



# *preLAS* Paper and *preLAS* 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 (7:00 a.m. to 8:00 p.m. EDT)  
Email: [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)  
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## Remote preLAS Testing Using a Web Meeting

Due to recent challenges related to COVID-19, DRC is temporarily allowing the *preLAS* Paper and the *preLAS* Online assessments to be administered remotely using a web meeting for proctoring.

	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

- Test Administrators must have *preLAS* Form C paper answer sheets available when testing remotely with the paper version of the assessment.
- Test Administrators must download the digital cue picture book(s) from the DRC INSIGHT Portal to use for testing remotely. The cue book(s) are used for remote testing only. If testing in a brick-and-mortar setting, the printed cue book(s) must be used.
- Test Administrators must download the *preLAS* audio files from the DRC INSIGHT Portal to use for testing remotely.
- This document provides pre-test, during testing, and post-test guidelines for remotely proctoring and administering the *preLAS* assessments.
- Hybrid models are acceptable as long as the approved form of the test is utilized in the corresponding setting.
- A separate guide is available for LAS Links Online remote testing.

## Remote Testing Guidelines

When administered remotely, *preLAS* tests should follow as closely as possible the requirements for on-site administration.

- The District *preLAS* Remote Testing Readiness Checklist helps you prepare for remote testing. Get the checklist at [www.laslinks.com](http://www.laslinks.com).
- The Test Administrator must be trained to administer and score the *preLAS* Oral Language test according to the standardized process outlined in the *preLAS* Examiner's Manual (available for purchase).



- The Test Administrator must use a supported web conference service 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 meeting, there is a limit of one student per each Test Administrator. The *preLAS* assessment should be administered in a one-to-one setting.
- A parent or guardian must be present with the student during testing. A Remote Testing Parent/Guardian and Student Agreement template is available at [www.laslinks.com](http://www.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. District's are responsible for tracking, collecting, and retaining signed agreements; DRC does not distribute nor collect signed agreements.

### **Guidelines for Test Administrators**

The district/program must have *preLAS* Form C testing materials, including a student answer sheet, and/or have purchased *preLAS* Online (Form D) student licenses.

The Test Administrator must download and save the digital cue picture book(s) and the *preLAS* audio files located at <https://ll.drcdirect.com>. Click on General Information > Documents > Assessment Resources.

If you currently do not have *preLAS* materials and/or *preLAS* Online licenses, contact the LAS Links Help Desk to place an order. Allow 7 to 10 business days for processing and to receive licenses and printed materials.

#### **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)

### **Guidelines for Students**

Remote testing is offered to students in two formats. Districts can choose which option works best for their specific situation:

- Format 1: The District provides a device to a student that meets web meeting requirements
- Format 2: Student uses a home device that meets web meeting requirements

If a student will test using their own device (not a District-provided device), for the best remote testing experience, we recommend that the Test Administrator spend a couple of minutes with the parent/guardian of the student to verify that the device meets all the criteria for a successful web meeting (audio, web camera, etc. are all working as desired). **Note:** A parent or guardian must be present during testing.

Regardless of the format chosen, each student needs:

- One blank sheet of paper
- One pencil



- A computer (desktop or laptop) or a device, such as a Chromebook or iPad
- Web camera
- Microphone
- Speakers or headphones
- Smart phones cannot be used for remote testing

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

Whichever web conference service you use, we recommend it includes the following functionality:

- 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 smart phone to a remote test session is not allowed.
- Recording Capability
  - Ability to review completed web sessions
- Screen Sharing by Participants
  - Ability to let students share their screens with the *preLAS* Test Administrator
- 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 affects only how students take the *preLAS* assessment. Students are “interviewed” by the Test Administrator via a web meeting as opposed to sitting with the child in a brick-and-mortar setting.

### ***Preparing to Administer the preLAS Paper Assessment***

- The Test Administrator needs one student answer sheet per child they test. Locally printed copies of the copyrighted answer sheet are not permissible.
- The Test Administrator must download and save the digital cue picture book(s) and *preLAS* audio files from <https://ll.drcedirect.com>. Click on General Information > Documents > Assessment Resources.

### ***Preparing to Administer the preLAS Online assessment***

- The Test Administrator needs 2 devices for *preLAS* Online testing. One device to facilitate the web meeting with the student and another device to log into *preLAS* Online to enter student responses. Allowed devices include PCs, Macs, Chromebooks, and iPads. Alternatively, the Test Administrator can use multiple browser tabs on one device and toggle between the tabs.



- The Test Administrator must download and save the digital cue picture book(s) and *preLAS* audio files from <https://ll.drcedirect.com>. Click on General Information > Documents > Assessment Resources.
- For *preLAS* Online, Test Administrators must register students, create test sessions, and run On-Demand reports in the DRC INSIGHT Portal.

### ***Adding Students to the DRC INSIGHT Portal***

All student testers must be added to DRC INSIGHT Portal prior to testing. For guidance on how to add students, refer to the DRC INSIGHT Portal guide on the LAS Links Portal: <https://ll.drcedirect.com>. Click on General Information > Documents > Tech Manuals and Guides.

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

1. For guidance on how to schedule a Test Session using *preLAS* English Form D, refer to the DRC INSIGHT Portal guide on the LAS Links Portal: <https://ll.drcedirect.com>. Click on General Information > Documents > Tech Manuals and Guides.
  - All *preLAS* testing must be administered as one-to-one testing, no exceptions.
  - Students may take the test in one day or over the course of several days.
2. In the DRC INSIGHT Portal, create a new test session for remote testing. To make the remote test session recognizable and easy to locate, use a unique test session name indicating it is a remote test session.
3. Assign *preLAS* Form D as the form to be administered remotely.
4. Set your test session start date to be a few days before the students will test. Set the end date to a week past your last day of school for the 2020 - 2021 school year. This allows you to use one test session for any new *preK3*, *preK4*, or Kindergarten students who register. **Note:** If you have multiple *preLAS* Test Administrators, you might consider having each Test Administrator create their own test session.
5. Generate a PDF of the test tickets for your remote *preLAS* Online test session.
6. Copy the relevant information from each student's test ticket or from the roster into your web meeting details/reminder document. This is the information you will use to log into the student assessment during your web meeting with the student.

### ***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 (if used)
- Information regarding testing date and time, and the link for the web meeting practice session



## Creating a Web Meeting

1. Ensure that your web meetings 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).
  - 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 *preLAS* 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

Create a web meeting 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 (for *preLAS* online)
- Record any unusual events that occur during testing



## **Day of Testing**

DRC highly recommends that you simulate a remote testing session with work colleagues before attempting to administer and proctor the live *preLAS* assessments with students.

### **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.

- Validate the student's identification according to the requirements of your program. This may include confirming the correct spelling of the student's name and other details.
- Have the student or parent/guardian use the web camera to show you the environment. The testing area should be clear of prohibited items.
- All *preLAS* testing will be administered as one-to-one testing, no exceptions.
- Students may take the entire test all in one day/session or over the course of several sessions/days.
  - Let the student 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, you may pause testing until the student returns.
  - Watch for suspicious activity, such as students moving outside of the web camera frame, cell phone glow, and reflections in mirrors or glasses.

#### **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 verify your name and grade, and complete the room scan. This may take a few minutes. I appreciate your patience.*

### **Administering the *preLAS* Paper Assessment**

Prior to scheduling a remote test, download and save the digital cue picture book(s) and the *preLAS* audio files located at <https://ll.drcdirect.com>. Click on General Information > Documents > Assessment Resources.

- The Test Administrator will “interview” each individual student and follow the normal testing protocols outlined in the *preLAS* Examiner's Manual (available for purchase).



- For Art Show, Human Body, and Let’s Tell Stories, the Test Administrator will share pictures from the digital cue picture book with the student and ask the student questions or play the story (or stories) that correspond to the picture(s) being displayed.
- Be sure to enable your computer audio in the web meeting so that you can play the audio files (found in the DRC INSIGHT Portal) as needed.
- Mark the correct items onto the answer sheet as you normally would.
- When testing is complete, dismiss the student, tally up the scores as you normally would.

### **Administering the preLAS Online Assessment**

Prior to scheduling a remote test, download and save the digital cue picture book(s) and the *preLAS* audio files located at <https://il.drcedirect.com>. Click on General Information > Documents > Assessment Resources.

### **Start Testing**

Test Administrators will use this procedure to test students.

1. Click the record button for the web meeting.
2. On a separate device (or browser tab) from the one used for the web meeting, click <https://wbte.drcedirect.com/LL/#portal/11/592040/exam/2?index=2&adminId=592040> and enter the test ticket credentials for the student that is being tested.
3. The Test Administrator will “interview” each individual student following the normal testing protocols outlined in the *preLAS* Examiner’s Manual.
  - For Art Show, Human Body, and Let’s Tell Stories, the Test Administrator will share the digital cue picture book with the student and ask the questions or play the story (stories) that correspond to the picture(s) being displayed.
    - Be sure to enable your computer audio in the web meeting so that you can play the audio files.
  - As shown below, click the radio button for Correct, Incorrect, or No Response as the student answers the questions for Parts 1 to 4. Click the radio button for the corresponding holistic score for each of the student responses to Part 5, Let’s Tell Stories.

We're going to play a game called Simon Says. Simon is someone who tells us what to do.  
You do exactly what Simon Says.

Practice 1: Simon says look up.

Correct Response  Incorrect Response  No Response

Story #1

Please record the student's oral response in the space below.

0 Points (No Response)  
 1 Point  
 2 Points  
 3 Points  
 4 Points  
 5 Points

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- If your District requires it, transcribe the student response(s) for Let's Tell Stories by typing the response into the text box. **Tip:** Since you are recording the web meeting, you can wait to type in the response until after you dismiss the student and can go back and transcribe the response based on the recording.

- Once testing is complete, dismiss the student, transcribe the Let's Tell Stories student responses, and click "Submit to Scoring."

### ***Recommended/Approved Modifications for Remote Testing for preLAS (Paper & Online)***

Due to the remote testing environment, the Test Administrator may need to make adjustments to ensure that they are able to see and accurately assess student responses.

Examples of possible modifications include:

- When a student is asked to point to a door, if a door is not visible to the Test Administrator, use an alternate prompt, such as "Simon says: point to the table."
- For *preLAS* Form C, the student is asked to put their feet together. An alternate prompt of "Simon Says: put your hands together" is recommended.
- For *preLAS* Form D, the student is asked to touch one foot with their finger. An alternate prompt of "Simon Says: open your hand" is recommended.

### ***Invalidating a preLAS Online Assessment***

There may be cases where you may want to re-test a student or invalidate the student's test results from the remote test session. Possible reasons for invalidating a test include:

- The student had technical problems during testing.
- The parent/guardian attempted multiple times to assist the child by providing answers or additional test directions.

Directions for invalidating a *preLAS* Online assessment will be available in the DRC INSIGHT Portal when *preLAS* Online is launched in September 2020.

Document the testing irregularity in the notes from your web meeting.

### ***Ending Your Web Meeting***

When the student has completed the test, you may dismiss the student, stop recording the session, and end the web meeting.

DRC will provide information on how to track student testing status when *preLAS* Online is launched in September 2020.



## **Post-Test Activities**

### **On-Demand Reports (preLAS Online Only)**

After a student has completed a test (usually within 30 minutes of test completion), the student's Individual Student Proficiency Report is available via On-Demand Reports.

To view and download the student report, log into the DRC INSIGHT Portal, click on Report Delivery, then click on the On-Demand Reports tab. For more information on displaying student reports, refer to the DRC INSIGHT Portal user guide: In the Portal, click General Information > Documents > Tech Manuals and Guides.

### **Technical Support**

If technical issues arise and/or if an error message is experienced during testing, instruct parents/guardians to contact the student's Test Administrator, or the school's technology staff and/or the student's school office for technical support. If direct 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.

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