

Assessment News

Monday, February 21, 2022

Top News This Week

General Information

1. Test Security Procedures

Test coordinators should review test security procedures with test administrators prior to the start of testing. Particular attention should be paid to the following areas:

- Student Personally Identifiable Information (PII). Test tickets with student PII (name, ID, etc...) must be kept in a secure location until distributed, collected immediately after testing, and securely disposed of when testing is completed and the tickets are no longer needed.
- Test items/scratch paper. Scratch paper should be collected and securely disposed of when testing is completed. Scratch paper may only be stored and re-distributed in a subsequent session for the ELA Performance Task (PT).
- Use of student monitoring software such as Hapara and GoGuardian is not allowed.
- Test administrators should actively monitor the test environment for prohibited electronic devices, students navigating away from the secure browser, or referring to unauthorized materials such as notes or textbooks.
- Test coordinators should review with test administrators the procedures for a testing incident involving electronic devices (cell phones, calculators, etc...)
- Remote administration sessions should be scheduled in advance and the Assessment Section notified using the [Remote Testing Student List](#).
- Please refer to the [Maintaining Security of Statewide Assessments memo](#) for more information regarding test security.

2. Testing Incident Reports in TIDE

Test coordinators should review page 73 in the [TIDE User Guide](#) for the various requests available in TIDE when submitting a Testing Incident Report. Requesting an incorrect action may result in delays while the incident is resubmitted with the appropriate request.

3. Password Requests for TIDE

For assistance with password resets or requests in TIDE, please contact the HSAP Help Desk at 1-866-648-3712 directly.

Smarter Balanced

4. Documenting Designated Supports in eCSSS

IDEA, 504, and EL (English Learners) students who need designated supports for state testing must document those supports in the electronic Comprehensive Student Support System (eCSSS). Document designated supports in the *Supplementary Aids and Services, Clarification of Supports and Services, or Related Services* sections within the "Services" or "Accommodations and Services" tab of the student's IEP or 504 Plan. For directions to record designated supports in eCSSS, refer to the [eCSSS Directions](#). In addition, be sure to indicate these same recorded Designated Supports in eCSSS in the Test Information Distribution Engine (TIDE). Refer to the [TIDE User Guides](#) for more guidance.

KĀ'EO

5. KĀ'EO Test Coordinator Training

Kaipuni school test coordinators who registered for the test coordinator training have received a confirmation email with information regarding the KĀ'EO Test Coordinator Training. Participants will need to view the pre-recorded webinar provided in the email, complete a questionnaire provided in the email, and attend a one-hour webinar on Thursday, February 24, 2022 at 3:15 p.m. (meeting link [here](#)). Please contact Kelsie Pualoa at kelsie.pualoa@k12.hi.us, Pono Fernandez at pono.fernandez@k12.hi.us, or Pohai Shultz at pohai@hawaii.edu for more information or if you are unsure of your registration status.

The ACT

6. ACT PreTest Student Code Usage Report

Test coordinators who wish to verify which students have claimed their Student Code in MyACT can utilize the "Student Code Usage Status" report in PANext.

1. Log into [PANext](#)
2. Select the "Reports" dropdown menu and then choose "Published Reports".
3. Click on "Student Code Usage Status" as shown in the screenshot below.



After clicking on the report an Excel document will be downloaded on the machine that was used to gather the data.

The report contains a list of the examinees associated with your organization, their Student Code value, and indicators that explain if the Student Code had been used, if college choice(s) were made, and other fields.

7. ACT Hardcopy Score Reports

Schools will continue to receive printed copies of traditional paper deliverables approximately 5-8 weeks after ACT receives answer documents for scoring.

8. Student Incomplete Pretest Information

If examinees do not complete the non-test activities and fail to link their MyACT account with this spring's administration within the 48 hour posttest deadline, the student will need to contact ACT in order for that connection to be established after testing. The student will still receive a score, however, without home address information the score report cannot be mailed to the student's residence, and students who do not have a MyACT account will not be notified via email when their score is available.

Additionally, if a student does not designate colleges to receive scores within the 48 hour post-test window, they may still designate colleges but the student will not qualify for the free score send (student will have to pay for the score reports to be sent).

HSA-ALT

9. Extended Deadline: HSA-Alt Interim Item Authoring Training

The Assessment Section is offering virtual training for special education teachers to become item (i.e., test question) authors for the Hawaii State Assessment-Alternate (HSA-Alt) interim assessment. Certificated Grade 8 or 11 teachers who provide English Language Arts/Literacy (ELA), mathematics, and/or science instruction to students with significant cognitive disabilities are encouraged to apply. Applicants should be familiar with the [HSA-Alt Essence Statements and Performance Level Descriptors](#).

The training will be held online 8:30 a.m. to 3:30 p.m. from March 14-18, 2022. If you would like to be considered for this training, please complete the online application via <https://conta.cc/3KtftE6> or the [HSA-Alt page](#) no later than *March 1, 2022*. More information about this training can be found in the Department [memo](#). Additional information about the Alternate interim assessment (for Grade 5) can be found [here](#).

Science

10. HSA Science and Biology 1 Interim Assessment Items in Checkpoint

The updated HSA Science and Biology 1 Interim Assessment Items have been added to Checkpoint so teachers can now use these items to build their own tests and administer those tests to students. To better understand Checkpoint download the [Checkpoint User Guide](#) or view the [Checkpoint Training Modules](#) available at alohahsap.org.

Interim Assessments

11. Smarter Balanced ELA and Math Interim Assessment Answer Keys

The Smarter Balanced ELA and Math Interim Assessment Answer Keys can be accessed through a hyperlink on TIDE which directs users to the Interim Assessment Item Portal within [Tools for Teachers](#). Click [here](#) for instructions on how to access these answer keys or search for *Instructions to Access Smarter Balanced Interim Answer Keys* within the Resources Page on alohahsap.org.

12. HSA Science and Biology 1 Interim Assessment Items and Answer Keys

Teachers can view the HSA Science and Biology 1 Interim Assessment Items using the AVA System (Interim Assessment Viewing Application) found on alohahsap.org. For those not familiar with AVA, the [Assessment Viewing Application User Guide 2021-2022](#) is available on the portal.

The answer keys can be accessed in TIDE under the General Resources found to the right side of the top navigation bar. Click on General Resources >> Download Forms and scroll to the bottom of the screen.

WIDA ACCESS

13. Extended Window

Due to the extension to the ACCESS Testing Window, please remember to keep the test materials until at least 5 days prior to the end of the test window in the event that new or potential ELs arrive during the extended window. Potential ELs arriving in the final 5 days of the ACCESS for ELLs extended testing window need not be tested if it is an undue burden on the student and have not yet been identified as ELs. The WIDA Screener assessment would be the priority for potential ELs for placement and parent notification. Please reference Potential EL Student Enrollment During Annual Assessment Window 8a in the [ELP Assessment Manual](#).

14. Student Participation Rate

You can monitor the completion of testing in WIDAAMS in 2 different ways:

- 1) Generate a **Daily Cumulative Student Status Report** which displays all students in a test session, regardless of whether they have started the test session. It shows the test status for each student, including start and submit times, the ticket status, and the assigned accommodations. This report is displayed in real-time and can be generated at the **district level**.

To generate this report:

- Log into **WIDA AMS**.
- Click **My Applications > Report Delivery > Status Reports**.
- Select the Administration and District (select school if applicable).
- Click on **Daily Cumulative Student Status Report**.

2) View the **Student Status Dashboard** which displays student testing status by school and administration. You can filter student test data on the Dashboard by testing status, grade, domain, and assessment (or any combination of these). The Dashboard data is displayed in real-time and can be viewed at the **school level** only.

To view the Dashboard:

- Log into **WIDA AMS**.
- Click **My Applications > Student Management > Student Status Dashboard**.
- In the Site Selection open text field, type in the name of the School or the School Code.
- Click *WIDA ACCESS for ELLs - 596004 - EWD004*. This is the 2021-2022 administration.
- Four graphs are displayed. These graphs can also be condensed into a linear view of the count.

Status = a doughnut chart showing student status counts by Complete or Not Started.

Grade = a bar chart showing Complete or Not Started student counts by grade.

Domain = a bar chart showing Complete or Not Started student counts by domain.

Assessment = a bar chart showing Completed or Not Started student counts by assessment.



Technology

15. Supported Operating Systems

Technology coordinators setting up devices for the Spring 2022 Smarter Balanced Summative Assessments should consult the [Operating System Support Plan for Test Delivery System 2021-22](#) or contact the HSAP Help Desk at 1-866-648-3712 for the most updated list of supported operating systems.

16. Optional Secure Profile for Mac OS Secure Browser

The *optional* Secure Profile is a configuration profile that can be used to configure Mac workstations running macOS 10.13-10.15 for online testing by disabling features such as hot keys for Mission Control, Spaces, screenshots, and other shortcuts and trackpad gestures.. *Once installed, it will affect all profiles on the device and cannot be reversed.* For more information on the Secure Profile, as well as instructions on how to disable prohibited features such as hot keys, Mission Control, etc... *without the use of the Secure Profile*, please refer to page 3 of the [Configurations, Troubleshooting, and Advanced Secure Browser Installation Guide for Mac for Technology Coordinators 2021-2022](#).

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

[HawaiiPublicSchools.org](https://www.hawaiipublicschools.org) | [Facebook](#) | [Twitter](#) | [Vimeo](#)

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