



**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
  - ✓ 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**



## 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](mailto:LASLinksHelpDesk@DataRecognitionCorp.Com)

# Review of CSDE Testing Policies and Dates





# CT Participation Expectations

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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
<a href="#"><u>Domain Exemption Registration</u></a>	November 12, 2024- December 20, 2024
<a href="#"><u>Accommodated/Paper Form</u></a> Order Submission <ul style="list-style-type: none"><li>• Before December 19, 2024, for delivery by January 3, 2025</li><li>• After December 20, 2024, for delivery after January 10, 2025</li></ul>	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



# Training Part 1: Pre-Test Activities

## Activity 2:

Rostering/Registering  
Students in the DRC  
INSIGHT Portal





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



The screenshot shows the 'MY APPLICATIONS' dropdown menu in the DRC INSIGHT LAS LINKS interface. A red arrow points to the 'MY APPLICATIONS' menu item in the top navigation bar. The dropdown menu is divided into several sections:

- PARTICIPANT PREPARATION**
  - Student Management** (highlighted with a red box)
  - Student Group Management
  - Test Administrator Management
  - User Management
- TEST PREPARATION**
  - Test Management
- POST-TEST ACTIONS**
  - Student Management
- SCORING AND REPORTING**
  - Educator Scoring
  - Report Delivery
  - Interactive Reports
- GENERAL INFORMATION**
  - General Information
- TECHNOLOGY SETUP**
  - Central Office Services
- OTHER LINKS**
  - Professional Learning
  - License Dashboard

On the left side of the page, there is a 'Welcome to the D...' message and contact information for the help desk: 'LASLinksHelpDesk@datarecog' and '866.282.2250 (7:00 a.m. - 8:00 p.m.)'. At the bottom, there is a section for 'ACCESS ONLINE TOOL' and 'Publicly accessible versions of'.

# Finding a Student



Student Management | Manage Students | Student Status Dashboard

## Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

\* Indicates required fields

Administration: LAS Links \* | District: Sales and Training District - | School: Sales and Training Site 1 - 1

Last Name: | First Name: | Student ID: |

Accommodation LAS Links Form: | Accommodation Type: | Accommodation: |

Grade: | Demographic: | Test Administrator: |

Student Group: | LAS Links Form: | Session: |

Online Test Status: | Session Assignment: |

**Find Students** | Clear

Students						
<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
<input type="checkbox"/>	A	A	37870	4/18/2010	02	

- 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

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## 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

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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

A screenshot of the LAS Links web application interface. The top navigation bar is dark blue and contains the "DRC INSIGHT" logo, "LAS LINKS", and a dropdown menu labeled "MY APPLICATIONS". A red arrow points to the "MY APPLICATIONS" dropdown. The dropdown menu is open, showing several categories: "PARTICIPANT PREPARATION" (with sub-items: Student Management, Student Group Management, Test Administrator Management, User Management), "TEST PREPARATION" (with "Test Management" highlighted by a red box), "POST-TEST ACTIONS" (with sub-item: Student Management), "SCORING AND REPORTING" (with sub-items: Educator Scoring, Report Delivery, Interactive Reports), "GENERAL INFORMATION" (with sub-item: General Information), "TECHNOLOGY SETUP" (with sub-item: Central Office Services), and "OTHER LINKS" (with sub-items: Professional Learning, License Dashboard). The background of the page is white and contains a "Welcome to the D..." message and contact information for the help desk.

**DRC INSIGHT** LAS LINKS **MY APPLICATIONS** ▾

**WELCOME TO THE D...**

Congratulations, you have suc...

Several helpful links are just a...

If you are having difficulty nav...

[LASLinksHelpDesk@datarecog...](mailto:LASLinksHelpDesk@datarecog...)

866.282.2250 (7:00 a.m. - 8:00 p...

**ACCESS ONLINE TOOL...**

Publicly accessible versions of...

practice

**PARTICIPANT PREPARATION**

- Student Management
- Student Group Management
- Test Administrator Management
- User Management

**TEST PREPARATION**

- Test Management

**POST-TEST ACTIONS**

- Student Management

**SCORING AND REPORTING**

- Educator Scoring
- Report Delivery
- Interactive Reports

**GENERAL INFORMATION**

- General Information

**TECHNOLOGY SETUP**

- Central Office Services

**OTHER LINKS**

- Professional Learning
- License Dashboard



# Finding a Test Session



Fill in required information and click "Show Sessions."

Test Management | Manage Test Sessions | Manage Testing Windows

### Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

# Instructions

\* Indicates required fields

Administration: LAS Links \* | District: SAMPLE DISTRICT - 99999 | School: CSP SAMPLE - 22222

Session Name: | First Name: | Student ID: |

Session: | Test Administrator: (All) |

LAS Links Form: (All) | Assessment: (All) |

Show Sessions | Print All Tickets

Sessions | Status Summary

# Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started			

Add Session | Export to Excel | Unlock Selected | Unlock All | Export Student Details

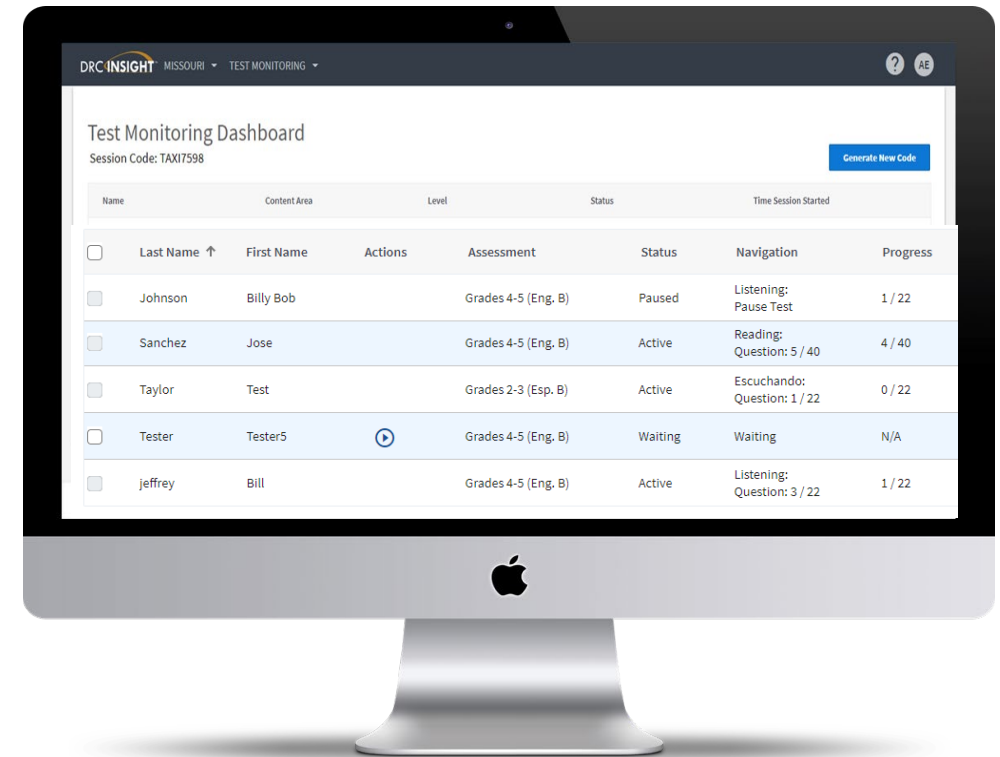
# Enhanced Security with the Test Monitoring Application (optional)



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.

This screenshot shows the configuration interface for a test session. The 'Session Name' is 'Form F Grade 6'. The 'Scoring Option Status' is 'Educator Scored'. The 'Test Monitoring' dropdown menu is open, showing 'Required' selected. A red arrow points to the 'Required' option.

This screenshot shows the configuration interface for a test session. The 'Session Name' is 'Form F Grade 6'. The 'Scoring Option Status' is 'Educator Scored'. The 'Restricted Access' dropdown menu is open, showing 'True' selected. A red arrow points to the 'True' option.

# 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.**

The screenshot shows the 'Test Management' interface with the 'Test Sessions' tab selected. The 'Manage Test Sessions' button is highlighted with a red box. Below it, the 'Upload Multiple Test Sessions' button is visible. The form contains several fields: 'Administration' (LAS Links), 'District' (SAMPLE DISTRICT - 99998), 'School' (CSP SAMPLE - 22222), 'Last Name', 'First Name', 'Student ID', 'Session', 'Test Administrator' (All), 'LAS Links Form' (All), and 'Assessment' (All). A red arrow points from the text '“Show Sessions” first.' to the 'Show Sessions' button. Another red arrow points from the text 'This will ensure you don’t duplicate students in a test session.' to the 'District' dropdown menu. Below the form, there are 'Sessions' and 'Status Summary' tabs. The 'Sessions' tab is active, showing a table with the following data:

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started			

At the bottom of the interface, there are buttons for 'Add Session', 'Export to Excel', 'Unlock Selected', 'Unlock All', and 'Export Student Details'.





# 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

LAS Links Test Form	Available Subtests	Subtest(s) Chosen for Session
<ul style="list-style-type: none"><li>English Form F, Grade K</li><li>English Form F, Grade 1</li><li>English Form F, Grades 2-3</li><li><b>English Form F, Grades 4-5</b></li><li>English Form F, Grades 6-8</li><li>English Form F, Grades 9-12</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Speaking</li><li><input checked="" type="checkbox"/> Listening</li><li><input checked="" type="checkbox"/> Reading</li><li><input checked="" type="checkbox"/> Writing</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Speaking Grades 4-5 (Eng. F)</li><li><input checked="" type="checkbox"/> Listening Grades 4-5 (Eng. F)</li><li><input checked="" type="checkbox"/> Reading Grades 4-5 (Eng. F)</li><li><input checked="" type="checkbox"/> Writing Grades 4-5 (Eng. F)</li></ul>

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



Student Management | Manage Students | Student Status Dashboard

## Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

\* Indicates required fields

Administration: LAS Links \*  
District: Sales and Training District -  
School: Sales and Training Site 1 - 1

Last Name:   
First Name:   
Student ID:

Accommodation LAS Links Form:   
Accommodation Type:   
Accommodation:

Grade:   
Demographic:   
Test Administrator:

Student Group:   
LAS Links Form:   
Session:

Online Test Status:   
Session Assignment:

Students					
<input type="checkbox"/>	Last Name	First Name	Student ID	Date Of Birth	Grade
<input type="checkbox"/>	A	A	37870	4/18/2010	02

**Action**

**View/Edit**

- 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

**Edit Student**

[Instructions](#)

\* Indicates required fields

Last Name  \* First Name  \* Middle Initial  Student ID  \*

Student Detail **Accommodations** Demographics Student Groups Testing Codes Test Sessions

If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3 is the highest.)

		Accommodations							
Type	Accommodation	English Form A	English Form B	English Form C	English Form D	English Form E	English Form F	Espanol A	Espanol B
Online	Text-to-Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BR	Braille					<input type="checkbox"/>	<input type="checkbox"/>		
LP	Large Print					<input type="checkbox"/>	<input type="checkbox"/>		
MTM	Manipulating Test Materials					<input type="checkbox"/>	<input type="checkbox"/>		
RA	Read Aloud					<input type="checkbox"/>	<input type="checkbox"/>		
RS	Scribe					<input type="checkbox"/>	<input type="checkbox"/>		
SL	Sign Language					<input type="checkbox"/>	<input type="checkbox"/>		
Other	Other					<input type="checkbox"/>	<input type="checkbox"/>		
Category	Listening - Category 1			<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

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."

Test Management Manage Test Sessions Manage Testing Windows

### Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

# Instructions

\* Indicates required fields

Administration: LAS Links  \* District: SAMPLE DISTRICT - 99999  School: CSP SAMPLE - 22222

Session Name:  First Name:  Student ID:

Session:  Test Administrator: (All)

LAS Links Form: (All)  Assessment: (All)

Show Sessions Print All Tickets

Sessions Status Summary

# Instructions

Session Detail								
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started	<input type="text"/>	<input type="text"/>	

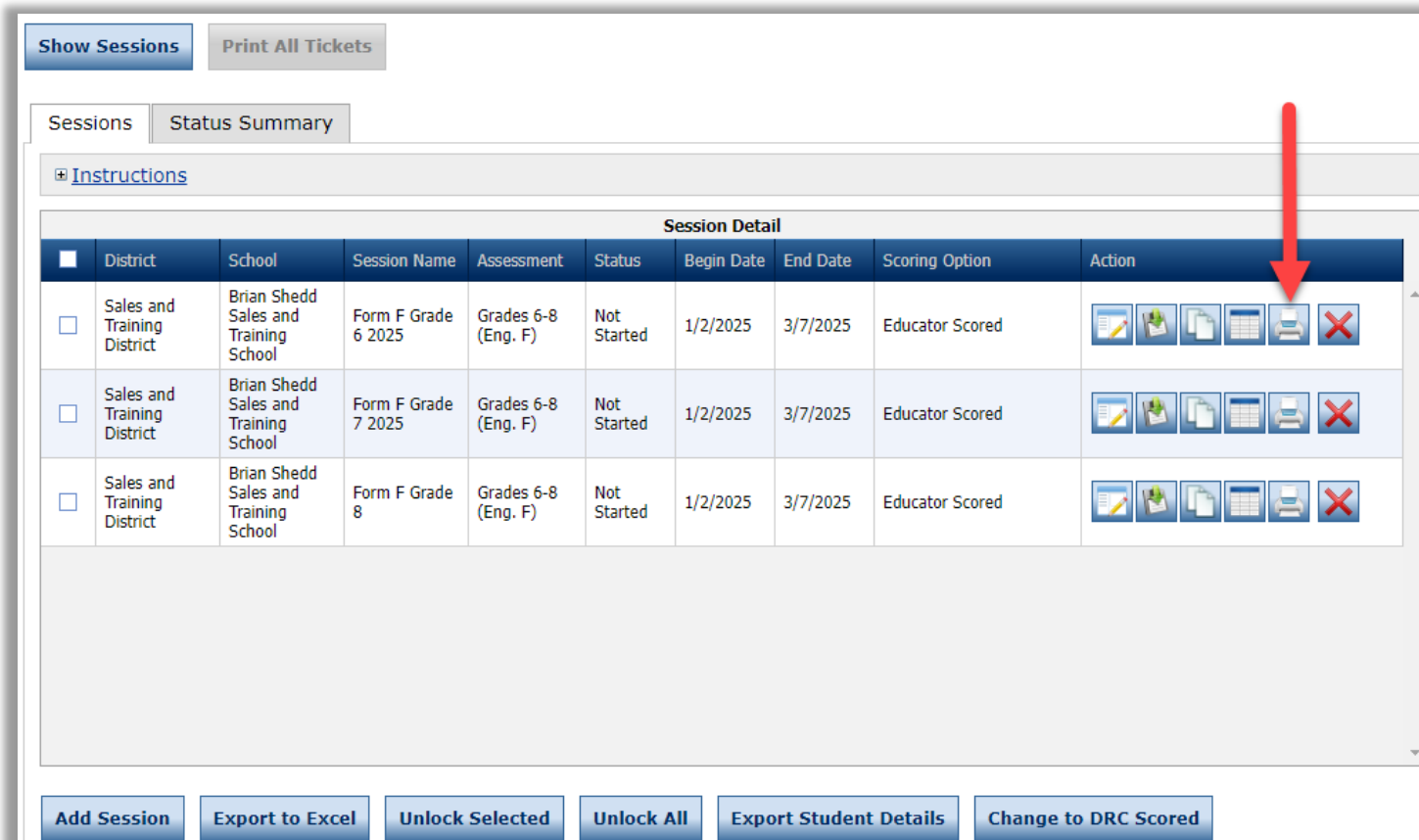
Add Session Export to Excel Unlock Selected Unlock All Export Student Details

# Generating Test Tickets



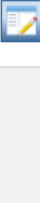
## Print All/Print Selected



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.



The screenshot shows a software interface for managing test sessions. At the top, there are two buttons: "Show Sessions" and "Print All Tickets". Below these are tabs for "Sessions" and "Status Summary". A section titled "Instructions" is visible. The main part of the interface is a table titled "Session Detail" with the following columns: District, School, Session Name, Assessment, Status, Begin Date, End Date, Scoring Option, and Action. The table contains three rows of data for different grade levels (6, 7, and 8). A red arrow points to the "Print All Tickets" icon (a printer with a document) in the Action column of the first row. At the bottom of the window, there are several buttons: "Add Session", "Export to Excel", "Unlock Selected", "Unlock All", "Export Student Details", and "Change to DRC Scored".

	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form F Grade 6 2025	Grades 6-8 (Eng. F)	Not Started	1/2/2025	3/7/2025	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form F Grade 7 2025	Grades 6-8 (Eng. F)	Not Started	1/2/2025	3/7/2025	Educator Scored	
<input type="checkbox"/>	Sales and Training District	Brian Shedd Sales and Training School	Form F Grade 8	Grades 6-8 (Eng. F)	Not Started	1/2/2025	3/7/2025	Educator Scored	

# Test Tickets



Student Roster is for the administrator

**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
<input type="checkbox"/>	N/A	Demo, Student6	6/6/2013	6666666		
<input type="checkbox"/>	N/A	Demo, Teacher61	6/1/2013	61616161		
<input type="checkbox"/>	N/A	Demo, Teacher62	6/2/2013	62626262		
<input type="checkbox"/>	N/A	Demo, Laura Greendot	1/1/2013	1234		

**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

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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

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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.drccedirect.com/LL/portals/II>

A screenshot of a web interface for the LAS Links Online Tools Training Practice Test. The interface has a dark blue background. At the top, there are two logos: the LAS Links logo on the left and the preLAS logo on the right. Below the logos, there are three buttons. The top button is labeled "LAS Links TEST SIGN-IN" and has a red border. The middle button is labeled "preLAS Links TEST SIGN-IN" and has a green border. The bottom button is labeled "PRACTICE TEST" and has a white border. Two large red arrows point towards the "PRACTICE TEST" button from the left and right. At the bottom of the interface, there is a copyright notice: "Copyright © 2024 Data Recognition Corporation."

# 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.

A screenshot of the LAS Links login interface. The top section has a blue background with the LAS Links logo on the left and a white arc graphic on the right. Below this is a dark blue section containing a red-bordered box with the text: "Sign in with the following Username and Password." followed by "Username: SPEAKINGCD23" and "Password: TEST1234". Two red arrows point from the right towards the username and password text. Below the red box are two white input fields labeled "Username:" and "Password:", and a blue "Sign In" button. At the bottom left is a "Back" link, and at the bottom right is the version number "v2018.08 rev:b8e6cd8". A copyright notice "Copyright © 2018 Data Recognition Corporation." is centered at the very bottom.

# 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.drctdirect.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



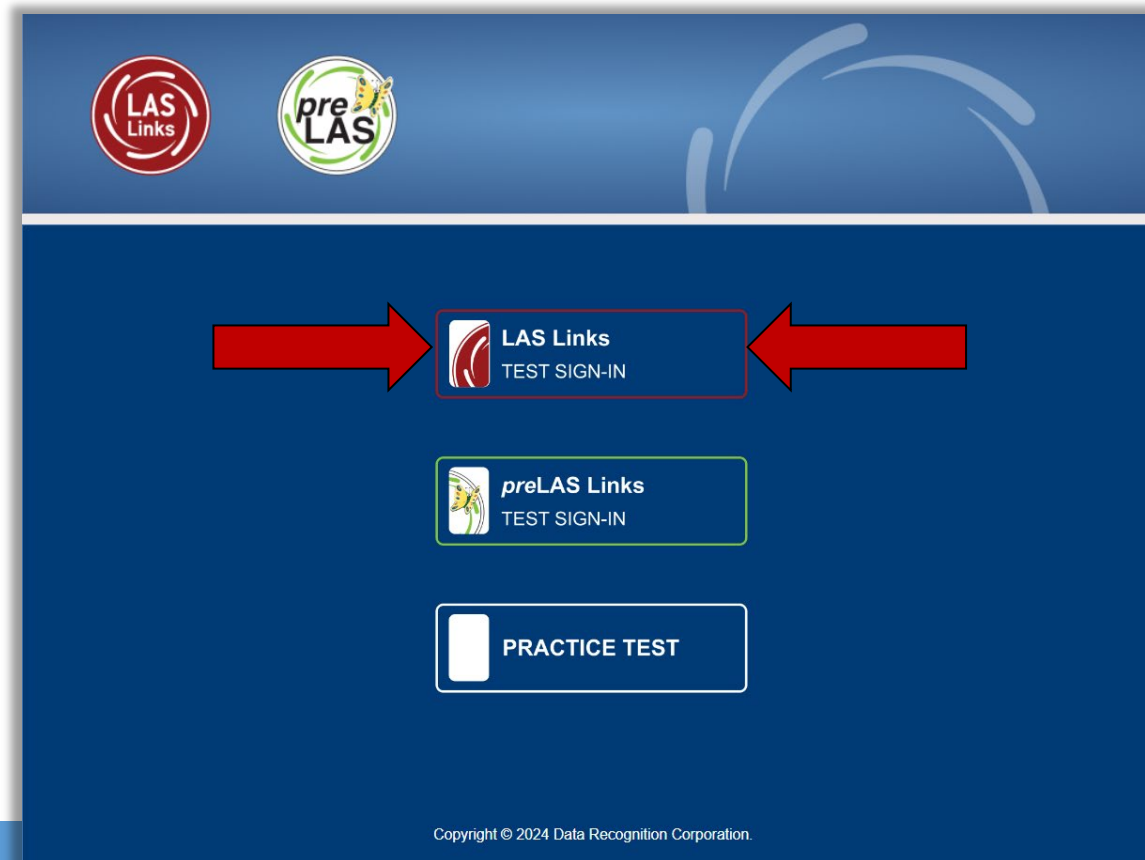
Subtest Area	Estimated Time
Speaking	15 minutes – all Grades
Listening	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	40 minutes – Grades K, 1, 2-3, and 4-5 50 minutes – Grades 6-8 and 9-12
Writing	30 minutes – Grades K, 1 40 minutes – Grades 2-12

- 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

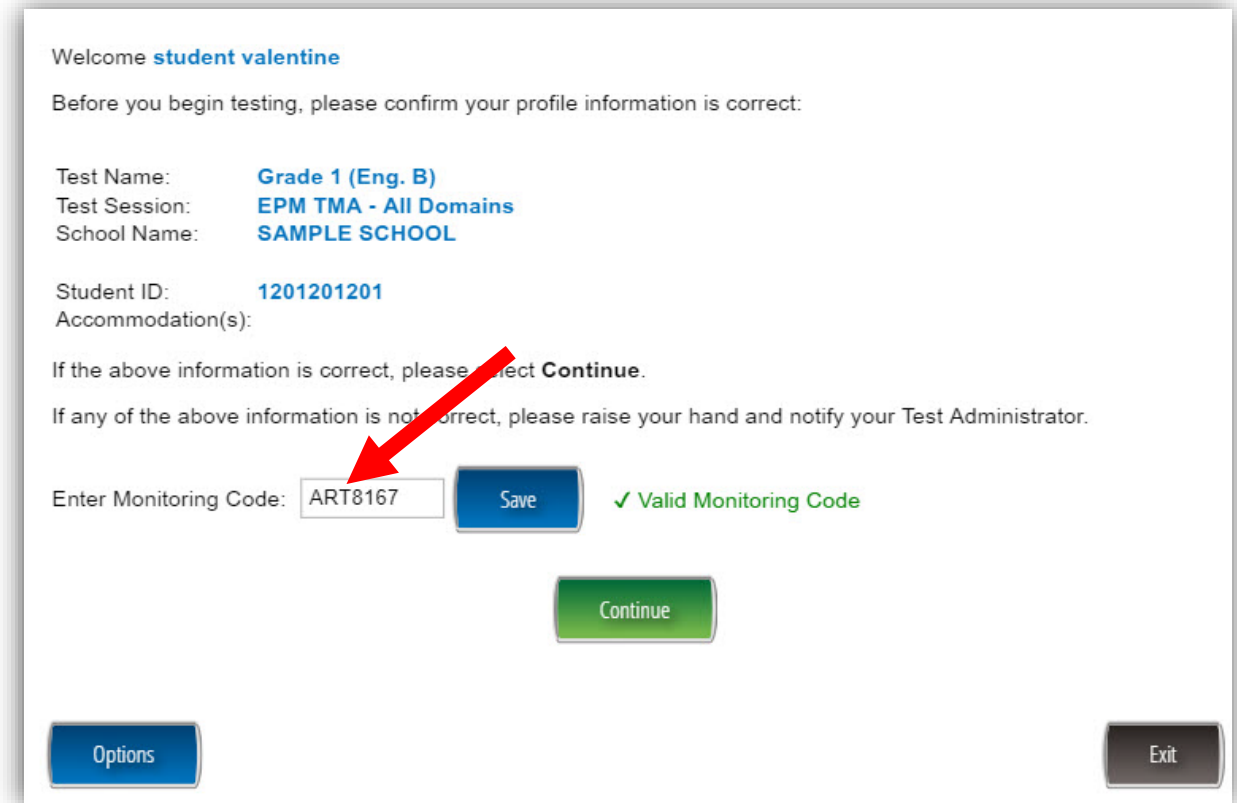


When the student is ready to take the live test, they should be given the test ticket and should click on the DRC INSIGHT App installed on the student device.



# 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:


The screenshot shows the 'MY APPLICATIONS' menu in the DRC INSIGHT LAS LINKS system. The menu is organized into several sections:

- PARTICIPANT PREPARATION**
  - Student Management
  - Student Group Management
  - Test Administrator Management
  - User Management
- TEST PREPARATION**
  - Test Management
- TEST ADMINISTRATION**
  - Test Monitoring
- POST-TEST ACTIONS**
  - Student Management
- SCORING AND REPORTING**
  - Educator Scoring
  - Report Delivery
  - Interactive Reports
- GENERAL INFORMATION**
  - General Information
- TECHNOLOGY SETUP**
  - Central Office Services
- OTHER LINKS**
  - Professional Learning
  - License Dashboard

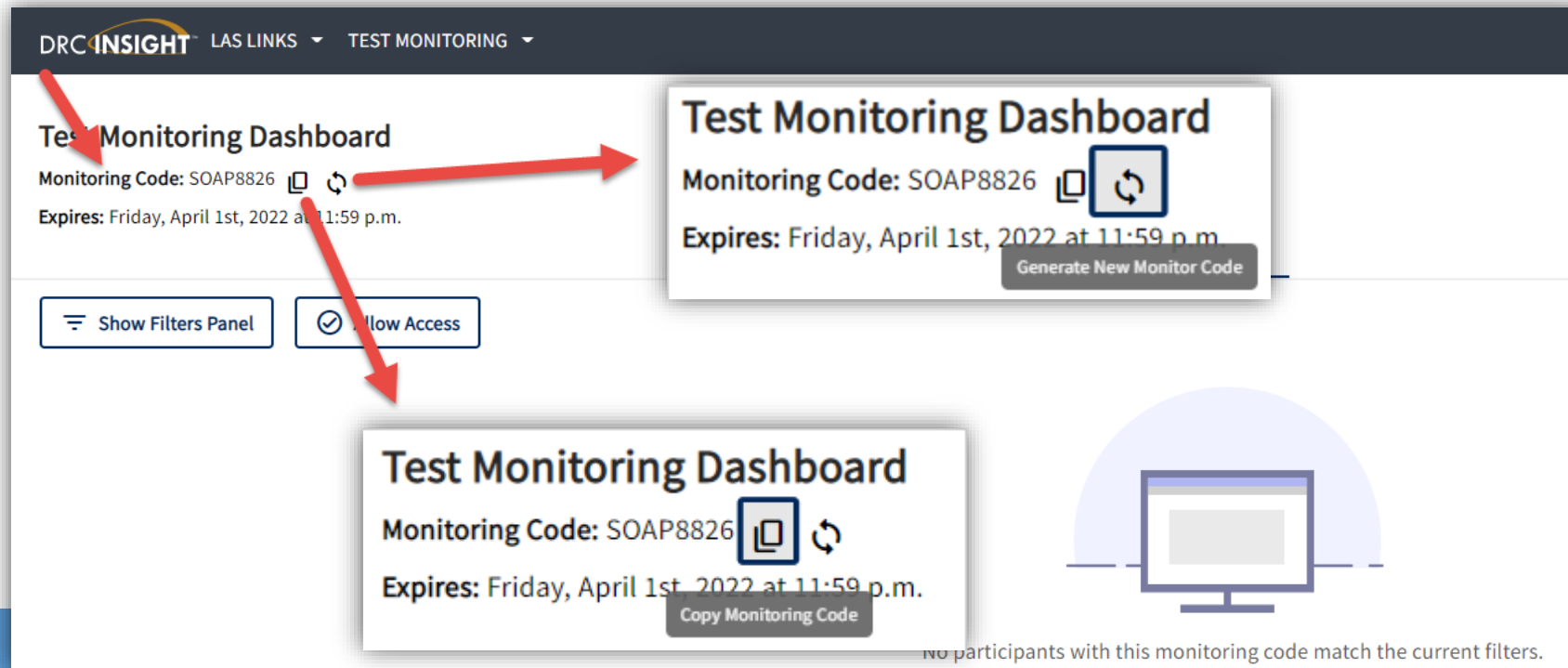
Red arrows point to the 'MY APPLICATIONS' header and the 'Test Monitoring' option.

# 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 



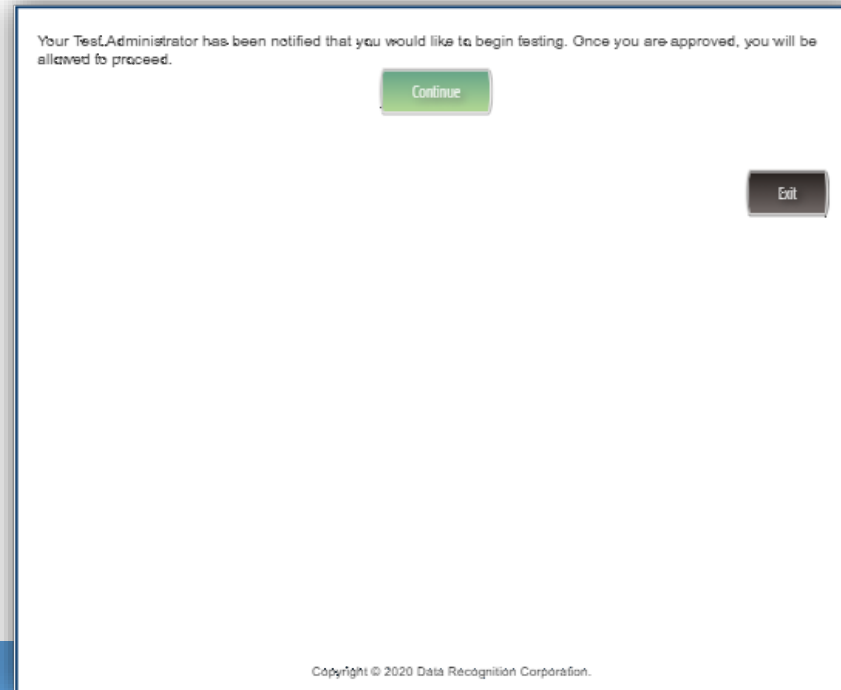
The screenshot shows the 'Test Monitoring Dashboard' in the DRC INSIGHT LAS LINKS TEST MONITORING section. The dashboard displays the Monitoring Code: SOAP8826 and the expiration time: Friday, April 1st, 2022 at 11:59 p.m. There are two callout boxes: one for 'Copy Monitoring Code' pointing to the copy icon, and one for 'Generate New Monitor Code' pointing to the refresh icon. The interface also includes buttons for 'Show Filters Panel' and 'Allow Access'.

no participants with this monitoring code match the current filters.



# 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

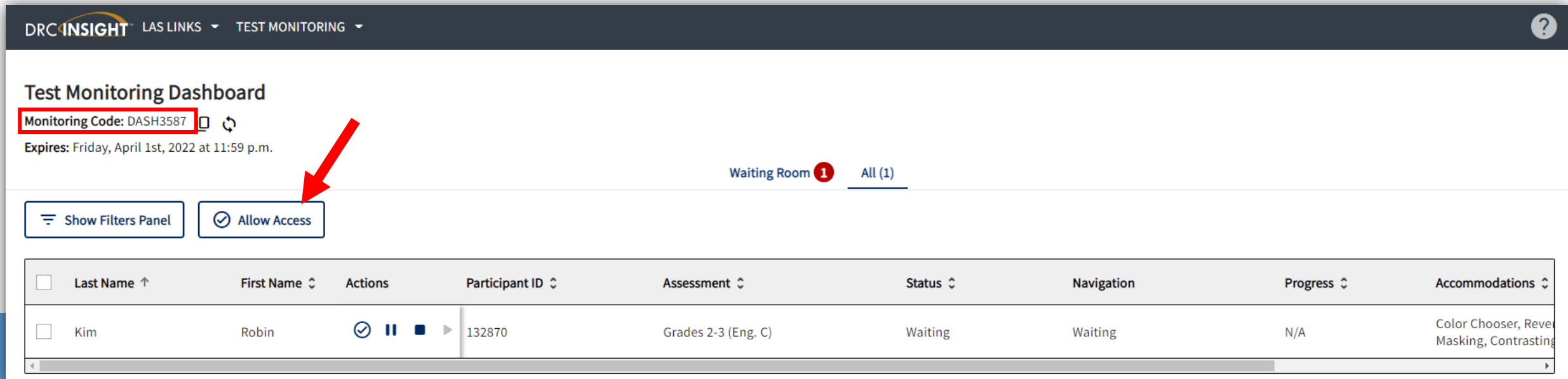








# TMA – Test Administrator Experience



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  button
  - Individual Students = TA clicks the allow access  button
3. Once allowed access by the TA, the students can begin their assessment



The screenshot shows the "Test Monitoring Dashboard" interface. At the top, it displays "DRC INSIGHT LAS LINKS TEST MONITORING" and a help icon. Below the header, the "Monitoring Code: DASH3587" is highlighted with a red box, and the expiration time is "Friday, April 1st, 2022 at 11:59 p.m.". A red arrow points to the "Allow Access" button, which has a checkmark icon. To the right, there are tabs for "Waiting Room 1" and "All (1)". Below the buttons is a table with columns for "Last Name", "First Name", "Actions", "Participant ID", "Assessment", "Status", "Navigation", "Progress", and "Accommodations". The table contains one row for a student named "Kim Robin" with a "Waiting" status.

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↓	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin	   	132870	Grades 2-3 (Eng. C)	Waiting	Waiting	N/A	Color Chooser, Reverse Masking, Contrasting

# 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.

**Test Monitoring Dashboard**  
Monitoring Code: DASH3587   
Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

Show Filters Panel  Allow Access

<input type="checkbox"/>	Last Name ↑	First Name ↓	Actions	Participant ID ↑	Assessment ↓	Status ↓	Navigation	Progress ↓	Accommodations ↓
<input type="checkbox"/>	Kim	Robin		132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	Ward	Heather		123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	mary	garza		1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Revealing, Masking, Contrasting
<input type="checkbox"/>	test	test		125689	Grades 2-3 (Eng. C)	Active	Writing: Question: 10 / 19	9 / 19	Color Chooser, Revealing, Masking, Contrasting

# 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 Monitoring Dashboard

Monitoring Code: DASH3587 

















Expires: Friday, April 1st, 2022 at 11:59 p.m.

Waiting Room All (4)

Show Filters Panel

Allow Access



<input type="checkbox"/>	Last Name ↑	First Name ⇅	Actions	Participant ID ⇅	Assessment ⇅	Status ⇅	Navigation	Progress ⇅	Accommodations ⇅
<input type="checkbox"/>	Kim	Robin	   	132870	Grades 2-3 (Eng. C)	Paused	Listening: Pause Test	2 / 22	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	Ward	Heather	   	123456	Grades 2-3 (Eng. C)	Active	Reading: Question: 20 / 33	1 / 33	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	mary	garza	   	1234	Grades 2-3 (Eng. C)	Exited	Reading: Question: 5 / 33	4 / 33	Color Chooser, Reve Masking, Contrasting
<input type="checkbox"/>	test	test	   	125689	Grades 2-3 (Eng. C)	Inactive	Writing: Question: 10 / 19	9 / 19	Color Chooser, Reve Masking, Contrasting



# Test Security

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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

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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](mailto: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.

Report Delivery | Manage Reports | On-Demand Reports | Online Testing Statistics | **Status Reports**

### Status Reports

\* Indicates required fields

Administration: LAS Links \* | District: (All) | School: (All)

Reports		
Title	Description	Action
Daily Cumulative Student Status Report	Displays all students in a test session, regardless of whether they have started the test session or not. Shows the test status for each student, including start and submit times, the ticket status, assigned accommodations and has a comment field.	
Daily Student Status Report	Displays each student that logs into a test. Shows the test start and submit times, test ticket status and has a comment field. This report does not contain any cumulative test activity for the student.	
Daily School Resets Report	Displays information about schools that have unusual reset/unlock activity.	

# 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:

A screenshot of the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is dark blue with white text. A red arrow points to the 'MY APPLICATIONS' dropdown arrow. The 'Student Management' option is highlighted with a red box. The menu is organized into several sections: PARTICIPANT PREPARATION, SCORING AND REPORTING, OTHER LINKS, TEST PREPARATION, GENERAL INFORMATION, TECHNOLOGY SETUP, and POST-TEST ACTIONS. The 'Student Management' option is listed under both PARTICIPANT PREPARATION and POST-TEST ACTIONS.

**DRC INSIGHT™ LAS LINKS MY APPLICATIONS ▾**

**PARTICIPANT PREPARATION**

- Student Management**
- Student Group Management
- Test Administrator Management
- User Management

**TEST PREPARATION**

- Test Management

**POST-TEST ACTIONS**

- Student Management

**SCORING AND REPORTING**

- Educator Scoring
- Report Delivery
- Interactive Reports

**GENERAL INFORMATION**

- General Information

**TECHNOLOGY SETUP**

- Central Office Services

**OTHER LINKS**

- Professional Learning
- License Dashboard

# Student Status Dashboard



Manage Students **Student Status Dashboard**

## Student Status Dashboard

**Site Selection**

Select a Site ...

**Filters**

Testing ended after \*

JUN 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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
<b>Speaking</b>	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.
<b>Listening</b>	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.
<b>Reading</b>	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.
<b>Writing</b>	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:

A screenshot of the DRC INSIGHT LAS LINKS website. The top navigation bar is dark blue with the text "DRC INSIGHT LAS LINKS MY APPLICATIONS" and a dropdown arrow. A red arrow points to the "MY APPLICATIONS" dropdown menu. The menu is open, showing several categories: "PARTICIPANT PREPARATION" (Student Management, Student Group Management, Test Administrator Management, User Management), "TEST PREPARATION" (Test Management), "POST-TEST ACTIONS" (Student Management), "SCORING AND REPORTING" (Educator Scoring, Report Delivery, Interactive Reports), "GENERAL INFORMATION" (General Information), and "TECHNOLOGY SETUP" (Central Office Services). The "Report Delivery" option is highlighted with a red rectangular box. On the left side of the page, there is a "Welcome to the D" section with a congratulatory message and contact information for the help desk. On the right side, there is an "OTHER LINKS" section with "Professional Learning" and "License Dashboard".

# Accessing On-Demand Reports



- Click on MY APPLICATIONS >> Report Delivery:

Report Delivery **On-Demand Reports** Status Reports View Reports

## On-Demand Reports

On-Demand Reports allows the user to search for Student Proficiency/Academic Reports. The user can view and save PDF reports. More comprehensive LAS Links reports can be found in Interactive Reports.

[Instructions](#)

\* Indicates required fields

Administration: LAS Links \*  
District: Sample District - 99999 \*  
School: Sample School - 11111 \*

Report: (Select) \*  
Language:   
Grade: (All)

Last Name:   
First Name:   
Student ID:   
Session:

**Find Students** **Clear**

Select	Last Name	First Name	State StudentID	Date Of Birth	Grade	Action
Choose from the above filters and click on 'Find Students' to view matching 'Students'						



# Viewing or Printing On-Demand Reports

Last Name  First Name

Student ID  Session

**Find Students** **Clear**

**Students**

Select	Last Name ▲	First Name ▲	State StudentID ▲	Date Of Birth ▲	Grad	
<input type="checkbox"/>	KA	Student	1234567891	<input type="text"/>	05	
<input type="checkbox"/>	myska	stud	1212121212	<input type="text"/>	K	
<input type="checkbox"/>	One	LLSQA	1111111110	<input type="text"/>	02	
<input type="checkbox"/>	Rada	Kari	1234567890	<input type="text"/>	02	
<input type="checkbox"/>	skdisnine	skschool	6767676767	<input type="text"/>	06	

**Action**

Open PDF

Save PDF



# 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**

ID del estudiante: 351  
 Fecha de nacimiento: 12/1/2011  
 Género: M  
 Grado: 02  
 Clase: Gr 2.3

Escuela: ANDERSON EL  
 Distrito: ISD  
 Fecha de la prueba:  
 Forma/Nivel:

Informe del Estudiante

---

**Acerca de las evaluaciones**  
 LAS Links® es un conjunto integrado de herramientas de evaluación para reforzar su programa de aprendizaje.

**Nivel de Competencia**

Nivel 1: Principiante
-----------------------

**Definición de niveles de competencia**

**Nivel 1: Principiante**  
 En el Nivel 1, el estudiante comienza a desarrollar la capacidad de comunicarse en la escuela. El estudiante puede comunicarse no verbalmente o a través del idioma del hogar.

**Student Report**

Student ID #: 351  
 Birthdate: 12/1/2011  
 Gender: M  
 Grade: 02  
 Class: Gr 2.3

School: ANDERSON EL  
 District: ISD  
 Test Date:  
 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**

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

---

**Resultados del estudiante**

Nivel 1: Principiante 436

Categorías del informe	Puntaje en escala
Comprensión Auditiva (CA)	45
Expresión Oral (EO)	49
Lectura (LE)	51
Escritura (ES)	49
Comprensión <sup>2</sup> (CA + LE)	49
Interacción Oral <sup>3</sup> (EO + CA)	48

N/A = No hay datos disponibles del estudiante

**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<sup>1</sup>

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

N/A = Not Applicable    INV = Test Invalidation





# Accessing Batch Download Reports

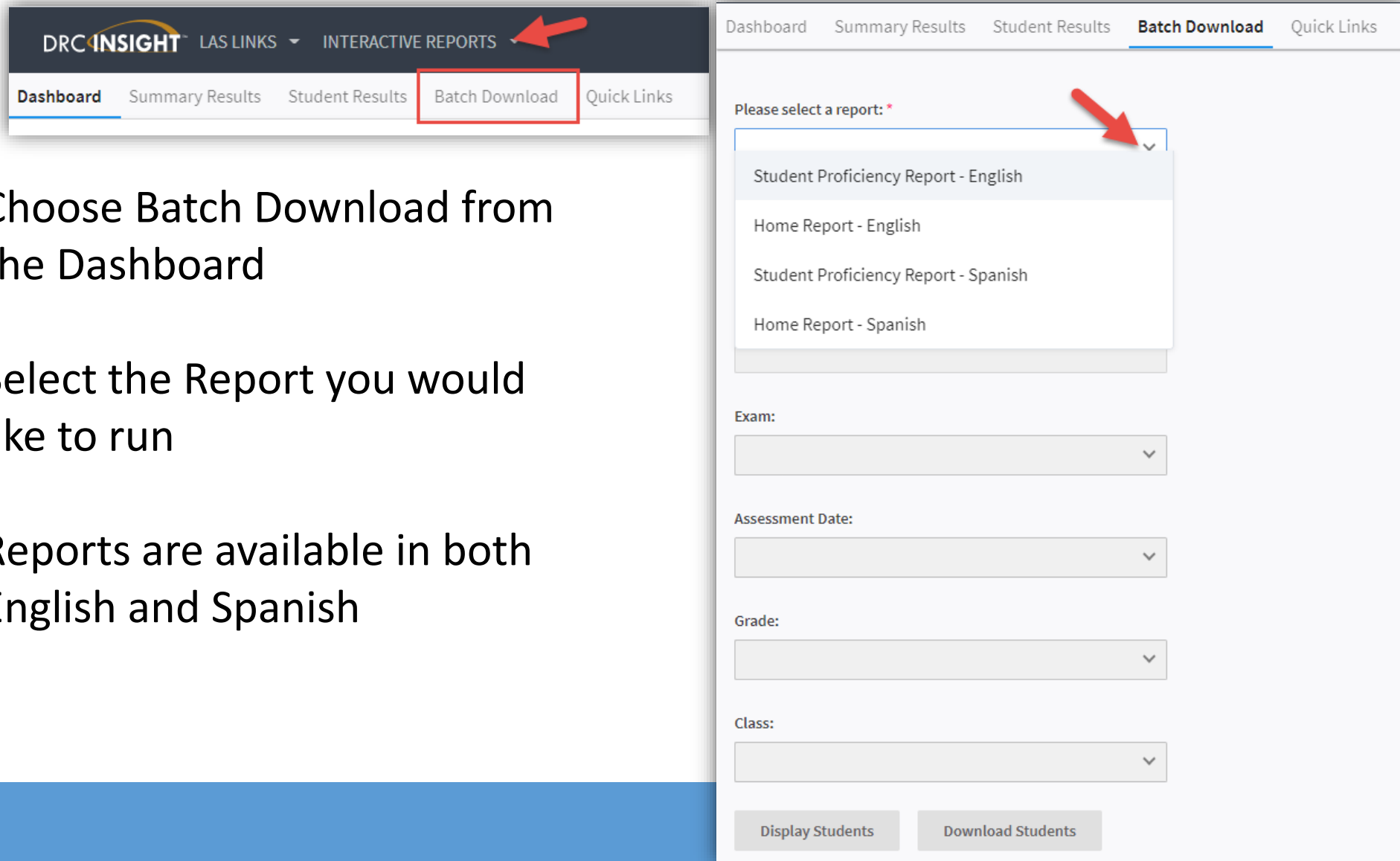
First, go to: My Applications >> Interactive Reports

The screenshot shows the DRC INSIGHT LAS LINKS MY APPLICATIONS dropdown menu. The menu is organized into several sections:

- PARTICIPANT PREPARATION**
  - Student Management
  - Student Group Management
  - Test Administrator Management
  - User Management
- TEST PREPARATION**
  - Test Management
- POST-TEST ACTIONS**
  - Student Management
- SCORING AND REPORTING**
  - Report Delivery
  - Educator Scoring
  - Interactive Reports** (highlighted with a red box)
- GENERAL INFORMATION**
  - General Information
- TECHNOLOGY SETUP**
  - Central Office Services

On the left side of the page, there is a welcome message: "Welcome to t... Congratulations, you h... Several helpful links are... If you are having difficu... LASLinksHelpDesk@da... 866.282.2250 (7:00 a.m... ACCESS ONLINE T... Publicly accessible vers... browser for this public version of the Online Tools Training. WBTE Portal: <https://wbte.drccdirect.com/LL/portals/ll>

# Batch Download: Batch Download Reports



DRC INSIGHT LAS LINKS INTERACTIVE REPORTS

Dashboard Summary Results Student Results **Batch Download** Quick Links

Please select a report: \*

- Student Proficiency Report - English
- Home Report - English
- Student Proficiency Report - Spanish
- Home Report - Spanish

Exam:

Assessment Date:

Grade:

Class:

Display Students Download Students

- 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

Please select a report: \*

Student Proficiency Report - English

District: \*

School: \*

Exam: \*

Assessment Date: \*


2023-01-03
2022-08-29
2021-09-09








- 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

Display Students   Download Students

Students 

Select	Name ↑	Student ID	Form Level	Action
<input type="checkbox"/>	[REDACTED]	351	A/2	
<input type="checkbox"/>	[REDACTED]	329	A/2	
<input type="checkbox"/>	[REDACTED]	373	A/2	
<input type="checkbox"/>	[REDACTED]	687	A/2	
<input type="checkbox"/>	[REDACTED]	781	A/2	
<input type="checkbox"/>	[REDACTED]	271	A/2	
<input type="checkbox"/>	[REDACTED]	558	A/2	

- 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.



Student ID #: 08F026  
Birthdate: 12/9/2008  
Gender: F  
Grade: 04  
Class: MARTINEZ, B

School: PARK ELEMENTARY  
District: USA SCHOOL DISTRICT  
Test Date:  
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.

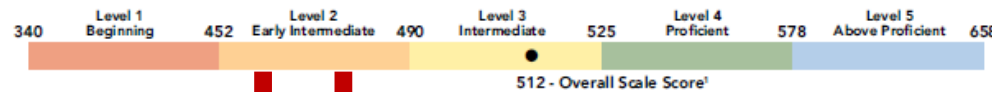
### Student Overall Proficiency Level

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

### Proficiency Level Definitions

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

### Student Results



Reporting Category	Scale Score	Proficiency Level	Student's Performance					
			Beginning	Early Intermediate	Intermediate	Proficient	Above Proficient	
Listening (L)	492	3	250	454-457	481-482	514-515	570-580	640
Speaking (SP)	500	3	240	440-449	473-474	507-508	550-559	635
Reading (RD)	547	4	240	450-459	502-503	531-532	585-586	680
Writing (WR)	509	3	200	424-425	495-496	531-532	582-583	680
Comprehension <sup>2</sup> (L + RD)	519	3	255	484-485	505-506	525-526	562-563	660
Oral <sup>3</sup> (SP + LI)	496	3	255	440-450	477-478	513-514	574-575	637
Literacy <sup>4</sup> (RD + WR)	528	3	225	450-451	500-501	533-534	585-586	680
Productive <sup>5</sup> (SP + WR)	504	3	225	440-441	485-486	520-521	570-571	657

N/A = Not Applicable

INV = Test Invalidation

<sup>1</sup>Overall Scale Score is an average of Speaking, Listening, Reading, and Writing.

<sup>2</sup>Comprehension is based on all items in the Listening and Reading skill areas.

<sup>3</sup>Oral is based on all items in the Speaking and Listening skill areas.

<sup>4</sup>Literacy is based on all items in the Reading and Writing skill areas.

<sup>5</sup>Productive is based on all items in the Speaking and Writing skill areas.

# Preliminary Student Proficiency Report



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

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
<b>Total Score</b>	<b>26</b>			<b>12</b>			<b>20</b>			<b>18</b>		

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



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

### 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, Gary	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, Jill	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



Provides Lexile levels and suggested reading titles

### 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](http://www.Lexile.com).

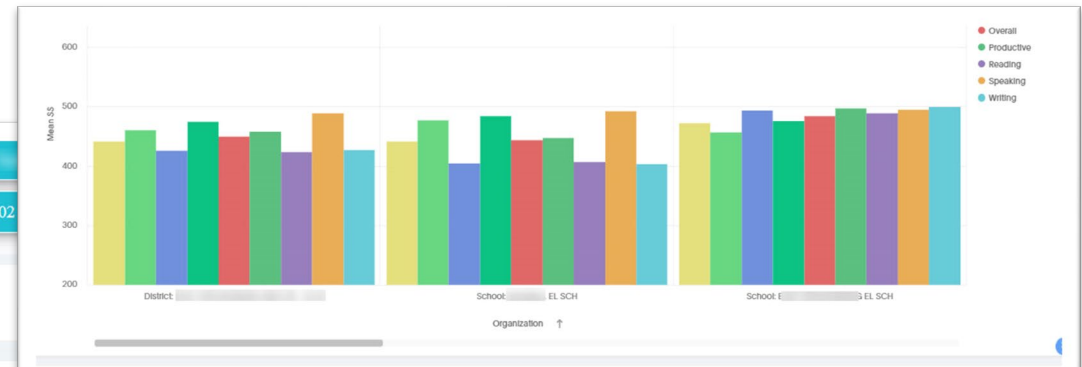
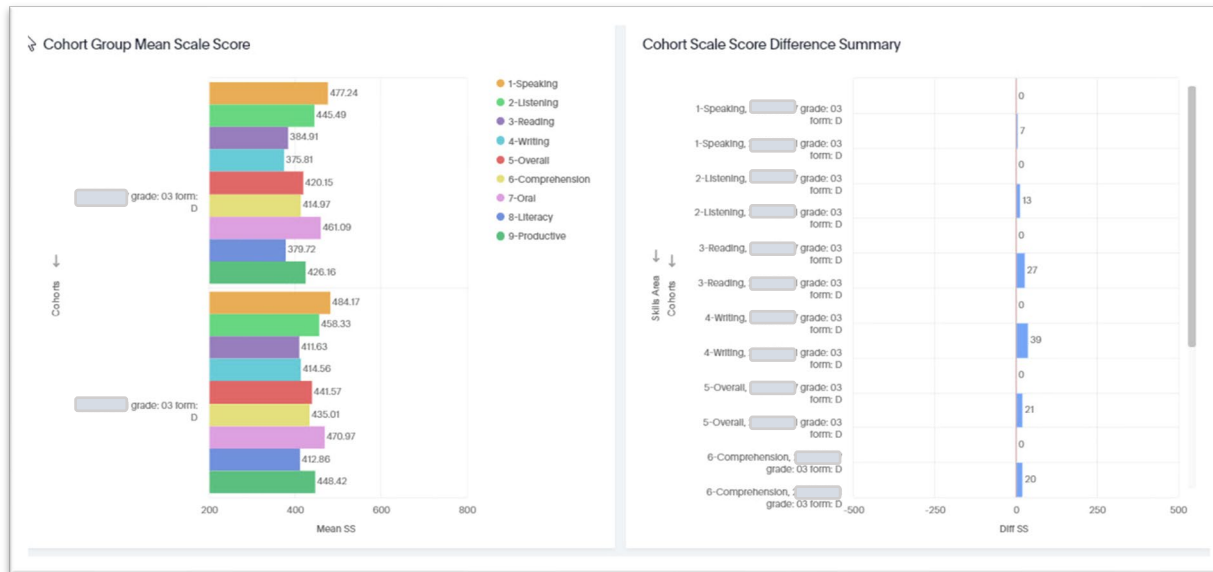
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# LAS Links Interactive Reports

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

## Sample Reports

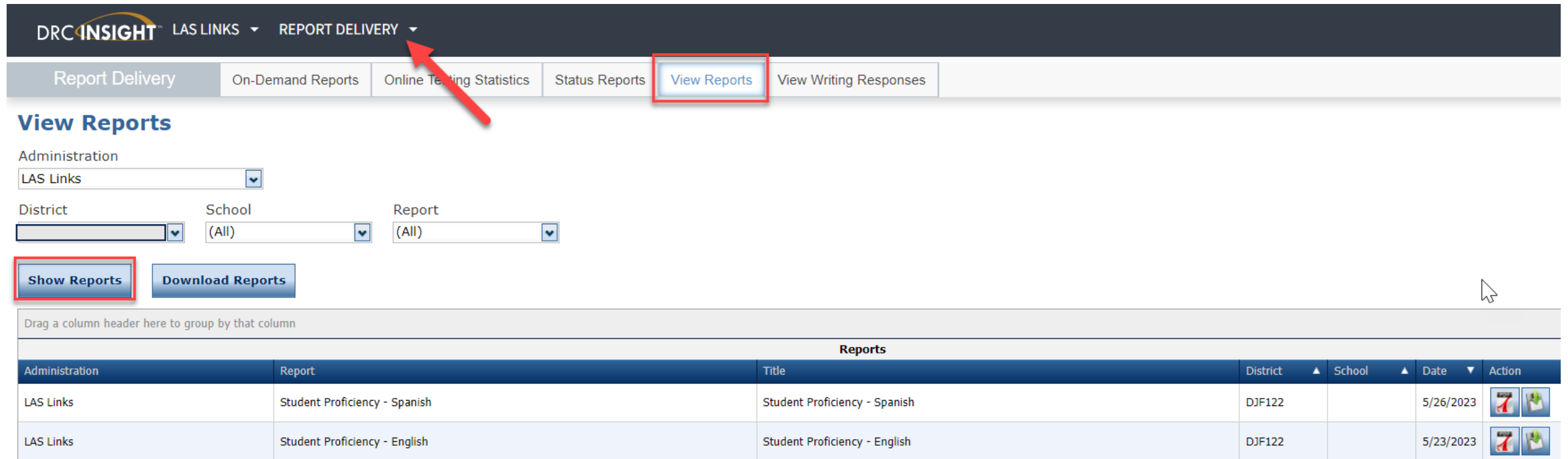


Student	SPEAKING										Language Arts, Social Studies, History										Mathematics, Science, Technical Subjects										Social, Intercultural, and Instructional Communication										Language Arts, Social Studies, History										Mathematics, Science, Technical Subjects									
	14	15	16	17	6	9	18	19	20	21	7	8	12	13	2	22	3	4	82	84	90	91	92	81																																				
031021C/2	3	2	3	1	1	1	2	3	2	3	1	1	3	2	1	3	1	1	1	0	3	1	1	1																																				
031021C/2	2	2	3	2	1	1	2	2	2	1	0	1	3	2	1	3	1	1	0	0	3	3	3	0																																				
031021C/2	3	3	2	2	1	0	3	2	3	2	0	1	3	3	1	4	1	1	1	1	3	3	3	1																																				

# 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



**DRC INSIGHT™ LAS LINKS** ▾ **REPORT DELIVERY** ▾

Report Delivery | On-Demand Reports | Online Testing Statistics | Status Reports | **View Reports** | View Writing Responses





### View Reports

Administration  
LAS Links ▾

District ▾ School (All) ▾ Report (All) ▾

**Show Reports** | Download Reports

Drag a column header here to group by that column

Reports						
Administration	Report	Title	District ▲	School ▲	Date ▼	Action
LAS Links	Student Proficiency - Spanish	Student Proficiency - Spanish	DJF122		5/26/2023	 
LAS Links	Student Proficiency - English	Student Proficiency - English	DJF122		5/23/2023	 



## **CSDE DRC 2024-25**

# **LAS Links Accommodated Paper Administration Training**



# Important Differences between Paper Testing and Online Testing

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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):		Title: <input type="text" value="EL Assessment Coordinator"/>	
District Code:		Shipping Address*:	
District Name:		City:	
Phone:	EXT:	State: <input type="text" value="CT"/>	Zip Code:
Email Address:			

Order Date:  \*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													

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**SECTION II: Paper TEST MATERIALS**

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

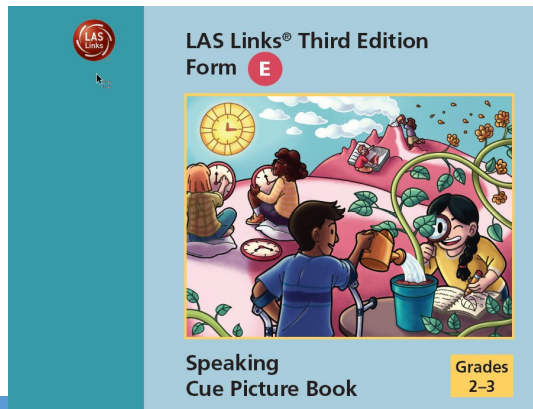
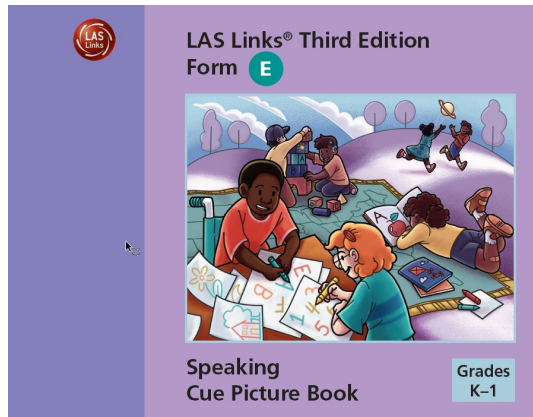
QTY	ISBN	Item Description	UNIT
	C6403105	Grades K-1, LAS Links Form E Student Answer Booklet	10/pkg.
	C6405001	Grades K-1, LAS Links Form E Examiner's Guide	Each
	C6403601	Grades K-1, LAS Links Form E Cue Picture Book	Each

- [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



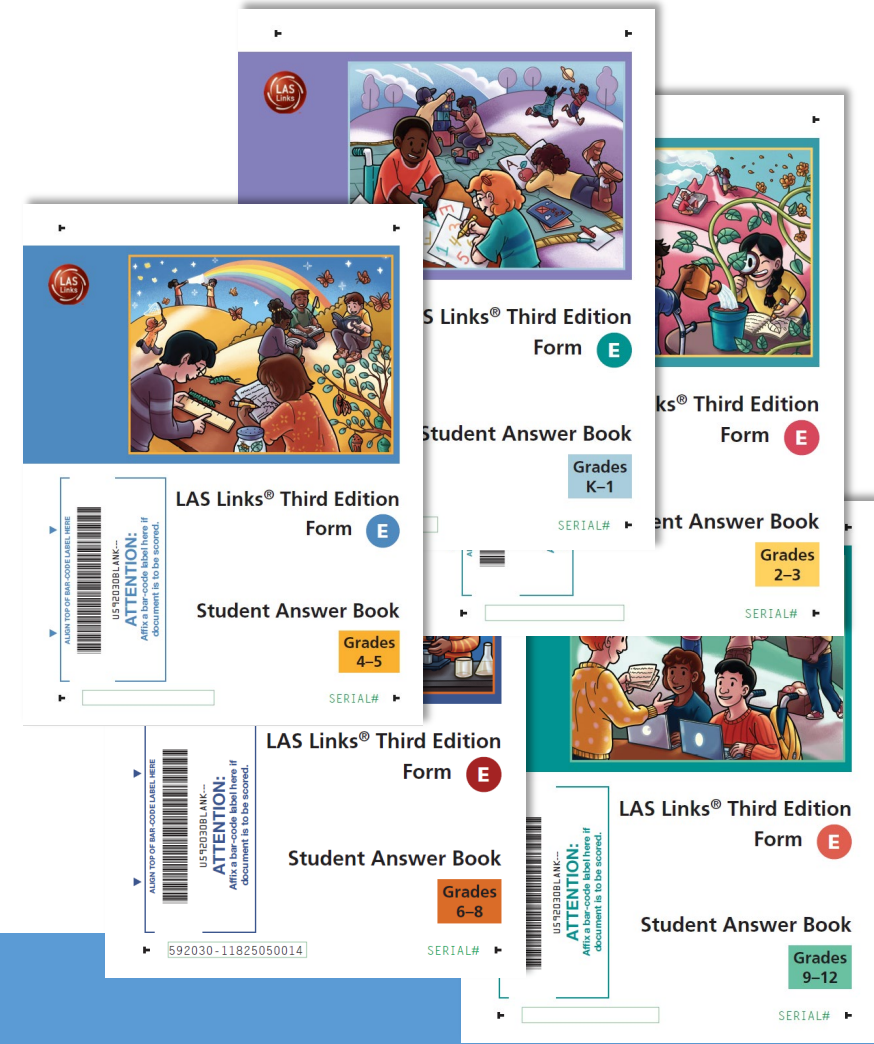
## Grades K – 3 Cue Picture Books



## Grades 4 – 12 Student Content Books



## Grades K – 12 Student Answer Books





# Materials Needed for Testing



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

# Test Materials – Large Print and Braille

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## 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



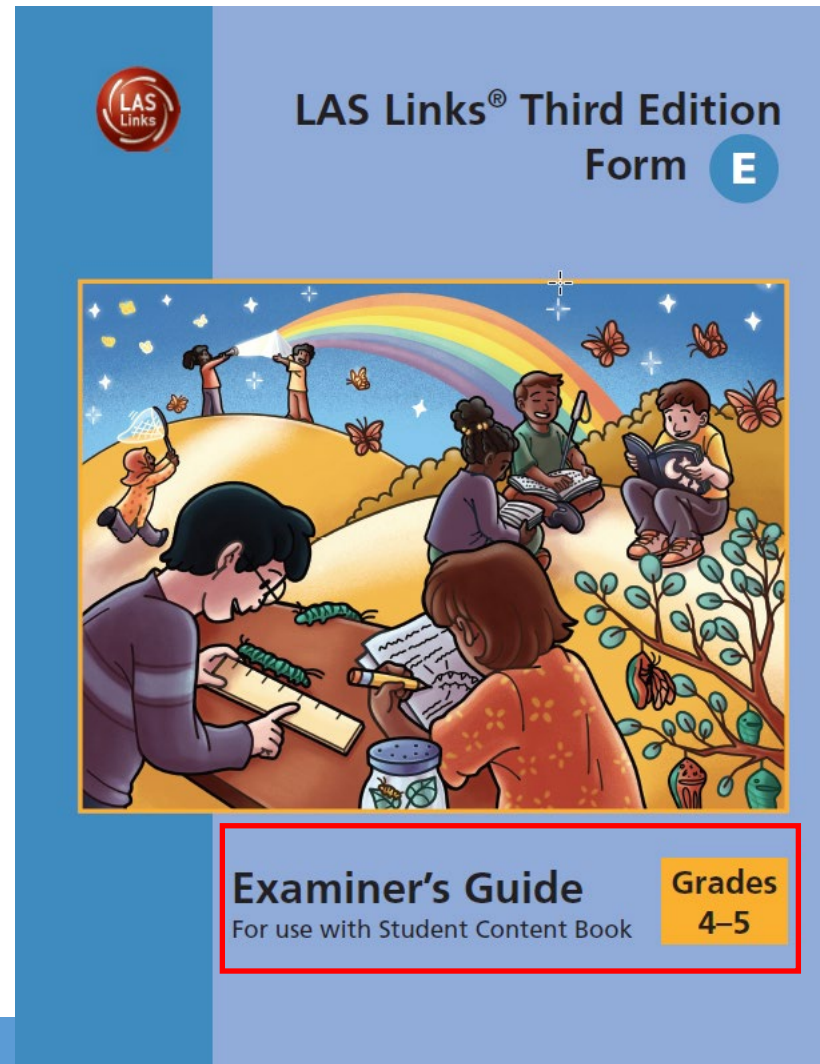
# Testing with Accommodations

12		ACCOMMODATIONS			
(Mark all that apply)					
S	L	RD	WR		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Braille	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Large Print	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manipulating Test Materials	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Read Aloud	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Scribe	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sign Language	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	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



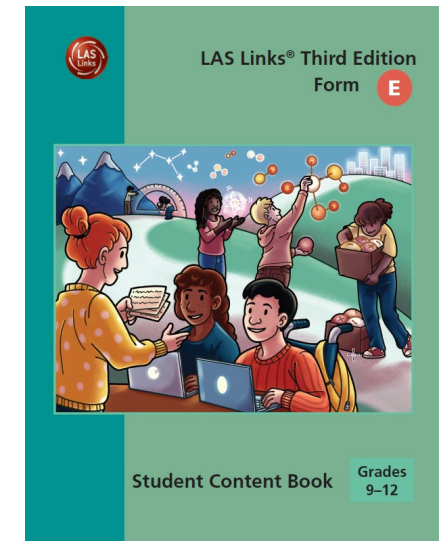
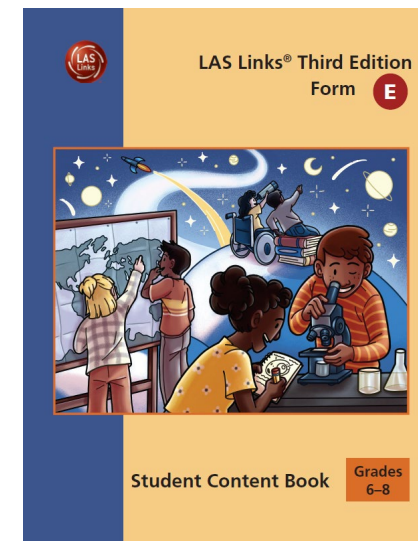
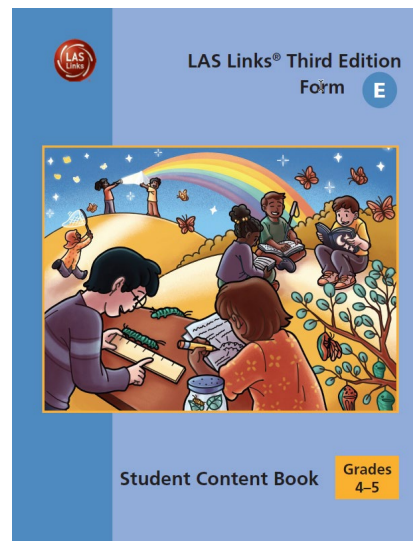
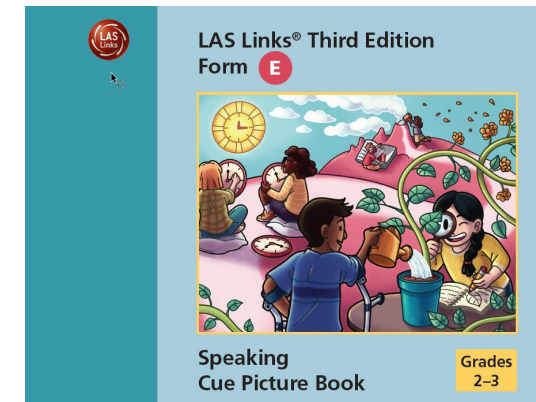
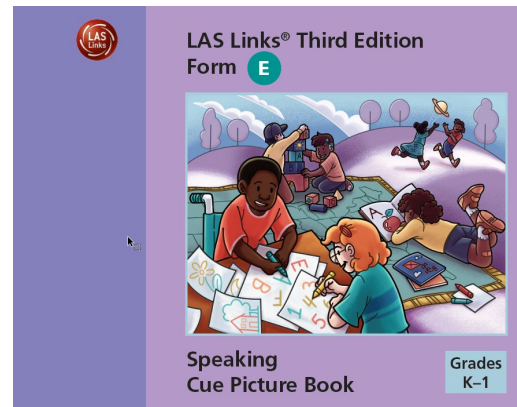
# Speaking Test Administration



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*

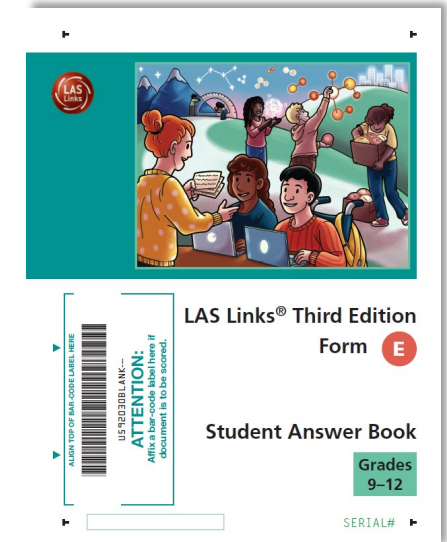
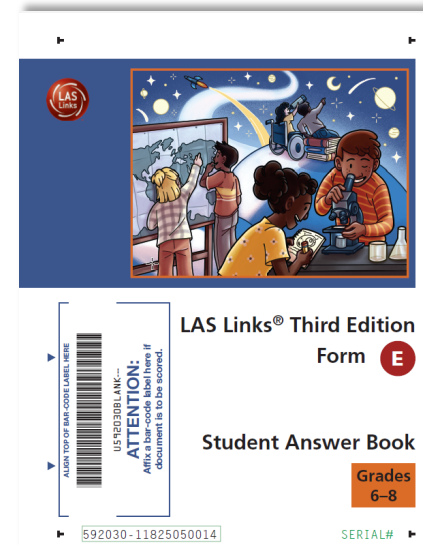
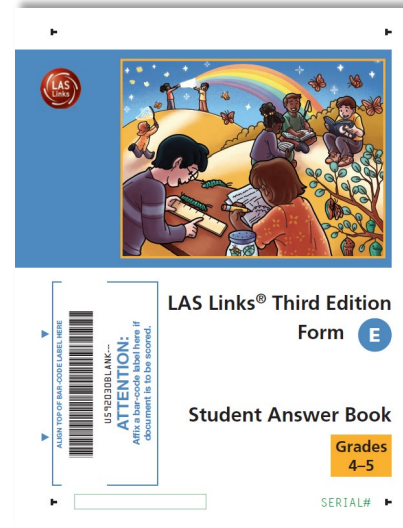
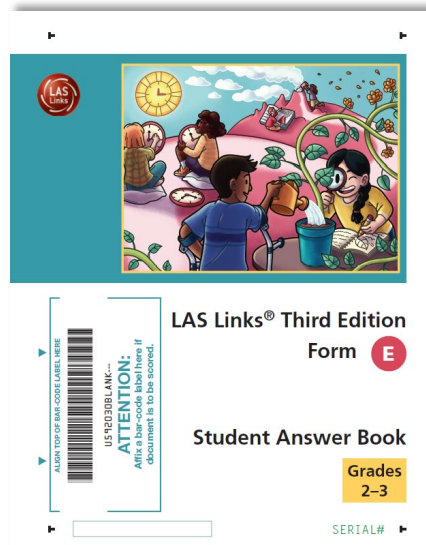
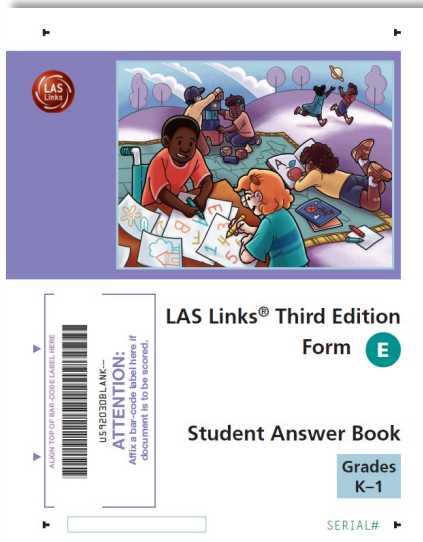
Scoring Rubric for <i>Describe and Request Information</i> and <i>Present and Explain Information</i>	
Score 0	Response displays some or all of these features: <ul style="list-style-type: none"> <li>• No response in English</li> <li>• Response only in a language other than English</li> <li>• Response does not relate to the prompt, including “I don’t know”</li> </ul>
Score 1	The <b>intended meaning is unclear</b> , likely requiring a request for clarification from the listener. Response displays some or all of these features: <ul style="list-style-type: none"> <li>• Response relates to the prompt but <b>does not clearly express or describe most of the required major information</b>; if a text prompt is given, a single-word response may not be a repetition from the prompt</li> <li>• Response <b>lacks sentence structure</b> and contains <b>numerous errors in grammar</b></li> <li>• <b>Word choice is limited</b> or incorrect</li> </ul>
Score 2	The <b>intended meaning is somewhat clear</b> . A comprehension-check question might be necessary to verify the meaning. Response displays some or all of these features: <ul style="list-style-type: none"> <li>• Response <b>does not clearly express or describe some of the required major information</b></li> <li>• Response has satisfactory sentence structure but contains <b>some serious errors in grammar</b></li> <li>• Response includes some <b>vocabulary appropriate</b> to the topic; meaning may be hampered by a lack of correct word choice</li> </ul>
Score 3	<b>Meaning is understood</b> without need for clarification from the listener. Response displays some or all of these features: <ul style="list-style-type: none"> <li>• Response <b>clearly expresses or describes most of the required major information</b></li> <li>• Response has satisfactory sentence structure and may contain <b>minor errors in grammar</b>, such as omission of a function word (e.g., preposition or article); a false start or self-correction is permissible</li> <li>• Response includes <b>precise and correct vocabulary</b> for the test task; content-specific vocabulary is used where applicable, and response is clear without redundant, indirect, or evasive language</li> </ul>



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



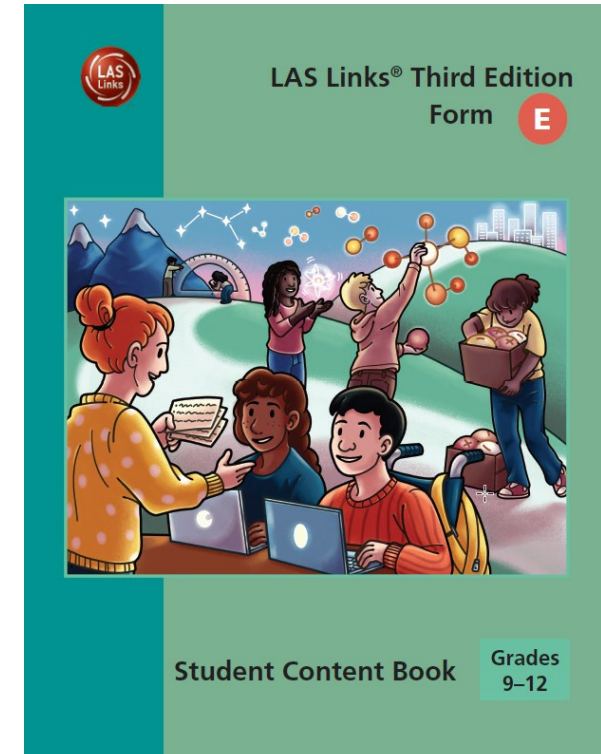
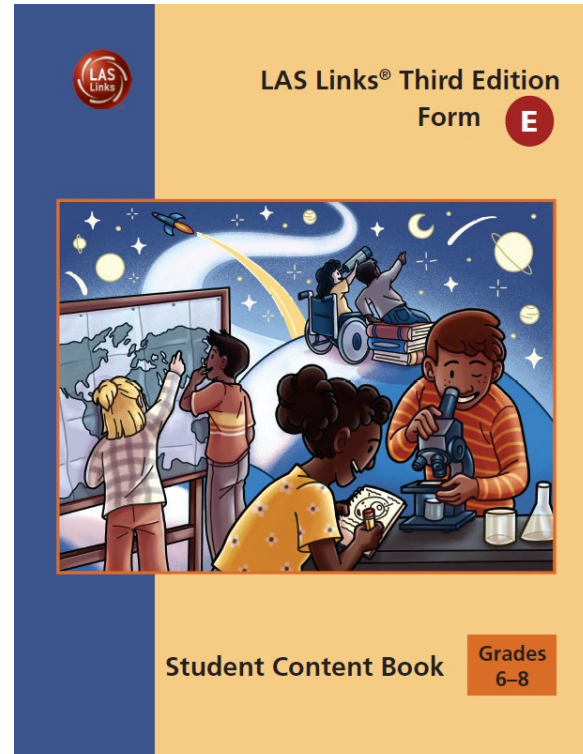
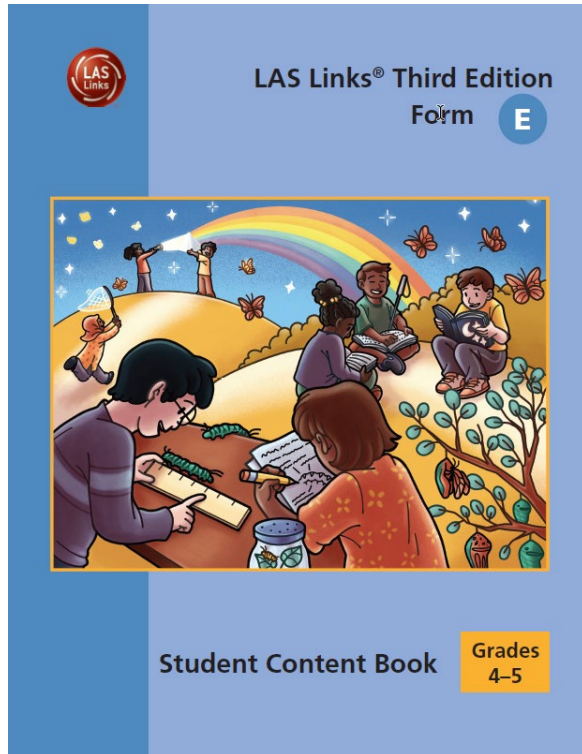
In the Listening/Reading/Writing subtests, students will mark their answers in their individual Student Answer Book.



# Student Content Books – Grades 4-12



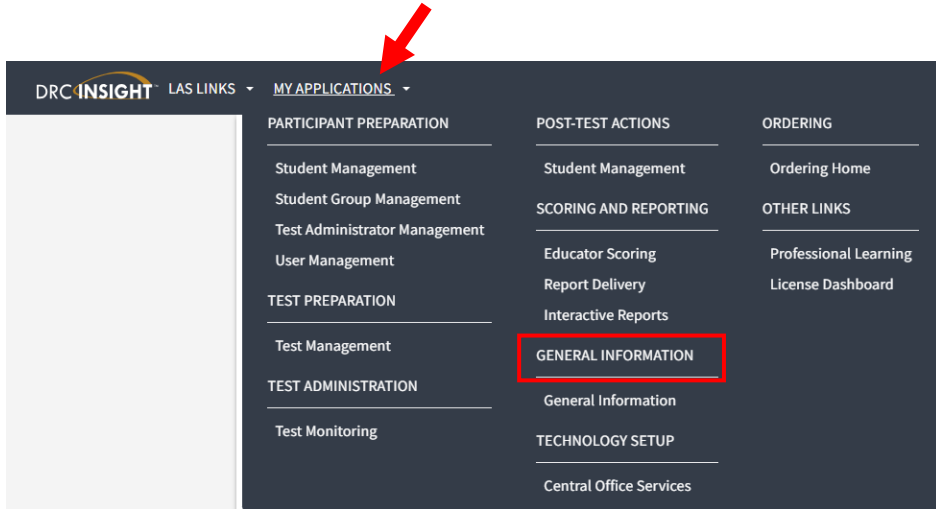
For Grades 4-12, each student will also need their own Student Content Book during testing.



# Audio Files for the Listening Subtest



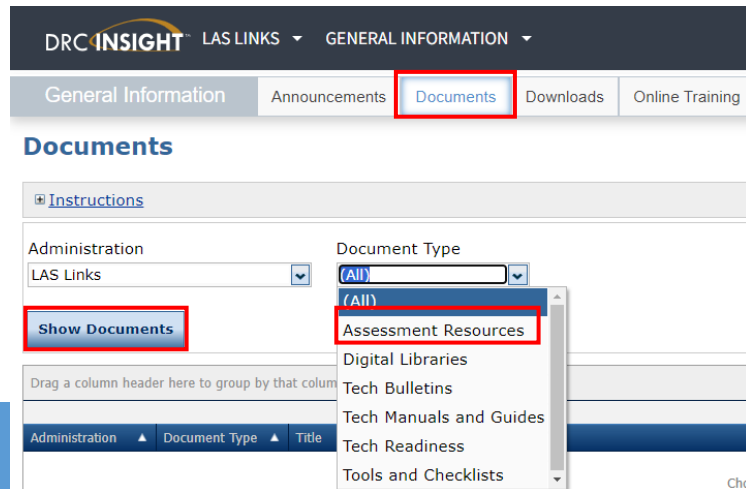
Pull the audio files to play the prompts from the DRC INSIGHT portal in General Information>>Documents



**Show Documents**

Drag a column header here to group by that column

Documents					
Administration	Document Type	Title	Description	Date	Action
All Administrations	Assessment Resources	Audio Files	preLAS (all), LAS Links Form A, LAS Links Espanol Form A	9/11/2023	
LAS Links	Assessment Resources	Audio Files	Audio files for - Form E	6/27/2023	
LAS Links	Assessment Resources	Home Letter - English	English (Word Version)	7/30/2020	



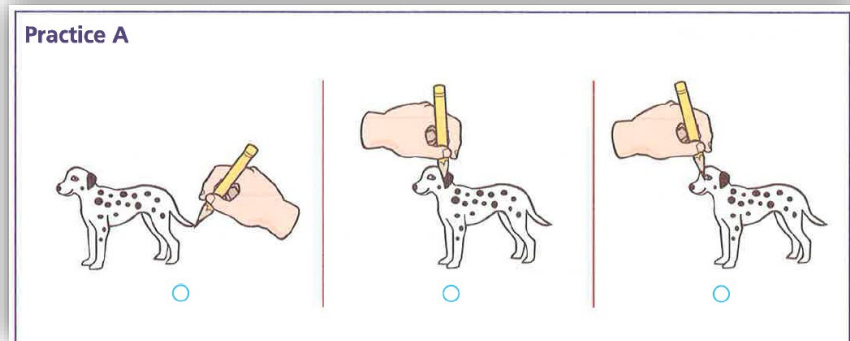
**LAS Links Form E**

- [GRADES K-1 Audio Files](#)  
Passcode:
- [GRADES 2-3 Audio Files](#)  
Passcode:
- [GRADES 4-5 Audio Files](#)  
Passcode:
- [GRADES 6-8 Audio Files](#)  
Passcode:
- [GRADES 9-12 Audio Files](#)  
Passcode:

# 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	A	B	C
1.	A	B	C
2.	A	B	C
3.	A	B	C
4.	A	B	C
5.	A	B	C
6.	A	B	C
7.	A	B	C
8.	A	B	C
9.	A	B	C
10.	A	B	C
11.	A	B	C
12.	A	B	C
13.	A	B	C
14.	A	B	C

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

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





## Resources:

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### [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](mailto:Michael.Sabados@ct.gov)

## **Cristi Alberino**

Education Consultant

Performance Office

860.713.6862 or [Cristi.Alberino@ct.gov](mailto:Cristi.Alberino@ct.gov)

## **Katherine Seifert**

Associate Education Consultant, Special Populations

Performance Office

860.713.6722 or [Katherine.Seifert@ct.gov](mailto:Katherine.Seifert@ct.gov)

## **Megan Alubicki-Flick**

English Learner Consultant

Turnaround Office

860.713.6786 or [Megan.Alubicki@ct.gov](mailto:Megan.Alubicki@ct.gov)



## **LAS Links Help Desk**

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

## **LAS Links Project Manager**

Franklin Brown  
855.839.1181 Option 2  
[LASLinksPM@datarecognitioncorp.com](mailto:LASLinksPM@datarecognitioncorp.com)