CSDE DRC 2023-24

LAS Links Accommodated Paper Administration Training

Training Agenda

- ✓ **Training Part 1:** Identifying and Gathering LAS Links Paper Test Materials

- ✓ **Training Part 2:** Administering the Test Including Holistic Scoring

- ✓ **Training Part 3:** Packing and Shipping Materials to DRC for Scoring

Training Part 1: Pre-Test Activities

Identifying and Gathering the Appropriate LAS Links Paper Test Materials

Eligibility for Accommodated/Paper Test Form E

Paper testing is only allowable for:
- Students identified as EL/ML with an IEP or Section 504 Plan and a required paper accommodation in CT-SEDS
- Students educated out of state
- Students enrolled in APSEPs without access to online testing

Format Options include:
- Regular print
  - ASL – order regular print to obtain Listening transcript in Examiner's Guide.
- Large print
  - Transcribe responses into standard student answer book prior to return.
- Braille
  - Transcribe responses into standard student answer book prior to return.

Order Window: November 13, 2023 – February 2, 2024

Last day to ship answer documents back to DRC for scoring – **February 23, 2024**

Connecticut 2024 LAS Links
Accommodated/Paper Materials Order Form
Order Window - November 13, 2023 - February 2, 2024
Orders received by December 15, 2023, will arrive in district by January 5, 2024.
Orders received by December 22, 2023, will arrive in district by January 12, 2024.

Enter your District Facility Code in the District Code* box to auto-populate the District and ELAC information
(Click on District Code link to lookup)

Shipping and District Information

Name (ELAC Receiver):	Title: EL Assessment Coordinator
District Code:	Shipping Address:
District Name:	
Phone: EXT:	City:
Email Address:	State: CT Zip Code:

Order Date: 9/13/23

SECTION I: DISTRICT ENROLLMENTS

The 2024 LAS Links paper form will ONLY be provided for the following English learners/multilingual learners:
- Students entered into the Public School Information System (PSIS) who have an active Individualized Education Program (IEP) or Section 504 plan indicating a need for a paper test form, a braille form, or a large print form due to a disability.
- Students entered in PSIS who are being educated out of state.
- Students enrolled in Approved Private Special Education Programs (APSEPs) without access to the online LAS Links testing platform.

NOTE: The need to test via paper/pencil will be monitored closely by CSDE.

Enrollment by Grade

PLEASE INDICATE THE TOTAL NUMBER OF STUDENTS TESTING WITH PAPER WITHIN YOUR DISTRICT

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
Paper/Pencil													

SECTION II: Paper TEST MATERIALS

Base your order request on the number of *individual students* who will be assessed with the paper form.

| QTY	ISBN	Item Description	UNIT
	C6403105	Grades K-1, LAS Links Form E Student Answer Booklet	10/pkg.
	C6405001	Grades K-1, LAS Links Form E Examiner's Guide	Each
	C6403601	Grades K-1, LAS Links Form E Cue Picture Book	Each

- Order Form – Form E

- Expect materials to arrive separately

- Test Coordinator Kit Materials for the return of completed tests are shipped from DRC Maple Grove, MN office

- Test Materials are shipped from DRC Brooklyn Park, MN office
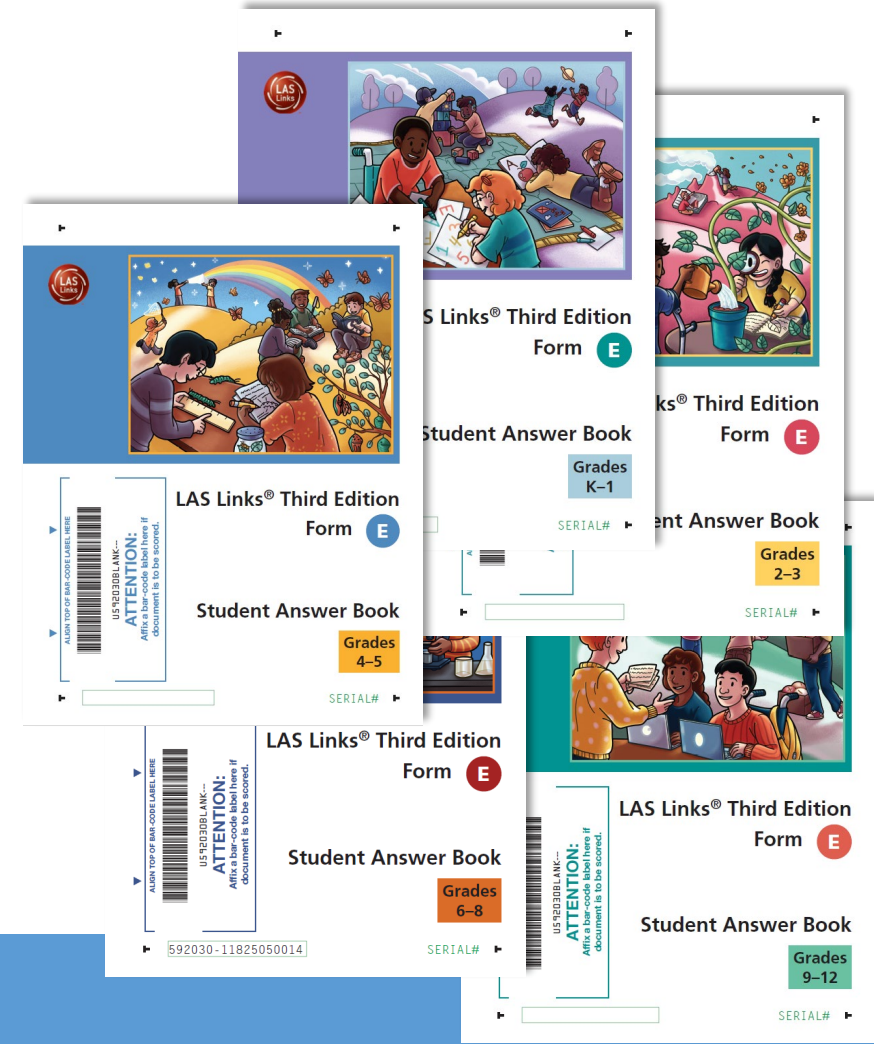
Test Materials

Grades K – 3
Cue Picture Books
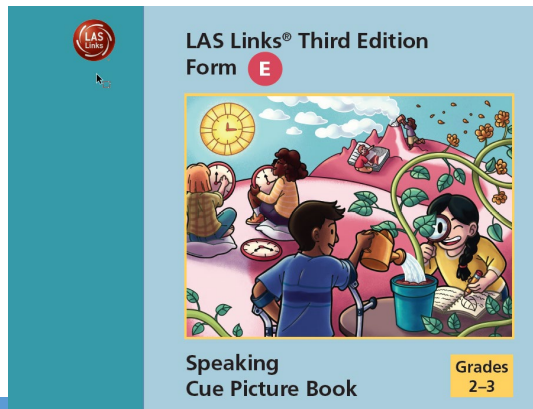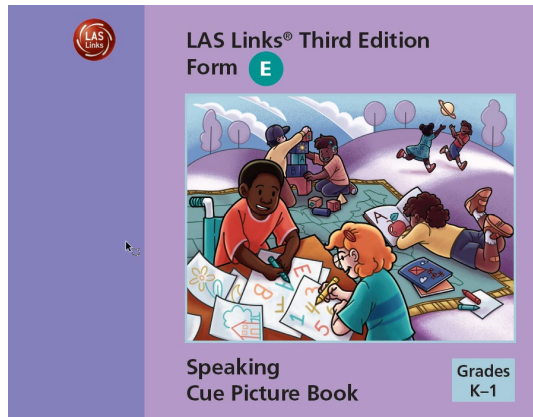
Grades 4 – 12
Student Content Books

Grades K – 12
Student Answer Books

Materials Needed for Testing

Grade Span	Student Materials	Teacher Materials
K-1	Student Answer Book	Cue Picture Book, Listening Audio Files Examiner's Guide
2-3	Student Answer Book	Cue Picture Book, Listening Audio Files Examiner's Guide
4-5	Student Content Book Student Answer Book	Listening Audio Files Examiner's Guide
6-8	Student Content Book Student Answer Book	Listening Audio Files Examiner's Guide
9-12	Student Content Book Student Answer Book	Listening Audio Files Examiner's Guide

Braille and Large-Print Accommodations

Braille: A raised-dot code that individuals read with the fingertips. Graphic material (e.g., maps, charts, graphs, diagrams, and illustrations) is presented in a raised format (paper, thermoform, or refreshable braille).

Recommendations for braille use: Students who are blind or have low vision may read text via braille.

Large-print test booklet: A large-print form of the test that is provided to the student with a visual impairment. The font size for the large-print form is 18/20 points on paper sized 11 x 17.

Recommendations for large print use: Students with visual impairments who may not be able to use zoom or magnifying devices to access the test may need a large-print version of the form.

For students taking the braille or large print accommodated paper test form, the responses must be transcribed to the student answer book (the same answer book used by non-braille or large-print users).

Training Part 2: Administering LAS Links

Includes Holistic Scoring Training

Estimated Testing Time

Subtest Area	Administration	Estimated Time
Speaking	One-to-One Testing (paper only)	15 minutes – all Grades
Listening	Group Testing	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	Group Testing	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	Group Testing	30 minutes – Grades K, 1 40 minutes – Grades 2-12

Test Administration Summary

Subtest Area	Administration	Item Types	Scoring
Speaking	One-to-One Testing (paper only)	Constructed Response	Rubric scoring while testing student
Listening	Group Testing	Multiple Choice	DRC Scoring
Reading	Group Testing	Multiple Choice	DRC Scoring
Writing	Group Testing	Multiple Choice Constructed Response	DRC Scoring

Student Answer Book

Must be CSDE approved for use

Testing with Accommodations

Please follow CSDE guidelines for accommodations

Important Notes
- Do NOT translate the assessment
- Always use a standard Student Answer Book
  - Do NOT transcribe answers from student paper answer book into the online system
  - DO transcribe students' answers for large print and braille into a standard Student Answer Book
  - Schedule pick-up to return all Student Answer Books to DRC by February 23, 2024

LAS Links Examiner's Guide
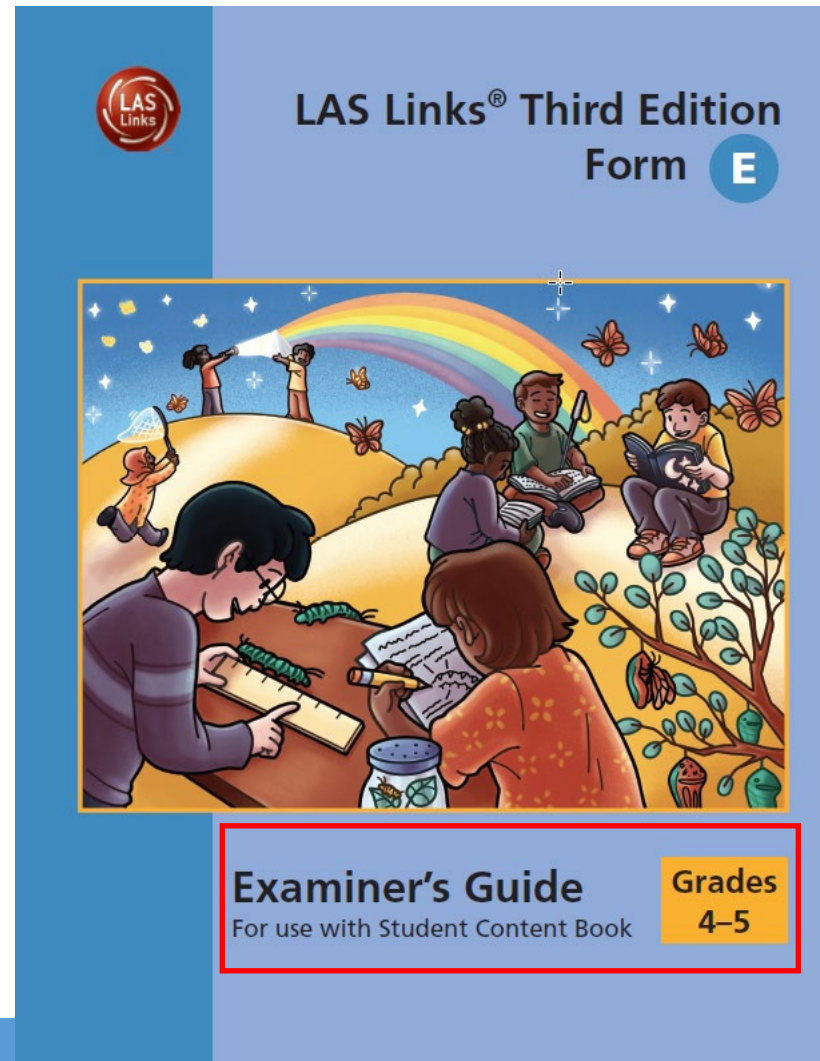
LAS Links Speaking

Administered One-to-One

Grades K - 12

Speaking Test Content

Speaking:

- Make Conversation
- Use Academic Words
- Describe and Request Information
- Present and Explain Information
- Tell a Story

Grades K-3, students will use the Cue Picture Books for student picture prompts

Grades 4-12, student picture prompts are found in the Student Content Book
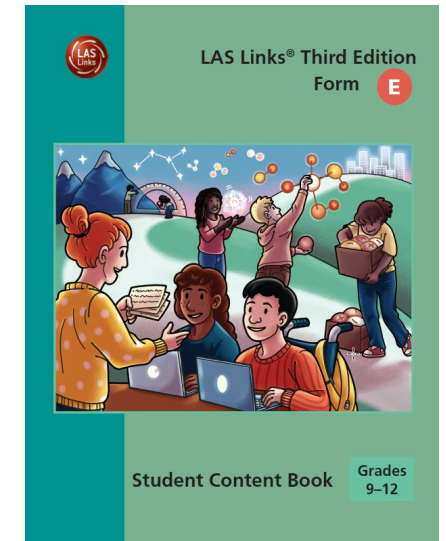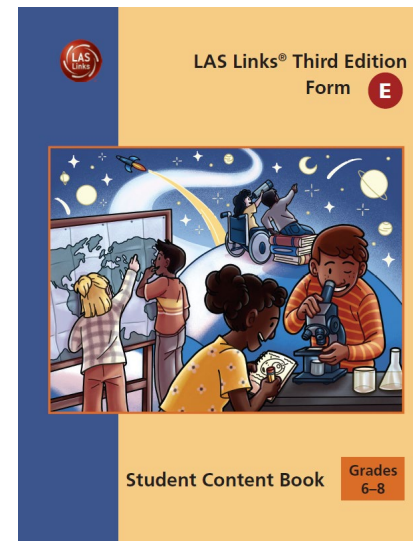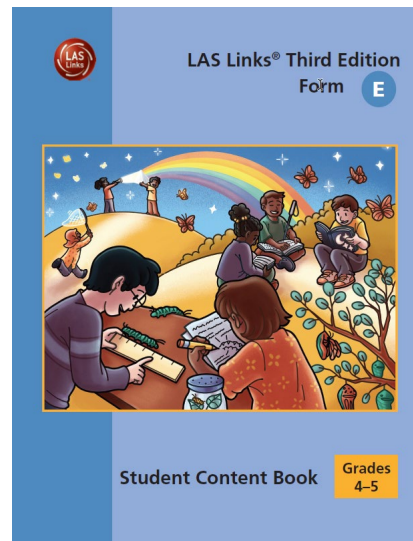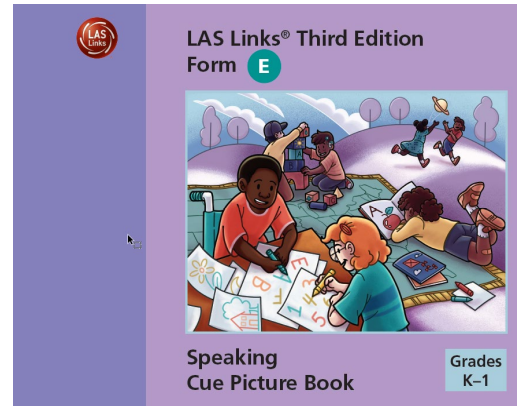
Speaking - Rubric Scoring

- Test Administrator will mark all responses for Speaking in the Student Answer Book

- Speaking Rubrics are found right in the Student Answer Book

- Sample responses and explanations are found in Appendix A in the Examiner's Guide

SPEAKING *Present and Explain Information*

Scoring Rubric for *Describe and Request Information* and *Present and Explain Information*

Score 0	Response displays some or all of these features: • No response in English • Response only in a language other than English • Response does not relate to the prompt, including "I don't know"
Score 1	The **intended meaning is unclear**, likely requiring a request for clarification from the listener. Response displays some or all of these features: • Response relates to the prompt but **does not clearly express or describe most of the required major information**; if a text prompt is given, a single-word response may not be a repetition from the prompt • Response **lacks sentence structure** and contains **numerous errors in grammar** • **Word choice is limited** or incorrect
Score 2	The **intended meaning is somewhat clear**. A comprehension-check question might be necessary to verify the meaning. Response displays some or all of these features: • Response **does not clearly express or describe some of the required major information** • Response has satisfactory sentence structure but contains **some serious errors in grammar** • Response includes some **vocabulary appropriate** to the topic; meaning may be hampered by a lack of correct word choice
Score 3	**Meaning is understood** without need for clarification from the listener. Response displays some or all of these features: • Response **clearly expresses or describes most of the required major information** • Response has satisfactory sentence structure and may contain **minor errors in grammar**, such as omission of a function word (e.g., preposition or article); a false start or self-correction is permissible • Response includes **precise and correct vocabulary** for the test task; content-specific vocabulary is used where applicable, and response is clear without redundant, indirect, or evasive language

LAS Links Listening

May be group administered

Grades K - 12

Listening Test Content

- Listen for Information
- Listen for Academic Instruction

All Listening items are multiple choice in format and evaluate listening comprehension of stated facts, inference, and critical thinking skills.
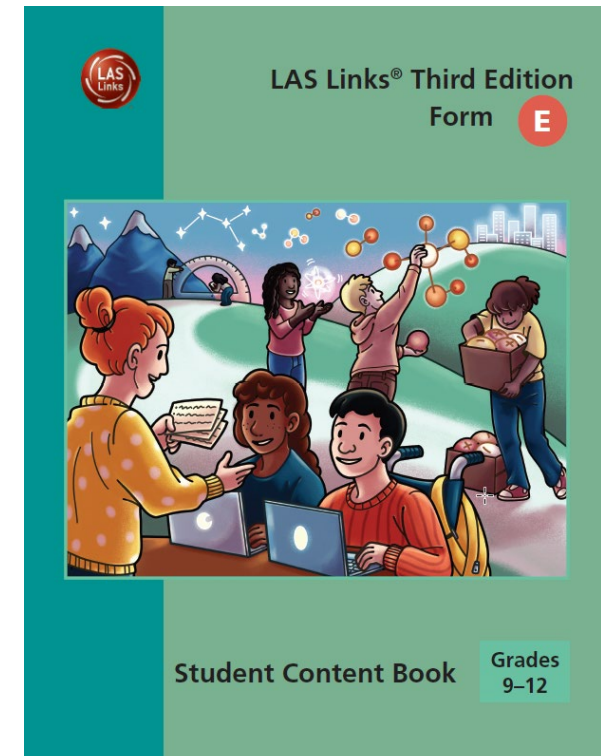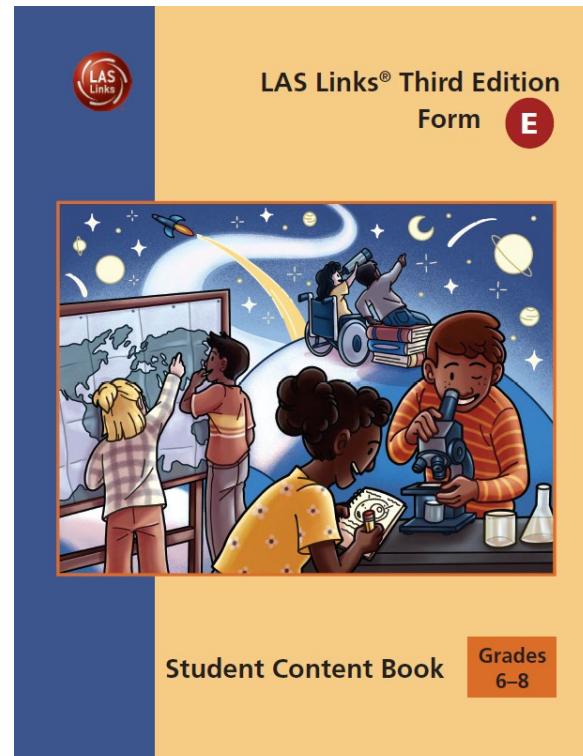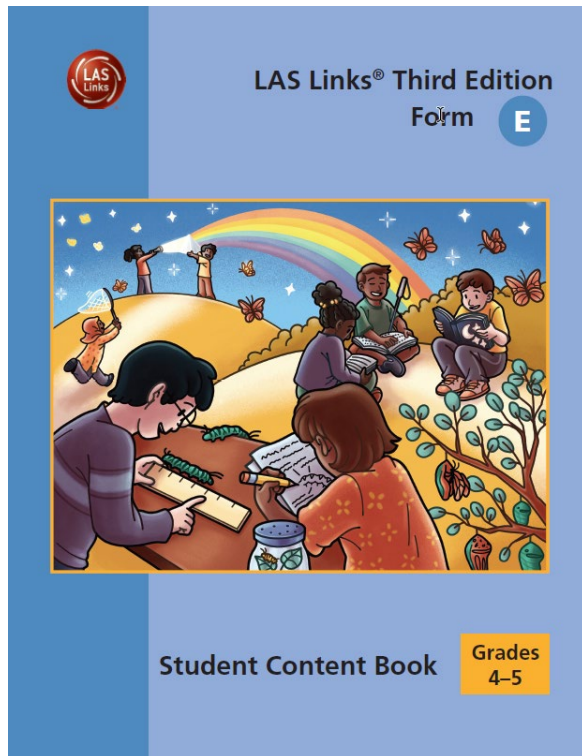
Student Answer Documents Grades K-12

During this portion of the test, students will mark their answers in their individual Student Answer Book.
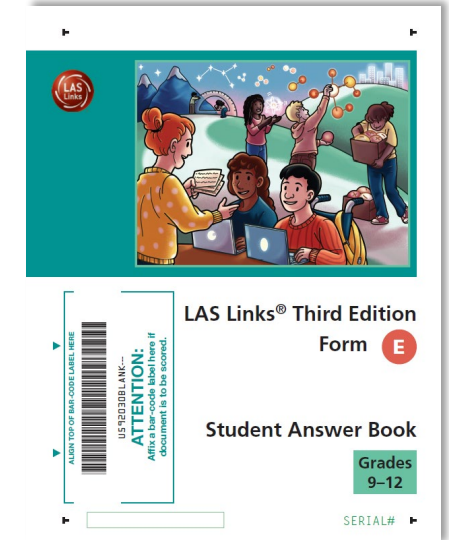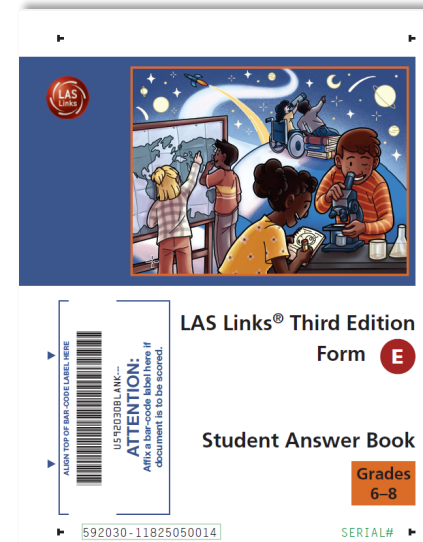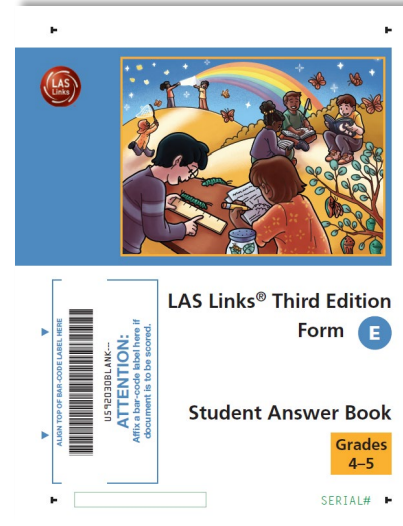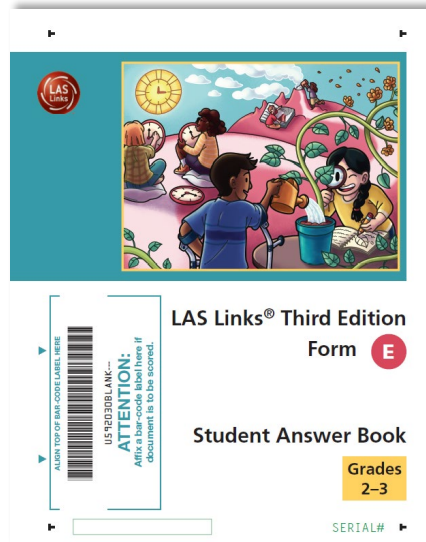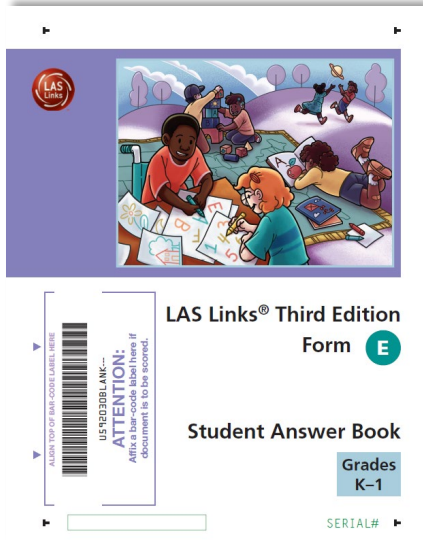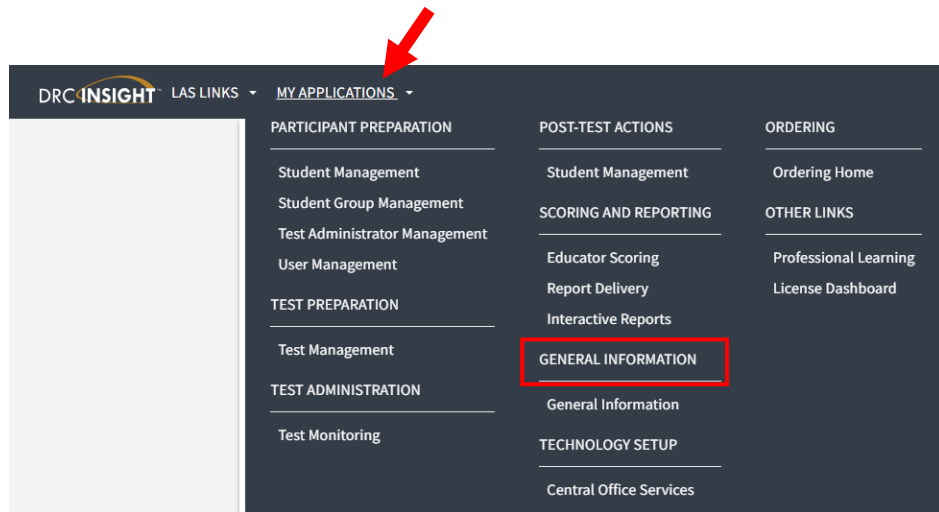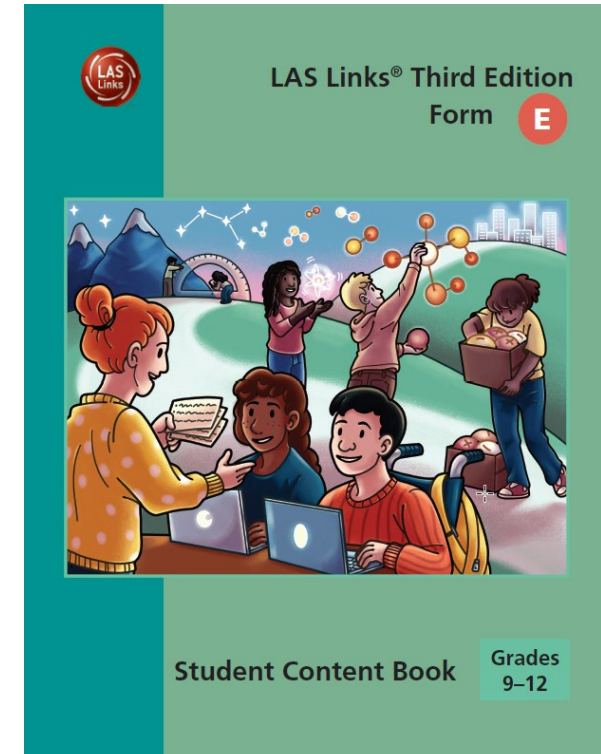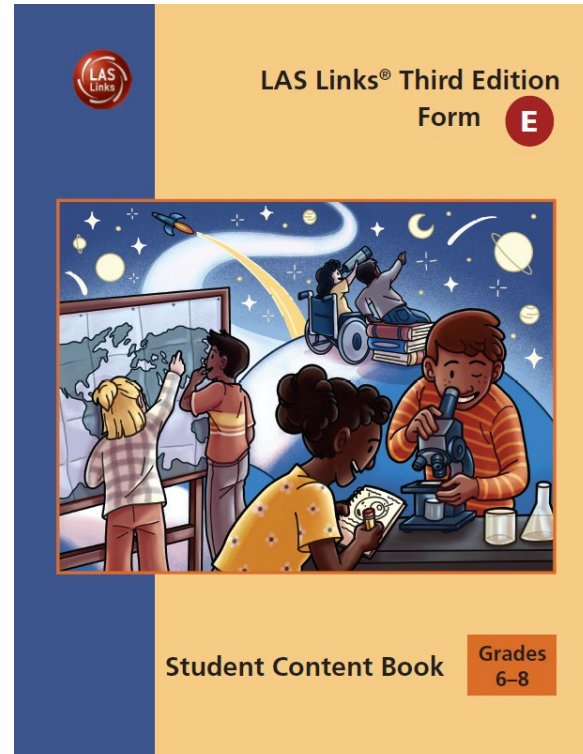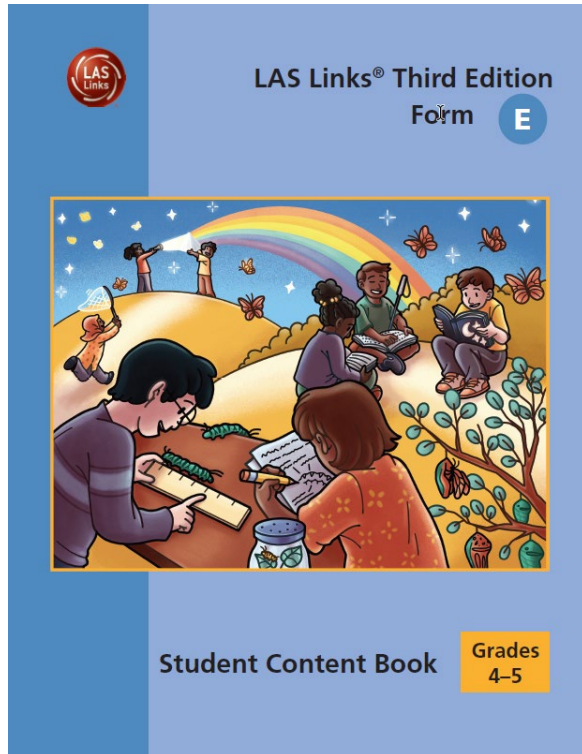
Student Content Books – Grades 4-12

For Grades 4-12, each student will also need their own Student Content Book during testing.

Listing Audio Files

Pull the audio files to play the prompts from the DRC INSIGHT portal in General Information>>Documents

Student Answers

Students in Grades K-3 mark their answers directly in their student books (no transfer).

Students in Grades 4-12 mark their answers in their Student Answer Books.

LAS Links Reading

May be group administered unless student has a reading accommodation

Grades K - 12

Reading Test Content

- Read Words

- Read School Texts (Gr 1-12 only)

- Read Academic Texts

All Reading items are multiple choice in format and evaluate reading comprehension and critical thinking skills.

Student Answer Documents Grades K-12

During this portion of the test, students will mark their answers in their individual Student Answer Book.
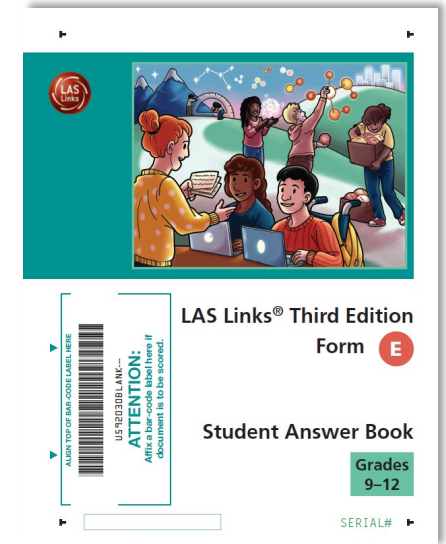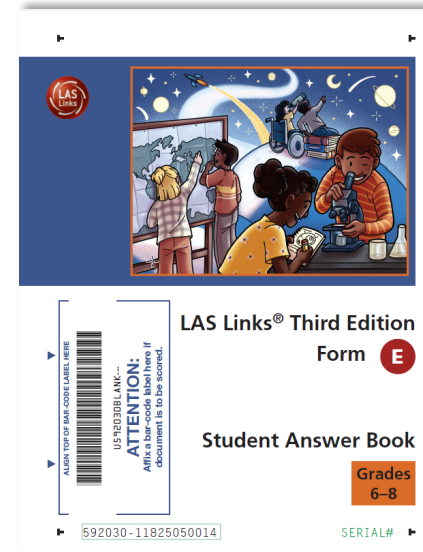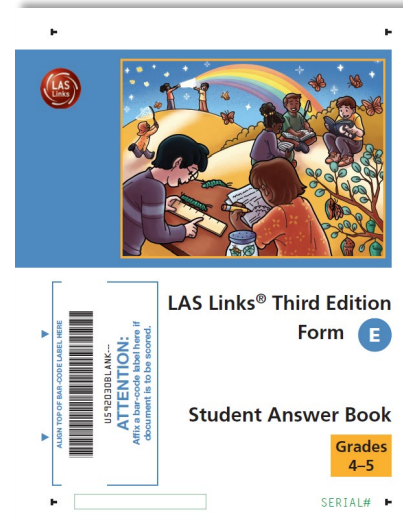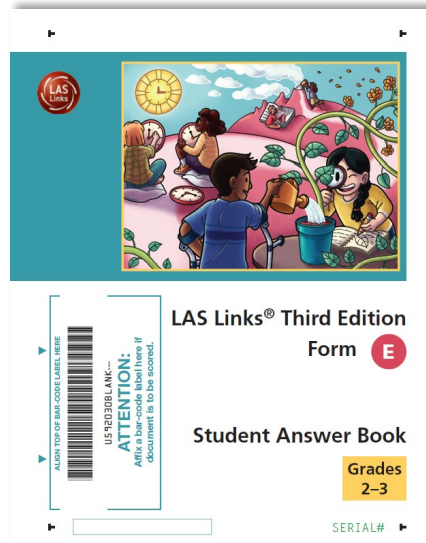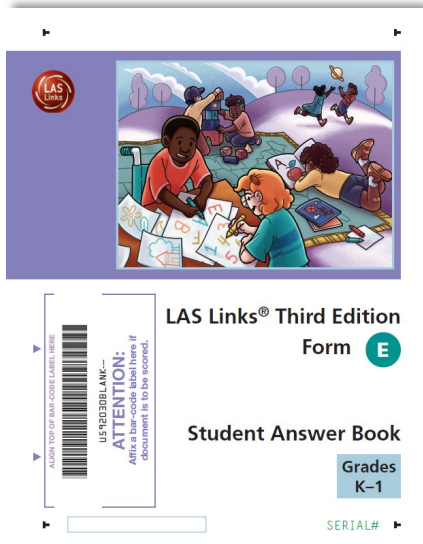
Student Content Books – Grades 4-12

For Grades 4-12, each student will also need their own Student Content Book during testing.

Administering the Reading Subtest

READING—SPECIFIC DIRECTIONS

Starting the Reading Test

☐ **READ SCHOOL TEXTS, NUMBERS 1 THROUGH 18**

📖 *Hold up your copy of the Student Content Book to demonstrate.*

SAY This is your Student Content Book. Turn to Page 11. This section is called Read School Texts.

Pause to make sure all the students find the correct page.

SAY In this part of the test, you are going to answer some reading questions. Find Practice A.

ATTENTION VALLEY ELEMENTARY STUDENTS!

It is almost time for our Spring Field Trip! Where would you like to go this year?

VOTE for your favorite place!

1. Valley Aquarium
2. History Museum
3. Public Gardens

Remember to vote this Friday in the cafeteria during lunch. See you there!

K-3 Example (no transfer)

Practice A

nest   pet   send
○   ○   ○

STOP 🛑

ANSWER SHEET

READING	READING
Read School Texts	Read Academic Texts
Practice A Ⓐ Ⓑ Ⓒ Ⓓ	Practice B Ⓐ Ⓑ Ⓒ Ⓓ

1. Ⓐ Ⓑ Ⓒ Ⓓ	19. Ⓐ Ⓑ Ⓒ Ⓓ
2. Ⓐ Ⓑ Ⓒ Ⓓ	20. Ⓐ Ⓑ Ⓒ Ⓓ
3. Ⓐ Ⓑ Ⓒ Ⓓ	21. Ⓐ Ⓑ Ⓒ Ⓓ
4. Ⓐ Ⓑ Ⓒ Ⓓ	22. Ⓐ Ⓑ Ⓒ Ⓓ
5. Ⓐ Ⓑ Ⓒ Ⓓ	23. Ⓐ Ⓑ Ⓒ Ⓓ
6. Ⓐ Ⓑ Ⓒ Ⓓ	24. Ⓐ Ⓑ Ⓒ Ⓓ
7. Ⓐ Ⓑ Ⓒ Ⓓ	25. Ⓐ Ⓑ Ⓒ Ⓓ
8. Ⓐ Ⓑ Ⓒ Ⓓ	26. Ⓐ Ⓑ Ⓒ Ⓓ
9. Ⓐ Ⓑ Ⓒ Ⓓ	27. Ⓐ Ⓑ Ⓒ Ⓓ
10. Ⓐ Ⓑ Ⓒ Ⓓ	28. Ⓐ Ⓑ Ⓒ Ⓓ
11. Ⓐ Ⓑ Ⓒ Ⓓ	29. Ⓐ Ⓑ Ⓒ Ⓓ
12. Ⓐ Ⓑ Ⓒ Ⓓ	30. Ⓐ Ⓑ Ⓒ Ⓓ
13. Ⓐ Ⓑ Ⓒ Ⓓ	
14. Ⓐ Ⓑ Ⓒ Ⓓ	
15. Ⓐ Ⓑ Ⓒ Ⓓ	
16. Ⓐ Ⓑ Ⓒ Ⓓ	
17. Ⓐ Ⓑ Ⓒ Ⓓ	
18. Ⓐ Ⓑ Ⓒ Ⓓ	

Students in Grades 4-12 mark answer choice in Student Answer Book

LAS Links Writing

May be group administered

Grades K - 12

Writing Test Content

- Use Grammar and Conventions (all grades)
- Start Writing (K-1 only)
- Write to Express Ideas (all grades)
- Write Academic Texts (1-12 only)

Use Grammar and Conventions items are multiple choice in format.

Start Writing, Write to Express Ideas, and Write Academic Texts are constructed responses.

Student Answer Documents - Grades K-12

During this portion of the test, students will mark their answers in their individual Student Answer Book.

Student Content Books – Grades 4-12

For Grades 4-12, each student will also need their own Student Content Book during testing.

Administering the Writing Subtest

Writing Specific Directions

WRITING—SPECIFIC DIRECTIONS

Starting the Writing Test

☐ **USE GRAMMAR AND CONVENTIONS, NUMBERS 1 THROUGH 10**

📖 *Hold up your copy of the Student Content Book to demonstrate.*

SAY This is your Student Content Book. Turn to Page 27.

Pause to make sure all the students find the correct page.

SAY This section is called Use Grammar and Conventions. In this part of the test, you are going to read and answer some writing questions. Find Practice A.

Practice A

Directions: Read the sentence. Choose the word that correctly completes the sentence.

ANSWER SHEET

WRITING			
Use Grammar and Conventions			
Practice A	Ⓐ	Ⓑ Ⓒ Ⓓ	
1.	Ⓐ	Ⓑ Ⓒ Ⓓ	
2.	Ⓐ	Ⓑ Ⓒ Ⓓ	
3.	Ⓐ	Ⓑ Ⓒ Ⓓ	
4.	Ⓐ	Ⓑ Ⓒ Ⓓ	
5.	Ⓐ	Ⓑ Ⓒ Ⓓ	
6.	Ⓐ	Ⓑ Ⓒ Ⓓ	
7.	Ⓐ	Ⓑ Ⓒ Ⓓ	
8.	Ⓐ	Ⓑ Ⓒ Ⓓ	
9.	Ⓐ	Ⓑ Ⓒ Ⓓ	
10.	Ⓐ	Ⓑ Ⓒ Ⓓ	

Students in Grades 4-12 mark answer choice in Student Answer Book

K-3 Example (no transfer)

A

The man _____ his food.

eat   eats   eating
○   ○   ○

STOP 🛑

Training Part 3: Post-Test Activities

Packing and Shipping: Returning Student Documents to DRC for Scoring

Student Answer Book Quality Checks

Make sure to check the following before shipping materials to DRC for scoring:

- ✓ District/school label is affixed on front page of student answer book
- ✓ Student-Identifying Information is complete
- ✓ Applicable fields (Special Ed, Accommodations, Special Codes) are filled according to CSDE guidelines
- ✓ Items on the Speaking test have been scored and circles are filled in
- ✓ Circles that students intended to mark are filled in completely
- ✓ Stray pencil marks are completely erased
- ✓ Accommodated Braille and Large Print responses are transferred to standard student answer book

Accommodated /Paper Test Form Return Procedures

Follow directions in the [Test Administration Manual](#) to pack materials:

- Affix District/School label on all answer books
- Place student answer books in shipping box
- Attach DRC School Identification Label
- Attach a UPS Pre-Paid Return Shipping Label
- Include unused secure materials

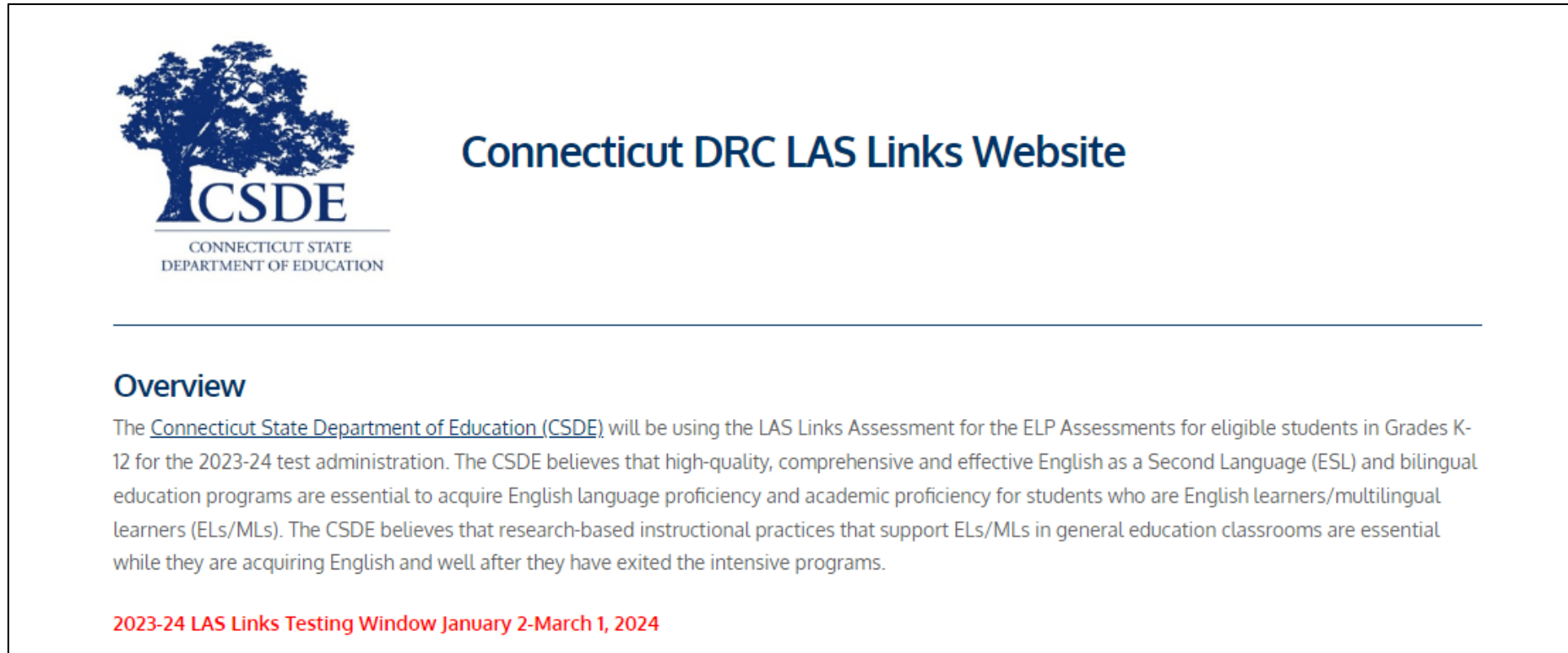Deadline for pick-up is February 23, 2024

- Call UPS at 1-866-857-1501 to arrange for the pickup of test documents
- Specify that you are using pre-paid UPS Ground Return Labels

Connecticut DRC LAS Links Website

Bookmark https://laslinks.com/connecticut-information/

- The Connecticut DRC LAS Links Website includes CT specific LAS Links information on test administration, training, technology, scoring, and reporting

CSDE Contact Information

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

Cristi Alberino
> Education Consultant
> Performance Office
> 860.713.6862 or **Cristi.Alberino@ct.gov**

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**

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