

SUBJECT: Important CELDT Test Irregularities and Security Reporting Information
DATE SENT: August 31, 2016



Dear CELDT District Coordinators:

It is important to remember that the California English Language Development Test (CELDT) is a secure exam. All staff with access to the CELDT materials must acknowledge their role in the testing program and maintain the security of the test materials (per *California Code of Regulations*, Title 5 [5 CCR], Section 11514) by signing the appropriate security agreement forms. The *2016–17 Edition District and Test Site Coordinator’s Manual* (TCM) provides information on required security procedures and includes copies of the security agreement forms: The *Test Security Agreement for District and Site Coordinators* and the *Test Security Affidavit for Examiners and Proctors*.

Should a security breach or testing irregularity occur, Section 11513 of 5 CCR requires the CELDT District Coordinator to 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* from the [Document Archive](#) on the CELDT Web site. This form can also be found on page 35 of the TCM. This form must be submitted to Educational Data Systems within five working days of the incident.

The following are examples of security breaches and testing irregularities. This is not an exhaustive list. If an issue is identified that is not on this list, contact the CELDT Customer Support Center so that Educational Data Systems can determine if the incident needs to be reported.

- **Security breaches:** Failing to maintain security of test materials; discussing the test outside of administration or training sessions; allowing students access to training materials; taking and/or posting pictures of test materials to social media sites; losing student Answer Books; releasing boxes of test materials to the wrong transportation vendor; allowing test examiners or scorers to take tests home; and photocopying test materials
- **Test irregularities:** Cheating; a test examiner’s failure to follow instructions provided in the *CELDT Examiner’s Manual*; having uncertified examiners administer the test; using cell phones or other electronic devices during testing (by a student or test examiner); group testing when individual testing is required; coaching students; and giving a student the wrong Answer Book and/or grade test

Security breaches and testing irregularities are taken very seriously by both Educational Data Systems and the California Department of Education. Therefore, it is important that you remind site coordinators and test examiners that compromising the security of the CELDT will have a detrimental impact on fair and accurate reporting of student results, as well as 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 agreement 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.

Sincerely,

CELDT Project Team
Educational Data Systems