



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: CELDT Administration Instructions Training for Principals and Testing Coordinators, and Return of the Test Security Agreements and Affidavits for 2012-13

NUMBER: MEM-5786.0

ISSUER: Cynthia Lim, Executive Director
 Office of Data and Accountability

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 Chief Strategy Officer

DATE: July 9, 2012

Due: Various Dates

ROUTING
 Educational Service Center
 Administration
 Principals
 Assistant Principals
 EL Program Coordinators
 Testing Coordinators

PURPOSE: The purpose of this Memorandum is to outline the 2012-13 California English Language Development Test (CELDT) training requirements for principals and testing coordinators. The memorandum also includes the instructions for completing the required test security forms for the CELDT. No test materials will be released to any school until all forms are received.

- MAJOR CHANGES:**
- The CELDT Administration Instructions training for principals will be a separate presentation from the testing coordinators.
 - A *Certificate of Completion* is required for accountability purposes.

GUIDELINES: I. BACKGROUND

Bill 638 (Alpert, Chapter 678/1999) requires school districts to assess English learners and all potential English learners to determine a student’s English language proficiency in listening, speaking, reading, and writing. The California English Language Development Test (CELDT) is used to officially identify students who are limited-English proficient (LEP), determine the level of English language proficiency of students identified as LEP, and to assess the annual progress of LEP students in acquiring the skills of listening, speaking, reading and writing in English.

II. CELDT REQUIREMENTS

The following requirements apply to the 2012-13 CELDT administration:

- Schools must submit completed CELDT Test Security Agreement and CELDT Test Security Affidavit forms for both the principal and testing coordinator before secure test materials are delivered to the school.



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- Principals and testing coordinators are required to participate in the Web-based CELDT Administration Instructions training sponsored by the Student Testing and Assessment Unit.
- An online assessment must be completed at the end of the training to receive a *Certificate of Completion*. The District maintains a record of those who complete the training at each school.
- The *CELDT 2012-13 Administration Instructions* is available on the Student Testing and Assessment Web-page.

III. REQUIRED CELDT TEST SECURITY FORMS

Prior to delivery of the CELDT materials to schools, Central office is required by the California Department of Education (CDE) to obtain signed CELDT Test Security Agreement (Attachment A) and CELDT Test Security Affidavit (Attachment B) forms from principals and testing coordinators. We are requiring these forms to be signed and faxed to the Student Testing Unit at (213) 241-8461 to ensure that this requirement is fulfilled. The Student Testing Unit will contact year-round schools regarding their due date for the collection of security documents. The 2012-13 CELDT Test Security forms are due on or before the following date:

Calendar	Test Security Forms Due
Single-Track Schools	July 30

IV. 2012-13 CELDT TRAINING REQUIRMENTS

The CELDT Administration Instructions training for principals and testing coordinators requires mandatory participation. The Web-based trainings are recorded presentations that are accessible on the Learning Zone. The trainings are scheduled to provide information and correct procedures for administering the 2012-13 CELDT. The training of test examiners is a separate training which covers the administration and scoring.

- A. The overview CELDT training for principals is a separate presentation from the testing coordinators. The training covers the following topics:
- Major changes
 - Critical dates
 - Test security
 - Test administration procedures
 - Overview of the coordinator’s responsibilities
- B. The comprehensive training for testing coordinators covers the CELDT Administration Instructions topics listed below.



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- Major changes
- Critical dates
- Test security
- Test administration procedures
- Coordinator's responsibilities – before, during, and after testing
- Scoring of Initial Assessments
- Packaging and returning of scorable documents

C. CELDT Training for Test Examiners

All Test Examiners must be certified each year to administer and score the CELDT. Certification is obtained by completing the *2012-13 Scoring Training of Trainers and Examiners* presented by the District. Refer to Language Acquisition Branch's memorandum for information regarding this training.

V. REQUIRED ONLINE REGISTRATION PROCEDURES

Principals and testing coordinators are responsible for enrolling in the CELDT training via the Learning Zone. Check your district email for confirmation and access information after you register. In the event of changes or cancellation, participants will be notified via District email.

Both principals and testing coordinators follow the online registration instructions below to register for their Web-based training.

1. Log onto the Learning Zone system by using your LAUSD Single Sign-On information.
2. Click on the links that appear in quotations.
3. Once registration is completed, you will automatically receive an email confirmation with instructions.
4. **Save your email confirmation for important training information.**
5. At the end of the online assessment print a *Certificate of Completion*. This certificate should be kept on file at the school for accountability purposes.
6. A copy will be required when the first set of CELDT materials are turned in to the Testing Center.

Note: Web-based presentations are not accessible after the assessment has been successfully passed.



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	CELDT Administration Instructions Training	Assessment & Certificate of Completion
Principals	1. http://lz.lausd.net 2. "Courses" 3. "Class Offerings" 4. "Program" 5. "Student Testing Unit" 6. "Search" 7. "2012-13 CELDT Administration Instructions for Principals" 8. "Enroll Now"	Information to access the assessment is provided during the presentation. 1. Go to http://lz.lausd.net "My History" 2. "Print Certificate"
Testing Coordinators	1. http://lz.lausd.net 2. "Courses" 3. "Class Offerings" 4. "Program" 5. "Student Testing Unit" 6. "Search" 7. "2012-13 CELDT Administration Instructions for Coordinators" 8. "Enroll Now"	Information to access the assessment is provided during the presentation. 1. Go to http://lz.lausd.net "My History" 2. "Print Certificate"

VI. TRAINING ASSESSMENT AND CERTIFICATE OF COMPLETION

An online assessment must be completed by each participant after attending the Web-based trainings. A passing score of 100% is required. At the end of the online assessment print the *Certificate of Completion*. This certificate should be kept on file at the school and a copy taken to the Testing Center with scorable materials for accountability purposes.

Note: Web-based presentations are not accessible after the assessment has been successfully passed.

RELATED RESOURCES:

More information about the CELDT program is available at <http://www.cde.ca.gov>.

ASSISTANCE:

For assistance with the CELDT Administration Instructions training and registration, questions regarding the security forms and delivery of test materials, please contact the Student Testing Unit at (213) 241-4104.

For questions regarding training for CELDT Trainers and Test Examiners, please contact the Language Acquisition Branch at (213) 241-5582.

For questions regarding English learner services, contact your Educational Service Center English Learner Program Staff.



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ATTACHMENT A



California English Language Development Test (CELDT), 2012-13
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: Principal Testing Coordinator _____

School: _____

Educational Service Center: _____ Location Code: _____

School District: Los Angeles Unified School District Date: _____

READ, AGREE TO, SIGN, AND DATE FORM



California English Language Development Test (CELDT), 2012-13
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 this year to administer the test.

Signature: _____ Print Name: _____

Title: Principal Testing Coordinator Examiner Proctor Other _____
(Indicate title)

School Name: _____ Educational Service Center: _____

School District: Los Angeles Unified School District Location Code: _____ Date: _____

READ, AGREE TO, SIGN, AND DATE FORM