California
English
Language
Development
Test

Frequently Asked Questions

Sacramento
City Unified
School District

Q1. When will the Pre-Id labels arrive?

The pre-id labels are not ordered until after the first week of school. It can take over 2 weeks for delivery. In the meantime, test your students and write their names on the answer booklet.

Q2. If I do not have a Pre-Id label for a student, what do I have to bubble?

You must completely bubble in all boxes.

Q3. Can I send my materials through district mail if I am done testing?

No, not until they are requested to be picked up. Testing materials are secure and need to be accompanied with a POP (Proof of Pick Up) that we must provide to the warehouse before pick up.

Q4. How do I know who to test?

You will be sent a list of students to test the first week of school. You will also need to add any new students who have enrolled since the list was provided. Directions on how to create your own list can be found at:
http://www.scusd.edu/sites/main/files/fileattachments/how_to_find_you_el_students_in_zangle.pdf

Q5. Should I test students that are IFEP or RFEP?

NO! They have been identified as fluent English proficient and do not need testing.

Q6. Can a parent dismiss their child from taking CELDT test?

No. By state law we must test all English learners until they are redesignated. Parents can however opt their child out of receiving EL services. They must file a note with the school.

Q7. What do I need to bubble if I have a Pre-id label?

You need to bubble in # 11 and #s 21 or 22 if applicable.

Q8. Should fifth year seniors take the CELDT?

Yes. Until an English learner (ages 3-21 per Title III of the Elementary and Secondary Education Act) is no longer enrolled or is reclassified as English fluent, s/he must take the CELDT.

Q9. If a student is Reclassified Fluent English Proficient (RFEP) or Initial Fluent English Proficient (IFEP) by a former district and the receiving district believes s/he needs services, should the student be tested with the CELDT?

No. Students previously given an RFEP or IFEP classification may not take the CELDT again. However, this does not preclude the district from offering English learner services to the student.

Q10. Do we need to test foreign exchange students?

Yes. The law does not specify that any students may be exempted.

Q11. Do we test students in a transitional or "pre" kindergarten class?

Yes. These students are to take the kindergarten test.

Q12. What test variations can be made for special education students while giving the CELDT?

Information on CELDT test variations is available on our website at: http://www.scusd.edu/celdt

Q13. Do I need to mark Accommodations used if the student is given the Braille Version?

The braille form alone is not considered an accommodation for the CELDT. Only mark accommodation for a braille form if the student requires an accommodation noted in the Matrix (e.g., student dictates short composition response).

Q14. Where can I obtain Test Security Agreement forms?

The Test Security Agreement forms may be downloaded from the Educational Data Systems CELDT Web site from our website at: http://www.scusd.edu/celdt

Q15. Why is there no "Declined to State" option for the ethnicity question?

Federal guidelines require that the race and ethnicity for all students be identified. The most accurate information is obtained at the local level and efforts should be made to obtain the information from parents or guardians. The CDE will implement a default designation in federal reports that will be applied to records without valid race designations. To prevent such default designations, LEAs may want to resurvey students for whom the data are missing.

Q16. What do we do with an incomplete test?

If you know where the student is going, make arrangements with the coordinator to get it to them to complete and turn in. If not, void the test and turn it in with materials for destruction at the end of the year.

Q17. What if a student moves after completing the test?

Turn the assessment in for processing. We can provide the new school their results.

Q18. May we submit Answer Books for AA students after the AA Window deadline?

Districts should submit annual assessments for official scoring and reporting during the month that students took the test even after the AA Window has closed. However, scores for annual assessments submitted outside the AA Window will not be included in Annual Measurable Achievement Objective (AMAO) calculations. Additionally, the district will not find testing data on these students in the AA Window Data Review Module (DRM) system.

Q19. How do we group scorable Answer Books and return them for scoring?

Scorable Answer Books must be returned by grade groups by school. A grade group is defined as all students at a school in a given grade. Each grade group must be returned with a school-coded GIS provided in the Test Coordinator's Kit as well as be listed on the School/Group List (SGL). See the CELDT Site Coordinator "After Testing" section of the District and Test Site Coordinator's Manual for details on packaging groups.

Q20. Can we use the SGL from previous editions for the current administration?

No. The SGL has been redesigned for the new edition. Therefore, the current SGL provided in the Test Coordinator's Kit and through the Order Management system must be used.

Q21. We test students in August but don't usually receive the Pre-Identification (Pre-ID) labels in time to return Answer Books in August, so we wait until the October deadline. Is this all right?

Yes. If Answer Books are held until all labels are received, make sure to return them prior to the AA Window deadline at the end of October. Answer Books submitted after this deadline will be considered received outside of the AA Window even, if the tests were administered during the AA Window (July 1–October 31).

Q22. Is it okay to send completed tests before the month is over?

Yes. Districts may request a pickup beginning the first day of each month until the "Last Day to Request Pickup" date published on the Retrieval Schedule in the TCM for each administration month. To avoid mixing the scorable AA Window materials with the Initial Assessment (IA) November materials, districts must hold documents for students tested at the beginning of November until the scorable material Request a Pickup site reopens in mid-November. See the Retrieval Schedule in the District and Test Site Coordinator's Manual for the specific Request a Pickup days for the administration months of October and November.

Q23. How do we schedule a pickup of scorable documents?

Requests for pickup must be placed through the Request a Pickup application within the secure [District Portal](). See the CELDT District Coordinator section of the TCM for specific information on placing the request.

Q24. Can AA and IA scorable documents be returned in the same shipment?

Yes. Documents for all students who test in a given month, regardless of test purpose, must be returned at the end of that month for scoring. AA and IA scorable Answer Books should be grouped together behind the same GIS if they are in the same grade at the same school.

Q25. If a RFEP or English Only student was tested in error, is there anything we can do to correct this?

No. Student data cannot be deleted once submitted. That is why it is so important to verify your list information for accuracy.

Q26: Why can't I turn in my materials when I finish testing in October?

You may still need to test new students coming in during the year or students you forgot to test and will need your materials. The testing company does not pick up old testing materials until June.

Q27. Do I need to put a Group Identification Sheet in each bag if I have more than 1 bag for a grade level?

No, put the Group Identification Sheet (GIS) in the first bag and mark all bags with grade level and 1 of 3, 2 of 3 etc.

Q28. Do I need to turn in the score sheets after I have scored a student's test?

 No, those are only for your use. We only use the testing company's scores.

Q29. Can students use scratch paper on the test?

Scratch paper is not allowed for the test.

Q30. What is the difference between the Student ID Number (optional) and the Statewide Student Identifier (SSID)?

*The SSID number is the number the state uses to identify students (ex. 1234567890). The student ID number is our district local identification of students. You need to add 00 before the student ID number. (ex. **00**60912345)*