

STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



TO: English Learner Assessment Coordinators

FROM: Janet Stuck, Education Consultant, Special Populations

DATE: December 18, 2020

SUBJECT: Receipt and Return of 2021 LAS Links Accommodated/Paper Test Materials

This document describes specific information necessary for the completion of Student Answer Books, and required forms. It also describes how to properly package completed materials for return to Data Recognition Corporation's Scoring Center. It is imperative that the directions be followed *exactly* as written to ensure proper scoring and reporting.

Districts who have requested and received Accommodated Paper, Large Print, or Braille materials as described in the *Dually Identified English Learner Procedures for the 2021 LAS Links Assessment* memo distributed on December 6, 2020, are reminded via this communication about procedures for the return of all paper materials.

All paper materials *must* be returned to Data Recognition Corporation for scoring. **The last day to call the United Parcel Service (UPS) for pickup of completed forms is March 10, 2021**. (This is prior to the end of the LAS Links testing window to ensure all tests, both paper and online, meet required deadlines for scoring.) **Districts should maintain copies of all mailing and tracking receipts.**

Receipt of Accommodated/Paper Materials Orders

English Language Assessment Coordinators (ELACs) who have placed accommodated/paper orders by January 15, 2021, will receive the ordered materials by **February 4, 2021**. This shipment will include the accommodated/paper materials ordered: Student Answer Books, Examiner's guides, Audio CDs, and Cue Picture Books as required. Test Return Envelopes are also included in this shipment.

Test Coordinator's Kit (TCK)

English Language Assessment Coordinators (ELACs) who have placed accommodated/paper orders within the order window, will receive Test Coordinator Kits by **February 11, 2021**, as a separate shipment from the accommodated/paper materials ordered.

The Test Coordinator Kit will include:

Packing List DRC Return Shipping Labels
School/Group List (SGL) UPS Pre-Paid Return Service Labels

Group Information Sheet (GIS)

Large Print and Braille Preparation for Scoring

Large Print and Braille materials received <u>must be transcribed into a standard size Form C Answer Book</u> provided with your Large Print or Braille materials, **prior** to returning to DRC.

Large Print or Braille tests which are not transcribed into a standard-sized Form C Answer Book cannot be processed for scoring.

Preparation of Paper Materials for Return Shipment

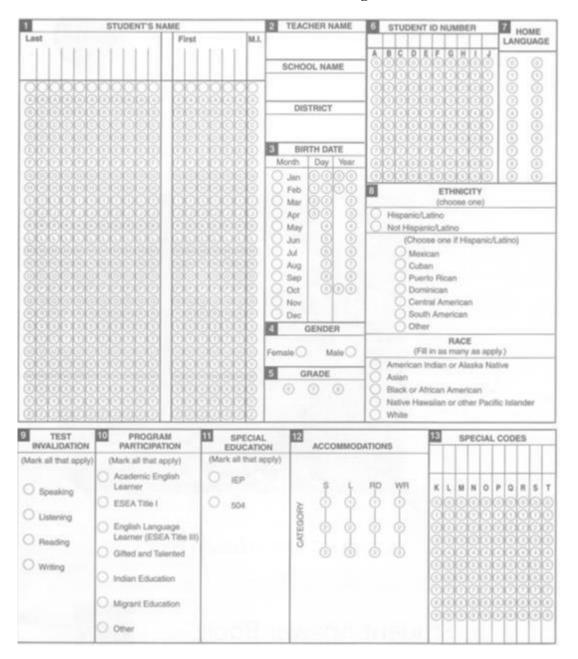
Student Identification Page

Each district will use a No. 2 pencil to complete all forms to facilitate scoring.

Districts/schools will use the Connecticut State Department of Education (CSDE) assigned names and identification numbers on the Student Identification page within the Student Answer Book.

Student information will come from the Student Identification Page for paper tests, not the Public School Information System (PSIS) or INSIGHT. Class information comes from the Group Information Sheet (GIS) Form. The Student ID indicated must be the 10-digit State Assigned Student Identification Number (SASID). This information must be completed with care by the ELAC, (name, DOB, SASID, gender, and grade) as it is used for reporting.

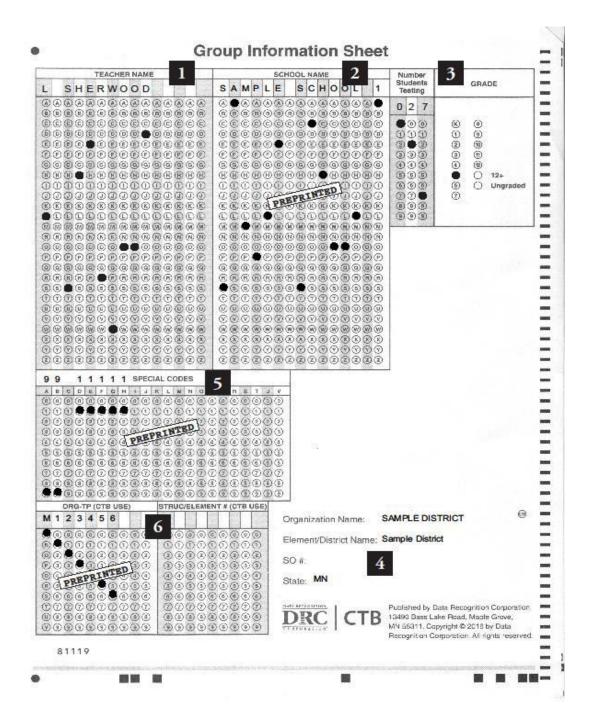
Student Identification Page



Complete and Check Group Information Sheets

The Group Information Sheet (GIS) provides data that will appear on your reports. Group Information Sheets (GIS) – are scannable forms that are submitted with each group of student test booklets. It is critical that you **DO NOT submit photocopies** of these documents with your score materials. The GIS forms contain some preprinted information, but you must manually bubble sections 1 and 3. The SO# may be ignored. Item 6 includes DRC internal information that has been pre-printed. It is essential that a complete and accurate GIS be placed on top of each stack of answer documents whose scores are to be reported together. At minimum, one GIS is to be used for each grade at each school. Please review both the pre-printed and hand-written information for accuracy.

If additional GIS's are needed, please contact your LAS Links Project Manager, John Caliendo, for assistance at 1-855-839-1181, Option 2 or at LASLinksPM@datarecognitioncorp.com.



1 TEACHER NAME 2 SCHOOL NAME	The teacher's last name must be printed in the boxes, and then the first name or initial, if needed. Under each box, the circle with the same letter must be filled in. The school name has been pre-printed.
3 NUMBER STUDENTS TESTING	The number of students whose answer documents are grouped with the GIS must be printed in the boxes and the corresponding circles filled in.
GRADE	The circle that shows the grade of the students being tested should be filled in. Please note that only one grade can be bubbled for each group of students. Do not code as "Ungraded." Documents must be processed by grade.
4 PRE-PRINTED:	Organization Name – Connecticut LAS Links
ORGANIZATION NAME ELEMENT/DIST. NAME SO # STATE	Element/District Name – District SO # (Leave blank)
37.112	State - CT
5 SPECIAL CODES	DO NOT use.
6 ORG TP / STRUCTURE ELEMENT #	DRC use only.

After a GIS has been checked for accuracy, place it on top of the students' answer documents. Then put the GIS and the answer documents in the test return envelope.

The teacher name shown on the Interactive Report is derived from the Group Information Sheet, <u>not</u> from the name printed on the Student Identification Page inside the front cover of the Student Answer Book.

Complete the School/Group Lists

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The School/Group List is used for initial confirmation that we have received all groups of answer documents for each school. Every Group Information Sheet completed must have an entry on the appropriate School/Group List. Complete the School/Group Lists as instructed on the following page. Items 1, 2, 4, 5 and 8 are pre-printed. The ELAC must complete items 3, 6 and 7. Keep a photocopy of the completed documents for your records.

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Distri	6/20/2018 / Sample Distri	ot	4 -Ar	st Date: ea or Res	gion: 99		,3
1	2 Contact Person: Su	ısan An	n Smith			_)
	Phone Number: (> 6
	use contents of this kit for one test window during an administration, contact your Pro	within thes	se dates. If y				ber 3, 2018-January 31, 201 e this window, or test multiple
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times	use contents of this kit for one test window during an administration, contact your Pro Teacher Name Please spell teacher's name exactly as	v within the oject Manag Grade	Number Tested	ou have t	esting da	ates outsid	e this window, or test multiple
times	Teacher Name Please spell teacher's name exactly as bubbled on Group Information Sheet L. Sherwood M. Smith	Grade 5 5	Number Tested	ou have t	esting da	ates outsid	e this window, or test multiple
times	Teacher Name Please spell teacher's name exactly as bubbled on Group Information Sheet L. Sherwood	Grade	Number Tested	ou have t	esting da	ates outsid	e this window, or test multiple
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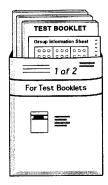
1 DISTRICT/ELEMENT NAME	The District name is preprinted on the School/Group List. PREPRINTED
2 SCHOOL	The school name is preprinted on the School/Group List. PREPRINTED
3 TESTING DATE	It is unnecessary to write in a testing date. The date must be within the Connecticut testing window.
4 AREA OR REGION TESTING DATE	The area or region is preprinted on the School/Group List. (Not required) PREPRINTED
5 SCHOOL NUMBER	The School Number is preprinted on the School/Group List. PREPRINTED
6 CONTACT PERSON/PHONE NUMBER	Provide the contact information for the English Learner Assessment Coordinator or the principal's name and also the contact person's phone number.
7 TEACHER/GRADE/NUMBER TESTED	List each group by the name shown on its Group Information Sheet—typically the course teacher's name. For each group, write the grade and the number of students tested, which should match what is filled in on the corresponding Group Information Sheet.
8 ORGANIZATION NAME/NUMBER/OPERATIONAL UNIT	Used to process testing materials upon DRC receipt. For DRC internal use only.

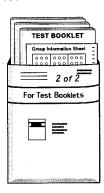
Packaging Answer Documents for Return Shipping

Below are the steps that must be taken to prepare answer documents for shipment to the DRC Scoring Center. To ensure that your test reports give you the full range of information they are designed to provide, proper completion of these steps is essential.

Follow these guidelines:

Place a School Group List on top of the student test books in envelope #1. Place the Group Information Sheets with the corresponding Student Answer Books. When more than one envelope is needed, number them 1 of 2, 2 of 2, etc., as illustrated.





NOTE: These envelopes were provided with your paper test materials. They are designed for grouping your materials but NOT for shipping.

Place these envelopes inside an appropriate shipping box.

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All secure materials should be included in the shipping box for return to DRC. This includes examiners guides, unused answer documents/books, audio CDs, and cue cards.

Labels and Tracking

Attach DRC District Return Shipping Label to each box to be returned for scoring. Attach a UPS Pre-Paid Return Shipping Label to each box mailed for return to the DRC Scoring Center.

For additional support, you may contact your LAS Links Project Manager, John Caliendo, for assistance at 1-855-839-1181, Option 2 or at LASLinksPM@datarecognitioncorp.com.

Arranging for Paper Testing Materials Pickup

Once testing has been completed **call UPS** at **1-866-857-1501** on or before **March 10, 2021**, to arrange for the pickup of test documents. Specify that you are using **pre-paid UPS Ground** Return Labels. **DO NOT return answer documents through any carrier other than UPS.**



Districts are provided with UPS Return Shipping Labels to be used when shipping test documents to the DRC Scoring Center. Please have all labels affixed to each box before the UPS courier arrives.

Both the white DRC District Return Shipping Label and the UPS Label are REQUIRED for shipment of testing documents.

District ELACs should maintain copies of all mailing and tracking receipts.

If you need an additional return shipping labels, please contact your LAS Links Project Manager, John Caliendo, for assistance at 1-855-839-1181, Option 2 or at LASLinksPM@datarecognitioncorp.com.