



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: CELDT Training for Principals and Coordinators and Electronic Submission of Test Security Forms for 2014-15

NUMBER: REF-6316

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Due: Various Dates

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

PURPOSE: The purpose of this Reference Guide is to outline the 2014-15 California English Language Development Test (CELDT) training requirements for principals and CELDT Coordinators, to provide the procedures for identifying the school’s CELDT Coordinator/designee and to outline the procedures for submitting the required test security forms.

MAJOR CHANGES: None.

GUIDELINES: I. BACKGROUND

State and federal law require Districts to administer a state test of English Language Proficiency (ELP) for: (1) newly enrolled students whose primary language is not English as an Initial Assessment, and (2) students who are English learners as an Annual Assessment. The state assessment is known as CELDT.

The CELDT test has three purposes (1) to identify students who are limited English Learners (ELs), (2) to determine the ELP level, and (3) to assess the progress of ELs in acquiring the skills in listening speaking, reading, and Writing in English.

II. REQUIRED CELDT TEST SECURITY FORMS

1. Principal’s Test Security Forms

Prior to the delivery of the CELDT materials to schools, the District is required by the California Department of Education (CDE) to obtain the



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

CELDT Test Security Agreement and Affidavit forms from principals. The principals' forms can be accessed from the *Principal's Portal*.

Principals are required to complete the CELDT Test Security Agreement and Affidavit online by logging in to the *Principal's Portal*. The CELDT Test Security Agreement and Affidavit links can be found under the *State Testing Program Requirements* link.

The *Principal's Portal* will automatically display information and allow principals to submit the forms electronically. CELDT materials are scheduled to be delivered to single-track schools the week of August 11-15 if the principal's security forms are submitted in the portal by July 23, 2014. All other deliveries will be scheduled accordingly.

Principals are also required to identify their CELDT Coordinator/Designee in the *Principal's Portal* as soon as the person is selected. See Section V of this document for procedures on how to enter information in the Principal's Portal.

Principals at schools that do not have access to the Principal's Portal will need to fax the security forms to the Student Testing Unit at (213) 241-8461. See Attachments A and B for a copy of these forms.

2. CELDT Coordinator's Test Security Forms

Once a staff member has been identified in the Principal's Portal as a coordinator/designee by the principal, the person will automatically be enrolled in this year's *CELDT Security Forms Training* and the *2014-15 CELDT Administration Instructions Training for Coordinators*.

Prior to handling of any secure tests materials coordinators/designees are responsible for completing the *2014-15 CELDT Security Forms* training in the Learning Zone. After viewing the presentation, the coordinators must complete the online assessment. The assessment contains all the conditions listed on the test security forms, therefore successfully completing the assessment is an acknowledgement of the test security requirements.

III. 2014-15 CELDT TRAINING REQUIREMENTS

Principals and CELDT Coordinators are annually required to participate in the District trainings. The CELDT trainings will provide information and correct procedures for administering the 2014-15 CELDT Edition. An online assessment must be completed at the conclusion to receive a certificate of completion. The District maintains a record of those who complete the trainings at each school.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

A. Principals

Principals are required to complete the *2014-15 CELDT Administration Instructions Training for Principals* which is a separate presentation from the session for coordinators. The training must be completed

B. Coordinators

There are two required CELDT trainings for coordinators. The first training, *CELDT Test Security Forms* must be completed prior to handling secure test materials. This training has been developed for CELDT Coordinators to complete the CELDT Test Security Agreement and Affidavit forms through the Learning Zone. It presents a detailed look at the test security forms.

The second training, *2014-15 CELDT Administration Instructions Training for Coordinators* is a comprehensive training that covers test security, test administration procedures, coordinator's responsibilities that occur before, during and after testing, scoring of the Initial Assessment, and packaging and returning of the scorable materials. These trainings will be released on August 12th.

C. CELDT Trainers, Test Examiners and Proctors Training

All CELDT trainers and test examiners must be certified each year to administer and score the CELDT. Certification is obtained by participating in the 2014-15 CELDT Test Examiner Training presented by the Multilingual and Multicultural Education Department, see Memorandum 5795.2. For auditing purposes, schools are required to maintain evidence of documentation by providing CELDT training agendas, staff sign-in sheets for training of examiners, proctors, and make-up training sessions. Schools must also enter the date of test examiners and proctors in the Principal's Portal when training is completed. See Section V of this document for instructions on entering the information in the Principal's Portal.

V. PROCEDURES FOR ENTERING DATA IN PRINCIPAL'S PORTAL

The District uses the Principal's Portal to electronically collect the CELDT Security Agreement and Affidavit forms from principals in accordance with the State and District testing guidelines. It is also used for designating a CELDT Coordinator/Designee and entering the CELDT test examiner and proctor training date. See the next page for instructions on how to navigate through the Principal's Portal.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Principal's Portal Procedures		
CELDT Test Security Forms	Designation of CELDT Coordinator/Designee	Staff Training
1. Log in to the Principal's Portal at https://principalportal.lausd.net/ 2. Click <i>State Testing Program Requirements</i> located at the bottom 3. Locate <i>CELDT Certification</i> section		
Agreement Form: 4. Click <i>Security Agreement</i> link 5. <i>Read, agree to, and check box</i> 6. <i>Print and Submit Affidavit Form:</i> 7. From the <i>State Testing Program Requirements</i> page, click <i>Security Affidavit</i> link 8. <i>Read, agree to, and check the box</i> at the bottom 9. <i>Print and Submit</i>	4. Click <i>Coordinator/Designee Link</i> 5. Click <i>Staff Icon</i> in the <i>CELDT Coordinator/Designee</i> section 6. Only in the <i>Resource Search Screen</i> can the CELDT Coordinator/Designee be identified. Type name of staff, click <i>Search</i> box 7. From the list of results, click <i>Select</i> to identify the staff member 8. Click <i>Done</i> to confirm selection 9. Confirmed staff name on the <i>Coordinator/Designee</i> page 10. Scroll to the bottom of page, <i>Print and Submit</i>	4. Click <i>Training Date for Test Examiners & Proctors</i> 5. Use the calendar to select the completed <i>CELDT Test Examiner & Proctor Training Date</i> 6. Scroll to the bottom of the page, <i>Print and Submit</i>

VI. REQUIRED ONLINE REGISTRATION PROCEDURES

The District will automatically register principals in the *2014-15 CELDT Administrations Instructions Training for Principals* by July 17, 2014. Due to possible assignment changes and/or other reasons, principals will need to self-register if they do not receive a registration confirmation email in their LAUSD email inbox by July 17, 2014.

The District will also automatically enroll CELDT Coordinators/Designees in the online CELDT training classes through the Learning Zone once the principal identifies a staff member as a CELDT Coordinator/designee in the Principal's Portal. Only LAUSD email accounts will be accepted in the portal. Self-registration is necessary for coordinators at schools that do not have access to the *Principal's Portal*. Principals that also serve as the CELDT Coordinator at the school site must enter their name in the Principal's Portal as a designee.

Once registration is completed, an automatic registration confirmation email with instructions will be sent to participants' LAUSD email inbox. The email will contain the training information. If a principal or coordinator does not



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

receive a confirmation registration email, self registration will be required. Follow the online registration instructions on the next page to register for the online trainings classes.

Self Registration Procedures			
	CELDT Test Security Forms Training	CELDT Administration Instructions Training	Assessment & Certificate
Principals	<p>Training Not Required for Principals</p> <p>(The principal electronically certifies security forms in the Principal's Portal.)</p>	<ol style="list-style-type: none"> 1. Log in to the Learning Zone at http://lz.lausd.net 2. From the Home Page click the <i>Courses</i> tab 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu 5. Select <i>Student Testing Unit</i> 6. Click the <i>Search</i> box 7. Click on the class, <i>2014-15 CELDT Administration Instructions for Principals</i> 8. Click <i>Enroll Now</i> 	<p>Assessment:</p> <ol style="list-style-type: none"> 1. From the Learning Zone Home Page click <i>My Assessment</i> tab 2. Click the <i>Start</i> link to complete the assessment <p>Certificate:</p> <ol style="list-style-type: none"> 3. Click <i>My History</i> tab 4. Click <i>Print certificate</i> 5. Save document
CELDT Coordinators	<ol style="list-style-type: none"> 1. Log in to the Learning Zone (LZ) at http://lz.lausd.net 2. From the Home Page click <i>Courses</i> 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu 5. Select <i>Student Testing Unit</i> 6. Click the <i>Search</i> box 7. From the list of classes click, <i>2014-15 CELDT Security Forms</i> 8. Click <i>Enroll Now</i> 	<ol style="list-style-type: none"> 1. Log in to the LZ at http://lz.lausd.net 2. From the Home Page click <i>Courses</i> tab 3. Click <i>Class Offerings</i> 4. In the <i>Program</i> drop down menu 5. Select <i>Student Testing Unit</i> 6. Click the <i>Search</i> box 7. Click on the class, <i>2014-15 CELDT Administration Instructions for Coordinators</i> 8. Click <i>Enroll Now</i> 	<p>Assessment:</p> <ol style="list-style-type: none"> 1. From the Learning Zone Home Page click <i>My Assessment</i> tab 2. Click the <i>Start</i> link to complete the assessment <p>Certificate:</p> <ol style="list-style-type: none"> 3. Click <i>My History</i> tab 4. Click <i>Print certificate</i> 5. Save document

VII. 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.



VIII. IMPORTANT DATES

The timelines shown below serves as a guide to assist schools with key dates. These dates include the security forms due dates, test delivery dates, and the availability of CELDT trainings.

Principal	Start Date	Due Date
<i>CELDT Administration Instructions Training for Principals</i> confirmation email	July 17	
Self register for <i>CELDT Administration Instructions Training</i> in Learning Zone (for principals that do not receive a confirmation email)	July 17	
CELDT security forms electronically submitted in Principal's Portal	July 17	July 23
Delivery of test materials to schools	*Aug 11	
Faxed CELDT security forms to Student Testing Branch (only for schools with no access to Principal's Portal)	July 17	July 23
<i>CELDT Administration Instructions Training</i> available in Learning Zone	Aug 12	Before testing begins

* Only if principal electronically submitted security forms in the Principal's Portal.

CELDT Coordinator	Start Date	Due Date
<i>CELDT Administration Instructions Training for Coordinator</i> confirmation email	*July 17	
Self register in Learning Zone (for schools with no access to Principal's Portal)	July 17	
<i>CELDT Security Forms Training</i> in Learning Zone	July 21	August 18 or before handling tests
<i>CELDT Administration Instructions Training</i> in Learning Zone	Aug 12	Before testing begins

*Provided that principal designates coordinator in portal.

RELATED RESOURCE:

- *2014-15 CELDT Administration Instructions* is available from the Student Testing Branch web site. Click on the CELDT tab, the Administration Instructions is listed under *Documents*.
- *2014-15 CELDT Training for Test Examiners*, MEM-5795.2, issued by the Multilingual and Multicultural Education Department.
- More information about the CELDT program is available at <http://www.cde.ca.gov>



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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 Branch at 213/241-4104.
- For questions regarding training for CELDT Trainers and Test Examiners, please contact the Multilingual and Multicultural Education Department at 213/241-5582.
- For questions regarding English learner services, contact your Educational Service Center English Learner Program Staff.



California English Language Development Test (CELDT), 2014-15
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.

I have been trained this year to administer the test.

Signature: _____ Date: _____

Print Name: _____

Title: Principal Testing Coordinator Check this box if the Principal is also the Coordinator

School: _____ Loc. Code: _____

District: Los Angeles Unified School District ESC: _____

READ, AGREE TO, SIGN, AND DATE



California English Language Development Test (CELDT), 2014-15
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: _____ Date: _____

Print Name: _____

Title: Principal Testing Coordinator Examiner Proctor Other _____

School: _____ Loc. Code: _____

District: Los Angeles Unified School District ESC: _____

READ, AGREE TO, SIGN, AND DATE