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## MEMORANDUM

**TO:** Florida District CELLA Coordinators

**FROM:** Chane Eplin *CE*

**DATE:** January 6, 2015

**SUBJECT:** 2015 CELLA Administration Materials Shipment

The purpose of this memo is to notify districts of the upcoming Spring 2015 CELLA Administration Materials shipment arriving on **February 4, 2015** from Questar Assessment, Inc. (Questar). Districts will receive varying quantities of the Spring 2015 CELLA Administration Materials. The quantities are based on the enrollment information submitted on Survey 7. The number of large-print and Braille counts is based on information submitted via ServicePoint.

- Directions for Administration (S)
  - Test Administration Manual
  - Level A Test Book (S)
  - Level A One-on-One Prompt Book (S)
  - Level B Test Book (S)
  - Level C Test Book (S)
  - Level D Test Book (S)
  - Levels B, C, and D Answer Sheets (S)
  - Listening CDs (A2 & B2 and C2 & D2) (S)
  - Training CDs for Speaking (Levels A, B, C, and D)
  - Materials Return Kit
    - Document Count Forms
    - School Return Summary
    - Materials Return List (districts only)
    - Questar TO-BE-SCORED Return Labels (PINK)
    - Questar NOT-TO-BE-SCORED Return Labels (YELLOW)
  - PreID Student Labels
  - PreID Student Rosters
  - Paper Bands
- If ordered:*
- Level A Large-print Kit (S)
  - Level B Large-print Kit (S)
  - Level C Large-print Kit (S)
  - Level D Large-print Kit (S)
  - Level B Contracted Braille Kit (S)
  - Level C Contracted Braille Kit (S)
  - Level D Contracted Braille Kit (S)
  - Level B Uncontracted Braille Kit (S)
  - Level C Uncontracted Braille Kit (S)
  - Level D Uncontracted Braille Kit (S)

**Note: (S) indicates secure materials that MUST be returned after the completion of the 2015 CELLA administration.**

If there are questions or concerns, please contact Customer Service toll-free at 877-852-3552 or via email at [CELLA@QuestarAI.com](mailto:CELLA@QuestarAI.com). Customer Service is available Monday through Friday, 7:00 A.M. through 6:00 P.M. EST.