



Assessment News

Monday, January 3, 2022

Top News This Week

General Information

1. Screen Monitoring Software

The use of screen monitoring software such as Hapara and GoGuardian to monitor student test devices during an administration of any statewide assessment is not permitted. Test coordinators should remind test administrators that use of any screen monitoring software that will allow them to view student screens and test content constitutes a Test Irregularity, and is not allowed. Test Coordinators who become aware of such use of screen monitoring software should fill out a Testing Incident Report form and submit it to the Assessment Section at hsa@k12.hi.us.

2. Help Desk Information: Who To Contact

For all instances or questions where *network and internet connectivity* is involved, please consult with your school's technology coordinator.

For other questions related to the statewide assessments, please contact the Assessment Section at hsa@k12.hi.us, or contact the vendor Help Desk directly. For assistance with the:

- Smarter Balanced, End-of-Course Exams, HSA-Alt, and HSA Science assessments, including login or access information, questions regarding use of TIDE or the Centralized Reporting System (CRS), secure browsers, or supported operating systems, please contact the Cambium Help Desk at (866) 648-3712 (toll free).
- ACCESS for ELLs assessments, including the INSIGHT Secure Browser and Central Office Services (COS) device, please contact Data Recognition Corp (DRC) at (855) 787-9615.
- The ACT, including The ACT Online, please contact ACT directly at (800) 553-6244, ext. 2800. Additional methods of contact are available on the Contact Information drop down tab at the [ACT Hawaii website](#). Please note that numbers with area code 319 are not toll-free.

Smarter Balanced

3. Smarter Balanced Test Coordinator Training

Smarter Balanced Assessment Test Coordinator Trainings will be held in January 2022. This one-day training is required for new Smarter Balanced test coordinators and highly recommended for returning Smarter Balanced test coordinators who have attended a previous training. Complex area staff and principals are welcomed to attend on a space-available basis. Please [sign up for the training sessions](#) in your district. The training sessions begin promptly at 9:00 a.m. and end at 2:30 p.m. with a half hour lunch break. Participants are to attend the virtual training sessions held for their school's district. See the [Smarter Balanced Assessment Test Coordinator Trainings in January 2022](#) memo for more information.

DATE	DISTRICT	TIME	SITE
January 24, 2022 (Monday)	East Hawaii-Hilo/ West Hawaii-Kona	9:00 am–2:30 pm	Virtual (Webex)
January 25, 2022 (Tuesday)	Maui/Hana/Molokai/ Kauai/Lanai	9:00 am–2:30 pm	Virtual (Webex)
January 27, 2022 (Thursday)	Leeward	9:00 am–2:30 pm	Virtual (Webex)
January 31, 2022 (Monday)	Central	9:00 am–2:30 pm	Virtual (Webex)
February 1, 2022 (Tuesday)	Honolulu/Windward	9:00 am–2:30 pm	Virtual (Webex)

HSA-ALT

4. HSA-Alt Test Administrator Training

All new and returning HSA-Alt Test Administrators are to attend one of the HSA-Alt Test Administrator (TA) Trainings in February 2022. These one-day trainings will be held virtually on the dates listed below for the specified districts. HSA-Alt TAs should register for the training at <https://conta.cc/3FiwQVv> by *January 21, 2022*. Additional information can be found in the [December 27, 2021 DOE Memo](#). Please share this information with HSA-Alt TAs at your school.

DATE	District
February 7, 2022	East Hawaii-Hilo/ West Hawaii-Kona
February 8, 2022	Maui/Kauai/Molokai/Lanai
February 10, 2022	Honolulu/Windward
February 11, 2022	Central/Leeward

5. Office Hours on HSA-Alt Summative Test Administrator Requirements

The Assessment Section will be holding a series of office hour webinars related to the HSA-Alt Summative Test Administrator Requirements. These office hours will be held via Webex from 2:30 to 3:30 p.m. on Tuesdays, from January 11 through March 8, 2022. Webex meeting information is provided [here](#) (the same Webex meeting link will be used for all sessions).

The ACT

6. Accommodations Request Deadline

The window for submitting accommodation requests for the Spring 2022 administration of the ACT will close on *January 7, 2022*. No new requests will be considered after January 7, 2022.

Test Accommodations Coordinators (TAC) and test coordinators should review the [ACT Accessibility and Accommodations](#) page on the [success.act.org](#) portal as well as step three of the ACT hosted [state testing website](#) for additional information about requesting accommodations and supports.

7. Enrollment Verification Deadline

The deadline to complete the enrollment verification task is *January 14, 2022*. Test coordinators who require assistance should call the Customer Service desk at 800.553.6244, ext. 2800. Additional methods of contact are available on the [Contact Information](#) drop down tab on the [ACT Hawaii website](#). Please note that not all numbers listed are toll-free.

8. ACT Test Administration Webinar

ACT will host a test administration webinar and Q&A session about spring ACT testing on *Thursday, January 13, 2022 at 2:30 p.m.* Hawaii Standard Time. Test coordinators may register [here](#). The webinar will also be recorded for those unable to attend live.

ACCESS for ELLs

9. ACCESS for ELLs Test Window

The ACCESS for ELLs test window will open on *Monday, January 10, 2022* and close on *Friday, February 25, 2022*. Testing schedules should be developed accordingly.

10. ACCESS for ELLs Technology Readiness

Test coordinators should verify with the school technology coordinator that the Central Office Services (COS) device has been set up and the INSIGHT Secure Browsers has been downloaded on all school issued laptops, Chromebooks, and computers that will be used for ACCESS for ELLs testing.

The Central Office Services (COS) device should be turned ON at least a week prior to the start of the test window and left on for the duration of the window. Content updates may be pushed out overnight by the vendor, and if these updates are applied when the COS device is turned on in the morning, it may cause delays in testing while waiting for the content to update.

11. ACCESS for ELLs TAM: Page Missing from Print Version

The print copy of the ACCESS for ELLs Test Administrator Manual (TAM) has an incomplete version of the *WIDA Writing Rubric Pre-K – Kindergarten*, which is located in the appendix. When scoring the Kindergarten ACCESS Writing test, test administrators should either refer to the online version of the ACCESS for ELLs Test Administrator Manual, located in the [WIDA Secure Portal](#), or the standalone [Writing Rubric for Pre-K – Kindergarten](#), located in the Resource Library on the WIDA website. A link to this resource may also be found in the [Kindergarten ACCESS for ELLs: Administration and Scoring](#) training course in the WIDA Secure Portal.

12. WIDA AMS Second Pre-ID File Upload

*Please do not add new or missing students to WIDA AMS until **after the Second Pre-ID file is uploaded** by the state on January 6, 2022.* If students are added before then, there will be duplications.

13. January WIDA Q&A Webinars

WIDA and DRC will host the following webinars for test coordinators to learn about the following ACCESS for ELLs topics:

- [During Testing: Managing Test Materials – ACCESS Paper](#) Tuesday, January 4, 9:00-10:00 am HST
- [During Testing: Technology Troubleshooting](#) Thursday, January 6, 9:00-10:00 am HST
- [Post-Testing: Returning Materials – ACCESS Paper](#) Thursday, January 27, 9:00-10:00 am HST

More information and login details can be found in the WIDA Secure Portal on the [Webinars](#) page. Technology coordinators interested in attending technology related webinars can find the [2021-22 Q&A Webinar Schedule for Technology Coordinators](#) in WIDA AMS. The recordings for WIDA Q&A Webinars are posted to the WIDA Secure Portal on the Webinars page within a week of the presentation. Technology coordinators may access recordings for technology-related webinars through the webinar schedule in WIDA AMS.

HSA Science

14. HSA Science Testing Window Opens January 10

The HSA Science Testing Window for grades 5 and 8 will open on *January 10, 2022* and remain open until *May 27, 2022*. Students have up to two opportunities to complete the HSA Science assessments. Students in grades 5 and 8 are required to complete one opportunity and the

second is optional. Achievement standard setting and the determination of cut scores were completed last summer so results will be immediately available in the Centralized Reporting System.

Technology

15. Operating System Upgrades

Technology coordinators are reminded that per the test vendors, major upgrades to operating systems (i.e., iOS/iPad OS 15.x, Windows 11, Mac OS 12 (Monterey) on devices used for the administration of statewide assessments (Smarter Balanced, HSA-Alt, End Of Course, NGSS, ACCESS For ELLs Online, The ACT, and KA/EO) *should be avoided* as the vendors cannot confirm the functionality of the secure browsers (i.e., Smarter Balanced Secure Browser, INSIGHT Secure Browser) with these upgraded operating systems. Accidentally upgrading the operating system to a version that is not compatible with current year secure browsers may result in fewer functional test devices and delays in testing.

16. Service Now Tickets

Technology coordinators who encounter network or internet connectivity issues they are unable to resolve may submit a [ServiceNow](#) ticket. For issues related to login or passwords for any of the Smarter Balanced, WIDA ACCESS for ELLs, The ACT Online or KA'EO assessments, please have the teacher or test administrator contact the school's test coordinator for assistance.

17. ACCESS 2021-22 Technology Webinar - Technology Troubleshooting

DRC and WIDA will be hosting a [Technology Troubleshooting webinar](#) on *Thursday, January 6, 2022 from 9:00 - 10:00 am HST*. The webinar will give technology coordinators an overview of the technical messages that may appear during testing with a focus on internet or network connection messages, error messaging for specific scenarios and operating systems during online testing administration. If you are not able to attend, a recording will be available in the Technology Webinar Calendar located in [WIDA AMS](#) under *My Applications > General Information > Documents* after the presentation.

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

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