



CSDE 2022-23 Online LAS Links Accommodation Guidelines

**More detailed information is available in the 2022-23
Online LAS Links Test Administration Manual**

CT LAS Links Important Dates

Testing Window January 3 - March 3, 2023

Event	Date
Outplaced students and DA lists to district	November 5, 2022
Training “Sandbox” access window	November 8, 2022- December 2, 2022
Test Session scheduling in DRC INSIGHT Portal open for ELACs	December 5, 2022
ELAC access to DRC portal for test scheduling and accommodations entry	December 5, 2022- March 3, 2023
Alternate Assessment Eligibility and Domain Exemption Registration	November 14, 2022- December 23, 2022
Accommodated/Paper Form Order Submission By December 16, 2022, for January 6, 2023, delivery By January 6 for January 13, 2023, delivery	December 16, 2022 or January 6, 2023
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 17, 2023



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/ML 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/ML, Special Education, or Section 504 **after** October 1, 2022, must have their status updated in the PSIS Registration Module by the PSIS Data Manager 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 systematic district procedures and communicate regularly about students who are ELs/MLs and those English learners/multilingual 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 the Supplementary Aids and Services section (previously page 8) of the IEP and within the Section 504 Plan may be provided to dually identified students on the LAS Links.



LAS Links Accommodation Preparation

- ELACs enter accommodations into the DRC INSIGHT Portal (DRC Category 3) for eligible students beginning December 5, 2022.
- 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 EL/ML 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 2022-23 Online LAS Links Test Administration Manual.



ELs/MLs Enrolled In Approved Private Special Education Programs

- Each reporting district is responsible for testing all ELs/MLs in Grade K-12 with the LAS Links between **January 3, 2023, and March 3, 2023**. Some ELs/MLs 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/ML have a significant cognitive disability?
- Does the dually identified EL/ML require accommodations for the LAS Links?
- Does the EL/ML 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.

[LAS Links Read Aloud Functionality Chart](#)



Participation Expectations for Students Eligible for Alternate Assessments

Students who are dually identified (both an EL/ML and a student with disabilities) **and** determined by the Planning and Placement Team (PPT), using the [Connecticut Alternate Assessment System Eligibility Form](#) to participate in the Alternate Assessment System **do not participate** in the LAS Links assessment for the 2022-23 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.** These students will be considered by the PPT for the new alternate ELP assessment.



ELs/MLs 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. These students will be considered for participation in the new Alternate ELP Assessment, the CAAELP.



ELs/MLs with Significant Cognitive Disabilities Eligible for Alternate Assessments

ELs/MLs in Grades K-12:

- Whose PPT has determined they are eligible for the Alternate Assessment System **do not participate** in the LAS Links for the 2022-23 school year.
- A CSDE Trained Teacher Administering the Alternate Assessment (TEA) submits the [Connecticut Alternate Assessment System Eligibility Form](#) via the DEI between **November 14 and December 23, 2022.**

Also, for dually identified ELs/MLs in Grades K-2, 9, 10, and 12:

- The ELAC should enter requested information on the **English Learners/Multilingual Learners Eligible for the Alternate Assessment Form** provided on the CT/DRC LAS Links website.



ELs/MLs 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/MLs 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/ML 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.

ELACs must submit the request by **December 23, 2022**.



English Learners/Multilingual 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 F paper test students will receive Form C.



Accommodated/Paper Form Order Process

ELACs complete and submit the Connecticut 2023 LAS Links Accommodated/Paper Materials Order Form **before January 6, 2023, at the latest.**

The final date to request UPS Pick-up to send completed test documents DRC for processing is **February 17, 2023.**

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

ELACS must:

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



2023 Connecticut LAS Links Accommodated/Paper Materials Order

**Connecticut 2023 LAS Links
Accommodated/Paper Materials Order Form**
Window - November 21, 2022 - January 6, 2023

*Orders received by December 16, 2022, will arrive in district by January 6, 2023.
Orders received by January 6, 2022, will arrive in district by January 13, 2023.*

Shipping and District Information

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

Order Date:

SECTION I: DISTRICT ENROLLMENTS

The 2023 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: Paper 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.

- Expect materials to arrive separately
- Test Coordinator Kit Materials for the return of completed tests are shipped from DRC Maple Grove, MN office
- Test Materials are shipped from DRC Brooklyn Park, MN 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 5, 2022 - March 3, 2023



Procedures for Entering Student Accommodations

- Accommodations are recorded online for each subtest, for each student identified as both an English learner/multilingual 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 F

Accommodations



Edit Student

Instructions

* Indicates required fields

Last Name: DRC * First Name: Test * Middle Initial: L Student ID: 1600002968 *

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 is the highest.)

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

Save Cancel

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

Student Management



DRC **INSIGHT**™ LAS LINKS MY APPLICATIONS ▼

Welcome to t

PARTICIPANT PREPARATION

- Student Management**
- Student Group Management

SCORING AND REPORTING

- Report Delivery
- Educator Scoring

Step 1: Manage Students

Student Management **Manage Students** Student Status Dashboard

Please select an item from the menu above.

Recording Accommodations: By Individual Student



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

Student Management **Manage Students** Student Status Dashboard Student Status

Manage Students

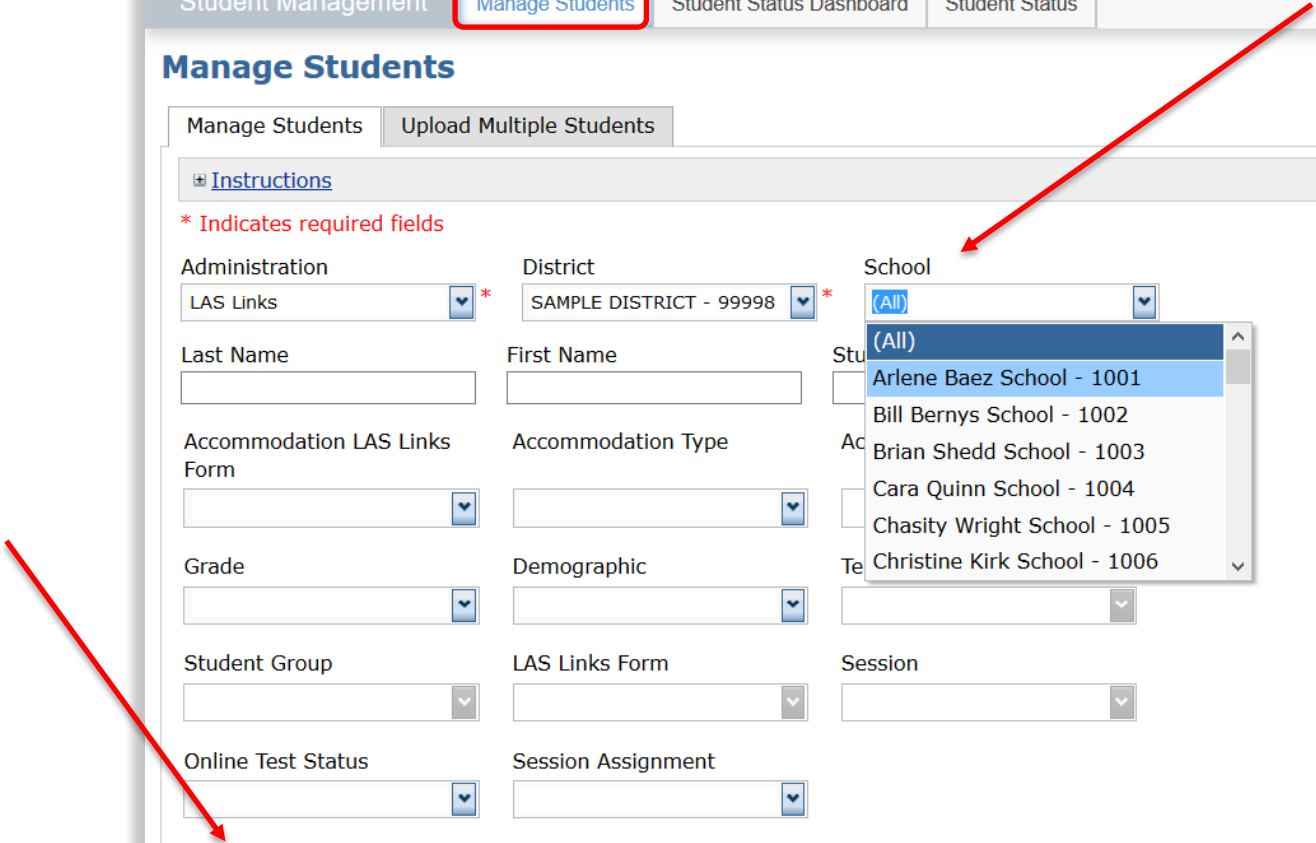
Manage Students Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration LAS Links *	District SAMPLE DISTRICT - 99998 *	School (All) *
Last Name <input type="text"/>	First Name <input type="text"/>	Student <input type="checkbox"/>
Accommodation LAS Links Form <input type="text"/>	Accommodation Type <input type="text"/>	Ac <input type="checkbox"/>
Grade <input type="text"/>	Demographic <input type="text"/>	Te <input type="text"/>
Student Group <input type="text"/>	LAS Links Form <input type="text"/>	Session <input type="text"/>
Online Test Status <input type="text"/>	Session Assignment <input type="text"/>	







Find Students **Clear**



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	9211111111	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 3 is the highest.)

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

Enter Accommodations under English Form F

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.

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 is the highest.)

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



CSDE Contact Information



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DRC Contact Information



LAS Links Help Desk

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or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager

Franklin Brown

855.839.1181 Option 2

LASLinksPM@datarecognitioncorp.com