



LAS Links Online for Texas Test Administrator Instructions for Remote Testing

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DRC INSIGHT Portal for LAS Links: <https://ll.drccdirect.com>
Texas Technical Support: 1-833-867-5679 Option 2 (Toll Free) 8:00 a.m. to 4:30 p.m. CT, M - F
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LAS Links Online Remote Testing Program Overview

Due to recent challenges related to COVID-19, DRC, in collaboration with the TEA, is temporarily allowing the LAS Links Online English Form B assessments to be administered remotely using a web conferencing service. As shown below, remote testing is permitted for the purposes of **Identification** and **Reclassification** of English learners. The paper version of LAS Links is **not** to be used for remote testing.

	Testing in Person	Testing Remotely
preLAS	English Form C Español Form C	English Form C English Form D (when using preLAS Online)
LAS Links Online	English Form A Español Form A	English Form B
LAS Links Paper	English Form A Español Form A	LAS Links Paper remote testing is not permitted

- This document provides pre-test, post-test, and during testing guidelines for remotely proctoring and administering the LAS Links Online assessment.
- Remote testing with Spanish forms is not permitted.
- Hybrid models are acceptable as long as the approved form of the test is utilized in the corresponding setting (e.g. Form A in brick and mortar with Form B remote).
- A separate guide is available for *preLAS* remote testing.

For LAS Links Online Form B remote testing, you need to purchase testing licenses. **Note:** LEAs can use student licenses previously purchased for LAS Links Online Form A (Form B is an available option when you create test sessions).

Remote Testing Guidelines

LAS Links Online tests, when administered remotely, should follow as closely as possible the requirements for on-site administration.

- The LEA LAS Links Online Remote Testing Readiness Checklist located at www.LASLinks.com/Texas helps you prepare for remote testing.
- The Test Administrator must be trained to administer and score each of the subtests of LAS Links Online according to the standardized process outlined in the LAS Links Online Digital Library and DRC's Professional Development portal.
- The Test Administrator must use a supported web conferencing platform and be familiar with the use of that platform. Possible options are Zoom, Webex, Google Meet, Microsoft Teams, Skype, GoToMeeting, and Blackboard Collaborate.
 - Computer audio and web camera capabilities are required for both Test Administrator and student.



- For each web conference, there is a **limit of five students** for the Listening, Reading, and Writing subtests; **the limit is one student** for the Speaking subtest.
 - **Tip:** Medium to large size LEAs should consider training more Test Administrators than usual due to the student limits for remote testing.
- All test ticket information must be kept secure and should only be provided to the student during the scheduled web conference.
- All tests must be proctored.
- Optional, but recommended: prior to the testing day, the Test Administrator should schedule a “practice” web meeting with the student(s) where the students will take the LAS Links Online Practice test.
- A parent or guardian must be present with the student during testing. A Remote Testing Parent/Guardian and Student Agreement template is available at www.LASLinks.com/Texas. LEAs have the option to use the template and can add their own logo, translate, or change the verbiage to meet the LEA’s needs. LEAs are responsible for tracking, collecting, and retaining signed agreements; DRC does not distribute nor collect signed agreements.

Guidelines for Test Administrators

LAS Links Online administrative tasks to register students, create test sessions, score student responses, and generate student reports are done in the DRC INSIGHT Portal. All Texas LEAs have access to the DRC INSIGHT Portal. Contact your LEA Point of Contact (PoC) to be added as a Portal user. Aside from the PoC, DRC will not add users to your account.

To assess students, the LEA must have the permissions necessary to test in your LAS Links Online account in the DRC INSIGHT Portal.

If you do not currently have the permissions needed to assess students in your LAS Links Online account, contact our Texas Order Management department to order permissions.

If you do not currently have a LAS Links Online account, contact our Order Management department to place an order. Order forms are available at:

- www.laslinks.com/Texas
- Phone: 1-833-867-5679 Option 1 (Toll Free) 8:00 a.m. to 4:30 p.m. CT, Monday to Friday
- Email: LASOrderTX@datarecognitioncorp.com

When your order is processed, the permissions will become available in the DRC INSIGHT Portal. Allow 7 to 10 business days for your order to be processed.



Guidelines for Students

The following are student requirements for online testing:

- A computer (desktop or laptop) or other supported device, such as a Chromebook
- Web camera
- Microphone
- Speakers or headphones
- Smart phones cannot be used for remote testing
- iPads cannot be used for remote testing **at this time**. DRC continues to work towards an iPad solution and will alert you when one becomes available.
- A parent or guardian must be present during testing

Guidelines for Selecting a Web Conferencing Service

We recommend you select a web conferencing service with the following features:

- Computer-based Audio and Video
 - Supports “Computer Audio Only” for web sessions. This requires students to use the microphone and speakers on their test devices.
 - Calling in by phone to a remote test session is not allowed.
- Recording Capability
 - Ability to review completed web sessions
- Breakout/Private Sessions with Private Chat and Screen Sharing Capability
 - Ability to privately authenticate an individual student’s identity
 - Ability to privately distribute test login credentials to individual students
 - Ability to see/monitor student screens, while restricting view from the rest of the group
- Screen Sharing by Participants
 - Ability to let students share their screens with the LAS Links Online Test Administrator
- Private Chat
 - Ability to respond to individual student inquiries privately
- Meeting Login Information Embedded in Link
 - Ability for all participants to access the meeting directly from the link without having to provide additional details



Test Preparation

The remote testing option only affects how students take the test. It does not affect how test administration occurs prior to testing. You need to register students and create test sessions in the DRC INSIGHT Portal, just as you would for an on-site proctored session. Refer to the LAS Links Online Digital Library available for download at www.laslinks.com/Texas.

Register Students in the DRC INSIGHT Portal

Register all students in the DRC INSIGHT Portal (this process is not affected for remote tests).

Schedule Test Sessions

1. Click [here](#) for guidance on how to schedule a Test Session.
 - Speaking tests will be administered with one-to-one testing (large LEAs may need to consider additional staffing needs).
 - Listening, Reading, and Writing tests may be administered in a 1:5 setting (no more than 5 students at a time).
 - Students may take all subtests in one day or over the course of several days.
 - Students must finish the subtest on the same day the subtest was started.
2. In the DRC INSIGHT Portal, create a new test session for remote testing. To make the remote test session recognizable and easy to locate, use a unique test session name indicating it is a remote test session.
3. Assign students the related subtests in the same test session (for example: 1st grade S + L; 2 - 12 S+L+R+W). Students are allowed to test remotely with LAS Links Online English Form B only.
4. Set your test session to be the day students take the test(s). This allows Test Administrators to control when students are able to test once they have received their login credentials.
5. Prior to the test day, be sure the end date of the test session has been extended/edited to match the current date. Doing this allows you to have students test over multiple days, if needed, while still controlling their access when you are not monitoring them.
6. Generate a PDF of the test tickets for your remote LAS Links Online test session.
7. Copy the relevant information from each student's test ticket or from the roster into the web conference details/reminder document that you create. This information will be shared with each student in individual private rooms during your web conference.



Prepare Parents/Guardians and Students for Testing

DRC highly recommends that you schedule a practice web meeting with your students a few days before their actual remote test. This meeting exposes the student to the web meeting software, is a chance to find system issues, and allows you to answer student questions prior to their actual test day.

With this in mind, prior to the day of testing, send the parent/guardian an email providing them with:

- Information regarding the purpose of the assessment
- The Parent/Guardian and Student Agreement form (if used)
- Information regarding testing date and time, and the link for the web meeting practice session where you will go over the technical requirements of the test using the Home Technology Readiness Guide for the Test Administrator and the Online Remote Testing Parent Checklist found at www.LASLinks.com/Texas.
- **Tip:** During your practice session, allow students to take the LAS Links Practice test here: <https://wbte.drcedirect.com/LL/portals/ll>

Creating a Web Meeting

1. Ensure that your web meeting settings have the following defaults. This will make setting up remote test sessions easier and more consistent. Most web conference services will not allow you to change settings after the meeting has been created.
 - Mute participants upon entry.
 - Allow participants to send chat messages to the host only.
 - Do not allow participants to record the meeting (except for host/Test Administrator).
 - Enable breakout sessions (ability for only two people to chat).
 - Disable virtual backgrounds.
2. Create a web meeting in your web conferencing software. Make sure the meeting allows sufficient time for meeting management and test administration.
3. Generate a meeting invitation and capture the meeting link to include in a custom email that will be sent to all participants. You should confirm that the link you will be using works before sending it out.
4. Send out a custom email to invite your student and their parent. This email must be available in both English and the home language. Districts should consider the communication needs of their families.

Your email should include:

- The link to the web meeting
- The date, time, and anticipated duration of the web meeting
- Contact information for the LAS Links Online Test Administrator
- Student Instructions for Remote Testing



- Omit call-in numbers. Calling in to the meeting by cell phone should not be an option for students.
 - General information on which tests the student will be required to take during the web meeting
 - The Remote Testing Agreement, if your LEA chooses to use it, and you did not send it out previously
5. Create a web conference details/reminder document to stay organized during testing. Include:
- Meeting details, such as the meeting link, date, start time and stop time
 - Student details, such as names, email addresses, test login credentials, and private room number
 - Record any unusual events that occur during testing

Day of Testing

DRC highly recommends that you simulate a remote testing session using the LAS Links Online Practice Test with your students (preferred) and/or work colleagues before attempting to administer and proctor the live LAS Links Online assessments with students.

- Provide test link and login credentials during your web conference, not before.
- Speaking will be administered with one-to-one testing (large LEAs may need to consider additional staffing needs).
- Listening, Reading, and Writing may be administered in a 1:5 setting (no more than 5 students at time).
- Students may take subtests all in one day or over the course of several days.
- Students must finish the subtest on the same day the subtest was started.
- Recommended: Include only students who are in the same grade band of the LAS Links Online test in the same web meeting.
- Once students have logged into the web conference, assign students to individual private rooms.

Managing Your Web Meeting

Students may find remote testing stressful and/or disorienting. After a brief introduction, it helps to let them know what to expect as they go through the experience.

Test Administrators should monitor no more than 5 students at a time for Listening, Reading, and Writing; no more than 1 student at a time for the Speaking subtest.

In the Main Meeting

- Let the students know that you will have to leave the main meeting to work with students individually in their private rooms. Tell the group that you will be watching, and that you will return to the main meeting after each student has been checked in.
- Let the students know that they cannot stand or leave the room during the web meeting. However, if the student informs you that they must stand or use the rest room, instruct the student to pause the test.

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- Explain to students how to use the chat or raise their hand in the software to get your attention if they have questions.
 - Watch for suspicious activity, such as students moving outside of the web camera frame, cell phone glow, and reflections in mirrors or glasses.
 - Explain how students should let you know when they have finished their tests, and how they will be dismissed from the web meeting. Ask them to destroy the scratch paper they used during testing.

In the Private Rooms

1. Invite students, one at a time, to meet with you in their private room.
 2. Validate the student's identification according to the requirements of your program. This may include capturing the number from a school identification card as the student holds it up to the web camera and/or confirming the correct spelling of the student's name and other details.
 3. Have the student or parent/guardian use the web camera to show you the environment. The testing area should be clear of prohibited items.
 4. Send, via private chat, the details for the student's LAS Links Online test session.
 - a. If your LEA did not provide the student with a testing device with DRC INSIGHT installed, send the student the URL for the LAS Links Online Remote Test: <https://wbte.drccedirect.com/LL/#portal/ll/592030/adminId=592030>.
 - b. Student's username (from the student's Test Ticket)
 - c. Student's password (from the student's Test Ticket)
 - d. Which LAS Links Online test and content area they should be taking
- Tip:** Organizing these details beforehand in a text document makes them easier to cut and paste into the chat. Make sure to provide login credentials only to the specific student they apply to.
5. Tell the student to return to the main meeting room.
 6. Go through steps 1 to 5 for each student participant in your web meeting.

Sample Script:

Before you begin testing, I will verify your identity by checking your name and grade and will ask you to use your web camera to show that your testing area is free of all prohibited items. The only items allowed in your testing area are your computer, mouse, keyboard, and headset. Your parent or guardian may be in the room with you, but they cannot help you to complete the test.

As your Test Administrator, I will be present and will use my web camera to watch you take the test. I cannot help you answer questions, but I can help you with any problems you have with the computer or test directions. Let me know if you have a question by typing in the chat section or by unmuting yourself and speaking to me. Please focus and do your best to complete each part of the test.

Are there any questions?

I will now virtually move each of you into individual testing rooms, verify your name and grade, and complete the room scan. This may take a few minutes. I appreciate your patience.



Observing Students During Testing

The Test Administrator should carefully watch each student complete their tests. You will not be able to see the student test interface (the LAS Links Online assessment), but you will be able to see each student at all times. For the Speaking subtest, unmute the student’s microphone via the web meeting so that you will be able to hear the student respond to each Speaking item.

Stopping a LAS Links Online Subtest

Stopping a student’s subtest is allowed only if there are testing irregularities that occur and/or the student meets the criteria set forth by the TEA for stopping the test due to insufficient language. Guidance on stopping criteria is available [here](#).

To interrupt a student’s LAS Links Online test due to a testing irregularity, you must log into the same test using the student’s login credentials. This will present the student with an error message, and allow you to take over the test. At this point, you will want to immediately exit the test and submit it.

Stopping a LAS Links Online Speaking and/or Listening Test

If you determine that the student should no longer continue with the Speaking and/or Listening tests based on the criteria provided by the TEA, ask the student to click the Pause button at the bottom of the testing interface:



As the Test Administrator, you need to “End Incomplete Tests” in order to be able to score (Speaking) and receive a score for that subtest on the On Demand report. For more information on how to end an incomplete test, click [here](#).

Stopping a LAS Links Online Reading or Writing Test

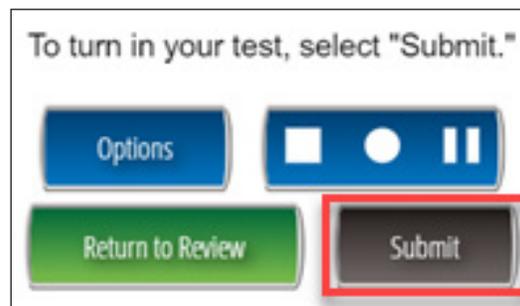
1. To stop the Reading and/or Writing subtests, from the current question, click **Review/End Test**.



2. On the next screen, click **End Test**.



3. On the next screen, click **Submit**.



4. Your web conferencing software should allow you to remove the student from the web meeting.

Invalidating a LAS Links Online Test

There may be cases where you may want to re-test a student or invalidate the student’s test results from the remote test session. Possible reasons for invalidating a test include:

- The student had technical problems during testing.
- The student was discovered to have cheated on the test.
- The student was given, or took, the wrong test.

Directions for invalidating a test may be found by clicking [here](#). Document the testing irregularity in the notes from your web meeting.

Ending Your Web Meeting

When all students have completed their tests, you may have them remain in the main meeting until you dismiss the whole group, or you can allow them to leave as each student finishes. You should, however, confirm that the student has completed testing before allowing the student to leave the web meeting.

To see if your students have completed the required tests, you may [View and Export Student Test Session Details](#), or utilize the [Student Status Dashboard](#) to track student testing status. Students whose test statuses show as completed can be dismissed from the web meeting.



Post-Test Activities

DRC Scoring and Educator (Local) Scoring

Educator Scoring must be utilized when testing students for the purpose of English learner identification. For scoring guidance, refer to the Rubric Scoring and Calibration page of the LAS Links Online Digital Library found in the Professional Development section of www.laslinks.com/Texas. You can also access scoring guidance on DRC's Professional Learning Portal.

Generating On-Demand Reports

After a student has completed a test (usually within 30 minutes of completion for Listening and Reading and within 30 minutes of holistic scoring completion for Speaking and Writing), the student's Individual Student Proficiency Report is available via On-Demand Reports. Click [here](#) for guidance on how to generate the On-Demand reports.

Technical Support

If technical issues arise and/or if an error message is experienced during testing, parents/guardians are asked to contact the student's Test Administrator, the school's technology staff and/or the student's school office for technical support. If additional support is required, the school or district representative must contact DRC to determine a resolution. DRC customer service staff will not deal directly with parents/guardians to resolve issues.

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 – 4:30 pm CT M-F www.LASLinks.com/Texas	