



● ● ●

Connecticut LAS Links Remote Instructions for Test Administrators 2/17/2021 (rev)

Data Recognition Corporation (DRC)
13490 Bass Lake Road Maple Grove, MN 55311
DRC INSIGHT Portal for LASLinks:
<https://il.drccdirect.com>
Customer Support: 1-866-282-2250 Option 2
7:00 a.m. to 8:00 p.m. EDT, M-F
Customer Support LASLinksHelpDesk@datarecognitioncorp.com
Revision Date: February 17, 2021

Connecticut Remote Administration of LAS Links Overview

Due to recent challenges related to COVID-19, Data Recognition Corporation (DRC), in collaboration with the Connecticut State Department of Education (CSDE), is allowing the 2021 remote administration of the LAS Links Online English Form D assessments using a provided web-conferencing service with a provided URL. This decision is based on the thoughtful review of feedback, data collections, changes in District Learning Models, and current English learner (EL) attendance data.

The CSDE expectations for the delivery of the LAS Links Assessment are dependent on the current learning model the student may be using, and the following of established district safety protocols.

- For eligible students in a fully in-person or hybrid model, proctors can administer the LAS Links over multiple test sessions in the on-site school setting as required during the testing window (January 4-April 30, 2021). This is the preferred method as it is best practice.
All in-person testing should be performed on the DRC INSIGHT Secure Browser.
- Districts may bring students who are currently participating in remote instruction into a secure district location to administer the LAS Links over multiple sessions if proctors are available.
Only remote testing should be performed on the restricted public URL.
- Proctors may administer the LAS Links remotely to a student who is currently participating in remote instruction in their home over multiple sessions.

The paper version of LAS Links is **not** to be used for remote testing. This document provides guidance for the remote administration of the LAS Links Form D English assessment. The intended audience for this document includes test administrators and district staff working with students in Grades K-12 who have been identified as English learners.

General Remote Testing Guidelines

LAS Links Online tests, when administered remotely, should follow the requirements for on-site administration as closely as possible. Additional documents to support this process are available on the [Connecticut DRC LAS Links Website](#) under Assessment Administration. Consider accessing the website often throughout remote testing to check for documentation updates which will be indicated with a revised date.

Remote test administration requires the use of web conferencing platform. (Possible options supported by DRC include Zoom, WebEx, Google Meet, Microsoft Teams, Skype, GoToMeeting, and Blackboard Collaborate.) The test administrator must be familiar with the functioning of the web conferencing platform. **Computer audio and web camera capabilities are required for both the test administrator and student.**

Students are expected to participate in all four domains of the LAS Links Assessment: Listening, Reading, Writing, and Speaking.

Best practice for the domains of Listening, Reading, and Writing are for test sessions to include up to five students only. This provides the best opportunity for test administrators to observe, monitor progress, and engage with each student. Districts may want to consider training additional staff as needed.

Best practice for administering the remote LAS Links Speaking domain is to administer the test session individually. This 1:1 test setting provides the most valid results. The student tested individually is not distracted by other peers testing and speaking aloud, and the student being tested individually will have the greatest opportunity to provide a clear response using their microphone. Districts should consider bringing students back into the district to administer the Speaking domain if more students need to be tested at one time.

Student usernames and passwords must be kept secure. In the remote testing administration, they are provided to the student by the test administrator at the time of testing within the web conference via a private chat or breakout room. Test administrators obtain the usernames and passwords from the test tickets associated with the test session in the DRC INSIGHT application, just as they would for the on-site administration.

Embedded in the LAS Links Remote Testing Administration is the required use of the Test Monitoring Application (see the Test Monitoring Application under Guidelines for Test Administrators Test Preparation below).

The CSDE very strongly recommends that a parent/guardian or other responsible adult is present during each testing session.

Parent/guardian materials are available and include:

- The Parent/Guardian and Student Agreement for LAS Links Remote Testing; and
- The Parent/Guardian LAS Links Remote Testing Checklist.

Preparing Parents/Guardians and Students for Testing

It is highly recommended that prior to the day of testing, the test administrator should schedule a “practice” web meeting with the student(s) where the student(s) will take the LAS Links Online Practice test. This practice meeting exposes the student to the web meeting software, is a chance to check for any system issues, and allows the test administrator to answer student or parent/guardian questions prior to their actual test day.

With this in mind, prior to the day of testing, communicate with the parent/guardian in their native language, when possible, providing them with:

- Information regarding the purpose of the assessment;
- The Parent/Guardian and Student Agreement for LAS Links Remote Testing form; and
- Information regarding testing date(s) and time(s), and the link for the web conference meeting practice session.

LAS Links Remote Instructions for Test Administrators

In the practice session you can review parent/guardian documents and responsibilities, and expectations for the parent/guardian and the student, as well as the technical requirements of the test. During your practice session, allow students to take the LAS Links Practice test using this link (be sure they login using the Google Chrome Browser): <https://wbte.drcedirect.com/LL/portals/ll>.

Guidelines for Students

The following are student requirements for LAS Links Remote Testing Administration:

- Highly recommended that a parent/guardian or other responsible adult is present during each testing session, especially for younger students;
- A computer (desktop or laptop) or other device, such as a Chromebook;
- A web camera;
- A microphone;
- Speakers or headphones; and
- The CSDE, in collaboration with DRC, has approved the use of iPads for the LAS Links Remote Testing Administration although, some additional steps may be required to ensure they are compatible with the requirements for testing. Students must have the web camera on continuously during testing, so this feature will need to be tested with the iPad. In some cases one device is used for testing, while a second device is used for the web conference, so that the test administrator can continuously monitor the student visually at all times during testing.

Note: Smart phones are not allowed for use as a testing device or during the LAS Links testing. If the iPad web camera does not function the secondary device used to observe the student throughout testing may be a smartphone set up to "view" the student.

Guidelines for Test Administrators

Prior to administering the LAS Links remotely, eligible students identified in the Connecticut Public School Information System (PSIS) are uploaded by the CSDE into the DRC INSIGHT platform. This process allows district or school administrators to create test sessions, obtain student usernames and passwords, and generate student reports for both remote and in-person test sessions.

To assess students, the English Learner Assessment Coordinator (ELAC) in each district is provided access to the DRC INSIGHT Portal to create permissions for district and school personnel for various responsibilities including administering the LAS Links Assessment on-site or remotely.

Test Preparation

Choosing the LAS Links remote administration affects only how students participate in the test. It does not affect test administration processes prior to testing. With appropriate administrative permissions, registered students who are English learners are selected and placed into test sessions in the DRC INSIGHT Portal, just as you would for an on-site proctored session. Refer to the [Connecticut DRC LAS Links website](#) to access the DRC INSIGHT Portal.

Schedule Test Sessions

1. Guidance on how to schedule a test session can be found under Testing Resources <https://laslinks.com/connecticut-information/>.
 - For remote testing, you do not need to adjust the Test Sessions to use Test Monitoring Application. The 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.
 - Remember all four subtests need be to set up in a single test session for each student.
 - Speaking tests must be administered with one-to-one testing.
 - Listening, Reading, and Writing tests may be administered in a 1:5 setting (no more than 5 students at a time).
 - Students may take all subtests in one day, or over the course of several days, depending on the age and needs of the student.
 - Students should finish the subtest on the same day the subtest was started.
2. Assign students the related subtests in the same test session (S+L+R+W). All English learners will be testing with LAS Links English Form D.
 - Once a test session is created and rostered, the test session and test ticket can be used to test students in person or remotely.
3. Generate a PDF of the test tickets for your LAS Links Remote test sessions to keep for your reference when providing them to students in the remote administration web conference meeting.

Note: Verify that each student has one test ticket with accurate student information.
4. Copy any relevant information (student first name, last name, SASID, username and password) from each student's test ticket into the reminder document that you create for your personal reference. This information will be shared with each student during your web conference.

Note: PDFs can be turned into Word documents for ease of copy/paste.
5. If the student is eligible for test accommodations, plan to provide them.

Test Monitoring Application

The LAS Links Remote Testing Administration requires the use of the Test Monitoring Application. The Test Monitoring Application is located within DRC INSIGHT and requires the ELAC to provide the Test Monitoring – Access Permission to test administrators who will be conducting the LAS Links remotely. The ELACs will receive this permission the week of January 4, 2021, and ELACs will then be able to distribute the permission to test administrators as needed.

Test Administrators will need to verify their permission to access the Test Monitoring Application prior to conducting any remote tests.

LAS Links Remote Instructions for Test Administrators

The Test Monitoring Application was designed to provide greater test security and monitoring capabilities for the test administrator for remote testing. The application allows test administrators the ability to obtain a Test Monitoring Code. Students are allowed access to the LAS Links Remote testing only after they enter their username, password and test monitoring code provided to them by the test administrator during each testing session. Students remain in a waiting room until granted access by the test administrator.

The Test Monitoring Application allows the Test Administrator to monitor student engagement with the LAS Links Assessment on the dashboard showing students who:

- logged in;
- started the test;
- are progressing throughout the test;
- are on a particular question; and
- completed their test.

Additional information on implementing the Test Monitoring Code and how to use the associated dashboard can be found in the Connecticut LAS Links Remote Test Administration with Test Monitoring Application PowerPoint. **Best Practice is to obtain a new Test Monitoring Code each day and set it to expire the same day.** If a test administrator closes the DRC INSIGHT Application or loses internet connection, you may log back into the test session with the same Test Monitoring Code for the period for which it is active.

Guidelines for Selecting a Web Conferencing Service

The web conferencing service selected for the LAS Links Remote Administration recommends the following functionality:

- Computer-Based Audio and Video
 - Supports “Computer Audio Only” for web sessions. This requires students to use the microphone and speakers on their test devices.

Reminder: Calling in by phone to a remote test session is **not** allowed.

- Breakout/Private Sessions with Private Chat and Screen Sharing Capability
 - Ability to privately authenticate an individual student’s identity
 - Ability to privately distribute test login credentials to individual students
 - Ability to see/monitor student screens while restricting view from the rest of the group
- Screen Sharing by Participants
 - Ability to let students share their screens with the LAS Links Online test administrator in a private breakout room
- Private Chat
 - Ability to respond to individual student inquiries privately
- Meeting Login Information Access when Embedded in a Provided Link
 - Ability for all participants to access the meeting directly from the link without having to provide additional details

Creating a Web Meeting

1. Ensure that your web meeting settings have the following defaults. This will make setting up remote test sessions easier and more consistent. Most web conference services will not allow you to change settings after the meeting has been created.
 - Mute participants upon entry.
 - Allow participants to send chat messages to the host only.
 - Do not allow participants to record the meeting (recording is not required for test administration).
 - Enable breakout sessions/private rooms (ability for only two people to chat). Not all web conference platforms provide this option. It is important to confirm this capability prior to testing.
 - Disable virtual backgrounds.
2. Create a web meeting in your web conferencing program. Make sure the meeting allows sufficient time for meeting management and test administration.
3. Generate a meeting invitation and capture the meeting link to include in a custom email that will be sent to all participants. You should confirm that the link you will be using works before sending it out.
4. Send out a custom email to invite your student and their parent/guardian. This communication should be available in both English and the home language if possible. The communication should include:
 - The link to the web meeting (Do not include a call-in number. Calling in to the meeting by cell phone is not an option for testing.);
 - The date, time, and anticipated duration of the web meeting;
 - Contact information for the LAS Links Remote test administrator (in case of a lost internet connection or other disruptions, families need a contact number and name);
 - General information on which tests the student will be required to take during the web meeting; and
 - The Parent/Guardian and Student LAS Links Remote Testing Agreement, if you did not send it out previously.
5. Create a web conference details/reminder document to stay organized during testing. Include:
 - Meeting details, such as the meeting link, date, start time, and stop time;
 - Student details, such as names, email addresses, test login credentials, and private room numbers if applicable; and
 - An area to document any unusual events that occur during testing.

Day of Testing

Data Recognition Corporation highly recommends that you simulate a remote testing session using the LAS Links Practice Test with your students (preferred) and/or work colleagues before attempting to administer and proctor the live LAS Links Remote assessments with students.

- Provide the test link and login credentials during your web conference, not before.
- Speaking will be administered with one-to-one testing.
- Listening, Reading, and Writing may be administered in a 1:5 setting (no more than 5 students at time).
- Students may take all subtests in one day or over the course of several days depending on the student needs.
- Students should finish a subtest that is started on the same day.
- Recommended: Include only students who are in the same grade band of the LAS Links test in the same web meeting.
- Once students have logged into the web conference, assign students to individual private rooms.

Note: When practicing test, administrators will not be able to use the Test Monitoring Application with Practice Test.

Managing Your Web Meeting

Students may find remote testing stressful and/or disorienting. After a brief introduction, it helps to let them know what to expect as they go through the experience.

In the Main Meeting

- Let the students know that you will leave the main meeting to work with students individually in their private rooms. Tell the group that you will be monitoring their activity throughout your time together, and that you will return to the main meeting after each student has been checked in.
- Let the students know that they cannot stand or leave the room during the web meeting. However, if the student informs you that they must stand or use the restroom, instruct the student to pause their test. Twenty minutes are allowed before the test session will close.
- Explain to students how to use the chat or raise their hand in the program to get your attention if they have questions.
- Watch for unusual activity, such as students moving outside of the web camera frame, cell phone glow, and reflections in mirrors or glasses.
- Explain how students should let you know when they have finished their tests, and how they will be dismissed from the web meeting. Ask them to destroy the scratch paper they used during testing.

When Using Web Conference Private Rooms

1. Invite students, one at a time, to meet with you in their private room.
2. Validate the student's identification according to the requirements of your program. This may include capturing the number from a school identification card as the student holds it up to the web camera and/or confirming the correct spelling of the student's name and other details.
3. Have the student or parent/guardian use the web camera to show you the table or desk is clear of any items that are not allowed. Students may have paper and pencil available.
4. Send, via private chat, the details for the student's LAS Links Remote test session. **When testing remotely do not use the DRC INSIGHT Secure Browser that may be on your student's computer.**

Provide the student the following URL for the LAS Links Remote Test Administration:

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

IMPORTANT NOTE: Provide the **entire** URL above 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.

- Student's username (must match the student's Test Ticket exactly)
- Student's password (must match the student's Test Ticket exactly)
- Which LAS Links Remote content area they should be taking
- The Test Monitoring Code (same code is given to all student's you are currently testing)

The student should not set the URL as a favorite or bookmark because it will not work.

5. **Tip:** Organizing these details beforehand in a test administrator reference document makes them easier to cut and paste into the chat. Make sure to provide login credentials only to the specific student to which they apply.
6. Return the student to the main meeting room.
7. Go through Steps 1 through 6 for each student participating in your web meeting.

Sample Script:

Before you begin testing, I want to make sure you are the student who is going to be tested, and I will ask you to move your web camera to show that things that are not allowed during this test are not near you. The only things allowed near you during testing are your computer, paper, and a pencil. Your parent or guardian may be in the room with you, but they cannot help you to complete the test.

I will use my web camera to watch you take the test while I ask you questions. I cannot help you answer questions, but I can help you with any problems you might have with the computer or test directions. Let me know if you have a question by raising your hand on the screen, using a chat section, or by speaking to me. Please focus and do your best to complete each part of the test.

Do you have any questions now?

I will now move each of you into individual testing rooms on the computer to make sure we all have the correct information. This may take a few minutes. I appreciate your patience.

Observing Students During Testing

The test administrator should carefully watch each student complete their tests. You will not be able to see the student test interface (the LAS Links Assessment), but you will be able to see each student at all times because they will be using their web camera. For the Speaking subtest, unmute the student's microphone via the web meeting so that you will be able to hear the student respond to each Speaking item.

In addition to visually observing each student participate in LAS Links Remote testing, test administrators monitor how students are engaged in the testing process and their progress by regularly viewing the Test Monitoring Application dashboard.

Test Administrator Stopping a LAS Links Subtest

Stopping a student's subtest is allowed only if there are testing irregularities that occur.

To interrupt a student's LAS Links Remote test due to a testing irregularity, you must log into the same test using the student's login credentials. This will present the student with an error message and allow you to take over, exit and submit the test. At this point, you will want to report the irregularity to the appropriate administrator.

Student Stopping a LAS Links Subtest

If the test administrator determines that the student should no longer continue with the subtest, (not attentive, not participating, i.e., conducting an activity considered an irregularity) ask the student to click the **Pause** button at the bottom of the testing program page and then **Exit**. Your web conferencing program should allow you to remove the student from the web meeting.

The student should be completing the test in one day. If the student is not engaged or not participating, they can re-enter the test. If the student does not re-enter the test the same day, the Test Administrator should contact their ELAC for further guidance. An appeal to continue testing must be submitted to the CSDE.

Appealing a LAS Links Test

English Learner Assessment Coordinators may file an appeal to invalidate a LAS Links subtest if a student violates the testing rules. The test administrator should document the testing irregularity in the notes from your web meeting to share with the ELAC. Information about the Appeals process is available on the Connecticut DRC LAS Links Website.

Note: Once a subtest has been approved for invalidation, it cannot be returned to valid/reporting status.

English Learner Assessment Coordinators may also file an appeal due to an irregularity. Requests may include:

- **Unlock** a test: allows student to re-enter test with same test ticket and respond within the same test, starting where the student has left off.
- **Regenerate:** all previous student responses for the particular subtest, are cleared and student starts again at item #1 for that subtest with a new test ticket.
- **Purge:** all previous student responses for **all** subtests are cleared and a new test ticket is generated if needed. Student may begin a new test (all four subtest areas).

Ending Your Web Meeting

When all students have completed their tests, you may have them remain in the main meeting until you dismiss the whole group, or you can allow them to leave as each of them completes their test. You should, however, confirm that the student has completed testing before allowing the student to leave the web meeting.

Test administrators will be following student test progress using the Test Monitoring Application dashboard. Students with a completed test status may be dismissed from the web meeting. Test Administrators with appropriate permissions may [View and Export Test Session Status Details](#) or view the [Student Dashboard](#) to track student testing status.

Post-Test Activities

Generating On-Demand Reports

After a student has completed a subtest, the student's Individual Student Proficiency Report is available via On Demand Reports. Information about using On Demand reports is available in the [Connecticut DRC LAS Links Website](#) under Scoring and Reporting. These results are considered preliminary.

Technical Support

If technical issues arise and/or if an error message is experienced during testing, parents/guardians are asked to contact the student's test administrator. If additional support is required, the school or district representative must contact DRC to determine a resolution. The DRC customer service staff will work with the district to resolve issues. Parents/Guardians are not to contact DRC directly.