



Connecticut State Department of Education (CSDE) Data Recognition Corporation (DRC)


2023-24

Accessibility Guidelines for the LAS Links Online Administration Training



Important Dates



Outplaced students and DA list to districts	November 15, 2023
Accommodations Entry open in DRC INSIGHT Portal for ELACs	December 4, 2023- March 1, 2024
Connecticut Alternate Assessment System Eligibility Form Verification in CT-SEDS	Fully Implemented IEP by December 29, 2023
ELs/MLs Eligible for the Alternate Assessment Form 2023-24	November 15, 2023- December 22, 2023
Domain Exemption Registration	November 15, 2023- December 22, 2023
Accommodated/Paper Form Order Submission <ul style="list-style-type: none">• By December 15, 2023, for January 5, 2024, delivery• By December 22, 2023, for January 12, 2024, delivery	December 15, 2023, or December 22, 2023
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 23, 2024 



LAS Links Accommodation Preparation

- ELACs will need to work closely with district staff to identify students placed outside the district. These students are included in the Student Management System and districts determine how these students will be tested.
- Establish systematic district procedures and communicate regularly about students who are ELs/MLs and those students who are dually identified.
- The language learning needs of students who are dually identified need to be represented at the PPT ([Dear Colleague Letter 1/7/15](#)).
- Accommodations used for instruction and assessment, as described on the Present Levels and Supplementary Aids and Services and District and State Testing Tiles/Sections of the IEP in CT-SEDS and within the Section 504 Plan, may be provided to dually identified students on the LAS Links.





Accommodations and Universal Tools Defined





LAS Links Accessibility Supports

Universal Tools

- are online tools that are available to all students and are “on for all” by default.
- are not required to be recorded in [DRC INSIGHT Portal](#).

Accommodations are test administration procedures that provide equitable access to students with an IEP or Section 504 Plan.

Universal tools and accommodations for the LAS Links are grouped based on how they are provided to the student.

They are:

- Embedded: Available through the online computer platform; and
- Non-Embedded: Provided to the student by the school.





Selecting Appropriate Test Accommodations or Tools

- Does the tool or accommodation fit the student's areas of strength and weakness, rather than the category of disability or language proficiency?
- Does the student's IEP or Section 504 Plan call for the same or a similar accommodation during instruction?
- Does the student use this accommodation regularly during classroom activities? If yes, at what level of independence and automaticity?
- Is the student sufficiently skilled to use this accommodation with ease, or will it serve as an impediment?
- Is the accommodation necessary for this child and are they **willing to use it on the assessment?**





Evidence of the Need for Universal Tools and Accommodations for LAS Links

Examples of evidence to support the need for tools and accommodations:

- IEP/504 Plan present levels of performance
- IEP goals and objectives
- Provision of supports
- Communication modes or access to supports such as signing



Usage, familiarity, and application of

- Assistive Technology
- Scribe
- Read aloud or TTS



LAS Links Accessibility Chart

This LAS Links Accessibility Chart identifies a range of universal tools and accommodations available students on the LAS Links Assessment.

 2023-24 Accessibility Features for LAS Links Assessment Grades K-12 				
Universal Tools Available to All Students		Accommodations Available to Students with an IEP or Section 504 Plan		Key + Individual Test Setting ~ Requires Trained Educator # Requires Documented Evidence Guidelines to be completed ★ Requires Security/Confidentiality Agreement
Embedded	Non-Embedded	Embedded	Non-Embedded	
Color Choices	Breaks	LAS Links Text-to-Speech (TTS) for the Reading Domain (Passages and Item Prompts)	LAS Links Read Aloud for the Reading Domain (Passages and Item Prompts) + ~ # ★	Refer to the CSDE Assessment Guidelines for detailed information on universal tools, supports, and accommodations.
Color Contrast	Separate Setting	#	LAS Links Braille Booklet +	
Cross-Off			LAS Links Large Print Booklet +	
Highlighter			LAS Links Accommodated Paper Test Form +	
Sticky Notes			Alternate Response Option/Manipulating Test Materials + ★	
Line Guide			LAS Links Scribe + ~	
Magnifier			LAS Links Human Signer/Visual Support +	
Mark for Review/Flag (Reading and Writing)			LAS Links Directions and Item Prompts Only Accommodation for the Reading Domain and Writing Domain + ~ ★	
Masking				
Reverse Contrast				





Available Universal Tools





Available Universal Tools

Embedded Tools:

- Color choices
- Color Contrast
- Cross-Off
- Highlighter
- Sticky Notes
- Line Guide
- Magnifier
- Mark for Review/Flag
- Masking
- Pointer/Mouse Pointer
- Reverse Contrast





Available Universal Tools Continued

Non-embedded tools:

- Breaks
- Separate Setting





Available Accommodations





Eligibility for Accommodations on the LAS Links

Each student participating in the LAS Links must meet each of the following components of the eligibility criteria for each applicable subtest of the LAS Links to be eligible to receive accommodations:

1. Student is identified as an EL/ML in PSIS; AND
2. Student is identified as a student with disabilities with an implemented IEP or Section 504 Plan; AND
3. The need for any accommodation must be documented in the IEP or the Section 504 Plan and used regularly for instruction and assessment; AND
4. Student requires one or more of the allowable accommodations described in the [LAS Links Test Administration Manual](#), Appendix C.





IEP or 504 Plan in CT-SEDS

- PPT/Section 504 has reviewed as part of the meeting process evidence of need for a specific accommodation across curricular areas/and state/district testing
- The PPT/Section 504 Team documents these accommodations within CT-SEDS
- The 504 Plan or IEP is implemented

Note: accommodations **CANNOT** be entered into [INSIGHT](#) before the IEP or 504 Plan is implemented.



Accommodations: Alternate Response Option/ Manipulating Test Materials

- provided to the student individually
- adapted keyboards, large keyboards, Sticky Keys, Mouse Keys, Filter Keys, adapted mouse, touch screen, head wand, and switches
- In some cases, the test administrator acts as a navigator within the test delivery system.

ELACs record this accommodation in the [DRC INSIGHT Portal](#) as “MTM.”



LAS Links Text-to-Speech (TTS) for the Reading Domain Accommodation (Passages and Items)

There are a variety of reader options for students with various access needs.

- Review the following documents prior to designating accommodations:
 - [LAS Links Reader Options Table](#) to learn more about available accommodations.
 - [LAS Links Decision Guidelines for Text-to-Speech Accommodation for the Reading Domain](#)



LAS Links Text-to-Speech (TTS) for the Reading Domain Accommodation (Passages and Items)- Continued

When LAS Links text-to-speech accommodation is used:

- appropriate headphones must be available to the student, unless the student is tested individually in a separate setting.
- students who are eligible for TTS of the Reading Domain are automatically provided the accommodation in the Writing Domain.

ELACs record this accommodation in the [DRC INSIGHT Portal](#) as “Text-To-Speech.”



LAS Links Read Aloud for the Reading Domain Accommodation (Passages and Items)

Read Aloud for the Reading Domain:

- Review the following documents prior to designating accommodations:
 - [LAS Links Reader Options Table](#) to learn more about available accommodations.
 - [LAS Links Documented Evidence for a READ ALOUD Accommodation for the Reading Domain \(Passages and Item Prompts\)](#)
 - [LAS Links Read Aloud Accommodation Guidelines](#)



LAS Links Read Aloud for the Reading Domain Accommodation (Passages and Items)

Read Aloud accommodation

- All text is read aloud in English to the student
- 1:1 test setting
- Trained and qualified human reader who follows the [LAS Links Read Aloud Accommodation For the Reading Domain Guidelines](#) and who has submitted a signed [Security and Confidentiality Agreement](#).
- If this accommodation is designated, then all text within the Writing Domain is also read aloud in English to the student.

ELACs record this accommodation in the [DRC INSIGHT Portal](#) as “RA.”





LAS Links Read Aloud of Directions and Item Prompts ONLY Accommodation for the Reading Domain and Writing Domain



This accommodation is for students who do not have a documented print/visual disability that would qualify them for TTS of the Reading Domain or Read Aloud of the Reading Domain.

Within the Writing Domain

- All text is read aloud in English to the student—directions, items, and item response options.

Within the Reading Domain

- Only the directions and items are read aloud in English to the student.
- The reader should **not** read the Reading passages.





LAS Links Read Aloud of Directions and Item Prompts ONLY Accommodation for the Reading Domain and Writing Domain – Continued



Both the Reading and Writing Domains require that

- Students are tested in a 1:1 test setting by a trained and qualified human reader who follows the [LAS Links Read Aloud Accommodation for the Reading Domain Guidelines](#) and;
- The individual reading the subtests aloud has submitted a signed [Security and Confidentiality Agreement](#).

ELACs record this accommodation in the [DRC INSIGHT Portal](#) as “RA.”





Accommodations: Speech-to-Text (SST)

Often used with students who have motor or processing disabilities (such as dyslexia), this accommodation allows students to orally dictate their responses to open-ended items.

Students with this accommodation documented in their IEP or 504 Plan for instruction and assessment **must use a scribe on the LAS Links assessment as no STT is available in the LAS Links system** (see [LAS Links Scribe](#)).





LAS Links Scribe Accommodation

A scribe is an educator who writes/types student responses provided verbally or American Sign Language (ASL), braille, or assistive communication device.

Scribes must

- **administer the assessment in an individual test setting.**
- be trained and must review the [LAS Links Scribe Protocol](#)
- complete the Security/Confidentiality Agreement Form included on the last page of the protocol document.

ELACs record this accommodation in the [DRC INSIGHT Portal](#) as “RS.”





LAS Links Human Signer/Visual Support Accommodation

- Qualified test administrator to sign or provide visual language support for the reading passages to a student who is deaf or hard of hearing with a print disability.
- Students are tested individually and,
- If necessary, a sign language interpreter may assist in test administration by providing directions and clarifying information.



LAS Links Human Signer/Visual Support Accommodation - Continued



- **Note:** If a student requires the LAS Links Human Signer/Visual Support accommodation the ELAC should order a paper test form using the [LAS Links Accommodated Paper Materials Order Form](#) available on the [CT DRC LAS Links Website](#). This will allow access to the transcription of the content of the Listening test for signing.
- All domains must be administered using the paper form and returned to DRC for scoring by the established due date. (**February 23, 2024**)

ELACs record this accommodation in the [DRC INSIGHT Portal](#) “SL.”





Accommodations that Require Ordering





Accommodation: LAS Links Braille Booklet

- a UEB Contracted fixed-form paper test booklet
- all content in braille
- students should be tested individually
- a trained test administrator familiar with the student's accommodations
- must be ordered in advance of the testing window using the [LAS Links Accommodated Paper Materials Order Form](#) available on the [CT DRC LAS Links Website](#).
- **Note: When using this accommodation, all four domains must be completed in the Braille test Booklet. All student responses must be transcribed into the scannable paper form prior to return for scoring.**

ELACs record this as “BR” in [INSIGHT](#).





Accommodations: LAS Links Large Print Booklet

- an enlarged paper fixed-form test booklet, 19.44-point or larger font size
- students should be tested individually
- must be ordered in advance of the testing window by the ELAC using the [LAS Links Accommodated Paper Materials Order Form](#) available on the [CT DRC LAS Links Website](#).
- **Note: When using this accommodation, all four domains must be completed in the Large Print Booklet. All student responses must be transcribed into the scannable paper form prior to return for scoring.**

ELACs record this accommodation in the [DRC INSIGHT Portal](#) as “LP.”



Accommodations: LAS Links Accommodated Paper Test Form

- a paper fixed-form test booklet
- all content in a scannable paper form
- students should be tested individually
- must be ordered in advance of the testing window by the ELAC using the [LAS Links Accommodated Paper Materials Order Form](#) available on the [CT DRC LAS Links Website](#).
- if a student qualifies for the LAS Links Human Signer/Visual Support accommodation, the ELAC needs to order this Accommodated Paper Test Form to access a transcript for the Listening test. **When using this accommodation, all four domains must be completed in the paper test and returned to DRC for scoring.**

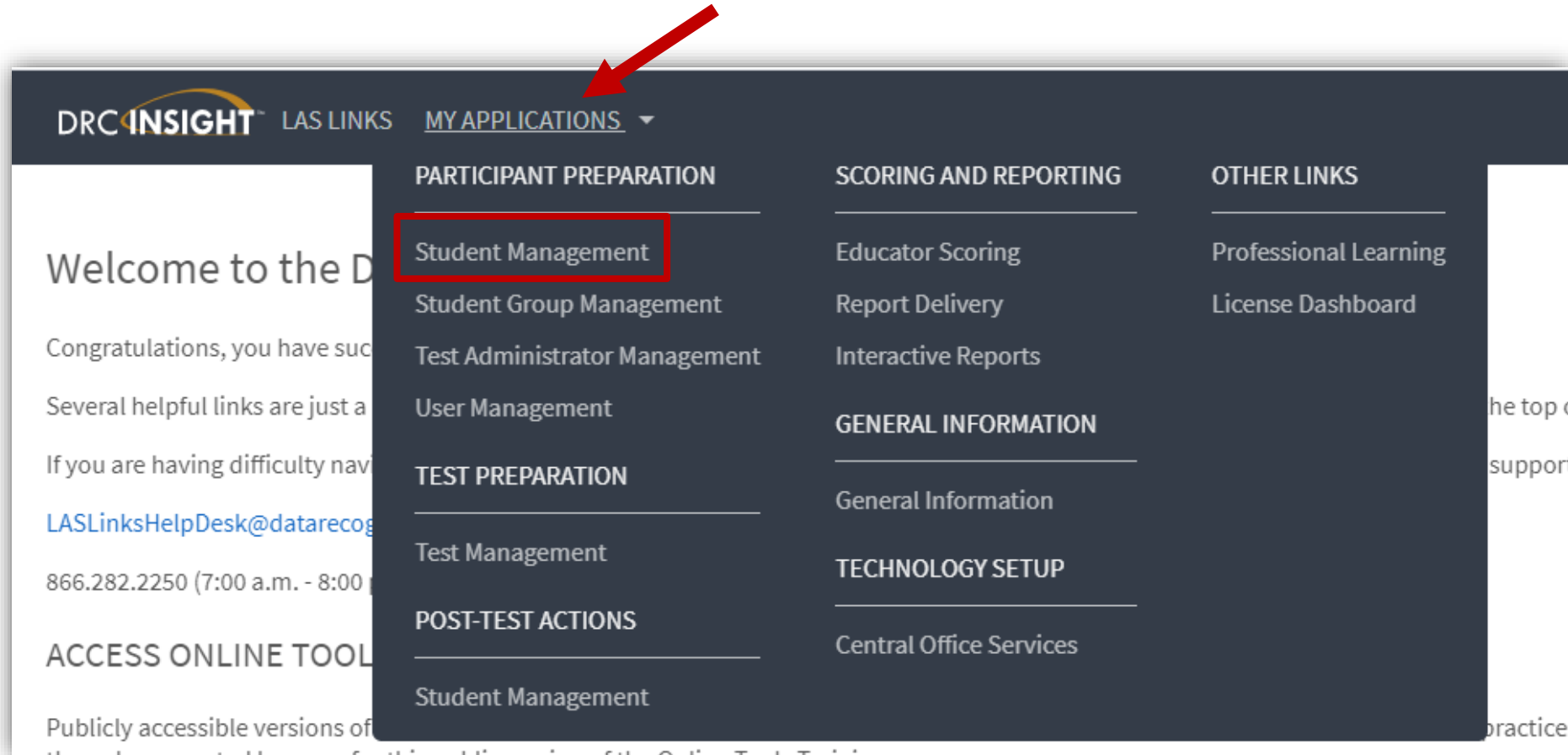


ELACs record this accommodation in the [DRC INSIGHT Portal](#) as “Other.”

Entering Accommodations



Entering Accommodations



The screenshot shows the 'MY APPLICATIONS' dropdown menu in the DRC INSIGHT system. A red arrow points to the 'MY APPLICATIONS' header, and a red box highlights the 'Student Management' option. The menu is organized into several sections:

- PARTICIPANT PREPARATION**
 - Student Management
 - Student Group Management
 - Test Administrator Management
 - User Management
- TEST PREPARATION**
 - Test Management
- POST-TEST ACTIONS**
 - Student Management
- SCORING AND REPORTING**
 - Educator Scoring
 - Report Delivery
 - Interactive Reports
- GENERAL INFORMATION**
 - General Information
- TECHNOLOGY SETUP**
 - Central Office Services
- OTHER LINKS**
 - Professional Learning
 - License Dashboard



Finding a Student to Record an Accommodation

Student Management | Manage Students | Student Status Dashboard

Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

* Indicates required fields

Administration: LAS Links *
District: Sales and Training District -
School: Sales and Training Site 1 - 1

Last Name:
First Name:
Student ID:

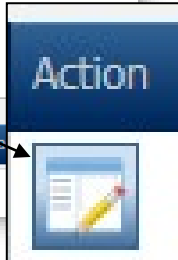
Accommodation LAS Links Form:
Accommodation Type:
Accommodation:

Grade:
Demographic:
Test Administrator:

Student Group:
LAS Links Form:
Session:

Online Test Status:
Session Assignment:

Students					
	Last Name	First Name	Student ID	Date Of Birth	Grade
<input type="checkbox"/>	A	A	37870	4/18/2010	02

View/Edit → 

To see a roster of all students rostered in [DRC INSIGHT](#).

Choose “all” from the drop-down menu

- To see a roster of all students at a School
 - Choose the School from the dropdown menu
- To find a particular student:
 - Fill one or more of the search fields (i.e., Name and/or Student ID)
- Click Find Students
- Roster will appear below

Recording Accommodations

Edit Student

[Instructions](#)

* Indicates required fields

Last Name: Cardenal * First Name: Delma * Middle Initial: Student ID: 543876 *

Student Detail | **Accommodations** | Demographics | Student Groups | Testing Codes | Test Sessions

If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3 is the highest.)

Accommodations									
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	English Form E	English Form F	Espanol A	Espanol B
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BR	Braille					<input type="checkbox"/>	<input type="checkbox"/>		
LP	Large Print					<input type="checkbox"/>	<input type="checkbox"/>		
MTM	Manipulating Test Materials					<input type="checkbox"/>	<input type="checkbox"/>		
RA	Read Aloud					<input type="checkbox"/>	<input type="checkbox"/>		
RS	Scribe					<input type="checkbox"/>	<input type="checkbox"/>		
SL	Sign Language					<input type="checkbox"/>	<input type="checkbox"/>		
Other	Other					<input type="checkbox"/>	<input type="checkbox"/>		
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Save Cancel

- NOTE: New Accommodation Types are the label used for available accommodations on Forms E/F
- Follow CSDE policies when entering student accommodations described in the [LAS Links Test Administration Manual](#)

Accommodations for a student must be entered **prior to testing** by that student. Enter Accommodations under **Form E** column.



Domain Exemptions





LAS Links Domain Exemptions

- A small group of students with an IEP or Section 504 Plan may be exempt from the Listening or Speaking Domain due to a disability.
- The ELAC will submit the student specific information using the [Domain Exemption Form](#) between **November 15, 2023 and December 22, 2023**.
- Based on the information provided to the CSDE by the ELAC, an overall score will be calculated for the student based only on the subtests taken.
- This overall score will only be reported in the CSDE's student reporting portal, EdSight Secure.



Special Considerations and Irregularities





Special Considerations

- Students Who are Present, but Do Not Take the Test
- Reluctant Students
- Students who Become Agitated or Disruptive





Resources and Contacts





Resources to Support Accessibility Decisions

[English Language Proficiency Assessment – LAS Links CSDE Document page](#)

- [LAS Links Accessibility Chart](#)
- [LAS Links Reader Options Table](#)
- [LAS Links Decision Guidelines for Text-to-Speech Accommodation for the Reading Domain](#)
- [LAS Links Documented Evidence for a Read Aloud Accommodation for the Reading Domain](#)
- [LAS Links Read Aloud Accommodation for the Reading Domain Guidelines and Security/Confidentiality Agreement](#)
- [LAS Links and CAAELP Text-to-Speech \(TTS\) vs Read Aloud](#)
- [LAS Links Scribe Accommodation - Protocol and Security/Confidentiality Form](#)

[CT DRC LAS Links Webpage](#)

- [LAS Links Test Administration Manual](#)
- [LAS Links INSIGHT Portal User Guide](#)
- LAS Links Training Videos





DRC Support

LAS Links Help Desk

866.282.2250 Option 2 (9:00 a.m.-5:30 p.m. EDT)
or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager

Franklin Brown

855.839.1181 Option 2

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