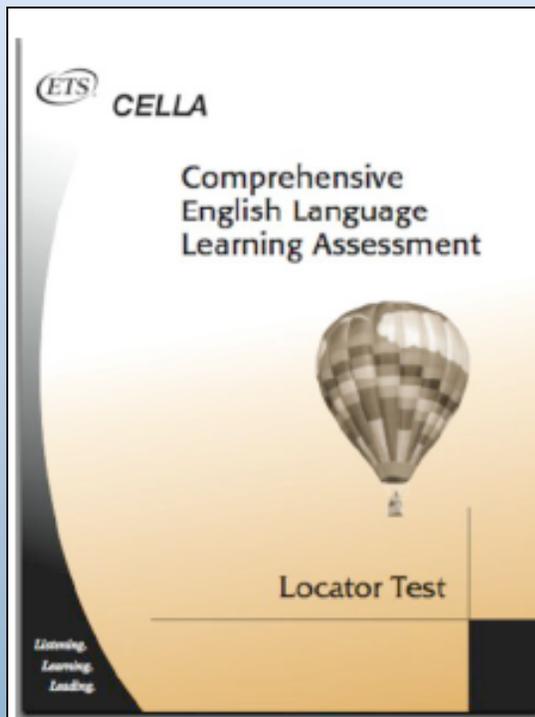
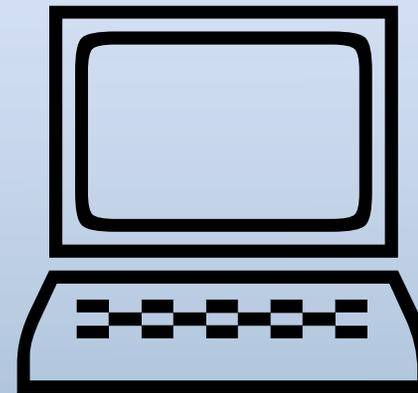


# CELLA Online Locator Test



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# **CELLA Online Locator Test TRAINING**

From

AccountabilityWorks and  
[www.AWSchoolTest.com](http://www.AWSchoolTest.com)

# Training

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## **Part One – District Coordinator**

What does the district coordinator need to know and do to operate the system?

## **Part Two – District Data Manager**

What does the district data manager need to do to conduct batch uploads?

## **Part Three – Test Administrator/Teacher**

What materials are available for training test administrators/teachers?

# Materials Needed for Training

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Besides this PowerPoint, please make sure you have:

- Administrator User's Guide (pdf)
- Teacher User's Guide (pdf)
- Directions for Administration Online Locator Test (pdf)

*Note: All materials are available from the Florida Department of Education at <http://www.fldoe.org/aala/> or at [www.AWSchoolTest.com](http://www.AWSchoolTest.com) under English Language Learning Assessment link.*

# AccountabilityWorks (AW) and Florida Department of Education (FDOE)

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- AW is a nonprofit organization focused on implementing high quality assessments and accountability systems.
- AW is not an advocacy group.
- CELLA Online Locator Test is being provided at no cost to the state via AW's website testing platform [AWSchoolTest.com](http://AWSchoolTest.com).
- [AWSchoolTest.com](http://AWSchoolTest.com) offers a range of assessments— e.g.,
  - CELLA Locator Test
  - Arithmetic Testing OnLine (ATOL)
  - CELLA Online 3.0: An alternate form of CELLA that can be used to inform decisions about student placement in ESL/Bilingual programs.

# Timeline of Activities



- **December 3 and 11:** Webinar trainings
- **January 5-9:** District Coordinators sign-up for an account; AW conducts security check and obtains district school list.
- **January 12-16:** AW notifies district coordinators that their account is activated and school names were entered.
- **January 16-February 16:** District Coordinators upload teacher and student accounts; Test Administrators/Teachers are trained to administer CELLA Online.
- **February 16:** CELLA Online Locator Test available for use.

# **PART ONE**

# **District Coordinators**

**CELLA Online Locator Test  
TRAINING**

# Questions to be Answered

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- What is the CELLA Online Locator Test?
- What are the technology requirements?
- How much training is needed?
- How to get started?
- What are some of the system's features?

# What is the CELLA Online Locator Test?

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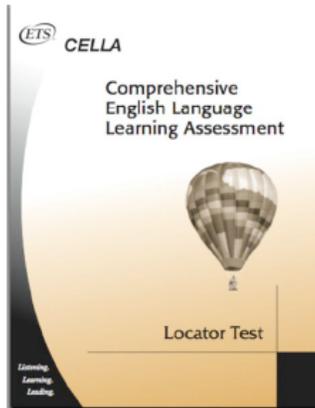
1. Objective and efficient method to determine the most appropriate level of CELLA Reading and Writing to administer to each student.
2. Administering the appropriate level of CELLA Reading and Writing to each student is essential to ensuring reliable scores that will accurately capture student growth.

# What's the Same?

## (Paper vs. Online)

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The CELLA Online Locator Test uses the same test items and scoring criteria as the previous paper-based version of the Locator Test.



**VS.**



# What's Different?

## (Paper vs. Online)

---

- The CELLA Online Locator Test is automatically and instantly scored by the secure online system as soon as each student completes a test. Hand-scoring and looking up results are no longer necessary.
- District and School coordinators, as well as teachers, have real-time access to both individual and group results from the CELLA Online Locator Test.
- Group reports can be generated at any time for a school, one or more grades, or one or more classrooms.

# Time Needed for Training

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- District Coordinators
  - 🕒 45 minutes
- District Data Managers
  - 🕒 15 minutes
- Test Administrators/Teachers
  - 🕒 One hour

# District Coordinator Training Components

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- Provided by AW, ETS and State DOE
  - System User Training
    - Via Webinars conducted December 3 & 11, 2008
    - PowerPoint using CELLA Online Locator Test Training Slides and Notes (PPT)
- Materials for Training Administrators
  - *Administrator User's Guide* (pdf)
  - *Teacher User's Guide* (pdf)
  - *Directions for Administration: CELLA Online Locator Test* (pdf)

# Test Administrator/Teacher Training Components

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- Provided by District Coordinators
  - System User Training
  - Use slides from the Test Administrator/Teacher Training section of this PowerPoint
- Materials for Test Administrators/Teachers
  - *Teacher User's Guide* (pdf)
  - *Directions for Administration: CELLA Online Locator Test* (pdf)
  - Go to [www.AWSchoolTest.com](http://www.AWSchoolTest.com) under English Language Learner Assessment to find materials and PowerPoint for training teachers

# AWSchoolTest.com

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- AWSchoolTest.com is a secure web-based testing and reporting system that is designed to work with a range of computer hardware and operating systems.
- Compatible with both Macintosh and Windows computers.
- System has been tested with broadband internet access, but may also work with some dial-up connections.
- No separate software is needed.

# What are the Local System Technology Requirements?

---

- Read *Administrator User's Guide*, pages 2-5
- AWSchoolTest.com performs well with these browsers:
  - Internet Explorer 6/7 and higher
  - Safari 2.x and higher
  - Firefox 2.x and higher
  - Camino 1.x beta and higher

# Technology Support from AWSchoolTest

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- District Coordinators
  - 9:00 AM and 5:00 PM (Eastern) by phone at 978-537-9252 or priority e-mail at [priority@awschooltest.com](mailto:priority@awschooltest.com)
- School Coordinators
  - 9:00 AM and 5:00 PM (Eastern) by priority e-mail at [priority@awschooltest.com](mailto:priority@awschooltest.com)
- Test Administrators/Teachers
  - 9:00 AM and 5:00 PM (Eastern) via our standard e-mail support at [support@awschooltest.com](mailto:support@awschooltest.com). Response within four (4) business hours
- ONLY account holders should contact our support staff.
- More information can be found in the *Administrator User's Guide*, page 5.

# System Set-Up

## District Coordinator

---

### To Do

- Set Up Initial Account
- Login with Administrator Privileges
- Add Teachers
- Add Students
- Set Data Privileges

# Set Up Initial Account

---



- Create an initial administrator account that will allow you to enter or upload local school coordinators, test administrators/teachers and student information.
- Information about how to set up an account can be found in the *Administrator User's Guide*, pages 6-8.

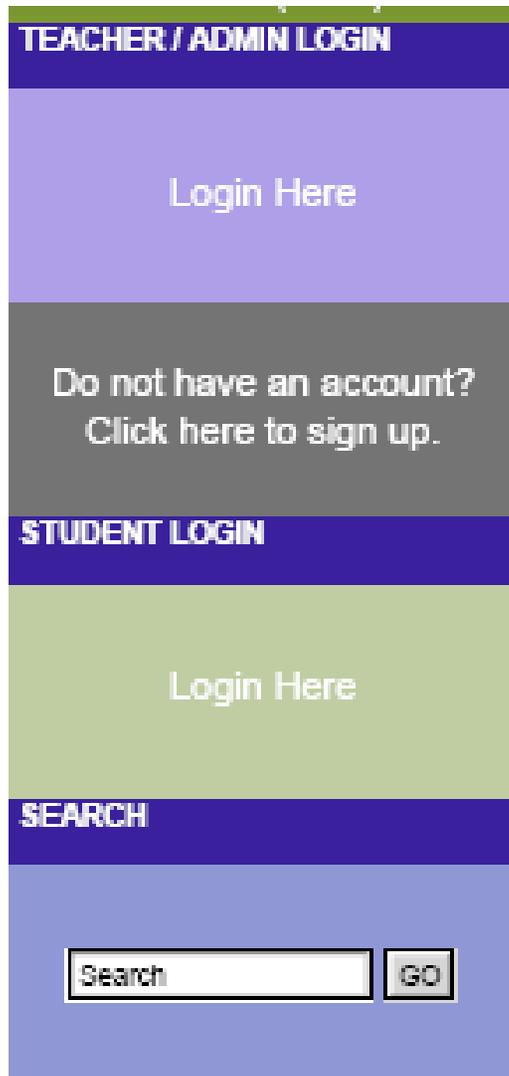
# Login to [www.AWSchoolTest.com](http://www.AWSchoolTest.com)

This is what the home page looks like. You can access training materials without login information.



The screenshot shows the AWSchoolTest.com website. At the top, there is a navigation bar with the following links: [Arithmetic Testing Online \(KTOL\)](#), [English Language Assessment \(CELLA\)](#), [Planning Assessment Tools](#), [School Safety Assessment](#), [Other Teacher Resources](#), [About AWSchoolTest](#), and [Grade 4 Test](#). The [English Language Assessment \(CELLA\)](#) link is circled in red, and a red arrow points to it from the left. Below the navigation bar, there are sections for **TEACHER / ADMIN LOGIN** and **STUDENT LOGIN**, each with a "Login Here" button. A search bar is located below the login sections. The main content area features a large image of students in a classroom, followed by a "Welcome to AWSchoolTest.com!" message and a brief description of the site's purpose. At the bottom, there are three featured tiles: "Arithmetic Testing Online", "English Language Proficiency", and "School Safety Assessment".

# Getting Started District Coordinator



## Look

Left hand side of the screen.

## Find

"Do not have an Account?"

## Click

Click here to sign up.

# Account Sign Up District Coordinator

1. Fill Out Form
2. Submit
3. Security Check by AW
  - ✓ Check State List
  - ✓ Call District
4. AW Contacts Account Holder

The screenshot shows the 'Account Sign Up' page on the AWSchoolTest.com website. The page has a purple header with the logo and navigation links (Welcome Visitor, Login, Logout). Below the header is a green navigation bar with links to various sections: Arithmetic Testing OnLine (ATOL), English Language Assessment (CELLA), Reading Assessment Tools, School Safety Assessment, Other Teacher Resources, About AWSchool Test, and Assign A Test. The main content area is titled 'Account Sign Up' and contains instructions for creating an account. It lists requirements for user names and passwords, and provides a list of required fields for the sign-up form. The form fields include: Nickname/UserName\*, Password\*, Verify your password\*, E-mail\*, Member Type\*, Phone\*, District Name\*, School Name\*, School Address\*, School Enrollment, School URL, and Promotional Code. There are 'Reset Form' and 'Continue Signing Up...' buttons at the bottom of the form. The footer contains copyright information for AccountabilityWorks and Arithmatic Online™ 2008.

Account Sign Up

This Account Sign Up form allows teachers and school administrators to create their own accounts at AWSchoolTest.com. Teachers should only sign up for their own accounts if there will NOT be a school account (i.e., no school administrator account). If there is a school account, teacher accounts should be created by the school administrator. Students never sign up to create their own accounts; they are created by teachers or school administrators. (Parents and others using AWSchoolTest.com: [sign.up.here.](#))

- o School administrators, sign up for your account first. Later, you can bulk upload your teacher and student accounts.
- o You can select any User Name (UN) that is not already being used, but here are some suggestions:
  - If possible, select a User Name between 6 - 12 characters in length.
  - Use a standard system for your User Names. For example, all of your school User Names could include first initial, last name, school initials. So, the User Name for John Smith at Thomas Jefferson High School could be "jsmith".
  - If you have multiple students at the same school with the same first initial and last name, one option would be to add a number to each such student. Using the same student name as an example, the User Name could be "jsmith12".
- o New accounts do not initially possess school administrator privileges, such as the ability to create teacher accounts or view student results for multiple teachers. If you select "School Administrator" as the Account Type in the form below, you will be contacted by AWSchoolTest within two (2) business days to complete the account settings required for a school administrator account.
- o Be sure to retain a copy of all User Names and Passwords.

\* Required

Nickname/UserName\*  
Make up your own unique name for this site. [check availability](#)

Password\*  
check availability

Verify your password\*

E-mail\*  
Eg. email@schoolname.com

Member Type\*

Phone\*

District Name\*

School Name\*  
Will appear on all test reports

School Address\*  
Drag corner to expand box

School Enrollment

School URL  
Web page address

Promotional Code  
Enter a promotional code for the organization.

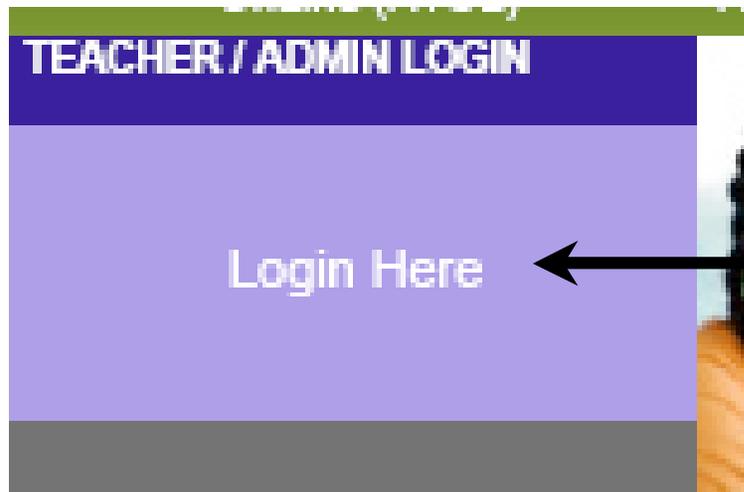
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# AW Enters School Names

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- AW Staff will contact the account holder and request a list of the school names in the district.
- AW Staff will enter these school names into the system under the current account holder.
- AW Staff will contact the account holder via e-mail to indicate when the account is ready to use.

# Login with Administrator Privileges District Coordinator



1. Notified by AW
2. District Coordinator goes to: [www.AWSchoolTest.com](http://www.AWSchoolTest.com)
2. Login to Teacher/Admin section
3. Click on Login Here

Teachers & School Administrators login here:

Username:

Password:

[Forgot your username or password?](#)

If you are not currently a member of our site, please [register now!](#)

I have read and agreed to the [terms of service](#)

Login

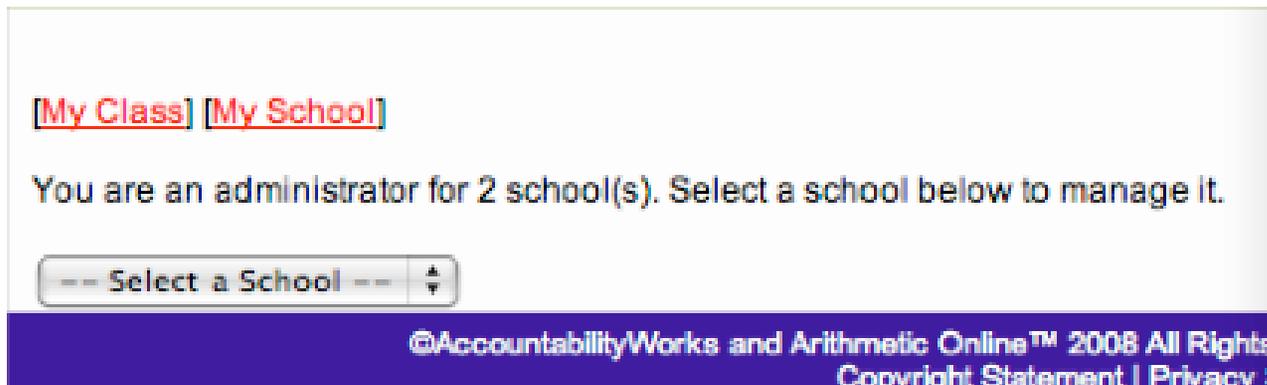
4. Now you're on the page with the login format
5. Enter your username and password
6. Click the Terms of Service box
7. Click on the Login button

# Select School

## District Coordinator

---

- District Coordinator is on the Select a School page.
- You will choose the school to set up first.
- Use the drop down box and highlight the school and the system will automatically go to the **My School** page.



# My School Page

W SchoolTest.com

Go To [Arithmetic Testing OnLine \(ATOL\)](#) [English Language Assessment \(CELLA\)](#) [Reading Assessment Tools](#) [School Safety Assessment](#) [Other Teacher Resources](#) [About AWSchool Test](#) [Assign A Test](#)

[\[My Class\]](#) [\[My School\]](#)  
[\[Add a Teacher\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)  
[\[School Summary Reports\]](#) [\[Download Enrollment\]](#)

## My School

Full Name	Username	Administration Actions
Dewey, Jane (Admin)	<a href="#">dj31416</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
Doe, Nadia	<a href="#">cella314161yx7c4d</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
Ortiz, Martin	<a href="#">zzpkms1-mpo1</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
Sanchez, Maria	<a href="#">zzpkms1-mms1</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>
Smith, Jane (Admin)	<a href="#">jsmithjhs</a>	<a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit]</a> <a href="#">[Remove]</a>

## Download Reports

You can download CSV (comma-separated) spreadsheets of the data from testing sessions in your school.

Select a teacher...

-- All Teachers --

From 01 January 2006

To 01 January 2006

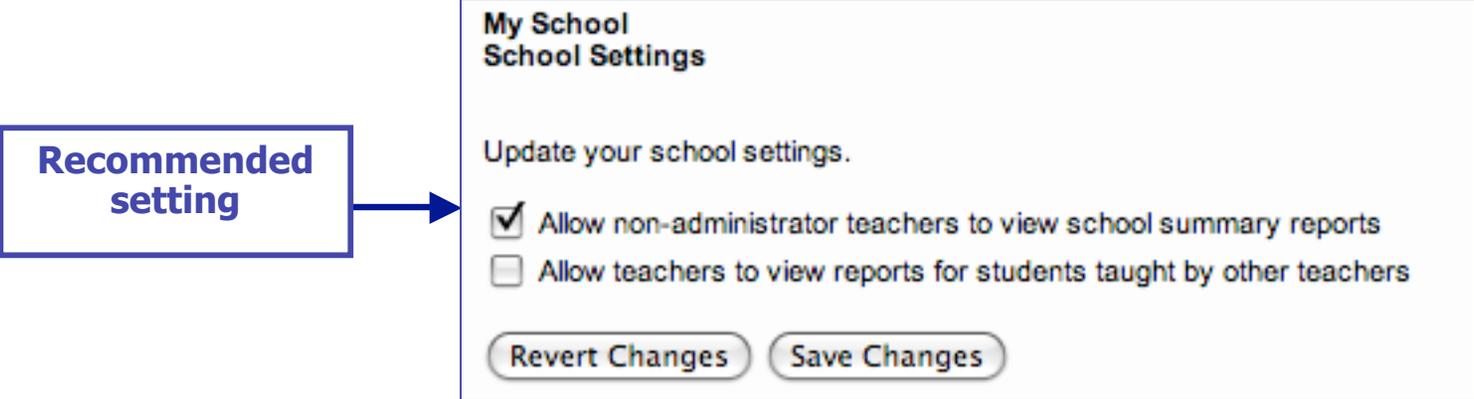
# District Coordinators Accessibility

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- Access teacher and student information for each school;
- Access the teacher profile to update or review by clicking on the teacher username;
- Acquire a class list of students for each teacher that contains information about each student, including their usernames, number of tests taken, number of tests passed, number of tests not passed, number of tests completed with no passing scores and access to a series of student level reports.
- Add/remove teachers and students; set school data access privileges.
- View school summary reports for all teachers and students.

# Data Privileges: How are they set?

- Administrator Privileges: Requested by authorized district level person and set up by AWSchoolTest staff.
- School Settings for Staff: Set up by Administrator using [[School Setting](#)] link on main My School page.
  - It is recommended that Admin select the first settings box.
  - If neither box is checked, teachers can still view individual student reports.

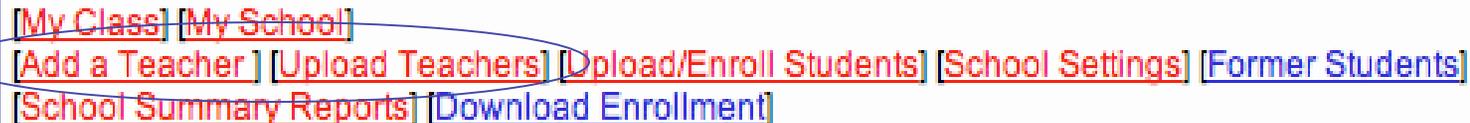


The screenshot shows a web form titled "My School School Settings". Below the title is the instruction "Update your school settings." followed by two checkboxes. The first checkbox is checked and is labeled "Allow non-administrator teachers to view school summary reports". The second checkbox is unchecked and is labeled "Allow teachers to view reports for students taught by other teachers". At the bottom of the form are two buttons: "Revert Changes" and "Save Changes". A blue box on the left contains the text "Recommended setting" with an arrow pointing to the first checkbox.

# Adding Test Administrators/Teachers

---

There are two ways to add teachers into AWSchoolTest.com, both are found in the top links on the main My School page.



[My Class] [My School]  
[Add a Teacher] [Upload Teachers] [Upload/Enroll Students] [School Settings] [Former Students]  
[School Summary Reports] [Download Enrollment]

1. Use the [\[Add a Teacher\]](#) link: Enter the information for one teacher at a time using the web-form.
2. Use the [\[Upload Teachers\]](#) link to upload a CSV file of a large batch of teachers all at once.

# [Add a Teacher] Web-Form

- Use teacher's email account as the Teacher Username.
- Ensures username is unique.
- Just remove the @ symbol from the address.

[\[My Class\]](#) [\[My School\]](#)  
[\[Add a Teacher\]](#) [\[Upload Teachers\]](#) [\[Upload/Enroll Students\]](#) [\[School Settings\]](#) [\[Former Students\]](#)  
[\[School Summary Reports\]](#) [\[Download Enrollment\]](#)

**My School**  
**Add a Teacher**  
Enter the new information below. Usernames that are not unique across AWSchoolTest will be rejected by the system. The system will email the teacher to ensure that the entry was successful. If a teacher has students at more than one school, you must add the teacher to each school.

Username \*

Email Address \*

Password \*

First Name \*

Middle Initial

Last Name \*

Gender

Male

# Adding Test Administrators/Teachers

## [Upload Teachers]

Click Link  
[Upload Teachers]

- Here you will find:
1. Directions for uploading;
  2. A CSV template;
  3. File selection browser bar;
  4. Submit function.

Welcome d31416  
[Login](#)  
[Logout](#)

Go To [Arithmetic Testing OnLine \(ATOL\)](#) [English Language Assessment \(CELLA\)](#) [Reading Assessment Tools](#) [School Safety Assessment](#) [Other Teacher Resources](#) [About AWSchool Test](#) [Assign A Test](#)

[My Class](#) [My School](#)  
[Add a Teacher](#) [Upload Teachers](#) [Upload/Enroll Students](#) [School Settings](#) [Former Students](#)  
[School Summary Reports](#) [Download Enrollment](#)

**My School**  
Upload Teachers

Batch upload teachers to a school. Use the Choose File button below to select a CSV file on your hard drive. Before doing so, prepare a CSV file (comma-separated) spreadsheet, using Excel or another spreadsheet application, that has columns for at least an email address, first name and last name. Optionally, it may also include a username, middle initial, gender (M or F), and password. The first row should provide the column names. You will associate column names with meanings in the next step. Administrators associated with multiple schools (e.g., district administrators) will upload teachers to the school selected either at login or after clicking on the My Schools link (whichever is more recent). To upload teachers to a different school, click on the My Schools link again, select a different school, and click on the Upload Teachers link to come back to this page. If you wish to upload additional school or district administrators, include them with a teacher upload and email AWSchoolTest to request that they be provided administrator privileges; for each administrator, indicate the school(s) for which he or she should have such privileges. Click the icon  to download a CSV template you can use. Caution: Teachers that have students at more than one school within a district must have a unique username for each school. Administrators can access multiple schools with the same username, but only if they do not have students assigned to them directly.

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# Adding Other Administrators

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- Administrators are initially uploaded or entered as teachers.
- District sends AWSchoolTest an e-mail list of individuals who should have administrator privileges: [Priority@AWSchoolTest.com](mailto:Priority@AWSchoolTest.com)
- The list should indicate the schools at which each individual should receive administrator privileges.
  - ✓ AWSchoolTest will send verification e-mail to District indicating privileges have been granted.

# Uploading Students

This page will appear after you click on the [Upload/Enroll Students] link.

There are instructions for batch uploads and a template that you can use.

The screenshot shows the 'My School' page on SchoolTest.com. The page has a purple header with the SchoolTest.com logo and 'Welcome (01/14/18) Login Logout' on the right. A green navigation bar contains links: 'Go To', 'Arithmetic Testing Online (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tests', 'School Safety Assessment', 'Other Teacher Resources', 'About AllSchool Test', and 'Assign A Test'. Below the navigation bar are several red links: 'My Class | My School', 'Add a Teacher', 'Assign Teachers', 'Upload/Enroll Students', 'School Settings', 'Enroll Students', 'School Summary Reports', and 'Download Enrollment'. The main content area is titled 'My School' and includes instructions for 'Batch upload of new students' and 'Batch transfer of existing students'. The 'Batch upload of new students' section explains that users can batch upload new students and assign them to teachers. It provides a list of required CSV columns: teacher username, student first name, student last name, student gender (M or F), student date of birth (YYYYMMDD), and student grade. It also lists optional columns: student username, middle name, password, and special code. An 'Important' section contains three points: A. Verify all teacher usernames are already listed under 'My School'; B. The first row of the data file should provide the column names; C. Student usernames must be unique. The 'Batch transfer of existing students' section explains that students can be batch transferred between teachers. It lists five steps: a) Click on 'Download Enrollment'; b) Open the downloaded CSV file and retain all student information; c) Reassign the teacher usernames to each student where needed; d) Save the CSV file (be sure that the student birth date is formatted YYYYMM-DD); e) Upload the CSV file. At the bottom, there is a 'File to upload:' section with a 'Browse...' button and a 'Submit' button. The footer contains copyright information for AllSourceWorks and AllSource Online, 2008. All Rights Reserved. CELLA is a 2000 Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service.

# Former Students

The screenshot shows the AWSchoolTest.com interface. At the top left is the logo 'aW SchoolTest.com'. Below it is a navigation bar with links: 'Go To', 'Arithmetic Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWSchool Test', and 'Assign A Test'. Below the navigation bar are several links: '[My Class]', '[My School]', '[Add a Teacher]', '[Upload Teachers]', '[Upload/Enroll Students]', '[School Settings]', '[Former Students]', '[School Summary Reports]', and '[Download Enrollment]'. The main content area is titled 'My School' and 'Former Students'. Below this title is a paragraph: 'Below are students who have left the school. Within three years of their leaving, they can be reassigned back to a teacher in the school.' Below this paragraph is a table with four columns: 'Last Name', 'First Name', 'Student Username', and an empty column. The table contains one row of data: 'Madigan', 'Ryan', 'Ryan', and a '[Return]' link. At the bottom of the page is a footer with copyright information: '©AccountabilityWorks and Arithmetic Online™ 2006 All Rights Reserved. CELLA is a 2005 ©Educational Testing Service Copyright Statement | Privacy Statement | Terms of Service'. A dialog box is overlaid on the right side of the page, containing a question mark icon and the text: 'The page at http://www.awschooltest.com says: Are you sure you want to re-admit this student to your school? The student will be returned to his most recent teacher, and can be transferred to another teacher from there.' The dialog box has 'Cancel' and 'OK' buttons. An arrow points from the 'Former Students' section to the dialog box.

The page at <http://www.awschooltest.com> says:

Are you sure you want to re-admit this student to your school? The student will be returned to his most recent teacher, and can be transferred to another teacher from there.

Cancel OK

**aW SchoolTest.com**

Go To Arithmetic Testing OnLine (ATOL) English Language Assessment (CELLA) Reading Assessment Tools School Safety Assessment Other Teacher Resources About AWSchool Test Assign A Test

[My Class] [My School]  
[Add a Teacher] [Upload Teachers] [Upload/Enroll Students] [School Settings] [Former Students]  
[School Summary Reports] [Download Enrollment]

**My School**  
**Former Students**  
Below are students who have left the school. Within three years of their leaving, they can be reassigned back to a teacher in the school.

Last Name	First Name	Student Username	
Madigan	Ryan	Ryan	[Return]

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# School Summary Reports

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- [\[School Summary Reports\]](#) link allows you to identify the school results you wish to view and create a report that displays just those data.
- There are two types of School Summary Reports:
  1. Student List Reports
    - Reports that create lists of students, such as for a classroom or grade level, and displays each student's performance on key indicators.
  2. Aggregate Reports
    - Reports that group student data to create an average, percent, or gain score measure that can be tracked over time; no individual student results are displayed in aggregate reports.

# Steps to Creating School Summary Reports

---

- Select Report Type
- Choose Test(s) and Date Range (dates are optional)
- Select Student Grouping
  - Whole School
  - Grade Level(s)
  - Teacher(s)
- Click to submit
- Within seconds a report is displayed

# Report Type: Student List

Make your selections using webpage form

**Student List Reports**

There are three types of reports that can be generated using lists of individual students: Points by Assessment Objective; Performance Category, Score, Points by Content Category; Error Patterns. Reports may take over one minute for the system to create. For more information about this report and others, go to [Information about SchoolTest Reports](#)

**Select Test Form and Date:**  
To create a student list report select only one test form and optional date range for each report.

Select a test form... - From  To

**Select Student Grouping(s):**  
Select a student grouping to filter the information, either school-wide or by grade level or teacher. "School-wide" is not recommended for reports that address content categories or assessment objectives. You may select more than one grade level or teacher by holding the control key as you highlight each label. For more information about selecting report specifications and building reports others, go to [Information about SchoolTest Reports](#)

School-Wide  
 By Grade  
      
 By Teacher  
    

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# Three Choices for List Reports

For CELLA Locator Test, select second button:  
Performance Category, Score, Points by Content Category.

**Student List Reports:**

**Report Date** Friday, December 19, 2008  
**Selected Test Form(s)** CELLA Locator Test - Form A  
**Student Grouping** School-Wide

**Select a Report:**

**Points by Assessment Objective**  
*For each student listed, displays points earned for the applicable assessment objective. A summary row for each assessment objective indicates percent of points earned by all listed students. For more information about this report and others, go to [Information about SchoolTest Reports](#)*

**Performance Category, Score, Points by Content Category**  
*For each student listed displays the number of points earned by content category. A summary row for each content category indicates percent of points earned by all listed students. For more information about this report and others, go to [Information about SchoolTest Reports](#)*

**Error Patterns**  
*For each student, indicates the number of instances an answer suggesting a particular error type was detected (e.g., 0, 1, 7). For each error type, a summary row at the bottom of the table displays the number of students who appeared to make that error three or more times, which may suggest a pattern that should be investigated further. For more information about this report and others, go to [Information about SchoolTest Reports](#)*

Select



# Sample Student List Report

[a](#) [w](#) SchoolTest.com Welcome (8/31/16)  
Login  
Logout

[Go To](#) [Arithmetic Testing OnLine \(ATOL\)](#) [English Language Assessment \(CELLA\)](#) [Reading Assessment Tools](#) [School Safety Assessment](#) [Other Teacher Resources](#) [About AWWSchool Test](#) [Assign A Test](#)

[My Class](#) | [My School](#)

### School Summary Reports

**Student List Reports: Performance Category, Score, Points**  
 For each student listed displays the number of points earned by all listed students. For more information about this report and

**Report Date** Thursday, November 20, 2008  
**Selected Test Form(s)** CELLA Locator Test - Form A (2008)  
**Student Grouping** School-Wide

**Performance Category, Score, Points by Content Category**

	Performance	Score
Points Possible -->	-	-
Percentage -->	-	-
1. Barr, Bennet A	CELLA Level A-ext	2
2. Meng, Chao B	CELLA Level D	16
3. Nix, Dawn B	CELTA Level B	8
4. Rodriguez, Alex A	CELLA Level C	10

**Performance Category, Score, Points by Content Category**

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# Report Type: Aggregate

Make selections using webpage form

**Aggregate Reports**

**Select Aggregate Report Type:**

- Aggregate Reports Using Student Scale Scores and Performance Categories**  
*Reports compare student group results of different testing sessions using tests that are scored on the same scale. Available reports: Average Scores and Percent within Performance Categories; Percent of Students Passing by Teacher; Average Score Gain Between Sessions.*
- Aggregate Reports Using Content Categories or Assessment Objectives**  
*Reports provide student group information for each content category or assessment objective. Available reports: Content Category and Percent of Points by Test; Assessment Objectives and Percent of Points by Test.*

**Select Test Form(s) and Date(s):**  
Select one to five test form(s) with date ranges. If the student group has completed the same test form more than once, the corresponding "date range" is required; otherwise "date range" is optional. For accurate comparisons and valid gain score reports, tests must be selected in the order in which they were administered with the oldest at the top, most recent at the bottom.

<input checked="" type="checkbox"/>	Select a test form...	- From	mm/dd/yyyy	To	mm/dd/yyyy
<input type="checkbox"/>	Select a test form...	- From	mm/dd/yyyy	To	mm/dd/yyyy
<input type="checkbox"/>	Select a test form...	- From	mm/dd/yyyy	To	mm/dd/yyyy
<input type="checkbox"/>	Select a test form...	- From	mm/dd/yyyy	To	mm/dd/yyyy
<input type="checkbox"/>	Select a test form...	- From	mm/dd/yyyy	To	mm/dd/yyyy

**Select Student Grouping(s):**  
Select a student grouping to filter the information, either school-wide or by grade level or teacher. "School-wide" is not recommended for reports that address content categories or assessment objectives. You may select more than one grade level or teacher by holding the control key as you highlight each label. For more information about selecting report specifications and building reports others, go to [Information about SchoolTest Reports](#).

- School-Wide**
- By Grade**  
A  
B  
C  
D
- By Teacher**  
Dewey, Jane (Admin) - dj31416  
Ortiz, Martin P - zzpkms1-mpo1  
Sanchez, Maria M - zzpkms1-mms1  
Smith, Jane (Admin) - jsmithtjhs

Select Reports

# Three Choices for Aggregate Reports

For CELLA Locator Test, select first button:  
Average Scores and Percent within Performance Categories.

Select  
→

**Aggregate Reports:**

**Report Date** Friday, December 19, 2008  
**Selected Test Form(s)** CELLA Locator Test - Form A  
**Student Grouping** School-Wide

**Select a Report:**

**Average Scores and Percent within Performance Categories**  
*Displays average scores and the percent of students within performance categories for selected student grouping(s) and test forms. For more information about this report and others, go to [Information about SchoolTest Reports](#)*

**Percent of Students Passing by Teacher**  
*Reported by teacher, this chart displays the percent of students at or above a passing score (e.g., proficiency) for selected testing sessions. For more information about this report and others, go to [Information about SchoolTest Reports](#)*

**Average Score Gain Between Sessions**  
*Displays the average gain or loss, per teacher, in scores between different testing sessions. For more information about this report and others, go to [Information about SchoolTest Reports](#)*

# Sample School Summary Report

## School Summary Reports

### Aggregate Reports: Average Scores and Percent within Performance Categories

Displays average scores and the percent of students within performance categories for selected student groups. For more information on this report and others, go to [information about School Test Reports](#)

Report Date: Thursday, November 20, 2008  
Selected Test Form(s): CELLA Locator Test - Form A (2008/10/01 - 2008/10/10)  
Student Grouping: School-Wide

[Select Another Report](#) [Print](#)

The system will use the student's score and grade level to determine which Reading and Writing CELLA Level to recommend for each student. This report provides an average score for the whole school during the selected time period. It also shows the percent of students who were recommended for each level.

### Average Scores and Percent within Performance Categories

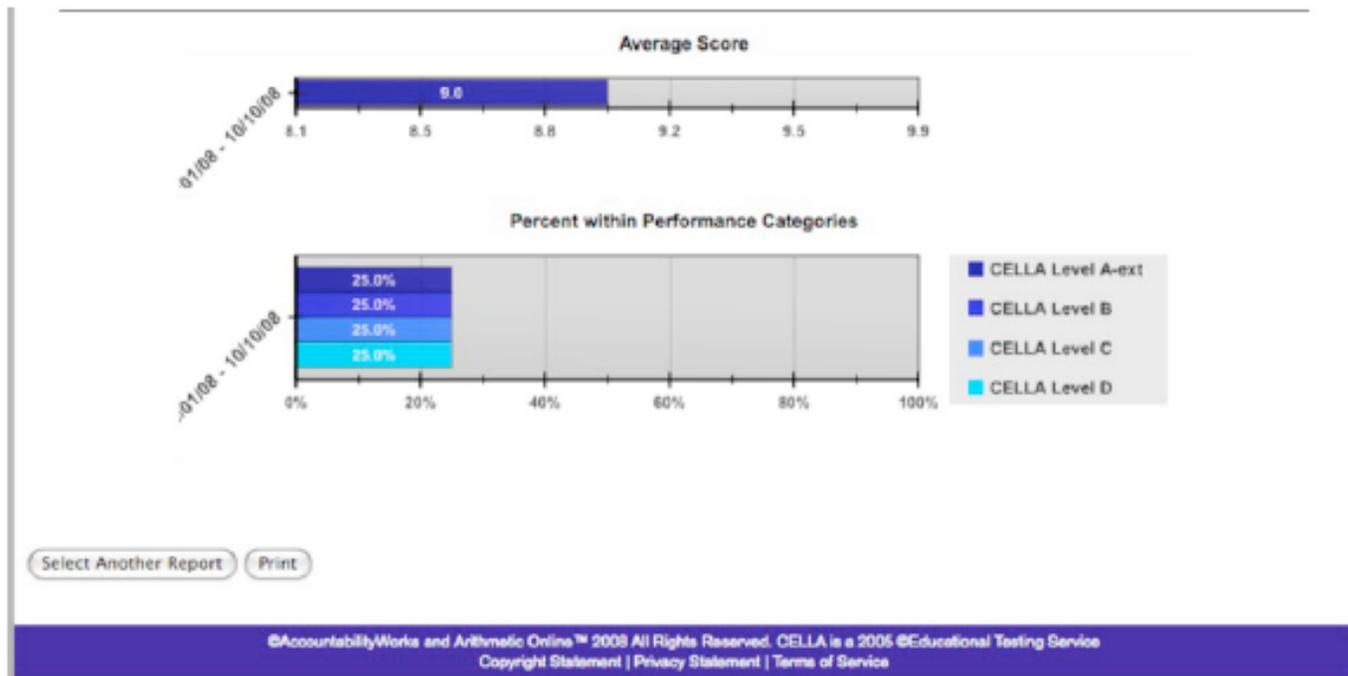
Test Form -->	#1
Date Range -->	10/01/08 - 10/10/08
# Participating Students	4
Average Score	9.0
CELLA Level A-ext Cut Score	0
CELLA Level B Cut Score	6
CELLA Level C Cut Score	9
CELLA Level D Cut Score	13
Percent at: CELLA Level A-ext	25.0%
Percent at: CELLA Level B	25.0%
Percent at: CELLA Level C	25.0%
Percent at: CELLA Level D	25.0%

Legend: Test Form

1. CELLA Locator Test - Form A

# Sample Report

(lower half of previous page)



# Download Student Data

The screenshot shows the SchoolTest.com website. At the top is a purple header with the 'aw' logo and 'SchoolTest.com'. Below this is a green navigation bar with links: 'Go To Arithmetic Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', and 'School Safety Assessment'. A row of red links includes: '[My Class]', '[My School]', '[Add a Teacher]', '[Upload Teachers]', '[Upload/Enroll Students]', '[School Settings]', '[Former Students]', '[School Summary Reports]', and '[Download Enrollment]'. The 'My School' section features a table with columns 'Full Name', 'Username', and 'Admin'. The table lists five users: Dewey, Jane (Admin) with username dj31416; Ortiz, Martin with username zzpkms1-moo1; Sanchez, Maria with username zzpkms1-mms1; Smith, Jane (Admin) with username jami1@ts; and Zirkle, Rosslyn with username zzpkms1-admin. Below the table is a 'Download Reports' section with a description: 'You can download CSV (comma-separated) spreadsheets of the data from testing sessions in your school'. It includes a 'Select a teacher...' dropdown menu currently set to '-- All Teachers --', and date pickers for 'From' and 'To' both set to '01 January 2006'. A 'Download Reports' button is at the bottom of this section.

Full Name	Username	Admin
Dewey, Jane (Admin)	<a href="#">dj31416</a>	
Ortiz, Martin	<a href="#">zzpkms1-moo1</a>	
Sanchez, Maria	<a href="#">zzpkms1-mms1</a>	
Smith, Jane (Admin)	<a href="#">jami1@ts</a>	
Zirkle, Rosslyn	<a href="#">zzpkms1-admin</a>	

Access student data in CSV Format.

Makes it easy to merge with other district or school data files.

# My School Individual Teacher Class List

Access this page, from your main My School page. Locate Teacher's name and click on [\[Students\]](#) link in that row.

The screenshot shows the 'My School' interface on SchoolTest.com. At the top, there is a navigation bar with links for 'Arithmetic Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWSchool Test', and 'Assign A Test'. Below this, there are links for 'My Class', 'My School', 'Add a Teacher', 'Upload Teachers', 'Upload/Enroll Students', 'School Settings', 'Former Students', 'School Summary Reports', and 'Download Enrollment'. The main content area is titled 'My School Individual Teacher Class List' and provides instructions on how to use the page. It lists the teacher's name as Martin P. Ortiz, with a username of zzpkm1-mpo1 and an email address of cella2@yahoo.com. There are 2 students in the class. A table below lists the students with their names, usernames, and test results. At the bottom, there is a 'Transfer Students' button and a footer with copyright information.

Student Name	Student Username	Tests	Tests Passed	Tests Not Passed	Tests With No Passing Score	Test History	Edit Profile	Student Transfer
Diem B Nu	NuDiem610f	2	0 (0%)	0 (0%)	2 (100%)	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>
Francis X Poon	PoonF31416	1	0 (0%)	0 (0%)	1 (100%)	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>

[Transfer Students](#)

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# Transfer Students

Student Name	Student Username	Tests	Tests Passed	Tests Not Passed	Tests With No Passing Score	Test History	Edit Profile	Student Transfer
Diem B Nu	NuDiemb10f	2	0 (0%)	0 (0%)	2 (100%)	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input checked="" type="checkbox"/>
Francis X Poon	PoonF31416	1	0 (0%)	0 (0%)	1 (100%)	<a href="#">Test History</a>	<a href="#">Edit Profile</a>	<input type="checkbox"/>

[Transfer Students](#)

1. Check box(es) in Student Transfer column, then click on [[Transfer Student](#)] button.

2. This will take you to the transfer student page. Just follow the prompts to complete the transfer

The screenshot shows the SchoolTest.com interface. At the top, there is a navigation bar with the logo and "SchoolTest.com". Below this is a menu with links: "Go To", "Arithmetic Testing OnLine (ATOL)", "English Language Assessment (CELLA)", "Reading Assessment Tools", "School Safety Assessment", "Other Teacher Resources", "About AWSchool Test", and "Assign A Test". The main content area has a header "My School" and a sub-header "My School". Below this, there is a section titled "Transfer Students" with the text: "You selected 1 student(s) to transfer. Select the transfer below and click 'Confirm' below." There are two radio buttons: "Transfer student(s) to" (selected) and "Transfer student(s) out of this school." The "Transfer student(s) to" option has a dropdown menu showing "Dewey, Jane (Admin) (d31416)". At the bottom, there are "Cancel" and "Confirm" buttons. The footer contains copyright information: "©AccountabilityWorks and Arithmetic OnLine™ 2009 All Rights Reserved. CELLA is a 2008 ©Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service".

# Test Assignment History

To access this page:

1. Go to main My School page.
2. Locate Teacher's name.
3. Click on the [\[Test Assignment History\]](#) link in that same row.

The screenshot shows the SchoolTest.com interface. At the top right, it says "Welcome d31418" with links for "Login" and "Logout". The main navigation bar includes "Go To" and several menu items: "Arithmetic Testing OnLine (ATOL)", "English Language Assessment (CELLA)", "Reading Assessment Tools", "School Safety Assessment", "Other Teacher Resources", "About AANSchool Test", and "Assign A Test". Below this, there are links for "My Class", "My School", "Add a Teacher", "Upload Teachers", "Upload/Enroll Students", "School Settings", "Former Students", "School Summary Reports", and "Download Enrollment". The "My School" section is active, showing "Test Assignment History". A table lists test assignments with columns for ID, Order Type / Test, Date, Qty, and Total. Each row has a "Details" link. At the bottom, there is a footer with copyright information: "©AccountabilityWorks and Arithmetic Online™ 2008 All Rights Reserved. CELLA is a 2005 ©Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service".

ID	Order Type / Test	Date	Qty	Total	
145	Test: CELLA Practice Locator (Form A)	Nov 17, 2008 1:35 pm	1	\$0.00	<a href="#">Details</a>
118	Test: CELLA Locator Test (Form A)	Oct 14, 2008 10:17 am	1	\$0.00	<a href="#">Details</a>
67	Test: ATOL Grade 3 (Form A)	Sep 5, 2008 3:50 pm	1	\$0.00	<a href="#">Details</a>
66	Test: ATOL Grade 6 (Form B)	Sep 5, 2008 3:39 pm	1	\$0.00	<a href="#">Details</a>
34	Test: ATOL Grade 6 (Form A)	Aug 18, 2008 10:41 am	1	\$0.00	<a href="#">Details</a>
33	Test: CELLA Locator Test (Form A)	Aug 18, 2008 10:40 am	1	\$0.00	<a href="#">Details</a>
32	Test: ATOL Grade 5 (Form A)	Aug 18, 2008 10:40 am	1	\$0.00	<a href="#">Details</a>
31	Test: ATOL Grade 4 (Form A)	Aug 18, 2008 10:40 am	1	\$0.00	<a href="#">Details</a>
30	Test: ATOL Grade 3_d (Form A)	Aug 18, 2008 10:39 am	1	\$0.00	<a href="#">Details</a>
1	Test: ATOL Grade 3_d (Form A)	Aug 12, 2008 11:34 am	1	\$0.00	<a href="#">Details</a>

# Test Assignment "Details"

The screenshot displays the 'Test Assignment Details' page on the SchoolTest.com website. The page is divided into several sections:

- Header:** SchoolTest.com logo and navigation links: Go To Arithmetic Testing OnLine (ATOL), English Language Assessment (CELLA), Reading Assessment Tools, School Safety Assessment, Other Teacher Resources, About AWSchool Test, Assign A Test.
- My School Section:**
  - Order Type: Test Assignment
  - Test: CELLA Practice Locator (Form A)
  - Order Total: \$0.00
  - Order Status: Paid
  - Payment Method: Cash, Check or Money Order
  - This registration currently belongs to Meng, Chalo B
  - Reassign it to:
- Table:**

#	Student	Price	Test Status	
1	Meng, Chalo B (MengCharob/3)	\$0.00	Not Taken	<a href="#">Edit</a>
- Footer:** ©AccountabilityWorks and Arithmetic Online™ 2008 All Rights Reserved. CELLA is a 2005 ©Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service

# Individual Student Test History

To access this page:

1. Go to main My School page.
2. Locate Teacher's name.
3. Click on the [\[Students\]](#) link which takes you to the Class List.
4. Choose a student and click on their [\[Test History\]](#) link.

The screenshot shows the SchoolTest.com interface. At the top, there is a navigation bar with links for 'Arithmetic Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWT/School Test', and 'Assign A Test'. Below this is a section for 'My School' with a link to 'Individual Student Test History'. The main content area displays student information for Martin P. Ortiz, including username, email, student name, and grade. It also shows test statistics: 2 tests completed, 1 passed, 1 not passed, and 2 with no passing score. A table below lists the tests: 'CELLA Locator Test - Form A' on Oct 13, 2008, with a score of 0.41 and 'CELLA Level B' performance. A footer contains copyright information for AccountabilityWorks and Arithmetic Online.

Teacher Name: Martin P Ortiz  
 Username: e3pkms1-rtp01  
 Email Address: cella2@yahoo.com  
 Student Name: Dien B Nu  
 Student Username: NuDiem610f  
 Current Age: 15  
 Grade: 10  
 Gender: Female  
 Special Code:

Tests Completed: 2  
 Tests Passed: 1  
 Tests Not Passed: 1  
 Tests With No Passing Score: 2

Test Name	Date	Test Time	Performance	
CELLA Locator Test - Form A	Oct 13, 2008 8:32	1:56	CELLA Level D	<a href="#">Test Report</a>
CELLA Locator Test - Form A	Oct 8, 2008 15:53	0:41	CELLA Level B	<a href="#">Test Report</a>

Green/red performance column indicates Passed/Not Passed, respectively. Brown indicates test with no passing score.

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# Sample Individual Student Test Report

To access this page:

Choose [[Test Report](#)] from the student row on the Individual Student Test History page.

The screenshot displays the SchoolTest.com website interface. At the top right, it says "Welcome dj31416" with links for "Login" and "Logout". A navigation bar below contains links for "Go To" Arithmetic Testing OnLine (ATOL), English Language Assessment (CELLA), Reading Assessment Tools, School Safety Assessment, Other Teacher Resources, About AWSchool Test, and Assign A Test. The main content area features a text box explaining the Locator test and a graphic for the CELLA Comprehensive English Language Learning Assessment. Below this is a "Summary Results" section with the following details:

**How To Read:** The performance category characterizes or describes the student score. The score is a numerical value that corresponds to the student's performance on the test.

**Test Date:** Monday, October 13, 2008 9:32 am  
**Test Name:** CELLA Locator Test - Form A

**Student Name:** Diem B Nu  
**Student Username:** NuDiem610f  
**Date of Birth:** 02/04/1993  
**Grade Level on Test Date:** 10  
**Gender:** F  
**Special Code:**

**Teacher Name:** Martin P Ortiz

**Your Score:** 13

**Performance Category:** CELLA Level D

At the bottom right of the report area are "Print" and "Exit" icons. The footer contains copyright information: "©AccountabilityWorks and Arithmetic Online™ 2008 All Rights Reserved. CELLA is a 2005 ©Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service".

# Assigning a Test

Select CELLA Locator  
(Please disregard the price; this test is offered free to FDOE for the 2009 CELLA administration.)

The screenshot shows the SchoolTest.com interface. At the top, there is a purple header with the 'aW SchoolTest.com' logo on the left and 'Welcome dj31418 Login Logout' on the right. Below the header is a green navigation bar with the following links: 'Go To', 'Arithmetic Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWSchool Test', and 'Assign A Test'. The main content area is titled 'Test Catalog' and includes the instruction: 'To assign a test to one or more students, click on the name of the test below.' There are two test entries listed:

Test Name	Description	Price
<a href="#">CELLA Locator (Form J)</a>	The Locator Test consists of 18 questions that help determine the best CELLA Levels to use in Reading and Writing. The student completes two practice questions before taking this test.	\$1.95
<a href="#">ATOL Grade 3 (Form A)</a>	The ATOL Grade 3 test assesses students in grade 3 and above on all core arithmetic skills.	\$3.95

# Sign Up Students

The screenshot displays the SchoolTest.com interface. At the top, there is a purple header with the 'aw' logo and 'SchoolTest.com' on the left, and 'Welcome! knadigan Login Logout' on the right. Below the header is a green navigation bar with links: 'Go To', 'Arithmetic Testing Online (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWWSchool Test', and 'Assign A Test'. The main content area is titled 'Test Catalog' and features a section for 'Test Assignment: CELLA Locator (Form J)'. It includes instructions to select students and an 'Assign Test' button. A descriptive paragraph explains that the Locator Test determines the best CELLA form to use, takes 20 minutes, and can be administered individually or in a group. An image of the CELLA Locator Test booklet is shown. Below this, the 'Assign This Test' section displays pricing: 'Standard Price: \$1.00 ea.' and 'Your Discount Price: \$0.00 ea. (admin)'. It provides instructions on how to select multiple students and shows a list of students in a table with checkboxes. The table lists: 'Comera, Maria (MariaComera@hs, grade 9)', 'Pixar, Remo (Remo, grade 3)', 'Ramirez, Juan (Juan Ramirez, grade 3)', and 'Rosa, Sally (Sally.Rosa, grade 8)'. An 'Assign Test' button is located below the table. The footer contains copyright information for AccountabilityWorks and Arithmatics Online, dated 2008.

Welcome! knadigan  
Login  
Logout

aw SchoolTest.com

Go To Arithmetic Testing Online (ATOL) English Language Assessment (CELLA) Reading Assessment Tools School Safety Assessment Other Teacher Resources About AWWSchool Test Assign A Test

**Test Catalog**  
**Test Assignment: CELLA Locator (Form J)**  
Select one or more students below. Then click on the "Assign Test" button.

The Locator Test determines the best CELLA form to use. Students typically require 20 minutes to complete this test. It can be administered individually or in a group. The test proctor will need to read directions to the students during the beginning of this test. If this is not the correct form, click on the back button to return to the test library.

CELLA  
Comprehensive English Language Proficiency Assessment  
Locator Test

**Assign This Test**  
Standard Price: \$1.00 ea.  
Your Discount Price: \$0.00 ea. (admin)

Select one or more students to assign this test.  
Select multiple students by holding the Ctrl key (Windows) or Command key (Mac) while selecting with the mouse.

<input type="checkbox"/>	Comera, Maria (MariaComera@hs, grade 9)
<input type="checkbox"/>	Pixar, Remo (Remo, grade 3)
<input type="checkbox"/>	Ramirez, Juan (Juan Ramirez, grade 3)
<input type="checkbox"/>	Rosa, Sally (Sally.Rosa, grade 8)

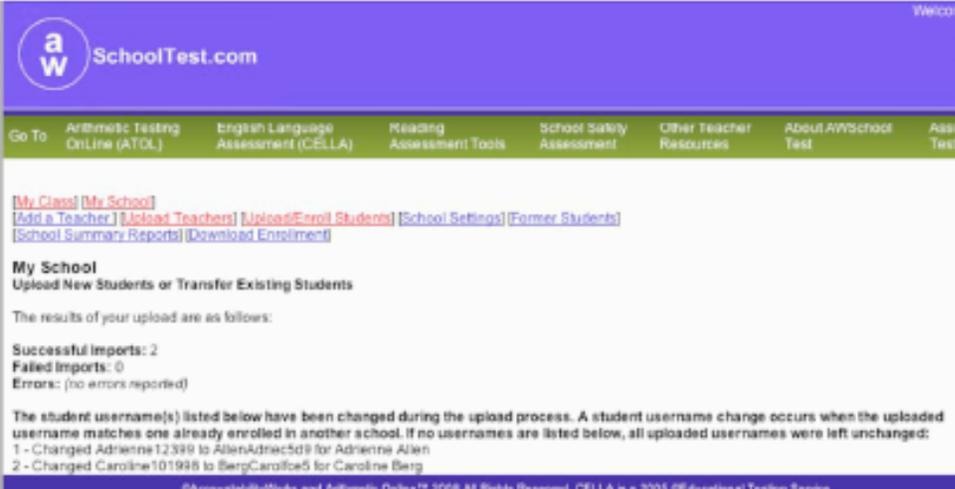
Assign Test

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# Error Messages

1. **Form Validation Error:**  
Error: Please enter your daytime phone number.

2.



The screenshot shows the SchoolTest.com website interface. At the top, there is a purple header with the 'aw' logo and 'SchoolTest.com'. Below the header is a green navigation bar with links for 'Go To', 'Assess Testing OnLine (ATOL)', 'English Language Assessment (CELLA)', 'Reading Assessment Tools', 'School Safety Assessment', 'Other Teacher Resources', 'About AWSchool Test', and 'Assess Test'. The main content area is white and contains several links: 'My Class', 'My School', 'Add a Teacher', 'Upload Teachers', 'Upload/Enroll Students', 'School Settings', 'Former Students', 'School Summary Reports', and 'Download Enrollment'. Below these links, there is a section titled 'My School' with the sub-heading 'Upload New Students or Transfer Existing Students'. The text reads: 'The results of your upload are as follows: Successful Imports: 2, Failed Imports: 0, Errors: (no errors reported)'. A note states: 'The student username(s) listed below have been changed during the upload process. A student username change occurs when the uploaded username matches one already enrolled in another school. If no usernames are listed below, all uploaded usernames were left unchanged:'. A list follows: '1 - Changed Adrienne12389 to AllenAdriec5d9 for Adrienne Allen', '2 - Changed Caroline101996 to BergCarolloe5 for Caroline Berg'. At the bottom, there is a small copyright notice: '©AccessibilityWorks and Assessing Online™ 2005 All Rights Reserved. CELLA is a 2005 Office of Technical Services'.

# Teacher's User Guide

---

- Review Contents
- Describe Procedures for Teachers
- Describe Procedures for Students
- Show Sample of Student Test
- Show Sample of Teacher System Features

# My Class

These links allow teachers to access information about their class and assign tests.



These links help the Teacher access specific Student information.



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Last Name	First Name	Student Username	
Nu	Diara	NuDiara0101	<a href="#">[View Profile]</a> <a href="#">[View History]</a>
Poon	Francis	PoonF01416	<a href="#">[View Profile]</a> <a href="#">[View History]</a>

# Student Login Area

The image shows a screenshot of the AW SchoolTest.com website. The main content area is divided into several sections:

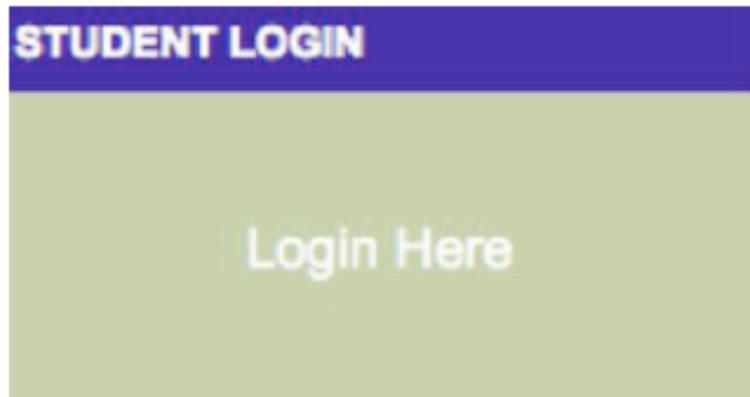
- TEACHER / ADMIN LOGIN** (purple header):
  - Login Here
  - Do not have an account? Click here to sign up.
- STUDENT LOGIN** (green header):
  - Login Here
- SEARCH** (blue header):
  - Search input field and GO button

A callout box on the right side of the page, with a blue arrow pointing to the 'STUDENT LOGIN' section, contains the text: **STUDENTS CLICK HERE TO LOGIN**.

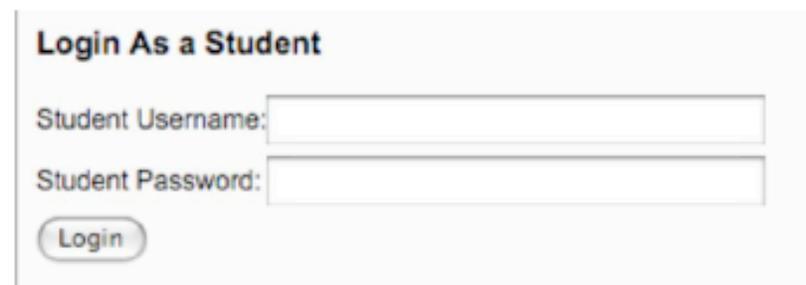
# Student Login Information

---

1.



2.

A screenshot of a login form titled "Login As a Student". The form is light gray and contains two input fields: "Student Username:" and "Student Password:". Below the input fields is a rounded button labeled "Login".

# Student Test Center

Welcome, Maria

## Tests You Need to Take



[CELLA Locator \(Form A\)](#)



The Locator Test consists of 18 questions that help determine the best CELLA Levels to use in Reading and Writing. The student completes three practice questions before taking this test.

## Tests You've Completed

*You have not completed any tests yet.*

 [Logout](#)

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# Sample Directions

---

## CELLA\_\_Locator (Form A)

Your teacher will instruct you on what to do.

When you see this sign , wait for directions from your teacher before going to the next page.

---

Select Your Grade

# Student Clicks on "BEGIN TEST"

---



Begin Test

# Student Sample Passage

---

## Sample Passage

Although there are many different kinds of plants, all of them have two things in common. All plants make their own food.

*Line* They do this by taking in air, sunlight, and  
*5* water. Also, all plants are rooted in one place.  
They don't move around the way animals do.



Continue

Exit

# Student Select an Answer

---

What is this passage mostly about?

- how to grow a house plant
- things that all plants have in common
- where the largest plants grow
- differences between plants and animals

# Teacher's DFA Contents

---

- Time
- Scoring
- Before Testing
- During Testing
- Test Security
- Teacher Script
- Interpreting Test Results

# Sample from Teacher's Directions for Administration

---

## LOGIN

T: Find the Student Login section on the left hand side of the screen. *(If using an LCD projector setup, point to the correct section on the home page image. If not, draw a box type layout on the board and show the left side middle area where the students will find the Student Login section.)* When I say, "select", click Login Here in the student login area. Ready (pause), Select, Login Here.

## BEGIN TEST

T: First, we will do some practice test questions. Go to the bottom of the page. Find the button that says Begin Test. When I say, "Select," click on the Begin Test button. Ready (pause), Select. (Pause for students to click and open their test. Teacher checks.)