



LAS Links Accommodated Paper Administration Training

- ✓ **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



Important Differences between Paper Testing and Online Testing

1. Students can only take the paper test if they have an approved accommodation
2. Students will take **paper form E** in 2025, not form F
3. Students' personal information comes from the bubbled answer document, not PSIS
4. Test Administrators must score the Speaking test
5. Test Administrators must transcribe students' responses in large print and braille tests
6. Test Administrators must pack and ship answer documents to DRC by the published deadline 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 8, 2024 – February 7, 2025

Last day to ship answer documents back to DRC for scoring – February 28, 2025

Accommodated/Paper Materials Order Form – Form E



Connecticut 2025 LAS Links
Accommodated/Paper Materials Order Form
Order Window - November 8, 2024 - February 7, 2025
Orders received by December 19, 2024, will arrive in district by January 3, 2025.
Orders received after December 20, 2024, will arrive in district after January 10, 2025.
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:			City:		
Phone:		EXT:	State:	CT	Zip Code:
Email Address:					

Order Date: 9/11/24 *If your address is incorrect please contact your Contacts Manager Writer

SECTION I: DISTRICT ENROLLMENTS

The 2025 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 IN THE TABLE PROVIDED BELOW****

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.

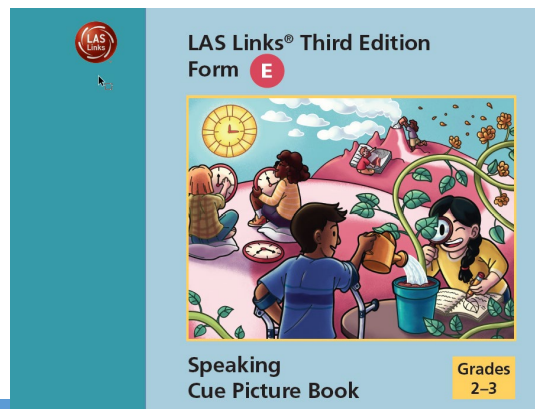
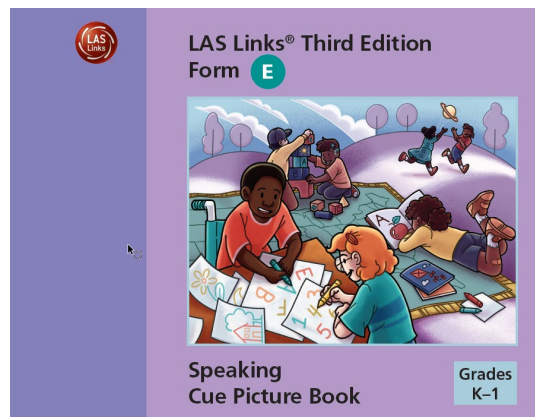
QTY	ISBN	Item Description	UNIT
	C6403105	Grades K-1, LAS Links Form E Student Answer Booklet	10/pkg.
	C6405001	Grades K-1, LAS Links Form E Examiner's Guide	Each
	C6403601	Grades K-1, LAS Links Form E Cue Picture Book	Each

- [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
- If you have left-over Form E test booklets from last year, place an order anyway and return all materials at the end of the test window



Test Materials

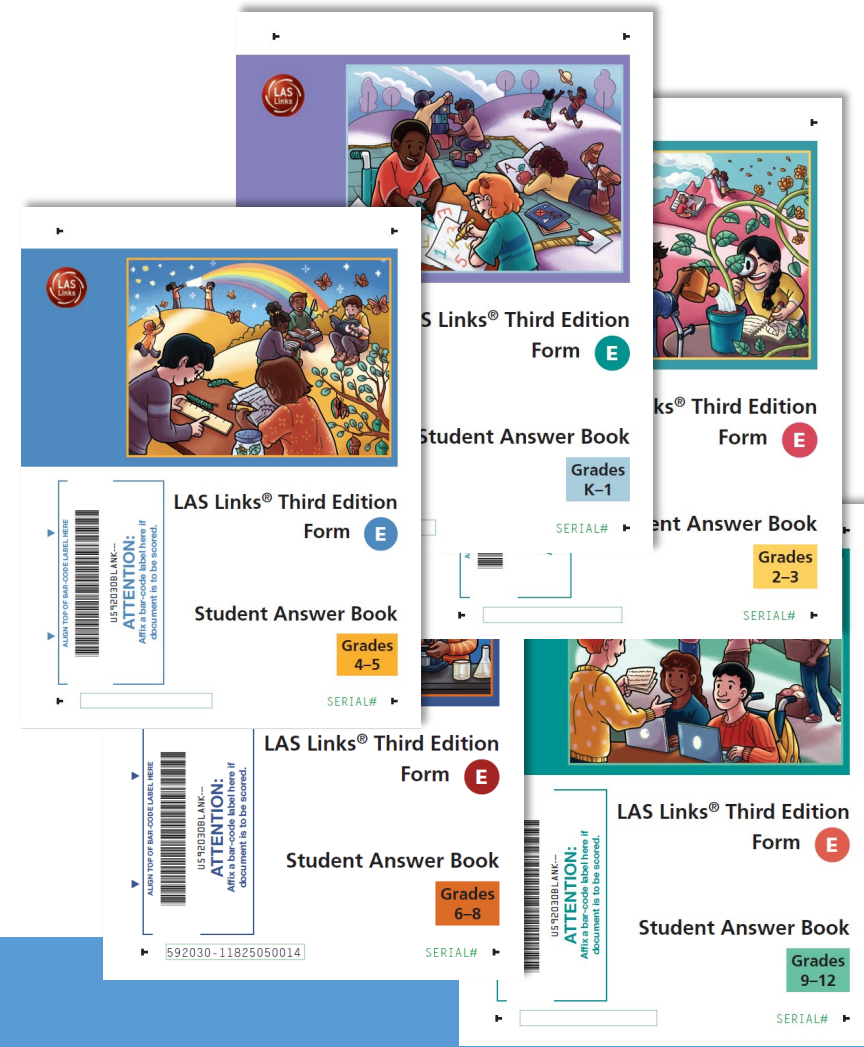
Grades K – 3 Cue Picture Books



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

Test Materials – Large Print and Braille

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: Paper Testing

Administering LAS Links,
Including Holistic Scoring





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





ALIGN TOP OF BAR-CODE LABEL HERE



US920308 LANK---
ATTENTION:
Affix a bar-code label here if
document is to be scored.

LAS Links® Third Edition
Form E

Student Answer Book
Grades 4–5

SERIAL#

1 STUDENT'S NAME LAST FIRST MI			2 TEACHER NAME SCHOOL NAME DISTRICT NAME		6 STUDENT ID NUMBER A B C D E F G H I J		HOME LANGUAGE 1 2 3 4 5 6 7 8 9	
3 BIRTH DATE MONTH DAY YEAR Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec			4 GENDER Female Male Not Listed		8 ETHNICITY (Choose one) Hispanic/Latino Not Hispanic/Latino (Choose one if Hispanic/Latino) Mexican Cuban Puerto Rican Dominican Central American South American Other RACE (Fill in as many as apply) American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White			
9 TEST INVALIDATION (Mark all that apply) Speaking Listening Reading Writing			11 SPECIAL EDUCATION (Mark all that apply) IEP 504		5 GRADE 4 5			
10 PROGRAM PARTICIPATION (Mark all that apply) Academic English Learner Dual Language Learner English Learner/Multilingual Learner (ESEA Title III) ESEA Title I Gifted and Talented Indian Education Migrant Education MTSS/RTI Newcomer World Language Program			12 ACCOMMODATIONS (Mark all that apply) S L RD WR Braille Large Print Manipulating Test Materials Read Aloud Scribe Sign Language Other		13 SPECIAL CODES K L M N O P Q R S T		14 DO NOT SCORE (Mark all that apply) Speaking Listening Reading Writing	

SERIAL#

Must be
CSDE
approved
for use



Testing with Accommodations

12		ACCOMMODATIONS			
(Mark all that apply)					
S	L	RD	WR		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Braille	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Large Print	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manipulating Test Materials	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Read Aloud	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Scribe	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sign Language	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Other	

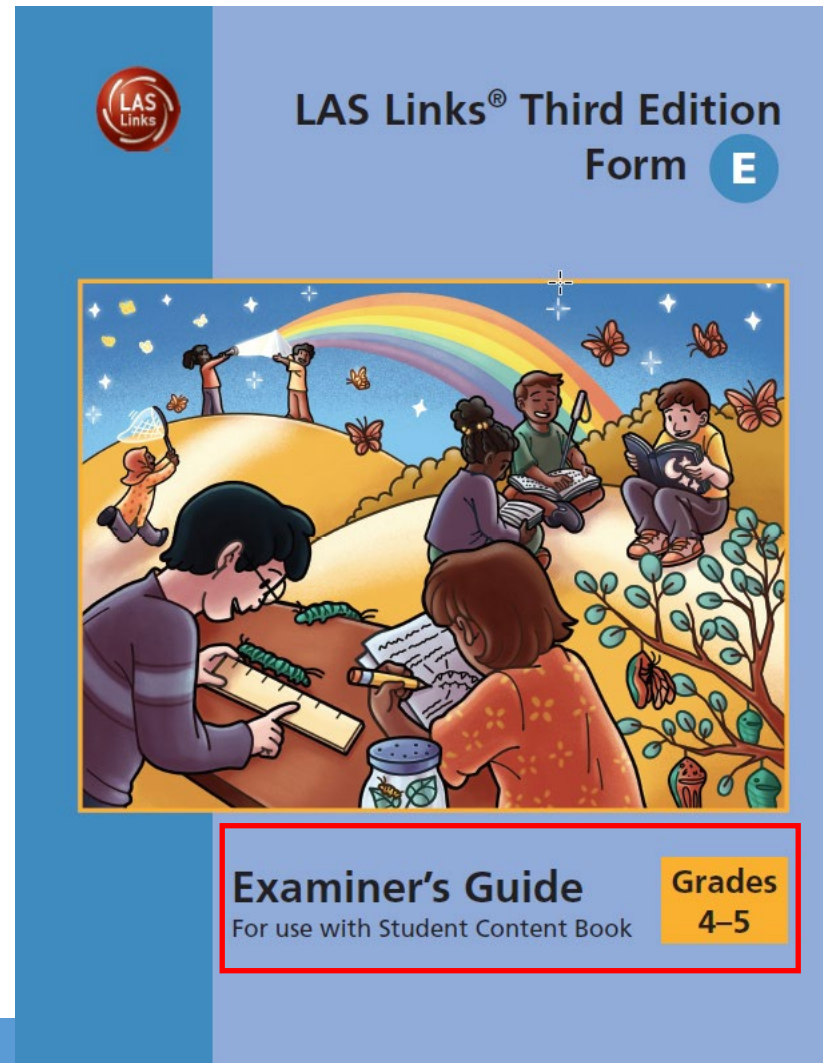
**Please follow CSDE
guidelines for
accommodations**



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 28, 2025

LAS Links Examiner's Guide



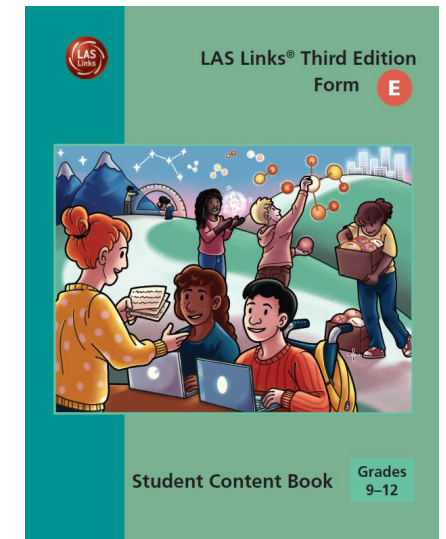
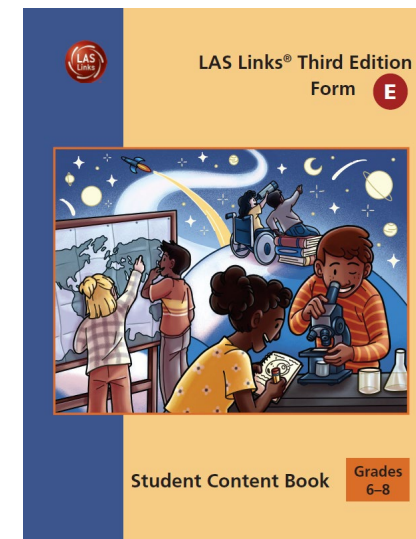
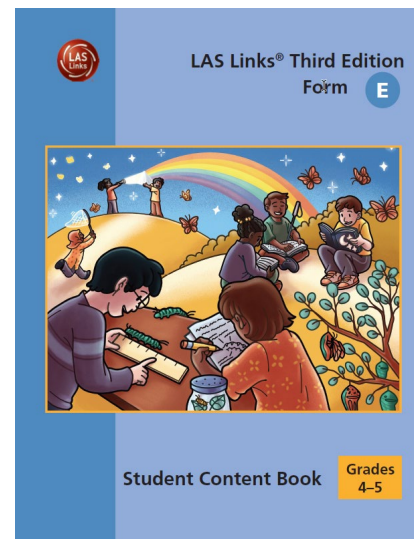
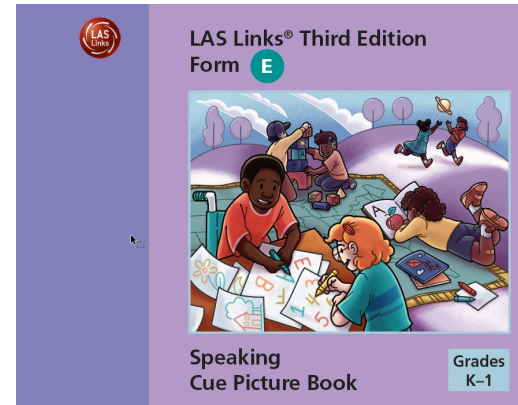
Speaking Test Administration



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

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

Examiners score the test using the answer document





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

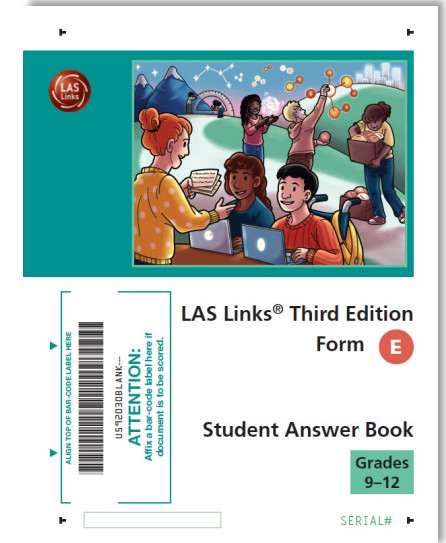
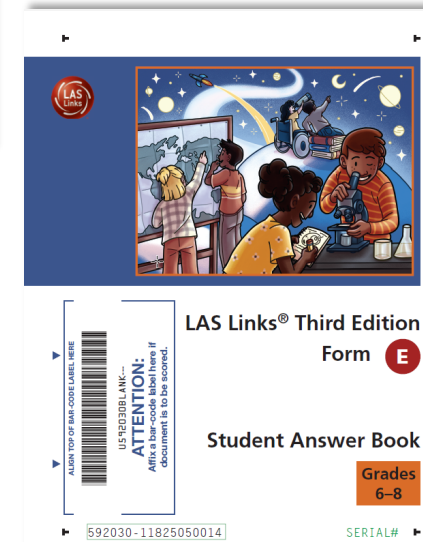
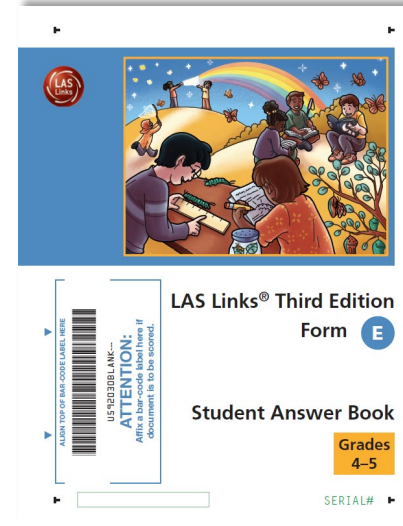
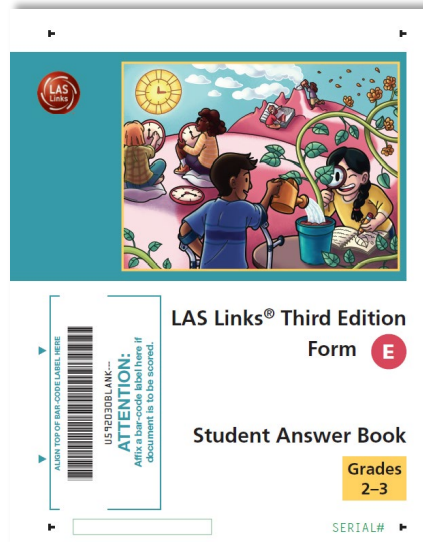
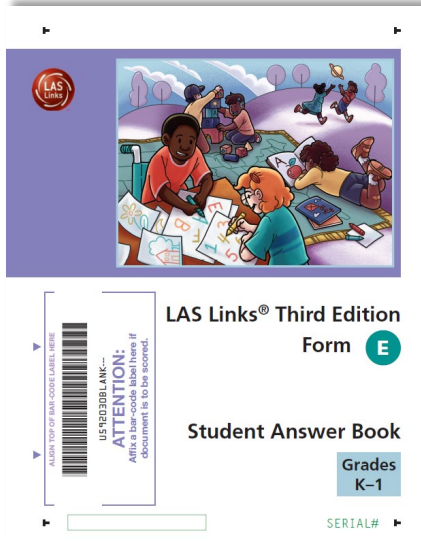
SPEAKING *Present and Explain Information*

Scoring Rubric for <i>Describe and Request Information</i> and <i>Present and Explain Information</i>	
Score 0	Response displays some or all of these features: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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

Listening/Reading/Writing - Student Answer Documents Grades K-12



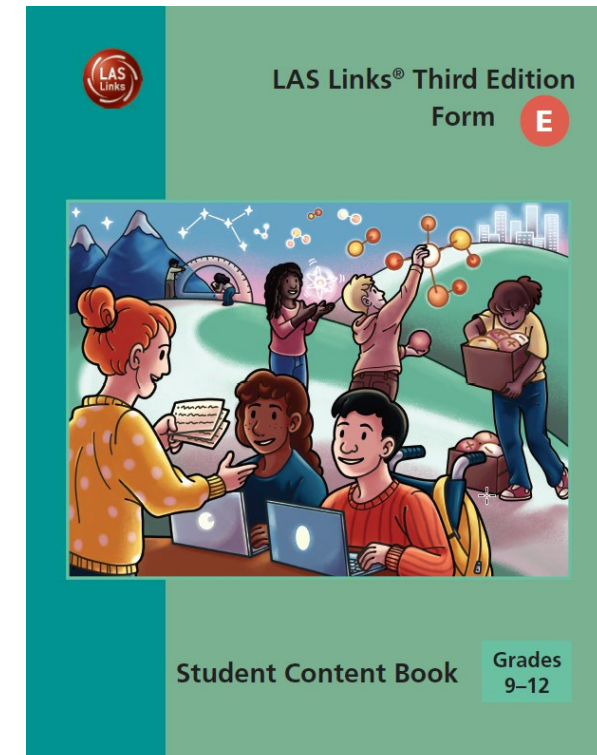
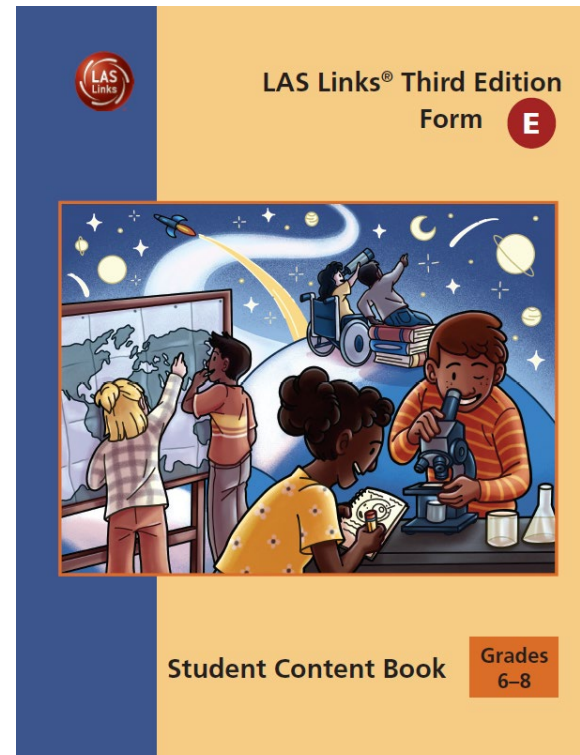
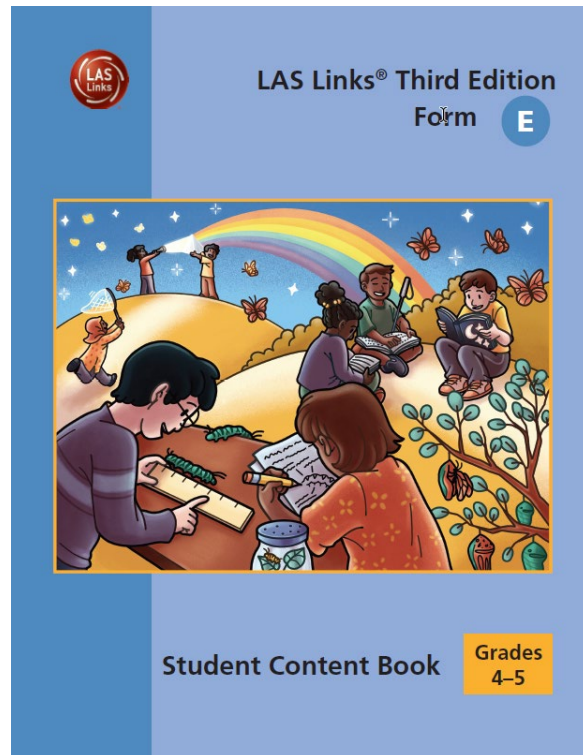
In the Listening/Reading/Writing subtests, students will mark their answers in their individual Student Answer Book.



Student Content Books – Grades 4-12



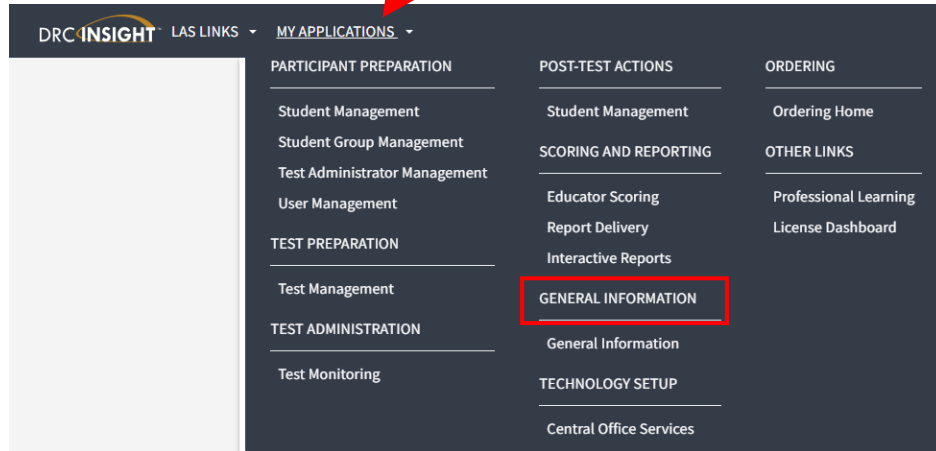
For Grades 4-12, each student will also need their own Student Content Book during testing.



Audio Files for the Listening Subtest






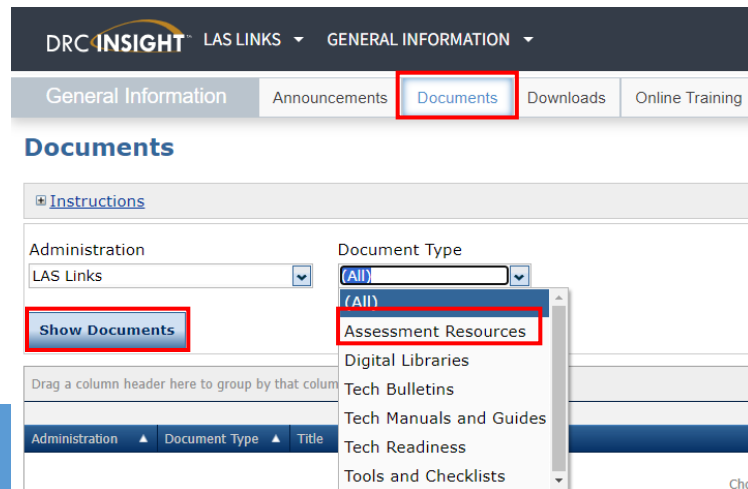
Pull the audio files to play the prompts from the DRC INSIGHT portal in General Information>>Documents



Show Documents

Drag a column header here to group by that column

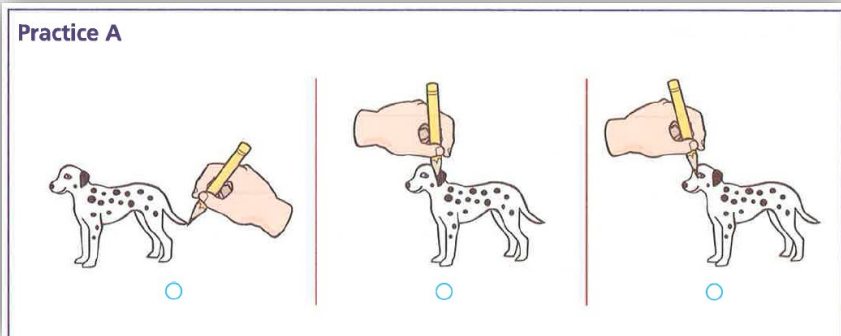
Documents					
Administration	Document Type	Title	Description	Date	Action
All Administrations	Assessment Resources	Audio Files	preLAS (all), LAS Links Form A, LAS Links Espanol Form A	9/11/2023	
LAS Links	Assessment Resources	Audio Files	Audio files for - Form E	6/27/2023	
LAS Links	Assessment Resources	Home Letter - English	English (Word Version)	7/30/2020	





Student Answers

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



ANSWER SHEET

LISTENING			
Listen for Information			
Practice A	A	B	C
1.	A	B	C
2.	A	B	C
3.	A	B	C
4.	A	B	C
5.	A	B	C
6.	A	B	C
7.	A	B	C
8.	A	B	C
9.	A	B	C
10.	A	B	C
11.	A	B	C
12.	A	B	C
13.	A	B	C
14.	A	B	C

LISTENING			
Listen for Academic Instruction			
Practice B	A	B	C
15.	A	B	C
16.	A	B	C
17.	A	B	C
18.	A	B	C
19.	A	B	C
20.	A	B	C

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



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 28, 2025

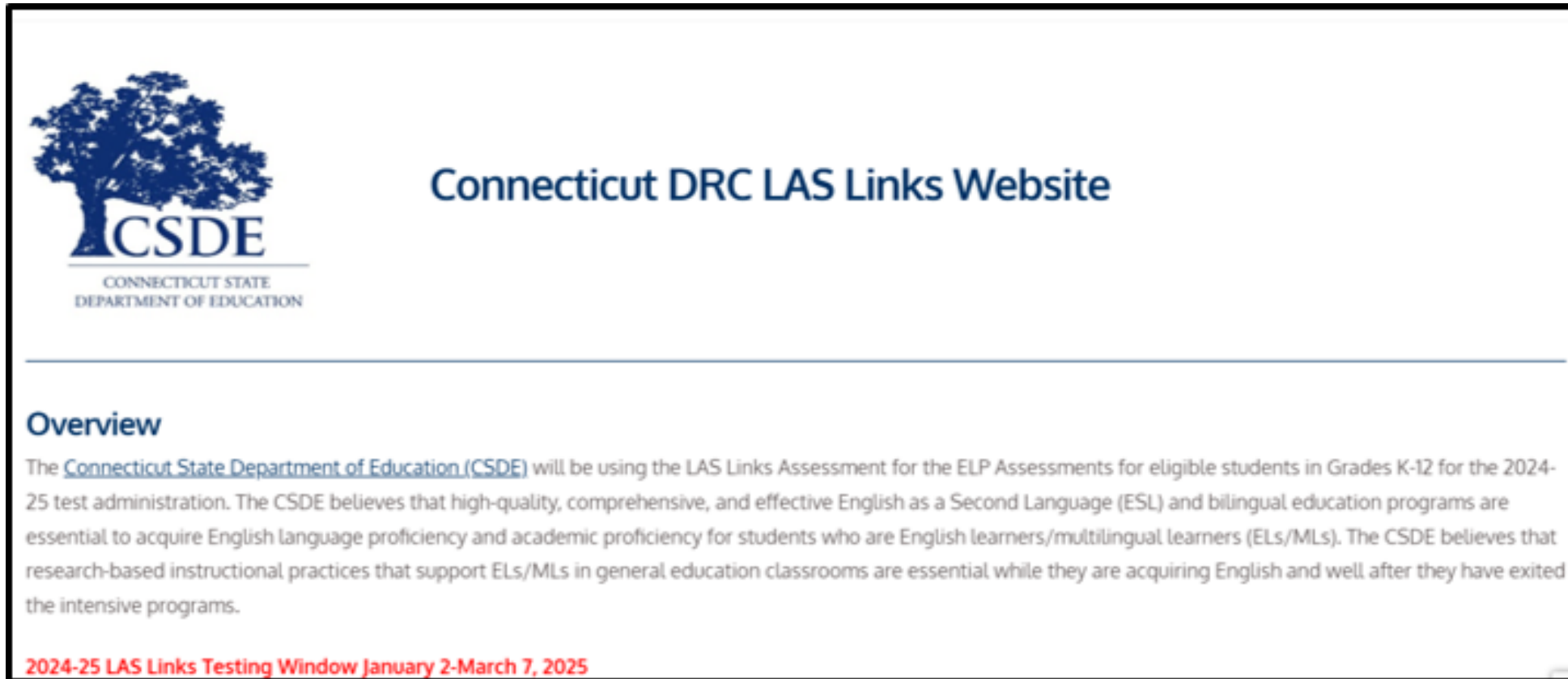
- Call UPS at 1-866-857-1501 to arrange for the pickup of test documents
- Specify that you are using pre-paid UPS Ground Return Labels

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

A screenshot of the Connecticut DRC LAS Links Website. The header features the CSDE logo (a tree and the text "CSDE CONNECTICUT STATE DEPARTMENT OF EDUCATION") on the left and the title "Connecticut DRC LAS Links Website" on the right. Below the header is a horizontal line, followed by the section title "Overview". The main text states that the CSDE will use the LAS Links Assessment for the ELP Assessments for eligible students in Grades K-12 for the 2024-25 test administration. It emphasizes the importance of high-quality, comprehensive, and effective English as a Second Language (ESL) and bilingual education programs for English learners/multilingual learners (ELs/MLs). The text concludes by stating that research-based instructional practices that support ELs/MLs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs. At the bottom, a red banner reads "2024-25 LAS Links Testing Window January 2-March 7, 2025".

Connecticut DRC LAS Links Website

Overview

The [Connecticut State Department of Education \(CSDE\)](#) will be using the LAS Links Assessment for the ELP Assessments for eligible students in Grades K-12 for the 2024-25 test administration. The CSDE believes that high-quality, comprehensive, and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English learners/multilingual learners (ELs/MLs). The CSDE believes that research-based instructional practices that support ELs/MLs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs.

2024-25 LAS Links Testing Window January 2-March 7, 2025



CSDE Contact Information

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Education Consultant

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Katie Seifert

Associate Education Consultant, Special Populations

Performance Office

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Megan Alubicki-Flick

English Learner Consultant

Turnaround Office

860.713.6786 or Megan.Alubicki@ct.gov



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