



# 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 **must be transcribed into a standard size Form C Answer Book** 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.**



### 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 pre-printed 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](mailto:LASLinksPM@datarecognitioncorp.com).

### Group Information Sheet

TEACHER NAME <b>1</b>										SCHOOL NAME <b>2</b>										Number Students Testing <b>3</b>			GRADE	
L SHERWOOD										SAMPLE SCHOOL 1										0 2 7				
[Bubble grid for Teacher Name]										[Bubble grid for School Name]										0 1 2 3 4 5 6 7 8 9			0 1 2 3 4 5 6 7 12+ Ungraded	
9 9 1 1 1 1 SPECIAL CODES <b>5</b>																								
[Bubble grid for Special Codes]																								
ORG-TP (CTB USE)					STRUC/ELEMENT # (CTB USE)																			
M 1 2 3 4 5 6 <b>6</b>																								
[Bubble grid for Org-TP]					[Bubble grid for Struc/Element #]																			
																				Organization Name: <b>SAMPLE DISTRICT</b>				
																				Element/District Name: <b>Sample District</b>				
																				SO #: <b>4</b>				
																				State: <b>MN</b>				
																				DRC   CTB			Published by Data Recognition Corporation 13490 Bass Lake Road, Maple Grove, MN 55311. Copyright © 2018 by Data Recognition Corporation. All rights reserved.	

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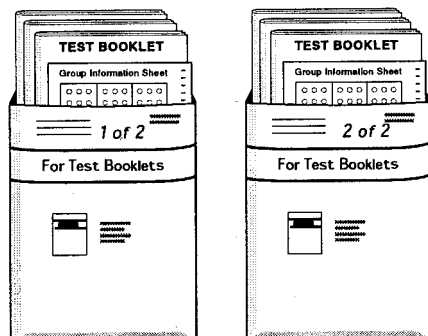
<p><b>1</b> DISTRICT/ELEMENT NAME</p>	<p>The District name is preprinted on the School/Group List. PREPRINTED</p>
<p><b>2</b> SCHOOL</p>	<p>The school name is preprinted on the School/Group List. PREPRINTED</p>
<p><b>3</b> TESTING DATE</p>	<p>It is unnecessary to write in a testing date. The date must be within the Connecticut testing window.</p>
<p><b>4</b> AREA OR REGION TESTING DATE</p>	<p>The area or region is preprinted on the School/Group List. (Not required) PREPRINTED</p>
<p><b>5</b> SCHOOL NUMBER</p>	<p>The School Number is preprinted on the School/Group List. PREPRINTED</p>
<p><b>6</b> CONTACT PERSON/PHONE NUMBER</p>	<p>Provide the contact information for the English Learner Assessment Coordinator or the principal's name and also the contact person's phone number.</p>
<p><b>7</b> TEACHER/GRADE/NUMBER TESTED</p>	<p>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.</p>
<p><b>8</b> ORGANIZATION NAME/NUMBER/OPERATIONAL UNIT</p>	<p>Used to process testing materials upon DRC receipt. <b>For DRC internal use only.</b></p>

**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.**

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](mailto: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](mailto:LASLinksPM@datarecognitioncorp.com).