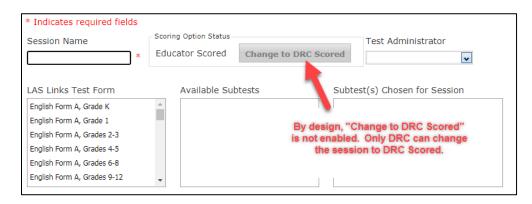


## LAS Links Scoring Process

## **GUIDANCE DOCUMENT**

## Please be sure to fill out and submit the: <u>Testing Window & Scoring Information Form</u>

- 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.



- 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	
	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 <u>www.drcedirect.com</u> > 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

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