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

# 2023-24
# CSDE Policies for
# LAS Links Online Administration Training

# NEW in 2024!

**DRC will create test sessions for all schools within each district based on PSIS student files submitted in December 2023**

- DRC will create one test session per school and per grade

- All students will be added to the corresponding test session with all 4 LAS Links domains already selected

**Can districts edit any of the test session information?**

- Yes, ELACs can modify test sessions created by DRC

- Students who are loaded into PSIS **after December 26, 2023**, will have to be added to <u>existing test sessions</u> by ELACs

- ELACs can add test sessions but it is strongly recommended that ELACs use DRC-created test sessions to make sure all students are assigned 4 domains for testing

# CT Participation Expectations

Students attending CT Public Schools in Grades K-12 identified as EL/ML are expected to participate in the LAS Links testing.

The CSDE procedures regarding testing of ELs/MLs who are in the Public School Information System (PSIS) who attend the following types of schools:

- In-State Approved Private Special Education Programs (APSEPs)

- Non-Approved Private School in Connecticut

- Judicial Centers

- Transition/Vocational Service Providers

- Out-of-state schools

# CT Participation Expectations - Continued

- Online testing with Form E is not allowed outside of Connecticut. **Out-of-state** students must use an [Accommodated/Paper Test form,](#) available on the CT DRC Website, ordered by February 2, 2024.

- DRC will ship materials to the Connecticut district. The ELAC must collaborate with the out-of-state contact to conduct test administration within an appropriate window.

- Districts must return all completed paper tests to DRC for scoring by February 23, 2024.

- A list of students enrolled in APSEPs based on the October PSIS collection will be provided to ELACs by **November 15, 2023,** for planning and communication purposes.

# Demographic Information - PSIS

Records must be updated including the Testing Demographic Fields in the Public School Information System (PSIS) Registration Module:

- **Only students who are indicated as an EL/ML are sent to DRC to be rostered in the INSIGHT System.**

- Do not manually add students to DRCs INSIGHT Portal—leads to data errors

- CSDE provides DRC a daily file of accurate student information

- Only students identified as Special Education or Section 504 in PSIS will be eligible for accommodations

# PSIS Updates

Students identified as EL/ML, Special Education, or Section 504 **after** October 1, 2023, must have their status updated in the <u>PSIS Registration Module</u> by the PSIS Data Manager as soon as possible to be included in the nightly test file uploads to be eligible to test and receive accommodations.

During the assessment window, CSDE exports new demographic information in PSIS to DRC daily, Monday through Friday.

# 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<br>• By December 15, 2023, for January 5, 2024, delivery<br>• 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 |

# 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

## 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 2023-24 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.

**2023-24 LAS Links Testing Window January 2-March 1, 2024**

# 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.

# Student Movement to a New School in the Same District

If the student is rostered in the same district in the new school in the DRC INSIGHT Portal, the ELAC must look for the existing test ticket assigned to that student and their test-taking status.

- **If the student started testing one subtest**, the student **MUST** finish testing with the test ticket and all remaining subtests in that test session created at the previous school. If not, the student will not receive an overall score and the student will not be eligible to exit EL/ML status.

- If the student has not started any testing, the student can be placed in a new test session at the new school and begin testing.

Test results for the student will remain at the previous school (the one where the test session/test ticket was created) in the DRC INSIGHT Portal. However, test results in EdSight follow the student.

# Student Movement to a New District

**Find the ELAC Contact Information from the original district first to see if the student has started testing and which subtests were taken.**

- If testing has started, the same test ticket must be securely sent, and the student <u>MUST</u> finish testing with that test ticket in that same test session. If not, the student will not receive an overall score and the student will not be eligible to exit EL/ML status.

- If the student has not started any testing, the student can be placed in a new test session at the new district/school and begin testing.

The ELAC at the new district **<u>will not</u>** be able to view the test session from the previous district. Test results for the student will remain in the previous district where the test session and test ticket was created in the DRC INSIGHT Portal. However, all test results in EdSight follow the student.

# Test Security

A secure test environment requires that ELACs and proctors

- Protect secure materials

- Refrain from sharing items or secure test materials

- Only use the DRC test delivery system

- Remove all electronic devices from students

- Ensure a quiet test-taking environment

# Appeal Process

If a proctor provides or modifies student answers or uses secure test materials inappropriately, the ELAC should contact the Student Assessment Office immediately at 860-713-6860.

If an irregularity occurs:

- The ELAC submits an appeal in the Appeals Submission Survey.

- ELACs are notified when the request is completed. Or, if more information is required, the ELAC may need to fax or email a signed letter on district/school letterhead to Performance Office Irregularities at 860-713-7033 or to Cristi.Alberino@ct.gov before the appeal can be approved. **Use the student SASID – not their name.**

- **Please stop testing the student in all domains** until the appeal is approved!

More information is available in Appendix B of the 2023-24 LAS Links Test Administration Manual.

# Communications

**All ELACs should receive the [Student Assessment News](), for critical assessment information. Register [here]().**

Additional email communications from CSDE or DRC should be disseminated to appropriate staff including the District Administrator in TIDE (DA) and the Special Education Director.

Work with your technology staff to "allow list" [@datarecognitioncorp.com.]()

# Resources:

CT DRC LAS Links Webpage

- LAS Links Test Administration Manual

- DRC INSIGHT Portal User Guide

- LAS Links Training Videos

English Language Proficiency Assessment – LAS Links CSDE Document page

# 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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