



Guide to Invalidating a Test

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Invalidating a Student Test



Invalidating a LAS Links Online Test

*Administrators can invalidate a test locally **if a student violates the testing rules.** However, please note that once a subtest has been invalidated, it cannot be returned to valid/reporting status so only use this feature if you do want INV to show up on the student report as it **cannot be reversed.***

If a student has technical difficulties that prevent a student from successfully completing a subtest, Test Administrators should reach out to tech support who will provide options to the LEA in order to complete testing.

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Viewing the Test Session Status



DRC INSIGHT LAS LINKS MY APPLICATIONS

WELCOME TO THE DRC INSIGHT LAS LINKS

CONGRATULATIONS, YOU HAVE SUCCESSFULLY REGISTERED FOR THE DRC INSIGHT LAS LINKS. SEVERAL HELPFUL LINKS ARE JUST A CLICK AWAY. IF YOU ARE HAVING DIFFICULTY NAVIGATING THE DRC INSIGHT LAS LINKS, PLEASE CONTACT OUR SUPPORT TEAM AT LASLINKSHELPSDESK@DATARECORDS.ORG OR 866.282.2250 (7:00 A.M. - 8:00 P.M. EST).

ACCESS ONLINE TOOLS

Publicly accessible versions of our software are available at the following links:

- PARTICIPANT PREPARATION
 - Student Management
 - Student Group Management
 - Test Administrator Management
 - User Management
- TEST PREPARATION
 - Test Management
- POST-TEST ACTIONS
 - Student Management
- SCORING AND REPORTING
 - Educator Scoring
 - Report Delivery
 - Interactive Reports
- GENERAL INFORMATION
 - General Information
- TECHNOLOGY SETUP
 - Central Office Services
- OTHER LINKS
 - Professional Learning
 - License Dashboard

Choose the Test Management app from the My Applications menu

Invalidating a Student Test



Test Sessions

Manage Test Sessions Upload Multiple Test Sessions

Instructions

Indicates required fields

Administration: LAS Links, District: SAMPLE DISTRICT - 412345, School: SAMPLE SCHOOL 1 - 012345

Last Name, First Name, Student ID

Session, Test Administrator, Scoring Option

LAS Links Form, Assessment

Date Range FROM, Date Range TO

Show Sessions Print All Tickets

Sessions Status Summary


Instructions

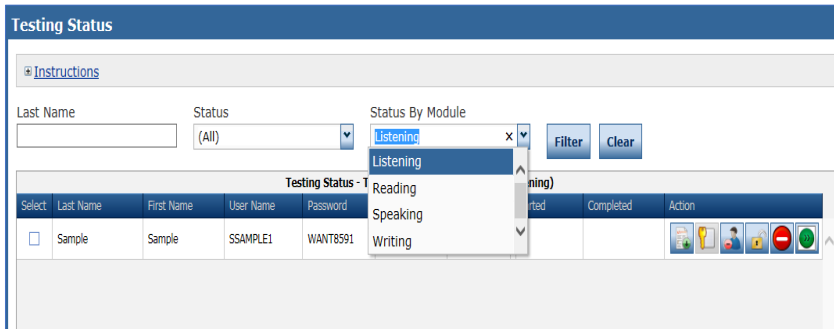
Select	District	School	Session Name	Assessment	Status	Begin Date	End Date	Scoring Option	Action
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	5k Eng A SLRW Test Session	Grade 5 (Eng. A)	Not Started	1/5/2018	8/10/2018	DRC Scored	[Icons]
<input type="checkbox"/>	SAMPLE DISTRICT	SAMPLE SCHOOL 1	5k copy test Session	Grade 5 (Eng. B)	Not Started	1/5/2018	9/10/2018	DRC Scored	[Icons]

To invalidate a student 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.



Invalidating a Student Test

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



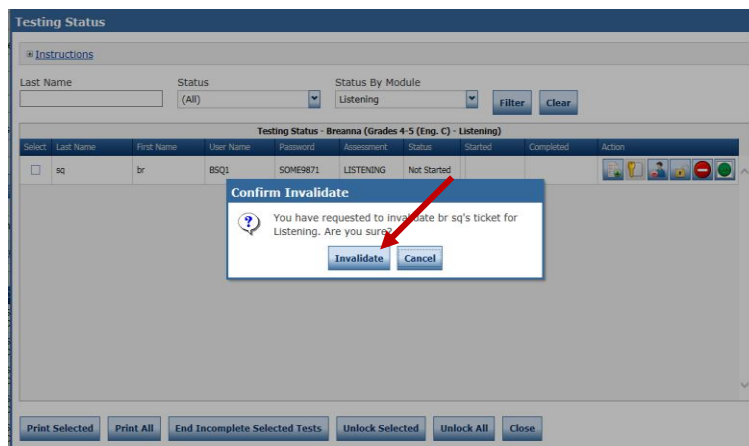
The screenshot shows the 'Testing Status' interface. At the top, there are search filters for 'Last Name', 'Status', and 'Status By Module'. The 'Status By Module' dropdown is open, showing options for 'Listening', 'Reading', 'Speaking', and 'Writing'. The 'Filter' button is visible to the right of the dropdown. Below the filters is a table with columns for 'Select', 'Last Name', 'First Name', 'User Name', 'Password', 'Assessment', 'Status', 'Started', 'Completed', and 'Action'. The table contains one row with the following data: [checkbox], Sample, Sample, SSAMPLE1, WANT8591, Listening, Not Started, [action icons].

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Invalidating a Student Test



The screenshot shows the 'Testing Status' interface with a 'Confirm Invalidate' dialog box overlaid. The dialog box contains the text: 'You have requested to invalidate br sq's ticket for Listening. Are you sure?'. There are 'Invalidate' and 'Cancel' buttons in the dialog. A red arrow points to the 'Invalidate' button. The background table shows the following data: [checkbox], sq, br, 85Q1, SOME9871, LISTENING, Not Started, [action icons].

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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