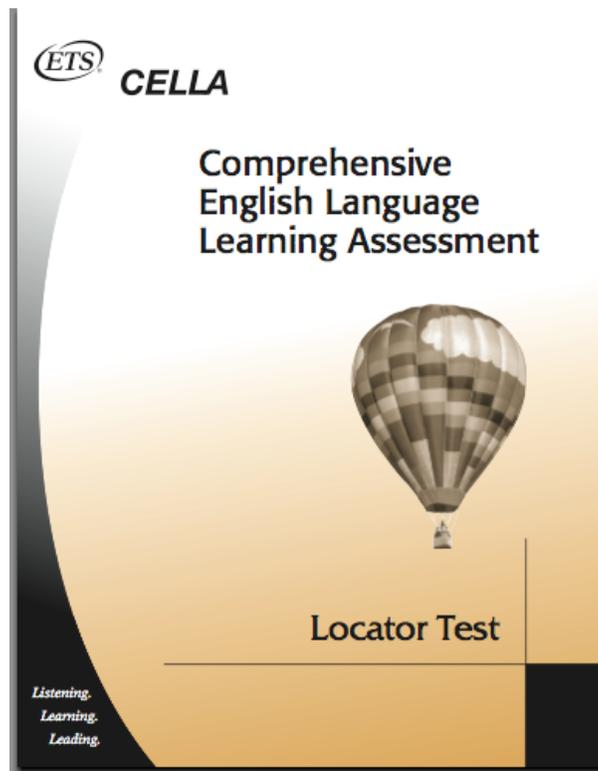


# CELLA Online Locator Test

## Administrator User's Guide 2008 — 2009



## Introduction

The CELLA Online Locator Test is being offered through AWSchoolTest.com to all school districts in Florida for use in conjunction with the mandated CELLA assessment program in the spring of 2009. It replaces the paper and pencil version of the CELLA Locator Test. The CELLA Online Locator Test provides an objective and efficient method to determine the most appropriate level of CELLA Reading and Writing to administer to each student. (Alternatively, where there is sufficient teacher knowledge of a student's English language skills, districts may use the state-approved rubric and professional teacher judgment to determine the appropriate level of CELLA Reading and Writing for individual students.) Administering the appropriate level of CELLA Reading and Writing to each student is essential to ensuring reliable scores that accurately capture student growth in these skill areas between CELLA test administrations.

The CELLA Online Locator Test uses the same test items and scoring criteria as the previous paper and pencil version of the Locator Test. However, there are two key differences:

- 1) 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.
- 2) School and district administrators, 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.

This Administrators User's Guide addresses the tasks that a district or school administrator is likely to perform. It also includes details regarding technology requirements and contact information for AWSchoolTest priority support. The accompanying Teacher User's Guide addresses tasks that a teacher is likely to perform. It too should be reviewed because it is the responsibility of administrators to train teachers to use the CELLA Online Locator Test.

The CELLA Online Locator Test is being provided at no cost to the state of Florida by AccountabilityWorks (AW) through AW's website AWSchoolTest.com. AWSchoolTest.com offers a range of online assessments and assessments, including Arithmetic Testing OnLine (ATOL) and an alternate form of the CELLA that may be used to inform decisions to place students into ESL/Bilingual programs. AW is a nonprofit organization dedicated to supporting states and school districts implementing high quality assessments and accountability systems. AW is not an advocacy group. AW managed the development of CELLA, working with ETS and five states, including Florida, Maryland, Michigan, Pennsylvania and Tennessee.

AW has remained involved with the implementation of CELLA in Florida, providing input and support to the state Department of Education and to ETS.

## **Section I: Administrator Users Guide**

This section of the guide is for district and school administrators. It includes the local System Technology Requirements. It also shows you how to set up the district administrator account(s), upload or add teacher and school administrator accounts, upload or add student accounts, set teacher data access permissions, view individual student and group reports, download data files, and transfer students between teachers.

### **Part A: AWSchoolTest.com System Technology Requirements**

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. It is compatible with both Mac and Windows computers. The system has been tested with broadband internet access but may also work with some dial-up connections.

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

There have been problems with older versions of Firefox and Netscape, especially if computers are connected to the internet through a proxy server.

It is recommended that a district test accessing AWSchoolTest.com with a small number of users prior to widespread use.

A known issue exists with printing of report graphs using Mac computers that may result in distortion of the graphs; printing report tables, which are included with nearly every graph, are unaffected. There is no problem with viewing graphs and charts on a Mac, in either the screen shot or print only view page. The issue occurs when the file is actually printed. A work around exists that permits clean printing of report graphs on the Mac. The Grab Utility application, standard on recent Mac computers, may be used to make a screen copy of a graph and either directly printed from that application or may be pasted into a Word or Pages file and then printed.

## **Part B: Technology Support from AWSchoolTest**

District administrators with an account at AWSchoolTest can reach us between 9 AM and 5 PM (Eastern) by phone at 978-537-9252 or priority e-mail at [priority@awschooltest.com](mailto:priority@awschooltest.com). If you do not reach us immediately, we will make every effort to get back to you as quickly as possible.

School administrators with an account at AWSchoolTest can reach us between 9 AM and 5 PM (Eastern) by priority e-mail at [priority@awschooltest.com](mailto:priority@awschooltest.com). We will make every effort to respond to you as quickly as possible. Support does not include training, which is provided by district administrators.

Teachers with an account at AWSchoolTest can reach us between 9 AM and 5 PM (Eastern) via our standard e-mail support at [support@awschooltest.com](mailto:support@awschooltest.com). We will make every effort to respond to you within 4 business hours. Support does not include training, which is provided by school or district administrators. If your support need is urgent, please request that an administrator with an account at AWSchoolTest contact us.

## Part C: Getting Started

What: Create an initial administrator account that will allow you to enter or upload local school administrator, teacher and student information.

How:

1. Go to [awschooltest.com](http://awschooltest.com)

The screenshot shows the AWSchoolTest.com website. At the top left is the logo 'aW SchoolTest.com'. At the top right, it says 'Welcome Visitor' with links for 'Login' and 'Logout'. Below this 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'. The main content area is divided into sections: 'TEACHER / ADMIN LOGIN' with a 'Login Here' button and a link 'Do not have an account? Click here to sign up.' (indicated by a black arrow); 'STUDENT LOGIN' with a 'Login Here' button; and a 'SEARCH' section with a search box and a 'GO' button. Below the search section is a 'VeriSign Secured' logo and a 'Garden' section with the text 'Great articles, ideas and more beautiful garden.' At the bottom, there are three featured assessment tool cards: 'Arithmetic Testing Online', 'English Language Proficiency', and 'School Safety Assessment'. The footer contains copyright information: '©AccountabilityWorks and Arithmetic Online™ 2008 All Rights Reserved. CELLA is a 2005 ©Educational Testing Service' and links for 'Copyright Statement', 'Privacy Statement', and 'Terms of Service'.

2. Go to the left hand side of the screen click on where is says, Do not have an Account?

### 3. The district administrator fills in the Account Sign Up Page

Welcome Visitor  
[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 AWSchool Test](#) [Assign A Test](#)

#### 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 AWHomeTest.com [sign up here.](#))

- School administrators, sign up for your account first. Later, you can bulk upload your teacher and student accounts.
- 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 "jsmithtj".
  - 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 "jsmith12tj".
- 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.
- 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@hostname.com

Member Type\*

Phone\*

District Name\*

School Name\*  
Will appear on all test reports

School Address\*  
Drag corner to expand box

School Enrollment

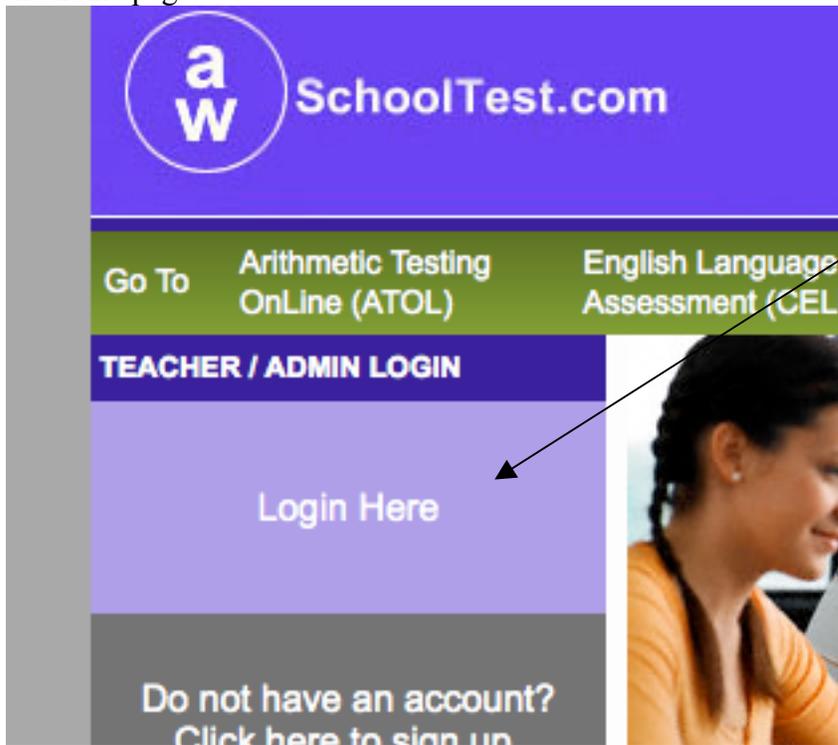
School URL  
Web page address

Promotional Code  
Enter a promotional code for the organization.

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4. For security purposes, AW has an internal process that will confirm whether the person who signed up for the account is in fact eligible for administrator privileges: a) by checking against a list provided by the Florida Department of Education; b) by calling the district to determine if the right person created the account. If the security check is approved, then administrator privileges will be granted.

5. In order to facilitate uploading of information, AW support staff will obtain a list of schools from the district administrator who set up the account. AW support staff will enter the school names into the system and grant admin privileges for all for all of the schools to the district administrator.
6. Once the schools are entered into the system, the AW support staff will send an e-mail message to the district administrator that the process is complete and he or she can go on to the next steps. The next steps include: loading the school based administrator, teachers and student accounts into the system for each school.
7. Once notified, the administrator will login to their account under the login section on the home page.



8. Home page login leads to username and password page.

9. Now the administrator is on the select a school page. On this page the admin will chose the school to set up first. Use the drop down box and highlight the school and the AWSchoolTest system will automatically go to the **My School** page.

10. On the **My School** page notice the links at the top of the page:

*My Class*—This link will take the user to his or her class list of students and all actions and reports associated with students at the teacher level. If the administrator has a class of students, then he/she would find their student class list in this section. (For more about this section see the teacher user guide)

*My School*—This link will take the administrator to a list of teachers, their usernames and a variety of administrative actions for each teacher.

## Part D: Adding Teachers

There are two ways to add teachers into the system.

1. Enter the information for each teacher using the Add a Teacher form on this page.
2. Use a CSV file to upload a large batch of teachers all at once.

### Add a Teacher Form

The screenshot shows the 'Add a Teacher' form within the AWSchoolTest.com administrator interface. The page has a purple header with the 'aw SchoolTest.com' logo and navigation links for 'Login' and 'Logout'. A green navigation bar contains links for 'Go To' various sections like '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, there are several red 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 Add a Teacher' and contains instructions: 'Enter the new information below. Usernames that are not unique across AWSchoolTest will be modified to make them unique. Review the teacher listing at My School to ensure that the entry was successful. If a teacher has students at more than one school within a district, the teacher should have a unique username for each school.' The form includes input fields for 'Username \*', 'Email Address \*', 'Password \*', 'First Name \*', 'Middle Initial', and 'Last Name \*'. There is a 'Gender' dropdown menu currently set to 'Male' and a 'Submit' button. The footer of the page 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'.

## Upload a batch of teachers

This page may be accessed by clicking on Upload Teachers link.

Welcome dj31416  
[Login](#)  
[Logout](#)

SchoolTest.com

|       |                                     |  |                             |                             |                            |                        |                  |
|-------|-------------------------------------|--|-----------------------------|-----------------------------|----------------------------|------------------------|------------------|
| Go To | Arithmetic Testing<br>OnLine (ATOL) | English Language<br>Assessment (CELLA) | Reading<br>Assessment Tools | School Safety<br>Assessment | Other Teacher<br>Resources | About AWSchool<br>Test | Assign A<br>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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**Sample of the CSV Template for Uploading Teachers**

|    | A          | B         | C        | D             | E         | F        | G      | H | I |
|----|------------|-----------|----------|---------------|-----------|----------|--------|---|---|
| 1  | email      | firstname | lastname | middleinitial | username  | password | gender |   |   |
| 2  | mmdoe@tjhs | Maria     | Doe      | M             | nmdoetjhs | pass     | F      |   |   |
| 3  | npdoe@tjhs | Nadia     | Doe      | P             | npdoetjhs | pass     | F      |   |   |
| 4  |            |           |          |               |           |          |        |   |   |
| 5  |            |           |          |               |           |          |        |   |   |
| 6  |            |           |          |               |           |          |        |   |   |
| 7  |            |           |          |               |           |          |        |   |   |
| 8  |            |           |          |               |           |          |        |   |   |
| 9  |            |           |          |               |           |          |        |   |   |
| 10 |            |           |          |               |           |          |        |   |   |
| 11 |            |           |          |               |           |          |        |   |   |
| 12 |            |           |          |               |           |          |        |   |   |
| 13 |            |           |          |               |           |          |        |   |   |
| 14 |            |           |          |               |           |          |        |   |   |
| 15 |            |           |          |               |           |          |        |   |   |
| 16 |            |           |          |               |           |          |        |   |   |
| 17 |            |           |          |               |           |          |        |   |   |
| 18 |            |           |          |               |           |          |        |   |   |
| 19 |            |           |          |               |           |          |        |   |   |
| 20 |            |           |          |               |           |          |        |   |   |
| 21 |            |           |          |               |           |          |        |   |   |
| 22 |            |           |          |               |           |          |        |   |   |
| 23 |            |           |          |               |           |          |        |   |   |
| 24 |            |           |          |               |           |          |        |   |   |
| 25 |            |           |          |               |           |          |        |   |   |
| 26 |            |           |          |               |           |          |        |   |   |
| 27 |            |           |          |               |           |          |        |   |   |
| 28 |            |           |          |               |           |          |        |   |   |
| 29 |            |           |          |               |           |          |        |   |   |
| 30 |            |           |          |               |           |          |        |   |   |
| 31 |            |           |          |               |           |          |        |   |   |
| 32 |            |           |          |               |           |          |        |   |   |
| 33 |            |           |          |               |           |          |        |   |   |

## Part E: Uploading Students

Use this page to get the directions and template for how to upload a batch of students.

Welcome dj31416  
[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 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 New Students or Transfer Existing Students

Batch upload of new students:  
Batch upload new students and assign them to teachers in the school. Click the icon  to download a sample template. Open template in a spreadsheet program and assign student information (Excel will sometimes reformat the students' date of birth to a default. Be sure the date of birth is formatted according to the requirements below.)  
The CSV (comma-separated) spreadsheet must have columns for:

- teacher username,
- student first name,
- student last name,
- student gender (M or F),
- student date of birth (YYYY-MM-DD),
- and student grade.

Optionally, the CSV file can also include:

- student username,
- middle name,
- password, and
- special code can also be included.

If the student username is not included, the AWSchoolTest system will automatically assign a unique student username. If student usernames are included in the CSV file, any student username that duplicates one already in the system in another school/district will be modified for you (you can change them later).

**Important:**

- Before uploading students, verify that all teacher usernames included in the CSV upload file are already listed under My School.
- The first row of the data file should provide the column names.
- Student usernames must be unique.

Batch transfer of existing students:  
Students can be batch transferred between teachers in the school/district, along with uploading new students.

- Click on the [Download Enrollment].
- Open the downloaded CSV file and retain all student information.
- Reassign the teacher usernames to each student where needed.
- Save the CSV file (be sure that the student birth date is formatted YYYY-MM-DD.)
- Upload the CSV file.

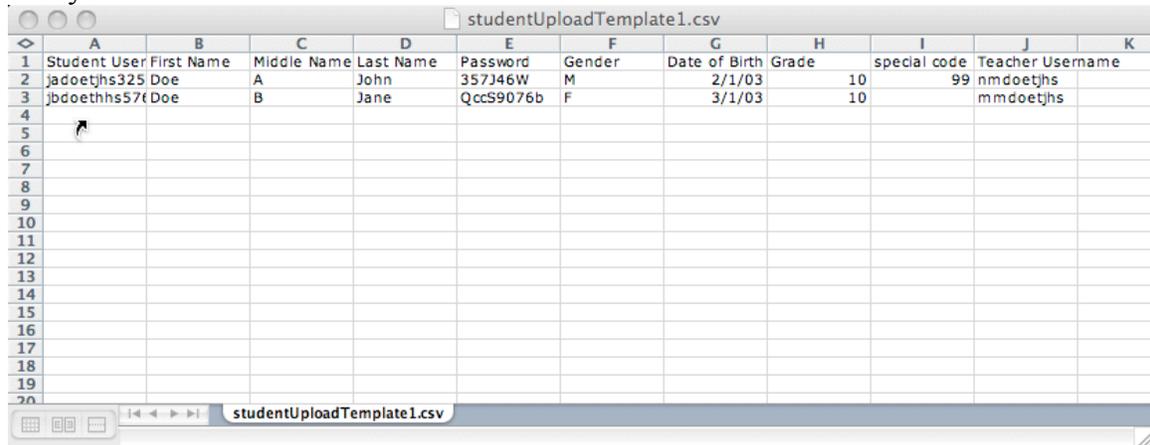
New students are assigned to teachers, and students currently in the school with a different teacher assignment will be transferred to another teacher in the school/district.

**File to upload:**

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### CSV Student Upload Template

This is an example of the template that you can use to create a student file to upload to the system.



|    | A            | B          | C           | D         | E         | F      | G             | H     | I            | J                | K |
|----|--------------|------------|-------------|-----------|-----------|--------|---------------|-------|--------------|------------------|---|
| 1  | Student User | First Name | Middle Name | Last Name | Password  | Gender | Date of Birth | Grade | special code | Teacher Username |   |
| 2  | jdoetjhs325  | Doe        | A           | John      | 357J46W   | M      | 2/1/03        | 10    | 99           | nmdoetjhs        |   |
| 3  | jboetjhs576  | Doe        | B           | Jane      | QccS9076b | F      | 3/1/03        | 10    |              | mmdoetjhs        |   |
| 4  |              |            |             |           |           |        |               |       |              |                  |   |
| 5  |              |            |             |           |           |        |               |       |              |                  |   |
| 6  |              |            |             |           |           |        |               |       |              |                  |   |
| 7  |              |            |             |           |           |        |               |       |              |                  |   |
| 8  |              |            |             |           |           |        |               |       |              |                  |   |
| 9  |              |            |             |           |           |        |               |       |              |                  |   |
| 10 |              |            |             |           |           |        |               |       |              |                  |   |
| 11 |              |            |             |           |           |        |               |       |              |                  |   |
| 12 |              |            |             |           |           |        |               |       |              |                  |   |
| 13 |              |            |             |           |           |        |               |       |              |                  |   |
| 14 |              |            |             |           |           |        |               |       |              |                  |   |
| 15 |              |            |             |           |           |        |               |       |              |                  |   |
| 16 |              |            |             |           |           |        |               |       |              |                  |   |
| 17 |              |            |             |           |           |        |               |       |              |                  |   |
| 18 |              |            |             |           |           |        |               |       |              |                  |   |
| 19 |              |            |             |           |           |        |               |       |              |                  |   |
| 20 |              |            |             |           |           |        |               |       |              |                  |   |

## Part F: School Settings

The administrator can determine the settings for teachers to have certain data access privileges in the system. We recommend that you check the first box. This will allow the teachers to see their own student class list information and the aggregated reports for the school. If not checked, the teachers will only be able to see the individual results for each student in their class.

Welcome dj31416  
[Login](#)  
[Logout](#)

**a**  
**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**  
**School Settings**

Update your school settings.

Allow non-administrator teachers to view school summary reports  
 Allow teachers to view reports for students taught by other teachers

[Revert Changes](#)    [Save Changes](#)

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### Part G: Former Students

This page helps to keep track of the students who have left your school. All of their test data and information will stay in the system for three years. So, if they come back within that time, you can click on the Return link in the student name row to re-enroll them in the school. All of the student test result information will be there too.

The screenshot shows the SchoolTest.com administrator interface. At the top, there is a purple header with the 'aW' logo and 'SchoolTest.com' text. On the right, it says 'Welcome dj31416' with links for 'Login' and 'Logout'. Below the header is a green navigation bar with 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'. Underneath, there are several red 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 Former Students' and contains the text: '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 text is a table with columns for 'Last Name', 'First Name', and 'Student Username'. The first row shows 'Madigan', 'Ryan', and 'Ryan'. A blue '[Return]' link is positioned to the right of the 'Ryan' in the 'Student Username' column. At the bottom of the page, there is a purple 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'.

After you click on the Return link, this message should pop-up.

The screenshot shows a confirmation dialog box with a blue question mark icon on the left. The text reads: '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.' At the bottom right, there are two buttons: 'Cancel' and 'OK'. A mouse cursor is pointing at the 'OK' button.

Click on OK button to readmit the student. All student test results will still be there.

## Part G: School Summary Reports

This page can be accessed by clicking on the School Summary Reports page.

The screenshot shows the SchoolTest.com website interface. 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', 'School Safety Assessment', and 'Other Teacher Resources'. The main content area has links for '[My Class]' and '[My School]'. The section is titled 'School Summary Reports'. A callout bubble from the right contains the text: 'There are two types of School Summary Reports relevant for CELLA Locator Test.' On the left, two red stars with arrows point to the following text: 'School Summary Reports allows you to identify the school results you wish to view and create a report that displays just those data. First, choose between the two categories of School Summary Reports: **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 provided. **Student List Reports.** Reports that create lists of students, such as for a classroom or grade level, and display each student's performance on key indicators. Next, using the drop down boxes below, make your selections regarding the test form(s), dates, and student grouping (s). For more information about School Summary Reports, as well as printing limitations for some computer platforms, go [here](#).'

## School Summary Aggregate Reports

For school aggregate reports, the category relevant to the Locator Test is the first choice.

**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) - jsmithjhs

**Callouts:**

- Select this Report type:** Points to the first radio button option.
- Click Here:** Points to the "Select Reports" button.

## School Summary Reports continued

After clicking “Select Reports”, three choices will appear. The most appropriate report to use with the CELLA Locator test is the first one: Average Scores and Percent within Performance Categories.

Welcome dj31416  
[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](#)

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

### School Summary Reports

**Aggregate 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 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](#).*

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## Sample School Summary Reports: Aggregated Data

**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 grouping(s) and test forms. For more information about this report and others, go to [Information about SchoolTest 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

| 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

**Average Score**

**Percent within Performance Categories**

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The system will use the student's score and grade level to determine which Reading and Writing CELLA Level to recommended for each student. It also shows the percent of students who were recommended for each level.

## School Summary Student List Reports

This type of report, also generated from the School Summary Reports page, will indicate the recommended CELLA levels for individual students in a list. The list can be a class or several classes, a grade or several grades, or an entire school.

**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 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  
 By Teacher  
Dewey, Jane (Admin) - dj31416

Select Reports

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## Three Choices for Student List Reports

Select the second one. This is the one applicable to the CELLA Locator Test.

The screenshot shows the SchoolTest.com administrator interface. At the top, there is a purple header with the logo and navigation links. Below the header is a green navigation bar with links to various sections. The main content area is white and contains the following elements:

- Header: "Welcome dj31416" and "Login Logout" links.
- Navigation Bar: "Go To" 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".
- Links: "[My Class]" and "[My School]".
- Section: "School Summary Reports".
- Section: "Student List Reports:".
- Report Details:
  - 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
- Section: "Select a Report:" with three radio button options:
  - 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](#).*
- Buttons: "View Report" and "Return".
- Footer: "©AccountabilityWorks and Arithmetic Online™ 2008 All Rights Reserved. CELLA is a 2005 ©Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service".

## Sample School Summary Reports: Student List

Welcome dj31416  
[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](#)

---

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

### School Summary Reports

---

**Student List 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](#).*

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

|                      | Performance       | Score |
|----------------------|-------------------|-------|
| Points Possible →    | -                 | -     |
| Percentage →         | -                 | -     |
| 1. Barri, Bennet A   | CELLA Level A-ext | 2     |
| 2. Meng, Chaio B     | CELLA Level D     | 16    |
| 3. Nu, Diem B        | CELLA Level B     | 8     |
| 4. Rodriguez, Alex A | CELLA Level C     | 10    |

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

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The system uses the student's score and grade level to determine which Reading and Writing CELLA Level to recommend for each student. The level recommendation for each student is found in the **Performance** Column.

**Part H: Download Enrollment**

Click on the Download Enrollment link to download a CSV file with student enrollment data for an entire school.

|    | A            | B          | C           | D         | E        | F      | G             | H     | I            | J                | K |
|----|--------------|------------|-------------|-----------|----------|--------|---------------|-------|--------------|------------------|---|
| 1  | Student User | First Name | Middle Name | Last Name | Password | Gender | Date of Birth | Grade | Special Code | Teacher Username |   |
| 2  | BarriBennec7 | Bennet     | A           | Barri     | pass     | M      | 2/3/93        | 10    |              | zpkms1-mms1      |   |
| 3  | MengChalo7b  | Chalo      | B           | Meng      | pass     | M      | 2/2/93        | 10    |              | dj31416          |   |
| 4  | NuDiem610f   | Diem       | B           | Nu        | pass     | F      | 2/4/93        | 10    |              | zpkms1-mpo1      |   |
| 5  | PoonF31416   | Francis    | X           | Poon      | pass     | M      | 5/1/93        | 10    |              | zpkms1-mpo1      |   |
| 6  | RodriAlex703 | Alex       | A           | Rodriquez | pass     | M      | 2/1/93        | 10    | 99           | zpkms1-mms1      |   |
| 7  |              |            |             |           |          |        |               |       |              |                  |   |
| 8  |              |            |             |           |          |        |               |       |              |                  |   |
| 9  |              |            |             |           |          |        |               |       |              |                  |   |
| 10 |              |            |             |           |          |        |               |       |              |                  |   |
| 11 |              |            |             |           |          |        |               |       |              |                  |   |
| 12 |              |            |             |           |          |        |               |       |              |                  |   |
| 13 |              |            |             |           |          |        |               |       |              |                  |   |
| 14 |              |            |             |           |          |        |               |       |              |                  |   |
| 15 |              |            |             |           |          |        |               |       |              |                  |   |
| 16 |              |            |             |           |          |        |               |       |              |                  |   |
| 17 |              |            |             |           |          |        |               |       |              |                  |   |
| 18 |              |            |             |           |          |        |               |       |              |                  |   |
| 19 |              |            |             |           |          |        |               |       |              |                  |   |

You can also download data reports that include test results by going to the My School page and clicking on Download Reports at the bottom of the page. Be sure to follow the screen prompts.



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

### My School

| Full Name           | Username                      | Adm |
|---------------------|-------------------------------|-----|
| Dewey, Jane (Admin) | <a href="#">dj31416</a>       |     |
| Ortiz, Martin       | <a href="#">zzpkms1-mpo1</a>  |     |
| Sanchez, Maria      | <a href="#">zzpkms1-mms1</a>  |     |
| Smith, Jane (Admin) | <a href="#">jsmithjhs</a>     |     |
| Zirkle , Rosslyn    | <a href="#">zzpkms1-admin</a> |     |

Get student data here

### 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

Download Reports

## Part I: My School Welcome page with Teacher List

*My School*—This link will take the administrator to a list of teachers, their usernames and a variety of administrative actions for each teacher.

### My School List of Teachers

The screenshot shows the 'My School' page in 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 AWSchool Test', and 'Assign A Test'. Below this is a 'My School' section with a table of teachers. Each teacher row includes their full name, username, and a set of administrative actions: '[students]', '[Test Assignment History]', '[Edit Profile]', and '[Remove]'. Below the table is a 'Download Reports' section with a form to select a teacher and a date range (From/To) to download CSV spreadsheets of testing data.

| 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 Profile]</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 Profile]</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 Profile]</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 Profile]</a> <a href="#">[Remove]</a> |
| Zirkle, Rosslyn     | <a href="#">zzpkms1-admin</a> | <a href="#">[students]</a> <a href="#">[Test Assignment History]</a> <a href="#">[Edit Profile]</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...  
   
 From     
 To

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The administrator can:

- 1) View general information about the teacher, such as username, e-mail address, and access student information in the class.
- 2) Access teacher profile information by clicking on the teacher username to update or review by clicking on the teacher username.
- 3) Access the class list of students for each teacher by clicking on the Students link on a teacher's row. The class list contains information about each student, including their usernames, number of tests taken, number of tests passed, number of tests not passed, and number of tests completed with no passing score.

## My School Individual Teacher Class List

Through this page, an administrator can access individual student data without downloading a data file.

The screenshot shows the 'My School' page on SchoolTest.com. At the top right, it says 'Welcome dj31416' with links for 'Login' and 'Logout'. A navigation bar 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'. Below this 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 heading is 'My School Individual Teacher Class List'. A description states: 'This page allows you to view a summary test history for all students in a teacher's class, as well as obtain a detailed test history for each student. You may also edit a student's account profile or transfer students to a different teacher or out of the school.' Teacher information is listed: 'Teacher Name: Martin P Ortiz', 'Username: zzpkms1-mpo1', 'Email Address: cella2@yahoo.com', and 'Number of Students: 2'. A table displays student data:

| 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"/> |

Below the table is a 'Transfer Students' button. 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'.

- 4) The class list also provides the administrator the ability to transfer students without uploading a file.

## Transfer Students

### Step One:

First, check the box next to each student to be transferred. Then, click on the Transfer Students button.

| 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 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](#)

### Step Two:

Then, select the student's new teacher or indicate that the students have left the school (the latter will allow you to bring back their account if they return).

Welcome dj31416  
[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**  
 Student transfers move students from one teacher to another teacher within the same school. Transfers can also move a student into the category of Former Students of the school. All student test results, including for former students, remain available for reporting purposes. Within three years of leaving, a former student may be reassigned back to a teacher in the school by going to Former Students.

**Transfer Students**  
 You selected 1 student(s) to transfer. Select the transfer below and click "Confirm" below.

Transfer student(s) to

Transfer student(s) out of this school.

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- 5) The class list also provides the administrator access to each student's up to date test history.

### Individual Student Test History

This page, accessible from an Individual Teacher Class List page, provides a summary of the student performance across different testing sessions. Also, this is the page that allows access to the individual student test reports.

Welcome dj31416  
[Login](#)  
[Logout](#)

**a 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**  
Individual Student Test History

Below is a list of all of the tests completed by this student. The Performance column provides the "Performance Category" result the student attained for each test. The performance category result is color coded to indicate whether the student **passed** or **did not pass**. Some tests do not have passing scores. Such tests still have descriptions of different levels of student achievement, which are displayed as a Performance Category using the color **brown**. For more information about a specific test's performance categories, see that test's information page.

For a comprehensive report of the results for all tests completed by this student, click on "View Student Transcript" below.

Teacher Name: Martin P Ortiz  
Username: zzkms1-mpo1  
Email Address: cella2@yahoo.com  
Student Name: Diem B Nu  
Student Username: NuDiem610f  
Current Age: 15  
Grade: 10  
Gender: Female  
Special Code:

Tests Completed: 2  
Tests Passed: 0  
Tests Not Passed: 0  
Tests With No Passing Score: 2

[View Student Transcript](#)

| Test Name                   | Date              | Test Time | Performance   |                             |
|-----------------------------|-------------------|-----------|---------------|-----------------------------|
| CELLA Locator Test - Form A | Oct 13, 2008 9:32 | 1:54      | CELLA Level D | <a href="#">Test Report</a> |
| CELLA Locator Test - Form A | Oct 9, 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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- 6) The individual student test history includes the name of the test taken, the date it was completed, the recommended CELLA Level in Reading and Writing, and a link to a particular Test Report.

## Sample: Individual Student Test Report

Accessible from the Individual Student Test History page, an Individual Test Report provides additional information including the raw score for the Locator Test.

The screenshot displays the SchoolTest.com website interface. At the top, there is a purple header with the 'aw' logo and 'SchoolTest.com' text. On the right side of the header, it says 'Welcome dj31416' with links for 'Login' and 'Logout'. 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 features a white box with instructions: 'Use the results of the Locator to assign the most appropriate CELLA levels in *Reading* and *Writing*. The **Performance Category** score below indicates the CELLA Level to use in the main test administration. For more information click [here](#).' To the right of this text is a small image of the CELLA Locator Test booklet. Below this is a section titled 'Summary Results' with a 'How To Read' instruction: '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.' The report details include: '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', and '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'.

## My School Test Assignment History

Also accessible through the My School page, the Test Assignment History for a teacher provides a list of all tests assigned by that teacher.

Welcome dj31416  
[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**  
Test Assignment History

| 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> |

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Click on “Details” and you end up on the page below. This page will tell you if a student has completed or not taken an assigned test. If a student hasn't taken a test, you can stay on this page and easily reassign it to another student. Just click on Edit.

Welcome dj31416  
[Login](#)  
[Logout](#)

**a 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**  
**Test Assignment Details**

**Order Type:** Test Assignment  
**Test:** CELLA Practice Locator (Form A)  
**Order Total:** \$0.00  
**Order Status:** Paid  
**Payment Method:** Cash, Check or Money Order

| # | Student                    | Price  | Test Status |                      |
|---|----------------------------|--------|-------------|----------------------|
| 1 | Madigan, Ryan James (Ryan) | \$0.00 | Not Taken   | <a href="#">Edit</a> |

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The Edit button adds a section to the Test Assignment Details page. Look carefully to find the following information: “This registration currently belongs to...” You will see that the name of the individual the test is being taken from is in **bold face**. The next line has a drop down menu already populated with the names of students in the teacher’s class. (Note, teachers can also reassign tests.)

The screenshot shows the SchoolTest.com interface. At the top right, it says 'Welcome dj31416' with 'Login' and 'Logout' links. A navigation bar includes 'Go To' and 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 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 titled 'Test Assignment Details' and lists: 'Order Type: Test Assignment', 'Test: CELLA Practice Locator (Form A)', 'Order Total: \$0.00', 'Order Status: Paid', and 'Payment Method: Cash, Check or Money Order'. It states 'This registration currently belongs to **Meng, Chaio B**' and has a 'Reassign it to' dropdown menu with a '+' icon and a 'Submit' button. Below is a table with columns '#', 'Student', 'Price', and 'Test Status'. The table contains one row: '1 Meng, Chaio B (MengChaiofbf3) \$0.00 Not Taken Edit'. 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'.

As soon as you click submit, the test will immediately be reassigned to the selected student. In this example, the test that was once assigned to Chaio is now available for another student in the drop down box. Select a student to reassign the test to and click submit.

Notice on the sample page below the students have completed their assigned test.

Welcome dj31416  
[Login](#)  
[Logout](#)

**a** 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**  
**Test Assignment Details**

**Order Type:** Test Assignment  
**Test:** CELLA Locator Test (Form A)  
**Order Total:** \$0.00  
**Order Status:** Paid  
**Payment Method:** Cash, Check or Money Order

| # | Student                           | Price  | Test Status |
|---|-----------------------------------|--------|-------------|
| 1 | Barri, Bennet A (BarriBennec756)  | \$0.00 | Completed   |
| 2 | Rodriquez, Alex A (RodriAlex7032) | \$0.00 | Completed   |

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## Part J: Test Catalog for Assigning a Test

Accessible through the Assign A Test link in the green navigation bar, the Test Catalog page allows you to assign tests to students. (Note, teachers can also assign tests.)

Click on the underlined title of the test: CELLA Locator (Form J).

Welcome dj31416  
[Login](#)  
[Logout](#)

**a** 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](#)

**Test Catalog**  
 To assign a test to one or more students, click on the name of the test below.

 [CELLA Locator \(Form J\)](#) **\$1.95**

 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.

 [ATOL Grade 3 \(Form A\)](#) **\$3.95**

 The ATOL Grade 3 test assesses students in grade 3 and above on all core arithmetic skills.

Once you've selected the test, just follow the instructions on the page. Highlight the student's name in the drop down box. You can highlight more than one name. When all the student names are selected, click on Assign Test. Note that Florida's discount price is "\$0.00".

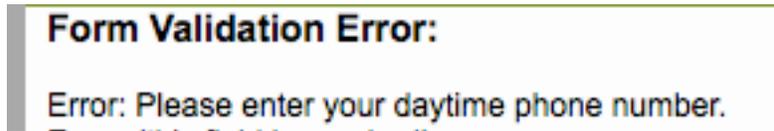
The screenshot shows the SchoolTest.com website interface. At the top, there is a purple header with the logo and navigation links. Below this is a green navigation bar with various test categories. The main content area is white and contains the following information:

- Test Catalog**  
**Test Assignment: CELLA Locator (Form J)**  
Select one or more students below. Then click on the "Assign Test" button.
- A horizontal line.
- Text: "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." To the right of this text is an image of the CELLA Locator Test booklet.
- Another horizontal line.
- Assign This Test**  
Standard Price: **\$1.95 ea.**  
Your Discount Price: **\$0.00 ea.** (admin)
- Select one or more students to assign the test  
Select multiple students by holding the Ctrl key (Windows) or Command key (Mac) while selecting with the mouse.
- A list box containing the following student names:
  - Gomez, Maria (MariaGomezTjhs, grade 9)
  - Ramirez, Juan (Juan.Ramirez, grade 9)
  - Roca, Sally (Sally.Roca, grade 9)
- An "Assign Test" button.

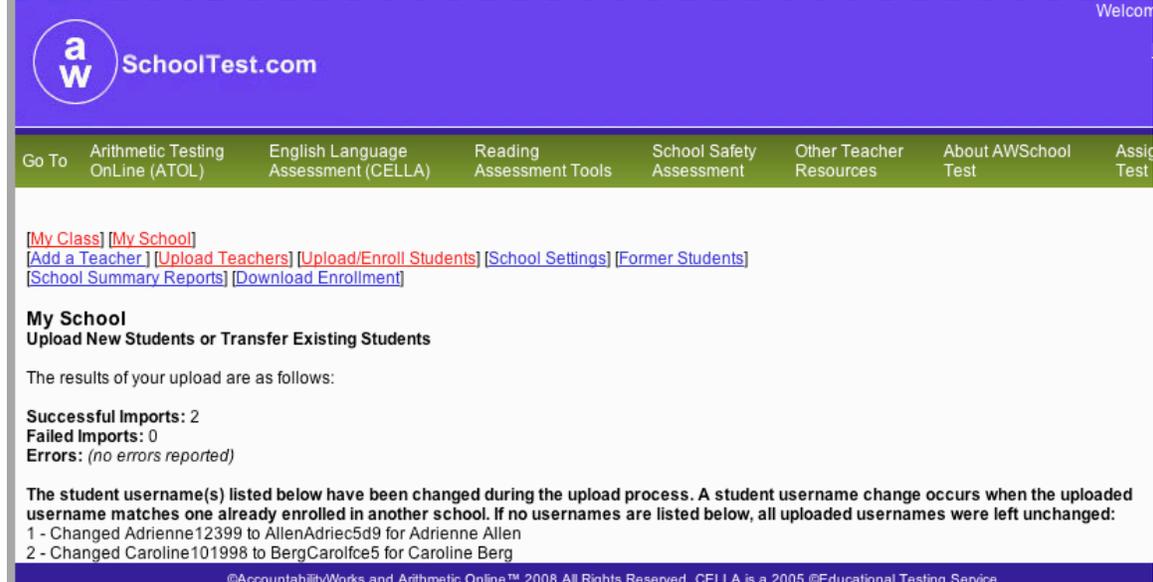
At the bottom of the page, there is a purple footer with copyright information: ©AccountabilityWorks and Arithmetic Online™ 2008 All Rights Reserved. CELLA is a 2005 ©Educational Testing Service. Copyright Statement | Privacy Statement | Terms of Service

## Part K: Error Messages

AWSchoolTest is considered a “smart-system.” That is, it will often correct errors that the user makes. For example, when a student username has already been taken, the system will generate another username for the student. Here is an example of an error message that requires the user to go back on fix the missing information:



Here is an example of an error message in which the system has corrected the error and provided information to the user about the correction.



The screenshot shows the AWSchoolTest.com interface. At the top, there is a purple header with the logo and "SchoolTest.com". 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 AWSchool Test", and "Assign Test".

Below the navigation bar, there are several links: [\[My Class\]](#), [\[My School\]](#), [\[Add a Teacher\]](#), [\[Upload Teachers\]](#), [\[Upload/Enroll Students\]](#), [\[School Settings\]](#), [\[Former Students\]](#), [\[School Summary Reports\]](#), and [\[Download Enrollment\]](#).

**My School**  
Upload New Students or Transfer Existing Students

The results of your upload are as follows:

**Successful Imports:** 2  
**Failed Imports:** 0  
**Errors:** (no errors reported)

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:

- 1 - Changed Adrienne12399 to AllenAdriec5d9 for Adrienne Allen
- 2 - Changed Caroline101998 to BergCarolfce5 for Caroline Berg

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