

Updated LAS Links Test Appeal Submission Guidance

This document provides guidance for irregularities in which a test ticket was given to the wrong student and some or all testing occurred using another student's test ticket (Test Ticket Mix-Up). As of March 12, 2021, switched subtest responses due to switched test tickets will only be regenerated or purged. In the event of a test ticket mix-up:

- **Temporarily stop all LAS Links testing for each student involved.** Do not continue testing any further subtests for either impacted student until you have been notified by CSDE to do so.
- ELAC submits a Test Ticket Mix-Up appeal via the [Connecticut LAS Links Appeals Form](#).
- ELAC contacts parent/guardian and then emails required letter of explanation as described below.

Guidance for Appeal Submission for Test Ticket Mix-Up for the Connecticut LAS Links Appeals Form

1. Provide the following for each student in the Test Ticket Mix-Up appeal:

SASID, Name, Grade, Subtest, Test Ticket Username/Password.

2. **Temporarily stop all LAS Links testing for the students involved until notified by CSDE.**

3. Contact the parent/guardian of each student who completed a subtest in error, explain the irregularity and ask if they want to have their child retest.

- If yes, follow up with a communication to CSDE referencing SASID of the student and domain to be retested. The subtest(s) will be regenerated.
- **If no, the subtest for the student will be purged. They will not be able to receive an overall score, and therefore, EL status will remain unchanged.**

CSDE/DRC Processing of Test Ticket Mix-Up Appeals

Depending on the parent/guardian response to the irregularity, subtests for affected students will be regenerated or purged. If the student is not retested, they will not be able to receive an overall score, and therefore their EL status will remain unchanged.

Required Letter for Test Ticket Mix-up Appeal

It is very important to capture clear and accurate details in the appeal system as soon as they occur.

The ELAC should email a signed letter regarding the Test Ticket Mix-up appeal on district/school letterhead to cristi.alberino@ct.gov.

The letter must include:

- The student's grade, SASID, and the name of the test on which the irregularity occurred (e.g., LAS Links, Reading). Do not include students' full names;
- The date and a detailed explanation of the irregularity;
- The name of the teacher/proctor involved;
- A description of the discussion that occurred with parents/guardians of the student(s) who tested explaining the irregularity, options offered, the impact on the student's time, and the decision to either retest or purge; and
- A brief list of procedures in place to ensure this type of irregularity is not repeated.

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