



**California English Language Development Test (CELDT)  
2015–16 Edition  
Secure Materials Destruction Instructions**

The *California Code of Regulations*, Title 5, sections 11513–11514, and the California English Language Development Test (CELDT) *Test Security Agreement for District and Site Coordinators* require local educational agencies (LEAs) to take all necessary precautions to safeguard all tests and test materials. At the end of each school year, LEAs are required to either return secure materials to the contractor or locally destroy all tests and test materials. As the end of the 2015–16 administration approaches, CELDT District Coordinators must arrange for the secure destruction of CELDT materials **and** select the method of destruction through the secure [District Portal](#) of the CELDT Web site.

The Secure Materials Destruction Window for the 2015–16 Edition is **Monday, May 23** through **Friday, July 22, 2016**. Although the window opens May 23, districts will need to keep CELDT test materials on hand until all testing is complete for the current school year.

2015–16 CELDT materials that must be destroyed and cannot be used in the next edition include:

- Unused Test and Answer Books
- Nonscorable Answer Books (e.g., a book for a student who has moved or a book with a Pre-Identification label that will not be used)
- Examiner’s Manuals
- Scoring Training of Trainers materials including binders, CDs, and DVDs from previous editions
- Electronic copies of downloaded materials

CELDT District and Site Coordinators should retain any unused Group Identification Sheets (GIS), CELDT boxes, and Scorable Materials Return Plastic Baggies, as they may be used for the 2016–17 Edition.

There are two destruction options:

**Option 1: Return secure materials to Educational Data Systems for destruction**

1. Pack all unused and nonscorable 2015–16 Edition secure materials into CELDT boxes or other heavy duty boxes.
2. For shipments of fifteen boxes or more, palletize the boxes, if possible.
3. Count the number of boxes (and pallets).
4. Log on to the secure CELDT [District Portal](#) and select the *Request a Pickup* link.

5. Select the **2015–16 Edition Secure Materials Destruction Request a Pickup** button.
6. On the next screen, follow the instructions and complete the forms on the subsequent Web pages.
7. Print the Materials for Destruction Return Address Label document (provided as a link in Step 1 on the Instructions Web page).
  - Make as many copies as necessary to produce one label per box and attach a label to each box of materials being returned for secure destruction.
  - Fill in the required information on the labels.
  - **Important:** It is highly recommended that districts request a pickup for the return of scorable materials and the return of nonscorable CELDT materials for destruction at least one week apart to avoid UPS picking up the wrong box(es) for each shipment type.
8. After submitting the request, the CELDT District Coordinator will receive a confirmation e-mail containing the pickup request ID number and a second confirmation e-mail with the assigned UPS tracking numbers. For pallet pickups, the second confirmation e-mail contains the Bill of Lading that must be printed and taped to each pallet. Keep these confirmation e-mails on file.
9. Box shipments will be picked up by UPS within three working days, and pallet shipments will be picked up by UPS Freight within three working days of submitting the request for pickup.

#### **Option 2: Securely destroy materials locally**

1. Arrange for the secure destruction of all 2015–16 Edition secure materials at the district. To securely destroy test materials—whether through local shredding or secure recycling via a third-party vendor—the information must be made irretrievable. Binders may be emptied and reused. If using a third-party vendor, request a Certificate of Destruction and keep it on file at the district office.
2. Log on to the CELDT [District Portal](#) and select the *2015–16 Local Destruction of Secure Materials* link.
3. Complete the form on the subsequent Web page to verify destruction of all 2015–16 Edition secure materials.
4. After submitting the online form, you will be taken to a confirmation screen. Print and keep this confirmation on file at the district office for one year.