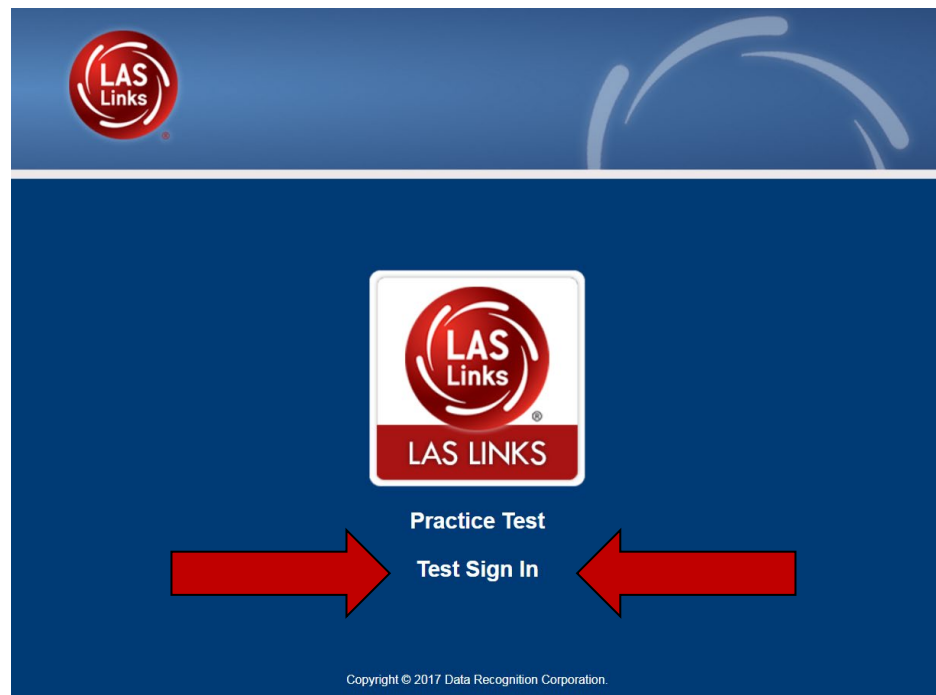# During Test Administration

Student Uses Test Ticket to Login

When the student is ready to take the live test, they should be given the test ticket and should click on the DRC INSIGHT App installed on the student device.

DRC INSIGHT Online Assessments

Practice Test

Test Sign In

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Common Problems - During Testing

- Connectivity issues – try restarting the testing device.

- Confirm students who are eligible for the alternate and **do not** test them on the LAS Links.

- Confirm accommodations and provide them at the time of testing.

- Ensure tickets are given to the correct student for each test session and do not provide tickets for the practice test.

- Teachers should actively monitor students during testing.

Reminder: No Merging

Students should appear in a single test session only.

This is especially important because the Form F OP FT has five form sets behind the scenes that are dealt out for testing.

We will not be able to merge domains after testing.

This means a student will not receive an Overall or other composite scores.

A student who does not receive an Overall score cannot exit EL/ML status for that year.

Student Mobility – Within Same District

- When student is registered in PSIS in the same district but in a new school, the student is rostered in the **same district but in a new school** in the DRC INSIGHT Portal.

- The ELAC must check the student's profile and look for the existing test ticket assigned to that student and their test-taking status.

- Test results for the student will remain at the previous school (the one where the test session/test ticket was created) in the DRC INSIGHT Portal.

- Test results in EdSight follow the student.

Student Mobility – Within Same District

- **If the student started testing one subtest**, the student **<u>MUST</u>** finish testing with the test ticket and all remaining subtests in that test session created at the previous school.

  o The test ticket should be securely provided from one school to the other so the student can resume testing. If this does not occur, the student will not receive an Overall score and the student will not be eligible to exit EL/ML status.

- If the student has not started any testing, the student can be placed in a new test session at the new school and begin testing.

Student Mobility – To a New District

- As soon as the student is registered in the PSIS in the new district in a new school, the student is rostered in the new district and a new school in the DRC INSIGHT Portal.

- The ELAC at the new district/school (student moved from one district to another) **will not** be able to view the test session from the previous facility.

- Test results for the student will remain at the previous district and school (the one where the test session/test ticket was created) in the DRC INSIGHT Portal.

- Test results in EdSight results follow the student.

Student Mobility – To a New District

- If a school has a new student from a different district – contact the ELAC from the original district first to see if the student has started testing and which subtests were taken.

- To view ELAC Contact Information: http://edsight.ct.gov/SASPortal/main.do

- **If testing has started,** the same test ticket must be securely sent, and the student **MUST** finish testing with that test ticket in that same test session. If this does not occur, the student will not receive an Overall score and the student will not be eligible to exit EL/ML status.

- If the student has not started any testing, the student can be placed in a new test session at the new school and begin testing.

Maintaining a Secure Test Environment

A secure test environment includes:

- Protecting secure materials from view by other students, teachers, parents, school staff, or other individuals

- Refraining from sharing items or other secure test materials

- Administering the LAS Links only through the password-protected testing environment

- Restricting student access to content related resources, electronic devices, and photography technology

- Ensuring a **quiet** test-taking environment, void of **distractions**

Inappropriate Test Practices

Inappropriate test practices should be reported to the ELAC immediately.

- Changing the wording of directions, items, or response options

- Using prompting, including hand-over-hand, and referencing related materials or experiences

- Providing students with a preview of the LAS Links

- Providing or changing answers

- Teaching test content immediately before the test or the administration of an item

Inappropriate Test Practices

Inappropriate test practices should be reported to the ELAC immediately.

- Allowing the use of electronic devices or photography technology during testing

- Sharing test items, content, or forms, either in writing, verbally, or through photography, phone cameras, or recording devices with colleagues, parents, the public, or students

- Leaving any test materials or the Test Delivery System unattended

- Allowing an individual not employed by the district to administer the LAS

Inappropriate Test Practices

If a test proctor demonstrates inappropriate proctoring, such as providing or modifying student answers or using secure test materials inappropriately, the ELAC should contact the Student Assessment Office immediately at 860-713-6860.

Appeals

Testing irregularities include:

- interruptions in testing such as a fire drill or technical issue

- test accidently submitted

- incorrect directions shared

- incorrect assessment accommodations provided

- a student who is eligible for the CTAA is tested

- use of a mobile device during testing

The ELAC provides necessary information via electronic submission on the LAS Links Appeals form for 2022-23.

CT LAS Links Appeals Form 2022-23 will be available by December 2022.

Appeals Process for Online Testing

The ELAC receives a link to the LAS Links Appeals Submission in an Appeals Process email from CSDE.

Connecticut LAS Links
Appeals Form - 2022-2023

DATA RECOGNITION DRC CORPORATION

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

THIS FORM IS TO BE COMPLETED BY THE DISTRICT ELAC ONLY!

- ELAC enters required information.

- Appeals are reviewed in a timely manner by CSDE.

- ELACs are notified when the request is completed or if more information is required.

- **Please stop testing the student in all domains** until the appeal is approved!

Actions to Resolve Appeals

Unlock: student re-enters a subtest with the same ticket starting where the left off but can access all items. For Listening and Speaking subtests the student **will not** be able to return to previously viewed items.

Unlock does not require documentation to be submitted.

CSDE

LAS Links

Actions to Resolve Appeals

Regenerate: subtest is cleared, and student starts at item #1 **with a new test ticket**. A new password is generated across **all** subtests in the test session, which requires the printing of a new test ticket.

If a regenerate is requested, the student is expected to test that subtest in the existing test session.

If a test ticket switch occurs, one or both tests will be regenerated.

If another test session is created, the student will not receive an Overall score because merging of subtests is not possible for Form F.

Regenerate <u>requires</u> documentation be submitted.

Actions to Resolve Appeals

Invalidate: a subtest may be invalidated, which will appear as Invalid (INV) for reporting. Other subtests not indicated as invalid will be reported normally. If an INV is applied to one or more domains, the student will not receive an Overall score.

Invalidate requires documentation be submitted.

Appeals Documentation

The ELAC must first fax a signed letter on district/school letterhead to Performance Office Irregularities at 860-713-7033 before the appeal can be approved. The letter **must include**:

- The student's grade, SASID, and the name of the subtest;

- The date and a detailed explanation;

- The name of the proctor involved;

- A description of the discussion **with parents/guardians** explaining the irregularity and options offered; and,

- Procedures to ensure this type of irregularity is not repeated.