

SUBJECT: CELDT Test Security Reminder—Important Notice
DATE SENT: August 4, 2016



Dear CELDT District Coordinators:

In the recent past, districts have reported that students and staff have used cell phones and other electronic devices—which have the capability to record and/or share the secure test—during the administration of the California English Language Development Test (CELDT). These devices should **not** be available to students **or staff** during any portion of the testing session. Additionally, staff should not have access to electronic devices during CELDT training or local scoring activities. Districts should develop and enforce strict policies to ensure the security of the CELDT.

Before test materials are distributed, site coordinators and test examiners should have students clear their desks and put away books, backpacks, cell phones, electronic devices, and all other materials not permitted during testing. We strongly recommend that students **not** be allowed to bring electronic devices (i.e., texting or picture-taking devices) into the testing room, or that electronic devices be turned off and stored away before test materials are distributed. This process should occur under the strict supervision of a staff member.

According to the *California Code of Regulations*, Title 5 (5 CCR) Section 11514, it is the responsibility of district and site coordinators, as well as each test examiner and proctor, to maintain the security of all test materials. The CELDT regulations state: “The CELDT site coordinator shall ensure that strict supervision is maintained over each pupil while the pupil is being administered the test,” which includes preventing the use of cellular phones and other electronic devices during test administration.

The *2016–17 CELDT District and Test Site Coordinator’s Manual* (TCM) provides information on required security procedures and includes copies of the *Test Security Agreement for District and Site Coordinators* and the *Test Security Affidavit for Examiners and Proctors*. In the event that you identify a security breach or testing irregularity, 5 CCR Section 11513 requires that you immediately notify and provide information to the test contractor, Educational Data Systems. This can be completed by contacting the CELDT Customer Support Center or by downloading the *Testing Irregularities and Security Breach Report Form* on the CELDT Web site. This form can also be found on page 35 of the TCM. The form must be submitted to Educational Data Systems within five working days of the incident.

Please remind site coordinators and test examiners that any compromises to valid and reliable test results will have a consequential impact on fair and accurate reporting of student results and on school and district academic accountability. Ensure that all test examiners, proctors, and school personnel responsible for test administration are properly trained, and that they understand and sign the appropriate security forms.

Thank you for your continued support and assistance with keeping the CELDT secure. If you have questions regarding test security, please contact the CELDT Customer Support Center by phone at 866-850-1039 or by e-mail at support@celdt.org. If you have questions regarding the CELDT regulations or state law, you may contact the English Language Proficiency and Spanish Assessments Office at the California Department of Education by phone at 916-319-0784 or by e-mail at celdt@cde.ca.gov.

Sincerely,

Caroline Fahmy
President