREMONT	2:30				
GARZA		8:00			
HARDING		8:30			
HARRIS		9:00			
HILLS		9:30			
H. MANN		10:00			
HORT		10:30			
JEFFERSON		11:00			
JOHNSON		11:30			
LONGFELLOW		12:00			
MCKINLEY		1:00			
MT. VERNON		1:30			
MUNSEY		2:00			
NICHOLS		2:30			
NOBLE		3:00			
OWENS INT.			8:00		
OWENS PRI			8:30		
PAULY			9:00		
PIONEER			9:30		
ROOSEVELT			10:00		
SEQUOIA			10:30		
SIERRA			11:00		
STIERN			11:30		
THORNER			12:00		
VOORHIES			1:00		
W. PENN			1:30		
WASHINGTON			2:00		
WAYSIDE			2:30		
WILLIAMS			3:00		

PREPARE AND SHIP SCORABLE MATERIALS

COMPLETE SCHOOLS LANGUAGE INFORMATION REPORTS

LOG ON TO
COMPLETE SCHOOLS

ON "MAIN MENU TREE" UNDER "REPORT FILE"
OPEN LANGUAGE INFORMATION FILE
SELECT APPLICABLE REPORT

- ❖ MyLNG102 (ELL COUNTS)
- ❖ MyLNG114 (SPDD)
- ❖ MyLNG131 (NEEDS CELDT)
- ❖ MyLNG01 (LEP/FEP/RFEP/EO LIST)

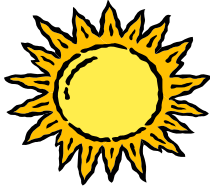
These reports open dialog boxes that will offer various setting selections.

Dropdown boxes may include: classes active on specific date, teachers, departments, periods, LesFes, etc.

User Comment: What you type in user comment will show at the bottom of every page of the generated report

NOTE: You can select only "RUN" if preference is to not create specifics

**SELECT "RUN"
VIEW REPORT
PRINT AS NEEDED**



CELDT

End-of-Year Inventory

of BOXES (returned materials) _____

School: _____

CELDT Coordinator: _____

Please inventory your CELDT materials and box placing this **COMPLETED** form on top. Count all unused and voided CELDT materials. RETURN TO R & E WITH THIS FORM ON MAY 25 OR 26, 2009. Thank you for your cooperation.

Test Level	Student Books	Answer Books	Examiners Manual	Scoring Guide
K-1				
2				
3-5				
6-8				

Note: If you have materials from previous years, inventory it separately and send it to R & E to be disposed of properly.