



# Connecticut LAS Links Remote Test Administration with Test Monitoring Application

Updated 2/17/2021



# Introduction

# Connecticut: LAS Links Remote Test Administration Program Overview



- The CSDE approved LAS Links Remote Test Administration of **Form D** English for the 2020-21 school year.
- The test window begins **January 4, 2021 and continues through April 30, 2021.**
- District administrators will prepare test sessions (including all four subtests of Listening, Speaking, Reading, and Writing) in the DRC INSIGHT Portal for all English learners being tested—both on-site or remote.
  - For remote testing, you do not need to adjust the Test Sessions to use the Test Monitoring Application. Test Monitoring Application is automatically enforced for remote users through the restricted public URL that is provided to students. Test Sessions only need to be modified if a test administrator wants to use Test Monitoring Application for in-person testing.
- Generate test tickets with usernames and passwords for each student.

# Connecticut: LAS Links Remote Test Administration Program Overview



- Students being tested remotely will work with a test administrator (TA) using a web conferencing platform.
- Test administrators will provide remote students a DRC public URL to access the LAS Links rather than the DRC secure browser used for on-site testing.
  - Public URL is only meant for students testing remotely. The DRC INSIGHT Secure Browser should be used for all in-person testing.
- Test administrators will obtain a Test Monitoring Code and provide it to remote students at the time of testing. The Test Monitoring Application and use of the code will provide additional security and TA monitoring capabilities.
- Test administrators will provide each remote student their unique username, password, and test monitoring code to enter the LAS Links test.

# LAS Links Remote Testing Resources



<https://laslinks.com/connecticut-information/>

## Non-Secure Connecticut LAS Links Information

- Comprehensive Guidance for On-Site and Remote Test Administration
- Student Test Experience Supports
- Test Administrator (TA) Resources
- Parent Support Resources
- Technology Support Information
  - Headset recommendations
  - Web Conferencing Service guidance

# Remote Testing Device Overview



Remote testing is offered to students in two formats. Districts manage these options based on the format students are using for remote instruction.

- Format 1: District provides a device (Windows, macOS, Chrome OS, iPadOS) to a student with the necessary Google Chrome browser installed
- Format 2: Student using their own device (Windows, macOS, Chrome OS, iPadOS) with the necessary Google Chrome browser installed

DRC requires the use of the public URL below, which includes the new Test Monitoring Application, for all students testing remotely to log in to the test from a device using a Google Chrome browser.

If students are testing remote they should not use the DRC INSIGHT Secure Browser.

Provide the entire to a student, if the URL is only partially provided, there will be an error message. Be sure if you are copying the URL from this PDF, to copy entire URL. Do not “copy with formatting” as it will break the URL. The URL will not work if there are spaces or if the URL is bookmarked. If you copy the URL instead of clicking it from this PDF, be sure to remove any extra spaces before or after the copied URL is provided to a student.

<https://wbte.drccdirect.com/LL/#portal/II/592030/exam/1?index=1&dminId=592030&testMonitoring=Required&testAccessControl=true>

# Remote Testing Start Up Steps



When ready for testing, the TA will invite the student to a web meeting

- For **LAS Links Remote Administration**, via the **private** chat, TAs provide student with their username and password (from test ticket) and the DRC public URL.
- Student opens the URL provided in the chat
  - Be sure the student removes any extra spaces or the URL will not work, do not bookmark the URL. Copy the URL entirely and provide to the student(s)
- Student enters their username and password and clicks sign in.
- Test administrator provides the Test Monitoring Code.
  - The same code is given to all students the TA is testing.
- Once the TA confirms all students are in the Waiting Room, TA ‘allows’ students into the test.
  - Test administrator monitors progress while continuously observing each student via the web meeting.

# Remote Test Guidelines



## **LAS Links Remote Subtest Administration guidelines:**

- Speaking for remote administration is 1:1 testing
- Listening, Reading, and Writing in a 1:5 setting



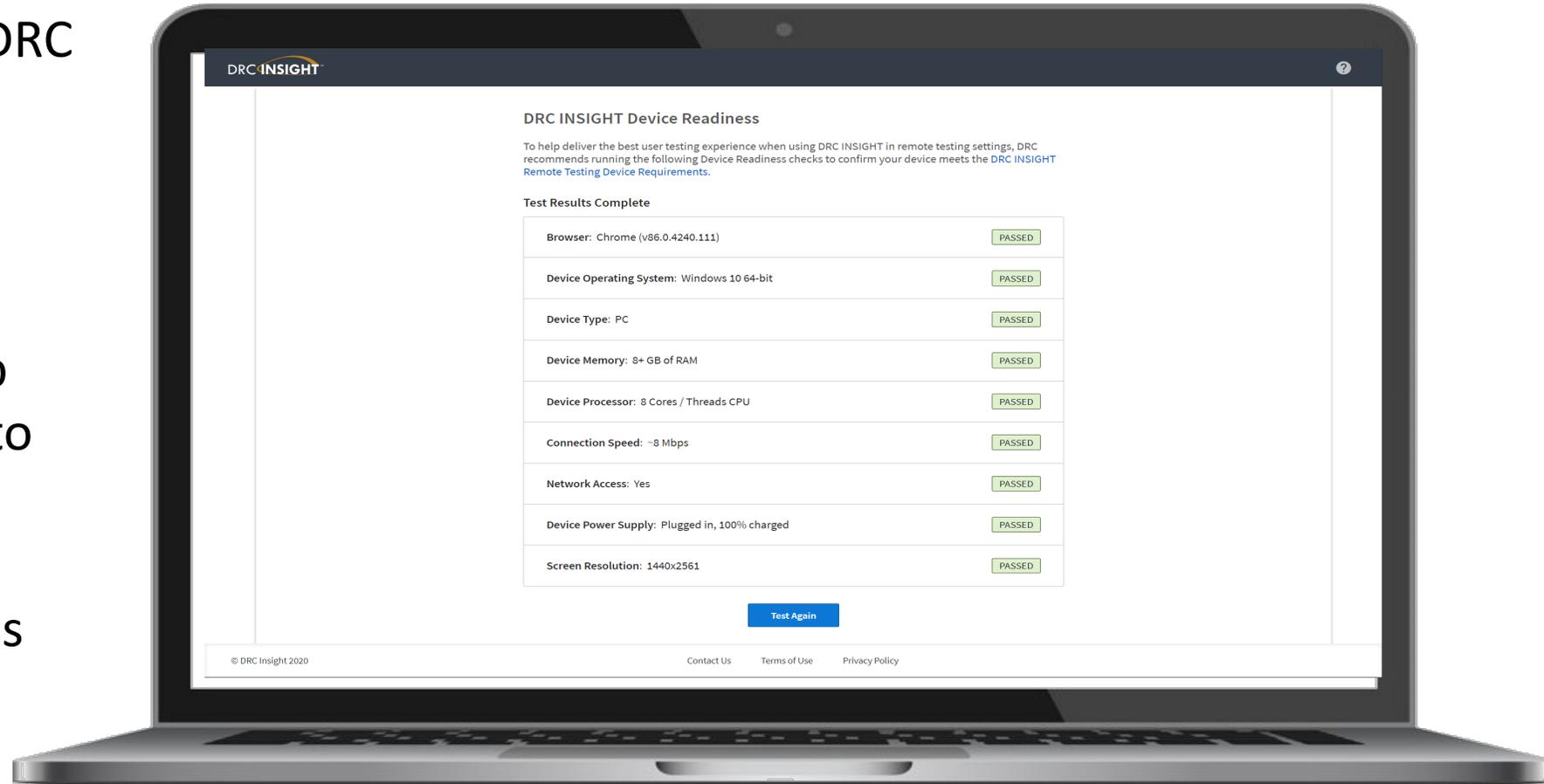
# LAS Links Remote Administration Tools

# DRC Device Check URL



[www.DRCdevicecheck.com](http://www.DRCdevicecheck.com)

- Public URL to check readiness for remote DRC INSIGHT testing
- Target use is remote testing devices using DRC's Public URL
- Integrated Online Help for easy, quick access to questions
- URL redirects to a drcedirect.com address



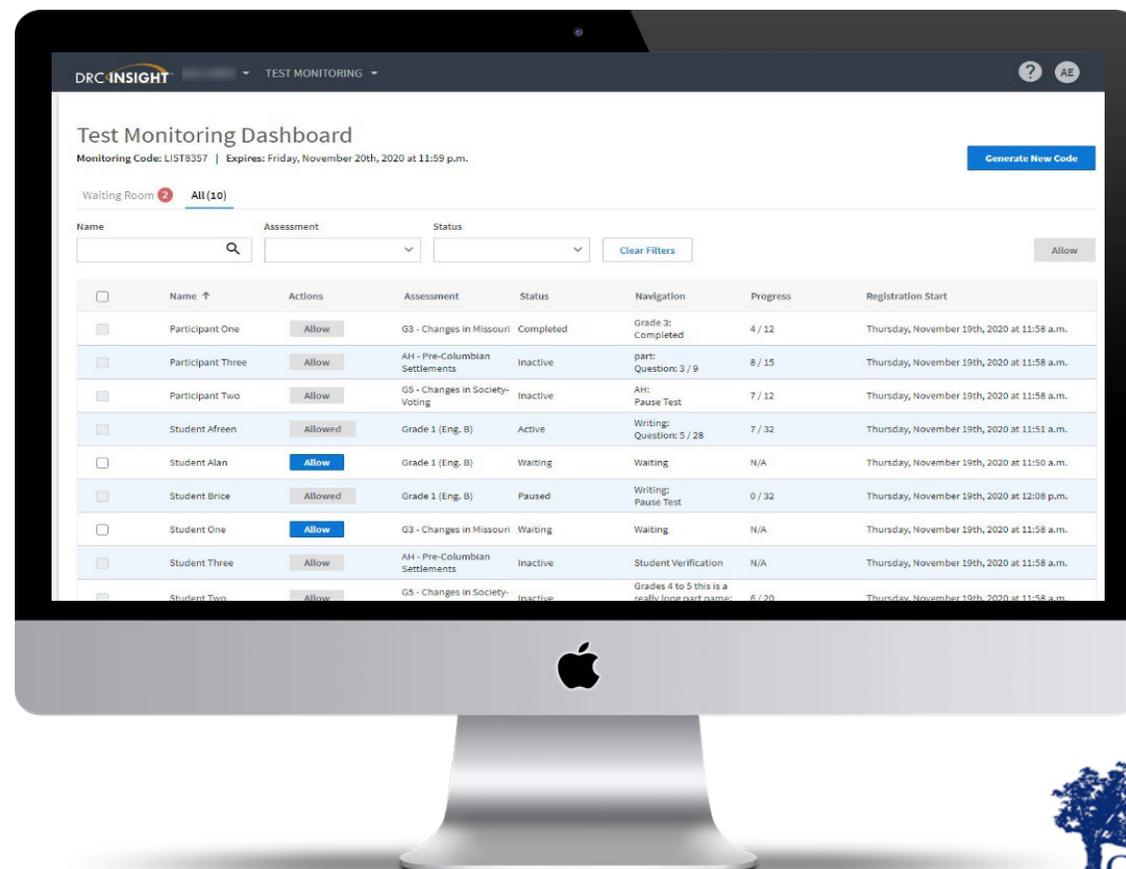
# Test Monitoring Application



The new Test Monitoring Application allows test administrators to securely monitor participants' testing status in real-time during LAS Links Remote Test Sessions

Monitor the following:

- Which students have logged in to the test?
- Which students have started the test?
- Are students progressing through the test?
- What question are they on?
- Which students have completed the test?
- Have any students paused their test?
- Are any students seeing an error message?



# Test Monitoring Application



## Test Monitoring Dashboard

- Uses a Test Monitoring Code to link student test to dashboard
- Results display Participant, Assessment, Status (Active, Paused, Completed, etc.), Navigation (student place in test-Directions or Question number), and Progress (number answered out of total, includes practice test items)
- Ability to filter and sort results
- Updates in near-real time

DRC INSIGHT TEST MONITORING

Test Monitoring Dashboard  
Monitoring Code: LIST8357 | Expires: Friday, November 20th, 2020 at 11:59 p.m. [Generate New Code](#)

Waiting Room 2 [All \(10\)](#)

Name Assessment Status    [Clear Filters](#) [Allow](#)

<input type="checkbox"/>	Name ↑	Actions	Assessment	Status	Navigation	Progress	Registration Start
<input type="checkbox"/>	Participant One	<a href="#">Allow</a>	G3 - Changes in Missouri	Completed	Grade 3: Completed	4 / 12	Thursday, November 19th, 2020 at 11:58 a.m.
<input type="checkbox"/>	Participant Three	<a href="#">Allow</a>	AH - Pre-Columbian Settlements	Inactive	part: Question: 3 / 9	8 / 15	Thursday, November 19th, 2020 at 11:58 a.m.
<input type="checkbox"/>	Participant Two	<a href="#">Allow</a>	G5 - Changes in Society-Voting	Inactive	AH: Pause Test	7 / 12	Thursday, November 19th, 2020 at 11:58 a.m.
<input type="checkbox"/>	Student Afreen	<a href="#">Allowed</a>	Grade 1 (Eng. B)	Active	Writing: Question: 5 / 28	7 / 32	Thursday, November 19th, 2020 at 11:51 a.m.
<input type="checkbox"/>	Student Alan	<a href="#">Allow</a>	Grade 1 (Eng. B)	Waiting	Waiting	N/A	Thursday, November 19th, 2020 at 11:50 a.m.
<input type="checkbox"/>	Student Brice	<a href="#">Allowed</a>	Grade 1 (Eng. B)	Paused	Writing: Pause Test	0 / 32	Thursday, November 19th, 2020 at 12:08 p.m.
<input type="checkbox"/>	Student One	<a href="#">Allow</a>	G3 - Changes in Missouri	Waiting	Waiting	N/A	Thursday, November 19th, 2020 at 11:58 a.m.
<input type="checkbox"/>	Student Three	<a href="#">Allow</a>	AH - Pre-Columbian Settlements	Inactive	Student Verification	N/A	Thursday, November 19th, 2020 at 11:58 a.m.
<input type="checkbox"/>	Student Two	<a href="#">Allow</a>	G5 - Changes in Society-	Inactive	Grades 4 to 5 this is a really long part name:	6 / 20	Thursday, November 19th, 2020 at 11:58 a.m.

# Test Monitoring Application



## Test Monitoring Dashboard

- Waiting Room tab filters all participants that are waiting to start the assessment so all remote participants can begin together
- Shows how long each participant has been waiting, students will drop from waiting room once allowed into test to begin
- The TA can allow one or all participants in to test

The screenshot shows the Test Monitoring Dashboard for DRC INSIGHT. The dashboard includes a monitoring code (SIX4896) and an expiration time (Tuesday, November 10th, 2020 at 11:59 p.m.). A 'Generate New Code' button is visible. The 'Waiting Room' tab is active, showing 2 participants out of 8 total. A search bar and filter dropdown are present, along with a 'Clear Filters' button and an 'Allow' button. A table lists participants with columns for Name, Actions, Assessment, Registration Start, and Elapsed Waiting Time.

<input type="checkbox"/>	Name ↑	Actions	Assessment	Registration Start	Elapsed Waiting Time
<input type="checkbox"/>	Student One	<a href="#">Allow</a>	G3 - Changes in Missouri	Tuesday, November 10th, 2020 at 10:54 a.m.	13 minutes
<input checked="" type="checkbox"/>	pkl pkl	<a href="#">Allow</a>	Grade 1 (Eng. 8)	Tuesday, November 10th, 2020 at 11:07 a.m.	0 minutes

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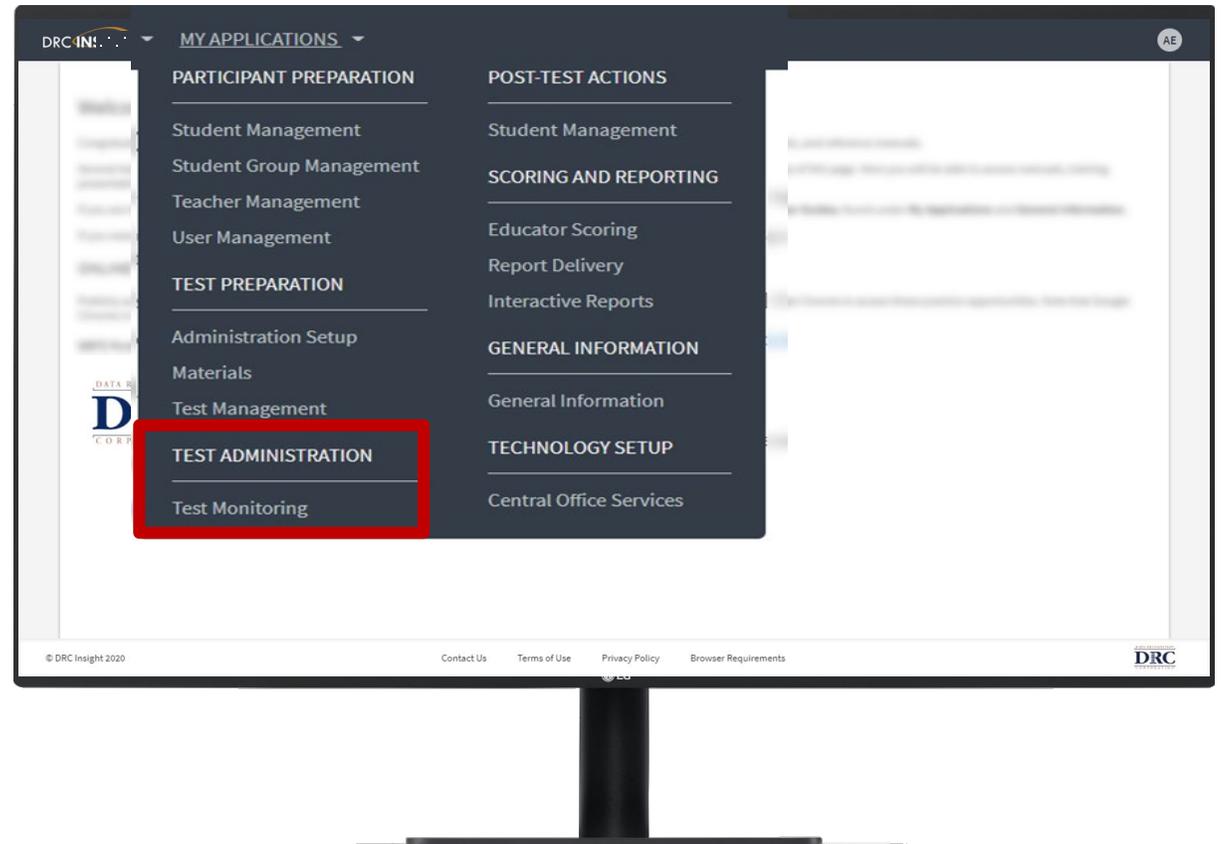
# Test Monitoring Permission and Code

# Test Monitoring Application Permission



## Obtaining the Test Monitoring Code

- Permission: **Test Monitoring Access** will be provided to ELACs by January 8, 2021.
- ELACs should assign permission to TAs conducting LAS Links Remote Administration as applicable.
- The Test Monitoring Application is required for remote testing, and optional for in-person testing.
- Access Test Monitoring Application in My Applications > Test Administration > Test Monitoring

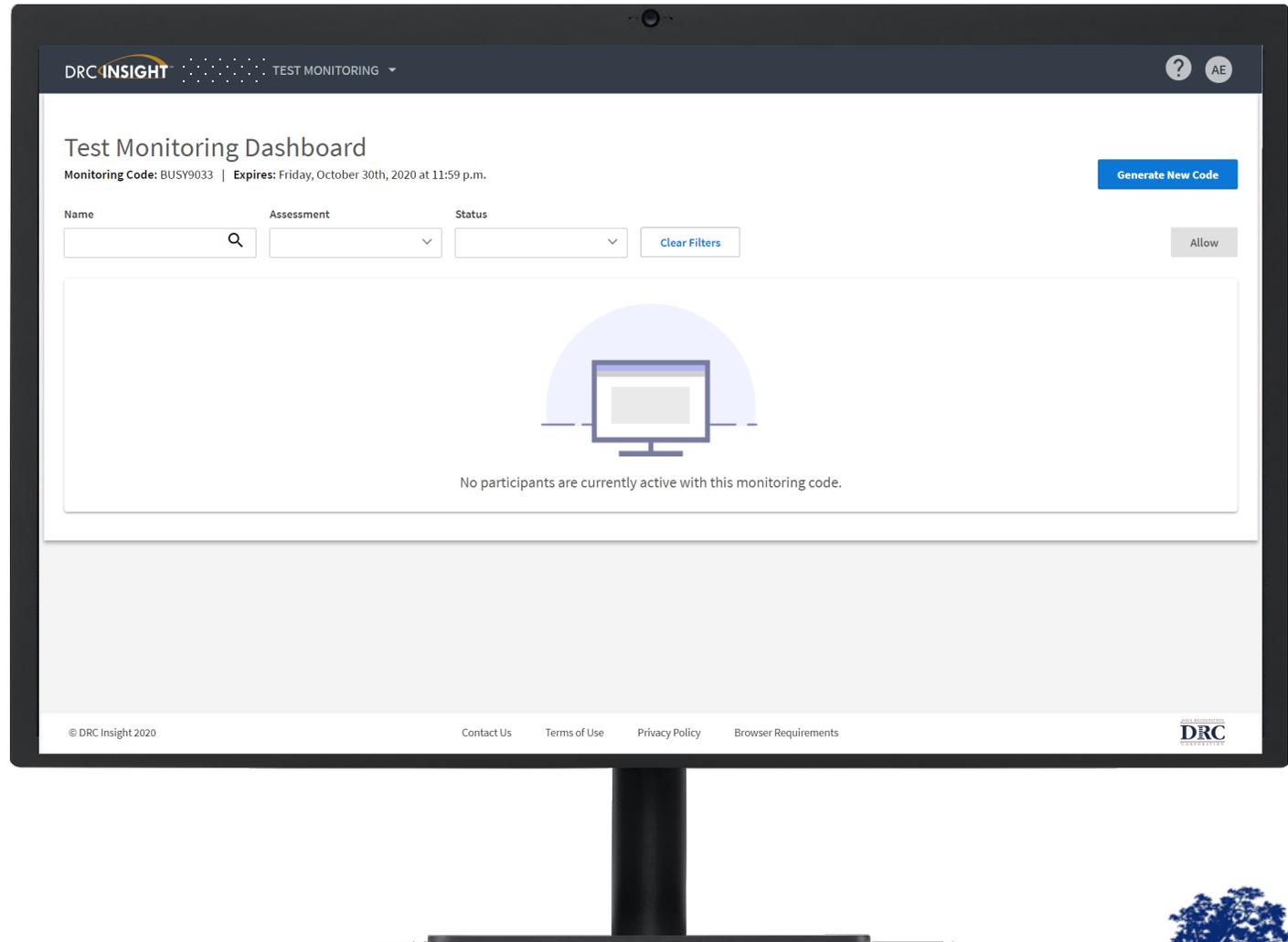


# Test Monitoring Application



## Test Monitoring Dashboard

- A code is automatically generated once the test administrator enters the Test Monitoring Application in the DRC INSIGHT portal.
  - The Test Monitoring Code is active for the day and expires at 11:59 p.m. local time on their expiration date.
  - TAs can set the monitor codes to expire 5 days in the future, although it is best practice to use a new monitoring code each day to ensure a clear view of active students.
- Allow code to expire at end of day.

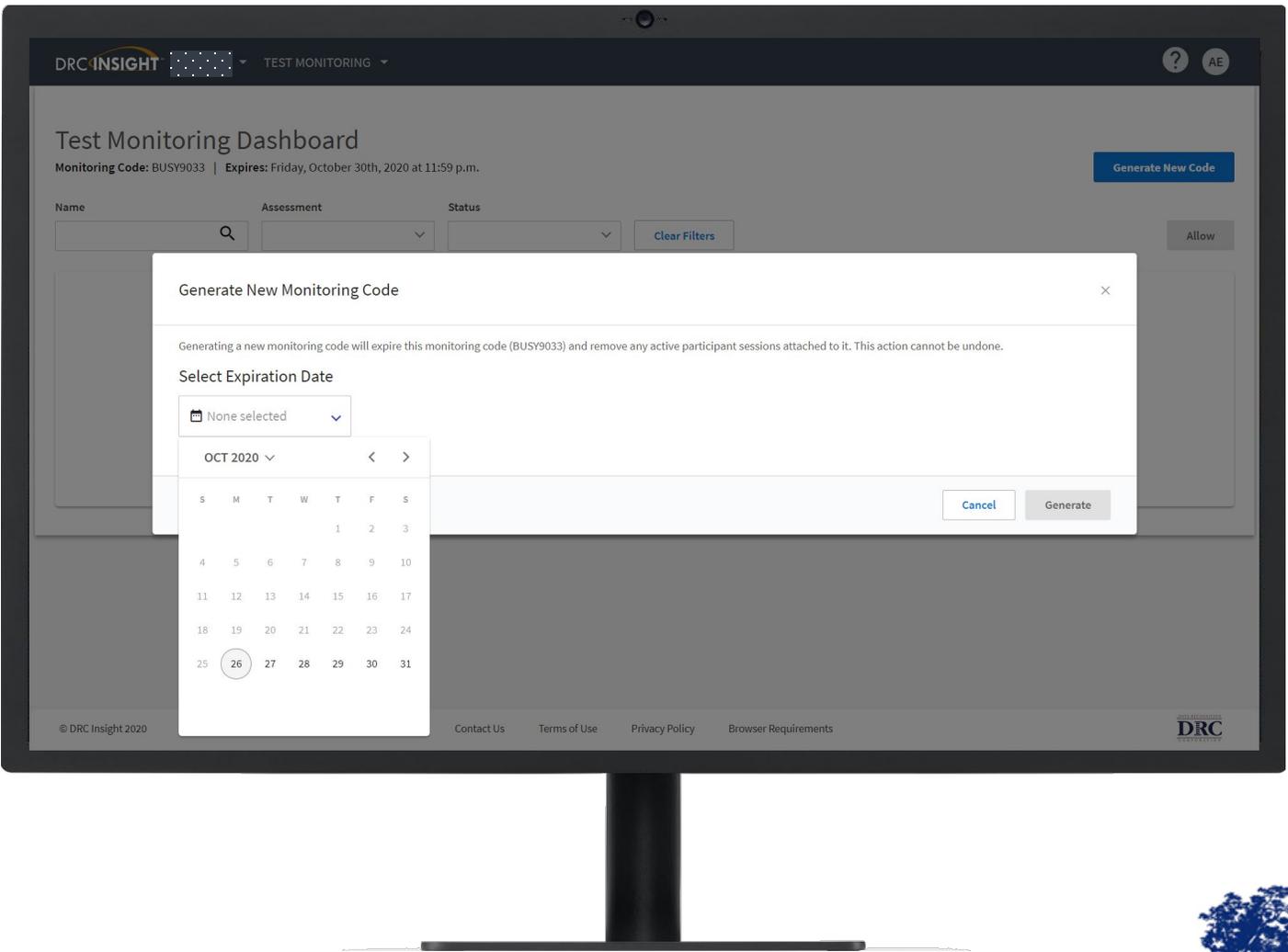


# Test Monitoring Application



## Test Monitoring Code

- Although a new Test Monitoring Code can be generated at any time by clicking Generate New Code, it is not recommended.
- **Warning:** If a new code is generated while students are using the prior code, they will no longer be monitored by the test administrator on screen.





# Student Experience

# Student Start Up Steps



- The student will be given the public URL via the web conference private chat to access the test login page.
- Student enters their **username** and **password** provided by the TA using private chat, and selects **Sign In**
- Student verifies name, grade, SASID, and school
- Finally, the student will enter the **Test Monitoring Code** provided to them
- Once a valid code is entered the **Continue** button is enabled

The screenshot shows the 'LAS Links' logo at the top left. Below it, the text reads 'Sign in to DRC INSIGHT with the Username and Password provided to you.' There are two input fields: 'Username:' and 'Password:', both with red arrows pointing to them. A blue 'Sign In' button is to the right. Below the password field is a 'Back' link and a small copyright notice. A red arrow points from the 'Sign In' button to the right, leading to a profile verification screen.

Welcome **student valentine**

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

Test Name: **Grade 1 (Eng. B)**  
Test Session: **EPM TMA - All Domains**  
School Name: **SAMPLE SCHOOL**

Student ID: **1201201201**  
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.

Enter Monitoring Code:   ✓ Valid Monitoring Code

# Test Monitoring Application – Student Experience



## Waiting Room

- Students are placed in a “Waiting Room” until the TA allows them to start the assessment
- The student’s status will be “Waiting” on the Test Monitoring Dashboard
- Once allowed, the student can begin their assessment





# Test Administrator Experience

# LAS Links Remote Test Administration – Overview



The TA:

- generates a Test Monitoring Code each morning
- invites the student to a web meeting via email
- puts each student in a breakout room to:
  - Confirm the student’s workspace and readiness
  - Provide each student with test ticket login credentials via private chat



After completing all private breakout room sessions, the TA provides all students:

- The DRC public URL for the remote assessment via chat, provide the entire URL with no blank spaces
  - The public URL is only meant for students testing remotely, if you are testing students in-person they should be testing on the DRC INSIGHT Secure Browser.
- The Test Monitoring Code verbally and/or via large group chat

# Remote Test Administrator – Testing Activities



From a Google Chrome Browser, launch LAS Links test using DRC Public URL, provide the entire URL to a student, remove blank spaces:

<https://wbte.drcedirect.com/LL/#portal/ll/592030/exam/1?index=1&adminId=592030&testMonitoring=Required&testAccessControl=true>

Students:

- enter their username and password for LAS Links testing
- verify their information and enter the Test Monitoring Code
- are directed to the Waiting Room

Once all students are in the Waiting Room, the TA allows them to start the assessment.

Students:

- select the Continue button in the Waiting Room and start the assessment
- can toggle to private chat with the test administrator if they have questions or need assistance

# Remote Test Administrator – Testing Activities



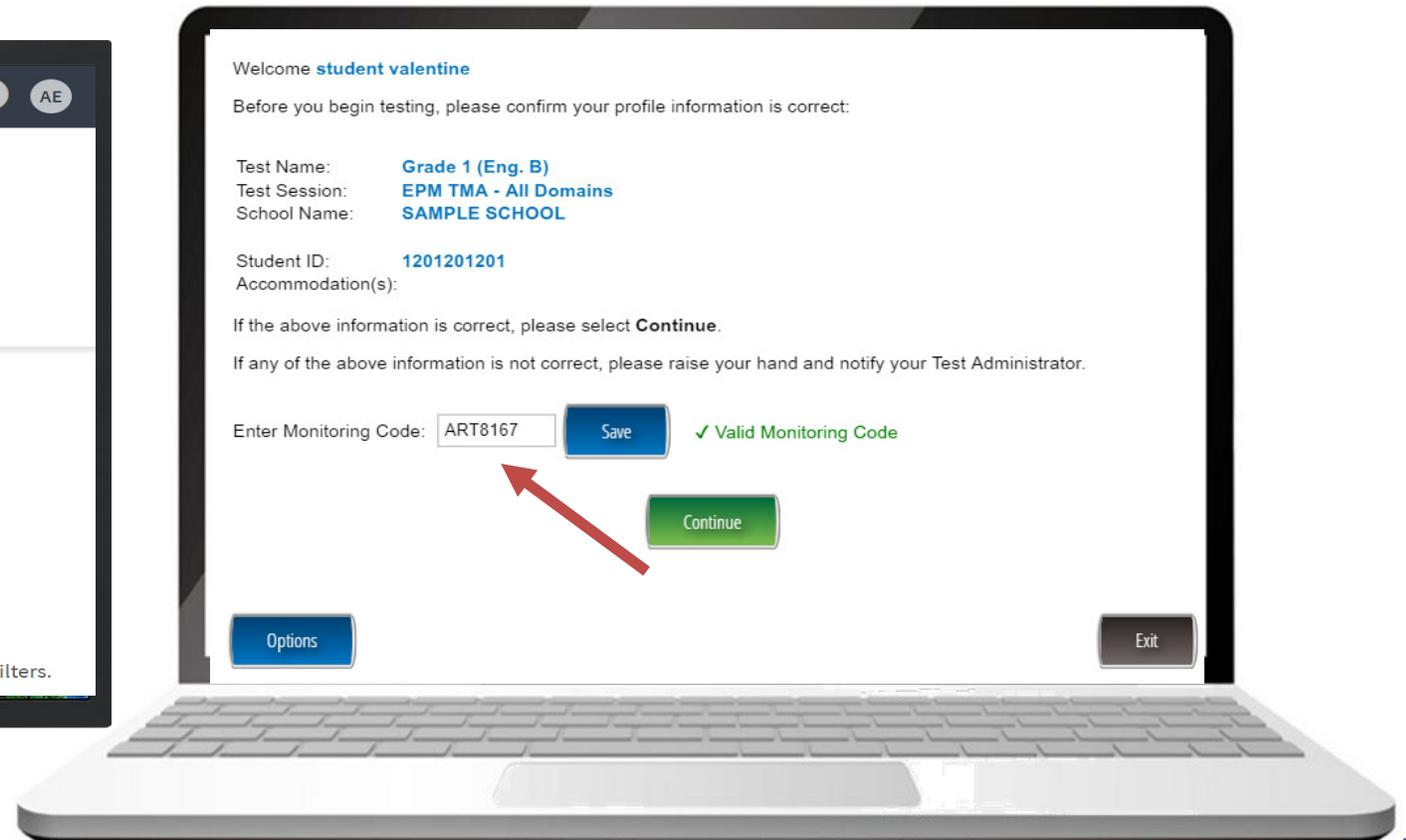
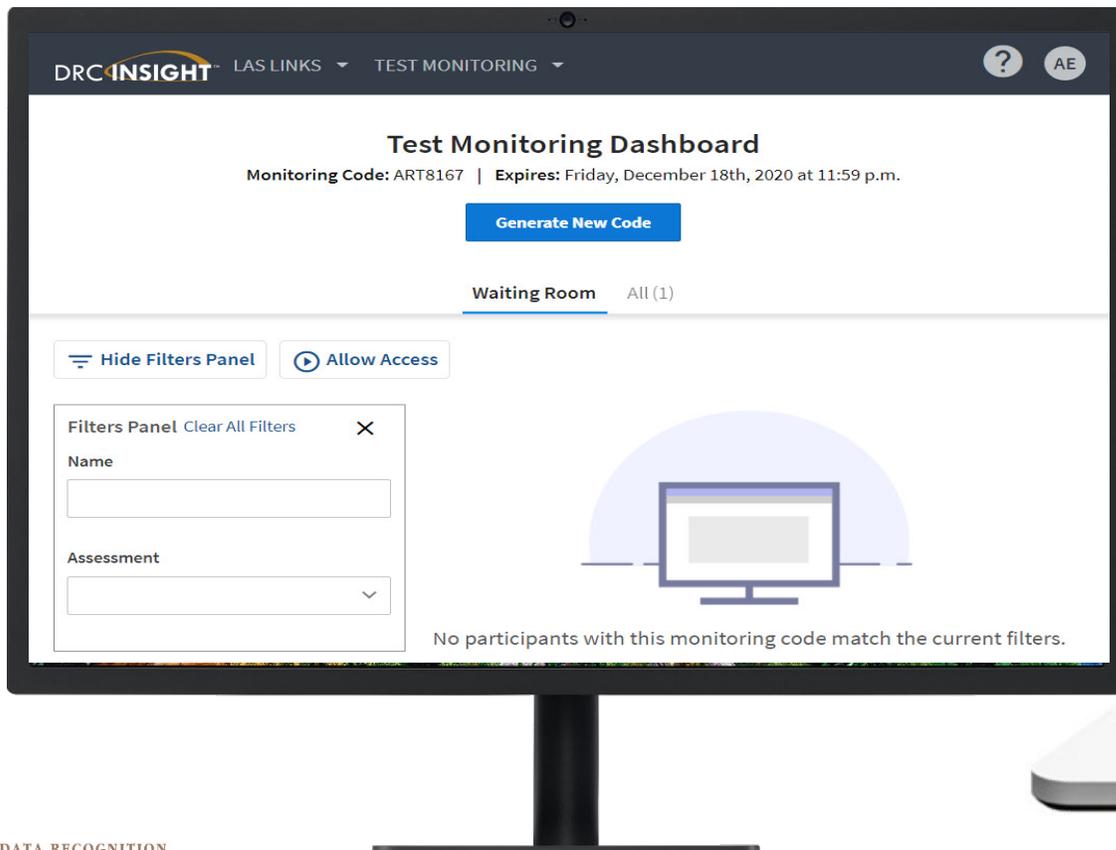
Test administrators monitor student progress using the Test Monitoring Dashboard

- TA actively views students during the test to identify any potential test irregularities
- If a TA needs to remove a student from a test due to testing irregularity, the TA must log into the student’s test using the student’s login credentials. Student will be presented with an error message.
- If a TA notices a student is not attentive, they can also ask the student to Pause and Exit the test.
  - The student can either re-enter the subtest at a later time or the TA may contact their ELAC due to a test irregularity.
- All appeals related to irregularities must be submitted to CSDE by the ELAC using the established procedure as defined in the Appeals Process document outlined on the <https://laslinks.com/connecticut-information/> under Assessment Administration.

# LAS Links Remote Administration – Side by Side Test Administrator and Student



Student enters test monitor code and currently TA views an empty waiting room on their dashboard.

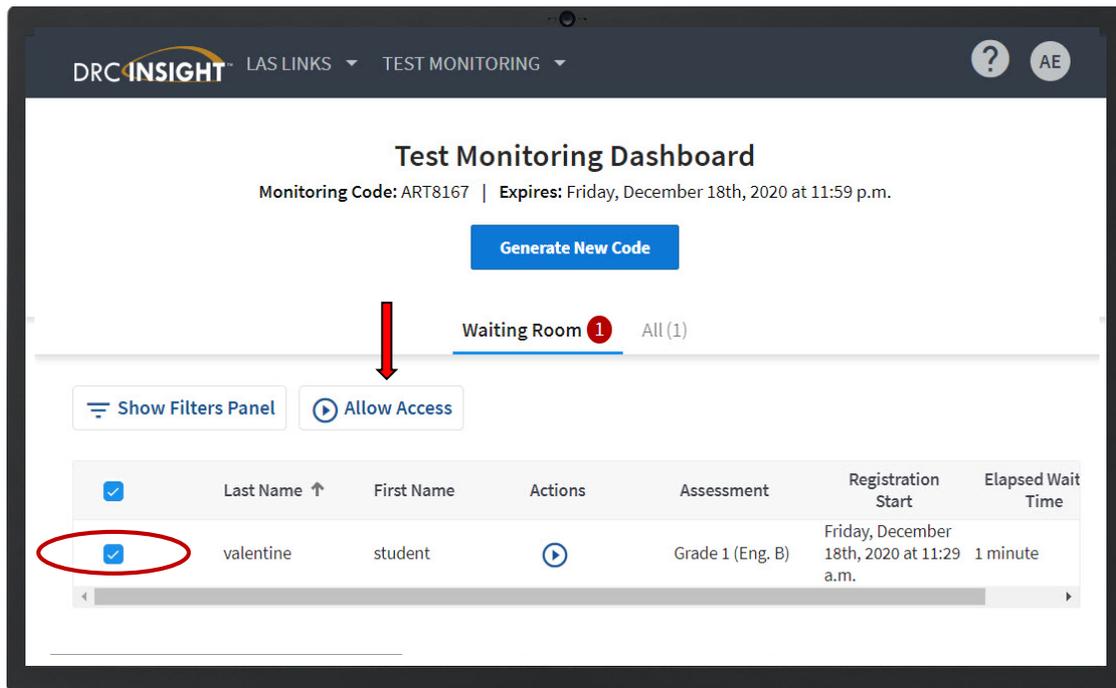


# LAS Links Remote Administration – Side by Side

## Test Administrator and Student



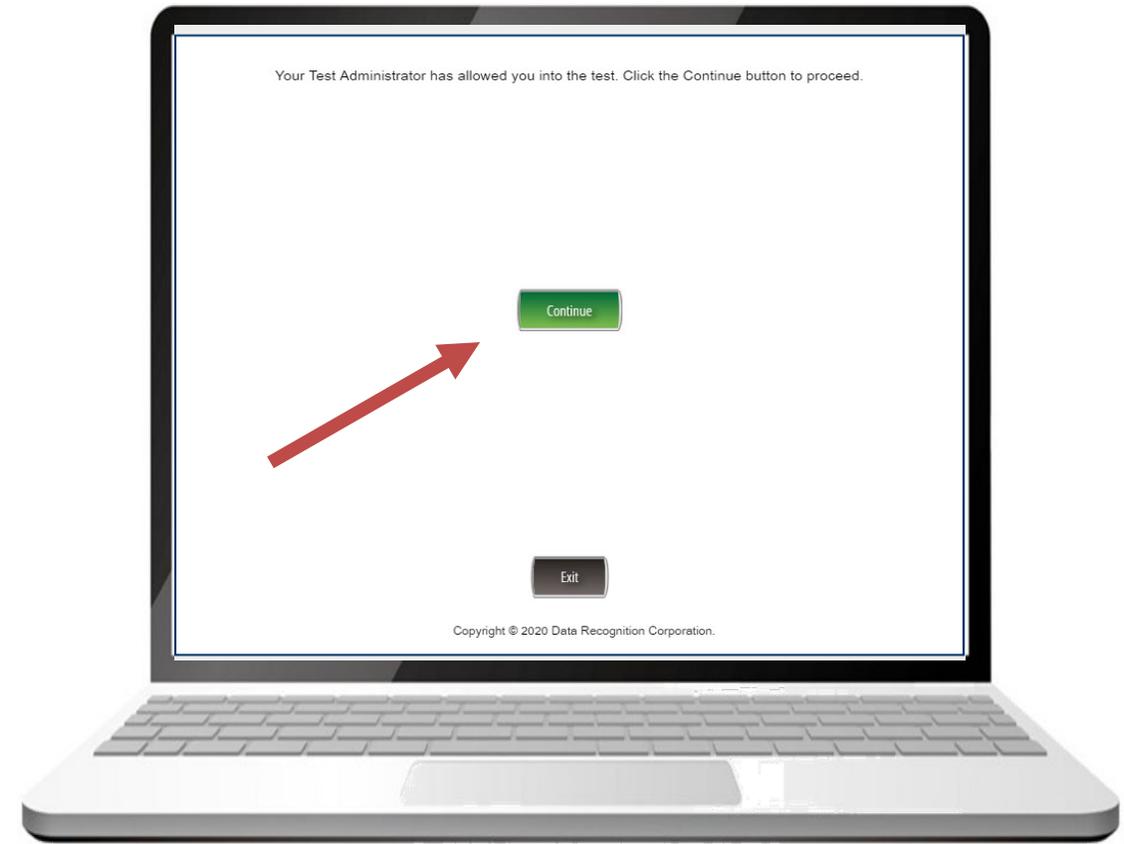
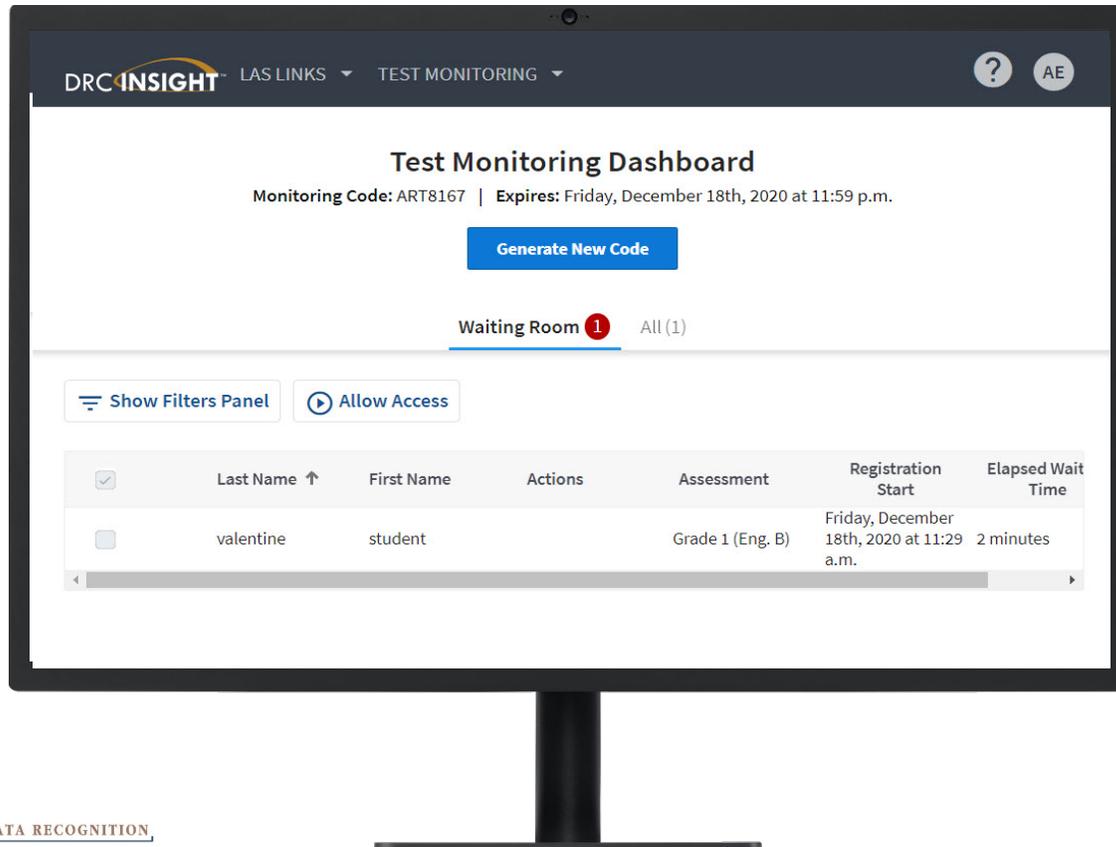
Once the student enters a valid test monitoring code and clicks Continue, the student sees a waiting room message and spinning circles. The TA views the student(s) in their waiting room and will check the box next to the student(s) name and then **Allow Access**.



# LAS Links Remote Administration – Side by Side Test Administrator and Student



Once the TA has allowed access for each student the student will see a green **Continue** button. Student clicks on continue button.



# LAS Links Remote Administration – Side by Side Test Administrator and Student



Next, the student will be presented with their available subtests. On the Test Monitoring Application Dashboard, the TA will see that the student has entered the subtest selection screen. The student selects the subtest as directed.

The screenshot shows the 'Test Monitoring Dashboard' for 'student valentine'. It includes a monitoring code (ART8167), an expiration date (Friday, December 18th, 2020 at 11:59 p.m.), and a 'Generate New Code' button. Below this, there are tabs for 'Waiting Room' and 'All (1)'. A table lists the student's details and assessment information.

Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress
valentine	student		Grade 1 (Eng. B)	Active	Test Modules	N/A

The screenshot shows the student's subtest selection screen. It displays a message: 'The following tests have been scheduled for student valentine!'. Below this, there are instructions: '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.' A list of subtests is provided with clickable links: Speaking (Click Here), Listening (Click Here), Reading (Click Here), and Writing (Click Here). At the bottom, there are 'Options' and 'Exit' buttons.

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

# LAS Links Remote Administration – Side by Side Test Administrator and Student



As the student continues through the test, the TA will be able to track the student through the Navigation and Progress tabs.

DRC INSIGHT LAS LINKS TEST MONITORING

### Test Monitoring Dashboard

Monitoring Code: ART8167 | Expires: Friday, December 18th, 2020 at 11:59 p.m.

Generate New Code

Waiting Room All (1)

Show Filters Panel Allow Access

Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress
valentine	student		Grade 1 (Eng. B)	Active	Speaking: Audio Setup	N/A

Speaking student valentine

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?
  - o If yes, click I heard my recording.
  - o If no, raise your hand and ask for help.

This test requires the use of a microphone. If a microphone is not already enabled on your computer a prompt will display to allow/disallow microphone access.

OK

Exit



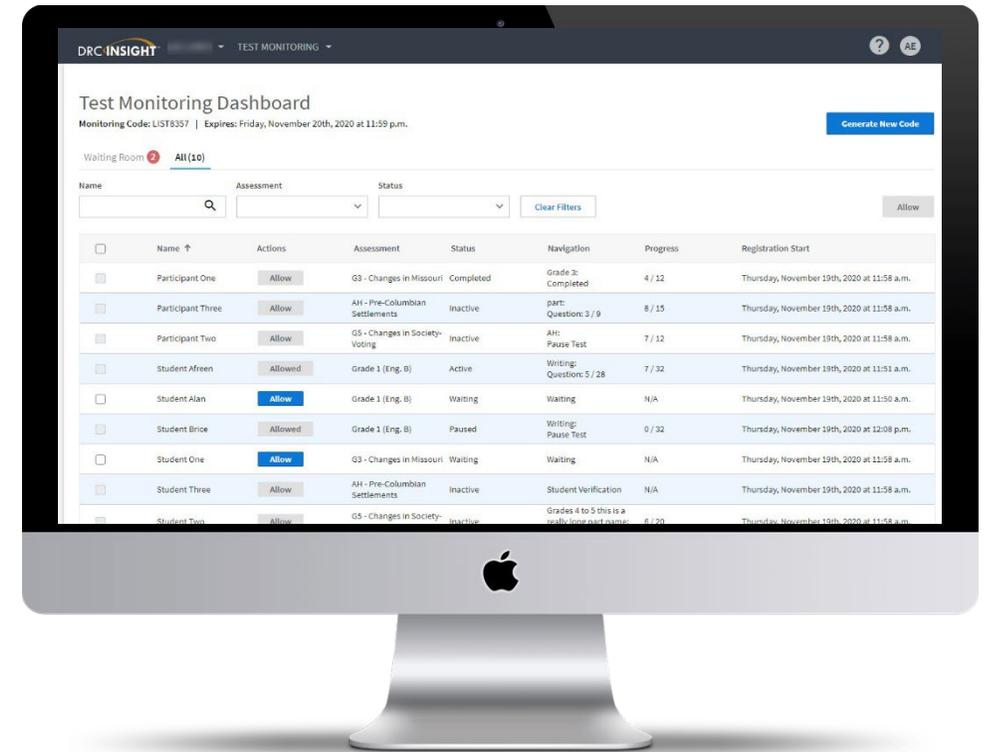
# Additional Information

# Additional Information Test Monitoring Application



## Security and Privacy

- Test administrators see only students using their provided Test Monitoring Code.
- Test administrators can not share Test Monitoring Code with others.
- Students are in only one Test Monitoring session at a time.
- Test administrators cannot see students responses, only that they have responded to a test item.
- Monitoring codes expire.
  - Best practice is to allow the codes to expire at end of day and to generate a new code daily.



# Test Monitoring Application



## Test Monitoring Online Help

If you select the “?” in the upper right hand corner Online Help opens to answer common questions regarding the Test Monitoring Application:

- Application overview
- Managing Test Monitoring Codes
- Test Monitoring Dashboard Overview
- Review participant experience

The screenshot displays the DRC Test Monitoring application interface. The header includes the DRC logo and the title "Test Monitoring". A navigation menu on the left lists "Test Monitoring Overview" and "Generating and Using a Monitoring Code". The main content area is titled "Test Monitoring Overview" and contains an "Overview" section. The overview text explains that the application uses a Monitoring Code to assign a participant's test session to a Test Monitor. It lists filterable information: Participant Name, Assessment, Status, and Registration Start. A note refers to the "All Tab section" for a full description of statuses. The text also describes how Test Monitors can track participants across different test administrations and locations, and how Monitoring Codes are generated and expire. It details the configuration options for Test Monitoring, including "Not Used", "Optional", "Required", and "Restricted Access". A "Waiting Room Tab" section is also visible, explaining that it contains participants in a Waiting status and shows the number of participants currently in the Waiting Room.

# Tech Bulletin Supplement for DRC INSIGHT Portal User Guide



## **TECH BULLETIN: Using the Test Monitoring Application in the DRC INSIGHT Portal**



**Revision Date: November 19, 2020**

### *Summary*

This Tech Bulletin describes how to use the Test Monitoring application in the DRC INSIGHT Portal to monitor participant testing activity throughout the duration of their test using Monitoring Codes.

Test Monitors will be able to see participants who have logged in to a test and registered to a Test Monitoring Dashboard. The Test Monitoring application provides visibility to the participant's status throughout the testing session, including the screen or question on which the participant is currently working, and progress towards completion within the test. Information displayed on the Test Monitoring Dashboard updates in near real time.

The Test Monitoring application within the DRC INSIGHT Portal uses a Monitoring Code to assign a participant's test session to a Test Monitor's Test Monitoring Dashboard. To do this, a Test Monitor will open the Test Monitoring application where a random unique Monitoring Code will be assigned. The Test Monitor will share this code with the participants they will be monitoring. After logging in to a test, participants will enter the Monitoring Code and they will then show up on the Test Monitoring Dashboard. Participants can only be assigned to one Test Monitoring session per test unless the Test Monitor generates a new code and expires the existing code.

Test Monitors have the flexibility to track participants across different test administrations and across different sessions, if needed. Test Monitors can only see participants using their Monitor Code.

# LAS Links Remote Administration Support for District Personnel



**LAS Links Help Desk 866.282.2250 Option 2  
(7:00 a.m.-8:00 p.m. EDT)  
or [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)**



**LAS Links Project Manager, John Caliendo  
855.839.1181 Option 2  
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