



LAS Links Scoring Process



GUIDANCE DOCUMENT

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

1. DRC Scoring Services: Purchasing and Invoicing
 - For **Reclassification** scoring:
 - LEAs should create test sessions that have a start and end date that spans the dates you would like to utilize scoring services. For instance, if you plan to utilize DRC Scoring Services the entire Reclassification window (as determined by the TEA), create test sessions with a start date reflecting the first day of testing and an end date of the last day testing.
 - DRC will invoice you after the reclassification window has closed against your initial PO number for the actual number of students who were scored. This allows you to have no interruption in testing/scoring.
2. When utilizing DRC Scoring Services for English learner Reclassification create your sessions in your RECLASS account:

District

ISD - 1000719

ISD - 100071905

ISD (RECLASS) - 111071905

NOTE: If you plan on scoring locally using Educator Scoring for some of your Reclassification testing, **you must test in your original account (has the 100 code)**. You **may not** have a mix of Educator Scoring and DRC Scoring Services in the same account (it is an either/or).

- Once you have created all of your Test Sessions, **contact DRC** to request that all test sessions be moved to DRC Scoring:
 - Only DRC is able to move sessions to DRC scored. LEAs 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 LEA 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	

4. 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;
 - 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 by clicking on this link: [Ending Incomplete Tests](#)

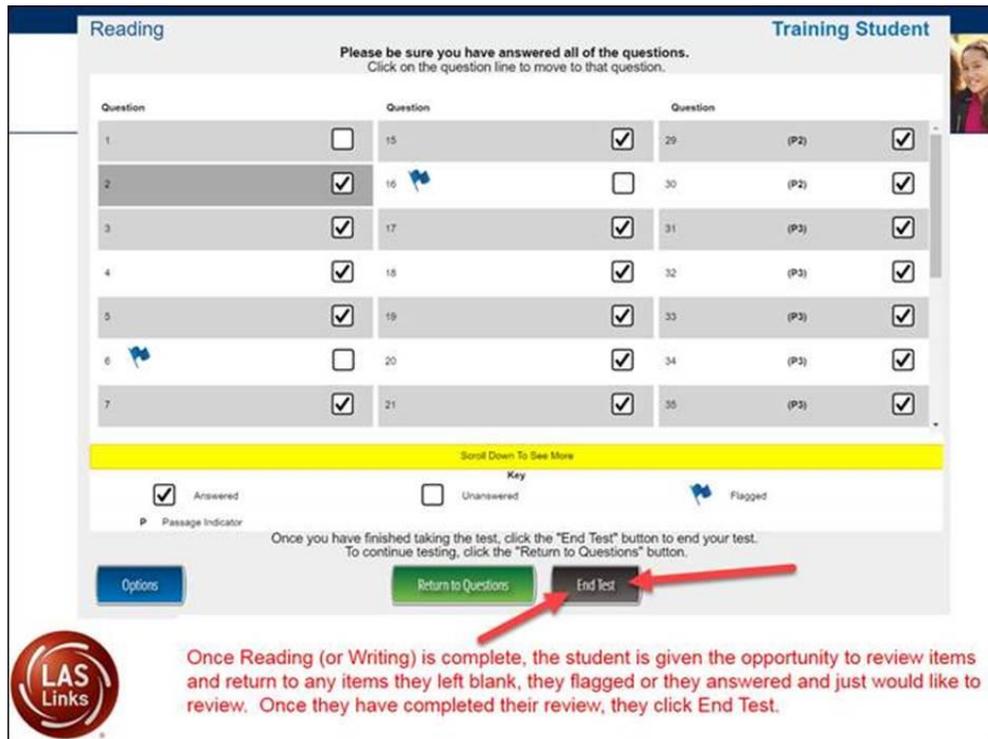


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5. Be sure that students fully submit the Reading and Writing tests by clicking “End Test” when done:



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.

6. 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 by clicking on this link: [Ending Incomplete Tests](#)
- Utilize the Student Status Dashboard to monitor student testing progress. Guidance information can be found by clicking on this link: [Utilizing the Student Status Dashboard](#)

DRC Customer Service – Texas	
Toll Free: 833-867-5679 Option 1 Order Support Texas Order Support Email: LASOrderTX@datarecognitioncorp.com	Toll Free: 833-867-5679 Option 2 Technical Support Texas Technical Support Email: LASTechTX@datarecognitioncorp.com
Customer Service Hours: 8:00 am – 4:30pm CT M-F www.LASLinks.com/Texas	