Connecticut State Department of Education (CSDE)
Data Recognition Corporation (DRC)

2023-24

Returning English Learner Assessment Coordinator's
LAS Links Online Administration Training

November 8-9, 2023

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:** Proctoring the test
  - ✓ The Student Practice Test
  - ✓ Proctoring Student Testing
  - ✓ Appeals
  - ✓ Checking Testing Status
- ✓ **Training Part 3:** Post-test activities
  - ✓ Generating and Interpreting On-Demand Reports
- ✓ **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

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

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.

The CSDE 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

- Online testing with Form E 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 2, 2024.

- 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 23, 2024.

- A list of students enrolled in APSEPs based on the October PSIS collection will be provided to ELACs by **November 15, 2023,** 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 15, 2023
Accommodations Entry open in DRC INSIGHT Portal for ELACs	December 4, 2023- March 1, 2024
Connecticut Alternate Assessment System Eligibility Form Verification in CT-SEDS	Fully Implemented IEP by December 29, 2023
ELs/MLs Eligible for the Alternate Assessment Form 2023-24	November 15, 2023- December 22, 2023
Domain Exemption Registration	November 15, 2023- December 22, 2023
Accommodated/Paper Form Order Submission • By December 15, 2023, for January 5, 2024, delivery • By December 22, 2023, for January 12, 2024, delivery	December 15, 2023, or December 22, 2023
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 23, 2024

Training Part 1: Pre-Test Activities

Activity 1:

Rostering/Registering Students in the DRC INSIGHT Portal

Rostering/Registering 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

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 2:

Managing Test Sessions

NEW in 2024!

DRC will create test sessions for all schools within each district based on PSIS student files submitted in December 2023

- 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

Can districts edit any of the test session information?

- Yes, ELACs can modify test sessions created by DRC

- Students who are loaded into PSIS **after December 26, 2023**, will have to be added to <u>existing test sessions</u> by ELACs

- 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

Overview of the New Test Session Process

1. In the DRC INSIGHT portal, go to Test Management
   - **If** you do not have any students that need accommodations recorded, you can print your test tickets right away. (Accommodations must be recorded in the system prior to testing and printing tickets.)

   - **If** students were registered after December 26, 2023, you will need to add them to an existing test session (recommended) or create a test session for these students prior to printing their test tickets.

2. Print your test tickets.

3. Students may begin testing once the test window opens.

New Test Session Process Flow Chart

Has any new student been registered since December 26, 2023?

Yes → Go to Test Management
- ✓ Find existing Test Session for student's School and Grade
- ✓ Add Student to Test Session

No ↓

Does any student in this existing Test Session have an Accommodation?

Yes → Go to Student Management
- ✓ Find Students
- ✓ Record all Accommodations

No ↓

Show Test Sessions

Print Test Tickets
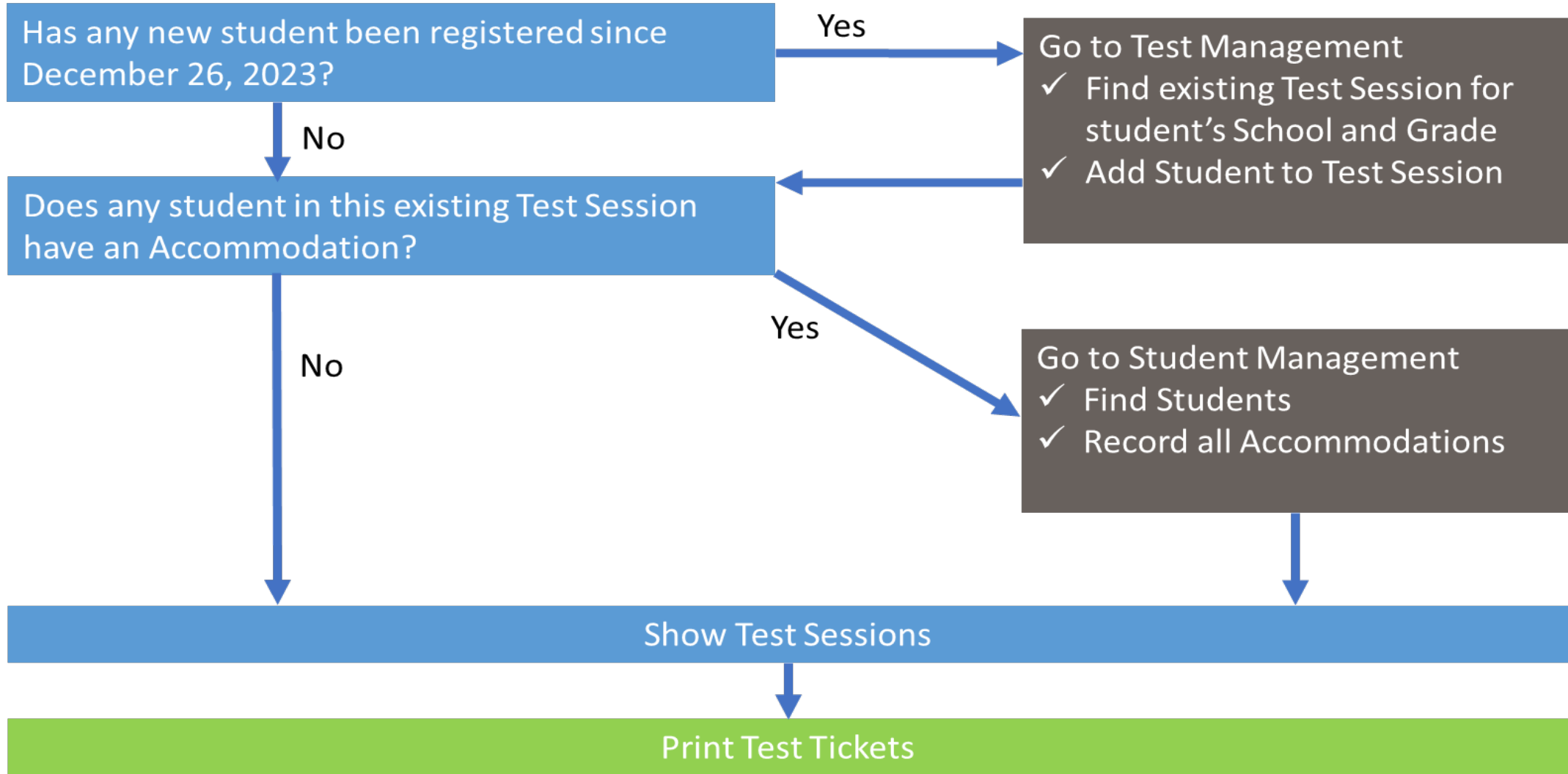
Adding a Newly Rostered Student to an Existing Test Session

To add a student who was uploaded to the DRC INSIGHT portal after December 26, 2023, to an existing test session, you must edit this test session.
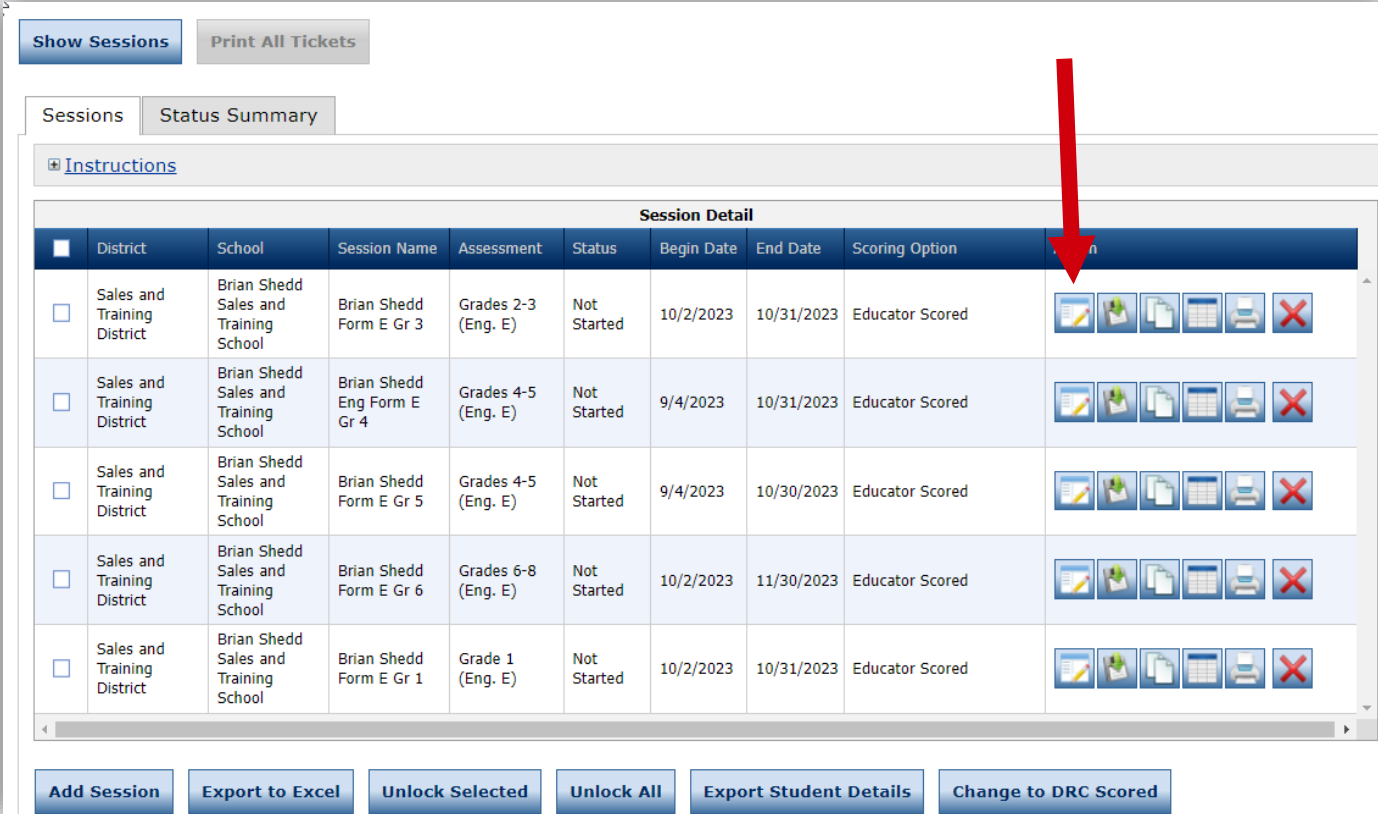
Click the View/Edit icon (📝) in the Action column.

Find the Test Session for the school and grade where the student is enrolled:

- add additional student to the session

If a student has moved to another district but has not started testing

- remove student

Adding a Student, cont'd

- Enter student information in filters
- Click the Find Students button
- Students can only be added from the Roster of Available Students to assessments corresponding to their grade level
- Highlight the students to be added to the session and click the blue right arrow to assign them to the session
- Save

Prior to Creating a New Test Session

ELACs can create new test sessions.

Since DRC is creating test sessions for all students loaded in PSIS by December 26, 2023, 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. Tip – Add students to existing test sessions to avoid irregularities

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 3:

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 an implemented IEP or Section 504 Plan; AND

3. The need for any accommodation must be documented in the IEP or the Section 504 Plan and used regularly for instruction and assessment; AND

4. Student requires one or more of the allowable accommodations described in the LAS Links Test Administration Manual, Appendix C.

Finding a Student to Record an Accommodation

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 the one or more of the search fields (i.e., Name and/or Student ID)
- Click Find Students
- Roster will appear below

Recording Accommodations

- NOTE: New Accommodation Types are the label used for available accommodations on Forms E/F
- 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 E column**.

Training Part 1: Pre-Test Activities

Activity 4:

Printing Test Tickets

Finding a Test Session

Fill in required information and click "Show Sessions."

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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.

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 <u>MUST</u> 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 **<u>will not</u>** 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

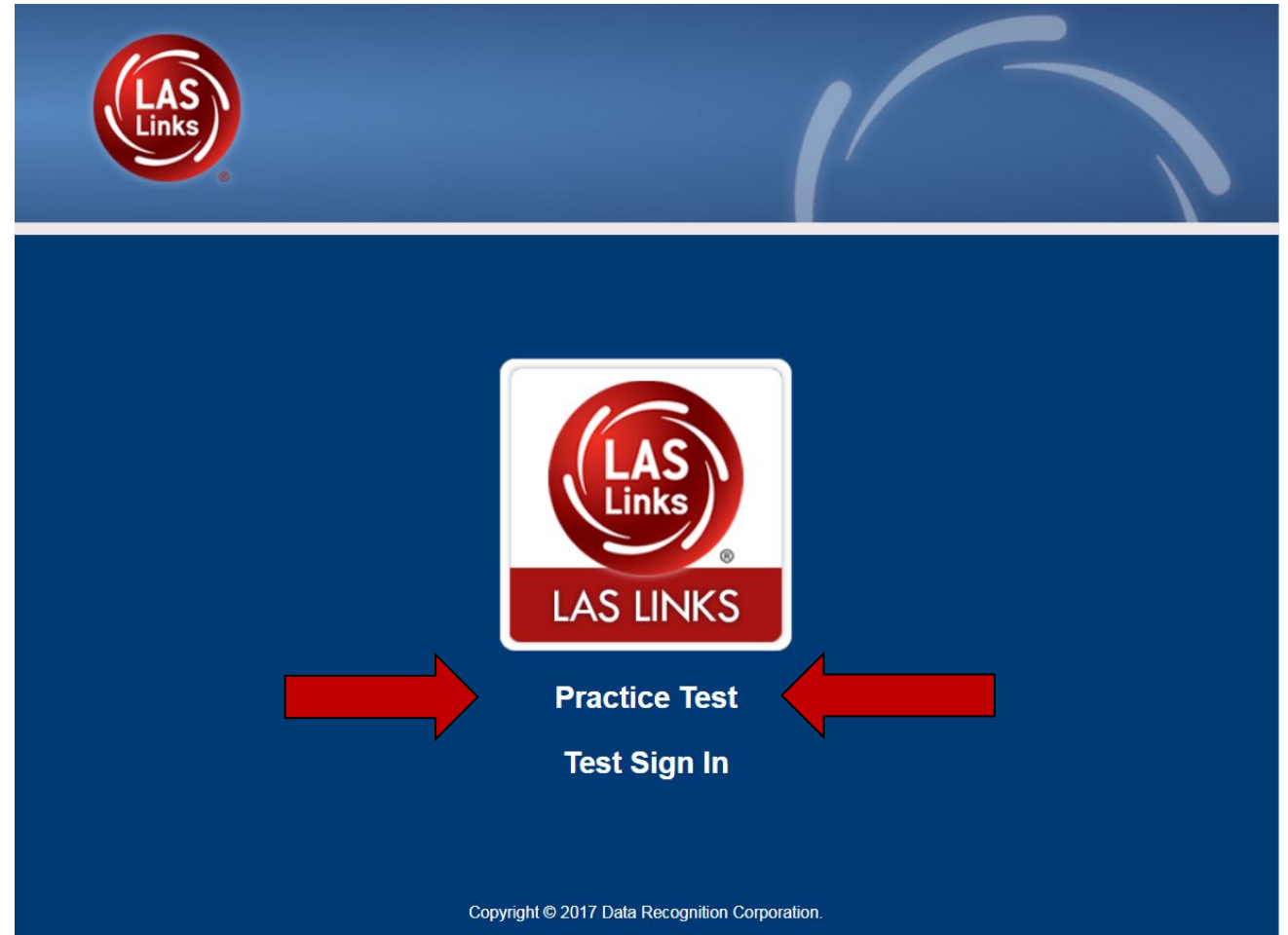**Activity 1:**

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

Practice Test

Test Sign In

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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.

Sign in with the following Username and Password.

Username: SPEAKINGCD23

Password: TEST1234

Username:

Password:

Sign In

Back

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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

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.
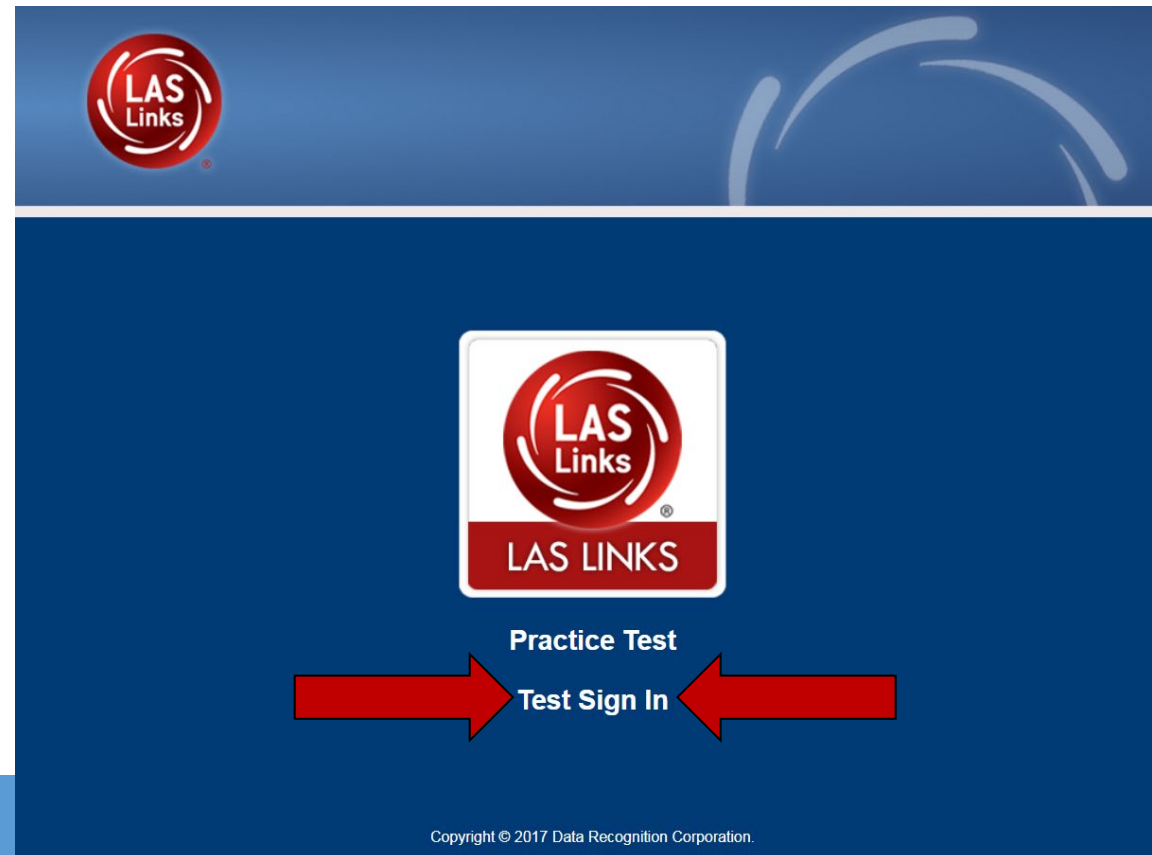
Training Part 2: Student Readiness and Proctoring the Test

Activity 3:

Appeals

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 2023-24 [LAS Links TAM](#).

Training Part 2: Student Readiness and Proctoring the Test

Activity 4:

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.

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

When you click on one of 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 Reports

On-Demand Preliminary Scoring Process and Timing of Reports

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

Accessing On-Demand Reports

- Click on MY APPLICATIONS >> Report Delivery:

Viewing or Printing On-Demand Reports

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.
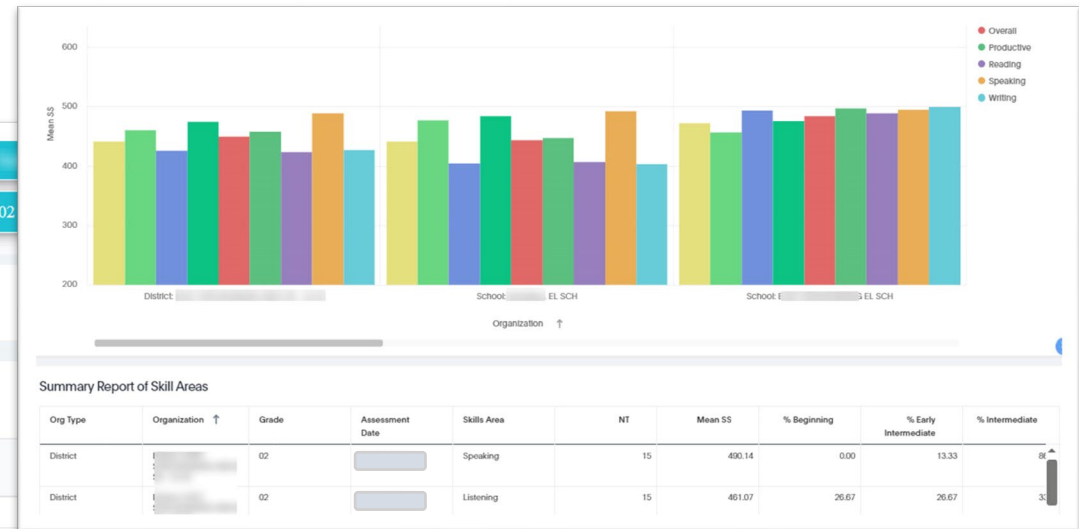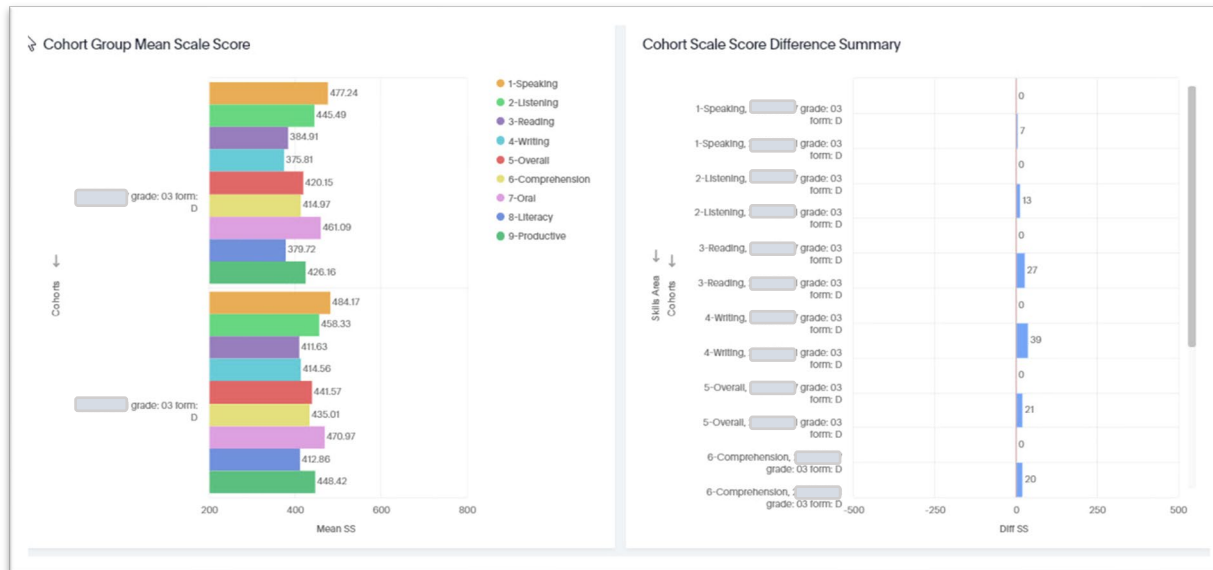
Batch Download: Batch Download Student Reports

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.

LAS Links Interactive Reports

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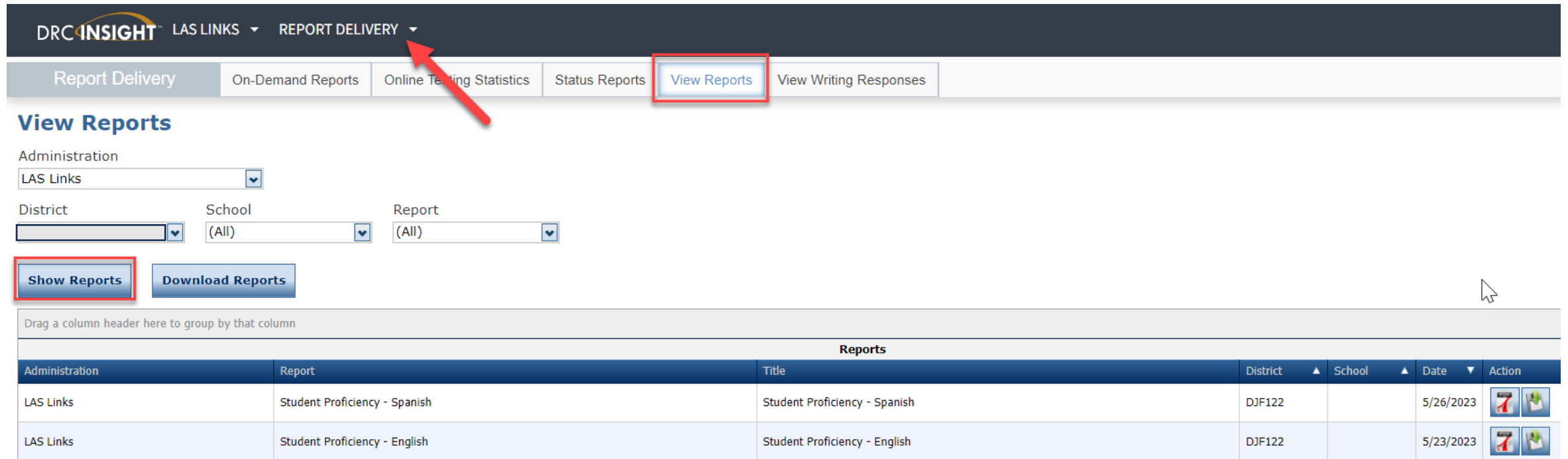
Sample Reports

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

LAS Links Resources and Contact Information

Resources:

[CT DRC LAS Links Webpage](#)

- [LAS Links Test Administration Manual](#)

- [LAS Links Portal User Guide](#)

- [Appeals Form](#)

- LAS Links Training Videos

[English Language Proficiency Assessment – LAS Links CSDE Document page](#)

CSDE Contact Information

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