



# LAS Links Scoring Process

## GUIDANCE DOCUMENT

### Please be sure to fill out and submit the: [Testing Window & Scoring Information Form](#)

#### 1. Create your test sessions in your **DRC INSIGHT** account.

- Only DRC is able to move sessions to DRC scored. Districts are not able to do this as you will see when you create a test session, you are unable to click on the “Change the to DRC Scored”. This is by design as DRC will only make the change once a purchase order for scoring services has been received and processed.

\* Indicates required fields

Session Name  \* Scoring Option Status: Educator Scored  Test Administrator:

LAS Links Test Form: English Form A, Grade K; English Form A, Grade 1; English Form A, Grades 2-3; English Form A, Grades 4-5; English Form A, Grades 6-8; English Form A, Grades 9-12

Available Subtests:

Subtest(s) Chosen for Session:

By design, "Change to DRC Scored" is not enabled. Only DRC can change the session to DRC Scored.

- This process automatically takes place 3 times a day;
- When/if new sessions are added later, DRC will automatically move those sessions to DRC Scored as well (no need to contact tech support);
- Once sessions are moved to DRC Scored, they cannot be moved back to Educator Scored (local scoring):

Session Detail									
	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	ISD (PM)	INT'L NEWCOMER ACAD	Progress Monitoring Eng. Form C	Grades 9-12 (Eng. C)	Not Started	12/18/2021	2/14/2022	DRC Scored	

#### 2. Scoring begins when the student submits a completed subtest:

- Scores will become available upon the completion of scoring for each individual subtest:
  - Listening and Reading\* – available within 30-60 minutes of subtest completion;
  - Speaking and Writing – available 4-6 business days from the time the individual subtest is submitted as complete;
- \*If utilizing Forms C, D and/or Español B, the Reading test for grades 4-12 includes holistically scored items and therefore scores will be available within 4-6 business days of subtest completion
- In summary, it will take 4-6 business days to generate a **complete** LAS Links Student Proficiency Report.

- When students complete the Speaking and Listening tests, their answers will automatically go into scoring mode. No additional steps are needed.
    - However, if a student does not (and will not) fully complete any domain and pauses the test, leaving the test incomplete, upon district test window completion, DRC will end all incomplete tests.
    - Student scores will reflect what the student was able to complete.
3. Test administrators should monitor the status of assessments to be sure none are left in “in progress” status:
- Utilize the Student Status Dashboard to monitor student testing progress. Guidance information can be found in the LAS Links Digital Library.
4. When your test window has ended, DRC will move all of your student results to Interactive Reports within 15-20 business days of test window completion.
- You (the POC) will be able to access the Interactive Reports by logging into [www.drcedirect.com](http://www.drcedirect.com) > My Applications > Interactive Reports
  - Remember that the POC must give Interactive Reports to all additional District stakeholders as needed. Under User Management, users will need the following permissions:
    - District users: DRC IRS – Access + DRC IRS – District + DRC IRS – School + DRC IRS - Teacher
    - School users: DRC IRS – Access + DRC IRS – School + DRC IRS - Teacher
    - Test Administrator users (teachers): DRC IRS – Access + DRC IRS - Teacher

Please feel free to contact us with any questions and as always, all required technical assistance should be directed to the **LAS Links Helpdesk**:

866.282.2250 (8:00 a.m. -4:30 p.m. CST)

Email: [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com)

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

[www.LASLINKS.com](http://www.LASLINKS.com)