



**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 and Information Technology Managers.)*

## **Assessment News**

*Monday, May 24, 2021*

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## **Top News This Week**

### **General Information**

#### **1. "Mahalo Nui Loa" to Test Coordinators and Test Administrators**

The Assessment Section staff would like to extend our appreciation to all school level staff who had a role in the coordination and administration of the 2020-21 statewide assessments despite the difficulties from the pandemic. By following your school's Covid protocols, you were able to provide your students and teachers with a safe and secure test environment. Your timely administration of the statewide assessments has helped the Department to comply with federal requirements for student testing, as well as to support student learning and teaching in Hawai'i. A big MAHALO to you all!

#### **2. SY 2021-22 Hawaii Statewide Assessment Program (HSAP) Test Windows**

Test coordinators and other school-level staff members may refer to the May 24, 2021 DOE memo [Hawaii Statewide Assessment Program, School Year 2021-22](#) for a list of test windows for statewide assessments in the 2021-22 school year. Please note that some opening and/or closing dates are subject to change. If you have any questions or concerns about the SY 2021-22 HSAP, please contact the Assessment Section at (808) 307-3636 or via email at [hsa@k12.hi.us](mailto:hsa@k12.hi.us).

### 3. Hawaii Statewide Assessment Program Test Administration Survey

School level staff members involved in the administration of the SY 2020-21 statewide assessments are encouraged to complete the [Hawaii Statewide Assessment Program Test Administration Survey](#). Feedback from this survey will be reviewed by Assessment Section staff and used to make adjustments to test coordination training sessions and resources, as well as test administration policies and procedures. Thank you for your support!

### 4. Performance Assessment Development Institute Teacher Participants

The Assessment Section is accepting applications from classroom teachers to participate in the Hawaii Comprehensive Assessment Program's Performance Assessment Development Institute (PADI). Please click the button on the lower right-hand side of the [Smarter Balanced](#) home page to access the online registration form, or click here to access the form directly. Full information about the PADI can be found in the [May 14, 2021 DOE Memo](#).

### 5. Procedure for Distributing Individual Student Reports

Family Reports will no longer be printed and sent to schools. The Centralized Reporting System is to be used by schools to generate PDFs of Individual Student Reports. Schools are encouraged to share these PDF student reports electronically *in a secure fashion* (e.g., email) with parents and guardians *when the official reports become available towards the end of July*. If a school chooses to send hardcopy reports to parents/guardians then arrangements can be made by the school with the [Reprographics Section](#) using the [Printing/Graphics Request Form](#). The Assessment Section will cover the costs for *one* printing of the 2021 student reports (please note in the Special Instructions and use "[hsa@k12.hi.us](mailto:hsa@k12.hi.us)" as the email address of person to send invoice to). It is the responsibility of the school to deliver the reports to parents/guardians in a secure manner.

#### *Special Instructions:*

Please reference the [Centralized Reporting System Quick Guide](#) for the procedure for creating and sending Individual Student Reports to parents/guardians (electronic distribution preferred to save paper and mailing costs).

#### *Procedure for Requesting Student Reports from Reprographics:*

1. Schools need to wait until the end of July when the official reports will become available before requesting report print outs from Reprographics or printing out at your school. The Assessment Section will only cover the costs of one print run of the Family Reports, thus schools should wait until informed by the Assessment Section that the official reports are ready to print via the Assessment News.
2. At that point you can log in to the [Centralized Reporting System](#) and create a file of the PDF reports that you want to have printed.
3. You can then contact Reprographics using the [Printing/Graphics Request form](#) to arrange printing and delivery to your school.

4. Schools should send the invoice to the Assessment Section via email to: [hsa@k12.hi.us](mailto:hsa@k12.hi.us) (include Attention: Anne in the subject line).
5. If additional reports are required (lost/misplaced report, new student), schools may print and distribute copies of the reports from the CRS as the printed reports will be the same as the reports created in .pdf format.

If you have any questions, please contact the Assessment Section at (808) 307-3636 or via email at [hsa@k12.hi.us](mailto:hsa@k12.hi.us).

## Smarter Balanced

### 6. Reasons for Non-Participation and Discrepant Records System

There are circumstances in which a student did not participate in an expected test (e.g., student refusal, medical). These circumstances should be documented in the Test Information Distribution Engine (TIDE) by selecting the "Data Management" drop-down and selecting "Reasons for NonParticipation." The "Discrepancy Resolution System" (DRS) feature in the "Data Management" dropdown helps users identify non-participated students at their schools. Users should use this feature to enter the applicable "Reasons for Non-Participation (non-participation code)" for each student and test. Once every student on this list generated in the DRS has a non-participation code, there should be no names left to view. To access the DRS, select the "Data Management" drop-down, then click "Discrepancy Resolution." For detailed information on how to use the DRS, refer to the [TIDE User Guide](#) (pages 92 - 97).

The Discrepant Records System may be running slow at times, and may not load all students who have not tested. Please be patient as many schools are simultaneously using the system, which is taxing the system or network. Test coordinators encountering delays or lags may want to try using the system at non-peak hours such as early morning, lunch times, or in the afternoon (e.g., not during testing or attendance taking).

### 7. Reminder to Register for the Hawai'i Common Core Item Authoring Training

Registration is now open for the SY 2021-2022 Hawai'i Common Core Item Authoring Training. This will be a *virtual* training for teachers of English Language Arts/Literacy and Mathematics to become item authors for the Hawai'i Statewide Assessment Program. Teachers who are interested in learning how test questions are developed, and how alignment to the Hawai'i Common Core standards is ensured, are encouraged to apply. This training is focused on fundamental item authoring skills; therefore, it is intended for educators with minimal or no prior item authoring experience or those interested in improving item authoring skills by collaborating with novice item writers. The application form can be accessed at the [alohahsap.org](http://alohahsap.org) site or through this link: <http://bit.ly/2020-2021HICCIWW>. Additional information about the training can be found in the [March 12, 2021 DOE Memo](#). **The deadline to apply is Wednesday, May 26.**

### 8. Smarter Balanced Interim Assessments and Tools for Teachers Training

Registration is now open for the SY 2021-22 Smarter Balanced Interim Assessments and Tools for Teachers Training. This is a two-day virtual training from 8:30 am - 12:00 pm for classroom

teachers of English language arts/literacy (ELA/L) and/or mathematics. Participants will learn about the Smarter Balanced Interim Assessments, Tools for Teachers, and the Centralized Reporting System. The application form can be accessed via the alohahsap.org website or through this link: <http://bit.ly/SBACInterimJuly21>. Additional information about the training can be found in the [May 6, 2021 DOE Memo](#). *The deadline to apply is Thursday, June 10.*

## HSA ALT

### 9. HSA-Alt Test Administrator Survey Available

The Assessment Section is requesting all HSA-Alt Test Administrators to complete the 2021 HSA-Alt Test Administrator's Survey. This three-minute survey will help us to serve you better. The information shared will be used to support you, improve our alternate test design, and improve test accessibility. The link to the survey is: <https://www.surveymonkey.com/r/ALTcovid>

## HSA Science and Biology EOC

### 10. Science Score Reports

These are new assessments and Achievement Standard Setting and determination of cut scores, etc., will take place in mid-July. For this reason no results will be available until late July. This is a one-time process and in the future results will be available as students complete their testing.

## National Assessment of Educational Progress (NAEP)

### 11. NAEP 2021-22

The NAEP 2022 program will include the grade 4 and grade 8 mathematics and reading assessments that were postponed in 2021. The National Center for Education Statistics (NCES) will conduct a sampling process to select approximately 120 schools to participate in the grade 4 assessments and approximately 60 schools to participate in the grade 8 assessments. The testing window will be January 24, 2022 - March 11, 2022. Selected schools will be notified by Hawaii's NAEP State Coordinator between July-August 2021.

## ACCESS for ELLs

### 12. Score Report Resources: New This Year, Parent Letters in 47 Languages

With ACCESS for ELLs score reporting dates drawing near, WIDA has put together a list of key resources that help explain and assist in communicating about student scores:

- Newly updated [ACCESS for ELLs Parent Letters](#): These parent letters, now available in the same 47 languages as the ACCESS Individual Student Report (ISR), provide general information about the ACCESS assessment and are meant to be provided to parents or guardians alongside the ISR. The letters are available in Word

format so that they can be customized at the local level as desired with local test administration information and state or district policy.

- Looking for a way to better understand ACCESS scores or explain to a colleague? Check out the [ACCESS for ELLs Interpretive Guide for Score Reports](#) and the [Alternate ACCESS for ELLs Interpretive Guide for Score Reports](#). In addition to providing an overview of the various types of score reports, these documents explain how scores are calculated, and how you can use proficiency level and scale scores to support your students' language growth.

## Technology Coordinators

### 13. Spring 2022 ACCESS For EL (Online) Software Updates Available

On the evening of *Thursday, June 24, 2021*, DRC will release the annual DRC INSIGHT Secure Application and Central Office Service (COS) Service Device installers to WIDA AMS for the 2021-22 School Year. Both the INSIGHT Secure Browser (on all student test devices) and the COS device must be updated each year prior to the start of the ACCESS For EL test window.

#### DRC INSIGHT Secure Application:

The DRC INSIGHT Secure Application is the secure web-browser testing interface installed on each testing device.

- *If sites have configured the DRC INSIGHT Secure Application to automatically update, no action will need to be taken by technology staff. When the student launches the application, they'll receive a prompt and then the application will update automatically.*
- If sites have configured the DRC INSIGHT Secure Application so that automatic updates are turned off, the technology coordinator will need to update every student testing device so it is running Version 12.0 of the Secure Application. The software must be updated manually by downloading the latest version from WIDA AMS or the appropriate app store, and then reinstalling it, or changing the COS configuration setting to allow automatic updates and then restarting the Secure Application.

#### Central Office Services (COS):

Central Office Services is an application that allows you to configure and manage your online testing environment from a central location. COS-SDs are designed to automatically receive updates. All COS Service Devices will automatically update to version 5.0 on the evening of *June 24, 2021*, if they are left turned on between Midnight and 5:00am local time. No actions need to be taken for this update to be applied other than leaving the devices turned on overnight with an internet connection .

For detailed information regarding the DRC INSIGHT Secure Application and COS-Service Device, please review the *Technology User Guide* located in [WIDA AMS](#) under *My Applications > General Information > Documents*.

***“Education is not preparation for life; education is life itself” - John Dewey***

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

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