LAS Links Online

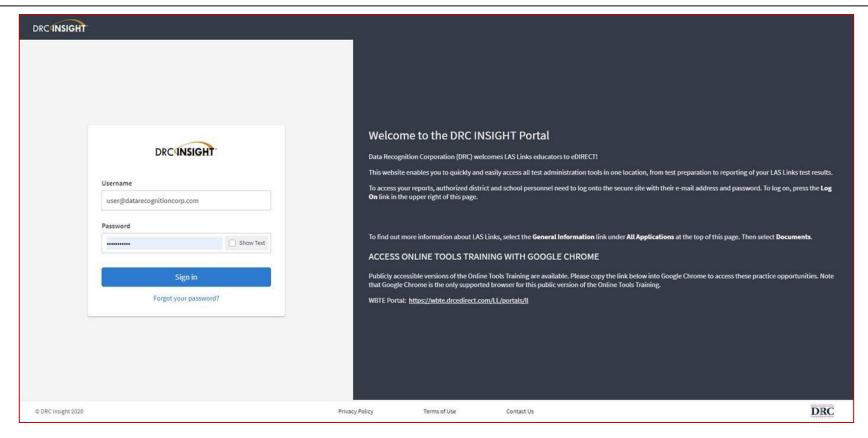# Ending Incomplete Tests

Ending Incomplete Tests

For scoring and reporting purposes, you must use the End Incomplete Test option for all Subtests that a student will not complete. For example: When the students needs to complete only 2 of 4 parts of a test, use the End Incomplete Test option to end the test and force a status of "complete" even though certain parts of a test were not administered or taken. **Note**: If your site purchased DRC scoring services, DRC automatically ends all incomplete tests when the site contacts DRC to indicate that testing is complete.

Access the **DRC INSIGHT** Portal

www.drcedirect.com

Test Management

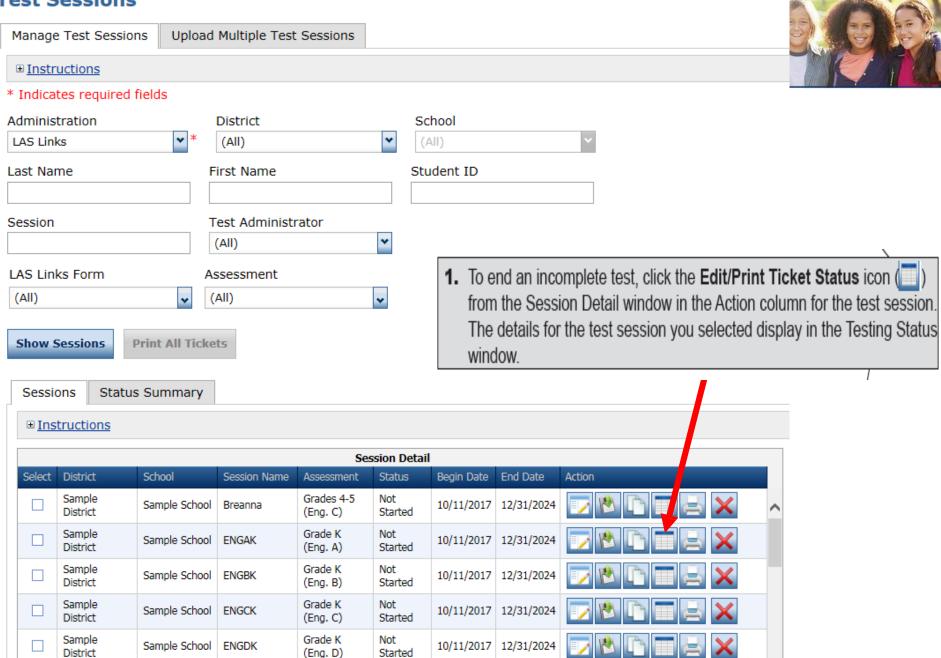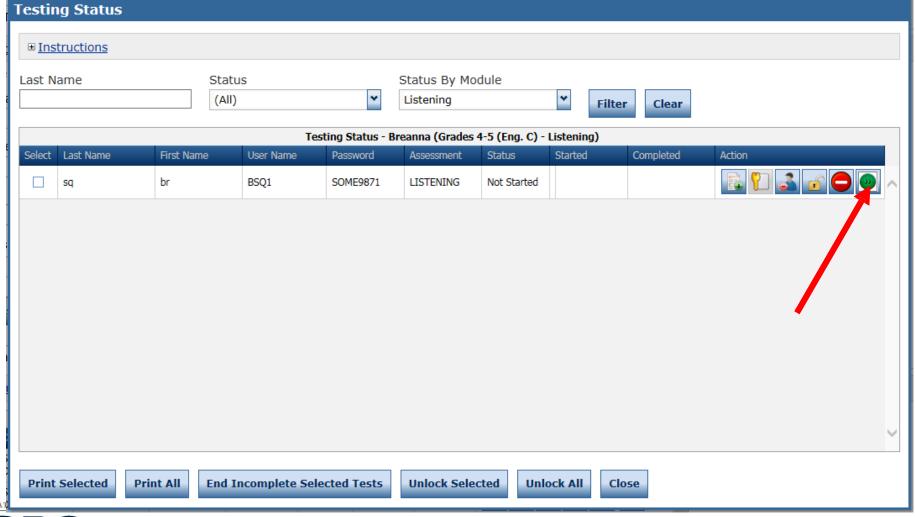• Click on MY APPLICATIONS >> Test Management:

Test Sessions

| Manage Test Sessions | Upload Multiple Test Sessions |

⊞ Instructions

* Indicates required fields

Administration
LAS Links ▾ *

District
(All) ▾

School
(All) ▾

Last Name
[   ]

First Name
[   ]

Student ID
[   ]

Session
[   ]

Test Administrator
(All) ▾

LAS Links Form
(All) ▾

Assessment
(All) ▾

[Show Sessions] [Print All Tickets]

1. To end an incomplete test, click the **Edit/Print Ticket Status** icon (▦) from the Session Detail window in the Action column for the test session. The details for the test session you selected display in the Testing Status window.

| Sessions | Status Summary |

⊞ Instructions

				Session Detail				
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
☐	Sample District	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/2024	▦ ▦ ▦ ▦ ▦ ✖
☐	Sample District	Sample School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/2024	▦ ▦ ▦ ▦ ▦ ✖
☐	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024	▦ ▦ ▦ ▦ ▦ ✖
☐	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024	▦ ▦ ▦ ▦ ▦ ✖
☐	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024	▦ ▦ ▦ ▦ ▦ ✖

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LAS Links Help Desk
866.282.2250 (7:00 a.m. -8:00 p.m. EDT)
Email: LASLinksHelpDesk@datarecognitioncorp.com

If you already called in and have a case, provide your case number for expedited service.
www.LASLINKS.com