TO: English Learner Assessment Coordinators  
FROM: Janet Stuck, Education Consultant, Special Populations  
DATE: January 6, 2020  

SUBJECT: Receipt and Return of 2020 Accommodated/Paper Test Materials

This document describes specific information necessary for the completion of Student Answer Books, and required forms. It also describes how to properly package completed materials for return to Data Recognition Corporation’s Scoring Center. It is imperative that the directions be followed exactly as written to ensure proper scoring and reporting.

Districts who have requested and received Accommodated Paper, Large Print, or Braille materials as described in the Dually Identified English Learner Procedures for the 2020 LAS Links Assessment memo distributed on December 5, 2019, are reminded via this communication about procedures for the return of all paper materials.

All paper materials must be returned to Data Recognition Corporation for scoring. The last day to call the United Parcel Service (UPS) for pickup of completed forms is February 26, 2020. (This is prior to the end of the standard LAS Links testing window to ensure all tests, both paper and online, meet required deadlines for scoring.) Districts should maintain copies of all mailing and tracking receipts.

Receipt of Accommodated/Paper Materials Orders

English Language Assessment Coordinators (ELACs) who have placed accommodated/paper orders within the order window, will receive the ordered materials by February 3, 2020. This shipment will include the accommodated/paper materials ordered: Student Answer Books, Examiner’s guides, Audio CDs, and Cue Picture Books as required. Test Return Envelopes are also included in this shipment.

Testing Coordinator’s Kit (TCK)

English Language Assessment Coordinators (ELACs) who have placed accommodated/paper orders within the order window, will receive Test Coordinator Kits by February 10, 2020, as a separate shipment from the accommodated/paper materials ordered.

The Test Coordinator Kit will include:

- Packing List
- School/Group List (SGL)
- Group Information Sheet (GIS)
- DRC Return Shipping Labels
- UPS Pre-Paid Return Service Labels

Large Print and Braille Preparation for Scoring

Large Print and Braille materials received must be transcribed into a standard size Form C Answer Book provided with your Large Print or Braille materials, prior to returning to DRC.

Large Print or Braille tests which are not transcribed into a standard-sized Form C Answer Book cannot be processed for scoring.
**Preparation of Paper Materials for Shipment**

**Student Identification Page**

Each district will use a No. 2 pencil to complete all forms to facilitate scoring. Districts/schools will use the Connecticut State Department of Education (CSDE) assigned names and identification numbers on the Student Identification page within the Student Answer Book.

Student information will come from the Student Identification Page for paper tests, not PSIS or INSIGHT. Class information comes from the GIS Form. The Student ID indicated must be the 10-digit State Assigned Student Identification Number (SASID). This information must be completed with care by the ELAC, (name, DOB, SASID, gender, and grade) as it is used for reporting.

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**Student Identification Page**
Complete and Check Group Information Sheets

The Group Information Sheet (GIS) provides data that will appear on your reports. Group Information Sheets (GIS) – are scannable forms that are submitted with each group of student test booklets. It is critical that you DO NOT submit photocopies of these documents with your score materials. The GIS forms contain some pre-printed information, but you must manually bubble sections 1 and 3. The SO# may be ignored. Item 6 includes DRC internal information that has been pre-printed. It is essential that a complete and accurate GIS be placed on top of each stack of answer documents whose scores are to be reported together. At minimum, one GIS is to be used for each grade at each school. Please review both the pre-printed and hand-written information for accuracy.

If additional GIS’s are needed, please contact your LAS Links Project Manager, John Caliendo, for assistance at 1-855-839-1181, Option 2 or at LASLinksPM@datarecognitioncorp.com.
<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>TEACHER NAME</strong></td>
<td>The teacher’s last name must be printed in the boxes, and then the first name or initial, if needed. Under each box, the circle with the same letter must be filled in.</td>
<td></td>
</tr>
<tr>
<td><strong>SCHOOL NAME</strong></td>
<td>The school name has been pre-printed.</td>
<td></td>
</tr>
<tr>
<td><strong>NUMBER STUDENTS TESTING</strong></td>
<td>The number of students whose answer documents are grouped with the GIS must be printed in the boxes and the corresponding circles filled in. The circle that shows the grade of the students being tested should be filled in. Please note that only <strong>one</strong> grade can be bubbled for each group of students. Do not code as “Ungraded.” Documents must be processed by grade.</td>
<td></td>
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</tbody>
</table>
| **PRE-PRINTED:** | **ORGANIZATION NAME** – Connecticut LAS Links  
**ELEMENT/DIST. NAME** – District  
**SO #**  
**STATE** – CT |
| **SPECIAL CODES** | DO NOT use. |
| **ORG TP / STRUCTURE ELEMENT #** | DRC use only. |

After a GIS has been checked for accuracy, place it on top of the students’ answer documents. Then put the GIS and the answer documents in the test return envelope.

The teacher name shown on the Interactive Report is derived from the Group Information Sheet, **not** from the name printed on the Student Identification Page inside the front cover of the Student Answer Book.
Complete the School/Group Lists
The School/Group List is used for initial confirmation that we have received all groups of answer documents for each school. Every Group Information Sheet completed must have an entry on the appropriate School/Group List. Complete the School/Group Lists as instructed on the following page. Items 1, 2, 4, 5 and 8 are pre-printed. The ELAC must complete items 3, 6 and 7. Keep a photocopy of the completed documents for your records.
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<table>
<thead>
<tr>
<th>1</th>
<th>DISTRICT/ELEMENT NAME</th>
<th>The District name is preprinted on the School/Group List. PRE-PRINTED</th>
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<tbody>
<tr>
<td>2</td>
<td>SCHOOL</td>
<td>The school name is preprinted on the School/Group List. PRE-PRINTED</td>
</tr>
<tr>
<td>3</td>
<td>TESTING DATE</td>
<td>It is unnecessary to write in a testing date if your dates are pre-planned through a contract with your District.</td>
</tr>
<tr>
<td>4</td>
<td>AREA OR REGION TESTING DATE</td>
<td>The area or region is preprinted on the School/Group List. (Not required)</td>
</tr>
<tr>
<td>5</td>
<td>SCHOOL NUMBER</td>
<td>The School Number is preprinted on the School/Group List. PRE-PRINTED</td>
</tr>
<tr>
<td>6</td>
<td>CONTACT PERSON/PHONE NUMBER</td>
<td>Provide the contact information for the English Learner Assessment Coordinator or the principal’s name and also the contact person’s phone number.</td>
</tr>
<tr>
<td>7</td>
<td>TEACHER/GRADE/NUMBER TESTED</td>
<td>List each group by the name shown on its Group Information Sheet—typically the course teacher’s name. For each group, write the grade and the number of students tested, which should match what is filled in on the corresponding Group Information Sheet.</td>
</tr>
<tr>
<td>8</td>
<td>ORGANIZATION NAME/NUMBER/OPERATIONAL UNIT</td>
<td>Used to process testing materials upon DRC receipt. For DRC internal use only.</td>
</tr>
</tbody>
</table>

Packaging Answer Documents for Shipping
Below are the steps that must be taken to prepare answer documents for shipment to the DRC Scoring Center. To ensure that your test reports give you the full range of information they are designed to provide, proper completion of these steps is essential.

Follow these guidelines:
Place a School Group List on top of the student test books in envelope #1. Place the Group Information Sheets with the corresponding Student Answer Books. When more than one envelope is needed, number them 1 of 2, 2 of 2, etc., as illustrated.

NOTE: These envelopes were provided with your paper test materials. They are designed for grouping your materials but NOT for shipping.
Place these envelopes inside an appropriate shipping box.

All secure materials should be included in the shipping box for return to DRC. This includes examiners guides, unused answer documents/books, audio CDs, and cue cards.
Labels and Tracking
Attach DRC District Return Shipping Label to each box to be returned for scoring. Attach a UPS Pre-Paid Return Shipping Label to each box mailed for return to the DRC Scoring Center.

For additional support, you may contact your LAS Links Project Manager, John Caliendo, for assistance at 1-855-839-1181, Option 2 or at LASLinksPM@datarecognitioncorp.com.

Arranging for Paper Testing Materials Pickup
Once testing has been completed call UPS at 1-866-857-1501 on or before February 26, 2020, to arrange for the pickup of test documents. Specify that you are using pre-paid UPS Ground Return Labels. DO NOT return answer documents through any carrier other than UPS.

Districts are provided with UPS Return Shipping Labels to be used when shipping test documents to the DRC Scoring Center. Please have all labels affixed to each box before the UPS courier arrives.

<table>
<thead>
<tr>
<th>Both the white DRC District Return Shipping Label and the UPS Label are REQUIRED for shipment of testing documents.</th>
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<tr>
<td>District ELACs should maintain copies of all mailing and tracking receipts.</td>
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</table>

If you need an additional return shipping label, please contact your LAS Links Project Manager, John Caliendo, for assistance at 1-855-839-1181, Option 2 or at LASLinksPM@datarecognitioncorp.com.