



**LAS Links
Online Test Directions
Grades K-12**

TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
INTRODUCTION	1
Overview of the LAS Links K–12 Assessments	1
Step 1: Check the Test Materials.....	2
Step 2: Create a Testing Schedule	2
Estimated Administration Times	4
Step 3: Organize the Testing Area.....	4
Step 4: Prepare Students	4
Step 5: Plan to Use Standardized Testing Procedures	5
Test Tickets	5
LAS Links Assessment Accommodations.....	5
Active Proctoring.....	5
Test Security and Irregularities	6
Step 6: General Directions for Administering LAS Links.....	8
Step 7: Administer LAS Links Online Tests.....	9
SPEAKING—GRADES K–12	11
Speaking.....	11
LISTENING—GRADES K–12	14
Listening.....	14
READING—GRADES K–12	16
Reading	16
WRITING—GRADES K–12.....	18
Writing	18
APPENDIX.....	20
Screen Captures from the LAS Links Online Assessment	20
CSDE Contact Information	26
DRC Contact Information.....	26

Introduction

INTRODUCTION

The Data Recognition Corporation (DRC) developed the LAS Links K-12 Assessments to measure students' progress toward English language proficiency. Skills in Speaking, Listening, Reading, and Writing are assessed using a balance of constructed-response (CR) and multiple-choice (MC) items. These assessments provide a source of evidence to support educators in making informed decisions about student learning and preparation for success in academic English.

The online test administration of the LAS Links K-12 Assessments enables educators to facilitate the testing of multiple students at the same time. The online testing platform, INSIGHT, delivers the audio and voice capturing technology required to administer an effective assessment for English learners.

Overview of the LAS Links K–12 Assessments

Tests/Sections	Types of Responses
Speaking <ul style="list-style-type: none">• Make Conversation• Use Academic Words• Describe and Request Information• Present and Explain Information• Tell a Story	Correct, Incorrect, Constructed-Response
Listening <ul style="list-style-type: none">• Listen for Information• Listen for Academic Instruction	Multiple-Choice
Reading <ul style="list-style-type: none">• Read Words• Read School Texts• Read Academic Texts	Multiple-Choice, Constructed-Response
Writing <ul style="list-style-type: none">• Start Writing (K–1 only)• Use Grammar and Conventions (all grades)• Write Academic Texts (1-12 only)• Write to Express Ideas (all grades)	Multiple-Choice, Constructed-Response

BEFORE TESTING

This LAS Links Online Test Administration Manual should be used in coordination with all training materials posted to the Connecticut DRC LAS Links website:

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

Under Assessment Administration, a test administrator will find the DRC INSIGHT Portal Guide, ELAC Workshop training materials, Accommodation Guidelines, Domain Exemption, and CSDE Appeals Process and more.

Under LAS Links Remote Test Administration, a test administrator will find LAS Links Remote administration guidance and parent guidance to be used when students are tested remotely. There are differences for administration and student experience across test delivery methods, i.e., students tested in-person, students tested remotely. Read through the guidance materials provided in their entirety before proceeding with testing.

Step 1: Check the Test Materials

Check to be sure that the test administrator has received the materials listed below. If any materials are missing, notify your school test coordinator.

PROVIDED FOR THE TEST ADMINISTRATOR

- Test Directions

PROVIDED FOR EACH STUDENT

- Test Ticket (student specific username and password and, in some cases, the accommodation)

ADDITIONAL MATERIALS NEEDED FOR EACH STUDENT

- scratch paper
- no. 2 pencil with a functional eraser

ADDITIONAL MATERIALS NEEDED FOR EACH TEST EXAMINER

- a watch or clock

Step 2: Create a Testing Schedule

- Review the test directions in advance.
- Plan test administration for each subtest area, communicating with other teachers and test administrators as needed.
- Confirm all accommodations needed for dually-identified students.
- Consider administering the test in the middle of the week.

Avoid test administration:

- Immediately after recess
- On the day before or after a holiday

Before Testing

- When students are aware of an important school event
- Plan sufficient time to administer a testing session for each subtest in a single sitting as possible. See estimated times below.
- Schedule breaks when total testing time will exceed 60 minutes. Be sensitive to students' fatigue levels and attention spans and be prepared to alter your schedule as necessary. Consider the grade level and characteristics of the student when planning breaks.
- Allow time for make-up sessions for students who miss the scheduled test sessions.

Estimated Administration Times

All test sections are untimed to allow students opportunity to demonstrate their English proficiency within the appropriate grade band for Grades K-12. The estimated administration times listed below include the students taking practice items.

Skill Area	Estimated Administration Time (All tests are untimed.)				
	Grades K-1	Grades 2-3	Grades 4-5	Grades 6-8	Grades 9-12
Speaking	15 minutes	15 minutes	15 minutes	15 minutes	15 minutes
Listening	35 minutes	30 minutes	30 minutes	30 minutes	30 minutes
Reading	35 minutes	35 minutes	35 minutes	45 minutes	45 minutes
Writing	30-35 minutes	35 minutes	35 minutes	35 minutes	35 minutes

Step 3: Organize the Testing Area

- Plan for the distribution and collection of materials.
- Plan seating arrangements. Allow enough space between students to prevent sharing of answers.
- Eliminate distractions such as bells, loudspeakers, or telephone calls into the classroom.
- Place a DO NOT DISTURB sign on the door of the testing room.
- When administering the Speaking test, ensure other students cannot hear the responses of the student taking that section of the test.
- Plan for accommodations to be provided as specified for individual students. Avoid calling attention to students who require accommodations.

Step 4: Prepare Students

- Help students approach the testing in a relaxed, positive way.
- Explain that the purpose of taking a proficiency test is to find out which skills have been learned and which skills need further development.
- Point out to students that some items may be more difficult than other items, and that some material may be new; students are not expected to know all the answers, but encourage them to do their best.
- Remind students that they will be given enough time to complete the test.
- Emphasize that the test allows students to show what they already know.
- Make sure students understand the test directions and know how to mark answers. Assist them with test-taking mechanics, but be careful not to inadvertently give hints or clues that indicate an answer or help eliminate answer choices. It is not appropriate to provide students with assistance that could change the response they would give on their own. Consider providing the opportunity to access the LAS Links Practice Test.

- Encourage students to attempt all items. There is not a penalty in guessing. Remind students to read or listen to each question carefully and make their best attempt at answering. Remind them that if they find a question particularly difficult in the Reading or Writing sessions, they can flag the question and come back to it later. **This feature is not available for the Speaking and Listening sessions.**

Step 5: Plan to Use Standardized Testing Procedures

To ensure that test results are valid, reliable, and equitable, standardized tests are to be administered using standardized testing procedures. These procedures describe the directions and scoring criteria to be used with the tests that should not be modified or adjusted. It is important that these standardized testing procedures be followed and that if any deviations from the standardized testing conditions occur, they should be immediately reported to the school test administrator.

Test Tickets

Print and review student test tickets. Ensure that each student has a test ticket that is unique to them. Remember: usernames and passwords are unique to each student. If any Test Ticket has an error on it, please contact the school test coordinator.

LAS Links Assessment Accommodations

When students have documented education plans (IEP, 504) indicating that they may participate in educational tests with certain accommodations during testing, appropriate accommodations should be made and documented according to the directions in the LAS Links Accommodations Guidelines.

Active Proctoring

Both the CSDE and DRC considered many factors when requiring that all English learners participate in LAS Links. Active proctoring is expected when supporting students participating in the assessment. Therefore, if the proctor becomes aware that a student is struggling with the test application, they may provide the following:

- Assisting in locating a key such as a letter key or the space bar
- Locating features/tools to support access
- Considering the use of larger monitors and standard keyboards
- Considering individual or smaller group administration
- Providing additional time
- Offering positive feedback and encouragement

- Supporting students, especially in primary grades
- Communicating with Special Education Staff and District Administrators for Testing (DA in TIDE)
- Organizing testing schedule early and sharing with staff in order to build in extra time
- Clarifying and ensuring accommodations have been entered **PRIOR** to testing
- Planning for and providing accommodations to eligible students during testing

Test Security and Irregularities

Connecticut Test Security

Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to, copying of test materials, failing to return test materials, coaching students, giving students answers, and/or changing students' answers. Such acts may lead to the invalidation of an entire school district's student test scores, disruption of the test system statewide, and legal action against the individuals committing the breach. A breach of test security may be dealt with as a violation of the Code of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal law and regulation. The Connecticut State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education, the revocation of Connecticut teaching certification by the State Board of Education, * and civil liability pursuant to federal copyright law.

*See Section 10-145b(j) (1) of the Connecticut General Statutes, which reads in relevant part as follows: The State Board of Education shall revoke any certificate, authorization or permit issued pursuant to said sections if the holder is found to have intentionally disclosed specific questions or answers to students or otherwise improperly breached the security of any administration of a statewide examination pursuant to section 10-14n.

The LAS Links is an online test and all test forms and test materials are available in the DRC Test Delivery System called DRC INSIGHT Online Assessment. Secure handling of test materials protects the integrity and confidentiality of test items and the validity of student results. It is essential that unauthorized persons are prevented from accessing or viewing LAS Links content in the Test Delivery System or in an accommodated/paper form.

A secure test environment includes, but is not limited to:

- protecting secure materials from view by other students, teachers, parents, school staff, or other individuals
- refraining from sharing items or other secure test materials
- administering the LAS Links only through the password-protected testing environment, the DRC test delivery system (unless directed otherwise by CSDE)

Before Testing

- restricting student access to resources that are content related
- viewing of test items only by the student taking the LAS Links and the educator administering the LAS Links
- removing electronic devices and photography technology that could jeopardize test content in the test-taking environment
- ensuring a quiet test-taking environment, void of talking or other distractions, and one that does not permit other students to hear the responses to the test items of the student being tested.

DURING TESTING

Step 6: General Directions for Administering LAS Links

The following elements are used throughout the specific directions.

Information that is only for the test administrator and is not to be read aloud is printed in this type style.

SAY: The directions the test administrator is to read aloud to the students are preceded by **SAY** and are printed in bold type.

To ensure reliable results, please read all directions and guidelines before administering the LAS Links tests. In the content-specific directions section, the directions for the test items should be followed exactly. Follow these steps to conduct the testing.

1. Administer the LAS Links tests.
2. DRC scores the tests.

During Testing

Step 7: Administer LAS Links Online Tests

Ensure that each student is sitting at a computer with the DRC INSIGHT testing software installed. Screen captures are available in the Appendix to help test administrators confirm that students are on the correct screen within the online assessment.

SAY: We are now ready to begin the LAS Links Online Tests. I will now pass out your Student Login Ticket, or Test Ticket. Do not begin until I tell you to do so.

Distribute individual Test Tickets. The Test Tickets are unique to each student, so match the correct Test Ticket to each student. When you are ready,

SAY: Now we are ready to begin. First, select the DRC INSIGHT Online Assessments icon. You should see the LAS Links screen. Is there anyone who does not see the LAS Links screen?

Pause to assist students as necessary. If a student receives an error message, note the content of the error message and contact the test coordinator. When all students are ready,

SAY: Under the LAS Links logo on the left-hand side of the screen, select Test Sign In. You should see the Test Sign-In screen appear. Is there anyone who does not see the Test Sign-In screen?

Pause to assist students as necessary. Check to make sure that the Test Sign-In screen includes the LAS Links logo. If a student receives an error message, note the content of the error message and contact the school test coordinator. When all students are ready,

SAY: You may now enter your Username and Password in the spaces provided on the screen. Your individual Username and Password are found on your Test Ticket. When you have finished entering your Username and Password, select the "Sign In" button in the middle of the screen.

Pause while students enter their login credentials. Assist students as necessary to enter the information. When all students are ready,

SAY: When you have selected the "Sign In" button, a Welcome screen opens. Is there anyone who does not see the Welcome screen?

Pause to assist students as necessary. When all students are ready,

SAY: Look at the information on the Welcome screen and make sure that the following facts about you are correct:

- Your name
- Your test name
- Your test session
- Your student ID
- Accommodations, if any

If the information about you is correct, select the “Continue” button. If the information is not correct, raise your hand.

Pause to assist students as necessary. Contact your test coordinator if a student finds an error on the Welcome screen. When all students are ready,

SAY: After you have selected the “Continue” button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?

*Pause to assist students as necessary.
Continue to individual subtest directions.*

SPEAKING—GRADES K–12

Speaking

Note that for the Speaking skills test, "Go to Question", the "Back" button, and the "Review/End Test" page are not available. Students may not return to a question once the "Next" button is selected. Instructions begin with Step 7, on pages 9 and 10. Then,

SAY: We are now ready to begin. Select Speaking. Once you have selected Speaking, a screen with information about the Speaking test will open. Is there anyone who does not see the screen with information about the Speaking test?

Pause to assist students as necessary. When all students are ready,

SAY: I will now read the information on the screen. Read the information silently as I read aloud.

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

Are there any questions about what you are to do?

Pause to assist students as necessary. When all students are ready,

SAY: After you follow the directions on this screen, the Speaking Directions screen will open. Click Record now.

Pause to allow students to check the microphones on their computers. When all students are ready and on the Speaking Directions screen,

SAY: I will now read the Speaking Test Directions. Read the Speaking Test Directions silently as I read them aloud.

General Test Directions

Follow these general directions to complete the LAS Links Test.

SAY: Read each question carefully. For some questions, you will click on the answer bubble for the correct response. Other questions will ask you to write in a response box. For the Speaking test, you will record your responses using the voice recorder.

There are online tools available as you move through the test. For example, in the Reading and Writing tests, you can use the Next or Back buttons to move from question to question, the Flag button to mark any question you want to return to, and the Review/End Test button to review your answers. If you have questions about any of the online tools, select the Help button or ask your test administrator for assistance.

When you have completed the test, follow the directions on the screen to exit the session.

Keep in mind that once you exit the test, you cannot go back into the session.

Now select the Next arrow to go to the next page.

Speaking Directions

Read these directions carefully before you begin. To look at these directions again while you are taking the Speaking test, click on the Help button and choose the Test Directions tab.

Remember:

- Use the Next button to move from question to question.
- You cannot go back once you have moved to the next question.

Now select the Next arrow to go to the next page.

This screen shows an image to check whether your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Pause to assist students as necessary. When all students are ready,

SAY: Remember to listen to all the directions and information carefully.

You will be given an opportunity to take a practice question. Click on the "Next" button in the bottom right-hand corner to go to the next question. When you have completed all questions and click the "Next" button on the last question, your test will be automatically submitted. You will be taken back to the Test Selection screen. Are there any questions?

When you are sure that all students understand the directions, continue.

SAY: You will try a practice question before each new question type. To start the test, select the “Begin the Test” button at the bottom of the screen. You may begin.

Check to be sure that all students have Question 1 on their screens, which is a practice question.

During the test, check to be sure that students are in the right session of the test and are recording their responses correctly.

When students have completed their test,

SAY: When you click the “Next” button on the last question, your test will be automatically submitted. You will be taken back to the Test Selection screen.

We will take a break now.

Resume testing when you are sure the students are ready to go on.

If this is the end of the testing session,

SAY: This is the end of the online testing session. Thank you for working so hard. I will now collect your Test Tickets.

This is the end of the online testing session. Collect all test materials. Secure or discard Test Tickets.

LISTENING—GRADES K–12

Listening

Note that for the Listening skills test, "Go to Question," the "Back" button, and the "Review/End Test" page are not available since students are allowed to listen to the audio of the question only once and may not return to a question once the Next button is selected. If you haven't already, begin instructions with Step 7, pages 9 and 10. Then,

SAY: We are now ready to begin. Select Listening. Once you have selected Listening, the Test Directions screen will open. Is there anyone who does not see the Test Directions screen?

Pause to assist students as necessary. When all students are ready

SAY: I will now read the Listening Test Directions. Read the Listening Test Directions silently as I read them aloud.

General Test Directions

Follow these general directions to complete the LAS Links Test.

Read each question carefully. For some questions, you will click on the answer bubble for the correct response. Other questions will ask you to write in a response box. For the Speaking test, you will record your responses using the voice recorder.

There are online tools available as you move through the test. For example, in the Reading and Writing tests, you can use the Next or Back buttons to move from question to question, the Flag button to mark any question you want to return to, and the Review/End Test button to review your answers. If you have questions about any of the online tools, select the Help button or ask your test administrator for assistance.

When you have completed the test, follow the directions on the screen to exit the session.

Keep in mind that once you exit the test, you cannot go back into the session.

Now select the Next arrow to go to the next page.

Listening Directions

Read these directions carefully before beginning. To look at these directions again while you are taking the Listening test, click on the Help button and choose the Test Directions tab.

SAY: Remember:

- Use the Next button to move from question to question.
- You cannot go back once you have moved to the next question.

Now select the Next arrow to go to the next page.

This screen shows an image to check whether your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Pause to assist students as necessary. When all students are ready,

SAY: Remember to read all the directions and information carefully. Remember, you can only listen to the audio once, so listen carefully. You will not be able to go back to a question to listen to it once you click on "Next."

You will be given an opportunity to take a practice question. Click on the "Next" button in the bottom right-hand corner to go to the next question. When you have completed all questions, follow the directions on the screen to exit the test. Are there any questions?

When you are sure that all students understand the directions, continue.

SAY: You will try a practice question before each new question type. To start the test, select the "Begin the Test" button at the bottom of the screen. You may begin.

Check to be sure that all students have Question 1 on their screens, which is a practice question.

During the test, check to be sure that students are in the right session of the test and are selecting answers correctly.

When the students have completed their test,

SAY: When you click the "Next" button on the last question, your test will be automatically submitted. You will be taken back to the Test Selection screen.

We will take a break now.

SAY: This is the end of the online testing session. Thank you for working so hard. I will now collect your Test Tickets.

This is the end of the online testing session. Collect all test materials. Secure or discard Test Tickets.

READING—GRADES K–12

Reading

If you haven't already, begin instructions with Step 7, pages 9 and 10. Then,

SAY: We are now ready to begin. Select Reading. Once you have selected Reading, the Test Directions screen will open. Is there anyone who does not see the Test Directions screen?

Pause to assist students as necessary. When all students are ready,

SAY: I will now read the Reading Test Directions. Read the Reading Test Directions silently as I read them aloud.

General Test Directions

Follow these general directions to complete the LAS Links Test.

Read each question carefully. For some questions, you will click on the answer bubble for the correct response. Other questions will ask you to write in a response box. For the Speaking test, you will record your responses using the voice recorder.

There are online tools available as you move through the test. For example, in the Reading and Writing tests, you can use the Next or Back buttons to move from question to question, the Flag button to mark any question you want to return to, and the Review/End Test button to review your answers. If you have questions about any of the online tools, select the Help button or ask your test administrator for assistance.

When you have completed the test, follow the directions on the screen to exit the session.

Keep in mind that once you exit the test, you cannot go back into the session.

Now select the Next arrow to go to the next page.

Reading Directions

Read these directions carefully before you begin. To look at these directions again while you are taking the Reading test, click on the Help button and choose the Test Directions tab.

Remember:

- Use the Next and Back buttons to move from question to question.
- Click on the Review/End Test button at the bottom of the screen to revise any questions.
- Follow the directions on the screen to exit.

SAY: Now select the Next arrow to go to the next page.

This screen shows an image to check whether your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Pause to assist students as necessary. When all students are ready,

SAY: You will be given an opportunity to take a practice question. Remember to read all the directions and information carefully. Click on the “Next” button in the bottom right-hand corner to go to the next question. When you have completed all questions, click on the “Review/End Test” button in the bottom left-hand corner. When you have completed your review of the test, select “End Test.” You will be asked to select “Submit” to confirm that you are finished. Are there any questions?

When you are sure that all students understand the directions, continue.

SAY: You will try a practice question before each new question type. To start the test, select the “Begin the Test” button at the bottom of the screen. You may begin.

Check to be sure that all students have Question 1 on their screens, which is a practice question.

During the test, check to be sure that students are selecting answers correctly. When students have completed their test,

SAY: This is the end of the Reading skills test. If you have not done so already, select the “Review/End Test” button followed by the “End Test” button. Then click on “Submit” to confirm that you are finished. Then select “Exit,” which will take you back to the Test Sign-In screen.

SAY: This is the end of the online testing session. Thank you for working so hard. I will now collect your Test Tickets.

This is the end of the online testing session. Collect all test materials. Secure or discard Test Tickets.

WRITING—GRADES K–12

Writing

If you haven't already, begin instructions with Step 7, pages 9 and 10. Then,

SAY: We are now ready to begin. Select Writing. Once you have selected Writing, the Test Directions screen will open. Is there anyone who does not see the Test Directions screen?

Pause to assist students as necessary. When all students are ready,

SAY: I will now read the Writing Test Directions. Read the Writing Test Directions silently as I read them aloud.

General Test Directions

Follow these general directions to complete the LAS Links Test.

Read each question carefully. For some questions, you will click on the answer bubble for the correct response. Other questions will ask you to write in a response box. For the Speaking test, you will record your responses using the voice recorder.

There are online tools available as you move through the test. For example, in the Reading and Writing tests, you can use the Next or Back buttons to move from question to question, the Flag button to mark any question you want to return to, and the Review/End Test button to review your answers. If you have questions about any of the online tools, select the Help button or ask your test administrator for assistance.

When you have completed the test, follow the directions on the screen to exit the session.

Keep in mind that once you exit the test, you cannot go back into the session.

Now select the Next arrow to go to the next page.

Writing Directions

Read these directions carefully before you begin. To look at these directions again while you are taking the Writing test, click on the Help button and choose the Test Directions tab.

WRITING—GRADES K–12

SAY: Remember:

- Use the Next and Back buttons to move from question to question.
- Click on the Review/End Test button at the bottom of the screen to revise any questions.
- Follow the directions on the screen to exit.

Now select the Next arrow to go to the next page.

This screen shows an image to check whether your computer screen is set up correctly. You should see three shaded circles below. Please raise your hand if you do not clearly see three circles.

Pause to assist students as necessary. When all students are ready,

SAY: Remember to read all the directions and information carefully.

You will be given an opportunity to take a practice question. Click on the “Next” button in the bottom right-hand corner to go to the next question. When you have completed all questions, click on the “Review/End Test” button in the bottom left-hand corner. When you have completed your review of the test, select “End Test.” You will be asked to select “Submit” to confirm that you are finished. Are there any questions?

When you are sure that all students understand the directions, continue.

SAY: You will try a practice question before each new question type. To start the test, select the “Begin the Test” button at the bottom of the screen. You may begin.

Check to be sure that all students have Question 1 on their screens, which is a practice question.

During the test, check to be sure that students are responding correctly. When students have completed their test,

SAY: Stop. This is the end of the Writing skills test. If you have not done so already, select the “Review/End Test” button followed by the “End Test” button. Then click on “Submit” to confirm that you are finished. Then select “Exit,” which will take you back to the Test Sign-In screen.

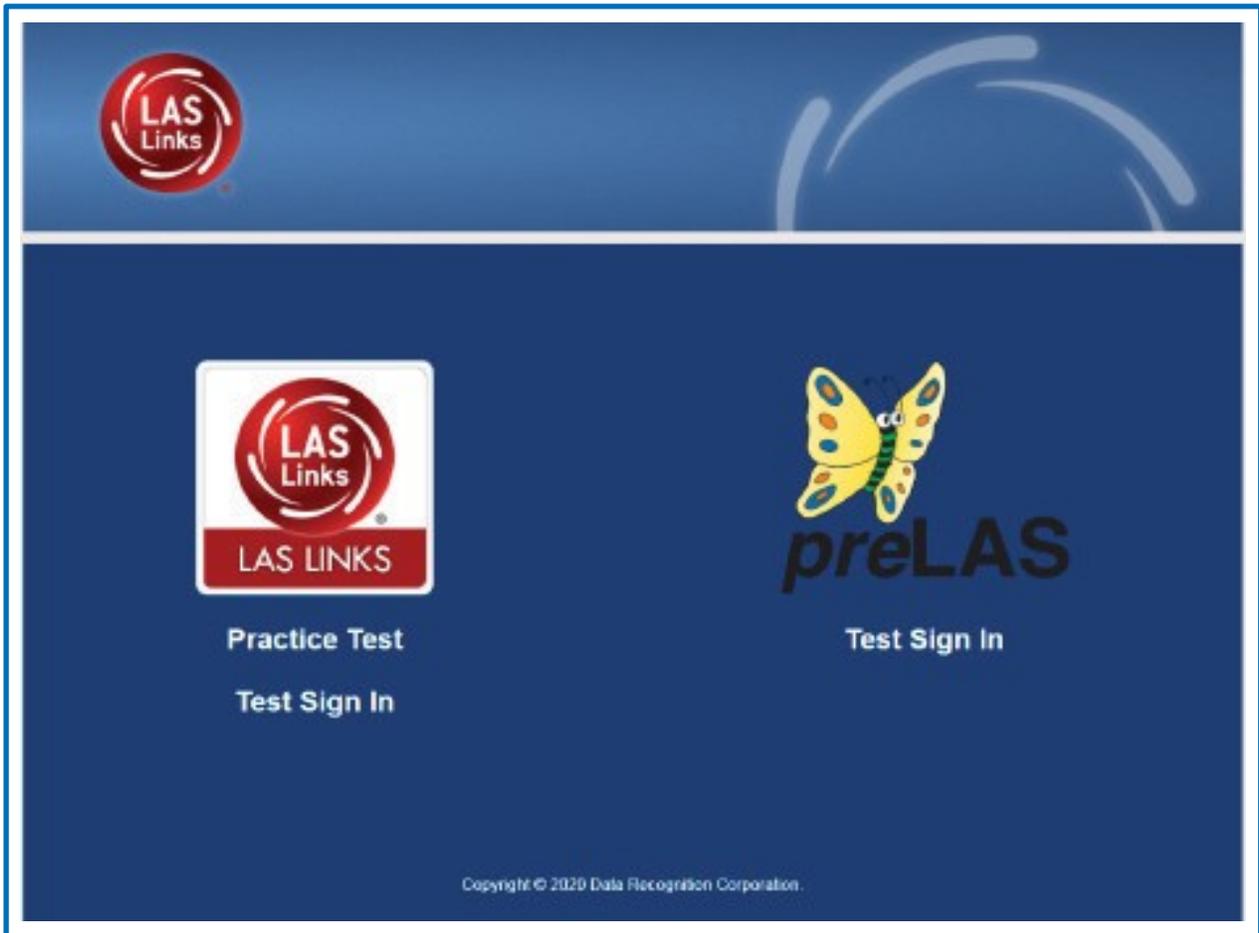
SAY: This is the end of the online testing session. Thank you for working so hard. I will now collect your Test Tickets.

This is the end of the online testing session. Collect all test materials. Securely discard Test Tickets.

APPENDIX

Screen Captures from the LAS Links Online Assessment

LAS Links Screen



Test Sign-In Screen

Sign in to DRC INSIGHT with the Username and Password provided to you.

Username:

Password:

Display Item Ids

Sign In

Back

v2020.10 rev:4341293

Copyright © 2020 Data Recognition Corporation.

Welcome Screen

Welcome **Student's Name**

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

Test Name: **ENGE4**
 Test Session: **Student's Session**
 School Name: **SAMPLE SCHOOL 2**

Student ID: **1234567890**
 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.

Continue

Options **Exit**

Test Selection Screen

The following tests have been scheduled for **Student's Name!**

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.

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

[Options](#) [Exit](#)

General Test Directions Screen

General Test Directions

Follow these general directions to complete the LAS Links Test.

Read each question carefully. For some questions, you will click on the answer bubble for the correct response. Other questions will ask you to write in a response box. For the Speaking test, you will record your responses using the voice recorder.

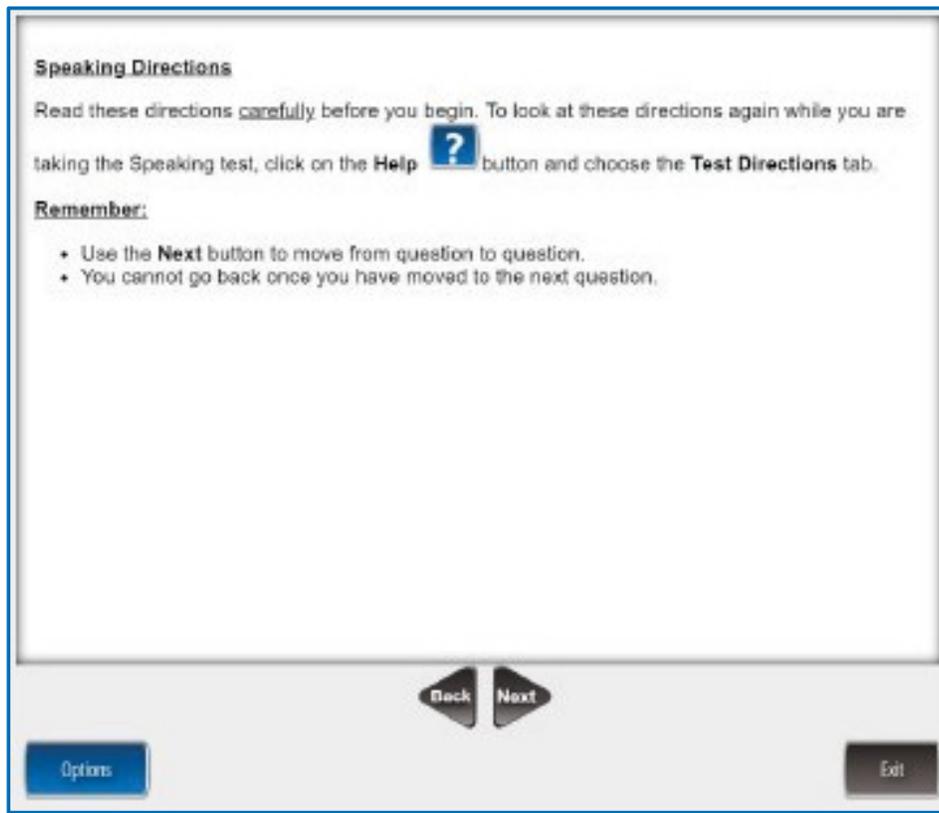
There are online tools available as you move through the test. For example, in the Reading and Writing tests, you can use the **Next** or **Back** buttons to move from question to question, the **Flag** button to mark any question you want to return to, and the **Review/End Test** button to review your answers. If you have questions about any of the online tools, select the **Help** button or ask your test administrator for assistance.

When you have completed the test, follow the directions on the screen to exit the session.

Keep in mind that once you exit the test, you cannot go back into the session.

[Options](#) [Next](#) [Exit](#)

Speaking Test Directions Screen



Speaking Directions

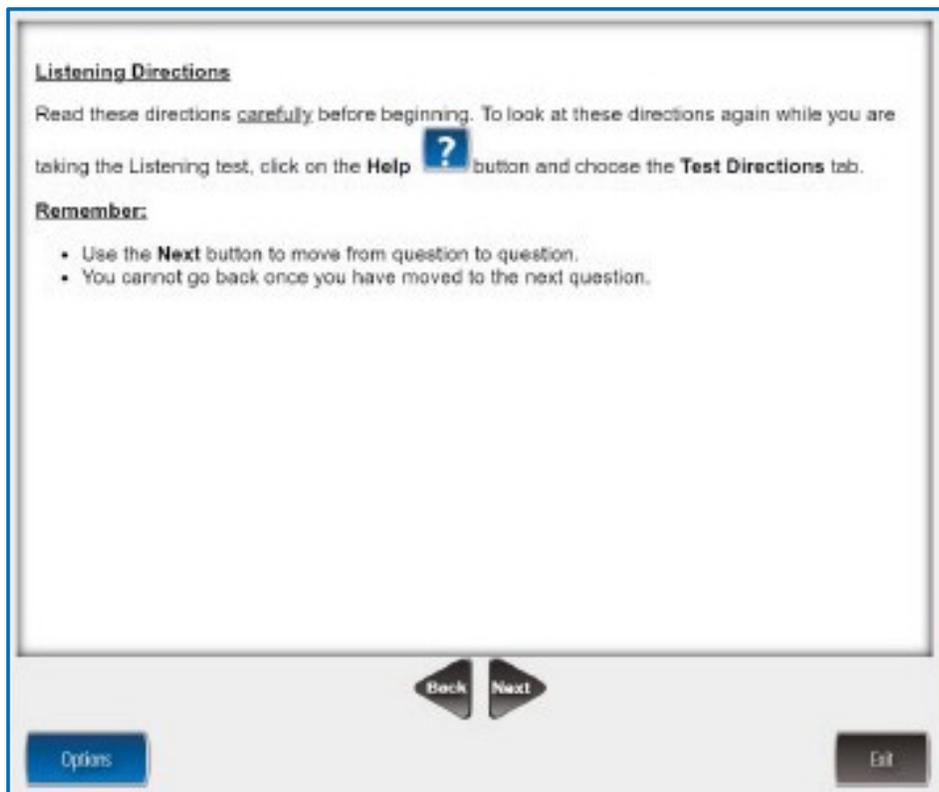
Read these directions carefully before you begin. To look at these directions again while you are taking the Speaking test, click on the **Help ?** button and choose the **Test Directions** tab.

Remember:

- Use the **Next** button to move from question to question.
- You cannot go back once you have moved to the next question.

Options Back Next Exit

Listening Testing Directions Screen



Listening Directions

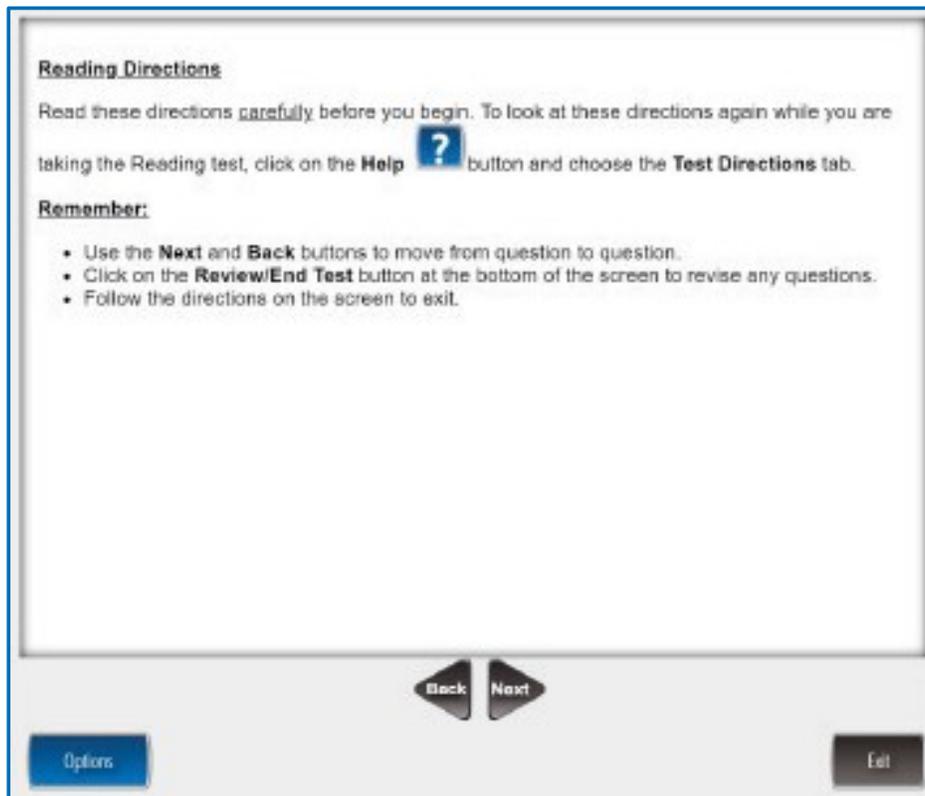
Read these directions carefully before beginning. To look at these directions again while you are taking the Listening test, click on the **Help ?** button and choose the **Test Directions** tab.

Remember:

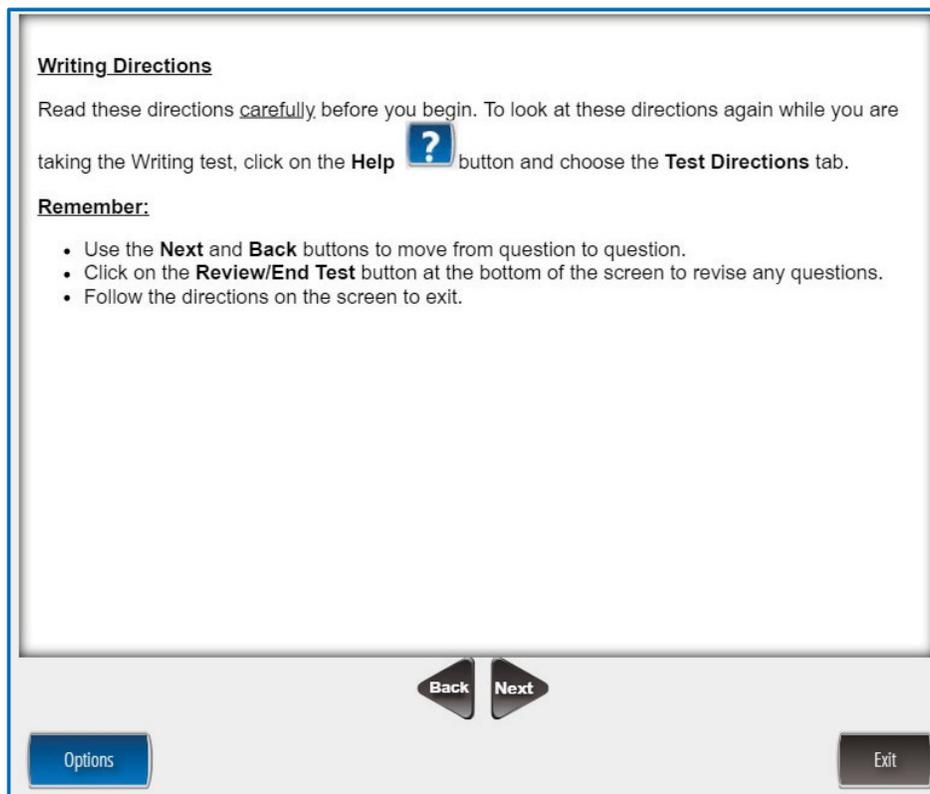
- Use the **Next** button to move from question to question.
- You cannot go back once you have moved to the next question.

Options Back Next Exit

Reading Test Directions Screen



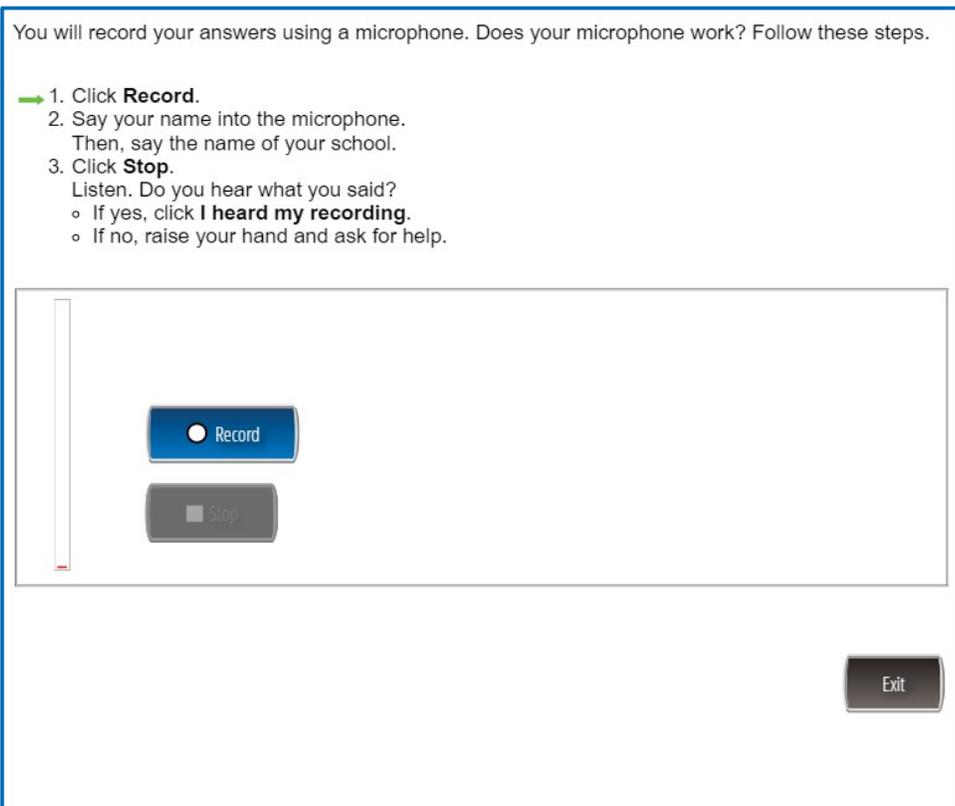
Writing Test Directions Screen



Voice Recorder Test Screen

You will record your answers using a microphone. Does your microphone work? Follow these steps.

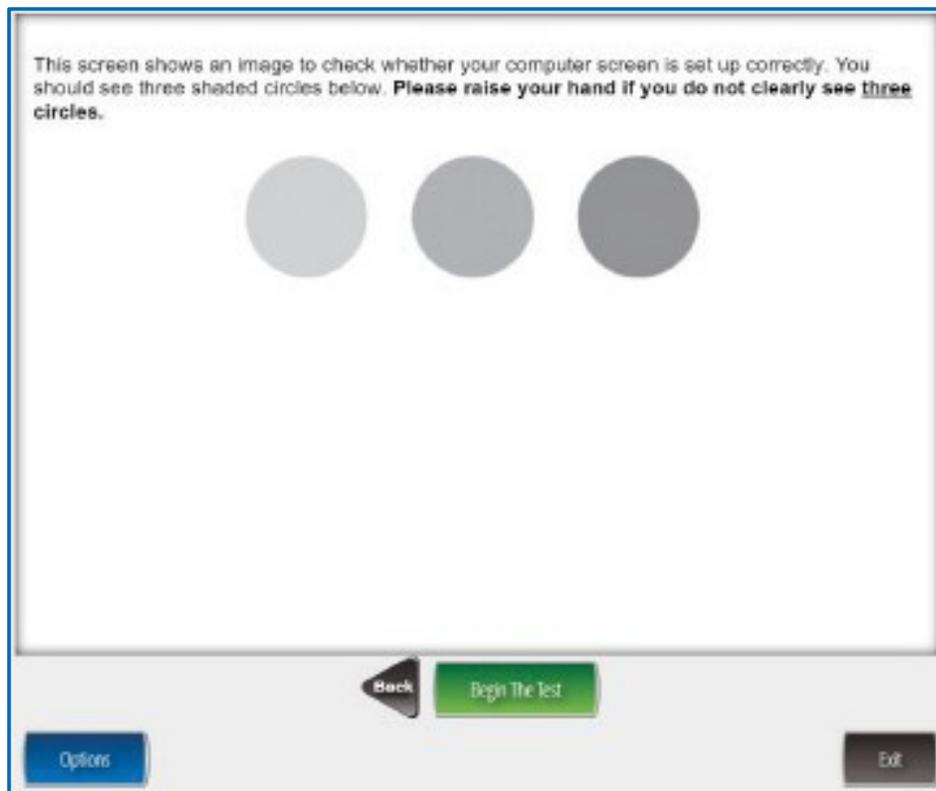
1. Click **Record**.
2. Say your name into the microphone.
Then, say the name of your school.
3. Click **Stop**.
Listen. Do you hear what you said?
 - o If yes, click **I heard my recording**.
 - o If no, raise your hand and ask for help.



The interface for the Voice Recorder Test Screen is enclosed in a blue border. At the top, it contains instructional text and a numbered list of steps. Below the text is a large white rectangular area containing a vertical volume slider on the left, a blue 'Record' button with a white circle icon, and a grey 'Stop' button with a white square icon. In the bottom right corner of the screen, there is a grey 'Exit' button.

Computer Image Screen

This screen shows an image to check whether your computer screen is set up correctly. You should see three shaded circles below. **Please raise your hand if you do not clearly see three circles.**



The Computer Image Screen interface is enclosed in a blue border. It features a large white rectangular area with three grey circles of varying shades (light, medium, and dark) arranged horizontally. Below this area is a grey bar containing four buttons: a blue 'Options' button on the left, a black 'Back' button with a left-pointing arrow, a green 'Begin The Test' button, and a grey 'Exit' button on the right.

CSDE Contact Information

Janet Stuck

Special Populations Consultant
Performance Office, Bureau of Student Assessment
860.713.6837 or Janet.Stuck@ct.gov

Michael Sabados

Education Consultant
Performance Office
860.713.6856 or Michael.Sabados@ct.gov

Megan Alubicki-Flick

English Learner Consultant
Turnaround Office
860.713.6786 or Megan.Alubicki@ct.gov

DRC Contact Information

LAS Links Help Desk

866.282.2250 Option 2 (7:00 a.m.-8:00 p.m. EDT)
or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager

John Caliendo
855.839.1181 Option 2
LASLinksPM@datarecognitioncorp.com

LAS Links Online Test Directions



Grades K-12 Online Test Directions Form D