

Attention Public School Principals, Public Charter School Directors, VPs (involved with testing), Test Coordinators, Technology Coordinators, Student Services Coordinators, and Curriculum Coordinators

(This message is also being sent to Complex Area Superintendents, Complex Area Support Team Leaders, and Information Technology Managers.)

Assessment News

Tuesday, February 16, 2021

Top News This Week

General Information

1. Bandwidth During Testing

Schools experiencing issues or interruptions during the administration of assessments (statewide, interim, formative/screeners) may consider adjusting testing start times so students are not logging in to an assessment during the beginning of the class period when distance learning students are also logging in and attendance is being taken. If bandwidth is suspected to be a possible cause, test coordinators should work with their technology coordinator to contact the respective Customer Support desk to conduct bandwidth testing and troubleshooting.

2. Test Security Office Hour

A Test Security Office Hour will be held on February 18, 2021, 2:30-3:30 p.m. The Webex webinar may be accessed at the scheduled time by clicking [here](#) or by logging in to your Webex account and joining meeting number: 120 746 8646, password: 1234. The 'office hour' format provides test coordinators and other educators the opportunity to engage with the presenters and to ask questions about the main topic or any other assessment-related topic. The webinar will be recorded and posted to alohahsap.org in the Resources > Training and Webinars > [Webinars](#) folder.

Smarter Balanced

3. Smarter Balanced Test Window Open

The test window for the Smarter Balanced Summative Assessments opens Tuesday, *February 16, 2021* and closes on the last day of school. Test coordinators should verify that test administrators have passed the online [TA Certification Course](#) prior to their scheduled test session(s) or they will not be allowed to start or administer a test session. For additional information about the annual statewide assessments for SY 2020-21, refer to the [Statewide Summative Assessments and Accountability, SY 2020-21 DOE memo](#).

HSA-Alt

4. HSA-Alt Test Window Open

The test window for the Spring HSA-Alt Summative Assessments opens on *Tuesday, February 16, 2021* and closes on the last day of school for online administration and on *Friday, May 21, 2021*, for paper/pencil administration. Test administrators should complete the Learner Characteristics Inventory (LCI) as the first assessment before bringing their student into the testing environment. In addition, the information that is entered into the LCI must come from the person most familiar with the student. The LCI is available as Appendix A in the HSA-Alt Test Administration Manual found [here](#).

ACT

5. ACT Customer Support Contact Information

Some test coordinators have been reporting long wait times on hold for customer support, and incorrect information being relayed to them (information was actually for national testing at national test centers, not statewide testing). ACT has determined that in some cases, test coordinators were actually using the wrong phone numbers.

For statewide testing, Hawaii test coordinators should contact Customer Service at 800.553.6244 x 2800. Test coordinators should keep a record of what date/time they called, and who they spoke with if possible so ACT may follow up with help desk staff that are providing incorrect information (i.e., such as contacting the CAS for access requests).

6. ACT Non-Test Materials

On Monday, February 8, 2021, ACT sent to school test coordinators an email blast titled *Non-Test Information in MyACT*. This email contains information on completing the non-test information and creating MyACT accounts. For more information, test coordinators should contact Customer Service at Phone: 800.553.6244 x 2800.

7. ACT State Use Questions

Beginning with the Spring 2021 administration, the state use questions have been discontinued, and will not be included in the shipment of test and non-test materials anymore.

8. MyACT Account Update

On Friday, February 12, 2021, ACT sent out an email blast to ACT test coordinators with updates on the status of student MyACT account creation. Main points of the email are:

- Students will be able to enter their student codes when registering for MyACT accounts on *February 20*.

- Students can create their MyACT accounts prior to February 20, but their last name must match the last name on their *Non-Test Instructions for Student* form (which was populated from their name in PANext). Students may then enter their student codes when the “Enter Student Code” button becomes available on February 20.
- ACT has extended the deadline for students taking the *February 23 ACT* to create their MyACT accounts and designate score recipients to *7:59 p.m. on March 1, 2021*.
- For all *other* test dates (i.e., March 23, April 6), they will only have *two* days after the test date to create their accounts or designate score recipients.

9. ACT Online Administration

Test coordinators at schools that have indicated online testing should consult with their school technology coordinator to verify that they have completed the required tasks, including the mock administration. Test coordinators should also verify in PANext that they are set for online administration, as schools that have not completed all of the required readiness checks for online testing may have been changed back to the default of paper testing.

WIDA

10. Returning Materials

For information on returning materials to DRC, test coordinators may view the *After Testing* tutorial located in the [WIDA Secure Portal](#). Test coordinators can locate the tutorial by logging in to the Secure Portal and selecting the Online Grades 1-12 tile from the *ACCESS for ELLs Training Courses*. Then, select Afterward and click After Testing. Test coordinators should contact DRC Customer Support with any questions at WIDA@DataRecognitionCorp.com or 1-855-787-9615.

“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.” - Malcolm X

Assessment Section, Hawai‘i State Department of Education, (808) 307-3636

HawaiiPublicSchools.org | [Facebook](#) | [Twitter](#) | [Vimeo](#)

HSAP Help Desk: Phone: 1-866-648-3712 Email: HSAPHelpDesk@cambiumassessment.com