# FLORIDA DEPARTMENT OF EDUCATION



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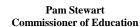
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### **MEMORANDUM**

**TO:** Florida CELLA District Coordinators

**FROM:** Chane Eplin

**DATE:** November 5, 2012

**SUBJECT:** 2013 CELLA Braille/Large-Print Enrollments

The purpose of the memo is to request enrollment counts by school for students that require large-print or Braille documents. The enrollment counts must be provided to Questar Assessment, Inc. via ServicePoint (<a href="https://fil-servicepoint.questarai.com/">https://fil-servicepoint.questarai.com/</a>), from November 9 through December 13, 2012. The accommodated versions of the test for the 2013 CELLA administration include the following:

- a. Large-print Levels A, B, C, and D
- b. Braille Levels B, C, and D
  - Contracted Braille contains 189 contractions. A word or part of a word may be a contraction.
  - Uncontracted Braille is one symbol per letter; all words are spelled out letter by letter.

Note: Braille and large-print counts are pre-populated with the number of materials ordered in 2011-2012.

## **ServicePoint**

To access ServicePoint, NEW usernames and passwords are in transit to district offices via regular mail. If log-in information is not received by Tuesday, November 13<sup>th</sup>, please email <a href="mailto:FloridaCELLA@fldoe.org">FloridaCELLA@fldoe.org</a>.

## **Technical Support and Questions**

Customer Service is available Monday through Friday, 7:00 A.M. – 6:00 P.M. EST. If there are questions, or technical support is needed, please contact Tara Brady, Customer Service Representative, toll-free at (877) 852-3552 or CELLA@QuestarAl.com.

#### CHANE EPLIN

BUREAU CHIEF STUDENT ACHIEVEMENT THROUGH LANGUAGE ACQUISITION