



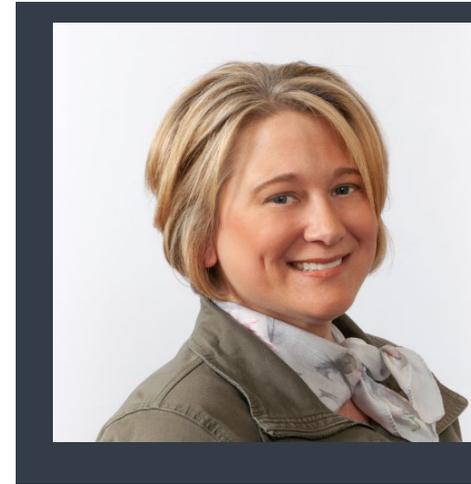
CSDE 2021-22 English Learner Assessment Coordinator's Training

Presenters



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Questions and Accessing Presentation

- Please be sure you are muted.
- If you have a question, please add it to the Teams chat.
 - We will monitor the chat, but we may not answer all questions immediately if the content of the question will be answered later in the training.
 - Any major questions will be addressed at the end of the presentation, but before we move on to the Student Experience.
- A scripted PDF and a live recording of this presentation will be posted to the CSDE DRC LAS Links website following the last training.





ELAC Workshop Overview

What's New in 2022

Critical Dates and Communications

Before Test Administration

- Creating Student Groups
- Test Sessions
- Accommodation Guidelines

During Test Administration

- Environment
- Test Management
- Appeals

After Test Administration

The Student Experience

Contact Information





What's New in 2022



- Form E Operational Field Test
- Comprehensive Test Administration Manual
- Revised DRC INSIGHT Portal Guide applicable to CSDE Contract clients
- No Merging - All four domains must be in the same test session
- No Test Ticket Swaps - Regeneration of tests only
- On-Demand Reports not available during testing window

CT LAS Links Important Dates

Testing Window January 3 - March 4, 2022

Event	Date
Outplaced students and DA lists to district	November 5, 2021
Training “Sandbox” access window	November 8, 2021
Test Session scheduling in DRC INSIGHT Portal open for ELACs	December 6, 2021
Accommodations open in DRC INSIGHT Portal for ELACs	December 6, 2021- March 4, 2022
Alternate Assessment Eligibility and Domain Exemption Registration	November 19, 2021- December 22, 2021
Accommodated/Paper Form Order Submission By December 17, 2021, for January 6, 2022, delivery By January 7 for January 15, 2022, delivery	December 17, 2021 or January 7, 2022
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 18, 2022





Communications

All ELACs should receive the [Student Assessment News](#), for critical assessment information. Register [here](#).

Additional email communications from CSDE or DRC should be disseminated to appropriate staff including the District Administrator in TIDE (DA) and the Special Education Director.

Work with your technology staff to “allow list” @datarecognitioncorp.com.

For more information visit:

- [CSDE English Learners \(EL\) Web Page](#)
- [EdSight](#)
- [Connecticut DRC LAS Links Website](#)





Connecticut DRC LAS Links Website



The [CT LAS Links Test Administration](#) has its own site.

- Find the section titled, Connecticut DRC LAS Links Website for all CT specific information including non-secure administration, scoring, and reporting guidance documents and videos



Connecticut DRC LAS Links Website

● ANNOUNCEMENTS

The [Connecticut State Department of Education \(CSDE\)](#) will be using the LAS Links Assessment for the ELP Assessments for all students in Grades K-12 for the 2021, 2022 and 2023 test administration. The CSDE believes that high-quality, comprehensive and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English Learners (ELs). The CSDE believes that research-based instructional practices that support ELs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs.



Participation Expectations

- Students in Grades K-12 identified as English learners (ELs) participate between **January 3 - March 4, 2022.**
- Reporting Districts are responsible for testing ELs who are in PSIS who attend or are enrolled in:
 - Connecticut public schools;
 - In-state Approved Private Special Education Programs (APSEPs);
 - A Non-Approved Private School in Connecticut;
 - Judicial Centers;
 - Transition/Vocational Service Providers; and
 - Out-of-State schools.





Dually Identified Students Placed in APSEPs and English Learners Placed Out-of-State



- All identified students are expected to test. Special attention may be required for dually identified students based on access needs or placement.
- A list of students enrolled in APSEPs based on the PSIS collection will be provided to ELACs on **November 5, 2021**, for planning and communication purposes. These students are included in the DRC Student Management System.
- ELACs will need to work closely with district staff to identify students placed outside the district particularly in out-of-state facilities. These students are also included in the Student Management System and districts determine how these students will be tested. If the student is placed out-of-state, the Accommodated/Paper test form is required.



APSEPs Test Session Set Up



Online testing of Form E OP FT is not allowed outside of Connecticut. **Out-of-state students must use an Accommodated/Paper Test form ordered by January 7, 2022.**

- APSEP students will be listed under “Outplaced Schools” in the Student Management System to access when creating rosters.
- CT users are encouraged to practice adding in-state students outplaced to APSEPs to test sessions in the DRC Training Sandbox open **November 8 - December 5, 2021.**

The DRC Training Sandbox reflects what users will see in their live accounts for associated “outplaced schools” based on PSIS.

- District: Sales and Training District
- Site Code: 99998
- School: CSDE OUTPLACED
- Site Code: 6199
- There are 12 demo students, one for each grade in the DRC Training Sandbox.



Participation Expectations for Students Eligible for Alternate Assessments

Students who are dually identified (both an EL and a student with disabilities) **and** determined by the Planning and Placement Team (PPT), using the Connecticut Alternate Assessment Eligibility Form to participate in the Alternate Assessment System **do not participate** in the LAS Links assessment for the 2021-22 school year.

Incorrect participation will affect reporting and accountability.

The DA, SPED Director, and ELAC must work with appropriate school personnel to communicate that students eligible for the alternate assessment **will not participate in the LAS Links testing.**





CSDE Test Security Policy

Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to, copying of test materials, failing to return test materials, coaching students, giving students answers, and/or changing students' answers. Such acts may lead to the invalidation of an entire school district's student test scores, disruption of the test system statewide, and legal action against the individuals committing the breach. A breach of test security may be dealt with as a violation of the Code of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal law and regulation. The Connecticut State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of Connecticut teaching certification by the State Board of Education, * and civil liability pursuant to federal copyright law.

*See Section 10-145b(j) (1) of the Connecticut General Statutes, which reads in relevant part as follows: The State Board of Education shall revoke any certificate, authorization or permit issued pursuant to said sections if the holder is found to have intentionally disclosed specific questions or answers to students or otherwise improperly breached the security of any administration of a statewide examination pursuant to section 10-14n.





Estimated Total Time to Complete Administration of Each Subtest



Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	30-35 minutes – Grades K, 1 40 minutes – Grades 2-12

NOTE: For scheduling purposes these times are recommended to complete administration of each subtest and include setup, logins, etc. in addition to testing



Before Test Administration





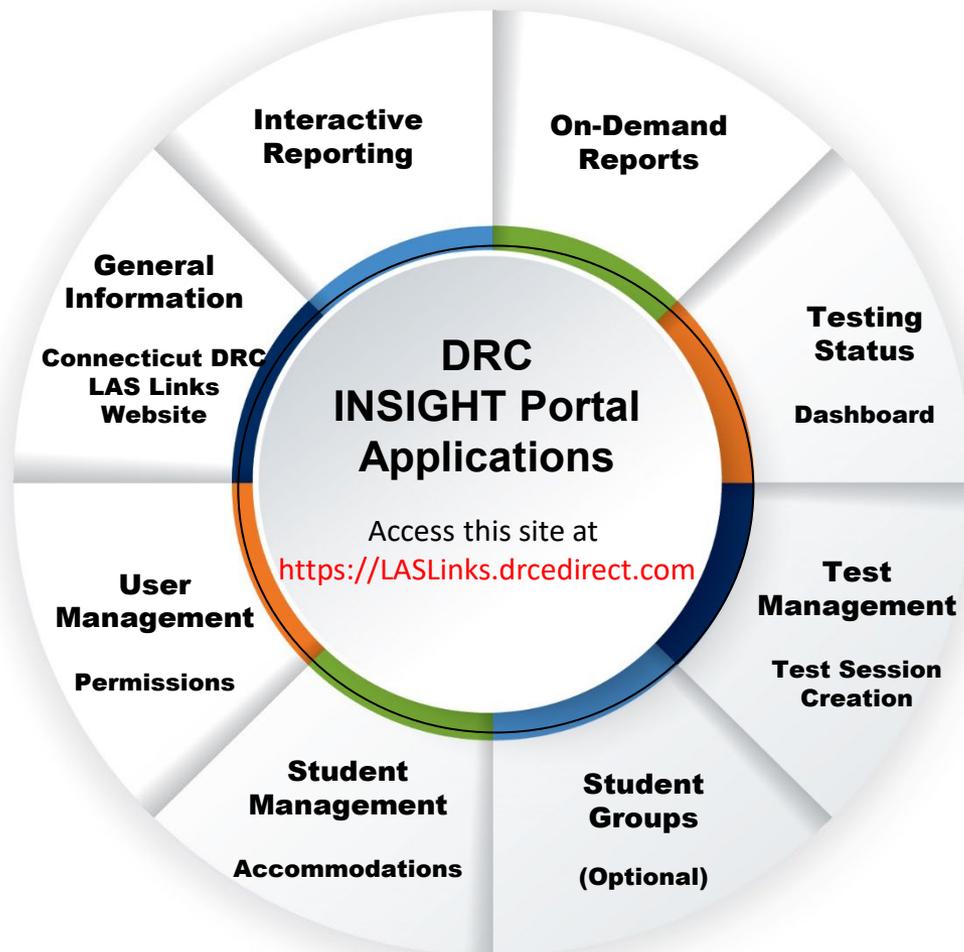
Common Problems - Before Testing

- Enrolling the same student in multiple testing sessions
- Not identifying students who are eligible for the Alternate Assessments
- Incorrectly inputting or omitting required accommodations
- Not properly training all test administrators
- Administering the Live LAS Links instead of the Practice Test (Online Tools Training)
- Manually adding students to the portal





LAS Links INSIGHT Portal



The revised LAS Links Portal User Guide is posted to the Connecticut DRC LAS Links web site.

The Portal Guide contains step-by-step instructions for:

- Adding new users and assigning permissions
- Student Management and adding accommodations
- Creating student groups
- Checking testing status via the dashboard
- Create/View/Edit Test Sessions



Critical Resources



LAS Links Portal User Guide

- Add/Edit Users
- Create Student Groups (optional for reporting at a class level)
- Add/Edit Student Accommodations
- Utilize the Student Status Dashboard

Test Sessions: Create View and Edit

- Will be posted to the CSDE DRC LAS Links Website or instructions can be accessed in the LAS Links Portal User Guide.

CT LAS Links Test Administration Manual

- Provides more in-depth explanations, step-by-step online test directions, and accommodation guidelines



Terminology



DRC INSIGHT Portal	The DRC INSIGHT Portal is a permission and role-based, secure central gateway for managing testing programs. It includes the applications necessary to administer an assessment.
Application Menu	Allows for tab navigation between applications, such as Student Management and Test Management within the DRC INSIGHT Portal.
Secondary Menu	A list of functions within a specific application. For example, Manage Students within Student Management Application.
Central Office Services	Central Office Services (COS) is a set of software tools for the setup, configuration, and management of the DRC INSIGHT locally installed software – the COS Service Device and the secure testing devices.



Terminology



DRC INSIGHT Secure Application	A secure testing interface that is installed on each testing device to provide a secure testing experience. This software works in conjunction with the DRC INSIGHT Test Engine that provides test questions to the test taker and sends responses to the DRC INSIGHT server.
DRC INSIGHT Secure Browser	The DRC INSIGHT Secure Browser that runs on Windows, macOS, and Linux testing devices is available for download in the DRC INSIGHT Portal.
DRC INSIGHT Secure App	The DRC INSIGHT Secure App for iOS, iPADS, Chrome OS, and Windows 10 in S Mode is available in the corresponding Operating System vendor's stores.



Creating Student Groups (Reporting at a Class Level)



Why Use Student Groups?



- To designate a “Class” within your organization’s testing hierarchy, use Student Groups.
- Students Groups tie a group of students to specific Test Administrators for reporting.
- If Student Groups are NOT created, when you create your reports in the Interactive Reporting application, all students will be visible to all users at that site if they have the appropriate permissions.

Refer to the “Creating Student Groups” section in the DRC INSIGHT LAS Links Portal User Guide for further direction on creating student groups.



Test Sessions: Create/View/Edit



Test Management Application



DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▼

Welcome to t

Congratulations, you ha

Several helpful links are

If you are having difficu

LASLinksHelpDesk@da

866.282.2250 (7:00 a.m.

ACCESS ONLINE

Publicly accessible vers

browser for this public version of the Online Tools Training.

WBTE Portal: <https://wbte.drccdirect.com/LL/portals/ll>

PARTICIPANT PREPARATION

- Student Management
- Student Group Management
- Test Administrator Management
- User Management

TEST PREPARATION

- Test Management

POST-TEST ACTIONS

- Student Management

SCORING AND REPORTING

- Report Delivery
- Educator Scoring
- Interactive Reports

GENERAL INFORMATION

- General Information

TECHNOLOGY SETUP

- Central Office Services



Manage Test Sessions: Show Sessions

Before Adding a Session, “Show Sessions” first.

This will ensure you **don’t duplicate students** in a Test Session.

Students should appear in a single test session only.

This is especially important because the Form E OP FT has 10 form sets behind the scenes that are dealt out for testing. **We will not be able to merge domains after testing.**

The screenshot shows the 'Test Management' interface with the 'Test Sessions' tab selected. The form includes fields for Administration (LAS Links), District (SAMPLE DISTRICT - 99998), School (CSP SAMPLE - 22222), Last Name, First Name, Student ID, Session, Test Administrator, LAS Links Form, and Assessment. A red arrow points from the text 'Before Adding a Session, “Show Sessions” first.' to the 'Show Sessions' button. Another red arrow points from 'This will ensure you don’t duplicate students in a Test Session.' to the 'Show Sessions' button. A third red arrow points from 'Students should appear in a single test session only.' to the 'Show Sessions' button. A fourth red arrow points from 'This is especially important because the Form E OP FT has 10 form sets behind the scenes that are dealt out for testing. We will not be able to merge domains after testing.' to the 'Show Sessions' button.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started	9/7/2017	5/7/2018	

Manage Test Sessions: Schedule Test Sessions



To add a session, choose **District** and **School** (as applicable) from the drop-down menu, then click **Add Session** found at the bottom of the page.

Test Management | Manage Test Sessions | Manage Testing Windows

Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

Instructions

* Indicates required fields

Administration: LAS Links (dropdown) * District: SAMPLE DISTRICT - 99998 (dropdown) * School: CSP SAMPLE - 22222 (dropdown)

Last Name: (text) First Name: (text) Student ID: (text)

Session: (text) Test Administrator: (All) (dropdown)

LAS Links Form: (All) (dropdown) Assessment: (All) (dropdown)

Show Sessions | Print All Tickets

Sessions | Status Summary

Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started	9/7/2017	5/7/2018	

Add Session | Export to Excel | Unlock Selected | Unlock All | Export Student Details

Test Management

Schedule Test Sessions



Test Management

Manage Test Sessions

Please select an item from the menu above.

1. Uniquely name session
2. Choose grade band in Test Form
3. Choose all four subtests
 - **Subtests MUST be contained in the same session to generate Overall score!**
4. Select grade within identified grade band
5. Highlight the students to be added to the session and click the blue right arrow

* Indicates required fields

Session Name
Kennedy HS Grade 6 *

Scoring Option Status
Transition to DRC Scored Test Administrator

LAS Links Test Form

- English Form E, Grade K
- English Form E, Grade 1
- English Form E, Grades 2-3
- English Form E, Grades 4-5
- English Form E, Grades 6-8
- English Form E, Grades 9-12

Available Subtests

- Speaking
- Listening
- Reading
- Writing

Subtest(s) Chosen for Session

- Speaking Grades 6-8 (Eng. E)
- Listening Grades 6-8 (Eng. E)
- Reading Grades 6-8 (Eng. E)
- Writing Grades 6-8 (Eng. E)

Begin Date: 1/3/2022 * End Date: 3/4/2022 * Mode: Online * Test Monitoring: None * Restricted Access: False *

Search for Available Students

Student Last Name: Student First Name: Student ID: Grade: 06

Demographic: (All) Accommodation: (All) Test Administrator: (All) Student Group: (All)

Available Students:

Students in Session:



Top 5 Before Testing Reminders



Important Note: All four subtests MUST be contained in the same session in order to generate Overall scores.

LAS Links Test Form	Available Subtests	Subtest(s) Chosen for Session
<ul style="list-style-type: none">English Form E, Grade KEnglish Form E, Grade 1English Form E, Grades 2-3English Form E, Grades 4-5English Form E, Grades 6-8English Form E, Grades 9-12	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Speaking<input checked="" type="checkbox"/> Listening<input checked="" type="checkbox"/> Reading<input checked="" type="checkbox"/> Writing	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Speaking Grades 6-8 (Eng. E)<input checked="" type="checkbox"/> Listening Grades 6-8 (Eng. E)<input checked="" type="checkbox"/> Reading Grades 6-8 (Eng. E)<input checked="" type="checkbox"/> Writing Grades 6-8 (Eng. E)

Select **ALL** four available subtests for **EVERY** Test Session.

If you've created a Test Session in error without all four subtests, contact LAS Links Help Desk at 866.282.2250.

Test Management Application

Generating Test Tickets/Print All or Select



To print all test tickets for the students in a test session, click the **Print All Test Tickets** icon  the **Action** column of the **Session Details** window for the test session.

Sessions | Status Summary

[+ Instructions](#)

Session Detail									
<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     
<input type="checkbox"/>	Sample District	Sample School	Student's Session	Grade K (Eng. E)	Not Started	10/29/2020	10/29/2021	Educator Scored	     

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#) [Change to DRC Scored](#)

Test Management Application

Sample Test Tickets



LAS Links

Student Test Roster

Student Roster is for the administrator.

District: Sales and Training District

School: Training School

LAS Links Form: English Form E

Assessment: Grades 4-5 (Eng. E)

Test Session: Training School Grade 5

Test Session Window: 1/3/2022 to 3/4/2022

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
<input type="checkbox"/>	N/A	Sample, Student 1	11/22/2007	1111111111	SSAMPLE1	CAMP4788
<input type="checkbox"/>	TTS	Test, Next	6/13/2007	2222222222	NTEST1	DOOR2875

Test Ticket is for the student. Test Administrators must ensure they are handing a test ticket to the correct student before testing and not for the Online Tools Training (practice).
Verify PSIS grade status before testing.

LAS Links Online Test Ticket English Form E - Grades 4-5 (Eng. E)		LAS Links Online Test Ticket English Form E - Grades 4-5 (Eng. E)	
Student Sample		Next, Test	
Date of Birth:	11/22/2007	Date of Birth:	6/13/2007
Accommodation(s):	N/A	Accommodation(s):	TTS
Test Session Name:	Training School Grade 5	Test Session Name:	Training School Grade 5
Student ID:	1111111111	Student ID:	2222222222
Username:	SSAMPLE1	Username:	NTEST1
Password:	CAMP4788	Password:	DOOR2875

Test Management Application

Adding/Removing Students - Existing Test Sessions



When the test session displays, click the **View/Edit** icon  the **Action** column to display the **Edit Test Session** window for the session.

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

[+ Instructions](#)

* Indicates required fields

Administration LAS Links <input type="button" value="v"/> *	District SAMPLE DISTRICT - 412345 <input type="button" value="v"/>	School SAMPLE SCHOOL 1 - 012345 <input type="button" value="v"/>
Last Name <input type="text"/>	First Name <input type="text"/>	Student ID <input type="text"/>
Session <input type="text"/>	Test Administrator (All) <input type="button" value="v"/>	Scoring Option (All) <input type="button" value="v"/>
LAS Links Form (All) <input type="button" value="v"/>	Assessment (All) <input type="button" value="v"/>	
Date Range FROM: <input type="text"/> <input type="button" value="calendar"/>	Date Range TO: <input type="text"/> <input type="button" value="calendar"/>	

Click Show Sessions

Test Management Application

Adding/Removing Students - Existing Test Sessions



When the test session displays, click the **View/Edit** icon  the **Action** column to display the **Edit Test Session** window for the session.

Sessions | Status Summary

[Instructions](#)

Select Session Box

View/Edit Icon

<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	Sales and Training District	Eduardo Rodriguez Sales and Training School	Baez, Grade 5	Grades 4-5 (Eng. E)	Not Started	3/1/2021	4/23/2021	Educator Scored	     
<input type="checkbox"/>	Sales and Training District	Eduardo Rodriguez Sales and Training School	Arlene Elem., 1st grade	Grade 1 (Eng. E)	Not Started	3/1/2021	4/23/2021	Educator Scored	     
<input type="checkbox"/>	Sales and Training District	Eduardo Rodriguez Sales and Training School	MDE Kinder	Grade K (Eng. E)	In Progress	2/3/2021	12/31/2022	Educator Scored	     

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#) [Change to DRC Scored](#)

Test Management Application

Adding/Removing Students - Existing Test Sessions



From the Edit Test Session click Find Students

English Form E, Grades 4-5

Speaking
 Listening
 Reading
 Writing

Speaking Grades 4-5 (Eng. E)
 Listening Grades 4-5 (Eng. E)
 Reading Grades 4-5 (Eng. E)
 Writing Grades 4-5 (Eng. E)

Begin Date: 3/1/2021
End Date: 4/23/2021
Mode: Online
Test Monitoring: None
Restricted Access: False

Search for Available Students

Student Last Name:
Student First Name:
Student ID:
Grade: (All)
Demographic: (All)
Accommodation: (All)
Test Administrator: (All)
Student Group: (All)

Find Students ~~New Student~~ **Clear**

Available Students:

Students in Session:

- AMADOR-FRAIRE, Student 3 (725)
- Branch, Debbie (000111222)
- Bush, Connor (1234)
- Doe, John (987654321)

Double-click to edit Student

Save **Cancel**

Add,
Remove
buttons

Available
Student's box



Test Management Application

Deleting a Test Session



When the test session displays, click the **Delete** icon in the **Action** column for the test session you want to remove. Session can only be deleted if no testing has begun.

Sessions | Status Summary

[+ Instructions](#)

Session Detail									
<input type="checkbox"/>	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	Sales and Training District	Eduardo Rodriguez Sales and Training School	Baez, Grade 5	Grades 4-5 (Eng. E)	Not Started	3/1/2021	4/23/2021	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Eduardo Rodriguez Sales and Training School	Arlene Elem., 1st grade	Grade 1 (Eng. E)	Not Started	3/1/2021	4/23/2021	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Eduardo Rodriguez Sales and Training School	MDE Kinder	Grade K (Eng. E)	In Progress	2/3/2021	12/31/2022	Educator Scored	

[Add Session](#) | [Export to Excel](#) | [Unlock Selected](#) | [Unlock All](#) | [Export Student Details](#) | [Change to DRC Scored](#)

Delete Icon



CSDE 2021-22 Online LAS Links Accommodation Guidelines

**More detailed information is available in the 2021-22
Online LAS Links Test Administration Manual**



Demographic Information - The Importance of PSIS

Records must be updated including the Testing Demographic Fields in the Public School Information System (PSIS) Registration Module:

Only students who are indicated as an EL are sent to DRC to be rostered in the INSIGHT System.

Do not manually add students to DRCs INSIGHT Portal

- Causes possible errors in data
- CSDE provides DRC a daily file of accurate student information

Only students identified as Special Education or Section 504 in PSIS will be eligible for accommodations.





PSIS Updates

Students identified as EL, Special Education, or Section 504 **after** October 1, 2021, must have their status manually updated in the PSIS Registration Module as soon as possible to be included in the nightly test file uploads to be eligible to test and receive accommodations.

During the assessment window, CSDE exports new demographic information in PSIS to DRC daily, Monday through Friday.





LAS Links Accommodation Preparation

- Establish district procedures and communicate regularly about students who are ELs and those English Learners who are dually identified.
- The language learning needs of students who are dually identified need to be represented at the PPT ([Dear Colleague Letter 1/7/15](#)).
- Accommodations used for instruction and assessment as described on page 8 of the IEP and within the Section 504 Plan may be provided to dually identified students on the LAS Links.
- ELACs enter accommodations into the DRC INSIGHT Portal (DRC Category 3) for eligible students beginning December 6, 2021.
- Supports considered similar to universal tools or designated supports on other CT assessments are not recorded in the online LAS Links student management application but should be provided to students as described in their IEP or Section 504 plan.





Eligibility for Accommodations on the LAS Links

Each student participating must meet **each** of the following components of the eligibility criteria for **each** applicable subtest of the LAS Links:

1. Student is identified as an English Learner in PSIS; **AND**
2. Student is identified as a student with disabilities with an active IEP or Section 504 plan; **AND**
3. The need for any accommodation must be documented in the IEP or the Section 504 Plan and used regularly for instruction and assessment; **AND**
4. Student requires one or more of the allowable accommodations described in this training and the 2021-22 Online LAS Links Test Administration Manual.





ELs Enrolled In Approved Private Special Education Programs

- Each reporting district is responsible for testing all ELs in Grade K-12 with the LAS Links between **January 3, 2022, and March 4, 2022**. Some ELs attend Approved Private Special Education Programs (APSEPs).
- ELACs are responsible for ensuring these APSEP students are assessed within the test window.
- Each APSEP has a designated DA to support testing of enrolled students with disabilities. Please communicate with them to set up testing sessions.

Initial topics for discussion may include:

- Does the dually identified EL have a significant cognitive disability?
- Does the dually identified EL require accommodations for the LAS Links?
- Does the English learner have one-to-one support?





Available Accommodations

The following accommodations are available.

- Braille
- Large-print
- Read Aloud, Scribe, and Sign Language
- Text-to-Speech (TTS)

For full descriptions, procedures and recommendations for use, review the Test Administration Manual posted to the [Connecticut DRC LAS Links](#) website.

Note: Each accommodation must be documented in the IEP or Section 504 plan.





Available Accommodations – Text-to-Speech

- Determine if student requires TTS for Reading passages first, because this accommodation impacts both Reading and Writing and **is a specific test form**.
- For TTS, the computer reads all text including passages to the student. for both Reading and Writing. If accommodation is selected, it will be automatically provided for Writing.
- Only dually identified students with Reader for Passages accommodation (typically for a print disability) may have the TTS LAS Links if documented in their IEP or Section 504 Plan and if used for instruction.
- Students who are not eligible for TTS but need the TTS accommodation for the Writing content may have a human reader for the Writing content only. Remember, those students who have TTS for Reading will also have TTS for Writing.

[LAS Links Read Aloud Functionality Chart](#)





ELs with Significant Cognitive Disabilities Eligible for Alternate Assessments

Students with an IEP who have evidence of a significant cognitive disability as determined by their PPT via the [Connecticut Alternate Assessment Eligibility Form](#) may participate in the Alternate Assessment System. These students are not eligible to participate in the LAS Links because this test is inappropriate for them.

The EL status will remain the same for the following school year for students eligible for the Alternate Assessment System.





ELs with Significant Cognitive Disabilities Eligible for Alternate Assessments

ELs in Grades 3-8 and 11:

- Whose PPT has determined they are eligible for the Alternate Assessment System **do not participate** in the LAS Links for the 2021-22 school year.
- A CSDE Trained Teacher Administering the Alternate Assessment (TEA) submits the [Connecticut Alternate Assessment Eligibility Form](#) via the DEI between **November 19 and December 22, 2021**.

ELs in Grades K-2, 9, 10, and 12:

- Whose PPT uses the Alternate Assessment Eligibility Form as a reference to determine if students meet the alternate assessment criteria does not participate in the LAS Links for the 2021-22 school year. CSDE must be informed between **November 19 and December 22, 2021**, on the [English Learners with Significant Cognitive Disabilities Potentially Eligible for Alternate Assessments - 2021-22 form](#).





ELs Not Able to Access Subtest Due to Disability

If a student is identified as D(d)eaf or hard of hearing, they may not be able to participate in the Listening subtest due to this disability.

ELs with an IEP or 504 Plan may be non-verbal and, even when provided assistive technology or augmentative and alternate communication supports, may not be able to participate in the Speaking subtest.

EL students with an IEP or Section 504 Plan who cannot access the Listening or Speaking domains due to their disability may request a domain exemption for the applicable subtest. CSDE adjusts reporting and composite scores for these students (i.e., Overall, composite, literacy, comprehension, and productive scores) submitting the request by **December 22, 2021**.





English Learners Eligible for an Accommodated/Paper Form

Some students cannot participate in the Online LAS Links assessment and are eligible for a paper test form. Students recorded in PSIS who are:

- Attending Connecticut public schools, including state APSEPS, who have an active IEP or Section 504 plan documenting a need for a paper-test, braille, or large print test form due to a disability.
- Enrolled in:
 - APSEPs without access to the online LAS Links testing platform; or
 - Out-of-State schools.

Note:

There is no Form E Paper Test students will receive Form C.





Accommodated/Paper Form Order Process

ELACs complete and submit the Connecticut 2022 LAS Links Accommodated/Paper Materials Order Form **before January 7, 2022, at the latest.**

The final date to request UPS Pick-up to send completed test documents DRC for processing is **February 18, 2022.**

This requirement for a timely return shortens the test window for these students, so be sure to order early and schedule testing early in the window.

The Accommodated/Paper Materials Order Form will be posted to the [Connecticut DRC LAS Links Website](#) and the [CSDE website](#).

ELACS must:

- order the appropriate LAS Links paper version;
- manage the administration of the paper form; and,
- maintain all mailing and tracking receipts.



2022 Connecticut LAS Links Accommodated/Paper Materials Order

**Connecticut 2022 LAS Links
Accommodated/Paper Materials Order Form Order
Window - November 19, 2021-January 7, 2022**

*Orders received by December 17, 2021, will arrive in district by January 6, 2022.
Orders received by January 7, 2022, will arrive in district by January 15, 2022.*

Shipping and District Information

Name (ELAC Receiver): _____ Title: _____ EL Assessment Coordinator
 District Name: _____ District Facility Code: _____
 Phone: _____ Email Address: _____
 Shipping Address: _____ City: _____ CT Zip Code: _____

Order Date:

SECTION I: DISTRICT ENROLLMENTS

The 2022 LAS Links paper form will ONLY be provided for the following English Learners:

- Students entered into the Public School Information System (PSIS) who have an active Individualized Education Program (IEP) or Section 504 plan indicating a need for a paper test form, a braille form, or a large print form due to a disability.
- Students entered in PSIS who are being educated out of state.
- Students enrolled in Approved Private Special Education Programs (APSEPs) without access to the online LAS Links testing platform.

NOTE: The need to test via paper/pencil will be monitored closely by CSDE.

Enrollment by Grade

****PLEASE INDICATE THE TOTAL NUMBER OF STUDENTS TESTING WITH PAPER WITHIN YOUR DISTRICT BELOW.**

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
Paper/Pencil													

SECTION II: CONSUMABLE TEST MATERIALS

Base your order request on the number of **individual students** who will be assessed with the paper form.

QTY	ISBN	Item Description	UNIT
	C6605005	Grades K-1, LAS Links Form C Student Answer Book w/Content	10/pkg.
	C6608500	Grades K-1, LAS Links Form C Classroom Kit (Exam Guide, Audio CD, & Cue Picture Book)	Each
	C6605105	Grades 2-3, LAS Links Form C Student Answer Book w/Content	10/pkg.
	C6608600	Grades 2-3, LAS Links Form C Classroom Kit (Exam Guide, Audio CD, & Cue Picture Book)	Each
	C6605505	Grades 4-5, LAS Links Form C Student Answer Book	10/pkg.
	C6605205	Grades 4-5, LAS Links Form C Student Content Book w/Cue Pictures	10/pkg.
	C6608700	Grades 4-5, LAS Links Form C Classroom Kit (Examiner's Guide & Audio CD)	Each

- Expect materials to arrive separately
- Test Coordinator Kit Materials are shipped from DRC Maple Grove office
- Test Materials are shipped from DRC Brooklyn Park Office





ELAC Considerations for Entering Student Accommodations

- ELAC works closely with the PSIS Coordinator, DA, SPED Director, and teachers to confirm accommodations for each student and subtest. Students may require one or more accommodations in at least one subtest.
- ELAC MUST confirm the student has not started testing prior to or during the time accommodations are being entered.
- ELACs maintain and disseminate, in a confidential manner, to staff a list of actual accommodations to ensure they are provided by proctors appropriately to each student in each subject.
- ELAC enters accommodations under Student Management during the LAS Links Accommodation Window:

December 6, 2021 - March 4, 2022





Procedures For Entering Student Accommodations

- Accommodations are recorded online for each subtest, for each student identified as both an English Learner **and** a student with a disability. These students may require one or more accommodations in at least one subtest.
- In the DRC portal, under Student Management, the ELAC will indicate **in each subject area** if a student has one or more accommodations in that subject by checking **Category 3**.
- If a change is made to demographics at any time or a change is made to accommodations while a student is currently testing, significant consequences for student testing, scoring, and reporting will occur.





Recording Accommodations

Be Sure to Enter Accommodations
in Column for Form E

Accommodations



Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial Student ID *

Student Detail | Accommodations | Demographics | Student Groups | Testing Codes | Test Sessions

If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3)

Accommodations						
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	English Form E
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Listening - Category 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Listening - Category 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Speaking -			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Cancel

Accommodations for a student must be entered **prior to testing** by that student. Enter Accommodations under **Form E** column.

Student Management Application



A screenshot of the application's main menu. The header includes "DRC INSIGHT™ LAS LINKS" and "MY APPLICATIONS" with a dropdown arrow. The menu is divided into two columns: "PARTICIPANT PREPARATION" and "SCORING AND REPORTING". Under "PARTICIPANT PREPARATION", "Student Management" is highlighted with a red box, and "Student Group Management" is listed below it. Under "SCORING AND REPORTING", "Report Delivery" and "Educator Scoring" are listed. A "Welcome to t" message is partially visible on the left side of the menu.

Step 1: Manage Students

A screenshot of the "Student Management" menu. The menu items are "Student Management", "Manage Students" (highlighted with a red box), and "Student Status Dashboard". Below the menu, a message reads: "Please select an item from the menu above."

Recording Accommodations: By Individual Student



Step 2: Select a District and School, then select Find Students.

The screenshot shows the 'Manage Students' interface. At the top, there are tabs for 'Student Management', 'Manage Students' (highlighted with a red box), 'Student Status Dashboard', and 'Student Status'. Below the tabs, there are two sub-tabs: 'Manage Students' and 'Upload Multiple Students'. A section titled 'Instructions' contains a red asterisk and the text '* Indicates required fields'. The form is organized into three columns. The first column contains 'Administration' (dropdown menu with 'LAS Links' selected and a red asterisk), 'Last Name' (text input), 'Accommodation LAS Links Form' (dropdown menu), 'Grade' (dropdown menu), 'Student Group' (dropdown menu), and 'Online Test Status' (dropdown menu). The second column contains 'District' (dropdown menu with 'SAMPLE DISTRICT - 99998' selected and a red asterisk), 'First Name' (text input), 'Accommodation Type' (dropdown menu), 'Demographic' (dropdown menu), 'LAS Links Form' (dropdown menu), and 'Session Assignment' (dropdown menu). The third column contains 'School' (dropdown menu with a red asterisk and an open list showing options like '(All)', 'Arlene Baez School - 1001', 'Bill Bernys School - 1002', 'Brian Shedd School - 1003', 'Cara Quinn School - 1004', 'Chasity Wright School - 1005', and 'Christine Kirk School - 1006'), 'Stu' (checkbox), 'Ac' (checkbox), 'Te' (checkbox), and 'Session' (dropdown menu). At the bottom left, there are two buttons: 'Find Students' and 'Clear'. A red arrow points from the top right towards the 'School' dropdown menu, and another red arrow points from the bottom left towards the 'Find Students' button.

Recording Accommodations: By Individual Student



Step 3: Choose from the list for whom you must assign or remove accommodations by clicking the **Edit Action** button to the right of the student.

<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	Apple	Orange	4567895456	5/25/1985	04	
<input checked="" type="checkbox"/>	mygrFour	Student	7867565434	1/1/2004	04	
<input type="checkbox"/>	mygrten	student	9191919191	1/1/2005	10	
<input checked="" type="checkbox"/>	mynewseptThree	stud	9213333333	1/1/2003	05	
<input type="checkbox"/>	myseptOne	stud	92111111111	1/1/2001	04	
<input type="checkbox"/>	myseptTwo	stud	9212222222	1/1/2002	04	

Page 1 of 1 (6 items) < Prev **1** Next >

[Add Student](#) [Export to Excel](#) [Download Students](#) [Update Accommodations](#)

Recording Accommodations: By Individual Student



Step 4: Click on the **Accommodations** tab on the **Edit Student** screen.

Edit Student

[Instructions](#)

* Indicates required fields

Last Name * First Name * Middle Initial Student ID *

Student Detail **Accommodations** Demographics Student Groups Testing Codes Test Sessions

If more than one category of accommodations is used for content area, fill in the highest category used. (Category)

Accommodations						
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	English Form E
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Listening - Category 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Listening - Category 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Speaking -			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Enter Accommodations under English Form E



Recording Accommodations: By Individual Student

Step 5: Scroll down and choose only **Category 3** as applicable for each of the domains for which the accommodation(s) are administered.

Last Name * First Name * Middle Initial Student ID *

Student Detail | **Accommodations** | Demographics | Student Groups | Testing Codes | Test Sessions

If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3)

Accommodations						
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	English Form E
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Reading - Category 3			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Listening - Category 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Category	Listening - Category 3			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Category	Speaking -			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Resources: Acclimate Students to Technology Prior to Testing





Practice Test/Online Tools Training



Have the students use the Online Tools Training to prepare them to use the Technology prior to testing.

Use Google Chrome unless you have an iPad, then use the Safari browser.

English & Spanish Versions available.

Do not use a students live test ticket during Online Tools Training.

Sign in with the following Username and Password.

Username: SPEAKINGCD23
Password: TEST1234

Username:
Password:

[Back](#)

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<https://wbte.drctdirect.com/LL/portals/ll>

For practice test (Online Tools Training) only, the username and password are provided on the login screen.

Students Use PROVIDED Login Information



Sign in with the following Username and Password.

Username: SPEAKINGAB45

Password: TEST1234



Username:

Password:

Sign In

[Back](#)

v2019.08 rev:f2c8cec

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The Username and Password login is not case sensitive.

Credentials for the Practice Test (Online Tools Training) only - are built into the Practice Test Login Page.

The test ticket contains access to the live test not the Practice Test!



During Test Administration



Common Problems - During Testing

- Retesting a student (i.e., some students were tested subtest multiple times)
- Testing a student without accommodations or with incorrect accommodations
- Test ticket switches
- Not reporting irregularities in a timely manner
- Teachers administering the test not actively monitoring students during testing





Reminder: No Merging

Students should appear in a single test session only.

This is especially important because the Form E OP FT has 10 form sets behind the scenes that are dealt out for testing.

We will not be able to merge domains after testing.

This means a student will not receive an Overall or other composite scores.

A student who does not receive an Overall score cannot exit EL status for that year.





Student Mobility – Within Same District



- When student is registered in PSIS in the same district but in a new school, the student is rostered in the **same district but in a new school** in the DRC INSIGHT Portal.
- The ELAC must check the student's profile and look for the existing test ticket assigned to that student and their test-taking status.
- Test results for the student will remain at the previous school (the one where the test session/test ticket was created) in the DRC INSIGHT Portal.
- Test results in EdSight follow the student.



Student Mobility – Within Same District



- **If the student started testing one subtest**, the student **MUST** finish testing with the test ticket and all remaining subtests in that test session created at the previous school.
 - The test ticket should be securely provided from one school to the other so the student can resume testing. If this does not occur, the student will not receive an Overall score and the student will not be eligible to exit EL status.
- If the student has not started any testing, the student can be placed in a new test session at the new school and begin testing.



Student Mobility – To a New District



- As soon as the student is registered in the PSIS in the new district in a new school, the student is rostered in the new district and a new school in the DRC INSIGHT Portal.
- The ELAC at the new district/school (student moved from one district to another) **will not** be able to view the test session from the previous facility.
- Test results for the student will remain at the previous district and school (the one where the test session/test ticket was created) in the DRC INSIGHT Portal.
- Test results in EdSight results follow the student.



Student Mobility – To a New District

- If a school has a new student from a different district – contact the ELAC from the original district first to see if the student has started testing and which subtests were taken.
- To view ELAC Contact Information:
<http://edsight.ct.gov/SASPortal/main.do>
- **If testing has started**, the same test ticket must be securely sent, and the student **MUST** finish testing with that test ticket in that same test session. If this does not occur, the student will not receive an Overall score and the student will not be eligible to exit EL status.
- If the student has not started any testing, the student can be placed in a new test session at the new school and begin testing.



Maintaining a Secure Test Environment

A secure test environment includes:

- Protecting secure materials from view by other students, teachers, parents, school staff, or other individuals
- Refraining from sharing items or other secure test materials
- Administering the LAS Links only through the password-protected testing environment
- Restricting student access to content related resources, electronic devices, and photography technology
- Ensuring a **quiet** test-taking environment, void of **distractions**





Inappropriate Test Practices

Inappropriate test practices should be reported to the ELAC immediately.

- Changing the wording of directions, items, or response options
- Using prompting, including hand-over-hand, and referencing related materials or experiences
- Providing students with a preview of the LAS Links
- Providing or changing answers
- Teaching test content immediately before the test or the administration of an item





Inappropriate Test Practices

Inappropriate test practices should be reported to the ELAC immediately.

- Allowing the use of electronic devices or photography technology during testing
- Sharing test items, content, or forms, either in writing, verbally, or through photography, phone cameras, or recording devices with colleagues, parents, the public, or students
- Leaving any test materials or the Test Delivery System unattended
- Allowing an individual not employed by the district to administer the LAS





Inappropriate Test Practices

If a test proctor demonstrates inappropriate proctoring, such as providing or modifying student answers or using secure test materials inappropriately, the ELAC should contact the Student Assessment Office immediately at 860-713-6860.





Appeals

Testing irregularities include:

- interruptions in testing such as a fire drill or technical issue
- test accidentally submitted
- incorrect directions shared
- incorrect assessment accommodations provided
- a student who is eligible for the CTAA is tested
- use of a mobile device during testing

The ELAC provides necessary information via electronic submission on the LAS Links Appeals form for 2021-22.

CT LAS Links Appeals Form 2021-22 will be available by December 2021.





Appeals Process for Online Testing

The ELAC receives a link to the LAS Links Appeals Submission in an Appeals Process email from CSDE.

CT LAS Links Appeals Form - 2021-2022

THIS FORM IS TO BE COMPLETED BY THE DISTRICT ELAC ONLY

- ELAC enters required information.
- Appeals are reviewed in a timely manner by CSDE.
- ELACs are notified when the request is completed or if more information is required.
- Stop testing the student until the appeal is approved!





Actions to Resolve Appeals

Unlock: student re-enters a subtest with the same ticket starting where the left off but can access all items. For Listening and Speaking subtests the student **will not** be able to return to previously viewed items.

Unlock does not require documentation to be submitted.





Actions to Resolve Appeals

Regenerate: subtest is cleared, and student starts at item #1 **with a new test ticket**. A new password is generated across all subtests in the test session, which requires the printing of a new test ticket.

If a regenerate is requested, the student is expected to test that subtest in the existing test session.

If a test ticket switch occurs, one or both tests will be regenerated.

If another test session is created, the student will not receive an Overall score because merging of subtests is not possible for Form E.

Regenerate requires documentation be submitted.





Actions to Resolve Appeals

Invalidate: a subtest may be invalidated which will appear as Invalid (INV) for reporting. Other subtests not indicated as invalid will be reported normally. If an INV is applied to one or more domains, the student will not receive an Overall score.

Invalidate requires documentation be submitted.





Appeals Documentation

The ELAC must first fax a signed letter on district/school letterhead to Performance Office Irregularities at 860-713-7033 before the appeal can be approved. The letter **must include**:

- The student's grade, SASID, and the name of the subtest;
- The date and a detailed explanation;
- The name of the proctor involved;
- A description of the discussion **with parents/guardians** explaining the irregularity and options offered; and,
- Procedures to ensure this type of irregularity is not repeated.





Checking Testing Status District or School Level

Test Management Application

Check the Status of a Test Session



Test Management **Manage Test Sessions** Manage Testing Windows

Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

[+ Instructions](#)

* Indicates required fields

Administration * District School

Last Name First Name Student ID

Session Test Administrator

LAS Links Form Assessment

Show Sessions Print All Tickets

Sessions **Status Summary**

[+ Instructions](#)

Status	Session Count
Not Started	8
In Progress	9

Assessment	# of Students Not Started	# of Students In Progress	# of Students Completed
- LAS Links Form: SQA			
Francisco	101	1	0
html5	199	1	0



Status Reports

Check the Daily Cumulative Student Status Report

Report Delivery > Status Reports > Daily Cumulative Student Status Report will display all students in a test session (on an individual line per domain), regardless of whether they have started the test session. Report will show the test status for each student including start and submit times, and the ticket status.

Report Delivery
Manage Reports
On-Demand Reports
Online Testing Statistics
Status Reports

Status Reports

* Indicates required fields

Administration

LAS Links
▼
*

District

(All)
▼

School

(All)
▼

Reports		
Title ▲	Description ▲	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	



Checking the Status of Testing Using the Student Dashboard School Level Only



Student Status Dashboard



DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▾

WELCOME TO t

PARTICIPANT PREPARATION

- Student Management
- Student Group Management

SCORING AND REPORTING

- Report Delivery
- Educator Scoring

DRC INSIGHT™ LAS LINKS STUDENT MANAGEMENT ▾

Manage Students

- Student Status Dashboard
- Student Status

Please select an item from the menu above.



Student Status Dashboard



The screenshot shows the 'Student Status Dashboard' application. On the left, there are sections for 'Site Selection' with a 'Select a Site ...' button, and 'Filters' with a 'Testing ended after *' dropdown. A modal window titled 'Site Search' is open, featuring a search input field with the placeholder text 'Search by name or code' and a magnifying glass icon. Below the input field is a table with the following columns: Name, Code, Parent Name, Parent Code, and Select. The table is currently empty. The modal also includes a progress indicator with two steps: '1 Select a Site' and '2 Select an Admin'.

- Once you have chosen the **Student Status Dashboard Application**, the next page will ask you for a site name or site code. Your site code is displayed anytime your site name is displayed.
- Type either your site name or code into the **Select a Site** box.
- This dashboard can only run status reports at the **School** level, it cannot produce District level reports.

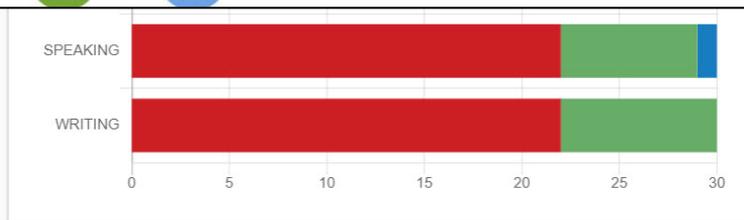
Student Status Dashboard



- The **Student Status Dashboard** provides a graphical presentation of Status by School, by Grade, by Content Area, and Assessment.
- If you hover over any color, the dashboard will provide student counts.
- Click on the icon in the right-hand corner of each chart to make the dashboard a list.



Student Status Dashboard



Student Search Results

Export to CSV

Last Name	First Name	Grade	Content Area	Module	Assessment	Status	Start Time	End Time	Duration
Angela	Spalding	03	SPEAKING	Speaking	Speaking Grades 2-3 (Eng. A)	Not Started			
Angela	Spalding	03	LISTENING	Listening	Listening Grades 2-3 (Eng. A)	Not Started			
Angela	Spalding	03	READING	Reading	Reading Grades 2-3 (Eng. A)	Not Started			
Angela	Spalding	03	WRITING	Writing	Writing Grades 2-3 (Eng. A)	Not Started			
Bernys	Alana	03	SPEAKING	Speaking	Speaking Grades 2-3 (Eng. A)	In Progress	05/30/2019 16:03 CDT		
Bernys	Alana	03	LISTENING	Listening	Listening Grades 2-3 (Eng. A)	In Progress	05/30/2019 16:11 CDT		
Bernys	Alana	03	READING	Reading	Reading Grades 2-3 (Eng. A)	Not Started			
Bernys	Alana	03	WRITING	Writing	Writing Grades 2-3 (Eng. A)	Completed	05/30/2019 16:17 CDT	05/30/2019 16:19 CDT	0 Hours 2 Minutes

When you click on one of the bars (or circles), you will be provided with a student roster with time stamps at the bottom of the page.



After Test Administration Reminders



After Testing

- You will only be able to see that a student participated in the LAS Links test.
- There will be no On-Demand Reporting during the testing window
- Reports will be available in DRC INSIGHT Interactive Reporting, Student Proficiency and On-Demand Reports upon CSDE validation of data after the test window closes.
- Reports will be released in EdSight after the testing window closes.





Reminders

Communicate:

- ✓ with District Administrators (DA) in TIDE
- ✓ with SPED Directors
- ✓ with your peers before, during, and after testing

- Identify ELs who are eligible for the Alternate Assessment System and **not eligible** for LAS Links. Be sure they are not tested.
- Clarify and enter accommodations during the accommodations window **prior** to testing the student
- Do not manually add students to the portal. PSIS data is sent to DRC daily. Let the system provide the accurate data.





Reminders

- Be careful not to place students in multiple sessions. Sessions cannot be merged.
- Organize testing schedule early and share with staff. Build in extra time.
- Provide accommodations to eligible students during testing.
- Ensure that the correct ticket is given is to the correct student.
- Train all staff administering the LAS Links and be sure they are actively proctoring!





LAS Links Online Student Experience



Estimated Total Time to Complete Administration of Each Subtest



Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	30-35 minutes – Grades K, 1 40 minutes – Grades 2-12

NOTE: For scheduling purposes these times are recommended to complete administration of each subtest and include setup, logins, etc. in addition to testing



Student Experience Components



DRC INSIGHT
Online
Assessments



Practice Test
Test Sign In

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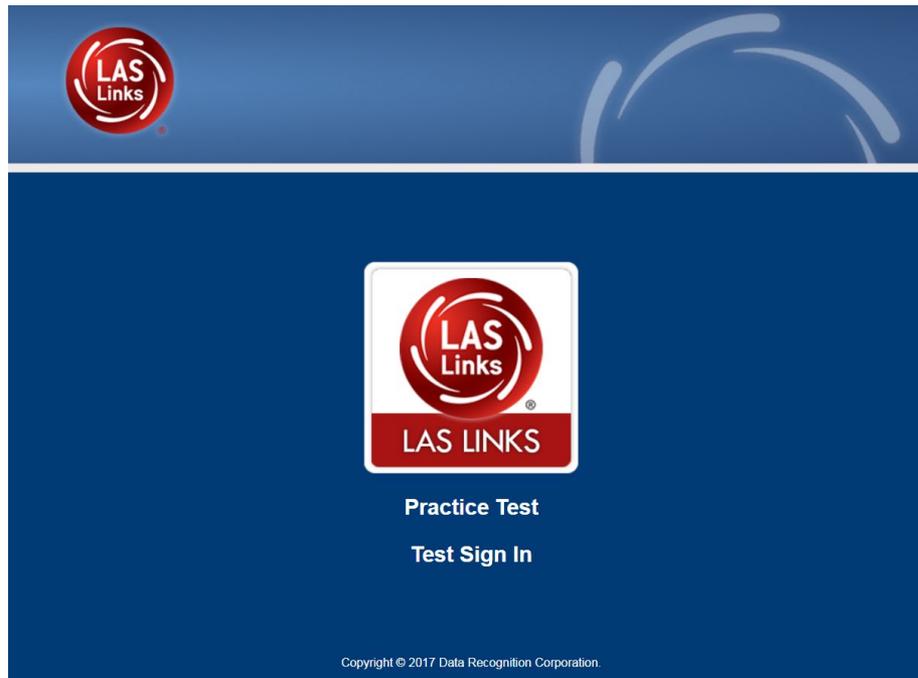


LAS Links Online: Student Experience



Student Access:

PC/MAC/iPAD/Chromebook



Chrome browser must be used if you are on Windows, macOS, ChromeOS, or Linux Devices. If you are on an iPad, you must use the Safari Browser.



How do Students Access LAS Links?



After students are assigned to a test session, they should click on this icon to start the test.





Welcome to the Test!

Student(s) should confirm that their profile is correct before testing starts.



Welcome **Joe E. Sample**

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

Test Name: **04**
Test Session: **Student's Session**
School Name: **Sample School**

Student ID: **1234567890**
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.

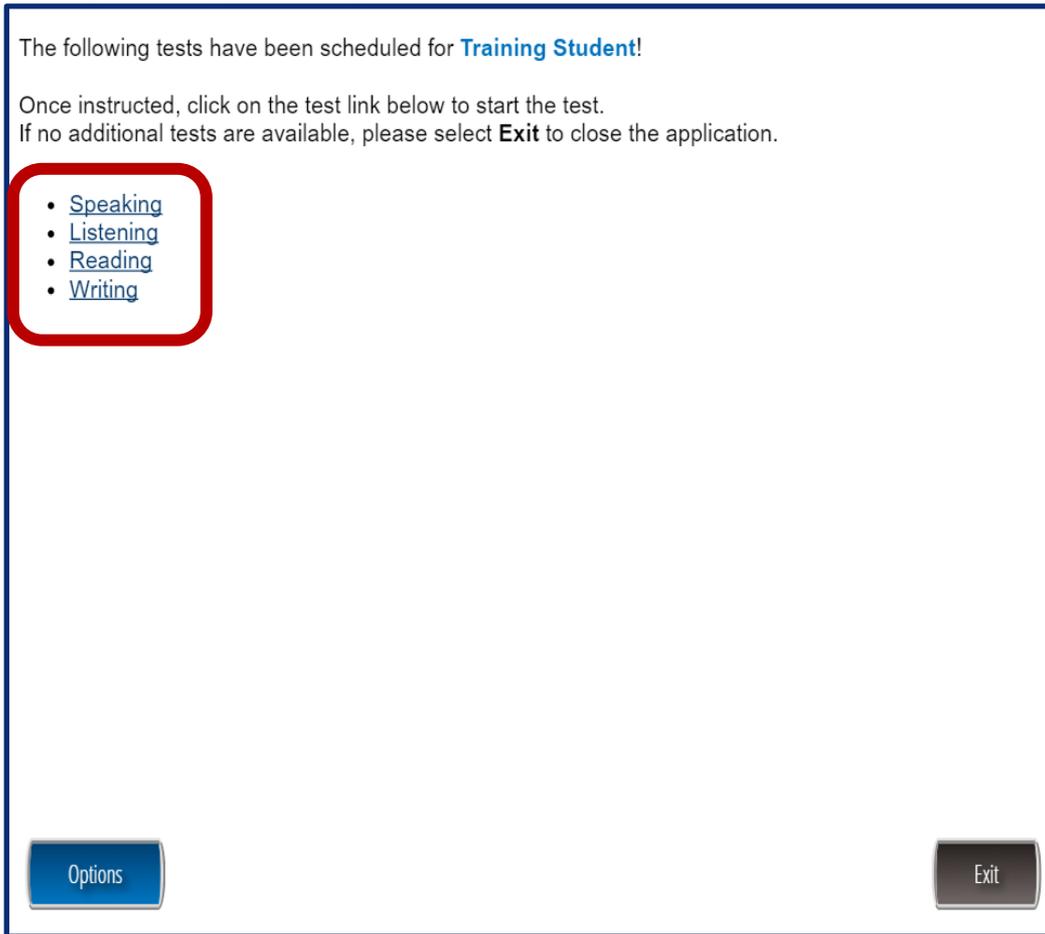
Continue

Options

Exit



Student View of Subtests

A screenshot of a software interface. At the top, there are three colored circles: orange, green, and blue. Below them, a white box with a blue border contains the following text: "The following tests have been scheduled for **Training Student!**" followed by "Once instructed, click on the test link below to start the test." and "If no additional tests are available, please select **Exit** to close the application." Below the text is a list of four subtests: "Speaking", "Listening", "Reading", and "Writing", each preceded by a bullet point. This list is enclosed in a red rounded rectangle. At the bottom left of the white box is a blue button labeled "Options", and at the bottom right is a grey button labeled "Exit".

- Student is presented with the assigned subtests in the **Test Session**.
- Student clicks the subtest to begin.
- Subtests do not have to be taken in any order.

Initial view will have these 4 subtests available.



LAS Links Online: SPEAKING





Speaking



Speaking Skill Areas	Scoring
Make Conversation	Correct, Incorrect, No Response
Use Academic Words	Correct, Incorrect, No Response
Describe and Request Information	Constructed Response
Present and Explain Information	Constructed Response
Tell a Story	Constructed Response



Speaking



The following tests have been scheduled for [Joe E. Sample](#)

Once instructed, click on the test link below to start the test.

If no additional tests are available, please select **Exit** to close the application.

- [Speaking](#)
- [Listening](#)
- [Reading](#)
- [Writing](#)

Student is presented with the subtests they have been assigned in the **Test Session**.

Student clicks the subtest proctor assigns.

Options

Exit

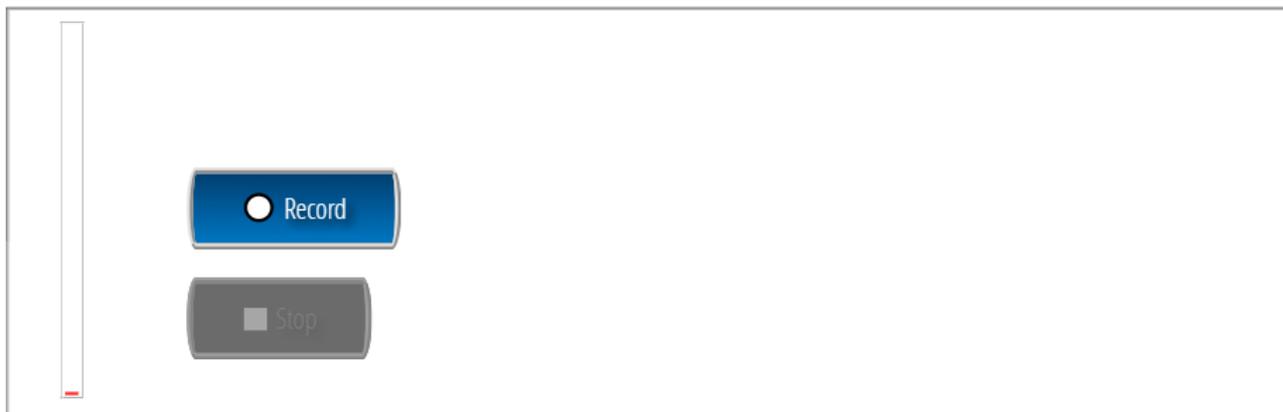


Workstation Sound Check



You will record your answers using a microphone. Does your microphone work? Follow these steps.

- 1. Click **Record**.
2. Say your name into the microphone.
Then, say the name of your school.
3. Click **Stop**.
Listen. Do you hear what you said?
 - If yes, click **I heard my recording**.
 - If no, raise your hand and ask for help.





Workstation Sound Check



You will record your answers using a microphone. Does your microphone work? Follow these steps.

1. Click **Record**.
2. Say your name into the microphone.
Then, say the name of your school.
- 3. Click **Stop**.
Listen. Do you hear what you said?
 - If yes, click **I heard my recording**.
 - If no, raise your hand and ask for help.

The interface shows a vertical volume level bar on the left side, with a red bar at the bottom. In the center, there are two buttons: a grey button with a white 'X' icon and the text 'Try Again', and a green button with a white checkmark icon and the text 'I heard my recording'.

Exit

Test-Taking Tips: Speaking

Speaking

Question 5 / 22

Training Student



Use Academic Words

Practice B

Directions: Look at the picture. What is this called? Click or tap "Record" and say your answer into the microphone. Click or tap "Stop" when you are finished. Then click or tap "Next" to hear the next question.



Directions:



The volume can be adjusted at any time.

Voice Recorder:



You can record 3 more times.

Click the **record** button to record.

Pause

Options

Next



Test-Taking Tips: Speaking



Speaking Training Student
 Question 5 / 22 ?

Use Academic Words

Practice B

Directions: Look at the picture. What is this called? Click or tap "Record" and say your answer into the microphone. Click or tap "Stop" when you are finished. Then click or tap "Next" to hear the next question.

Directions: 0:17 / 0:30

Voice Recorder:

You can record 3 more times.

Pause **Options** **Next**

When recording, dot turns green. When the student has 10 seconds left to record, circle will begin to turn red.

Students can record up to 3 times. The final version will be the recording of record and will be available for scoring.



Test-Taking Tips: Speaking



You have not answered the question.

To return to the question, click **Return to Question**.

To move on, click **Next**.

Options

Return to the Question

Next

If a student has a box pop up on their screen during testing, that student is attempting to skip to the next question without answering. They should click the green **Return to Question** button to stay on this question and answer the question.

If the student is done with a question, they click **Next** to move to the next question.

Students cannot go back to previous speaking questions once a student clicks **Next** during the Speaking test.

Test-Taking Tips: Speaking

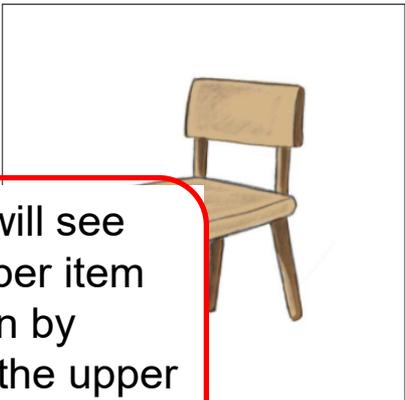
Speaking
Question 5 / 22

Training Student

Use Academic Words

Practice B

Directions: Look at the picture. What is this called? Click or tap "Record" and say your answer into the microphone. Click or tap "Stop" when you are finished. Then click or tap "Next" to hear the next question.



Record Stop Start Over

You can record 3 more times.

Pause Options Next

Highlighter, notepad, magnifier, and line guide are available for all students. Visit the **Practice Test** to see how they are used.

Students will see what number item they are on by looking in the upper left-hand corner.



Test-Taking Tips: Speaking



Speaking Training Student
Question 5 / 22

Use Academic Words

Practice B

Directions: Look at the picture. What is this called?
Click or tap "Record" and say your answer into the microphone. Click or tap "Stop" when you are finished.
Then click or tap "Next" to hear the next question.

Directions: 0:30 / 0:30

Voice Recorder:
 Record Stop Start Over

You can record 3 more times.



Color Choices

Contrasting Color

Reverse Contrast

Masking

Options



Test-Taking Tips: Speaking



Speaking Training Student
Question 5 / 22

Use Academic Words

Practice B

Directions: Look at the picture. Click or tap "Record" and microphone. Click or tap "Next" to continue.



Pause Options

Directions: 

Using Help Test Directions Tools How To Navigation Options

Using Help What's This?



Help is available to you during your test. It has information to assist you with how things work. To use **Help**, choose the **Help** button under your name in the upper-right corner of the screen.

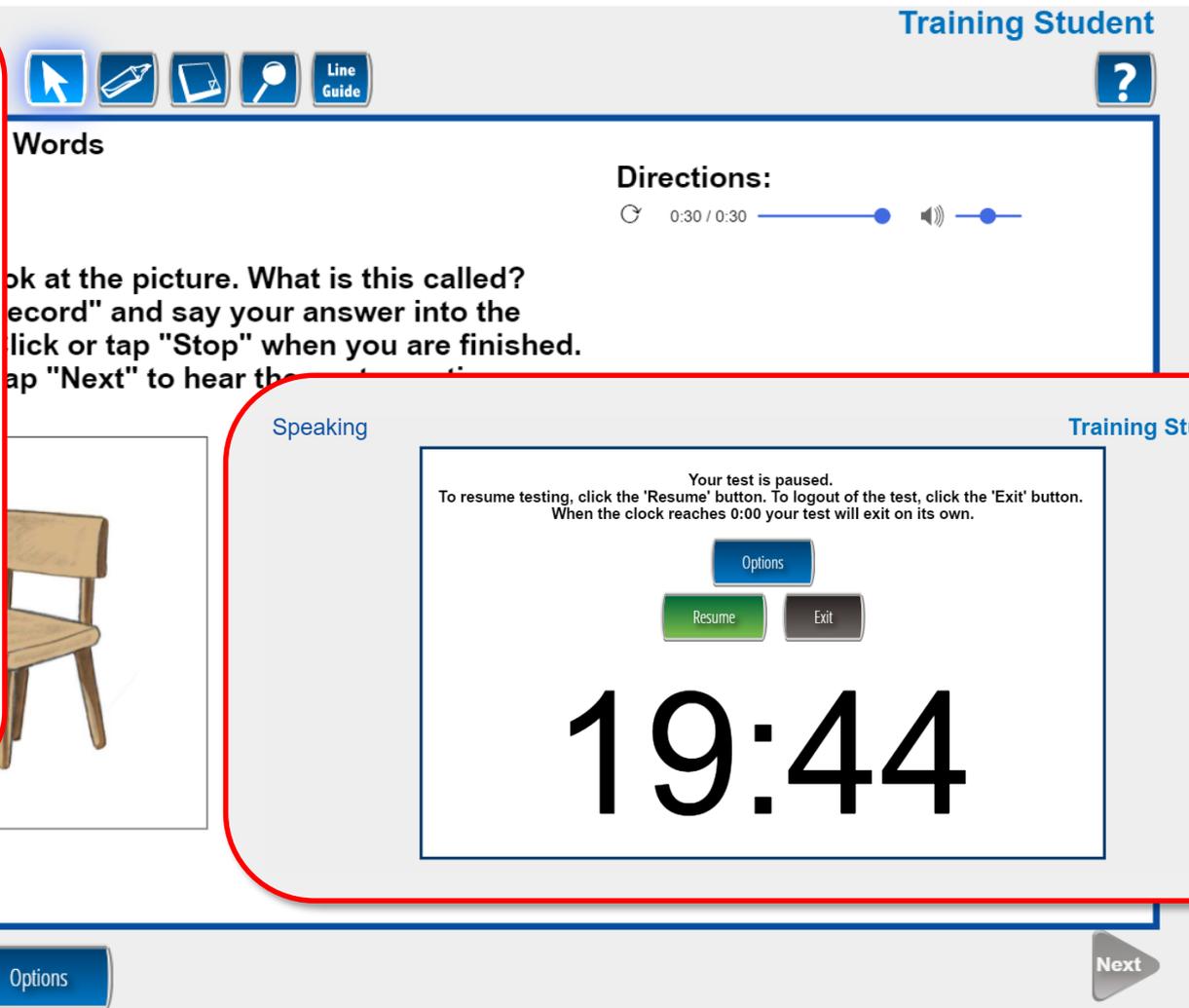
Across the top of the **Help** window, there are tabs for different areas of information within **Help**. Once an area is chosen, the left pane will list the topics available for that area. Once a topic is chosen, the content for that topic will be shown in the right pane of the **Help** window.

You can also access the **Help** library for some of the question types and tools by choosing the question mark icon () that appears in the upper-right corner of the question type or tool. When you choose this icon, the **Help** information for that question type or tool will be shown.

To close **Help**, choose the red close button () in the upper-right corner of the **Help** window.

Test-Taking Tips: Speaking

Students should click **Pause** if they need a break. Pausing allows the student to resume where they left off. A 20-minute timer will start and if not fully exited, the system will log the student out and student will be able to log back in and start where they left off.



The screenshot shows the 'Training Student' interface. At the top right, it says 'Training Student' and has a question mark icon. Below this is a toolbar with icons for a mouse, pencil, eraser, magnifying glass, and a 'Line Guide' button. The main content area is divided into two sections: 'Words' and 'Speaking'.

In the 'Words' section, there are 'Directions:' and a timer showing '0:30 / 0:30'. Below the directions, there is a question: 'Look at the picture. What is this called?' and instructions: 'Record' and say your answer into the microphone. Click or tap "Stop" when you are finished. Click or tap "Next" to hear the next question.' To the left of the text is a picture of a wooden chair.

In the 'Speaking' section, there is a message: 'Your test is paused. To resume testing, click the "Resume" button. To logout of the test, click the "Exit" button. When the clock reaches 0:00 your test will exit on its own.' Below this message are three buttons: 'Options' (blue), 'Resume' (green), and 'Exit' (grey). A large digital timer shows '19:44'.

At the bottom of the interface, there are two buttons: 'Pause' (blue) and 'Options' (blue). A red arrow points from the 'Pause' button in the text box to the 'Pause' button in the interface. To the right of the 'Options' button is a 'Next' button with a right-pointing arrow.

Pause

Options

Next



LAS Links Online: LISTENING





Listening



Listening Skill Areas	Scoring
Listen for Information	Multiple-Choice
Listen for Academic Instruction	Multiple-Choice



Listening



The following tests have been scheduled for [Joe E. Sample](#)

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Listening](#)
- [Reading](#)
- [Writing](#)

Student is presented with the subtests they have been assigned in the **Test Session**.

Student clicks the subtest proctors assigns.

Options

Exit



Test-Taking Tips: Listening



Listening Training Student
 Question 1 / 22 ?

Listen for Information

Practice A

Directions: Click or tap "Question" to go to the question. To mark your answer, click or tap the answer choice. To go back to the question, click or tap "Question".

Question:

▶ 0:00 / 0:24

- (a) Find a science book
- (b) Use an encyclopedia
- (c) Complete Chapter 2

Check Your Answer:

▶ 0:00 / 0:16

▶ **Next**

Pause Options

Highlighter, notepad, magnifier, and line guide are available to all students. Visit the **Practice Test** to see how they are used and to practice using them.

Student will see what number they are on by looking in the upper left-hand corner.

Test-Taking Tips: Listening

Listening

Training Student

Question 1 / 22



Listen for Information

Practice A

Directions: Click or tap "Question" to hear a direction. Choose the answer that goes with the direction. To mark your answer, click or tap the letter that goes with the correct answer. After you have marked your answer, click or tap "Check Your Answer."

Question:



Click **play** to hear the question.

- (a) Find a science book.
- (b) Use an encyclopedia.
- (c) Complete Chapter 2.

Once the student is finished with a test question, they click **Next** to move to the next question.

Check Your Answer:



Check Your Answer on practice items is optional and is only available on the practice test.



Test-Taking Tips: Listening



You have not answered the question.

To return to the question, click **Return to the Question**.

To move on, click **Next**.



If a student has a box pop up on their screen during testing, that student is attempting to skip to the next question without answering. They should click the green **Return to Question** button to stay on this question and answer the question.

If the student is done with a question, they click **Next** to move to the next question.

Students cannot go back to previous speaking questions once a student clicks **Next** during the Listening test.



LAS Links Online: READING



Reading



Reading Skill Areas	Scoring
Read Words (K-3 only)	Multiple-Choice
Read School Texts (NA for K)	Multiple-Choice
Read Academic Texts	Multiple-Choice



Reading



The following tests have been scheduled for [Joe E. Sample](#)

Once instructed, click on the test link below to start the test.
If no additional tests are available, please select **Exit** to close the application.

- [Reading](#)
- [Writing](#)

Student is presented with the subtests they have been assigned in the **Test Session**.

Student clicks the subtest proctor assigns.

Options

Exit



Reading



Reading Training Student

Question 1 / 32

Read School Texts

Practice A

Directions:

0:27 / 0:27

Directions: Read the school notice, question, and four answer choices.

ATTENTION VALLEY ELEMENTARY STUDENTS!

It is almost time for our Spring Field Trip. We would like to go this year?

VOTE for your favorite place!

1. Valley Aquarium
2. History Museum
3. Botanical Gardens

Remember to vote this Friday in class. See you there!

(b) go to the cafeteria on Friday

(c) bring a lunch for the field trip

Vote on a place for their field trip

Your Answer:

0:30

Review/End Test **Pause** Flag Options Next

In most cases, **Directions** will auto play. To replay, click the replay button as soon as it becomes available, which is after the audio has fully played the first time.

Students should click **Pause** if they need a break. Pausing allows the student to resume where they left off.

Test-Taking Tips: Reading

Reading Training Student

Question 1 / 32

(P1) Attention Valley Elementary
 (P2) Rivers and Lakes
 (P3) Looking for Gold
 (P4) Wind Energy

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32								

Directions: Read the school notice, answer choices.

ATTENTION VALLEY ELEMENTARY STUDENTS!

It is almost time for our Spring Field Trip! Where would you like to go this year?

VOTE for your favorite place!

1. Valley Aquarium
2. History Museum
3. Botanical Gardens

Remember to vote this Friday in the cafeteria during
See you there!

(c) bring a lunch for the field trip
 (d) vote on a place for their field trip

Next

Review/End Test Pause Flag Options

In Reading, the student can check to see what number they are on and can skip back and forth between questions.

Once the student is done with a question, the student should click **Next** to move to the next question.



Test-Taking Tips: Reading

Reading Training Student

Question 1 / 32 ?

Read School Texts

Practice A

Directions:
0:27 / 0:27

Directions: Read the passage and select the best answer choices.

ATTENTION VALLEY ELEMENTARY STUDENTS!

It is almost time for our Spring Field Trip! Where would you like to go this year?

VOTE for your favorite place!

1. Valley Aquarium
2. History Museum
3. Botanical Gardens

Remember to vote this Friday in the cafeteria. See you there!

Question: What are students reminded to do?
visit the Botanical Gardens
go to the cafeteria on Friday
 bring a lunch for the field trip
 vote on a place for their field trip

Student can review/end test at any time during the test to see what items remain unanswered or flagged.

Students may skip ahead and come back to questions for further review.

Students should click the **Flag button to indicate which items they wish to revisit.**

Review/End Test **Pause** **Flag** **Options** **Next**

Test-Taking Tips: Reading

Reading

Training Student

Question 24 / 32



Read Academic Texts

Directions: Read the story. Then answer Questions 21 through 26. To complete the student notes, use information from the story. Type the exact word or words used in the passage into the box.

Looking for Gold

- 1 Billy and I walked along the dusty trail, pushing aside low-hanging tree branches. We could hear the sound of a river trickling along, so we knew we must be close. Soon, we came to a clearing.
- 2 In front of us we saw dozens of men sifting through the water. Some men were knee-deep, reaching into the water with shovels and lifting earth into a pail. Others were along the edge of the riverbank, carefully inspecting the ground. Some worked in pairs, others worked in teams, and some worked alone.
- 3 We quickly hurried forward to join the scene. Most of the men were as busy as beavers and didn't notice us. One man looked up, h

Why do the boys travel to the river?

- They want to ask for some of the men's gold.
- They need to borrow the men's tools.
- They want to look for gold.
- They hope to get new jobs.

For some items, a **scroll bar** is used to read the text below.

Review/End Test

Pause

Flag

Options

Back

Next



Test-Taking Tips: Reading



Once Reading 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**.

Reading Training Student

Please be sure you have answered all of the questions.
Click on the question line to move to that question.

	Question		Question	
<input type="checkbox"/>	15	<input checked="" type="checkbox"/>	29 (P2)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	16	<input type="checkbox"/>	30 (P2)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	17	<input checked="" type="checkbox"/>	31 (P3)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	18	<input checked="" type="checkbox"/>	32 (P3)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	19	<input checked="" type="checkbox"/>	33 (P3)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	34 (P3)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	35 (P3)	<input checked="" type="checkbox"/>

Scroll Down To See More

Key
 Unanswered Flagged

Once you have finished taking the test, click the "End Test" button to end your test.
To continue testing, click the "Return to Questions" button.

[Options](#) [Return to Questions](#) [End Test](#)



LAS Links Online: WRITING



Writing



Writing Skill Areas	Scoring
Start Writing (K-1 only)	Constructed-Response
Write to Express Ideas (all grades)	Constructed-Response
Write Academic Texts (1-12 only)	Constructed-Response
Use Grammar and Conventions (all grades)	Multiple-Choice



Writing



The following tests have been scheduled for [Joe E. Sample](#)

Once instructed, click on the test link below to start the test.

If no additional tests are available, please select **Exit** to close the application.

- [Writing](#)

Student is presented with the subtests they have been assigned in the **Test Session**.

Student clicks the subtest the proctor assigns.

Options

Exit

Test-Taking Tips: Writing

Writing Training Student

Question 12 / 19  

Write Academic Texts

Practice B

Directions:
0:17 / 0:53 

You are writing a report on the Mississippi River. You see this table in a book:

Mississippi River Facts	
Length	2,350 miles
Rank	4th longest in the world
Widest point	11 miles

The Mississippi River is 11 miles at its widest point.

Write one or two sentences explaining the information in the table.



Student uses the keyboard and types their answer(s) into the box.



Test-Taking Tips: Writing



Writing Training Student

Question 12 / 19 ?

Write Academic Texts

Practice B

Directions:

0:17 / 0:53

You are writing a report on the Mississippi River. You see this table in a book:

Mississippi River Facts	
Length	2,350 miles
Rank	4th longest in the world
Widest point	11 miles

The Mississippi River is the longest river in North America.

Write one or two sentences about the Mississippi River using the information in the table.

Review/End Test Pause Flag Options Back Next

Student can utilize the writing tools as desired.

Once the student is finished with a test question, the student should click **Next** to move to the next question.

Test-Taking Tips: Writing

Writing Training Student

Question 12 / 19

(P1) People have been using wind power
(P2) Bill and I found an open spot

1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19

Practice B

Directions:
0:53 / 0:53

You are writing a report on the Mississippi River. You see this table in a book:

Mississippi River Facts	
	2,350 miles
	4th longest in the world
	11 miles

The Mississippi River is 11 miles at its widest point.

Write one or two sentences explaining the information in the table.

Review/End Test Pause Flag Options

In Writing, the student can check to see what number they are on and can skip back and forth between questions.

Student can **review/end** test at any time during the test to see what items remain unanswered or flagged.

Students may skip ahead and come back to questions for further review. Students should click the **Flag button** so when the student gets to the review page at the end, the student can easily find any questions they want to review.



Test-Taking Tips: Writing

Once Writing is complete, the student is given the opportunity to review items and return to any items they left blank, flagged, or answered and just would like to review. Once they have completed their review, they click **End Test**.

Training Student

Please be sure you have answered all of the questions.
Click on the question line to move to that question.

	Question		Question	
<input type="checkbox"/>	15	<input checked="" type="checkbox"/>	29	(P2) <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	16	<input type="checkbox"/>	30	(P2) <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	17	<input checked="" type="checkbox"/>	31	(P3) <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	18	<input checked="" type="checkbox"/>	32	(P3) <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	19	<input checked="" type="checkbox"/>	33	(P3) <input checked="" type="checkbox"/>
<input type="checkbox"/>	20	<input checked="" type="checkbox"/>	34	(P3) <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	21	<input checked="" type="checkbox"/>	35	(P3) <input checked="" type="checkbox"/>

Scroll Down To See More

Key

Unanswered Flagged

P Passage Indicator

Once you have finished taking the test, click the "End Test" button to end your test.
To continue testing, click the "Return to Questions" button.



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John Caliendo

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