

Teacher User's Guide
CELLA Online
(Form 3)

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Teacher User Information

Individuals using AWSchoolTest and CELLA Online can be designated as Administrators or Teachers. Administrators can add teacher accounts, do large uploads of lists of students and teachers, access school summary reports, and many other administrative actions associated with a school or district. Teachers have access to all of their own student information and may be given access (by the administrator) to school summary reports. This user guide was designed especially for individuals designated as Teachers for CELLA Online.

A. Training and Support

Training information and video tutorials can be found in two different places in AWSchoolTest:

1. From most web pages on AWSchoolTest, click on the **Training** link in the top navigation bar to access the Training page; on this page, there are a number of training materials and video tutorials.
2. Within the secure areas of AWSchoolTest (accessible by logging in), many web pages have a “how to read or use” section near the top that provides tips on using the functionality on the page. The “how to read” sections also typically provide a link to the video tutorials.
3. For each test, you can access the customized Directions for Administration (DFA) and essential training materials (e.g., scoring guides for writing, training manual for speaking, and audio links for practice evaluating speaking responses) on the test assignment page.

In addition, either interactive online or face-to-face training on topics ranging from administering the assessment, creating customized reports and using assessment results to inform instructional decisions is available. Please contact AWSchoolTest for more information at contact@awschooltest.com

Support for technology issues can be accessed on AWSchoolTest by clicking on the **Support** link in the top navigation bar. This will provide access the AWSchoolTest Support page. Here you will find details about system requirements and answers to commonly asked questions.

B. Login To Teacher Account

Some basic definitions for how to use the CELLA Online System:

- Administrators are usually school and district level administration personnel. Administrators can have one or more school accounts. If an administrator also tests students, he/she can have a “My Class” page using their same account information.
- For the purposes of CELLA Online Assessment system, **CELLA Test Administrators are most often considered Teachers**. So if you administer the CELLA Online test you are considered a “teacher” by the system and have a “My Class” page. Check with your school district to determine your designation.
- Administrator accounts have been set up.
- Before teachers can login, a school or district administrator needs to set up the teacher’s account. It takes just a few seconds to set up.

Administrators and Teachers can access login to their accounts by going to www.AWSchoolTest.com. You may want to bookmark that page. Below is a screen image from the site’s home page. In the Teacher/Admin Login Area on the left side of the page, click on “**Login Here**”. Please do not click on the “Do not have an account?” section. Remember, all CELLA Test Administrators (known as teachers by the system) need to have an account set up for them.

Summary steps to access the Login area:

1. Got to AWSchoolTest home page (www.awschooltest.com)
2. Find Teacher/Admin Login (left hand side of the home page)
3. Click on **Login Here**



C. Login Screen

After clicking on **Login Here** area (found on the AWSchoolTest homepage), you will access a login screen that requires you enter your username and password. **Your username has already been set up for you, check with your administrator to find out your username.** To ensure privacy (and help you remember), **you will need to create your own password.** Create (or change) your password by clicking on the “Forgot your username or password” prompt on the Log in screen. Follow the instructions for creating a password. The confirmation will be sent to your e-mail account.

D. Create a Personal and Secure Password

Select the link “[Forgot your username or password?](#)” Follow the instructions. When you are asked for an e-mail address, use your district e-mail address.

The screenshot shows the AWSchoolTest.com login page. At the top is the logo and navigation menu. Below is a section for 'Teachers & Administrators login here:' with fields for 'Username:' and 'Password:'. A red box highlights the link 'Forgot your username or password?' next to the password field. An orange arrow points from a yellow box containing the instruction '1. Click here to create your password.' to this link. Below the login fields is a checkbox for 'I have read and agreed to the terms of service' and a 'Login' button. At the bottom of the page is a footer with copyright information. An orange arrow points from the 'Forgot your username or password?' link to a separate window titled 'Forgot your password or username?'. This window contains instructions: 'Don't worry. Just give us the email address you joined with and we'll send you an email with your username and a link for your password. When you receive it, follow the link inside to reset your password. If you cannot remember the email account you joined with, you will have to contact us or sign up again.' Below the text is a 'Your email:' field and a 'Continue...' button. A yellow box with the instruction '2. Enter your district e-mail address.' has an orange arrow pointing to the email field. Another yellow box with the instruction '3. Click Continue' has an orange arrow pointing to the 'Continue...' button. A final yellow box with the instruction '4. Check your e-mail account for the access link to create your password.' is positioned below the 'Continue' button.

Sample of E-mail that you will receive to access the link to create or change your Password.

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Select [Click here](#) link.

From: AWSchoolTest
Subject: **Your AWSchoolTest Password**
Date: August 2, 2010 1:38:38 PM EDT
To: Dr. Kathleen Madigan

Hello,

You have reported that you no longer remember your username/password for logging onto AWSchoolTest. In order to continue to log into our site, you need only follow the link below and reset your password. If you cannot click on the link, copy and paste it in its entirety into your browser.

Your username is: JodiBaker

[Click here](#) to reset your password.

Enter at least 7 numbers and letters.

Forgot your password or username?

We have confirmed your identity. Please choose a new password and enter it below. Once reset, you will be able to log in again.

New Password:

Verify Password:

Keep password in a secure location. If, however, you forget—just repeat the process.

If you are sharing a computer with other users you may not want to click the box that keeps you logged in.

aw SchoolTest.com

Go To [English Language Assessment \(CELLA\)](#) [Arithmetic Testing OnLine \(ATOL\)](#) [Reading Assessment Tools](#) [At](#)

Teachers & Administrators login here:

Username:

Password:
[Forgot your username or password?](#)

This is a private site. Please email customerservice@awschooltest.com for membership inquiries.

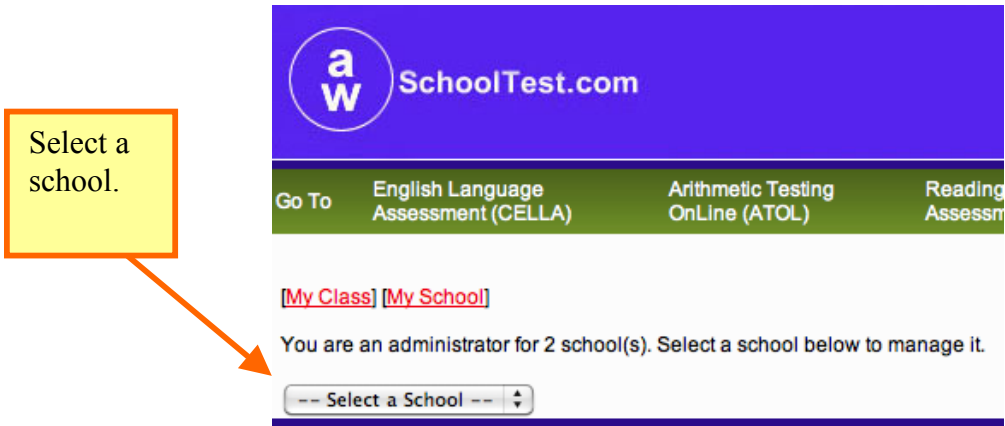
Keep me logged in on this computer until I log out (requires cookies)

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

Enter your username and password.

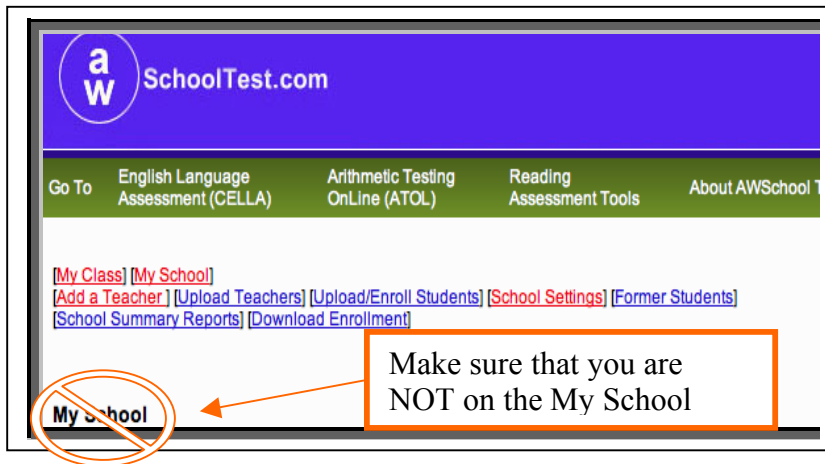
Password should have at least 7 characters with numbers and letters.

If you are a teacher working with more than one school, the next screen will ask which school you would like to manage. Click on the drop down to select the school.

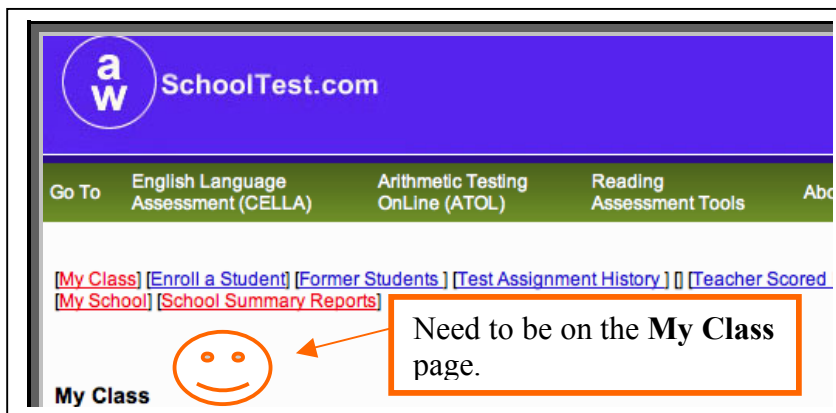


E. My Class roster page

Remember, for the purposes of CELLA Online Assessment system, if you administer the CELLA Online test you are considered a teacher by the system. Every teacher has a **My Class** page with a Class Roster. The students you enroll to be tested or who are tested by you are assigned to your CELLA Online class roster. (You may have other students in your actual class, but only students who are enrolled in the CELLA Online testing system will be in your roster.)



After login, each teacher's "My Class" page will display. If you have administrator privileges (e.g., school principal) and have your own class list of students, make sure that you have clicked on your **My Class** link. All headers should say **My Class**, not **My School**. Administrators use **My School** when doing tasks associated with the whole school.



This section of the guide focuses on **My Class**. Remember that **My Class** is the place where you can access key information about the students you have enrolled, assigned tests, and tested.

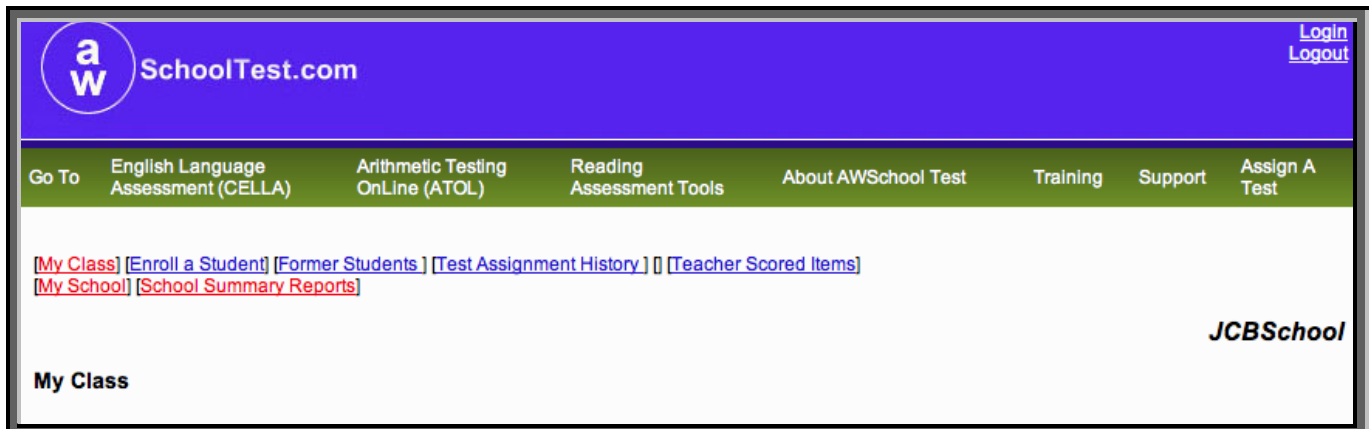
A Quick Trip Around the Page

My Class includes a roster of all students you have tested or enrolled to be tested, plus access to student test reports and key actions for student testing. When you log in for the first time to this page, it will not have any students listed. You will need to enroll students to have them listed (see screen shot example of Class Roster before students are enrolled for testing).

Immediately above the “My Class” page title are several links that allow for navigation within the secure sections of the site, including:

- **My Class**
- **Enroll a Student**
- **Former Students**
- **Test Assignment History**
- **Teacher Scored Items**
- **School Summary Reports**

Also notice that as the administrator, you can still access your SCHOOL wide information from here, (e.g., My School and School Summary Reports). Teachers will not have the My School link available to them.



Example of a Class Roster Before Students are Enrolled for Testing

AW SchoolTest.com

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

Go To English Language Assessment (CELLA) Arithmetic Testing OnLine (ATOL) Reading Assessment Tools About AWSchool Test Training Support Assign A Test

[\[My Class\]](#) [\[Enroll a Student\]](#) [\[Test Assignment History\]](#) [\[Teacher Scored Items\]](#)
[\[School Summary Reports\]](#)

My Class Remember that "My Class" refers to your group of students involved in testing.

JCBSchool

Welcome to AWSchoolTest.com

Below is your class roster. It includes a current list of your students. You can access a student's Test History or Edit the information in a student's account profile. You may also login as any student to see exactly what that student would see when logged in. If you would like to edit your teacher account profile, including change your password or e-mail, please go [here](#).

If you would like to login as one of the students in your class, [click here](#).

My Name: Catalina Lopez
My Username: MiamiDadeTeach

Students

You have not enrolled any students yet.

(School administrators, go to [\[my school\]](#) for a teacher listing. There you will find enrollments under specific teachers.)

Notice that the teacher's **username**, as the account holder, is in the top right hand corner. Always check to make sure that **YOUR** appears there.

Since this is the first time that the teacher has logged in, there are no students listed. Once she enrolls a student, a list will begin and auto-alphabetize.

In some cases, if several people use the same computer and someone forgets to log out of www.awschooltest.com, a computer may "remember" that person's username when you try to log in. So look for **your username** just to make sure.

Hint:
If someone does forget to log out, just click the log out button in the top corner for that person and then you can login.

Once you have enrolled students and assigned tests, your “My Class” page will look like this.

Welcome
RLopez31416
[Login](#)
[Logout](#)

Go To [English Language Assessment \(CELLA\)](#) [Arithmetic Testing OnLine \(ATOL\)](#) [Reading Assessment Tools](#) [About AWSchool Test](#) [Support](#) [Assign A Test](#)

[\[My Class\]](#) [\[Enroll a Student\]](#) [\[Former Students\]](#) [\[Test Assignment History\]](#) [\[Teacher Scored Items\]](#)
[\[School Summary Reports\]](#)

My Class Walker School

Welcome to AWSchoolTest.com

Below is your class roster. It includes a current list of your students. You can access a student's Test History or Edit the information in a student's account profile. You may also login as any student to see exactly what that student would see when logged in. If you would like to edit your teacher account profile, including change your password or e-mail, please go [here](#).

If you would like to login as one of the students in your class, [click here](#).

My Name: **Rita Lopez**
My Username: **RLopez31416**

Students

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	Ken.Chen2101	0	N	[Test History] [Edit]
Espinosa	Manuel	mepinosa31416	0	N	[Test History] [Edit]
Garcia	Alejandro	AGarcia748	0	N	[Test History] [Edit]
Patel	Ashika	APatel45	1	N	[Test History] [Edit]
Patel	Ashika	APatel46	0	N	[Test History] [Edit]
Peng	Leon	Leon.Peng2101	0	Y	[Test History] [Edit]
Rashad	Marcus	mrashad31416	0	N	[Test History] [Edit]
Sing	Thomas	tsing31416	0	N	[Test History] [Edit]
Torres	Carmen	ctorres31416	0	N	[Test History] [Edit]
Ying	Michelle	mying31416	0	N	[Test History] [Edit]

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[My Class](#) | [Enroll a Student](#) | [Former Students](#) | [Test Assignment History](#) | [Teacher Scored Items](#)
[My School](#) | [School Summary Reports](#)

My Class

Welcome to AWSchoolTest.com

Below is your class roster. It includes a current list of your students. You can access a student's Test History or Edit the information in a student's account profile. You may also login as any student to see exactly what that student would see when logged in. If you would like to edit your teacher account profile, including change your password or e-mail, please go [here](#).

If you would like to login as one of the students in this class, click on the student's name.

My Name: **Rita Lopez**
My Username: **RLopez31416**

Pending Tests
Ashika Patel--(APate45) hasn't started her assigned test.

Tests in Progress
Leon Pang hasn't finished his test.

Students

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	Ken.Chen2101	0	N	Test History Edit
Espinosa	Manuel	mespinosa31416	0	N	Test History Edit
Garcia	Alejandro	AGarcia748	0	N	Test History Edit
Patel	Ashika	APate45	1	N	Test History Edit
Patel	Ashika	APate46	0	N	Test History Edit
Peng	Leon	Leon.Peng2101	0	Y	Test History Edit
Rashad	Marcus	mrashad31416	0	N	Test History Edit
Sing	Thomas	tsing31416	0	N	Test History Edit
Torres	Carmen	ctorres31416	0	N	Test History Edit
Ying	Michelle	mying31416	0	N	Test History Edit

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F. Enroll a Student

As students arrive and need testing, you will first need to enroll them in your CELLA Online account. To add a student to your Class Roster, click on the **[Enroll a Student]** link at the top of the page. Enter the required information and click **Submit** to add the student. Make sure you enter the correct information for the student. Once the form is submitted the student username CANNOT be changed. It takes about 20-30 seconds to enroll a student.

Step 1
Click
[\[Enroll a Student\]](#)

Step 2
Enter student information

Step 3
Click
Submit

[\[My Class\]](#) [\[Enroll a Student\]](#) [\[Former Students\]](#) [\[Test Assignment History\]](#) [\[Teacher Scored Items\]](#)
[\[School Summary Reports\]](#)

My Class
Add a Student
To add a student to your class roster, enter the information in the fields below. Then click the "Submit" button.

Student Username *
sarahgomez31416

Password *
[]

First Name *
Sarah

Middle Name
[]

Last Name *
Gomez

Gender
[Female]

Date of Birth (MM-DD-YYYY) *
3 - 26 - 2000

Grade *
[5]

School Name *
Wayne Walker

Special Code
[]

[Submit]

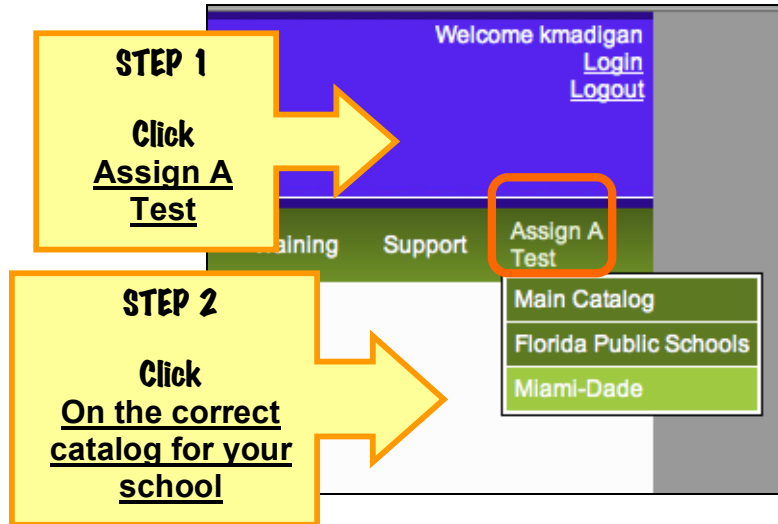
Enter the information correctly. Once submitted, the student username cannot be changed. For security reasons, it is better to have a different password from a username.

If you or the student forgets his/her username or password, you can access it on the **My Class Roster** page. Just click **Edit** on the student's name row for student profile information or if you need to change any of this information. **Note that you cannot change the student's Username.**

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G. Assign A Test

Click on **Assign a Test** in the top navigation bar. This will access a test the catalog page. Click on **appropriate catalog** link. Then you can select the test you want to assign to one or more students.



Choose the grade level of the students that you will be testing, click on the name of the test either for **Entry** or **Extension of Services**. The appropriate test assignment page will be immediately displayed.

Test Catalog: Florida Public Schools CELLA Online Assessments

CELLA Online Assessments: Entry & Extension

Standard CELLA Bulk Pricing is available [here](#); Florida schools can contact us about special pricing at: [CELLA Florida Pricing](#).

Access privileges may be obtained after purchase by contacting [AWSchoolTest](#).

STEP 3
Find **GRADE**.
Click on test name

Grade	Entry	Extension of Services
K	Listening/Speaking Level A - Form A	Listening/Speaking Level A - Form B
1	Listening/Speaking Level A - Form A	Listening/Speaking Level A - Form B
2	L/S A : Reading & Writing Ax - Form A	L/S A : Reading & Writing Ax - Form B
3-5	L/S B : Reading & Writing B - Form A	L/S B : Reading & Writing B - Form B
6-8	L/S C : Reading & Writing C - Form A	L/S C : Reading & Writing C - Form B
9-12	L/S D : Reading & Writing D - Form A	L/S D : Reading & Writing D - Form B

Test Assignment Example

For this example, we selected **Grade K** (Kindergarten) **Entry**. The **Listening & Speaking Level A – Form D** is the only CELLA Online test used for Entry for K. So it will be the only test that is available for assignment. After you have selected the Grade level test, the Test Assignment page will display.

There are only THREE actions to do on Test Assignment page:

Step #1: First, you need access the DFA and Training materials. You can review the training materials online, but it is recommended that you **download** and **print** the **Directions for Administration** (DFA) for the test. Be sure to print out the DFA for that test and keep it in a secure location. Unless you notice that there has been an updated version of the DFA for that test (i.e., there will be a note indicating the date of the most recent version), you only need to print out one copy of the DFA. Do not download or print it for each student or each time you assign the test.

Step #2: Then you need to **select the name** or names of the students from the list in the box at the bottom of the screen. That is the list of all of the students you have enrolled to be tested or who have already been tested. You can assign the test you selected to one or more of your students using this page. Also, note that all students enrolled in your class, even those who have completed or who are currently taking a test, will be displayed here. To find out whether the student has been assigned, in process of taking, or completed a test, go to your main **My Class** page and view your class roster page.

Step #3: Click **Assign Test**. You will get a confirmation note that you have assigned the test. The student can now log in and take the test.

Test Assignment Example: Grade K (Kindergarten)

Steps to Assign a Test

- STEP 1**
Download and Print DFA and Scoring Guide.
- STEP 2**
Select name(s). CHECK GRADE*
- STEP 3**
Click Assign Test

Test Catalog
Test Assignment: CELLA Listening/Speaking Level A (Form D)
Select one or more students below. Then click on the "Assign Test" button.

CELLA Listening/Speaking Level A typically requires 25 minutes to complete. There are six sections. The first three sections can be administered in a group or individually and require approximately 15 minutes. The last three sections are administered individually and require approximately 10 minutes for each student. The test can be administered using the embedded audio or by a teacher reading the directions to the students.

If this is not the test you wish to assign, click on the back button in your browser to return to the Test Catalog.

Training Materials and Directions For Administration (DFA) for this assessment were updated on August 1, 2010. Please make sure you have the most recent version.



Be sure to keep DFA and scoring guides in a secure location.

Access DFA and Training Materials [here](#).

Assign This Test
Standard Price: \$7.00 ea.
Your Discount Price: \$0.00 ea. (JCBSchool)

Note "Your Discount Price" is \$0.00 because the district has a license to use AWSchoolTest. You can ignore this part.

Select one or more students in the window below. Select multiple students by holding the Ctrl key (Windows) or Command key (Mac) while selecting with the mouse or track pad.

- Grader, Fourth (fourthgraderTR, grade 4)
- Grader, Ninth (ninthgraderTR, grade 9)
- Grader, Second (secondgraderTR, grade 2)
- Grader, Seventh (seventhgraderTR, grade 7)
- Jones, John (johnjones, grade 3)
- Mendoza, Sara (md12345678, grade K)
- Ornelas, Rosa (rosa1234, grade 9)
- Rivar, Nemo (Nemo, grade 2)



All students enrolled in your class will be listed here. **Note that if they have taken a test, they will still be listed.** This is a current listing for all students. Why? In case you need to administer another test to the student he or she will be easy to find and assign.

WRONG GRADE? DO NOT ASSIGN THE TEST!
Go to My Class and edit the Student's Profile to reflect the correct grade level.

H. Test Assignment Confirmation

After you assign a test, you will get a test assignment confirmation page. On this page you access test assignment details, assign more tests or directly login as a student.

Test Catalog
Test Assignment Confirmation

 **Order Details**  **Login As a Student**

Thank you for assigning 1 student for a test. For your reference, your test assignment number is #6905. Your order was free and has been activated. View your test assignment status [here](#), [login as a student](#) to take this test, or [assign a student](#) for additional tests. You can also access your [My Class](#) page. To access the appropriate webpage, please use one of these links. Or you can logout of AWSchoolTest at the top right corner of this page under your username. (Do not use your browser back button.)

Hint: If you enroll a student, assign a test, and then want to give the student the test immediately on the same computer, then accessing the “login as a student” page is a quick way to start testing as soon as you have assigned the test. Using the log in as a student feature is also a fast way to access tests for testing K students.

I. Teacher Scored Items

The last section(s) of every test contain questions that require the teacher to work with the student one-on-one and evaluate student responses. When a student comes to this section, he/she is told to exit the test and let the teacher know he/she is ready to work one-on-one with the teacher. When the teacher is ready to work with the student, the student will log in and end up on the last page viewed. The student and teacher work together to complete this section. While completing this section, the student will listen to the embedded audio and then respond to the teacher. Using the appropriate scoring rubrics, the teacher will evaluate the response and record the score. (Note the Scoring Rubrics for all Teacher Scored items are in the DFA; look in the table of contents to find the correct scoring rubrics.) The online system automatically scores the responses that each student has entered during the group-administered sections. Overall results are automatically available once the teacher has also entered the scores for speaking, any oral reading items, and the constructed response writing items (e.g., sentence and paragraph writing).

There are two ways to enter the scores:

1. Record on a paper/pencil record sheet and then enter into the system later.
2. Enter directly into the system while testing.

1. The Directions for Administration (DFA) for each test includes all scoring rubrics and a *Teacher Scored Items Class Roster* record sheet to track individual student one-on-one responses. Usually found in the Appendix of the DFA the scoring Rubrics for each item type and *Teacher Scored Items Class Roster* record sheet provides a paper version that the teacher can use to write the scores for the student responses. Several student scores can be recorded on this sheet; however, you may make copies of this sheet if you need to. The record sheet provides a short prompt and total number of points available for each item (see sample below). Using the record sheet, the teacher enters the scores into the system using the “Teacher Scored Items” page at a later time.

Example of the *Teacher Scored Items Class Roster* for **CELLA Listening & Speaking Level A:**

One-on-One Sections Administered First																
Listening/Speaking Level A	0	000	▲	Act	Line	Object	Girl	Boy	Ball	Mt.	Ask colors	Ask	Ask	Ele	box	Story retell
Student Name ↓	Possible Score →	1	1	1	1	1	1	1	1	1	2	2	2	2	2	4
1.																
2.																
3.																
4.																

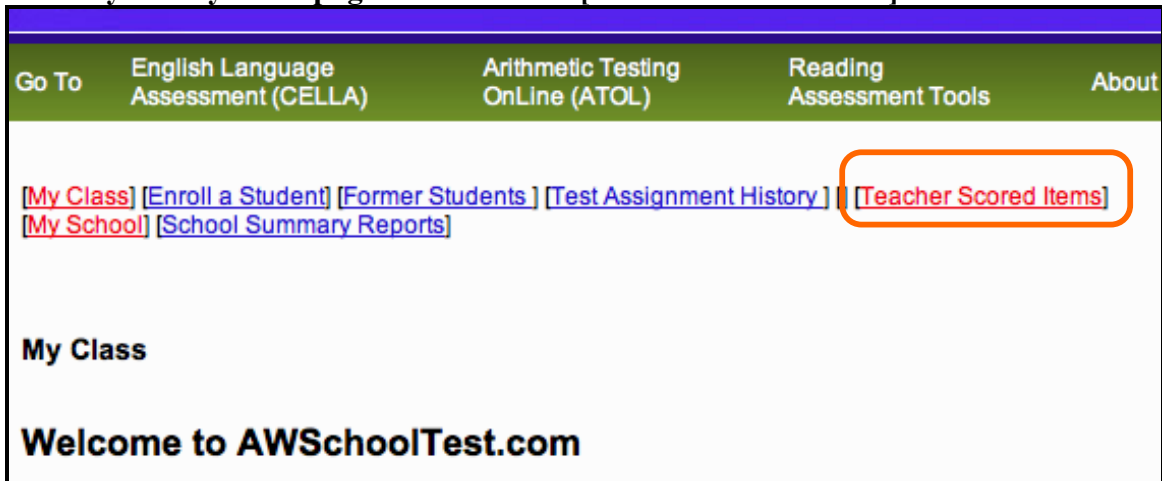
Here is an example of the *Teacher Scored Items Class Roster* for **CELLA Comprehensive Listening & Speaking A : Reading & Writing A**:

	Listening and Speaking A													Reading A								Writing A												
	a	man	▲	action	line	Object	Girl	boy	ball	Mountain	Ask	Ask	Ask	pet	box	Story	Retail	Rhyme	Rhyme	Blend	Blend	Title	Word	Letter name	Letter name	Fluency	Dictation	Spelling	Spelling	Spelling	Writing Sent	Writing Sent		
Points →	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	4	1	1	1	1	1	1	1	1	1	4	2	2	2	2	3	3		
Student names ↓																																		
1.																																		
2.																																		

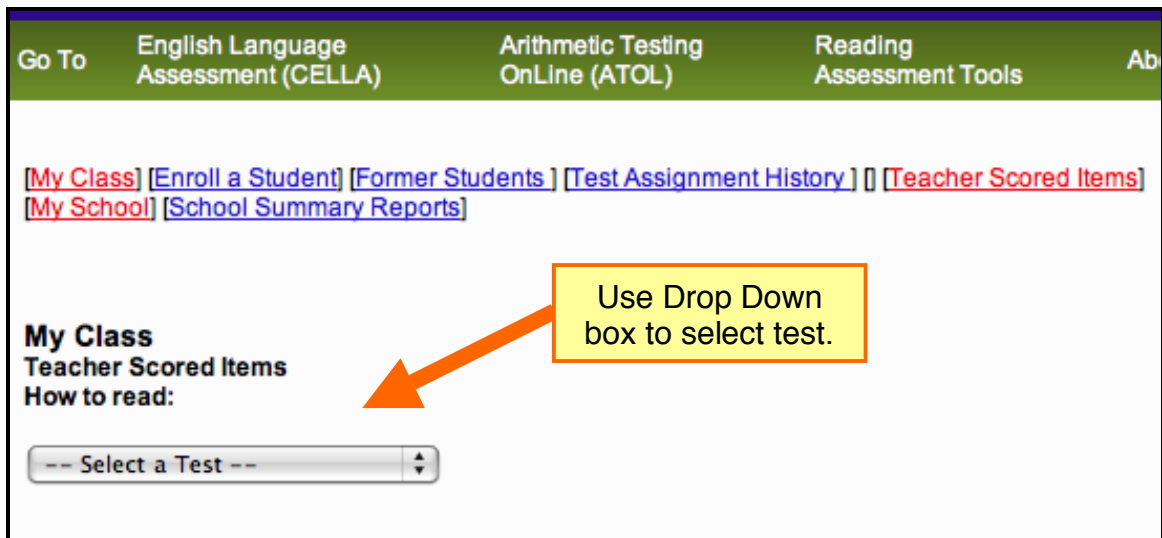
2. Instead of using the paper version of the *Teacher Scored Items Class Roster* record sheet, the teacher can also enter the scores “live” using the “Teacher Scored Items” page. That is, while the student is looking at his/her computer and answering the questions out loud, the teacher can enter the scores directly into the system using the teacher’s own computer or smart phone. Since the scores from the paper version will need to be entered into the system, by directly entering them, you can save some paperwork.

Whether you record on paper or enter “live”, you need to follow five steps for entering the speaking, oral reading, and constructed-response writing scores into the AWSchoolTest system:

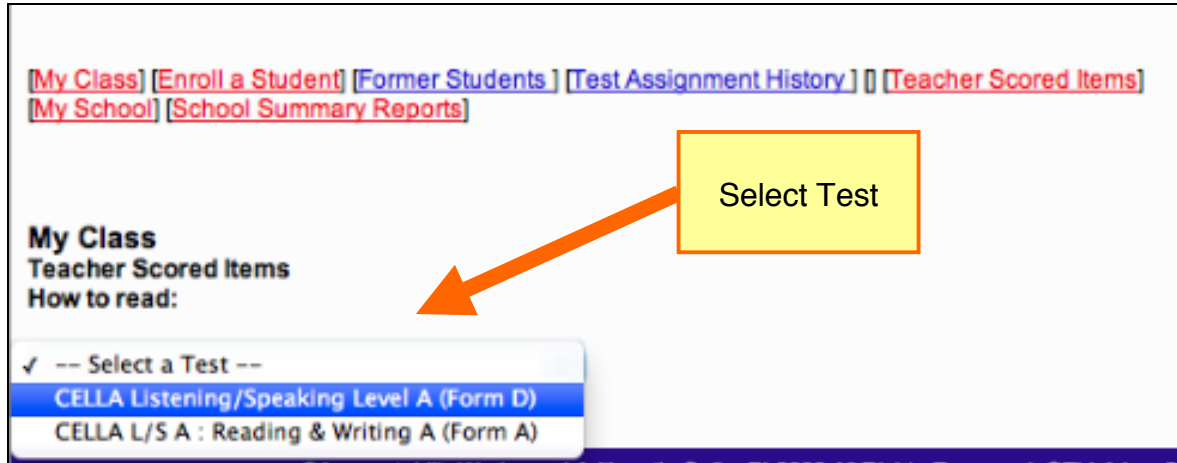
STEP #1. On your My Class page select the link [Teacher Scored Items]



STEP #2. Click on Drop Down Box to get list of tests.



STEP #3: Select test. Only tests that have been started by the students will be available for scoring.



Once you select the test, a student list with an online scoring form will appear. The items are in the same sequence found on the student test and as your record sheet.

Make sure you have the scores to enter for this test.

WARNING

You are automatically logged out after 20 minutes of inactivity. Typing in responses **DOES NOT** keep you logged in. You **MUST** click Save or Submit within 20 minutes or lose the scores you have entered. Your time begins as soon as you open the student list.

Points Possible	1	1	1	1																	
Student List	The letter...	Coloring shape...	Largest triangle...	Action...	Shortest line...	Object	Girl action...	Boy action...	Ball...	Scenery	Colors	Asking a question...	Asking a question...	Elephant...	Surprise	Retelling...					
Sara Mendoza	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information

Students do not need to complete the independent portion of the test in order for you to enter their scores for the one-on-one portion.

IMPORTANT

If the same student is listed more than once, **DO NOT** enter the scores yet.

- ⇒ Go to the Student's Test History page and **CANCEL** the test that is **PENDING**.
- ⇒ Once the extra test(s) are cancelled and no longer display on this page, you can enter the scores.

STEP #4. Enter the Data.

Column header contains item prompts and points possible. Refer to the Scoring Rubrics in the DFA to determine how to score each item.

Enter data into score boxes.

You can use the tab to move the cursor over to enter data into each score box. A link to each question or scoring information is available by the score box, just click on [View Information](#).

STEP #5. Enter Scores. SAVE. Check. Then submit the scores.

You can choose from two different ways to **Submit** scores.

1. Enter one student's scores and click **Submit** for that one student.
2. Enter more than one student's scores, click **SAVE**. Then click **Submit** for each student. If you enter more than one student's scores, you must **SAVE** the scores **BEFORE** submitting them.


IMPORTANT
You cannot change a submitted score. Make sure your entries are correct BEFORE you click Submit.

Hints

- You can click **SAVE** at anytime.
- If you are entering the scores live, click **SAVE** frequently.
- You can correct a saved score; just make sure to save it again.
- If you enter a point amount **OVER** the maximum allowed, the system will give you an error message. Check your entries.
- An easy way to move from one score box to another is to use the tab key.

J. Accessing Individual Student Test Information

From the **My Class** page click on the Student's **Test History** link to access student test information. On the **Individual Student Test History** page you can view the status of a student's test progress, including: completed, in progress, or pending. For completed tests, you can access student test reports.


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Wayne Walker School

My Class

Welcome to AWSchoolTest.com

Below is your class roster. It includes a current list of your students. You can access a student's Test History or Edit the information in a student's account profile. You may also login as any student to see exactly what that student would see when logged in. If you would like to edit your teacher account profile, including change your password or e-mail, please go [here](#).

If you would like to login as one of the students in your class, [click here](#).

My Name: **Rita Lopez**
My Username: **RLopez31416**

Students

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	Ken.Chen2101	0	N	[Test History] [Edit]
Espinosa	Manuel	mespinosa31416	0	N	[Test History] [Edit]
Garcia	Alejandro	AGarcia748	0	N	[Test History] [Edit]
Patel	Ashika	APatel45	1	N	[Test History] [Edit]
Patel	Ashika	APatel46	0	N	[Test History] [Edit]
Peng	Leon	Leon.Peng2101	0	Y	[Test History] [Edit]
Rashad	Marcus	mrashad31416	0	N	[Test History] [Edit]
Sing	Thomas	tsing31416	0	N	[Test History] [Edit]
Torres	Carmen	ctorres31416	0	N	[Test History] [Edit]
Ying	Michelle	mying31416	0	N	[Test History] [Edit]

Click **[Test History]** to:
access student **test reports, cancel, reassign or discontinue** tests.

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K. Individual Student Test History

Individual Student **Test History** provides the status of a student's test progress (completed, in progress, pending). For completed tests, you can access a more detailed **Test Report** for each test administration as well as the **Student Transcript** report, which provides a summary of all tests taken. This is also the page that teachers can use to discontinue tests in progress or to cancel and reassign tests that are pending.

First, let's look at how to access **Individual Student Test Reports**. All reports can be printed.

My Class
Individual Student Test History

Below is a list of all of the tests completed by this student. (Some tests, such as the Locator Test, do not have a passing score; such tests are included below in the count for Tests With No Passing Score.) To view results for a particular test, click below on Test Report. To view results for all tests taken by this student, click below on View Student Transcript.

Full Name: Sara Mendoza
Username: md12345678
Current Age: 5
Grade: K
Gender: Female
Special Code:

[View Student Transcript](#)

Test Name	Date	Status	
CELLA Listening/Speaking Level A - Form D	Jul 27, 2010 15:52	Completed	Test Report

L. Individual Student Test Report

The detailed individual Test Report includes the student's scale score, performance category, and diagnostic raw score breakouts by content category.
[TOP THIRD OF REPORT]

CELLA performance levels for *Listening/Speaking, Reading, Writing, Comprehension, and Total* can be found in the report below. **Performance Category** score below indicates the most likely performance level at the time of testing.



You can print out this entire test report and place it in student's ELL file, share it with other teachers, send home to the parents, or give to the student to discuss what she needs to learn. Talk with your supervisors about report distribution.

Summary Results

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: Wednesday, February 23, 2011 7:44 pm
Test Name: CELLA L/S D : Reading & Writing D - Form B

Student Name: Rosa Garza
Student Username: rosa123
Date of Birth: 07/06/1995
Grade Level on Test Date: 10
Gender: F
Special Code:

Teacher Name: Kathy Madigan

Listening/Speaking Score: 697
Listening/Speaking Performance Category: Low Intermediate
Reading Score: 710
Reading Performance Category: Beginning
Writing Score: 618
Writing Performance Category: Beginning

Comprehension Score: 704
Comprehension Performance Category: Beginning

Total Score: 2025
Total Performance Category: Beginning 1

Test Date, Test Name and Student Information

Score Information for each Subject Area

Possible Performance Category descriptors:

Proficient
High Intermediate 3
Low Intermediate 2
Beginning 1

[MIDDLE THIRD OF REPORT: CONTENT CATEGORY BREAK OUTS]

Content Category	Points Earned
Listening Vocab./Sentences D	4 / 7
Listening Comp.(Short Talks) D	4 / 6
Listening Comp. (Extended) D	4 / 8
Speaking Vocabulary D	5 / 5
Speaking (Asking Questions) D	2 / 4
Speaking (Extended Speech) D	6 / 10
Reading Vocabulary D	4 / 9
Reading Comprehension D	4 / 16
ReadComp.Literal D	0 / 3
ReadComp.Inference(Simple) D	3 / 9
ReadComp.Inference(Complex) D	2 / 7
Writing Grammar D	1 / 5
Writing Punct./Capital. D	0 / 3
Writing Sentences D	3 / 11
Writing Paragraphs D	1 / 10
Writing Editing D	0 / 4
Lang.of Instruction/Social D	14 / 29
Lang.of Language Arts D	10 / 25
Lang.of Math/Science D	10 / 23
Lang. of Social Studies/Arts D	4 / 21

Click on Content categories to obtain skill descriptions, research, and INSTRUCTIONAL Activities!

Individual student performance results in each content category can be used to inform instructional decisions.

[LOWER THIRD OF REPORT: INDIVIDUAL QUESTIONS]

Access Actual Questions, View Correct Answers and Compare to Student's Responses.

Individual Questions

How To Read: This section provides information about how the student performed on each question from the test. Clicking on a row will display the full question as it appeared on the test. A question sequence will skip numbers because the report does not list item screens for directions or graphics. Questions which display zero "points earned" when the student got the correct answer are either sample or field test items. Teacher Scored Items that are field tested do not appear.

#	Question	Correct Response	Student Response	Points Earned
✓ 1)	In line...	B	B	1
✓ 2)	The cover...	A	A	1
✓ 3)	Phone...	B	B	1

Section 2 - Listening II

#	Question	Correct Response	Student Response	Points Earned
✗ 1)	Teacher...	B	C	0
✗ 2)	Elephants...	D	C	0
✓ 3)	Sports...	D	D	1
✗ 4)	Group work...	C	D	0

Section 3 - Listening III

#	Question	Correct Response	Student Response	Points Earned
✗ 1)	Carlos wants his friend...	(C) lend him the notes from history class	(A) help him find his lost notebook	0
✓ 2)	Mike means...	(C) He might borrow his friend's camera.	(C) He might borrow his friend's camera.	1
✓ 3)	Tran means...	(C) He is going to study for a chemistry test.	(C) He is going to study for a chemistry test.	1
✓ 4)	Mei-li means...	(D) Mei-li thinks her friend is going to be very busy learning the information in Biology.	(D) Mei-li thinks her friend is going to be very busy learning the information in Biology.	0

M. Student Transcript

The Student Transcript report provides a summary of all tests taken by the student, with performance graphed to display trends.

James Madison

AWSchoolTest
Student Transcript

Report Date: Monday, August 31, 2009

Student Name: Carmen Vasquez
Student Username: Carm.Vasquez720
Date of Birth: 01/01/1996
Current Age: 13
Gender: Female
Special Code:

Teacher Name: Adam Arroyo

Tests Completed: 4
Tests Passed: 1
Tests Not Passed: 3
Tests With No Passing Score: 0


The Student Transcript provides detailed information about an individual student's results for all online testing sessions completed by the report date.
About the Data Table and Bar Graph: When results include tests with the same scale, such as Form A of third grade Arithmetic Testing OnLine and Form B of third grade Arithmetic Testing OnLine, these will be displayed on the same bar graph. Each numbered row in the table (on the left) corresponds to the similarly numbered bar in the graph (on the right). Tests with different scales are displayed in separate tables (each with its own bar graph). More information about this report may be found here.

#	Test Form Name	Testing Date	Student Grade Level	Student Score	Passing Score	Performance Category	Bar Graph								
1.	CELLA Reading Level Ax - Form A - Scale Reading	Apr 14, 2009 0:45	4	653	722	Low Intermediate	<table style="display: none;"> <caption>Bar Graph Data</caption> <thead> <tr> <th>Test #</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>653</td> </tr> <tr> <td>#2</td> <td>712</td> </tr> <tr> <td>#3</td> <td>737</td> </tr> </tbody> </table>	Test #	Score	#1	653	#2	712	#3	737
Test #	Score														
#1	653														
#2	712														
#3	737														
2.	CELLA Reading Level Ax - Form B - Scale Reading	Apr 14, 2009 0:46	4	712	728	High Intermediate									
3.	CELLA Reading Level B - Form A - Scale Reading	Apr 14, 2009 0:46	5	737	722	Proficient									

N. Reassign, Cancel, or Discontinue Tests

YOU CANNOT CANCEL OR REASSIGN A TEST THAT IS IN PROGRESS (you will need to Discontinue the test, see the next section for more information). YOU CANNOT REMOVE A COMPLETED TEST FROM THE STUDENT'S RECORD.

From the main **My Class** page, click on the student's **Test History** link to access student test information.


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Wayne Walker School

My Class

Welcome to AWSchoolTest.com

Below is your class roster. It includes a current list of your students. You can access a student's Test History or Edit the information in a student's account profile. You may also login as any student to see exactly what that student would see when logged in. If you would like to edit your teacher account profile, including change your password or e-mail, please go [here](#).

If you would like to login as one of the students in your class, [click here](#).

My Name: **Rita Lopez**
My Username: **RLopez31416**

Students

Last Name	First Name	Student Username	Pending Tests	Tests in Progress	
Chen	Kenneth	Ken.Chen2101	0	N	[Test History] [Edit]
Espinosa	Manuel	mepinosa31416	0	N	[Test History] [Edit]
Garcia	Alejandro	AGarcia748	0	N	[Test History] [Edit]
Patel	Ashika	APatel45	1	N	[Test History] [Edit]
Patel	Ashika	APatel46	0	N	[Test History] [Edit]
Peng	Leon	Leon.Peng2101	0	Y	[Test History] [Edit]
Rashad	Marcus	mrashad31416	0	N	[Test History] [Edit]
Sing	Thomas	tsing31416	0	N	[Test History] [Edit]
Torres	Carmen	ctorres31416	0	N	[Test History] [Edit]
Ying	Michelle	mying31416	0	N	[Test History] [Edit]

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Click **[Test History]** to:
access student **test reports**,
cancel, reassign or
discontinue tests.

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On the Individual Student **Test History** page you can view the status of a student's test progress, including: **Completed**, **In Progress**, or **Pending**. For a Pending and In Progress test there are actions that you can still do.

- **Completed:** Student has clicked Finished on their test and teacher has submitted scores for teacher scored items. A test report is now available.
- **Pending:** The test was assigned, but the student has not started it. You can **Cancel** or **Reassign** the test.
- **In Progress:** The student has started the test. Until the student clicks Finish at the end of the test and the teacher submits scores to the Teacher Scored Items, the test is **In Progress**. However, if the student doesn't or cannot complete the test, make sure the student **Exits** the test. If you want to END THE TEST BEFORE the student has completed the test, you can click on **Discontinue & Score** the test. This will score the student answers and teacher scored items submitted, finalize the test, and prepare a final report. The test results will show up on the student's test report.

Pending Tests: If a test was assigned, but the student has not started it, then it is considered **Pending**. That means that it is okay to **Cancel** or **Reassign** it to someone else. If you accidentally assign the exact same test to a student more than once, then you **MUST Cancel** the **Pending** Test.

How to Reassign a Test

1. Select Reassign.

Full Name: Ashika Patel
Username: APatel45
Current Age: 7
Grade: 1
Gender: Female
Special Code:
[\[View Student Transcript\]](#)

This registration currently belongs to **Patel, Ashika**
Reassign it to

2. This section appears on the page. Using the drop down box, select a student and reassign the test. Remember to click submit.

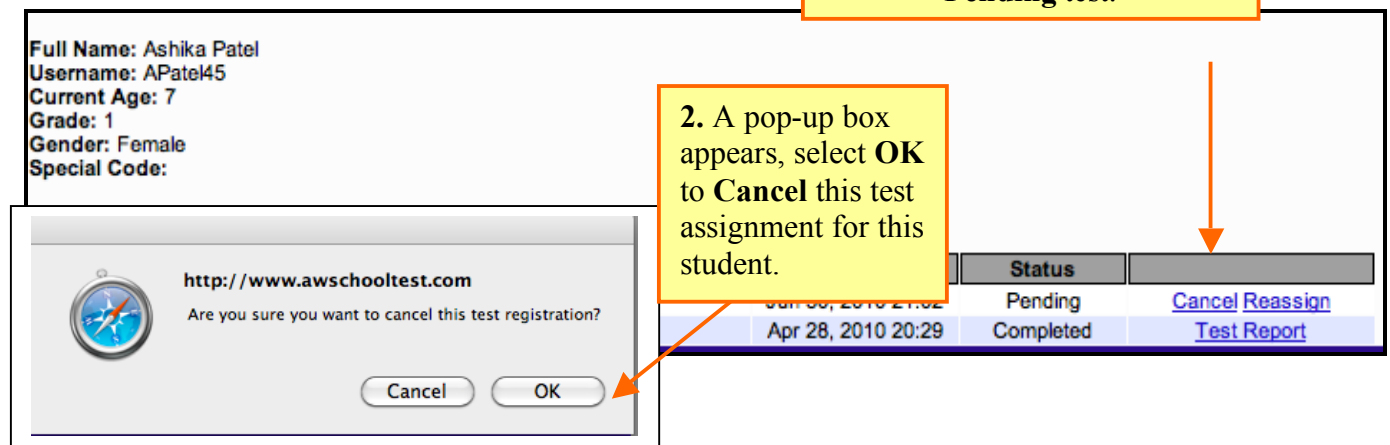
Test Name	Date	Status	
CELLA Listening/Speaking Level A - Form C	Jun 30, 2010 21:02	Pending	Cancel Reassign
CELLA Listening/Speaking Level A - Form C	Apr 28, 2010 20:29	Completed	Test Report

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How to Cancel a Test

1. Select **Cancel** for any **Pending** test.

2. A pop-up box appears, select **OK** to **Cancel** this test assignment for this student.



The screenshot shows a student profile on the left with the following details: Full Name: Ashika Patel, Username: APatel45, Current Age: 7, Grade: 1, Gender: Female, and Special Code: . To the right is a table of test assignments. The table has columns for 'Status' and 'Action'. The first row shows a 'Pending' status with a 'Cancel Reassign Test Report' link. An orange arrow points from the 'Cancel Reassign Test Report' link to a yellow callout box. Another orange arrow points from the 'OK' button in the pop-up box to the 'Cancel' button in the pop-up box. The pop-up box is titled 'http://www.awschooltest.com' and asks 'Are you sure you want to cancel this test registration?' with 'Cancel' and 'OK' buttons.

Status	Action
Pending	Cancel Reassign Test Report
Completed	Test Report

IMPORTANT: If you assign exactly the same test to a student more than once, then you **MUST Cancel** the **Pending** Test. Be certain to **Cancel** the **PENDING** test—**DO NOT** do anything to In Progress test.

How to Discontinue a Test In Progress

To Discontinue a Test

When a student starts a test and doesn't or cannot finish it, you can **Discontinue & Score** an In Progress test without going into the student account and "clicking-through" all unanswered questions. **HOWEVER, you MUST DISCONTINUE A TEST USING THE CORRECT SEQUENCE OF STEPS** or you will end up with an invalid score report.

STEP 1. Submit Teacher Scored Items (even if you didn't administer this section, this record needs to be submitted). Go to Teacher Scored Items, enter scores, and click Submit. You **MUST** submit the Teacher Scored Items record for the student. If you have no scores to submit, just submit all zeros (which are already entered by default).

Save

CELLA Listening/Speaking Level A (Form D)

Points Possible	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	4
Student List	The letter...	Coloring shape...	Largest triangle...	Action...	Shortest line...	Object	Girl action...	Boy action...	Ball...	Scenery	Colors	Asking a question...	Asking a question...	Elephant...	Surprise	Retelling...
Sara Mendoza	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information	View Information

Submit

STEP 2. Go to your My Class page and click on the Student's Test History. Under the status, it will show In Progress. Click **Discontinue & Score**.

Full Name: Maria Gomez
Username: awstudentK
Current Age: 5
Grade: K
Gender: Female
Special Code:

[View Student Transcript](#)

Test Name	Date	Status	
CELLA Listening/Speaking Level A - Form A	Aug 15, 2010 21:59	In Progress	Discontinue & Score
CELLA Listening/Speaking Level A - Form D	Aug 14, 2010 17:06	Completed	Test Report

Pop-up window appears; you must confirm your request. **CLICK OK.**

http://www.awschooltest.com

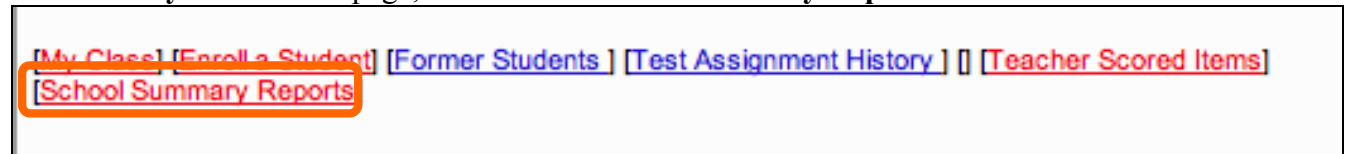
Are you sure you want to discontinue and score this test? Before clicking OK, be sure the student has clicked the Exit Button or has completed the test. Also, make certain all teacher scored items have been submitted **BEFORE** discontinuing the test.

Cancel OK

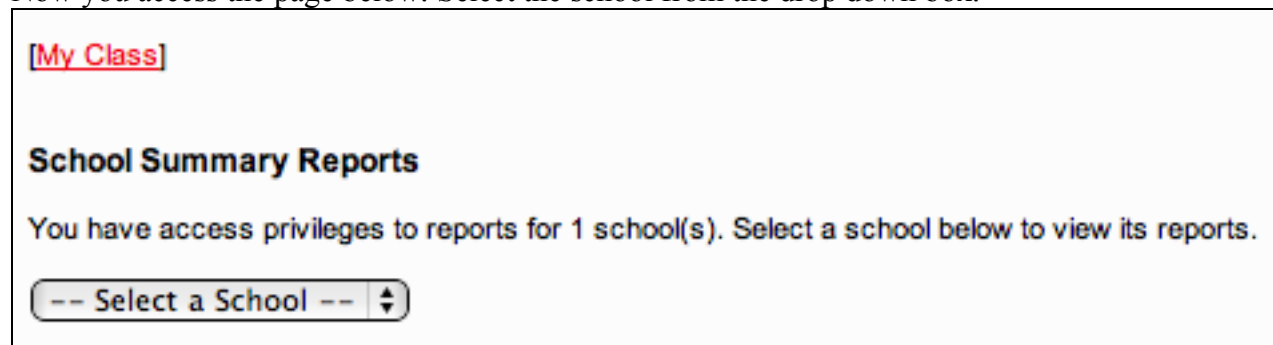
The Student's Test History will now say Completed with a "Test Report." The test report is complete for that student. Please note that once a test report is in a student's record it cannot be removed.

O. School Summary Reports

Depending on settings selected by school or district administrators, teachers can access school summary reports that provide results for their school, such as your entire class or student group. From the **My Class** roster page, click on the **School Summary Reports** link.





Now you access the page below. Select the school from the drop down box.



There are two types of school summary reports: 1) Aggregate Reports provide summary results and averages that do not include individual student data; 2) Student List Reports include individual student data. The image below is from the top half of the **School Summary Reports** page. On next several pages you will find the information you need to create a summary report.

School Summary Reports

School Summary Reports allows you to identify the school results you wish to view and create a report that displays just those data. Next to each report type are listed (in parentheses) the specific assessments viewable with that report type. First, choose between the two categories of School Summary Reports:

-  **Aggregate Reports.** Reports that provide results for group(s) of students that can be tracked over time, such as an average, percent, or gain score measure; no individual student results are provided.
-  **Student List Reports.** Reports that provide results for a list of individual students, such as for a classroom or grade level, displaying 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).

P. Aggregate Report

Building your own report requires following the directions on the School Summary Reports web page; all reports can be printed. All Aggregate Reports are single scale reports. Which means although you administered a Comprehensive CELLA test with Listening, Speaking, Reading and Writing (which is a Multiscale test), you create aggregate reports using each scale (e.g., reading only, writing only).

Aggregate Reports

Select Report Type:

- Aggregate Reports Using Student Scale Scores and Performance Categories (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)
These reports provide student group results of one or more testing sessions for assessments that are scored on the same scale. Three available reports: Average Scores and Percent within Performance Categories; Percent of Students Passing; Average Score Gain Between Sessions.
- Aggregate Reports Using Content Categories or Assessment Objectives (CELLA Single Modality Assessments or Arithmetic Testing OnLine)
These reports provide student group results for test Content Categories or Assessment Objectives. Two available reports: Percent of Points by Content Category; Percent of Points by Assessment Objective.

Select Test Form(s) and Date(s):
Select one to five test form(s) with date ranges. Multiple tests should be selected in the order in which they were administered, with the oldest at the top and the most recent at the bottom.

- From To
- From To
- From To
- From To
- 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 usually not useful for reports that address content categories or assessment objectives. You may select more than one grade level or teacher by holding the control (Windows) or command/apple (Mac) key as you highlight each label.

- School-Wide
- By Grade
 - A
 - B
 - C
 - D
- By Teacher
 - Adams, Stuart – SAdams31416
 - Day, Gracie (Admin) – Gracie.Day
 - Griffith, Sonya – SGriffith31416
 - Kwan, Sarah – SKwan31416

Once you have selected the features of report you want to create, you access the final page in report development.

Aggregate Reports:

Report Date Wednesday, June 30, 2010
Selected Test Form(s) CELLA Listening/Speaking Level A - Form A - Listening/Speaking (2009/01/10 - 2010/06/23)
Student Grouping School-Wide

Select a Report:

- Average Scores and Percent within Performance Categories (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)
Displays average scores and the percent of students within performance categories for the selected student grouping(s) and test form(s).
- Percent of Students Passing (CELLA Single Modality Assessments or Arithmetic Testing OnLine)
Reported by teacher, this chart displays the percent of students at or above a passing score (e.g., proficiency) for selected testing sessions.
- Average Score Gain Between Sessions (CELLA Single Modality Assessments or Arithmetic Testing OnLine)
Displays the average score gain or loss, per teacher, between different testing sessions.

Q. Student List Report

At the bottom of the **School Summary Reports** page, you will find a section titled, **Student List Reports** (see the image below). Most teachers find that **the Student List Report** is valuable for instructional or placement decision-making. First, select the Test from the drop down menu ("Select a test form...") and date range. Then click on the **Select Reports** button.

The screenshot shows the 'Student List Reports' section. It includes a 'Select Report type:' section with two radio button options: 'Single Scale Assessment Report (Locator Test, CELL...)' and 'Multiple Scale Assessment Report (Coming 2010)'. A yellow callout box points to the first option with the text: 'Select single scale student list report type if you administered a single modality test.' Another yellow callout box points to the second option with the text: 'Select multiple scale student list report type if you administered a comprehensive battery.' Below these options is a 'Select Test Form and Date:' section with a checked checkbox and a dropdown menu labeled 'Select a test form...'. To the right of the dropdown is a date range selector: '- From mm/dd/yyyy To mm/dd/yyyy'. At the bottom left is a 'Select Reports' button. The word 'OR' is centered between the two callout boxes.

When creating a multiple scale student list report, what test forms should you select for each grade?

A drop down box will display a menu.

The screenshot shows a dropdown menu for selecting test forms. The 'Multiple Scale Assessment Report (Coming 2010)' option is selected. The dropdown list includes the following items, each with a checkbox:

- Select a test form...
- CELLA L/S A : Reading & Writing A - Form A
- CELLA L/S A : Reading & Writing Ax - Form A
- CELLA L/S B : Reading & Writing Ax - Form A
- CELLA L/S B : Reading & Writing B - Form A
- CELLA L/S C : Reading & Writing Ax - Form A
- CELLA L/S C : Reading & Writing B - Form A
- CELLA L/S C : Reading & Writing C - Form A
- CELLA L/S D : Reading & Writing Ax - Form A
- CELLA L/S D : Reading & Writing B - Form A
- CELLA L/S D : Reading & Writing C - Form A
- CELLA L/S D : Reading & Writing D - Form A
- CELLA Listening/Speaking Level A - Form A
- CELLA Listening/Speaking Level A - Form B
- CELLA Listening/Speaking Level A - Form C
- CELLA Listening/Speaking Level A - Form D

For example you could make these choices:

The following list shows the test forms selected for each grade level:

- K and Grade 1:**
Listening/Speaking Level A Form D
- Grade 2**
L/S A : Reading & Writing Ax Form A
- Grade 3-5**
L/S B : Reading & Writing B Form A
- Grade 6-8**
L/S C : Reading & Writing C Form A
- Grade 9-12**
L/S D : Reading & Writing D Form A

Once you have selected the features of the reports you want to build, click select reports.
If creating a single modality report for K or 1st grade, you will access the next page to finalize your report selection.
Final report selection page for Student List reports: On this page you will select the specific type of student list report that you want created. For the **CELLA Tests**, select the second type of List Report: **Performance Category Score, Points by Content Category**. This will provide student-by-student results for raw score and diagnostic information for each content category for the student and the group.

Student List Reports:

Report Date Thursday, July 1, 2010
Selected Test Form(s) CELLA Listening/Speaking Level A - Form A - Listening/Speaking
Student Grouping Teachers: Lopez, Rita

Select a Report:

Points by Assessment Objective (Arithmetic Testing OnLine)
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.

Performance Category, Score, Points by Content Category (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)
For each student, displays the performance category result, the score, and the number of points earned in each content category (the latter is not applicable to the Locator Test).

Error Patterns (Arithmetic Testing OnLine)
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.

Once you have selected the report type, click on View Report.

R. Sample Student List Report for Single Modality Test

Here is a sample of a student list report for a teacher. Notice that each student's score for every content category is listed, as well as the group's performance in each content category.

Student List Reports:
Performance Category, Score, Points by Content Category (Locator Test, CELLA Single Modality Assessments or Arithmetic Testing OnLine)
For each student, 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.

Report Date Tuesday, March 10, 2009
Selected Test Form(s) CELLA Reading Level Ax - Form A - Reading
Student Grouping Teachers: McGee , Mary (ADMIN)

Performance Category, Score, Points by Content Category							
	Performance	Score	#1	#2	#3	#4	#5
Points Possible →	-	-	4	6	4	4	13
Percentage →	-	-	67%	61%	17%	33%	21%
1. Hamad, Mahmoud	Low Intermediate	566	2	4	1	1	4
2. Roja, Samuel	Beginning	350	3	3	0	1	1
3. Vasquez, Carmen	Low Intermediate	591	3	4	1	2	3

Performance Category, Score, Points by Content Category

1. Reading Print Concepts
2. Reading Decoding/WR
3. Reading Fluency
4. Reading Vocabulary
5. Reading Comprehension

S. Multiple Scale Score Student List Report for Comprehensive CELLA

Student list reports can also be generated for grades 2-12. Select Multiscale Report and follow the directions to build your report requirements.

Here is a sample of a student list report for **L/S D: Reading & Writing D:**

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

School Summary Reports

Student List Reports:
Multiple Scale Score Listings
Displays the scale score each student earned for that testing session.

Report Date Thursday, August 5, 2010
Selected Test Form(s) CELLA L/S D : Reading & Writing D - Form A
Student Grouping School-Wide

Student Name	Student UN	Test Date	Test Name	Listening/Speaking	Listening/Speaking Performance Level	Reading	Reading Performance Level	Writing	Writing Performance Level	Comprehension	Comprehension Performance Level	Total	Total Performance Level
1. Rosa Garza	rosa123	04/27/2010	CELLA L/S D : Reading & Writing D	725	High Intermediate	729	Low Intermediate	683	Beginning	727	Low Intermediate	2137	Low Intermediate
2. Rosa Garza	rosa123	04/27/2010	CELLA L/S D : Reading & Writing D	730	High Intermediate	757	High Intermediate	688	Beginning	744	High Intermediate	2175	Low Intermediate
3. Ninth Grader	ninthgraderTR	06/24/2010	CELLA L/S D : Reading & Writing D	586	Beginning	625	Beginning	575	Beginning	606	Beginning	1786	Beginning
4. Alex Rodriquez	RodriAlex3f00	06/23/2010	CELLA L/S D : Reading & Writing D	560	Beginning	625	Beginning	575		593	Beginning	1760	Beginning
5. Alex Rodriquez	RodriAlex3f00	06/23/2010	CELLA L/S D : Reading & Writing D	560	Beginning	625	Beginning	575		593	Beginning	1760	Beginning

T. School Summary Reports

For more samples school summary reports (aggregate and student list), plus information about how to read the reports, select the Training link in the green navigation bar on the AWSchoolTest website.

U. Test Assignment History Link on My Class page

Accessible through the Test Assignment History link, this page provides a list of all the tests you have assigned to your students and when they were assigned. The “Details” column on the far right allows you to access more specific information.

[\[My Class\]](#) [\[Enroll a Student\]](#) [\[Former Students\]](#) [\[Test Assignment History\]](#) [\[Teacher Scored Items\]](#)
[\[School Summary Reports\]](#)

Wayne Walker School

My Class

Welcome to AWSchoolTest.com

Below is your class roster. It includes a current list of your students. You can access a student's Test History or Edit the information in a student's account profile. You may also login as any student to see exactly what that student would see when logged in. If you would like to edit your teacher account profile, including change your password or e-mail, please go [here](#).

My Class
Test Assignment History
Below is a list of all the tests you have assigned to your students. The list is in chronological order, with the most recently assigned tests at the top.

ID	Order Type / Test	Date	Qty	Total	
5655	Test: CELLA Listening/Speaking Level A (Form C)	Jun 30, 2010 9:02 pm	1	\$0.00	Details
5654	Test: CELLA Listening/Speaking Level A (Form C)	Jun 30, 2010 9:01 pm	1	\$0.00	Details
5356	Test: CELLA Reading Level Ax (Form C)	Apr 30, 2010 11:21 am	5	\$0.00	Details
5335	Test: CELLA Listening/Speaking Level A (Form C)	Apr 29, 2010 12:27 am	1	\$0.00	Details
5334	Test: CELLA Listening/Speaking Level A (Form C)	Apr 28, 2010 11:53 pm	1	\$0.00	Details
5332	Test: CELLA Reading Level B (Form C)	Apr 28, 2010 8:40 pm	1	\$0.00	Details
5331	Test: CELLA Writing Level D (Form C)	Apr 28, 2010 8:31 pm	1	\$0.00	Details
5330	Test: CELLA Listening/Speaking Level A (Form C)	Apr 28, 2010 8:29 pm	1	\$0.00	Details
5309	Test: CELLA Reading Level B (Form C)	Apr 26, 2010 8:55 pm	0	\$0.00	Details

My Class
Test Assignment Details
Below are full details for this test assignment.

Test Assignment ID Number: 5356
Order Type: Test Assignment
Test: CELLA Reading Level Ax (Form C)
Order Total: \$0.00
Order Status: Paid
Payment Method: Cash, Check or Money Order

Details for order 5356.

#	Student	Price	Test Status
1	Espinosa, Manuel (mespinosa31416)	\$0.00	Completed
2	Rashad, Marcus (mrashad31416)	\$0.00	Completed
3	Sing, Thomas (tsing31416)	\$0.00	Completed
4	Torres, Carmen (ctorres31416)	\$0.00	Not Taken
5	Ying, Michelle (mying31416)	\$0.00	Completed

Student User Information

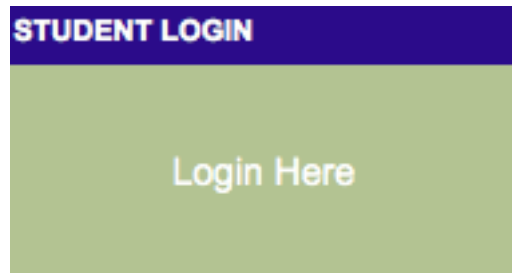
Teachers should be aware of the screen views during a student test. To watch a student taking a test in real time, please go to the Training section of AWSchoolTest and select the video tutorials. Information about how to administer the test can be found in the Directions for Administration (DFA) for the particular test you are administering. This section will focus on what the student user will see and do. First, the student will access www.awschooltest.com

The screenshot shows the AWSchoolTest.com website. At the top is a purple header with the logo 'a W SchoolTest.com'. Below the header is a green navigation bar with three buttons: 'Go To English Language Assessment (CELLA)', 'Arithmetic Testing OnLine (ATOL)', and 'Reading Assessment'. The main content area is divided into two columns. The left column has a purple header 'TEACHER / ADMIN LOGIN' with a 'Login Here' button. Below it is a grey box with the text 'Do not have an account? Click here to sign up.' The right column features a photograph of three students (two girls and one boy) looking at a laptop. Below the photo is a white box with a purple border containing an announcement: 'Announcement: CELLA Online (For... No need for teacher hand-scoring of... instantly available for placement and... here. For video demonstrations and e...'. At the bottom of the page is a white box with a purple border containing a search bar with the text 'Search' and a 'GO' button, and a welcome message: 'Welcome to AWSchoolTest.com! AWSchoolTest provides teachers and admin... achievement for all students. It is designed to support educators and instr...'. A yellow callout box on the left side of the page contains the text 'Students Click Here' with an orange arrow pointing to the 'STUDENT LOGIN' section, which has a rounded green background and a 'Login Here' button.

A. Student Login Information

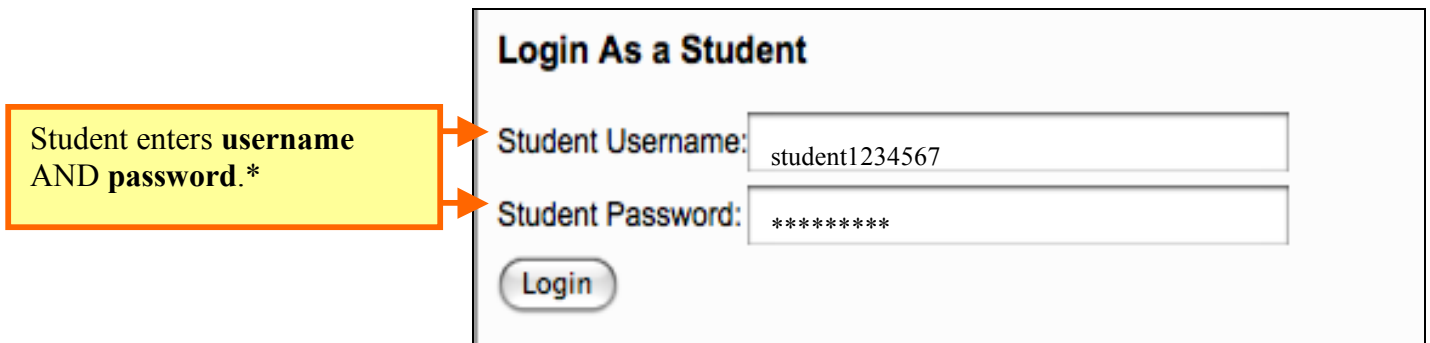
The student will login on the left side of the home page using the student username and password (assigned to him or her by the teacher or an administrator).

STEP 1. The student clicks on the “Login Here” link



STEP 2. The student then enters his or her username, password, and clicks login button.

Here is what the Student Login page looks like.



Login As a Student

Student Username:

Student Password:

Login

Student enters **username**
AND **password**.*


* For younger students or students who are not familiar with computers, the teacher may want to enter the student log in information.


B. Student Welcome Page

Once the student is logged in, he or she will be on his or her own **Student Welcome** page. The student's name is at the top, along with a list of the tests the student needs to take and any tests he or she has completed.

Welcome, Sara


Tests You Need to Take

 [CELLA Listening/Speaking Level A \(Form D\)](#)

 **CELLA**
Listening/Speaking Level A

Tests You've Completed

You have not completed any tests yet.


 **Logout**

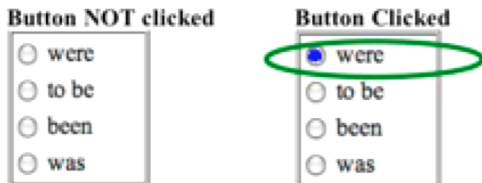
C. Student Directions for the Test

This is an example of the first page of the general directions for students in grades 2-12. Students in grades K and 1 have a more simplified version. All directions (plus a teacher script) are reproduced in the test's **Direction for Administration (DFA)**.

Welcome to the CELLA!

To help you take this test using the computer, here are some things that you should know:

1. When you see a Stop sign,  wait for teacher instructions.
2. To choose an answer, you must click on the circle button next to the answer.
3. After you click on the button, it will get dark.



4. If you want to change your answer, just click on a different answer button.
5. Once you answer a question, you need to click Continue to go to the next page.



6. Sometimes you will need to click the Begin Section button to go to the next page.



7. Do not use any other buttons on your computer to go to the next page.
8. Do not use any buttons on your computer to go back to an earlier page.



9. If you want to go back to a question, wait until the end of the test. You will have a chance to review and change your answers at that time.

10. After you complete part of the test, you may be asked to click on the Exit button. At any other time, you must have permission to click on the Exit button.



11. At the end of the test, you need to click the Finish button.



12. When you are ready to start the test, go the bottom of this page and click the Begin Test button.



D. Student Finishes Test

Once this last section is completed, the student will have a chance to review his/her answers. Since the teacher is working one-on-one with the student at this point, the teacher can decide if the student should be allowed to go back and review or complete an answer. Directions for how to use the review section are located in the DFA. Note that for some questions the audio has a limited number of times that it can be played (per test requirements). If the audio cannot be accessed, it is because there are no more chances to listen to that question. When the student has finished the test, even if the teacher hasn't entered the teacher scored items into the system, make sure that the student clicks the **Finish** button on the bottom of the **Review Answers** page.

The screenshot shows the 'Section 2 - Listening II' interface. It features a table with columns for question number, question text, and response. The table contains four rows of questions, each with an illustration and a response. Annotations include:

- A yellow box pointing to a pencil icon next to question 1: "Click on a pencil to access question and change an answer."
- A yellow box pointing to the response 'C' for question 1: "The answers displayed are the ones that the student selected."
- A yellow box pointing to the response '(none)' for question 4: "Yellow highlighting means the answer was left blank or skipped. Click on pencil to go back and try again."

#	Question = Your Response	Time Left
1	What to do... = C	untimed
2	What to do... = B	untimed
3	Class... = C	untimed
4	What to do... = (none)	untimed

The screenshot shows the 'Section 6 - One-on-One III' interface. It features a table with columns for question number, question text, and response. The table contains seven rows of questions, all with '(none)' as the response. A yellow box points to a 'Finish' button at the bottom of the page:

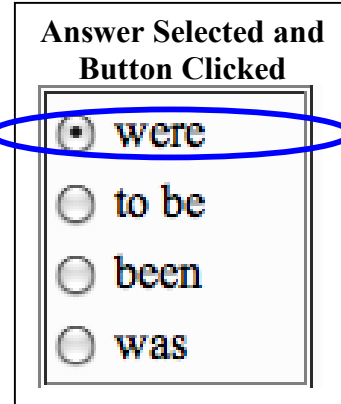
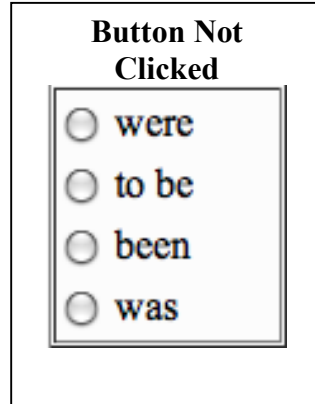
The **Finish** button is at the bottom of the review answers page.

#	Question = Your Response
1	Colors = (none)
2	Asking a question... = (none)
3	Asking a question... = (none)
4	Elephant... = (none)
5	Surprise = (none)
6	Retelling... = (none)
7	Retelling... = (none)

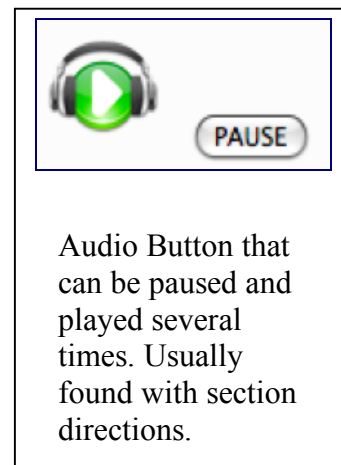
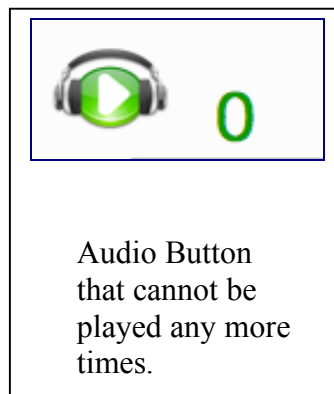
E. Student Test: Sample Answer Buttons

Click on the button next to the word(s) to choose the answer.

The button will get dark. If you want to change your answer, just click on a different button.



F. Student Test: Audio Play Buttons



G. Student Test: Additional Buttons

