





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

2025-26

Returning 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 <u>Accommodated/Paper Test form</u>, 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.



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

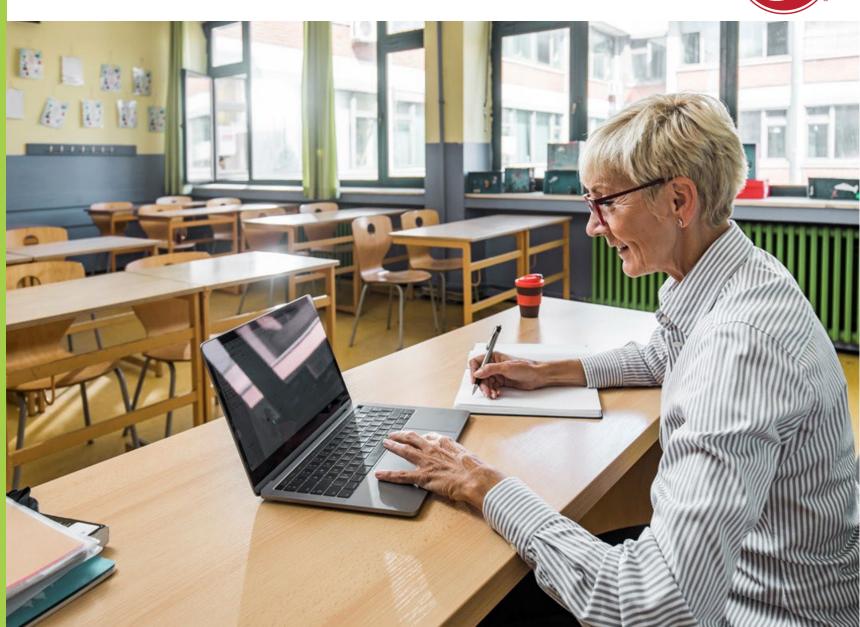




Training Part 1: Pre-Test Activities

Activity 1:

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

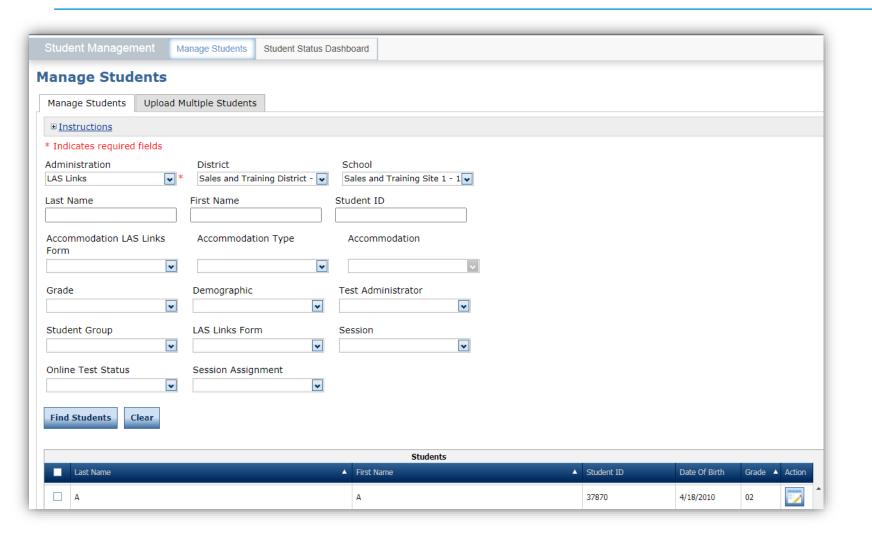
Do not add students to the DRC INSIGHT Portal manually

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



Finding a Student





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



Creating Optional Student Groups



Why Use Student Groups?

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

Refer to the "Creating Student Groups" section in the <u>DRC INSIGHT LAS Links Portal</u> <u>User Guide</u> for further direction on creating student groups.





Training Part 1: Pre-Test Activities

Activity 2:

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



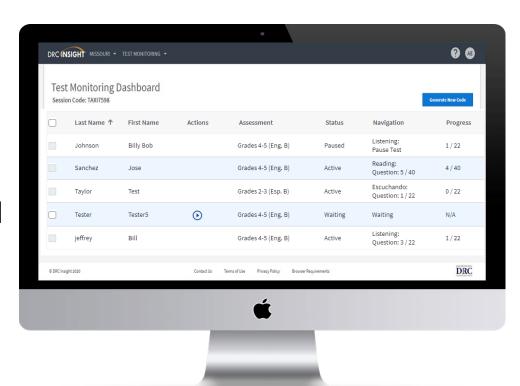
Enhanced Security with the Test Monitoring Application (optional)



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

Benefits of TMA:

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



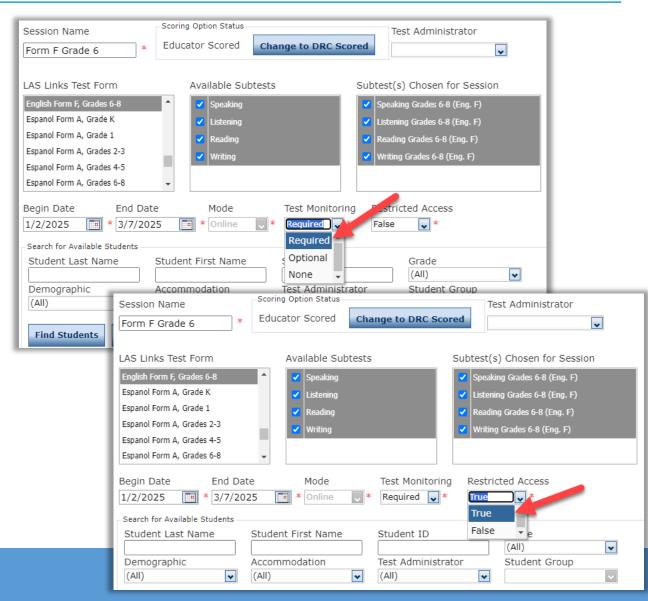
For more detailed guidance on the TMA go the DRC INSIGHT portal under General Information>> Documents>> CT Tech Manuals and Guides



Adding TMA to DRC-created Test Sessions



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





ELAC Created Test Sessions



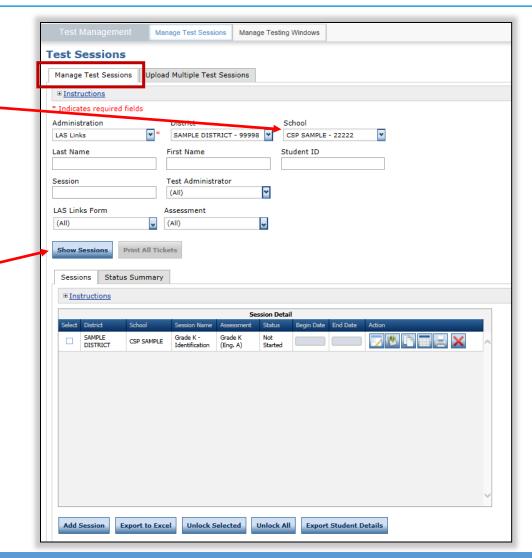
ELACs can create new test sessions.

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

"Show Sessions" first.

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

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

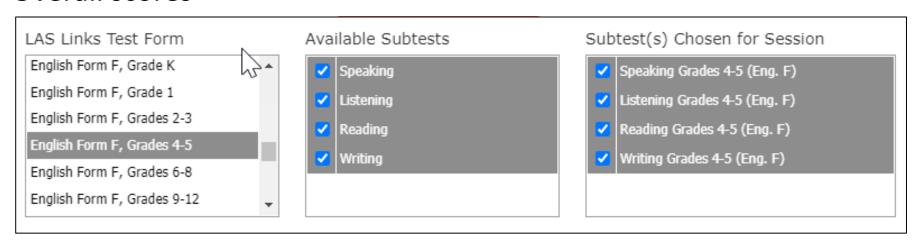




Important Test Session Reminders



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



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





Training Part 1: Pre-Test Activities Activity 3:

Recording Student Accommodations





Eligibility for Accommodations on the LAS Links



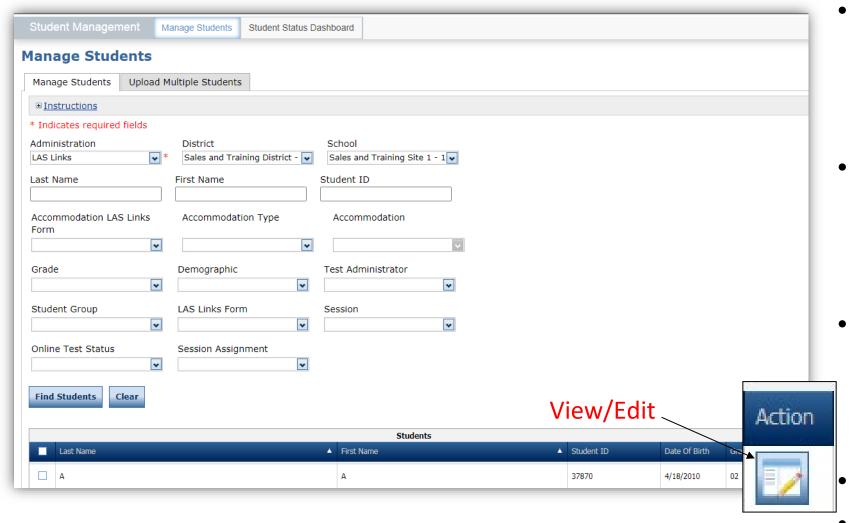
Each student participating in the LAS Links must meet each of the following components of the eligibility criteria for each applicable subtest of the LAS Links to be eligible to receive accommodations:

- 1. Student is identified as an EL/ML in PSIS; AND
- 2. Student is identified as a student with disabilities with 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





- 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



Instruction									
ndicates re	equired fields		4						
t Name rdenal		t Name Ima	Middle Initia	Student ID 543876	*				
Student De				, , ,					
If more than one category of accommodations is used for content area, fill in the highest category used. (Category 3 is the highest.) Accommodations									
уре	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								
.P	Large Print								
ИТМ	Manipulating Test Materials								
RA.	Read Aloud								
RS	Scribe								
SL.	Sign Language								
Other	Other								
Category	Listening - Category 1								

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 4:

Printing Test Tickets

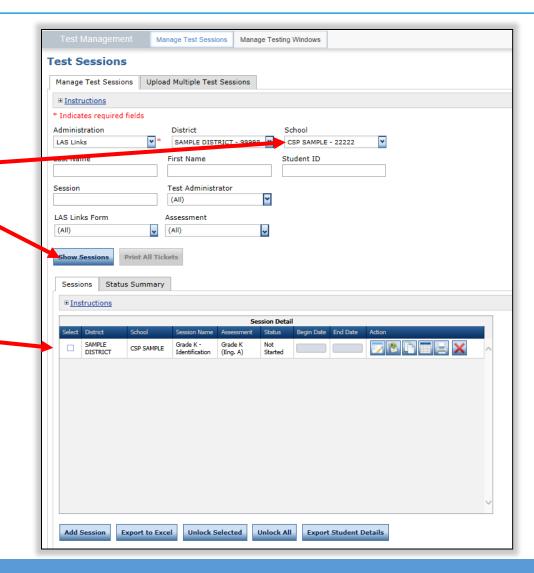




Finding a Test Session



Fill in required information and click "Show Sessions."

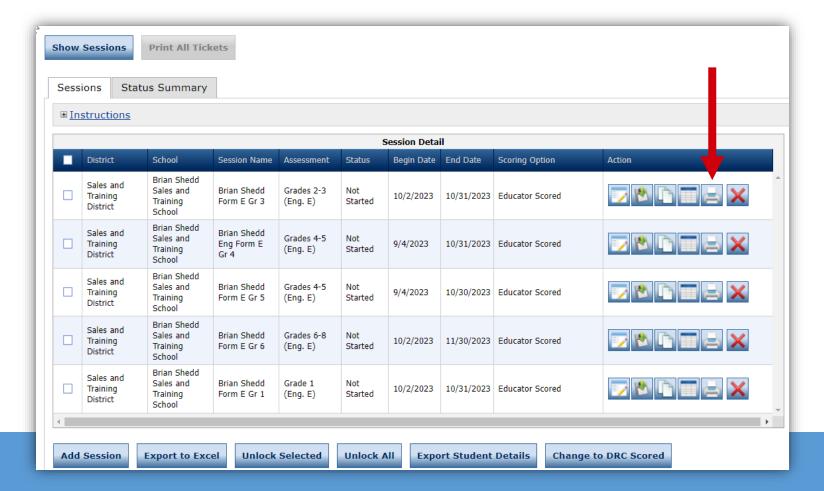




Generating Test Tickets Print All/Print Selected



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





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 <u>MUST</u> 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 <u>ELAC Contact Information</u> 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 <u>TIDE</u>
 <u>Secure File Center</u> and the student <u>MUST</u> 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 <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



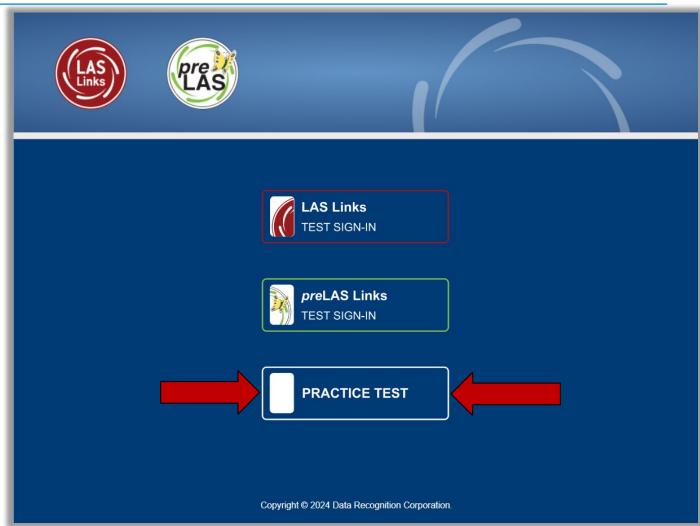


LAS Links Online Tools Training Practice Test



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 <u>CHROME</u> go to: https://wbte.drcedirect.com/LL/portals/ll





Student Online Tools Practice Test Username and Password



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

Use the username and password provided on the login screen.



Student Online Tools Practice Test (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/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) <u>as a whole group</u>, 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.





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.

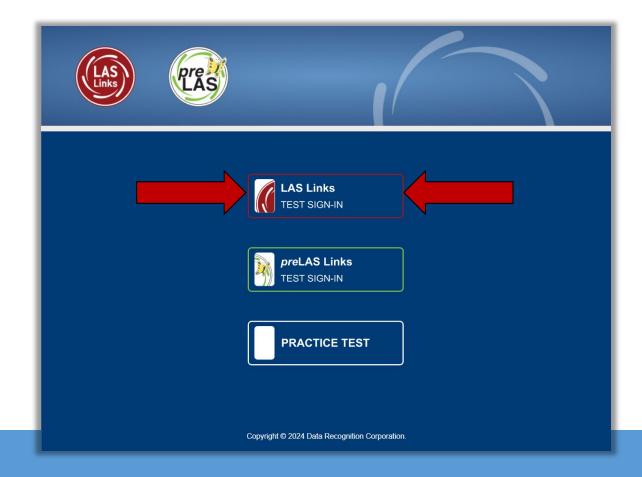


LAS Links Online: Student Experience



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.



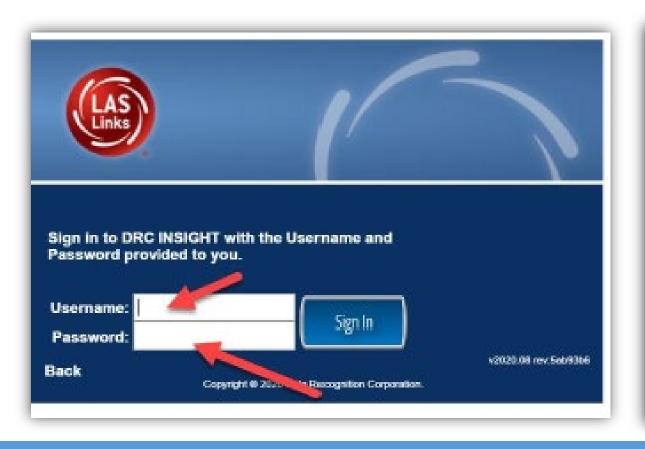




If Using the Test Monitoring Application



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



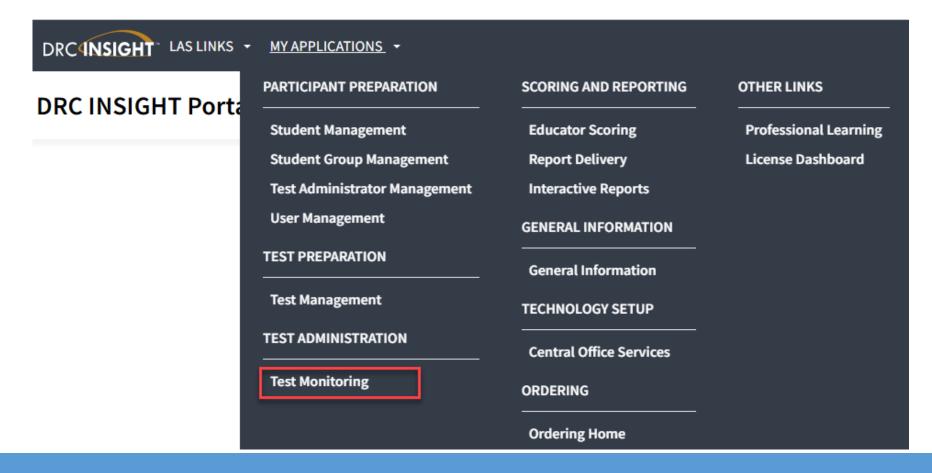
Welcome studen	t valentine					
Before you begin testing, please confirm your profile information is correct:						
Test Name:	Grade 1 (Eng. B)					
Test Session:	EPM TMA - All Domains					
School Name:	SAMPLE SCHOOL					
Student ID:	1201201201					
Accommodation(s):					
	5K) - 100 -					
If the above information is correct, please rect Continue.						
If any of the above information is not orrect, please raise your hand and notify your Test Administrator.						
, , , , , , , , , , , , , , , , , , , ,						
Enter Monitoring	Code: ART8167 Save ✓ Valid Monitoring Code					
	Continue					
Options		Exit				



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:





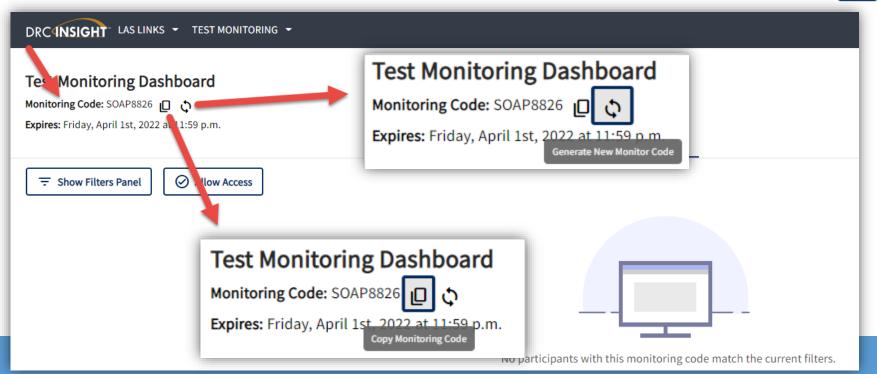
Generating a Test Monitoring Code



- 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

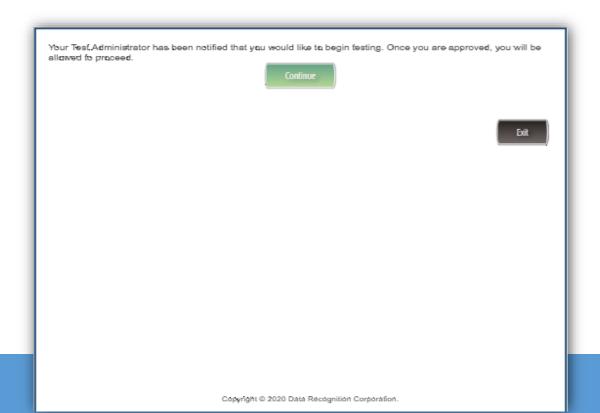




If Using the Test Monitoring Application – Waiting Room



- 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

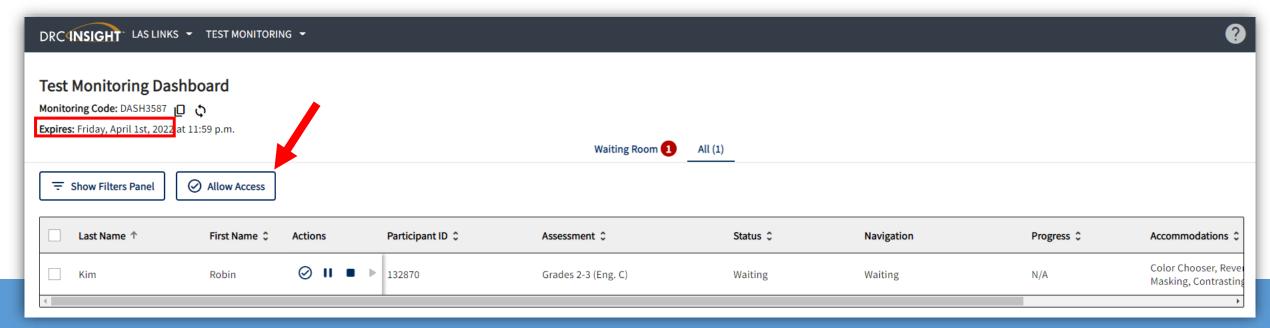




TMA – Test Administrator Experience



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





TMA – Test Administrator Experience

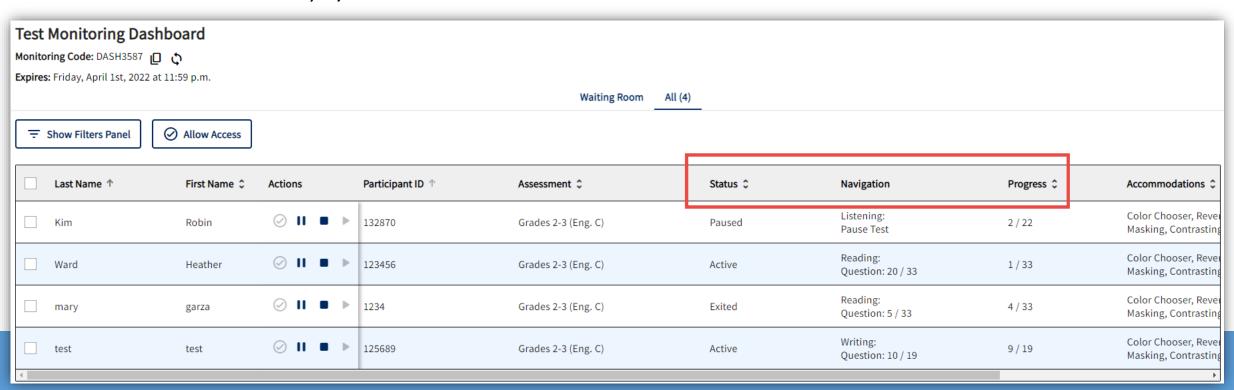


Test Administrators can monitor student progress via the Status, Navigation, and Progress columns:

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

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

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





TMA – Test Administrator Experience



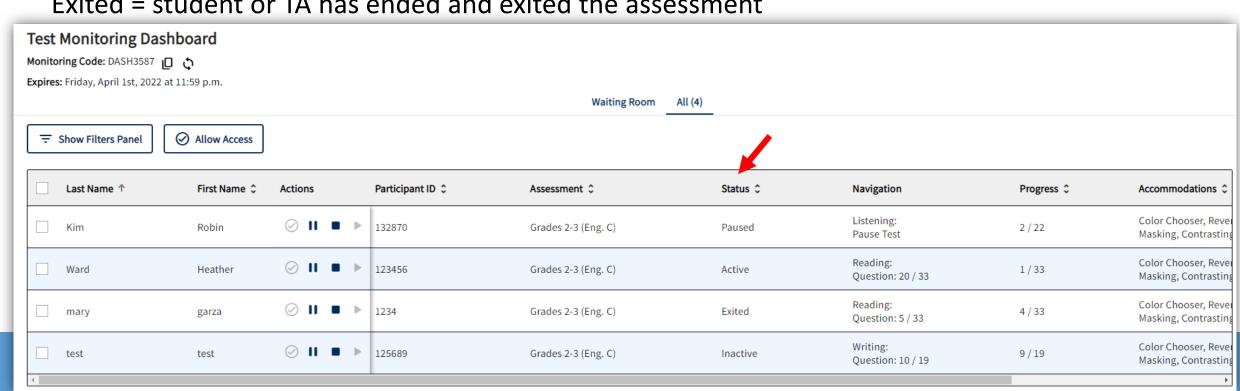
Status columns definitions:

Active = student is actively answering questions

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

Inactive = student is not actively engaging in the assessment

Fxited = student or TA has ended and exited the assessment







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 <u>Appeals Submission Survey</u>.
- 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

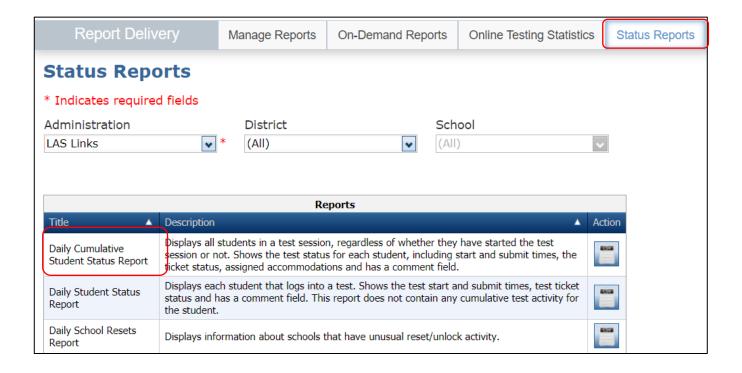




District Status - Daily Cumulative Student Status Report



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.

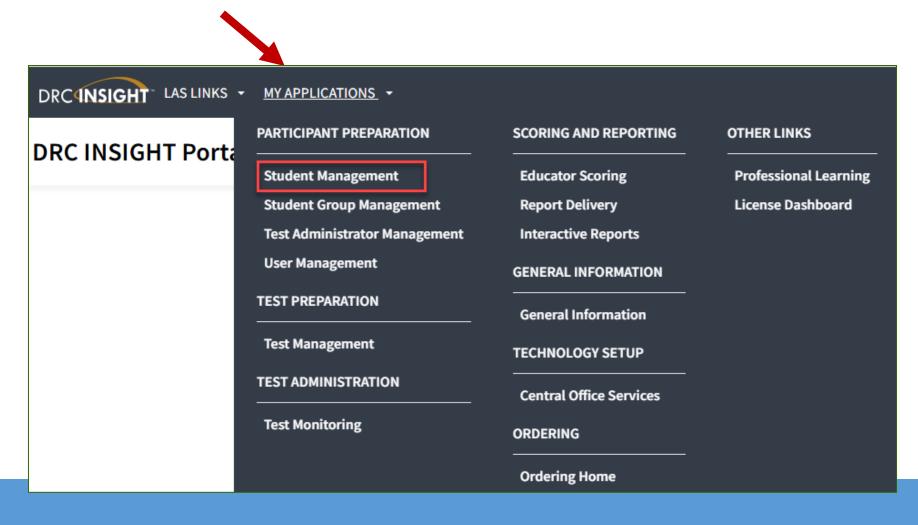




School Status - Student Status Dashboard



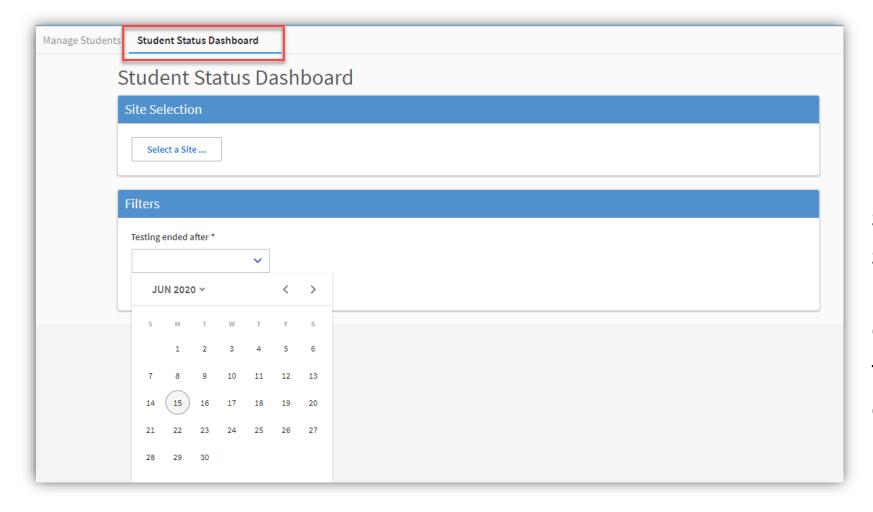
- The Student Status Dashboard allows you to monitor testing progress of students at the school level
- Click on MY APPLICATIONS >> Student Management:





Student Status Dashboard





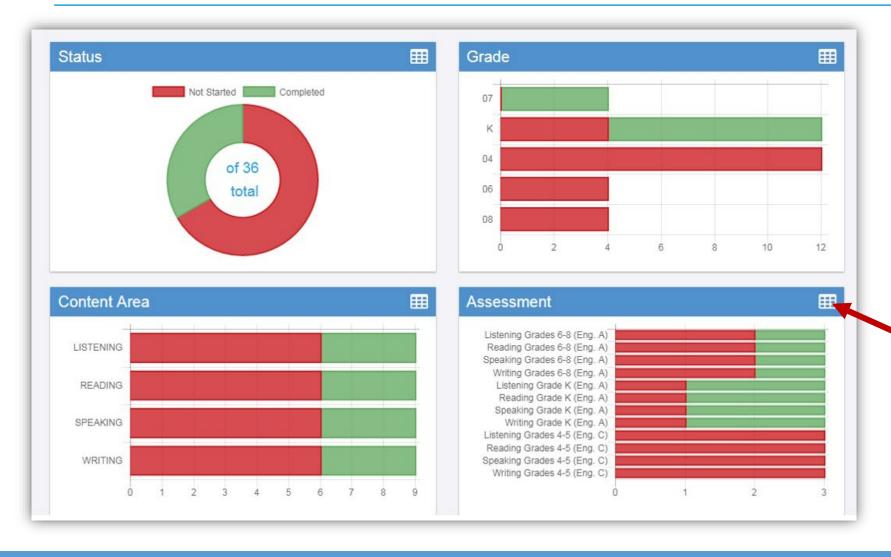
Under Student
Management, click "select a site" and type in the school's name.

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



Student Status Dashboard





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

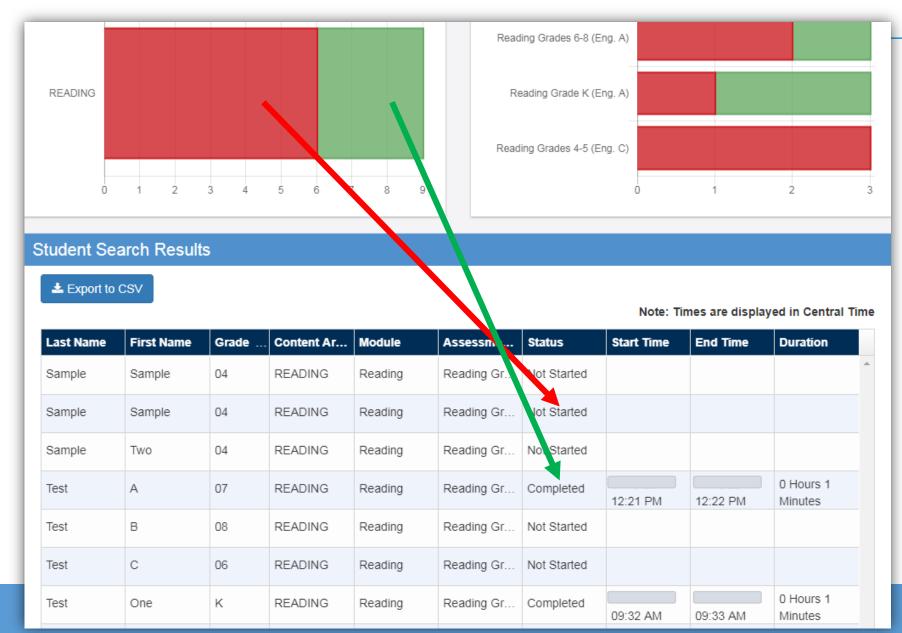
When you hover over any color, it will give you student counts.

Click on the icon in the righthand 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:

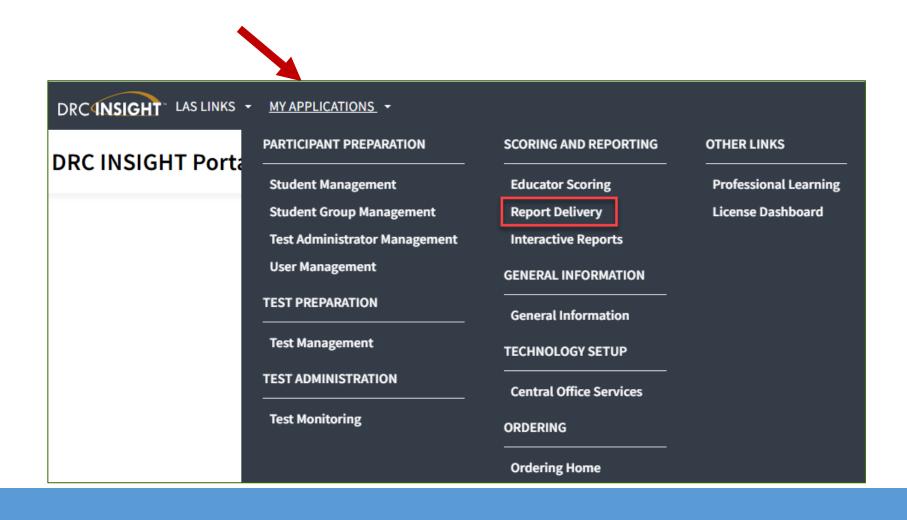
- On-Demand and Batch Download reports are **preliminary** results
- Interactive Reports (Summary Results and Student Results tabs) will be available after CSDE releases final scores



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



Click on MY APPLICATIONS >> Report Delivery:

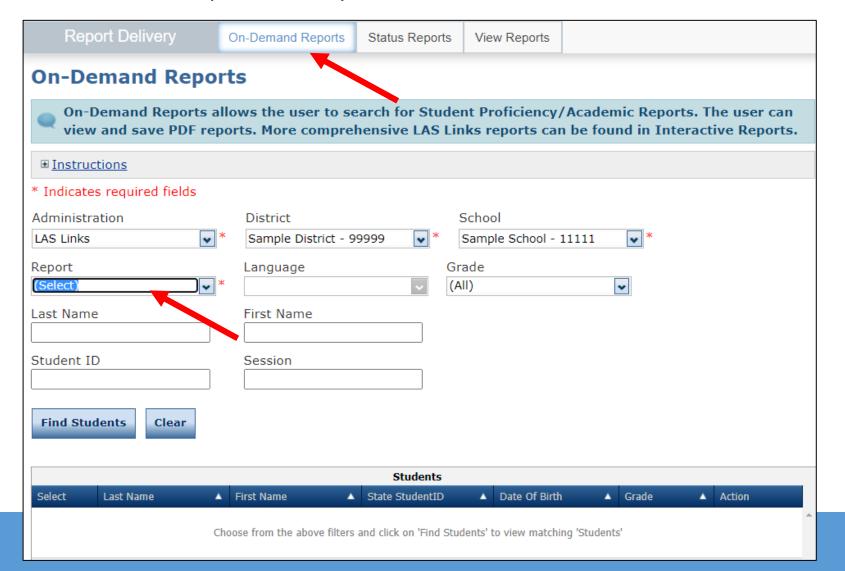




Accessing On-Demand Reports



Click on MY APPLICATIONS >> Report Delivery:





Viewing or Printing On-Demand Reports



Last Nam	e	First Name				
Student I	D	Session				Save PDF
Find Stu	dents			Open PDF	Actio	n
		_	Students		NEW COLUMN	
Select	Last Name 🔺	First Name ▲	State StudentID 🛕	Date Of Birth ▲	Grad	14
	КА	Student	1234567891		05	^
	myska	stud	1212121212		К	7
	One	LLSQA	1111111110		02	7
	Rada	Kari	1234567890		02	7
	skdisnine	skschool	6767676767		06	7

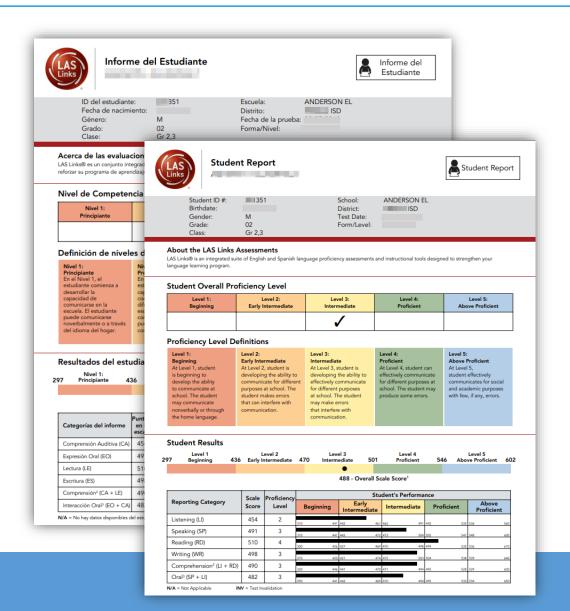


Batch Download: Preliminary Student Reports



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.

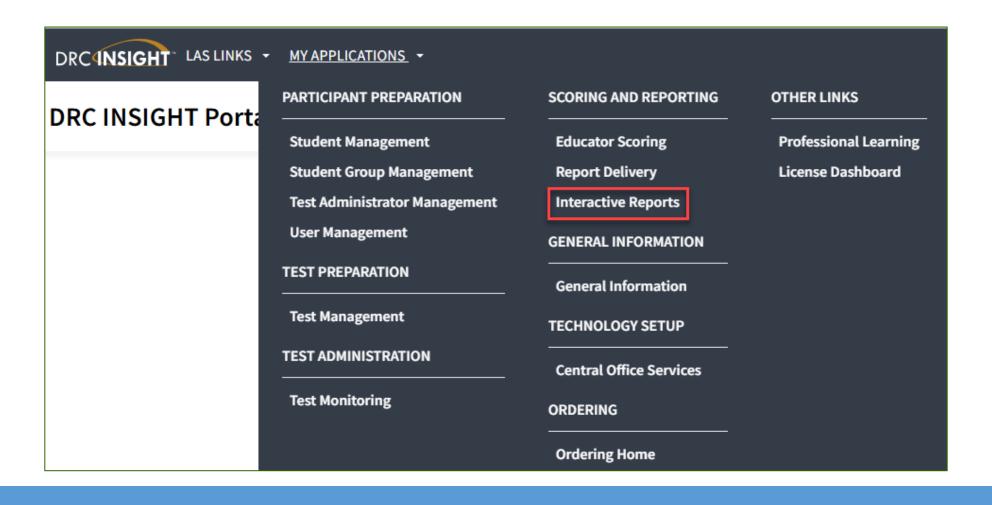




Accessing Batch Download Reports

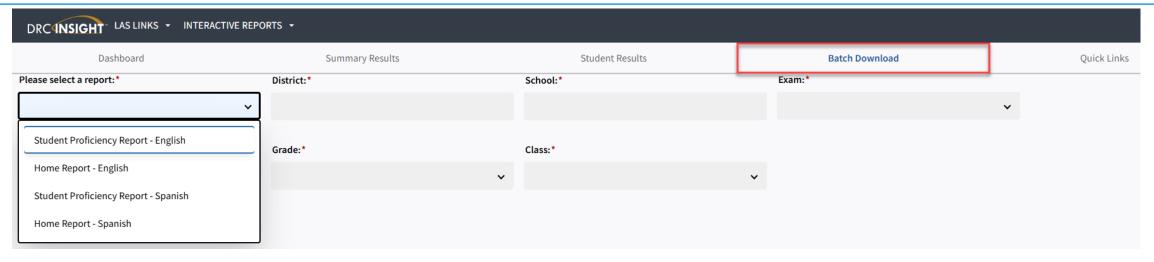


First, go to: My Applications >> Interactive Reports



Batch Download: Batch Download Reports



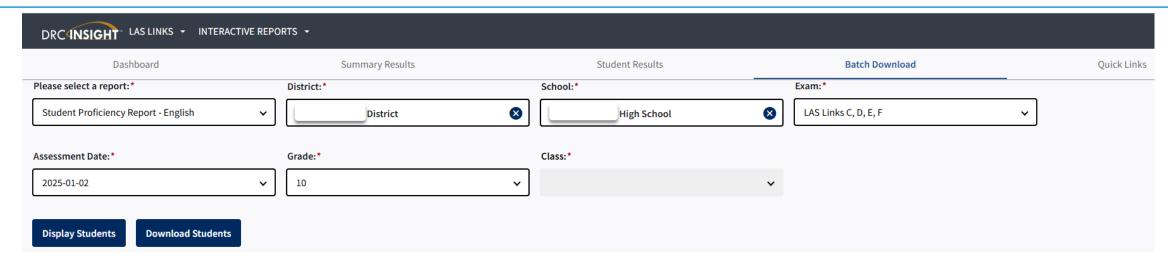


- 1) Choose Batch Download from the Dashboard
- 2) Select the Report you would like to run.
- 3) Reports are available in both English and Spanish



Batch Download: Preliminary Student Reports





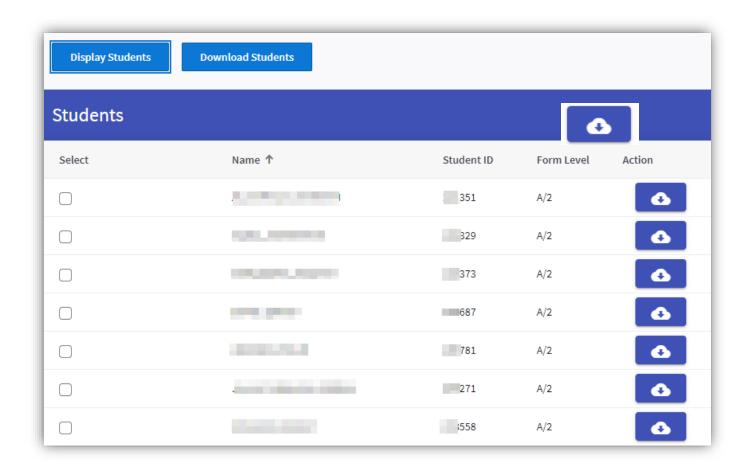
- 1) Choose your District
- 2) Choose your School
- 3) Choose your Exam
- 4) Choose your assessment date.

Note: Select the first day of testing (e.g., 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





- 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.

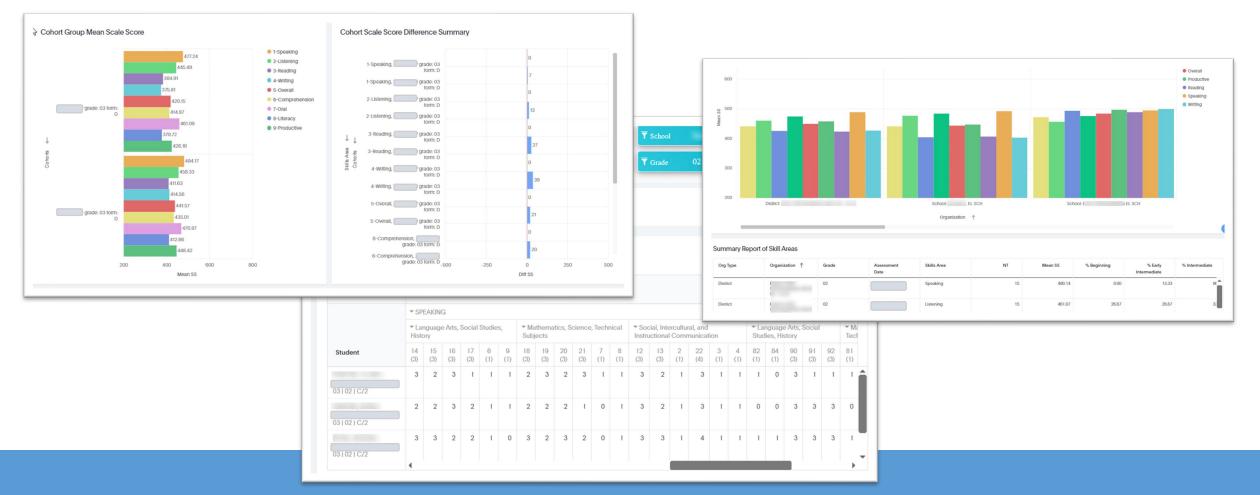


LAS Links Interactive Reports



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

Sample Reports



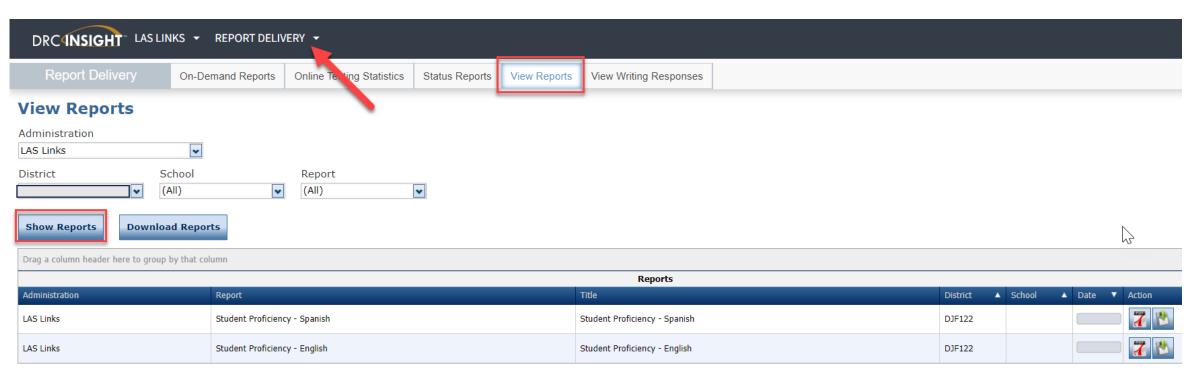


Final Scores – Printing District Level PDFs



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









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
- 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

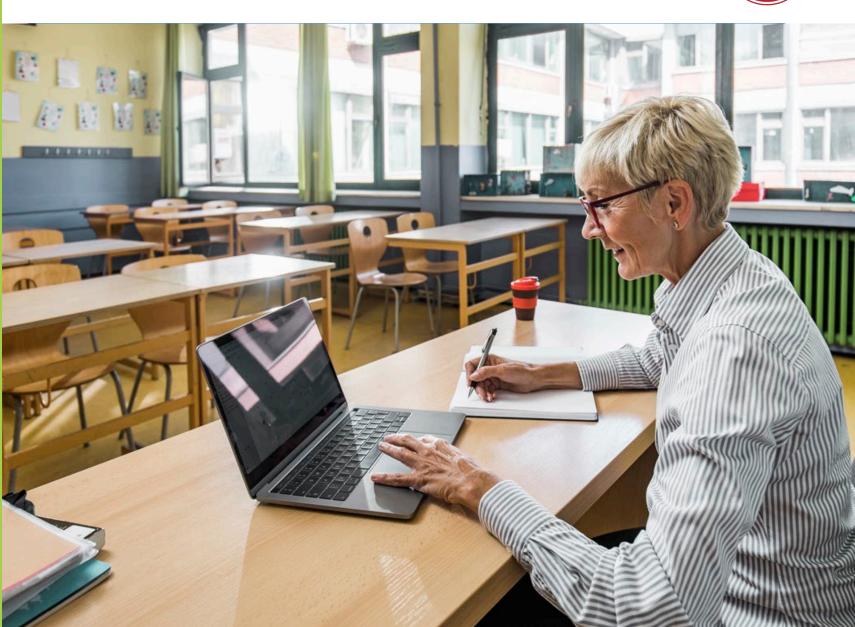




Training Part 4: Paper Testing

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

<u>Last day to ship answer documents back to DRC for scoring – February 27, 2026</u>



Accommodated/Paper Materials Order Form – Form C



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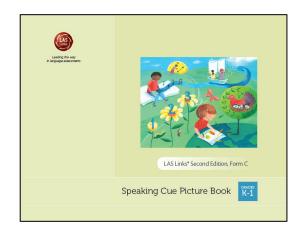
- 2026 Order Form
- Expect materials to arrive separately
- Test Coordinator Kit Materials for the return of completed tests are shipped from DRC Maple Grove, MN office
- Test Materials are shipped from DRC Brooklyn Park, MN office
- If you have left-over Form C test booklets from previous years, place 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

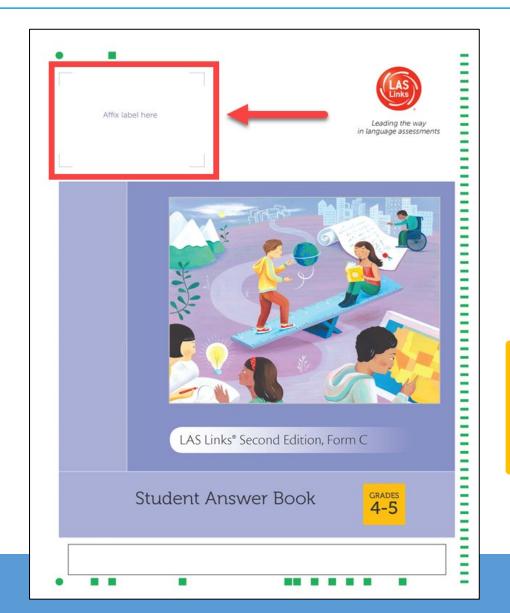


Subtest Area	Administration	Item Types	Scoring
Speaking	One-to-One Testing (paper only)	Constructed Response	Rubric scoring while testing student
Listening	Group Testing	Multiple Choice	DRC Scoring
Reading	Group Testing	Multiple Choice Constructed Response	DRC Scoring
Writing	Group Testing	Multiple Choice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

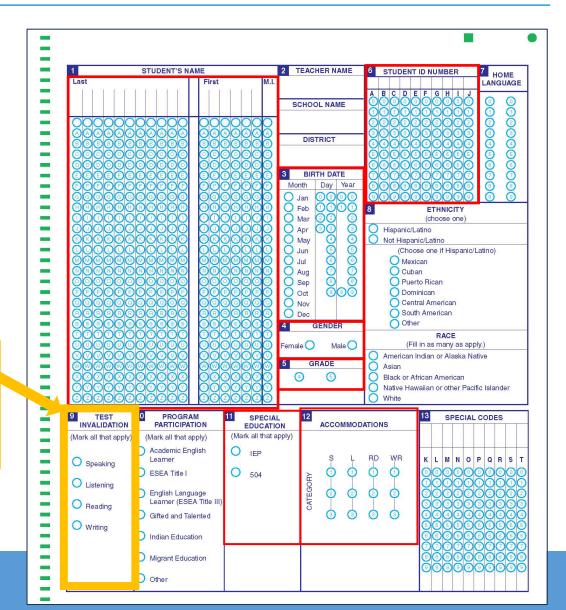


Student Answer Book





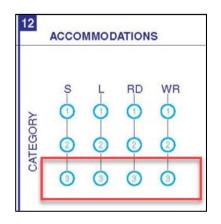
Must be CSDE approved for use





Testing with Accommodations





Please follow CSDE guidelines for accommodations

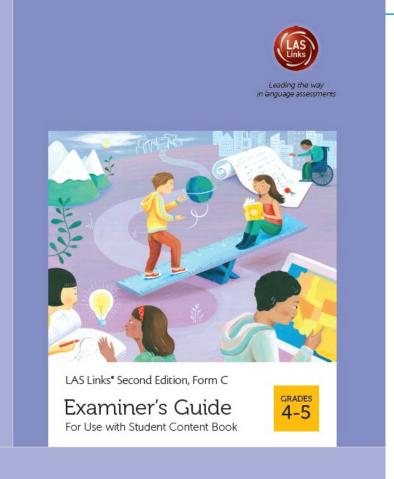


- Use Category 3 for each subtest with an approved accommodation
- Do NOT translate the assessment
- Always use a standard Student Answer Book
 - Do NOT transcribe answers from student paper answer book into the online system
 - DO transcribe students' answers for large print and braille into a standard Student Answer Book
 - Schedule pick-up to return all Student Answer Books to DRC by February 27, 2026



LAS Links Examiner's Guide







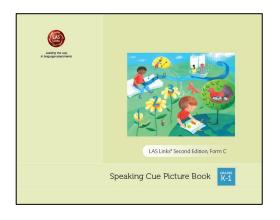
Speaking Test Administration

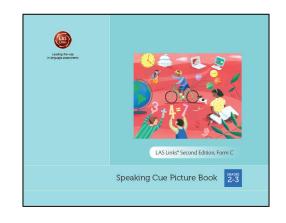


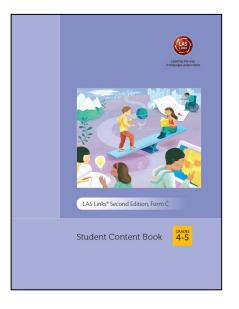
Grades K-3, examiners will use the Cue Picture Books for student picture prompts

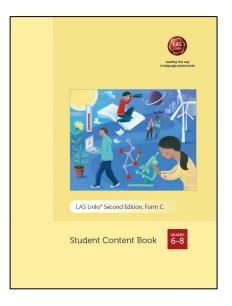
Grades 4-12, student picture prompts are found in the Student Content Book

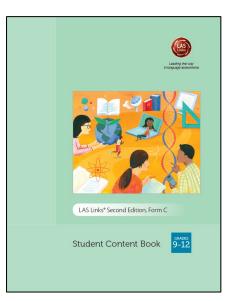
Examiners score the test using the answer document













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

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



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



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

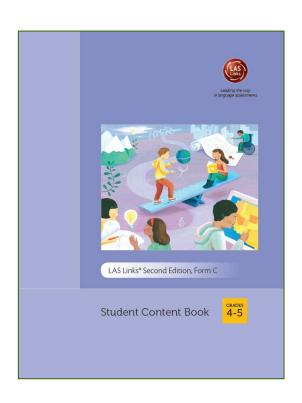


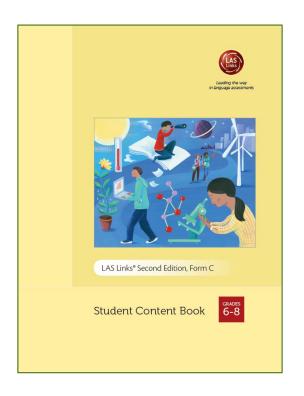


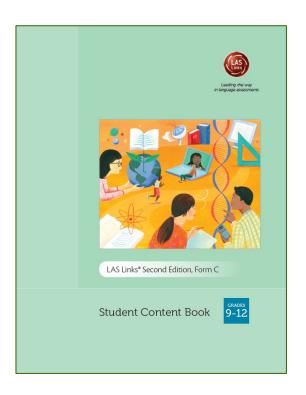
Student Content Books – Grades 4-12



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





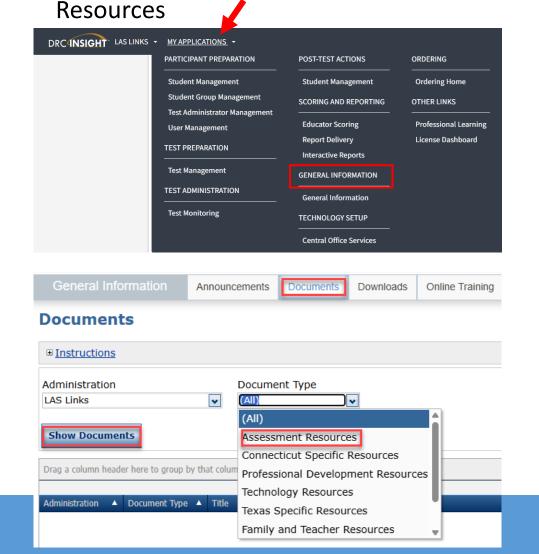


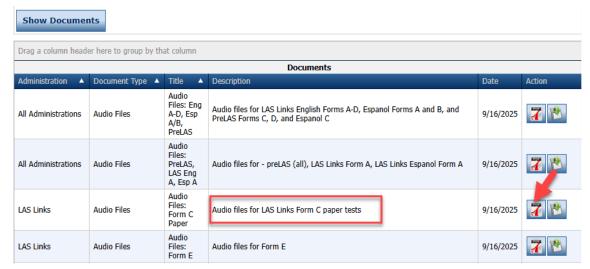


Audio Files for the Listening Subtest



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





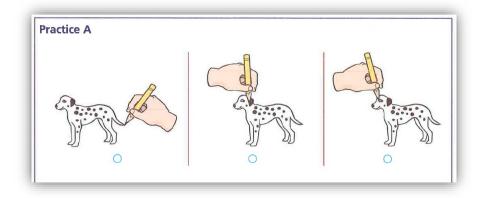




Student Answers



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 © A B C A B C (A) (B) (C) A B C (A) (B) (C) (A) (B) (C) A B C (A) (B) (C)

A B C

LISTENING					
Listen for					
Academic Instruction					
Practice B	A	B	©		
15.	A	B	©		
16.	A	B	©		
17.	A	B	©		
18.	A	B	©		
19.	A	B	©		
20.	Ţ ^A	B	©		

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

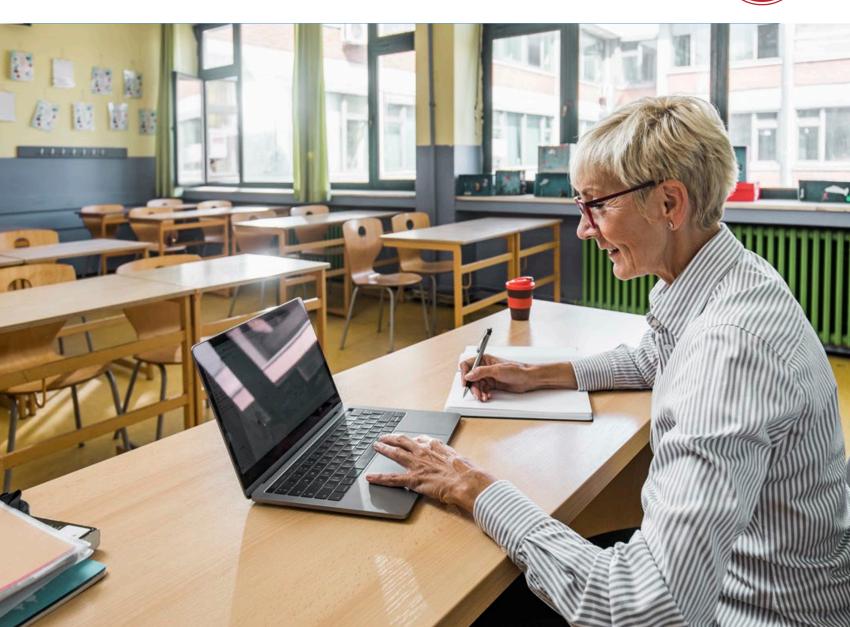




Training Part 4: Paper Testing

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 <u>Test Administration Manual</u> 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

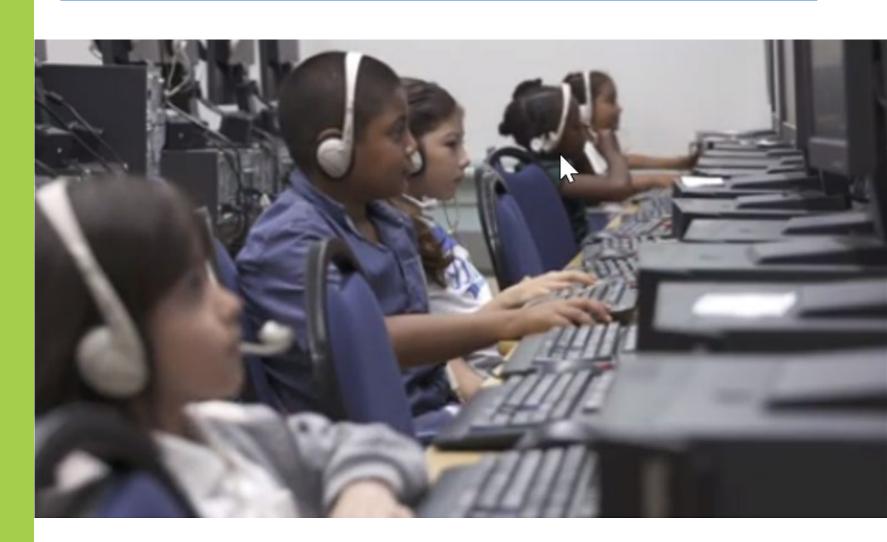
Deadline for pick-up is February 27, 2026

- 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 <u>Student Assessment News</u>, for critical assessment information. Register <u>here</u>.

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 on the CT DRC LAS Links Page and the CSDE LAS Links Page

CT DRC LAS Links Webpage

- LAS Links Test Administration Manual
- LAS Links Portal User Guide
- Appeals Form
- LAS Links Training Videos

<u>English Language Proficiency Assessment – LAS Links CSDE Document page</u>



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