Assessment News

November 6, 2015

Top News This Week

1. Hawaii State Alternate Assessments (HSA-Alt)

Registration is now open for the 2016 HSA-Alt Test Administration Training.

Training is intended for Test Administrator who will be administering the HSA-Alt for the first time. Training dates from January 26 through February 11, 2016 will be focused on the online (iPad) administration. There will also be one training session, on February 12, 2016, for Paper/Pencil administration.

To register, go to the HSA-Alt portal http://alohahsap.org/HSA_ALT and click on the registration link.

Priority for registration will go to first-time Test Administrators. Since space at each session is limited, previously trained Test Administrators who wish to attend will be added to a wait list and may attend on a space-available basis only. Previously trained Test Administrators will be able to become certified by taking an online certification course which will become available in January 2016.

2. Specific Directions for Uploading Student Settings in TIDE for Designated Supports and Accommodations Using a New Template

If you have many students for whom you need to apply test settings, it may be easier to perform those transactions through file uploads rather than selecting each student's settings one at a time on the Student Details page in TIDE. A Student Settings Upload Template that allows users to upload, modify, and delete students' testing settings is available in TIDE via the Upload Student Settings tab. This upload template is an Excel or CSV file with a heading row that lists each Designated Support and Accommodations across the columns. The data rows under each column heading provide drop-down lists of valid values that represent the test settings that can be selected and set for multiple students before testing.

Descriptions of columns and valid values can be accessed via the TIDE homepage.
Click on the "Student Information" tab.
Click on the "Upload Student Settings" tab on next screen.
Click on "Show Guidelines" on the next screen for a table that describes the columns in the upload file and associated valid values for each student setting.

Special Note
More detailed information regarding "Uploading Student Test Settings" is provided on pages 33-44 in the TIDE User Guide. Only student settings that do not require Assessment Section approval and activation can be selected. For more information on creating an upload file or the guidelines for entering the valid values (student settings) in the upload template, please see the TIDE User Guide in the "Test Administration" folder on the Resources page at alohahsap.org. A link to the guide is provided below.

2015-2016 HSAP TIDE User Guide [pdf]	This document provides instructions on navigating and entering 2015-2016 data into TIDE.

3. Location of Directions for Administration that Are Read Aloud to Students for HSA Science Assessments and EOC Exams

Test coordinators are asked to remind test administrators that the official Directions for Administration that must be read to students before they begin each test session are located on page 30 in the HSA Science Assessments and EOC Exams Test Administration Manual that is currently posted in the "Test Administration" folder on the Resources page at alohahsap.org. A link to this manual is provided below.

2015-2016 HSA Science and EOC Exams Test Administration Manual [pdf]	This manual includes information about policies and procedures for Test Administrators, Test Coordinators, and others involved in test administration.

4. ACT Assessments

ACT Aspire (Grades 8, 9, and 10)

ACT Aspire Assessments for Grades 9 and 10

For School Year 2015-2016, secondary public and public charter schools have the option of administering the ACT Aspire Assessments to their grades 9 and/or 10 students. If your school has not yet notified the Assessment Section of the administration decision, please call or email Kuaanaai Lewis at 808-733-4100 or via Lotus Notes.

***ACT Aspire Training* (for schools administering the required 8th grade ACT Aspire and/or the optional 9th and 10th grades ACT Aspire)**

The ACT Aspire Training will be held at the McKinley Community School for Adults in Honolulu during the week of **November 30 - December 3, 2015 from 8:30 a.m. - 3:00 p.m**. The Test Coordinator at each school administering the ACT Aspire paper/pencil and online tests is required to attend the training on one of the four days. The Technology Coordinator at each school that is planning to conduct online testing of the ACT Aspire for grades 8, 9, or 10, is also required to attend the training on one of the four days. Other school level staff members, such as the ACT Aspire Test Accommodations Coordinator, e.g., Student Services Coordinator, Special Education Department Chairperson, and Principal or Vice-Principal, may attend a training session based on space availability.

Training details and the registration form can be accessed by clicking http://bit.ly/1hr0LP9. When a school level staff member registers, he or she will receive an automated email confirming that the registration information has been received. This automated email is not a confirmation to participate in the training on one of the two preferred dates. The registered school level staff member will receive an email message from Kuaanaai Lewis confirming his or her specific date for the training or confirming that he or she has been waitlisted. A registered school level staff member should not attend the training unless he or she has received an email message confirming the date for his or her training. Registration closes on **Friday, November 13, 2015**.

If you have questions regarding the online registration process or the agenda for the meeting, please call the ACT Aspire Customer Service at 888-802-7502 or email at ACTAspire_Implementation@ACTAspire.org.

The ACT (Grade 11)

Accommodations Question and Answer Sessions

October 28, 2015
Each school's ACT test coordinator received an email message from the ACT State and District Testing Team titled "ACT State and District Testing: Register for an Accommodations Q&A Session." The email message contains information about the Question and Answer (Q&A) sessions, e.g., what content will be covered, how to register for a Q&A session, how to participate in a Q&A session, accommodations resources, next steps in preparation for a Q&A session, upcoming events and important dates, and contact information for The ACT Customer Service. The Q&A sessions will be held on **Wednesday, November 4, 2015** at 6:00 a.m. and 10:00 a.m. Hawai'i Standard Time and on **Tuesday, November 10, 2015** at 6:00 a.m. and 10:00 a.m. Hawai'i Standard Time. Participants need only attend one of the times offered on one of the two dates. **These Q&A sessions will be recorded and posted** to the ACT Testing: Hawaii website at http://www.act.org/aap/hawaii/act.html. Users may access the recording in the "Training" section.

URGENT! ACT-Approved Accommodations Requests Are Due No Later Than Friday, November 20, 2015

All ACT-Approved Accommodations requests must be submitted through ACT's new Test Accessibility and Accommodation (TAA) website. To access TAA:

- Sign-up and complete steps for TAA access (only the test coordinator may complete this task).
- ACT will then approve the test coordinator as the Trusted Agent in TAA. This approval process may take up to 5 days.
- Next, the test coordinator may give TAA website access to additional school staff who are responsible for completing and submitting the ACT-Approved Accommodations for students.

For additional information, test coordinators and test accommodations coordinators are asked to view the accommodations training videos that are available on the ACT Testing: Hawaii website. If test coordinators and test accommodations coordinators have questions about ACT Accommodations or need assistance accessing the TAA website, please contact the ACT Accommodations Customer Service at 800-553-6244, ext. 1788 or ACTStateAccoms@act.org.

The ACT Administration Manual

October 29, 2015
Each school's ACT test coordinator received an email message from the ACT State and District Testing Team titled "ACT State and District Testing: Manuals Arriving." The email message contains information about the administration manuals, e.g., items in the shipment, action needed when manuals arrive, important information about who a school will call if manuals do not arrive, resources, upcoming events and important dates, and contact information for The ACT Customer Service. The administration manuals were scheduled to arrive at schools during the week of **November 2 - 6, 2015**. Please contact The ACT General Inquiries Customer Service at 800-553-6244, ext. 2800 or Contact Us.