

ADMINISTRATIVE CIRCULAR NO. 122

Office of the Superintendent

SAN DIEGO CITY SCHOOLS

Date: June 9, 2005

To: All School Principals

Subject: CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST (CELDT) ADMINISTRATION, 2005-2006 SCHOOL YEAR

Department and/or Persons Concerned: Principals, Vice Principals, English Learner Program Coordinators, CELDT Coordinators, and Head Counselors

Due Date: Various dates beginning October 19, 2005; See "Return of Test Materials" section.

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 Testing Unit.

Attachments: Attachment A – Principal's Certification and Apportionment Form
Attachment B – Test Variations/Accommodations/Modifications for Administration of California Statewide Assessments
Attachment C – Request for Additional CELDT Materials: K-12

Brief Explanation:

The district will use the new *California English Language Development Test (CELDT) Form E* to conduct its districtwide K-12 **Initial Identification** of newly enrolled students and its **Annual Assessment** of English Learners (ELs) for school year 2005-2006. Students with disabilities required to take the CELDT can use variations, accommodation, or adaptations for testing as outlined in their IEP or 504 Plan that conform to state guidelines. State regulations provide that parents or guardians may **not** exempt their child/children from the CELDT. This circular outlines testing procedures for all schools as required by state regulations.

Initial Identification: All students newly enrolled (or newly pre-enrolled) in the district for school year 2005-2006 (including Kindergarten) with a language other than English indicated on their Home Language Survey **must take the new CELDT Form E** within 30 calendar days of enrollment for the purpose of Initial Identification as either an EL or as Initially Fluent English Proficient (IFEP). However, if CELDT scores for newly enrolling students are obtained from the previous district, **are** entered into the Aeries/Zangle system and the student is designated as an EL, then the newly enrolled student is to be assessed with the CELDT as an Annual Assessment.

Annual Assessment: The **new CELDT Form E** also will 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 school year 2005-2006. The testing window for the CELDT **Annual Assessment** will begin on September 6, 2005 and end on October 19, 2005.

Important Notes:

Even though the format of the CELDT Form E has changed very little from last year, it is a completely new test. In addition, new and different field test items are embedded within the Listening, Speaking, Reading and Writing Portions of CELDT Form E. For these reasons, the new CELDT Form E is the **ONLY** form of CELDT permitted for any CELDT assessment relating to school year 2005-2006, including the assessment of pre-enrolling students.

A. Nuts and Bolts Training

The Testing Unit provided a series of “Nuts and Bolts” workshops in June of 2005 to explain the operational and logistical aspects of obtaining and processing of CELDT for 2005-2006. **It is essential that all site administrators, English Learner Support Teachers, CELDT testing coordinators, and second language program coordinators be familiar with these aspects** because the California Department of Education (CDE) implemented changes for the 2005-2006 administration of the CELDT, which must be administered and processed as required by state law. Therefore, at least one person from each site must attend. A make-up “Nuts and Bolts” workshop for newly assigned administrators and staff is scheduled for September 14, 2005, at 3:30 at the Ballard Parent Center in Old Town.

B. Training for CELDT Assessors and Coordinators

The Biliteracy and English Learner Support Department will provide numerous opportunities for site staff to attend CELDT Form E Listening and Speaking Administration Training and CELDT Form E Reading/Writing/Test Coordination Training during the summer of 2005. Schedules and more detailed information about these training opportunities will be provided under separate cover and posted at www.biliteracy.info. Only staff who are fully proficient in English, and are qualified to work with students may administer the CELDT. In addition, CDE strongly recommends that, whenever possible, credentialed teachers administer the CELDT.

All English Learner Coordinators are **required to attend both** types of training listed immediately above, **even if they have been previously trained**. CELDT assessors who do not hold a “CELDT Form D Completion of Training Certificate” are **required** to attend Form E training, while assessors who do hold a “CELDT Form D Completion of Training Certificate” are **encouraged** to attend Form E training.

C. Test Procedures

The importance of proper administration of the CELDT cannot be emphasized strongly enough. It is the responsibility of the site CELDT Test Coordinator to train site examiners and proctors in correct security, processing, and packaging procedures. Training materials for these tasks was provided at the “Nuts and Bolts” workshops in June. **Security procedures must be strictly followed and no one**

may have access to or receive secure CELDT test materials unless they have signed and submitted a CELDT Test Security Affidavit to the Testing Unit. Such affidavits are to be returned in the **Blue CELDT Envelope** at the completion of the Annual Assessment window on October 19. It is the responsibility of the site CELDT Test Coordinator to assure that all site staff with access to the CELDT have met this legal requirement.

The CELDT is organized according to the grade spans listed below. EL students are to take the CELDT within the grade span in which they will be enrolled for the 2005-2006 school year. The tests to be given to the various grade spans differ from one another. Out-of-level testing is not permitted.

CELDT Grade Spans

Kindergarten through Grade 2
Grades 3-5
Grades 6-8
Grades 9-12

The following subtests are required of the respective grade levels shown below:

Grades K-1: Listening and Speaking
Grades 2-12: Listening, Speaking, Reading and Writing

All students, whether for Annual Assessment or Initial Identification, must take all required subtests for their particular grade. There are NO exemptions from any part of CELDT.

D. Site Scoring and Data Entry

Site examiners must score the Listening and Speaking portions of the CELDT for **all** students. In addition, sites must score the Reading and Writing portion of the CELDT administered for **Initial Identification** purposes. **Initial Identification** scores for each subtest and overall **must be entered immediately** into the Aeries/Zangle (Second Language) Initial Assessment window **before** answer books are delivered to the Testing Unit to be forwarded to the publisher for final scoring. Once answer books have been delivered to the publisher they are no longer accessible to the district.

E. Materials Delivery and Usage

The new CELDT Form E test is to be used for both **Annual Assessment** and **Initial Identification** purposes. Form E materials are scheduled to be delivered to sites during the second week of August 2005. Sites should alert their BSS to this anticipated delivery and to make arrangements for the storage of the **secure** test materials in a **secure** location on your campus. Additionally, sites will be required to pick up and sign for CELDT precoded labels, CELDT Group Information Sheets (GISs), CELDT School/Group List (S/GL), the **Blue CELDT Envelope**, and annotated CELDT Scoring guides in Annex 3 at the Education Center beginning August 8, 2005. Upon conclusion of the **Annual Assessment** testing window on October 19, all **unused** Form E test materials are to be **retained on site** to assess new (to the district) students with a language other than English indicated

on their Home Language Survey who do not have CELDT scores available from their previous district.

The Blue Envelope, the *Principal's Certification and Apportionment Form*, precoded labels, precoded GISs, and precoded S/GL for each site will be available on August 8, 2005. Sites will be **required** to sign for these materials when picking them up from the Testing Unit in Annex 3 at the Education Center.

Initial Identification testing of pre-enrolled students in grade K-12 (with languages other than English indicated on their Home Language Survey) may begin in August of 2005 after site assessors have **attended Form E training** and **all** Form E materials have been received. **Initial Identification** testing of pre-enrolling Kindergarten students is to be held until receipt of the new Form E CELDT materials in August. Under no circumstances may any student be assessed with CELDT Form A, A⁺, B, C, or D materials.

F. Return of Test Materials

At the end of the **Annual Assessment** window on October 19, 2005, sites are to separate completed Initial Identification assessments from completed Annual Assessment documents. Counts of each are to be entered on the *Principal's Certification and Apportionment Form* (Attachment A). Working with one grade at a time put completed Initial Identification documents on top of completed Annual Assessment documents. Place a completed grade level GIS atop each set of grade-level materials and place them in a white CTB envelope. Complete the S/GL for your site and return all materials to Annex 10.

Test materials must be delivered to Annex 10 located at the Eugene Brucker Education Center between the hours of 8 a.m. and 4:30 p.m. on the dates indicated below.

| <u>Calendar</u> | <u>School</u> | <u>Date (Day)</u> |
|-----------------|---------------|------------------------|
| Traditional | Secondary | October 19 (Wednesday) |
| Traditional | Elementary | October 20 (Thursday) |
| YR | All | October 21 (Friday) |

Note: Test materials **may not** be returned by audio-visual delivery or by school mail. Materials may not be delivered to Annex 10 before 8 a.m. All unused Form E materials, including blank answer books, are to be retained on site for continuing Initial Identification of entering EI students for whom CELDT scores are not available. Any unused precoded answer labels should be placed in an envelope marked with your site, labeled as unusable barcode labels, and returned at the same time as your scorable answer documents in October. School wishing to return any test materials prior to the applicable return date must make arrangements with Denise Ormsbee at (619) 725-7059 or email at dormsbee@sandi.net.

The materials listed below **must** be returned to the Testing Unit in the **Blue CELDT Envelope** provided by the Testing Unit:

- Completed and signed (front) *Principal's Certification to Superintendent* and (back) *CELDT State Apportionment Report Form* (Attachment A).
- A new, signed original *CELDT Test Security Agreement* for the Site CELDT Coordinator **if** necessary (A new coordinator has been assigned).
- A signed *CELDT Test Security Affidavit* for school year 2005-2006 for anyone who will have access to secure CELDT test materials during the 2005-2006 school year.

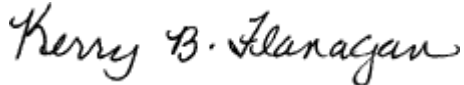
G. Return of Scorable CELDT Materials After the Annual Assessment Window

After the Annual Assessment window is concluded on October 19, 2005, sites are to retain unused CELDT Form E materials in order to test incoming students whose Home Language Survey indicates a language other than English used in the home. These students who do not have CELDT scores available for them from their previous school must be assessed with the CELDT Form E as an Initial Identification within 30 calendar days of enrollment on site. Schools must score all portions of the CELDT required for that grade level and immediately enter the scores for all parts and the total score into the Aeries/Zangle system before forwarding the completed answer documents to the Testing Unit in Annex 3 on or before the end of each month. The Testing Unit will continue the use of the **yellow CELDT Envelope** for the monthly return of Initial Identification materials. Schools will receive an additional S/GL, GISs, *Principal's Certification and Apportionment Form – Initial Identification* when they return the Annual Assessment materials in October. Additional CELDT Form E materials can be ordered by faxing, (619) 725-7070, or mailing Attachment C, the *Request for Additional CELDT Materials*, to Barbara Wade, Annex 3, Education Center. This form can also be found at www.sandi.net/testingunit by clicking on the *Files to download* button.

If you have any questions regarding information in this circular, call Denise Ormsbee at (619) 725-7059, dormsbee@sandi.net; Nick Bohl at (619) 725-7068, nbohl@sandi.net or Bob Raines, the district STAR coordinator at (619) 725-7058, braines@mail.sandi.net.

Robert Raines
Program Manager, Testing Unit

APPROVED:



Kerry Flanagan
Chief of Staff

RR

Attachments (3)

Distribution: Lists B, D, E, and F



SAN DIEGO CITY SCHOOLS
Office of the Superintendent
Testing Unit

CERTIFICATION FORM:
2005 CELDT Annual Assessment Period, Grade 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 Districtwide CELDT Annual Assessment Testing Window, and that:

- A signed "CELDT 2005-2006 Security Agreement" is on file for the CELDT Site Test Coordinator with the Testing Unit.
- "CELDT 2005-2006 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 white "SDCS Testing Pencil #2" pencils or an appropriate equivalent.
- 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. (Listening and Speaking for grades K & 1 and Listening, Speaking, Reading and Writing for grades 2-12)
- An accurate accounting of the number of pupils **Tested with CELDT, Absent for the entire CELDT test window, and Tested with an Alternate Assessment**, is provided on the **reverse side** of this sheet, 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 Testing Unit in **Annex 10** 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 all your site's original signed "CELDT Test Security Affidavits" in the special Blue envelope provided. **Do not pack the blue envelope containing these forms in cartons with other test materials.** Hand deliver them on arrival at Annex 10. Retain copies for your records.

San Diego Unified School District
CELDT State Apportionment Reporting Form
For the Annual Assessment Period (September 6 - October 19, 2005)

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

Use for the CELDT Annual Assessment testing window only!! (September 6 - October 19, 2005).

May 24, 2005

| 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 EL's eligible to be tested as Annual Assessments (All ELs of any language code for whom a CELDT score is known) | | | | | | | | | | | | | |
| B | Number of EL's, from row A, not tested with CELDT due to absence the entire testing window (Do not return an answer document for them) | | | | | | | | | | | | | |
| C | Number of ELs, from row A, tested with an Alternate Assessment per IEP or 504 Plan (Include with scorable documents, be sure to bubble the answer sheet) | | | | | | | | | | | | | |
| 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 EL's tested as Initial Identification (<i>All newly enrolled students whose Home Language Survey indicates other than English in the home</i>) | | | | | | | | | | | | | |
| G | Number of Initial Assessment ELs tested with an Alternate Assessment per IEP or 504 Plan (Include with scorable documents, be sure to bubble the answer sheet) | | | | | | | | | | | | | |
| 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 CELDT Test Site Coordinator's blue envelope with your CELDT 2005 Test Security Affidavits. Be sure the opposing side has been completed. **You should make copies of these documents for your records!**

School: _____

Principal's Signature: _____

Date: _____

CELDT Site Test Coordinator's Signature: _____

Test Variations/Accommodations/Modifications for Administration of California Statewide Assessments

| Test Variation (1)/Accommodation (2)/ Modification (3) | STAR | | | CAHSEE | CELDT | Physical Fitness |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------|-------------------------------------|-----------|--------------------------------------|------------------|
| | CAT/6 | CST | SABE/2 | | | |
| Presentation | | | | | | |
| Braille transcriptions provided by the test contractor | 2 | 2 | Not applicable | 2 | 2 | Not applicable |
| Large print versions | 2 | 2 | 2 | 2 | 2 | Not applicable |
| Test items enlarged if font larger than required on large print versions | | | | | | |
| Visual magnifying equipment | 1 | 1 | 1 | 1 | 1 | Not applicable |
| Audio amplification equipment | 1 | 1 | 1 | 1 | 1 | 1 |
| Test administration directions that are simplified or clarified (does not apply to test questions) | ALL | ALL | ALL | ALL | ALL | ALL |
| Manually Coded English or American Sign Language to present directions for administration (does not apply to test questions) | 1 | 1 | 1 | 1 | 1 | 1 |
| Test questions read aloud to student or audio presentation (CD) | 2 Math, Science | 2 Math, Science, History Social Science | 2 Math | 2 Math | 2 Writing | Not applicable |
| | 3 Reading, Language, Spelling | 3 ELA | 3 Reading, Language, Spelling | 3 ELA | 3 Reading | |
| Manually Coded English or American Sign Language to present test questions | 2 Math, Science | 2 Math, Science, History-Social Science | 2 Math | 2 Math | 2 Writing | Not applicable |
| | 3 Reading, Language, Spelling | 3 ELA | 3 Reading, Language, Spelling | 3 ELA | 3 Reading, Listening, Speaking | |
| Noise buffers (e.g., individual corral or study enclosure) | 1 | 1 | 1 | 1 | 1 | Not applicable |
| Special lighting or acoustics; special or adaptive furniture | 1 | 1 | 1 | 1 | 1 | Not applicable |
| Timing/Scheduling | | | | | | |
| Extra time on a test within a testing day | 2 | ALL | 2 | ALL | ALL | ALL |
| Test over more than one day for a test or test part to be administered in a single sitting | 2 | 2 | 2 | 2 | 2 | Not applicable |
| Supervised breaks within a section of the test | 2 | 2 | 2 | 2 | 2 | Not applicable |
| Administer of the test at the most beneficial time of day to the student | 2 | 2 | 2 | 2 | 2 | 2 |
| Setting | | | | | | |
| Test individual student separately, provided that a test examiner directly supervises the student | 1 | 1 | 1 | 1 | 1 | 1 |
| Test in small group | 1 | 1 | 1 | 1 | 1 | 1 |
| Test administered at home or in hospital by a test examiner | 2 | 2 | 2 | 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 the **STAR** Program and **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.

November 23, 2004

Test Variations/Accommodations/Modifications for Administration of California Statewide Assessments

| Test Variation (1)/Accommodation (2)/ Modification (3) | CAT/6 | STAR CST | SABE/2 | CAHSEE | CELDT | Physical Fitness |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------|---------------------|
| 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 | 2 | 2 | | Not applicable |
| Responses dictated [orally, or in Manually coded English or American Sign Language] to a scribe for selected-response items (multiple-choice questions) | 2 | 2 | 2 | 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 | Not applicable | 2 | Not applicable | 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). | Not applicable | 3 | Not applicable | 3 | 3 | Not applicable |
| Use of Aids or Tools | | | | | | |
| Student marks in test booklet (other than responses) | 2 Grades 4-11 For grades 2, 3 -- must be erased to avoid scanning interference | ALL Grades 4-11 1 for grades 2, 3 -- must be erased to avoid scanning interference | 2 Grades 4-11 For grades 2, 3 -- must be erased to avoid scanning interference | ALL | ALL Grades 3-12 K-Grade 2: Red ball point pen only, test may not be used again | Not applicable |
| Dictionary | 3 | 3 | 3 | 3 | 3 | Not applicable |
| Word processing software with spell and grammar check tools turned off for the essay responses (writing portion of the test) | Not applicable | 2 | Not applicable | 2 | 2 | Not applicable |
| Word processing software with spell and grammar check tools enabled on the essay responses (writing portion of test) | Not applicable | 3 | Not applicable | 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 | 2 | 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 | 3 | 3 | 3 | Not applicable |
| Calculators on the mathematics or science tests | 3 | 3 | 3 | 3 | Not applicable | Not applicable |
| Arithmetic tables on the mathematics or science tests | 3 | 3 | 3 | 3 | Not applicable | Not applicable |
| Math manipulatives on the mathematics or science tests | 3 | 3 | 3 | 3 | Not applicable | Not applicable |
| Colored overlay, mask, or other means to maintain visual attention | 1 | 1 | 1 | 1 | 1 | Not applicable |
| Other | | | | | | |
| Unlisted accommodation or modification | Call testing office | Call testing office | Call testing office | Call testing office | Call testing office | Call testing office |

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 the **STAR** Program and **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.

November 23, 2004

SAN DIEGO UNIFIED SCHOOL DISTRICT
Testing Unit

Request for Additional CELDT Materials: K - 12

For the 2005-2006 School Year: Form E

*School: _____

*Phone No: _____

Date of _____

*Requester: _____

Request: _____

| GRADE | ITEM | # Requested | # You were sent |
|--------------------------|--------------------------|--------------------------------------------------|-----------------|
| K-1 Form = _____ | Test Booklets | | |
| | Examiner's Manual | | |
| 2 Form = _____ | Test Booklets | | |
| | Examiner's Manual | | |
| 3-5 Form = _____ | Test Booklets | | |
| | Students Answer Booklets | | |
| | Examiner's Manual | | |
| 6-8 Form = _____ | Test Booklets | | |
| | Students Answer Booklets | | |
| | Examiner's Manual | | |
| 9-12 Form = _____ | Test Booklets | | |
| | Students Answer Booklets | | |
| | Examiner's Manual | | |
| | GIS or SGL forms | Call Denise @ (619) 725-7059 immediately! | |
| | CTB Envelopes Small | | |
| | CTB Envelopes Large | | |

* Required information!

FAX TO Barbara Wade: (619) 725-7070