Connecticut State Department of Education (CSDE)
Data Recognition Corporation (DRC)
2024-25
English Learner Assessment Coordinator's
LAS Links Online Administration Training

Training Agenda

- **Review of CSDE Testing Policies and Dates**
- **Training Part 1:** Pre-test activities
  - Accessing the DRC INSIGHT Portal
  - Rostering/Registering Students
  - Managing Test Sessions
  - Recording Student Accommodations
  - Printing Test Tickets
- **Training Part 2:** During testing activities
  - The Student Practice Test
  - Proctoring Student Testing
  - Appeals
  - Checking Testing Status
- **Training Part 3:** Post-test activities
  - Generating and Interpreting On-Demand and Batch Download Reports
- **Training Part 4:** Paper Testing
- **Resources and Contact Information**

Your EL/ML Team

CSDE

Michael Sabados, Education Consultant
- Data
- Reporting

Cristi Alberino, Education Consultant
- Appeals
- Policies

Katherine Seifert, Associate Education Consultant
- Special Populations
- Accommodations and Supports
- Exemptions

Abe Krisst, Bureau Chief of Student Assessment

DRC

Catherine Bienfait, Program Lead
- Program schedule and deliverables
- CSDE support
- LAS Links Training

LAS Links Help Desk

866.282.2250 Option 2 (9 am-5:30 pm ET)

LASLinksHelpDesk@datarecognitioncorp.com

Important Abbreviations and Acronyms

Abbreviation/Acronym	Meaning
APSEP	Approved Private Special Education Program
CT Portal	CT Testing Portal
CT-SEDS	CT Special Education Data System
DA	CSDE District Administrator
IEP	Individualized Education Program
INSIGHT Portal	DRC Testing Portal
OTT	Online Tools Training (Practice Test)

Important Abbreviations and Acronyms

Abbreviation/Acronym	Meaning
PSIS	Public School Information System
TIDE	Test Information Delivery Engine
TMA	DRC's Test Monitoring Application
SASID	State Assigned Student Identification
TA	Test Administrator

Review of CSDE Testing Policies and Dates

CT Participation Expectations

Students attending CT Public Schools in Grades K-12 identified as EL/ML are expected to participate in the LAS Links testing. This includes students who are transitioning to a post high school program for 18–21-year-olds but are still registered as Grade 12 students in PSIS.

The CSDE has procedures regarding testing of ELs/MLs who are in the Public School Information System (PSIS) who attend the following types of schools:

- In-State Approved Private Special Education Programs (APSEPs)
- Non-Approved Private School in Connecticut
- Judicial Centers
- Transition/Vocational Service Providers
- Out-of-state schools

CT Participation Expectations - Continued

- Online testing with Form F is not allowed outside of Connecticut. **Out-of-state** students **must** use an Accommodated/Paper Test form, available on the CT DRC Website, ordered by February 7, 2025. This presentation will discuss this in detail.
- DRC will ship materials to the Connecticut district. The ELAC must collaborate with the out-of-state contact to conduct test administration within an appropriate window.
- Districts must return all completed paper tests to DRC for scoring by **February 28, 2025.**
- A list of students enrolled in APSEPs based on the October PSIS collection will be provided to ELACs by **November 20, 2024,** for planning and communication purposes. These students are included in the DRC Student Management System.

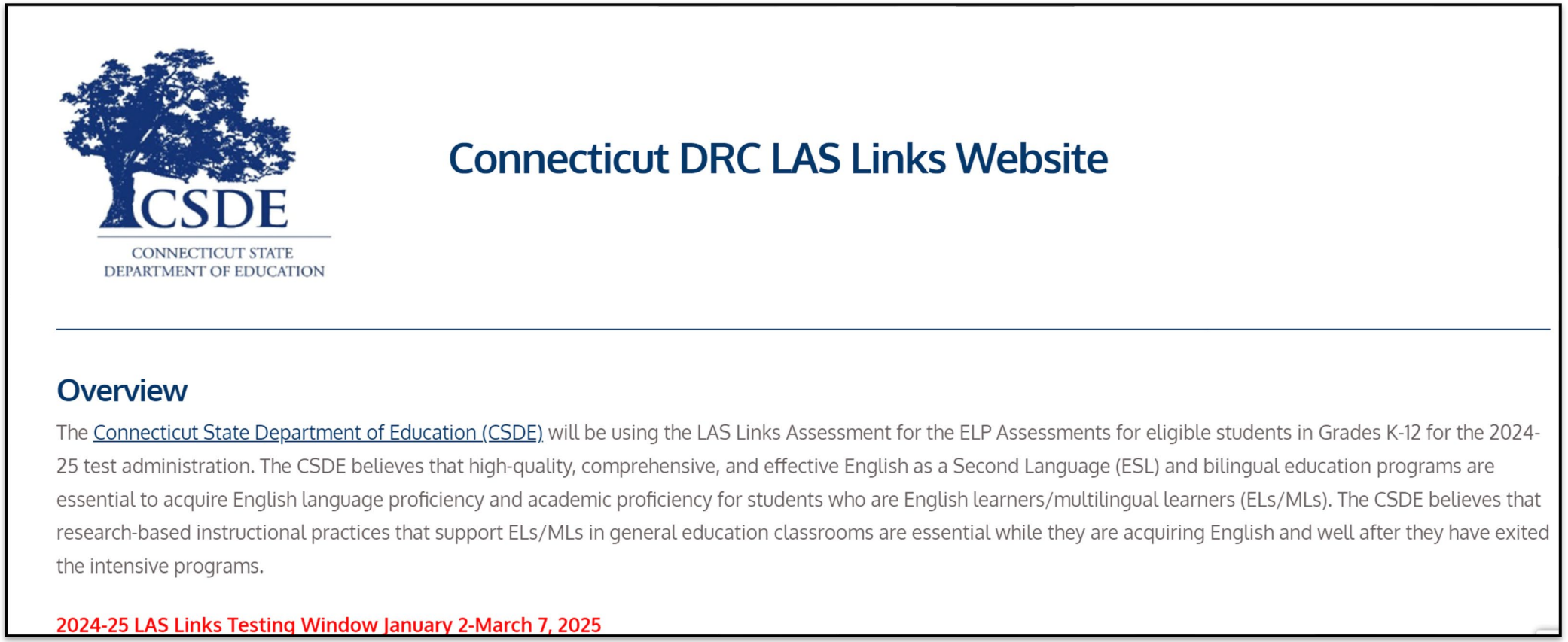
Important Dates

Outplaced students and DA list to districts	November 20, 2024
Accommodations Entry open in DRC INSIGHT Portal for ELACs	December 9, 2024- March 7, 2025
Connecticut Alternate Assessment System Eligibility Form Verification in CT-SEDS	Fully Implemented IEP by December 20, 2024
Domain Exemption Registration	November 12, 2024- December 20, 2024
Accommodated/Paper Form Order Submission • Before December 19, 2024, for delivery by January 3, 2025 • After December 20, 2024, for delivery after January 10, 2025	November 8, 2024- February 7, 2025
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 28, 2025

Connecticut DRC LAS Links Website

Bookmark https://laslinks.com/connecticut-information/

- The Connecticut DRC LAS Links Website includes CT specific LAS Links information on test administration, training, technology, scoring, and reporting



CSDE
CONNECTICUT STATE DEPARTMENT OF EDUCATION

Connecticut DRC LAS Links Website

Overview

The Connecticut State Department of Education (CSDE) will be using the LAS Links Assessment for the ELP Assessments for eligible students in Grades K-12 for the 2024-25 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/multilingual learners (ELs/MLs). The CSDE believes that research-based instructional practices that support ELs/MLs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs.

2024-25 LAS Links Testing Window January 2-March 7, 2025

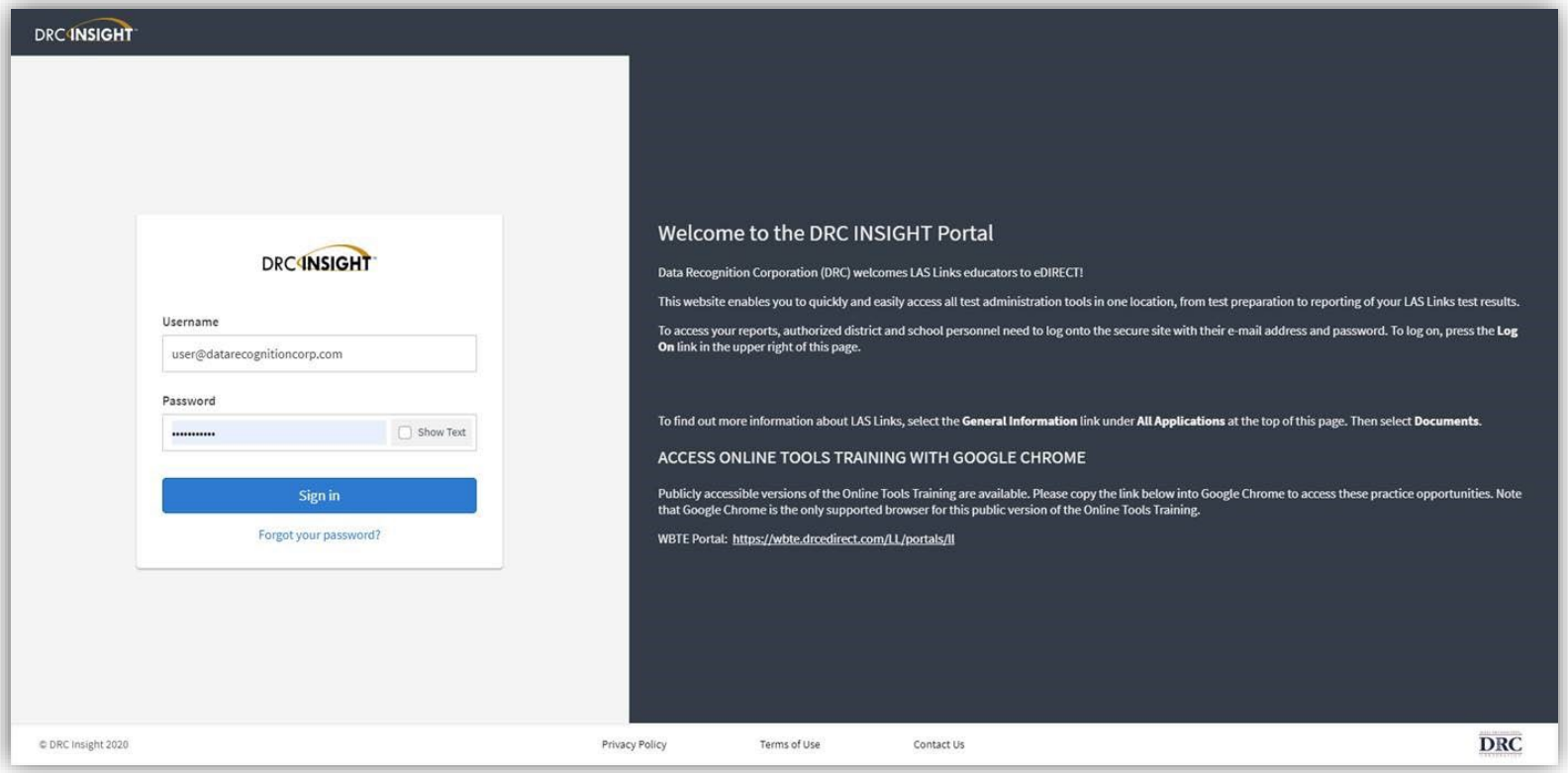
Training Part 1: Pre-Test Activities

Activity 1:
Accessing the DRC INSIGHT Portal

Accessing the DRC INSIGHT Portal

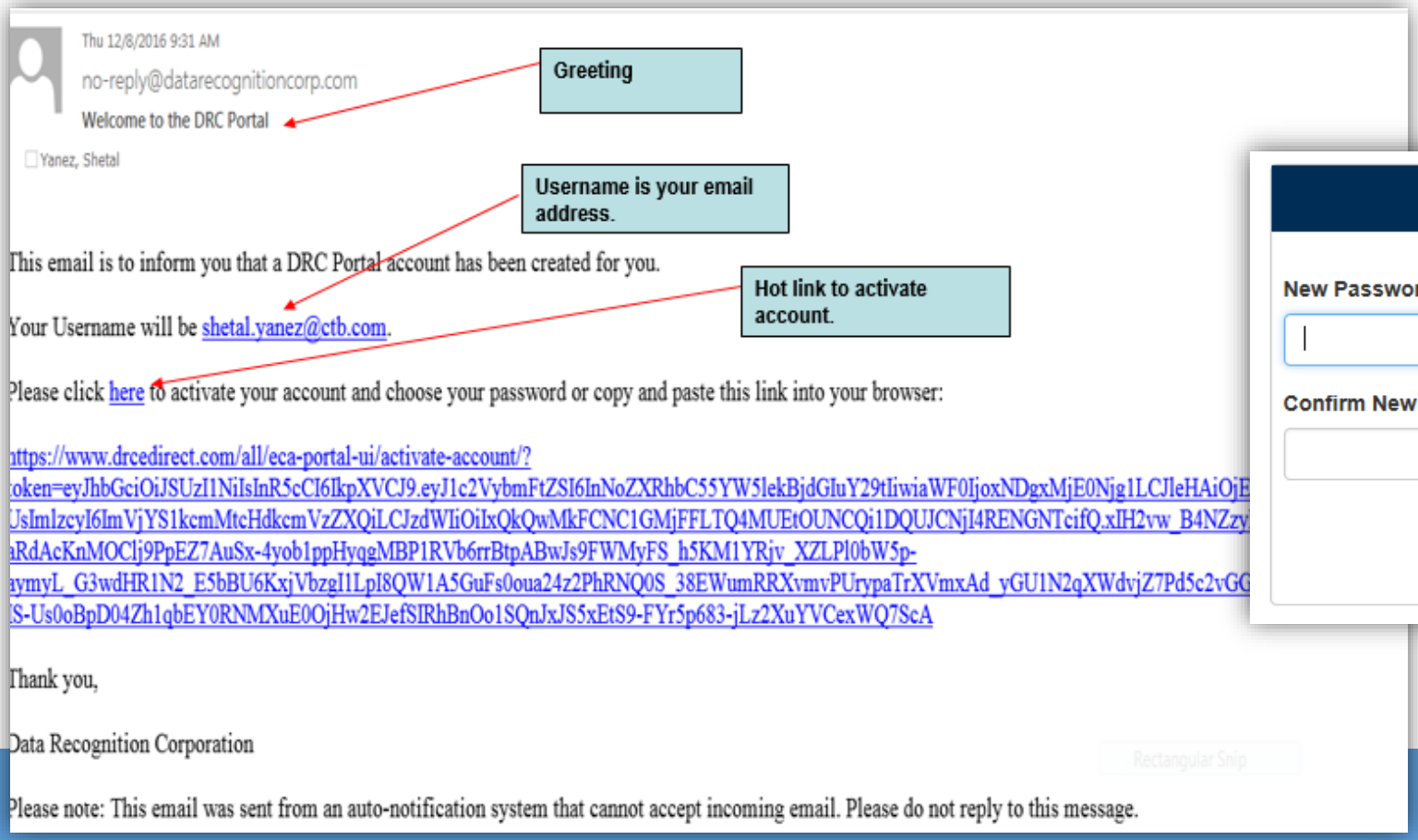
www.drcedirect.com

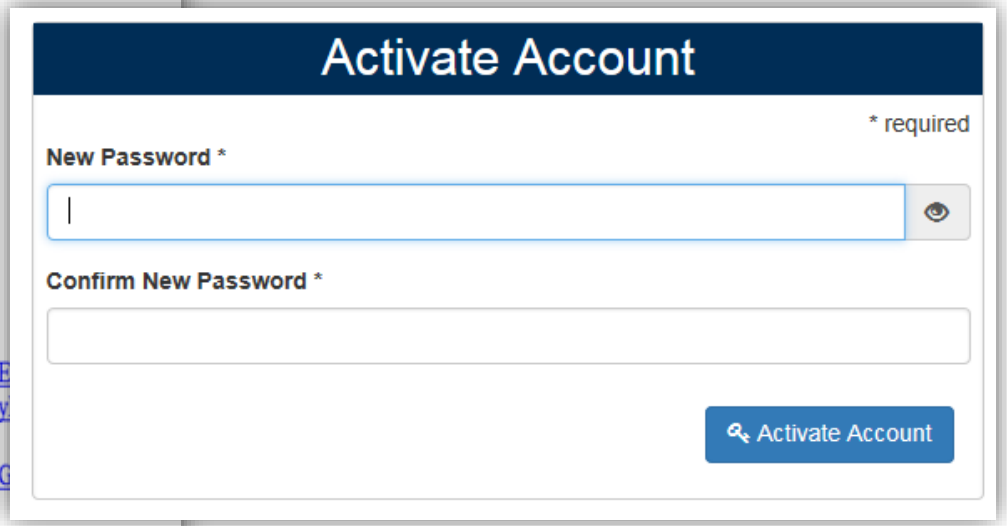
Use the DRC INSIGHT portal for Test Administration functions such as rostering students, creating test sessions, and On-Demand reporting.



Portal Activation Email for New ELACs

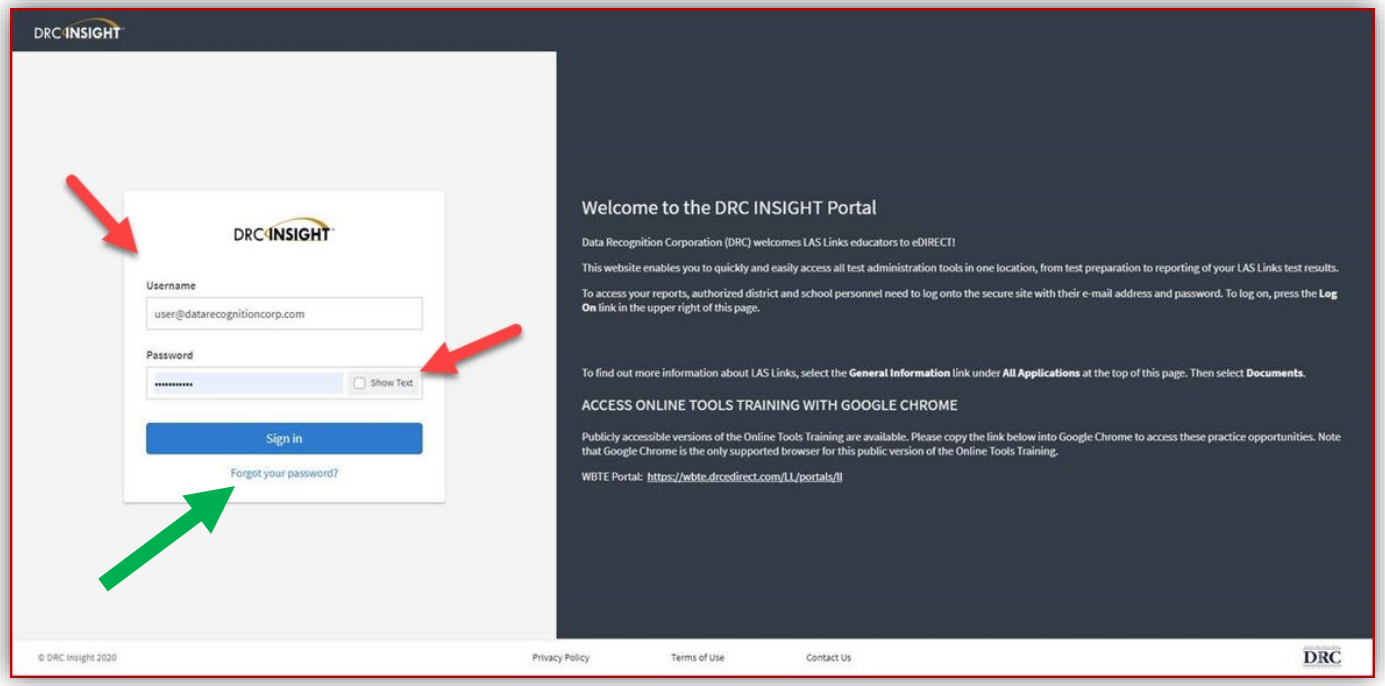
- Sent from: no-reply@datarecognitioncorp.com
- Check your clutter/spam if you do not find the email in your district inbox.

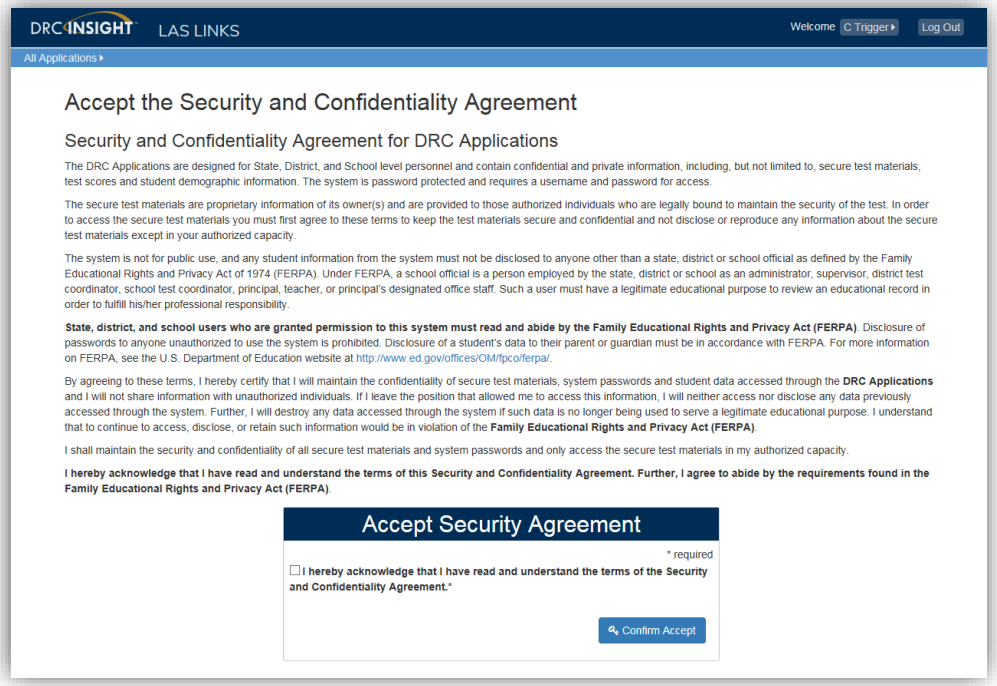




Logging in to the Portal

- Click on “Forgot your password?” if unable to locate your welcome email or you have forgotten your password.
- Your Username is your district email address.
- If the system does not recognize you as a User, please contact the CSDE as you may need to be added as a new ELAC.





Training Part 1: Pre-Test Activities

Activity 2:

Rostering/Registering Students in the DRC INSIGHT Portal

Rostering Students

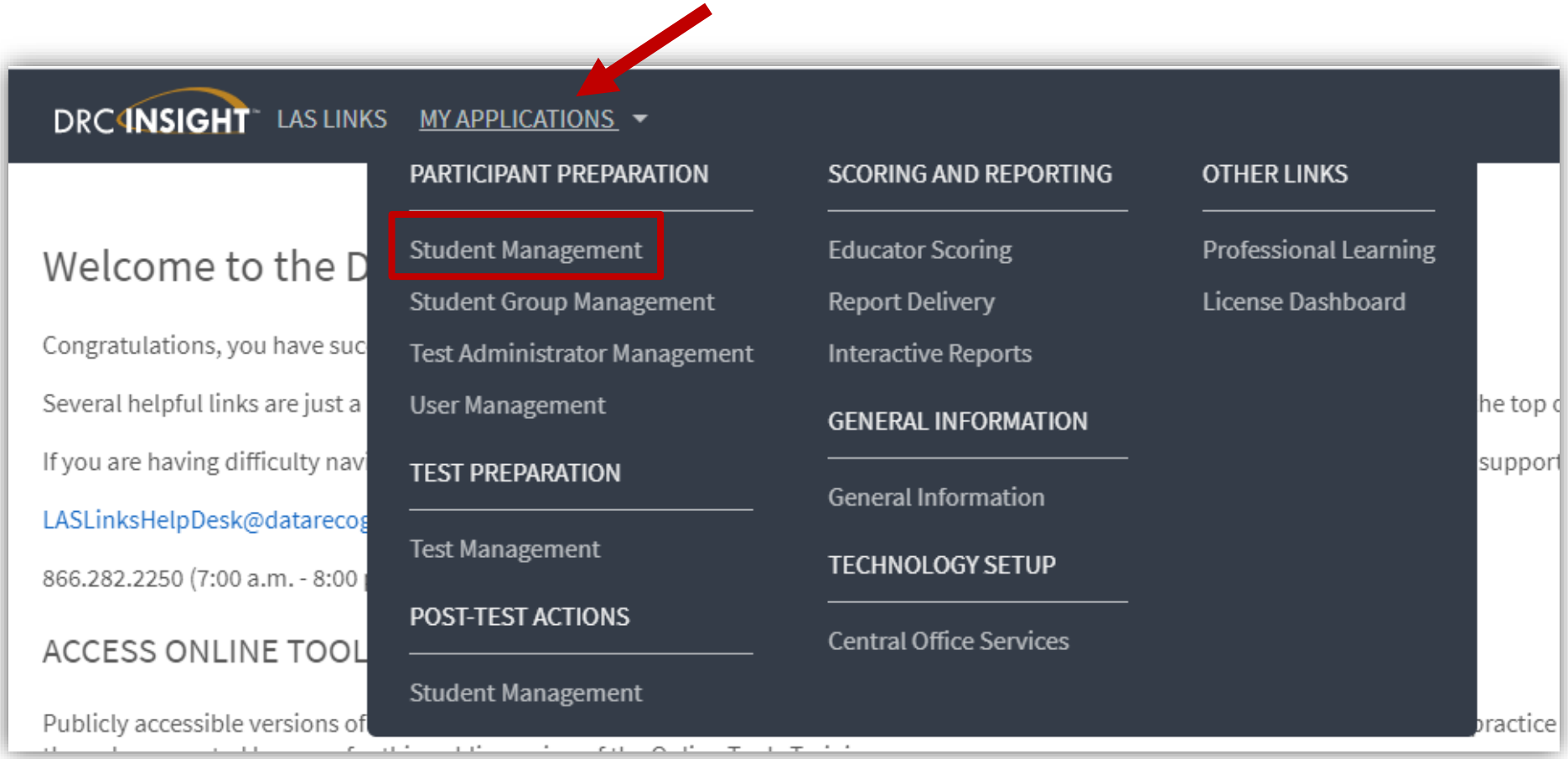
CSDE provides automatic nightly rostering of students into DRC INSIGHT portal

- Only students who are indicated as EL/ML in the PSIS Registration Module will be uploaded
- Make sure students identified as EL/ML are reported into the state database
- Check student demographics
- Only students identified as Special Education or Section 504 in PSIS are eligible for accommodations

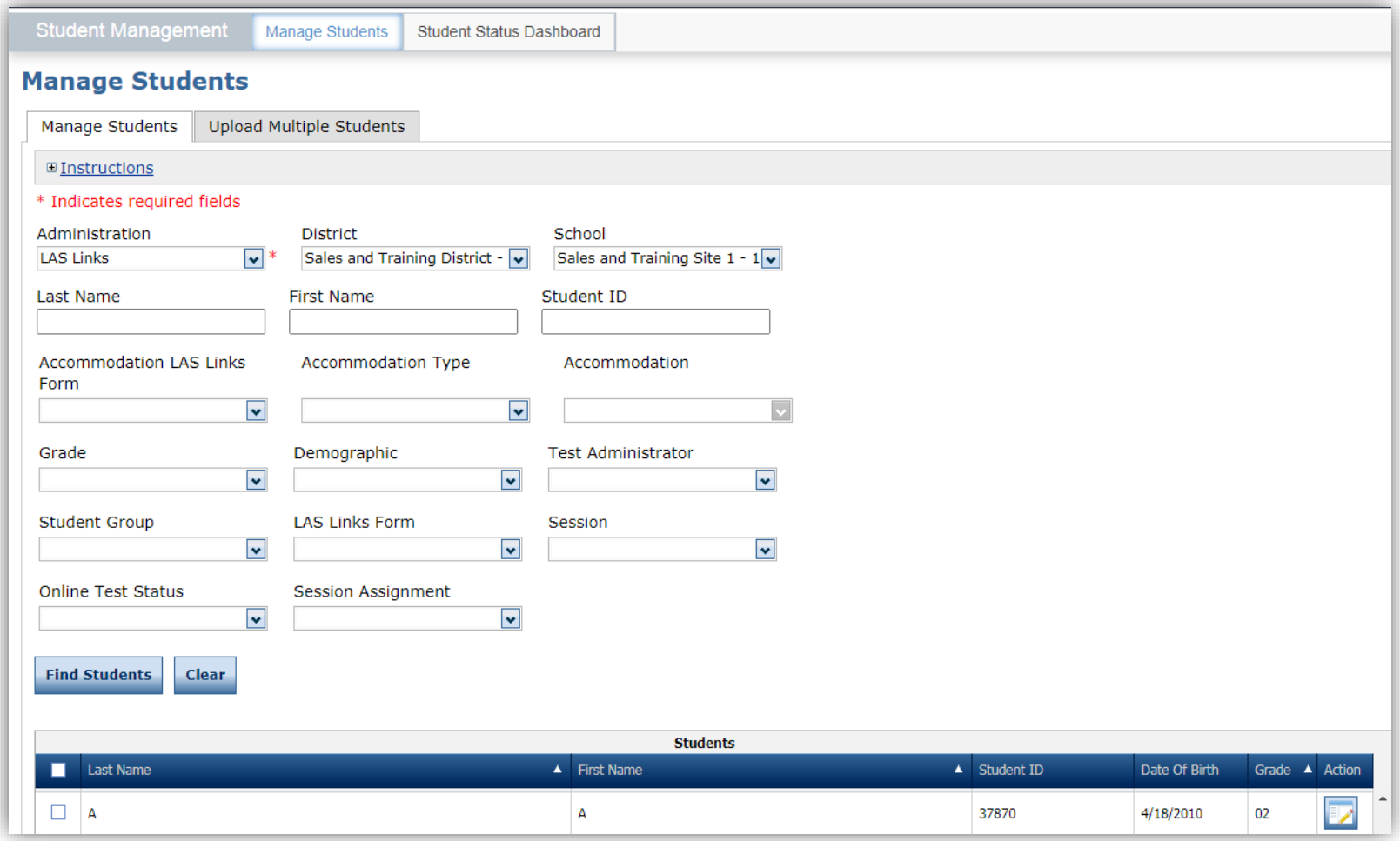
Do not add students to the DRC INSIGHT portal manually

- Causes possible errors in data
- CSDE provides DRC a daily file of accurate student information

Viewing Rostered Students



Finding a Student



- To see a roster of all students rostered in DRC INSIGHT
  - Choose “All” from the drop-down menu
- To see a roster of all students at a school
  - Choose “School” from the dropdown menu
- To find a particular student:
  - Fill the one or more of the search fields (i.e., Name and/or Student ID)
- Click Find Students
- Roster will appear below

Creating Optional Student Groups

Why Use Student Groups?

- To designate a “Class” within your organization’s testing hierarchy, use Student Groups.
- Students Groups tie a group of students to specific Test Administrators for reporting.
- If Student Groups are NOT created, when you create your reports in the Interactive Reporting application, all students will be visible to all users at that site if they have the appropriate permissions.

Refer to the “Creating Student Groups” section in the DRC INSIGHT LAS Links Portal User Guide for further direction on creating student groups.

Training Part 1: Pre-Test Activities

Activity 3:

Managing Test Sessions

Continued in 2025!

DRC will create test sessions for all schools within each district

- The process will start with the PSIS student file submitted in December 2024 and will continue throughout the testing window
- DRC will create one test session per school and per grade
- All students will be added to the corresponding test session with all 4 LAS Links domains already selected
- New/updated students in the daily PSIS file will be added to existing test sessions

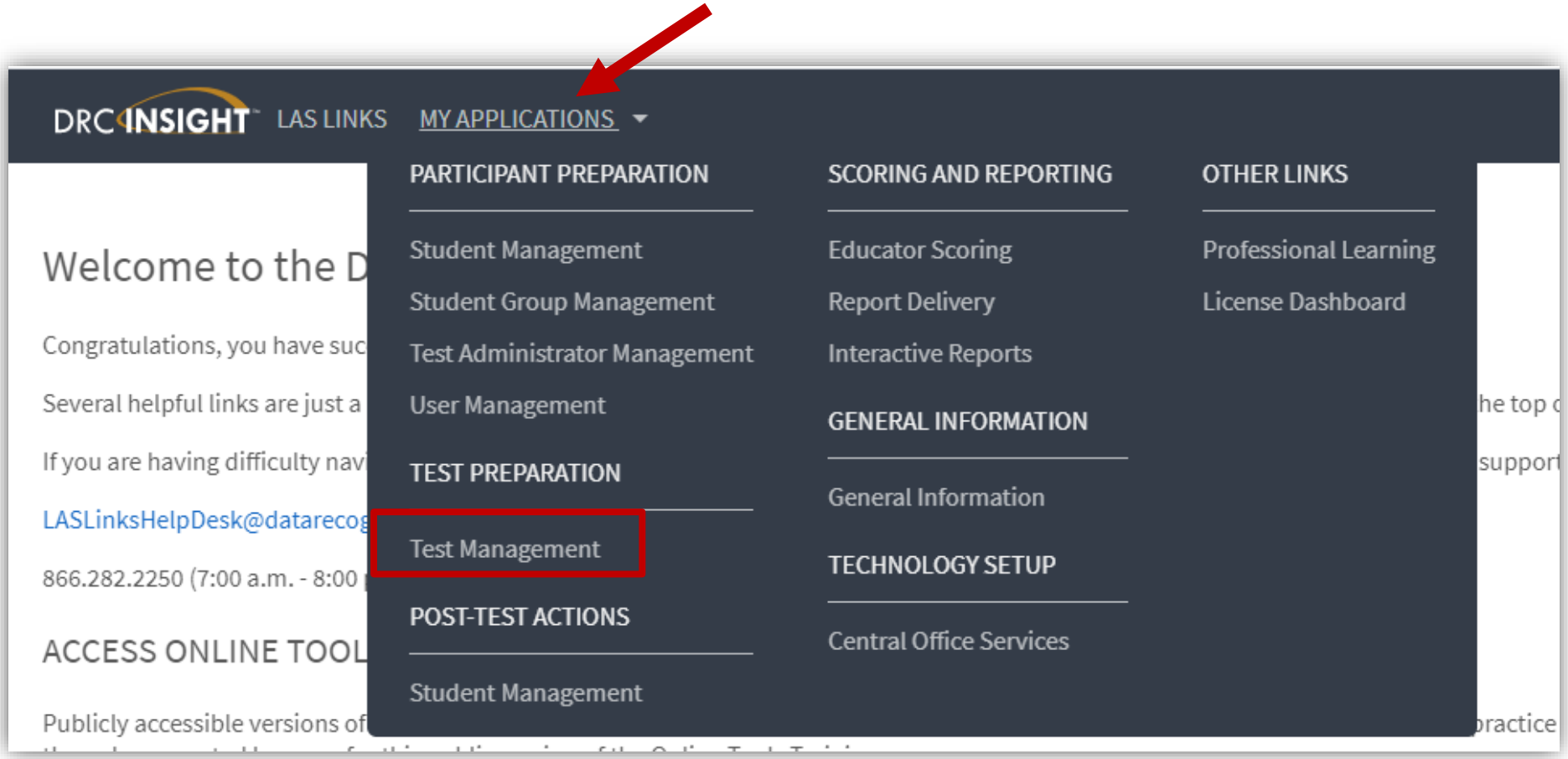
Can districts edit any of the test session information?

- Yes, ELACs can modify test sessions created by DRC
- ELACs can add test sessions but it is strongly recommended that ELACs use DRC-created test sessions to make sure all students are assigned 4 domains for testing

Review of the Test Session Process

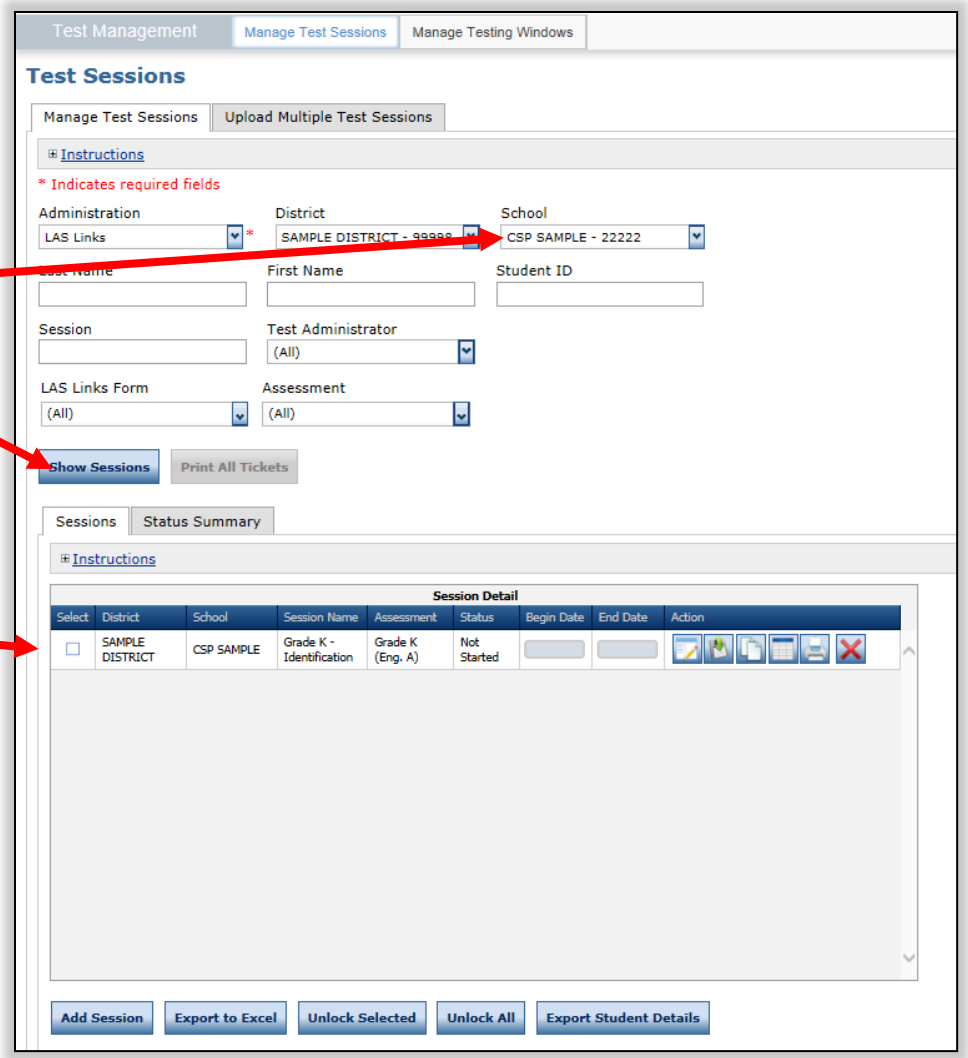
1. If students have accommodations, record them prior to testing
   - Go to Student Management
   - Find Students
   - Record student accommodations (see Activity 4)
2. Find Test Sessions
   - Go to Test Management
   - Select the school and Show Sessions
   - Find the test session for the grade you want to test
3. Print test tickets
4. Students may begin testing once the test window opens

Test Management



Finding a Test Session

Fill in required information and click “Show Sessions.”

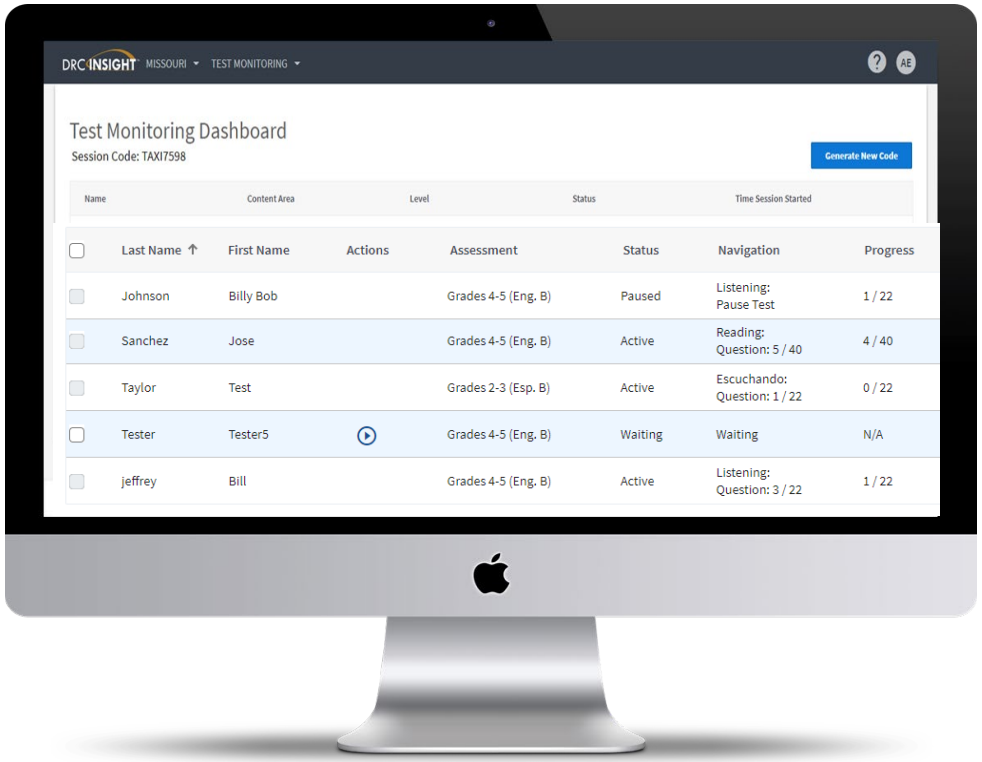


Enhanced Security with the Test Monitoring Application (optional)

The Test Monitoring Application (TMA) allows test administrators to control access to the testing app and securely monitor participants' testing status in real-time.

Benefits of TMA:

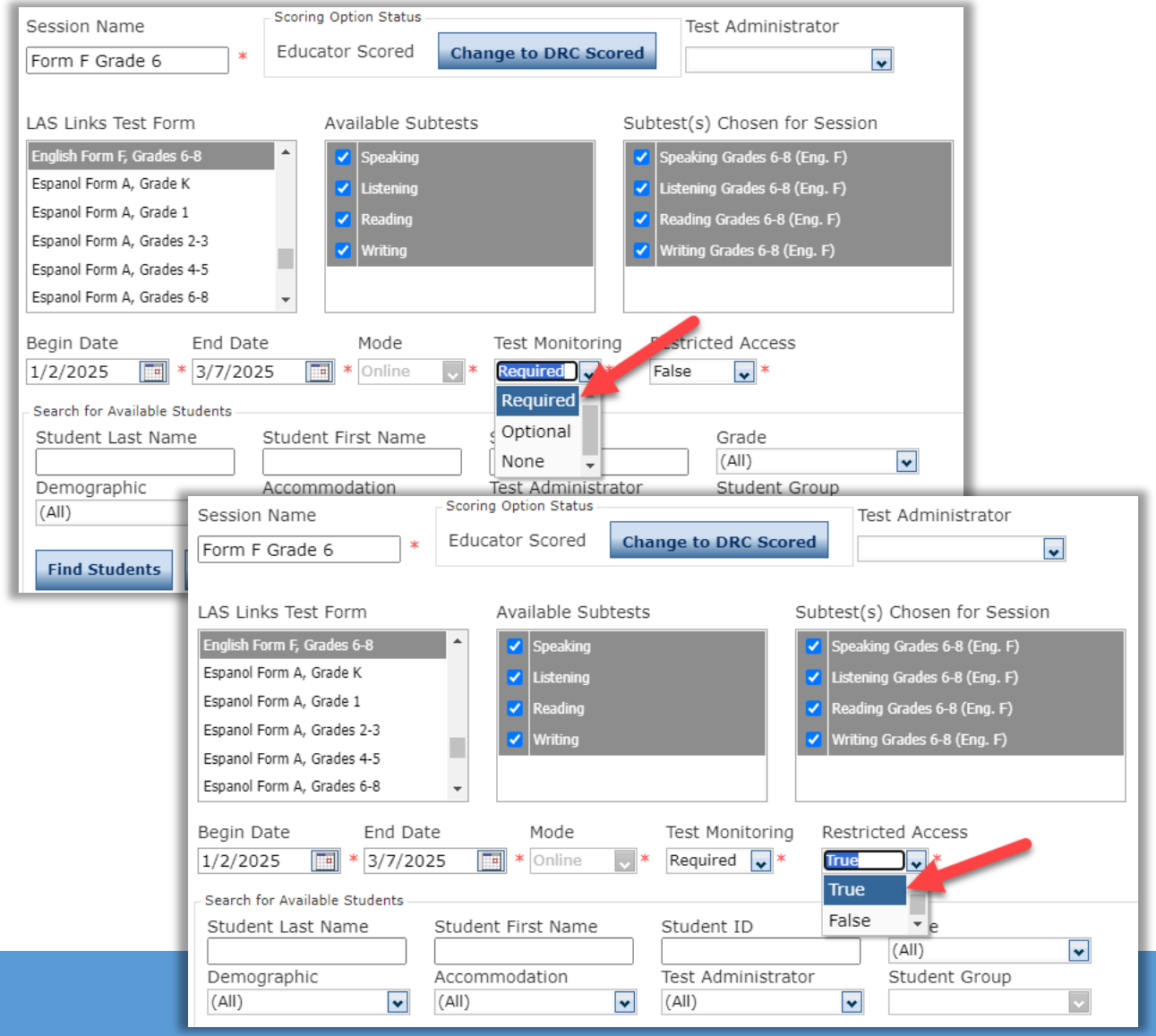
- Students cannot test at home
- Students who remember their username/password cannot test without supervision
- TA's can see how students are progressing through the test on their dashboard



For more detailed guidance on the TMA go the DRC INSIGHT portal under General Information>> Documents>> CT Tech Manuals and Guides

Adding TMA to DRC-created Test Sessions

1. Find the Test Session for each school and grade
2. Test Monitoring drop down will default to **none** but choose required or optional if you would like to use TMA.
   - **Required:** student must have a code to enter the test
   - **Optional:** Student, although prompted for a code, will not be required to enter one
3. The Restricted Access will default to **"False"**. Change this to **True** so the student(s) may not access the test until the TA has granted access during testing.



ELAC Created Test Sessions

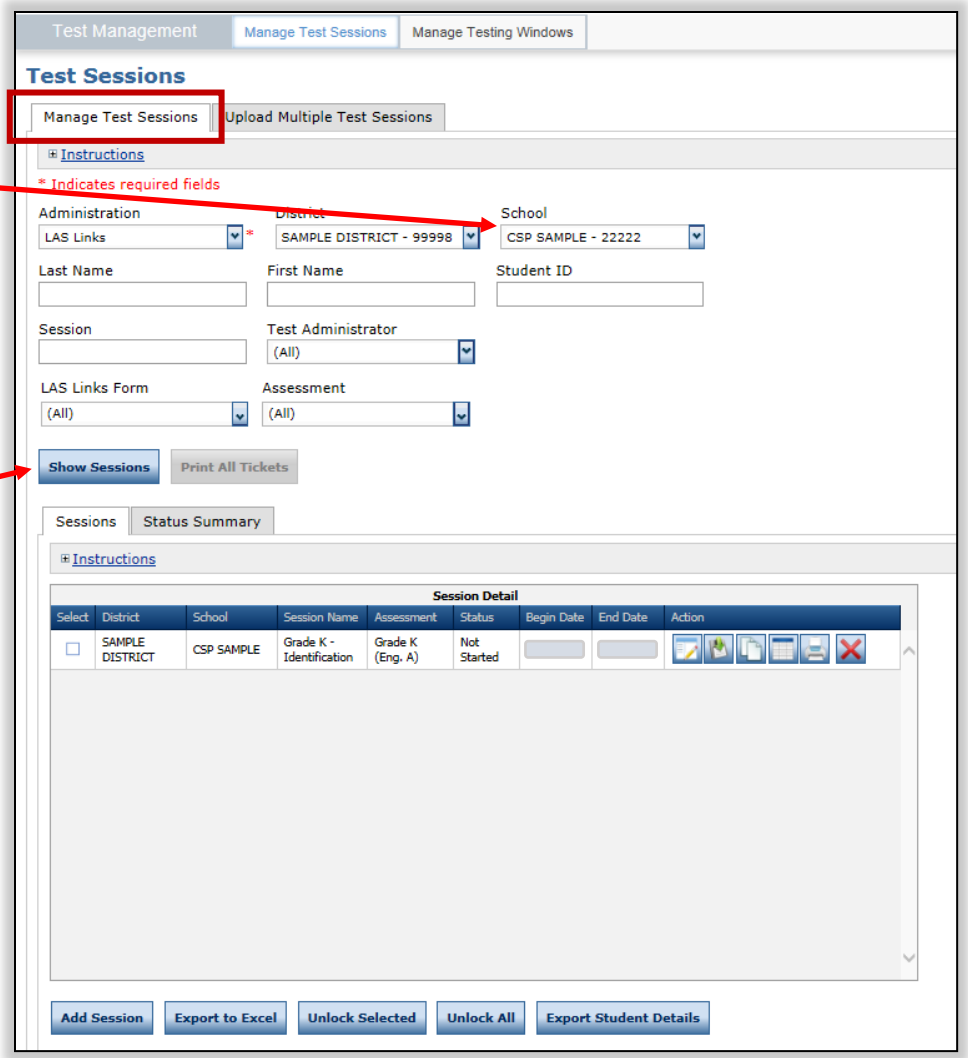
ELACs can create new test sessions.

Since DRC is creating test sessions for all students loaded in PSIS, before Adding a Test Session do the following:

“Show Sessions” first.

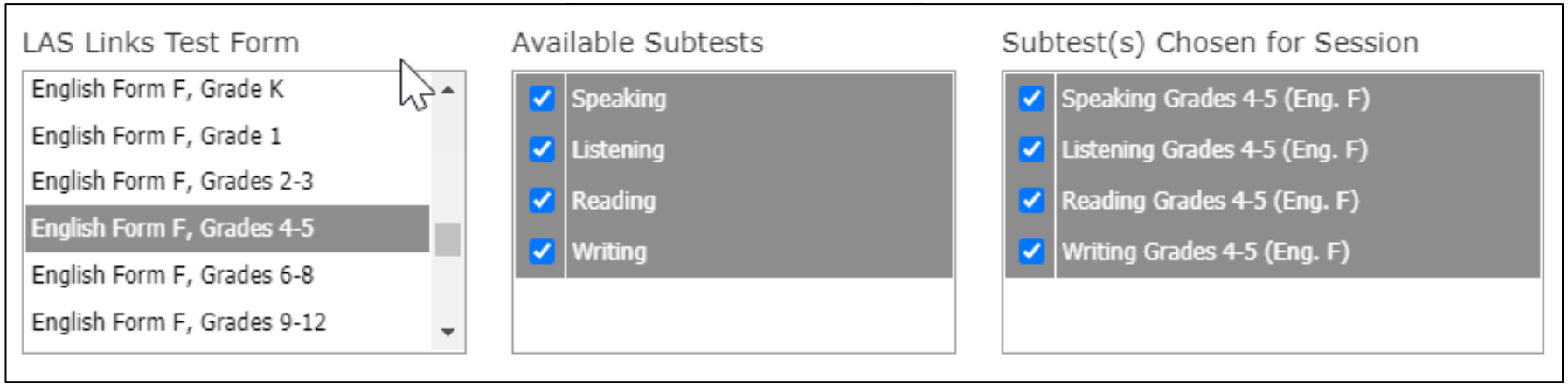
This will ensure you **don’t duplicate students** in a test session.

Students should appear in a single test session only. We will not be able to merge domains after testing.



Important Test Session Reminders

1. Students must be in ONE test session only
2. All four subtests MUST be contained in the same session in order to generate Overall scores



3. Use DRC-created test sessions to avoid irregularities and appeals
4. If you've created a test session in error, contact LAS Links Help Desk at 866.282.2250

Training Part 1: Pre-Test Activities

Activity 4:

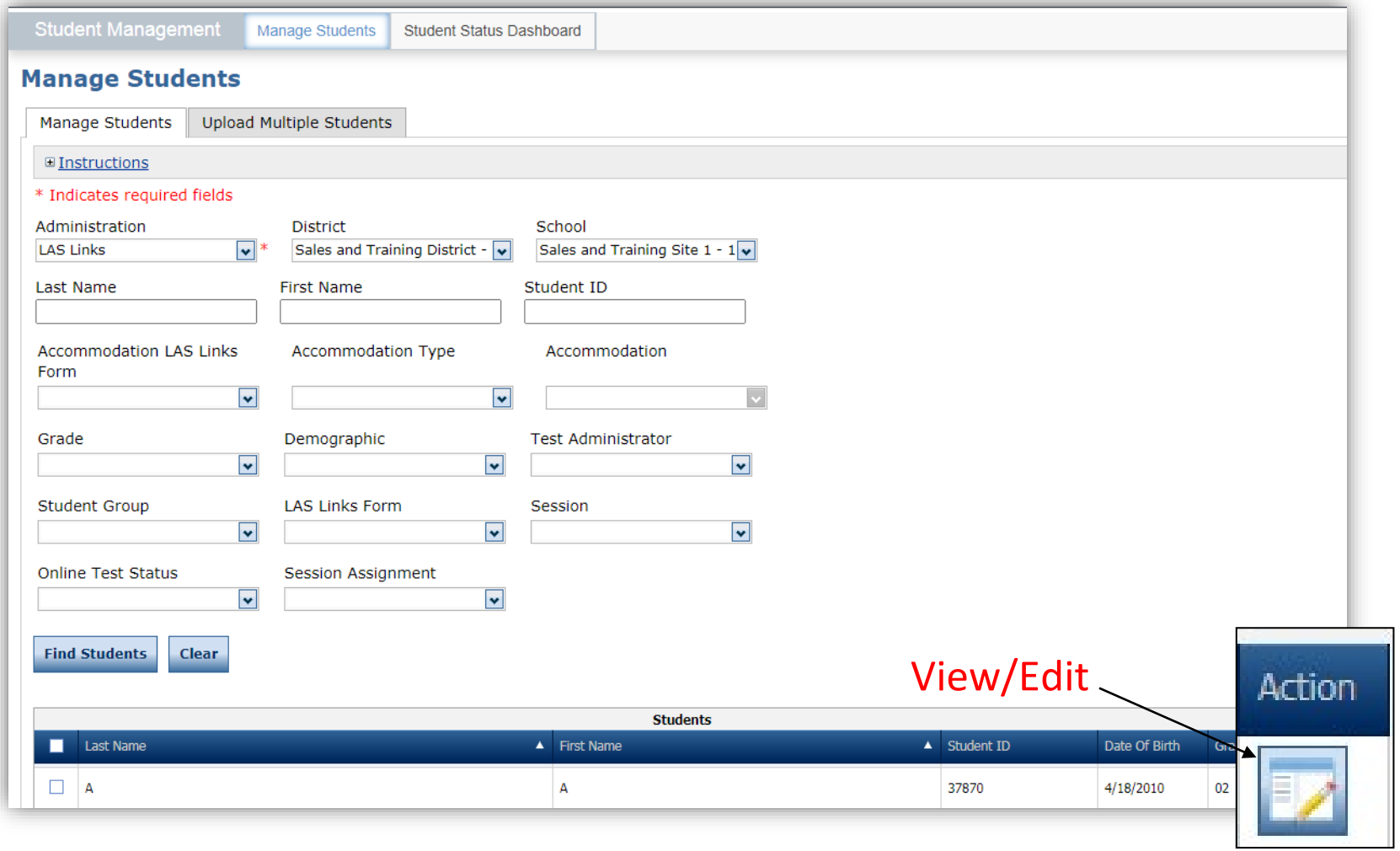
Recording Student Accommodations

Eligibility for Accommodations on the LAS Links

Each student participating in the LAS Links must meet each of the following components of the eligibility criteria for each applicable subtest of the LAS Links to be eligible to receive accommodations:

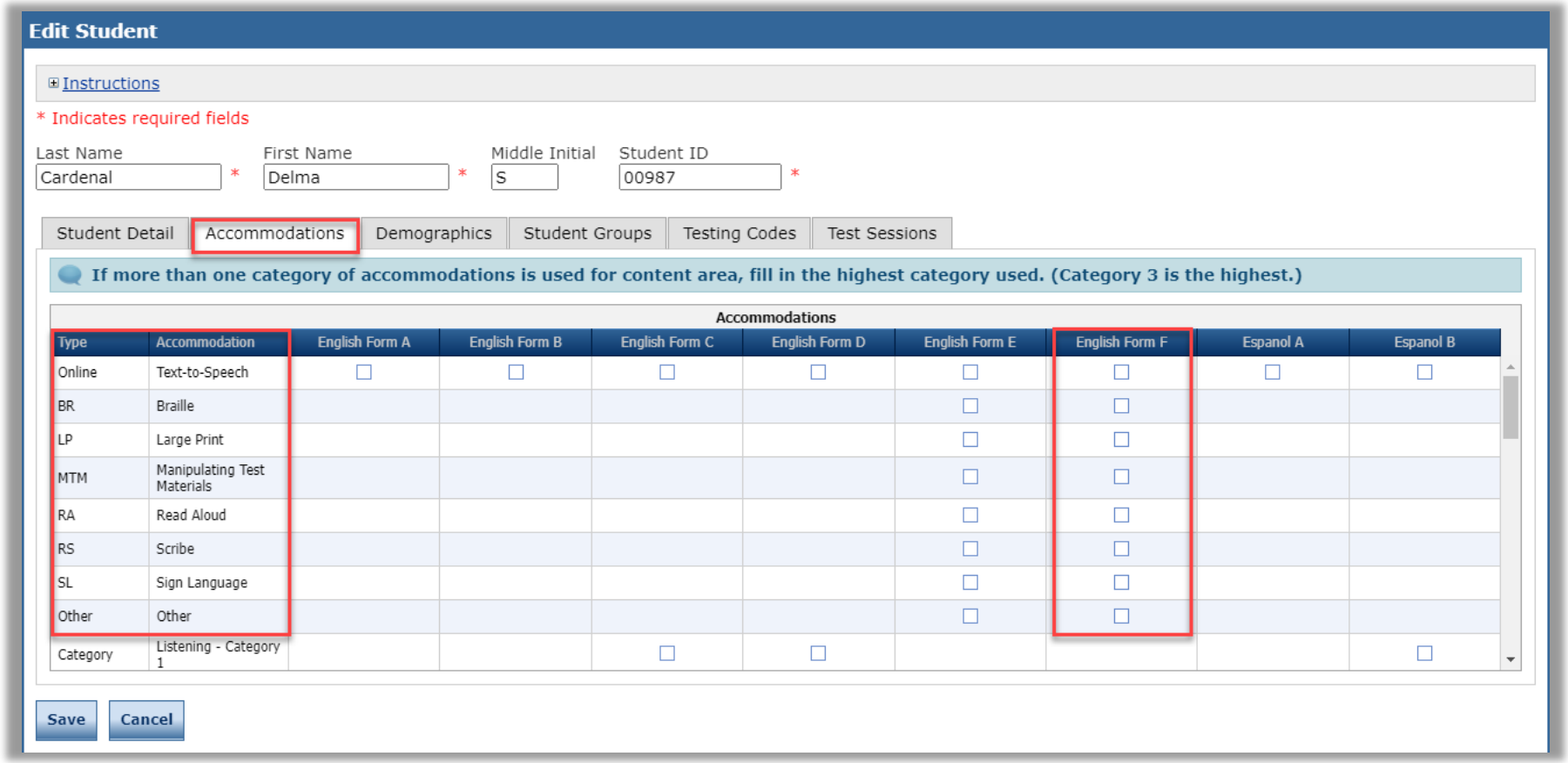
1. Student is identified as an EL/ML in PSIS; AND
2. Student is identified as a student with disabilities with a finalized and implemented IEP or Section 504 Plan; AND
3. Review CSDE's LAS Links Test Administration Manual, Appendix C and LAS Links Accessibility Chart prior to determining accommodations; AND
4. The need for any accommodation must be documented in the IEP or the Section 504 Plan and used regularly for instruction and assessment; AND
5. Enter the allowable accommodations described in the LAS Links Test Administration Manual, Appendix C based on the finalized and implemented plan in CT-SEDS.

Finding a Student to Record an Accommodation



- To see a roster of all students rostered in DRC INSIGHT
  - Choose “all” from the drop-down menu
- To see a roster of all students at a School
  - Choose the School from the dropdown menu
- To find a particular student:
  - Fill one or more of the search fields (i.e., Name and/or Student ID)
- Click Find Students
- Roster will appear below

Recording Accommodations



NOTE: Follow CSDE policies when entering student accommodations described in the LAS Links Test Administration Manual

Accommodations for a student must be entered **prior to testing** by that student. Enter Accommodations under **Form F column**.

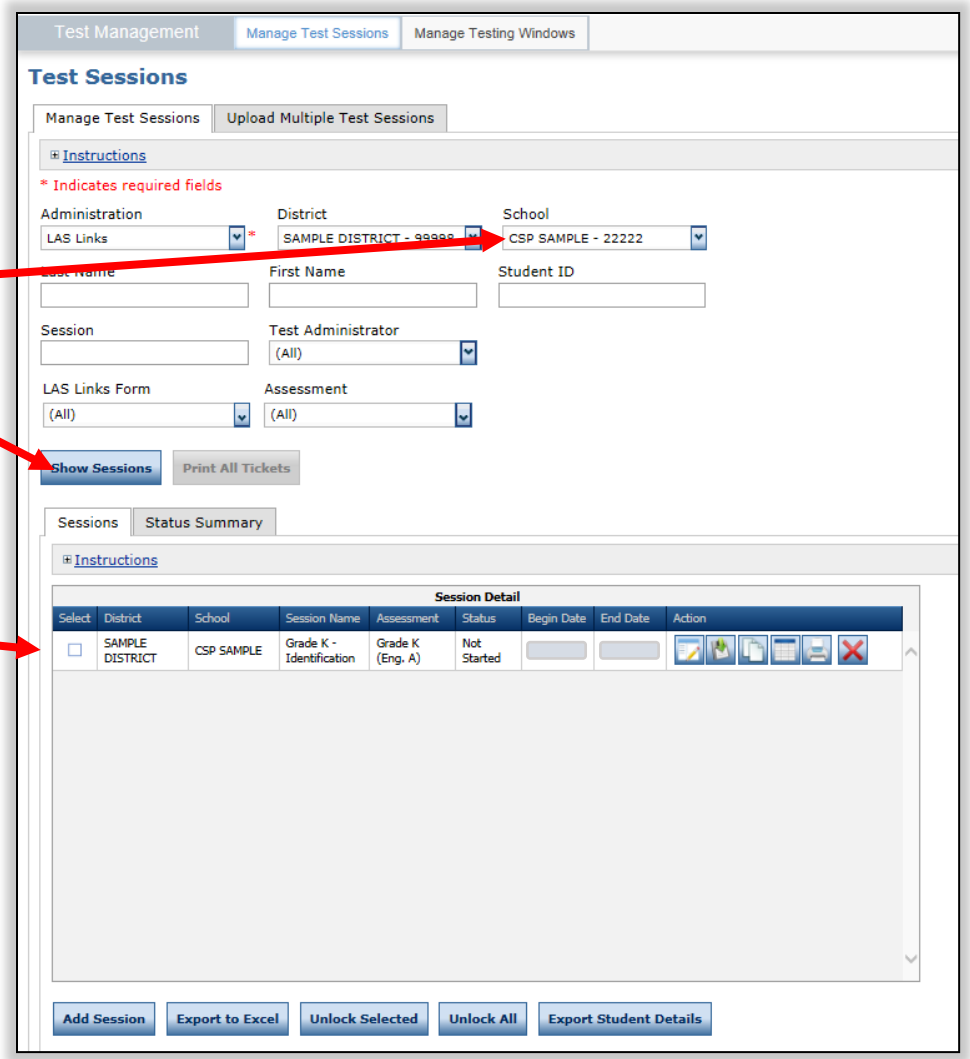
Training Part 1: Pre-Test Activities

Activity 5:

Printing Test Tickets

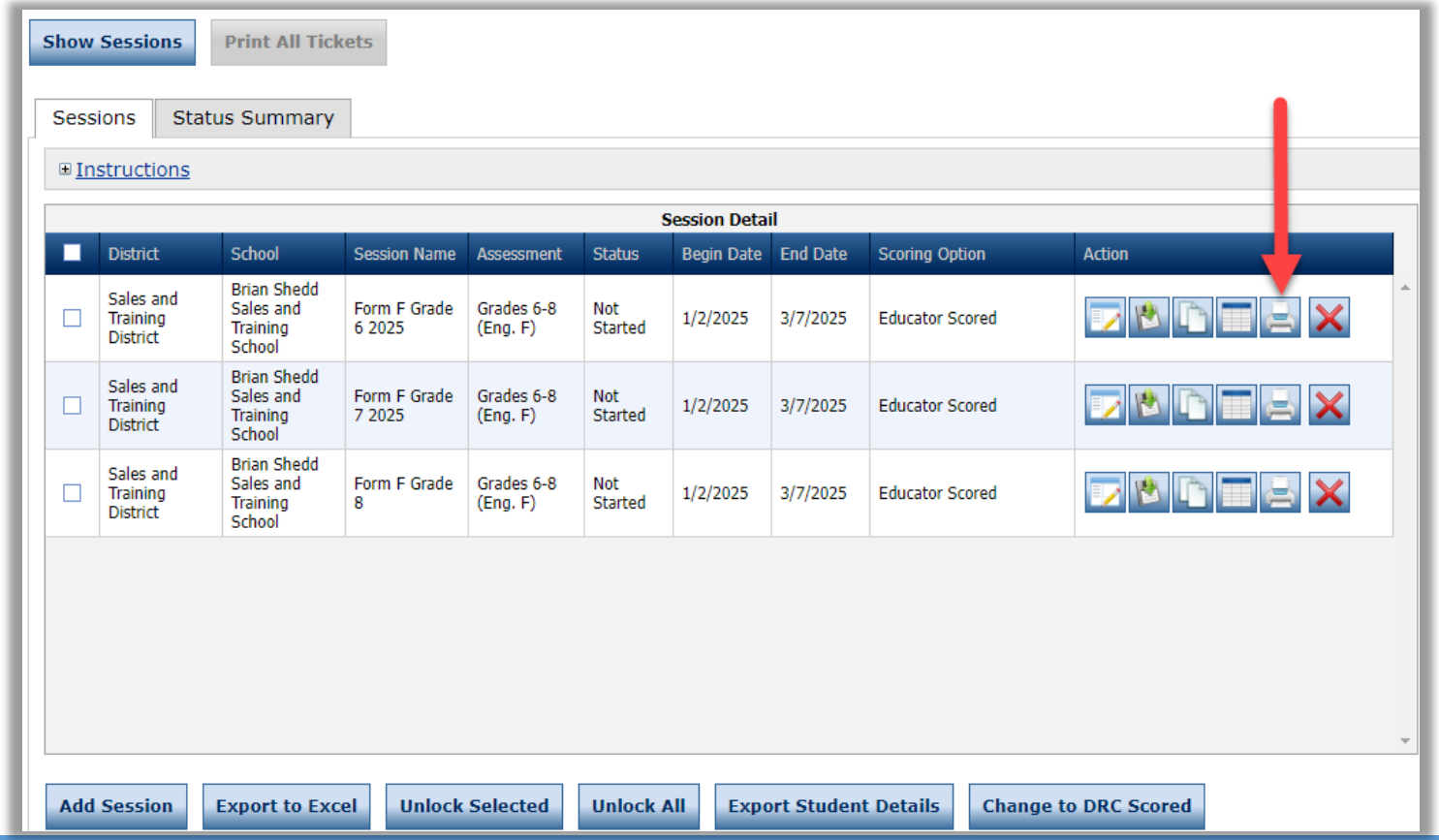
Finding a Test Session

Fill in required information and click “Show Sessions.”

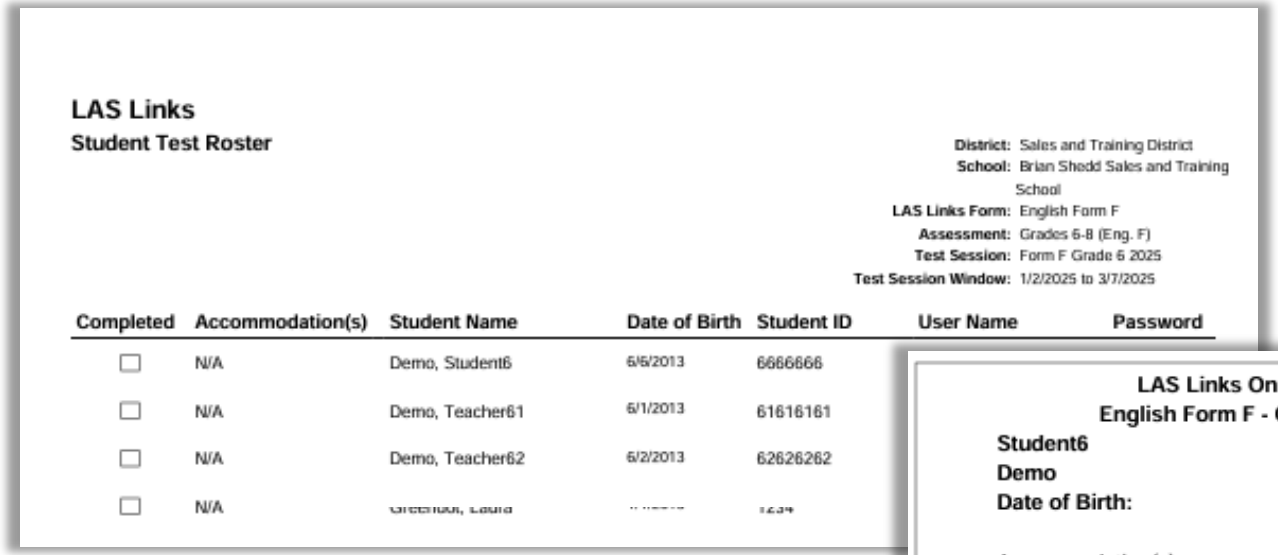


Generating Test Tickets
Print All/Print Selected

To print all of the test tickets for the students in a test session, click the Print All Tickets icon in the Action column of the Sessions Detail window for the test session.



Test Tickets

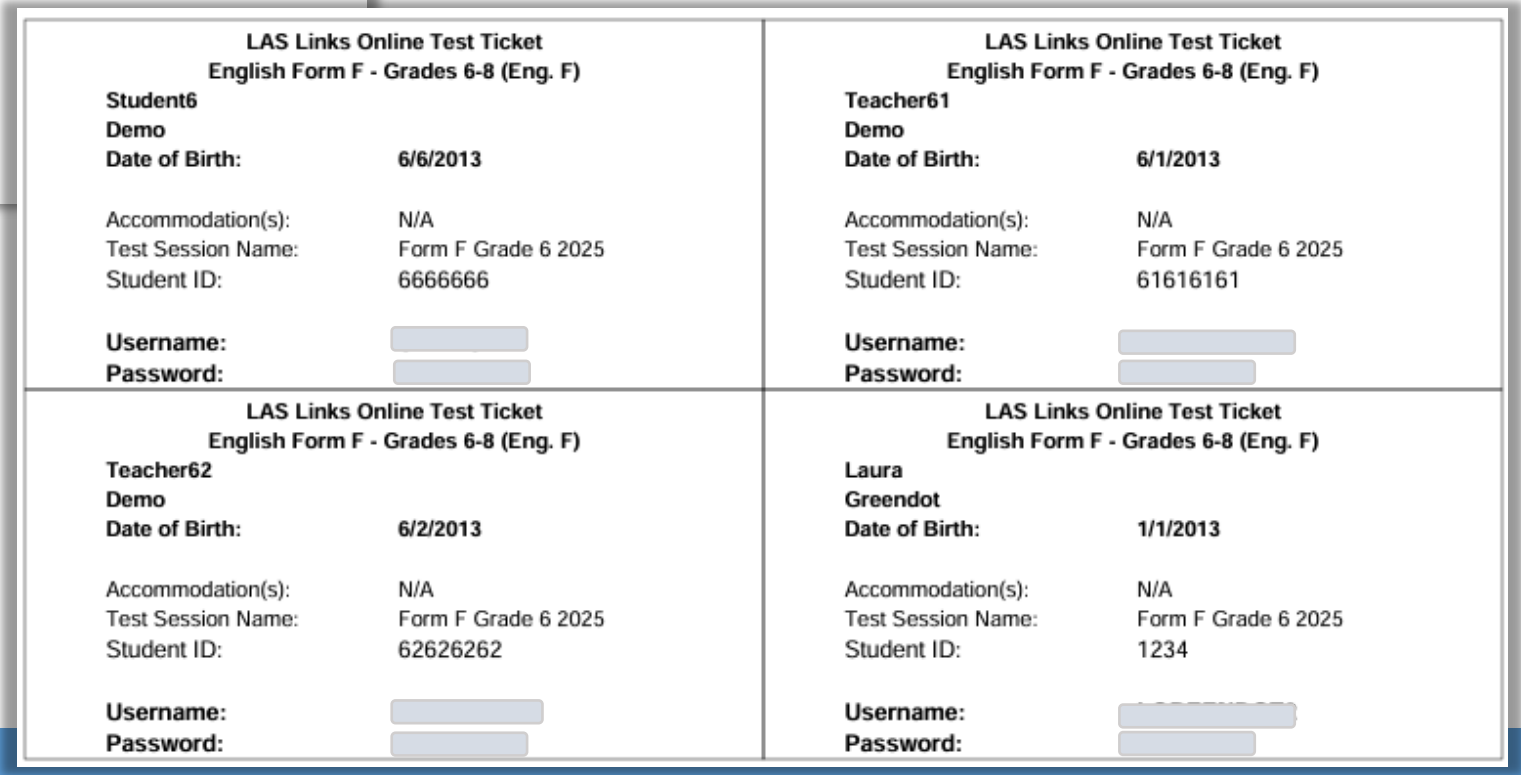


LAS Links
Student Test Roster

District: Sales and Training District
School: Brian Shedd Sales and Training School
LAS Links Form: English Form F
Assessment: Grades 6-8 (Eng. F)
Test Session: Form F Grade 6 2025
Test Session Window: 1/2/2025 to 3/7/2025

Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
☐	N/A	Demo, Student6	6/6/2013	6666666		
☐	N/A	Demo, Teacher61	6/1/2013	61616161		
☐	N/A	Demo, Teacher62	6/2/2013	62626262		
☐	N/A	Greendot, Laura		1234		

Student Roster is for the administrator



LAS Links Online Test Ticket
English Form F - Grades 6-8 (Eng. F)

Student6
Demo
Date of Birth: **6/6/2013**

Accommodation(s): N/A
Test Session Name: Form F Grade 6 2025
Student ID: 6666666

Username:
Password:

LAS Links Online Test Ticket
English Form F - Grades 6-8 (Eng. F)

Teacher61
Demo
Date of Birth: **6/1/2013**

Accommodation(s): N/A
Test Session Name: Form F Grade 6 2025
Student ID: 61616161

Username:
Password:

LAS Links Online Test Ticket
English Form F - Grades 6-8 (Eng. F)

Teacher62
Demo
Date of Birth: **6/2/2013**

Accommodation(s): N/A
Test Session Name: Form F Grade 6 2025
Student ID: 62626262

Username:
Password:

LAS Links Online Test Ticket
English Form F - Grades 6-8 (Eng. F)

Laura
Greendot
Date of Birth: **1/1/2013**

Accommodation(s): N/A
Test Session Name: Form F Grade 6 2025
Student ID: 1234

Username:
Password:

Test Ticket is for the student

Student Movement to a New School in the Same District

If the student is rostered in the same district in the new school in the DRC INSIGHT Portal, the ELAC must look for the existing test ticket assigned to that student and their test-taking status.

- **If the student started testing one subtest**, the student **MUST** finish testing with the test ticket and all remaining subtests in that test session created at the previous school. If not, the student will not receive an overall score and the student will not be eligible to exit EL/ML status.
- If the student has not started any testing, the student can be placed in a new test session at the new school and begin testing.

Test results for the student will remain at the previous school (the one where the test session/test ticket was created) in the DRC INSIGHT Portal. However, test results in EdSight follow the student.

Student Movement to a New District

Find the ELAC Contact Information from the original district first to see if the student has started testing and which subtests were taken.

- If testing has started, the same test ticket must be securely sent, and the student MUST finish testing with that test ticket in that same test session. If not, the student will not receive an overall score and the student will not be eligible to exit EL/ML status.
- If the student has not started any testing, the student can be placed in a new test session at the new district/school and begin testing.

The ELAC at the new district **will not** be able to view the test session from the previous district. Test results for the student will remain in the previous district where the test session and test ticket was created in the DRC INSIGHT Portal. However, all test results in EdSight follow the student.

Training Part 2: Student Readiness and Proctoring the Test

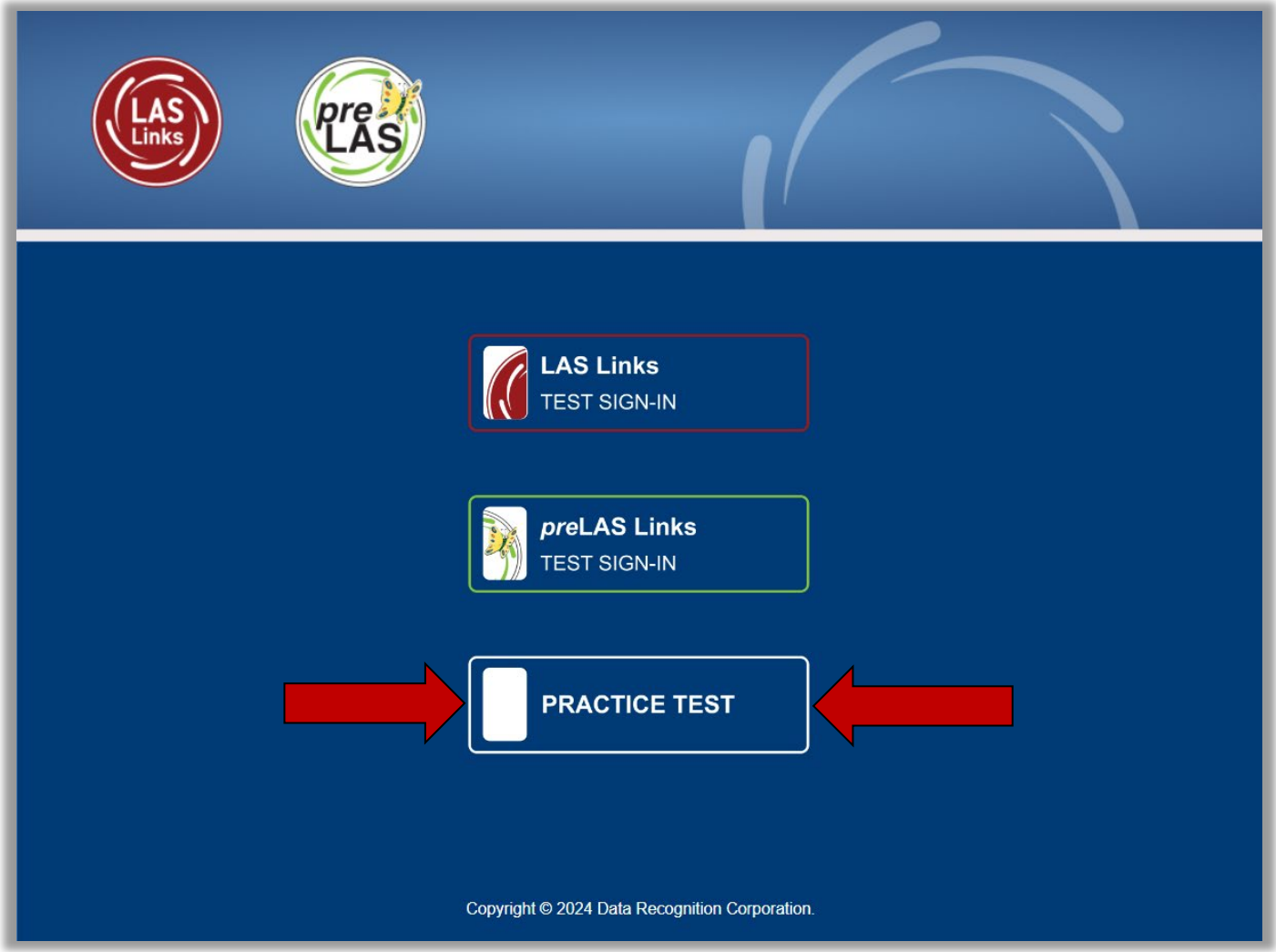
Activity 1:

The Student Practice Test

LAS Links Online Tools Training Practice Test

Online Tools Training Practice Test:

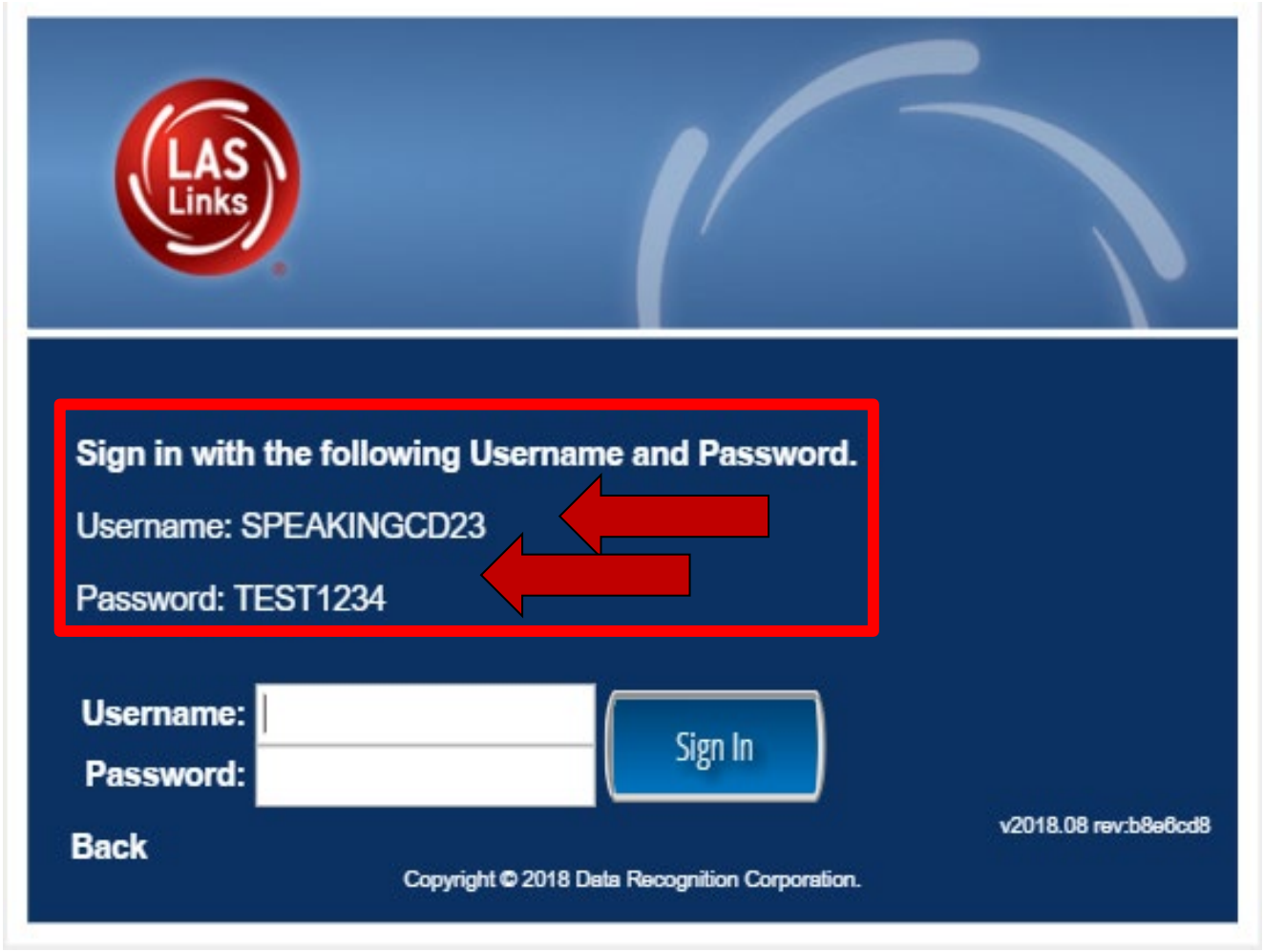
- Highly recommended prior to live testing.
- Student technology readiness should be determined during the Online Tools Training Practice Test.
- Students may access the training test two ways: click on the DRC INSIGHT app or using CHROME go to: https://wbte.drcedirect.com/LL/portals/ll



Student Online Tools Practice Test Username and Password

DO NOT give the student live test credentials (their test ticket) until they are ready to actually take the live test.

Use the username and password provided on the login screen.



Student Online Tools Practice Test Tips

You may have students take the Online Tools Practice Test individually or as a whole group:

- The Online Tools Practice Test in its entirety should take approximately 20/25 minutes or less
- Have the link to the Online Tools Practice Test open on another tab on your computer: https://wbte.drcedirect.com/LL/portals/ll and show it as a whole group –or-
- Have each student go to this URL, put their headsets on, and take the practice test. Remember, they can also click on the INSIGHT app to access the practice test.
- If you take the students through the practice test(s) as a whole group, if you show the speaking domain, you will need a head set that you will plug in when you are prompted to record an answer, or your device microphone needs to be enabled.

Time Saving Tip: The embedded videos regarding the tools provided in each of the 4 domains are the same videos. Once the student has watched those videos and practiced with the tools during the first domain, they may skip the videos and the tools practice in the remaining domains and go straight to the specific domain practice items.

Training Part 2: Student Readiness and Proctoring the Test

Activity 2:

Proctoring Student Testing

Planning Your Testing Schedule

Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	30 minutes – Grades K, 1 40 minutes – Grades 2-12

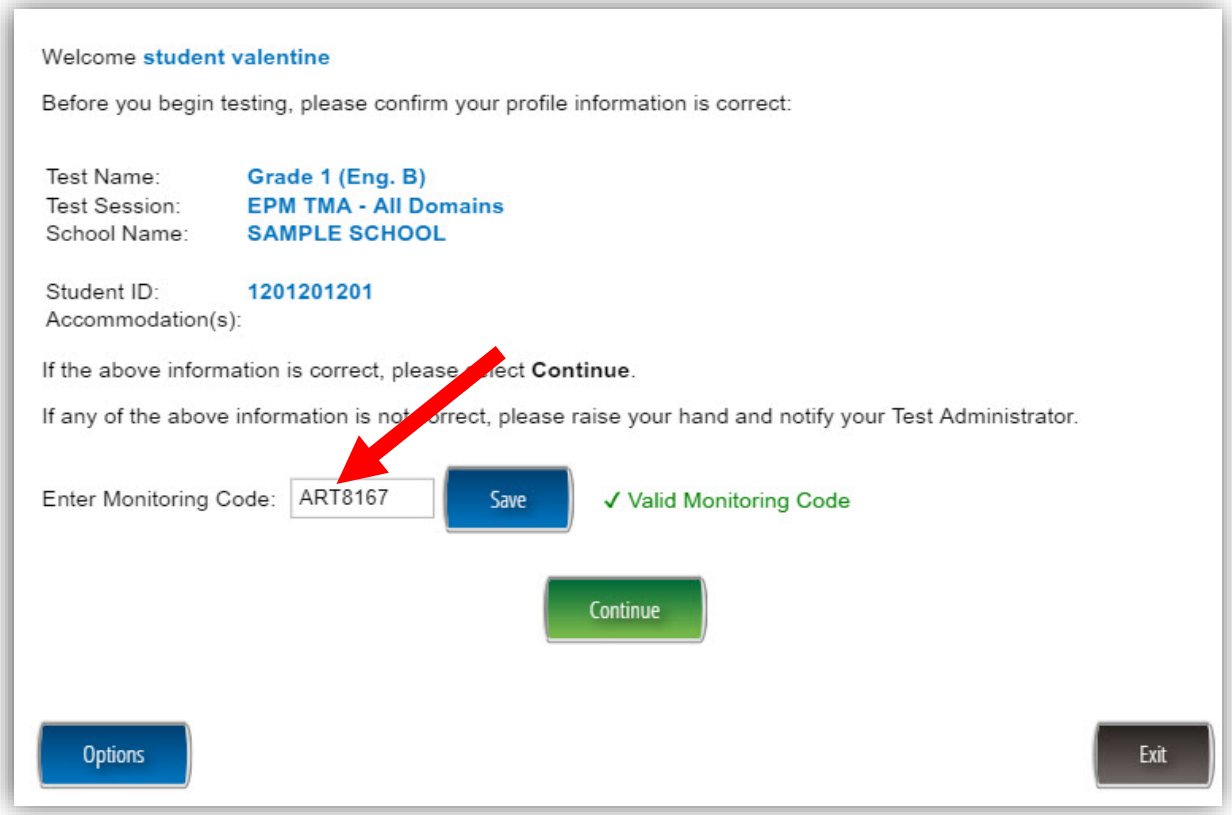
- Estimated times are testing time estimates only. They do not include pretest activities (i.e., test ticket allocation, logging in, etc.).
- Testing can be completed over multiple days.

LAS Links Online: Student Experience

When the student is ready to take the live test, they should be given the test ticket and should click on the DRC INSIGHT App installed on the student device.

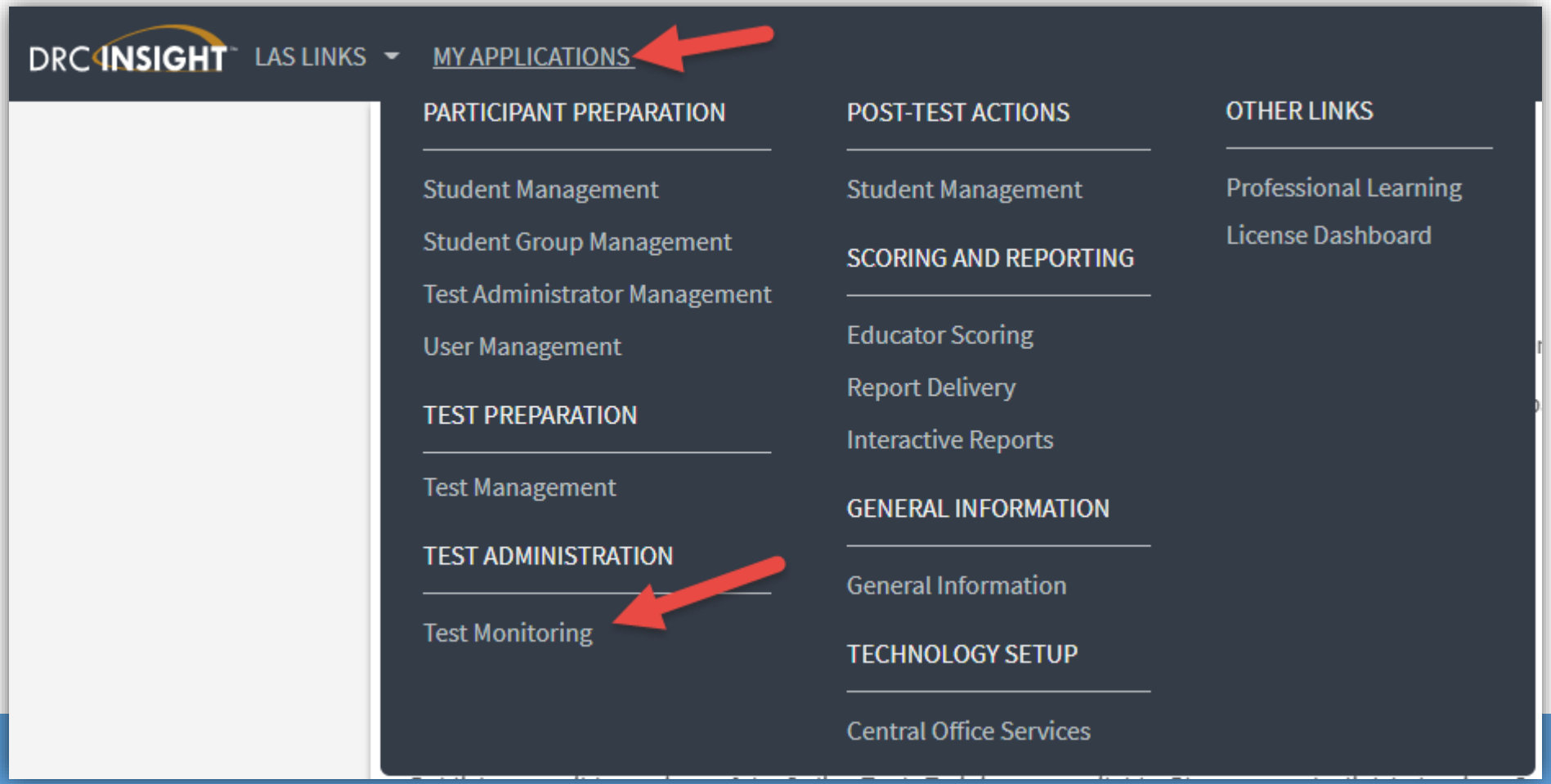
If Using the Test Monitoring Application

Once the student has entered their test ticket username and password, they are then asked for a Test Monitoring Code:



If Using the Test Monitoring Application

The Test Administrator will need to generate the code to provide to the student(s). This may be handed out individually or posted somewhere for all students to use:

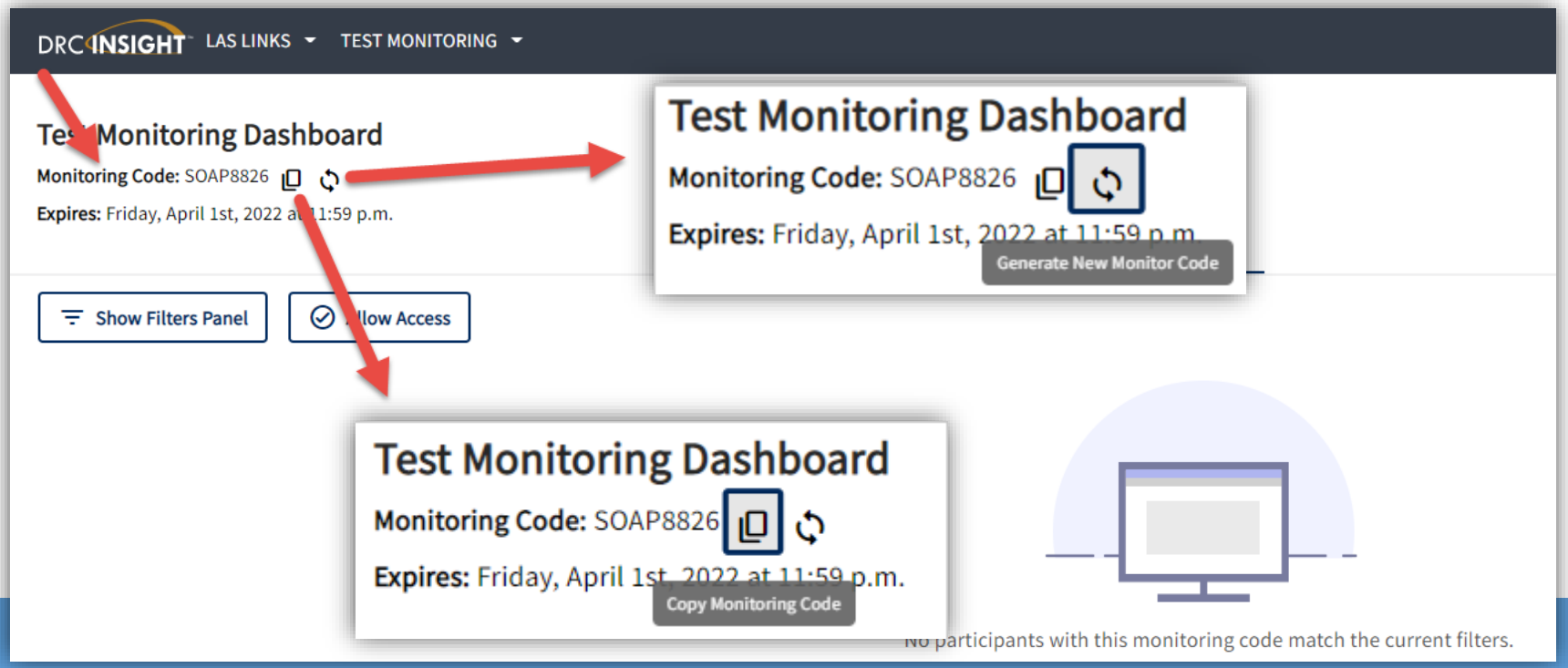


Generating a Test Monitoring Code

TMA will automatically generate a “Monitoring Code” that expires in 24 hours.

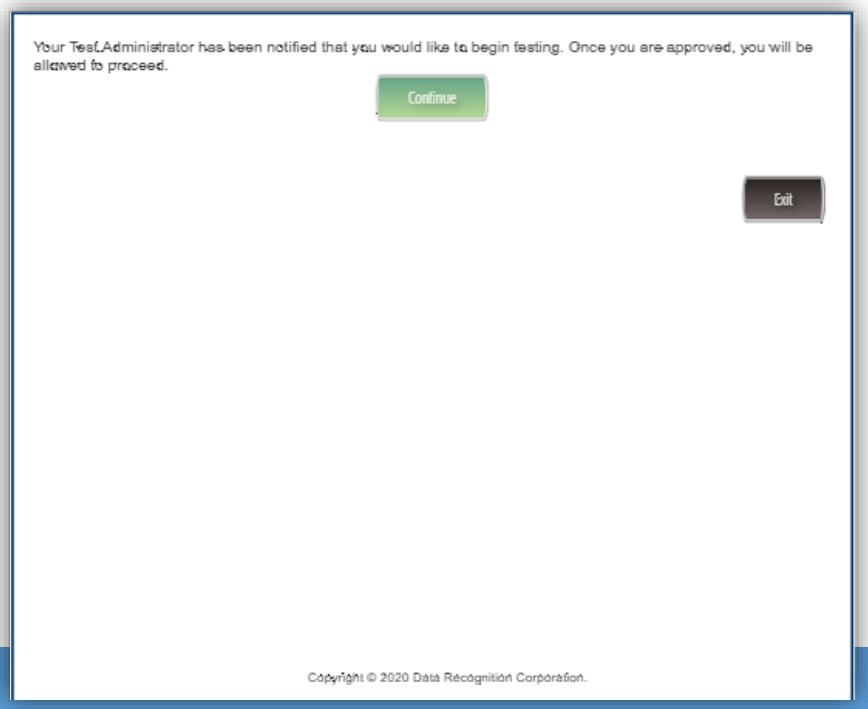
- Provide the Monitoring Code to the student when you provide them with their Username and Password (test ticket information)
- To email/post the code, you may click on the copy monitoring code by clicking on

You may extend the monitoring code to last for up to 5 days by clicking on



If Using the Test Monitoring Application

- Students are placed in a “Waiting Room” until the TA allows them to start the assessment
- The student’s status will be “Waiting” on the Test Monitoring Dashboard
- The TA controls the students’ access to their assessment

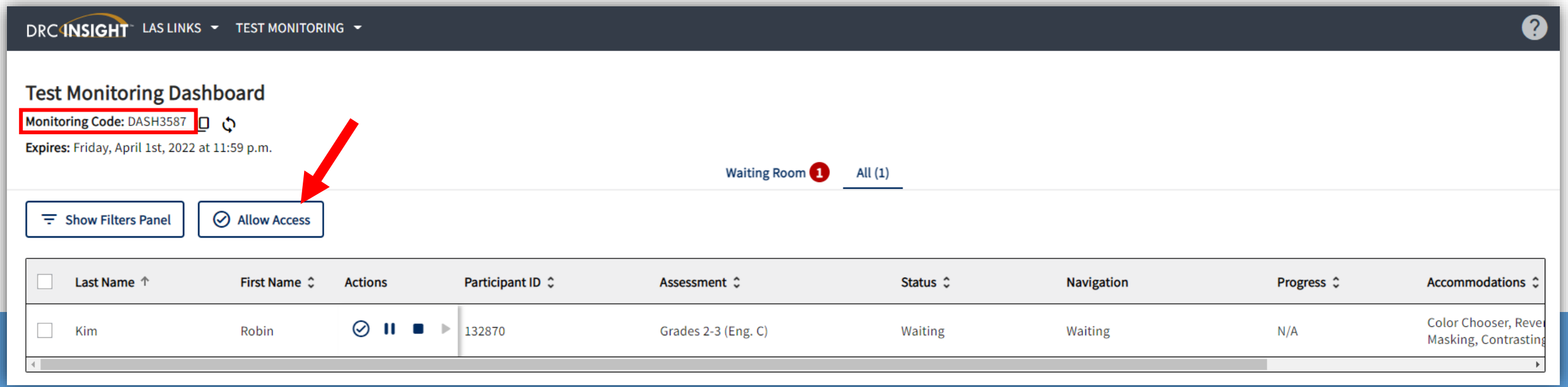


TMA – Test Administrator Experience

1. Once the students enter the Test Monitoring Code, the student test information will appear on the TA's dashboard

2. When ready, the TA allows test access to all or individual students
   - All = TA clicks the radio button in the header row + the Allow Access button
   - Individual Students = TA clicks the allow access button

3. Once allowed access by the TA, the students can begin their assessment



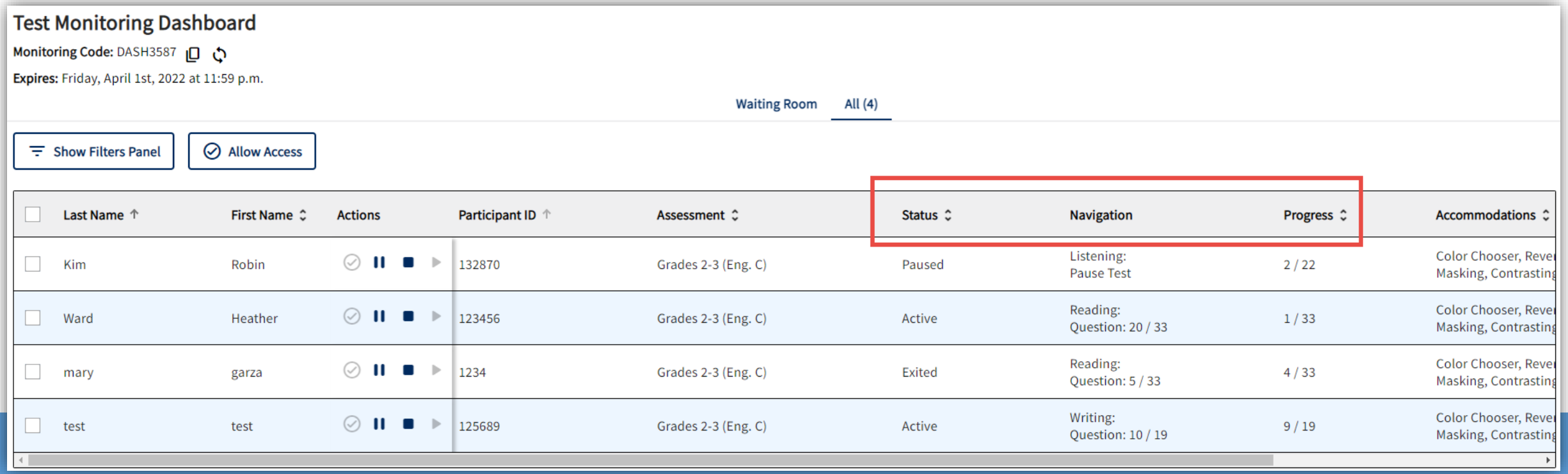
TMA – Test Administrator Experience

Test Administrators can monitor student progress via the Status, Navigation, and Progress columns:

Status = indicates if the student is actively engaged with the assessment (definitions available on next slide)

Navigation = indicates what subtest the student is logged into and what question they are on within the subtest

Progress = indicates how many items have been answered compared to number of items in the assessment. For instance, 2/22 means 2 items out of 22 have been answered.



TMA – Test Administrator Experience

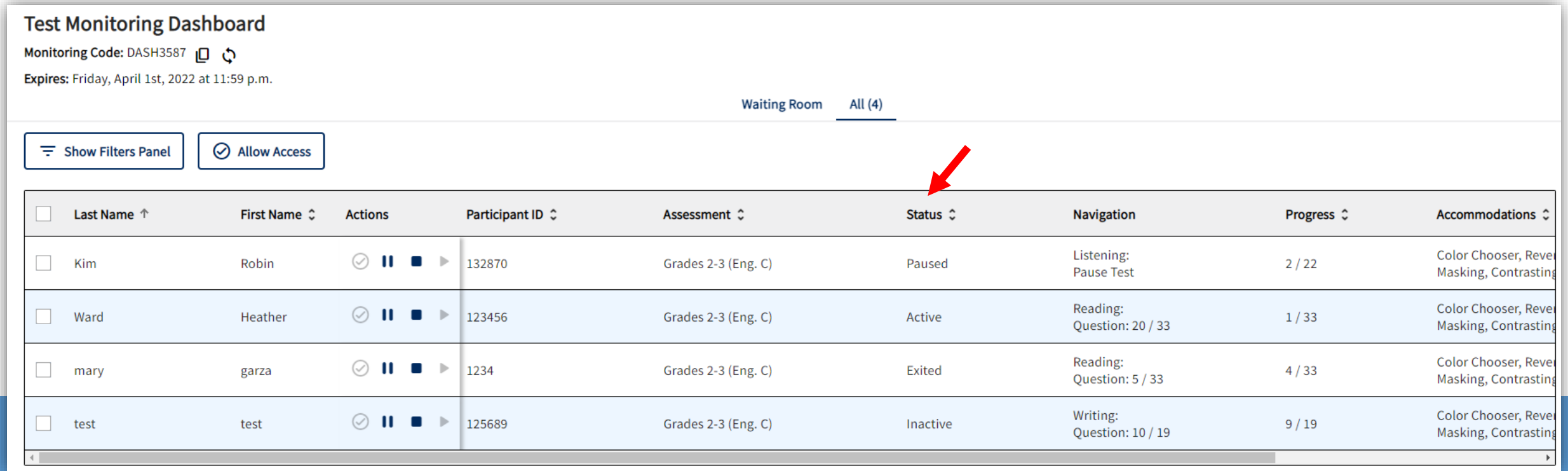
Status columns definitions:

Active = student is actively answering questions

Paused = student or TA has paused the test and the timer is currently counting down from 20:00 minutes

Inactive = student is not actively engaging in the assessment

Exited = student or TA has ended and exited the assessment



Test Security

A secure test environment requires that ELACs and proctors

- Protect secure materials
- Refrain from sharing items or secure test materials
- Only use the DRC test delivery system
- Remove all electronic devices from students
- Ensure a quiet test-taking environment

Appeal Process

If a proctor provides or modifies student answers or uses secure test materials inappropriately, the ELAC should contact the Student Assessment Office immediately at 860-713-6860.

If an irregularity occurs:

- The ELAC submits an appeal in the Appeals Submission Survey.
- ELACs are notified when the request is completed. Or, if more information is required, the ELAC may need to fax or email a signed letter on district/school letterhead to Performance Office Irregularities at 860-713-7033 or to Cristi.Alberino@ct.gov before the appeal can be approved. **Use the student SASID – not their name.**
- **Please stop testing the student in all domains** until the appeal is approved!

More information is available in Appendix B of the LAS Links Test Administration Manual.

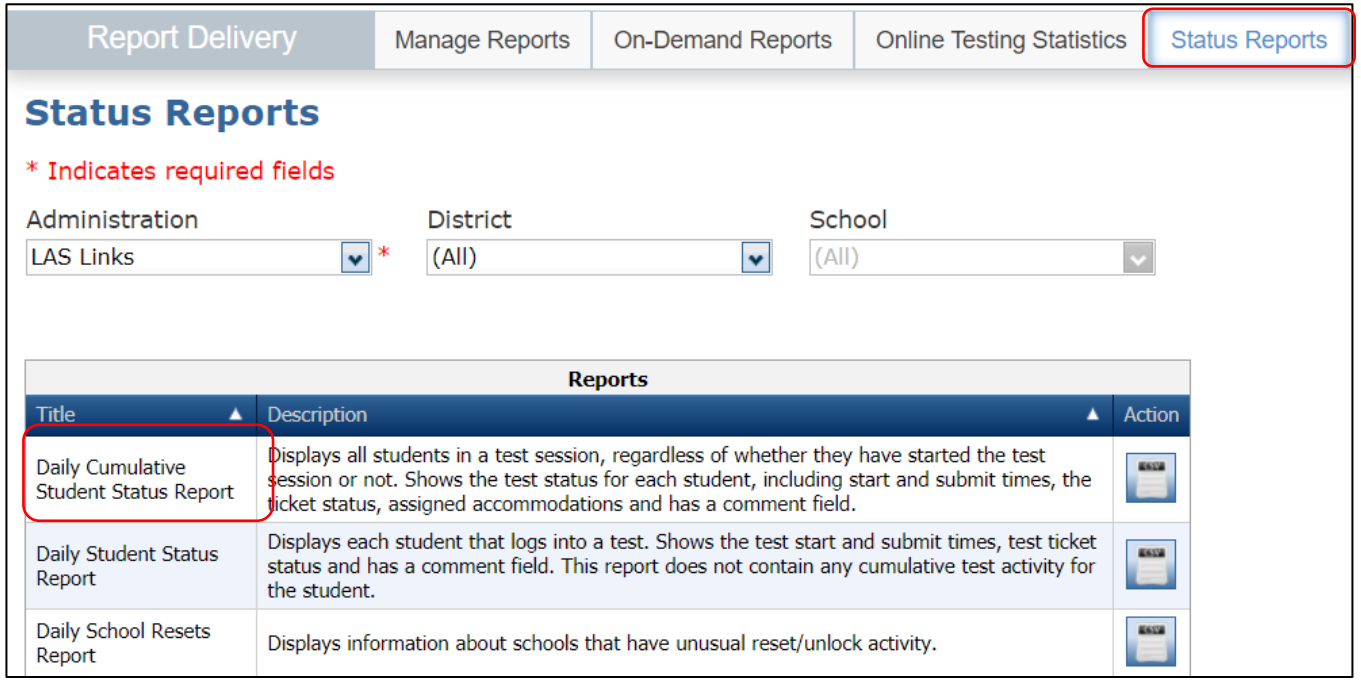
Training Part 2: Student Readiness and Proctoring the Test

Activity 3:

Checking Testing Status

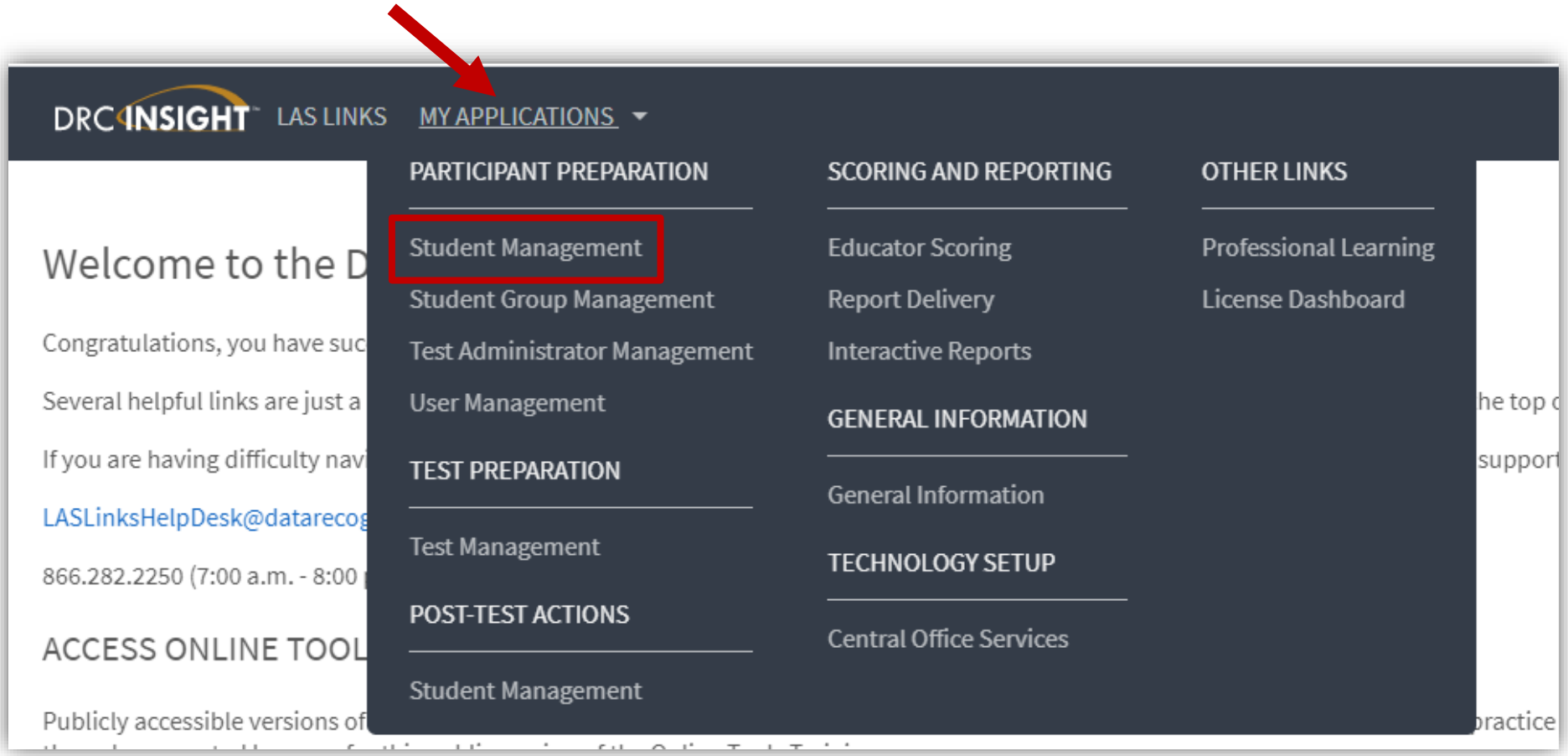
District Status – Daily Cumulative Student Status Report

Report Delivery > Status Reports > Daily Cumulative Student Status Report will display all students in a test session (on an individual line per domain), regardless of whether they have started the test session. Report will show the test status for each student, including start and submit times, and the ticket status.

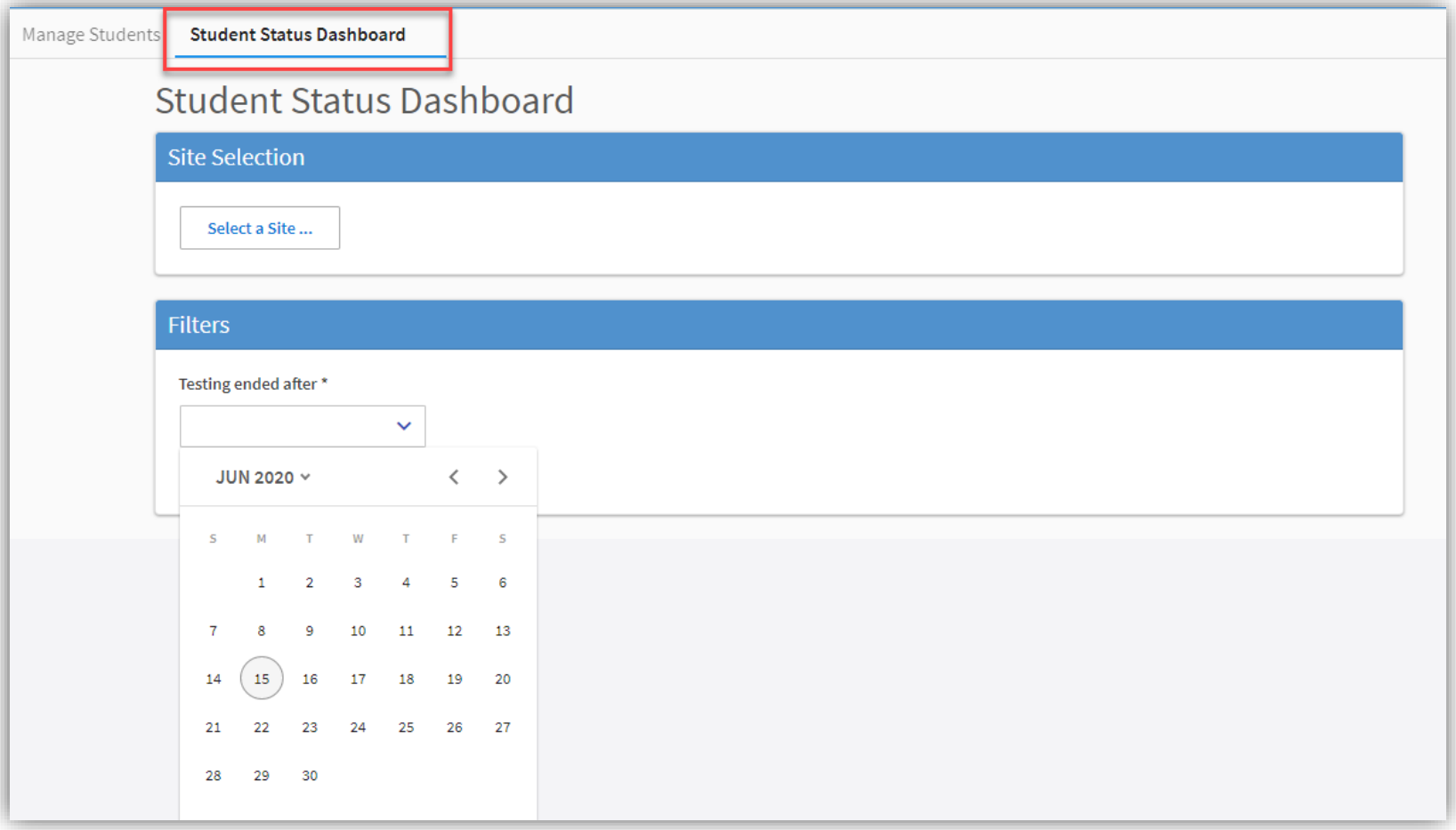


School Status - Student Status Dashboard

- The Student Status Dashboard allows you to monitor testing progress of students at the school level
- Click on MY APPLICATIONS >> Student Management:



Student Status Dashboard



Under Student Management, click “select a site” and type in the school's name.

Once the site is chosen, pick the “Testing ended after” date.

Student Status Dashboard

The student status dashboard will provide you status by school overall, by grade, by content area, and by assessment.

When you hover over any color, it will give you student counts.

Click on the icon in the right-hand corner of each chart to make it a list as opposed to a chart.

Extending the View on the Student Status Dashboard

Student Search Results

Export to CSV

Note: Times are displayed in Central Time

Last Name	First Name	Grade	Content Ar...	Module	Assessm...	Status	Start Time	End Time	Duration
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Sample	04	READING	Reading	Reading Gr...	Not Started			
Sample	Two	04	READING	Reading	Reading Gr...	Not Started			
Test	A	07	READING	Reading	Reading Gr...	Completed	12:21 PM	12:22 PM	0 Hours 1 Minutes
Test	B	08	READING	Reading	Reading Gr...	Not Started			
Test	C	06	READING	Reading	Reading Gr...	Not Started			
Test	One	K	READING	Reading	Reading Gr...	Completed	09:32 AM	09:33 AM	0 Hours 1 Minutes

When you click on one of the bars (or circle), it will provide you with a student roster with time stamps, at the bottom of the page.

This is a report that can be exported.

Training Part 3: Post Test Activities

Activity 1:

Generating and Interpreting On-Demand and Batch Download Reports

On-Demand and Batch Download Preliminary Scoring Process

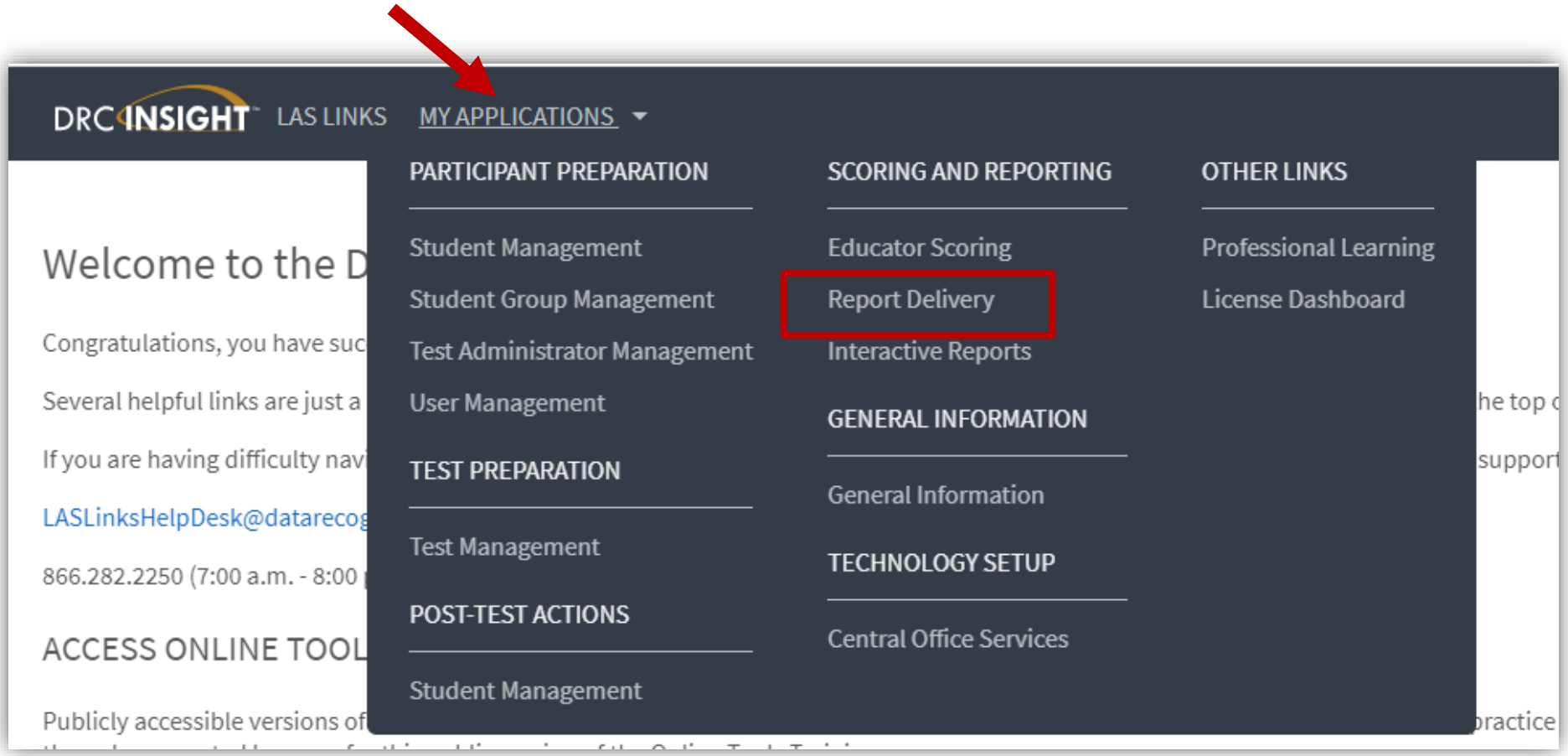
Subtest	Scoring Process and Turn Around Time
Speaking	Student completes the test. Responses are sent to the DRC scoring team. Responses are scored and data is provided on the On-Demand and Batch Download reports, 4-6 business days from the day the student completed the subtest.
Listening	Student completes the test. Because items are all multiple choice, the results are available via the On-Demand and the Batch Download reports within 30-60 minutes.
Reading	Student completes the test. Because items are all multiple choice, the results are available via the On-Demand and the Batch Download reports within 30-60 minutes.
Writing	Student completes the test. Responses are sent to the DRC scoring team. Responses are scored and data is provided on the On-Demand and Batch Download reports, 4-6 business days from the day the student completed the subtest.

NOTES:

- On-Demand and Batch Download reports are **preliminary** results
- Interactive Reports (Summary Results and Student Results tabs) will be available after CSDE releases **final** scores

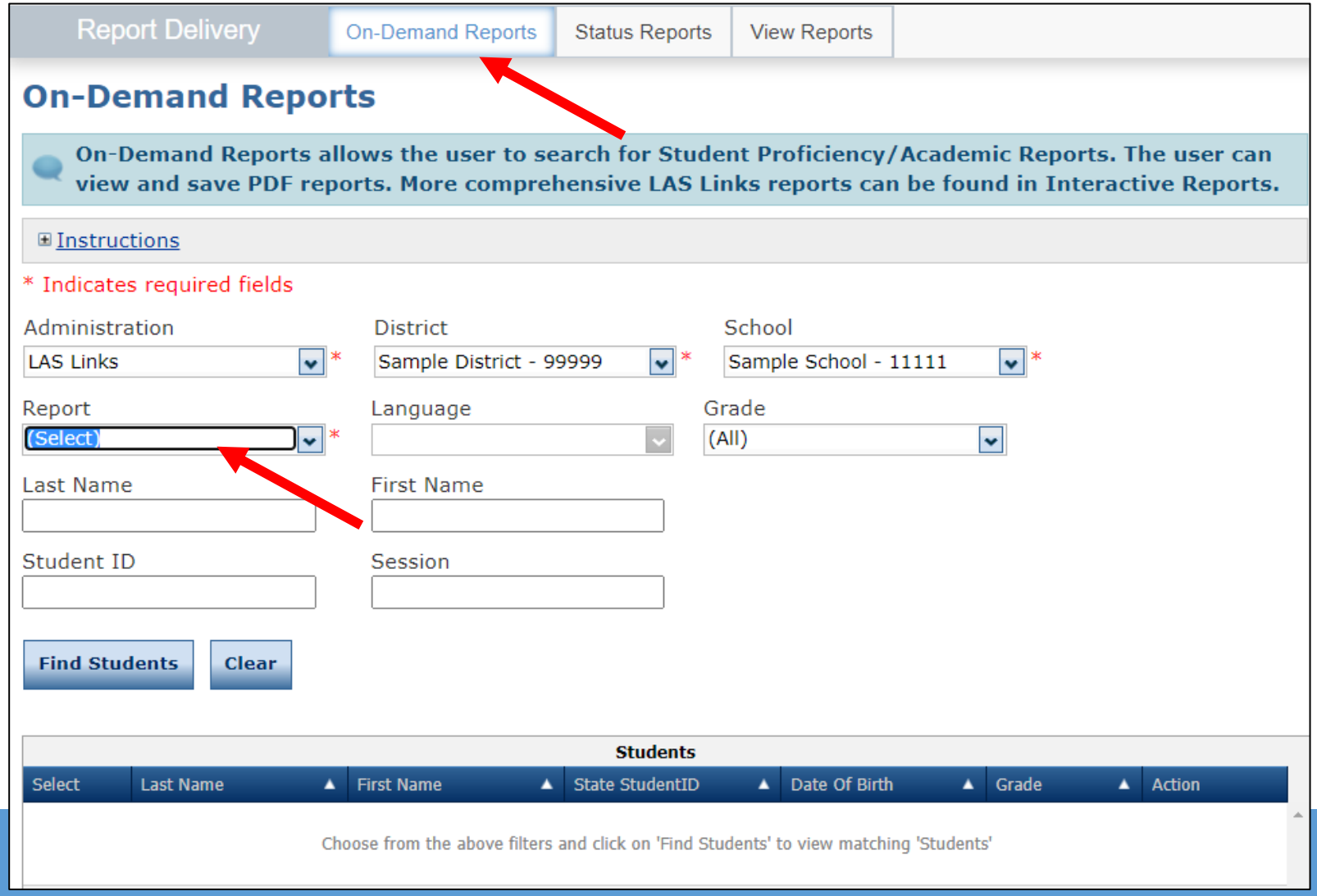
On-Demand Reports – Available **During** the Testing Window

- Click on MY APPLICATIONS >> Report Delivery:

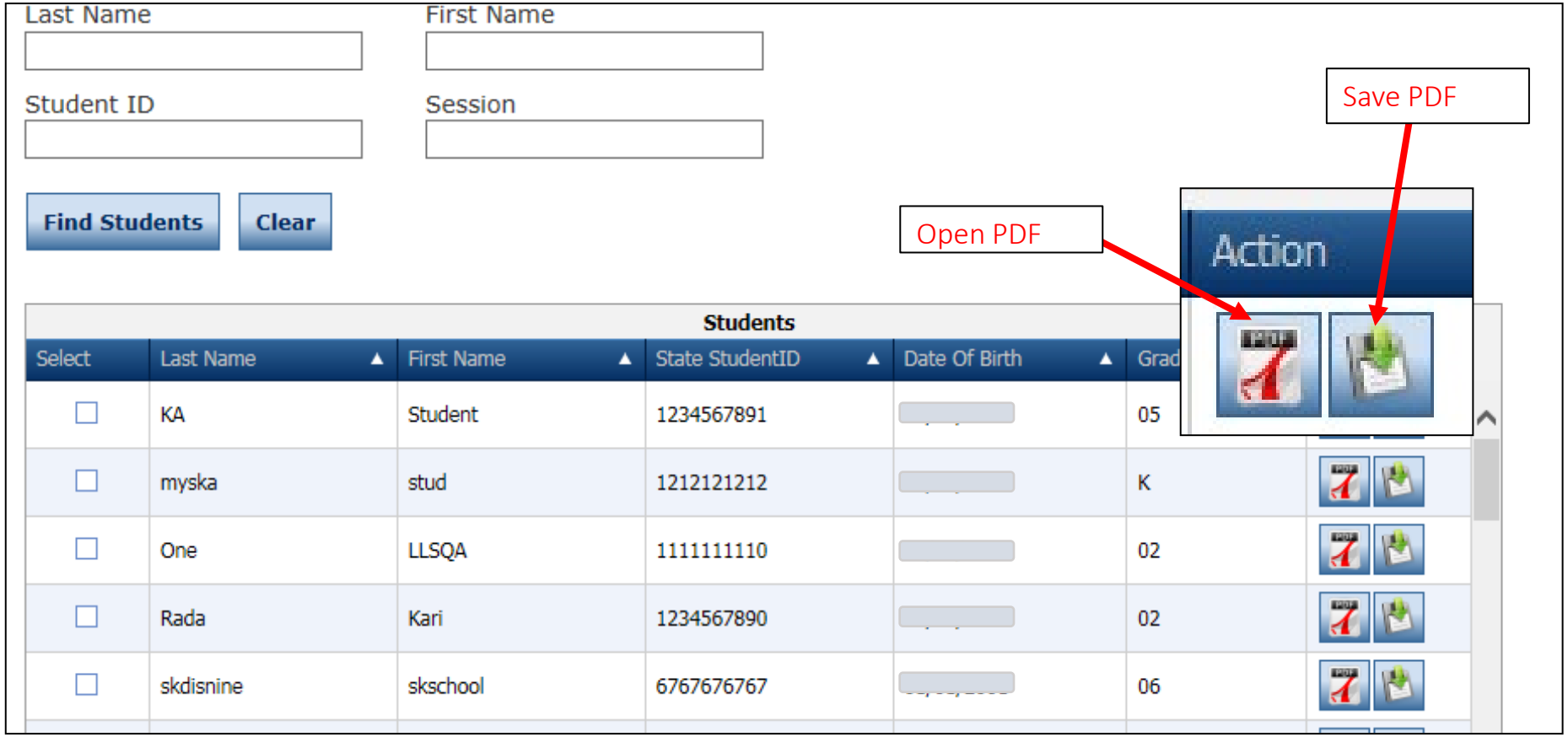


Accessing On-Demand Reports

- Click on MY APPLICATIONS >> Report Delivery:



Viewing or Printing On-Demand Reports



Sample On-Demand Report

LAS Links
Student Proficiency Report

Test Date:
District: SAMPLE
School: SAMPLE

Test Name: LAS Links Form
Form:
I.D:

Proficiency Report
Student: SAMPLE, Grade: 2

	Proficiency Level	Scale Score	Raw Score
Listening	3	481	16
Speaking	4	523	39
Oral	3	502	55
Reading	2	469	19
Writing	2	457	19
Comprehension	2	475	35
Productive	3	490	58
Literacy	2	463	38
OVERALL	**3**	**482**	**93**

Academic Report
Student: SAMPLE, Grade: 2

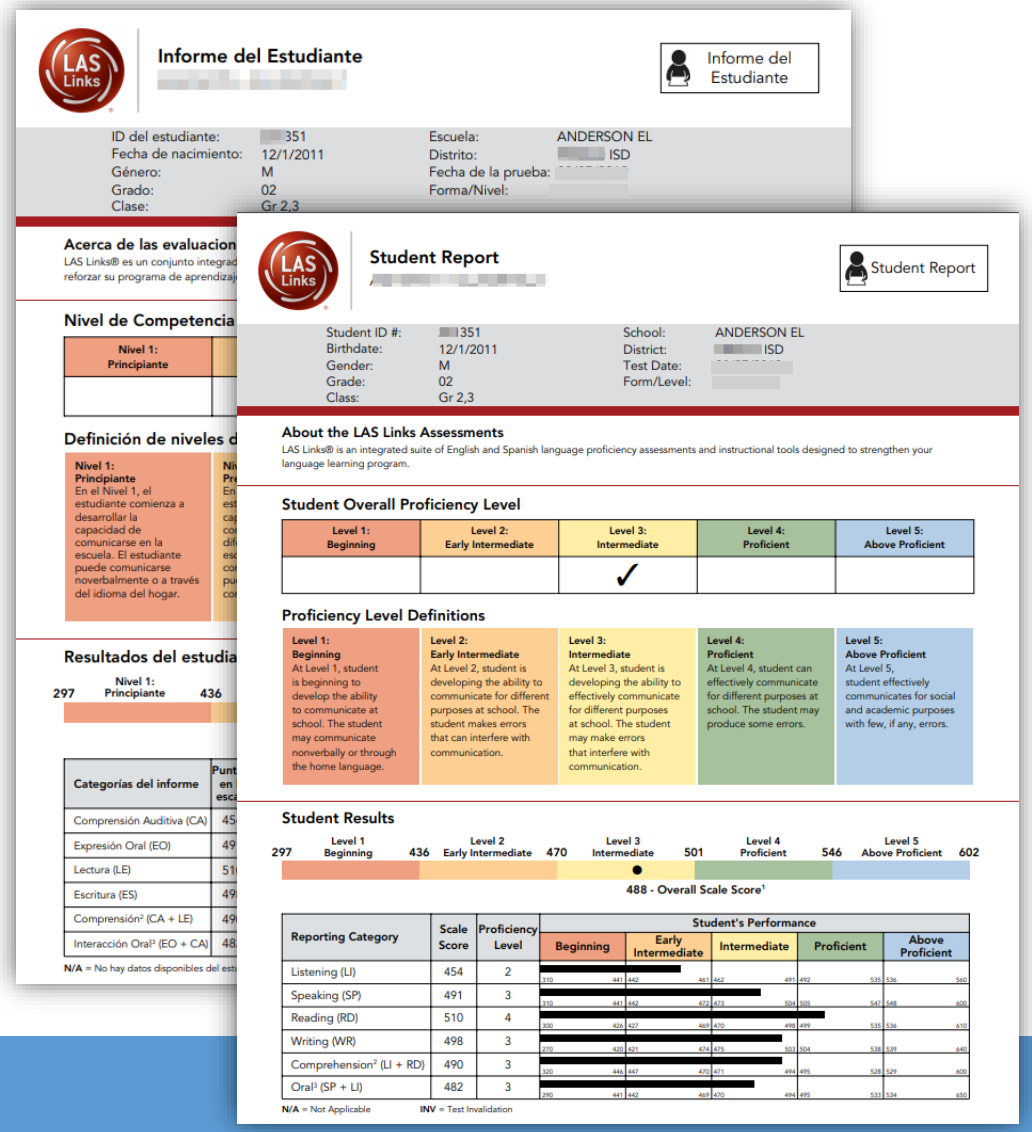
	Speaking			Listening			Reading			Writing		
	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct	Pts Possible	Pts Obtained	% Correct
Social, Intercultural, and Instructional Communication	13	13	100	8	6	75	10	7	70	10	6	60
Academic	28	26	93	12	10	83	20	12	60	22	13	59
Foundational Skills	N/A	N/A	N/A	N/A	N/A	N/A	6	2	33.3	N/A	N/A	N/A
Language Arts, Social Studies, History	14	14	100	6	4	66.7	7	5	71.4	11	6	54.5
Mathmatics, Science Technical Subjects	14	12	85.7	6	6	100	7	5	71.4	11	7	63.6
TOTAL SCORE*	**39**			**16**			**19**			**19**		

**Total Score= Social, Intercultural, and Instructional Communication+ Academic Score*

Batch Download: Preliminary Student Reports

Reports are available in both English and Spanish.

Reports include definitions of each proficiency level as well as a view as to where in the proficiency level a student performed.



Informe del Estudiante

Informe del Estudiante

ID del estudiante: [redacted]351
Fecha de nacimiento: 12/1/2011
Género: M
Grado: 02
Clase: Gr 2,3
Escuela: ANDERSON EL
Distrito: [redacted] ISD
Fecha de la prueba: [redacted]
Forma/Nivel:

Acerca de las evaluacion

Nivel de Competencia

Nivel 1: Principiante	

Definición de niveles d

Nivel 1: Principiante
En el Nivel 1, el estudiante comienza a desarrollar la capacidad de comunicarse en la escuela. El estudiante puede comunicarse noverbalmente o a través del idioma del hogar.

Resultados del estudia

297 Nivel 1: Principiante 436

Categorías del informe	Punt en esca
Comprensión Auditiva (CA)	45
Expresión Oral (EO)	49
Lectura (LE)	51
Escritura (ES)	49
Comprensión[2] (CA + LE)	49
Interacción Oral[3] (EO + CA)	48

N/A = No hay datos disponibles del est

Student Report

Student Report

Student ID #: [redacted]351
Birthdate: 12/1/2011
Gender: M
Grade: 02
Class: Gr 2,3
School: ANDERSON EL
District: [redacted] ISD
Test Date: [redacted]
Form/Level:

About the LAS Links Assessments

LAS Links® is an integrated suite of English and Spanish language proficiency assessments and instructional tools designed to strengthen your language learning program.

Student Overall Proficiency Level

Level 1: Beginning	Level 2: Early Intermediate	Level 3: Intermediate	Level 4: Proficient	Level 5: Above Proficient
		✓		

Proficiency Level Definitions

Level 1: Beginning
At Level 1, student is beginning to develop the ability to communicate at school. The student may communicate nonverbally or through the home language.

Level 2: Early Intermediate
At Level 2, student is developing the ability to communicate for different purposes at school. The student makes errors that can interfere with communication.

Level 3: Intermediate
At Level 3, student is developing the ability to effectively communicate for different purposes at school. The student may make errors that interfere with communication.

Level 4: Proficient
At Level 4, student can effectively communicate for different purposes at school. The student may produce some errors.

Level 5: Above Proficient
At Level 5, student effectively communicates for social and academic purposes with few, if any, errors.

Student Results

297 Level 1 Beginning 436 Level 2 Early Intermediate 470 Level 3 Intermediate 501 Level 4 Proficient 546 Level 5 Above Proficient 602

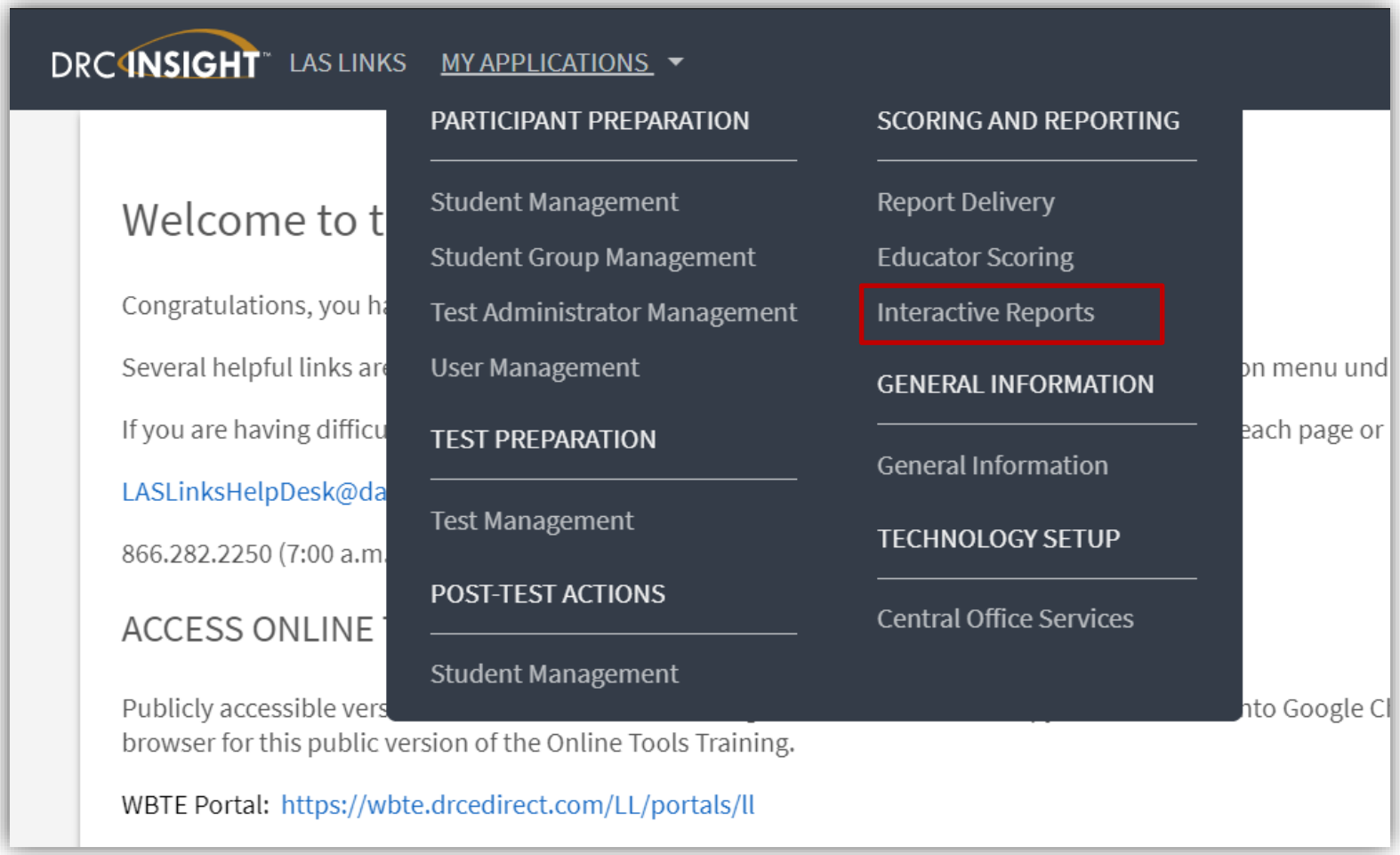
488 - Overall Scale Score[1]

Reporting Category	Scale Score	Proficiency Level	Student's Performance: Beginning	Early Intermediate	Intermediate	Proficient	Above Proficient
Listening (LI)	454	2					
Speaking (SP)	491	3					
Reading (RD)	510	4					
Writing (WR)	498	3					
Comprehension[2] (LI + RD)	490	3					
Oral[3] (SP + LI)	482	3					

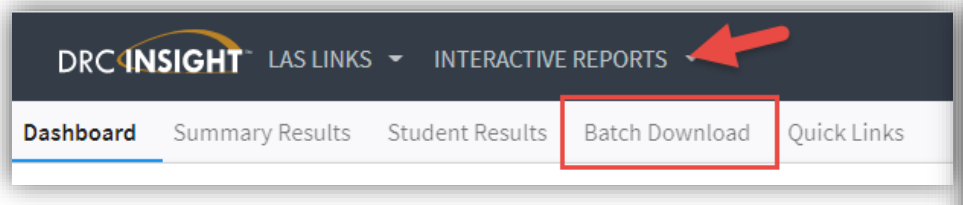
N/A = Not Applicable INV = Test Invalidation

Accessing Batch Download Reports

First, go to: My Applications >> Interactive Reports



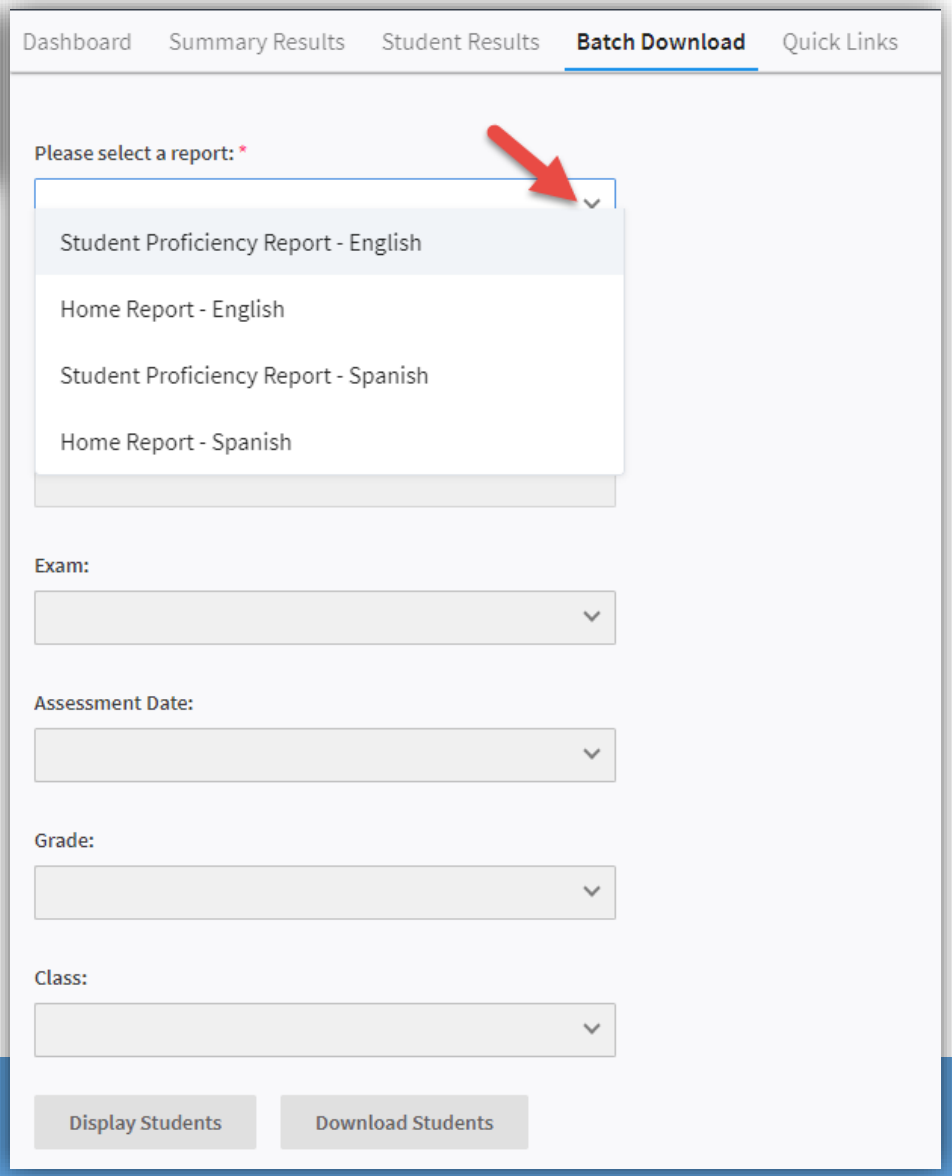
Batch Download: Batch Download Reports



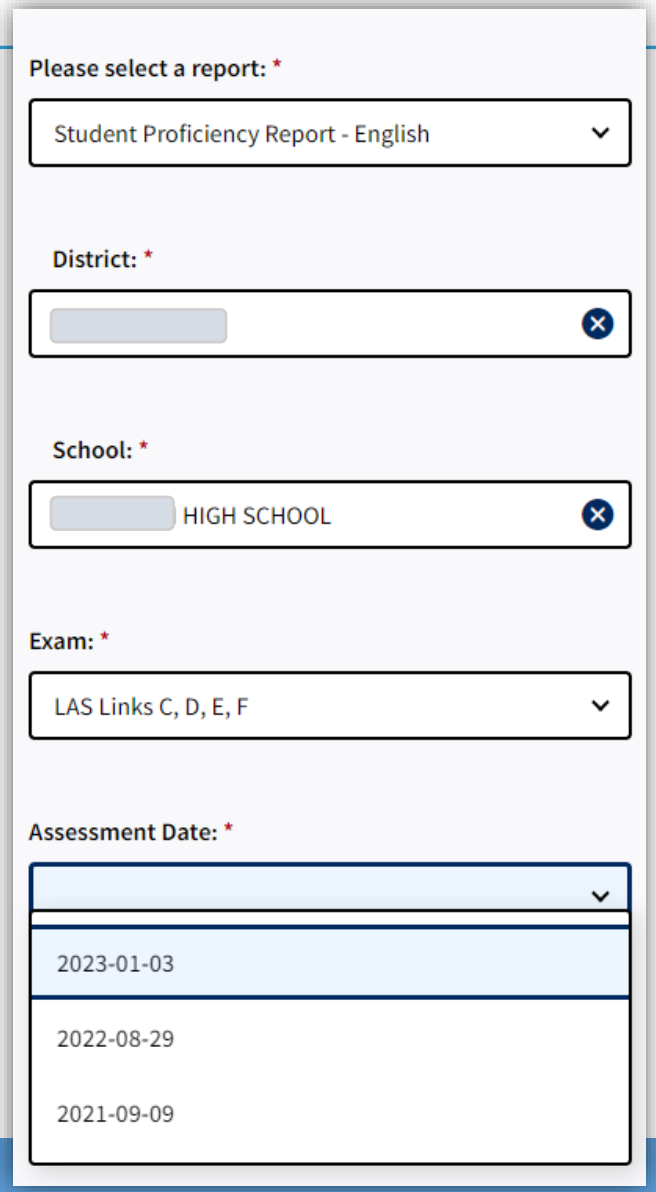
1) Choose Batch Download from the Dashboard

2) Select the Report you would like to run

3) Reports are available in both English and Spanish



Batch Download: Preliminary Student Reports



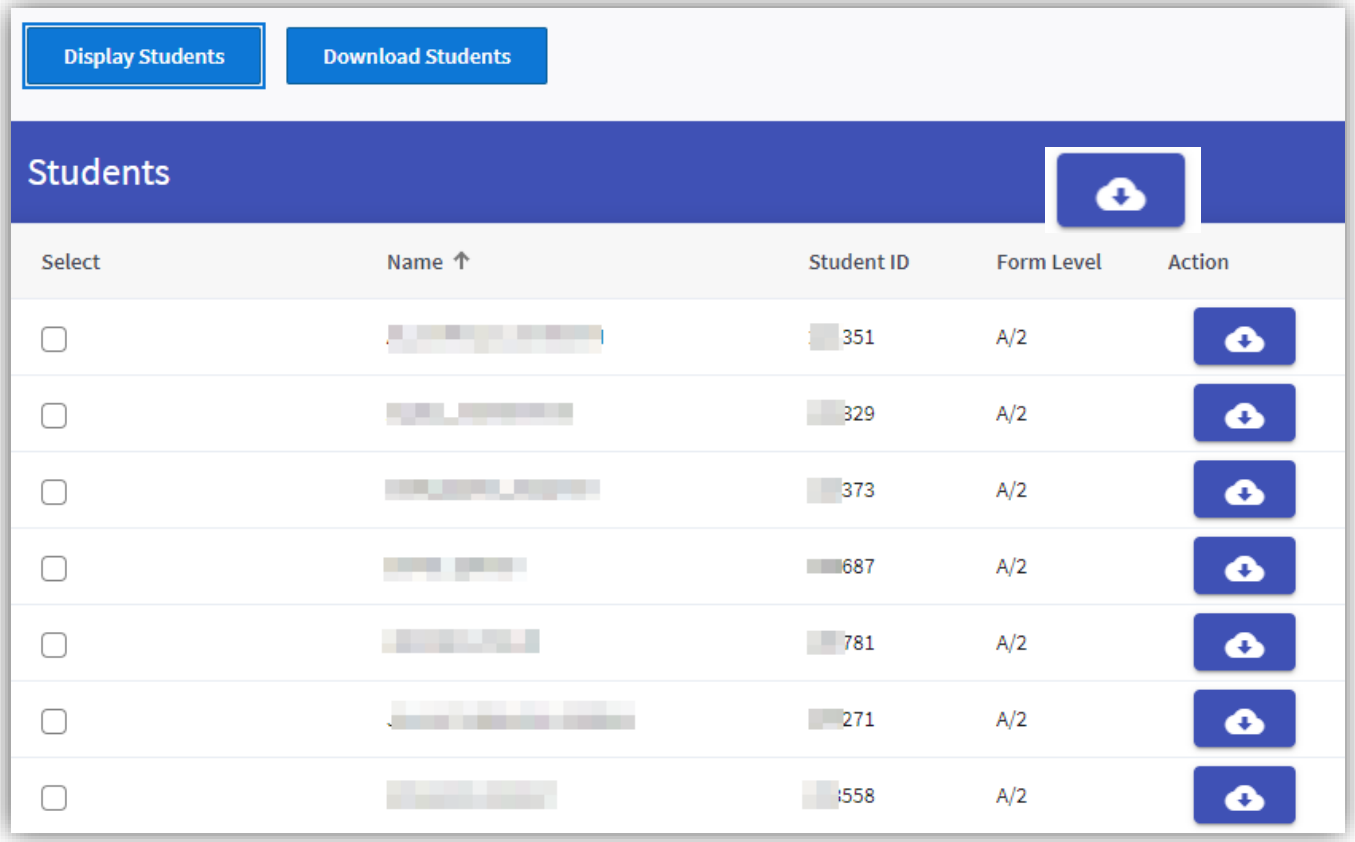
1) Choose your District

2) Choose your School

3) Choose your Exam

4) Choose your assessment date.
   Note: Select the first day of testing (e.g., 2025-01-02) for the current school year.
   As the year progresses, and you continue to test students, you will have more and more reports in this batch for this date/school year.

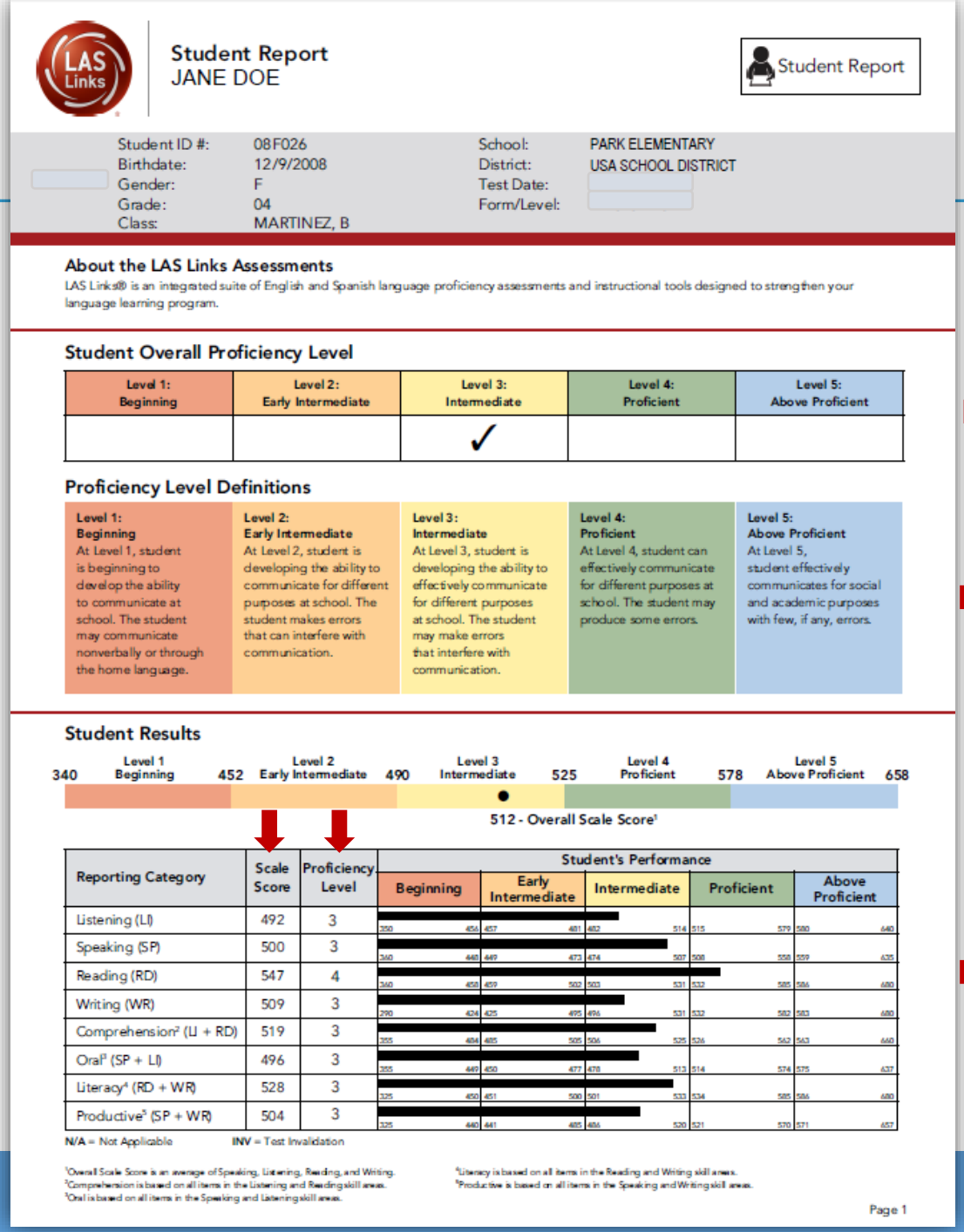
Batch Download: Batch Download Student Reports



1) Choose either Display Students to see your list of students or Download a PDF of all student reports.

2) Click the download action button to download an individual student report.

Preliminary Student Proficiency Report



Student Report
JANE DOE

Student Report

Student ID #:	08F026	School:	PARK ELEMENTARY
Birthdate:	12/9/2008	District:	USA SCHOOL DISTRICT
Gender:	F	Test Date:	
Grade:	04	Form/Level:	
Class:	MARTINEZ, B		

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Student Overall Proficiency Level

Level 1: Beginning	Level 2: Early Intermediate	Level 3: Intermediate	Level 4: Proficient	Level 5: Above Proficient
		✓		

Proficiency Level Definitions

Level 1: Beginning	Level 2: Early Intermediate	Level 3: Intermediate	Level 4: Proficient	Level 5: Above Proficient
At Level 1, student is beginning to develop the ability to communicate at school. The student may communicate nonverbally or through the home language.	At Level 2, student is developing the ability to communicate for different purposes at school. The student makes errors that can interfere with communication.	At Level 3, student is developing the ability to effectively communicate for different purposes at school. The student may make errors that interfere with communication.	At Level 4, student can effectively communicate for different purposes at school. The student may produce some errors.	At Level 5, student effectively communicates for social and academic purposes with few, if any, errors.

Student Results

340 Level 1 Beginning 452 Level 2 Early Intermediate 490 Level 3 Intermediate 525 Level 4 Proficient 578 Level 5 Above Proficient 658

512 - Overall Scale Score[1]

Reporting Category	Scale Score	Proficiency Level	Student's Performance: Beginning / Early Intermediate / Intermediate / Proficient / Above Proficient
Listening (LI)	492	3	
Speaking (SP)	500	3	
Reading (RD)	547	4	
Writing (WR)	509	3	
Comprehension[2] (LI + RD)	519	3	
Oral[3] (SP + LI)	496	3	
Literacy[4] (RD + WR)	528	3	
Productive[5] (SP + WR)	504	3	

N/A = Not Applicable INV = Test Invalidation

[1]Overall Scale Score is an average of Speaking, Listening, Reading, and Writing.
[2]Comprehension is based on all items in the Listening and Reading skill areas.
[3]Oral is based on all items in the Speaking and Listening skill areas.
[4]Literacy is based on all items in the Reading and Writing skill areas.
[5]Productive is based on all items in the Speaking and Writing skill areas.

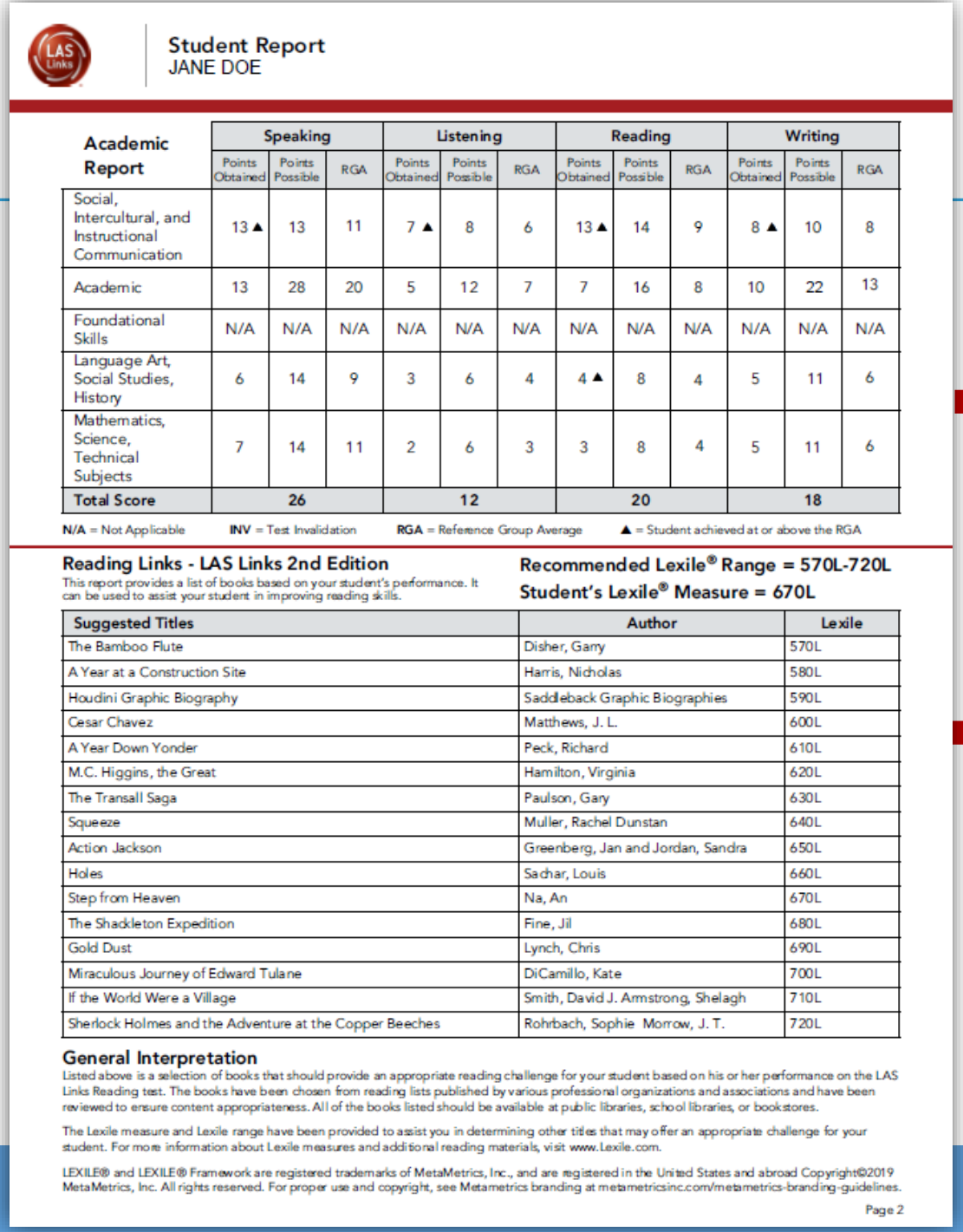
Page 1

Indicates Overall Proficiency Level

Proficiency Level Definitions provide stakeholders with information about each level

Shows Scale Score and Proficiency Level for each domain and composite score as well as where “in the level” the student is performing

Preliminary Student Proficiency Report



Student Report
JANE DOE

Academic Report	Speaking			Listening			Reading			Writing		
	Points Obtained	Points Possible	RGA	Points Obtained	Points Possible	RGA	Points Obtained	Points Possible	RGA	Points Obtained	Points Possible	RGA
Social, Intercultural, and Instructional Communication	13 ▲	13	11	7 ▲	8	6	13 ▲	14	9	8 ▲	10	8
Academic	13	28	20	5	12	7	7	16	8	10	22	13
Foundational Skills	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Language Art, Social Studies, History	6	14	9	3	6	4	4 ▲	8	4	5	11	6
Mathematics, Science, Technical Subjects	7	14	11	2	6	3	3	8	4	5	11	6
Total Score	**26**			**12**			**20**			**18**		

N/A = Not Applicable **INV** = Test Invalidation **RGA** = Reference Group Average ▲ = Student achieved at or above the RGA

Reading Links - LAS Links 2nd Edition

This report provides a list of books based on your student's performance. It can be used to assist your student in improving reading skills.

Recommended Lexile® Range = 570L-720L
Student's Lexile® Measure = 670L

Suggested Titles	Author	Lexile
The Bamboo Flute	Disher, Garry	570L
A Year at a Construction Site	Harris, Nicholas	580L
Houdini Graphic Biography	Saddleback Graphic Biographies	590L
Cesar Chavez	Matthews, J. L.	600L
A Year Down Yonder	Peck, Richard	610L
M.C. Higgins, the Great	Hamilton, Virginia	620L
The Transall Saga	Paulson, Gary	630L
Squeeze	Muller, Rachel Dunstan	640L
Action Jackson	Greenberg, Jan and Jordan, Sandra	650L
Holes	Sachar, Louis	660L
Step from Heaven	Na, An	670L
The Shackleton Expedition	Fine, Jil	680L
Gold Dust	Lynch, Chris	690L
Miraculous Journey of Edward Tulane	DiCamillo, Kate	700L
If the World Were a Village	Smith, David J. Armstrong, Shelagh	710L
Sherlock Holmes and the Adventure at the Copper Beeches	Rohrbach, Sophie Morrow, J. T.	720L

General Interpretation

Listed above is a selection of books that should provide an appropriate reading challenge for your student based on his or her performance on the LAS Links Reading test. The books have been chosen from reading lists published by various professional organizations and associations and have been reviewed to ensure content appropriateness. All of the books listed should be available at public libraries, school libraries, or bookstores.

The Lexile measure and Lexile range have been provided to assist you in determining other titles that may offer an appropriate challenge for your student. For more information about Lexile measures and additional reading materials, visit www.Lexile.com.

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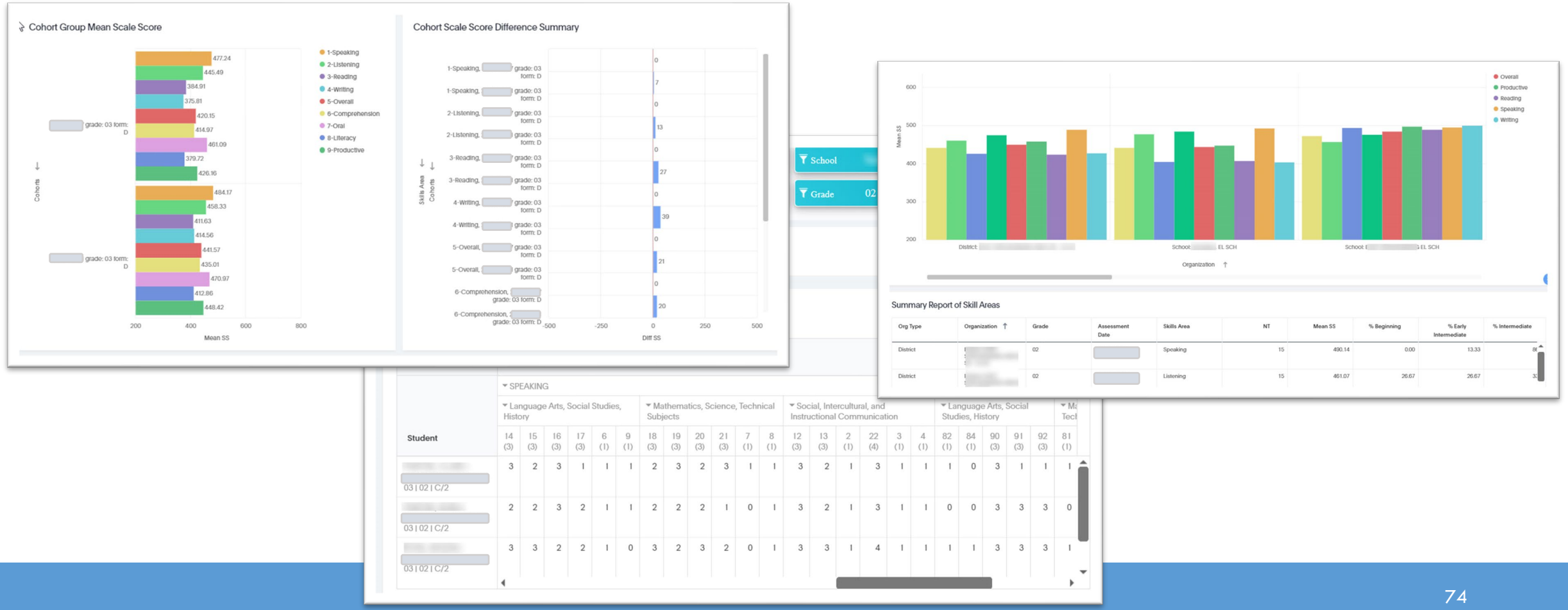
Provides specific academic language strand scores, allowing teachers to pinpoint areas of need and focus

Provides Lexile levels and suggested reading titles

LAS Links Interactive Reports

Summary Reports and Student Rosters will be available after CSDE approves final scores.

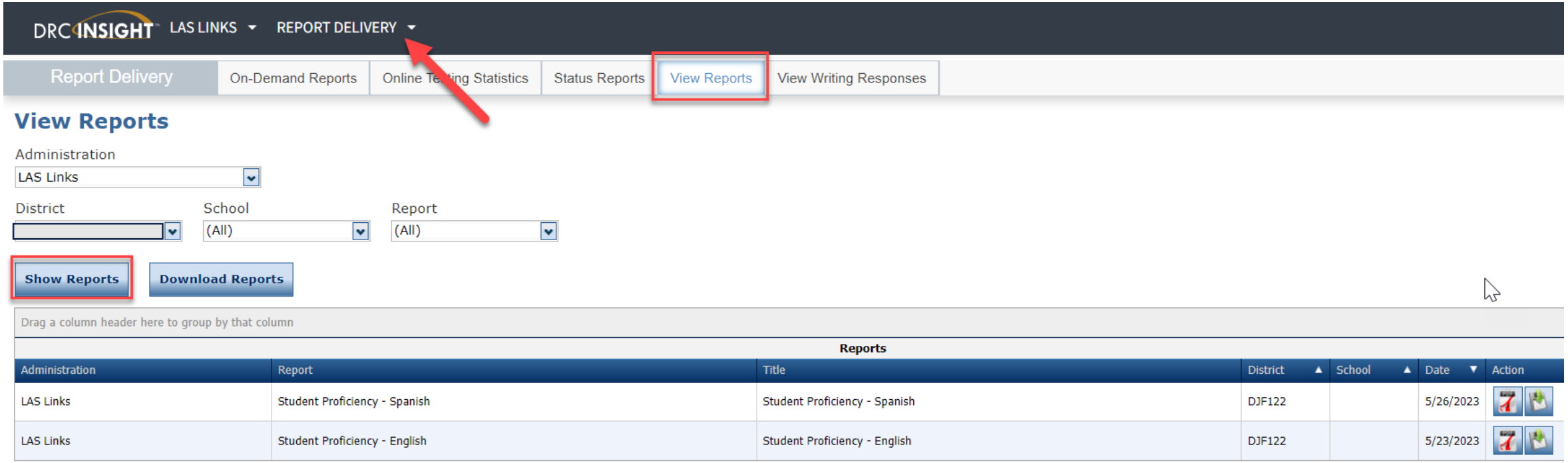
Sample Reports



Final Scores – Printing District Level PDFs

After CSDE approves final scores, District level PDFs will be available for local printing:

- Student Proficiency – English and Spanish
- Go to Report Delivery >> View Reports >> Show Reports



CSDE DRC 2024-25
LAS Links Accommodated Paper Administration Training

Important Differences between Paper Testing and Online Testing

1. Students can only take the paper test if they have an approved accommodation
2. Students will take **paper Form E** in 2025, not Form F
3. Students' personal information comes from the bubbled answer document, not PSIS
4. Test Administrators must score the Speaking test
5. Test Administrators must transcribe students' responses in large print and braille tests
6. Test Administrators must pack and ship answer documents to DRC by the published deadline for scoring

Training Part 4: Paper Testing

Activity 1:

Identifying and Gathering the Appropriate LAS Links Paper Test Materials

Eligibility for Accommodated/Paper Test Form E

Paper testing is only allowable for:

- Students identified as EL/ML with an IEP or Section 504 Plan and a required paper accommodation in CT-SEDS
- Students educated out of state
- Students enrolled in APSEPs without access to online testing

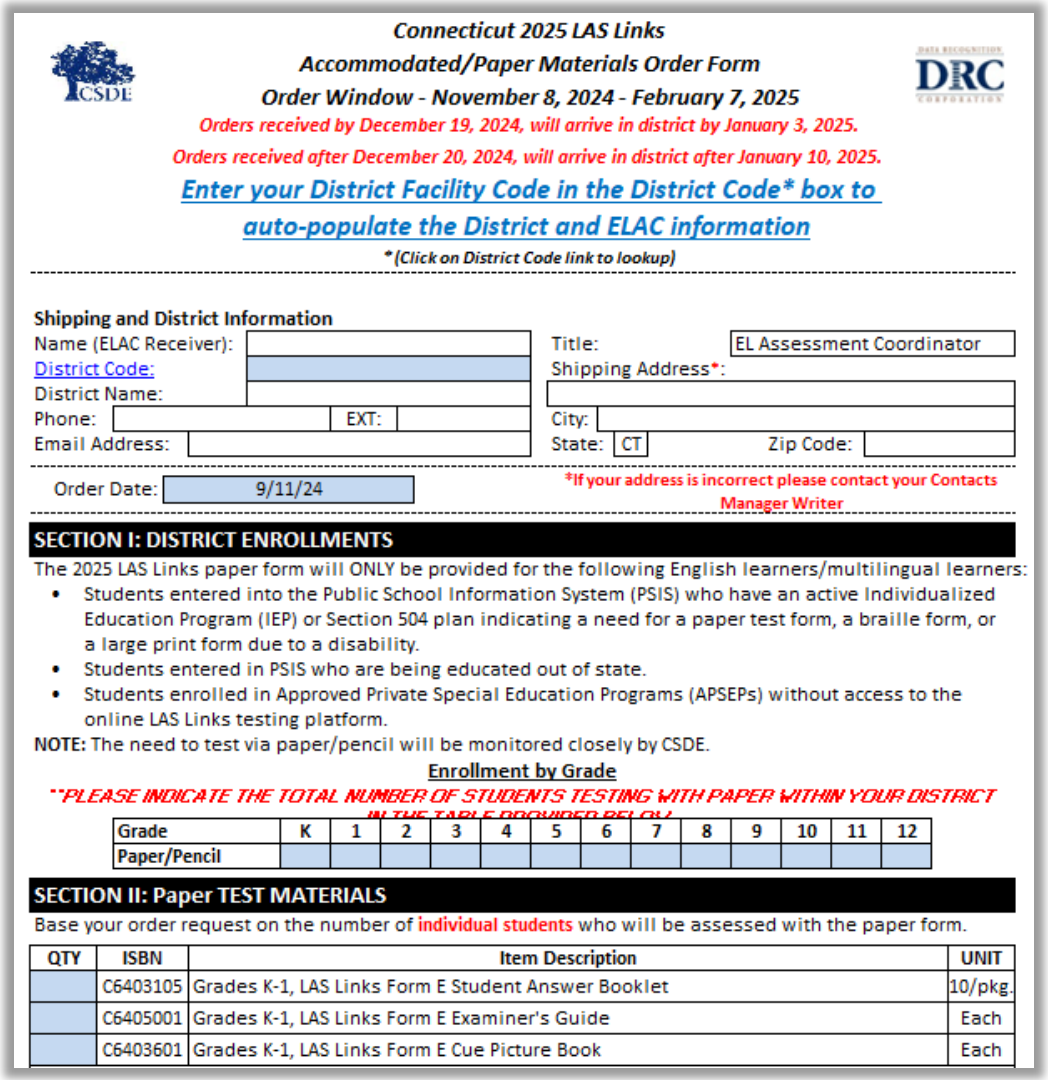
Format Options include:

- Regular print
  - ASL – order regular print to obtain Listening transcript in Examiner's Guide.
- Large print
  - Transcribe responses into standard student answer book prior to return.
- Braille
  - Transcribe responses into standard student answer book prior to return.

Order Window: November 8, 2024 – February 7, 2025

Last day to ship answer documents back to DRC for scoring – **February 28, 2025**

Accommodated/Paper Materials Order Form – Form E



Connecticut 2025 LAS Links
Accommodated/Paper Materials Order Form
Order Window - November 8, 2024 - February 7, 2025
Orders received by December 19, 2024, will arrive in district by January 3, 2025.
Orders received after December 20, 2024, will arrive in district after January 10, 2025.
Enter your District Facility Code in the District Code box to auto-populate the District and ELAC information*
**(Click on District Code link to lookup)*

Shipping and District Information

Name (ELAC Receiver):
District Code:
District Name:
Phone: EXT:
Email Address:
Title: EL Assessment Coordinator
Shipping Address*:
City:
State: CT Zip Code:

Order Date: 9/11/24

*If your address is incorrect please contact your Contacts Manager Writer

SECTION I: DISTRICT ENROLLMENTS

The 2025 LAS Links paper form will ONLY be provided for the following English learners/multilingual learners:

- Students entered into the Public School Information System (PSIS) who have an active Individualized Education Program (IEP) or Section 504 plan indicating a need for a paper test form, a braille form, or a large print form due to a disability.
- Students entered in PSIS who are being educated out of state.
- Students enrolled in Approved Private Special Education Programs (APSEPs) without access to the online LAS Links testing platform.

NOTE: The need to test via paper/pencil will be monitored closely by CSDE.

Enrollment by Grade

**PLEASE INDICATE THE TOTAL NUMBER OF STUDENTS TESTING WITH PAPER WITHIN YOUR DISTRICT IN THE TABLE PROVIDED BELOW

Grade	K	1	2	3	4	5	6	7	8	9	10	11	12
Paper/Pencil													

SECTION II: Paper TEST MATERIALS

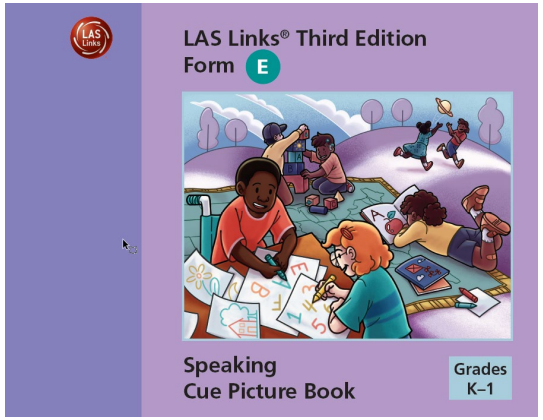
Base your order request on the number of individual students who will be assessed with the paper form.

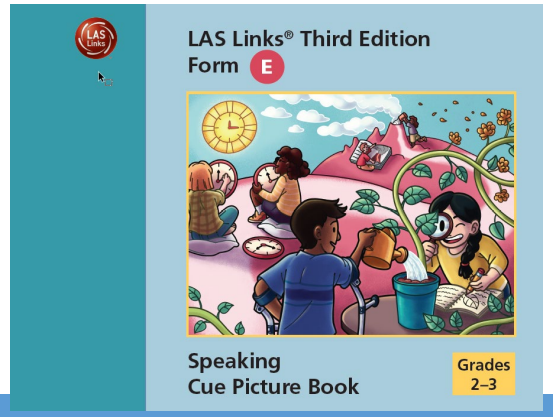
QTY	ISBN	Item Description	UNIT
	C6403105	Grades K-1, LAS Links Form E Student Answer Booklet	10/pkg.
	C6405001	Grades K-1, LAS Links Form E Examiner's Guide	Each
	C6403601	Grades K-1, LAS Links Form E Cue Picture Book	Each

- Order Form – Form E
- Expect materials to arrive separately
- Test Coordinator Kit Materials for the return of completed tests are shipped from DRC Maple Grove, MN office
- Test Materials are shipped from DRC Brooklyn Park, MN office
- If you have left-over Form E test booklets from last year, place an order anyway and return all materials at the end of the test window

Test Materials

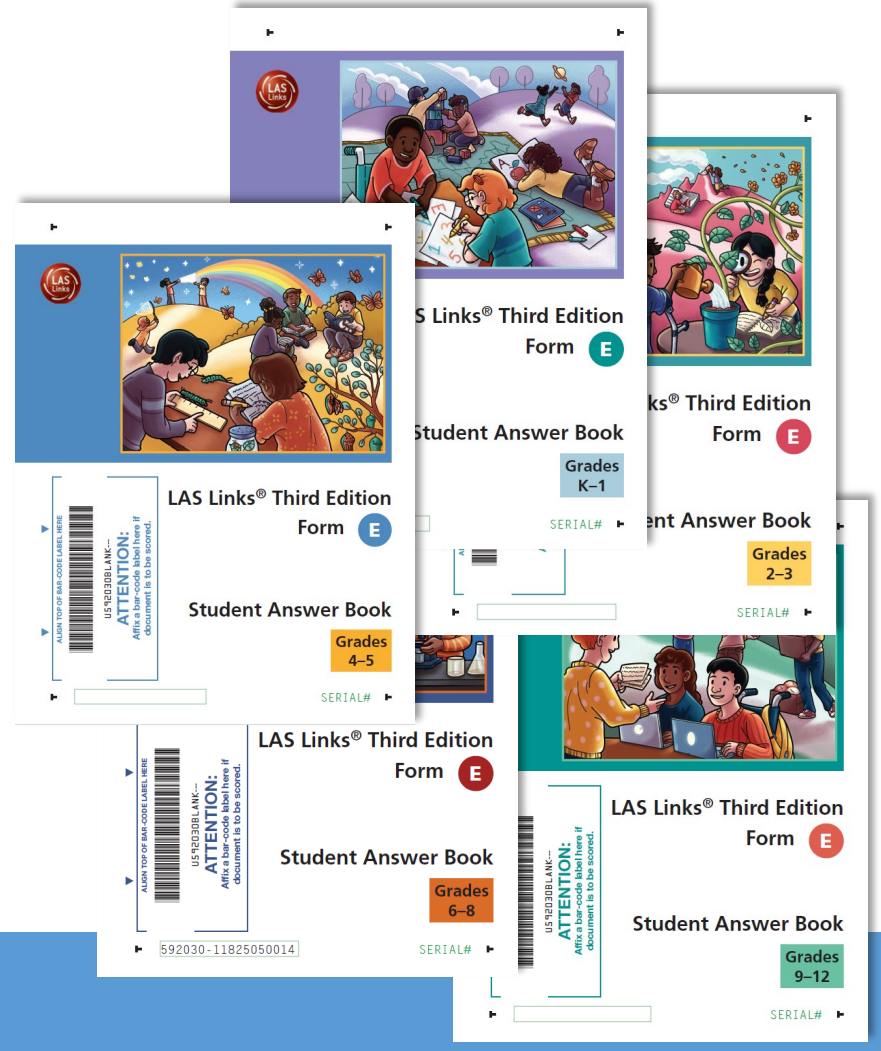
Grades K – 3
Cue Picture Books





Grades 4 – 12
Student Content Books

Grades K – 12
Student Answer Books



Materials Needed for Testing

Grade Span	Student Materials	Teacher Materials
K-1	Student Answer Book	Cue Picture Book, Listening Audio Files Examiner's Guide
2-3	Student Answer Book	Cue Picture Book, Listening Audio Files Examiner's Guide
4-5	Student Content Book Student Answer Book	Listening Audio Files Examiner's Guide
6-8	Student Content Book Student Answer Book	Listening Audio Files Examiner's Guide
9-12	Student Content Book Student Answer Book	Listening Audio Files Examiner's Guide

Test Materials – Large Print and Braille

Braille and Large-Print Accommodations

Braille: A raised-dot code that individuals read with the fingertips. Graphic material (e.g., maps, charts, graphs, diagrams, and illustrations) is presented in a raised format (paper, thermoform, or refreshable braille).

Recommendations for braille use: Students who are blind or have low vision may read text via braille.

Large-print test booklet: A large-print form of the test that is provided to the student with a visual impairment. The font size for the large-print form is 18/20 points on paper sized 11 x 17.

Recommendations for large print use: Students with visual impairments who may not be able to use zoom or magnifying devices to access the test may need a large-print version of the form.

For students taking the braille or large print accommodated paper test form, the responses must be transcribed to the student answer book (the same answer book used by non-braille or large-print users).

Training Part 4: Paper Testing

Activity 2:

Administering LAS Links, Including Holistic Scoring

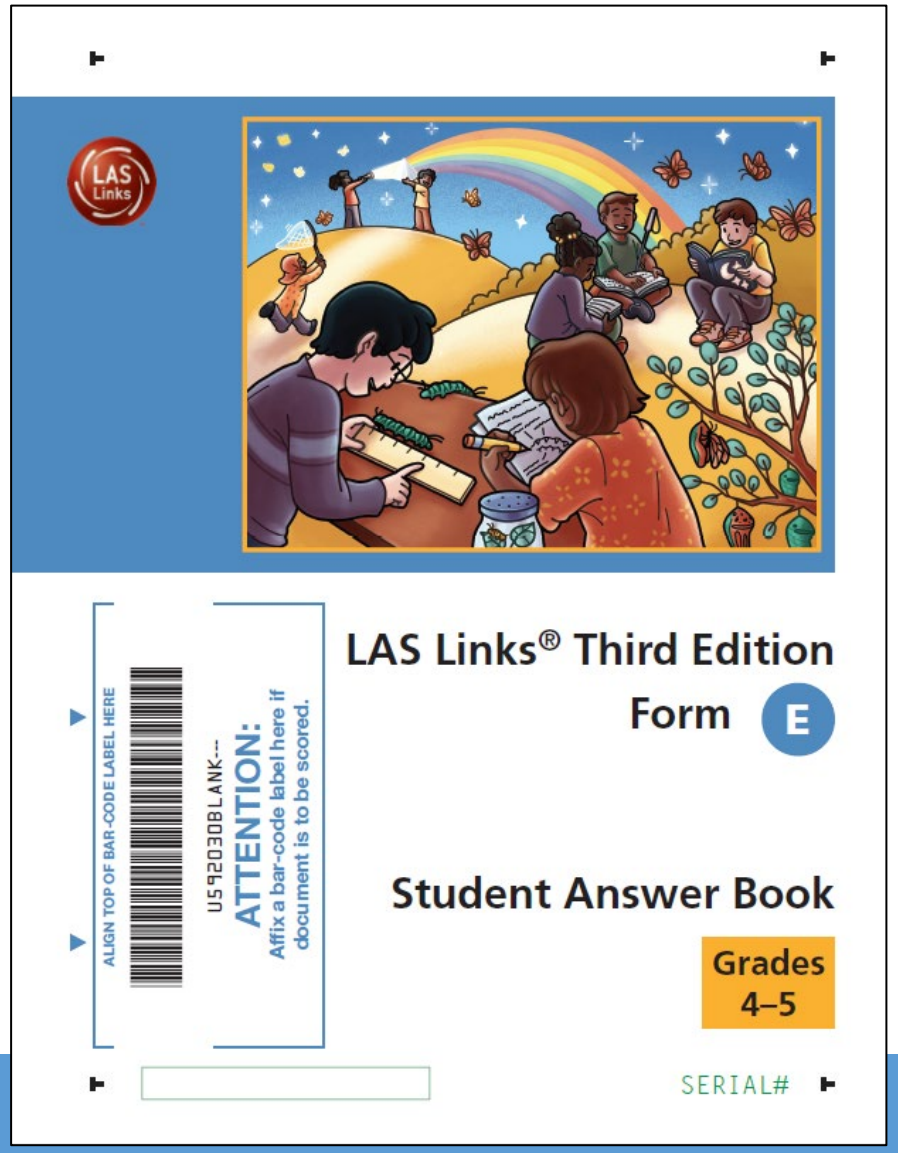
Estimated Testing Time

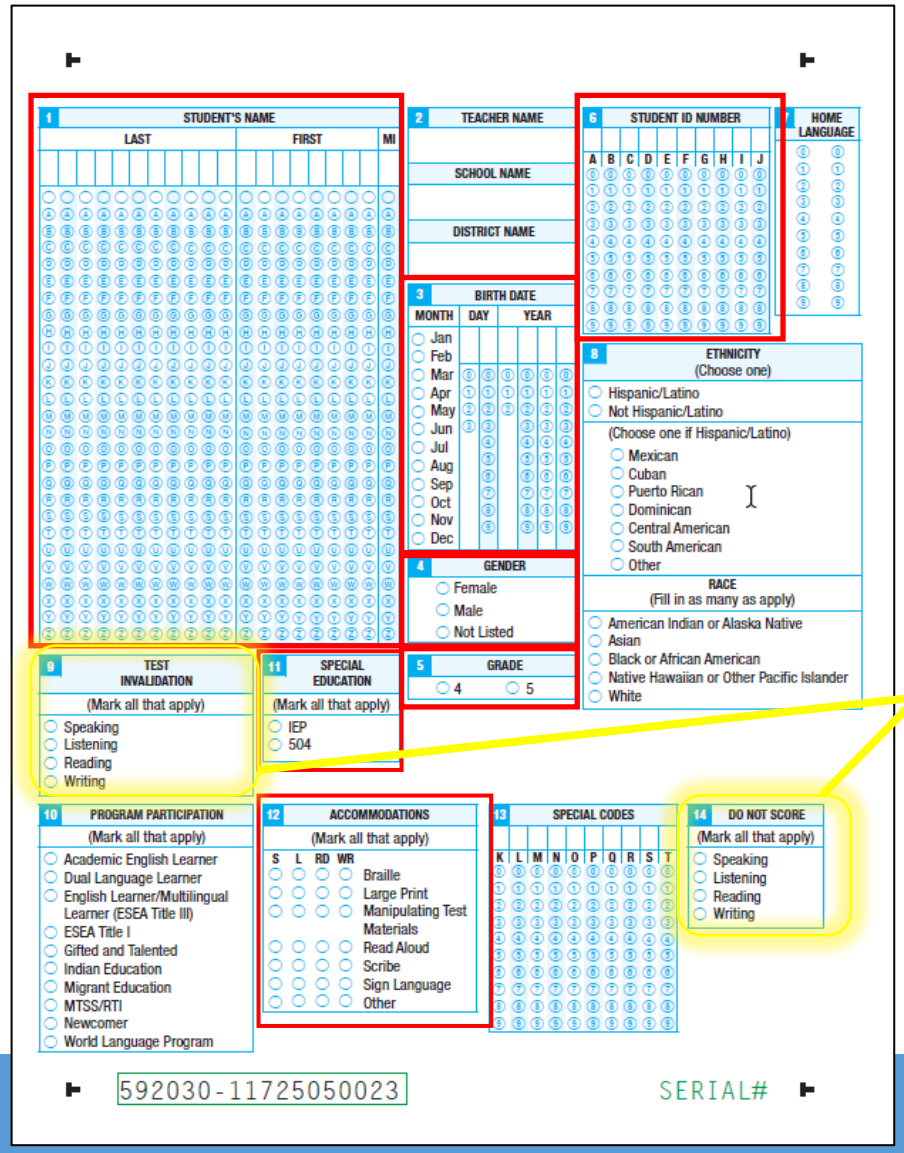
Subtest Area	Administration	Estimated Time
Speaking	One-to-One Testing (paper only)	15 minutes – all Grades
Listening	Group Testing	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	Group Testing	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	Group Testing	30 minutes – Grades K, 1 40 minutes – Grades 2-12

Test Administration Summary

Subtest Area	Administration	Item Types	Scoring
Speaking	One-to-One Testing (paper only)	Constructed Response	Rubric scoring while testing student
Listening	Group Testing	Multiple Choice	DRC Scoring
Reading	Group Testing	Multiple Choice	DRC Scoring
Writing	Group Testing	Multiple Choice Constructed Response	DRC Scoring

Student Answer Book





Must be CSDE approved for use

Testing with Accommodations

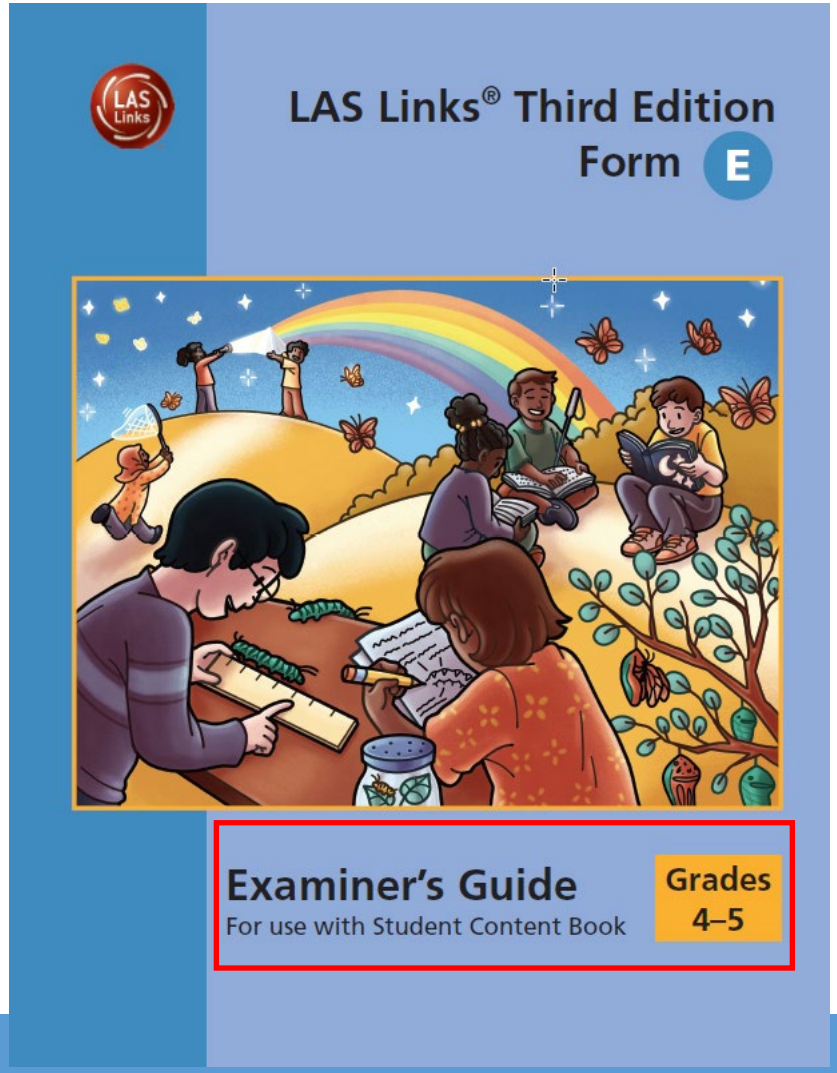
12	ACCOMMODATIONS (Mark all that apply)				
	S	L	RD	WR	
	○	○	○	○	Braille
	○	○	○	○	Large Print
	○	○	○	○	Manipulating Test Materials
	○	○	○	○	Read Aloud
	○	○	○	○	Scribe
	○	○	○	○	Sign Language
	○	○	○	○	Other

Please follow CSDE guidelines for accommodations

Important Notes

- Do NOT translate the assessment
- Always use a standard Student Answer Book
  - Do NOT transcribe answers from student paper answer book into the online system
  - DO transcribe students' answers for large print and braille into a standard Student Answer Book
  - Schedule pick-up to return all Student Answer Books to DRC by February 28, 2025

LAS Links Examiner's Guide

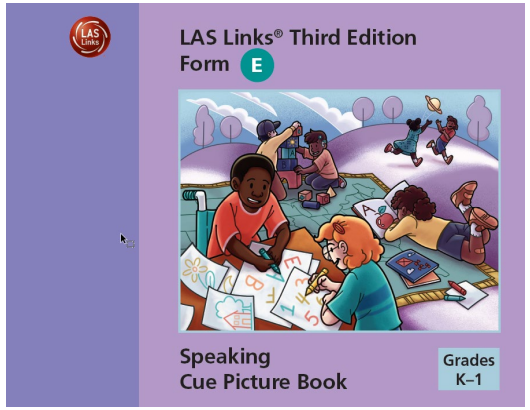


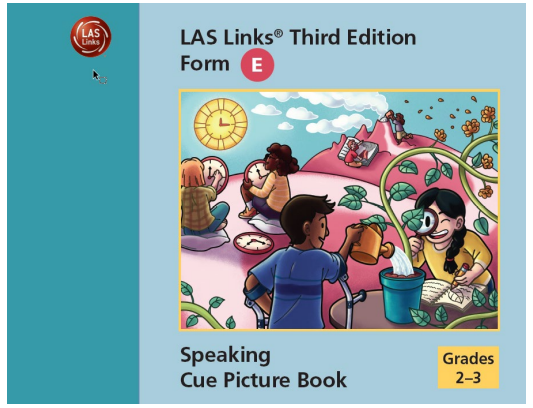
Speaking Test Administration

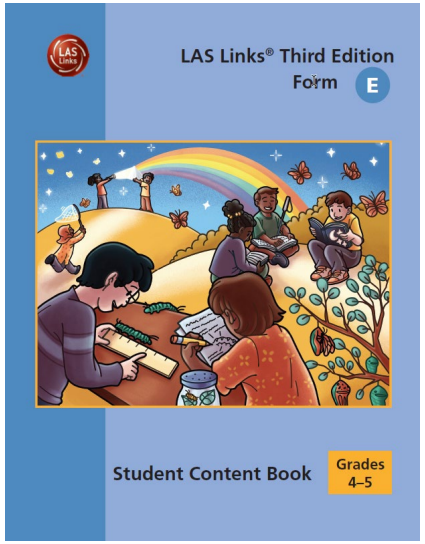
Grades K-3, examiners will use the Cue Picture Books for student picture prompts

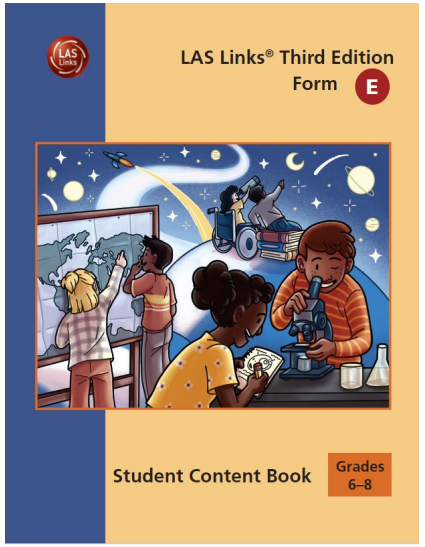
Grades 4-12, student picture prompts are found in the Student Content Book

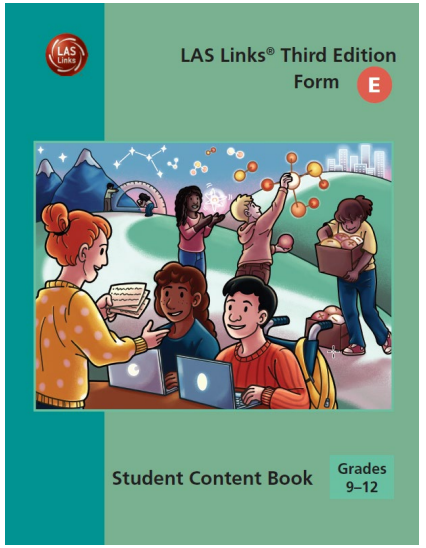
Examiners score the test using the answer document











Speaking - Rubric Scoring

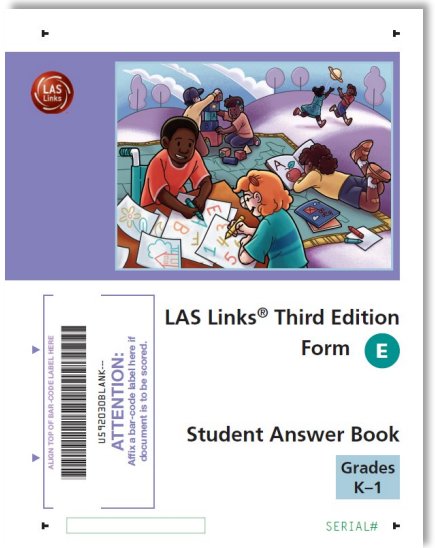
- Test Administrator will mark all responses for Speaking in the Student Answer Book
- Speaking Rubrics are found right in the Student Answer Book
- Sample responses and explanations are found in Appendix A in the Examiner's Guide

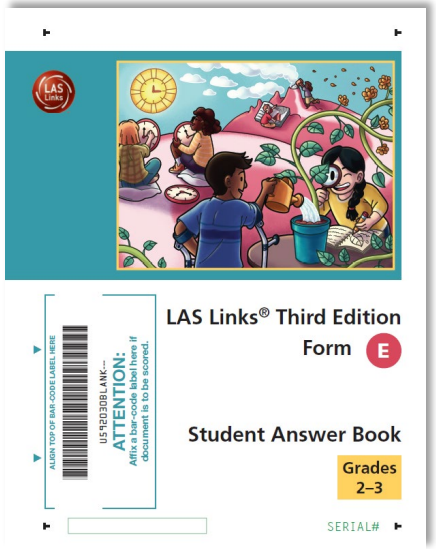
SPEAKING *Present and Explain Information*

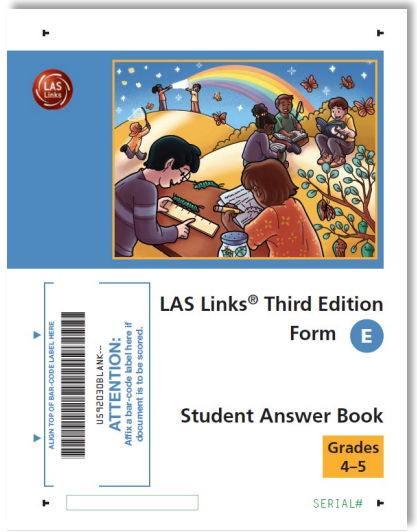
Scoring Rubric for *Describe and Request Information* and *Present and Explain Information*	
Score 0	Response displays some or all of these features: • No response in English • Response only in a language other than English • Response does not relate to the prompt, including "I don't know"
Score 1	The **intended meaning is unclear**, likely requiring a request for clarification from the listener. Response displays some or all of these features: • Response relates to the prompt but **does not clearly express or describe most of the required major information**; if a text prompt is given, a single-word response may not be a repetition from the prompt • Response **lacks sentence structure** and contains **numerous errors in grammar** • **Word choice is limited** or incorrect
Score 2	The **intended meaning is somewhat clear.** A comprehension-check question might be necessary to verify the meaning. Response displays some or all of these features: • Response **does not clearly express or describe some of the required major information** • Response has satisfactory sentence structure but contains **some serious errors in grammar** • Response includes some **vocabulary appropriate** to the topic; meaning may be hampered by a lack of correct word choice
Score 3	**Meaning is understood** without need for clarification from the listener. Response displays some or all of these features: • Response **clearly expresses or describes most of the required major information** • Response has satisfactory sentence structure and may contain **minor errors in grammar**, such as omission of a function word (e.g., preposition or article); a false start or self-correction is permissible • Response includes **precise and correct vocabulary** for the test task; content-specific vocabulary is used where applicable, and response is clear without redundant, indirect, or evasive language

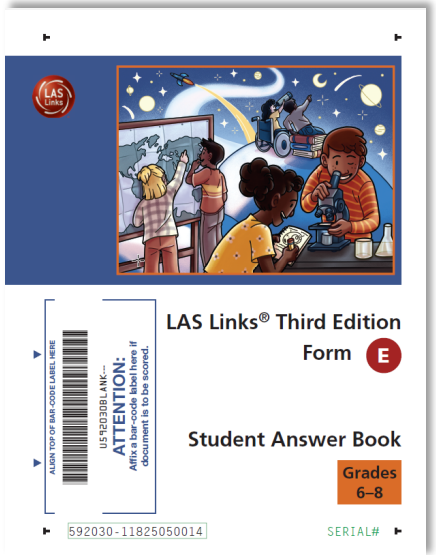
Listening/Reading/Writing - Student Answer Documents Grades K-12

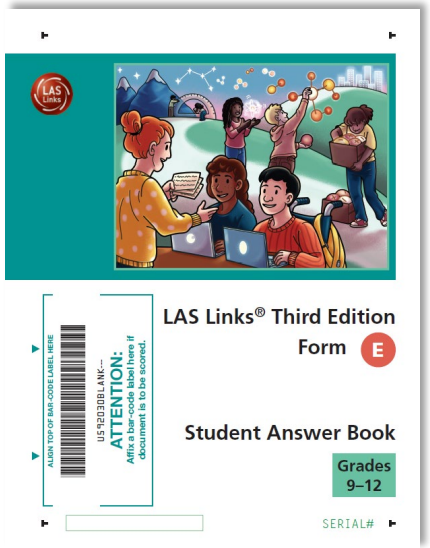
In the Listening/Reading/Writing subtests, students will mark their answers in their individual Student Answer Book.





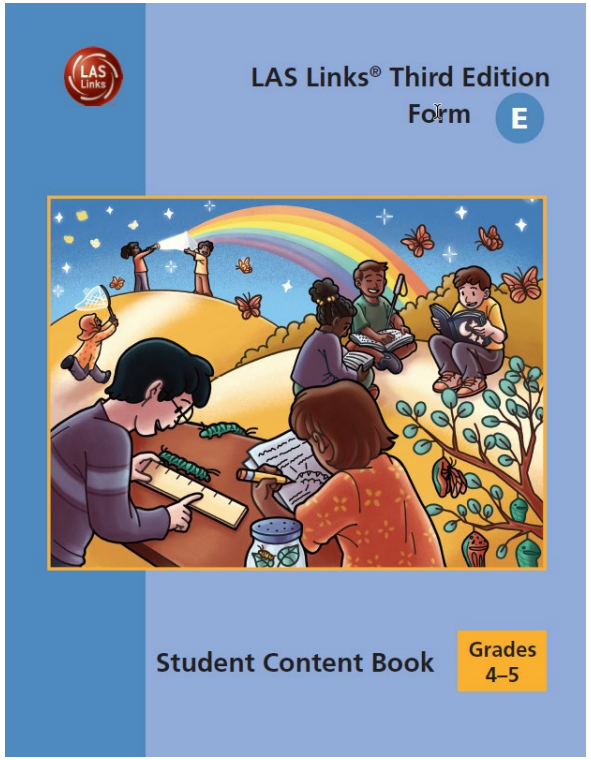


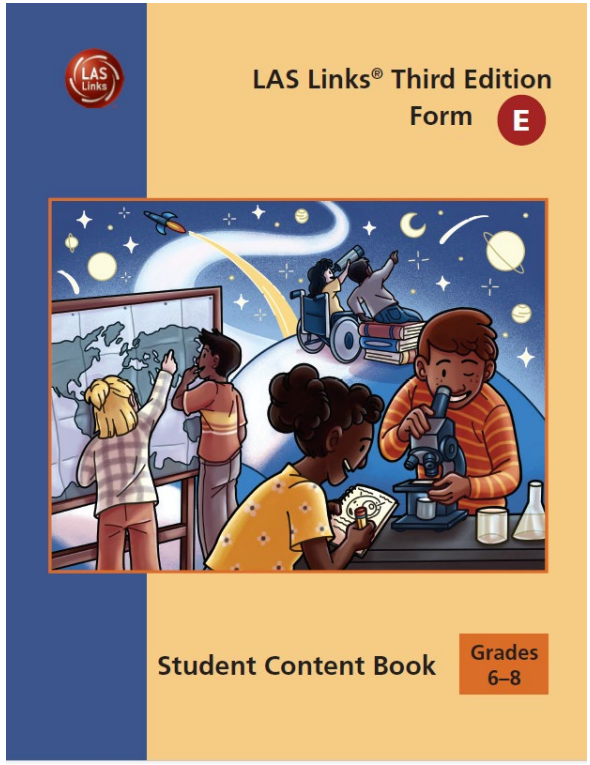


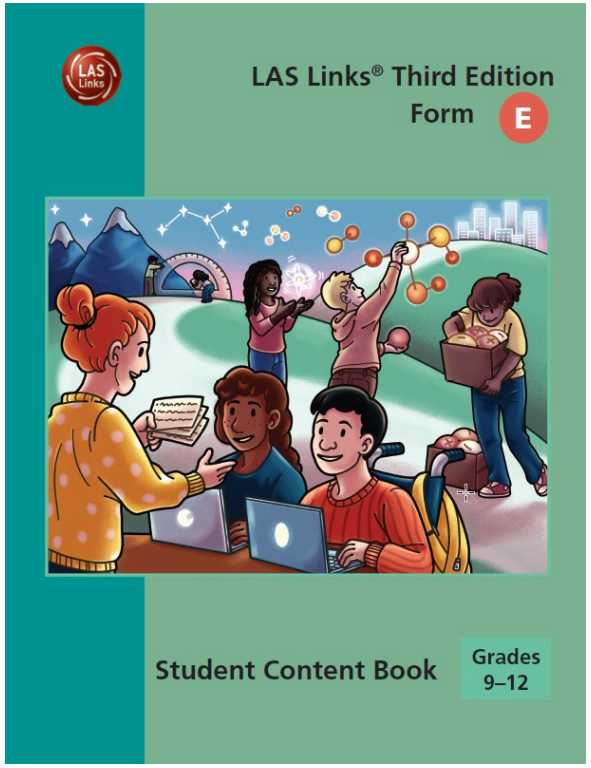


Student Content Books – Grades 4-12

For Grades 4-12, each student will also need their own Student Content Book during testing.

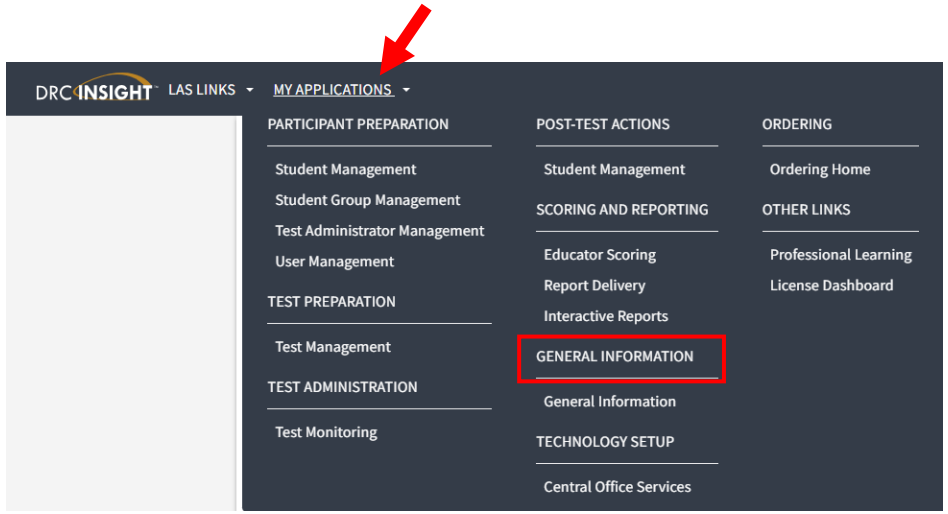


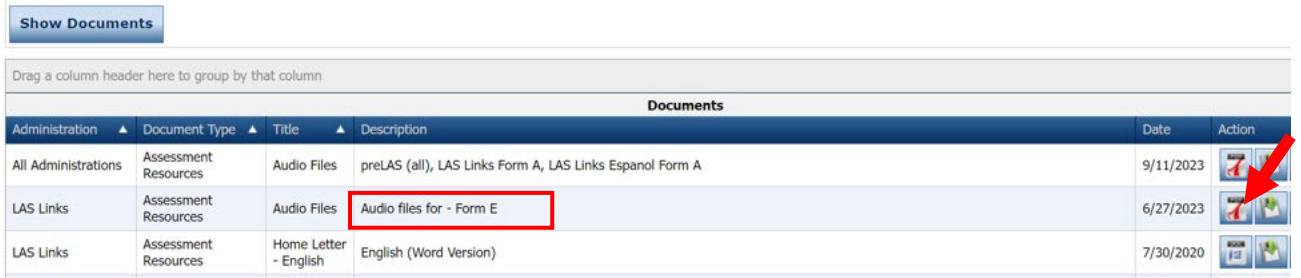


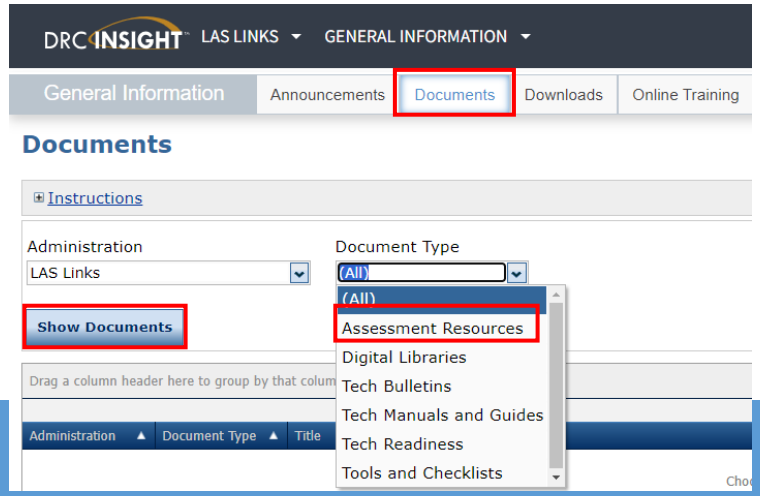


Audio Files for the Listening Subtest

Pull the audio files to play the prompts from the DRC INSIGHT portal in General Information>>Documents

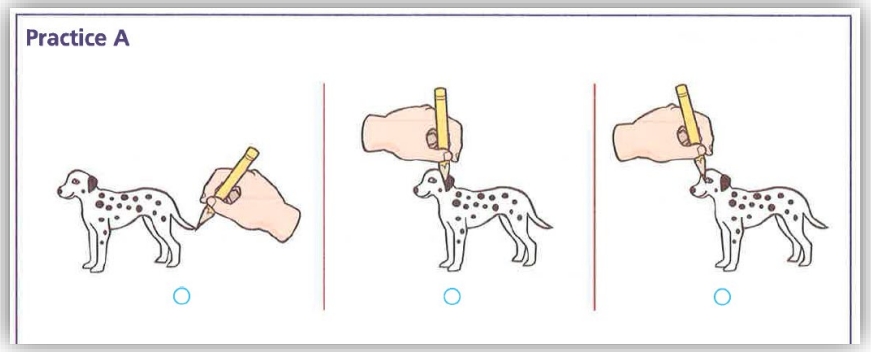


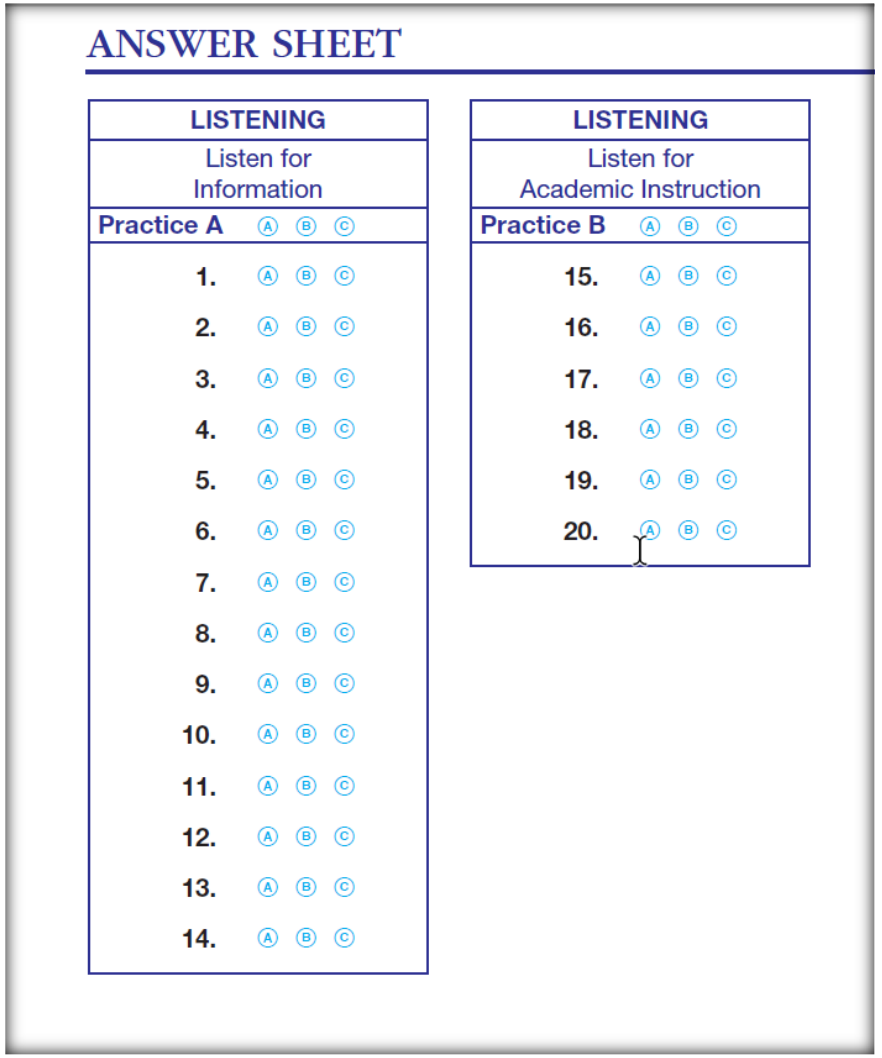




Student Answers

Students in Grades K-3 mark their answers directly in their student books (no transfer).





ANSWER SHEET

LISTENING	
Listen for Information	
Practice A	Ⓐ Ⓑ Ⓒ
1.	Ⓐ Ⓑ Ⓒ
2.	Ⓐ Ⓑ Ⓒ
3.	Ⓐ Ⓑ Ⓒ
4.	Ⓐ Ⓑ Ⓒ
5.	Ⓐ Ⓑ Ⓒ
6.	Ⓐ Ⓑ Ⓒ
7.	Ⓐ Ⓑ Ⓒ
8.	Ⓐ Ⓑ Ⓒ
9.	Ⓐ Ⓑ Ⓒ
10.	Ⓐ Ⓑ Ⓒ
11.	Ⓐ Ⓑ Ⓒ
12.	Ⓐ Ⓑ Ⓒ
13.	Ⓐ Ⓑ Ⓒ
14.	Ⓐ Ⓑ Ⓒ

LISTENING	
Listen for Academic Instruction	
Practice B	Ⓐ Ⓑ Ⓒ
15.	Ⓐ Ⓑ Ⓒ
16.	Ⓐ Ⓑ Ⓒ
17.	Ⓐ Ⓑ Ⓒ
18.	Ⓐ Ⓑ Ⓒ
19.	Ⓐ Ⓑ Ⓒ
20.	Ⓐ Ⓑ Ⓒ

Students in Grades 4-12 mark their answers in their Student Answer Books.

Training Part 4: Paper Testing

Activity 3:

Packing and Shipping: Returning Student Documents to DRC for Scoring

Student Answer Book Quality Checks

Make sure to check the following before shipping materials to DRC for scoring:

- ✓ District/school label is affixed on front page of student answer book
- ✓ Student-Identifying Information is complete
- ✓ Applicable fields (Special Ed, Accommodations, Special Codes) are filled according to CSDE guidelines
- ✓ Items on the Speaking test have been scored and circles are filled in
- ✓ Circles that students intended to mark are filled in completely
- ✓ Stray pencil marks are completely erased
- ✓ Accommodated braille and large print responses are transferred to standard student answer book

Accommodated/Paper Test Form Return Procedures

Follow directions in the Test Administration Manual to pack materials:

- Affix District/School label on all answer books
- Place student answer books in shipping box
- Attach DRC School Identification Label
- Attach a UPS Pre-Paid Return Shipping Label
- Include unused secure materials

Deadline for pick-up is February 28, 2025

- Call UPS at 1-866-857-1501 to arrange for the pickup of test documents
- Specify that you are using pre-paid UPS Ground Return Labels

LAS Links Resources and Contact Information

Communications

All ELACs should receive the Student Assessment News, for critical assessment information. Register here.

Additional email communications from CSDE or DRC should be disseminated to appropriate staff including the District Administrator in TIDE (DA) and the Special Education Director.

Work with your technology staff to “allow list” @datarecognitioncorp.com.

Resources:

CT DRC LAS Links Webpage

- LAS Links Test Administration Manual
- DRC INSIGHT Portal User Guide
- LAS Links Training Videos

English Language Proficiency Assessment – LAS Links CSDE Document page

CSDE Contact Information

Michael Sabados
Education Consultant
Performance Office
860.713.6856 or Michael.Sabados@ct.gov

Cristi Alberino
Education Consultant
Performance Office
860.713.6862 or Cristi.Alberino@ct.gov

Katherine Seifert
Associate Education Consultant, Special Populations
Performance Office
860.713.6722 or Katherine.Seifert@ct.gov

Megan Alubicki-Flick
English Learner Consultant
Turnaround Office
860.713.6786 or Megan.Alubicki@ct.gov

DRC Support

LAS Links Help Desk

866.282.2250 Option 2 (9:00 a.m.-5:30 p.m. EDT)
or LASLinksHelpDesk@datarecognitioncorp.com

LAS Links Project Manager

Franklin Brown
855.839.1181 Option 2
LASLinksPM@datarecognitioncorp.com