

Thank you for helping us test your child. This Parent/Guardian LAS Links Remote Testing Checklist gives a list of steps to help you understand what you can and cannot do during the test. You will also find directions on how to use the Practice Test. Your child will take the LAS Links Remote test to show they can speak, understand, read, and write in English. **It is important that your child complete the test on their own.**

You, as the parent/guardian, and your child need to be sure you follow these directions, so the test results can be used to make important decisions about your child’s education. Your child is expected to use the computer or device given to them by the district, school, or teacher giving the test. If you are using a personal computer, please let the teacher know before testing begins to be sure the test will work on it.

Your child’s teacher, or the teacher who will give the test, will send you more information about how to log in to the test. Use this checklist to help you be sure to have everything ready for the testing session.

Before Testing

DO	DO NOT
<input type="checkbox"/> Use Google Chrome for testing. If you don’t have Google Chrome on the computer used for this test, you will need to install the Google Chrome browser. Go to www.google.com/chrome for directions.	
<input type="checkbox"/> Close any programs running on the computer except Google Chrome.	
<input type="checkbox"/> Using the Google Chrome browser, your teacher will help you go to www.DRCDeviceCheck.com to be sure that the computer can be used for this test.	
<input type="checkbox"/> Check that the speaker or headset is working and that the sound is loud enough for your child to hear the test directions.	
<input type="checkbox"/> Check for a strong, secure Wi-Fi connection.	<input type="checkbox"/> Do not have movies or music streaming in the house.
<input type="checkbox"/> Find a quiet place for your child to take the test. Be sure there is enough light.	<input type="checkbox"/> Do not have TV or music on in the house.
<input type="checkbox"/> Help your child log in to start the test if they need help. This is important for parents/guardians with young children.	
<input type="checkbox"/> Read and sign the Parent/Guardian and Student Remote Testing Agreement.	

During the Test

DO	DO NOT
<input type="checkbox"/> Your child should use the link sent from the teacher giving the test.	
<input type="checkbox"/> Your child needs to follow all the directions from the teacher giving the test. If your child needs help understanding how to log in to the test, you can help them.	<input type="checkbox"/> Once the test begins, you cannot help your child with any questions.
<input type="checkbox"/> To start, your child will enter the username and password their teacher sent.	<input type="checkbox"/> You cannot read any part of the test questions or answers, or give clues to help your child on the test.
<input type="checkbox"/> Your child should only use the buttons in the test system to move from question to question during the test. Do not use the buttons in Chrome to move through the test.	<input type="checkbox"/> Your child is not allowed to use smart phones, hand-held devices, dictionaries, a thesaurus, spell checkers, or grammar checkers during the test.
<input type="checkbox"/> If your child needs a break, notify the teacher giving the test.	<input type="checkbox"/> Copying, photographing, or sharing any test questions or answers with others is not allowed.
<input type="checkbox"/> If your child exits the test for any reason, they can sign back in to finish it using the original login information. They will begin at the point where they stopped the test.	<input type="checkbox"/> Your child should not share their screen, chat with, or speak with anyone about the test questions. The student can only talk to the teacher giving the test.
<input type="checkbox"/> When your child is finished with a section of the test, be sure that they click End Test and Submit to exit the test.	

Technical Support

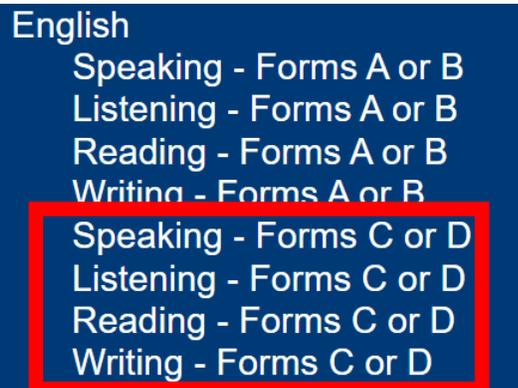
If you have any problems with your computer, or your internet, contact your child's teacher immediately. You do not need to contact the testing company.

Preparing for the Assessment

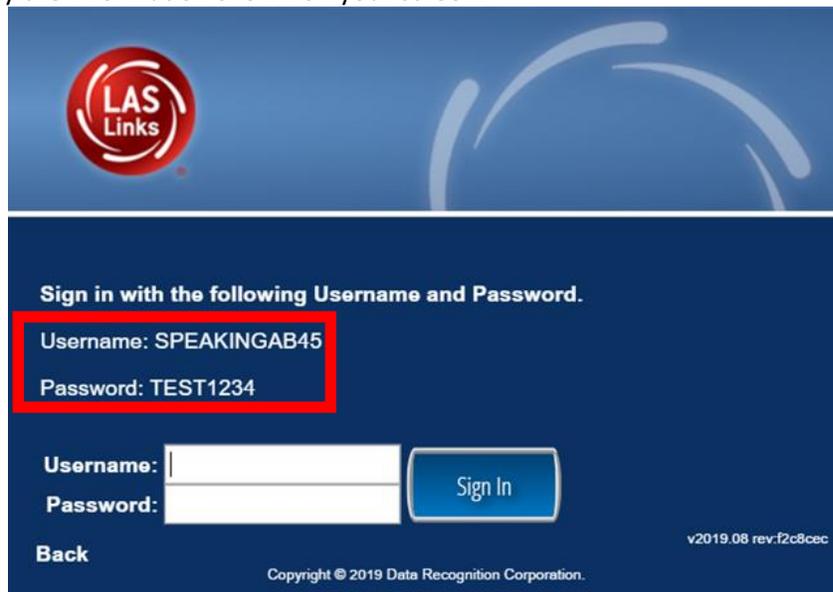
It is strongly recommended that your child take a practice test before they take the real test. Follow the directions below to find the practice test. If you have any questions, contact your child's teacher.

Practicing for the LAS Links Test

1. Using the Google Chrome browser, go to <https://wbte.drctdirect.com/LL/portals/II> to find practice tests.
2. Your child will see a button with **Practice Test** under it. To practice the test, click on the words **Practice Test**.
3. Choose English so your child can practice.
4. This will open a **List of Tests**. These are practice tests that are not scored. Click only test **Form C** or **Form D**.



- Click on the test you would like to practice (Speaking, Listening, Reading, or Writing). Then, choose a grade-level test (kindergarten-1, 2-3, 4-5, or 6-12).
- Enter the login information shown on the **Login Page**. Each practice test has its own Username and Password, so be sure to copy the information shown on your screen.



- Do Not use the login information from the test ticket from your child’s teacher. Those are for the real test that will be scored.

The practice test has directions for testing and will let your child try the tools that will be available when they take the actual test, which will be scored. Your child can try testing in each of the four subject areas: Reading, Writing, Listening, and Speaking. These practice tests look just like the real tests. When your child is finished practicing, use the **Back** button on the **List of Tests** page to return to the main menu.

Test Security

Since your child is taking the LAS Links remotely rather than in school, your child can move between the test and other programs on their computer and/or the internet. They should not be doing this. It is important for your child to stay within the test session and for you, as parents/guardians, to do your best to remind your child to work only on the test.

Both you and your child are responsible to do your best to follow test rules. If any activities that are against the rules happen or if you have any concerns, let the teacher know immediately.

Tips for the Assessment

- If your child sees the message box with the title “Connection Retry is in Progress,” it means they lost their internet connection. The testing program will try to reconnect for up to 5 minutes, or until either the device reconnects to the internet or your child clicks the **Exit the Test** button. Your child’s teacher will contact you and explain the next steps. If this or any other interruption occurs, all your child’s work and all the answers they have already entered into the test have been saved.
- Make sure your child clicks **End Test** and **Submit** at the end of the test.

Pausing the Assessment

If your child needs a short break during the test (such as a bathroom break), click on the **Pause** button. A 20 minute countdown will show on the screen with the time left before the test closes. The teacher can also see that your child took a break, and the time left in this break.

If the child does not start testing before the countdown ends, the test will close. Your child can sign back in to finish the test using their original login username and password. Your child can continue testing where they paused the test and all of the answers they entered before the break will be saved.

Exiting the Assessment

If your child starts a test but needs to finish it at another time, click on the **Pause** button and then click **Exit**. Your child can continue testing where they stopped testing and all of the answers they entered will be saved.