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LAS Links Digital Placement Test Remote Test Administrator Instructions

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Remote Digital Placement Testing Using a Supported Web Conference Service

Due to recent challenges related to COVID-19, DRC is temporarily allowing the LAS Links Digital Placement test to be administered remotely using a Supported Web Conference Service.

This document provides guidelines for remotely proctoring and administering the LAS Links Digital Placement assessments prior to, during and after testing.

Remote Testing Guidelines

When administered remotely, LAS Links Digital Placement tests should follow the requirements for in-person administration as closely as possible.

- The Test Administrator must be trained to administer and score the LAS Links Digital Placement test according to the standardized process outlined in the LAS Links Placement Test Examiner's Manual.
- The Test Administrator must use a supported web conference platform and be familiar with that platform. Possible options are: Zoom, and WebEx, and Google Meet (formerly Hangouts).
 - 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 LAS Links Digital Placement assessment should be administered in a one-to-one setting.
- The Remote Testing Checklist helps parents prepare for remote testing. Get the checklist at <https://ll.drcedirect.com>. Go to General Information > Documents > Filter on Document Type: CT LAS Links Title III Resources.
- A parent/guardian must be present with the student during testing. Parent/Guardian and Student Agreement for Remote Testing is available at <https://ll.drcedirect.com>. Go to General Information > Documents > Filter on Document Type: CT LAS Links Title III Resources. Districts have the option to use the template and can add their own logo, translate, or change the text to meet their needs. Districts are responsible for tracking, collecting, and retaining signed agreements; DRC/CSDE does not distribute nor collect signed agreements.
- The tests are available in a digital format. The District English Learner Assessment Coordinator has access to the digital files.
 - DRC highly recommends printing the student answer sheet for ease of scoring (instead of using the digital version of the answer sheet).



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 district security and supported web conference service requirements.
- Format 2: Student uses a home device that meets district requirements and supported web conference service requirements.

If a student will test using their own device (not a District-provided device), for the best remote testing experience, it is recommended that the Test Administrator spend time prior to test administration 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:

- To be seated at a table or desk that allows them to write answers
- Several blank sheets of paper or a pad of paper for writing answers (some may choose to allow students to type their response in Chat feature for Writing)
- Two pencils or pens
- A computer (desktop or laptop) or a device, such as a Chromebook or iPad
- Web camera
- Microphone
- Speakers or headphones (if microphone is not built into device)
- Smart phones are strongly discouraged, not recommended and will not be a supported device for testing

Guidelines for Selecting a Supported Web Conference Service

Whichever web conference service is selected, the following functionality should be included:

- Computer-based Audio and Video
 - Supports "Computer Audio" for web sessions. This requires students to use the microphone and speakers on their test devices and allows Test Administrators to share audio from the assessment.
 - Calling in by smart phone to a remote test session is strongly discouraged, not recommended and will not be a supported device for testing
- Share Audio Playback
 - Ability to share the audio from a video or PowerPoint being presented on the Test Administrator's device to the student in the web meeting. Necessary for LAS Links Digital Placement Remote Test Administration only
- Meeting Login Information Embedded in Provided Link
 - Ability for all participants to access the meeting directly from the link without having to provide additional details (students do not have to enter a meeting number and/or password to access the meeting)



Test Preparation

The remote testing option affects how students participate in the LAS Links Digital Placement assessment. Students are “interviewed” by the Test Administrator via a web meeting rather than sitting with the Test Administrator administering the test in-person.

LAS Links Digital Placement Test Administrator Requirements

- A computer (desktop or laptop) or a device, such as an iPad or Chromebook with Microsoft PowerPoint installed.

Important:

Microsoft PowerPoint is required to be installed on the device to use the Placement Tests embedded audio files. Google Slides or other slide viewers do not work with the audio files.

- Download the LAS Links Digital Placement Tests
- Print out the following:
 - Profile Sheet
 - Answer Key
 - Writing Sheet

Prepare Parents/Guardians and Students for Testing

DRC highly recommends that you schedule a practice web meeting with your parent/guardian and student for 30 minutes or a few days before their actual remote test. This meeting familiarizes the student to the web meeting software, is a chance to establish understanding of procedures and technology and allows student questions to be answered prior to test day.

With this in mind, prior testing, contact the parent/guardian in their preferred mode of communication 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 Supported Web Conference 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.
 - Allow participants to send chat messages to the host only in case there are audio issues
 - The parent/guardian may need to assist with the chat feature
 - Do not allow participants to record the meeting
 - Disable virtual backgrounds
2. Create a Supported Web Conference meeting in your district selected software. Make sure the meeting allows enough time for meeting management and test administration processes.
3. Generate a general meeting invitation and capture the meeting link to include in a custom email that will be sent to the parents/guardians of all participants.
4. Send out a custom email to invite each student and their parent/guardian. This email should ideally be available in both English and the home language. Districts must consider the communication needs and preferences 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 Digital Placement Test Administrator
 - Omit call-in numbers, calling in to the meeting by smart phone is not a recommended option
 - General overview information and student expectations about the grade span placement test the student will be required to take during the web meeting (this information may also be shared in the practice session)
 - The Parent/Guardian Remote Testing Checklist if the District chooses to use it

Create a web meeting details/reminder document to stay organized during testing and scheduling. Include:

- Practice session details such as device type, technology concerns, parent agreement tracking
- Meeting details, such as the meeting link, date, start time and anticipated stop time
- Student/Parent details, such as name, email address, and home language
- Comment area to make note of 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 LAS Links Digital Placement test with students.

Managing Your Web Meeting

Students may find remote testing stressful and/or disorienting. To establish rapport, have a brief conversation before introducing the test and expectations.

- Validate the student's identification according to the requirements of your program. This includes confirming the correct spelling of the student's full name, date of birth, enrolled grade and other details.
- Have the student or parent/guardian move the web camera to show you the environment. The testing area should be clear of prohibited items such as a dictionary, thesaurus, cell phone or spell check device.
- All remote LAS Links Digital Placement testing will be administered as one-to-one testing, no exceptions.
- Students may take the entire test all in one day or over the course of several sessions or across days as needed. When scheduling testing keep in mind;
 - The student cannot stand or leave the room during the web meeting.
 - Students may inform the test administrator that they must stand or use the rest room, so the test can be paused until the student returns.
 - Maintain attention to security concerns including, activities, such as students moving outside of the web camera frame, cell phone usage and evidence of other individuals outside the web camera frame.

Sample Script:

Before you begin testing, I want to make sure you are the student who is to be tested and I will ask you to move your web camera to show that things that are not allowed are not near you during the test. The only things allowed near you during testing is your computer, paper and pencil. 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 use my web camera to watch you take the test while I ask you questions. I cannot help you answer questions, but I can help you with any problems you might have with the computer or test directions. Let me know if you have a question by having a parent/guardian type in the chat section or by speaking to me. Please focus and do your best to complete each part of the test.

Do you have any questions now?

I will now ask your name and grade and check on the things near you. This may take a few minutes. I appreciate your patience.



Recommended/Approved Modifications for Remote Testing

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

Ending Your Web Meeting

When the student has completed the test, you may thank the student and the parent/guardian, dismiss the student and end the web meeting.

Technical Support

If technical issues arise and/or if an error message displays 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 communicate directly with parents/guardians to resolve issues.

LAS Links Help Desk

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