Assessment News
January 28, 2019

Top News This Week

General Information

1. AIR Systems Downtime

AIR systems will be offline for scheduled system maintenance from *6:00 p.m. Friday, February 8, 2019* to *6:00 a.m. Monday, February 11, 2019.*

2. AIRWAYS Reporting User Guide

The AIRWAYS Reporting User Guide provides instructions and support for authorized users to view and score individual student responses on the Smarter Balanced (SB) Interim Comprehensive Assessments and Interim Assessment Blocks, as well as the Next Generation of Science Standards (NGSS) Test-lets, in AIRWays Reporting. The guide can be found here or via the Smarter Balanced, HSA-Science, or EOC Assessment homepage on *alohahsap.org*(see "Reporting" Section under "Resources").

3. Smarter Balanced and HSA Science Parent Letters

Participation and non-participation letters that schools may send to parents, along with the Parent Information Booklets (PIBs) about the grades 3-8 and 11 Smarter Balanced ELA/Literacy and Mathematics Assessments and the grades 4 and 8 Hawaii State Science Assessments, are available in English and 14 translated languages. The parent letters are Word documents that can be edited by school personnel. The letters are available here or via the "Students and Families" section under "Resources" (see HSA Science or Smarter Balanced homepage on *alohahsap.org).* If a student is included in two populations, e.g., IDEA-eligible and Home/Hospital Instruction, a customized parent letter can be created using information from the parent letters of two groups.

4. Courtesy Testing for Home-Schooled Students

In order for a home-schooled student to be courtesy tested, Test Coordinators must complete the Courtesy Testing for Home-Schooled Students Form found here or via the Test Administration Forms section on the Smarter Balanced homepage of *alohahsap.org.* Additional information on home-schooled students can be found on pages 72-74 of the Smarter Balanced Test Administration Manual (TAM), which is available here or via the "Test Administration" section on the same Smarter Balanced homepage. Fax the completed request form to the Assessment Section at 808-733-4483 to request that a home-schooled student's grade level be entered in TIDE. *Do not ask parents to bring their home-schooled child to your school for testing until an Assessment Section staff member has informed the School Contact Person that the student is ready to do so.*

5. Assessment Monitoring Site Visits

The Assessment Section regularly conducts site visits to observe test administration at schools and to gather information from school Test Coordinators about assessment administration training, management, and practices. These visits provide an opportunity for the Assessment Section staff and their designees to identify potential improvements to the testing process, including enhancement of the testing experience and fidelity of the assessment process. Since any school may be selected for a site visit, regular and charter schools should anticipate the presence of an assessment monitor during the administration of the Smarter Balanced, HSA-Alt, HSA Science, Biology 1 EOC Exam, KÂʻEO, The ACT, NAEP, and the ACCESS For ELLs assessments. For more information, refer to the January 22, 2019 DOE Memo here.

Smarter Balanced

6. Smarter Balanced Summative Test Window

The test window for Smarter Balanced (SB) Summative Assessments for Grades 3-8 and 11 will open on *February 19, 2019.* To avoid delays in testing, Test Coordinators should check with their school Technology Coordinator to ensure that student test devices have been updated with the current secure browser. For more information about the 2018-19 SB Summative Assessments, refer to the DOE memo here.

7. Test Expiration Dates

Test coordinators should consider the expiration dates of tests while developing testing schedules. The PT will expire in 10 calendar days, and the CAT (Math and ELA) will expire in 45 calendar days, including weekends, holidays, and intercessions.

HSA-Alt

8. Documentation of HSA-Alt Accommodations

The HSA-Alt has nine accommodations that need to be documented and verified before actual testing. For detailed information regarding the documentation and processes, refer to the DOE memo here or under "Resources" on the HSA-Alt portal (*alohahsap.org).*

9. HSA-Alt Read Aloud Guidelines

The HSA-Alt Read Aloud documents provide detailed information about the HSA-Alt Read Aloud, Scribe, and Visual Descriptions Accommodations for the Spring 2019 HSA-Alt administration. These guidelines can be found here or under "Test Administration - Paper/Pencil Administration" on the HSA-Alt portal (*alohahsap.org).*

HSA Science

10. Hawaii Statewide Assessment Program (HSAP) Science and Biology End-of-Course Exams Item Review Committees

The Assessment Section is accepting applications to serve on various Hawaii Statewide Assessment Program (HSAP) science item review committees from *February 26 - March 1, 2019.* Committee members will review newly written Next Generation Science Standards (NGSS) clusters (e.g., test items) for test administration. Each cluster will be reviewed for its acceptability and appropriateness. Applications are being accepted from general education, special education, and English Learner (EL) teachers for Science and/or Biology item review committees. For detailed information about the dates, times, and stipend for this opportunity, refer to the DOE memo here. The deadline to submit the online application (also available at http://bit.ly/Feb19ItemReview) is *Wednesday, February 13, 2019.* Please note that after submitting the application, an automatic receipt via email will be provided. If selected as a reviewer, a separate confirmation notice will be provided via email. *Do not attend a committee meeting without receiving a committee confirmation email.*

11. HSA Science (Including Braille) Test Window Opens

The Online HSA Science test window opened on *January 8, 2019* and will remain open until the end of the school year. Students have two opportunities to take the grade 4 or 8 Science Bridge Assessment that covers standards common to both Hawaii Content & Performance Standards III (HCPS III) and Next Generation Science Standards (NGSS). *Test coordinators should verify that the secure browser on all student testing devices has been updated to the current version prior to testing.* For more information on compatible devices or operating systems, Test or Technology Coordinators should refer to the current Operating System Support Plan on *alohahsap.org.* If applicable, review the Braille Requirements and Testing Manual 2018-2019 for information on administering statewide assessments to students who require the Braille accommodation, including guidance on printing Braille Ready Format (BRF) and Printer Output File (PRN) files.

The ACT

12. ACT Additional Ordering Window

The window to place an order for additional materials for the initial test date on *February 20, 2019* is now open in PANext. To place an additional order, test coordinators should follow the "How to Create and Submit Additional Orders" instructions in the *PearsonAccess^next User Guide* to complete the order by *February 7, 2019.*

13. ACT Materials

Materials for schools that selected the early delivery date should start arriving the week of January 28, with regular delivery arriving the week of February 4. Test Coordinators should alert the receiving office that the ACT materials will be arriving and store them securely until distribution for testing.

Assessment News

WIDA ACCESS for ELLs

14. Student Management in WIDA Assessment Management System (AMS)

The 2nd Pre-ID file was uploaded on *January 11, 2019*. Students who were not uploaded in the Pre-ID file (arrived or designated as ELL after *January 11, 2019)* must be added to the WIDA Assessment Management System (AMS) here or via the *wida-ams.us website* by following these steps: Manage Students > Add Students > Enter the demographic information for the required fields. To place students in test sessions for untested domains, follow these steps on the same website: Test Management > Manage Test Sessions > Session Details > Click Action (view edit) > Move student into Test Session. To check the status of the Test Sessions, follow these steps: Student Management > Student Status Dashboard > Enter school name. Hover your mouse over the bars to see the number of students and their progress ("Completed," "Not Started," and "In Progress"). Click on the bars to view (drill down) the list of students and their progress. To print a list of these students, export it to a CSV spreadsheet.

15. ACCESS for English Language Learners (ELLs) Question and Answer Webinars

WIDA is hosting a webinar on *Thursday, January 31 from 10:00 - 11:00 am*(HST) to assist Test Administrators and Test Coordinators with the processing of completed paper test materials. Login information and webinar descriptions are located on the Q&A WIDA Webinar Schedule. All webinars are recorded and posted to the Webinar Recordings page.

Seal of Biliteracy

16. AVANT Browser Support

School Test Coordinators who are experiencing difficulty with setting up the AVANT software/browser for the Seal of Biliteracy exam should consult their Technology Coordinator and share the Technology Guide. The AVANT Customer Support desk also recommends that school Test Coordinators involve their Technology Coordinators when calling for support, as their expertise will greatly facilitate communication and problem-solving.

Please contact the Assessment Section at (808) 733-4100 if you have any questions about the information included in this Assessment News.

"Education is the foundation upon which we build our future." Christine Gregoire