



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: CELDT Training for Principals and Coordinators and Submission of Test Security Forms for 2016-17

NUMBER: REF-6709

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Office of Data and Accountability

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Due: Various Dates

ROUTING
Local District
Administration
Principals
Assistant Principals
EL Program Coordinators
Testing Coordinators
CELDT Coordinators

PURPOSE: The purpose of this Reference Guide is to outline the 2016-17 California English Language Development Test (CELDT) training requirements for principals and CELDT Coordinators, to provide the procedures for identifying the schools' CELDT Coordinators, and to outline the procedures for submitting the required test security forms.

MAJOR CHANGES: New requirements for authorizing the release of CELDT materials to schools.

- Principal will electronically submit *2016-17 CELDT Test Security Agreement* and *Affidavit* and designate a CELDT Coordinator in the *Principal's Portal*.
- CELDT Coordinator will participate in the *2016-17 CELDT Test Security Training* and complete the assessment from the Learning Zone.
- CELDT Coordinator will submit signed copies of the *2016-17 CELDT Test Security Agreement* and *Affidavit* at the Local District CELDT training for CELDT Coordinators, presented by the Local District English Learner Program staff.

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 current state assessment is known as CELDT.

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



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

II. REQUIRED CELDT SECURITY FORMS

Prior to the delivery of CELDT materials to schools, the District is required by the California Department of Education (CDE) to obtain signed *CELDT Test Security Agreements* and *Affidavits*. This year, principals and CELDT Coordinators must meet the new requirement for authorizing the release of test material as outlined in Section II of this document.

1. Principal's Test Security Forms

Principals are required to complete the *2016-17 CELDT Test Security Agreement* and *Affidavit* online by logging into the State Testing Program Requirements section of the *Principal's Portal*. Principals are also required to identify their CELDT Coordinator in the *Principal's Portal*. The *Principal's Portal* will automatically display information entered and display the status of the requirements for both principal and CELDT Coordinator. 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 both of the security forms for the principal and the CELDT Coordinator to the Student Testing Branch at (213) 241-8461. See Attachments A and B for a copy of the CELDT security forms.

2. CELDT Coordinator's Test Security Forms

Once a staff member has been identified in the *Principal's Portal* as a CELDT Coordinator by the principal, that person will automatically be enrolled in the *2016-17 CELDT Security Forms Training* and the *2016-17 CELDT Administration Instructions Training* in the Learning Zone.

Prior to the delivery of CELDT materials CELDT Coordinators are responsible for completing the *2016-17 CELDT Security Forms* training in the Learning Zone. After viewing the presentation, the CELDT 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. In addition, CELDT Coordinator will submit signed copies of the *2016-17 CELDT Test Security Agreement* and *Affidavit* during the Local District CELDT training for CELDT Coordinators, presented by the Local District English Learner Program staff. These requirements must be met before the District can authorize the release of the CELDT materials to the school.



III. Delivery of Materials

CELDT materials are scheduled for delivery starting the week of August 15th if the following has been completed:

- Principal’s security forms (Agreement and Affidavit) electronically submitted through the *Principal’s Portal*.
- CELDT Coordinator identified in the *Principal’s Portal*.
- CELDT Coordinator completes the CELDT security forms requirement as stated in Section II of this document.

Deliveries will be scheduled on a weekly basis and prioritized based on certification date. After certification is completed it will take 3-5 business days to deliver materials to schools. See schedule listed below.

Principal & Coordinator meet the Certification Requirements by:	Delivery of CELDT Materials to Schools will start the:
Friday, July 29, 2016 (Priority 1)	Week of August 15 th
Friday, August 5, 2016 (Priority 2)	
Friday, August 12, 2016 (Priority 3)	
Friday, August 19, 2016	Week of August 22 nd

IV. 2016-17 CELDT TRAINING REQUIREMENTS

Principals and CELDT Coordinators are annually required to participate in CELDT District trainings. The trainings will provide information and correct procedures for administering the 2016-17 CELDT Edition. An online assessment must be completed after completing the training to receive a certificate of completion. The District maintains a record of those who complete the trainings at each school.

A. Principal’s Training Requirement

Principals are required to complete the *2016-17 CELDT Administration Instructions Training* which provides test administration guidelines as well as the before, during, and after testing responsibilities for the school. The training must be completed before testing begins.

B. CELDT Coordinator’s Training Requirement

The District will provide three mandatory CELDT trainings for CELDT Coordinators.

1. *CELDT Test Security Forms Training*

This online training has been developed for CELDT Coordinators to complete the *CELDT Test Security Agreement* and *Affidavit* forms



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

through the Learning Zone. It presents a detailed look at the test security forms. The *CELDT Test Security Forms Training* must be completed before the District authorizes the release of CELDT materials to the school.

2. *2016-17 CELDT Administration Instructions Training*

This online training is a comprehensive training that covers test security; test administration procedures; CELDT Coordinator's responsibilities that occur before, during and after testing; scoring of the Initial Assessment; and packing and returning of the scorable materials. The training must be completed before testing begins. These trainings will be available on the Learning Zone by July 21, 2016.

3. *2016-17 Training for CELDT Test Examiners*

All CELDT trainers and test examiners must be certified each year to administer and score the CELDT. This training is offered through the Multilingual and Multicultural Education Department (MMED). Local District EL Program staff will schedule and announce training dates and locations. Participation in this training is required in order to receive certification.

The CELDT Coordinators will be trained on the facilitation of Part I and Part II of the 2016-17 CELDT Training. In addition, coordinators will receive training on guidelines for handling testing irregularities, security breaches, and strategies for school logistics.

Upon completion of these three required trainings, coordinators will then work with their school administrator to schedule the required school staff training for test examiners and proctors. A CELDT Staff Training Agenda has been created to assist schools to ensure that test examiners, proctors, and staff members that have access to CELDT materials are trained on test security, testing irregularities, security breaches, and school logistics.

The sample agenda is located in the *2016-17 CELDT Administration Instructions*. The document can be found at the STB CELDT Webpage at <http://achieve.lausd.net/Page/7583>. The *2016-17 CELDT Administration Instructions* is located in the CELDT documents section.

For auditing purposes, schools are required to maintain evidence of the documentation by providing CELDT training agendas, staff sign-in sheets and make-up training sessions. These documents are to be submitted to the testing center during the first turn-in of Initial CELDT materials on



September 21, 2016.


C. CELDT Support Sessions

The CELDT Support Sessions are face-to-face voluntary meetings to provide CELDT Coordinators additional support with the CELDT program. Dates, times, and registration information will be announced in a Student Testing Branch Update. At these sessions, the following topics will be covered in a question and answer format to address individual needs.

- How to access CELDT reports from MiSiS
- Completing Testing Materials Verification documents
- Using the Local Scoring Tool
- Generating rosters for students tested
- Completing demographic information on CELDT Answer Books

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. The *Principal’s Portal* is also used for designating a CELDT Coordinator/Designee. See table below for instructions on how to navigate through the *Principal’s Portal*.

Principal’s Portal Procedures	
CELDT Test Security Forms	Designation of CELDT Coordinator
1. Log in to the <i>Principal’s Portal</i> at https://principalportal.lausd.net/ 2. Click <i>State Testing Program Requirements</i> located at the bottom 3. Locate <i>CELDT Certification</i> section	
Security Agreement Form: 4. Click <i>Security Agreement</i> link 5. <i>Read, agree to, and check box</i> 6. <i>Print and Submit</i> Security Affidavit Form: 7. Click, <i>Return to Testing Menu</i> 8. Click, <i>Security Affidavit</i> link 9. <i>Read, agree to, and check the box at the bottom</i> 10. <i>Print</i> and save copy 11. Click <i>Submit</i> 12. Click, <i>Return to Testing Menu</i>	4. Click <i>Coordinator/ Designee</i> link 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 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>CELDT Coordinator</i> page Scroll to the bottom of page, <i>Print</i> and <i>Submit</i>



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

VI. ONLINE REGISTRATION PROCEDURES

The District will automatically register principals in the *2016-17 CELDT Administration Instructions Training*. 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 26, 2016.

The District will also automatically enroll CELDT Coordinators in the online CELDT training classes through the Learning Zone once the principal identifies a staff member as a CELDT Designee/Coordinator in the *Principal's Portal*. Only LAUSD email accounts will be accepted in the portal. Self-registration is necessary for coordinators at schools where the principal does 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 and complete the coordinator training.

If a principal or coordinator does not receive a confirmation registration email, self registration will be required. Below are the online registration instructions to self-enroll for the online trainings classes.

Self Registration Procedures			
	CELDT Test Security Forms Training	CELDT Administration Instructions Training	Assessment & Certificate
Principal	Training Not Required for Principals (The principal electronically certifies security forms in the <i>Principal's Portal</i> .)	One training was developed for both the Principal & CELDT Coordinator. 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>	Assessment: 1. From the Learning Zone Home Page click <i>My Assessment</i> tab 2. Click the <i>Start</i> link to complete the assessment Certificate: 3. Click <i>My History</i> tab 4. Click <i>Print certificate</i> 5. Save document & submit to the Testing Center
CELDT Coordinator	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>2016-17 CELDT Security Forms</i> 8. Click <i>Enroll Now</i>	6. Click the <i>Search</i> box 7. Click on the class, <i>2016-17 CELDT Administration Instructions Training</i> 8. Click <i>Enroll Now</i>	Assessment: 1. From the Learning Zone Home Page click <i>My Assessment</i> tab 2. Click the <i>Start</i> link to complete the assessment Certificate: 3. Click <i>My History</i> tab 4. Click <i>Print certificate</i> 5. Save document & submit to the Testing Center



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

Once self-registration is completed, an automatic registration confirmation email with instructions will be sent to participants' LAUSD email inbox. The email will contain the training and assessment information.

VII. TRAINING ASSESSMENT AND CERTIFICATE OF COMPLETION

An online assessment must be completed by each participant after viewing the entire 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 along with the first submission of CELDT materials to the testing centers for accountability purposes.

VIII. IMPORTANT DATES

The timelines shown below serve as a guide to assist schools with certain key dates. These dates include the security forms due dates, test delivery dates, and the availability of CELDT trainings. Schools must also be aware that all testing centers are not staffed year round except for the Central Testing Center. All materials must be turned in on the scheduled due date. If the due date is missed, all testing materials must be delivered to Central Testing Center. Schools must contact testing center staff before delivering materials on dates not identified as test material collection dates.

Principal	Start Date	Due Date
Receive <i>CELDT Administration Instructions Training Learning Zone</i> confirmation email	July 21	
Electronically submit CELDT security forms (<i>Agreement and Affidavit</i>) in the <i>Principal's Portal</i>	July 21	July 29 – August 19, or before authorizing release of CELDT tests
Identify CELDT Coordinator in <i>Principal's Portal</i>		
Delivery of test materials to schools	*Begins the week of August 15	3-5 business days after certification
Fax signed and dated CELDT security forms to Student Testing Branch (only for schools with no access to <i>Principal's Portal</i>)	July 21	July 29 – August 19, or before authorizing release of CELDT tests
<i>CELDT Administration Instructions Training</i> available in Learning Zone	July 21	Before testing begins
Self-register for <i>CELDT Administration Instructions Training</i> (for principals that do not receive a confirmation email) in Learning Zone	July 26	

* Only after all requirements are completed by principal and coordinator.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

CELDT Coordinator	Start Date	Due Date
Receive <i>CELDT Administration Instructions Training</i> Learning Zone confirmation email	*July 21	
Self-register in Learning Zone (for schools with no access to <i>Principal's Portal</i>)	July 21	
Participate in the <i>CELDT Security Forms Training</i> in Learning Zone	July 21	August 19 th or before authorizing release of CELDT tests
Participate in the <i>CELDT Administration Instructions Training</i> in Learning Zone	July 21	Before testing begins but no later than August 19 th
Submit training documentation to testing center (agenda, sign-in sheets, handouts)		October 21 st

*Provided that principal designates CELDT Coordinator in *Principal's Portal*.

RELATED RESOURCE:

- *2016-17 CELDT Administration Instructions* is available from the Student Testing Branch website. Click on the CELDT tab, the Administration Instructions is listed under *CELDT Documents*.
- MEM-5795.4, *2016-17 Training for CELDT Examiners*, issued by the Multilingual and Multicultural Education Department.
- More information about the CELDT program is available at <http://www.cde.ca.gov>

ASSISTANCE:

- For assistance with the *CELDT Test Security Forms Training*, *CELDT Administration Instructions Training*, registration via the Learning Zone, 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 Local District English Learner Program Staff.



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

ATTACHMENT A



California English Language Development Test (CELDT), 2016-17
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.

By signing my name to this document, I am assuring that I will abide by the above conditions.

I understand that test materials will not be released until the following requirements are met:

- **Principal** – electronic submission of *CELDT Test Security Affidavit and Agreement* and designation of CELDT Coordinator/Designee in the *Principal's Portal*
- **CELDT Coordinator** – completed *CELDT Test Security Forms Training* from the Learning Zone and submitted signed copies of *CELDT Test Security Agreement and Affidavit* to the Student Testing Branch

Signature: _____ Date: _____

Print Name: _____ Employee No. _____

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

School: _____ Loc. Code: _____

District: *Los Angeles Unified School District* Local District: _____

READ, AGREE TO, SIGN, AND DATE



California English Language Development Test (CELDT), 2016-17
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.

<input type="checkbox"/> I have been trained this year to administer the test.	
Signature: _____	Date: _____
Print Name: _____	Employee No. _____
Title: <input type="checkbox"/> Principal <input type="checkbox"/> CELDT Coordinator <input type="checkbox"/> Examiner <input type="checkbox"/> Proctor <input type="checkbox"/> Other _____	
School: _____	Loc. Code: _____
District: <u>Los Angeles Unified School District</u>	Local District: _____

READ, AGREE TO, SIGN, AND DATE