



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

2024-25 Accessibility Guidelines for the LAS Links Online Administration Training



Important Dates

Outplaced students and DA list to districts	November 20, 2024
Accommodations Entry open in DRC INSIGHT Portal for ELACs	December 9, 2024- March 7, 2025
Connecticut Alternate Assessment System Eligibility Form Verification in CT-SEDS	Fully Implemented IEP by December 20, 2024
Domain Exemption Registration	November 12, 2024- December 20, 2024
Accommodated/Paper Form Order Submission <ul style="list-style-type: none">• Before December 19, 2024, for delivery by January 3, 2025• After December 20, 2024, for delivery after January 10, 2025	November 8, 2024- February 7, 2025
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 28, 2025



Important Abbreviations and Acronyms

Abbreviation/Acronym	Meaning
APSEP	Approved Private Special Education Program
CT Portal	CT Testing Portal
CT-SEDS	CT Special Education Data System
DA	CSDE District Administrator
ELP	English Language Proficiency
INSIGHT Portal	DRC Testing Portal
IEP	Individualized Education Program
PPT	Planning and Placement Team

Important Abbreviations and Acronyms

Abbreviation/Acronym	Meaning
OTT	Online Tools Training (Practice Test)
PSIS	Public School Information System
TIDE	Test Information Delivery Engine
TMA	DRC's Test Monitoring Application
SASID	State Assigned Student Identification
TA	Test Administrator



LAS Links Accommodation Preparation: Newly Identified and New to Your District

Collaboration between EL/ML educators, ELACs, special education teams, and Section 504 Teams is key to determine if any kindergarten or newly arrived/enrolled students have been identified as EL/ML. Educators should collaborate early within the school year to ensure the following:

- Discuss and share if any kindergarten or newly arrived/enrolled students have been identified as EL/ML.
- Planning and Placement Team (PPT) or Section 504 Team meetings should be planned once this designation is updated in PSIS and CT-SEDS to ensure correct designations and supports are in place prior to the testing windows.
- Review English language proficiency (ELP) designation (LAS Links or CAAELP) and accessibility supports designated for current grade level.



LAS Links Accommodation Preparation: Newly Identified and New to Your District

- PPTs should determine which ELP assessment is most appropriate for that dually identified student.
- Teams can refer to the [Determining Student Participation on Connecticut Statewide Summative Assessments](#) flowchart that provides the PPT with guidance on statewide assessment participation discussions and for the selection of accommodations applicable for each assessment system.
- Accessibility features and ELP assessment determination are within finalized and implemented plans prior to opening of the ELP assessment windows.



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 documented on the Present Levels, Annual Goals, and Supplementary Aids and Services and District and State Testing Tiles/Sections of the finalized and implemented Individualized Education Plan (IEP) or Section 504 Plan in CT-SEDS, 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
- Accommodations/modifications
- Communication modes or access to supports such as signing
- Language and communication plan

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.



2024-25 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 <i>Refer to the LAS Links Test Administration Manual for detailed information on universal tools and accommodations.</i>
Embedded	Non-Embedded	Embedded	Non-Embedded	
Color Choices	Breaks	LAS Links Text-to-Speech (TTS) for the Reading Domain (Passages and Item Prompts) and Writing Domain (Stimuli and Item Prompts) #	LAS Links Read Aloud for the Reading Domain (Passages and Item Prompts) and Writing Domain (Stimuli and Item Prompts) + ~ # ★	
Color Contrast	Separate Setting			
Cross-Off			LAS Links Braille Booklet +	
Highlighter			LAS Links Large Print Booklet +	
Sticky Notes			LAS Links Accommodated Paper Test Form +	
Line Guide			Alternate Response Option/Manipulating Test Materials +	
Magnifier			LAS Links Scribe + ~ ★	
Mark for Review/Flag (Reading and Writing)			LAS Links Human Signer/Visual Support +	
Masking			LAS Links Read Aloud of Directions and Item Prompts Only Accommodation for the Reading Domain and Writing Domain ★~	
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 a finalized and 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

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

Note: Accommodations **CANNOT** be entered into [INSIGHT](#) before the IEP or 504 Plan is finalized and 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 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.
- If necessary, a sign language interpreter may assist in test administration by providing directions and clarifying information.



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 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 28, 2025**)

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



Accommodations that Require Ordering



Accommodations: 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.”



Accommodations: 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
- Braille Audio is for all subtests. The LAS Links Form E Audio Files - Braille are located in the DRC INSIGHT portal in General Information>>Documents>>Assessment Resources.
- ELACs record this accommodation in Box 12 of the student answer book.
- There is no need to remove students taking the braille test from DRC-created test sessions in the DRC INSIGHT portal.



Accommodations: LAS Links Braille Booklet

- 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, 18 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.”



LAS Links Reader Option Accommodation





LAS Links Reader Options

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

- LAS Links Text-to-Speech (TTS) Accommodation for the Reading Domain (Passages and Item Prompts) and Writing Domain (Stimuli and Item Prompts)
- LAS Links Read Aloud Accommodation for the Reading Domain (Passages and Item Prompts) and Writing Domain (Stimuli and Item Prompts)
- LAS Links Read Aloud of Directions and Item Prompts Only Accommodation for the Reading Domain and Writing Domain

The [LAS Links Reader Options Table](#) provides more about available accommodations.



Guidelines for TTS or Read Aloud of the Reading Domain (Passages and Item Prompts) and Writing Domain

Text-to-speech of the LAS Links Reading Domain (Passages and Items) and Read Aloud of the Reading Domain (Passages and Items) are accommodations for students who cannot access print or text due to a significant visual or print disability.

To determine eligibility, the PPT or Section 504 Team should complete either the:

- [LAS Links Decision Guidelines for Text-to-Speech Accommodation for the Reading Domain \(Passages and Items\) and Writing Domain](#) (Stimuli and Item Prompts) or;
- [LAS Links Documented Evidence for a READ ALOUD Accommodation for the Reading Domain \(Passages and Items\) and Writing Domain](#) (Stimuli and Item Prompts).



TTS Accommodation for the Reading Domain (Passages and Item Prompts) and Writing Domain (Stimuli and Item Prompts)

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.
- [LAS Links Decision Guidelines for Text-to-Speech Accommodation for the Reading Domain](#)
- 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.”



Read Aloud Accommodation for the Reading (Passages and Item Prompts) and Writing (Stimuli and Item Prompts) Domains

Read Aloud accommodation

- [LAS Links Documented Evidence for a READ ALOUD Accommodation for the Reading Domain \(Passages and Item Prompts\)](#) Teams should review and complete this document.
- 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.



Read Aloud of Directions and Item Prompts **Only** Accommodation for the Reading Domain and Writing Domain–Continued

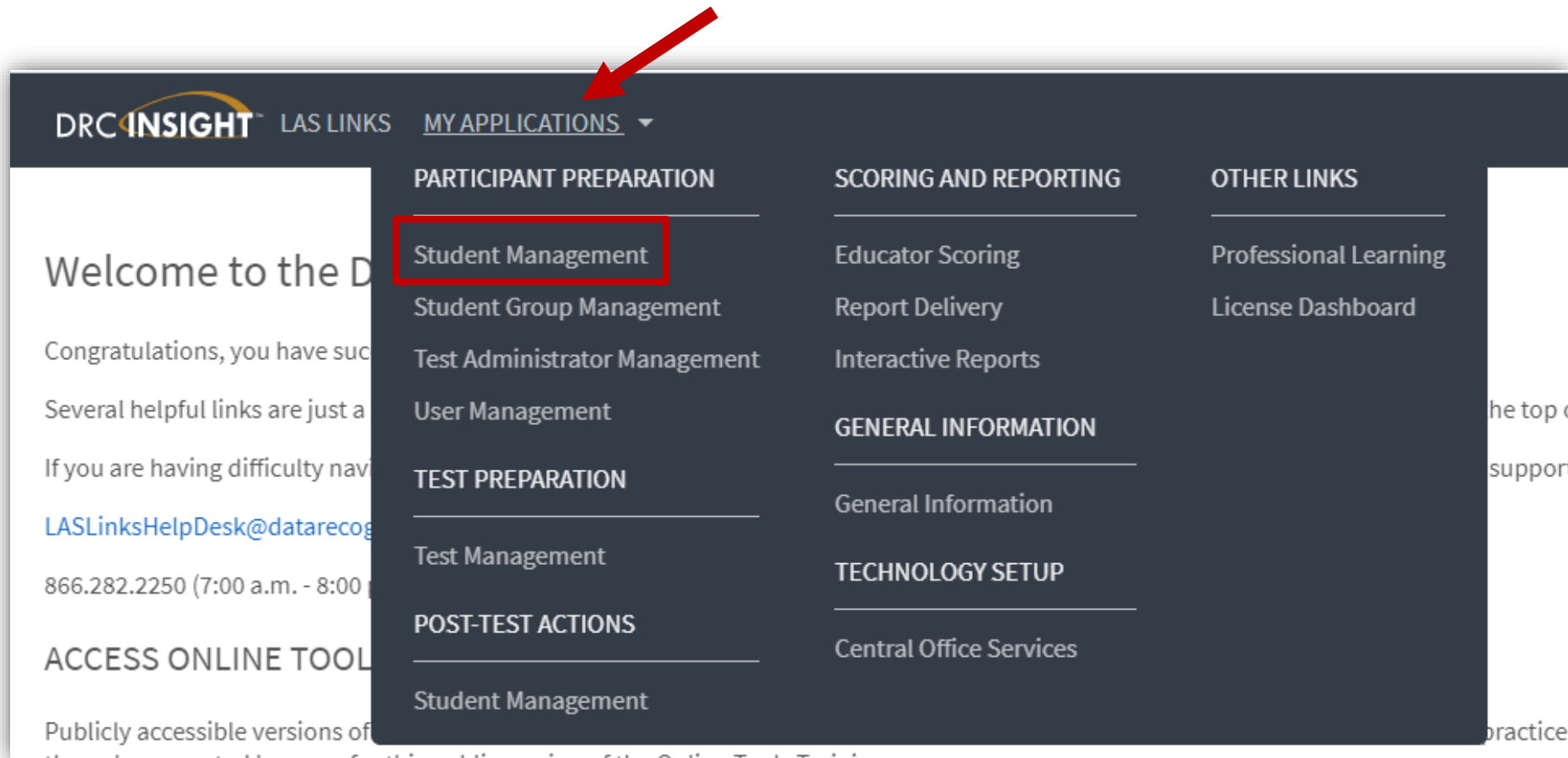
Both the Reading and Writing Domains require that

- 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.”

Entering Accommodations

Entering Accommodations



The screenshot shows the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. A red arrow points to the 'MY APPLICATIONS' dropdown arrow. The dropdown menu is organized into several sections:

- PARTICIPANT PREPARATION**
 - Student Management** (highlighted with a red box)
 - 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

On the left side of the dropdown, there is a 'Welcome to the D...' message and a 'Welcome to the D...' message. Below the welcome message, there is a 'CONGRATULATIONS, YOU HAVE SUCCESSFULLY COMPLETED THE LAS LINKS ONBOARDING PROCESS.' message. Below this, there is a 'SEVERAL HELPFUL LINKS ARE JUST A CLICK AWAY.' message. Below this, there is an 'IF YOU ARE HAVING DIFFICULTY NAVIGATING THE SYSTEM, PLEASE CONTACT OUR SUPPORT TEAM AT LASLINKSHELPPDESK@DATAECOG.COM OR CALL 866.282.2250 (7:00 a.m. - 8:00 p.m. EST)' message. Below this, there is an 'ACCESS ONLINE TOOLKIT' section with a link to 'Publicly accessible versions of the test materials and test administration guides are available at [testmaterials.dataecog.com](#)'.

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 <input type="button" value="v"/>	District Sales and Training District - <input type="button" value="v"/>	School Sales and Training Site 1 - 1 <input type="button" value="v"/>
Last Name <input type="text"/>	First Name <input type="text"/>	Student ID <input type="text"/>
Accommodation LAS Links Form <input type="button" value="v"/>	Accommodation Type <input type="button" value="v"/>	Accommodation <input type="button" value="v"/>
Grade <input type="button" value="v"/>	Demographic <input type="button" value="v"/>	Test Administrator <input type="button" value="v"/>
Student Group <input type="button" value="v"/>	LAS Links Form <input type="button" value="v"/>	Session <input type="button" value="v"/>
Online Test Status <input type="button" value="v"/>	Session Assignment <input type="button" value="v"/>	

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

View/Edit

Action



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 * First Name * Middle Initial Student ID *

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.)

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"/>

- NOTE: New Accommodation Types are the label used for available accommodations on Form 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 F column**. Only standard paper copies, large print, and braille should be marked as **Form E**.

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 complexities of their disability. Domain Exemptions are available on the Listening and/or Speaking subtests for the following students:

- Students who are identified as D/deaf or hard of hearing may not be able to participate in the Listening subtest due to this disability.
- Students who are non-verbal and, even when provided assistive technology or augmentative and alternate communication supports, may not be able to participate in the Speaking subtest.

The ELAC will submit the student specific information using the [Domain Exemption Form](#) between **November 12, 2024 and December 20, 2024**.

- 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
LASLinksPM@datarecognitioncorp.com





CSDE Contact Information

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Cristi Alberino

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Performance Office

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Katie Seifert

Associate Education Consultant, Special Populations

Performance Office

860.713.6722 or Katherine.Seifert@ct.gov

Megan Alubicki-Flick

English Learner Consultant

Turnaround Office

860.713.6786 or Megan.Alubicki@ct.gov

