



California English Language Development Test (CELDT) Processing Anomaly Explanations

Processing Anomaly	Description	To Avoid this Anomaly . . .
GROUPS AND HEADER SHEETS		
School group missing on the School/Group List (SGL)	Shipment contains a group for a school, but the group is not listed on the school's SGL.	Once groups are created and the Group Identification Sheet (GIS) is placed on top of each group, fill in the Number Tested column on the appropriate SGL as you are placing the groups in the baggie.
Split grade groups	More than one group of Answer Books with a GIS on top for the same grade and school is submitted.	Combine groups and return only one group per grade and school. Do not separate Answer Books by test purpose, teacher, classroom, etc.
No SGL	An SGL is not included in the scorable shipment for a school.	Once groups are created and the GIS is placed on top of each group, fill in the Number Tested column on the appropriate SGL as you are placing the groups in the baggies. Place all SGLs in Box 1 of the shipment.
Discrepancy in SGL/GIS student count	The number of students written on the SGL and the number bubbled on the GIS for the same grade and school do not match.	Count the number of documents per group and fill out the GIS. Once groups are created and the GIS is placed on top of each group, fill in the Number Tested column on the appropriate SGL as you are placing the groups in the baggie.
Missing school groups	A Number Tested is written on the SGL for a given grade; however, no Answer Books were received for that group.	Working on one school at a time, in grade order, will help you fill out each SGL correctly.
No GIS	A school group has no GIS placed on top of the group in the baggie.	Fill out the school's GIS with the Number Tested as groups are created and place it on top of the group of Answer Books.
SGL and GIS school name or code discrepancy	The name and/or school code for a school is not the same on the SGL and GIS.	Work on one school at a time. Fill out the appropriate school's GIS, and then obtain the matching school's SGL and fill it out. School names must be written and bubbled exactly as provided on the precoded GIS and SGL.
Group grade mismatch	The grade bubbled on the GIS and noted on the SGL match, but the Answer Books are for another grade.	Ensure that the grade of the Answer Books matches the grade marked on the GIS and SGL. All three pieces of information must match.
Tests from prior CELDT administrations received	Answer Books from a previous CELDT edition are submitted for scoring.	Verify that all Answer Books are for the current CELDT edition.

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More than one district in a scorable shipment	Scorable Answer Books for more than one district are returned under the same Request a Pickup.	Each district must place a separate Request a Pickup, even if more than one district is located at the same facility. Districts should take care to separate district shipments and ensure that the proper district-specific UPS and Return Address Labels are applied to the appropriate boxes.
EXTRANEIOUS MATERIALS IN SHIPMENT		
Nonscorable secure documents in scorable shipment	A document containing secure student information, other than scorable Answer Books, is included in the scorable shipment. Examples are Student Score Sheets, district computer system print outs, other student assessment worksheets, schedules, etc.	These secure documents should not be returned to the contractor. Remove all items from the shipment other than Answer Books and the required GIS and SGL.
Nonscorable nonsecure documents in scorable shipment	CELDT test materials such as coordinator's manuals, packing lists, blank GIS and SGL are included in the scorable shipment.	These materials must be retained by the district and destroyed locally or returned to the contractor once the Secure Materials Destruction Window opens at the end of the school year.
Non-CELDT materials received	Materials that are not CELDT materials such as office supplies, tests from other contractors, equipment, etc., are returned in the scorable shipment. (Districts must pay for the return of these materials.)	Review the contents of the shipment prior to taping each box closed and ensure that UPS takes only the CELDT designated boxes.
NOTATIONS		
Extraneous paper found in Answer Book	A piece of paper with writing is inserted into or attached to an Answer Book.	Extraneous pieces of paper, including student writing that was transferred by the district to the appropriate writing response locations, should be removed and destroyed prior to packaging the Answer Books.
Answer Book with district note written on document	Notes such as "Do not score," "Moved," and "RFEP'd" are written directly on Answer Books.	Answer Books that should not be processed for any reason must be retained by the district and destroyed locally or returned to the contractor once the Secure Materials Destruction Window opens at the end of the school year.