



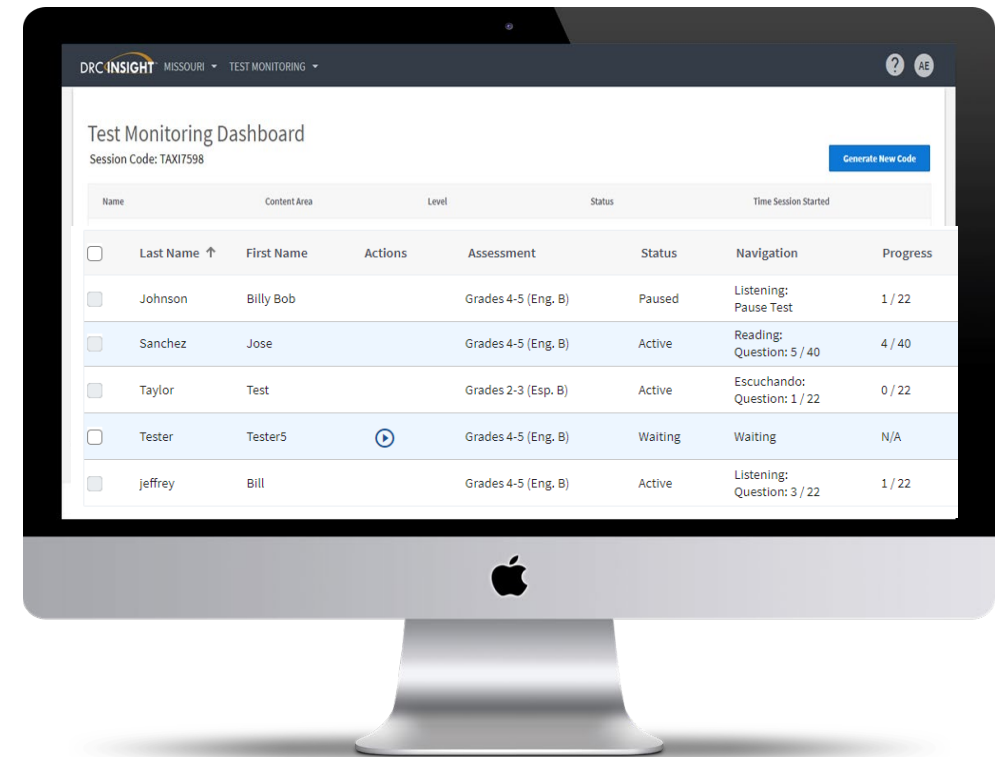
Guide to Utilizing the Test Monitoring Application (TMA)

Test Monitoring Application Overview

The Test Monitoring Application (TMA) allows test administrators to securely monitor participants' testing status in real-time during LAS Links **Remote** and/or **in-person/onsite** Test Sessions.

TAs may monitor the following:

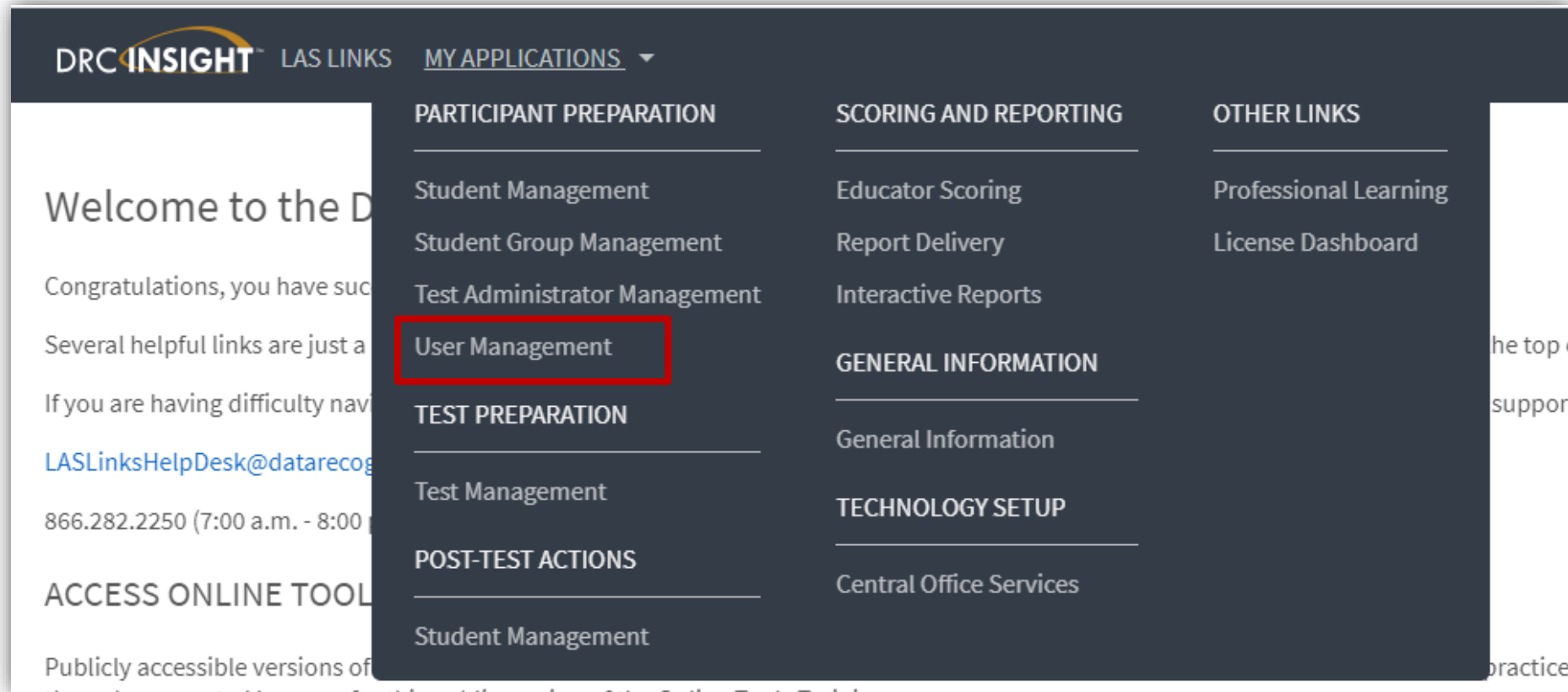
- Which students have logged in to the test?
- Which students have started the test?
- Are students progressing through the test?
- What question are they on?
- Which students have completed the test?
- Have any students paused their test?
- Are any students seeing an error message?



Test Monitoring Permission

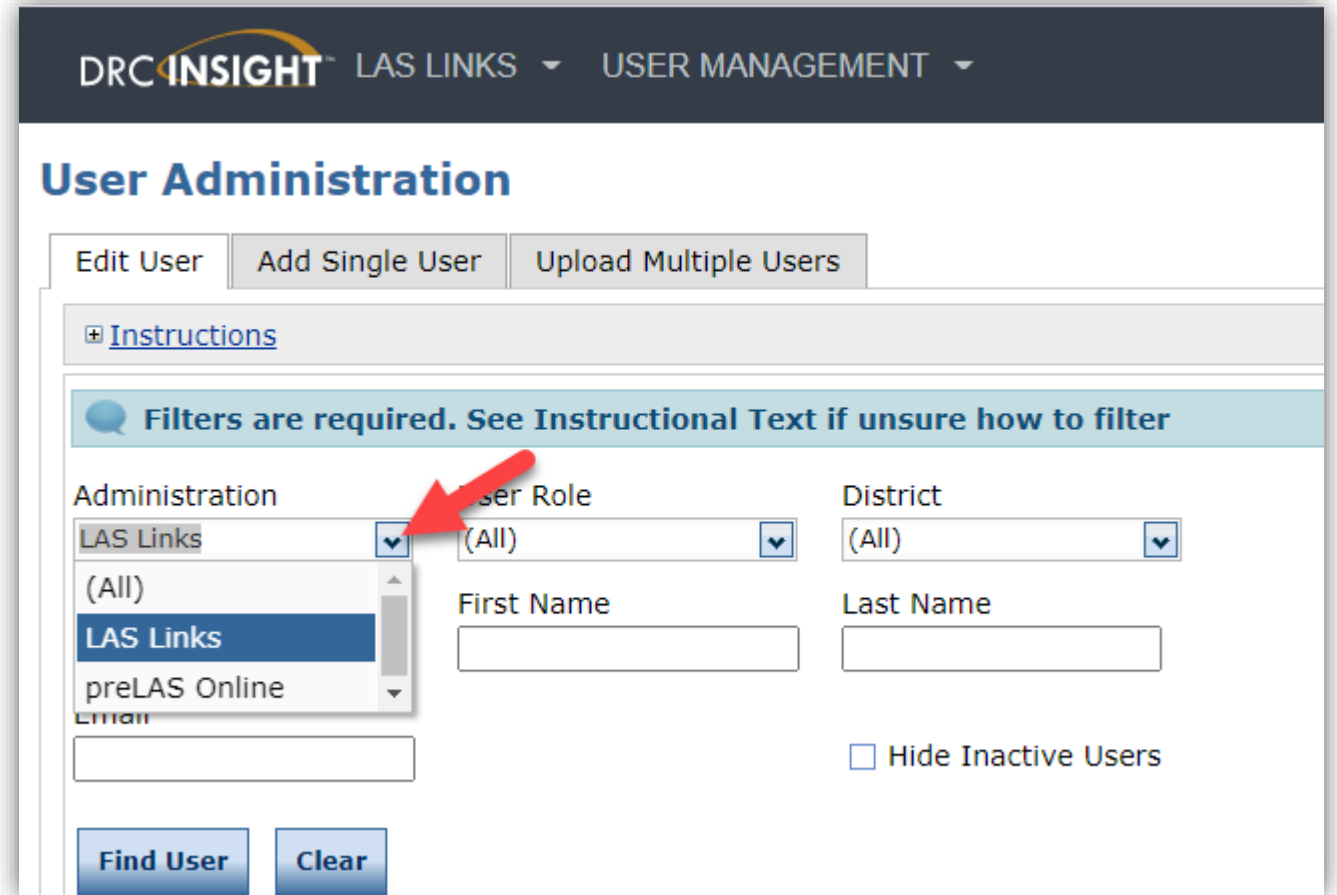
To utilize TMA, users must have the TMA permission.

1. To add the permission en masse, click on MY APPLICATIONS >> User Management:



Adding the Test Monitoring Permission

2. If you utilize both *preLAS* Online and LAS Links Online, choose LAS Links in the Administration drop-down.
3. Then click Find User



DRC INSIGHT LAS LINKS USER MANAGEMENT

User Administration

Edit User Add Single User Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links (All) User Role: (All) District: (All)

First Name: Last Name:

Hide Inactive Users

Find User Clear

Adding the Test Monitoring Permission

User Administration

Edit User | Add Single User | Upload Multiple Users

[Instructions](#)

Filters are required. See Instructional Text if unsure how to filter

Administration: LAS Links

School: (All)

Email:

User Role: **School** (dropdown menu open showing: (All), District, School, Test Administrator, District Technology Coordinator, School Technology Coordinator)

District: Sales and Training Dist

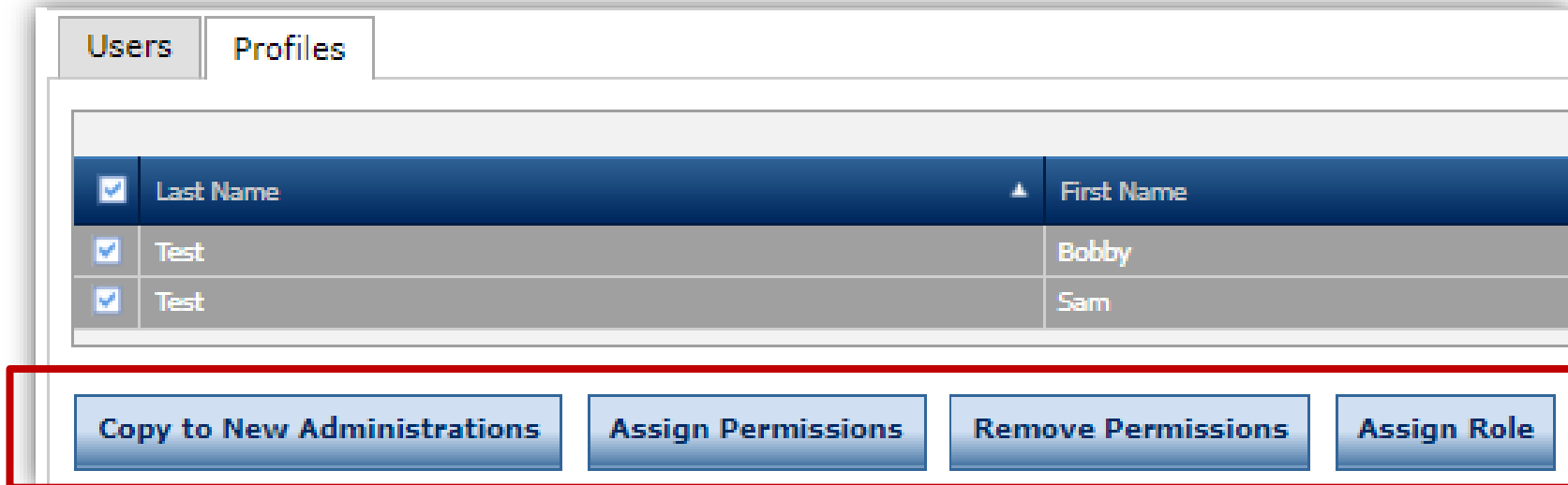
Users | **Profiles**

<input type="checkbox"/>	Last Name	First Name
<input type="checkbox"/>	Test	Bobby
<input type="checkbox"/>	Test	Sam

4. Choose the specific User Role
5. Click Find User
6. Click on the profiles tab
7. Either click on the header radio button or on each individual radio button

Adding the Test Monitoring Permission

8. Once you have chosen the Users, click on the button of choice at the bottom of the page;
9. A pop-up will appear, allowing you to do the task needed (i.e. Assign Permissions)

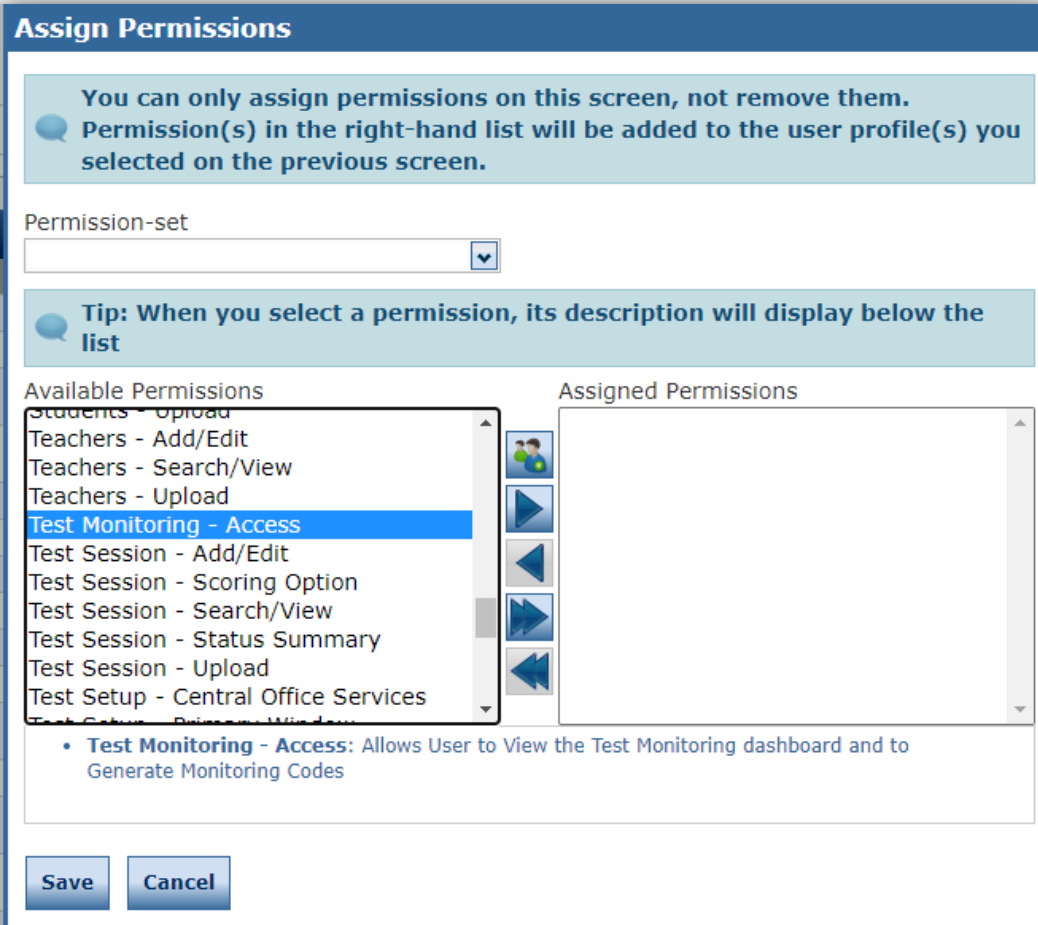


Adding the Test Monitoring Permission

9. Choose the Test Monitoring – Access permission

10. Click the right arrow to move the permission to the Assigned Permission box

11. Click Save



Assign Permissions

You can only assign permissions on this screen, not remove them.
Permission(s) in the right-hand list will be added to the user profile(s) you selected on the previous screen.

Permission-set
[Dropdown menu]

Tip: When you select a permission, its description will display below the list

Available Permissions	Assigned Permissions
Students - Upload	
Teachers - Add/Edit	
Teachers - Search/View	
Teachers - Upload	
Test Monitoring - Access	
Test Session - Add/Edit	
Test Session - Scoring Option	
Test Session - Search/View	
Test Session - Status Summary	
Test Session - Upload	
Test Setup - Central Office Services	
Test Setup - Printers - Windows	

• **Test Monitoring - Access:** Allows User to View the Test Monitoring dashboard and to Generate Monitoring Codes

Save **Cancel**

Scheduling Test Sessions with the Test Monitoring Application



Scheduling Test Sessions with the TMA

1. The Test **Session Name** should be unique so you can easily search for it later
2. Choose the desired **Form**
3. Choose from the **Available Subtest**
 - Note: Subtests MUST be contained in the same session in order to generate composite scores
4. Select your dates which determines student test availability
5. The Test Monitoring drop down will default to **none** but choose required or optional if you would like to use TMA.
 - **Required:** student must have a code to enter the test; enabled action buttons for the TA (stop, pause, resume)
 - **Optional:** Student, although prompted for a code, will not be required to enter one; action buttons for the TA will not be available (stop, pause, resume)

* Indicates required fields

Session Name: * Scoring Option Status: 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: Speaking; Listening; Reading; Writing

Subtest(s) Chosen for Session: Speaking Grades 4-5 (Eng. A); Listening Grades 4-5 (Eng. A); Reading Grades 4-5 (Eng. A); Writing Grades 4-5 (Eng. A)

Begin Date: * End Date: * Mode: * Test Monitoring: * Restricted Access: *

Search for Available Students: Student Last Name: Student First Name: Grade:

Demographic: Accommodation: Test Administrator: Student Group:

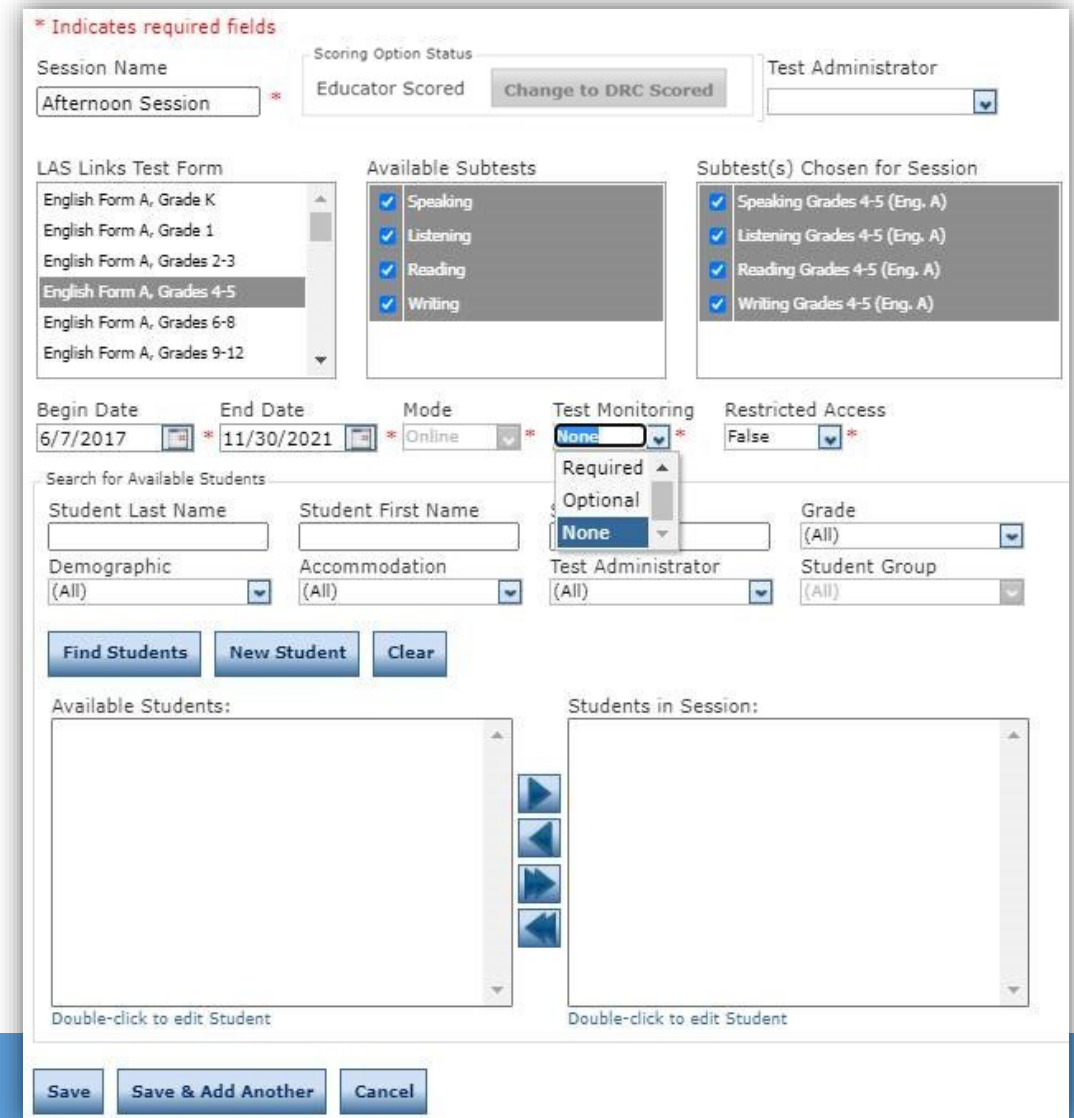
Available Students: Students in Session:

Double-click to edit Student

Scheduling Test Sessions with the TMA

6. The Restricted Access will default to **“False”**. Change this to **True** so the student(s) may not access the test until the TA has granted access during testing.
7. Students can only be added to assessments corresponding to their grade level.
8. Highlight the students to be added to the session and click the blue right arrow to assign them to the session.
9. Click Save or Save and Add Another

NOTE: To add TMA to existing sessions previously created, you must edit each session and update the Test Monitoring and Restricted Access drop down menus for each session.



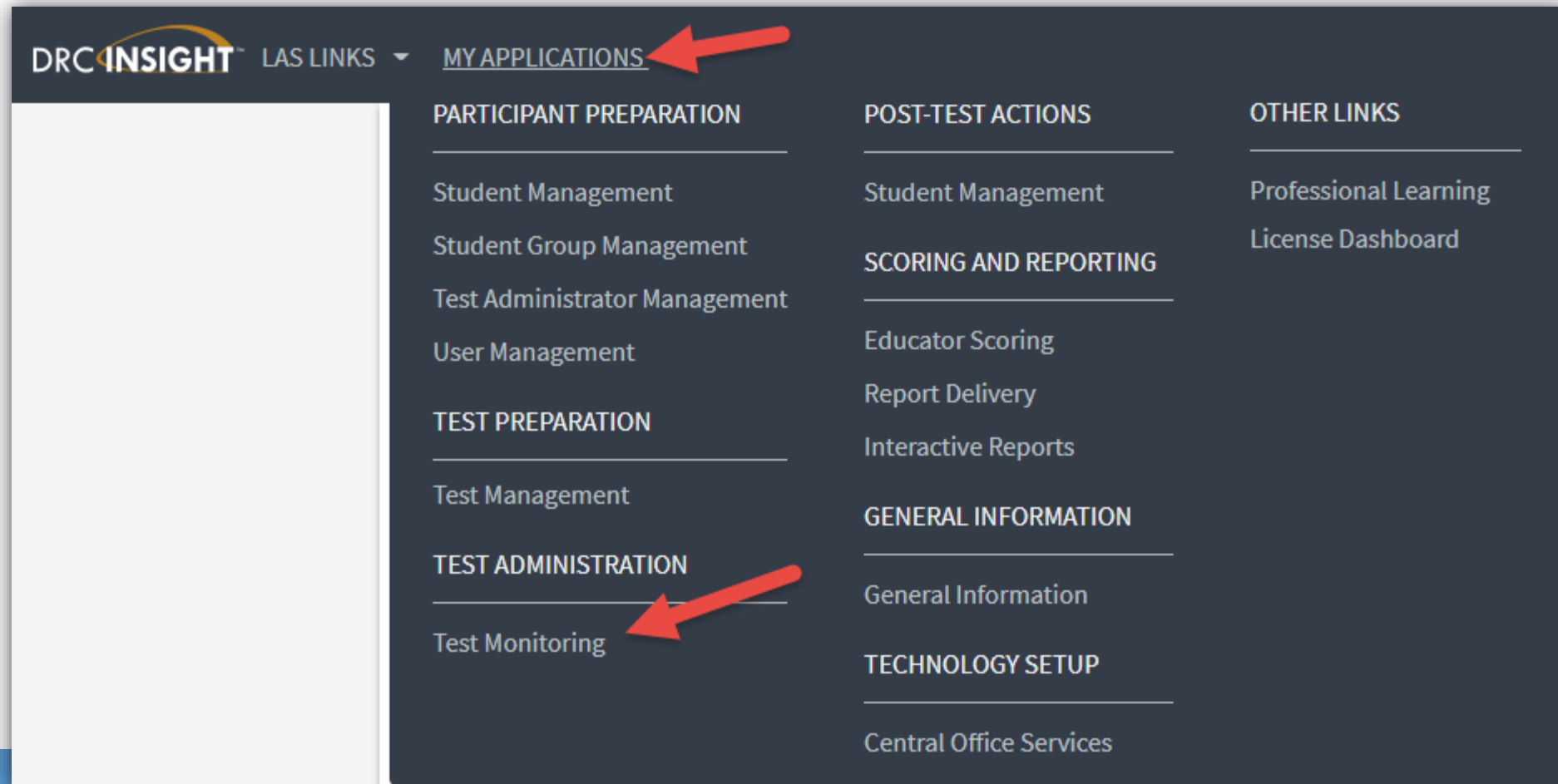
The screenshot displays the TMA scheduling interface with the following details:

- Session Name:** Afternoon Session *
- Scoring Option Status:** Educator Scored (Change to DRC Scored)
- Test Administrator:** (Dropdown menu)
- LAS Links Test Form:** English Form A, Grades 4-5 (Selected)
- Available Subtests:** Speaking, Listening, Reading, Writing (All checked)
- Subtest(s) Chosen for Session:** Speaking Grades 4-5 (Eng. A), Listening Grades 4-5 (Eng. A), Reading Grades 4-5 (Eng. A), Writing Grades 4-5 (Eng. A)
- Begin Date:** 6/7/2017 *
- End Date:** 11/30/2021 *
- Mode:** Online *
- Test Monitoring:** None (Dropdown menu with Required and Optional options) *
- Restricted Access:** False *
- Search for Available Students:**
 - Student Last Name: (Text input)
 - Student First Name: (Text input)
 - Demographic: (All) (Dropdown menu)
 - Accommodation: (All) (Dropdown menu)
 - Test Administrator: (All) (Dropdown menu)
 - Grade: (All) (Dropdown menu)
 - Student Group: (All) (Dropdown menu)
- Buttons:** Find Students, New Student, Clear
- Available Students:** (Empty list box)
- Students in Session:** (Empty list box)
- Navigation:** Double-click to edit Student (for both list boxes)
- Bottom Buttons:** Save, Save & Add Another, Cancel



Generating the Test Monitoring Code

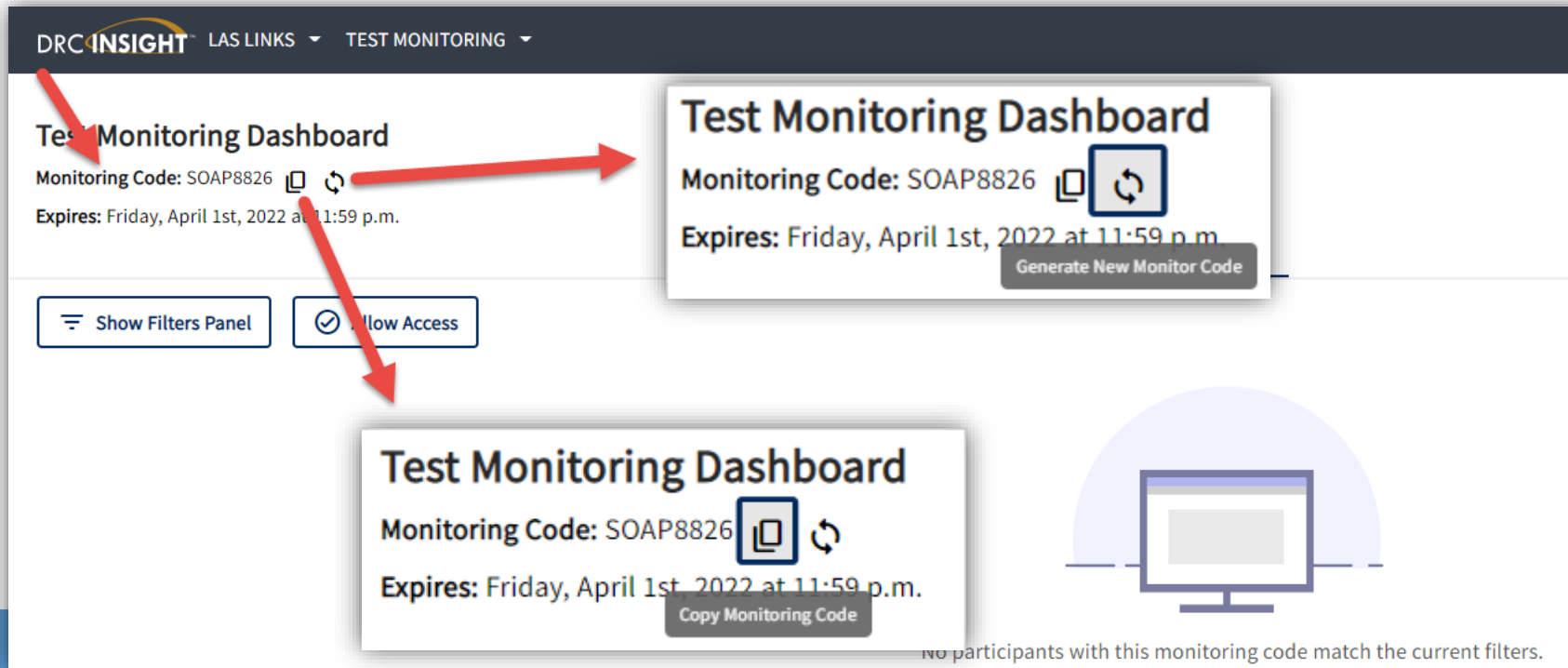
Generating a Test Monitoring Code

1. To generate a TMA code, click on MY APPLICATIONS >> Test Monitoring:



Generating a Test Monitoring Code

2. TMA will automatically generate a “Monitoring Code” that expires in 24 hours.
 - Provide the Monitoring Code to the student when you provide them with their Username and Password (test ticket information)
 - To email/post the code, you may click on the copy monitoring code by clicking on 
3. You may extend the monitoring code to last for up to 5 days by clicking on 



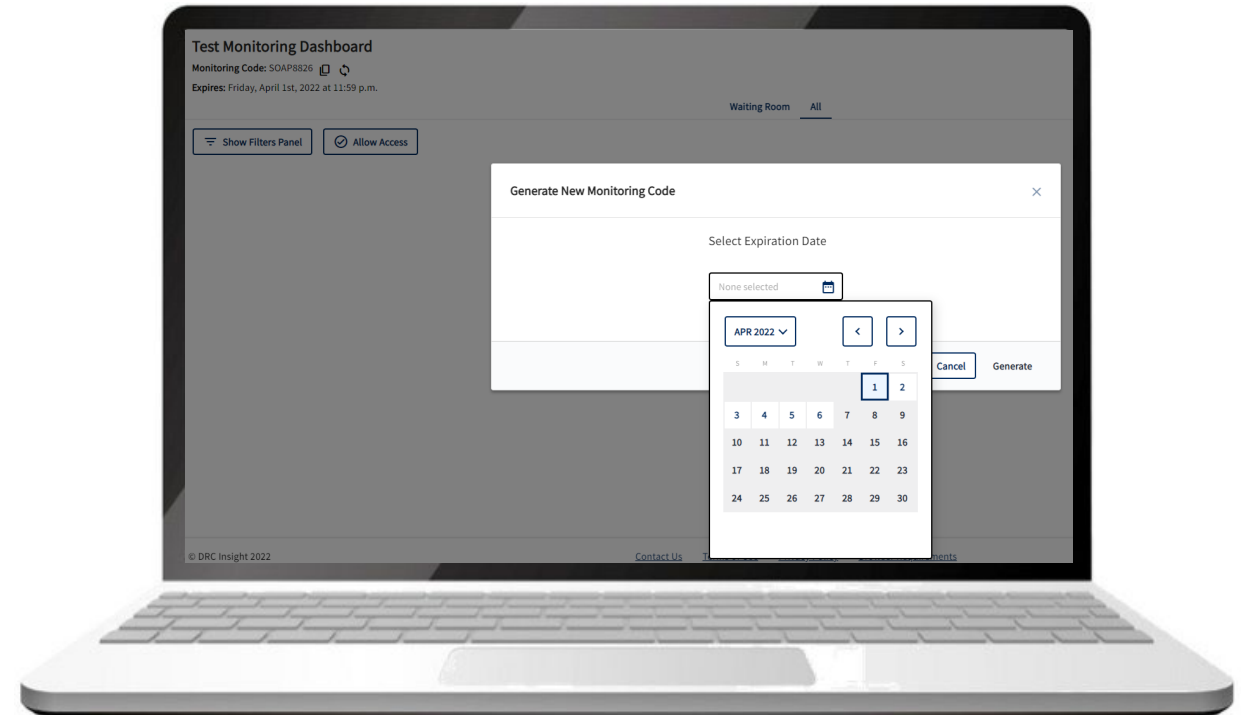
The screenshot shows the 'Test Monitoring Dashboard' interface. At the top, it displays 'DRC INSIGHT LAS LINKS TEST MONITORING'. The main content area shows the 'Monitoring Code: SOAP8826' and 'Expires: Friday, April 1st, 2022 at 11:59 p.m.'. Below this, there are two buttons: 'Show Filters Panel' and 'Allow Access'. A red arrow points from the 'Monitoring Code' text to a callout box that highlights the 'Copy Monitoring Code' button (a square with a copy icon) and the 'Generate New Monitor Code' button (a square with a refresh icon). Another red arrow points from the 'Allow Access' button to a callout box that highlights the 'Copy Monitoring Code' button. A third red arrow points from the 'Monitoring Code' text to a callout box that highlights the 'Generate New Monitor Code' button. At the bottom of the dashboard, there is a message: 'no participants with this monitoring code match the current filters.' and an icon of a computer monitor.

Generating a Test Monitoring Code

If you want to extend the code for 5 days:

1. Once you click the generate new code, a pop-up will appear
2. Choose your expiration date
3. Click generate and provide the new code to students

Warning: If a new code is generated while students are using the prior code, they will no longer be monitored utilizing the previous code.



Student Experience

TMA – Student Experience

1. For Onsite testing: the student clicks the INSIGHT app on their workstation or device.
2. For Remote testing: the student will be given the public URL via the web conference private chat to access the test login page.
3. Student enters their username and password provided by the TA, then clicks the **Sign In** tab



Sign in to DRG INSIGHT with the Username and Password provided to you.

Username:

Password:

[Sign In](#)

[Back](#)

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v2020.08 rev. 5ab93ab6

TMA – Student Experience

4. The student should verify their name, grade, and school
5. Finally, the student will enter the Test Monitoring Code provided to them by the TA and then clicks Save
6. Once a valid code is entered the **Continue** button is enabled

Welcome **student valentine**

Before you begin testing, please confirm your profile information is correct:

Test Name: **Grade 1 (Eng. B)**
Test Session: **EPM TMA - All Domains**
School Name: **SAMPLE SCHOOL**

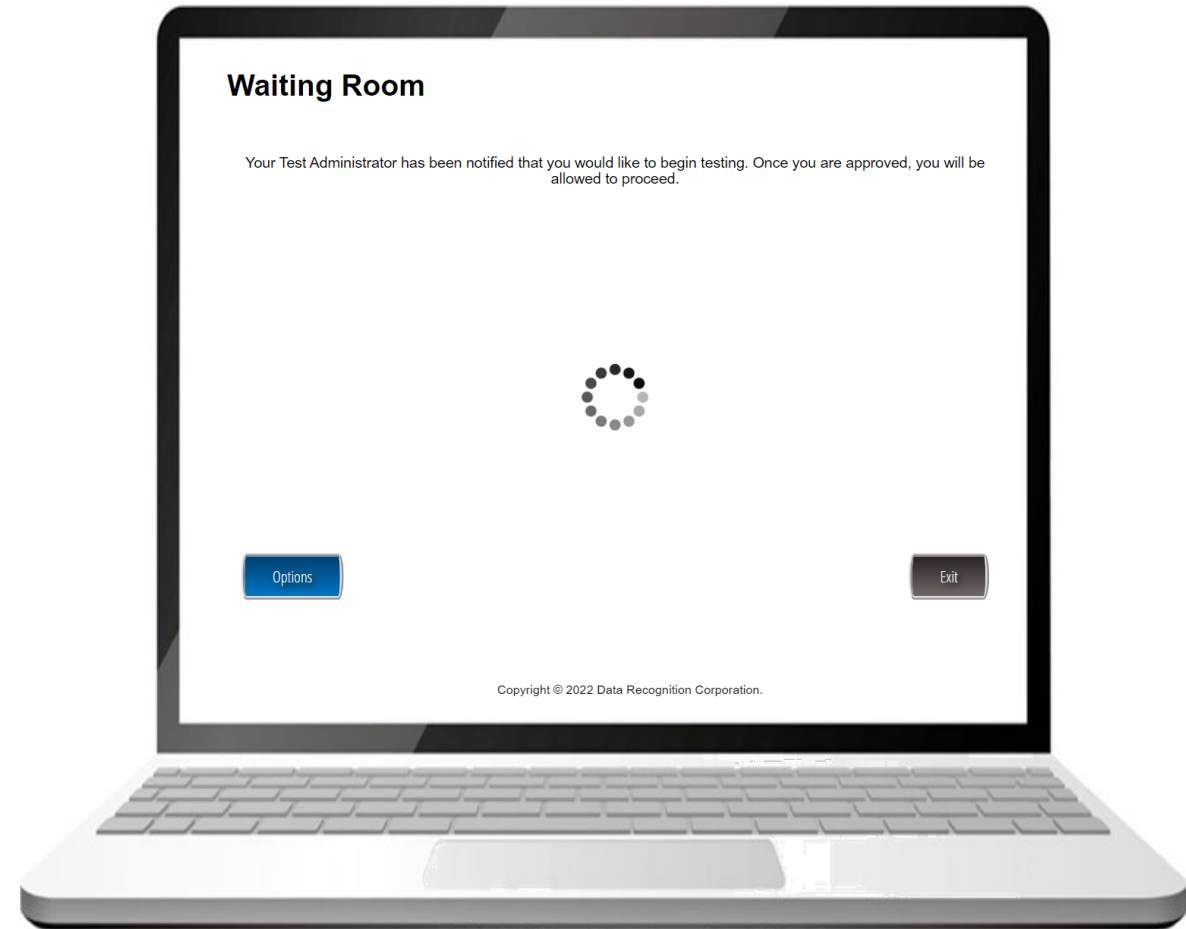
Student ID: **1201201201**
Accommodation(s):

If the above information is correct, please select **Continue**.

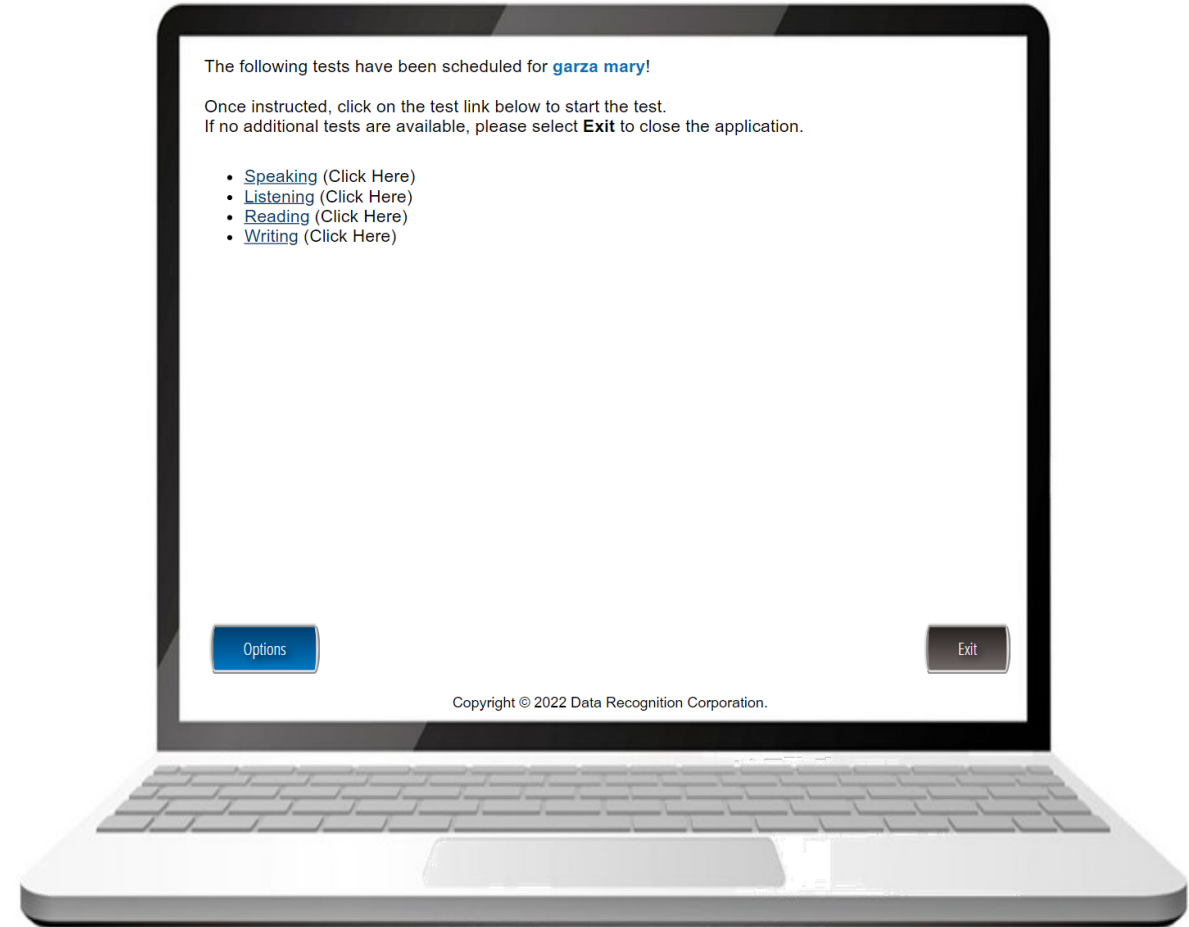
If any of the above information is not correct, please raise your hand and notify your Test Administrator.

Enter Monitoring Code: ✓ Valid Monitoring Code

7. Students are placed in a “Waiting Room” until the TA allows them to start the assessment
8. The student’s status will be “Waiting” on the Test Monitoring Dashboard
9. Once allowed access by the TA, the student can begin their assessment





9. Once allowed access by the TA, the student can begin their assessment

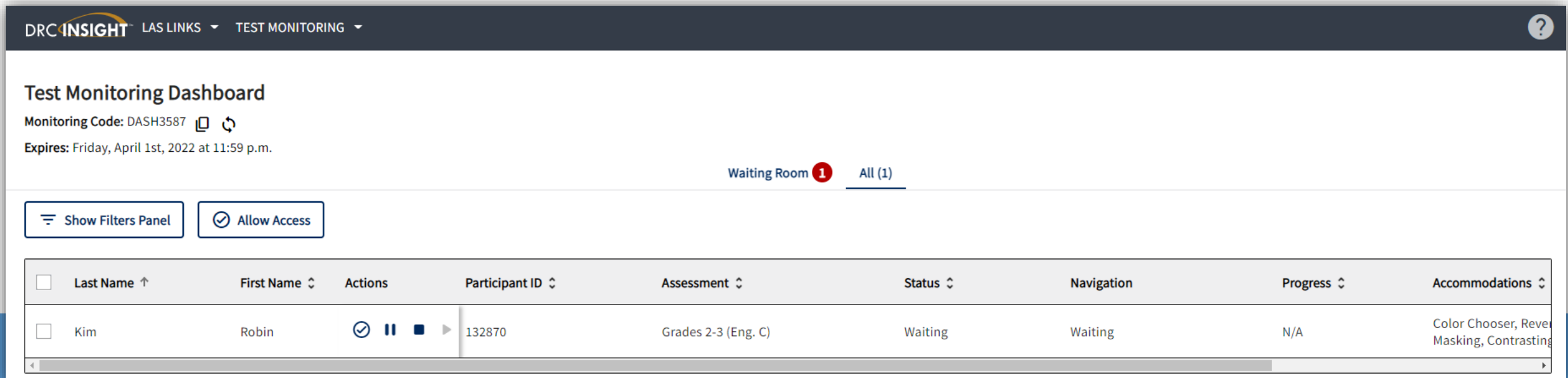


Test Administrator (TA) Experience







TMA – Test Administrator Experience

1. Once the student(s) enter the Test Monitoring Code, the student test information will appear on the TA's dashboard
2. When ready, the TA allows test access to all or individual students
 1. All = TA clicks the radio button in the header row + the  button
 2. Individual Students = TA clicks the allow access  button
3. Once allowed access by the TA, the student(s) can begin their assessment



The screenshot shows the 'Test Monitoring Dashboard' for 'DASH3587'. It includes a 'Waiting Room' tab with a notification badge '1' and an 'All (1)' tab. Below the tabs are two buttons: 'Show Filters Panel' and 'Allow Access'. A table below displays the test information for a student named Kim Robin.

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin	   	132870	Grades 2-3 (Eng. C)	Waiting	Waiting	N/A	Color Chooser, Reverse Masking, Contrasting



TMA – Test Administrator Experience

Test Administrators may monitor student progress via the Status, Navigation and Progress columns:

Status = indicates if the student is actively engaged with the assessment (definitions available on next slide)

Navigation = indicates what subtest the student is logged into and what question they are on within the subtest

Progress = indicates how many items have been answered compared to number of items in the assessment. For instance, 2/22 means two items out of 22 have been answered.

Test Monitoring Dashboard
Monitoring Code: DASH3587
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

Show Filters Panel Allow Access

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↑	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin		132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	Ward	Heather		123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	mary	garza		1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	test	test		125689	Grades 2-3 (Eng. C)	Active	Writing: Question: 10 / 19	9 / 19	Color Chooser, Revealing, Masking, Contrasting



TMA – Test Administrator Experience

Status columns definitions:


Active = student is actively answering questions

Paused = student or TA has paused the test and the timer is currently counting down from 20:00 minutes

Inactive = student is not actively engaging in the assessment

Exited = student or TA has ended and exited the assessment

Test Monitoring Dashboard

Monitoring Code: DASH3587 

















Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

Show Filters Panel

Allow Access

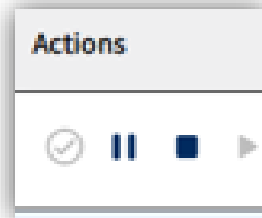


<input type="checkbox"/>	Last Name ↑	First Name ⇅	Actions	Participant ID ⇅	Assessment ⇅	Status ⇅	Navigation	Progress ⇅	Accommodations ⇅
<input type="checkbox"/>	Kim	Robin	   	132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	Ward	Heather	   	123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	mary	garza	   	1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	test	test	   	125689	Grades 2-3 (Eng. C)	Inactive	Writing: Question: 10 / 19	9 / 19	Color Chooser, Reve Masking, Contrasting



TMA – Test Administrator Experience

Test Administrators have the option to **pause** and/or **stop** students' assessments individually using the "Actions" buttons on the Test Monitoring Dashboard:



Test Monitoring Dashboard
Monitoring Code: DASH3587
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin		132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	Ward	Heather		123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	mary	garza		1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	test	test		125689	Grades 2-3 (Eng. C)	Inactive	Writing: Question: 10 / 19	9 / 19	Color Chooser, Reve Masking, Contrasting



Stopping the Test due to Insufficient Language

Per the TEA:

In Texas, many LEAs continue to see (or will see) a rise in enrollment of students who have interrupted education or no education at all. While the Federal requirement that students **must be given the opportunity to attempt all assigned** subtests per the requirements set forth for the purpose of the identification of Emergent Bilinguals, please be reminded of the following when working with these students:

- When the student is new to the country, please allow the student at least a few days in the classroom to acclimate themselves to their new surroundings before testing to meet the requirement.
- At no time, can a student be labeled “unable to test due to language” without being allowed to attempt each subtest they are assigned.
- For each subtest, trained test administrators must give students as much time as they need, as long as they are working on the test.
- If, after a reasonable amount of time, a student appears to not be actively engaged in the subtest they are being presented, a trained test administrator may use his/her professional discretion and may stop the subtest and move the student on to the next subtest.
- Stopping the test must be documented and provided to the LPAC for consideration.



TMA – Test Administrator Experience

When the TA has either paused or stopped the test, they are prompted for a reason as well as what message to provide to the student:

The image displays three overlapping screenshots of the 'Stop Test' interface, illustrating the steps a Test Administrator (TA) takes to stop a test.

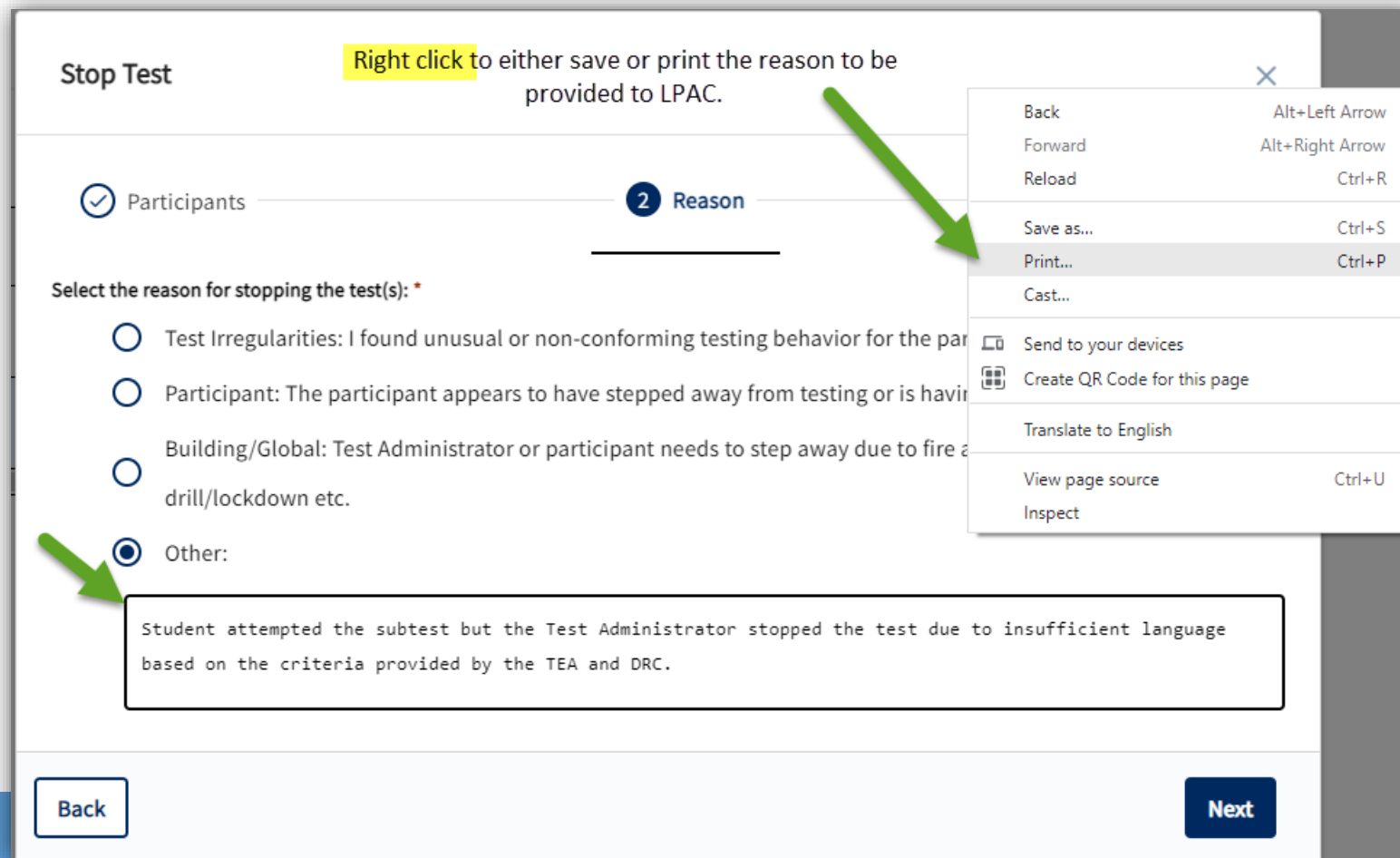
Step 1: Participants
The first screenshot shows the 'Stop Test' dialog with the 'Participants' step selected. It displays the message: 'You have selected to stop (1) participant(s)'. Below this, a list of participants is shown, with 'Heather Ward' selected.

Step 2: Reason
The second screenshot shows the 'Reason' step selected. It prompts the TA to 'Select the reason for stopping the test(s): *'. The options are:
 Test Irregularities: I found unusual or non-conforming testing behavior
 Participant: The participant appears to have stepped away from testing
 Building/Global: Test Administrator or participant needs to step away from testing due to a fire drill/lockdown etc.
 Other:
Below the 'Other' option is a text input field with the placeholder text: '< enter free-form text up to 200 chars >'. A 'Back' button is visible at the bottom left.

Step 3: Message
The third screenshot shows the 'Message' step selected. It prompts the TA to 'Select the message that will appear to the participant(s): *'. The options are:
 Your test session has been stopped. Your Test Administrator will be reaching out to you shortly.
 Your test session has been stopped. Please contact your Test Administrator immediately.
 Other:
Below the 'Other' option is a text input field with the placeholder text: '< enter free-form text up to 200 chars >'. A 'Back' button is visible at the bottom left, and a 'Stop Test' button is visible at the bottom right.

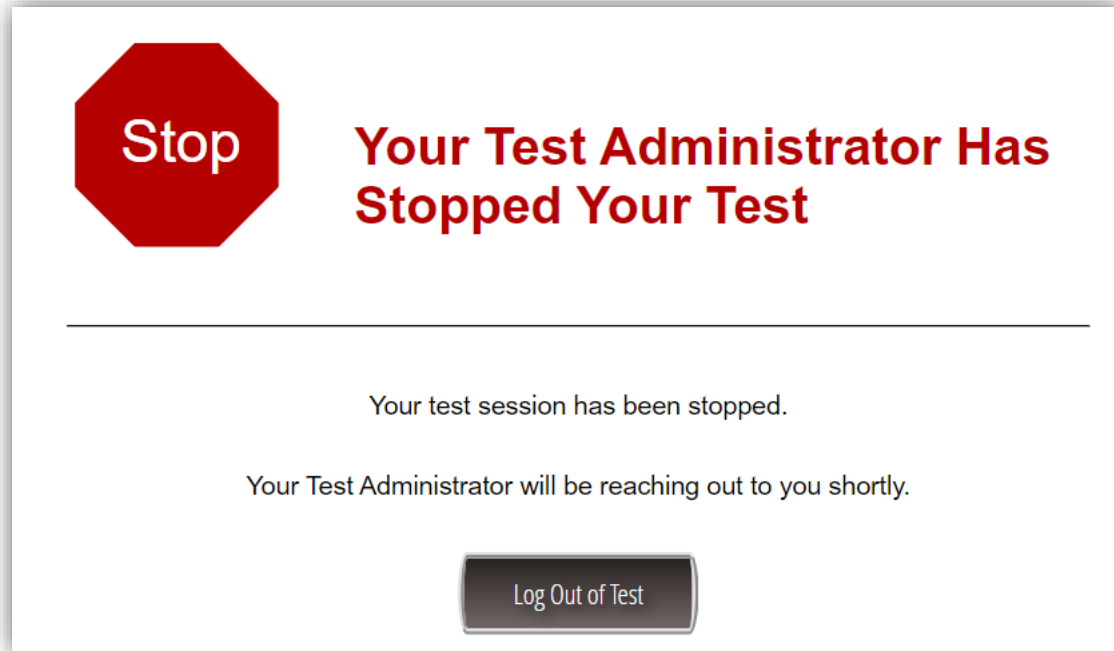
TMA – Test Administrator Experience

To print/save as a pdf the reason provided, right click the screen and choose print or save as PDF:



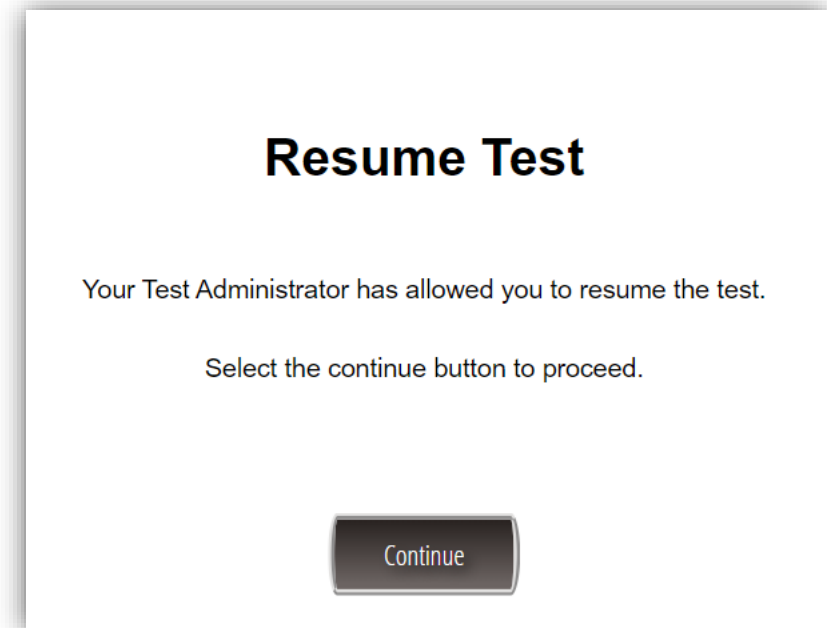
The screenshot shows the 'Stop Test' interface. At the top, a yellow box contains the text: "Right click to either save or print the reason to be provided to LPAC." Below this, a progress bar shows 'Participants' as step 1 and 'Reason' as step 2. Under 'Reason', there is a heading "Select the reason for stopping the test(s): *" and four radio button options: "Test Irregularities: I found unusual or non-conforming testing behavior for the par...", "Participant: The participant appears to have stepped away from testing or is havin...", "Building/Global: Test Administrator or participant needs to step away due to fire a...", and "Other:". The "Other:" option is selected. Below it is a text input field containing the text: "Student attempted the subtest but the Test Administrator stopped the test due to insufficient language based on the criteria provided by the TEA and DRC." A right-click context menu is open over the text field, with the "Print..." option highlighted. The menu includes options like Back, Forward, Reload, Save as..., Print..., Cast..., Send to your devices, Create QR Code for this page, Translate to English, View page source, and Inspect. At the bottom of the interface are "Back" and "Next" buttons.

Student Experience When the TA Stops and/or Pauses Their Test



The screenshot shows a white rectangular box with a red octagonal stop sign on the left containing the word "Stop" in white. To the right of the sign, the text "Your Test Administrator Has Stopped Your Test" is displayed in red. Below this, a horizontal line separates the header from the body text, which reads "Your test session has been stopped." and "Your Test Administrator will be reaching out to you shortly." At the bottom center, there is a dark grey button with the text "Log Out of Test" in white.


If the TA allows the student to resume testing, the student will receive this message:





The screenshot shows a white rectangular box with the text "Resume Test" in bold black font at the top center. Below this, the text "Your Test Administrator has allowed you to resume the test." is displayed. Further down, it says "Select the continue button to proceed." At the bottom center, there is a dark grey button with the text "Continue" in white.

















The student test will automatically stop or pause, and the student will be given the TA's message.

TMA – Test Administrator Experience

- Stopping and/or Pausing by the Test Administrator is reflected on the Test Monitoring Dashboard
- The TA may allow the student to resume access to the assessment by clicking the resume access button 
- To resume testing, the student will need to log back into the test

Test Monitoring Dashboard
 Monitoring Code: DASH3587  
 Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

<input type="checkbox"/> Last Name ↑	First Name ⇅	Actions	Status ⇅	Navigation	Progress ⇅	Accommodations ⇅	Registration Start ⇅
<input type="checkbox"/> Kim	Robin	   	Active	Listening: Question: 4 / 22	2 / 22	Color Chooser, Reverse Contrast, Masking, Contrasting Text	Apr 01 9:30 AM
<input type="checkbox"/> Ward	Heather	   	Stopped	Reading: Test Administrator Stopped	0 / 33	Color Chooser, Reverse Contrast, Masking, Contrasting Text	Apr 01 9:37 AM
<input type="checkbox"/> mary	garza	   	Inactive	Reading: Question: 5 / 33	4 / 33	Color Chooser, Reverse Contrast, Masking, Contrasting Text	Apr 01 9:34 AM
<input type="checkbox"/> test	test	   	Inactive	Writing: Question: 9 / 19	8 / 19	Color Chooser, Reverse Contrast, Masking, Contrasting Text	Apr 01 9:35 AM



TMA Security, Privacy and Online Help

- Test administrators see only students using their provided Test Monitoring Code.
- Test administrators **can not share** Test Monitoring Code with others.
- Students are in only one Test Monitoring session at a time but may take all 4 domains in the one Test Monitoring session as needed.
- Test administrators cannot see students' responses, only that they have responded to a test item.
- Monitoring codes expire after 24 hours unless the TA extends the code by up to 5 days.
- If you select the “?” in the upper right hand corner **Online Help** opens to answer common questions regarding the Test Monitoring Application.



Resources:



[CT DRC LAS Links Webpage](#)

- [LAS Links Test Administration Manual](#)
- [DRC INSIGHT Portal User Guide](#)
- LAS Links Training Videos

[English Language Proficiency Assessment – LAS Links CSDE Document page](#)



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Megan Alubicki-Flick

English Learner Consultant

Turnaround Office

860.713.6786 or Megan.Alubicki@ct.gov



LAS Links Help Desk

866.282.2250 Option 2 (9:00 a.m.-5:30 p.m. EDT)
or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager

Franklin Brown

855.839.1181 Option 2

LASLinksPM@datarecognitioncorp.com