CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

LAS Links Office Hours

January 2021

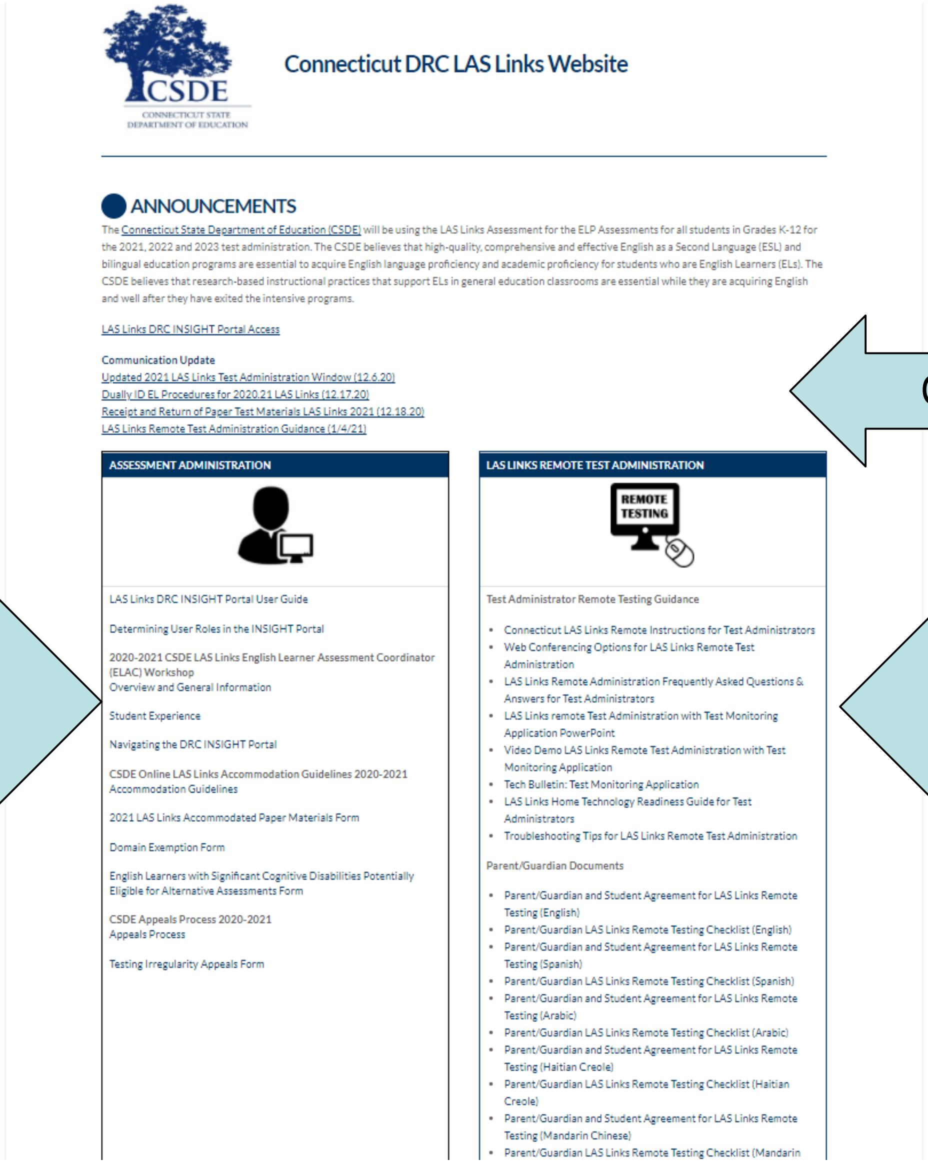
(revised 2/17/21)

Overview

- CSDE/DRC Introductions
- Purpose for Office Hours
- Connecticut DRC LAS Links Website

  https://laslinks.com/connecticut-information/
- Important Due Dates and Procedures
- Participation and Test Security
- Appeals
- More Resources to Come

CT DRC LAS Links Website



Connecticut DRC LAS Links Website

ANNOUNCEMENTS

The Connecticut State Department of Education (CSDE) will be using the LAS Links Assessment for the ELP Assessments for all students in Grades K-12 for the 2021, 2022 and 2023 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 (ELs). The CSDE believes that research-based instructional practices that support ELs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs.

LAS Links DRC INSIGHT Portal Access

Communication Update
Updated 2021 LAS Links Test Administration Window (12.6.20)
Dually ID EL Procedures for 2020.21 LAS Links (12.17.20)
Receipt and Return of Paper Test Materials LAS Links 2021 (12.18.20)
LAS Links Remote Test Administration Guidance (1/4/21)

ASSESSMENT ADMINISTRATION

LAS Links DRC INSIGHT Portal User Guide

Determining User Roles in the INSIGHT Portal

2020-2021 CSDE LAS Links English Learner Assessment Coordinator (ELAC) Workshop
Overview and General Information

Student Experience

Navigating the DRC INSIGHT Portal

CSDE Online LAS Links Accommodation Guidelines 2020-2021
Accommodation Guidelines

2021 LAS Links Accommodated Paper Materials Form

Domain Exemption Form

English Learners with Significant Cognitive Disabilities Potentially Eligible for Alternative Assessments Form

CSDE Appeals Process 2020-2021
Appeals Process

Testing Irregularity Appeals Form

LAS LINKS REMOTE TEST ADMINISTRATION

Test Administrator Remote Testing Guidance

- Connecticut LAS Links Remote Instructions for Test Administrators
- Web Conferencing Options for LAS Links Remote Test Administration
- LAS Links Remote Administration Frequently Asked Questions & Answers for Test Administrators
- LAS Links remote Test Administration with Test Monitoring Application PowerPoint
- Video Demo LAS Links Remote Test Administration with Test Monitoring Application
- Tech Bulletin: Test Monitoring Application
- LAS Links Home Technology Readiness Guide for Test Administrators
- Troubleshooting Tips for LAS Links Remote Test Administration

Parent/Guardian Documents

- Parent/Guardian and Student Agreement for LAS Links Remote Testing (English)
- Parent/Guardian LAS Links Remote Testing Checklist (English)
- Parent/Guardian and Student Agreement for LAS Links Remote Testing (Spanish)
- Parent/Guardian LAS Links Remote Testing Checklist (Spanish)
- Parent/Guardian and Student Agreement for LAS Links Remote Testing (Arabic)
- Parent/Guardian LAS Links Remote Testing Checklist (Arabic)
- Parent/Guardian and Student Agreement for LAS Links Remote Testing (Haitian Creole)
- Parent/Guardian LAS Links Remote Testing Checklist (Haitian Creole)
- Parent/Guardian and Student Agreement for LAS Links Remote Testing (Mandarin Chinese)
- Parent/Guardian LAS Links Remote Testing Checklist (Mandarin

Communications

Test Administration Information

LAS Links Remote Administration Resources

Important Dates for CT LAS Links Testing

Testing Window January 4 – April 30, 2021

Alternate Assessment Eligibility and Domain Exemption Registration	January 15, 2021
Accommodated/Paper Form Order Submission	January 15, 2021
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	April 7, 2021

Participation and Test Security Expectations

- As previously described in resources from the English Learner Assessment Coordinator (ELAC) Workshop students in Grades K-12 identified as English learners are expected to participate in the LAS Links testing between **January 4-April 30, 2021.**
- Testing English learners on the LAS Links is the responsibility of the Reporting Districts because they are ultimately held accountable for these students.
- CSDE has developed procedures regarding testing of English Learners who are in the Public School Information System (PSIS) who are in out of district placements.

Participation and Test Security Expectations

- The LAS Links test, all test forms, and test materials are available in the DRC Test Delivery System called INSIGHT. Secure handling of test materials protects the integrity and confidentiality of test items and the validity of student results. It is essential that unauthorized persons are prevented from accessing or viewing LAS Links content in the Test Delivery System or in an accommodated/paper form.
- When LAS Links Remote is being administered it is essential that the guidelines are following to protect test security and student test results.
- It is expected that the LAS Links is administered according to instructions provided. Modifications or changes are not permitted and are considered to be inappropriate test practices and a test irregularity. Inappropriate test practices should be reported to the ELAC.

CT LAS Links Appeals Process

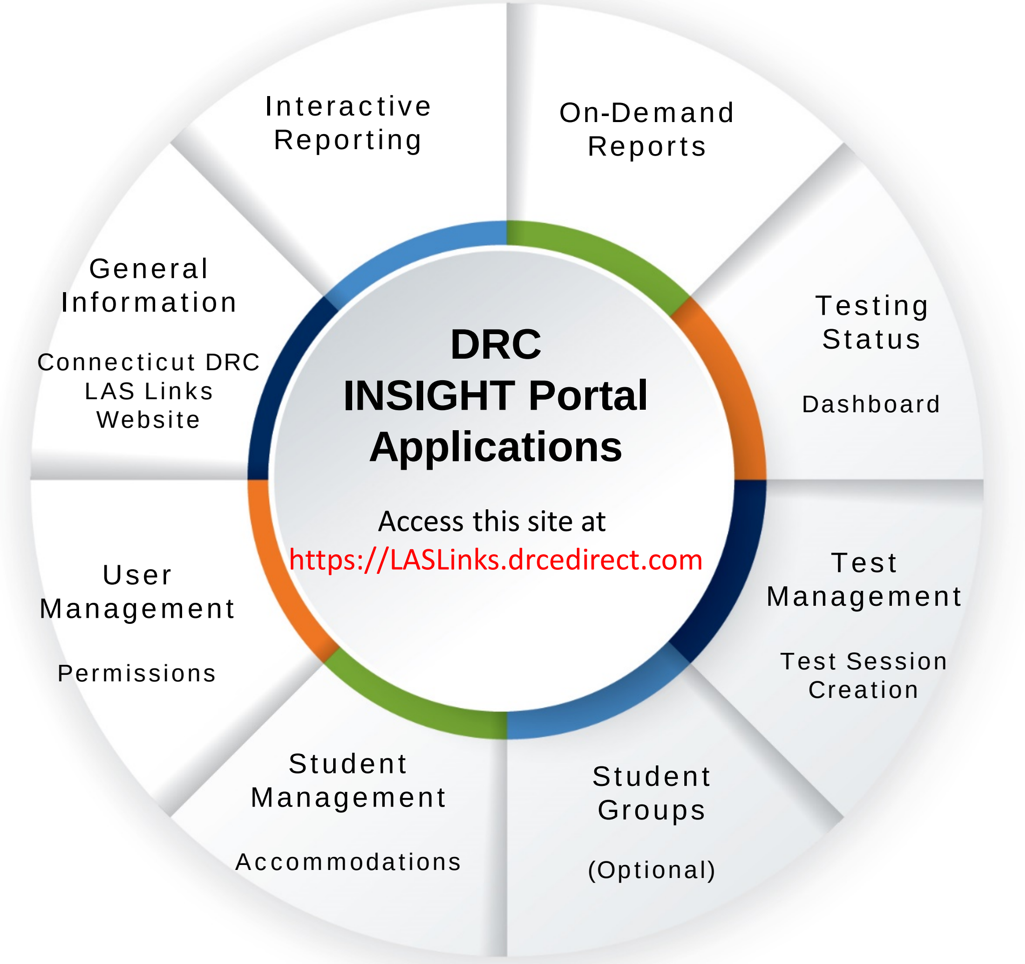
Occasionally, testing irregularities, such as special circumstances or incidents that impact an individual or group of students may potentially affect performance on the test, test security, or test validity can occur. Examples include, but are not limited to, interruptions in testing such as a fire drill, incorrect directions shared, or incorrect assessment accommodations provided to the student.

Please refer to the Overview and General information slides from the ELAC Workshop.

If these incidents occur, the ELAC provides requested information to facilitate resolution via an electronic submission.

https://docs.google.com/forms/d/e/1FAIpQLSe25wFrmn1OpN38cAi5rt137riLg_jqsjGfUR-IHrpnBah5Bw/viewform?vc=0&c=0&w=1&flr=0

LAS Links Online



DRC INSIGHT Portal Applications

Access this site at https://LASLinks.drcedirect.com

Interactive Reporting

On-Demand Reports

Testing Status

Dashboard

Test Management

Test Session Creation

Student Groups

(Optional)

Student Management

Accommodations

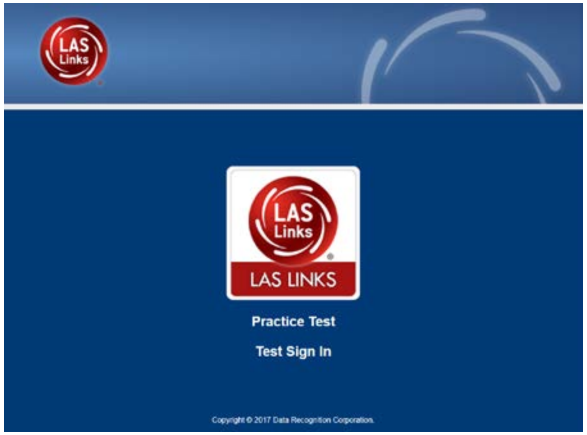
User Management

Permissions

General Information

Connecticut DRC LAS Links Website

Student Experience Components



LAS Links
LAS LINKS
Practice Test
Test Sign In

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INSIGHT
DRC INSIGHT Online Assessments

LAS Links Remote Administration with Test Monitoring Application

Please refer to the Connecticut LAS Links Remote Test Administration with Test Monitoring Application for specific guidance. Additionally, please access the Video Live Demo LAS Links Remote Test Administration with Test Monitoring Application

Students participate in LAS Links Remote using a district provided device (Windows, macOS, Chrome OS, iPADOS) with the required Google Chrome browser installed.

OR

Students participate in LAS Links Remote using their own device (Windows, macOS, Chrome OS, iPADOS) with the required Google Chrome browser installed.

LAS Links Remote Administration with Test Monitoring Application

LAS Links Remote students are provided a URL that includes the required use of the Test Monitoring Application by the test administrator at the time of testing using the Google Chrome browser. Test Sessions do not need to be adjusted for remote testing and use of the Test Monitoring Application when using the URL.

Students participating in LAS Links Remote **should not** use the DRC INSIGHT Secure Browser reserved for In-Person testing only.

Resources & Additional Guidance In Development

- Form D Test Administration Manual
- Guidance about testing students placed out-of-district

Opportunity For Questions

General

In-Person

Remote

Other

LAS Links Administration Support

LAS Links Help Desk 866.282.2250 Option 2
(7:00 a.m.-8:00 p.m. EDT)
or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager, John Caliendo
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