*pre*LAS Online

Test Administrator Instructions

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preLAS Online Program Overview

What Is preLAS Online?

*pre*LAS Online is a language assessment that helps identify and monitor the progress of PreK3 through first grade English and Spanish language learners.

*pre*LAS Online:

- Consists of an oral language component and a pre-literacy component
- May be used to assess students ages 3 to 6
- Provides assessments in English and Spanish
- Produces test results that may be used to:
    - Identify incoming students
    - Place second-language learners in appropriate classroom settings
    - Monitor student progress along the stages of language acquisition (English and Spanish)
    - Report language acquisition/skills in early childhood dual-language programs

How Does the preLAS Online Test Compare to the preLAS Paper Test?

*pre*LAS Online includes the same test forms as *pre*LAS paper (English C, D, and Español C). Both the *pre*LAS Online test and the *pre*LAS paper test are administered to students in a one-to-one interview format. The main difference is how the test responses/scores are recorded and processed:

- With the *pre*LAS paper test administration, the Test Administrator records student responses/scores on a paper student answer sheet.

- With *pre*LAS Online, the Test Administrator uses the DRC INSIGHT online testing interface to enter student responses/scores online in real time during the interview with the student (eliminating the need for a paper answer sheet). The test results are processed immediately, and reporting in the DRC INSIGHT Portal is available within minutes.

Information Provided in This Document

This document provides pre-test, post-test, and during testing guidelines for administering the *pre*LAS Online assessment. A separate guide is available for *pre*LAS Online remote testing.

Additional Resources

This document includes references to the following additional resources found in the DRC INSIGHT Portal (https://ll.drcedirect.com):

- LAS Links Site Technology Readiness Checklist (*My Applications > General Information > Documents*)
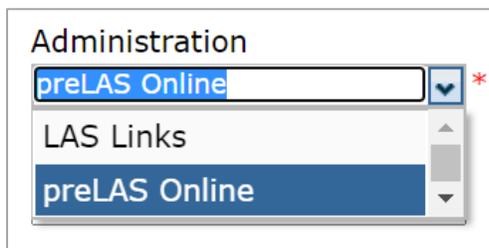- Software Downloads (*My Applications > General Information > Downloads*)

- LAS Links Technology User Guide (*My Applications > General Information > Documents*)
- LAS Links Portal User Guide (*My Applications > General Information > Documents*)
- On-Demand Reports (*My Applications > Scoring and Reporting > Report Delivery > On-Demand Reports*)

preLAS Online Testing Guidelines

- With *pre*LAS Online, students are "interviewed" by the Test Administrator in a one-on-one setting, just like the *pre*LAS paper assessment. The primary difference with *pre*LAS Online is that the Test Administrator enters student scores into an online, web-based interface instead of bubbling answers onto a paper answer sheet.

- *pre*LAS Online test administration should follow as closely as possible the guidelines for *pre*LAS paper administration. Please see your *pre*LAS Examiner's Manual(s) for details.

- The Test Administrator must be trained to administer and score *pre*LAS according to the standardized process outlined in the Examiner's Manual(s).

- There is a limit of one student per each Test Administrator. The *pre*LAS Online assessment should be administered in a one-to-one setting.

- The LAS Links Site Technology Readiness Checklist helps you prepare for using the online testing interface. The checklist is available in the DRC INSIGHT Portal under *My Applications > General Information > Documents*.

- All test ticket information must be kept secure and should only be used by the Test Administrator during the scheduled test session.

Guidelines for Test Administrators

- The district/program must have purchased *pre*LAS Online student licenses. Once purchased, districts will see *pre*LAS Online in the Administration dropdown menus in the DRC INSIGHT Portal.

Administration

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- Note: You can check your license usage in the DRC INSIGHT Portal under *My Applications > Other Links > License Dashboard*.

- Test Administrators will need a *pre*LAS Test Administration Kit, which includes a Cue Picture Book, Audio CD, and Examiner's Manual. Materials can be purchased à la carte, as needed.

    o Click [here](#) to access the 2020 LAS Links *pre*LAS Family of Assessments Order Form.

- *pre*LAS Online administrative tasks to install the online testing software, register students, create test sessions, enter student responses/scores, and generate student reports are done in the DRC INSIGHT Portal.

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

- If you do not currently have a LAS Links Online account, contact the LAS Links Help Desk.

  LAS Links Help Desk:

  Phone: 866.282.2250 (8:00 a.m. to 4:30 p.m. CST)
  Email: LASLinksHelpDesk@datarecognitioncorp.com

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

Test Preparation

Prior to administering the *pre*LAS Online test, the Test Administrator must install the online testing software, register students, and create test sessions through the DRC INSIGHT Portal. You will also need to obtain a *pre*LAS Test Administration Kit.

Install the Online Testing Software

The DRC INSIGHT online testing software provides a secure interface for entering student responses/scores online. The software must be downloaded from the DRC INSIGHT Portal and installed on the testing device(s) that the Test Administrator will use for testing. Allowed testing devices include PCs, Macs, Chromebooks, and iPads. The testing software downloads can be found in the DRC INSIGHT Portal under *My Applications > General Information > Downloads.*

Refer to the LAS Links Technology User Guide for detailed instructions on how to install the online testing software. The guide is available in the DRC INSIGHT Portal under *My Applications > General Information > Documents*.
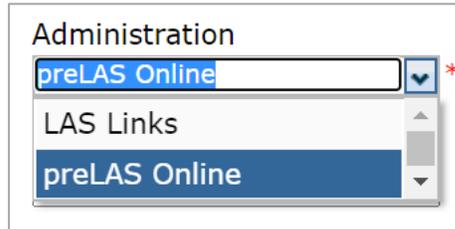
Note: The Test Administrator will need two devices for *pre*LAS Online testing: one device to play the audio CD files from the *pre*LAS Test Administration Kit and another device to log into the *pre*LAS Online test and enter student responses.

Register Students

All *preLAS* Online student testers must be registered in the DRC INSIGHT Portal. (Refer to the LAS Links DRC INSIGHT Portal User Guide for guidance on how to register students. The guide is available in the DRC INSIGHT Portal under *My Applications > General Information > Documents*.)

Note: You will need to select the **preLAS Online** Administration from the relevant dropdown menus in the Portal in order to complete administrative tasks for *preLAS* Online.

Schedule Test Sessions

1. Schedule a *preLAS* Online Test Session in the DRC INSIGHT Portal. (Refer to the LAS Links DRC INSIGHT Portal User Guide for guidance on how to schedule a Test Session. The guide is available in the Portal under *My Applications > General Information > Documents*.)

2. Set your test session start date to be a few days before the students will test. Set the end date to a week past your last day of school for the 2020–2021 school year. This allows you to use one test session for any new *preK3*, *preK4*, or Kindergarten students who register. **Note**: If you have multiple *preLAS* Test Administrators, you might consider having each Test Administrator create their own test session.

3. Generate a PDF of the test ticket(s) for your *preLAS* Online test session. You will use the login credentials on the student test ticket(s) to log into DRC INSIGHT (the online testing interface).

Day of Testing

All *preLAS* testing must be administered in a one-to-one setting, no exceptions.

Administer the Test

1. Gather the materials needed to administer the *preLAS* Online test:
   - *preLAS* Test Administration Kit (including Examiner's Manual, Audio CD, and Cue Picture Book)
   - Student test ticket (PDF file; printed from the DRC INSIGHT Portal)

2. Load the Audio CD on the device you will use to play the audio files (this should be separate from the testing device).

3. Click on the DRC INSIGHT application icon on the testing device and enter in the username and password from the student's test ticket.

4. Navigate to the first question. Read the assessment prompt and follow the guidelines outlined in the *preLAS* Examiner's Manual(s) to administer the test to the student.

- For Art Show, Human Body, and Let's Tell Stories, the Test Administrator will share the cue picture book with the student and ask the questions or play the story (stories) that correspond to the picture(s) being displayed.

5. As the student responds, mark the responses/scores in the DRC INSIGHT online testing interface.

   - Click the radio button for Correct, Incorrect, or No Response for parts 1–4 of the Oral Assessment and items 1–25 of the Pre-Literacy Assessment (if utilized).

   We're going to play a game called Simon Says. Simon is someone who tells us what to do. You do exactly what Simon Says.

   Practice 1: Simon says look up.

   ○ Correct Response ○ Incorrect Response ○ No Response

   - For Part 5 of the Oral Assessment, Let's Tell Stories, listen to the student's response and click the radio button for the corresponding holistic score based on the rubric. Note: A text box is provided for you to transcribe the student response (if required by your district).

   Story #1

   Please record the student's oral response in the space below.

   0/2500

   ○ 0 Points (No Response)
   ○ 1 Point
   ○ 2 Points
   ○ 3 Points
   ○ 4 Points
   ○ 5 Points

6. When testing is complete, dismiss the student and submit the online test.

Post-Test Activities

Generating Reports

Once the *pre*LAS Online test is complete and submitted by the Test Administrator, a Student Proficiency Report will be available within 15 minutes.

Student Proficiency Reports can be viewed and downloaded through the DRC INSIGHT Portal under *My Applications > Scoring and Reporting > Report Delivery > On-Demand Reports*.

Technical Support

If technical issues arise and/or if an error message displays during testing, the Test Administrator should contact the school's technology staff for technical support. If additional support is required, the school or district representative should contact DRC to determine a resolution.

- LAS Links Customer Service: 866.282.2250 (8:00 a.m. to 4:30 p.m. CST)
- Email: LASLinksHelpDesk@datarecognitioncorp.com