● ● ● **Test Administrator LAS Links Online Remote Testing Checklist**

This checklist provides steps to ensure a successful LAS Links Online Remote Testing experience.

The LAS Links Online assessment is secure. The test administrator, parent/guardian and students share the responsibility for maintaining a secure environment so that the assessment content and results are not compromised.

Students must finish a subtest on the same day the subtest was started. Students may take multiple assigned subtests all in one day or over the course of several days.

If technology issues happen during the assessment, contact DRC Technology Support for assistance.

Prior to Testing

☐ Ensure that you have an active LAS Links Online user account and testing permissions in DRC INSIGHT Portal.
☐ Select a support web-conferencing service with the following features:
- "Computer Audio Only" for web sessions
- Host only recording capability
- Private breakout sessions
- Screen sharing by participants
- Private chat
- Embedded link for login

☐ Familiarize yourself with the remote testing web meeting instructions.
☐ Determine if your District will provide devices to students or if the student(s) will be utilizing their home device.
    ☐ Simulate a remote web meeting with students using the LAS Links Practice Test to determine student readiness PRIOR to the live test session. Link to the LAS Links Practice Test (English and Spanish)
    ☐ Review the technical requirements with the student and parent/guardian during the practice web meeting using the Home Technology Readiness Guide for the Test Administrator to guide your discussion and technology readiness check.
☐ Register Students to be tested in the DRC Insight Portal.
☐ Schedule Test Sessions in the DRC INSIGHT Portal (only LAS Links Online English Forms B, D and Español B can be used for remote testing).
☐ Create a separate web conference for each subtest.
☐ Create the web meeting with the following defaults.
    ☐ Mute participants upon entry.
    ☐ Participants can send chat messages to host only.
    ☐ Participants cannot record sessions.
    ☐ Disable virtual backgrounds.
    ☐ Enable breakout sessions.
☐ Include only students who are taking the same grade band.
☐ Limit each meeting to 5 participants for Listening, Reading and Writing.
☐ Limit each meeting to 1 participant for Speaking.
☐ Create a custom invitation email for all participants with the following:
    ☐ Link to the web meeting as well as the Date, time, duration of meeting.
    ☐ Contact information for the LAS Links Online Test Administrator.
    ☐ Student instructions.
    ☐ General information on the assessments the students will be taking.
    ☐ Parent and Student Agreement Template , (if utilized by the District).

☐ Create a "prep" document to stay organized during the meeting and include the following details:
- ☐ Meeting link, date, start time, duration.
- ☐ Student names, emails addresses, login credentials, private room numbers.
- ☐ Provide the student the LAS Links Online Remote Testing URL:

  https://wbte.drcedirect.com/LL/#portal/ll/592030/exam/1?index=1&adminId=592030

☐ Student login credentials should not be provided prior to meeting.

Web Meeting – Testing Day Activities

☐ Have your "prep" organization documentation with student names, etc. available.

☐ Introduce yourself and describe the expectations of the web meeting to the participants.

☐ Let students know that:
- ☐ You will work with students individually in private rooms, but you will always be monitoring their actions.
- ☐ They should not stand or leave the room during the web meeting without your permission.
- ☐ Their parent/guardian may not help them on the assessment by reading or answering questions.
- ☐ Explain the chat feature and how it should be used.
- ☐ Explain how students should let you know when they have finished their test.

☐ Assign students to individual private rooms.
1. Invite students one at a time to meet with you in their private room.
2. Validate the student's identification.
3. Ask the parent/guardian to show you the student's environment with the web camera. The area used for the assessment must be clear of distractions and prohibited items.
4. Via private chat, send the username, password and content area to the student that will be tested during that session.
5. Ask the student to return to the Main Meeting.

☐ Watch for suspicious activity.

☐ Students can be dismissed from the web meeting when they complete the assessment.

Post-Testing Activities

☐ Holistically score the student's Speaking and Writing responses utilizing Educator Scoring in the DRC INSIGHT Portal, unless your District purchased DRC Scoring Services.

☐ Download and print the student's On-Demand Report which are generally available approximately 30-60 minutes after the student finishes the Listening and/or Reading portions of the assessment and approximately 30-60 minutes after the Speaking and/or Writing responses have been scored.