



LAS Links Scoring Process

GUIDANCE DOCUMENT

Please be sure to fill out and submit this [Scoring Information Form](#)

1. Create your test sessions in your **DRC INSIGHT** account.

- Only DRC is able to move sessions to DRC scored. Districts are not able to do this as you will see when you create a test session, you are unable to click on the “Change the to DRC Scored”. This is by design as DRC will only make the change once a purchase order for scoring services is received and the District has alerted DRC that all test sessions have been created.

* Indicates required fields

Session Name *

Scoring Option Status: Educator Scored **Change to DRC Scored** Test Administrator:

LAS Links Test Form: English Form A, Grade K; English Form A, Grade 1; English Form A, Grades 2-3; English Form A, Grades 4-5; English Form A, Grades 6-8; English Form A, Grades 9-12

Available Subtests:

Subtest(s) Chosen for Session:

By design, "Change to DRC Scored" is not enabled. Only DRC can change the session to DRC Scored.

- This process takes place overnight;
- When/if new sessions are added later, DRC will automatically move those sessions to DRC Scored as well (no need to contact tech support again);
- Once sessions are moved to DRC Scored, they cannot be moved back to Educator Scored (local scoring):

	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	ISD (DRC SCORE ID)	MIDDLE	Interim Assessment 1 Progress Monitoring Form D	Grades 6-8 (Eng. D)	Not Started	9/21/2020	10/9/2020	DRC Scored	

2. Scoring begins when the student submits a completed subtest:

- Scores will become available upon the completion of scoring for each individual subtest:
 - Listening and Reading* – available within 30-60 minutes of subtest completion;
 - Speaking and Writing – available 5-7 business days from the time the individual subtest is submitted as complete;
- *If utilizing Forms C, D and/or Español B, the Reading test for grades 4-12 includes holistically scored items and therefore scores will be available within 5-7 business days of subtest completion

- In summary, it will take 5-7 business days to generate a **complete** LAS Links On-Demand Student Report.
- When students complete the Speaking and Listening tests, their answers will automatically go into scoring mode. No additional steps are needed.
 - However, if a student does not (and will not) fully complete the Speaking and Listening test(s) and pauses the test, you will need to “End Incomplete Tests”. Please find guidance on this step in the LAS Links Digital Library.

3. Be sure that students fully submit the Reading and Writing tests by clicking “End Test” when done:

Reading Training Student

Please be sure you have answered all of the questions.
Click on the question line to move to that question.

Question	Question	Question
1	15	29 (P2)
2	16	30 (P2)
3	17	31 (P3)
4	18	32 (P3)
5	19	33 (P3)
6	20	34 (P3)
7	21	35 (P3)

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Answered
 Unanswered
 Flagged

Passage Indicator

Once you have finished taking the test, click the “End Test” button to end your test.
To continue testing, click the “Return to Questions” button.

Options Return to Questions End Test

Once Reading (or Writing) is complete, the student is given the opportunity to review items and return to any items they left blank, they flagged or they answered and just would like to review. Once they have completed their review, they click End Test.

4. Test administrators should monitor the status of assessments to be sure none are left in “in progress” status:

- In the rare case where a student fails to click End Test (R/W) or paused the test (S, L, R, W) and they are actually done but didn’t submit the test completely, it will need to be moved to complete status by the test administrator so the assessment goes to DRC scoring. Please find guidance on this step in the LAS Links Digital Library.
- Utilize the Student Status Dashboard to monitor student testing progress. Guidance information can be found in the LAS Links Digital Library.

5. If you purchased the LAS Links Interactive Reports, please contact DRC when your test window has ended and your student results will be moved to Interactive Reports within 15-20 business days of test window completion.



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- You (the POC) will be able to access the Interactive Reports by logging into www.drccedirect.com > My Applications > Interactive Reports
- Remember that the POC must give Interactive Reports to all additional District stakeholders as needed.

Please feel free to contact us with any questions and as always, all required technical assistance should be directed to the **LAS Links Helpdesk**:

866.282.2250 (8:00 a.m. -4:30 p.m. CST)

Email: LASLinksHelpDesk@datarecognitioncorp.com

If you already called in and have a case, provide your case number for expedited service.

www.LASLINKS.com