



# Quick Start Guide for LASS 8–11

Learning Assessment for ages 8 to 11 years.

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## 1. About the LASS 8-11 Quick Start Guide

The *LASS Quick Start Guide* is an aid to navigate the testing system and is designed to be read in conjunction with the *LASS 8-11 User Manual*.

The *LASS User Manual* contains far more detail and includes additional topics that are not covered in this guide. The *LASS 8-11 User Manual* was written by a chartered psychologist, Dr Joanna Horne, to provide valuable support for the teacher and SENDCo in interpreting the results and in providing teaching support for those students who need it.

## 2. About GL Ready

GL Ready is an intuitive and user-friendly online testing platform. It can be accessed on most browsers and on most devices, including touchscreen tablets and iPads, via a secure login.

## 3. About LASS 8-11

**LASS (Learning Assessment System)** is a fully digitised multifunction assessment system for use with students in the age range 0:8 – 11:11. It comprises the following nine subtests:

- Sentence reading
- Single word reading
- Spelling
- Phonic skills
- Non-verbal reasoning
- Verbal reasoning
- Auditory sequential memory
- Visual memory
- Phonological processing

LASS 8-11 enables teachers to:

- obtain a reasonable estimate of the student's intelligence
- assess the student's attainments in reading and spelling
- measure discrepancies between actual and expected literacy attainment
- identify underlying problems in memory or phonological processing skills
- identify students with dyslexia (specific learning difficulties)
- monitor development in reading and spelling on a regular basis
- assess improvements in memory, phonological and phonic decoding skills.

## 4. About the subtests

An outline of each subtest is given in Table 1 on the following page.

LASS 8-11 comprises three attainment subtests (**Single word reading**, **Sentence reading** and **Spelling**), two ability subtests (**Verbal reasoning** and **Non-verbal reasoning**) and four diagnostic subtests (**Mobile phone**, **Sea creatures**, **Funny words** and **Word chopping** auditory sequential memory, visual memory, phonic skills and phonological processing).

Seven of the nine subtests are adaptive, i.e. the items delivered are based on the performance of the student (see manual for further details). The remaining two subtests (Sea creatures and Mobile phone) are progressive in format, i.e. they utilise a graded series of items of increasing difficulty, together with a discontinuation algorithm whereby the test will automatically cease once the student's ability level has been exceeded beyond reasonable statistical error.

For each subtest, instructions are spoken by the computer, and practice items are given to familiarise the student with the subtest requirements. When the student has completed the practice items, the test phase begins. The program automatically discontinues the subtest when the student's ability level has been exceeded. Please see the user manual for further guidance.

Table 1. The LASS 8-11 subtests

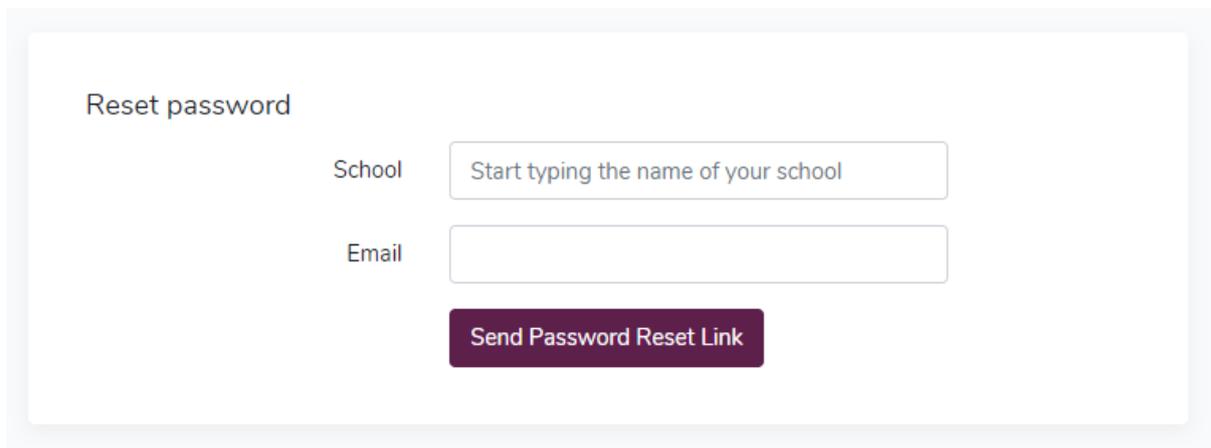
TEST	CATEGORY	TYPE	DESCRIPTION
<b>Sentence reading</b>	Attainment	Adaptive	Close reading – completing sentences by identifying the missing word from a choice of five alternatives. No spoken assistance is given.
<b>Single word reading</b>	Attainment	Adaptive	Reading individual words out of context – identifying the printed word, from a choice of five alternatives, that corresponds to a spoken word.
<b>Spelling</b>	Attainment	Adaptive	Spelling individual real words that are spoken by the computer.
<b>Non-verbal reasoning</b>	Ability	Adaptive	Non-verbal intelligence – analogical reasoning where the correct item, from a choice of six alternatives, must be selected in order to complete a spatial matrix.
<b>Verbal reasoning</b>	Ability	Adaptive	Verbal intelligence – conceptual similarities where the correct word, from a choice of six, must be selected that provides the best conceptual link between two pictures.
<b>Mobile phone</b>	Diagnostic	Progressive	Auditory sequential memory (digit span) – recall of between two and nine digits in correct (forwards) sequential order and recall of between two and seven digits in reverse order.
<b>Sea creatures</b>	Diagnostic	Progressive	Visual memory – immediate recall of objects and their spatial positions, beginning with two items and progressing to seven items.
<b>Funny words / Non-words</b>	Diagnostic	Adaptive	Reading individual non-words – a pure measure of phonic decoding skills. For each non-word there is a choice from four spoken alternatives.
<b>Word chopping / Segments</b>	Diagnostic	Adaptive	Phonological processing ability – segmentation and deletion of syllables and phonemes in real words. For each item there is a choice from four spoken alternatives.

## 5. Getting started

### Accessing LASS for the first time

LASS runs on the GL Ready platform at [www.glready.com](http://www.glready.com).

- Step 1: You will be set up with a GL Ready account and a LASS subscription.
- Step 2: You will receive a welcome email from **glready@gl-assessment.co.uk** with information on how to access the platform.
- Step 3: Before logging in for the first time, set your new password via the 'Set or reset your password' link at [www.glready.com/password/reset](http://www.glready.com/password/reset).



The screenshot shows a 'Reset password' form. It has a title 'Reset password' at the top left. Below it are two input fields: 'School' with a placeholder 'Start typing the name of your school' and 'Email'. At the bottom of the form is a purple button labeled 'Send Password Reset Link'.

You will then receive a second 'password reset' email. Follow the instructions in the email to create a secure login for GL Ready.

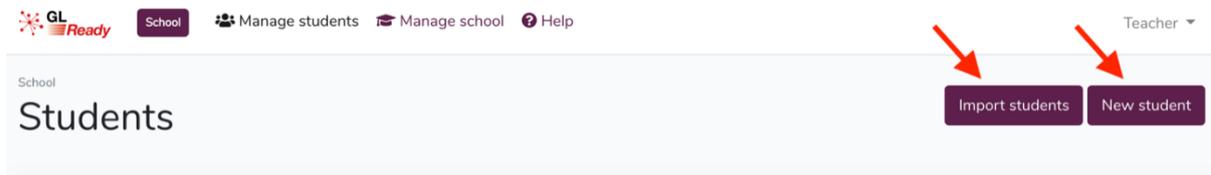
- Step 4: Log in to your GL Ready account and start setting up your students and assigning LASS (see the next two sub-sections for details).
- Step 5: Check the status of your LASS subscription in the 'Manage school' tab at the top of your GL Ready page.

To ensure the security of your students' personal data, please follow current best practice for password security.

## Adding students to GL Ready

To administer LASS, you must first add your students to the GL Ready platform.

Step 1: Go to the 'Manage students' page ([www.glready.com/students](http://www.glready.com/students)).



Step 2: Add **individual** students by clicking the 'New student' button and completing the form.

Or add **batches of students** via CSV import by clicking the 'Import students' button and following the instructions.

*The Student ID can be the Testwise ID, UPN or any student ID that is meaningful to the school and enables you to identify students.*

New student
✕

---

Name

Student ID

Gender

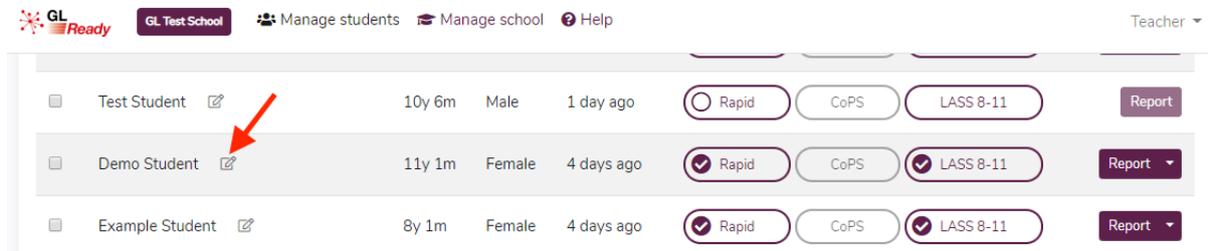
Date of Birth

NB It is very important that the date of birth of each student is entered correctly as the subtests that are given to each student and the norms that are applied in their report are determined by their age.

## Editing a student's record

To edit a student's details:

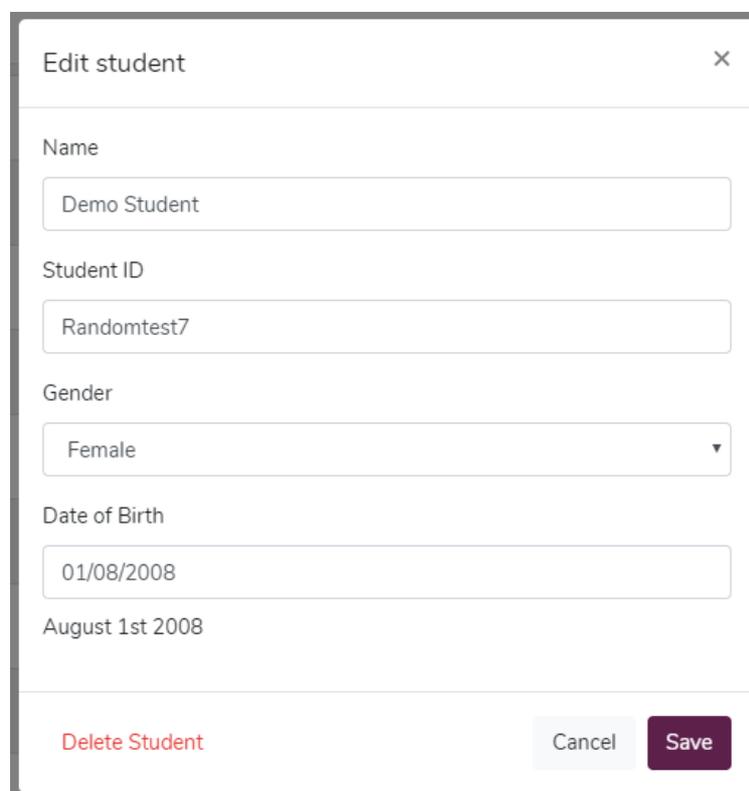
Step 1: Select the edit icon next to the student's name



The screenshot shows a user interface for managing students. At the top, there are navigation links: 'GL Ready', 'GL Test School', 'Manage students', 'Manage school', and 'Help'. A user role of 'Teacher' is indicated in the top right. Below this is a table of students:

Student Name	Age	Gender	Last Test	Rapid	CoPS	LASS 8-11	Report
Test Student	10y 6m	Male	1 day ago	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Report
Demo Student	11y 1m	Female	4 days ago	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Report
Example Student	8y 1m	Female	4 days ago	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Report

Step 2: In the 'Edit student' form you can change any of their details.



The 'Edit student' form contains the following fields:

- Name:** Demo Student
- Student ID:** Randomtest7
- Gender:** Female (dropdown menu)
- Date of Birth:** 01/08/2008 (with a calendar icon) and August 1st 2008 (text below)

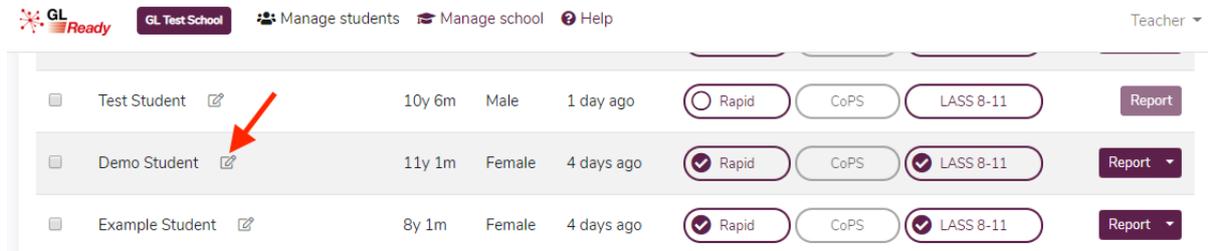
At the bottom of the form, there are three buttons: 'Delete Student' (in red), 'Cancel', and 'Save'.

N.B. It is important to take care to enter the date of birth in correctly. **If a student has already sat a test AND you change their date of birth, then their responses and reports will be automatically deleted.** This is because the tests are age sensitive and it is important to avoid misdiagnosis. There is no way to retrieve deleted responses. There is no impact to changing any of the other details.

## Deleting a student's record

Deleting a student's record completely wipes all data – there is no way to retrieve deleted data. **Ensure you have saved any required reports before deleting.**

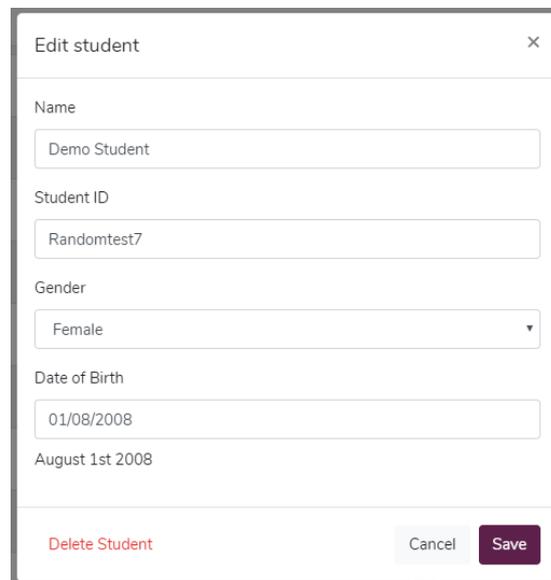
Step 1: Select the edit icon next to the student's name.



The screenshot shows a user interface for managing students. At the top, there are navigation tabs: 'GL Ready', 'GL Test School', 'Manage students', 'Manage school', and 'Help'. A 'Teacher' dropdown menu is on the right. Below the navigation is a table of students:

Student Name	Age	Gender	Last Update	Rapid	CoPS	LASS 8-11	Report
Test Student	10y 6m	Male	1 day ago	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Report
Demo Student	11y 1m	Female	4 days ago	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Report
Example Student	8y 1m	Female	4 days ago	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Report

Step 2: In the 'Edit student' form click the 'Delete student' button.

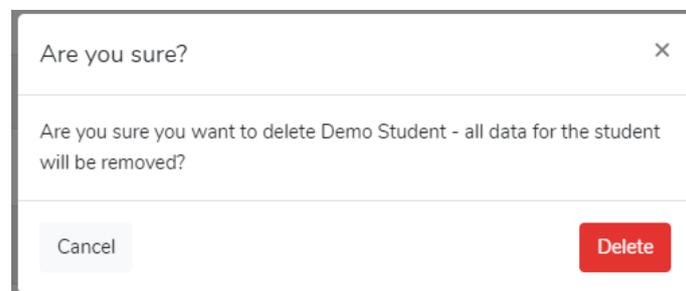


The 'Edit student' form contains the following fields:

- Name: Demo Student
- Student ID: Randomtest7
- Gender: Female (dropdown menu)
- Date of Birth: 01/08/2008 (with text 'August 1st 2008' below)

At the bottom of the form, there are three buttons: 'Delete Student' (highlighted in red), 'Cancel', and 'Save'.

Step 3: A confirmation message will "pop up". If you want to delete the student, select 'Delete'.



The confirmation dialog box contains the following text:

Are you sure?

Are you sure you want to delete Demo Student - all data for the student will be removed?

At the bottom, there are two buttons: 'Cancel' and 'Delete' (highlighted in red).

## 6. Before you begin testing

### Ensuring you are set up for testing

Before carrying out any screening with your students, you should ensure that your machines are appropriately set up to run the subtests.

- Run the 'Diagnostic tool' (available from [www.glready.com/student](http://www.glready.com/student)) on all of the machines that will be used for testing. We recommend you do this while logged in to each machine as a **student**.
- Ensure that the speakers are working, or that students have access to working headphones.

For further information about the technical requirements for running LASS on your machines, please see the user manual.

### Carrying out screening

Please read the following information before carrying out screening:

- The three subtests can be done in any order.
- The three subtests do not have to be attempted in a single sitting.
- Full results can be obtained once the student completes all three subtests.
- Screening should be carried out in reasonably quiet surroundings with minimal distractions.
- Each subtest is preceded by a demonstration and/or practice items.
- Upon completion of the practice phase, the test will start.
- Younger students should be supervised during the screening.
- Older students, once they have started, may not need supervision.
- Most of the subtests in LASS are adaptive; the program will automatically adjust the difficulty of the items to suit the ability of the student.
- In general, the items get harder the longer the subtest continues.
- Completed subtests will be clearly marked with a tick.

More detailed information can be found in the user manual.

## 7. Assigning tests to students

There are two options when assigning LASS to a student(s):

- **Option 1: Use this computer.** The 'Assign and start' button will assign and begin the test on the current device, immediately. This option is useful for testing individual students.
- **Option 2: Use another computer.** The 'Assign' button will allocate LASS to the student but will not begin the test session. This is most useful when assigning LASS to multiple students, or for when the student will sit the test later, or on a different device.

Please see the following pages for step-by-step guides.

## Use this computer and test immediately – individual student

To assign LASS to an **individual** student and test immediately on this device:

Step 1: Click on the ‘LASS’ button next to their name.

Name	Age	Gender	Last Activity		
<input type="checkbox"/> Abdul Rahim 	10y 5m	Male	5 days ago		

Step 2: Select the ‘Assign and Start’ button.

Sue Jones  
Assign Rapid to this student?

**Use this computer**

Use this option to start the assignment on this machine.

This will log you out of the teacher area.

Assign and start

**Use another computer**

You can use this option to assign products and start testing at another time or on a different machine.

Just use the following URL when you're ready to begin testing.

https://glready.com/student

Assign



You will see a list of the subtests available to that student. The three subtests appropriate for the age of the student will have been assigned.

Step 3: To start a subtest, click on the ‘Start’ button next to a subtest name.

Anita Smith ✕

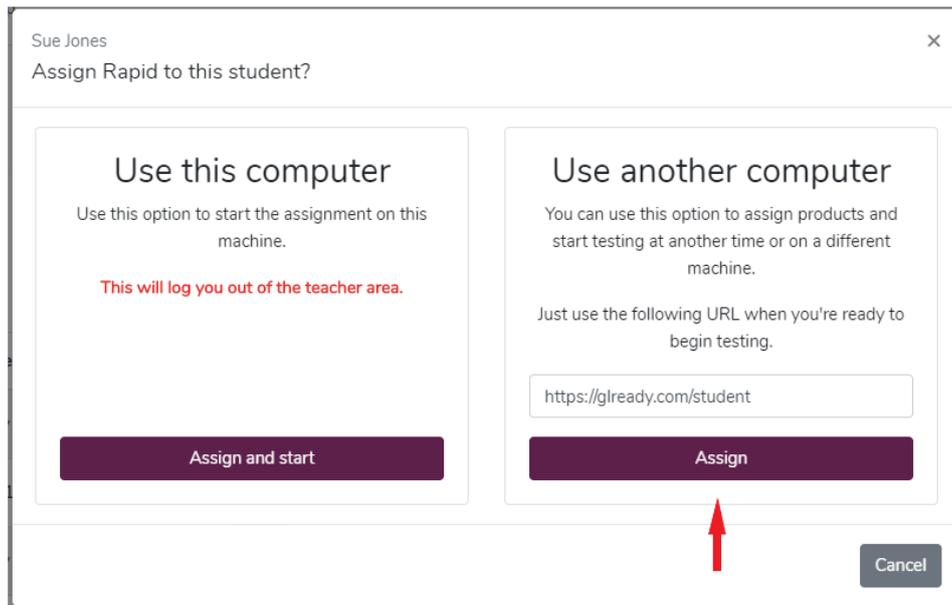
Mobile phone <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>	Sentence reading <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>
Non-verbal reasoning <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>	Single word reading <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>
Non-words <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>	Spelling <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>
Sea creatures <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>	Verbal reasoning <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>
Segments <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Start</span>	

## Use another computer and test later – individual student

To assign LASS to an **individual** student and start testing at another time or on a different machine.

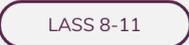
Step 1: Click on the 'LASS' button next to the student's name.

Step 2: Select the 'Assign' button.



Step 3: Return to the 'Manage students' page on your teacher account and start testing at another time or on a different machine.

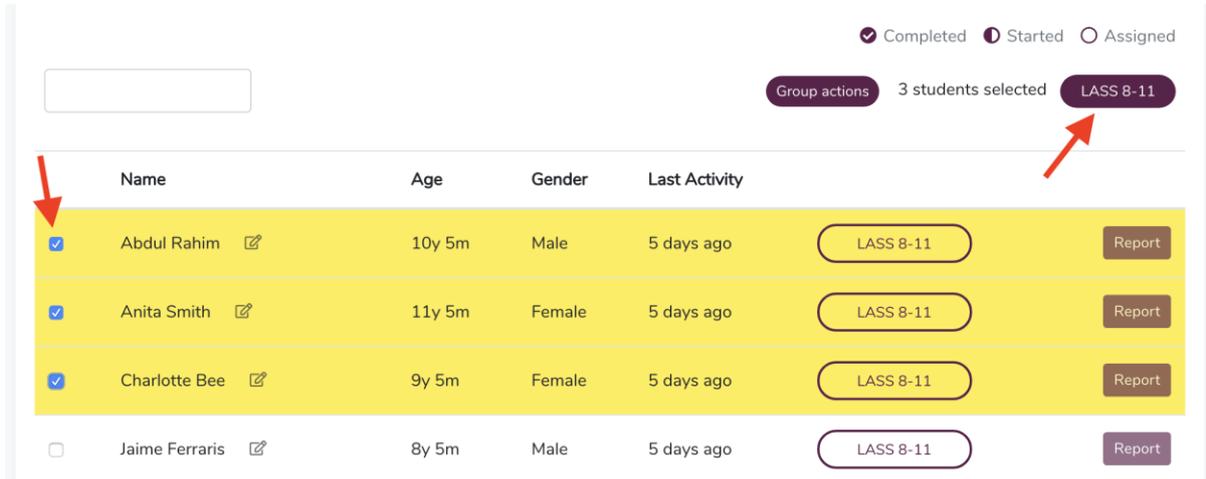
When a student has successfully been assigned LASS, an empty circle will appear in the LASS button against their name.

<input type="checkbox"/>	Abdul Rahim 	10y 5m	Male	5 days ago	
<input type="checkbox"/>	Anita Smith 	11y 5m	Female	5 days ago	

## Use another computer and test later – multiple students

To assign LASS to **multiple** students and start testing at another time or on a different machine.

Step 1: Select multiple students by ticking the boxes next to their names.



Completed  Started  Assigned

Group actions 3 students selected LASS 8-11

Name	Age	Gender	Last Activity	LASS 8-11	Report
<input checked="" type="checkbox"/> Abdul Rahim 	10y 5m	Male	5 days ago	LASS 8-11	Report
<input checked="" type="checkbox"/> Anita Smith 	11y 5m	Female	5 days ago	LASS 8-11	Report
<input checked="" type="checkbox"/> Charlotte Bee 	9y 5m	Female	5 days ago	LASS 8-11	Report
<input type="checkbox"/> Jaime Ferraris 	8y 5m	Male	5 days ago	LASS 8-11	Report

Step 2: In the group actions above the list of students click on the 'LASS' button.

Step 3: Confirm your selection with the 'Assign' button.

Step 4: Return to the 'Manage students' page on your teacher account and start testing at another time or on a different machine.

When a student has successfully been assigned LASS, an empty circle will appear in the LASS button against their name.



<input type="checkbox"/> Abdul Rahim 	10y 5m	Male	5 days ago	LASS 8-11
<input type="checkbox"/> Anita Smith 	11y 5m	Female	5 days ago	<input type="radio"/> LASS 8-11

## Starting a test session later or on another machine

You will need the following information before you begin:

- School password (found on the 'Manage school' page at <http://www.glready.com/school>)
- The student's name
- The student's date of birth

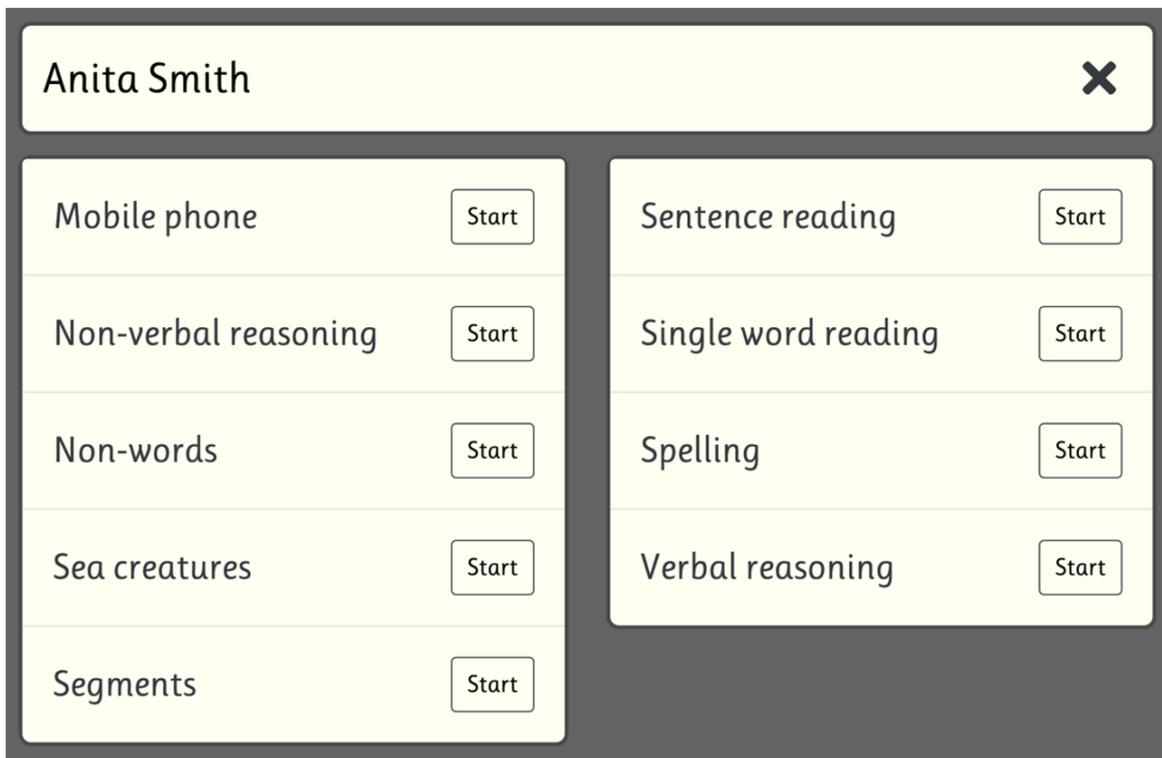
Step 1: Go to [www.glready.com/student](http://www.glready.com/student)

Step 2: Enter your school password. This will take you to a student login page that will list the names of each student that has subtests available to complete.

Step 3: To start a student session, select the name of a student, enter their date of birth and press 'Start'.

You will see a list of the subtests available to that student. The three subtests appropriate for the age of the student will have been assigned.

Step 4: To start a subtest, click on the 'Start' button next to a subtest name.



The screenshot shows a user interface for a student named Anita Smith. At the top, the name "Anita Smith" is displayed in a light yellow box with a close button (X) on the right. Below this, there are two columns of subtests, each with a "Start" button. The subtests are:

Subtest Name	Action
Mobile phone	Start
Non-verbal reasoning	Start
Non-words	Start
Sea creatures	Start
Segments	Start
Sentence reading	Start
Single word reading	Start
Spelling	Start
Verbal reasoning	Start

## 8. Administering LASS

### Order in which subtests are administered

The order in which LASS 8-11 subtests are attempted is not important.

### Solving time-shortage problems

In cases where teachers wish to administer all the subtests in the LASS 8-11 suite but are prevented from doing so due to lack of time, there are some useful strategies. Please see the user manual for further guidance.

### Retesting with LASS 8-11

Generally, we do not recommend retesting.

All psychological and educational tests are subject to *practice effects*, which are the positive or negative psychological impacts of previous assessment(s) on a student's performance.

- Positive impacts include item familiarity and increased confidence, which tend to **inflate** scores on subsequent assessment occasions.
- Negative impacts include decreased motivation or overconfidence, which tend to **deflate** scores on subsequent assessment occasions.

It can be seen, therefore, that retesting with any psychological and educational test is highly likely to produce results that have been influenced in some way and consequently they are less likely to be valid or reliable.

However, exceptional situations may arise when the teacher feels the need to re-administer one or more of the subtests in LASS 8-11. Please see the user manual for further guidance.

**Re-testing will overwrite the student's previous results.**

### Assessing students with ADHD

Students with ADHD (Attention Deficit Hyperactivity Disorder) are liable to experience difficulties with many types of assessment, however LASS 8-11 tests are typically found to be more stimulating than conventional tests, so students with ADHD will generally remain engaged and attentive for longer than might be expected. It is recommended that only one test per session should be administered to students with ADHD, and particular care should be taken when administering the **Sea creatures** subtest. Please see the user manual for further guidance.

## Assessing students who have limited English

Assessment of any student who has limited proficiency in spoken English is often problematic. However, LASS 8-11 is less problematic than many conventional methods of assessment.

The following page lists the animal names that the student needs to be familiar with. Please see the user manual for further guidance.

### Animal Names for pupils between 7 and 8 years old (spoken)

- Elephant
- Hippopotamus
- Cat
- Fox
- Goat
- Rabbit
- Squirrel
- Mouse
- Frog
- Ant
- Crab
- Spider
- Duck
- Hen
- Penguin
- Robin
- Horse
- Camel
- Reindeer
- Lion
- Rhinoceros
- Panda
- Donkey
- Monkey
- Grasshopper
- Beetle
- Scorpion
- Snake
- Lizard
- Seagull
- Pigeon
- Eagle
- Parrot
- Blackbird
- Kangaroo
- Buffalo
- Giraffe
- Zebra
- Tiger

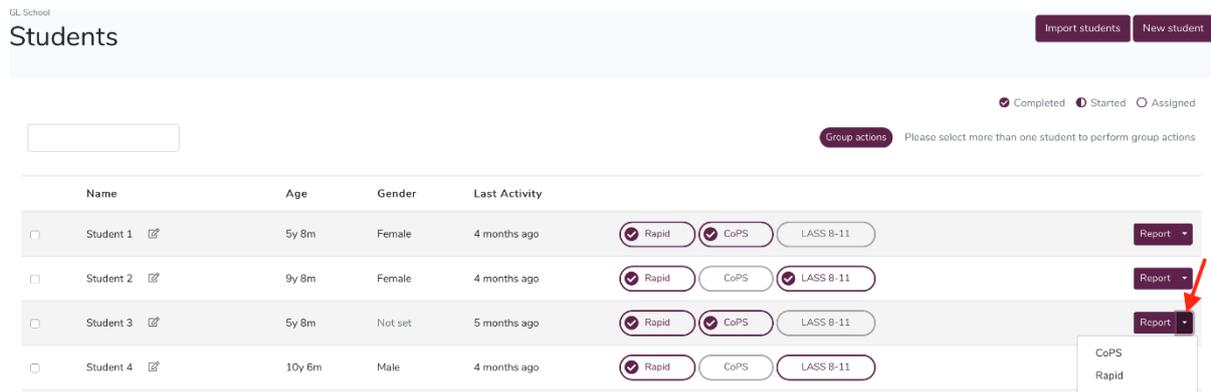
## 9. Accessing reports

There are two types of report: graphical or CSV.

### To access an individual student's graphical report

Step 1: Go to the 'Manage student' page on GL Ready.

Step 2: Click on the 'Report' button against that student's name.



GL School  
Students

Import students New student

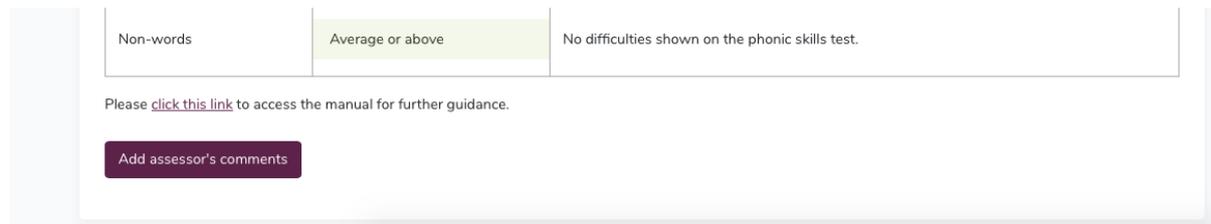
Completed Started Assigned

Group actions Please select more than one student to perform group actions

Name	Age	Gender	Last Activity	Report
Student 1	5y 8m	Female	4 months ago	Rapid CoPS LASS 8-11 Report
Student 2	9y 8m	Female	4 months ago	Rapid CoPS LASS 8-11 Report
Student 3	5y 8m	Not set	5 months ago	Rapid CoPS LASS 8-11 Report
Student 4	10y 6m	Male	4 months ago	Rapid CoPS LASS 8-11 Report

If your school is subscribed to multiple products on GL Ready and a student has more than one report available, use the dropdown arrow to select the correct report you wish to see.

Step 3: To add comments to a report, click on 'Add assessor's comments', type your comments in the box and click 'Save'.



Non-words Average or above No difficulties shown on the phonic skills test.

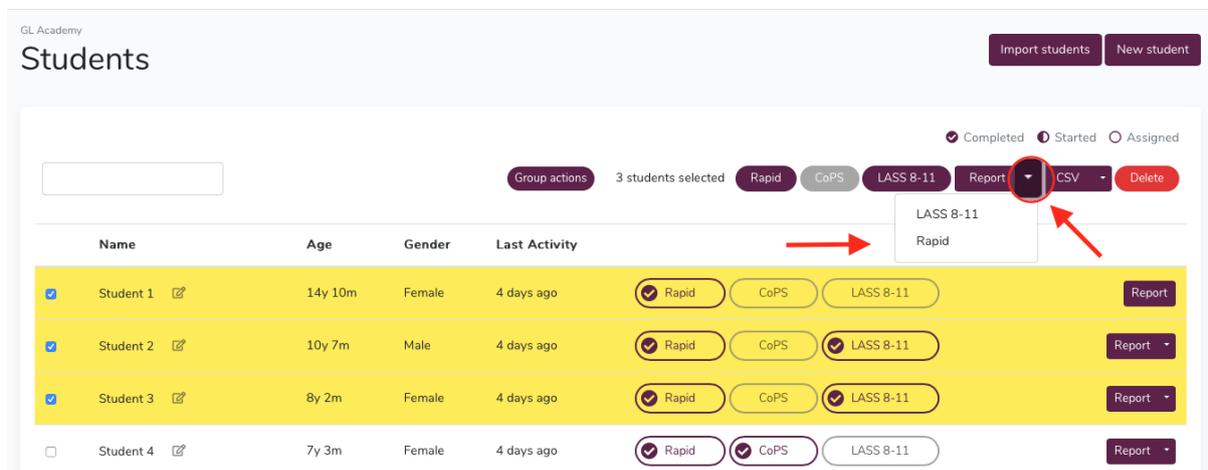
Please [click this link](#) to access the manual for further guidance.

Add assessor's comments

Step 4: Print or save a report by using your browser's printing options.

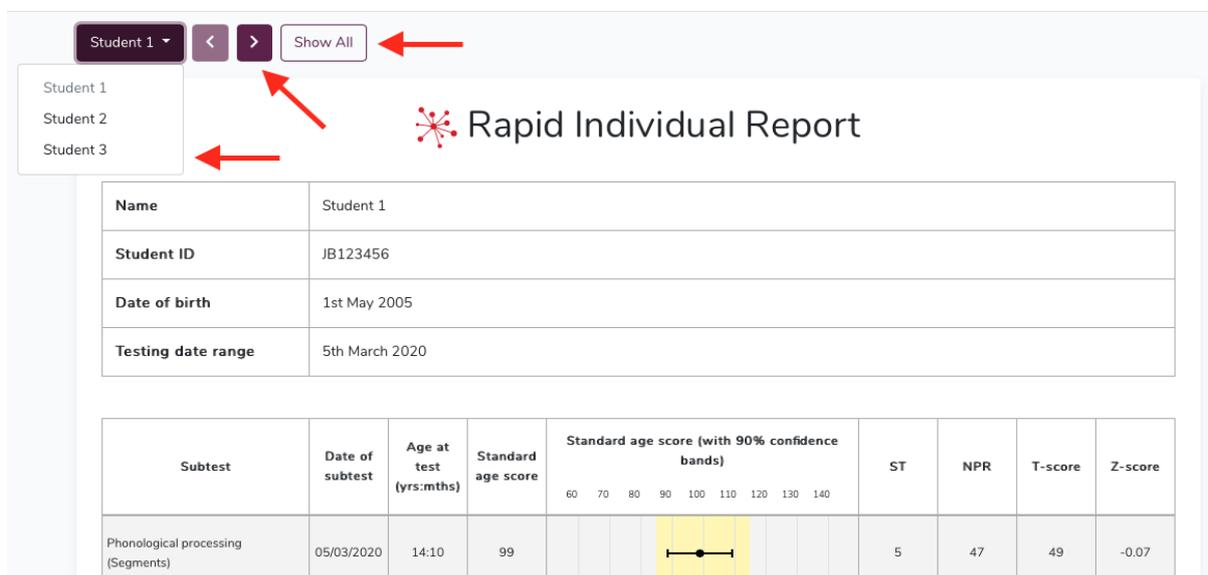
## To access multiple students' graphical reports

Step 1: Select the students by ticking the boxes next to their names and in the group actions above the list of students, click on the 'Report' button.



If your school is subscribed to multiple products on GL Ready and a student has more than one report available, use the dropdown arrow to select the correct report you wish to see.

Step 2: Navigate between reports using the dropdown list of names, the arrows or select 'Show all'.



<b>Name</b>	Student 1
<b>Student ID</b>	JB123456
<b>Date of birth</b>	1st May 2005
<b>Testing date range</b>	5th March 2020

Subtest	Date of subtest	Age at test (yrs:mths)	Standard age score	Standard age score (with 90% confidence bands)											ST	NPR	T-score	Z-score			
				60	70	80	90	100	110	120	130	140									
Phonological processing (Segments)	05/03/2020	14:10	99															5	47	49	-0.07

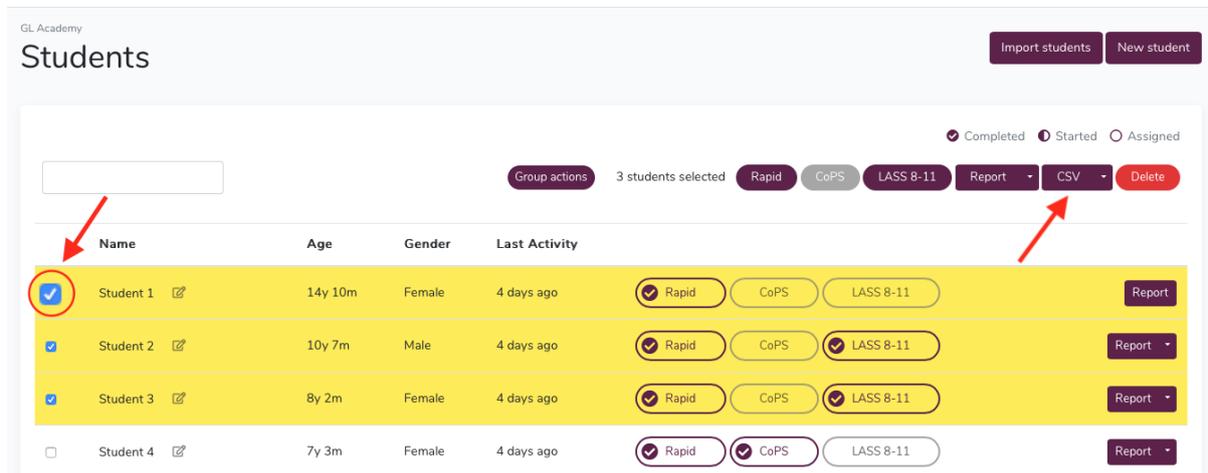
Step 3: To add comments to a report, click on 'Add assessor's comments', type your comments in the box and click 'Save'.

Step 4: Print or save a report by using your browser's printing options.

## To access a student's CSV report

Step 1: Go to the 'Manage student' page on GL Ready.

Step 2: Select one or more students by ticking the box next to their name and in the group actions above the list of students, click on the 'CSV' button.



GL Academy

### Students

Import students New student

Completed Started Assigned

Group actions 3 students selected Rapid CoPS LASS 8-11 Report CSV Delete

Name	Age	Gender	Last Activity	
<input checked="" type="checkbox"/> Student 1 	14y 10m	Female	4 days ago	<input checked="" type="checkbox"/> Rapid CoPS LASS 8-11 Report
<input checked="" type="checkbox"/> Student 2 	10y 7m	Male	4 days ago	<input checked="" type="checkbox"/> Rapid CoPS LASS 8-11 Report
<input checked="" type="checkbox"/> Student 3 	8y 2m	Female	4 days ago	<input checked="" type="checkbox"/> Rapid CoPS LASS 8-11 Report
<input type="checkbox"/> Student 4 	7y 3m	Female	4 days ago	<input checked="" type="checkbox"/> Rapid CoPS LASS 8-11 Report

Step 3: Use your browser's settings to save to your 'Downloads' folder, or your preferred file location.

## **10. Interpreting results**

Please see the user manual for further guidance.

## **11. Teaching recommendations**

There are a number of teaching recommendations in the user manual.

## **12. Integrating Rapid with LASS**

Results from Rapid will automatically be incorporated into LASS 8-11.

## **13. Further support**

For further information about accessing and using LASS on the GL Ready platform, please visit:

UK customers - <https://support.gl-assessment.co.uk/knowledge-base/platforms/gl-ready/>

International customers - <https://support.gl-education.com/knowledge-base/platforms/gl-ready/>