CONNECTICUT STATE
DEPARTMENT OF EDUCATION

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*pre*LAS Remote

Test Administrator

Instructions

Remote preLAS Testing Using a Supported Web Conference Service

Due to recent challenges related to COVID-19, DRC is temporarily allowing the *pre*LAS Assessments to be administered remotely using a supported web conference service.

- Test Administrators must have *pre*LAS Form C paper answer sheets available when testing remotely with the version of the assessment.

- Test Administrators can either use the physical cue book or download the *pre*LAS digital cue picture book(s) from the DRC INSIGHT Portal to use for testing remotely. Digital cue books are used for remote testing only. If testing in an in-person setting, the printed cue book(s) must be used.

- Test Administrators can either read aloud or download the *pre*LAS audio files from the DRC INSIGHT Portal to use for testing remotely.

- This document provides guidelines for remotely proctoring and administering the *pre*LAS Assessments, prior to, during and post testing.

Remote Testing Guidelines

When administered remotely, *pre*LAS tests should follow, as closely as possible the requirements for in-person administration.

- The Test Administrator must be trained to administer and score the *pre*LAS Oral Language test according to the standardized process outlined in the *pre*LAS Examiner's Manual.

- 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 (formerly Hangouts), and GoToMeeting.

  - 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 *pre*LAS Assessment must be administered in a one-to-one setting.

- The Remote Testing Checklist is designed to prepare parents for remote testing. Access the checklist at https://ll.drcedirect.com. Go to General Information > Documents > Filter on Document Type: CT LAS Links Title III Resources.

- A parent or guardian must be present with the student during testing. A 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 the District's needs. Districts are responsible for tracking, collecting, and retaining signed agreements; DRC/CSDE does not distribute nor collect signed agreements.

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, we recommend 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:

- One blank sheet of paper (to be used as a potential testing support)

- One pencil (to be used as a potential testing support)

- 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 the 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 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 strongly discouraged, not recommended and will not be a supported device for testing.

- 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.

Test Preparation

The remote testing option affects how students participate in the *pre*LAS Assessment. Students are "interviewed" by the Test Administrator via a web meeting rather than sitting with the Test Administrator administering the test in-person.

Guidelines for Test Administrators

- The Test Administrator needs one student answer sheet per child they test. Locally printed copies of the copyrighted answer sheet are not permissible.

- Test Administrators can either use the physical cue book or download the preLAS digital cue picture book(s) from the DRC INSIGHT Portal from https://ll.drcedirect.com. Click on General Information.

  > Documents > Assessment Resources. Digital cue books are used for remote testing only. If testing in an in-person setting, the printed cue book(s) must be used.

- Test Administrators can either read aloud or download the *pre*LAS audio files from the DRC INSIGHT Portal from https://ll.drcedirect.com. Click on General Information > Documents > Assessment Resources.

Prepare Parents/Guardians and Students for Testing

DRC highly recommends that you schedule a practice web meeting with your parent/guardian and student 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, technology, and allows student and parent/guardian questions to be answered prior to their actual test taking.

With this in mind, prior to testing, contact the parent/guardian in their preferred method for 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. 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 should audio issues arise

     - 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.

3. Generate a meeting invitation and capture the meeting link to include in a custom email that will be sent to the parent of the participant. Confirm that the link used works before sending.

4. Send out a custom email to invite your student and their parent. This email should ideally be available in both English and the home language. Districts must consider the communication needs and preferences of their families.

   Email should include:
   - The link to the web meeting
   - The date, time, and anticipated duration of the web meeting
   - Contact information for the *pre*LAS 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 tests 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 stop time
   - Student/Parent details, such as names, email addresses, 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 *pre*LAS Assessments 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 the correct spelling of the student's full name, date of birth, enrolled grade, 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 such as a thesaurus, dictionary, cell phone or spell check device.

- All *pre*LAS 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 session 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.
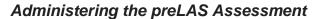
Sample Script:

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, grade, and check on the things near you. This may take a few minutes. I appreciate your patience.

Administering the preLAS Assessment

- The Test Administrator will "interview" each individual student and follow the normal testing protocols outlined in the *pre*LAS Examiner's Manual.

- For Art Show, Human Body, and Let's Tell Stories, the Test Administrator will share pictures from either the cue book or the digital cue picture book (previously downloaded) 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 if you are not reading aloud.

- Mark the correct items onto the paper answer sheet with completed demographic information for his student as described in the *pre*LAS Examiner's Manual.

- When the test session is completed dismiss the student and thank them. Consider engaging with parent upon completion and thank them.

- When all test sessions are complete, tally up the scores as described in the *pre*LAS Examiner's Manual.

Recommended/Approved Modifications for Remote Testing for preLAS

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." Or the Test Administrator can identify an object in their field of vision to have the student point to.

- For *pre*LAS Form C, the student is asked to put their feet together. An alternate prompt of "put your hands together" is recommended.

Ending Your Web Meeting

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

If you currently do not have *pre*LAS materials, or need assistance please 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