

**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, May 10, 2021

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**Top News This Week**

**General Information**

**1. Test Security Reminders**

Test coordinators should remind test administrators of test security procedures, including the need to actively monitor live test sessions to prevent unauthorized use of electronic devices such as cell phones or computers, or students navigating away from the secure browser to other websites during a test session.

Test coordinators should remind test administrators to instruct their students that even when they are completed with their test, they must not take out their phones or other electronic devices until the test session is complete. Test coordinators should also review with test administrators what to do in the event of a testing incident involving electronic devices (cell phones, laptops, chromebooks), including the information needed to file a [Testing Incident Report](#).

**2. Test Environment Reminders**

Test coordinators should remind test administrators that they should be focused on administering the assessments and not have students in the test environment that are simultaneously working on electronic devices (distance learning, or other applications) that are not actively testing. Please refer to Section 9.1 on page 38 in the [Test Administration Manual \(TAM\)](#) for more information.

If it is necessary to have students in the test environment that are not actively testing (completed their test session, not testing, etc...) they may be given quiet work that does not involve accessing the internet or the use of electronic devices (please refer to the top of page 39 in the TAM for examples).

If a test administrator must simultaneously administer a test and teach or otherwise monitor non-testing students, it is recommended that a second adult (certified TA or Proctor who has signed the Proctor Security Agreement) be present to monitor testing students and be available to provide assistance and support should they experience technical difficulties.

## Smarter Balanced

### 3. Test Administration Procedures

Test coordinators should remind test administrators that third and fourth graders may not have had prior experience with Smarter Balanced testing and test administration and test security procedures. Test administrators should be sure to review the directions and the differences between pausing and submitting a test to help prevent test delays due to prematurely reported tests, and read the directions as specified in the [Test Administration Manual](#) to prevent misunderstandings.

### 4. Test Completion and Reopen Requests in TIDE

Test coordinators should only submit reopen requests in TIDE for students whose tests have expired (the system will not allow the reopening of a test in paused status, or a test that has not yet expired). Test coordinators should check to make sure a student has not completed and submitted a test prior to submitting a reopen request in TIDE, as a student must click through multiple screens confirming their intent to submit the assessment (they cannot accidentally submit a test). Requiring a student to continue testing by reopening their test after they have already submitted it may be considered a Test Irregularity, and results in a loss of instructional time for the student.

### 5. Viewing Reports in the Centralized Reporting System

The Online Reporting System (ORS) will be phased out and will contain previous test results but no longer show test results from this year forward. Teachers may view the student preliminary reports within the Centralized Reporting System (CRS) found in the [Reporting System](#) tab the Portal.

[The Centralized Reporting for Summative Assessments User Guide 2020-2021](#) and the [Centralized Reporting Quick Guide 2020-2021](#) support users of the Centralized Reporting system. These user guides provide instructions on how to generate reports with student score information. Centralized Reporting is also a component of the Smarter Balanced Interim Assessments that allows authorized users to view and score individual student responses on both the Interim Comprehensive Assessments and the Interim Assessment Blocks.

## HSA ALT

### 6. Summer Item Review Committee Opportunity

Applications are now being accepted for the Summer HSA-Alt Item Review Committee taking place virtually on Friday, July 23 from 8:00 am to 3:30 pm. If you are an individual who works with students with significant cognitive disabilities or are a content area expert, general education, special education, or higher education teacher and would like to apply for this committee click this link to access the committee registration site: <http://bit.ly/AltJuly2021>.

The deadline for submitting applications is Tuesday, June 1, 2021. For more information on this paid professional development activity see the Summer HSA-Alt Item Review Committee memo posted on the alohahsap.org portal or click [here](#).

## 7. HSA-Alt Test Administration Recommendation

This year's HSA-Alt summative assessments contain 20 field test items and 40 operational items for a total test length of 60 items for each content area. Test Administrators are advised to rotate between the content area assessments, ELA, math, and science (if applicable) when testing their students this year. This recommendation will ensure that each content area receives an equal amount of focus. This is important so that test participation rates are maximized and field test samples across the content areas are roughly the same and sufficient in number to utilize. If you have any questions, please contact [Susan.Forbes@k12.hi.us](mailto:Susan.Forbes@k12.hi.us).

## End-of-Course Exams

### 8. Biology End-of-Course Exam

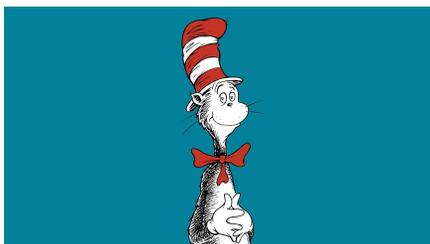
A reminder, the Algebra 1 and 2 End-of-Course Exams (EOCs) are optional but the Biology 1 EOC Exam is a required exam for all high school students who are completing the course for which they will be receiving biology credit to meet the high school graduation requirement. The only two exceptions are students enrolled in the International Baccalaureate Program and those who will be taking the AP Biology Exam.

## Technology Coordinators

### 9. Chrome OS Updates

Cambium has confirmed that Chrome versions 83-89 are supported for use with the Smarter Balanced Secure Browser.

*“The more that you read, the more things you will know, the more that you learn, the more places you’ll go” - Dr. Seuss*



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