

**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, April 19, 2021*

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**Top News This Week**

**General Information**

**1. Remote Test Administration**

A [Remote Test Administration Office Hour webinar](#) (Webex meeting number: 120 813 0940; Password: 1234) is scheduled for Thursday, April 22, 2021, 2:30 p.m., to discuss procedures for remote test administration. The session will be recorded and posted to the portal in Resources > Trainings and Webinars > Webinars.

**2. Opportunity to Learn Survey Questions**

There are five Opportunity to Learn (OTL) survey questions at the end of each content area assessment (ELA, Mathematics, Science, etc.) designed to measure the effects of the pandemic on student learning. Reference to the survey questions has been added to the test administrator directions in the Test Administration Manual (TAM) for each assessment. Students will not be able to submit their test until they have answered all of the OTL questions.

**3. Support During Testing**

When issues arise during testing (technical, TIDE, access-related, etc.), test coordinators or test administrators should contact the HSAP Help Desk at 1-866-648-3712 (toll free) or email at [hsaphelpdesk@cambiumassessment.com](mailto:hsaphelpdesk@cambiumassessment.com) for assistance. The Help Desk technical support staff are well-equipped to resolve issues that arise during testing (Help Desk staff are able to view student test status and other system indicators that are not readily accessible by the Assessment Section).

**Smarter Balanced**

**4. Test Expiration Reminder**

The Computer Adaptive Test (CAT) will remain active until the student submits the test, or 45 calendar days after the student started the test, whichever occurs first. The ELA Performance Tasks (PT) are only open for ten calendar days after a student starts the test. The 45- and 10-day test windows include breaks and intercessions. To reopen an expired test, test

coordinators need to submit a request, including other relevant information, via TIDE (Create Testing Incident). For more information, test coordinators and test administrators may refer to the Test Administrator's Manual (TAM) located in the "Resources" section of the Smarter Balanced homepage on [alohahsap.org](http://alohahsap.org).

## **5. Test Reopen**

Test coordinators are reminded that only tests that are not currently open, and have been submitted for scoring, are eligible to be reopened in the Test Information Distribution Engine (TIDE). Tests that are "in progress" or "paused" are not eligible for a "Test Reopen".

## **6. ELA Performance Task (PT) Administration**

Test coordinators should remind test administrators that students are to complete the PT within one test session. Page 30 of the [Smarter Balanced Test Administration Manual \(TAM\)](#) cautions that limiting a student to answering specific sections or questions during a test session may lead to a test security violation. The testing time for the PT can be extended over multiple days as needed for identified students; however, requiring multiple days for any segment is considered a test security violation. Students are to work at their own pace, without additional guidance or restrictions. Test coordinators may refer test administrators to pages 30-34 of the [TAM](#) for detailed information. Test coordinators should also remind test administrators to follow the script as prescribed in the TAM.

## **7. Printed Materials and Scratch Paper Used for Testing**

Test coordinators should remind test administrators that test materials must remain secure at all times. Printed materials from the print-on-demand accommodation and scratch paper must be kept in a securely locked room or cabinet that can be opened only with a key or keycard by a test administrator or test coordinator until they are shredded. Printed test items/passages, including embossed braille printouts and scratch paper, must be collected and inventoried at the end of each test session and then immediately shredded. DO NOT keep printed test items/passages or scratch paper for future test sessions except as noted in the TAM for ELA performance tasks (PTs). When administering the Smarter Balanced Performance Task (PT) in more than one session, scratch paper must be inventoried and stored in a secured environment (e.g., locked in a filing cabinet or desk) until returned to the students during the next session. The review of scratch paper by students outside of the test environment and/or by adults (teachers, test administrators, etc.) at any time is considered a test security violation.

## **8. Designated Supports in TIDE**

Test coordinators and teachers should ensure that students are provided only the appropriate Designated Supports decided by the educator(s) who is/are familiar with the student's needs. These should be supports that the student is familiar with and uses during classroom instruction. Excessive provision of undocumented supports, or lack of familiarity with these supports, may lead to increased testing times. To help familiarize students with the various embedded Designated Supports, training and practice tests may be administered prior to testing. For more information about universal tools, designated supports, or accommodations for

statewide testing, refer to the [Crosswalk of Accessibility Features Across State Assessment in Hawaii](#), and the [Usability, Accessibility, and Accommodations Guidelines](#) documents on [alohahsap.org](http://alohahsap.org).

## HSA-Alt

### 9. HSA-Alt Participation Guidelines

The [HSA-Alt Participation Guidelines](#) provide guidance on the four criteria required of students with Individualized Education Programs (IEPs) to be considered for the HSA-Alt or the WIDA Alternate ACCESS for ELLs.

### 10. Factors or “Red Flags” on the Road to HSA-Alt Student Identification

The [Factors or "Red Flags" on the Road to HSA-Alt Student Identification](#) document provides a list of factors and "red flags" to consider by school IEP teams during the HSA-Alt identification process.

### 11. HSA-Alt Identification Process

Information regarding the HSA-Alt identification process, including details about the HSA-Alt Participation Criteria, is available in the [HSA-Alt TAM Spring 2021](#). School IEP teams are encouraged to review the HSA-Alt TAM prior to determining the appropriate statewide assessment(s) for a student based on their IEPs.

## End-of-Course Exams

### 12. EOC Exams Spring Testing Window

The Spring Testing Window for the Biology 1, Algebra 1, and Algebra 2 EOC Exams opens on *Monday, April 26, 2021* and closes on the last day of school. EOC Exams are to be administered after course instruction has been completed. Test coordinators should work with their Assessment Teams (including technology coordinators) to ensure that prior to testing, testing devices have been updated with secure browsers, student accommodations have been entered into eCSSS and TIDE, and test administrators have been certified.

## The ACT

### 13. Online Reporting Portal

Student test results will appear in the Online Reporting Portal (ORP) as tests are scored. Students may view their results as soon as they populate in the ORP. Test coordinators who have not been able to create their accounts on the portal should check with their principals to see if they have received the email from [success@operations.act.org](mailto:success@operations.act.org) with instructions to create their principal Trusted Agent accounts. Once the principal has created their Trusted Agent

account, they may create additional accounts for designated staff following the directions in the [Principal's webinar](#).

*“Education is the ability to meet life’s situations” - Dr. John G. Hibben*

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