

CELSA TEST ADMINISTRATOR CERTIFICATION QUESTIONNAIRE FOR ATB

Please answer the following questions after reading the *CELSA ATB Technical Manual*.

1. What is the ATB passing raw score for form 1? _____
2. What is the ATB passing raw score for form 2? _____
3. Can forms 3 and 4 be used for ATB? Yes _____ No _____
4. What is the required wait period if the student tests using the same form? _____ days
5. Is there a required wait period if an alternate form is used? Yes _____ No _____
6. Are tests kept in a secure, locked area? Please briefly describe.

7. Will only persons who are certified ATB testers administering the CELSA for ATB? Yes _____ No _____
8. Within how many days must the ATB student answer sheet be sent to ACTT? _____ days
9. All requests for accommodations based on a disability must be recorded. First, the disability must be verified. Place a check next to the acceptable verification sources:

____ medical report

____ parent

____ prior educational institution disability report

____ disabilities specialist

____ student self-report

____ a teacher

____ a public agency e.g. social security

____ visual verification of obvious disability e.g. missing hands

10. Accommodations must be reasonable and appropriate to the disability. Put the letter(s) of the acceptable possible accommodations in front of the disability.

_____ low vision, blindness

a. assistant to enter answer

b. quiet room without distractions

_____ learning disability, eg. dyslexia

c. Braille

d. screen reader

_____ physical limitation (no use of hands)

e. print enlarger

f. extended time

_____ Attention Deficit Disorder (ADD)

11. Is it acceptable to help a student by translating a word in the test, explaining a test item or pointing out an incorrect answer? Yes _____ No _____

12. The identity of each student being tested must be verified. Please check all the i.d. documents that are acceptable:

_____ driver's license with picture

_____ passport

_____ student i.d. card without picture

_____ student i.d. card with picture

_____ any government issued i.d. with picture

_____ any document without picture

13. Students must sign in on a sheet of paper and the name given on the sign-in sheet must match the i.d. Yes _____ No _____

Name

School

Date

Email (please print clearly)

Thank you. When completed, send to:

ACTT

1187 Coast Village Road Suite 1 #378

Montecito, CA 93108-2794

or fax to:

ACTT

805.965.5807

