



Guide to Ending Incomplete Tests

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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 student is only able to complete 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.

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Stopping the Test due to Insufficient Language



Per the TEA:

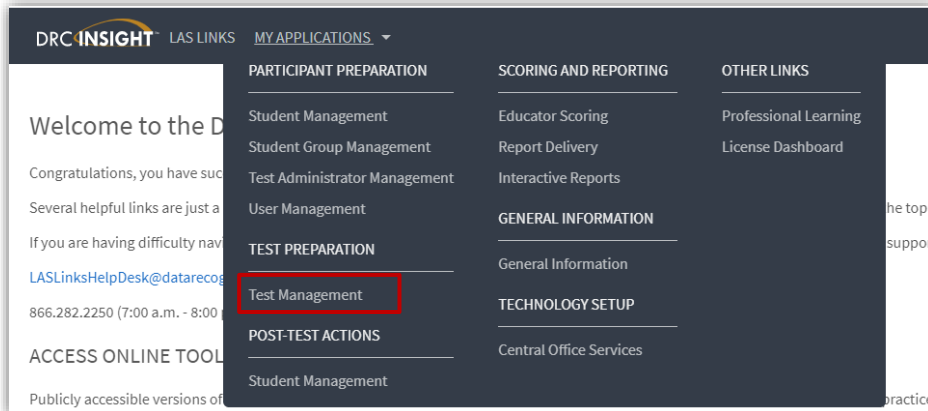
In Texas, many LEAs continue to see (or will see) a rise in enrollment of students who have interrupted education or no education at all. While the Federal requirement that students **must be given the opportunity to attempt all assigned** subtests per the requirements set forth for the purpose of the identification of Emergent Bilinguals, please be reminded of the following when working with these students:

- When the student is new to the country, please allow the student at least a few days in the classroom to acclimate themselves to their new surroundings before testing to meet the requirement.
- At no time, can a student be labeled “unable to test due to language” without being allowed to attempt each subtest they are assigned.
- For each subtest, trained test administrators must give students as much time as they need, as long as they are working on the test.
- If, after a reasonable amount of time, a student appears to not be actively engaged in the subtest they are being presented, a trained test administrator may use his/her professional discretion and may stop the subtest and move the student on to the next subtest.
- Stopping the test must be documented and provided to the LPAC for consideration.

Ending Incomplete Tests



Click on MY APPLICATIONS >> Test Management:



Ending Incomplete Tests



Test Sessions

Manage Test Sessions | Upload Multiple Test Sessions

Instructions

* Indicates required fields

Administration: LAS Links (All) | District: (All) | School: (All)

Last Name: | First Name: | Student ID: |

Session: | Test Administrator: (All)

LAS Links For: (All) | Assessment: (All)

Show Sessions | Print All Tickets

Sessions | Status Summary

Instructions


Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
<input type="checkbox"/>	Sample District	Sample School	Breanna	Grades 4-5 (Eng. C)	Not Started	10/11/2017	12/31/2024	[Icons]
<input type="checkbox"/>	Sample District	Sample School	ENGAK	Grade K (Eng. A)	Not Started	10/11/2017	12/31/2024	[Icons]
<input type="checkbox"/>	Sample District	Sample School	ENGBK	Grade K (Eng. B)	Not Started	10/11/2017	12/31/2024	[Icons]
<input type="checkbox"/>	Sample District	Sample School	ENGCK	Grade K (Eng. C)	Not Started	10/11/2017	12/31/2024	[Icons]
<input type="checkbox"/>	Sample District	Sample School	ENGDK	Grade K (Eng. D)	Not Started	10/11/2017	12/31/2024	[Icons]

1. Click Show Sessions
2. Identify the session in which the student tested
3. Click on the Edit/Print Ticket Status icon from the Session Detail window

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Ending Incomplete Tests



1. Choose the Subtest (**Status by Module**) you would like to end
2. Click Filter
3. Choose the **Student**
4. Then select this icon 

Testing Status

Instructions

Last Name: | Status: (All) | Status By Module: Listening (x) | Filter | Clear

Select	Last Name	First Name	User Name	Password	Started	Completed	Action
<input type="checkbox"/>	Sample	Sample	SSAMPLE1	WANT8591			[Icons]

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Ending Incomplete Tests



Testing Status

Instructions

Last Name: Status: (All) Status By Module: Listening Filter Clear

Testing Status - Breanna (Grades 4-5 (Eng. C) - Listening)

Select	Last Name	First Name	User Name	Password	Assessment	Status	Started	Completed	Action
<input type="checkbox"/>	sq	br	BSQ1	SOME9871	LISTENING	Not Started			

Submit

You are choosing to end an incomplete test. Are you sure?

End Incomplete Test Cancel

Print Selected Print All End Incomplete Selected Tests Unlock Selected Unlock All Close

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Support



DRC Customer Service – Texas

Toll Free: 833-867-5679 Option 1 Order Support Texas Order Support Email: LASOrderTX@datarecognitioncorp.com	Toll Free: 833-867-5679 Option 2 Technical Support Texas Technical Support Email: LASTechTX@datarecognitioncorp.com
Customer Service Hours: 8:00 am – 4:30pm CT M-F www.LASLinks.com/Texas	

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