



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

2025-26

**New English Learner Assessment Coordinator's
LAS Links Online Administration Training**

November 2025



Training Agenda

- ✓ **Review of CSDE Testing Policies and Dates**
- ✓ **Training Part 1:** Pre-test activities
 - ✓ Accessing the DRC INSIGHT Portal
 - ✓ Rostering/Registering Students
 - ✓ Managing Test Sessions
 - ✓ Recording Student Accommodations
 - ✓ Printing Test Tickets
- ✓ **Training Part 2:** 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

Katie 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



Review of CSDE Testing Policies and Dates





CT Participation Expectations

Students attending CT Public Schools in Grades K-12 identified as EL/ML are expected to participate in the LAS Links testing. This includes students who are transitioning to a post high school program for 18–22-year-olds but are still registered as Grade 12 students.

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



CT Participation Expectations - Continued

- Online testing 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 6, 2026.
- 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 27, 2026.
- A list of students enrolled in APSEPs based on the October PSIS collection will be provided to ELACs by **November 21, 2025**, for planning and communication purposes. These students are included in the DRC Student Management System.



Connecticut DRC LAS Links Website



Bookmark the [Connecticut DRC LAS Links Website](#) that includes CT specific LAS Links information on test administration, training, technology, scoring, and reporting.



DRC LAS Links Website

Overview

The [Connecticut State Department of Education \(CSDE\)](#) will be using the LAS Links Assessment for the ELP Assessments for eligible students in Grades K-12 for the 2025-26 test administration. The CSDE believes that high-quality, comprehensive, and effective English as a Second Language (ESL) and bilingual education programs are essential to acquire English language proficiency and academic proficiency for students who are English learners/multilingual learners (ELs/MLs). The CSDE believes that research-based instructional practices that support ELs/MLs in general education classrooms are essential while they are acquiring English and well after they have exited the intensive programs.

2025-26 LAS Links Testing Window January 5-March 6, 2026

[LAS Links DRC INSIGHT Portal Access](#)



LAS Links Relevant Dates



Actionable Item	Important Dates
LAS Links Testing Window - Form E online	January 5-March 6, 2026
Outplaced students and DA list to districts	November 21, 2025
Accommodations Entry open in DRC INSIGHT Portal for ELACs	December 8, 2025-March 6, 2026
Connecticut Alternate Assessment System Eligibility Form Verification in CT-SEDS	Fully Implemented IEP by December 22, 2025
Domain Exemption Registration	November 7, 2025-December 19, 2025
Accommodated/Paper Form Order Submission (Form C) • By December 10, 2025, for delivery by December 19, 2025 • After December 10, 2025, for delivery after January 9, 2026	November 7, 2025-February 6, 2026
Final date to request completed District Accommodated/Paper Form UPS Pick-up to send to DRC for processing	February 27, 2026



Training Part 1: Pre-Test Activities

Activity 1: Accessing the DRC INSIGHT Portal





Accessing the DRC INSIGHT Portal

Use the [DRC INSIGHT Portal](#) for Test Administration functions such as rostering students, creating test sessions, and On-Demand Reporting.

The screenshot shows the DRC INSIGHT Portal login interface. On the left, there is a login form with the DRC INSIGHT logo at the top. The form includes a 'Username' field with the text 'user@datarecognitioncorp.com', a 'Password' field with masked characters and a 'Show Text' checkbox, a blue 'Sign in' button, and a 'Forgot your password?' link. On the right, a dark blue sidebar contains the following text: 'Welcome to the DRC INSIGHT Portal', 'Data Recognition Corporation (DRC) welcomes LAS Links educators to eDIRECT!', 'This website enables you to quickly and easily access all test administration tools in one location, from test preparation to reporting of your LAS Links test results. To access your reports, authorized district and school personnel need to log onto the secure site with their e-mail address and password. To log on, press the **Log On** link in the upper right of this page.', 'To find out more information about LAS Links, select the **General Information** link under **All Applications** at the top of this page. Then select **Documents**.', 'ACCESS ONLINE TOOLS TRAINING WITH GOOGLE CHROME', 'Publicly accessible versions of the Online Tools Training are available. Please copy the link below into Google Chrome to access these practice opportunities. Note that Google Chrome is the only supported browser for this public version of the Online Tools Training.', and 'WBTE Portal: <https://wbte.drcdirect.com/LL/portals/II>'. The footer of the page includes '© DRC Insight 2020', 'Privacy Policy', 'Terms of Use', 'Contact Us', and the DRC logo.

Portal Activation Email for New ELACs

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



Thu 12/8/2016 9:31 AM
no-reply@datarecognitioncorp.com
Welcome to the DRC Portal

☐ Yanez, Shetal

Greeting

Username is your email address.

This email is to inform you that a DRC Portal account has been created for you.

Your Username will be shetal.yanez@ctb.com.

Hot link to activate account.

Please click [here](#) to activate your account and choose your password or copy and paste this link into your browser:

https://www.drcdirect.com/all/eca-portal-ui/activate-account/?token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1c2VybmFtZSI6ImNoZXRhbC55YW5lekBjdGluY29tIiwiaWF0IjoxNDgxMjE0Njg1LCJleHAiOiJlUSlmZcy16ImVjYS1kcmMteHdkcmVzZXQiLCJzdWIiOiIxQkQwMkFCNC1GMjFFLTQ4MUEtOUNCQi1DQUJCNjI4RENGNTcifQ.xIH2vw_B4NZzyrRdAcKnMOClj9PpEZ7AuSx-4yob1ppHyqgMBP1RVb6rrBtpABWJs9FWMyFS_h5KM1YRjv_XZLPI0bW5p-aymyL_G3wdHR1N2_E5bBU6KxjVbzg1lLpI8QW1A5GuFs0oua24z2PhRNQ0S_38EWumRRXvmvPUrypaTrXVmxAd_yGU1N2qXWdvjZ7Pd5c2vGC-S-Us0oBpD04Zh1qbEY0RNMXuE00jHw2EJefSIRhBnOo1SQnJxJS5xEtS9-FYr5p683-jLz2XuYVCexWQ7ScA

Thank you,

Data Recognition Corporation

Please note: This email was sent from an auto-notification system that cannot accept incoming email. Please do not reply to this message.

Activate Account

* required

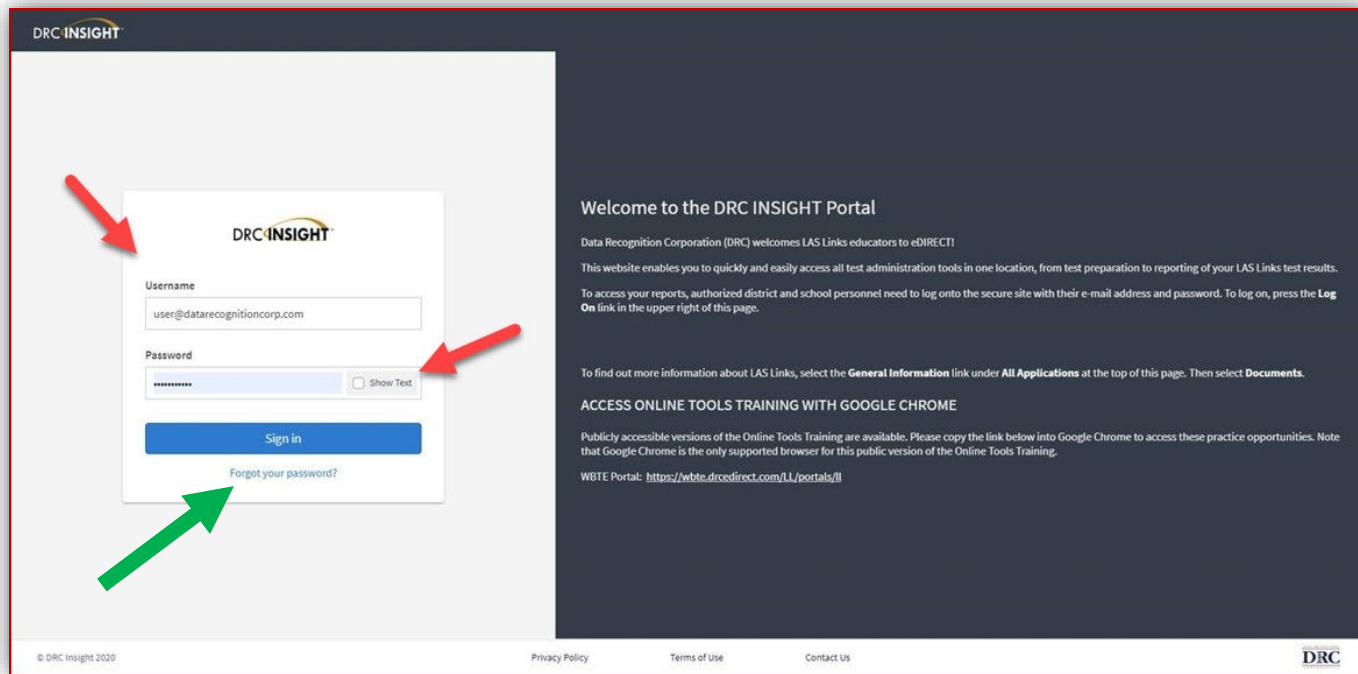
New Password *

Confirm New Password *

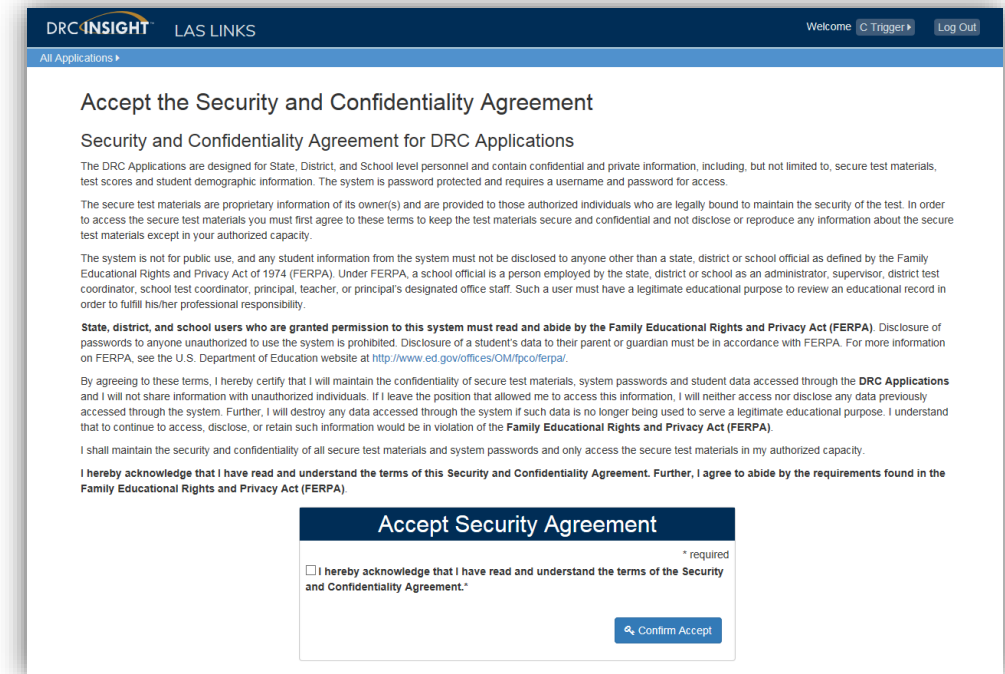
[Activate Account](#)

Logging in to the Portal

- Click on “Forgot your password?” if unable to locate your welcome email or have forgotten your password.
- Your Username is your district email address.
- If the system does recognize you as a User, please contact the CSDE as you may need to be added as a new ELAC.



The screenshot shows the login page for the DRC INSIGHT Portal. A red arrow points to the 'Forgot your password?' link below the password field. Another red arrow points to the 'Show Text' checkbox next to the password field. A green arrow points to the 'Sign in' button. The page includes a 'Welcome to the DRC INSIGHT Portal' message and a 'Log On' link in the top right corner.



The screenshot shows the 'Accept the Security and Confidentiality Agreement' page. It includes a 'Welcome' message and a 'Log Out' link in the top right corner. The page contains a detailed agreement text and a 'Confirm Accept' button at the bottom.



Training Part 1: Pre-Test Activities

Activity 2:

Rostering/Registering
Students in the DRC
INSIGHT Portal





Rostering/Registering Students



CSDE provides automatic nightly rosters of students into DRC INSIGHT Portal

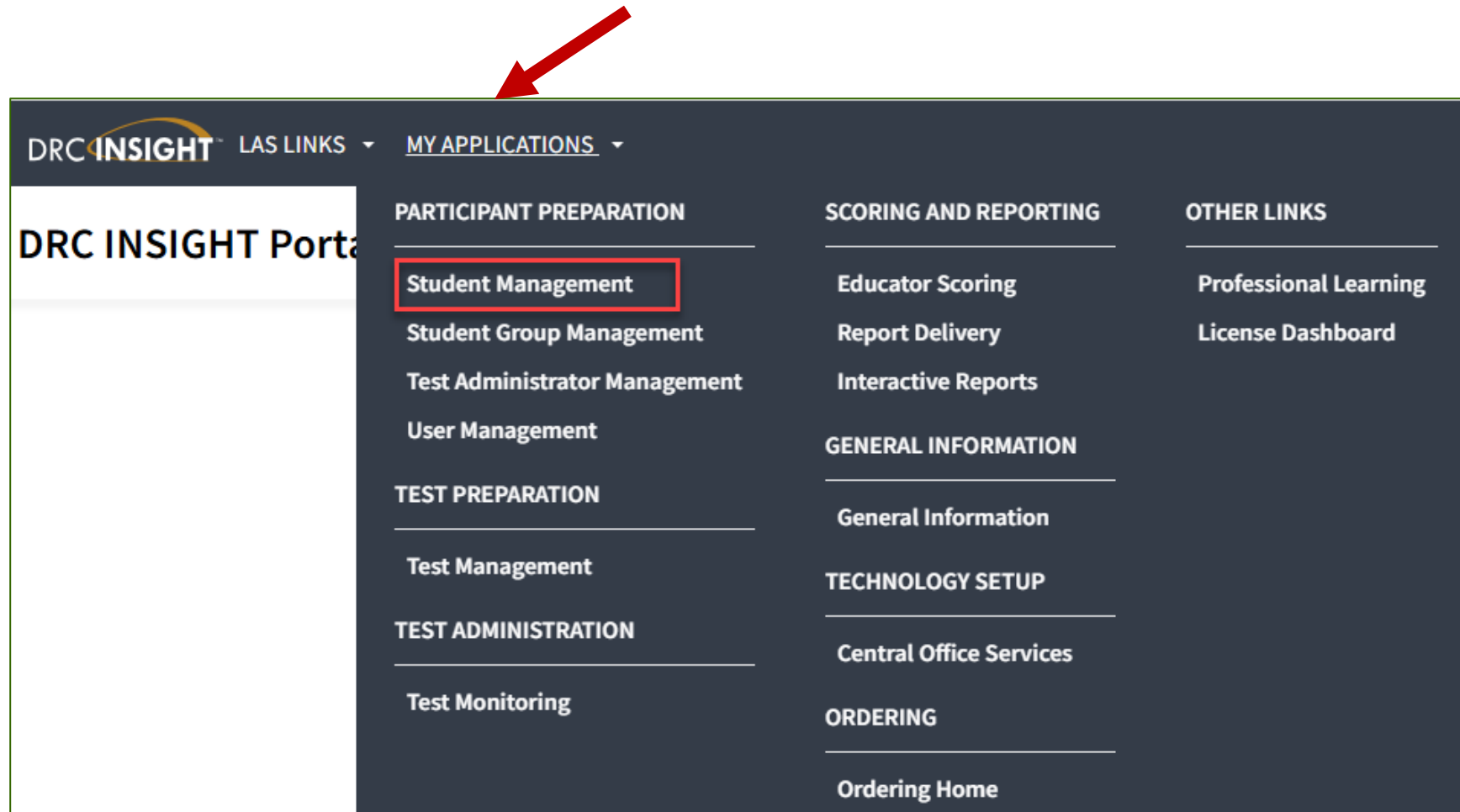
- Only students who are indicated as EL/ML in the PSIS Registration Module will be uploaded
- Make sure students identified as EL/ML are reported into the state database
- Check student demographics
- Only students identified as Special Education or Section 504 in PSIS are eligible for accommodations

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 'DRC INSIGHT LAS LINKS MY APPLICATIONS' menu. A red arrow points to the 'Student Management' link, which is highlighted with a red box. The menu is organized into several sections:

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

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						
	Last Name	First Name	Student ID	Date Of Birth	Grade	Action
☐	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

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





DRC Creates Test Sessions



DRC will create test sessions for all schools within each district

- The process will start with the first PSIS student file submitted to DRC in December 2025 and will continue nightly 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 will be added to existing test sessions during the test window

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

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



 LAS LINKS ▾ MY APPLICATIONS ▾

DRC INSIGHT Portal

PARTICIPANT PREPARATION

Student Management

Student Group Management

Test Administrator Management

User Management

TEST PREPARATION

Test Management

TEST ADMINISTRATION

Test Monitoring

SCORING AND REPORTING

Educator Scoring

Report Delivery

Interactive Reports

GENERAL INFORMATION

General Information

TECHNOLOGY SETUP

Central Office Services

ORDERING

Ordering Home

OTHER LINKS

Professional Learning

License Dashboard

Finding a Test Session



Fill in required information
and click "Show Sessions."

The screenshot shows the 'Test Management' interface with the 'Manage Test Sessions' tab selected. The 'Test Sessions' section has two sub-tabs: 'Manage Test Sessions' and 'Upload Multiple Test Sessions'. Below these are instructions and a form with the following fields:

- Administration:** A dropdown menu with 'LAS Links' selected. A red arrow points to this field from the text box.
- District:** A dropdown menu with 'SAMPLE DISTRICT - 99999' selected.
- School:** A dropdown menu with 'CSP SAMPLE - 22222' selected. A red arrow points to this field from the text box.
- Session Name:** A text input field.
- First Name:** A text input field.
- Student ID:** A text input field.
- Session:** A dropdown menu with '(All)' selected.
- Test Administrator:** A dropdown menu with '(All)' selected.
- LAS Links Form:** A dropdown menu with '(All)' selected.
- Assessment:** A dropdown menu with '(All)' selected.

Below the form are two buttons: 'Show Sessions' and 'Print All Tickets'. A red arrow points from the text box to the 'Show Sessions' button.

Below the buttons are two tabs: 'Sessions' and 'Status Summary'. The 'Sessions' tab is selected, showing a table with the following columns: Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action.

Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
☐	SAMPLE DISTRICT	CSP SAMPLE	Grade K - Identification	Grade K (Eng. A)	Not Started			

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

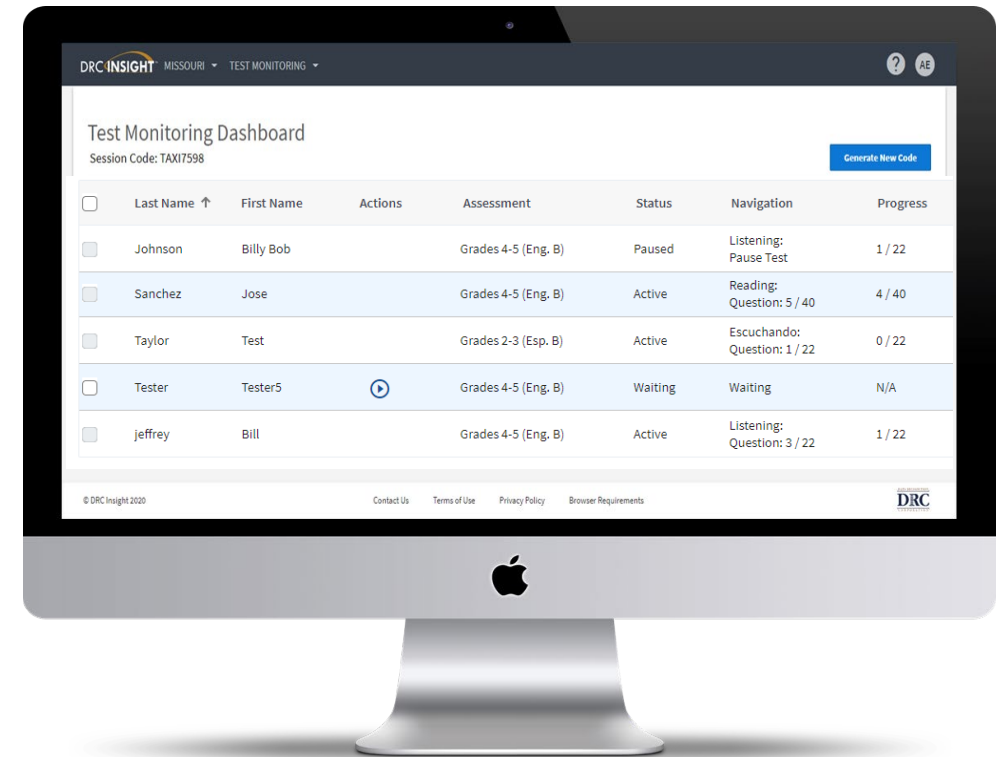


Enhanced Security with the Test Monitoring Application (optional)

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:

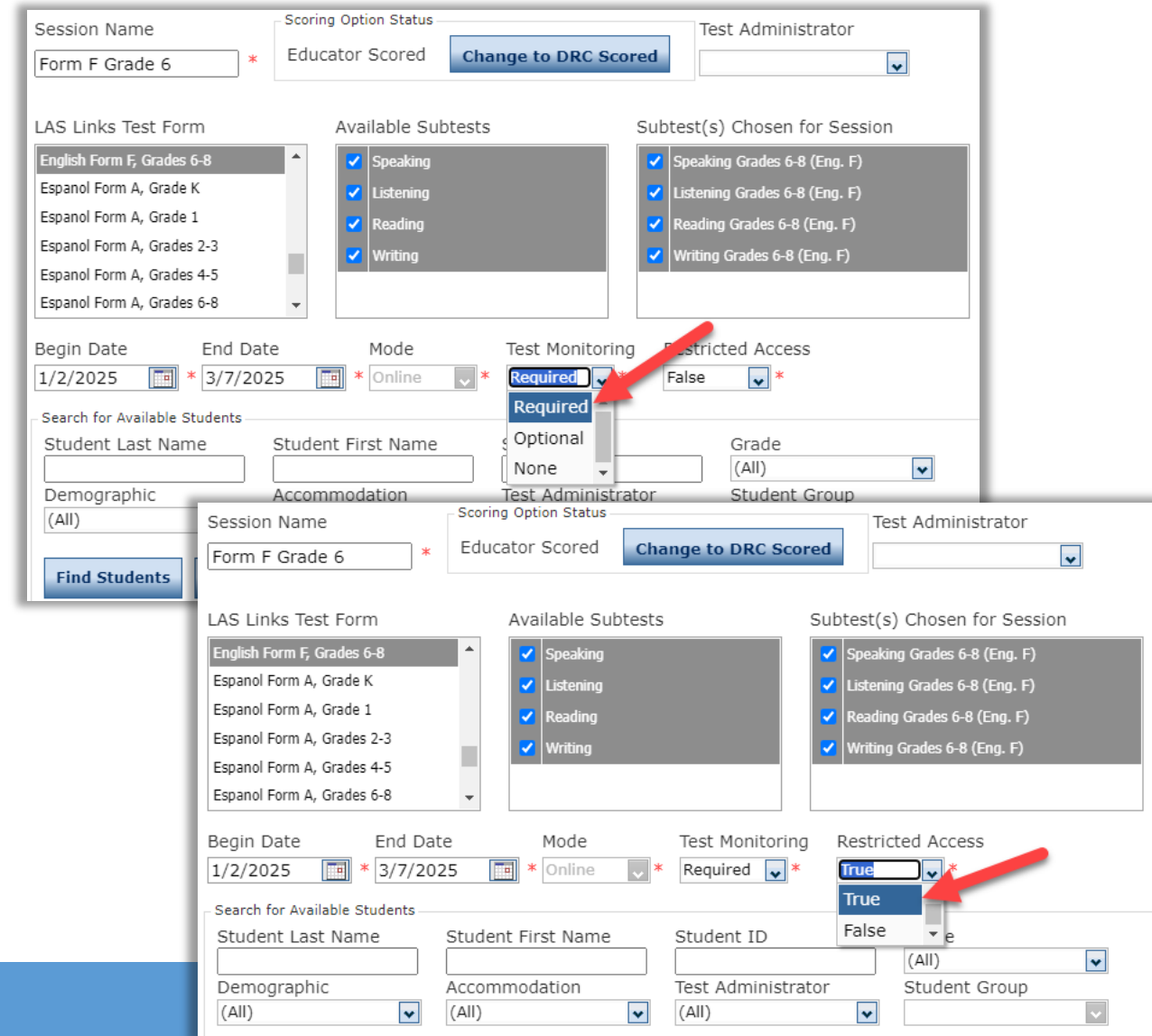
- Students cannot test at home
- Students who remember their username/password cannot test without supervision
- TA's can see how students are progressing through the test on their dashboard



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.



The screenshots show the LAS Links Test Session configuration interface. The top screenshot shows the 'Test Monitoring' dropdown menu with 'Required' selected, indicated by a red arrow. The bottom screenshot shows the 'Restricted Access' dropdown menu with 'True' selected, also indicated by a red arrow.

Session Name: Form F Grade 6

Scoring Option Status: Educator Scored [Change to DRC Scored](#)

Test Administrator: [Dropdown]

LAS Links Test Form: English Form F, Grades 6-8

Available Subtests: Speaking, Listening, Reading, Writing

Subtest(s) Chosen for Session: Speaking Grades 6-8 (Eng. F), Listening Grades 6-8 (Eng. F), Reading Grades 6-8 (Eng. F), Writing Grades 6-8 (Eng. F)

Begin Date: 1/2/2025 **End Date:** 3/7/2025 **Mode:** Online

Test Monitoring: Required (Selected)

Restricted Access: False

Search for Available Students:

Student Last Name: [Text Box] **Student First Name:** [Text Box] **Grade:** (All)

Demographic: (All) **Accommodation:** [Dropdown] **Test Administrator:** [Dropdown] **Student Group:** [Dropdown]

[Find Students](#)

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 'Manage Test Sessions' tab selected. A red box highlights the 'Manage Test Sessions' button, and a red arrow points from the text 'Show Sessions' in the instructions to this button. The form contains several dropdown menus: 'Administration' (set to 'LAS Links'), 'District' (set to 'SAMPLE DISTRICT - 99998'), 'School' (set to 'CSP SAMPLE - 22222'), 'Last Name', 'First Name', 'Student ID', 'Session', 'Test Administrator' (set to '(All)'), 'LAS Links Form' (set to '(All)'), and 'Assessment' (set to '(All)'). Below the form are buttons for 'Show Sessions' and 'Print All Tickets'. The 'Sessions' tab is active, showing a table with one session. The table has columns for Select, District, School, Session Name, Assessment, Status, Begin Date, End Date, and Action. The row shows 'SAMPLE DISTRICT', 'CSP SAMPLE', 'Grade K - Identification', 'Grade K (Eng. A)', 'Not Started', and empty date fields. At the bottom 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
English Form F, Grade K English Form F, Grade 1 English Form F, Grades 2-3 English Form F, Grades 4-5 English Form F, Grades 6-8 English Form F, Grades 9-12	☒ Speaking ☒ Listening ☒ Reading ☒ Writing	☒ Speaking Grades 4-5 (Eng. F) ☒ Listening Grades 4-5 (Eng. F) ☒ Reading Grades 4-5 (Eng. F) ☒ Writing Grades 4-5 (Eng. F)

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. The need for any accommodation must be:
 - documented in the IEP or the Section 504 Plan for summative ELP assessments
 - for the grades that span the duration of the plan, and;
 - used regularly for instruction and assessment.
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



Student Management | Manage Students | Student Status Dashboard

Manage Students

Manage Students | Upload Multiple Students

[Instructions](#)

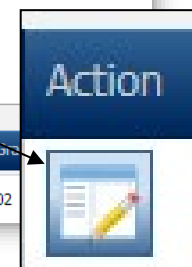
* Indicates required fields

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					
	Last Name	First Name	Student ID	Date Of Birth	Grade
☐	A	A	37870	4/18/2010	02

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

Edit Student

[Instructions](#)

* Indicates required fields

Last Name
Cardenal *

First Name
Delma *

Middle Initial

Student ID
543876 *

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.)

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	☐	☐	☐	☐	☐	☐	☐	☐
BR	Braille					☐	☐		
LP	Large Print					☐	☐		
MTM	Manipulating Test Materials					☐	☐		
RA	Read Aloud					☐	☐		
RS	Scribe					☐	☐		
SL	Sign Language					☐	☐		
Other	Other					☐	☐		
Category	Listening - Category 1			☐	☐				☐

SaveCancel

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 E** 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	
☐	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](#)

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.

[Show Sessions](#) [Print All Tickets](#)

Sessions [Status Summary](#)

[+ Instructions](#)

Session Detail									
☐	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
☐	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 3	Grades 2-3 (Eng. E)	Not Started	10/2/2023	10/31/2023	Educator Scored	
☐	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Eng Form E Gr 4	Grades 4-5 (Eng. E)	Not Started	9/4/2023	10/31/2023	Educator Scored	
☐	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 5	Grades 4-5 (Eng. E)	Not Started	9/4/2023	10/30/2023	Educator Scored	
☐	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 6	Grades 6-8 (Eng. E)	Not Started	10/2/2023	11/30/2023	Educator Scored	
☐	Sales and Training District	Brian Shedd Sales and Training School	Brian Shedd Form E Gr 1	Grade 1 (Eng. E)	Not Started	10/2/2023	10/31/2023	Educator Scored	

[Add Session](#) [Export to Excel](#) [Unlock Selected](#) [Unlock All](#) [Export Student Details](#) [Change to DRC 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 E Assessment: Grades 4-5 (Eng. E) Test Session: Brian Shedd Eng Form E Gr 4 Test Session Window: 9/4/2023 to 10/31/2023						
Completed	Accommodation(s)	Student Name	Date of Birth	Student ID	User Name	Password
☐	N/A	Garcia, Jose	4/1/2015	147852	JGARCIA	
☐	N/A	Hernandez, Juan	5/6/2015	654123	JHERNANDEZ	
☐	N/A	Hu, Maria	12/2/2014	11122777	MGAHU	
☐	N/A	Jones, David	10/5/2014	1234512	DJONES	

Test Ticket is for the student

LAS Links Online Test Ticket English Form E - Grades 4-5 (Eng. E) Jose Garcia Date of Birth: 4/1/2015 Accommodation(s): N/A Test Session Name: Brian Shedd Eng Form E Gr 4 Student ID: 147852 Username: Password:	LAS Links Online Test Ticket English Form E - Grades 4-5 (Eng. E) Juan Hernandez Date of Birth: 5/6/2015 Accommodation(s): N/A Test Session Name: Brian Shedd Eng Form E Gr 4 Student ID: 654123 Username: Password:
LAS Links Online Test Ticket English Form E - Grades 4-5 (Eng. E) Maria Hu Date of Birth: 12/2/2014 Accommodation(s): N/A Test Session Name: Brian Shedd Eng Form E Gr 4 Student ID: 11122777 Username: Password:	LAS Links Online Test Ticket English Form E - Grades 4-5 (Eng. E) David Jones Date of Birth: 10/5/2014 Accommodation(s): N/A Test Session Name: Brian Shedd Eng Form E Gr 4 Student ID: 1234512 Username: Password:



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 – use the [TIDE Secure File Center](#) – and the student MUST finish testing with that same 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

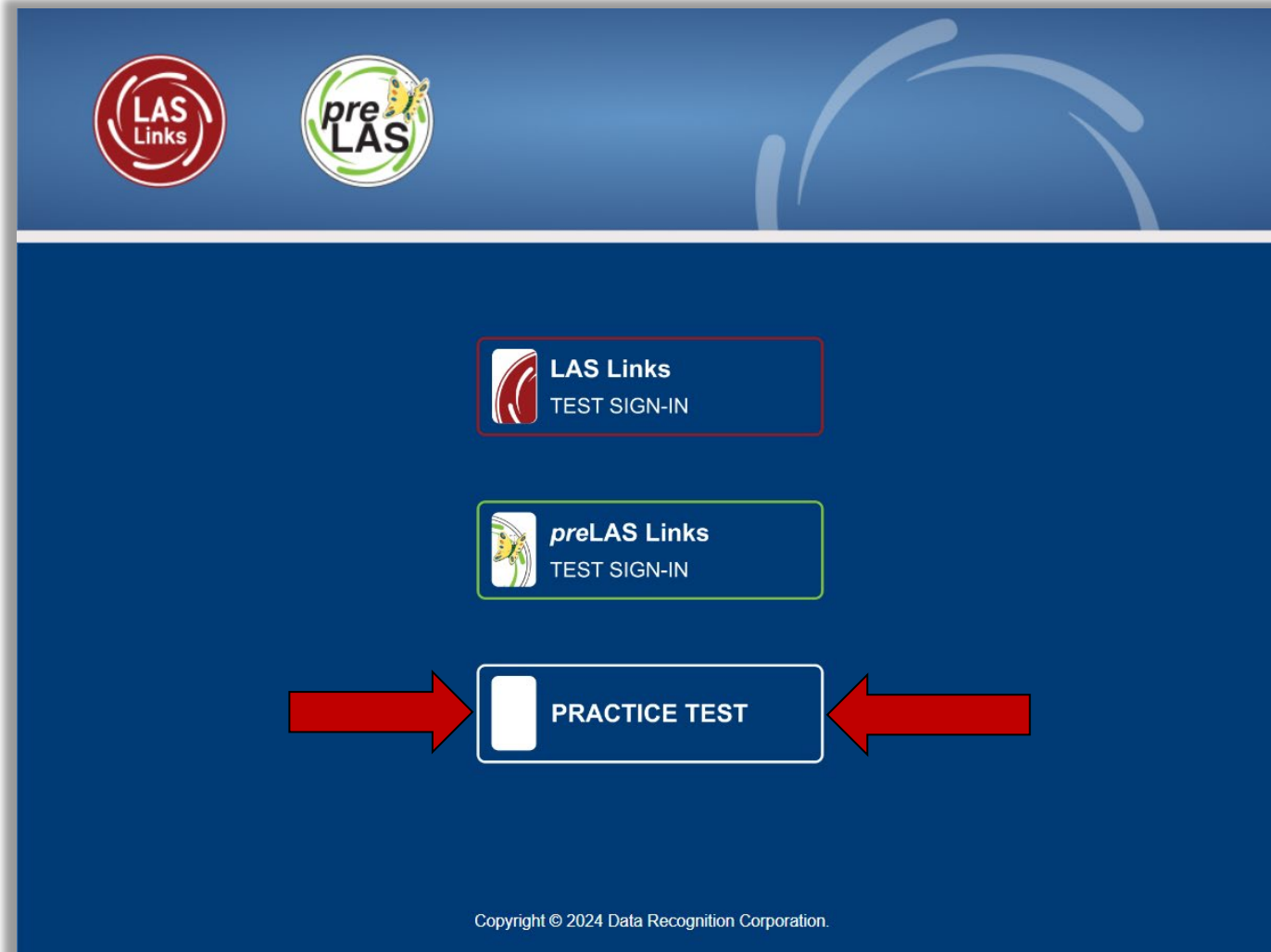


LAS Links Online Tools Training Practice Test



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.drctedirect.com/LL/portals/II>





Student Online Tools Practice Test Username and Password



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

Use the username and password provided on the login screen.



Student Online Tools Practice Test (OTT) Tips

Students can take the Online Tools Practice Test individually or as a whole group:

- The complete OTT should take approximately 20/25 minutes.
- Have the link to the Online Tools Practice Test open on another tab on your computer: <https://wbte.drcedirect.com/LL/portals/II> 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

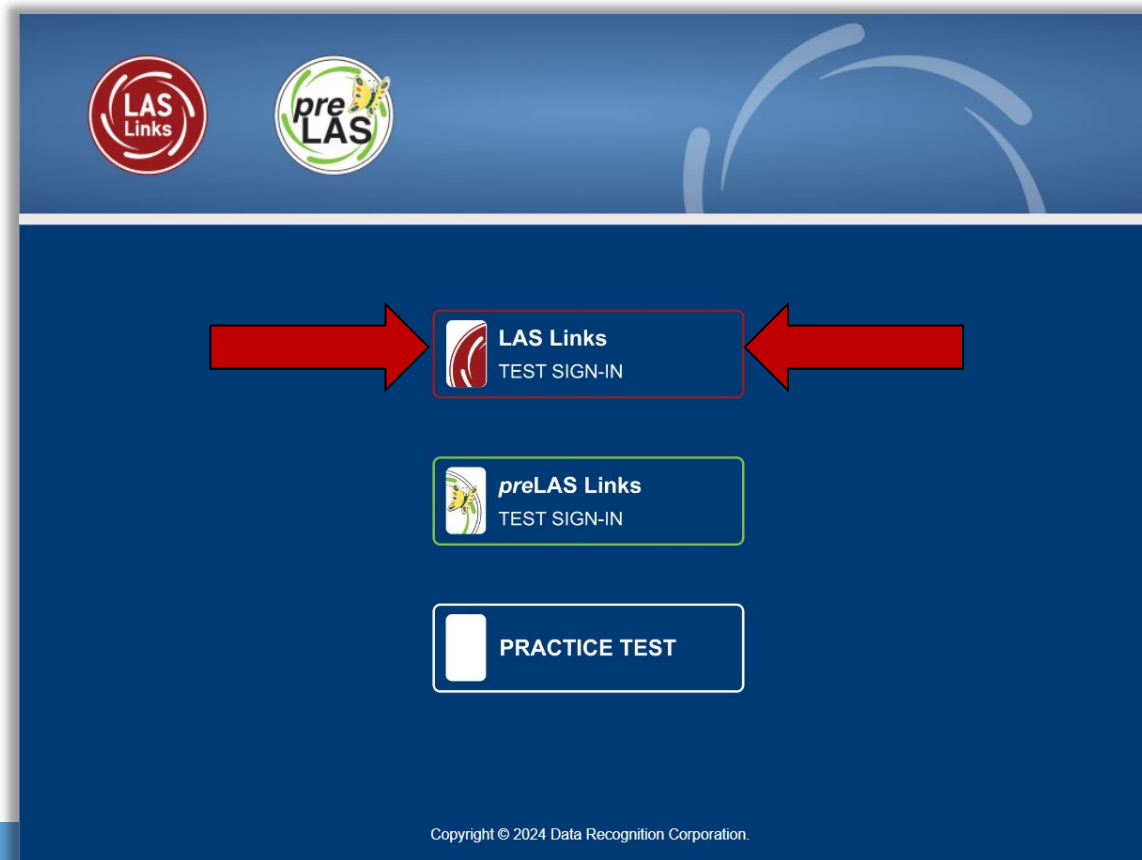
- Estimated times are testing time estimates only. They do not include pretest activities (i.e., test ticket allocation, logging in, etc.).
- Testing can be completed over multiple days.



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 - Continued

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:

 LAS LINKS ▾

[MY APPLICATIONS ▾](#)

DRC INSIGHT Portal

PARTICIPANT PREPARATION

[Student Management](#)

[Student Group Management](#)

[Test Administrator Management](#)

[User Management](#)

TEST PREPARATION

[Test Management](#)

TEST ADMINISTRATION

[Test Monitoring](#)

SCORING AND REPORTING

[Educator Scoring](#)

[Report Delivery](#)

[Interactive Reports](#)

GENERAL INFORMATION

[General Information](#)

TECHNOLOGY SETUP

[Central Office Services](#)

ORDERING

[Ordering Home](#)

OTHER LINKS

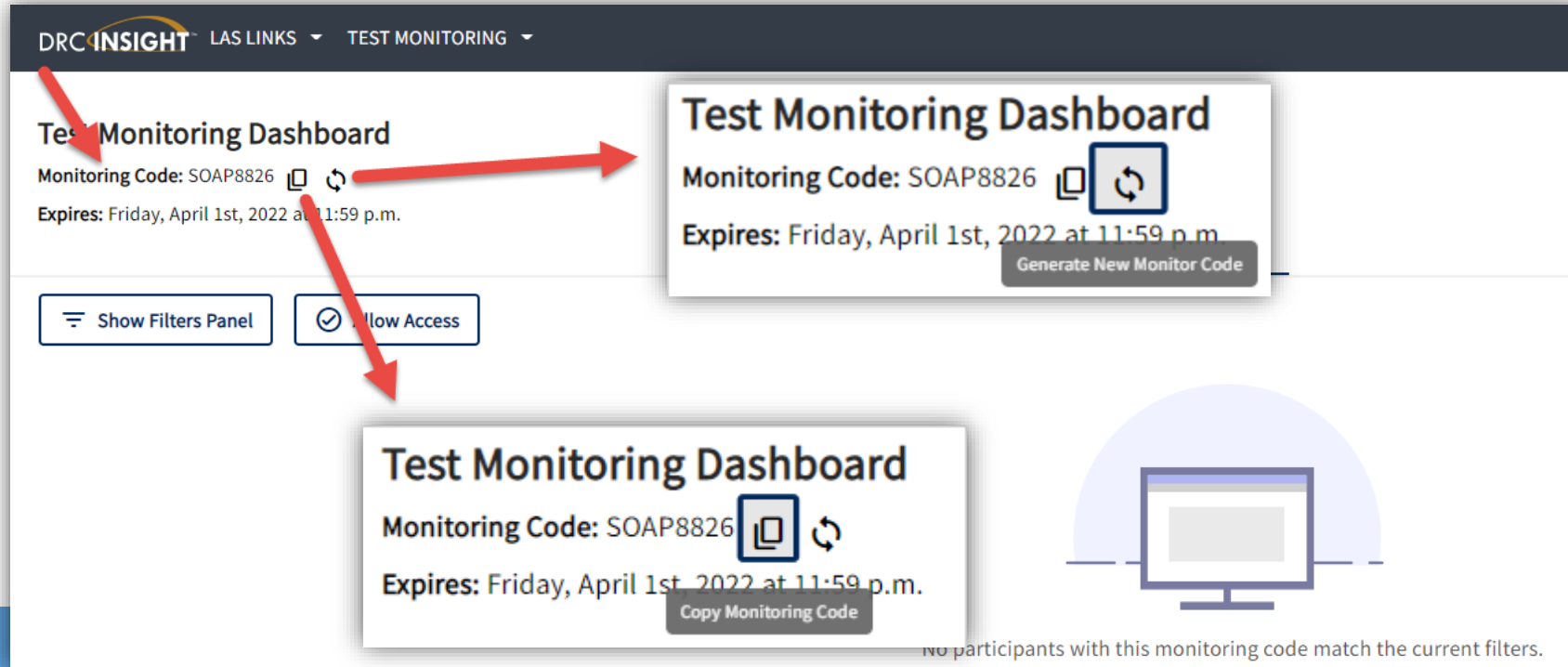
[Professional Learning](#)

[License Dashboard](#)



Generating a Test Monitoring Code

2. 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 
3. You may extend the monitoring code to last for up to 5 days by clicking on 

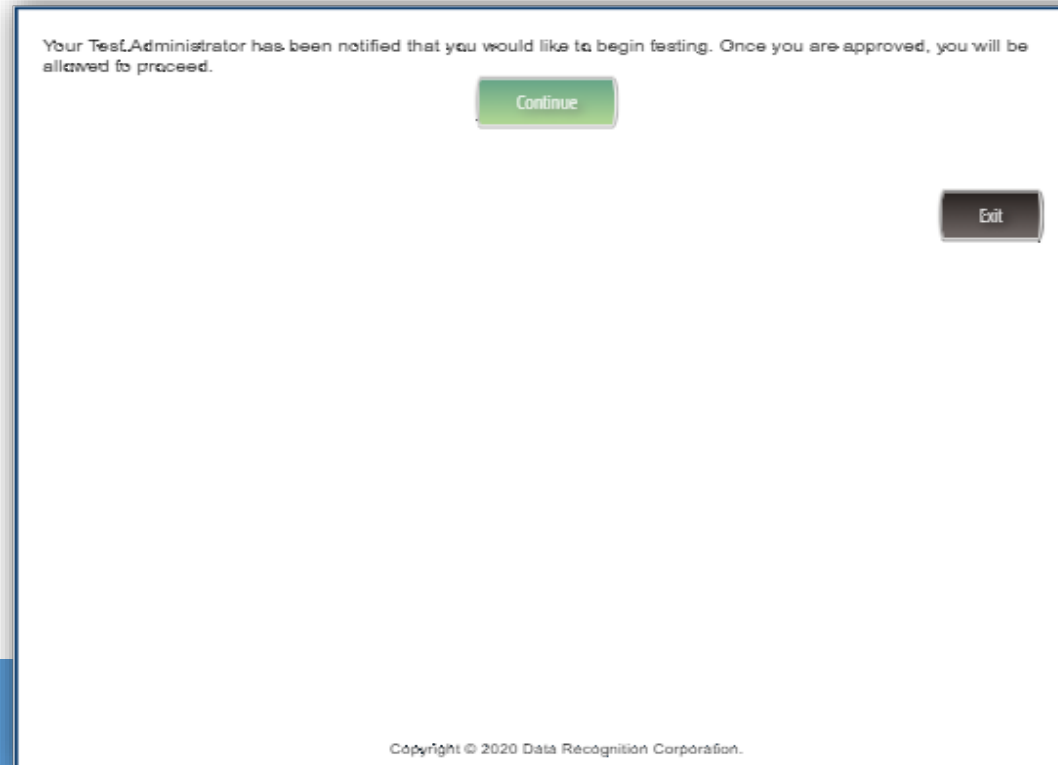


The screenshot shows the 'Test Monitoring Dashboard' in the DRC INSIGHT LAS LINKS system. The dashboard displays the Monitoring Code: SOAP8826 and the expiration time: Friday, April 1st, 2022 at 11:59 p.m. Below the code, there are two buttons: 'Show Filters Panel' and 'Allow Access'. Two red arrows point from the main dashboard to two callout boxes. The first callout box highlights the 'Copy Monitoring Code' button (a square icon with a document) and the 'Generate New Monitor Code' button (a circular refresh icon). The second callout box highlights the 'Copy Monitoring Code' button (a square icon with a document) and the 'Generate New Monitor Code' button (a circular refresh icon). A computer monitor icon is visible in the bottom right corner of the dashboard area.



If Using the Test Monitoring Application – Waiting Room

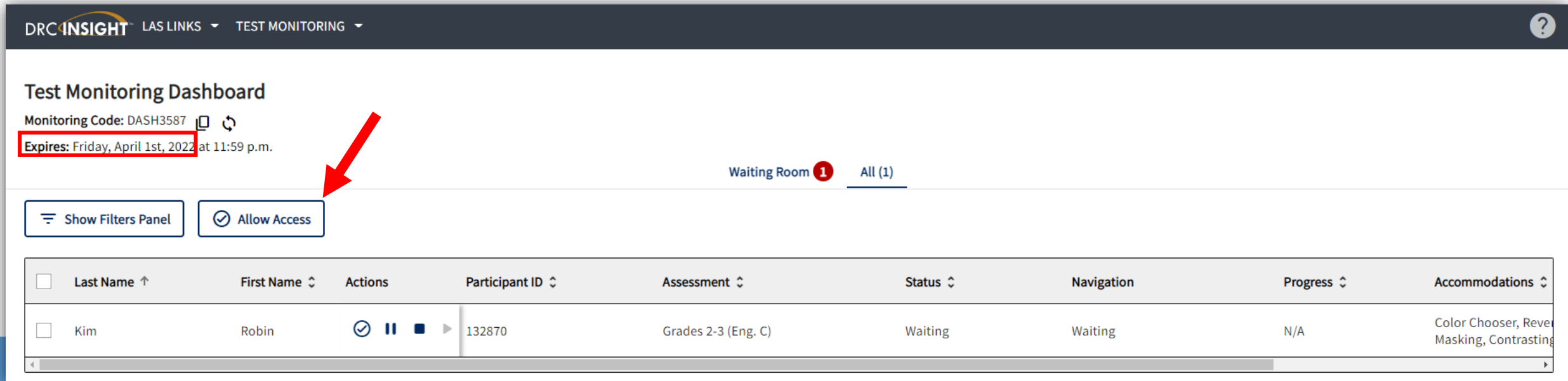
- Students are placed in a “Waiting Room” until the TA allows them to start the assessment
- The student’s status will be “Waiting” on the Test Monitoring Dashboard
- The TA controls the students’ access to their assessment





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' for DRC INSIGHT LAS LINKS. The monitoring code is DASH3587, and it expires on Friday, April 1st, 2022 at 11:59 p.m. The dashboard includes a 'Waiting Room' with 1 participant and an 'All (1)' tab. Below the tabs are two buttons: 'Show Filters Panel' and 'Allow Access'. A red arrow points to the 'Allow Access' button. The main table lists the participant Kim Robin with ID 132870, who is currently 'Waiting' for the 'Grades 2-3 (Eng. C)' assessment. The table has columns for Last Name, First Name, Actions, Participant ID, Assessment, Status, Navigation, Progress, and Accommodations.

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

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



Training Part 2: Student Readiness and Proctoring the Test

Activity 3: Appeals





Test Security

A secure test environment requires that ELACs and proctors

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



Appeal Process

If a proctor provides or modifies student answers, coaches students during the test, 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 Cristi.Alberino@ct.gov or abe.krisst@ct.gov before the appeal can be approved. **Use the student SASID – not their name. Try using the [TIDE Secure File Center](#) to share appeal documents.**
- **Please stop testing the student in all domains** until the appeal is approved!

More information is available in Appendix B of the [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.

Report Delivery

Manage Reports

On-Demand Reports

Online Testing Statistics

Status Reports

Status Reports

* Indicates required fields

Administration

District

School

LAS Links

(All)

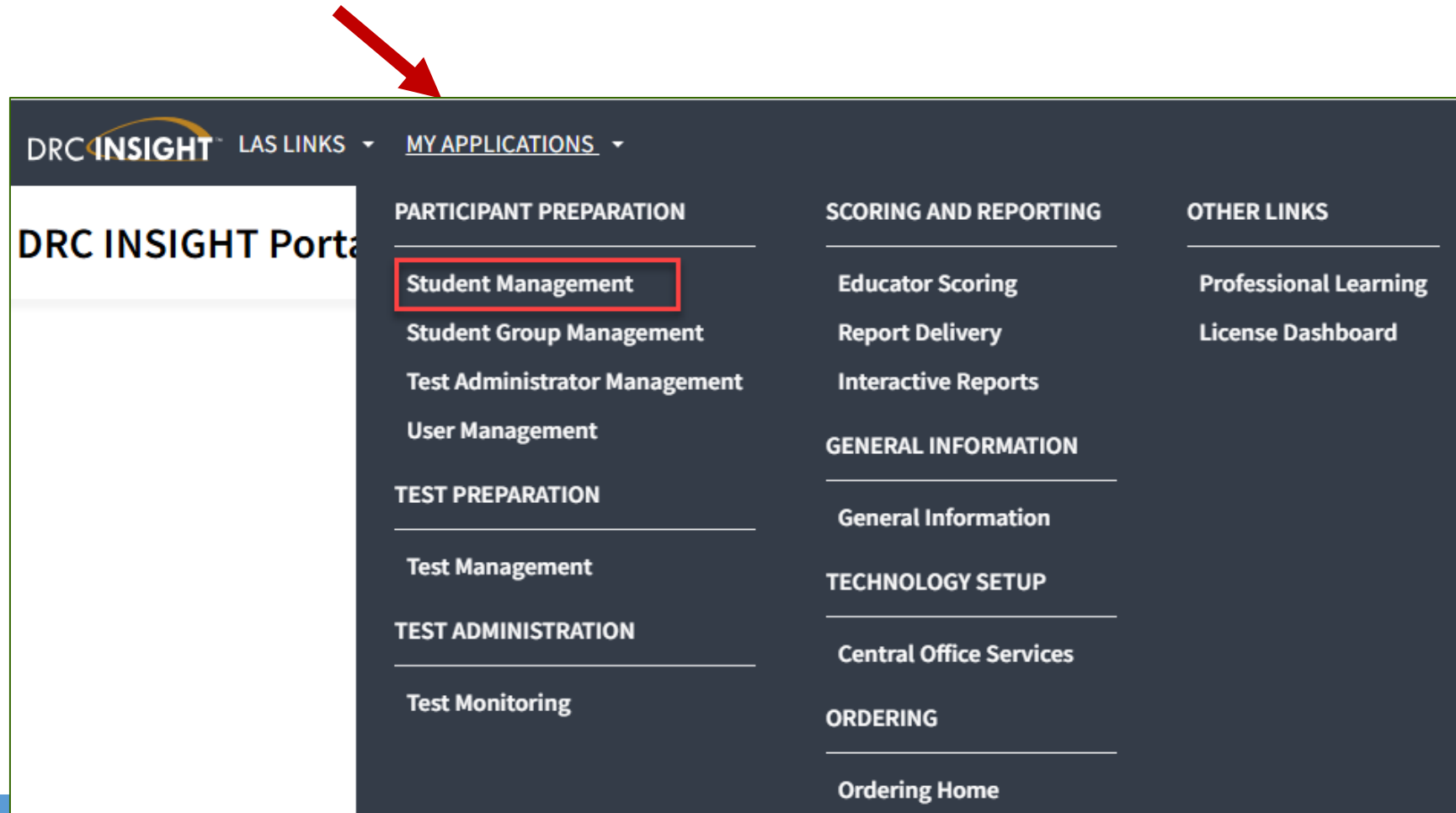
(All)

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:





Student Status Dashboard

Manage Students **Student Status Dashboard**

Student Status Dashboard

Site Selection

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



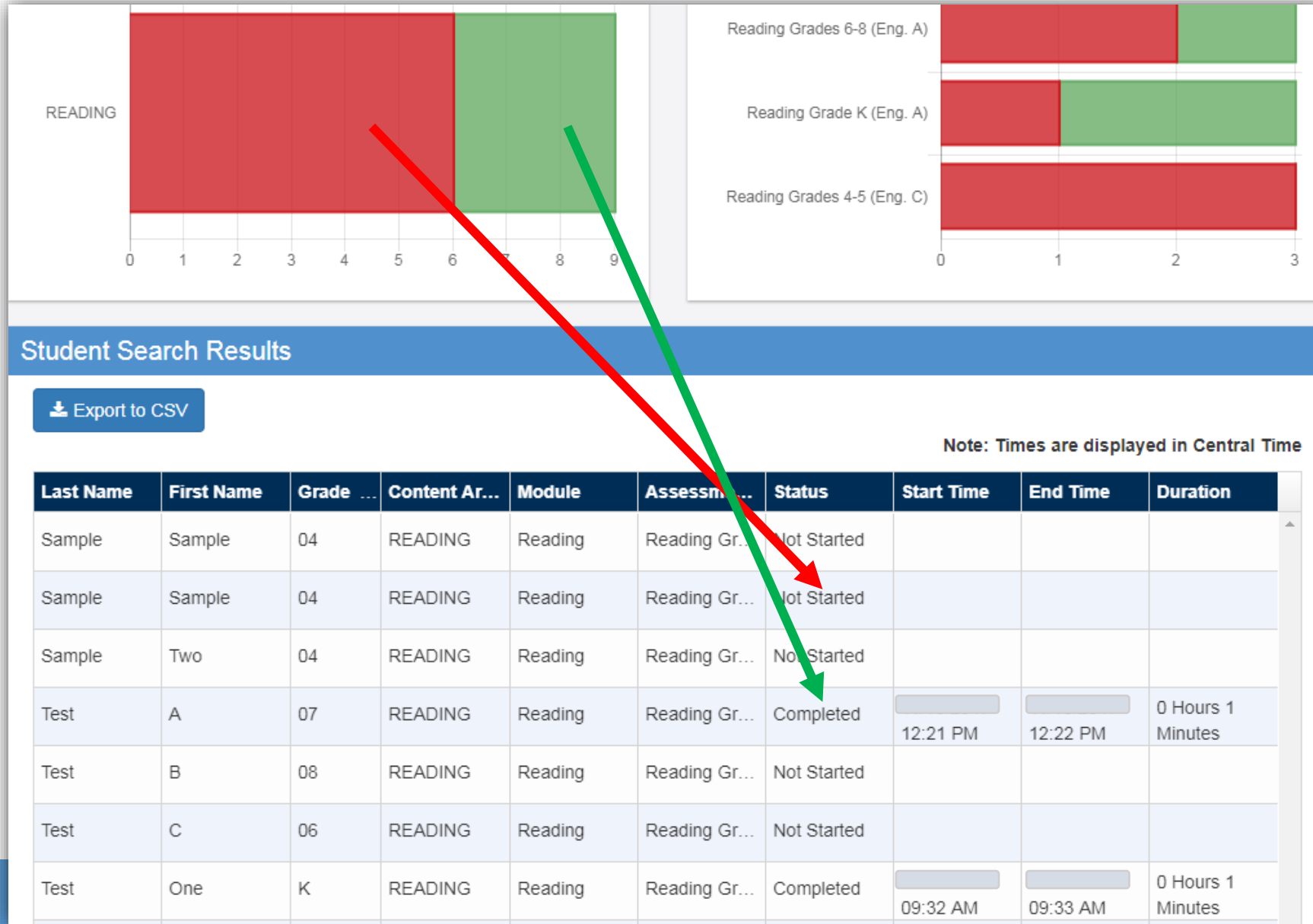
The student status dashboard will provide you status by School overall, by grade, by content area, and by assessment.

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



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
and Batch Download
Reports





On-Demand and Batch Download Preliminary Scoring Process

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

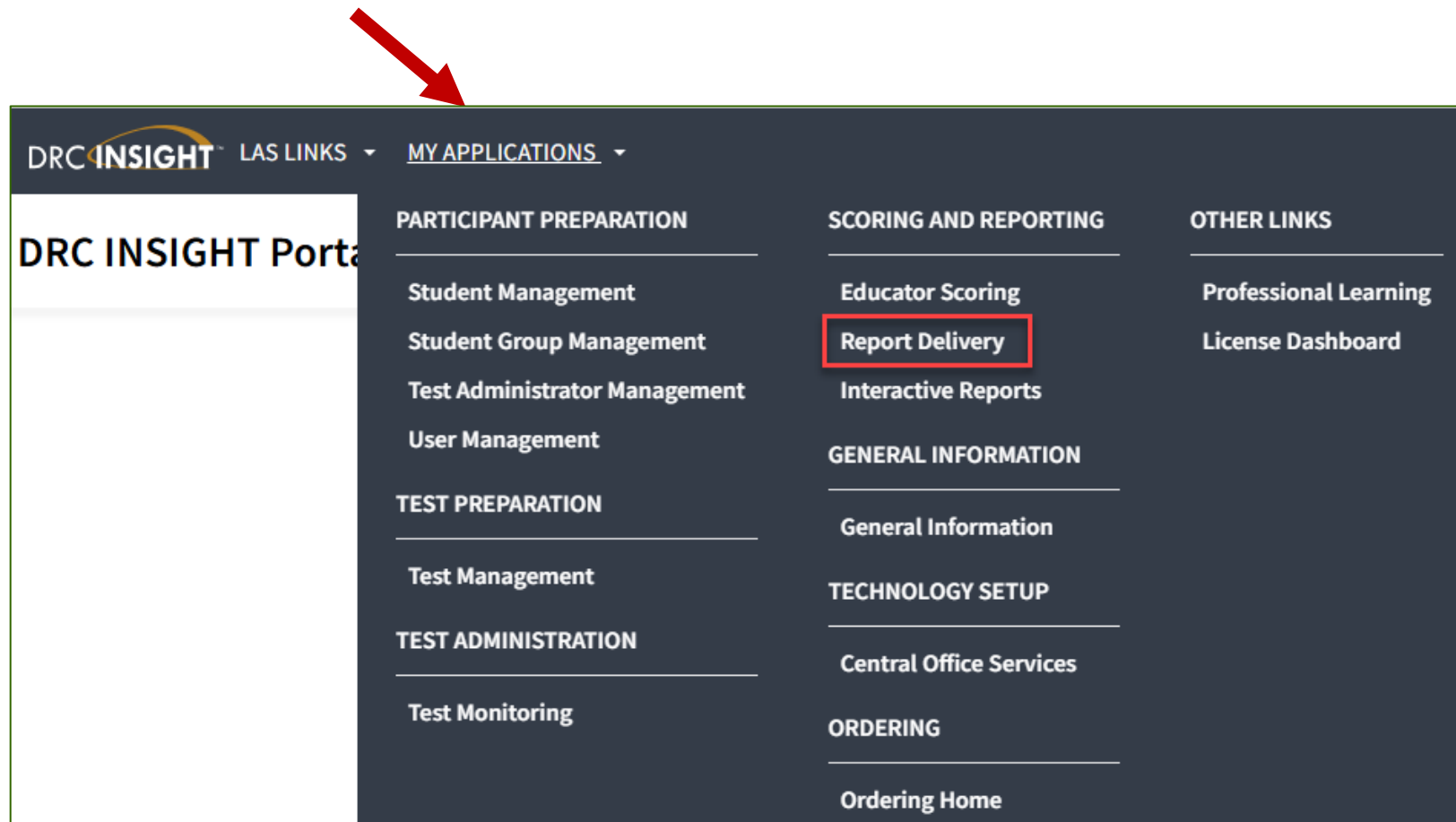
NOTES:

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



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

- Click on MY APPLICATIONS >> Report Delivery:





Accessing On-Demand Reports

- Click on MY APPLICATIONS >> Report Delivery:

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

District

School

Report

Language

Grade

Last Name

First Name

Student ID

Session

Find Students

Clear

Students

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 ▲	Grade
☐	KA	Student	1234567891		05
☐	myska	stud	1212121212		K
☐	One	LLSQA	1111111110		02
☐	Rada	Kari	1234567890		02
☐	skdisnine	skschool	6767676767		06

Open PDF

Action

Save PDF

Sample On-Demand Report



LAS Links Student Proficiency Report

Test Date:
District: SAMPLE
School: SAMPLE

Test Name: LAS Links Form Level 2-3
Form:
I.D:

Proficiency Report

Student: SAMPLE, Grade: 2

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

Academic Report

Student: SAMPLE, Grade: 2

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

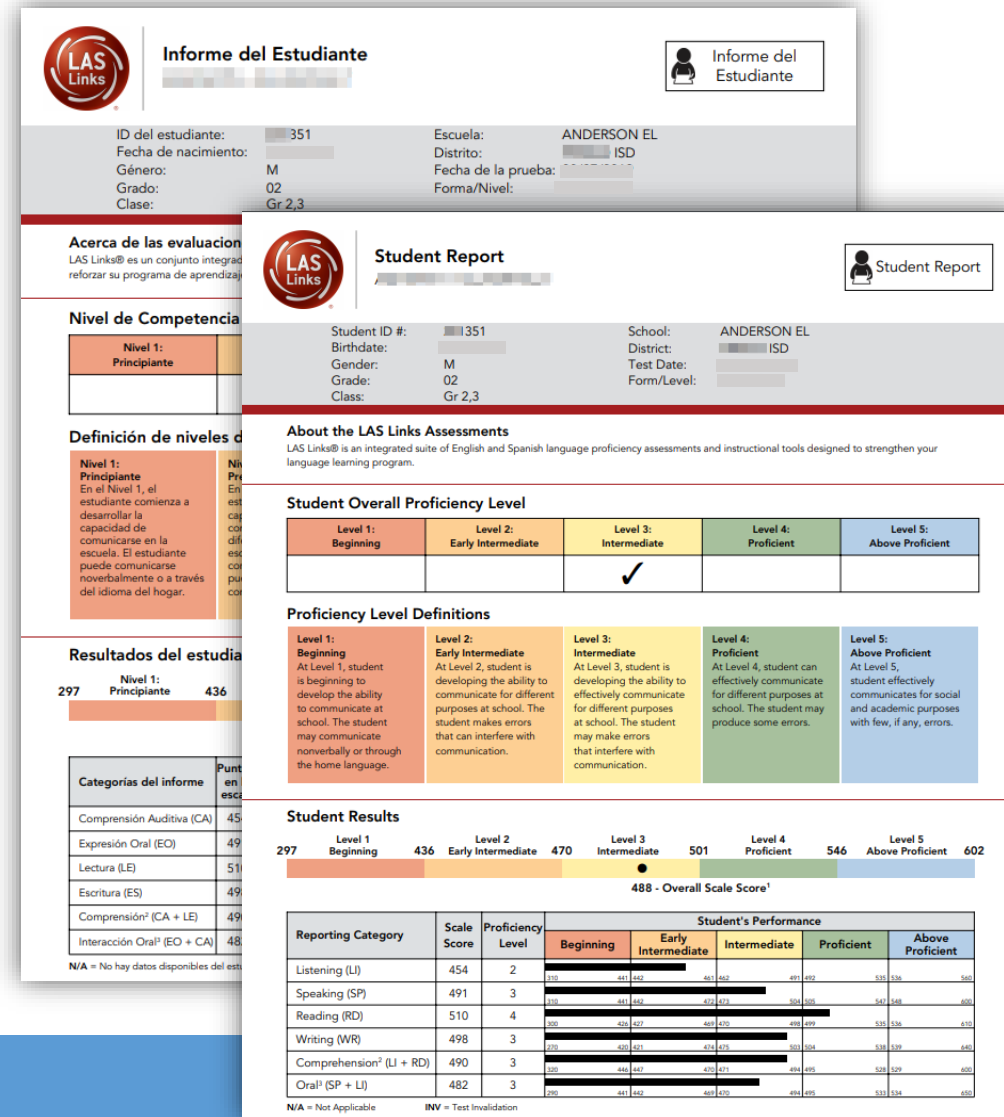
*Total Score= Social, Intercultural, and Instructional Communication+ Academic Score

Batch Download: Preliminary Student Reports



Reports are available in both English and Spanish.

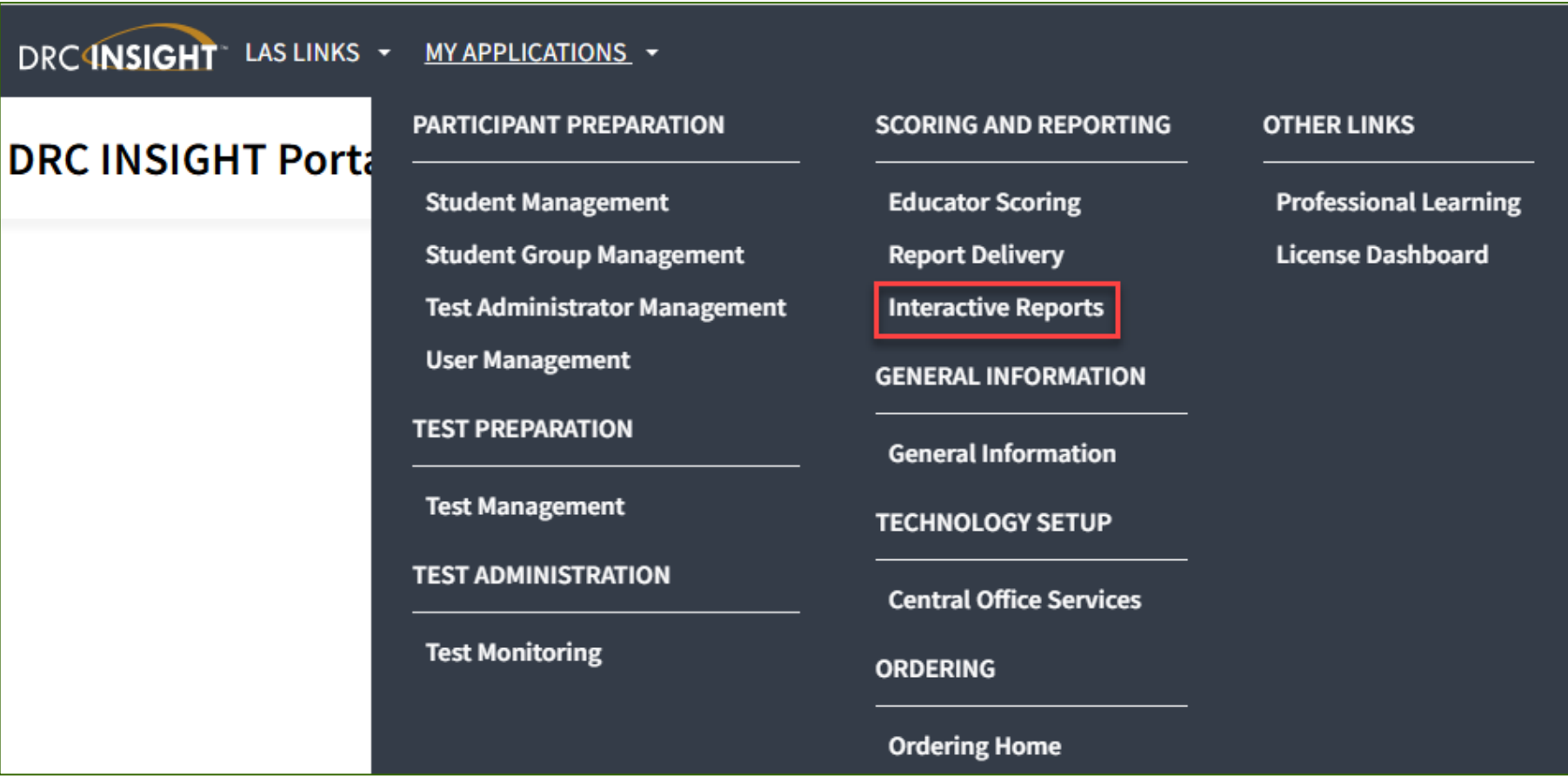
Reports include definitions of each proficiency level as well as a view as to where in the proficiency level a student performed.



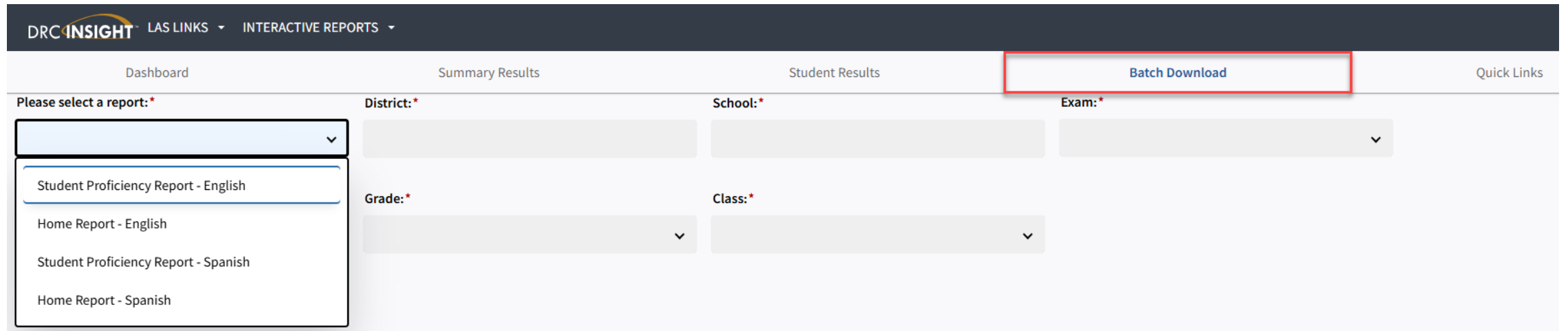


Accessing Batch Download Reports

First, go to: My Applications >> Interactive Reports



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

District:* School:* Exam:*

Grade:* Class:*

- 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

DRCINSIGHT™ LAS LINKS ▾ INTERACTIVE REPORTS ▾

Dashboard

Summary Results

Student Results

Batch Download

Quick Links

Please select a report:*

District:*

School:*

Exam:*

Student Proficiency Report - English ▾

District

×

High School

×

LAS Links C, D, E, F ▾

Assessment Date:*

Grade:*

Class:*

2025-01-02 ▾

10 ▾

▾

Display Students

Download Students

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., 2026-01-05) for the current school year.

During the testing window, and you continue to test students, more reports will appear in this batch.

Batch Download: Batch Download Student Reports

Display Students

Download Students

Students				
Select	Name ↑	Student ID	Form Level	Action
☐	[REDACTED]	351	A/2	
☐	[REDACTED]	329	A/2	
☐	[REDACTED]	373	A/2	
☐	[REDACTED]	687	A/2	
☐	[REDACTED]	781	A/2	
☐	[REDACTED]	271	A/2	
☐	[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 #:
Birthdate:
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.

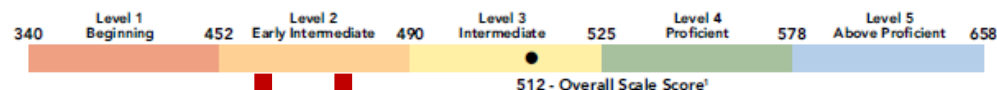
Student Overall Proficiency Level

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

Proficiency Level Definitions

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

Student Results



Reporting Category	Scale Score	Proficiency Level	Student's Performance									
			Beginning	Early Intermediate	Intermediate	Proficient	Above Proficient					
Listening (LI)	492	3										
Speaking (SP)	500	3	250	454	457	481	482	514	515	570	580	640
Reading (RD)	547	4	340	440	449	473	474	507	508	558	559	635
Writing (WR)	509	3	240	450	459	502	503	531	532	585	586	680
Comprehension ² (LI + RD)	519	3	290	424	425	495	496	531	532	582	583	680
Ora ³ (SP + LI)	496	3	255	484	485	505	506	525	526	562	563	660
Literacy ⁴ (RD + WR)	528	3	355	440	450	477	478	513	514	574	575	637
Productive ⁵ (SP + WR)	504	3	325	450	451	500	501	533	534	585	586	680
			325	440	441	485	486	520	521	570	571	657

N/A = Not Applicable

INV = Test Invalidity

¹Overall Scale Score is an average of Speaking, Listening, Reading, and Writing.

²Comprehension is based on all items in the Listening and Reading skill areas.

³Oral is based on all items in the Speaking and Listening skill areas.

⁴Literacy is based on all items in the Reading and Writing skill areas.

⁵Productive 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



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

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

Reading Links - LAS Links 2nd Edition

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

Recommended Lexile® Range = 570L-720L

Student's Lexile® Measure = 670L

Suggested Titles	Author	Lexile
The Bamboo Flute	Disher, 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, Jil	680L
Gold Dust	Lynch, Chris	690L
Miraculous Journey of Edward Tulane	DiCamillo, Kate	700L
If the World Were a Village	Smith, David J. Armstrong, Shelagh	710L
Sherlock Holmes and the Adventure at the Copper Beeches	Rohrbach, Sophie Morrow, J. T.	720L

General Interpretation

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

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

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Preliminary Student Proficiency Report

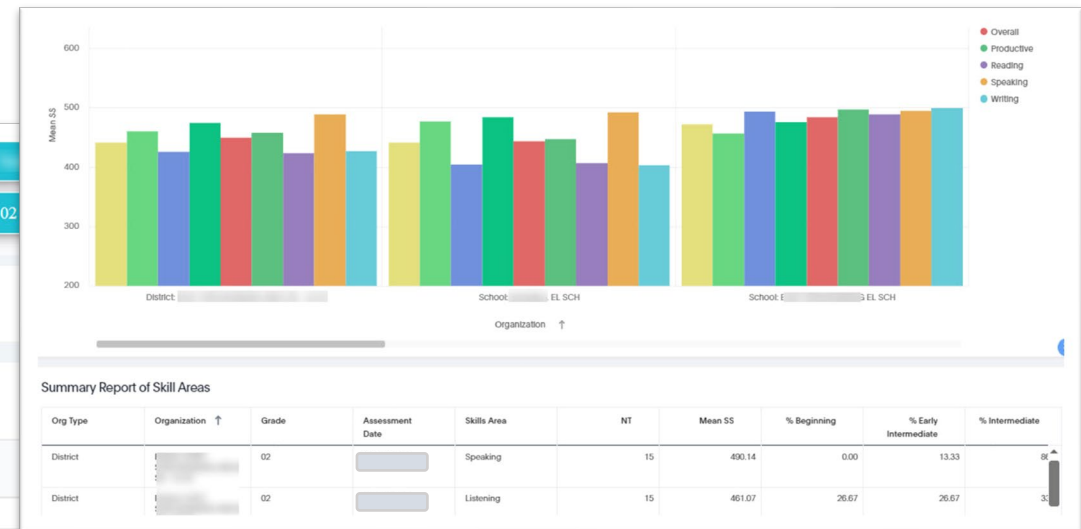
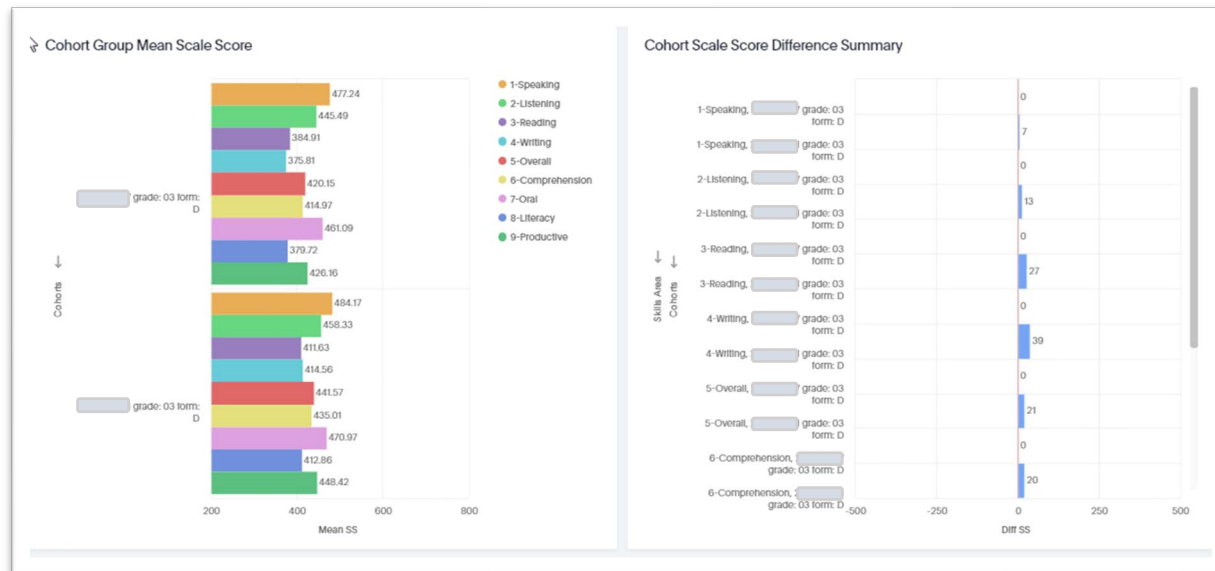
Provides specific academic language strand scores, allowing teachers to pinpoint areas of need and focus

Provides Lexile levels and suggested reading titles

LAS Links Interactive Reports

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

Sample Reports



Student	▼ SPEAKING																								District	02
	▼ Language Arts, Social Studies, History						▼ Mathematics, Science, Technical Subjects						▼ Social, Intercultural, and Instructional Communication				▼ Language Arts, Social Studies, History				▼ M; Tect					
	14 (3)	15 (3)	16 (3)	17 (3)	6 (1)	9 (1)	18 (3)	19 (3)	20 (3)	21 (3)	7 (1)	8 (1)	12 (3)	13 (3)	2 (1)	22 (4)	3 (1)	4 (1)	82 (1)	84 (1)	90 (3)	91 (3)	92 (3)	81 (1)		
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

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			
LAS Links	Student Proficiency - English	Student Proficiency - English	DJF122			



CSDE DRC 2025-26

LAS Links Accommodated Paper Administration Training



Important Differences between Paper Testing and Online Testing

1. Students can only take the paper test if they have an approved accommodation
2. Students will take **paper Form C** in 2026, not Form E
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 C

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 7, 2025 – February 6, 2026

Last day to ship answer documents back to DRC for scoring – **February 27, 2026**



Accommodated/Paper Materials Order Form – Form C

Connecticut 2026 LAS Links
Accommodated/Paper Materials Order Form
Order Window - November 7, 2025 - February 6, 2026
Orders received by December 10, 2025, will arrive in district by December 19, 2025.
Orders received after December 10, 2025, will arrive in district after January 9, 2026.
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:
District Code: Shipping Address*:
District Name:
Phone: EXT: City:
Email Address: State: Zip Code:
**If your address is incorrect, please contact your Contacts Manager Writer to change it in EdSight.*
Order Date:

SECTION I: DISTRICT ENROLLMENTS
The 2026 LAS Links paper form will ONLY be provided for the following English learners/multilingual learners:

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

NOTE: The need to test via paper/pencil will be monitored closely by CSDE.
Enrollment by Grade
***PLEASE INDICATE THE TOTAL NUMBER OF STUDENTS TESTING WITH PAPER WITHIN YOUR DISTRICT IN THE TABLE PROVIDED BELOW.*

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

SECTION II: Paper TEST MATERIALS
Base your order request on the number of **individual students** who will be assessed with the paper form.

QTY	ISBN	Item Description	UNIT
	C6401105	Grades K-1, LAS Links Form C Student Answer Booklet	10/pkg.
	C6605800	Grades K-1, LAS Links Form C Examiner's Guide	Each
	C6606300	Grades K-1, LAS Links Form C Cue Picture Book	Each

- [2026 Order Form](#)
- 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 C test booklets from previous years, place an order anyway and return all materials at the end of the test window



Test Materials

Grades K – 3 Cue Picture Books



Grades 4 – 12 Student Content Books



Grades K – 12 Student Answer Books





Materials Needed for Testing

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

Test Materials – Large Print and Braille

Braille and Large-Print Accommodations

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

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

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

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

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



Training Part 4: Paper Testing

Activity 2:

Administering LAS Links,
Including Holistic Scoring





Estimated Testing Time

Subtest Area	Administration	Estimated Time
Speaking	One-to-One Testing (paper only)	15 minutes – all Grades
Listening	Group Testing	35 minutes – Grades K, 1, 6-8, and 9-12 30 minutes – Grades 2-3, 4-5
Reading	Group Testing	35 minutes – Grades K, 1, 2-3, and 4-5 45 minutes – Grades 6-8 and 9-12
Writing	Group Testing	30-35 minutes – Grades K, 1 35 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 Constructed Response	DRC Scoring
Writing	Group Testing	Multiple Choice Constructed Response	DRC Scoring

Student Answer Book



Affix label here


Leading the way
in language assessments



LAS Links® Second Edition, Form C

Student Answer Book

GRADES
4-5

Must be
CSDE
approved
for use

1 STUDENT'S NAME			2 TEACHER NAME		6 STUDENT ID NUMBER		7 HOME LANGUAGE		
Last		First	M.I.	SCHOOL NAME		DISTRICT			
BIRTH DATE		3		4 GENDER		5 GRADE			
Month Day Year		Female Male		GRADE		ETHNICITY (choose one)			
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec		Female Male		GRADE		Hispanic/Latino			
						Not Hispanic/Latino			
						(Choose one if Hispanic/Latino)			
						Mexican			
						Cuban			
						Puerto Rican			
						Dominican			
						Central American			
						South American			
						Other			
						RACE (Fill in as many as apply.)			
						American Indian or Alaska Native			
						Asian			
						Black or African American			
						Native Hawaiian or other Pacific Islander			
						White			
9 TEST INVALIDATION		10 PROGRAM PARTICIPATION		11 SPECIAL EDUCATION		12 ACCOMMODATIONS		13 SPECIAL CODES	
(Mark all that apply)		(Mark all that apply)		(Mark all that apply)		CATEGORY		K L M N O P Q R S T	
Speaking		Academic English Learner		IEP		S L RD WR		K L M N O P Q R S T	
Listening		ESEA Title I		504		1 2 3 4		K L M N O P Q R S T	
Reading		English Language Learner (ESEA Title III)				1 2 3 4		K L M N O P Q R S T	
Writing		Gifted and Talented				1 2 3 4		K L M N O P Q R S T	
		Indian Education				1 2 3 4		K L M N O P Q R S T	
		Migrant Education				1 2 3 4		K L M N O P Q R S T	
		Other				1 2 3 4		K L M N O P Q R S T	



Testing with Accommodations

12 ACCOMMODATIONS				
CATEGORY	S	L	RD	WR
	1	1	1	1
	2	2	2	2
	3	3	3	3

**Please follow CSDE
guidelines for
accommodations**

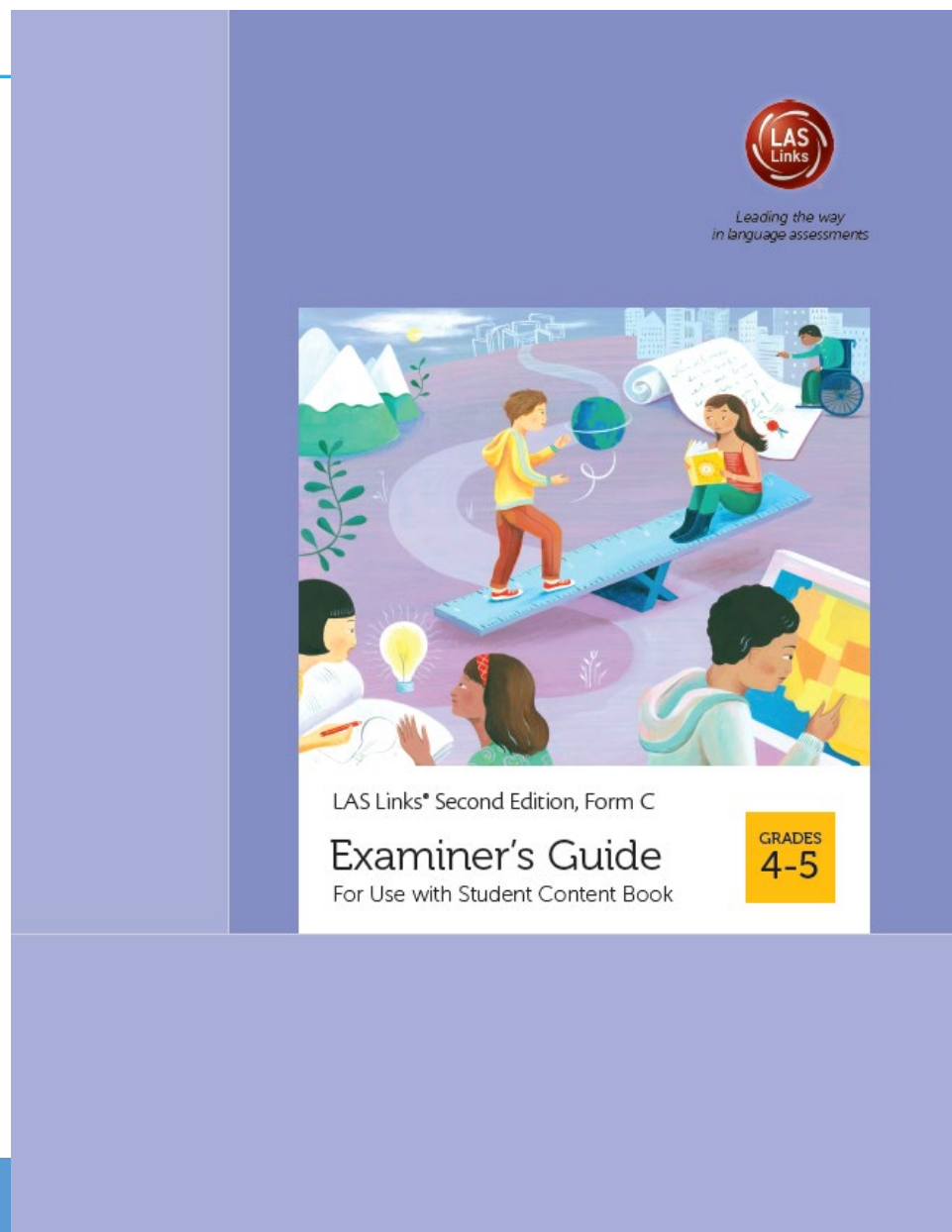


Important Notes

- Use **Category 3** for each subtest with an approved accommodation
- 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 27, 2026



LAS Links Examiner's Guide



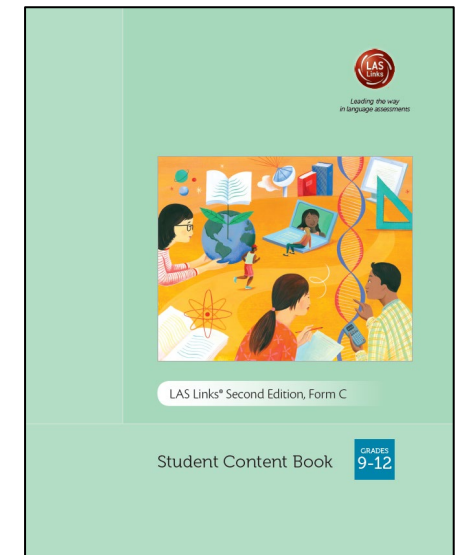
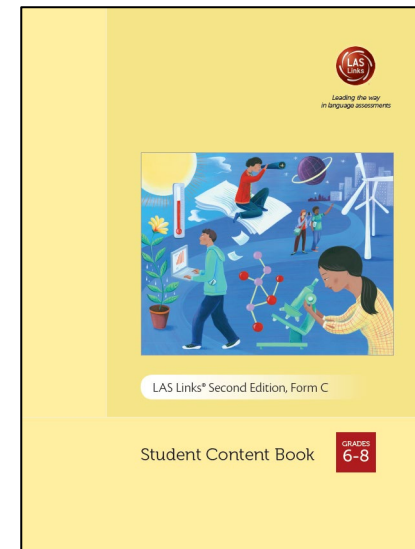
Speaking Test Administration



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

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

Examiners score the test using the answer document





Speaking - Rubric Scoring



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

SPEAKING *Present and Explain Information*

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

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



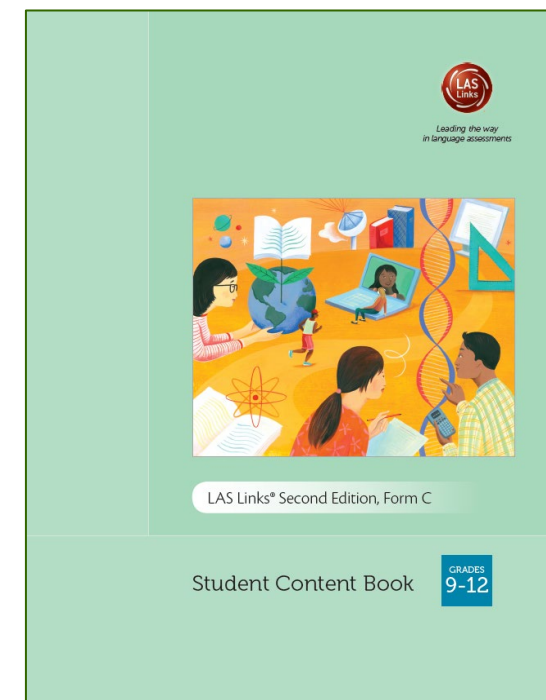
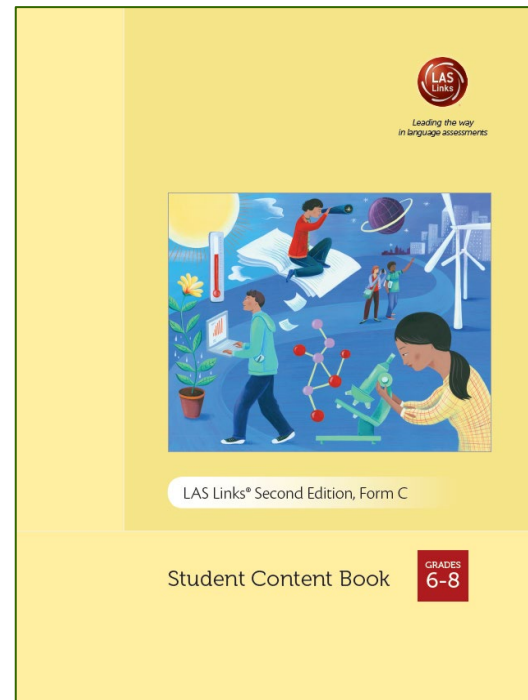
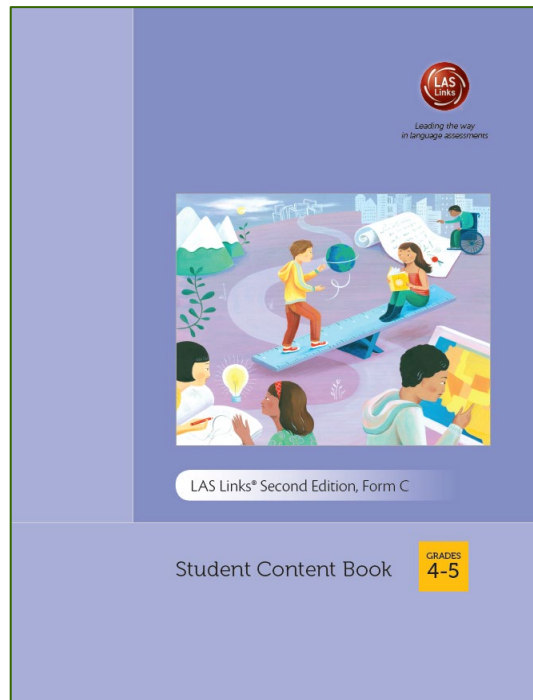
In the Listening/Reading/Writing subtests, students will mark their answers in their individual Student Answer Book.



Student Content Books – Grades 4-12



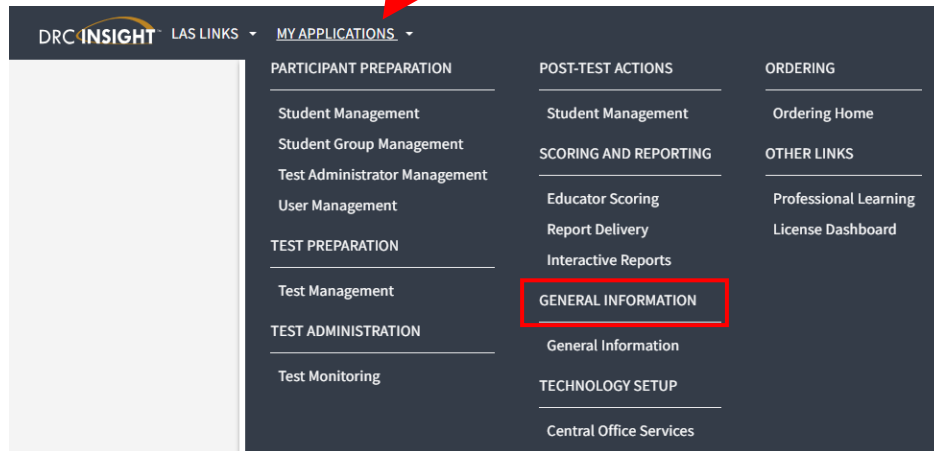
For Grades 4-12, each student will also need their own Student Content Book during testing.



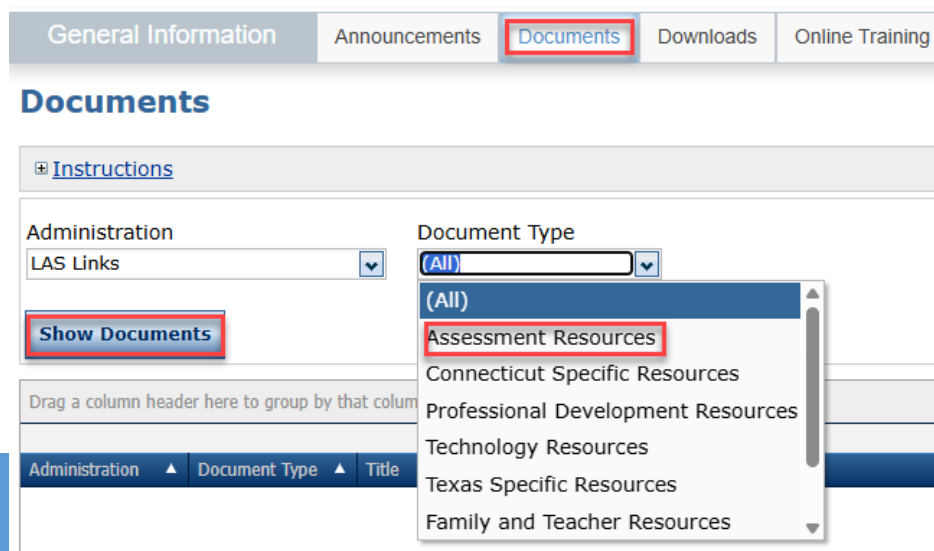
Audio Files for the Listening Subtest



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



Show Documents					
Drag a column header here to group by that column					
Documents					
Administration	Document Type	Title	Description	Date	Action
All Administrations	Audio Files	Audio Files: Eng A-D, Esp A/B, PreLAS	Audio files for LAS Links English Forms A-D, Espanol Forms A and B, and PreLAS Forms C, D, and Espanol C	9/16/2025	
All Administrations	Audio Files	Audio Files: PreLAS, LAS Eng A, Esp A	Audio files for - preLAS (all), LAS Links Form A, LAS Links Espanol Form A	9/16/2025	
LAS Links	Audio Files	Audio Files: Form C Paper	Audio files for LAS Links Form C paper tests	9/16/2025	
LAS Links	Audio Files	Audio Files: Form E	Audio files for Form E	9/16/2025	





LAS Links Form C

[GRADES K-1 Audio Files](#)
Passcode: CK-1 audio##

[GRADES 2-3 Audio Files](#)
Passcode: C2-3 audio##

[GRADES 4-5 Audio Files](#)
Passcode: C4-5 audio##

[GRADES 6-8 Audio Files](#)
Passcode: C6-8 audio##

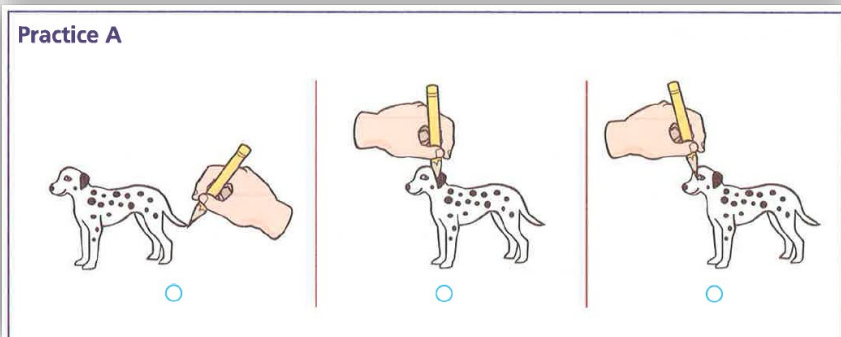
[GRADES 9-12 Audio Files](#)
Passcode: C9-12 audio##



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

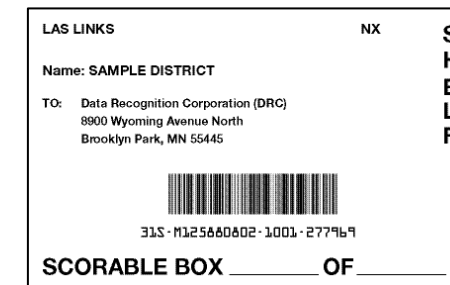


Check your Test Coordinator Kit



You will receive a Test Coordinator Kit in a separate box that includes:

- ✓ District/School labels to affix to each answer document
- ✓ DRC School Identification labels to attach to each return box
- ✓ UPS labels for shipping





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 27, 2026

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

LAS Links Resources and Contact Information





Communications



All ELACs should receive the [Student Assessment News](#), for critical assessment information. Register [here](#).

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

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



Resources:



[CT DRC LAS Links Webpage](#)

- [LAS Links Test Administration Manual](#)
- [LAS Links Portal User Guide](#)
- Appeals Form
- LAS Links Training Videos

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



LAS Links Accessibility Resources

Resources to support ELACs, special education teachers, and 504 Team members in determining accessibility resources for student's current learning access needs can be found on the [Connecticut DRC LAS Links](#) and the [CSDE English Language Proficiency](#) websites.

- LAS Links Accessibility Training
- [LAS Links Accessibility Chart](#)
- [LAS Links Reader Options Table](#)
- [LAS Links Domain Exemption Guidance](#)
- [LAS Links Test Administration Manual](#)



CSDE Contact Information



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Performance Office

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Megan Alubicki-Flick

English Learner Consultant

Turnaround Office

860.713.6786 or Megan.Alubicki@ct.gov



DRC Support



LAS Links Help Desk

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

LAS Links Project Manager

Franklin Brown

LASLinksPM@datarecognitioncorp.com