

A select number of students identified in the Public School Information System (PSIS) are enrolled in Out-of-District facilities. The English Learner Assessment Coordinator (ELAC) in each district is responsible for ensuring that these students, identified as English learners (EL), participate in LAS Links testing when in Grades Kindergarten through 12. For the 2020-21 school year, we are providing an additional method to support the testing of these students. The ELAC in the reporting district may use the [LAS Links Remote Out-of-District Test Administrator Request Form](#) to obtain appropriate Data Recognition Corporation (DRC) INSIGHT Portal permissions to provide a LAS Links Remote Administration for these students.

The ELAC in the reporting district will use the *LAS Links Remote Out-of-District Test Administrator Request Form* to request a designated individual at the out-of-district facility access to the LAS Links Remote Test Monitoring Application. This request will allow the specific English learner enrolled in the out-of-district facility to be tested.

Here are the steps in the process:

### **ELAC in Reporting District Responsibilities**

1. Confirm the EL status for any student enrolled in an out-of-district facility.  
(Remember to ensure this student is not dually-identified and eligible for an Alternate Assessment and is therefore, exempt from the LAS Links administration.)
2. Confirm PSIS Facility Name and associated Organization Code.  
(Access <http://edsight.ct.gov/SASPortal/main.doto> determine the appropriate code if you do not have it available)
3. Communicate with the District Testing Administrator in the out-of-district facility to confirm agreement to administer the LAS Links Remote test.
4. Provide Out-of-District LAS Links Remote Test Administrator an orientation, with opportunity for questions to be answered, to review testing procedures as described in the:  
[Connecticut LAS Links Remote Instructions for Test Administrators \(revised 1/28/2021\)](#)  
[LAS Links Remote Test Administration with Test Monitoring Application PowerPoint \(revised 1/28/2021\)](#)  
[Video Demo LAS Links Remote Test Administration with Test](#)
5. Obtain name, phone number, and email address of the designated LAS Links Remote Test Administrator.
6. Confirm a method to securely provide student test ticket information.
7. Obtain the agreement of the parent/guardian for the parent/guardian portion of the [Parent/Guardian and Student Agreement for LAS Links Remote Testing](#).
8. Communicate the intent to the Connecticut State Department of Education (CSDE) and Data Recognition Corporation (DRC) to test an English learner enrolled in an out-of-district facility using the *LAS Links Remote Out-of-District Test Administrator Request Form*.

DRC will process the information provided, grant the designated LAS Links Remote Test Administrator in the out-of-district facility the Test Monitoring Application permission and Login information for the DRC INSIGHT Portal. The Test Administrator will need to accept the security agreement and change their password for DRC INSIGHT portal. The LAS Links Remote

Test Administrator will be able to administer the LAS Links Remote Assessment only to students previously included in the test session by the Reporting District's ELAC. The LAS Links Remote Test Administrator will not have access to other students from the same reporting district enrolled at the facility or students from other reporting districts. The Remote Test Administrator at the out-of-district facility will only have access to the Test Monitoring Application to test the specific student remotely and to view that student's progress on the Test Monitoring Dashboard.

### **Out-of-District LAS Links Remote Test Administrator Responsibilities**

1. The Out-of-District LAS Links Remote Test Administrator will receive an automated communication from DRC. They should then reach out to the ELAC at the host site to arrange for the testing of the student(s).
2. All Out-of-District LAS Links Remote Test Administrators must participate in an orientation provided by the ELAC of the Reporting District to review testing procedures as described in the:  
[Connecticut LAS Links Remote Instructions for Test Administrators \(revised 1/28/2021\)](#)  
[LAS Links Remote Test Administration with Test Monitoring Application PowerPoint \(revised 1/28/2021\)](#)  
[Video Demo LAS Links Remote Test Administration with Test](#)
3. The Out-of-District LAS Links Remote Test Administrator will obtain, via the previously agreed upon secure manner, the student's test ticket with the Username and Password.
4. The Out-of-District LAS Links Remote Test Administrator will administer all four subtests to the specified student in accordance with LAS Links Remote guidance including the appropriate use of web conferencing platform test administration procedures, the use of the DRC restricted URL, and the Test Monitoring Application.
5. The Out-of-District LAS Links Remote Test Administrator should obtain the student agreement for the student portion of the [Parent/Guardian and Student Agreement for LAS Links Remote Testing \(English\)](#).
6. The Out-of-District LAS Links Remote Test Administrator should communicate any concerns to the ELAC.
7. The Out-of-District LAS Links Remote Test Administrator should notify the ELAC when testing is complete. All testing must be completed within the designated LAS Links testing window, currently ending April 30, 2021.

Preliminary On-Demand Reports will be available to the reporting district. When the final results are available, this information will be communicated to the ELAC in the reporting district.