



# LAS Links Online Test Administrator Instructions for Remote Testing

Data Recognition Corporation (DRC)  
13490 Bass Lake Road  
Maple Grove, MN 55311

DRC INSIGHT Portal for LAS Links: <https://ll.drccedirect.com>  
LAS Links Customer Service: 1-866-282-2250 (8:00 a.m. to 4:30 p.m. CST)  
Email: [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)

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## LAS Links Online Remote Testing Program Overview

Due to recent challenges related to COVID-19, as shown below DRC is temporarily allowing the LAS Links Online assessments to be administered remotely using a web conference service. The paper version of LAS Links **cannot** be used for remote testing.

	Testing in Person	Testing Remotely
<b>preLAS</b>	English Form C English Form D Español Form C	English Form C (when using <i>preLAS</i> Paper) English Form D (when using <i>preLAS</i> Online) Español remote testing is not permitted
<b>LAS Links Online</b>	English Form A English Form B English Form C English Form D Español Form A Español Form B	English Form B English Form D Español Form B
<b>LAS Links Paper</b>	English Form A English Form B English Form C English Form D Español Form A Español Form B	LAS Links Paper remote testing is not permitted

- This document provides pre-test, post-test, and during testing guidelines for remotely proctoring and administering the LAS Links Online assessment.
- Hybrid models are acceptable as long as the approved form of the test is utilized in the corresponding setting. For example, Districts can test on-site using LAS Links Form C and test remotely using Form D.
- A separate guide is available for *preLAS* remote testing.

For LAS Links Online remote testing, you need to purchase testing licenses. **Note:** Districts that already have student licenses (previously purchased for LAS Links Online) can use those licenses for remote testing.

### Remote Testing Guidelines

LAS Links Online tests, when administered remotely, should follow as closely as possible the requirements for on-site administration.

- The District LAS Links Online Remote Testing Readiness Checklist, available at <https://laslinks.com>, helps you prepare for remote testing.
  - The Test Administrator must be trained to administer each of the domains of LAS Links Online according to the standardized process outlined in the LAS Links Online Digital Library.
  - The Test Administrator must use a supported web conference platform and be familiar with the use of that platform. Possible options are Zoom, Webex, Google Meet, Microsoft Teams, Skype, GoToMeeting, and Blackboard Collaborate.
- Computer audio and web camera capabilities are required for both Test Administrator and student.



- For each web conference, there is a **limit of five students** for the Listening, Reading, and Writing subtests; **the limit is one student** for the Speaking subtest.
  - **Tip:** Medium to large Districts should consider training more Test Administrators than usual due to the student limits for remote testing.
- All test ticket information must be kept secure and should only be provided to the student during the scheduled web conference.
- All tests must be proctored.
- Optional, but recommended: prior to the testing day, the Test Administrator should schedule a “practice” web meeting with the student(s) where the students will take the LAS Links Online Practice test.
- A parent or guardian must be present with the student during testing. A Remote Testing Parent/Guardian and Student Agreement template is available at <https://laslinks.com>. Districts have the option to use the template and can add their own logo, translate, or change the verbiage to meet the District’s needs. Districts are responsible for tracking, collecting, and retaining signed agreements; DRC does not distribute nor collect signed agreements.

### ***Guidelines for Test Administrators***

LAS Links Online administrative tasks to register students, create test sessions, score (as needed) student responses, and generate student reports are done in the DRC INSIGHT Portal.

To assess students, the District must have the permissions necessary to test in your LAS Links Online account in the DRC INSIGHT Portal.

If you do not currently have a LAS Links Online account, contact the LAS Links Help Desk.

#### **LAS Links Help Desk**

Phone: 866.282.2250 (7:00 a.m. - 8:00 p.m. EDT)

Email: [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)

When your order is processed, your account and the required permissions will become available in the DRC INSIGHT Portal. Allow 7 to 10 business days for your order to be processed.



## ***Guidelines for Students***

The following are student requirements for online testing:

- A computer (desktop or laptop) or other supported device, such as a Chromebook
- Web camera
- Microphone
- Speakers or headphones
- Smart phones cannot be used for remote testing
- iPads can be used only when another device also is used. One device is used for testing, the second device is used for the web meeting. The second device must allow the Test Administrator to monitor the student at all times during testing.
- A parent or guardian must be present during testing

## ***Guidelines for Selecting a Web Conference Service***

We recommend you select a web conference service with the following features:

- Computer-based Audio and Video
  - Supports “Computer Audio Only” for web sessions. This requires students to use the microphone and speakers on their test devices.
  - Calling in by phone to a remote test session is not allowed.
- Recording Capability
  - Ability to review completed web sessions
- Breakout/Private Sessions with Private Chat and Screen Sharing Capability
  - Ability to privately authenticate an individual student’s identity
  - Ability to privately distribute test login credentials to individual students
  - Ability to see/monitor student screens, while restricting view from the rest of the group
- Screen Sharing by Participants
  - Ability to let students share their screens with the LAS Links Online Test Administrator
- Private Chat
  - Ability to respond to individual student inquiries privately
- Meeting Login Information Embedded in Link
  - Ability for all participants to access the meeting directly from the link without having to provide additional details



## ***Test Preparation***

The remote testing option only affects how students take the test. It does not affect how test administration occurs prior to testing. You need to register students and create test sessions in the DRC INSIGHT Portal, just as you would for an on-site proctored session. Refer to the DRC INSIGHT Portal user guide for more information.

### ***Register Students in the DRC INSIGHT Portal***

Register all students in the DRC INSIGHT Portal (this process is not affected for remote tests).

### ***Schedule Test Sessions***

1. Schedule a Test Session in the DRC INSIGHT Portal.
  - Speaking tests will be administered with one-to-one testing (large Districts may need to consider additional staffing needs).
  - Listening, Reading, and Writing tests may be administered in a 1:5 setting (no more than 5 students at a time).
  - Students may take all subtests in one day or over the course of several days.
  - Students should finish the subtest on the same day the subtest was started.
2. Create a new test session for remote testing. To make the test session recognizable and easy to locate, use a unique test session name indicating it is a remote test session.
3. Assign students the related subtests in the same test session (for example: S+L+R+W).
4. Set your test session to be the day students take the test(s). This allows Test Administrators to control when students are able to test once they have received their login credentials.
5. Prior to the test day, be sure the end date of the test session has been extended/edited to match the current date. Doing this allows you to have students test over multiple days, if needed, while still controlling their access when you are not monitoring them.
6. Generate a PDF of the test tickets for your remote LAS Links Online test session.
7. Copy the relevant information from each student's test ticket or from the roster into the web conference details/reminder document that you create. This information will be shared with each student in individual private rooms during your web conference.



## **Prepare Parents/Guardians and Students for Testing**

DRC highly recommends that you schedule a practice web meeting with your students a few days before their actual remote test. This meeting exposes the student to the web meeting software, is a chance to find system issues, and allows you to answer student questions prior to their actual test day.

With this in mind, prior to the day of testing, send the parent/guardian an email providing them with:

- Information regarding the purpose of the assessment
- The Parent/Guardian and Student Agreement form (if used)
- Information regarding testing date and time, and the link for the web meeting practice session where you will go over the technical requirements of the test (using the Parent/Guardian Remote Testing Readiness Checklist, found at: [www.laslinks.com](http://www.laslinks.com)).
- For troubleshooting information, refer to [www.laslinks.com](http://www.laslinks.com)
- **Tip:** During your practice session, allow students to take the LAS Links Practice test here: <https://wbte.drccdirect.com/LL/portals/ll>

## **Creating a Web Meeting**

1. Ensure that your web meeting settings have the following defaults. This will make setting up remote test sessions easier and more consistent. Most web conference services will not allow you to change settings after the meeting has been created.
  - Mute participants upon entry.
  - Allow participants to send chat messages to the host only.
  - Do not allow participants to record the meeting (except for host/Test Administrator).
  - Enable breakout sessions (ability for only two people to chat).
  - Disable virtual backgrounds.
2. Create a web meeting in your web conference software. Make sure the meeting allows sufficient time for meeting management and test administration.
3. Generate a meeting invitation and capture the meeting link to include in a custom email that will be sent to all participants. You should confirm that the link you will be using works before sending it out.
4. Send out a custom email to invite your student and their parent. This email must be available in both English and the home language. Districts should consider the communication needs of their families.

Your email should include:

- The link to the web meeting
- The date, time, and anticipated duration of the web meeting
- Contact information for the LAS Links Online Test Administrator



- Omit call-in numbers. Calling in to the meeting by smart phone should not be an option for students.
  - General information on which tests the student will be required to take during the web meeting
  - The Remote Testing Agreement, if your District chooses to use it, and you did not send it out previously
5. Create a web conference details/reminder document to stay organized during testing. Include:
- Meeting details, such as the meeting link, date, start time and stop time
  - Student details, such as names, email addresses, test login credentials, and private room number
  - Record any unusual events that occur during testing

### ***Day of Testing***

DRC highly recommends that you simulate a remote testing session using the LAS Links Online Practice Test with your students (preferred) and/or work colleagues before attempting to administer and proctor the live LAS Links Online assessments with students.

- Once students have logged into the web conference, assign students to individual private rooms.
- Provide test link and login credentials during your web conference, not before.
- Speaking will be administered with one-to-one testing (large Districts may need to consider additional staffing needs).
- Listening, Reading, and Writing may be administered in a 1:5 setting (no more than 5 students at time).
- Students may take subtests all in one day or over the course of several days.
- Students should finish the subtest on the same day the subtest was started.
- Recommended: Include only students who are in the same grade band of the LAS Links Online test in the same web meeting.
- Utilize the private room to verify the student's identity (Name, DOB and/or ID number). Once verified, move the student into main meeting room.

### ***Managing Your Web Meeting***

Students may find remote testing stressful and/or disorienting. After a brief introduction, it helps to let them know what to expect as they go through the experience.

Test Administrators should monitor no more than 5 students at a time for Listening, Reading, and Writing; no more than 1 student at a time for the Speaking subtest.



## In the Main Meeting

- Let the students know that you will have to leave the main meeting to work with students individually in their private rooms. Tell the group that you will be watching, and that you will return to the main meeting after each student has been checked in.
- Let the students know that they cannot stand or leave the room during the web meeting. However, if the student informs you that they must stand or use the rest room, instruct the student to pause the test.
- Explain to students how to use the chat or raise their hand in the software to get your attention if they have questions.
- Watch for suspicious activity, such as students moving outside of the web camera frame, cell phone glow, and reflections in mirrors or glasses.
- Explain how students should let you know when they have finished their tests, and how they will be dismissed from the web meeting. Ask them to destroy the scratch paper they used during testing.

## In the Private Rooms

1. Invite students, one at a time, to meet with you in their private room.
2. Validate the student's identification according to the requirements of your program. This may include capturing the number from a school identification card as the student holds it up to the web camera and/or confirming the correct spelling of the student's name and other details.
3. Have the student or parent/guardian use the web camera to show you the environment. The testing area should be clear of prohibited items.
4. Send, via private chat, the details for the student's LAS Links Online test session.
  - a. If your District did not provide the student with a testing device with DRC INSIGHT installed, send the student the following URL for the LAS Links Online Remote Test: <https://wbte.drctdirect.com/LL/#portal/11/592030/exam/1?index=1&adminId=592030>

**Notes:** If a student sets the URL as a favorite or bookmarks it, the URL will be disabled. If the student copies the URL instead of clicking it, they must be sure to remove any extra spaces before or after the copied URL or it may not work.
  - b. Student's username (must match the student's Test Ticket exactly)
  - c. Student's password (must match the student's Test Ticket exactly)
  - d. Which LAS Links Online test and content area they should be taking

**Tip:** Organizing these details beforehand in a text document makes them easier to cut and paste into the chat. Make sure to provide login credentials only to the specific student they apply to.





5. Tell the student to return to the main meeting room.
6. Go through steps 1 to 5 for each student participant in your web meeting.

### **Sample Script:**

*Before you begin testing, I will verify your identity by checking your name and grade and will ask you to use your web camera to show that your testing area is free of all prohibited items. The only items allowed in your testing area are your computer, mouse, keyboard, and headset. Your parent or guardian may be in the room with you, but they cannot help you to complete the test.*

*As your Test Administrator, I will be present and will use my web camera to watch you take the test. I cannot help you answer questions, but I can help you with any problems you have with the computer or test directions. Let me know if you have a question by typing in the chat section or by unmuting yourself and speaking to me. Please focus and do your best to complete each part of the test.*

*Are there any questions?*

*I will now virtually move each of you into individual testing rooms, verify your name and grade, and complete the room scan. This may take a few minutes. I appreciate your patience.*

### **Observing Students During Testing**

The Test Administrator should carefully watch each student complete their tests. You will not be able to see the student test interface (the LAS Links Online assessment), but you will be able to see each student at all times. For the Speaking subtest, unmute the student’s microphone via the web meeting so that you will be able to hear the student respond to each Speaking item. Check for background noise that could interfere with clearly recording the student’s speaking responses.

### **Stopping a LAS Links Online Subtest**

Stopping a student’s subtest is allowed only if there are testing irregularities.

To interrupt a student’s LAS Links Online test due to a testing irregularity, you must log into the same test using the student’s login credentials. This will present the student with an error message, and allow you to take over the test. At this point, you will want to immediately exit the test and submit it.

### **Stopping a LAS Links Online Speaking and/or Listening Test**

If you determine that the student should no longer continue with the Speaking and/or Listening tests, ask the student to click the Pause button at the bottom of the testing interface:



As the Test Administrator, you need to “End Incomplete Tests” in order for the Speaking to be holistically scored. For more information on how to end an incomplete test, refer to Module 2 in the LAS Links Online Digital Library.

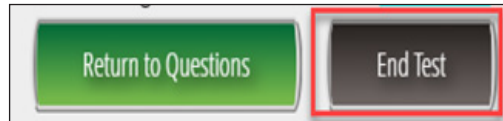


## **Stopping a LAS Links Online Reading or Writing Test**

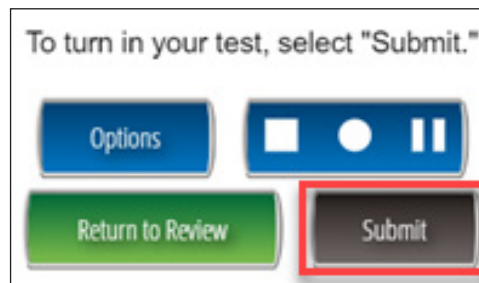
1. To stop the Reading and/or Writing subtests, from the current question, click **Review/End Test**.



2. On the next screen, click **End Test**.



3. On the next screen, click **Submit**.



4. Your web conference software should allow you to remove the student from the web meeting.

## **Invalidating a LAS Links Online Test**

Test Administrators can invalidate a test if a student violates the testing rules. **Note:** Once a subtest has been invalidated, it cannot be returned to valid/reporting status.

Directions for invalidating a test can be found in Module 2 in the LAS Links Online Digital Library. Document the testing irregularity in the notes from your web meeting.

## **Ending Your Web Meeting**

When all students have completed their tests, you may have them remain in the main meeting until you dismiss the whole group, or you can allow them to leave as each student finishes. You should, however, confirm that the student has completed testing before allowing the student to leave the web meeting.

To see if your students have completed the required tests, you may view and export test session details or utilize the Student Status Dashboard to track student testing status. Guidance on how to utilize these tracking features may be found in Module 2 of the LAS Links Online Digital Library. Students whose test statuses show as completed can be dismissed from the web meeting.



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## ***Post-Test Activities***

### ***DRC Scoring and Educator (Local) Scoring***

If DRC Scoring has been purchased, the process for scoring is not affected by remote testing.

For Educator Scoring guidance, refer to Module 3 of the LAS Links Online Digital Library.

### ***Generating Reports***

After a student has completed a test (usually within 30 minutes of completion for Listening and within 30 minutes of holistic scoring completion for Speaking, Reading, and Writing), the student's Individual Student Proficiency Report is available via On-Demand Reports. Refer to Module 4 of the LAS Links Online Digital Library for guidance on how to generate the On-Demand reports.

LAS Links Interactive Reports will be available within 15 to 20 business days from the end of your testing window.

### ***Technical Support***

If technical issues arise and/or if an error message displays during testing, parents/guardians are asked to contact the student's Test Administrator, the school's technology staff and/or the student's school office for technical support. If additional support is required, the school or district representative must contact DRC to determine a resolution. DRC customer service staff will not deal directly with parents/guardians to resolve issues.