



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Final Administration and Collection of Obsolete Materials, CELDT 2013-14 Edition

NUMBER: REF-6297

ISSUER: Cynthia Lim, Executive Director
Office of Data and Accountability

Matt Hill, Chief Strategy Officer

DATE: May 19, 2014

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 remind schools of the final administration and the collection of obsolete materials dates for the California English Language Development Test (CELDT) 2013-14 Edition.

MAJOR CHANGES: None.

INSTRUCTIONS: According to State Regulations, Districts are to take all necessary precautions to safeguard all tests and test materials. At the end of each academic year, the District is required to collect the secure tests and test materials from schools.

As stated in the *2013-14 CELDT Administration Instructions*, Turn-In Dates, published in August 2013, the final administration turn-in date and collection of obsolete CELDT material window is listed below:

Calendar	Final Scorable Turn-In	Attachment A Faxed to Student Testing Unit	Obsolete Material Pick-Up Dates	*Schools Deliver Materials to Testing Center
Single-Track	May 23	May 23	May 27-30	June 2
Multi-Track	June 13	June 13	June 16	June 17

***Testing materials must be delivered to the school’s designated testing center location if they are not at the pick-up location when the truck arrives on the dates listed above.**

Once materials are ready for pick-up, complete and fax Attachment A to the Student Testing Unit. Affix a copy of Attachment A to Box 1. In addition, copy, complete



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and tape a packing label from Attachment B to each box of obsolete materials.

The 2013-14 CELDT materials must be packaged, labeled and ready for pick-up

- Unused Tests and Answer Books
- Nonscorable Answer Books
- Examiner's Manuals
- Training Materials
- Electronic copies of downloaded materials

The boxes must be at the school's pick up location. If the testing materials are not accessible at the pick-up location when the truck arrives, the school will be required to take the boxes to the school's designated testing center location by 3:00 p.m. on the date listed on the schedule.

RELATED

RESOURCES: None

ASSISTANCE: For further assistance, please contact the Student Testing Unit, at (213) 241-4104.



PACKING LABEL FOR OBSOLETE TESTING MATERIALS

**CELDT 2013-14 EDITION
OBSOLETE TESTING MATERIALS**

- **UNUSED TEST & ANSWER BOOKS**
- **NONSCORABLE ANSWER BOOKS**
- **EXAMINER'S MANUALS**
- **TRAINING MATERIALS, CD'S & DVD'S**
- **ELECTRONIC COPIES OF DOWNLOADED MATERIALS**

SCHOOL: _____

LOC. CODE: _____

BOX: _____ **OF** _____

Attach this label to each box of obsolete materials.