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## MEMORANDUM

**TO:** Florida District Comprehensive English Language Learning Assessment (CELLA) Coordinators

**FROM:** Chane Eplin *CE*

**DATE:** May 8, 2015

**SUBJECT:** 2015 CELLA Reports Shipment

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The purpose of this memo is to inform districts of the scheduled delivery dates outlined below for the 2015 CELLA Score Reports. It is strongly advised that districts and schools immediately download and save reports from ServicePoint (<https://fl-servicepoint.questarai.com>) to ensure reports are still available after their removal from ServicePoint on June 30, 2015.

### **2015 CELLA Electronic Files are scheduled to arrive on May 15, 2015.**

The following files will be accessible ONLY via ServicePoint:

- District Results File – a file listing specific student information for students in the district who participated in the CELLA. The file will be available in both pipe-delimited and fixed width formats, with file layouts included to enable interpretation of each format.
- Master List of School-Level Login File – a file listing login information for each participating school to access ServicePoint. **Note:** School-level access to ServicePoint will not be permitted until May 22, 2015, but login credentials can be distributed to participating schools in advance.

### **2015 CELLA Electronic Score Reports are scheduled to arrive on May 22, 2015.**

The following reports will be accessible via ServicePoint:

- Spring 2015 CELLA District Report - a report listing all of the schools in a district who participated in the testing program, organized by grade, with summaries for that district.
- Spring 2015 CELLA School Report – a report listing all students tested at the school, organized by grade, including summaries for that school. **Note:** The test date for each student is now included on this report.

### **2015 CELLA Individual Student Report (ISR) shipment is scheduled to arrive on May 22, 2015.**

The following will be packaged by school and shipped to the district office:

- Spring 2015 CELLA ISR – a printed report for each student. Two (2) copies of the ISR are provided: one copy for the student/parent and a second copy to be retained in the student cumulative folder.
  - If available, School Coordinators should provide a hardcopy of the 2015 Interpretive Guide to parents in the student's home language to accompany the ISR. This guide is available exclusively online at <http://www.fldoe.org/aala/cella.asp> and translated to Florida's 10 most common languages.

Chane Eplin  
Bureau Chief

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### **NEW- 2015 CELLA Score Reports DVD is scheduled to arrive on June 2, 2015.**

The following reports will be included on a DVD and shipped to the district office:

- Spring 2015 CELLA District Report - a report listing all of the schools in a district who participated in the testing program, organized by grade, with summaries for that district.
- Spring 2015 CELLA School Report – a report listing all students tested at the school, organized by grade, including summaries for that school.

### **2015 Secure Materials Missing Reports are scheduled to arrive on June 12, 2015.**

The following reports will be accessible ONLY via ServicePoint:

- District Secure Materials Missing Report – a report listing all secure materials, organized by school, with summaries for the district that were not returned to Questar after test administration.
- School Secure Materials Missing Report – a report listing all secure materials that were not returned to Questar after test administration.

If there are any questions or concerns, please contact Questar's Customer Service at 877-852-3552 or [CELLA@QuestarAI.com](mailto:CELLA@QuestarAI.com). Customer Service is available Monday through Friday, 7:00 AM through 6:00PM EST.