

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

Monday, March 1, 2021

Top News This Week

General Information

1. Statewide Testing Update

On Monday, February 22, 2021, the U.S. Department of Education (ED) issued a letter to states and provided an update about statewide summative assessments, accountability, and reporting requirements for SY 2020-2021.

- **Assessment:** Blanket waivers for assessments will not be invited for submittal this year.
- **Accountability:** States may request a waiver from the accountability and school identification requirements in the Elementary and Secondary Education Act (ESEA) for this school year.
- **Reporting:** All state and local report card requirements, including proficiency, student subgroup disaggregations, and others, remain in place for this school year.

The HIDOE is considering the various forms of flexibility offered by the ED for accountability and is awaiting the application template referenced in the letter. For more detailed information, please refer to the [ED Assistant Secretary Letter to CSSOs \(February 22, 2021\)](#).

HSA-Alt

2. Make-up HSA-Alt TA Training Sessions this week

There are two *Make-up* HSA-Alt Test Administrator Training sessions. The first is on Saturday, March 6, 12:00 - 3:00 p.m. The second is on Tuesday, March 9, 9:00 a.m. - 12:00 p.m. For the first session, a 3-hour stipend will be provided; for the second session, a sub code will be provided if classroom coverage is needed. Contact Susan.Forbes@k12.hi.us to register.

The ACT

3. ACT Materials Ordering

On Tuesday, February 23, ACT sent out an email titled *Your Test Window 1 Is Almost Complete*. This email contains instructions on materials return, online test content purging, and ordering

materials for the next test window. Test coordinators may only order materials for one test window at a time (i.e., if you are planning to administer the ACT in both test windows 2 and 3, you may only order materials for test window 2 at this time). If you are planning to test only on April 6, you will need to wait until March 23 to order materials.

Links to documentation are included in the email blast. ACT test coordinators at schools with more than one ACT test coordinator should ensure this email is shared with the other test coordinators.

4. Non-Test Information in MyACT Available

On Friday, February 26, ACT sent an email titled *Non-Test Information in MyACT Available*. Any students who have tested in *Test Window 1 (February 23)* and who still need to complete this activity will only have until *7:59 p.m. HST on Monday, March 1*, to complete their non-test information. This includes entering their Student Code and selecting their four free college score recipients. After the March 1 deadline, students will still be able to send scores to colleges, but at a fee.

5. Student Code Usage Status Report

Test coordinators may use the Student Code Status Report in PANext to see which students have entered their Student Codes and selected at least one college to receive a score report in MyACT. If a student has entered their student code and selected at least one college choice, they will no longer appear on the report.

6. Student Code Error Messages in MyACT

Some students are receiving error messages when attempting to enter their Student Codes because their last name in PearsonAccess^{next} is not matching what they used to create their MyACT accounts. One of the primary reasons for students receiving this error is the use of hyphens in hyphenated last names. Test coordinators should check with the student on how they entered their name into MyACT. The student must enter their last name(s) exactly as they appear in PANext, including the use (or lack) of a hyphen.

There are two ways this can be resolved:

1. If the last name was entered incorrectly by the school, the school needs to update the information in PearsonAccess^{next}. This will take overnight to process the change.
2. If the student entered their last name incorrectly in MyACT, they will need to contact ACT directly to make an update. Test coordinators are not authorized to make changes to a student's MyACT account. Students may call 319-337-1270 or use the contact us web form, <https://www.act.org/content/act/en/products-and-services/the-act/the-act-test-contact-us.html>.

7. ACT Office Hours

ACT will be hosting open Office Hours sessions through *Monday, March 29*. Some examples of topics that will be covered are: Completing the non-test activity in MyACT, Receiving and Storing Materials, Placing Orders for Additional Materials, and Returning Materials.

There will be time for questions and answers during these Office Hours sessions. Test coordinators can find the links to join a session, as well as the dates and times for each session in March in the [calendar linked here](#). These sessions are not state specific and are open to all states and schools participating in State Testing. *Please do not share students' personal information.*

Date: Every Monday

Time: 6:00 – 7:00 a.m. HST

Date: Every Thursday

Time: 12:00 pm –1:00 p.m. HST

8. MyACT Student Account Creation

For the *March 23 and April 6* test windows, students will have up to two days post-test to complete creating their MyACT accounts (including entering their Student Code and designating where they would like their scores sent).

9. ACT Online Reporting Portal Account Creation

ACT will be launching their new Online Reporting Portal for schools beginning on *March 15, 2021*. This portal will allow designated staff at schools to view student data, access school level summary reports, and individual student score reports. The Online Reporting Portal will eventually replace the traditional mailed hardcopy reports schools received. This year will be the last year printed reports will be sent to schools.

From the 2021-22 school year forward, schools will use the Online Reporting Portal to access the traditional reports, as well as many other functions. Principals will receive their login information and instructions on creating their accounts beginning on *March 12, 2021*. School test coordinators should give their principals the heads-up that they will be receiving an email from ACT that is not spam (don't delete). Many online trainings, webinars, and live help sessions are being planned to help principals create accounts, and assign designees (such as test coordinators and college counselors) who can access this system.

Technology Coordinators

10. Technical Support Contact Information

For the most updated information on supported operating systems, compatibility issues, and secure browser installation and troubleshooting for the statewide assessments, test and

technology coordinators should contact the test companies *directly* as they have the most updated information.

For Smarter Balanced, HSA-Alt, NGSS Science, End-of-Course Exams, and Interim Assessments using the Smarter Balanced Secure Browser, technology coordinators should call the HSAP Help Desk at 1-866-648-3712 or email them at hsaphelpdesk@cambiumassessment.com.

For the ACCESS for ELLs Online (WIDA) assessment using the INSIGHT Secure Browser and the Central Office Services device, technology coordinators should contact DRC Customer Service at wida@datarecognitioncorp.com or call 1-855-787-9615.

For ACT Online support using the TestNav secure browser and the ProctorCaching server, technology coordinators should contact ACT Customer Support (800) 553-6244 ext. 2800.

“Start where you are. Use what you have. Do what you can.” - Arthur Ashe

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