

DATE SENT: July 20,2016  
SUBJECT: Labeling CELDT Scorable Return Plastic Baggies



Dear CELDT District Coordinator:

In order to quickly score and report the results of California English Language Development Test (CELDT) scorable Answer Books, a very specific process of how to pack and return the materials has been developed. The detailed process is described in the *2016–17 District and Test Site Coordinator's Manual (TCM)*. We ask that you pay specific attention to the directions on separating the Answer Books into grade groups, completely filling out the Group Identification Sheet (GIS) and School Group List (SGL), and labeling the Scorable Materials Return Plastic Baggies (baggie).

The following are some important steps to remember from the TCM:

- Carefully count the number of Answer Books in the grade group and enter this number on the GIS and the SGL.
- Upon filling out the GIS and SGL, place each GIS on top of the corresponding grade group of Answer Books.
- Place the scorable documents in a baggie provided in the Initial Order of test materials.
- If a grade group is so large that it does not fit in one baggie and requires a second baggie, use additional baggies and mark the baggies 1 of 2 and 2 of 2, etc., with a permanent marker. Write the name of the school on each baggie.
- Multiple grade groups can be placed in the same baggie only if each group's GIS is placed directly on top of the corresponding grade group Answer Books.
- Use only the CELDT boxes provided in the original shipments to return the materials for scoring.

For more information on returning scorable materials, see pages 11–16 in the TCM, which can be downloaded from the [Document Archive](#) Web page of the CELDT Web site. Additionally, a tutorial on packaging and returning scorable materials is available on the [Web Application Tutorials](#) Web page.

For further information, please contact the CELDT Customer Support Center by phone at 866-850-1039 or by e-mail at [support@celdt.org](mailto:support@celdt.org).

Sincerely,

CELDT Project Team  
Educational Data Systems