



Guide to Invalidating a Test

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.

Viewing the Test Session Status



DRC INSIGHT LAS LINKS MY APPLICATIONS

WELCOME TO THE DRC INSIGHT LAS LINKS

CONGRATULATIONS, YOU HAVE SUCCESSFULLY LOGGED INTO 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 LASLinksHelpDesk@datarecognition.com OR CALL US AT 866.282.2250 (7:00 a.m. - 8:00 p.m. EST)

ACCESS ONLINE TOOLS

Publicly accessible versions of our software are available at www.datarecognition.com

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

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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	
<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	

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.

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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: 'Select', 'Last Name', 'First Name', 'User Name', 'Password', 'Assessment', 'Status', 'Started', 'Completed', and 'Action'. The table contains one row with the following data: 'Sample', 'Sample', 'SSAMPLE1', 'WANT8591', 'Listening', 'Not Started', and 'Completed'. The 'Action' column contains several icons, including a red stop sign icon.

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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 has columns: 'select', 'Last Name', 'First Name', 'User Name', 'Password', 'Assessment', 'Status', 'Started', 'Completed', and 'Action'. The table contains one row with the following data: 'sq', 'br', '85Q1', 'SOME9871', 'LISTENING', 'Not Started', and 'Completed'. The 'Action' column contains several icons, including a red stop sign icon.

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Support



LAS Links Ordering Support
800-538-9547 Option 2
8:00a.m. – 4:30p.m. CST
Email: shelfcustomerservice@datarecognitioncorp.com

LAS Links Technical Support
866-282-2250 Option 2
8:00a.m. – 4:30p.m. CST
Email: laslinkshelpdesk@datarecognitioncorp.com