



# LAS Links Scoring Process



## GUIDANCE DOCUMENT

Please be sure to fill out and submit this [Scoring Information Form](#)

1. DRC Scoring Services: Purchasing and Invoicing
  - For **Identification** scoring:
    - LEAs should create test sessions that have a start and end date that spans the dates you would like to utilize scoring services. For instance, if you plan to utilize DRC Scoring Services the entire school year, create test sessions with a start date reflecting the first day of school (or first day of testing) and an end date of the last day of school (or last day of testing)
    - DRC will invoice you quarterly against your initial PO number for the actual number of students who were scored. This allows you to have no interruption in testing/scoring and allows you to continue to use the same test sessions without having to create new sessions every quarter.
      1. If utilizing the same PO for the entire year is an issue, please contact TX Order Support and we will work with you towards a solution.
  - For **Progress Monitoring** scoring:
    - LEAs should create test sessions for just the test window you would like to test students for progress monitoring purposes. For example, if you are progress monitoring in the Fall, set a test window of October 12 – November 13 (for instance).
    - DRC will invoice you for the actual number of students scored upon the end of the test window.
2. When utilizing DRC Scoring Services for English learner Identification and/or Progress Monitoring create your sessions in your DRC SCORE ID account for ID testing and your PM account for Progress Monitoring testing:

District

ISD - 100057
ISD - 100057922
ISD (DRC SCORE ID) - 122057922
ISD (PM) - 133057922

**NOTE:** If you plan on scoring locally using Educator Scoring (for ID), **you must test in your original account (has the 100 code)**. You **may not** have a mix of Educator Scoring and DRC Scoring Services in the same account (it is an either/or).

3. Once you have created all of your Test Sessions, **contact DRC** to request that all test sessions be moved to DRC Scoring:
- Only DRC is able to move sessions to DRC scored. LEAs are not able to do this as you will see when you create a test session, you are unable to click on the “Change the to DRC Scored”. This is by design as DRC will only make the change once a purchase order for scoring services is received and the LEA has alerted DRC that all test sessions have been created.

\* Indicates required fields

Session Name  \*

Scoring Option Status: Educator Scored **Change to DRC Scored**

Test Administrator

LAS Links Test Form

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

Available Subtests

Subtest(s) Chosen for Session

**By design, "Change to DRC Scored" is not enabled. Only DRC can change the session to DRC Scored.**

- This process takes place overnight;
- When/if new sessions are added later, DRC will automatically move those sessions to DRC Scored as well (no need to contact tech support again);
- Once sessions are moved to DRC Scored, they cannot be moved back to Educator Scored (local scoring):

	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	ISD (DRC SCORE ID)	MIDDLE	Interim Assessment 1 Progress Monitoring Form D	Grades 6-8 (Eng. D)	Not Started	9/21/2020	10/9/2020	DRC Scored	

4. Scoring begins when the student submits a completed subtest:

- Scores will become available upon the completion of scoring for each individual subtest:
  - Listening and Reading\* – available within 30-60 minutes of subtest completion;
  - Speaking and Writing – available 5-7 business days from the time the individual subtest is submitted as complete;

\*If utilizing Forms C, D and/or Español B, the Reading test for grades 4-12 includes holistically scored items and therefore scores will be available within 5-7 business days of subtest completion
- In summary, it will take 5-7 business days to generate a **complete** LAS Links On-Demand Student Report.



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- When students complete the Speaking and Listening tests, their answers will automatically go into scoring mode. No additional steps are needed.
  - However, if a student does not (and will not) fully complete the Speaking and Listening test(s) and pauses the test, you will need to “End Incomplete Tests”. Please find guidance on this step by clicking on this link: [Ending Incomplete Tests](#)

5. Be sure that students fully submit the Reading and Writing tests by clicking “End Test” when done:

The screenshot shows a 'Reading' test interface for a 'Training Student'. At the top, it says 'Please be sure you have answered all of the questions. Click on the question line to move to that question.' Below this is a table of 35 questions, each with a checkbox indicating its status. Questions 1-7 are answered, 16 is flagged, and 15, 29-35 are unanswered. A yellow bar says 'Scroll Down To See More'. Below the table are checkboxes for 'Answered', 'Unanswered', and 'Flagged'. At the bottom, there are buttons for 'Options', 'Return to Questions', and 'End Test'. A red arrow points to the 'End Test' button. A text box at the bottom explains: 'Once Reading (or Writing) 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.'

6. Test administrators should monitor the status of assessments to be sure none are left in “in progress” status:

- In the rare case where a student fails to click End Test (R/W) or paused the test (S, L, R, W) and they are actually done but didn’t submit the test completely, it will need to be moved to complete status by the test administrator so the assessment goes to DRC scoring. Please find guidance on this step by clicking on this link: [Ending Incomplete Tests](#)
- Utilize the Student Status Dashboard to monitor student testing progress. Guidance information can be found by clicking on this link: [Utilizing the Student Status Dashboard](#)

7. If you purchased the LAS Links Interactive Reports, please contact DRC when your test window has ended and your student results will be moved to Interactive Reports within 15-20 business days of test window completion.
- You (the POC) will be able to access the Interactive Reports by logging into [www.drcdirect.com](http://www.drcdirect.com) > My Applications > Interactive Reports
  - Remember that the POC must give Interactive Reports to all additional LEA stakeholders as needed.

<b>DRC Customer Service – Texas</b>	
Toll Free: 833-867-5679 Option 1 <b>Order Support</b> Texas Order Support Email: <a href="mailto:LASOrderTX@datarecognitioncorp.com">LASOrderTX@datarecognitioncorp.com</a>	Toll Free: 833-867-5679 Option 2 <b>Technical Support</b> Texas Technical Support Email: <a href="mailto:LASTechTX@datarecognitioncorp.com">LASTechTX@datarecognitioncorp.com</a>
Customer Service Hours: 8:00 am – 4:30pm CT M-F <a href="http://www.LASLinks.com/Texas">www.LASLinks.com/Texas</a>	