CSDE Online LAS Links Accommodation Guidelines 2020-21

Demographic Information or the Importance of PSIS

- Student demographic information is provided by CSDE to DRC from the Public School Information System (PSIS).
- Student Information is exported to DRC each day, Monday through Friday, so that students are available for districts in most cases the next morning during the testing window.
- Student records must be updated regularly including the PSIS Testing Demographic Fields in the PSIS Registration Module:
  - English Learner (EL) Status;
  - Special Education (SPED) Status;
  - Free and Reduced Lunch (FRL) Status;
  - Recently Arrived EL Status;
  - Section 504 Status;
  - Homeless Status; and
  - Military family.
- Only students identified as English Learners in PSIS will be included in the nightly upload to DRC. Please note that while DRC receives a nightly file Monday -Friday, student availability for testing is based on the time of the PSIS update, This means student may not be available the next day for testing.
- Only EL students accurately recorded in PSIS will be able to access the LAS Links.
- Only Students identified as Special Education or Section 504 in PSIS will be eligible for accommodations.

PSIS Updates

- The PSIS Collection in October reflects EL status for students meeting mastery/exit criteria in the prior school year.

- Adjustments to EL status may be made in the PSIS Collection in October of the following school year.

- Students identified as EL after October must have their status updated in the PSIS Registration Module as soon as possible. This update will ensure that these students are included in nightly uploads for the test file.

- Students identified as Special Education or Section 504 after the PSIS October collection must have their status updated in the PSIS Registration Module as soon as possible to ensure that they are also included in the nightly uploads to DRC to be eligible for accommodations.

CSDE LAS Links Accommodation Guidelines

- It is important that district personnel collaborate and communicate well, particularly about students who are Dually Identified. (Students identified in the PSIS system as English Learners **and** Special Education or Section 504)

- Specific individuals acting in the roles of English Learner Assessment Coordinator (ELAC), District Administrator For Testing in TIDE (DA), the District Special Education Director, the Connecticut SAT School Coordinator and the Connecticut SAT Students with Disabilities Coordinator (SSD) are critical to ensuring all students are tested in the appropriate assessments including the LAS Links with the appropriate accommodations.

- The English language learning needs of these Dually Identified students need to be represented at the PPT. (Dear Colleague Letter 1/7/15) https://www2.ed.gov/about/offices/list/ocr/letters/colleague-el-201501.pdf

- Accommodations on the LAS Links may be provided to dually identified students. The accommodations used for instruction and assessment are described on page 8 or the IEP and within the Section 504 Plan.

- Accommodations (DRC category 3) are entered for eligible students by the ELAC into the DRC INSIGHT Portal. (Supports considered similar to universal tools or designated supports on other CT assessments are not recorded in the online LAS Links environment but should be provided to students as described in the IEP or Section 504 plan)

- CSDE does not require any additional documentation such as the Special Documented Accommodations Petition for Read Aloud of Reading passages or scribe for the LAS Links test administration.

English Learners Attending Approved Private Special Education Programs

- Each reporting district is responsible for testing all English learners (ELs) grade K-12 with the LAS Links between **January 4, 2021, and April 30, 2021***. Some English learners indicated in the Public School Information System (PSIS) attend Approved Private Special Education Programs (APSEP). English Learner Assessment Coordinators (ELACs) are responsible to ensure these students are assessed within the test window.

- Please continue to work with your special education staff and District Administrators (DAs in TIDE) to ensure these students are accounted for during the LAS Links testing window.

- Each APSEP, like all districts, has a designated DA to facilitate and confirm the testing needs of each English learner enrolled in an APSEP, please communicate with them to set up testing.

  Initial topics for discussion may include:
  - Does the English learner with disabilities have a significant cognitive disability?
  - Does the English learner with disabilities require accommodations for the LAS Links?
  - Does the English learner have one to one support?
    * End Date Subject to Change

Eligibility for Accommodations on the LAS Links

For every student participating in the LAS Links, and for each applicable subtest the student must meet **each** of the following components of the eligibility criteria:

1. Student is identified as an English Learner; **AND**
2. Student is identified as a student with disabilities with an active IEP or Section 504 plan; **AND**
3. Student requires one or more of the accommodations described in this 2020-21 CSDE ONLINE LAS Links Accommodation Guidelines description.

The need for any accommodation must be described in the Individualized Education Program (IEP) or the Section 504 Plan and used regularly for instruction and assessment.

Description Braille & Large Print LAS Links Accommodations

Accommodation	Description	Recommendations for Use
Braille	A raised-dot code that individuals read with the fingertips. Graphic material (e.g., maps, charts, graphs, diagrams, and illustrations) is presented in a raised format (paper, thermoform, or refreshable braille). Contracted braille is available via the accommodated paper form order process Contracted braille is available for the LAS Links via the accommodated paper form order process. (Will Be Form C) *To order Braille test materials the ELAC will use the Connecticut 2021 LAS Links Accommodated/ Paper Materials Order Form*	Students who are blind or have low vision may read text via braille. Student responses are transcribed into a provided scanable document by district staff prior to returning to DRC for scoring. Orders must be placed **by January 15, 2021** **Note:** Final date to request UPS Pick-up to send completed District Accommodated/Paper Form to DRC for processing is **April 7, 2021.**
Large print test booklet	A large print form of the test that is provided to the student with a visual impairment. The font size for the large print form is 18/20 points on paper sized 11 x 17. *LAS Links offers a Large Print Paper version (Will Be Form C).* *To order Large Print test materials the ELAC will use the Connecticut 2021 LAS Links Accommodated/ Paper Materials Order Form.*	Students with visual impairments who may not be able to use zoom or magnifying devices to access the test may need a large print version of the form. Student responses are transcribed into a provided scanable document by district staff prior to returning to DRC for scoring. Orders must be placed **by January 15, 2021** **Note: :** Final date to request UPS Pick-up to send completed District Accommodated/Paper Form to DRC for processing is **April 7, 2021.**
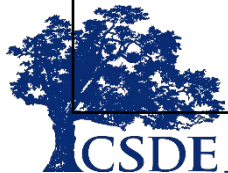
Description Read Aloud, Scribe, Sign Language Accommodations on the LAS Links

Accommodation	Description	Recommendations for Use
Read Aloud	Text is read aloud in English to the student by an experienced educator. Note: This accommodation is provided in a one to one setting.	Students who have reading-related disabilities may need assistance accessing the assessment by having all or portions of the assessment read aloud. The use of this accommodation may require additional time to complete the assessment.
Scribe	The student dictates her/his responses to an experienced educator who records verbatim what the student dictates. Note: This accommodation is provided in a one to one setting.	Students who have documented significant motor or language processing difficulties, or who have had a recent injury (such as a broken hand or arm) making it difficult to produce responses may need to dictate their responses to an experienced educator. The educator records the students' responses verbatim either in the test platform or on paper. The use of this accommodation may result in the student needing additional time to complete the assessment. For these students, dictating to a scribe is the only way to demonstrate their skills.
Sign Language	An experienced educator provides test content in sign language that is appropriate for eligible students who are deaf or hard of hearing. Note: This accommodation is provided in a one to one setting.	The Sign Language accommodation allows an experienced educator to provide test content in a communication mode that is appropriate for eligible students who are deaf or hard of hearing.
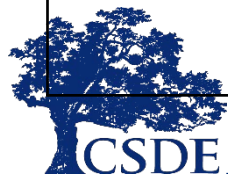
Description Speech-to-Text, & Text-to-Speech Accommodations on the LAS Links

Accommodation	Description	Recommendations for Use
Speech-to-text	The student uses software to dictate responses or give commands during the test which would appear on the computer. This accommodation is **not** available for the LAS Links therefore students typically utilizing this accommodation should work with an experienced educator acting as a scribe.	Students who have documented motor or processing disabilities (such as dyslexia) or who have had a recent injury that make it difficult to produce text or commands using computer keys may need alternative ways to work with computers. If students use their own assistive technology devices, all assessment content should be deleted from these devices after the test for security purposes.
Text-to-speech	Text is read aloud to student via embedded text technology within the LAS Links Test Delivery System..	Students who have reading-related disabilities may need assistance accessing the assessment by having all or portions of the assessment read to them via the computer. The use of this accommodation may require additional time to complete the assessment. Recommendation is to set TTS Accommodation prior to creating a test session. Although, TTS Accommodation can be set before or after a student is in a test session. Test Ticket may need to be reprinted if the student is already in a test session. If a student has already logged in to test and it is noticed they are missing the TTS accommodation, an Appeal will need to be submitted.

Clarification Read Aloud and Text-to-Speech Accommodations on the LAS Links

LAS Links Read Aloud/Text to Speech Accommodation Availability by Content Area				
			ELA	
	Speaking	**Listening**	**Reading***	**Writing**
			***Determine if Text to Speech is required for Reading Passages first.** **This accommodation drives the presentation for both Reading and Writing**	
Read Aloud	Not Applicable Test Items are read to all students via the computer	Not Applicable Test Items are read to all students via the computer	Any student may have a human reader if needed for Test directions or Item prompts. **Only Dually Identified Students** may have the passages read to them if this accommodation is described in their IEP or Section 504 Plan and is used for instruction..	Any student may have a human reader if needed for Test directions or Item prompts.
Text to Speech (TTS)	Not Applicable Test Items are read to all students via the computer	Not Applicable Test Items are read to all students via the computer	**Only Dually Identified Students** who have the accommodation of Reader for Passages, (typically for a print disability) may have the Text to Speech Accommodation for the LAS Links if this accommodation is described in their IEP or Section 504 Plan and is used for instruction. **(If this accommodation is selected it will also be automatically provided for Writing)**	Students who do not have TTS selected for reading (because they are not eligible to have passages read to them), but need the TTS accommodation for the Writing Content may have a human reader for the writing content area only. Dually Identified Students who have selected the TTS for reading will also be provided TTS for Writing.

English Learners with Significant Cognitive Disabilities Potentially Eligible for Alternate Assessments

A very small group of students with an active IEP, participate in Connecticut's Alternate Assessment System for Language Arts, and Math and when in Grades 5, 8 and 11 in Science.. These students in Grades 3-8 and 11 are approved by their Planning and Placement Team (PPT) using the Connecticut Alternate Assessment Eligibility Form. This form is submitted electronically by a CSDE Trained Teacher Administering the Alternate Assessment (TEA). For English Learners the Connecticut Alternate Assessment Eligibility Form must be submitted into the Data Entry interface by **January 15, 2021.**

If the student is Dually Identified, (Special Education and an English Learner) with an active IEP and is in Grades K-2, 9, 10, or 12, determine if the English Learner has a significant cognitive disability such that they would qualify for an Alternate Assessment if an assessment in English Language arts, math or science were required in these grades. The Connecticut Alternate Assessment Eligibility Form can be used for discussion purposes as it is **not** submitted for students in Grades K-2, 9, 10, or 12..

English Learners, in Grades K-12 who are considered eligible for an alternate assessment will **not** participate in the Online LAS Links testing or in a paper form. These students will, therefore, be excluded from reporting and accountability for the LAS Links based upon the data provided to the Connecticut State Department of Education and within the Connecticut Alternate Assessment Eligibility Form submitted for eligible students in Grades 3-8 and 11. The English learner status for these eligible Alternate Assessment students (in Grades K-12) will not change for the following school year.

 If you have an English learner with significant cognitive disabilities in Grades K-2, 9, 10, or 12 please provide fill in the survey link: by **January 15, 2021.**

Using the new English Learners with Significant Cognitive Disabilities Potentially Eligible for Alternative Assessments Survey

https://docs.google.com/forms/d/e/1FAIpQLSc94DE2S7jlaoGwSMxuoI035OrZt6k7TGwWMkQC5Sn1K1MonA/viewform

Provide the following information: Students SASID, Student Grade, District Name, School Name and Primary Disability Category, ELAC Name, and ELAC Phone Number.

English Learners Not Able to Access Subtest Due to Disability

Some English Learners may be identified as Deaf or Hard of Hearing with an IEP or Section 504 Plan, and may not be not be able to participate in the Listening subtest of the LAS Links due to this disability.

Similarly some English Learners with an IEP or Section 504 Plan may be non-verbal and due to their disability, even when provided assistive technology or augmentative and alternate communication supports, may not be able to participate in the Speaking subtest.

Based upon the information provided to the Connecticut State Department of Education (CSDE) by the ELAC, the state LAS Links reporting and composite scores for these students will be adjusted (i.e. overall, composite, literacy, comprehension and productive scores).

Please provide the following information **for the LAS Links Domain Exemption Students by January 15, 2020.**

Using the LAS Links Domain Exemption Students Survey

https://docs.google.com/forms/d/e/1FAIpQLSevXxwjExWKvYR28ip1vtmDq7YbWFOvxXU8R8Oo1rXktoMKlw/viewform

Provide the following information: Students SASID, Student Grade, District Name, School Name and Primary Disability Category, Subtest, ELAC Name, and ELAC Phone Number.

For questions please contact Janet Stuck@ janet.stuck@ct.gov

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English Learners Accommodated/Paper Form

- A relatively small group of students, for reasons specified below, will not be able to participate in the Online LAS Links assessment and will need to be administered the LAS Links in a paper form.

- The ELAC is responsible for managing the administration of the LAS Links in the paper form, to ELs represented in the following participation groups. Each ELAC will need to order the appropriate LAS Links paper version with the 2021 Connecticut LAS Links Accommodated /Paper Materials Order Form.

- Students eligible for a paper form are:
    - Students entered into the Public School Information System (PSIS) attending Connecticut public schools, including state Approved Private Special Education Programs (APSEPs), who have an active Individualized Education Program (IEP) or Section 504 plan indicating a need for a paper-test form, a braille form or a large print form due to a disability;
    - Students entered in PSIS who are enrolled in a Non-Approved Private School in Connecticut;
    - Students entered in PSIS who are enrolled in Judicial Centers;
    - Students entered in PSIS who are enrolled with Transition/Vocational Service Providers; and
    - Connecticut students entered in PSIS who are being educated out of state.
    - Students enrolled in APSEPs without access to the online LAS Links testing platform.

- ELACs will complete and submit the Connecticut 2021 LAS Links Accommodated/Paper Materials Order Form **before January 15, 2021**

- The Accommodated/Paper Materials Order Form will be posted to the Connecticut DRC LAS Links Website, CSDE websites and included in the Student Assessment News.

- **Note:** Final date to request UPS Pick-up to send completed District Accommodated/Paper Form to DRC for processing is **April 7, 2021.**
    - **Districts should maintain all mailing and tracking receipts.**
    - **The earlier you request forms the longer you have to administer the assessment.**

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2021 Connecticut
LAS Links Accommodated/Paper Materials Order Form

Connecticut 2021 LAS Links
Accommodated/Paper Materials Order Form
All orders must be received before January 15, 2021

CSDE · DRC

Shipping and District Information

Name (ELAC Receiv	Title: ELL Assessment Coordinator
District Name:	District Facility Code
Phone:	Shipping Address:
City:	State: CT Zip Code:
Email Address:	

Order Date: 12/10/20

SECTION I: DISTRICT ENROLLMENTS

The 2021 LAS Links paper form will ONLY be provided for the following English Learners:
- Students entered into the Public School Information System (PSIS) who have an active Individualized Education Program (IEP) or Section 504 plan indicating a need for a paper test form, a braille form or a large print form due to a disability.
- Students entered in PSIS who are being educated out of state.
- Students enrolled in Approved Private Special Education Programs (APSEPs) without access to the online LAS Links testing platform.

NOTE: The need to test via paper/pencil will be monitored closely by CSDE.

Enrollment by Grade
"PLEASE INDICATE THE TOTAL NUMBER OF STUDENTS TESTING WITH PAPER

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
Paper/Penc													

SECTION II: CONSUMABLE TEST MATERIALS

Base your order request on the number of **individual students** who will be assessed with the paper form.

QTY	ISBN	Item Description	UNIT
	C6605000	Grades K-1, LAS Links Form C Student Answer Book w/ Content	10/pkg.
	C6608500	Grades K-1, LAS Links Form C Classroom Kit (Exam Guide, Audio CD, & Cue Picture	Each
	C6605105	Grades 2-3, LAS Links Form C Student Answer Book w/ Content	10/pkg.
	C6608600	Grades 2-3, LAS Links Form C Classroom Kit (Exam Guide, Audio CD, & Cue Picture	Each
	C6605505	Grades 4-5, LAS Links Form C Student Answer Book	10/pkg.
	C6605205	Grades 4-5 LAS Links Form C Student Content Book w/ Cue Pictures	10/pkg.
	C6608700	Grades 4-5, LAS Links Form C Classroom Kit (Examiner's Guide & Audio CD)	Each
	C6605605	Grades 6-8, LAS Links Form C Student Answer Book	10/pkg.
	C6605305	Grades 6-8 LAS Links Form C Student Content Book w/ Cue Pictures	10/pkg.
	C6608800	Grades 6-8, LAS Links Form C Classroom Kit (Examiner's Guide & Audio CD)	Each
	C6605705	Grades 9-12, LAS Links Form C Student Answer Book	10/pkg.
	C6605405	Grades 9-12 LAS Links Form C Student Content Book w/ Cue Pictures	10/pkg.
	C6608900	Grades 9-12, LAS Links Form C Classroom Kit (Examiner's Guide & Audio CD)	Each

Expect materials to arrive separately.
Test Coordinator Kit Materials are shipped from DRC Maple Grove office.
Test Materials are shipped from DRC Brooklyn Park Office.

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Considerations For Entering Student Accommodations

- Accommodations are entered by the English Learner Assessment Coordinator (ELAC) as recorded and confirmed for the current school year.

- When all accommodations information has been gathered by student and subtest area (Speaking , Listening, Reading , and Writing), the ELAC will submit accommodations during the available LAS Links Accommodation Entry Window.

  December 7, 2020 through the end of the test window April 30, 2021*

- Accommodations are recorded online for each subtest area, for each student identified as both an English Learner **and** a student with a disability. These students require one or more accommodations in at least one subtest area.

- ELACs will indicate in each subject area if a student has one or more accommodations in that subject by checking category 3, the actual accommodation is not indicated here.

- ELACs should maintain a list of actual accommodations to ensure they are provided appropriately to each student in each subject by proctors.

- Accommodations are recorded in the demographic area for each student. Therefore to ensure accurate recording and scoring it is critical that no changes or additions other than the accommodations be entered in the demographic area. The ELAC MUST confirm the student has not started testing at the time they are entering accommodations. If a change is made to demographics or accommodations while a student is currently testing significant consequences for student testing, scoring and reporting will occur.

  * End Date Subject to Change

Option 1:
Recording Accommodations by Individual Student

LAS Links Online

DRC INSIGHT Portal Applications

Access this site at
https://LASLinks.drcedirect.com

- Interactive Reporting
- On-Demand Reports
- General Information — Connecticut DRC LAS Links Website
- Testing Status — Dashboard
- User Management — Permissions
- Test Management — Test Session Creation
- Student Management — Accommodations
- Student Groups — (Optional)
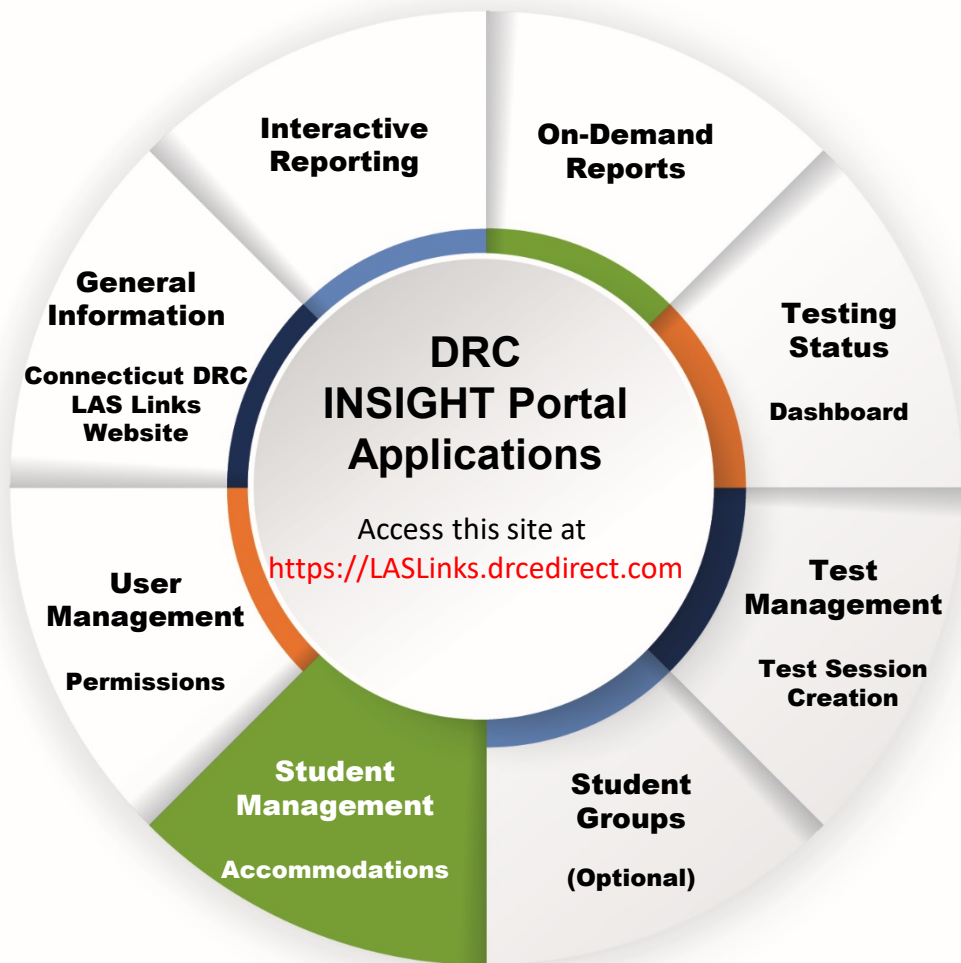
Student Experience Components

Practice Test

Test Sign In

Copyright © 2017 Data Recognition Corporation.
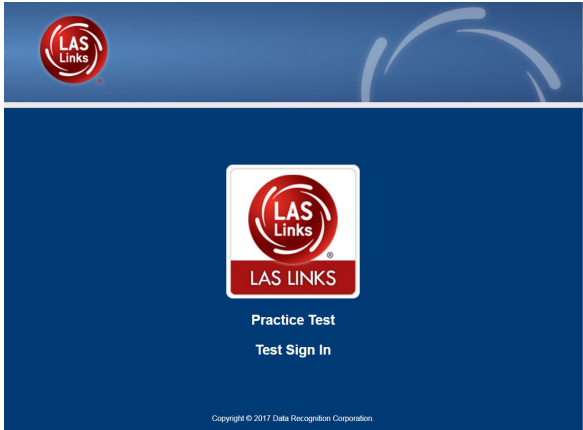
DRC INSIGHT Online Assessments

Connecticut DRC LAS Links Website: Accommodations

ASSESSMENT ADMINISTRATION

LAS Links DRC INSIGHT Portal User Guide

Determining User Roles in the INSIGHT Portal

2019-20 CSDE LAS Links English Learner Assessment Coordinator (ELAC) Workshop
Overview and General Information

Student Experience

Navigating the DRC INSIGHT Portal

On Demand Reports & Interactive Reporting

CSDE Online LAS Links Accommodation Guidelines 2019-20 Accommodation Guidelines

Accommodations

Last Name: DRC
First Name: TestStudent
Middle Initial:
Student ID: 1231231230

| Student Detail | Accommodations | Demographics | Student Groups | Testing Codes | Test Sessions |
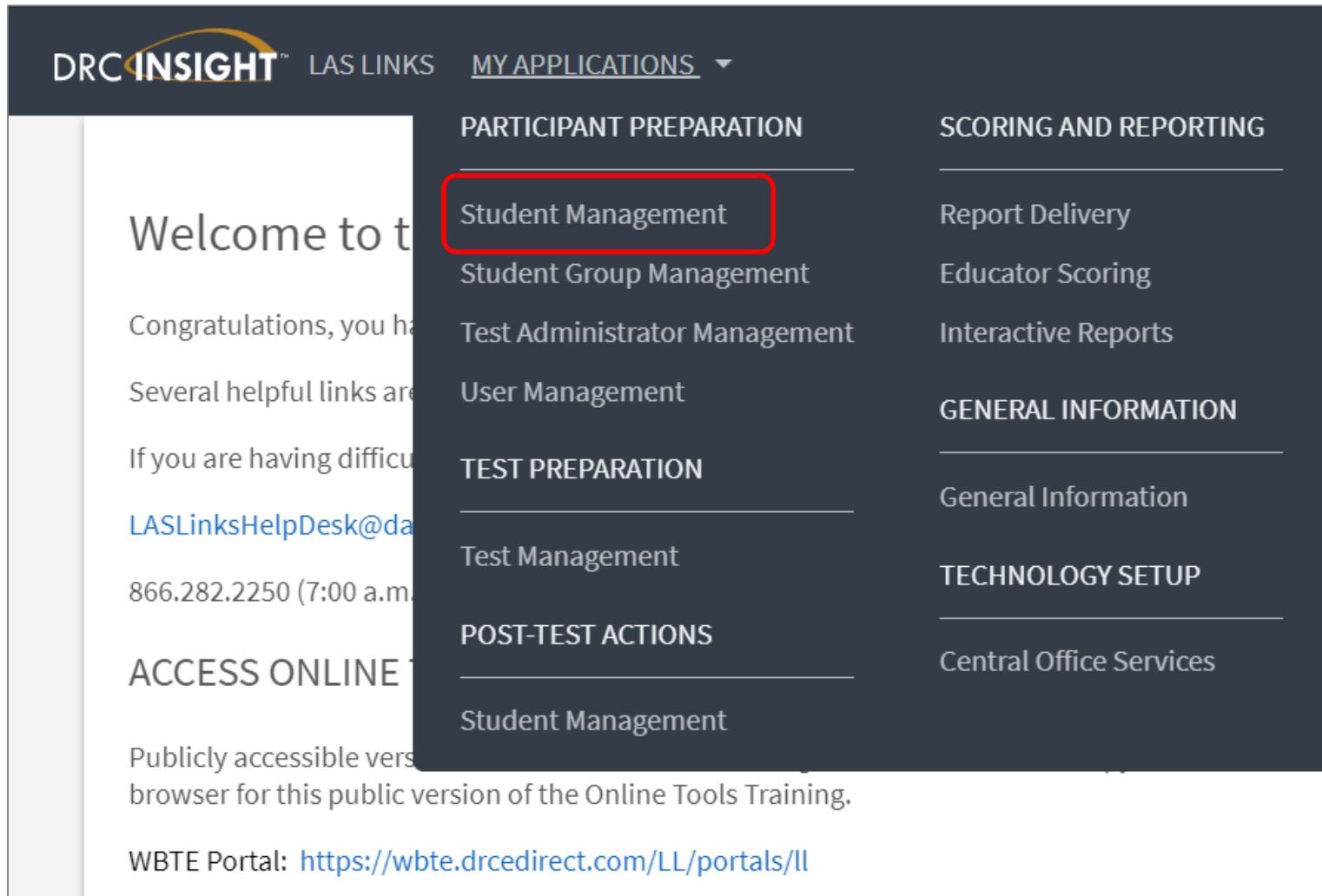
💬 **If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3**

		Accommodations				
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	English Form E
Online	Text-to-Speech	☐	☐	☐	☐	☐
Category	Reading - Category 1			☐	☐	☐
Category	Reading - Category 2			☐	☐	☐
Category	Reading - Category 3			☐	☐	☐
Category	Listening - Category 1			☐	☐	☐

Accommodations for a student must be entered prior to testing by that student. Enter Accommodations under Form D column.

Student Management Application

Recording Accommodations: By Individual Student

Step 1: Manage Students

Recording Accommodations: By Individual Student

Step 2: Select a **District and School,** then select **Find Students.**

Recording Accommodations: By Individual Student

Step 3: Choose from the list for whom you must assign or remove accommodations by clicking the **Edit Action button** to the right of the student

Step 4: Click on the **Accommodations** tab on the Edit Student screen

Enter Accommodations under English Form D

Recording Accommodations: By Individual Student

Step 5: Scroll down and choose only **Category 3** as applicable for each of the domains for which the accommodation(s) are administered

Recording Accommodations: By Multiple Students
Step 5: Create list of all students marked with accommodations

Take Note…

Outplaced School/Students

- Outplaced students have been included in the Student Management System

- CT users will be able to select Outplaced Students to provide accommodations and provide test sessions.

- Districts will see the outplaced students they are responsible for in their student files.
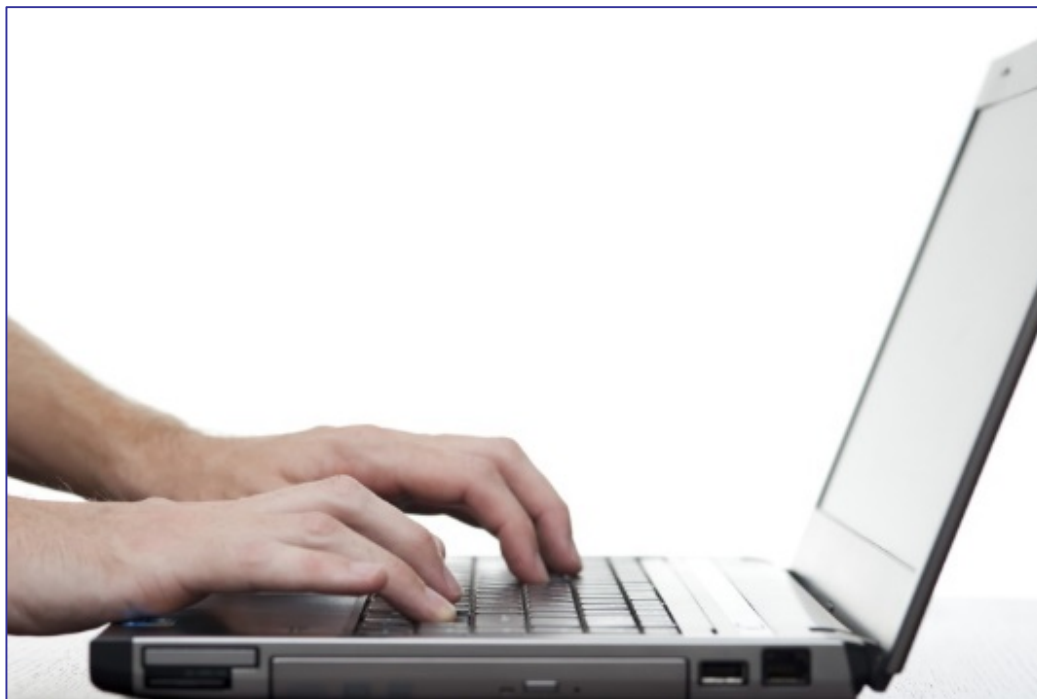
DRC INSIGHT PORTAL DEMONSTRATION

Option 2:
Recording Accommodations for Multiple Students

Recording Accommodations: By Multiple Students

Step 1: Select a **District and School,** then select **Find Students.**

Recording Accommodations: By Multiple Students

Step 2: Select **Students – click in box(es)**

Step 3: Scroll down, choose **Update Accommodations**

Recording Accommodations: By Multiple Students

Step 4: Check all necessary Category 3 boxes for each domain under English Form D

Update Accommodations for Multiple Students

The Accommodations selected (checked) below can be either Assig Removed from the Students selected on the previous screen.

⊞ Instructions

Update Mode
- ◉ Assign Accommodations
- ○ Remove Accommodations

	Accommodations					
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	English Form E
Online	Text-to-Speech	☐	☐	☐	☐	☐
Category	Reading - Category 1			☐	☐	☐
Category	Reading - Category 2			☐	☐	☐
Category	Reading - Category 3			☐	☐	☐
Category	Listening - Category 1			☐	☐	☐
Category	Listening - Category 2			☐	☐	☐
Category	Listening - Category 3			☐	☐	☐
Category	Speaking - Category 1			☐	☐	☐
Category	Speaking - Category 2			☐	☐	☐
Category	Speaking - Category 3			☐	☐	☐
Category	Writing - Category 1			☐	☐	☐

Save   Cancel