



Smarter Balanced English Language Arts/Literary and Mathematics Assessments:

Online, Summative, Test Administration Manual

2022-2023

Updated March 22, 2023

Published October 12, 2022

© Smarter Balanced Assessments, 2022

TABLE OF CONTENTS

Smarter Balanced Assessments Customer Service	5
1.0 Overview of the Smarter Balanced Assessments	6
1.1 About the Smarter Balanced Assessment Consortium.....	6
1.2 About the Assessments	6
1.3 Test Administration Roles and Responsibilities.....	6
1.4 Training.....	10
2.0 Test Administration Resources	11
2.1 Summative Assessment Administration Resources	11
3.0 Ensuring Test Security	16
3.1 Security of the Test Environment.....	16
3.2 Secure Handling of Printed Materials	18
4.0 Responding to Testing Improprieties, Irregularities, and Breaches	20
4.1 Impact and Definitions	20
4.2 Reporting Timelines and Activities.....	20
4.3 Test Security Required Action Steps	21
4.4 Reporting Test Security Incidents	22
5.0 Testing Incidents	23
5.1 Testing Incident Actions.....	23
5.2 Retake Opportunity.....	25
6.0 Technology Infrastructure	26
6.1 Technology Resources	26
6.2 The Secure Browser.....	26
7.0 General Test Administration Information	27
7.1 Assessment Participation	27
7.2 General Rules of Online Testing.....	28
7.3 Testing Time and Recommended Order of Administration.....	30
7.4 Sensitive Responses	35
8.0 Universal Tools, Designated Supports, and Accommodations	36
9.0 Prior to Test Administration	39
9.1 Establishing Appropriate Testing Conditions	39
9.2 Tasks to Complete Prior to Test Administration	40
10.0 Day of Test Administration	44
10.1 Starting a Test Session.....	46
10.2 Testing Over Multiple Sessions or Days.....	58
11.0 Following Test Administration	59

11.1 Destroying Test Materials	59
11.2 Reporting Testing Improprieties, Irregularities, and Breaches	59
11.3 Make-up Testing	59
11.4 Results	59
Appendix A: Frequently Used Terms	60
Appendix B: Item Types.....	64
Appendix C: Secure Browser for Testing	66
Appendix D: Training and Practice Tests	68
Appendix E: Computer Adaptive Test Pause Rule Scenarios	70
Appendix F: Test Security Chart.....	71
Appendix G: Student Participation	72
Appendix H: Special Procedures	73
Appendix I: Student Population Definitions	77
Appendix J: School Principal Checklist.....	79
Appendix K: School Test Coordinator Checklist	85
Appendix L: School Test Administrator Checklist.....	92
Appendix M: School Technology Coordinator Checklist	98
Appendix N: School Student Services Coordinator Checklist.....	101
Appendix O: School Curriculum Coordinator Checklist	103
Appendix P: Testing Incident Report Form	106
Appendix Q: State Test Accommodation Verification Request Form	107
Appendix R: Courtesy Testing for Home-Schooled Students	109
Appendix S: Unique Designated Supports or Accommodations	110
Appendix T: On-Island Alternative Site Request Form for Paper/Pencil HSAP Assessments	112
Appendix U: Off-Island Alternative Site Administration Request Form for Paper/Pencil HSAP Assessments.....	113
Appendix V: Acknowledgement Form for Proctors and Skills Trainers	114
Appendix W: Significant Medical Emergency.....	115
Appendix Y: Worksheet for scheduling online assessments	116
Appendix Z: Printable Script for Administration with Directions	117
Appendix AA: Test Administrator and Proctor Acknowledgement of Security and Confidentiality Statement.....	123
Appendix BB: Adjustments to Test Directions When the Number of Test Sessions Is Limited (with step-by-step guide)	124
Change Log.....	131
Index	132

LIST OF TABLES

Table 1: User Roles in the Online Testing System.....	6
Table 2: Personnel Who May Serve as Test Administrators	9
Table 3: Manuals	11
Table 4: Training Modules and Online TA Certification Course.....	13
Table 5: Other Resources	14
Table 6: Requirements of the Test Environment	16
Table 7: Definitions for Test Security Incidents.....	20
Table 8: Action Types	23
Table 9: Estimated Testing Times for Smarter Balanced Assessments with the Shortened CAT	32
Table 10: Assessment Sequence—ELA	33
Table 11: Assessment Sequence—Mathematics	34
Table 12: Definitions for Universal Tools, Designated Supports, and Accommodations	36
Table 13: Additional Required Resources	42
Table 14: Frequently Used Terms.....	60
Table 15: Item and Scoring Types	64
Table 16: Right-Click Context Menu	65
Table 17: Secure Browser Error Messages	66
Table 18: Student Participation Requirements.....	72
Table 19: Special Procedures.....	73

Smarter Balanced Assessments Customer Service

The [Hawai'i Statewide Assessment Program portal](#) is the home for all online Smarter Balanced Assessments administration information.

For questions regarding the online testing system or for additional assistance, please contact the Hawai'i Statewide Assessment Program (HSAP) Help Desk at 1-866-648-3712 or hsaphelpdesk@cambiumassessment.com.

The Help Desk is open Monday–Friday from 7:30 a.m. to 4:00 p.m. HST (except holidays). During these hours, staff will respond to your calls, voice mail messages, and emails as promptly as possible based on the order in which they are received.

The Help Desk may be contacted for situations and questions that include the following:

- testing environment down or unavailable;
- user accounts not available or users not able to administer tests;
- student information incorrect or missing;
- loading student data or student settings into TIDE;
- reporting testing incidents in TIDE;
- test security violations and testing policy inquiries (callers will be forwarded to the Hawai'i Department of Education Assessment Section);
- preparing for online testing—downloading the secure browser;
- tests showing as unavailable to students when they log in to begin testing;
- password resets for state, complex area, complex, and school users; and
- settings not presenting as intended.

When contacting the Help Desk, provide the representative with as much detail as possible about the issue(s) encountered and the system on which it occurred. This should include the following:

- type of device being used for the test;
- any error messages that appeared (code and description);
- operating system and browser information;
- network configuration information (consult with your Technology Coordinator for this information);
- your contact information for follow-up, including email address and phone number; and
- any relevant and authorized student and school information, including statewide student identifier (SSID), grade level, content area, and computer adaptive test (CAT) or performance task (PT). Please do not take any screen captures, or photos of the screen that show test items or answers.

1.0 OVERVIEW OF THE SMARTER BALANCED ASSESSMENTS

1.1 About the Smarter Balanced Assessment Consortium

The [Smarter Balanced Assessment Consortium](http://www.smarterbalanced.org) is a multi-state, state-led consortium that developed next-generation assessments aligned to the Common Core State Standards in English language arts (ELA)/literacy and mathematics that accurately measure student progress toward college- and career-readiness. For more information about the Smarter Balanced Assessment Consortium, go to www.smarterbalanced.org.

This Test Administration Manual provides information specifically for Smarter Balanced testing in Hawai'i in Spring 2023. For information about other Hawai'i Statewide Assessments, including [HSA-Alt](#), [HSA Science \(NGSS\) Assessments](#) and [EOC Exams](#), please visit the appropriate portal website at alohahsap.org.

1.2 About the Assessments

The Smarter Balanced summative assessments are available in ELA/literacy and mathematics to students in grades 3–8 and 11. The ELA/literacy summative assessment consists of a computer adaptive test (CAT) as well as a performance task (PT). The Math summative assessment consists of a computer adaptive test (CAT) only.



For ELA/literacy, a student must complete **BOTH** the CAT and PT in order to receive a score. More information about scores and reporting can be found in the *Centralized Reporting User Guide* on alohahsap.org.

1.3 Test Administration Roles and Responsibilities

The Hawai'i Statewide Assessment Program uses a role-based system. Each user is assigned a specific role which has access to the different online systems or features. Users' roles and responsibilities for the assessments are provided in [Table 1](#).

Table 1: User Roles in the Online Testing System

User Role	Description
Principal	<p>Principals are responsible for the following:</p> <ul style="list-style-type: none"> ensuring the security and confidentiality of all test materials, test content and student identification information; adding their school's Test Coordinators (TCs) into the Test Information Distribution Engine (TIDE) system; ensuring that the TCs and Test Administrators (TAs) in their schools are appropriately trained regarding the state's Smarter Balanced assessment administration and security policies and procedures; ensuring that test security incidents are reported to the state; and general oversight of all administration activities in their schools.

User Role	Description
<p>Test Coordinator (TC) <i>Note: A TC can be any school staff member. If possible, a TC should be a person with non-instructional or limited instructional duties so that he or she can coordinate and monitor testing activity in the school.</i></p>	<p>TCs are responsible for:</p> <ul style="list-style-type: none"> ensuring the security and confidentiality of all test materials, test content and student identification information; identifying TAs, entering them into TIDE, ensuring they are properly trained and have completed the online TA Certification Course; coordinating with TAs so they administer all assessments to the appropriate students in identified grades; reviewing all Smarter Balanced policy and administration documents; collaborating with the Student Services Coordinator (SSC) and teachers to enter and verify designated supports and verify accommodations settings for all students (accommodations are entered in TIDE based on requests submitted by the TC following the procedure described in Appendix Q); communicating test administration information and protocols to families in advance of testing, as needed; creating or approving testing schedules and procedures for the school (consistent with state policies); working with technology staff to ensure that necessary secure browsers are installed and/or updates, and any other technical issues are resolved; monitoring testing progress during the testing window and ensuring that all students participate, as appropriate; addressing testing issues, as needed; mitigating and reporting all test security incidents in a manner consistent with state policies; and general oversight of all administration activities in their schools and for all TAs.
<p>Test Administrator (TA) <i>Note: Only the personnel described in Table 2 (below) who meet the requirements may administer the Smarter Balanced assessments.</i></p>	<p>TAs are responsible for:</p> <ul style="list-style-type: none"> ensuring the security and confidentiality of all test materials, test content and student identification information; completing Smarter Balanced assessment administration training (refer to section 1.4 Training) and reviewing all Smarter Balanced policy and administration documents prior to administering any Smarter Balanced assessments; completing the online TA Certification course prior to administering the assessments; reviewing student information in TIDE prior to testing to ensure that each student receives the proper assessment with the appropriate student test settings. TAs should report any potential data errors to TCs as appropriate; administering the Smarter Balanced assessments in a manner consistent with Smarter Balanced, member, and complex administration policies; assuring the test environment meets the specified requirements; and reporting all potential test security incidents to their TC in a manner consistent with state’s Smarter Balanced policies.

User Role	Description
	<ul style="list-style-type: none"> Monitoring and communicating test completion status to TC (e.g. students who need to make up tests or need more time to complete a test).
<p>Teacher (TE) <i>NOTE: Teachers may often serve a dual role as TAs; some of these responsibilities may overlap between the two roles.</i></p>	<p>Teachers are responsible for:</p> <ul style="list-style-type: none"> ensuring the security and confidentiality of all test materials, test content and student identification information; reviewing all Smarter Balanced policy and administration documents; reviewing student information in TIDE prior to testing to ensure that each student receives the proper assessment with the appropriate supports. Teachers should report any potential data errors to TCs as appropriate; monitoring students' testing progress in the Test Information Distribution Engine (TIDE) and reviewing students' performance results using the Centralized Reporting System (CRS); and reporting all potential test security incidents to their TC in a manner consistent with state policies. using the <i>Usability, Accessibility, and Accommodations Guidelines (UAAG)</i> and <i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i (CAF)</i> to learn about state test accessibility support options for students and the specific definitions and suggested uses for the universal tools, designated supports, and accommodations that are available, and work with IEP teams and others to make selections of appropriate accessibility supports for students, test accessibility support selections in consultation with students, parents, and other special education and support staff, and align classroom instruction and assessment with the available state test accessibility supports; communicating with parents regarding student accessibility supports and state test results in accordance with school policy.
<p>Technology Coordinator</p>	<p>Technology Coordinators are responsible for:</p> <ul style="list-style-type: none"> ensuring the security and confidentiality of all test materials, test content and student identification information; verifying that all of your school's computers that will be used for online testing meet the operating system requirements as described in in the Online Technology Guide on alohahsap.org; verifying that your school's network and Internet are properly configured for testing (refer to the Online Technology Guide on alohahsap.org), conduct network diagnostics, and resolve any issues. installing the secure browser on all computers that will be used for testing; and monitoring any technical problems during testing and applying resolutions or informing TC and TAs if test sessions need to be rescheduled.

User Role	Description
Data Assessment Team Advisor	Data Assessment Team Advisors are responsible for: <ul style="list-style-type: none"> • data collection and management • report creation • data analysis • communicating with school staff

For a checklist of example activities to complete for Principals, refer to [Appendix J](#). For Test Coordinators, refer to [Appendix K](#). For Test Administrators, refer to [Appendix L](#). Checklists are also provided for Technology Coordinators, refer to [Appendix M](#); Student Services Coordinators, refer to [Appendix N](#); and Curriculum Coordinators, refer to [Appendix O](#).

Table 2: Personnel Who May Serve as Test Administrators

Personnel	Requirements
General education teacher (full or part time)	Must have a Hawai'i teacher license or credential
Special education teacher, including those hired (full or part time) by a private recruiting agency	Must have a teacher license or credential for Hawai'i or another state
School counselor	Must have a master's degree in counseling
Instructors	Must be teaching a class independently in a content area where there is a shortage of Hawai'i licensed or credentialed teachers
Long-term substitute teachers	Not required to have a Hawai'i teacher license or credential if they are teaching a class independently
Identified public charter school employees	Qualified teaching staff members
Test Coordinator	Must meet any one of the above requirements

Each TA must

- review and be familiar with all contents of this *Test Administration Manual (TAM)*;
- be trained in and knowledgeable about proper test administration and test security; and
- have completed the appropriate online certification course.

It is recommended that TCs conduct school-sponsored, face-to-face trainings for their TAs.



Caution: TAs may not administer the assessments to close relatives (e.g., children, grandchildren).



If the assessments are administered in a location other than the school, the TA must meet the criteria specified above.

1.4 Training

Anyone who will administer the online Smarter Balanced assessments must complete the online TA Certification Course. Test Administrators must be re-certified each year; therefore, anyone who completed the online TA Certification Course for the 2021-2022 online HSAP assessments must complete the updated version for 2022-2023. Proctors may not administer the online assessments or exams and do not need to complete the online TA Certification Course.

Prior to administering an assessment, Test Administrators who will be administering or assisting in test administration (i.e., paraprofessionals or other non-teaching staff who assist during test administration) any secure Smarter Balanced assessment should read this manual, the *Usability, Accessibility, and Accommodations Guidelines*, the *Crosswalk of Accessibility Features Across State Assessments in Hawai'i*, and the *Guide to Navigating Online HSAP Administration*; view the associated training modules; and/or attend a school-based training. Test Coordinators are encouraged to provide training for all of their school's Test Administrators. All Test Administrators who will be administering Smarter Balanced assessments must also complete the online TA Certification Course prior to the start of testing and pass it with at least 80% accuracy.

The online TA Certification Course and all other training materials may be found on the Hawai'i Smarter Balanced portal website at <https://smarterbalanced.alohahsap.org/>.

If needed, Test Coordinators may work with their principals to identify proctors to assist Test Administrators. Proctors are recommended when more than 25 students will test with one Test Administrator. Only Hawai'i State Department of Education employees (e.g. educational assistants, part-time teachers, project teachers) may serve as proctors. Proctors may not administer any of the online assessments or exams and do not need to take the online TA Certification Course. Proctors may walk around the room to monitor students' behavior and inform the Test Administrator if anyone becomes ill, is disruptive, or appears to be cheating. Before proctoring an assessment or exam, Test Coordinators should review the test security and student confidentiality requirements in this manual with the proctor, and the proctor must sign the Acknowledgement Form for Proctors and Skills Trainers in [Appendix V](#). This form can also be downloaded from the Test Administration Forms page at <https://smarterbalanced.alohahsap.org/test-administration-forms.stml>.

2.0 TEST ADMINISTRATION RESOURCES

This *Test Administration Manual (TAM)* for the Smarter Balanced summative assessments is intended for staff who have a role in the administration of Smarter Balanced assessments, including State Users, Principals, Test Coordinators, and Test Administrators. This manual provides procedural and policy guidance to implement the Smarter Balanced assessments. To help quickly locate areas that pertain to each role, tabs that identify the primary user of that section have been placed on the margin of each page. The appendices of this manual contain important information that can be used as stand-alone materials and are easily extracted for printing or distribution. Information in the appendices include:

- Foundational Information for Smarter Balanced Assessments, such as a list of frequently used terms
- Test Administration Forms
- Student Population Definitions and Participation Requirements
- Test Security
- Test Preparation Checklists for Principals, Test Coordinators, Test Administrators, Technology Coordinators, Student Services Coordinators, and Curriculum Coordinators

For specific questions not addressed in this manual, please contact the HSAP Help Desk.

2.1 Summative Assessment Administration Resources

The *TAM* is designed to complement a variety of other Smarter Balanced resources listed in [Table 3](#) (Manuals), [Table 4](#) (Training Modules), and [Table 5](#) (Other Resources). All resources can be found at alohahsap.org.

Table 3: Manuals

Resource	Description
<i>Centralized Reporting User Guide</i>	The <i>Centralized Reporting (CRS) User Guide</i> provides instructions on how to generate reports with student score information for summative tests. CRS is also a component of the Smarter Balanced Interim Assessments that allows authorized users to view individual student responses on both the Interim Comprehensive Assessments (ICAs) and the Interim Assessment Blocks (IABs). *Please note that all summative and interim test scores from 2022-2023 will be generated in CRS.
<i>Assessment Viewing Application User Guide</i>	The Assessment Viewing Application (AVA) User Guide supports users of AVA, a component of the Online Testing System that allows authorized users to view the Smarter Balanced Interim Assessments, including both the Interim Comprehensive Assessments and the Interim Assessment Blocks.
<i>Assistive Tech Manual</i>	The <i>Assistive Tech Manual</i> provides information on administering the Assessments to students who require the Braille accommodation and/or other assistive technology support, and information about supported operating systems and required hardware and software for braille testing and/or other assistive technology.

Resource	Description
<i>Braille Insert: Options for Summative Assessment</i>	The <i>Braille Insert</i> for the Online Summative Test Administration Manual (TAM) is intended to support teachers with supplemental information for administering the assessment in braille. It is not meant as a replacement for the Online TAM.
<i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i</i>	The <i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i</i> focuses on universal tools, designated supports, and accommodations for statewide assessments. The <i>Crosswalk</i> is intended for school-level personnel and decision-making teams, particularly Individualized Education Program (IEP) and 504 Plan teams, as they prepare for and implement the Smarter Balanced assessments. The <i>Crosswalk</i> provides information for classroom teachers, English language development educators, special education teachers, and instructional assistants to use in selecting and providing universal tools, designated supports, and accommodations for those students who need them during state testing. The <i>Crosswalk</i> is also intended for assessment staff and administrators who oversee the decisions that are made for instruction and assessment.
<i>Guide to Navigating Online HSAP Administration</i>	The <i>Guide to Navigating Online HSAP Administration</i> supports individuals using the test delivery system applications to manage testing for students. This resource provides information about the Test Delivery System (TDS), including the Test Administrator and student applications.
<i>Online Calculators in the Test Delivery System Manual</i>	The <i>Online Calculators in the Test Delivery System Manual</i> is a quick reference guide for the online Desmos Calculators used on the Smarter Balanced Mathematics Assessments.
<i>Online Technology Guide</i>	This portal page provides information on how to set up online testing technology in schools, including setting up the test administrator workstation; setting up student workstations; configuring school networks for online testing; and configuring assistive technologies. It also provides Technology Coordinators with the technical specifications for online testing, including information about Internet and network requirements, hardware and software requirements, and advanced secure browser installation
<i>TIDE User Guide</i>	The Test Information Distribution Engine (TIDE) is the system used to plan, monitor, and manage testing. Users can establish school-level TA and TC accounts, access student information, update teacher rosters and student accessibility supports, report testing improprieties, monitor test progress, and submit and generate reports on student participation. The <i>TIDE User Guide</i> provides a step-by-step approach to using the system.
<i>Usability, Accessibility, and Accommodations Guidelines</i>	The <i>Usability, Accessibility, and Accommodations Guidelines (UAAG)</i> focus on the accessibility resources, universal tools, designated supports, and accommodations for the Smarter Balanced assessments. The <i>Guidelines</i> are intended for school-level personnel and decision-making teams, particularly Individualized Education Program (IEP) and 504 Plan teams, as they prepare for and implement the Smarter Balanced assessments. The <i>Guidelines</i> provide information for classroom teachers, English language development educators, special education teachers, and instructional assistants to use in selecting and providing universal tools, designated supports, and accommodations for those students who need them during state testing. The <i>Guidelines</i> are also intended for assessment staff and administrators who oversee the decisions that are made for instruction and assessment.

Table 4: Training Modules and Online TA Certification Course

Module Name	Primary Audience	Objective
Online TA Certification Course	Test Administrators, Test Coordinators	This 3-part online TA Certification Course must be taken and completed with at least 80% accuracy prior to the start of testing by all TAs and any other individuals who will be administering Smarter Balanced assessments.
Training Modules		
Accessibility and Accommodations Training Module	Test Administrators, Teachers, Test Coordinators	This module describes the recommended uses of available universal tools, designated supports, and accommodations for student accessibility to Smarter Balanced assessments.
AVA Training Module	Test Administrators, Teachers, Test Coordinators	This training module is designed to help users navigate the Assessment Viewing Application (AVA), including viewing the Interim Comprehensive Assessments and the Interim Assessment Blocks.
Centralized Reporting Training Module	Test Administrators, Teachers, Test Coordinators	This module includes key features of Centralized Reporting (CRS), including how to access the Student Results and Score Reports sections to create and view various types of reports by drilling down through levels of reporting, and how to view individual student responses on both the Interim Comprehensive Assessments and the Interim Assessment Blocks. *Please note that all summative and interim test scores from 2022-2023 will be generated in CRS.
Embedded Universal Tools and Online Features Tutorial	Students, Test Administrators, Teachers	This module acquaints students and teachers with the online universal tools (e.g., types of calculators, expandable text) available in the Smarter Balanced assessments. This module should be shown to students in a classroom/ group setting. For grades 3–8 and 11, it is recommended that the teachers be in the room to answer questions from the students as they view the module.
Performance Task Overview Training Module	Test Coordinators, Test Administrators, Teachers	This module provides an overview of the ELA/literacy performance task.
Read-Aloud Training Module	Test Coordinators, Test Administrators, Teachers	This training module is designed to help the read-aloud test reader understand the guidelines for the Read-Aloud designated support and accommodation when administering the Smarter Balanced Assessments.

Module Name	Primary Audience	Objective
Scribing Protocol Training Module	Test Coordinators, Test Administrators, Teachers	This module is designed to help the adult who acts as a scribe for a student understand the guidelines for the scribe designated support and accommodation when administering the Smarter Balanced assessments.
Student Interface Training Module	Students, Test Coordinators, Test Administrators	This module explains how to navigate the Student Interface. The module includes information on how students log in to the testing system, how students select a test, the layout of the test, the functionality of the test tools, and how students navigate through the test.
Technology Requirements Training Module	Technology Coordinators	This module provides current information about technology requirements, site readiness, supported devices, and secure browser installation.
Test Administrator (TA) Interface Training Module	Test Coordinators, Test Administrators	This module presents an overview on how to navigate the Test Administrator Interface.
Testing with Braille Training Module	Test Coordinators, Test Administrators, Teachers	This training module provides Test Administrators with information on how to administer online tests to students using Braille.
TIDE Module	Test Coordinators, Test Administrators	This module provides detailed information on how to register users, enroll students, manage and edit users/students, set designated supports for students, and process/view testing incident requests.
What is a CAT (Computer Adaptive Test)? Training Module	Test Coordinators, Teachers, students	This module provide information about the characteristics and advantages of a CAT.

Table 5: Other Resources

Resource	Description
Training Test*	<p>Training Tests are for TAs and students to become familiar with the format and functionality of the online assessments including item types. This resource is available by grade band (3–5, 6–8, 11) and has approximately six to nine mathematics and six to seven ELA items per grade band.</p> <p>Item types are listed and described in Appendix B.</p> <p>Refer to Appendix D: Training and Practice Tests for additional information about the Training Tests.</p>
Practice Test*	<p>The Smarter Balanced Practice Tests allow educators and students to experience a full grade-level ELA CAT and PT test, and a Math CAT to gain insight into the Smarter Balanced Assessments. The Practice Tests mirror the summative assessments but are not scored. Each grade-level test includes a variety of item response types and difficulty levels—approximately 30 items each in ELA/literacy and mathematics.</p>

	Refer to Appendix D: Training and Practice Tests for additional information about the Practice Tests.
--	---

*The Training and Practice Tests do not require use of the secure browser and can be used by a “guest” user without login credentials; however, if users want to administer a braille Training or Practice Test, or use some accessibility features such as text-to-speech, they must access either of these sites as a Test Administrator and administer the tests via the secure browser (refer to section [6.2 The Secure Browser](#) and the [Online Technology Guide](#)).

3.0 ENSURING TEST SECURITY

The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.

All summative test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, student information, and test results. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.

3.1 Security of the Test Environment

Table 6 describes security requirements for the test environment during various stages of testing. The test environment refers to all aspects of the testing location while students are testing and includes what a student can view, hear, or access (including access via technology).

Table 6: Requirements of the Test Environment

Requirement	Description
BEFORE TESTING	
Instructional materials removed or covered	Instructional materials must be removed or covered . Materials include, but are not limited to, information that is displayed on bulletin boards, chalkboards or dry-erase boards, or on charts (e.g., wall charts that contain literary definitions, maps, mathematics formulas, graphic organizers, etc.) that might assist students in answering questions.
Designated area for backpacks, cell phones, etc.	The TA should prepare a designated location in the classroom for students to place their backpacks and purses, along with cell phones and other electronic devices such as calculators and smartwatches. This location should be inaccessible to students during testing.
Screen students for cell phones and electronic devices	The TA should ask students to identify and turn off all cell phones and electronic devices in their possession, and then place them in the designated location before students are seated at their desks for testing.
Student seating	Students must be seated so there is enough space between them to minimize opportunities to look at each other’s work, or they should be provided with table-top partitions.
Signage	Place a “TESTING—DO NOT DISTURB” sign on the door or post signs in halls and entrances rerouting hallway traffic in order to promote optimum testing conditions.
DURING TESTING	
Quiet environment	Provide a quiet environment void of talking or other distractions (e.g. food/drink) that might interfere with a student’s ability to concentrate or which might compromise the testing situation.

Requirement	Description
Student supervision	<p>Students are actively supervised by a certified test administrator and are prohibited from access to unauthorized electronic devices that allow availability to outside information, communication among students or with other individuals outside the test environment, or photographing or copying test content. This includes any device with cellular, messaging, or wireless capabilities, but is not limited to cell phones, smart watches, personal digital assistants (PDAs), iPods, cameras, and electronic translation devices.</p> <p>Active monitoring means that test administrators are constantly engaged in observing students' behavior at all times during the administration of state assessments.</p> <p>Practices to ensure active monitoring:</p> <ul style="list-style-type: none"> • Test administrators should not be engaged in other activities that would distract or prevent them from accomplishing this task. • Test administrators should not remain in one position in the testing room for extended periods of time and should periodically change positions in the room. • Test administrators must be aware that active monitoring also applies to maintaining test security during breaks by limiting interaction between students. • Test administrators testing in a small group should pay attention to ensure students receive the appropriate accommodations at the appropriate times.
Access to allowable resources only	<p>Students must only have access to and use of those allowable resources identified by Smarter Balanced (refer to section 9.1 Establishing Appropriate Testing Conditions for examples) that are permitted for each specific test (or portion of a test). This includes access to medical devices, which may be integrated into other technology devices. Use of such devices requires testing in a separate setting to maintain test security. For more information about the use of medical devices in the testing environment, please refer to the <i>Usability, Accessibility, and Accommodations Guidelines</i>.</p>
Access to assessments	<p>Unauthorized staff or other adults (including students' parents/guardians) must not be in the room during testing. Students who are not participating in testing may not be in the room where a test is being administered and must not have access to secure testing materials including test items. Students should only be able to see test items on their own screens. Adults and non-testing students should not be able to view the assessment. Trained Test Administrators (TAs) may have limited exposure to items in the course of properly administering the assessments; however, even TAs and other trained staff must not actively review or analyze any test items.</p>
Testing through secure browser	<p>Administration of the Smarter Balanced assessments is permitted only through the Student Interface via the secure browser.</p>
DURING AND AFTER TESTING	
No access to responses	<p>Principals, Test Coordinators (TCs), Test Administrators (TAs), and other staff are not permitted to review student responses in the testing interface or students' notes on scratch paper.</p>
No copies of test materials	<p>Unless needed as a print-on-demand or braille accommodation, no copies (electronic or hard copy) of the test items, stimuli, reading passages,</p>

Requirement	Description
	performance task materials, or writing prompts may be made or otherwise retained.
No access to digital, electronic, or manual devices	No digital, electronic, or manual device may be used to record or retain test items, reading passages, or writing prompts. Similarly, these materials must not be discussed with or released to anyone via any media, including fax, email, social media websites, etc. Students who require access to medical monitoring devices during testing should be tested in a separate setting.
No use of student monitoring software	Use of student monitoring software (such as Hapara and similar software/applications) is prohibited during testing. The software may be installed on tablets used for testing (such as Chromebooks) but the Test Coordinator, technology coordinator, and/or others who may have access to the parent computer may not use the program to monitor students during testing.
No retaining, discussing, or releasing test materials	Descriptions of test items, stimuli, printed reading passages, or writing prompts must not be retained, discussed, or released to anyone.
No reviewing, discussing, or analyzing test materials	Principals, TCs, TAs, and other staff must not review, discuss, or analyze test items, stimuli, reading passages, or writing prompts at any time, including before, during, or after testing. Students should be informed that they may not discuss or share test items, stimuli, reading passages, or writing prompts with anyone during or after testing.
All test materials must remain secure at all times	Printed materials from the print-on-demand accommodation, ELA PT scratch paper, and documents with student information must be kept in a securely locked room or locked cabinet that can be opened only with a key or keycard by staff responsible for test administration until they are shredded.
AFTER TESTING	
No test materials used for instruction	Test items, stimuli, reading passages, or writing prompts must not be used for instruction.
Destroy test materials securely	Printed test items/passages, including embossed braille printouts, and scratch paper must be collected, inventoried and then securely destroyed immediately upon a students' completion of the test. Refer to section 3.2 Secure Handling of Printed Materials for details.

TAs and TCs or other individuals who have witnessed, been informed of, or suspect the possibility of a test security incident that could potentially affect the validity of inferences from test results, the integrity of the assessments or the data, must follow the steps outlined in section [4.0 Responding to Testing Improprieties, Irregularities, and Breaches](#) of this manual and the *TIDE User Guide* located at <https://smarterbalanced.alohahsap.org/>.

3.2 Secure Handling of Printed Materials

For a student whose Individualized Education Program (IEP) or 504 Plan documents a need to print **passage(s) or item(s)**, refer to the Usability, Accessibility, and Accommodations Guidelines for guidance. The [Appendix Q: State Test Accommodations Verification Request Form](#) must be submitted to the Assessment Section for review and verification before it can be activated in TIDE prior to testing.

Print requests from students must be approved and processed by the TA during test administration. The decision to allow students to use print-on-demand must be made on an individual student basis and is available only for students with an IEP or 504 Plan. Due to the adaptive nature of the online

test, only one item can be printed at a time. **Note that utilizing the print-on-demand functionality does not allow a printed version of the entire online test due to its adaptive nature.**

Once a student is approved for the print-on-demand accommodation, in a separate setting where no other students are present, that student may send a print request to the TA during testing by clicking on the print icon on the screen. Before the TA approves the student's request to print a test item/stimulus, the TA must ensure that the printer is on in the testing room and is monitored by staff who have been trained using the Test Administrator training modules for the test. This request needs to be made for each test item to be printed.

Destruction of printed materials and scratch paper

All 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 trained staff who are responsible for test administration 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 below for ELA performance tasks (PTs).

Use of scratch paper on ELA performance tasks

- The only exception to the requirement governing the immediate destruction of printed materials and scratch paper is when students take notes and/or draft responses to ELA PTs.
- During the ELA PT, the notes on the embedded universal tool, Global Notes*, are retained from Part 1 to Part 2 so that the student may return to the notes even though the student is not able to go back to specific items in Part 1. While the embedded Global Notes is the preferred mode for note taking during the ELA PT, students may use scratch paper to make notes or develop draft responses.

*Global Notes can be turned off by a TA on the TA Live Site before a student begins testing.

- To maintain the security of scratch paper used for notes on the ELA PT, TAs must direct students to write their names (or some appropriate identifying information) on their scratch paper, and then collect and inventory the scratch paper at the end of each test session, as well as upon completion of the test. All scratch paper that is collected and returned to students for use on a subsequent ELA PT test session must have the student's name on it and be securely stored in a locked room or cabinet in between test sessions. Scratch paper must be securely destroyed immediately upon the student's completion of the test.



The retention of scratch paper is only allowed for the ELA PT. At the end of each ELA PT test session, all other scratch paper must have the student's name on it, and be collected, inventoried, and securely stored for student use in a subsequent ELA PT test session. All scratch paper must be immediately shredded upon the student's completion of the ELA PT to maintain test security.

4.0 RESPONDING TO TESTING IMPROPRIETIES, IRREGULARITIES, AND BREACHES

Test security incidents, such as improprieties, irregularities, and breaches, are behaviors prohibited either because they give a student an unfair advantage, compromising the validity of inferences from student test results or because they compromise the secure administration of the assessments. Whether intentional or accidental, failure to comply with security rules, either by staff or students, constitutes a test security incident. Improprieties, irregularities, and breaches must be reported in accordance with the instructions in this section for each severity level. Definitions for test security incidents are provided in [Table 7](#).

This section refers to documentation and reporting of incidents involving test security. Refer to [Appendix F](#) for a list of test security incident levels and examples of types of issues.

4.1 Impact and Definitions

Table 7: Definitions for Test Security Incidents

Type	Definition
Impropriety	An unusual circumstance that has a low impact on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the state level and do not need to be reported to the Consortium. An impropriety should be reported to the School Principal and Test Coordinator (TC) immediately, and forwarded to the Assessment Section within 24 hours and entered into TIDE should a testing incident request be required (refer to procedure outlined in section 4.2 Reporting Timelines and Activities below).
Irregularity	An unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity. These circumstances can be corrected and contained at the state level and do not need to be reported to the Consortium. An irregularity must be reported to the School Principal and TC immediately, and forwarded to the Assessment Section within 24 hours and entered into TIDE should a testing incident request be required (refer to procedure outlined in section 4.2 Reporting Timelines and Activities below).
Breach	An event that poses a threat to the validity of the test. Examples may include such situations as a release of secure materials or a security/system risk. These circumstances have external implications for the Consortium and may result in a Consortium decision to remove the test item(s) from the available secure bank. A breach incident must be reported to the School Principal and TC immediately and both the Complex Area Superintendent and Assessment Section (808-307-3636) should be immediately contacted by telephone. The information should be entered into TIDE within 24 hours should a testing incident request be required (refer to procedure outlined in section 4.2 Reporting Timelines and Activities below).

It is important for Test Administrators (TAs) to ensure the physical conditions in the testing room meet the criteria for a secure test environment. Refer to section [3.1 Security of the Test Environment](#) for more detail.

4.2 Reporting Timelines and Activities

Improprieties and **Irregularities** should be reported to the Assessment Section by the end of the school day. These are to be reported using the Testing Incident Report Form found in [Appendix P](#). This form can also be downloaded from the Test Administration Forms page at <https://smarterbalanced.alohahsap.org/test-administration-forms.stml>.

A **breach** poses a serious threat to the integrity of the assessment and requires that the incident is addressed to the extent possible at the school site, that it be reported to the appropriate school personnel right away, and that both the Complex Area Superintendent and Assessment Section be contacted by telephone. A more complete report of the incident should be submitted to the Assessment Section using the Testing Incident Report Form, found in [Appendix P](#), by the end of the school day during which the incident occurs.

For examples of test security incidents, please see the **Test Security Chart** located in [Appendix F](#).



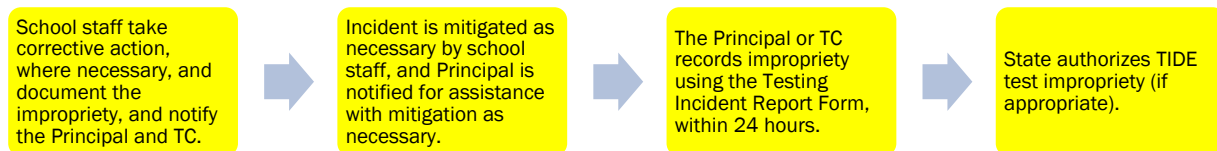
The only security incidents that are reported in TIDE are those that involve a student and test, and that require an action for the test such as to reset, reopen, invalidate, or restore a test that a student was taking at the time of the incident. TIDE does not serve as a log for all incidents.

4.3 Test Security Required Action Steps

The **Test Security Required Action Steps** depict the required actions for each test security incident in a process flow diagram format.

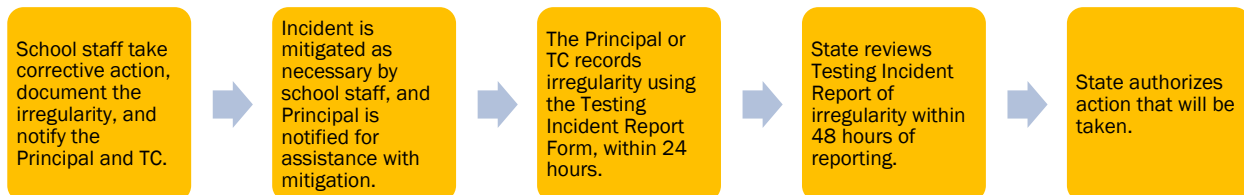
Impropriety

Unusual circumstance that has a low impact on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity. (Disruptions to a test session such as a fire drill, school-side power outage, earthquake or other act.)



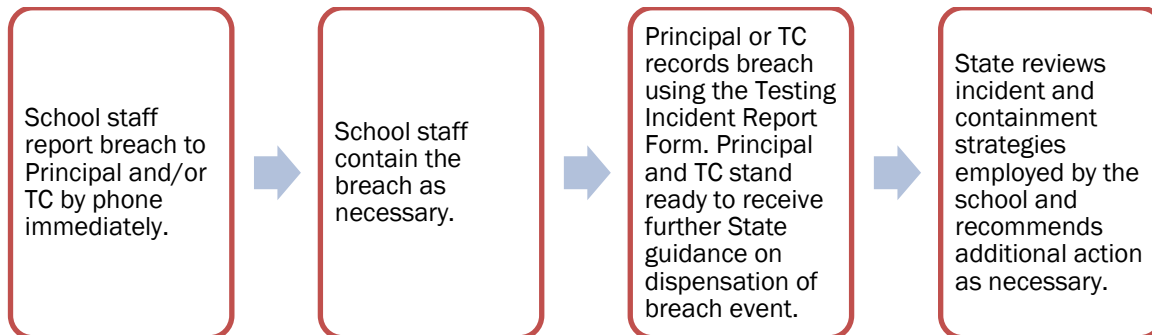
Irregularity

An unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity. These circumstances can be contained at the local level. (Example: Test Administrator or Coordinator leaving related instructional materials on the walls in a testing room.)



Breach

A test administration event that poses a threat to the validity of the test. Breaches require immediate attention and escalation to the HIDOE Assessment Section at 808-307-3636. Examples may include such situations as exposure of secure materials or a repeatable security/system risk. These circumstances have external implications. (Example: Administrators modifying student answers, or test items shared in social media.)



4.4 Reporting Test Security Incidents

All staff members at a school are required to report test security incidents to the Principal. Test security incidents that do not involve the Test Coordinator should also be reported immediately to the Test Coordinator. Principals who have witnessed, been informed of, or suspect the possibility of a test security incident that could potentially impact the integrity of the assessments and test results should immediately contact the Assessment Section at 808-307-3636 or hsa@k12.hi.us.

Principals and Test Coordinators should ensure that all test security incidents are reported to the Assessment Section within 24 hours using the Testing Incident Report Form, found in [Appendix P](#). This form can also be downloaded from the Test Administration Forms page at <https://smarterbalanced.alohahsap.org/resources/test-administration-forms>.

Test security incidents requiring specific actions to be taken regarding the test itself may need to be reported by the TC using the "Testing Incidents" tab in TIDE, in addition to reporting each incident using the Testing Incident Report Form. These include incidents that result in a need to reset, reopen, invalidate, or restore individual student assessments. The Assessment Section will direct the TC to submit a "Testing Incident" request in TIDE if necessary following submission and review of a Test Security Incident Report Form. **All requests submitted via the "Testing Incidents" tab in TIDE must be approved by the state.** In most instances, these requests will be submitted to address a test security impropriety, irregularity or breach. *In some cases these requests may be submitted to address incidents that are not security related such as reopening an assessment for a student who becomes ill and is unable to resume testing until after the test has expired.*

A toll-free, anonymous tip line for reporting test security concerns has been established at 1-866-648-3712. Principals, teachers, and Test Coordinators should share this information with their school community.

5.0 TESTING INCIDENTS

For testing incidents that result in a need to reset, reopen, or invalidate individual student assessments, the request must be approved by the state. In most instances, a testing incident will be submitted to address a test security breach or irregularity. In some cases a testing incident may be submitted to address incidents that are not security related such as reopening an assessment for a student who becomes ill and is unable to resume testing until after testing has expired.

The online process and conditions for use are described in [Table 8](#). The *TIDE User Guide* located at <https://smarterbalanced.alohahsap.org/> contains specific instructions on submitting requests.

5.1 Testing Incident Actions

Table 8: Action Types

Action Type	Description	Conditions for Use
GRACE PERIOD EXTENSION	<p>A Grace Period Extension (GPE) allows students whose tests have been paused for more than 20 minutes to review previously answered questions.</p> <p>Grace Period Extensions apply only to active tests. To request the re-opening of an expired or a submitted test, please select “Re-open a test”.</p>	<p>The State may approve a Grace Period Extension if there is a major disruption causing students’ tests to be paused for more than 20 minutes, such as:</p> <ul style="list-style-type: none"> • Internet outage • fire drill • school-wide power outage, or • a natural disaster.
INVALIDATION	<p>Invalidating a student’s test eliminates the test. The test will not be scored, and the student will be counted as a non-participant.</p>	<p>The State may invalidate any test (computer adaptive test [CAT] or performance task [PT]) if:</p> <ol style="list-style-type: none"> 1. There is a test security breach. <ul style="list-style-type: none"> • Log as Test Breach 2. The test is administered in a manner inconsistent with the <i>Test Administration Manual (TAM)</i>. <ul style="list-style-type: none"> • Log as Testing Irregularity 3. There is a test session in which a student deliberately does not attempt to respond appropriately to items. <ul style="list-style-type: none"> • Log as Testing Irregularity <p><i>Note 1: Invalidated tests will not be scored.</i></p> <p><i>Note 2: After reviewing the circumstances of an incident, a state may elect only to document the above conditions as testing irregularities, rather than to invalidate the test.</i></p>
RE-OPEN	<p>Reopening a test allows a student to access a test that has already been submitted or has expired.</p> <p>If an expired test is reopened, the test will</p>	<p>The State may reopen any test (CAT or PT) if:</p> <ol style="list-style-type: none"> 1. A student is unable to complete a test due to a technological difficulty that results in the expiration of the test. <ul style="list-style-type: none"> • Log as Testing Irregularity <p>The State may reopen a CAT if:</p>

Action Type	Description	Conditions for Use
	<p>reopen at the location at which the student stopped the test. The student will be able to review items within the current segment of the test but cannot return to previous segments. If a submitted test is reopened, the test will reopen at the last page of the test. The student can review items in the current segment but cannot return to previous segments. Once the request has been approved, the student will have an additional 10 calendar days to complete the PT or 45 calendar days to complete the CAT. A test may only be reopened once.</p>	<ol style="list-style-type: none"> 1. A student is unable to complete the test before it expires (45 calendar days) due to an unanticipated excused absence or unanticipated school closure. <ul style="list-style-type: none"> • Log as Testing Irregularity 2. A student starts a CAT unintentionally—for example, selects the ELA CAT instead of ELA PT, or selects a mathematics CAT instead of an ELA CAT—and the student is unable to complete the test before it expires (45 calendar days). <ul style="list-style-type: none"> • Log as Testing Irregularity <p>The State may reopen a PT if:</p> <ol style="list-style-type: none"> 1. A student is unable to complete the test before it expires (10 calendar days) due to an unanticipated excused absence or unanticipated school closure. <ul style="list-style-type: none"> • Log as Testing Irregularity 2. A student starts an ELA PT unintentionally—for example, selects the ELA CAT instead of ELA PT—and the student is unable to complete the test before it expires (10 calendar days). <ul style="list-style-type: none"> • Log as Testing Irregularity 3. A student unintentionally submits a test before he or she has completed it—for example, a student submits the ELA PT before completing Part 2. <ul style="list-style-type: none"> • Log as Testing Irregularity <ol style="list-style-type: none"> a. Note: Students will be asked repeatedly (up to three times) by the testing system to confirm that they are ending and submitting their tests. Unintentional test submissions should therefore be rare occurrences.
RE-OPEN TEST SEGMENT	Reopening a test segment allows a student to access a test segment that the student inadvertently leaves.	The State may reopen a test segment that a student inadvertently leaves due to a technical interruption.
RESET	Resetting a student's test removes that test from the system and enables the student to start a new test.	<p>The State may reset any test (CAT or PT) if a student starts a CAT or PT unintentionally—for example, selects a CAT instead of PT, selects a mathematics CAT instead of an ELA CAT, or selects a Summative assessment instead of an Interim assessment.</p> <p>The State may also reset any test (CAT or PT) if any of the following settings need to be changed because they were incorrectly set:</p> <ol style="list-style-type: none"> 1. American Sign Language (for mathematics and ELA listening) 2. Braille (braille is a language setting) 3. Closed captioning (for ELA listening stimuli) 4. Streamlined interface (the streamlined interface is a test shell setting)

Action Type	Description	Conditions for Use
		<p>5. Translation—stacked (for mathematics tests only)</p> <p><i>Note: Stacked translations are automatically provided when the selected language is Spanish. Contact the HSAP Help Desk to set this designated support in TIDE.</i></p> <p>6. Translation—glossary (for mathematics tests only)</p> <p>7. Text-to-speech as an accommodation for ELA reading passages. IDEA-eligible and 504 students in grades 3-5 are eligible to use this accommodation if they have a documented reading-related disability documented in their plans.</p> <p><i>Note: Text-to-speech as a designated support (for Math stimuli/items and ELA items) is NOT a valid reset request. This test setting may be changed in TIDE by the school's Test Coordinator and does not require a reset.</i></p> <p><i>Note: Text-to-speech for items only, and stimuli & items for the ELA PT, is a designated support and NOT a valid reset request.</i></p> <p>8. Any non-embedded accommodation(s)</p>
RESTORE	Restoring a test returns a test from the Reset status to its prior status. This action can only be performed on tests that have been reset.	The State may only restore a test if a test was inadvertently or inappropriately reset.

5.2 Retake Opportunity

In extremely rare instances, the State may reset a student’s assessment at the request of the school if the State determines that the student’s actions did not compromise the integrity of the assessment. If an assessment is reset, the student’s initial responses will be removed and the student may retake this assessment. The time limit for the test window will also be reset (i.e., a student who has their CAT reset will again have 45 calendar days to complete the CAT and a student who has their PT reset will again have 10 calendar days to complete the PT). Under no circumstance should the same performance task be retaken.

Schools that wish to request a retake should submit the Testing Incident report form as well as a request using the "Testing Incidents" tab in TIDE. Specific information regarding the request should be included to help the Assessment Section process the request. The Assessment Section will notify the school via the TIDE system whether or not the request has been approved.

6.0 TECHNOLOGY INFRASTRUCTURE

Prior to assessment administration, Principals, Test Coordinators (TCs), and Technology Coordinators should review the technology infrastructure at their schools to ensure it meets the minimum requirements for administering the Smarter Balanced assessments.

6.1 Technology Resources

The *Online Technology Guide* is available at <https://smarterbalanced.alohahsap.org/tech-guide.html>. This portal page provides information on how to set up online testing technology in schools: setting up the test administrator workstation; setting up student workstations; configuring school networks for online testing; and configuring assistive technologies. This resource also provides Technology Coordinators with the technical specifications for online testing, including information about Internet and network requirements, hardware and software requirements, and advanced secure browser installation (as applicable by operating system).

The *Smarter Balanced Guide to Technology Readiness* is available for download at <https://portal.smarterbalanced.org/library/en/guide-to-technology-readiness.pdf>. This document is intended to help school leaders better understand, plan for, and manage the technology necessary for successful administration of Smarter Balanced assessments. Given the unique requirements presented by administering tests via internet-connected computers and not via paper-and-pencil, this guide is intended to help school leaders address key questions about technology readiness for the Smarter Balanced assessment system, including what it means to be ‘technology-ready’ for the Smarter Balanced Assessment.

6.2 The Secure Browser

The secure browser is designed to support test security by prohibiting access to external applications or navigation away from the assessment. Devices that will be used for testing must be equipped with the latest version of the secure browser prior to the administration of the assessment.



The secure browser is updated each year and must be downloaded and installed on each device that will be used for online testing in 2022-2023 even if the device was used for testing in a prior year.

School Technology Coordinators are responsible for ensuring that each device to be used for testing at the school is properly secured by installing the most current secure browser. This browser is updated each year and therefore must be downloaded and installed even if the device was used for testing in a prior year.

Refer to the *Online Technology Guide* at <https://smarterbalanced.alohahsap.org/tech-guide.html> for more information on secure browser installation.

Refer to [Appendix C: Secure Browser for Testing](#) for additional guidelines about using the secure browser.

7.0 GENERAL TEST ADMINISTRATION INFORMATION

This section provides an overview of the online testing environment and guidelines for test administration. This section describes what students will experience in accessing the assessments, how to prepare for the assessments, and to review general rules for online testing. Information about the Training and Practice Tests, test pauses, and test resumptions is also included in this section. Test Administrators (TAs) should become familiar with this section well in advance of the start of testing so materials for login, accommodations, and exemptions described below can be assembled.

7.1 Assessment Participation

Participation of Students with Disabilities, Hawaiian Language Immersion Program Students, and/or English Language Learners

Consistent with the Smarter Balanced testing plan, all students, including students with disabilities, English Language Learners (ELs), and ELs with disabilities, must have equal opportunity to participate in the Smarter Balanced assessments.

Smarter Balanced has crafted a comprehensive accessibility and accommodations framework, the *Usability, Accessibility, and Accommodations Guidelines, (UAAG)* for all students, including those with special assessment needs. The Consortium has also developed a variety of innovative digital accessibility tools that will be embedded in the test delivery engine as well as a variety of designated supports and accommodations. The *Usability, Accessibility, and Accommodations Guidelines* can be found at <https://smarterbalanced.alohahsap.org/>.

The Hawai'i State Assessment Program (HSAP) has created the [*Crosswalk of Accessibility Features Across State Assessments in Hawai'i*](#) to assist school-level personnel and decision-making teams in the selection and administration of universal tools, designated supports, and accommodations on all statewide assessments.

All students enrolled in grades 3–8 and 11 are required to participate in the Smarter Balanced English language arts/literacy assessment except:

- Students with the most significant cognitive disabilities who meet the criteria (see [HSA-Alt Participation Guidelines 2022-2023](#)) for a state-selected or developed English language arts/literacy alternate assessment based on alternate achievement standards (approximately one percent or fewer of the student population).
- EL Program students whose first enrollment in a U.S. school was within this school year, based on the information provided by their parents when the students were enrolled. Test Coordinators are asked to work with their EL coordinator, office staff, or registrar to confirm the accuracy of the first year EL information entered in Infinite Campus before confirming a student's status in TIDE.
- ELs who enrolled within the last 12 months prior to the beginning of testing in a U.S. school have a one-time exemption and are not required to take the ELA/Literacy Assessment. This only applies to ELA but they will need to take the Math and Science if they are in a Science grade. These students instead participate in their state's ACCESS English language proficiency assessment consistent with state and federal policy. If they arrive after the ACCESS window is closed they will have to take the ELA, Math, and Science, if they are in a Science grade.
- Students enrolled in Hawaiian Language Immersion Programs (HLIP) in grades 3 through 8 will be administered the Kaiapuni Assessment of Educational Outcomes (KĀ'EO) Language Arts Assessment. (HLIP students with IEP/504 Plan documentation of a need for Braille, American

Sign Language, and/or Close Captioning accommodation(s) for statewide assessments will be administered the appropriate Smarter Balanced Assessments.)

All EL students enrolled in grades 3–8 and 11 are required to participate in the Smarter Balanced Mathematics assessment except:

- Students with the most significant cognitive disabilities who meet the criteria for a state-selected or -developed Mathematics alternate assessment based on alternate achievement standards (approximately one percent or fewer of the student population).
- Students enrolled in Hawaiian Language Immersion Programs in grades 3 through 8 will be administered the Kaiapuni Assessment of Educational Outcomes (KĀ‘EO) Mathematics Assessment. (HLIP students with a IEP/504 Plan documenting a need for an accommodation(s) for statewide assessments will be administered the appropriate Smarter Balanced assessments.)

School personnel should follow state and federal policies regarding student participation.

7.2 General Rules of Online Testing

This section provides a brief overview of the general test administration rules for different portions of each content area assessment as well as information about test tools and accommodations. For more information, refer to the *Guide to Navigating Online HSAP Administration* located at <https://smarterbalanced.alohahsap.org/>.

Basic online testing parameters

- The ELA CAT and the ELA PT will be presented as separate tests. Students may not return to a test once it has been completed and submitted. The Math assessment consists only of the Math CAT.
- There may be segments within each test. For example, the grades 6 - 8 and 11 mathematics tests include a segment with an embedded calculator available and another segment where the embedded calculator is not allowed and is not available for testing. **A student may not return to a segment once it has been completed and submitted.**
- Students **must enter an answer for all items on a page** before going to the next page. Some pages contain multiple items. Students may need to use the vertical scroll bar to view all items on a page.
- Students may mark items for review and use the **Past/Marked Questions** drop-down list to return to those items that have already been answered within a segment. However, if a student entered any type of response to the item, it is considered answered. This includes random keystrokes (e.g., sdkjfdlkdfjo), one or more spaces using the spacebar, selecting anywhere on a Grid Item – Hot Spot Item, etc. Therefore, even if the student has marked the item for review, once the test has been paused for more than 20 minutes, they cannot return to that item as it is considered answered.



The mark items for review feature does not influence the adaptive nature of the CAT portion of the test, i.e., the response a student provides for each CAT item is used in the adaptive algorithm regardless of whether the student has marked the item for review. Students should be directed to provide their best answer to each item regardless of whether they want to mark the item for review later.

Pause rules

During the CAT portion of the test:

- If a test is paused for more than 20 minutes the student is:
 - Required to log back in to the student interface;
 - Presented with the page containing the item(s) he or she was working on when the assessment was paused (if the page contains at least one unanswered item) OR with the next page (if all items on the previous page were answered); and
 - NOT permitted to review or change any previously answered items, even if they are marked for review (with the exception of items on a page that contains at least one item that was not answered yet).
- Students may access the digital notepad and highlighted text for previous items during the CAT portion of the test unless they pause the test for more than 20 minutes.
- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused. The students will need to log in again upon resuming the test.

Refer to [Appendix E: CAT Pause Rules Scenarios](#) to review the rules that govern pausing during the test.

During the ELA performance task portion of the assessment:

- **There are no pause restrictions.** If a performance task is paused for 20 minutes or more, the student can return to the current section and continue entering his or her responses.
- For the ELA performance task, Global Notes and highlighted *passage* text are retained for both parts 1 and 2 throughout the test. Once the student moves from part 1 to part 2, they are no longer able to access highlighted *item* text from the previous segment.
- In the event of a technical issue (e.g., power outage or network failure), students will be logged out and the test will automatically be paused. The students will need to log in again upon resuming the test. If necessary, a testing incident to reopen the test segment the students were working on may be submitted. Refer to section [5.1 Testing Incident Actions](#) for more information about testing incidents.

Please note that there are recommendations for breaks in [Table 10: Assessment Sequence—ELA](#) and [Table 11: Assessment Sequence—Mathematics](#).

Test timeout (due to inactivity)

As a security measure, individual students and TAs are automatically logged out of a test session after 30 minutes of inactivity. Student activity is defined as selecting an answer or navigation option in the assessment (e.g., selecting [Next] or [Back] or using the **Past/Marked Questions** drop-down list to navigate to another item), or clicking on an empty space on the screen. Moving the mouse is not considered activity. TA activity is defined as clicking "Refresh" or navigating to any section of the site, such as Student Lookup.

Before the system logs an individual student or TA out of a test session, a warning message will be displayed on the screen. If the student or TA does not select [Ok] within 30 seconds after this message appears, he or she will be logged out. Selecting [Ok] will restart the 30-minute inactivity timer. As a security measure, students and TAs are automatically logged out after 30 minutes of user (TA or student) inactivity in the session, which will result in the closing of the test session.



Caution: As a security measure, TAs are automatically logged out after 30 minutes of user inactivity, which will result in the closing of the test session for all of the students. TA activity is described in the Test timeout paragraph above.

Test expiration

Computer Adaptive Test (CAT)

A student's CAT remains active until the student completes and submits the test or **45** calendar days after the student has begun the test, whichever occurs sooner. However, it is recommended that students complete the CAT within **five days** of starting the designated content area. Students typically require one or two test sessions to complete the CAT. Limiting the number of test questions that a student may answer during any one test session is considered a test security violation.

Performance Task (PT)

The ELA PT is a separate test that remains active only for **ten** calendar days after the student has begun the PT. However, it is recommended that students complete the PT within **three days** of starting it. For example, if a student starts the PT on a Monday and needs an additional test session to complete the PT then the additional test session should be provided no later than Wednesday. The ELA PT will submit automatically if the 10 day window expires and the system has registered a response to any item in the PT. Students typically require one or two test sessions to complete the PT. Limiting a student to answering specific sections or questions during any one test session may lead to a test security violation. Requiring multiple days for any test segment is considered a test security violation. For example, requiring a student to spend at least two test sessions on the PT (segment 2 of the PT) is a test security violation. Students are to work at their own pace without any additional guidance or restrictions during a test session.

A summary of recommendations for the number of sessions and session durations is provided in section [7.3 Testing Time and Recommended Order of Administration](#).



If a student starts the test near the end of the testing window, the student must finish before the administration window officially closes. The assessment will automatically end on the last day of the scheduled administration window, even if the student has not finished.

If a student completes the CAT near the end of the test session, do not have the student start the PT if the TA does not think the student can complete the PT during the test session.

The ELA PT is designed to be completed in one or two test sessions. Students are encouraged to work at their own pace and may not be limited in what they are able to complete in a test session (e.g., limiting students to only answering five questions per session). If a student is not actively engaged in testing after attempts to redirect the students, the Test Administrator may end a test session. Requiring multiple test sessions may lead to a test security violation and, should this occur, a testing incident report is required to be submitted in TIDE.

7.3 Testing Time and Recommended Order of Administration

All students participating in the assessments will receive a CAT in both English language arts/literacy (ELA) and mathematics, and a PT in ELA/literacy.

Testing time and scheduling

Testing Windows

The Hawai'i Department of Education will establish a schedule for the administration of the Smarter Balanced summative assessments with the Smarter Balanced standard testing window:

Grades 3–8, and 11

- Testing shall not begin until at least 66 percent of a school’s annual instructional days have been completed, and
- Testing may continue up to and including the last day of school.

Smarter Balanced Summative Assessments Administration

Assessment	Content Areas	Grade(s)		Testing Window	
				Open	Close
Smarter Balanced	ELA/Literacy Mathematics	3 – 8 and 11		02/21/23	05/26/23
		Grade 11 First Semester Students at Block Schedule Schools ONLY		11/21/22	12/16/22
		Multi-track Schools	3 – 8 Yellow Track	02/21/23	05/26/23
			3 – 8 Red, Blue, and Green Tracks	03/13/23*	06/16/23*

*Subject to change

Student Pacing

Students are to work at their own pace. Test Administrators may not specify the number of questions a student must answer during a CAT test session, e.g., requiring a student to only answer questions 1 – 10. Limiting the number of test questions that a student may answer during any one test session is considered a test security violation. Students who are off-task or not actively engaged in testing may be read the statement below verbatim.

SAY: It is important that you do your best. Do you need to pause the test and take a break?

Requiring multiple days for any PT segment is considered a test security violation. For example, requiring a student to spend at least two test sessions on the full-write (segment 2 of the PT) is considered a test security violation.

Scheduling Time for Testing:

Table 9 contains estimates of the time it will take most students to complete the Smarter Balanced assessments. This information is for scheduling purposes only, as the assessments are not timed.

Table 9: Estimated Testing Times for Smarter Balanced Assessments with the Shortened CAT

Smarter Balanced ELA and Math Estimated Test Times with the Shortened CAT			
Content Area	Grades	Computer Adaptive Test (CAT) hrs : mins	Performance Task (PT) hrs : mins
English Language Arts/Literacy	3–5	45-60 min	1:45
	6–8		1:20
	HS		1:00
Mathematics	3–5	45-60 min	N/A
	6–8		
	HS		

When developing a testing schedule, use the estimated testing times to calculate the number of days and the amount of time it will take to complete an assessment in each content area and grade level. Actual testing times may vary by subject and grade level.

These estimates do not account for any time needed to start computers, load secure browsers, and log in students, nor do they account for breaks. TAs should work with TCs to determine precise testing schedules.



Increasing the number of test sessions for a single test, or the length of time between test sessions may increase the risk of a testing incident.

Recommended order of online administration

The ELA Assessment is composed of a CAT and a PT section. The Math Assessment is composed of a CAT section only.

Smarter Balanced recommends that students complete the ELA CAT and PT on separate days to minimize the effect of student fatigue. Smarter Balanced also recommends that students begin with the CAT, followed by the PT. Schools may choose to administer the PT before the CAT.

Recommended Order of Test Administration



Duration and timing information for ELA and Mathematics

The scheduling/rules for each of these components is included in [Table 10](#) and [Table 11](#) on the next page. Note that the duration, timing, break/pause rules, and session recommendations vary for each content area and for each component of the ELA assessment.

Please see [Appendix BB](#) for additional information on testing students using only one or two test sessions.

Table 10: Assessment Sequence—ELA

ELA	Computer Adaptive Test (CAT) Items	Performance Task (PT)
Number and Duration of Sessions	<p>Recommendations:</p> <ul style="list-style-type: none"> No more than three sessions. Additional sessions may be necessary in rare or extreme cases. Session durations range from 40–60 minutes for elementary students, and up to 90 minutes in secondary schools. 	<p>The PT is presented in two segments.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> Session durations range from 60–120 minutes. Requiring multiple days for any PT segment is considered a test security violation. For example, requiring a student to spend at least two test sessions on the full-write (segment 2 of the PT) is considered a test security violation.
Breaks within Sessions	<p>Breaks can be provided during the test sessions using the software’s pause feature. If the test is paused for more than 20 minutes, the student will not be able to go back to items on the previous screens if all of those items have been answered.</p> <ul style="list-style-type: none"> Recommendation: A single test session should not include a break longer than 20 minutes. Instead, separate test sessions should be scheduled around extended breaks (e.g. lunch). 	<p>The PT is presented in two segments, however, once a student moves to Segment 2, he or she will not be able to review or revise answers to items in Segment 1.</p> <ul style="list-style-type: none"> Recommendation: Students can complete both segments in one session.
Total Duration	<p>Once a student has started the CAT, it will be available for 45 calendar days.</p> <ul style="list-style-type: none"> Recommendation: Student completes the CAT within five days of starting. 	<p>Once a student has started the PT, it will be available for 10 calendar days.</p> <ul style="list-style-type: none"> Recommendation: Student completes the PT within one day.

Table 11: Assessment Sequence—Mathematics

Mathematics	Computer Adaptive Test (CAT)	Performance Task (PT)
Number and Duration of Sessions	<p>Recommendations:</p> <ul style="list-style-type: none"> Administered in one or two sessions. Session durations range from 40–60 minutes. <p>Most students will complete the CAT in two sessions of 60 minutes or less or one long session of more than 60 minutes.</p>	N/A
Breaks within Sessions	<p>Breaks can be provided during the test sessions using the software’s pause feature. If the test is paused for more than 20 minutes, the student will not be able to go back to answered items on the previous screens.</p> <ul style="list-style-type: none"> Recommendation: A single test session should not include a break longer than 20 minutes. Instead, separate test sessions should be scheduled around extended breaks (e.g. lunch). 	N/A
Total Duration	<p>Once a student has started the CAT, it will be available for 45 calendar days.</p> <ul style="list-style-type: none"> Recommendation: Student completes the CAT within five calendar days of starting it. 	N/A

Additional administration recommendations

- For the ELA performance task, students may be best served by sequential, uninterrupted time that may exceed the time in a student’s regular schedule.
- Minimize the amount of time between beginning and completing each test within a content area.

Important reminders:

- The number of items included on the CAT will vary for each student
- The tests are not timed, so all the time estimates are approximate.
- Students should be allowed extra time if they need it, but Test Administrators need to use their best professional judgment when allowing students extra time. Students should be actively engaged in responding productively to test questions.
- The time for the CAT or PT can be spread out over multiple days as needed for identified students. Requiring multiple days for any PT segment is considered a test security violation. For example, requiring a student to spend at least two test sessions on the full-write (segment 2 of the PT) is considered a test security violation.

7.4 Sensitive Responses

Taking appropriate action with student responses or student actions that cause concern

Throughout the test administration process, student safety is always the primary consideration.

During testing, TAs may encounter student actions that disrupt the assessment administration and may endanger the student or others. In addition, it is possible that TAs will encounter student responses to questions or notes on scratch paper that necessitate some action to ensure student safety.

Smarter Balanced security protocols make it clear that TAs are not permitted to review student responses in the testing interface or students' notes on scratch paper. However, during or after the Smarter Balanced assessments, a TA might inadvertently encounter a student response that raises sufficient concern to warrant adult action. Topics that may require the TA to take action include, but are not limited to, student references to:

1. Suicide
2. Criminal activity
3. Alcohol or drug use
4. Extreme depression
5. Extreme violence or threats of violence
6. Sexual assault or physical abuse
7. Self-harm or intent to harm others
8. Neglect
9. Bullying of individuals or groups of students

Crisis Paper Responses

The TC and principal may receive an email from the Assessment Section staff regarding student responses that raise sufficient concern within the written response in the Interims/Summative/HSA Science assessments that may require a school to take action regarding any of the above references. Immediate action consistent with school policies on mandatory reporting incidents must be taken with the student of concern with the principal/counselor and parent.

Collecting information

Prior to administration, each TA should have a thorough understanding of school and/or state policies regarding documentation of student actions or concerning responses during a secure test event. The TA should document as much information as possible in accordance with school, and/or state policies.

Escalating information

Should the TA encounter a sensitive situation while supervising the test session, the TA should immediately escalate this concern to the Test Coordinator or principal in accordance with school policies and procedures.

8.0 UNIVERSAL TOOLS, DESIGNATED SUPPORTS, AND ACCOMMODATIONS

The Smarter Balanced Assessment Consortium’s *Usability, Accessibility, and Accommodations Guidelines (UAAG)* and the *Crosswalk of Accessibility Features Across State Assessments in Hawai’i (CAF)* are intended for school-level personnel and decision-making teams, including Individualized Education Program (IEP) and Section 504 Plan teams, as they prepare for and implement the Smarter Balanced Summative Assessments. The *UAAG* and *CAF* provide information for classroom teachers, English language development educators, special education teachers, and instructional assistants to use in selecting and administering universal tools, designated supports, and accommodations for those students who need them. The *UAAG* and *CAF* are also intended for assessment staff and administrators who oversee the decisions that are made in instruction and assessment.

The Smarter Balanced *UAAG* and *CAF* apply to **all** students. They emphasize an individualized approach to the implementation of assessment practices for those students who have diverse needs and participate in large-scale content assessments. The *UAAG* and *CAF* focus on universal tools, designated supports, and accommodations provided for the Smarter Balanced assessments of English language arts/literacy and mathematics. At the same time, the *UAAG* and *CAF* support important instructional decisions about and connection between accessibility and accommodations for students who participate in the Smarter Balanced Assessments.

The complete set of *Usability, Accessibility, and Accommodations Guidelines* and the *Crosswalk of Accessibility Features Across State Assessments*, as well as the full list of universal tools, designated supports, and accommodations, can be found at: <https://smarterbalanced.alohahsap.org/>. Please be sure to review these guidelines thoroughly before test administration.

If a school staff member identifies a designated support and/or accommodation that he or she believes should be offered, and that is not available, for state testing, the school should provide that information to the Assessment Section by submitting [Appendix S: Unique Designated Supports and Unique Accommodations](#). A list of all requested designated supports and accommodations will be provided annually to Smarter Balanced for evaluation.

The summative assessments, and Training and Practice Tests contain three levels of accessibility support: universal tools, designated supports, and accommodations. These supports can be embedded or non-embedded. Embedded supports are those that are part of the test delivery system, whereas non-embedded supports are those that are provided locally, outside of that system; the three categories of accessibility support are defined in [Table 12](#).

Table 12: Definitions for Universal Tools, Designated Supports, and Accommodations

Type	Definition
Universal Tools	Access features of the assessments that are either provided as embedded components of the test delivery system or separate from it. Universal tools are available to all students based on student preference and selection.
Designated Supports	Access features of the assessments that are available for use by any student for whom the need has been indicated by an educator or team of educators. Educators may consult with a parent/guardian and student as needed. The access features are either provided as embedded components of the test delivery system or separate from it.

Type	Definition
Accommodations	Accommodations are changes in procedures or materials that increase equitable access during the Smarter Balanced Assessments. Assessment accommodations generate valid assessment results for students who need them; they allow these students to show what they know and can do. Accommodations are available for students with documented IEPs or Section 504 Plans. Consortium-approved accommodations do not compromise the learning expectations, construct, grade-level standard, or intended outcome of the assessments. They are either provided as embedded components of the test delivery system or are non-embedded.

The *TIDE User Guide* contains a full list of embedded and non-embedded designated supports and accommodations. Test Coordinators, Test Administrators, and Teachers have the ability to set designated supports in TIDE. Accommodations are set by the Assessment Section upon verification of documented evidence of need. [Appendix Q](#) describes the accommodation verification request process. **Designated supports and accommodations must be set in TIDE prior to starting a test session.**

All Universal Tools will be available to all students during a test session. One or more of the preselected Universal Tools can be deactivated by the Test Coordinator in TIDE before a student is tested or by a Test Administrator in the TA Interface of the testing system for a student who may be distracted by the ability to access a specific tool during a test session.

For additional information about the availability of designated supports and accommodations, refer to the *Usability, Accessibility, and Accommodations Guidelines* and the *Crosswalk of Accessibility Features Across State Assessments in Hawai'i* for complete information at: <https://smarterbalanced.alohahsap.org/>.

For information on updating student settings, refer to the *TIDE User Guide* at: <https://smarterbalanced.alohahsap.org/>. The *Guide to Navigating Online HSAP Administration*, located on the same website, also contains information on how to use some of these settings.

To help educators identify similarities between the test resources and classroom practices, *The Resources and Practices Comparison Crosswalk* located at alohahsap.org lists the resources or accessibility supports that are currently included in the *Usability, Accessibility, and Accommodations Guidelines* and *Crosswalk of Accessibility Features Across State Assessments in Hawai'i* documents and assists educators and decision-makers by providing a description of both the resource and its classroom equivalent.

To increase equitable access to learning, Accessibility Strategies that are designed to help teachers support students' unique learning needs and preferences, are available in [Tools for Teachers](#). In addition, the [Accessibility Strategies for Remote Teaching and Learning](#) are available.

Students with the [Multiplication Table](#) and the [100s Number Table](#) accommodations must use a printed copy of the official Multiplication Table and/or 100s number table and may not use any other table provided by teachers during classroom instruction. Remember these are accommodations for the Smarter Balanced Math assessments.

For students who require a small group or individual setting, these settings are now included in the Smarter Balanced non-embedded “Separate Setting” designated support. The total number of students may not exceed eight when a student is being tested in a small-group setting. If a proctor is present in the testing room with the Test Administrator, the total number of students should not exceed 12 to maintain the intent and benefits of a small-group setting.

9.0 PRIOR TO TEST ADMINISTRATION

9.1 Establishing Appropriate Testing Conditions

The Test Coordinator (TCs) and Test Administrators (TAs) will need to work together to determine the most appropriate schedule based on the number of computers available, the number of students in each grade tested, and the average time needed to complete each Smarter Balanced Assessment. Testing students in classroom-sized groups is preferable. Establishing classroom-sized groups reduces test fear and anxiety for the students and facilitates monitoring and control for the TA.

The test administration should be conducted in a secure environment (refer to section [3.1 Security of the Test Environment](#)).

An assessment or exam should be administered in a room that does not crowd students. Good lighting, ventilation, and freedom from noise and interruptions (e.g. food/drink) are important factors to be considered when selecting a site. **Students may not be tested at any site where some students are participating in classroom activities or completing assignments.**

The room should be prepared for test administration. Information displayed on bulletin boards, chalkboards, or charts that students might use to help answer test items **must be removed or covered**. This applies to rubrics, vocabulary charts, student work, posters, graphs, charts, etc. You will find it helpful to place a “TESTING — DO NOT DISTURB” sign on the door. You may also want to block off hallways by posting signs in halls and entrances. Reroute traffic, if necessary, in order to promote optimum testing conditions.

The Test Administrator must direct each student who enters the testing room with a cell phone or any other electronic device (including smart watches) to turn it off, put it in a back pack or bag, and place the back pack or bag in a designated, secure area in the testing room that cannot be accessed during the test session. If a student does not have a back pack or bag, his/her cell phone must be placed in a designated area. Students’ cell phones or other electronic devices will be returned to them after all students have ended their test session. This procedure is intended to prevent students from having their tests invalidated when they use their cell phones for any reason during test sessions e.g., checking their social networking feeds, texting friends and family members, listening to music, using the calculator on their cell phones to answer mathematics items when an online calculator is not allowed for these items, accessing the Internet on their cell phones to locate answers to test items, taking pictures of test items and posting them on social networking sites, e.g., Snapchat, Twitter, Facebook, and Instagram. **Any of these actions constitute a breach in test security, must be reported immediately to the Assessment Section, and will result in the invalidation of a student’s score for an assessment or exam.**

Students should be seated in such a way that they will not be tempted to look at the answers of others. Because the Smarter Balanced Assessments are adaptive, it is unlikely that students will see the same test items as other students; however, appropriate seating arrangements need to be in place to prevent students from aiding one another. To prevent confusion, arrangements for student seating should be completed prior to the test administration.

Establish procedures to maintain a quiet environment throughout the test session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, explain the procedures for leaving without disrupting others and where they are expected to report once they leave. If students are expected to remain in the testing room until the end of the session, prepare some quiet work they may do after they finish the assessment or exam. The activity should not be related to the test being given.

Examples of quiet work include reading a book or drawing using teacher provided paper and pencil. **Quiet work may not involve accessing the Internet to use other educational programs currently made available to students for instructional purposes;** student access to the Internet before or after a test session in the testing room is not allowed for test security purposes. Remember that the online Smarter Balanced Summative Assessments are not timed, and some students may begin a test session and complete it on another day.

A variety of documents are available online for review and download at alohahsap.org.

- Smarter Balanced assessment user guides and manuals for various online HSAP systems
- Parent Information Booklet in English for online Smarter Balanced assessments in grades 3-8 and 11 and Science (NGSS) Assessments in grades 5 and 8
- Parent Information Booklet in translated languages for online Smarter Balanced assessments in grades 3-8 and 11 and HSA Science (NGSS) Assessments in grades 5 and 8
- Smarter Balanced and HSA Science (NGSS) Assessment customizable English and translated Parent Letters for 12 student populations in the 14 most commonly spoken languages in Hawai'i
- Smarter Balanced assessment blueprints for each content area and grade tested
- Smarter Balanced assessment scale score ranges by performance level for each content area and grade tested

9.2 Tasks to Complete Prior to Test Administration

- ✓ **TCs, TAs, Teachers, Student Support Coordinators Team members, Parents, and Students should collaborate in learning about and selecting appropriate accessibility supports for each student.**
- ✓ **TCs and TAs should verify that students are provided the opportunity to take the Training Test and Practice Test for each content area prior to testing.**

It is highly recommended that ALL students be provided the opportunity to take the Training Test and Practice Test on the device they will use for testing for each content area prior to testing. This allows students the opportunity to become familiar with all of the item types, the universal tools, buttons, and any allowable designated supports and/or accommodations.

- ✓ **TCs should ensure all TAs have login information for the TA interface that must be accessed via the TA Live Site.**
- ✓ **TCs should ensure that all TAs have received training and have been certified via the Online Certification course. [Appendix AA](#) is an optional acknowledgement form the TC can have each TA sign following training.**
- ✓ **TCs, TAs, and Teachers should verify and/or update student demographic information and test accessibility support settings as appropriate.**

Each student must be correctly assigned to his or her school and grade in TIDE. Incorrect student information must be updated in the student information system before the student can be tested. Data from the Department's electronic student information system (Infinite Campus) will be uploaded nightly into the online TIDE system. Student information will appear in TIDE about 48–72 hours after it has been entered into Infinite Campus.

In addition to the correct school and grade, TCs, TAs, and Teachers should verify that all students have accurate test settings in TIDE, including designated supports and accommodations (embedded and non-embedded) for each content area prior to testing.

TCs, TAs, and Teachers, based on their user role in TIDE, can set embedded and non-embedded designated supports and some accommodations in TIDE for students who require them. Within the TA Interface, a TA can change the default font size, turn off universal tools, and select some designated supports prior to the start of the test.

TCs will need to submit the appropriate Accommodations Requests to the state. The SY 2022-2023 [Hawai'i State Test Accommodation Verification Request Form](#) should be submitted one month prior to the opening of the test window. In all cases, state test accommodation requests should be submitted to the Assessment Section no later than 14 days prior to (interim or summative) testing. **Upon review, the Assessment Section will set the Braille, Print On Demand, and other applicable accommodations in TIDE as requested.**



IMPORTANT: Any changes to student test settings must be completed **before the student can test.** The update, once made, may take **up to 24 hours to appear in the TA Interface.** Failure to correct test settings before testing could result in the student not being provided with the needed designated supports and/or accommodations at the time of testing. This is considered a testing incident.

For information on how to view, add, upload, and modify student information, please refer to the *TIDE User Guide* located at <https://smarterbalanced.alohahsap.org/>.



TAs may view student demographic information; however, TAs cannot add, upload, or modify student demographic information.

It is important for anyone with access to student information to remember that student personal information, including the student's SSID, is confidential. **If materials containing students' personal information and/or SSIDs are distributed to students, these materials must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or shredded.** For additional information about security protocols, refer to section [3.0 Ensuring Test Security](#) of this manual.

- ✓ **TCs should ensure that TAs have necessary student login information.**

Each student will log in to the online testing system via the secure browser using his or her legal first name as it appears in TIDE, 10 digit SSID, and a test session ID. Prior to starting a test session, TAs must have a record of each student's legal first name and 10 digit SSID as it appears in TIDE. This information must be provided to each student to complete the login process. It is suggested that each student's legal first name and 10 digit SSID be printed on a card or piece of paper and distributed to students just prior to testing to help them type it into the computer accurately. Student information is confidential; therefore, the cards/papers with this information must be kept secure until used during a test session. The loss of login information is considered a security issue and is dealt with at the school level.



When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to students before they log in. Please refer to the *Guide to Navigating Online HSAP Administration* located at <https://smarterbalanced.alohahsap.org/> for detailed information on how to obtain session IDs.

- ✓ **TCs should ensure that TAs have the additional required resources described in [Table 13](#) available for student use during test administration.**
- ✓ **Principals should ensure TCs and TAs understand protocols in the event a student moves to a new school.**

When a student moves within the state, his or her data record must be updated with the student's new school code in TIDE before the student begins or resumes testing in the new

school. Student information must be updated in the Department’s student information system (Infinite Campus) before the student can be tested. Data from the Department’s student information system will be uploaded nightly into the online TIDE system. Student information will appear in TIDE about 48–72 hours after it has been entered into Infinite Campus.

During test administration, students may have access to and use of the additional required resources in [Table 13](#) specific to each assessment and content area. Test Administrators need to prepare these resources prior to test administration.

Table 13: Additional Required Resources

Content Area	Computer Adaptive Test (CAT)	Performance Task (PT)
ELA	<ul style="list-style-type: none"> Headphones are required for the listening portion of the ELA assessment and for students requiring text-to-speech. Scratch paper should be provided for note taking if necessary. Only plain paper or lined paper is appropriate for ELA. 	<ul style="list-style-type: none"> Headphones are required for some performance tasks and for students requiring text-to-speech. Scratch paper should be provided for note taking or creating graphic organizers if necessary. Only plain, unlined paper or lined paper is appropriate for ELA. A whiteboard with a marker may be used as scratch paper. As long as the construct being measured is not impacted, assistive technology devices, including low-tech assistive technology (Math Window), are permitted to make notes, including the use of digital graph paper.
Mathematics	<ul style="list-style-type: none"> Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries. An embedded calculator is available for some mathematics items in grade 6 and above. A non-embedded calculator may only be used by students with a documented accommodation in an IEP or Section 504 Plan per guidance provided in the UAAG. The non-embedded calculator should have no internet or wireless connectivity, and all security procedures need to be followed. Scratch paper is required for all grades. Plain graph paper (no coordinate plane or other graphics) is required beginning in sixth grade and can be used on all math assessments. Graph paper may be made available for grades 5 and below even though it is not required. 	<ul style="list-style-type: none"> Headphones are required for students requiring text-to-speech and for students requiring Audio Glossaries. An embedded calculator is available for all mathematics PT items in grade 6 and above. A non-embedded calculator may only be used by students with a documented accommodation in an IEP or Section 504 Plan per guidance provided in the UAAG. The non-embedded calculator should have no internet or wireless connectivity, and all security procedures need to be followed. Scratch paper is required for all grades. Plain graph paper (no coordinate plane or other graphics) is required in Grade 6 and above and can be used on all math assessments. A whiteboard with a marker may be used as scratch paper. As long as the construct being measured is not impacted, assistive technology

		devices, including low-tech assistive technology (Math Window), are permitted to make notes, including the use of digital graph paper.
--	--	--

10.0 DAY OF TEST ADMINISTRATION



Use the following information and script to assist students with the login procedures. Please refer to the *Guide to Navigating Online HSAP Administration* at <https://smarterbalanced.alohahsap.org/> to become familiar with the Online Testing System.

RECOMMENDATION to Test Coordinators: Print this section to be reviewed by each Test Administrator (TA) on the day of testing for both the computer adaptive test (CAT) of each content area and the ELA performance task (PT). Remember that the CAT and PT portions are considered two unique tests and, as such, adherence to the process that follows is needed when initiating either test. [Appendix Z](#) and [Appendix BB](#) contain script(s) for TAs which you may print.

The Test Administrator (TA) should try to maintain a quiet environment, free from talking and other distractions. The TA must verify the security of the testing environment prior to beginning a test session. (Refer to section [3.1 Security of the Test Environment](#).) Each TA **must** ensure that students do not have access to non-approved digital, electronic, or manual devices during testing. The TA should prepare a designated location in the classroom for students to place their backpacks, purses, cell phones and other electronic devices. This location should be inaccessible to students during testing.

The TA should verify that students have access to and use of the additional required resources in [Table 13](#) specific to each assessment and content area (e.g., scratch paper for all tests, headphones for ELA, graph paper for mathematics grades 6 and above).

NOTE: With the exception of students in Grades 6 and above with a documented accommodation in an IEP or 504 Plan to use a non-embedded calculator, students are expected to use the embedded calculator for calculator-allowed questions on the mathematics test. A non-embedded calculator, if used, should have no internet or wireless connectivity, and all security procedures need to be followed.



IMPORTANT: All student test settings must be confirmed correct in TIDE and/or the TA Interface **before the student can test**. If updates to a student's test settings are required in TIDE, it may take **up to 24 hours for the updated settings to appear in the TA Interface**. Failure to correct test settings before testing could result in the student not being provided with the needed designated supports and/or accommodations at the time of testing. This is considered a testing incident. Refer to the *Guide to Navigating the Online HSAP Administration* and the *TIDE User Guide* at alohahsap.org for additional information about student testing settings.

It is important for anyone with access to student information to remember that student personal information, including the student's SSID, is confidential. If materials containing student personal information and/or SSIDs are distributed to students, these materials must be collected before the students leave the testing room and either securely stored to be used in a subsequent test session or shredded. For additional information about security protocols, refer to section 3.0 Ensuring Test Security of this manual.

To ensure that all students are tested under the same conditions, the TA should adhere strictly to the script for administering the test unless a student is assigned the non-embedded designated support or accommodation for Simplified Test Directions. Test administrators should not provide students with assistance on test items such as answering questions about test items, or providing answers to test items to students. Such actions would constitute a Test Irregularity, and would be required to be reported to the Assessment Section using the Testing Incident Report Form. These directions can be found in the gray shaded boxes in bold on the following pages. When asked, the TA should answer questions raised by students but should never help the class or individual students with specific test items. **No test items can be read to any student for any content area, unless specified as a non-**

embedded Read Aloud designated support, or a non-embedded Read Aloud accommodation for ELA CAT reading passages only, as listed in the *Usability, Accessibility, and Accommodations Guidelines (UAAG)* and *Crosswalk of Accessibility Features Across State Assessments in Hawai'i (CAF)*. A Test Coordinator must submit the [Appendix Q: State Test Accommodations Request Form](#) for Read Aloud ELA CAT Reading Passages to the Assessment Section for review and verification.

Please remember that the script must be followed exactly and used each time a test is administered except with students who are assigned the Simplified Test Directions non-embedded designated support as described in the UAAG and CAF. If the class is resuming a test and the TA is sure that all students are able to log in without hearing the login directions again, the TA may skip the italicized portions of the directions.

All directions that a TA needs to read to students are indicated by the word “SAY” and are in boxes so they stand out from the regular text. They should be read exactly as they are written, using a natural tone and manner. If the TA makes a mistake in reading a direction, the TA should stop and say, “I made a mistake. Listen again.” Then the direction should be reread.

The TA should try to maintain a quiet environment, free from talking and other distractions (e.g. food/drink) during the test administration. Before each test begins, he or she should encourage students to do their best.

Any time a student logs in to the testing system, the TA should follow this script. This includes logging in to complete the CAT or the PT.

Launch Secure Browsers



Prior to launching the secure browser, all other applications should be closed.

A secure browser is required to access the Smarter Balanced Assessments. The secure browser provides a secure environment for student testing by disabling the hot keys, copy, and screenshot capabilities and access to the desktop (Internet, email, and other files or programs installed on school machines). The secure browser will not display the IP address or URL for the secure testing website. Users cannot access other applications from within the secure browser, even if they know the keystroke sequences. The “back” and “forward” browser options are not available, except as allowed in the testing environment as testing navigation tools. Students will not be able to print from the secure browsers. During testing, the desktop is locked down, and students must “Pause” (to save the assessment or exam for another session) or answer all test items and complete the assessment or exam in order to exit the secure browser.

Before students arrive to take an assessment or exam, make sure that the student login screen is showing on each computer. Select the HSAP Secure Browser icon on each computer to open the secure browser. It is recommended that Test Administrators rather than students launch the browsers in order to prevent students from accessing other applications. Once the secure browser is launched, students can no longer access other applications.

In the event of technical difficulties with the secure browser, contact your technology coordinator or the HSAP Help Desk.

Distribute Materials

Distribute any needed materials (refer to [Table 13](#)), such as pencils, scratch paper, headphones for ELA, and graph paper for mathematics grades 6 and above. You may wish to plug in headphones ahead of time so that you do not need to pass them out during the test session.

10.1 Starting a Test Session

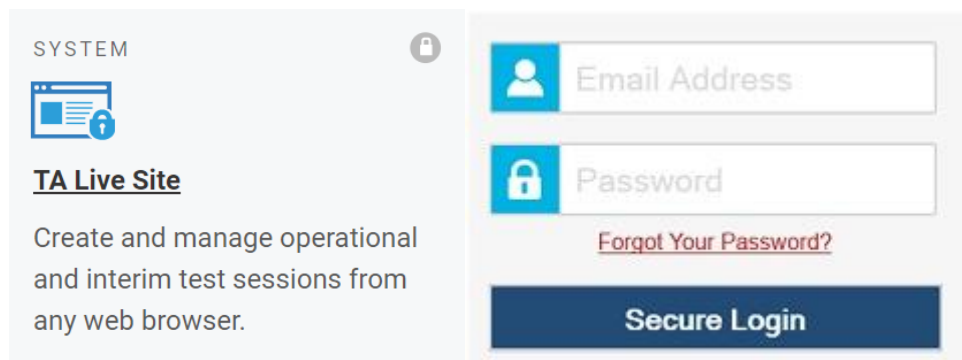
The TA must create a test session before students can log in to the Student Testing System (**but no more than 30 minutes prior or the system will time out**). When a TA creates a test session, a unique session ID is randomly generated. This session ID must be provided to the students before they log in and should be written down. TAs should follow these steps to create a session:

1. The TA logs in to the TA Interface.

The TA accesses the TA Interface via the TA Live Site card at <https://smarterbalanced.alohahsap.org/>. The TA then enters his or her username and password and selects [**Secure Login**] to log in to the TA Interface.



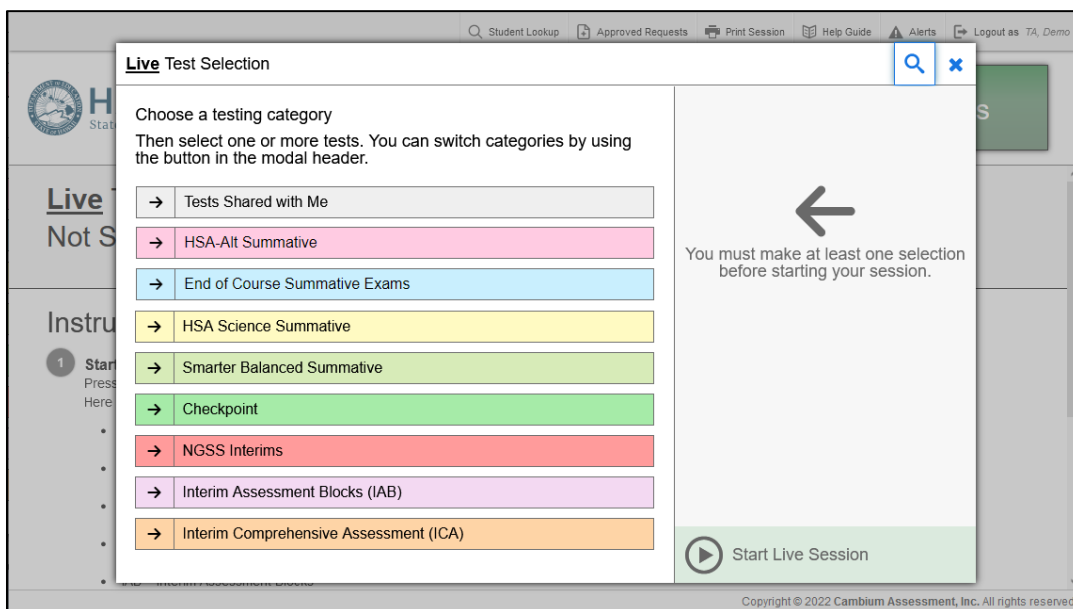
If you have not logged into the TA Interface using your current browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email is sent to your TIDE account address. The email contains an authentication code, which you must use within five minutes of the email being sent. This applies every time you access the TA Interface with a new browser.



The screenshot shows the TA Live Site login interface. On the left, there is a 'SYSTEM' header with a lock icon, a computer icon with a lock, and the text 'TA Live Site' followed by 'Create and manage operational and interim test sessions from any web browser.' On the right, there are two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. Below the password field is a link for 'Forgot Your Password?'. At the bottom right is a blue button labeled 'Secure Login'.

2. The TA creates a test session.

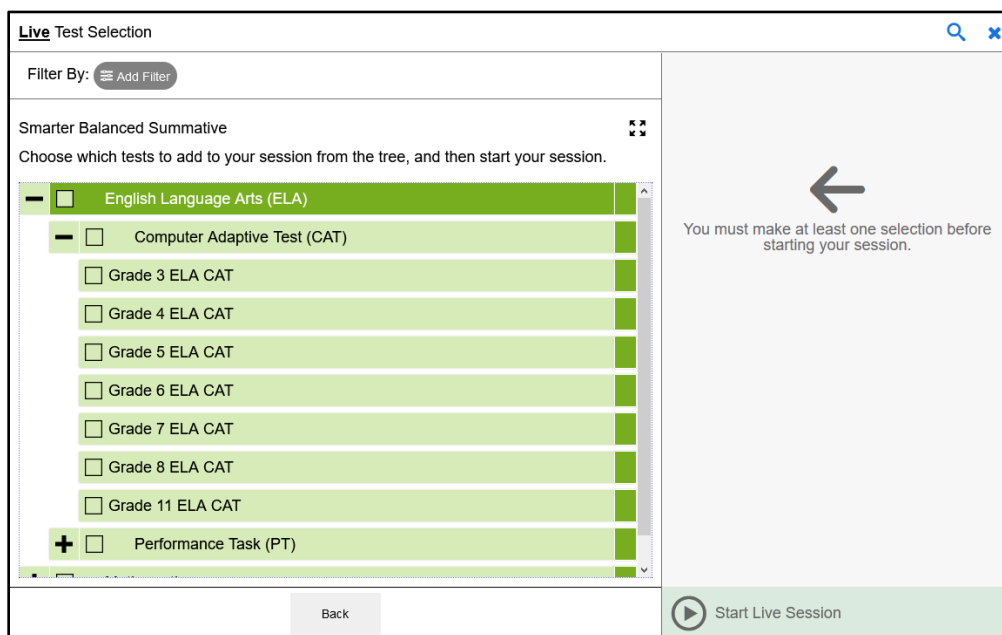
When you log in to the TA Interface via the TA Live Site card, the Test Selection window opens automatically. This window allows you to select tests and start the session. To create a test session, select the particular test(s), content area, and CAT(s) or PT(s) to be administered in the test session. Only the test sessions that are to be administered should be selected.



Students will only be able to see and access those selected tests for which they are eligible in TIDE.

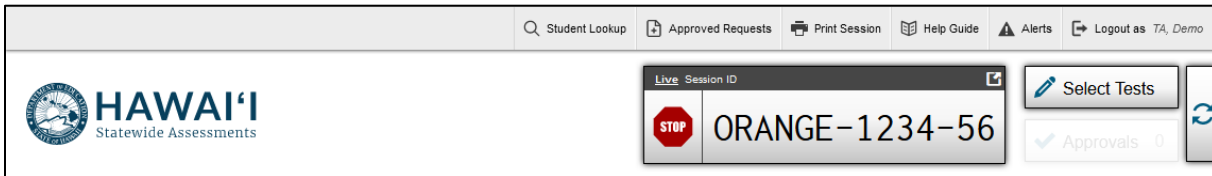
3. *The TA begins the test session.*

After selecting the test(s) to be administered during the test session, the TA selects the [**Start Live Session**] button to begin the test session and generate the session ID that students use to join that test session.



4. The TA informs students of the test session ID.

The system-generated session ID appears in the Live Session ID box at the top of the screen.



Write the Session ID clearly on the chalkboard or whiteboard or somewhere else where students will be able to see it. Students must enter the Session ID exactly as it is written, without extra spaces or extra characters, in order to log in.

Test sessions must be created on the day of testing, not before. This prevents potential test security problems. Students from the same class who take tests at different times or with different Test Administrators do not need to use the same Test Session ID.

The script should be read in its entirety prior to a student logging in for each test session.

SAY: Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] test. You will be given a test session ID that is required to start the test. Before logging in, let's go over some test rules.

You may only use the computer to take this test. You may not use the computer for another reason before, during, or after testing.

Take your cell phone and any other electronic devices out of your pocket, backpack, or bag and turn it off. Do not leave it on or place it on silent mode.

SAY: If you have a backpack or bag, place the turned off phone or device in your backpack or bag and place it in the area I have designated. If you do not have a backpack or bag, bring your phone or device to my desk and place it in the area I have designated. Your phone or device will be returned to you at the end of the test session. If you do not follow these test security directions and you use your phone or device during the test session for any reason, your test will be invalidated, your parents will be informed of your behavior and any consequences that will be determined by the principal.

During testing:

You must answer each question on the screen before going on to the next one. If you are unsure, go ahead and provide what you think is the best answer and mark it for review before going on to the next question. You may go back and change the answer during this test session.

If you have a question or need help during the test, raise your hand and I will come to you. Some of you may not finish your tests during this session, and that is okay. You will be able to finish on another day.



NOTE: If a school has a more stringent cell phone policy, then that policy may be stated in place of the minimum cell phone test security requirements stated above.

NOTE: TAs may not limit the number of questions a student may answer during a test session.

SAY: Please write your name on the scratch paper. I will collect all papers at the end of this session.

[The following should be read for the Math CAT in grades 6 – 11 and ELA PT only]

SAY: Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be prompted to review your answers before moving on. Once you move to the next segment, you will not be able to return to any of the questions in the previous segment.

SAY: You may pause at any point in the test by selecting PAUSE after answering an item. Please raise your hand if you need a break and ask permission before selecting PAUSE.

[The following should be read for the CAT test only]

SAY: If you pause your test for more than 20 minutes, you will not be able to go back and change your answers, even the ones you marked for review. You may check your answers to any questions before you pause your test.

SAY: Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you still have a cell phone or an electronic device, please raise your hand and I will collect it before the test begins.

If you finish your test early, review your answers. Once you have done so, submit your test and log out. You must sit quietly in your seat until dismissed. You may not use the computer for any reason.

We have [x] minutes to work on this test today. I will let you know when there are 10 minutes remaining in the session. Begin to log in now.

Give students the test session ID and other log-in information. The test session ID, the statewide student identifier (SSID), and the student's first name may be provided to students ahead of time on a card or piece of paper to help them type it in the computer accurately. Student information is confidential; therefore, the cards/papers with this information must be collected and securely stored

after each test session and securely shredded after all testing has been completed. **The TA should write down the session ID for his or her own records, in case he or she gets involuntarily logged out of the system.** The TA will be logged out of a test session if there is no activity for 30 minutes by the TA or a student. Having the session ID will allow the TA to resume the test session.

TAs may also write the test session ID on a classroom dry-erase or chalk board or another place where students can see it. Make sure students know that the test session ID must be entered **exactly** as it is written—it is case sensitive—without dashes, extra spaces or characters. Please refer to the *Guide to Navigating Online HSAP Administration* at <https://smarterbalanced.alohahsap.org/> to become familiar with the Online Testing System

SAY: Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I'll be checking that you have correctly entered the test session ID and other information.

Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.

Please do not share your SSID with anyone. This is private information.

Now select "Sign In." Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.

Ensure that all students have successfully entered their information. The TA should ensure that the students use their legal first names, not nicknames. If a student is unable to log in, he or she will be prompted to try again and provided with a message describing the reason (an invalid SSID, for example). If the student is still having difficulty, the TA can look up the correct information using the Student Lookup function on the TA Interface or TIDE. TAs may assist students with logging in if necessary.

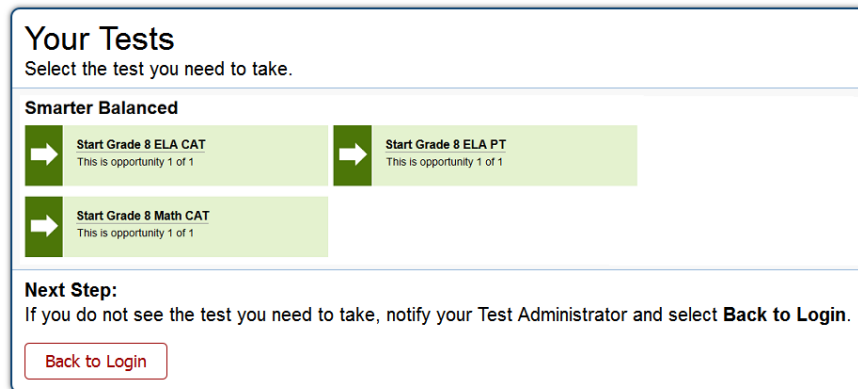
Student information could also be provided to students ahead of time on a paper or card to help them type it in accurately. Test tickets with students' legal name and 10-digit State Student Identification Number (SSID) number can be printed from the Students Section of Preparing for Testing in TIDE at www.hitide.org. However, please remember that SSIDs are confidential information and papers or cards need to be collected and stored in a secure location after each test session. The papers or cards must be shredded after testing has been completed.

If the information in the online testing system is incorrect for a student, the student's information must be updated in the Department's student information system by your school's office or registrar. Information from that system will then automatically be transferred into the online HSAP system. Typically, it will take 48–72 hours for updated information from the student information system to be updated in the online HSAP system. Please contact your Test Coordinator if a student's personal information is displayed incorrectly and you need assistance.

5. *The TA informs students of the name of the test that they will take.*

SAY: On the next screen, select the [INSERT NAME OF TEST (e.g., ELA Grade 4 CAT)], and then select START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.

If TAs are unsure of which content area or test students are participating in during that session, TAs should contact the Test Coordinator (TC).

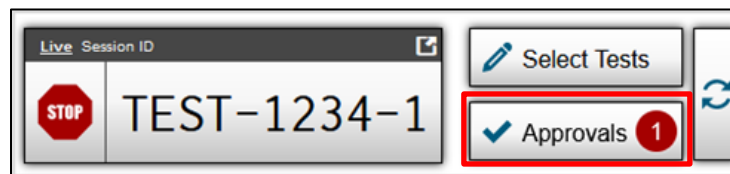


Students may be able to select from more than one test, for example, a CAT in both English language arts/literacy (ELA) and mathematics. TAs should direct students to select the appropriate test name based on what the TA is planning to administer at that time—to the content area “ELA” or “Math” and the test type “CAT” or “PT.” Students will see only assessments for which they are eligible.

6. *The TA views and approves students who are waiting for test session approval.*

After students have selected a test, the TA verifies that each student selected the appropriate test before approving that student for testing. **It is very important that the TA pays close attention to the test name prior to approving to be sure it is the correct test to be administered at that time.** To do this:

- a. Select the [Approvals (#)] button.



- b. A new window opens that shows a list of students, organized by test name. The TA should review the list to ensure that students are taking the correct content area (mathematics or ELA) and type of test (CAT or PT).
 - i. If a student selected a test other than the one the TA plans to administer to that student that day (for example, selected a PT instead of a CAT or selected an interim instead of a summative), the TA must deny the student entry to the test session. The student may then log in again and select the correct test.

NOTE: Administering a summative test instead of an interim test is a testing irregularity and needs to be addressed in Testing Incidents in TIDE. Administering an interim test instead of a summative test is not a testing irregularity, but will require students to retest at a later time to complete summative testing.

- c. The TA should also review the test settings assigned to each student to ensure that they are correct.
 - i. If a student’s settings are incorrect, do *not* approve that student to begin testing. Depending on the setting, the TA will need to work directly with the Test Coordinator (TC), the student’s Teacher, and/or the Assessment Section to correct the test settings in TIDE before approving the student to begin testing. *(Reminder: It may take up to 24 hours for changes to appear in the TA interface.)* **Ensuring the test settings are correct before the student begins testing is critical to avoid the need for a test reset that may result in additional testing for the student later.** Please refer to the *TIDE User Guide* for additional information on correcting student test settings.
 - ii. A designated support may be changed for a student after testing has begun; however, the student’s test will need to be paused and he or she will need to log out of the test session in order for the TA to change the designated support in the TA Live Site. The TC may change the designated support in TIDE. The updated designated support will take effect once the student logs back in to the test session.
 - iii. The Language selection may not be changed after a student has begun a test opportunity. Once a student has started an online Smarter Balanced assessment in English or Braille, or in Spanish for Mathematics, the setting cannot be changed. If a student has started a test opportunity with the incorrect Language feature, the student’s test should be immediately paused, and the Test Coordinator should contact the HSAP Help Desk for further assistance.
- d. When the correct test is selected and test settings are verified, the TA selects [✓] for each student or [Approve All Students]. **The TA should only select Approve All Students if he or she confirms that the content area, type of test, and test settings for each student are correct.** Test settings, designated supports in particular, can be set by the TA if necessary and appropriate.

Approvals and Student Test Settings					✓ Approve All Students	↻ Refresh	✕ Done
A Summative Test							
Student Name	Student ID	Opp #	Details	Actions			
Lastname, Firstname	99999991234	1	Standard		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lastname, Firstname	99999991234	3	Custom		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAY: After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.

Each student will be logging in at a different time. The TA should monitor the test session and approve all students who are currently ready before assisting any students who are having problems.

If students will be taking an ELA test or using Text-to-Speech for mathematics during the test session, read the next grey box so the students will know how to verify that their headsets are working properly.

[The following should be read for the ELA CAT]

SAY: Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.

Audio Playback Check

Make sure audio playback is working.



To play the sample sound, press the speaker button.

Next Step:

If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

I heard the sound


I did not hear the sound

[The following should be read for any students who have the Text-to-Speech designated support or accommodation]

SAY: Next, if you have the Text-to-Speech designated support available to you, you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.

Text-to-Speech Sound Check

Make sure text-to-speech is working.

 Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings

Current Voice Pack: Microsoft David Desktop - English ▾

Use the sliders to adjust the available text-to-speech settings.

Volume 10

Pitch 10

Rate 10

Next Step:

If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

I heard the voice
I did not hear the voice
Skip TTS Check

If a student's volume is not working for either audio check shown above, troubleshoot basic steps such as ensuring that the headset is fully plugged in, mute is not inadvertently selected, and the volume setting is turned up. If the student is still experiencing issues, contact your School Technology Coordinator or the HSAP Help Desk at 1-866-648-3712 or hsaphelpdesk@cambiumassessment.com.



SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by selecting the HELP button in the top right corner. When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.

7. The TA monitors student progress.

Monitoring Test Selection

It is very important that TAs monitor student progress throughout the test session. This includes verifying that students are participating in the appropriate content area and type of test (CAT or PT). The TA monitors the test each student is taking by referring to the Students in Your Test Session table in the TA Interface.

In the event a student is taking an incorrect test, the TA can pause the student's test. The TA should then instruct the student to log out and log in again to select the correct test.


Students in your <u>Live</u> Test Session							
0 students awaiting approval		0 print requests		1 active tests			
Student Name	Student ID	Opp #	Test	Requests	Student Status	Test Settings	Pause Test
Doyr, Ozve	9999990303	1	Grade 11 Math CAT		approved: 00	Custom 	

In the rare event that a student starts a test unintentionally (for example, selected a PT instead of a CAT, or selected mathematics instead of ELA), the test's expiration timeline will be activated. If a student is unable to return to and complete the test before it expires in 10 days (PT) or 45 days (CAT), the TC will need to submit a "Testing Incident" request via TIDE to reopen the test.

Monitoring Test Progress

Once students have started their tests, the TA should circulate through the room to ensure that all conditions of test security are maintained. If the TA witnesses or suspects the possibility of a test security incident, the Principal and TC should be contacted immediately in accordance with the security guidance provided in this manual.

The TA may also use the TA Interface to view the testing progress of any student. This site will not show test items or scores but will let the TA see how many items have been delivered to each student and which item they are currently working on (e.g., question 24/40).

While the TA Interface is designed to automatically refresh every minute, the TA can refresh it manually at any time by selecting the  button in the upper-right corner. Do NOT use the web browser's refresh button to refresh the TA Interface.

Student Directions During Testing

TAs and proctors may not advise or assist students during test sessions, such as:

- provide reminders of test taking strategies;
- advise a student to use scratch paper;
- provide hints on problem solving techniques;
- remind students to review work; and
- provide guidance on pacing (speed up or slow down).

If you notice that a student is off task, you may read the statement below **verbatim**.

SAY: It is important that you do your best. Do you need to pause the test and take a break?




If a student is not actively engaged with the test, the TA may pause the student's test and should consult with the TC to determine if additional test sessions are appropriate. TAs are not required to provide additional test sessions for a student who has exceeded the average test taking time and is not actively engaged in the test.

If a student is concerned about an item, you may direct the student to review a tutorial by reading the script below **verbatim**.

SAY: Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can select Tutorial from the context menu to view a short video.

Allowing the students to take the Training Test and Practice Test for each content area prior to testing is strongly encouraged to ensure that students are able to manipulate each item type and use the various tools and supports during testing.

IMPORTANT:

- If the TA is using the TA Interface and navigates to another CAI system (TIDE, CRS, etc.) the session will stop, and all students in the session will be logged out.
- If the TA Interface or TA training site browser is accidentally closed while students are still testing, the session will remain open until it times out after 30 minutes. Before 30 minutes have elapsed the TA can open the browser and navigate back to the TA Interface. The TA will be prompted to enter the active session ID and re-enter the test session.
- As a security measure, TAs are automatically logged out of the TA Interface after 30 minutes of TA user inactivity (defined as selecting the  button or navigating to any part of the TA Site) and/or student inactivity (defined as selecting an answer or navigation option in the test) in the test session, which will result in closing the test session. If this occurs, the TA will have to create a new session and the students will have to log in to the new session to resume testing. When starting a new session, the TA should give the students the new session ID so that they can log in and resume testing. Please note that students will not be able to return to CAT items from previous sessions, even if the responses were marked for review.

8. GRADES 3-8: The TA ends the test session and logs out of the Test Administrator Site.

When there are approximately 10 minutes left in the test session, the TA should give students a brief warning.

SAY: There are 10 minutes remaining in this test session. If you have not reached the last question on the test, please answer the current question on your screen and stop.

You may review any completed or marked items now. Do not submit your test unless you have answered all of the questions. If you have not finished the test, you will have a chance to answer the rest of the test questions on another day.

[The following should be read for the ELA CAT portion only]

SAY: If you are working on a set of questions for a reading passage, please finish all of the questions in that set.

SAY: If you need additional time let me know.

After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test.

After answering the last question and reviewing any marked test questions, students must pause or submit their tests. If students would like to review their answers before submitting their test, they should select **[Review My Answers]** and then **[Submit Test]** after they finish reviewing. Once a student

selects **[Submit Test]**, the student will not be able to review answers. Students must then select **[Log Out]** to exit the testing site. Students who have not finished can select **[Pause]**.

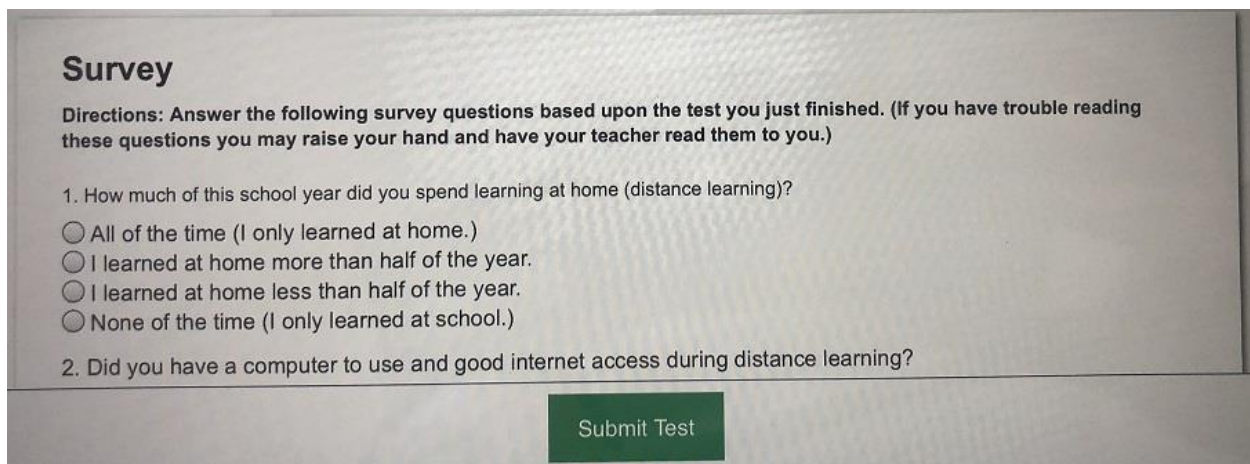
SAY: This test session is now over. If you have not finished, please answer the current question on your screen and select **[Pause]**, and you will be able to finish at another time. Then select **[Log Out]**.

Follow appropriate testing policies regarding allowing students who need additional time to finish testing. Keep in mind the 20 minute pause rule; students whose test is paused for longer than 20 minutes will not be able to go back to any questions that contain a response or are marked for review. Students will also not have access to notes entered in the Digital Notepad. Refer to [Section 3.2 Secure Handling of Printed Materials](#) for information about securely destroying scratch paper used for CAT test sessions and retaining scratch paper for PTs.



Alert: All students will see a set of questions at the bottom of the item review screen at the end of their CAT test sessions for both ELA and mathematics, as shown in the Survey Question(s) boxes below.

These five “Opportunity to Learn” survey questions are not part of the assessment and will not impact student scores. These questions are being presented to all students to assist the HDOE Assessment Section in measuring the effects of the pandemic on student learning. Students will be required to provide an answer to all five questions before they will be able to submit their test.



Survey

Directions: Answer the following survey questions based upon the test you just finished. (If you have trouble reading these questions you may raise your hand and have your teacher read them to you.)

1. How much of this school year did you spend learning at home (distance learning)?

All of the time (I only learned at home.)

I learned at home more than half of the year.

I learned at home less than half of the year.

None of the time (I only learned at school.)

2. Did you have a computer to use and good internet access during distance learning?

Submit Test

SAY: **[For CAT portion only]** Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session, including questions marked for review. You will also not have access to the notes you entered in the Digital Notepad.

SAY: If you have answered all the questions on your test and have finished reviewing your answers, please carefully read the questions presented at the bottom of the item review screen, just above the [**Submit Test**] button. You should provide an answer for each question, before you select [**Submit Test**]. You will not be graded on these questions. If you have trouble reading these questions you may raise your hand and I will read them to you.

Once you have answered the five questions at the bottom of the item review screen, select [**Submit Test**]. Then select [**Log Out**]. I will now collect any scratch paper or other materials. Please be sure your name is written on your scratch paper.

TAs should select [**Stop Session**] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by selecting the [**Logout**] button at the top right. TAs should also collect any scratch paper (and graph paper for grades 6 and up).

10.2 Testing Over Multiple Sessions or Days

For some tests, particularly the ELA performance task, students may be best served by sequential, uninterrupted time that may exceed the time in a student's schedule. Smarter Balanced recommends that the ELA PT be administered in one or two sessions. Segment 1 is composed of one reading passage and one question. Segment 2 is composed of the full write. Once a student moves on to Segment 2, he or she will not be able to review or revise the answer to the question in Segment 1.

If the PT is administered over multiple sessions, when testing is resumed, the TA will need to start a new test session and provide a new session ID. When instructing the students to log in, TAs should read the un-italicized sections of the general script (SAY boxes) to the students from the beginning in section [10.0 Day of Test Administration](#). Alternatively, a TA may apply the designated support for Simplified Test Directions as described in the *Guidelines for Simplified Test Directions*, posted on the Resources page at alohahsap.org. TAs planning to implement the Simplified Test Directions may only do so after first having read the *Guidelines for Simplified Test Directions*. This designated support does not need to be set in TIDE for students who receive the regular test directions on the first day of being administered the assessment.

A summary of recommendations for the number of sessions and session durations is in section [7.3 Testing Time and Recommended Order of Administration](#).

11.0 FOLLOWING TEST ADMINISTRATION

11.1 Destroying Test Materials



Federal law—the Family Educational Rights and Privacy Act (FERPA)—prohibits the release of any student’s personally identifiable information. Any printed materials must be securely stored and then shredded after testing is complete.

As a reminder, those printed and paper test materials identified in section [3.0 Ensuring Test Security](#) must be securely shredded immediately following each test session and may not be retained from one test session to the next. The only exceptions to this are scratch paper used during the ELA performance task, which should be handled according to the guidance provided in section [3.2 Secure Handling of Printed Materials](#) and the cards/papers with students’ first names and 10 digit SSIDs that must be collected after each test session and securely shredded after testing is complete.

Federal law—the Family Educational Rights and Privacy Act (FERPA)—prohibits the release of any student’s personally identifiable information. Any printed materials must be securely stored and then shredded.

11.2 Reporting Testing Improprieties, Irregularities, and Breaches

Throughout testing, ensure that all test security incidents were reported in accordance with the guidelines in sections [3.0 Ensuring Test Security](#) and [4.0 Responding to Testing Improprieties, Irregularities, and Breaches](#) in this manual and the *TIDE User Guide* located at <https://smarterbalanced.alohahsap.org/>.

11.3 Make-up Testing

Students who are absent during their school’s scheduled test session(s) can be tested at any time during the testing window. Make-up testing must occur during the testing window.

Test Coordinators and others will be able to monitor students’ completion of assessments and exams, and plan for Smarter Balanced Assessments make-up testing through the Plan and Manage Testing application of TIDE. For example, this application allows users to see how many students have not yet started Smarter Balanced Assessments testing, have started testing, or have completed testing. The *TIDE User Guide* has specific instructions on how to access and navigate this system.

11.4 Results

Test Coordinators and teachers will be able to view student results for the Smarter Balanced Assessments through the Centralized Reporting system (CRS). The CRS provides an Individual Student Report (ISR) for each student participating in the assessment. The ISR may be shared with parents/guardians as soon as it becomes available in the system; however, results for the school, complex, complex area, and state will not be final until all statewide testing has been completed and certified (usually at the end of July). An asterisk will be included on all preliminary reports noting that the aggregate results are not final. After certification of all results has been completed, the asterisk will no longer appear on the ISR.

NOTE: A parent or guardian with a disability (as defined by the ADA) may request an alternative format accessible to that parent. For more information, contact the Assessment Section at hsa@k12.hi.us.

The *Centralized Reporting User Guide* has specific instructions on how to access and navigate this system.

APPENDIX A: FREQUENTLY USED TERMS

Table 14 defines terms that are specific to the Smarter Balanced assessments.

Table 14: Frequently Used Terms

Term	Definition
Accommodations	Changes in procedures or materials that increase equitable access during the Smarter Balanced assessments. Assessment accommodations generate valid assessment results for students who need them; they allow these students to show what they know and can do. Accommodations are available for students with documented Individualized Education Programs (IEPs) or Section 504 Plans. Consortium-approved accommodations do not compromise the construct, grade-level standards, or intended outcome of the assessments. Refer to the <i>Usability, Accessibility, and Accommodations Guidelines</i> and the <i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i</i> at https://smarterbalanced.alohahsap.org/ for complete information.
Break	There is no limit on the number of breaks or the length of a break that a student may be given according to his or her unique needs. However, for the CAT portions of the tests, pausing the test for more than 20 minutes will prevent the student from returning to items already attempted, completed, and/or flagged for review by the student. For a performance task (PT), the student can pause the test for any amount of time and still return to any previously answered item within the PT's current segment only.
Computer Adaptive Test (CAT)	Based on a student's responses, the computer program selects the difficulty of items throughout the assessment. By adapting to each student as the assessment is taking place, these assessments present an individually tailored set of items to each student and provide more accurate scores for all students across the full range of the achievement continuum.
Data Assessment Team Advisor	School personnel responsible for data collection and management, report creation, data analysis, communicating with school staff.
Designated Supports	Accessibility features of the assessments available for use by any student for whom the need has been indicated by an educator or team of educators. Educators can consult with the parent/guardian and student as needed. Refer to the <i>Usability, Accessibility, and Accommodations Guidelines</i> and the <i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i</i> for complete information https://smarterbalanced.alohahsap.org/ .
Full-write	A component of the English language arts/literacy (ELA) performance task that requires the student to develop an informative/explanatory, narrative, or opinion/argumentative multi-paragraph piece of writing for which he or she uses the full writing process.
Invalidation	A specific request in the "Testing Incidents" tab of TIDE. Invalidating a test results in the omission of test results and student responses from the testing and accountability systems. Invalidation is often the outcome for assessments impacted by a test security incident. Permission for an invalidation is initiated through TIDE. Refer to the <i>TIDE User Guide</i> for more information.
Item	A test question or stimulus presented to a student to elicit a response.

Term	Definition
Pause	<p>Action taken by a student or TA to temporarily halt the test during any part of the test, as needed. Pauses of more than 20 minutes in the CAT component of the test will prevent the student from returning to items already attempted, completed, and/or flagged for review.</p> <p>For a performance task, the student can pause for any amount of time and still return to any previously answered item within the PT’s current segment only. More information on test pausing is available in section 7.2 General Rules of Online Testing.</p>
Performance Task (PT)	<p>A PT is an item type designed to provide students with an opportunity to demonstrate their ability to apply their knowledge and higher-order thinking skills to explore and analyze a complex, real-world scenario. It is a required portion of the ELA/literacy test.</p>
Principal	<p>School-level staff member who is responsible for the overall administration of the summative assessments in a school. Principals should ensure that the Test Coordinators (TCs) and Test Administrators (TAs) in their schools are appropriately trained and understand policies and procedures.</p>
Reading Passage/Passage	<p>A reading passage is a type of stimulus (see definition of stimulus). When reading passage/passage is referenced on the Smarter Balanced assessment it is to differentiate this type of stimulus from others on the assessment. Reading passage or passage is used when speaking about the reading passages that are part of the ELA test.</p>
Reopen	<p>A specific request in the "Testing Incidents" tab of TIDE. It applies to a test that has already been submitted or has expired and allows the student to access the previously closed test.</p> <p>For example, a test may be reopened if a student started a test and became ill and was unable to resume testing until after the testing opportunity expired.</p> <p>Permission for a reopen is initiated through TIDE. Refer to the <i>TIDE User Guide</i> for more information.</p> <p>Once a test is reopened, the same test window will apply as before (10 calendar days for the PT, 45 calendar days for the CAT).</p>
Reopen Test Segment	<p>A specific request in the “Testing Incidents” tab of TIDE. Reopening a test segment allows a student to access a test segment that the student inadvertently or accidentally leaves.</p> <p>Permission for a Reopen Test Segment is initiated through the “Testing Incidents” tab in TIDE. Refer to the <i>TIDE User Guide</i> for more information.</p>
Reset	<p>A specific request in the "Testing Incidents " tab of TIDE. Resetting a student’s test removes that test from the system and enables the student to start a new test. Any work previously done on the test would be lost.</p> <p>Valid reasons for a reset would be if a student’s test event was administered inconsistently with the student’s IEP (this would include both embedded and non-embedded accommodations) or if the student started a test and didn’t have a needed language support (such as a language glossary).</p> <p>Permission for a reset is initiated through TIDE. Refer to the <i>TIDE User Guide</i> for more information.</p>

Term	Definition
Restore	<p>A specific testing incident request on the "Testing Incidents " tab in TIDE. A test will be restored from the "Reset" status to its prior status. This action can only be performed on assessments that have been reset.</p> <p>A test opportunity can be restored if it was reset in error. For example, if a test reset was requested for a mathematics test instead of an ELA test, then that mathematics test can be restored to its previous status.</p> <p>Permission for a restore is initiated through the "Testing Incidents" in TIDE. Refer to the <i>TIDE User Guide</i> for more information on the testing incident request process.</p>
Secure Browser	<p>A web browser that is downloaded and installed on a computer prior to a student beginning the test. The browser is specifically designed for use with the Smarter Balanced Assessments (and all other online Hawai'i Statewide Assessments) to provide secure access to the CAT for each content area and the ELA PT test and prevent students from accessing specific hardware and software functions (e.g., other browsers, screenshot programs) that are not allowed during the assessments. An updated secure browser must be installed prior to the start of testing, on each device used for testing. Secure browsers are updated each year to address updates in operating systems or to include changes in the way the tests are administered.</p>
Segment	<p>A part of a test within the test delivery system. Depending on the test, segments typically separate items from others if the eligible tools are different (e.g., the mathematics test may have two segments—one segment that allows embedded calculator use and another segment that does not). When a student completes a segment of the test, he or she will receive a message which indicates that once this segment is submitted it is no longer possible to return to it.</p>
Session	<p>A timeframe in which students actively test in a single sitting. The length of a test session is determined by Principals or TCs who are knowledgeable about the class periods in the school's instructional schedule and the timing needs associated with the assessments. Smarter Balanced recommends that session durations range between 40 and 120 minutes. However, Smarter Balanced Assessments are not timed, and an individual student may need more or less time overall. Further, individual students will have unique needs regarding the length of a test session. Each test session is set up in the TA Interface by a Test Administrator.</p> <p><i>Note: A test session does not need to end when a segment ends.</i></p>
Statewide Student Identifier (SSID)	<p>A statewide, unique student identifier, assigned for use in TIDE by the Hawai'i Department of Education (HIDOE) for the purpose of statewide assessments.</p>
Stimulus/Stimuli	<p>Material or materials used in the test context which form the basis for students to answer connected test items. Many items/tasks for the assessments include a stimulus along with a set of questions to which the student responds. Stimulus materials are used in ELA and mathematics assessments to provide context for assessing students' knowledge and skills. Examples of stimuli include: traditional reading passages/texts but viewed on a computer screen; images with audio presentations for students to listen to; simulated web pages for students to use for research or scenarios; or charts and graphs for mathematics items.</p>

Term	Definition
Technology Coordinator	School personnel responsible for ensuring that the school's computers and network are prepared for testing as well as monitoring any technical problems during testing and applying resolutions.
Test Administrator (TA)	School personnel responsible for administering the Smarter Balanced Assessments and other statewide assessments in a secure manner in compliance with the policies and procedures outlined in the <i>Online, Summative, Test Administration Manual</i> .
Test Coordinator (TC)	School staff member responsible for monitoring the testing schedule, test administration process, and student participation. TCs are also responsible for ensuring that TAs have been appropriately trained and that testing is conducted in accordance with the test security and other policies and procedures established by the Hawai'i Department of Education and the Smarter Balanced Assessment Consortium.
Test Information Distribution Engine (TIDE)	The registration system used for the Hawai'i Statewide Assessment Program, including Smarter Balanced Assessments. This is the system through which users interact with and inform the test delivery system. This registration system controls adding and managing users and managing students participating in the Smarter Balanced assessments. This system uses a role-specific design to restrict access to certain tools and applications based on the user's designated role.
Testing Breach	<p>A security event that poses a threat to the validity of the test. Examples may include such situations as a release of secure materials or a security/system risk. These circumstances have external implications for the state and the Consortium and may result in a Consortium decision to remove the test item(s) from the available secure bank. A breach incident must be reported immediately to the Assessment Section at 808-307-3636.</p> <p>For specific details on how to proceed when an incident has occurred, please refer to section 4.0 Responding to Testing Improprieties, Irregularities, and Breaches of this manual.</p>
Testing Impropriety	<p>An unusual circumstance that has a low impact on the individual or group of students who are testing and has a low risk of potentially affecting student performance on the test, test security, or test validity.</p> <p>For specific details on how to proceed when an incident has occurred, please refer to 4.0 Responding to Testing Improprieties, Irregularities, and Breaches of this manual.</p>
Testing Irregularity	<p>An unusual circumstance that impacts an individual or group of students who are testing and may potentially affect student performance on the test, test security, or test validity.</p> <p>For specific details on how to proceed when an incident has occurred, please refer to 4.0 Responding to Testing Improprieties, Irregularities, and Breaches of this manual.</p>
Universal Tools	<p>Available to all students based on student preference and selection.</p> <p>Refer to the <i>Usability, Accessibility, and Accommodations Guidelines</i> and <i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i</i> at https://smarterbalanced.alohahsap.org/ for complete information.</p>

APPENDIX B: ITEM TYPES

Item and response types

As students engage with the Smarter Balanced Assessments, they will be asked test questions that require them to respond in several ways, some of which may be new to students.

Smarter Balanced has produced several resources that teachers and students can use to get ready for the CAT and PT tests, including a Training Test and Practice Test for each content area. As pointed out in [Appendix D](#) of this manual, it is **highly recommended** that **ALL** students access the Training Test and Practice Test site before taking the CAT and PT tests. Doing so will provide students an opportunity to view and practice each of the item types.

The Training Tests and Practice Tests are available through the HSAP portal at <https://smarterbalanced.alohahsap.org/>.

Summary of item types and how to provide responses

Table 15 lists the different item types and briefly describes each one.



Not all tests will necessarily include all item types.

Table 15: Item and Scoring Types

Content Area	Type of Item	Brief Description of How to Respond
ELA and Mathematics	Multiple Choice (MC)	select a single option
	Multiple Select (MS)	select two or more options
	Match Interaction (MI)	match text or images in rows to values in columns
	Short Answer Text Response (SA)	keyboard entry
Mathematics Only	Grid Item (GI) – Drag and Drop	drag-and-drop single or multiple elements into a background image
	Grid Item (GI) - Hot Spot	select certain areas of an image
	Grid Item (GI) - Graphing	plot points and/or draw lines
	Table Interaction (TI)	keyboard entry into table cells
	Equation (EQ)	Enter equation or numeric response using on-screen panel containing mathematical characters
ELA Only	Evidence Based Selected Response (EBSR)	Two part item: respond to a Multiple Choice (MC) item, and then cite the evidence that supports the answer to Part A either Multiple Choice, Multiple Select, or Hot Text
	Hot Text (HTQ)	select sections of text, or drag-and-drop sections of text
	Essay/Writing Extended Response (WER)	keyboard entry

Technical skills to access embedded resources

To access some of the embedded resources such as strikethrough, highlighter (Universal Tools), American Sign Language videos (Accommodation), and text-to-speech (Designated Support and Accommodation) that are available to help work through these item types, students may need to access the **right-click context menu**. Please note the method to access the menu is dependent on the student’s device type. Devices and methods are shown in [Table 16](#).

Table 16: Right-Click Context Menu

Device Type	Method to Access Right-Click Context Menu
Windows-based desktop or laptop (two-button mouse)	Click on the right mouse button.
Mac OS-based desktop or laptop (one-button mouse)	Hold down the [Ctrl] key on keyboard and then click the mouse button.
iPad tablet (touchscreen)	Tap on the menu in the upper-left corner of the secure browser application.
Chromebook (trackpad)	Hold down the [Alt] key on the keyboard and tap the trackpad.

APPENDIX C: SECURE BROWSER FOR TESTING

Test Administrators (TAs) should be aware of the following guidelines and employ the necessary precautions while administering online assessments:

- **Close External User Applications**

Prior to administering the online assessments, TAs should check all computers that will be used and close all applications except those identified as necessary by the School Technology Coordinator. After closing these applications, the TA should open the secure browser on each computer.

The secure browser and Student Interface automatically detect certain applications that are prohibited from running on a computer while the secure browser is open. The secure browser will not allow a student to log in if the computer detects that a forbidden application is running. A message will also display that lists the forbidden application(s) that needs to be closed.



If a forbidden application is launched in the background while the student is already in a test, the student will be logged out and a message displayed. The TA, with the assistance of the Technology Coordinator, if necessary, will have to close the forbidden application, reopen the secure browser, and approve the student to log in to continue working on the test. This would be considered a test security incident.

- **Testing on Computers with Dual Monitors**

Systems that use a dual monitor setup typically display an application on one monitor screen while another application is accessible on the other screen.

Students should *not* take online tests on computers that are connected to more than one monitor except in extremely rare circumstances such as when a TA is administering a test via the read-aloud designated support or accommodation and wants to have a duplicate screen to view exactly what the student is viewing for ease of reading aloud. In these rare cases where a dual monitor is allowed, Smarter Balanced requires that the monitors be set up to “mirror” each other. Technology Coordinators can assist TAs in setting up the two monitors to ensure they mirror each other rather than operate as independent monitors.

In these cases, all security procedures must be followed and the test administered using the separate setting designated support to prevent others from hearing the questions or viewing the student or TA screens.

Secure browser error messages

Possible error messages displayed by the secure browser are shown in [Table 17](#).

Table 17: Secure Browser Error Messages

Secure Browser Error Messages	Description
Secure Browser Not Detected	The system automatically detects whether a computer is using the secure browser to access the online testing system. The system will not permit access to a test other than through the secure browser; under no condition may a student access a test using a non-secure browser.
Unable to Establish a Connection with the Test Delivery System	If a computer fails to establish a connection with the test delivery system, a message will be displayed. This is most likely to occur if there is a network-related problem. The causes may include an unplugged network cable or a firewall not allowing access to the site.

Warning: You cannot login until the following programs are closed

The Secure Browser automatically detects if other programs are running on your computer. You will need to exit the Secure Browser and close all other programs on your computer before re-launching the Secure Browser.

Force-quit commands for secure browsers

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, users have the ability to “force quit” the secure browser.

To force the browser to close, use the following keyboard commands. (Reminder: This will log the student out of the test he or she is taking. When the secure browser is opened again, the student will have to log back in to resume testing.)



You are strongly advised against using the force-quit commands, as the secure browser treats this action as an abnormal termination. The secure browser hides features such as the Windows taskbar; if the secure browser is not closed correctly, then the taskbar may not reappear correctly.

These commands should be used only if the [**Close Secure Browser**] button does not work.

Force-quit Commands

Windows: [Ctrl] + [Alt] + [Shift] + [F10]

Mac OS X: [Ctrl] + [Alt] + [Shift] + [F10]

Linux: [Ctrl] + [Alt] + [Shift] + [Esc]

Note for Windows and Mac Users:

If you are using a laptop or netbook, you may also need to press the [FN] key before pressing [F10].

Caution: The secure browser hides features such as the Windows task bar or Mac OS X dock. If the secure browser is not closed correctly, then the task bar or dock may not reappear correctly, requiring you to reboot the device. Avoid using a force-quit command if possible.



Force-quit commands do not exist for the secure browser for iOS and Chrome OS devices. These commands should be used only if the [**Close Secure Browser**] button does not work.

- iOS: To exit the secure browser while in Single App Mode, log out of the test and the lockdown will become disabled.
- Chrome OS: To exit the secure browser, press Ctrl + Shift + S.

APPENDIX D: TRAINING AND PRACTICE TESTS

In preparation for the summative assessments and to expose students to the various item-response types in ELA/literacy and mathematics (refer to [Appendix B](#) for item types), it is **highly recommended** that all students access the Training and Practice Tests, available through the HSAP portal at <https://smarterbalanced.alohahsap.org/>. Each resource offers students a unique opportunity to experience a test in a manner similar to what they will see on the summative assessments and prepares students for testing. These resources will not be automatically scored; however, for reference, scoring guides are available for the Practice Tests at <https://smarterbalanced.alohahsap.org/answer-keys.stml> but are not provided for the Training Tests.

Overview of the Training Tests

The Training Tests are designed to provide students and educators with an opportunity to quickly familiarize themselves with the software and navigational tools that they will use on the Smarter Balanced Assessments. The Training Tests are organized by grade bands (grades 3–5, 6–8, and 11). Each content area test contains less than 10 questions.

On the student Training Test website, the questions were selected to provide students with an opportunity to practice a range of item response types. The Training Tests do not contain performance tasks. Similar to the Practice Tests, the Training Tests include all embedded universal tools, designated supports, and accommodations. Note that the text-to-speech functionality is available *only* when using the Training Tests through the secure browser. The student Training Test site may be used by anyone. Students can log in as guests or use their first name and SSID. Students who log in using their credentials may log in to a guest session or a proctored training session with a training session ID set up through the TA Training Test site.

Overview of the Practice Tests

The Smarter Balanced Practice Tests allow educators and students to experience a full grade-level CAT for each content area and the ELA PT and gain insight into the Smarter Balanced Assessments. The Practice Tests mirror the summative assessments but are not scored. Each grade-level test includes a variety of item response types and difficulty levels—approximately thirty items each in ELA/literacy and mathematics—as well as an ELA/literacy performance task at each grade level (3–8 and 11). The Practice Test also includes a comprehensive set of embedded universal tools, designated supports, and accommodations, which should also be provided to students, along with any non-embedded universal tools, designated supports, and accommodations as allowed on the summative assessments.

Test Administrator login for the Training and Practice Tests

The Test Administrator (TA) Training Site provides an opportunity for TAs to practice setting up a test session using a Training Test or Practice Test. Access to the TA Training Site requires active TA login credentials in TIDE. This site may only be used by authorized TAs. Note that braille Training Tests and Practice Tests can only be accessed through the TA Training Site.

To access the TA Training Site go to <https://smarterbalanced.alohahsap.org/> and select the Test Coordinators/Administrators card. Then select the TA Training Site card under “Preparing for Testing.” Enter your username and password when prompted.

For additional information about how to set up a Training Test or Practice Test session, refer to the *Guide to Navigating Online HSAP Administration* located at <https://smarterbalanced.alohahsap.org/>.



Do NOT use the live Student Interface or live TA Interface for practice. Doing so constitutes a test security incident (breach). For all Training Test sessions, use the TA Training Site and the Training

Tests or Practice Tests. Refer to section [4.0, Responding to Testing Improprieties, Irregularities, and Breaches](#) for information about test security breaches.

It is **highly recommended** that **all** students access the Training Test site before taking a test. The Training Tests will be especially beneficial for those students who have not previously participated in online testing. Teachers are encouraged to conduct a group walk-through of the Smarter Balanced Training Test or Practice Test with their students to promote familiarity with the testing format and basic test rules and to allow for free and open communication on the testing process and/or content (refer to section [7.2 General Rules of Online Testing](#)). This walk-through of the Training and Practice Tests provides opportunities for TAs to describe the limitations to the support they will be able to provide and the verbal interactions they can have with students during each live test session.

APPENDIX E: COMPUTER ADAPTIVE TEST PAUSE RULE SCENARIOS

Scenarios:

1. If the computer adaptive test (CAT) is paused for 20 minutes or less, the student can return to previous test pages and change the response to any item he or she has already answered within a segment.
2. If the CAT test is paused for more than 20 minutes, the test will return the student to the last page with unanswered items when the student resumes testing. If a page has both answered and unanswered items, the student may change any answers on that page. The student may not return to previous pages and cannot change answers to items on previous pages.
 - a. Example: A single test page has items 4–10. A student answers items 4–7 and pauses the test for more than 20 minutes. When the student resumes testing, he or she can change answers to items 4–10 but cannot return to items 1–3 on an earlier page.
 - b. Example: A page contains items 9–11 and a student answers all of those items before pausing the test for more than 20 minutes. When the student resumes testing, he or she will begin on item 12 and cannot return to items 1–11.

NOTE: A constructed response item is considered answered if the student has taken any action within the response area. This includes random keystrokes (e.g., sdkjfasdgi), one or more spaces using the spacebar, selecting anywhere on a Grid Item - Hot Spot item, etc.

APPENDIX F: TEST SECURITY CHART

The **Test Security Chart** shows the test security incident levels and examples of types of issues.

Level of Severity & Potential Effect on Test Security	Types of Issues
<p>LOW Impropriety</p>	Student(s) making distracting gestures/sounds or talking during the test session that creates a disruption in the test session for other students.
	Student(s) leave the test room without authorization.
	Disruptions to a test session such as a fire drill, school-wide power outage, earthquake, or other acts.
<p>MEDIUM Irregularity</p>	Student(s) cheating or providing answers to each other, including passing notes, giving help to other students during testing, or using hand-held electronic devices to exchange information.
	Student(s) accessing the Internet or any unauthorized software or applications during a testing event.
	Student(s) accessing or using unauthorized electronic equipment (e.g., cell phones, smart watches, PDAs, iPods, or electronic translators) during testing.
	Disruptions to a test session such as a fire drill, school-wide power outage, earthquake, or other acts.
	Administrator or Coordinator leaving related instructional materials on the walls in the testing room.
	Administrator or Coordinator failing to ensure administration and supervision of the Smarter Balanced assessments by qualified, trained personnel.
	Administrator giving incorrect instructions that are not corrected prior to testing.
	Administrator or Coordinator giving out his or her username/password (via email or otherwise), including to other authorized users.
	Administrator allowing students to continue testing beyond the close of the testing window.
	Administrator or teacher coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer. This also includes leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.
	Administrator providing students with materials or devices (e.g., calculators during non-calculator sections) that are not allowed during test administration or allowing inappropriate designated supports and/or accommodations during test administration.
Administrator allowing anyone other than a student to log in to the test unless prescribed as an allowable accommodation in the student’s Individualized Education Program (IEP). This includes Test Administrators (TAs) or other staff using student information to log in or allowing a student to log in using another student’s information.	
Administrator uses student monitoring software during testing.	
Administrator providing a student access to another student’s work/responses.	
<p>HIGH BREACH</p>	Administrator or Coordinator modifying student responses or records at any time.
	The live Student Interface or TA Interface being used for practice instead of the Training or Practice Tests.
	Adult or student posting items or test materials on social media (Twitter, Facebook, etc.).
	Administrator allowing students to take home printed test items, reading passages, writing prompts, or scratch paper that was used during the test or failing to otherwise securely store test materials.
	Adult or student copying, discussing, or otherwise retaining test items, reading passages, writing prompts, or answers for any reason. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item. This also includes using secure test items, modified secure test items, reading passages, writing prompts, or answer keys for instructional purposes.
	Secure test materials being shared with the media (such as the writing prompts, test items, or reading passages), or allowing media to observe a secure test administration.
	Adult or student improperly removing secure testing materials such as test items, stimuli, reading passages, writing prompts, or scratch paper from the testing environment.

APPENDIX G: STUDENT PARTICIPATION

Table 18 provides an overview of student participation requirements for 13 student populations. Definitions of these student populations can be found in Appendix I, which includes additional details about students who may be exempted from taking identified assessments but who may still be included in the Strive HI school accountability calculations.

The Department’s statewide student database will be used to verify the grade level in which each student is enrolled. All students must be entered into the Department’s electronic student information system (Infinite Campus) before they can take the online Summative Smarter Balanced Assessments. If a student is not enrolled in Infinite Campus at the school where he/she will be tested, the school’s office staff or registrar will need to add the student to the system before he or she can take the assessments. Students attending public schools can take an online assessment 48 hours after the corrected student information has been entered in Infinite Campus. Students attending a public charter school can take an online assessment 72 hours after the corrected assessment information has been entered in Infinite Campus.

Table 18: Student Participation Requirements

Must Participate	May Participate	Exempt <i>(Based on Required Documentation)</i>
<p><i>Alternative Program Students*</i></p> <p><i>English Language Learners (ELL)</i></p> <p><i>General education students</i></p> <p><i>Grade 31 Students**</i></p> <p><i>Grade11 Kaiapuni Students</i></p> <p><i>Home/hospital instruction students*</i></p> <p><i>Homeless students</i></p> <p><i>Individuals with Disabilities Education Act (IDEA)-eligible students</i></p> <p><i>Migrant students</i></p> <p><i>Public charter school students</i></p> <p><i>Retained students***</i></p> <p><i>Section 504 students</i></p> <p><i>Suspended serious disciplinary action status students*</i></p>	<p><i>Home-school students (Courtesy Tested students)</i></p>	<p>Students who:</p> <ul style="list-style-type: none"> ◆ <i>have a significant medical emergency;</i> ◆ <i>are receiving services at an out-of-state residential program; or</i> ◆ <i>meet the requirements of Regulation 4140, Exceptions to Compulsory School Attendance</i>

*Alternative Program, Home/Hospital Instructions, and Serious Disciplinary Action Status students must participate unless it is determined that they cannot cope with the testing requirements.

**TCs must contact the Assessment Section to set the student’s identified testing grade and Performance Tasks in TIDE.

***A retained student who was administered the assessment in the previous school year must be administered the assessment again.

APPENDIX H: SPECIAL PROCEDURES

For students in certain populations, Test Coordinators or other school staff may need to take additional steps prior to testing. [Table 19](#) summarizes these steps, and additional details follow.

Table 19: Special Procedures

Student Population	Process
<i>Alternative Program (off-island)*</i>	<i>The Assessment Section will identify an appropriate off-island staff person to serve as the TA who will administer the Summative Smarter Balanced Assessments. Based on a student's ability to cope with the online testing requirements, the TA needs to administer online Summative Smarter Balanced Assessments for Strive HI school accountability purposes.</i>
<i>Home/Hospital Instruction (off-island)*</i>	
<i>Serious Disciplinary Action Status (off-island)*</i>	
<i>Home-Schooled (Courtesy Tested)</i>	<i>The TC must notify the Assessment Section of a Summative Smarter Balanced courtesy test request using the form in Appendix R. The Assessment Section will set the grade level, inform the TC via email that the student can now access the test site, and the student may be tested at the school.</i>

**Note that for students in these populations served at an on-island site, the school at which a student is currently enrolled is responsible for identifying and training a TA to administer the online assessments at this site.*

Alternative Program, Home/Hospital Instruction, Serious Disciplinary Action Status Students

Alternative Program students are served by both Hawai'i State Department of Education programs and non-Department programs. The Department of Education's Comprehensive School Alienation Program (CSAP) provides assistance for alienated/at-risk students through two types of service: (1) Special Motivation Programs (SMP) and (2) Alternative Learning Centers (ALC). Non-Department programs are collectively called Alternative Education Programs.

A Home/Hospital Instruction student is a student who receives appropriate educational services in a home or hospital setting, based on documented physical, mental, and/or emotional needs.

A Serious Disciplinary Action Status student is a student who may have been placed at an appropriate site other than the home school pursuant to Chapter 8-19, Hawai'i Administrative Rules.

If an Alternative Program, Home/Hospital Instruction, or Serious Disciplinary Action Status student meets the following participation criteria, the student must take the online Smarter Balanced Assessments:

- The Student is currently enrolled in grade 3-8 or 11 at a public school or a public charter school in Hawai'i as indicated by the Department's official statewide student database.
- The student's current physical, mental, and/or emotional needs do not prevent the student from taking the online assessments and exams at the most appropriate site during the testing window.

The staff member at the home school who coordinates the services for a student who is receiving these services at an on-island or off-island site needs to complete the following:

1. Contact the student's parents to inform them of the participation requirements. If the parents agree to their child being tested, the student must be tested. If the parents do not want their child to be tested, the student will not be tested.
2. Alternative Program or Serious Disciplinary Action Status students. Contact the on-island or off-island site staff to determine if the student's current physical, mental, and/or emotional needs allow testing.
 - a. If yes, the student must be tested at an appropriate site. Refer to the procedures that will be used for On-Island and Off-Island sites in the appropriate section below.
 - b. If no, the student will not be tested.
3. Home/Hospital Instruction students. Request written confirmation from the professional(s) who authorized home/hospital instruction that the child can or cannot cope with taking the assessments and exams.
 - a. If the child can cope, the student will be tested at the most appropriate site (home, hospital, or enrolled school). If the home or hospital setting is more appropriate, a qualified TA at the school must test the student using two school laptops with secure browsers installed for the student and TA to use, or the TA must use the form in [Appendix T](#) to request paper/pencil assessments and exams if an Internet connection is not available at the site and the student is being tested on-island. All off-island students will be tested using paper/pencil assessments and exams.
 - b. If the child cannot cope, he or she will not be tested.

On-Island Sites

For students receiving services at an on-island site:

1. Principals or Test Coordinators should determine whether there is a Department of Education employee at the site who can administer the assessments and exams (refer to Personnel Who May Serve as Test Administrators in [Table 2](#)). If there is, the Test Coordinator at the home school must train this person in the security and administration procedures, and the person must take the online TA Certification Course. The home school will need to provide two laptops with secure browsers installed for the student and TA to use or the Test Coordinator must request paper/pencil assessments and exams if an Internet connection is not available at the site, using the form in [Appendix T](#).
2. If a Department of Education employee is not available at the site, the school principal must identify a school-level staff member who meets the requirements to serve as a Test Administrator or ask the Complex Area Superintendent to identify a complex area Department of Education staff member who meets the requirements to serve as a Test Administrator to test the student at the site. The home school will need to provide two laptops with secure browsers installed for the student and TA to use, or the TA must use the form in [Appendix T](#) to request a paper/pencil assessment if an Internet connection is not available at the site.

Off-Island Sites

Students at an off-island site are those who are receiving services at a site that is not on the same island as the school where they are enrolled. For students receiving services at an off-island site, Test Coordinators should fill out the form in [Appendix U](#) to request assistance with having the student tested. The Assessment Section will identify an appropriate staff person who can administer the online assessments and exams to the student at the site.

Home-Schooled Students

Schools need to send the home-school parent letter to the family of each student who is currently registered for home schooling. The parent letter indicates that the Department of Education provides free testing for home-schooled students in grades 3-8 and 11, who may take the Smarter Balanced ELA/Literacy and Mathematics Assessments and home-schooled students in grades 5 and 8, who may take the Hawai'i State Science (NGSS) Assessments. Schools must offer these students one opportunity to take the Smarter Balanced Assessments and/or the Hawai'i State Science (NGSS) Assessment. For the purposes of assessment, these students are considered Courtesy Tested students, and their scores will not be included in the school's results.

A student's chronological age, adjusted grade placement by a public school or public charter school prior to a student's home-school status, or course credits must indicate that his or her current grade placement is 3-8 or 11 for a student to participate in the online Smarter Balanced Summative Assessments.

Test Coordinators **must** fill out the courtesy testing request form in [Appendix R](#) and fax it to the Assessment Section at 808-307-3636 to request that a student's grade level be entered in TIDE. **Do not ask parents to bring their home-schooled child to your school to be tested until an Assessment Section staff member informs the Test Coordinator that this student can access the secure online Smarter Balanced Summative Assessments.**

The public school or public charter school will send the parents a Parent Information Booklet and a Parent Letter that includes the testing dates for the online Smarter Balanced Summative Assessments. Parents are responsible for securing the necessary details from the principal of the school and for bringing their child to the school on days when the assessment(s) they want their child to take are being administered. Schools should not provide separate testing schedules for these students. The Section 8-12-18, Hawai'i Administrative Rules (Department of Education), Chapter 12 testing requirements for home-schooled students are posted at alohahsap.org on the Resources page with the title "Home Schooling Guidelines" in the list of Test Administration documents.

Exempt Students

For 2022-2023, the following student populations will not participate in the online Smarter Balanced Assessments.

A Student who has a significant medical emergency

A student who has a significant medical emergency must have a physician's signed report that describes the medical emergency that causes the student to be deemed medically unable to participate in the online Smarter Balanced Assessments during the identified testing window.

The definition of a physician includes

- a doctor of medicine licensed under Chapter 453, Hawai'i Revised Statutes or the applicable laws of the state where the student has been placed in order to implement the student's IEP;
- an osteopath licensed under Chapter 460, Hawai'i Revised Statutes or the applicable laws of the state where the student has been placed in order to implement the student's IEP; or
- a psychologist licensed under (i) Chapter 465, Hawai'i Revised Statutes or (ii) the applicable laws of the state where the student has been placed in order to implement the student's IEP.

A Student who is receiving services at an out-of-state residential program

Students in out-of-state residential programs who are approved by the student's IEP or 504 Plan team, a hearings officer, or a judge cannot be tested because the Department of Education will not allow a student to be tested outside the state.

A Student who meets the requirements of Regulation 4140, Exceptions to Compulsory School Attendance

These students will not be tested if they withdraw from Hawai'i public school and public charter school system.

Each school is responsible for keeping an electronic or paper log throughout the 2022-2023 testing windows for all statewide student assessments and exams that includes the following information for each student who is enrolled and not tested:

1. Student's legal name
2. Student's current grade level
3. Student's 10 digit SSID number
4. Name of assessment or exam
5. Reason why the student was not tested during the testing window

Each school is responsible for providing documentation of students who do not participate in testing. This information is reported using the Non-Participation feature found in the After Testing section of TIDE at www.hitide.org.

APPENDIX I: STUDENT POPULATION DEFINITIONS

Each school is responsible for providing documentation of students who do not participate in testing. This information is reported using the Non-Participation feature found in the After Testing section of TIDE at www.hitide.org.

1. Alternative Program Students

Alternative Program students are served by both Hawai'i State Department of Education programs and non-Department programs. The Department of Education's Comprehensive School Alienation Program (CSAP) provides assistance for alienated/at-risk students through two types of services: (1) Special Motivation Programs (SMP) and (2) Alternative Learning Centers (ALC). Non-Department programs are collectively called Alternative Education Programs and include the Hawai'i National Guard Youth Challenge Academy, Kahi Mohala, Acadia-Hawai'i, and others.

2. English Language Learner Students

An English Language Learner (EL) student is a student whose first or native language is not English and who receives English language instruction through the English Language Learners Program.

3. General Education Students

All General Education students who are currently enrolled in grades 3-8 and 11 must participate in the online Smarter Balanced Assessments.

4. Grade 31 Students

A grade 31 IDEA-eligible student receives Special Education services on a campus that does not include the grade level in which he or she is currently enrolled. For example, a grade 7 student's IEP team has determined that the most appropriate learning environment for him or her is on the campus of an elementary school based on this student's academic, social, and emotional needs.

5. Hawaiian Language Immersion Program Students

A Hawaiian Language Immersion Program (HLIP) student is a student who participates in an educational program that promotes the study of Hawaiian culture, language, and history. Instruction is provided in Hawaiian for

grades K-12. Students in grades K-4 receive all instruction in the Hawaiian language. Formal English instruction is also provided during a portion of each day for grades 5-12.

6. Home/Hospital Instruction Students

A home/hospital instruction student is a student who receives appropriate educational services in a home or hospital setting, based on documented physical, mental, and/or emotional needs.

7. Homeless Children and Youth Program Students

Homeless children and youth are individuals who lack a fixed, regular, and adequate nighttime residence. Their homeless living conditions may include the following:

- Sharing the housing of other persons because of loss of housing or economic hardship
- Living in motels, hotels, or camping grounds
- Living in cars, parks, public spaces, abandoned buildings, or substandard housing
- Living in emergency or transitional shelters
- Being abandoned in hospitals
- Awaiting foster care placement

Children identified as migratory and abandoned or throwaway youths who live in one of the situations identified above are also considered homeless.

8. Home-Schooled Students

A home-schooled student is a student who receives instruction that is provided by parents instead of a Hawai'i public school or public charter school. As student must have Part B checked on Form 4140 to meet the requirement for home-schooled status and be registered at a public school or public charter school. The parents are required to submit their child's planned curriculum to the local

public school or public charter school principal at the beginning of each school year and a report of their child's academic progress at the end of each school year.

9. IDEA-Eligible Students

An IDEA-eligible student is a student who has been found eligible to receive special education and related services under the Individuals with Disabilities Education Act (IDEA). In order to receive such services, a student must have an Individualized Education Program (IEP) in effect.

10. Migrant Education Program Students

The Hawai'i Migrant Education Program, begun in July 1999, has gradually evolved into a fully operational program. Approximately 1,500 eligible students are enrolled in schools on the islands of Hawai'i, Maui, Kaua'i, and O'ahu. Migratory workers are largely Pacific Islanders, with a smaller number of Hispanic workers making up the second largest ethnic group. Most migrant workers are engaged in qualifying agricultural activities, and a small number are engaged in fishing activities.

11. Public Charter School Students

A public charter school student is a student who participates in an educational program that is an alternative to the programs provided by the public schools. Public charter schools have their own school boards and operate under a charter, or contract, with the state giving them more autonomy over their curriculum, budget, and staffing decisions.

12. 504 Students

A 504 student is a student who has a physical, mental, or emotional impairment that substantially limits one or more major life activities. In order to receive services, a student must have a 504 Plan in effect.

13. Serious Disciplinary Action Status Students

A Serious Disciplinary Action Status student is a student who may be placed at an appropriate site other than the home school on the basis of the student's behavior and the related Chapter 8-19, Hawai'i

Administrative Rules (Department of Education), misbehavior regulations.

APPENDIX J: SCHOOL PRINCIPAL CHECKLIST

The School Principal activity checklist below may be used to support the efforts of the technology, test, student services, and curriculum coordinators as they team up to complete key tasks before, during, and after the students are tested.

School Principal Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Before Testing				
<input type="checkbox"/> 1. Identify staff members who will serve as Technology Coordinator, Test Coordinator, Student Services Coordinator, and Curriculum Coordinator.	None	1 - 2 hours	August – September	Meet with the four coordinators to review their separate checklists of activities that need to be completed before, during, and after the administration of the spring Summative Smarter Balanced ELA/Literacy and Mathematics Assessments.
<input type="checkbox"/> 2. Submit the names and email addresses of the school Assessment Team to the Assessment Section by clicking this link to the School Contacts list on the DOE Intranet. School personnel (Principals, Vice Principals, SASAs, Test Coordinators, etc.) now have access to update school contact information throughout the school year. This ensures that Test Coordinators will receive important information in a timely manner.	None	30 minutes – 1 hour	August-September	Call the Assessment Section to request assistance at 808-307-3636.

	School Principal Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	<p>3. Enter Test Coordinator(s) contact information in the Test Information Distribution Engine (TIDE) System so he/she can receive important information from the testing contractor throughout the school year.</p> <p>Only one Test Coordinator may be listed as “primary” contact. Additional Test Coordinators can be added via “Add New Users Section” in TIDE.</p>	<i>TIDE User Guide</i>	30 minutes	August – September	<p>Test Coordinators/Administrators</p> <p>Call the toll free Help Desk number (1-866-648-3712) to request assistance in completing this task.</p>
<input type="checkbox"/>	<p>4. Meet with Curriculum Coordinator, Academic Coach, Title I Coordinator, etc. to determine the most effective ways to have the teachers receive professional development regarding the Tools for Teachers components to support their use of the Hawai‘i Common Core Standards during instruction throughout the school year.</p>	<p>What is Tools for Teachers? (video)</p> <p>How Tools for Teachers Supports Educators (video)</p> <p>Tools for Teachers Demonstration (video)</p> <p>What is Tools for Teachers? (Handout)</p> <p>Understanding the Formative Process (Handout)</p>	1 - 2 hours	August - September	Tools for Teachers
<input type="checkbox"/>	<p>5. Ask curriculum team to schedule a staff meeting or professional development session where they can share design and purpose of Interim Assessments and have teachers</p>	<i>Interim Assessments Test Administration Guide</i>	1 ½ - 3 hours or more as needed	September - April	<p>Test Coordinators/Administrators</p> <p>Request collaboration with complex area</p>

School Principal Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources	
<p>brainstorm various ways they can use these assessments with students as they prepare for spring Summative Assessments.</p> <p>Ask curriculum team to schedule one or more professional development sessions so teachers can learn how to score students' typed CAT and PT answers and use their results to guide instruction for ELA/Literacy and Mathematics Assessments.</p>	<p><i>Assessment Viewing Application User Guide</i></p> <p><i>Centralized Reporting User Guide</i></p>			<p>curriculum support staff as needed.</p>	
<input type="checkbox"/>	<p>6. Ask Test Coordinator to meet with curriculum team to determine most effective way to have students take Training Test for each grade band (3-5, 6-8, and 11) and content area which will familiarize them with software and navigational tools and Practice Test for each grade and content area which simulates corresponding Spring Summative Assessment.</p>	<p>None</p>	<p>1 - 2 hours</p>	<p>September – April</p>	<p>Student Practice and Training Test Login</p>
<input type="checkbox"/>	<p>7. Review scheduling and testing requirements with TC to ensure adequate time and resources for students.</p>	<p><i>Summative Test Administration Manual (TAM)</i>, sections 7.2 and 7.3</p>	<p>1 – 1½ hours</p>	<p>Complete at least 1-2 months prior to testing.</p>	<p>Test Coordinators/Administrators</p>
<input type="checkbox"/>	<p>8. Plan test administration training, review training modules, and ask TC to coordinate scheduling of individualized online training sessions for TAs as needed.</p>	<p><i>TAM</i>, sections 1.3, 1.4</p>	<p>1 – 1½ hours</p>	<p>Complete at least 1-2 months prior to testing.</p>	<p>Test Coordinators/Administrators</p>

	School Principal Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	9. Review test security procedures and ask TC to emphasize their importance with all staff members involved in test administration during group training.	<i>TAM</i> , sections 3.0 , 4.0 , and Appendix F	1 hour	Complete at least 1 - 2 months prior to testing.	Test Coordinators/Administrators
<input type="checkbox"/>	10. Review computer setup plan with Technology and Test Coordinators to ensure timely completion of the key tasks. <ul style="list-style-type: none"> Conduct network diagnostics. Download secure browser (beginning early December). Verify that school meets minimum technology requirements. 	<i>TAM</i> , section 6.0 Online Technology Guide	1 hour to review plan Number of hours to complete setup will vary based on number of computers used for testing	Complete at least 2 weeks prior to testing.	Test Coordinators/Administrators Technology Coordinators
During Testing					
<input type="checkbox"/>	11. Ask Technology Coordinator to monitor any technical problems and apply resolutions or inform TC and TAs if test sessions need to be rescheduled.	None	As needed	On-going throughout testing window.	
<input type="checkbox"/>	12. Ask TC and TAs to verify identified students' settings for designated supports and accommodations in TIDE before they are tested.	<i>TIDE User Guide</i>	As needed	Complete at least 2 weeks prior to testing identified students.	Test Coordinators/Administrators
<input type="checkbox"/>	13. Review documentation for all testing improprieties, irregularities, and breaches reported by TAs and TC. Follow reporting procedure according to section 4.0 .	<i>TAM</i> , section 4.0	As needed	On-going throughout testing window.	Test Coordinators/Administrators

School Principal Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> 14. Work with TC to report any test security incident to Assessment Section using Testing Incident Report Form according to guidelines in sections 4.0 and 5.0.	TAM, sections 4.0 and 5.0	As needed	On-going throughout testing window. Deadline for submitting documentation for all test security incidents is last day of testing window and school year.	Test Coordinators/ Administrators
<input type="checkbox"/> 15. Ensure that you, the vice principal (if applicable), or teacher in charge is available on campus during each summative assessment testing day to provide support for the TC and the staff members who are testing the students and to address any issues that arise.	None	As needed during the hours when students are being tested	Last day of the testing schedule for the identified grades at your school.	
After Testing				
<input type="checkbox"/> 16. Meet with your school's team of Technology, Test, Student Services, and Curriculum Coordinators to determine the most effective way to obtain feedback from the staff regarding the Smarter Balanced components in order to improve the entire process for the following school year, i.e., <ul style="list-style-type: none"> ▪ Accessibility Supports: Universal Tools, Designated Supports, and Accommodations ▪ SBA Sample Items ▪ Tools for Teachers ▪ Practice Tests and Training Tests ▪ Interim Assessments 	None	2 - 4 hours	Complete after the school's testing window has ended.	Work with the school's team of coordinators to compile this feedback so it can be shared with the staff at the beginning of following school year and used to make meaningful adjustments that will benefit the teachers and students. These sample feedback methods are not required and schools may choose their own method.

School Principal Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<ul style="list-style-type: none"> ▪ Summative Assessments Sample Feedback Methods <ul style="list-style-type: none"> ▪ Online anonymous survey completed by individual staff members involved in any of the components before and during the administration of the summative assessments. ▪ List of Recommendations submitted by each grade level / department/ principal's leadership team/ and/or student council. 				

Contact Information	
Questions about state policies	Questions about technology and the overall administration procedures
<p>Smarter Balanced Accommodations, Test Policy, Testing Irregularities</p> <p>Name: <u>HIDOE Assessment Section</u></p> <p>Phone: <u>808-307-3636</u></p> <p>Email: <u>hsa@k12.hi.us</u></p> <p>Your Smarter Balanced State Contacts (in the event of a test security incident)</p> <p>Name: <u>Karen Tohinaka or Bruce Hirotsu</u></p> <p>Phone: <u>808-307-3636</u></p> <p>Email: <u>karen.tohinaka@k12.hi.us</u> <u>bruce.hirotsu@k12.hi.us</u></p>	<p>Hawai'i Statewide Assessment Program Help Desk Monday-Friday from 7:30 a.m. to 4:00 p.m. HST 1-866-648-3712 hsaphelpdesk@air.org</p>

APPENDIX K: SCHOOL TEST COORDINATOR CHECKLIST

The School Test Coordinator activity checklist below can be printed for reference while consulting with colleagues about the tasks that need to be completed before, during, and after testing for the students in the identified grades.

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Before Testing				
<input type="checkbox"/> 1. Review all Smarter Balanced and state policy and test administration documents, including the online TA Certification Course and the self-paced online training modules posted on the Smarter Balanced Resources page.	<i>Summative Test Administration Manual (TAM)</i>	8 – 10 hours	Complete at least 2 months prior to testing.	Test Coordinators/ Administrators
<input type="checkbox"/> 2. Ensure that you attend the statewide assessment trainings, and that all TAs attend your school's training, take and pass the online TA Certification Course and review the self-paced online training modules posted on Smarter Balanced Resources page.	<i>TAM, section 2.1</i>	2 – 3 hours	Complete at least 1 – 2 months prior to testing.	Test Coordinators/ Administrators
<input type="checkbox"/> 3. Work with the Technology Coordinator to ensure timely computer setup: <ul style="list-style-type: none"> • Conduct network diagnostics. • Download the secure browser (beginning late August or early September). • Verify that your school has met the minimum technology requirements. • Ensure that other technical issues are resolved before and during testing. 	<i>TAM, section 6.0</i> Online Technology Guide	15 – 20 hours	Complete at least 1 – 2 months prior to testing.	Test Coordinators/ Administrators Technology Coordinators

	School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	<p>4. Communicate with the TAs to identify the number of headsets needed for each testing room and ensure that the number needed is available at least two weeks prior to the testing window.</p> <ul style="list-style-type: none"> Headsets are required for the ELA CAT assessment to support the Listening portions of the assessment, for students who require text-to-speech, or for students requiring audio glossaries (mathematics only). 	None	Up to 1 hour	Complete at least 2 weeks prior to testing.	<p>Order the number needed plus extra.</p> <p>Students are permitted and encouraged to use their own ear buds or headsets—but schools should also plan on having some available.</p>
<input type="checkbox"/>	<p>5. Perform an equipment needs check based on individual student requirements.</p> <ul style="list-style-type: none"> Work with TAs to identify students who will need specialized equipment for accommodations, refer to the Assistive Tech Manual to ensure functionality of equipment with the Test Delivery System. 	None	1 – 2 hours	Complete at least 2 weeks prior to testing.	
<input type="checkbox"/>	<p>6. Based on the test administration windows, work with Principal and TAs to establish a testing schedule.</p>	<i>TAM</i> , section 7.3	2 – 4 hours	Complete at least 1 – 2 months prior to testing.	Test Coordinators/ Administrators
<input type="checkbox"/>	<p>7. Work with TAs to review student information in Test Information Distribution Engine (TIDE) before students are tested to ensure that correct student information and test settings for designated supports and accommodations are applied.</p>	<p><i>TIDE User Guide</i></p> <p><i>TAM</i>, section 9.2</p> <p><i>TAM</i>, Appendix Q</p>	2 – 4 hours	Complete at least 1 – 2 weeks prior to testing.	Test Coordinators/ Administrators

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<p>Complete and submit Accommodation Verification Requests to the Assessment Section using the process described in Appendix Q. This should be done at least two weeks prior to testing if necessary.</p>				
<input type="checkbox"/> 8. Establish a place to test those students who need a separate test setting.	<p><i>Usability, Accessibility, and Accommodations Guidelines</i></p> <p><i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i</i></p>	1 - 2 hours	Complete at least 1 - 2 weeks prior to testing.	Test Coordinators/Administrators
<input type="checkbox"/> 9. Work with TAs to prepare quiet work for each test session for students who finish early.	None	1 - 2 hours	Complete at least 1 - 2 weeks prior to testing.	The activity should not be related to the assessment being given. For example, students who finish early may read a book or draw using teacher provided paper and pencil.
<input type="checkbox"/> 10. Review proper handling of all printed test materials and scratch paper with TAs prior to testing. TAs must collect all test materials on each day of testing to be kept in a secure location until after the test session, and then destroy according to the security policy outlined in the TAM. The only exception to this requirement is scratch paper (and graph paper for Grades 6 and up) used during Parts 1 and 2 of the Performance Task which	TAM, sections 3.2 and 11.0	1 hour	Complete during and after testing window.	Test Coordinators/Administrators

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
must be destroyed after the PT is completed.				
<input type="checkbox"/> 11. Emphasize the importance of adhering to all test security policies with every staff member who serves as a TA or proctor. <ul style="list-style-type: none"> All TAs will be asked to indicate that they will adhere to all test security during the completion of the TA Certification Course. 	TAM, section 3.0	1 hour	Ongoing	Test Coordinators/ Administrators
<input type="checkbox"/> 12. Document any testing impropriety, irregularity, or breach reported by TAs or other staff members, students, or parents and submit a Testing Incident Report Form to the Department's state level Assessment Section immediately after learning of the incident. <ul style="list-style-type: none"> Working with the Assessment Section staff, you may be asked to enter information for some incidents in the TIDE Testing Incidents Tab. 	TAM, sections 4.0 and 5.0	As needed	On-going	Test Coordinators/ Administrators
During Testing				
<input type="checkbox"/> 13. Monitor testing progress during testing window and ensure that all students participate as appropriate, addressing student issues as needed.	None	As needed	On-going	
<input type="checkbox"/> 14. Discuss any technical issues with School Technology Coordinator to determine most appropriate resolution.	None	As needed	On-going	

	School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	15. Confirm that TAs have verified student settings for designated supports and accommodations in TIDE.	<i>TIDE User Guide</i>		Complete at least 1 – 2 weeks prior to testing.	Test Coordinators/ Administrators
<input type="checkbox"/>	16. Assist TAs in taking proper measures to ensure that identified students have access only to allowable/ documented embedded and non-embedded designated supports and accommodations during testing.	None		Complete prior to testing.	
<input type="checkbox"/>	17. Verify that TAs are adhering to all test security policies and practices and that they have access to the Test Security Incident Log, and that they understand how to complete this document if testing improprieties, irregularities, or breaches occur.	<i>TAM</i> , sections 3.0 , 4.0 , 5.0 , and Appendix F		Complete during testing.	Test Coordinators/ Administrators
After Testing					
<input type="checkbox"/>	18. Check with TAs to confirm that all printed test materials, scratch paper, and graph paper used by students during each test session have been destroyed according to the security policy outlined in the <i>TAM</i> .	<i>TAM</i> , sections 3.2 and 11.0		Complete after testing.	Test Coordinators/ Administrators
<input type="checkbox"/>	19. Ensure that all test security incidents were reported in accordance with the <i>Ensuring Test Security and Responding to Testing Improprieties, Irregularities, and Breaches Guidelines</i> in this manual and the <i>TIDE User Guide</i> .	<i>TAM</i> . Sections 3.0 and 4.0		Complete after testing.	Test Coordinators/ Administrators

	School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	20. Ensure that all students who have not started the Assessment are given a Reasons for Non-Participation code to verify their reason for not participating in the Assessment. Every student needs to be accounted for.	None		Complete after testing.	
<input type="checkbox"/>	21. Meet with the TAs and proctors after your school's testing window closes to discuss the test administration procedures that were clear and easy to implement and the procedures that were the most challenging. This summarized information can be used to improve the training and support for the summative administration.	None	1 - 2 hours	Complete after the school's testing window has ended.	<p>This summarized information can be used to improve the training and support for the summative administration.</p> <p>This feedback option is not required and schools may choose their own method.</p>
<input type="checkbox"/>	<p>22. Meet with your school's team of Technology, Test, Student Services, and Curriculum Coordinators to determine the most effective way to obtain feedback from the staff regarding the Smarter Balanced components in order to improve the entire process for the following school year, i.e.,</p> <ul style="list-style-type: none"> ▪ Tools for Teachers ▪ Accessibility Supports: Universal Tools, Designated Supports, and Accommodations ▪ Practice Tests and Training Tests ▪ Interim Assessments ▪ Summative Assessments <p>Sample Feedback Methods</p> <ul style="list-style-type: none"> ▪ Online anonymous survey completed by individual staff members involved in any of the components before and during the administration 	None	2 - 4 hours	Complete after the school's testing window has ended.	<p>Work with the school's team of coordinators to compile this feedback so it can be shared with the staff at the beginning of the following school year and used to make meaningful adjustments that will benefit the teachers and students.</p> <p>These feedback methods are not required and schools may choose their own method.</p>

School Test Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<p>of the summative assessments.</p> <ul style="list-style-type: none"> List of Recommendations submitted by each grade level / department/ principal's leadership team/ and/or student council. 				

Contact Information	
Questions about the overall administration and state policies	Questions about technology and the overall administration procedures
<p>Smarter Balanced Accommodations, Test Policy, Testing Irregularities</p> <p>Name: <u>HIDOE Assessment Section</u></p> <p>Phone: <u>808-307-3636</u></p> <p>Email: <u>hsa@k12.hi.us</u></p> <p>Your Smarter Balanced State Contacts (in the event of a test security incident)</p> <p>Name: <u>Karen Tohinaka or Bruce Hirotsu</u></p> <p>Phone: <u>808-307-3636</u></p> <p>Email: <u>karen.tohinaka@k12.hi.us</u> <u>bruce.hirotsu@k12.hi.us</u></p>	<p>Hawai'i Statewide Assessment Program Help Desk Monday–Friday from 7:30 a.m. to 4:00 p.m. HST 1-866-648-3712 hsaphelpdesk@air.orgcambiumassessment.com</p>

APPENDIX L: SCHOOL TEST ADMINISTRATOR CHECKLIST

The School Test Administrator activity checklist below may be printed as a reference while completing the tasks before, during, and after testing the students.

School Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Before Testing				
<input type="checkbox"/> 1. Review all Smarter Balanced and state policy and test administration documents, particularly the <i>Test Administration Manual (TAM)</i> .	<i>Summative Test Administration Manual (TAM)</i> , section 2.1	1 – 2 hours	Complete at least 2 – 3 weeks prior to testing.	Test Coordinators/ Administrators
<input type="checkbox"/> 2. Complete the online TA Certification Course. Review the self-paced online training modules and attend school or state training sessions, if any are offered.	<i>TAM</i> , section 2.1	2 – 3 hours	Complete at least 2 – 3 weeks prior to testing.	Online TA Certification Course
<input type="checkbox"/> 3. Show students the “CAT Training Module” and “Embedded Universal Tools and Online Features Training Module.”	<i>TAM</i> , section 2.1	1 hour	Complete while spaced over 2 – 3 weeks prior to testing.	Training Modules
<input type="checkbox"/> 4. Provide students with a walk-through of the Training Test and/or Practice Test for familiarity with navigation of the system and tools.	<i>TAM</i> , Appendix D	1 hour	Complete while spaced over 2 – 3 weeks prior to testing.	Student Training & Practice Tests
<input type="checkbox"/> 5. Perform an equipment needs check based on individual student requirements. <ul style="list-style-type: none"> Work with the TC to identify students who will need specialized equipment for accommodations, refer to the Assistive Tech Manual to ensure functionality of equipment with the Test Delivery System. 	None	1 – 2 hours	Complete at least 2 weeks prior to testing.	Students are permitted and encouraged to use their own ear buds or headsets—but schools should also plan on having some available.
<input type="checkbox"/> 6. Work with the TC to determine specific testing dates and times based on	<i>TAM</i> , section 7.3		Complete at least 1 – 2 weeks prior to testing.	Test Coordinators/ Administrators

School Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> the school's testing schedule.				
<input type="checkbox"/> 7. Confirm that you have received your TIDE login information. You should have received an automated email notifying you of how to log in to TIDE . You will also use this username (your school email address) and password for any other CAI-provided systems.	<i>TIDE User Guide</i>	2 – 4 hours	Complete at least 1 – 2 weeks prior to testing.	Test Coordinators/Administrators TIDE If you have not received this information, please check your spam/junk email folder to see if it was mistakenly routed there. If not, check with your School Test Coordinator.
<input type="checkbox"/> 8. Confirm each identified student's allowable/ documented test settings for embedded and non-embedded designated supports and accommodations in TIDE using their IEP or 504 Plan documentation or other relevant documentation as appropriate.	<i>TIDE User Guide</i>	2 – 4 hours	Complete at least 1 – 2 weeks prior to testing.	Test Coordinators/Administrators
<input type="checkbox"/> 9. Ensure that the correct secure browser has been downloaded to any computer(s) which students will use during testing.	Online Technology Guide	1 – 2 hours	Complete at least 1 – 2 weeks prior to testing and double check again the day before testing or morning of testing.	Technology Coordinators
<input type="checkbox"/> 10. Communicate to all students the need for headsets in order to take the ELA Listening portions of the assessment. Identified students also need to use the voice package for the following purposes: <ul style="list-style-type: none"> translation glossary designated support 	None		Make a count of needed headsets (vs. students who have their own) at least 3 weeks prior to testing and tell your TC the number needed.	Administration of the ELA /literacy assessment will contain a listening portion. Students will need ear buds or headsets. Make sure your school has extras available for students who may need.

School Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<p>for mathematics items only,</p> <ul style="list-style-type: none"> text-to-speech designated support for ELA and mathematics items only, text-to-speech accommodation for ELA CAT reading passages only <p>This accommodation must be approved and activated by the Assessment Section.</p> <p>Identify any students who may not have their own headsets and make arrangements with the school to have headsets available for those students. Counts should be determined prior to testing.</p> <ul style="list-style-type: none"> Also have extra headsets on hand for students who may forget to bring theirs. Send reminders several days before and the day prior to testing to ensure students remember to bring headsets. 			<p>Three days before testing, remind students to have their headsets available the day of tests.</p> <p>One day before testing, remind students to bring their headsets.</p>	<p>need them on the day of testing.</p> <p>Have extra headsets on hand in case students forget.</p>
<input type="checkbox"/> 11. ELA assessments will have a CAT and a performance task (PT). Math assessments will have a CAT only.	<p>TAM, section 9.2</p>		<p>Complete the week of testing.</p>	<p>Test Coordinators/Administrators</p>
<input type="checkbox"/> 12. Prior to administration, check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. Make sure that no computer has dual monitors.	<p>None</p>	<p>1 – 2 hours</p>	<p>Complete the morning of testing.</p>	<p>The TA should open the secure browser on each computer after closing any unnecessary applications.</p>

School Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<ul style="list-style-type: none"> Work with your Technology Coordinator to set system volume prior to students launching the secure browser to ensure students can hear the Listening portion of the ELA CAT. 				
<input type="checkbox"/> 13. Review all guidelines for creating a secure test environment. <ul style="list-style-type: none"> Review all security procedures and guidelines in the <i>TAM</i>. 	<i>TAM</i> , section 3.0		Prior to and during day(s) of testing.	Test Coordinators/Administrators
During Testing				
<input type="checkbox"/> 14. Make sure the physical conditions of the testing room are satisfactory. <ul style="list-style-type: none"> Make sure that no instructional materials directly related to the content of the assessments are visible. Students should be seated so there is enough space between them, or provide desktop partitions to minimize opportunities to look at each other's screen. Actively monitor students throughout the test sessions. Students who are not scheduled for testing, unauthorized staff, and other adults must not be in the room where a test is being administered. 	<i>TAM</i> , section 3.0		Complete during day(s) of testing.	Test Coordinators/Administrators <ul style="list-style-type: none"> Make sure students clear their desks and put away all books, backpacks, purses, cell phones, electronic devices of any kind, and other materials not needed for the test. Ensure that students do not access unauthorized electronic devices (such as cell phones) at any time during testing.

	School Test Administrator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	15. On the day of testing, verify that the students have their login information (first name, SSID, and session ID).	<i>TIDE User Guide</i>		Complete during day(s) of testing.	Test Coordinators/Administrators TIDE
<input type="checkbox"/>	16. Administer the Smarter Balanced Assessments, following the script that includes the directions for administration. Check to see that identified students are using the appropriate embedded and non-embedded designated supports and accommodations during each test session.	<i>TAM</i> , section 10.1		Complete during day(s) of testing.	Provide students with scratch paper for all test sessions. Also provide students in grades 6 and above graph paper for the mathematics assessments.
<input type="checkbox"/>	17. Report any testing improprieties, irregularities, and breaches to the Principal and TC using the Testing Incident Report Form immediately after an impropriety, irregularity, or breach occurs.	<i>TAM</i> , sections 4.0 , 5.0 , and Appendix F		Complete as soon as possible during or immediately following testing.	
After Testing					
<input type="checkbox"/>	18. Securely dispose of all printed testing materials, including, print-on-demand documents, and scratch paper in a secure manner. Also securely dispose of student login information after they have completed all of the test sessions for each content area.	<i>TAM</i> , sections 3.0 and 11.0		Complete after testing.	

Contact Information	
Questions about the overall administration and state policies	Questions about technology and the overall administration procedures
<p>Smarter Balanced Accommodations, Test Policy, Testing Irregularities</p> <p>Name: <u>HIDOE Assessment Section</u></p> <p>Phone: <u>808-307-3636</u></p> <p>Email: <u>hsa@k12.hi.us</u></p> <p>Your Smarter Balanced State Contacts (in the event of a test security incident)</p> <p>Name: <u>Karen Tohinaka or Bruce Hirotsu</u></p> <p>Phone: <u>808-307-3636</u></p> <p>Email: <u>karen.tohinaka@k12.hi.us</u> <u>bruce.hirotsu@k12.hi.us</u></p>	<p>Hawai'i Statewide Assessment Program Help Desk Monday–Friday from 7:30 a.m. to 4:00 p.m. HST 1-866-648-3712 hsaphelpdesk@air.org</p> <p>School Technology Coordinator</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>School Test Coordinator</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>School Principal</p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

APPENDIX M: SCHOOL TECHNOLOGY COORDINATOR CHECKLIST

The School Technology Coordinator activity checklist below can be printed for reference during review of networks and computers used for testing.

School Technology Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
Before Testing				
<input type="checkbox"/> 1. Verify that all of your school's computers which will be used for online testing meet the operating system requirements.	Online Technology Guide	5 – 10 hours	3 – 4 weeks before testing begins in your school.	Technology Coordinators
<input type="checkbox"/> 2. Verify that your school's network and Internet are properly configured for testing, conduct network diagnostics, and resolve any issues.	Online Technology Guide	5 – 10 hours	3 – 4 weeks before testing begins in your school.	Technology Coordinators
<input type="checkbox"/> 3. Install the secure browser on all computers that will be used for testing.	Online Technology Guide	5 – 10 hours	3 – 4 weeks before testing begins in your school.	Technology Coordinators
<input type="checkbox"/> 4. Enable pop-up windows and review software requirements for each operating system.	Online Technology Guide	5 – 10 hours	1 – 2 weeks before testing begins in your school.	Technology Coordinators
<input type="checkbox"/> 5. On Windows computers, disable any forbidden applications (e.g., Fast User Switching). If a student can access multiple user accounts on a single computer, you are encouraged to disable the Fast User Switching function.	Online Technology Guide	5 – 10 hours	1 – 2 weeks before testing begins in your school.	Technology Coordinators
<input type="checkbox"/> 6. On Mac computers, disable any forbidden applications (e.g., Exposé or Spaces in Mission Control).	Online Technology Guide	5 – 10 hours	1 – 2 weeks before testing begins in your school.	Technology Coordinators
<input type="checkbox"/> 7. On Chromebooks , disable any forbidden applications (e.g., ChromeVox).	Online Technology Guide	5 – 10 hours	1 – 2 weeks before testing begins in your school.	Technology Coordinators

School Technology Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/> 8. Verify that voice package is operating correctly on each computer because all students need to use it for the Listening section of the ELA/Literacy Assessment. Identified students also need to use the voice package for the following purposes: <ul style="list-style-type: none"> ▪ translation glossary designated support for mathematics items only ▪ text-to-speech designated support for ELA and mathematics items only ▪ text-to-speech accommodation for ELA CAT reading passages only This accommodation must be approved and activated by the Assessment Section.	Online Technology Guide Assistive Technology Manual to ensure functionality of equipment with the Test Delivery System	5 – 10 hours	1 – 2 weeks before testing begins in your school.	Technology Coordinators Students' personal ear buds and/or school purchased headphones may be used when audio access via the voice package is needed.
During Testing				
<input type="checkbox"/> 9. Monitor any technical problems during testing and apply resolutions or inform TC and TAs if test sessions need to be rescheduled.	None	As needed	Ongoing throughout testing window.	
<input type="checkbox"/> 10. Be available during the test window for Test Coordinators to communicate any technical issues.	None	As needed	Ongoing throughout testing window.	

School Technology Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
After Testing				
<input type="checkbox"/> 11. Meet with your school's team of Technology, Test, Student Services, and Curriculum Coordinators to determine the most effective way to obtain feedback from the staff regarding the Smarter Balanced components in order to improve the entire process for the following school year, i.e., <ul style="list-style-type: none"> ▪ Accessibility Supports: Universal Tools, Designated Supports, and Accommodations ▪ SBA Sample Items ▪ Tools for Teachers ▪ Practice Tests and Training Tests ▪ Interim Assessments ▪ Summative Assessments <p>Sample Feedback Methods</p> <ul style="list-style-type: none"> ▪ Online anonymous survey completed by individual staff members involved in any of the components before and during the administration of the summative assessments. ▪ List of Recommendations submitted by each grade level / department/ principal's leadership team/ and/or student council. 	None	2 - 4 hours	Complete after the school's testing window has ended.	<p>Work with the school's team of coordinators to compile this feedback so it can be shared with the staff at the beginning of the following school year and used to make meaningful adjustments that will benefit the teachers and students.</p> <p>These feedback methods are not required and schools may choose their own method.</p>

APPENDIX N: SCHOOL STUDENT SERVICES COORDINATOR CHECKLIST

The School Student Services Coordinator activity checklist below can be printed for reference during consultation with school colleagues regarding the use of appropriate Universal Tools, Designated Supports, and Accommodations by identified IDEA-eligible, 504, and EL students.

School Student Services Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources	
Before Testing					
<input type="checkbox"/>	<p>1. Become familiar with Universal Tools, Designated Supports, and Accommodations that can be used by identified IDEA-eligible and 504 students based on their learning needs.</p>	<p><i>Usability, Accessibility, and Accommodations Guidelines</i></p> <p><i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i</i></p> <p>Hawai'i State Test Accommodation Guides</p> <p><i>Guidelines for Choosing TTS or Read Aloud Accommodations (Grades 3-5)</i></p> <p><i>Guidelines for Read Aloud, Test Reader</i></p> <p><i>Guidelines for Simplified Test Directions</i></p> <p><i>Read Aloud Training Module PPT</i></p> <p><i>Scribing Protocol</i></p> <p><i>Scribing Protocol Training Module PPT</i></p>	<p>2 - 3 hours</p>	<p>Ongoing throughout testing window.</p>	<p>Test Coordinators/Administrators</p>
<input type="checkbox"/>	<p>2. Meet with the Test Coordinator, SPED Department Chairperson, 504 Coordinator(s), and EL teacher(s)/tutor(s) to determine the most understandable way to share this information with</p>	<p>None</p>	<p>1 - 2 hours</p>	<p>2 - 3 months before students are tested to ensure that appropriate Universal Tools, Designated Supports, and</p>	<p>Consult with other Student Services Coordinators and complex area support staff to obtain additional ideas/strategies for sharing this</p>

School Student Services Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
the teachers who provide services for students with disabilities or language acquisition needs.			Accommodations are identified for each student and entered in the TIDE System.	information with teachers.
<input type="checkbox"/> 3. Collaborate with TC and IEP/504 Plan Teams to identify appropriate accommodations for students with an IEP/504 Plan. Assist TC in requesting those accommodations following the procedures in Appendix Q .	TAM Appendix Q	1 - 2 hours	2 - 3 months before students are tested to ensure that appropriate accommodations are identified for each student and entered in the TIDE System.	Accessibility and Accommodations
After Testing				
<input type="checkbox"/> 4. Meet with your school's team of Technology, Test, Student Services, and Curriculum Coordinators to determine the most effective way to obtain feedback from the staff regarding the Smarter Balanced components in order to improve the entire process for the following school year, i.e., <ul style="list-style-type: none"> ▪ Tools for Teachers ▪ Accessibility Supports: Universal Tools, Designated Supports, and Accommodations ▪ Practice Tests and Training Tests ▪ Interim Assessments ▪ Summative Assessments Sample Feedback Methods <ul style="list-style-type: none"> ▪ Online anonymous survey completed by individual staff members involved in any of the components before and during the administration of the summative assessments. ▪ List of Recommendations submitted by each grade level / department/ principal's leadership team/ and/or student council. 	None	2 - 4 hours	Complete after the school's testing window has ended.	Work with the school's team of coordinators to compile this feedback so it can be shared with the staff at the beginning of the following school year and used to make meaningful adjustments that will benefit the teachers and students. These feedback methods are not required and schools may choose their own method.

APPENDIX O: SCHOOL CURRICULUM COORDINATOR CHECKLIST

The School Curriculum Coordinator activity checklist below can be printed for reference during consultation with school colleagues regarding the use of Tools for Teachers, Interim Assessments, Training Tests and Practice Tests.

Curriculum Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources	
Before Testing					
<input type="checkbox"/>	<p>1. Meet with the Academic Coach, Literacy Coach, and/or Title I Coordinator, etc. at your school to determine the most effective ways to have the teachers receive professional development regarding Tools for Teachers components to support their use of the Hawai'i Common Core Standards during instruction throughout the school year.</p>	<p><i>What is Tools for Teachers? (video)</i></p> <p><i>How Tools for Teachers Supports Educators (video)</i></p> <p><i>Tools for Teachers Demonstration (video)</i></p> <p><i>What is Tools for Teachers? (Handout)</i></p> <p><i>Understanding the Formative Process (Handout)</i></p>	<p>1 - 2 hours</p>	<p>August - September</p>	<p>Tools for Teachers</p>
<input type="checkbox"/>	<p>2. The curriculum team needs to consult with the principal to determine the most appropriate time to schedule a staff meeting or PD-3 professional development session with the teachers to share the design and purpose of the Interim Assessments and have them brainstorm various ways they can use these assessments with students that will be available in September as they prepare for the spring Summative Assessments.</p>	<p><i>Interim Assessments Test Administration Guide</i></p> <p><i>Assessment Viewing Application (AVA) User Guide</i></p> <p><i>Centralized Reporting User Guide</i></p>	<p>1 ½ - 3 hours or more as needed</p>	<p>September - April</p>	<p>Test Coordinators/ Administrators</p>

	Curriculum Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
<input type="checkbox"/>	<p>3. Become familiar with the <i>Usability, Accessibility, and Accommodations Guidelines</i> so you will have general knowledge when teachers want to discuss how students can successfully participate in the Training Tests, for each grade band (3-5, 6-8, and 11) and content area which will familiarize them with software and navigational tools and Practice Test for each grade and content area which simulates corresponding spring 2022 Summative Assessments by using the appropriate Universal Tools, Designated Supports, and Accommodations.</p>	<p><i>Usability, Accessibility, and Accommodations Guidelines</i></p> <p><i>Crosswalk of Accessibility Features Across State Assessments in Hawai'i</i></p>	1 - 2 hours	2 - 3 months before students are tested to ensure that appropriate Universal Tools, Designated Supports, and Accommodations are identified for specific students and entered in the TIDE System.	<p>Student Practice and Training Tests</p> <p>Test Coordinators/Administrators</p>
<input type="checkbox"/>	<p>4. Assist your school's grade levels or departments to compare students' standards-based ELA/literacy and mathematics Interim Comprehensive Assessment and Summative Assessment cross-sectional or longitudinal scores with their other standards-based classroom assessment scores and grades to identify similar or different achievement patterns for various student subgroups, e.g., males/females, receiving/not receiving supplementary academic services, grades/SB achievement levels, EL/non-EL.</p>	<i>Smarter Balanced Score Descriptions</i>	1 - 2 hours to explain the analysis process to teachers	Ongoing throughout the school year based on when the Interim Assessments and Summative Assessments are administered by entire grade levels / departments or individual teachers	Test Coordinators/Administrators

Curriculum Coordinator Activities	Reference in Manual	Estimated Time to Complete	Target Completion Date	Notes/Resources
After Testing				
<input type="checkbox"/> 5. Meet with your school's team of Technology, Test, Student Services, and Curriculum Coordinators to determine the most effective way to obtain feedback from the staff regarding the Smarter Balanced components in order to improve the entire process for the following school year, i.e., <ul style="list-style-type: none"> ▪ Tools for Teachers ▪ Accessibility Supports: Universal Tools, Designated Supports, and Accommodations ▪ Practice Tests and Training Tests ▪ Interim Assessments ▪ Summative Assessments <p>Sample Feedback Methods</p> <ul style="list-style-type: none"> ▪ Online anonymous survey completed by individual staff members involved in any of the components before and during the administration of the summative assessments. ▪ List of Recommendations submitted by each grade level / department/ principal's leadership team/ and/or student council. 	None	2 - 4 hours	Complete after the school's testing window has ended.	<p>Work with the school's team of coordinators to compile this feedback so it can be shared with the staff at the beginning of the following school year and used to make meaningful adjustments that will benefit the teachers and students.</p> <p>These feedback methods are not required and schools may choose their own method.</p>

APPENDIX P: TESTING INCIDENT REPORT FORM

2022-2023 Hawai'i Statewide Assessment Program Testing Incident Report Form		
School:	School Code:	Today's Date:
School Telephone Number:	Test Coordinator Name:	
Person Completing this Report:	Test Coordinator E-mail:	
	Test Administrator Name:	
Severity Level: <input type="checkbox"/> Impropriety <input type="checkbox"/> Irregularity <input type="checkbox"/> Breach		Initiated by: <input type="checkbox"/> Adult <input type="checkbox"/> Student
Assessment: <input type="checkbox"/> Smarter Balanced ELA/Literacy CAT <input type="checkbox"/> Smarter Balanced ELA/Literacy PT <input type="checkbox"/> Smarter Balanced Mathematics <input type="checkbox"/> HSA Science (NGSS) <input type="checkbox"/> Algebra 1 EOC <input type="checkbox"/> Algebra 2 EOC <input type="checkbox"/> Biology 1 (NGSS) EOC <input type="checkbox"/> HSA-AIT <input type="checkbox"/> ACCESS for ELLs <input type="checkbox"/> KĀ'EO		
Date/Time of Incident:	Grade Level:	Test Session ID:

Description of Incident:

Description of Action Taken:

Adults Involved:

Name	Assessment Role	Description of Involvement	Action Taken

Students Involved:

SSID	Description of Involvement	Action Taken

Assessment Section Use Only

Verified: Y or N

Name and Date:

Fax the completed form (and additional sheets as necessary) to the Assessment Section at (808) 733-4483
The school Test Coordinator should retain the original form for documentation purposes.

APPENDIX Q: STATE TEST ACCOMMODATION VERIFICATION REQUEST FORM

Click the following link to request verification for a state test accommodation: [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](#) or type "<https://www.surveymonkey.com/r/ACCOM2022-23>" into your browser's address bar. A separate form is required for each IEP/504 student in need of state test accommodation(s).

The [State Test Accommodations Identification and Verification Request Process](#) should be followed prior to submitting the Verification Request Form.

When submitting the verification request form the following information is required:

1. Student 10-digit SSID
2. Enrolled grade
3. School name
4. School 3-digit code
5. Name, email address, and role of the person submitting the form
6. Accommodation(s) to be retained or modified

Please check the accuracy of all required information in order to avoid delays in processing.

After completing all the required fields, the "Submit" button must be clicked to send the form electronically to the Assessment Section. Please note that once the form is submitted, it cannot be revised. If a request form is submitted inadvertently or incorrectly, complete a new form, noting in the *Additional Comments* box of the form the error(s) made in the submitted form and if/how the request should be rectified or cancelled. The requestor or authorized school contact will receive an email response from the Assessment Section regarding the status of the correction/cancellation request.

Important Notes:

- Verified state test accommodations from SY 2021-22 will be carried over to SY 2022-23. However, the school test coordinator needs to submit the [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](#) to retain or modify (add and/or remove) prior verified state test accommodation(s) for use in SY 2022-2023. If there is:
 - **No Change to the student's *Statewide Assessment* accommodation(s) in the IEP/504 Plan or Verified State Test Accommodation(s):** If the same set of verified state test accommodations from SY 2021-2022 will be used in SY 2022-2023, then the Test Coordinator or authorized school contact should select the "No Change" box under question #11 of the test accommodation request form and submit the form.
 - **A change to the student's IEP/504 Plan - Removing Verified State Test Accommodation(s):** To remove any prior verified state test accommodation that is no longer needed for state testing, the Test Coordinator or authorized school contact should select the "Remove Accommodation(s)" box under question #11 of the test accommodation request form, name the accommodation(s) to be removed in the "Additional Comments" box (located at the end of the form), and submit the form.

- **A change to the student's IEP/504 Plan - Adding New State Test Accommodation(s):**
To request verification of new state test accommodation(s) for SY 2022-2023, check the “*Add Accommodation(s)*” box under question #11 of the test accommodation form, select the new accommodation(s) for state testing from the list provided under question #12 of the form, and submit the form.
- Designated supports (DSs) can be set in TIDE at the school level by Teachers, Test Administrators, and Test Coordinators (TCs). Review Table 4 in the [Crosswalk of Accessibility Features Across State Assessments in Hawai'i \(CAF\)](#) for the list of DSs available by test content area before submitting state test accommodation verification requests.
- Test Coordinators do NOT need to resubmit requests for verified accommodations from the previous school year. Test Coordinators may review the student's [TIDE](#) record to view previously verified accommodations. If a student's IEP team decides to remove a state test accommodation, then the school Test Coordinator should contact the Assessment Section to have the student's TIDE record updated.
- The [SY 2022-2023 Hawai'i State Test Accommodation Verification Request Form](#) should be submitted one month prior to the opening of the test window. For example, if the test window opens on February 15th then the request form is due January 15th.
- In all cases, state test accommodation requests should be submitted to the Assessment Section no later than **14** days prior to (interim or summative) testing of a student.

A full listing of available supports, their definitions, suggestions for their use, and questions to guide IEP/504 Plan team decision-making can be found on the [Accessibility and Accommodations resource page](#) of the Smarter Balanced portal on alohahsap.org.

Please contact the Assessment Section at 808-307-3636, or email at hsa@k12.hi.us, for support in requesting state test accommodations.

APPENDIX R: COURTESY TESTING FOR HOME-SCHOOLED STUDENTS

Verification of Student Status Form

Date: _____

Student Name: _____

10-digit Student ID: _____ Grade Level: _____

School Name: _____ School Code: _____

School Contact Person Name: _____

School Contact Telephone Number: _____

School Contact Person E-mail: _____

Assessment(s):
(check all that apply) Smarter Balanced ELA/Literacy Smarter Balanced Mathematics HSA Science (NGSS)

Note: Courtesy testing for home-schooled students is not provided for the EOC Exams.

An Assessment Section staff member will inform the School Contact Person (listed above) whether this request has been approved or disapproved after it has been processed.

A home-schooled student cannot access the secure online Smarter Balanced ELA/Literacy or Mathematics Assessments or the Hawai'i Science (NGSS) Assessment until the grade level provided by the elementary school office staff or secondary school registrar and entered on this form has been activated in TIDE by the Assessment Section.

Do not ask parents to bring their home-schooled child to your school to be tested until an Assessment Section staff member informs the School Contact Person (listed above) that the student can access the secure online testing site.

Assessment Section Use Only

Verified: Y or N
Name and Date:

Fax the completed form to the Assessment Section at (808) 733-4483.
The school Test Coordinator should retain the original form for documentation purposes.

APPENDIX S: UNIQUE DESIGNATED SUPPORTS OR ACCOMMODATIONS**Unique State Test Designated Supports and/or Accommodations Verification Form**

A separate form for each unique state test designated support and/or accommodation that is not included on the list of HSAP resources (see criterion no. 1 below) must be submitted and approved prior to its use for statewide testing.

Date: _____

Student Name: _____ 10-digit Student ID: _____ Grade Level: _____

School Name: _____ School Code: _____

School Contact Person Name: _____

School Contact Tel No.: _____ School Contact Person E-mail: _____

Check each criterion that applies to this unique designated support and/or accommodation request.

1. The designated support or accommodations is unique if it is not listed in the following HSAP resources:
 - *Usability, Accessibility, and Accommodations Guidelines (UAAG)*
 - *Crosswalk of Accessibility Features Across State Assessments in Hawaii (CAF)*
 - *HSAP Test Administration Manuals* for interim (if available) and summative assessments for the Alternate, Science (NGSS) and End-of-Course Exams, and Smarter Balanced Assessments
 - *KĀ'EO Test Administration Manual*: some of the currently available Smarter Balanced state test designated supports may not be available for KĀ'EO Assessments. Contact the KĀ'EO Help Desk to confirm that the unique state test designated support being requested can be made available for KĀ'EO Assessments; upon confirmation, complete and submit this form to the Assessment Section with cc to the KĀ'EO Help Desk.
 - HSAP guidance brief(s)
2. Based on student's identified learning needs
3. Currently provided during classroom instruction
4. Agreed upon by teachers and/or staff members who provide instruction and/or services to the student

More detailed information about the student's need for unique designated supports and/or accommodations may be requested by the Assessment Section if deemed necessary.

In the space below, describe this unique designated support and/or accommodation and state the reason(s) the student needs it:

The principal and teachers who provide classroom instruction for the student must sign this form to verify that the student meets the criteria listed above for this unique designated support and/or accommodation.

Print Name	Signature	Title
		Principal
		Teacher
		Teacher

Assessment Section Use Only

Verified: Y or N
Name and Date:

Fax or email the completed form (and additional sheets as necessary) to the Assessment Section at (808) 733-4483 or hsa@k12.hi.us.

The school Test Coordinator should retain the original form for documentation purposes.

APPENDIX T: ON-ISLAND ALTERNATIVE SITE REQUEST FORM FOR PAPER/PENCIL HSAP ASSESSMENTS

Verification of Student Need Form

This form is to be used to request paper/pencil Smarter Balanced, HSA Science (NGSS), or EOC materials for a student who is receiving services at an on-island Alternative site, Home/Hospital site, or Serious Disciplinary Action Status site that does not have Internet access required for online HSAP testing or has other technology issues. Schools are responsible for assessing the students at on-island sites.

Date: _____

Student Name: _____ 10-digit Student ID: _____ Grade Level: _____

School Name: _____ School Code: _____

School Street Address (Street, City, Zip Code – No P.O. Box): _____

School Contact Person Name: _____

School Contact Person Telephone Number: _____

School Contact Person E-mail: _____

Indicate assessment(s) or exam(s) for which paper/pencil materials are requested:

- Smarter Balanced ELA/Literacy Smarter Balanced Mathematics
 HSA Science (NGSS) Biology 1 (NGSS) EOC
 Algebra 1 EOC Algebra 2 EOC

Note: The student must use the same type of test form (i.e., paper/pencil or online) for both the CAT and PT of the Smarter Balanced ELA/Literacy or the CAT of the Smarter Balanced mathematics assessment. Requesting a Smarter Balanced paper/pencil assessment will include a paper/pencil fixed-form test and/or a paper/pencil performance task, as appropriate.

On-island Institution or Location Name Where Student Currently Receives Services:

Assessment Section Use Only

Verified: Y or N
Name and Date:

Fax the completed form to the Assessment Section at (808) 733-4483.
The school Test Coordinator should retain the original form for documentation purposes.

APPENDIX U: OFF-ISLAND ALTERNATIVE SITE ADMINISTRATION REQUEST FORM FOR PAPER/PENCIL HSAP ASSESSMENTS

Verification of Student Need Form

This form is to be used to request off-island administration for a student who is receiving services at an Alternative site, Home/Hospital Instruction site, or Serious Disciplinary Action site. Schools are responsible for assessing these students if they are receiving services on-island.

Date: _____

Student Name: _____ 10-digit Student ID: _____ Grade Level: _____

School Name: _____ School Code: _____

School Street Address (Street, City, Zip Code – No P.O. Box): _____

School Contact Person Name: _____

School Contact Person Telephone Number: _____

School Contact Person E-mail: _____

Indicate assessment(s) or exam(s) for which paper/pencil materials are requested:

- Smarter Balanced ELA/Literacy Smarter Balanced Mathematics
- HSA Science (NGSS) Biology 1 (NGSS) EOC
- Algebra 1 EOC Algebra 2 EOC

Note: The student must use the same type of test form (i.e., paper/pencil or online) for both the CAT and PT of the Smarter Balanced ELA/Literacy or a CAT of the Smarter Balanced mathematics assessment. Requesting a Smarter Balanced paper/pencil assessment will include a paper/pencil fixed-form test and/or a paper/pencil performance task, as appropriate.

Institution or Location Name Where Student Currently Receives Services: _____

Institution or Location Address: _____

Institution or Location Telephone Number: _____

Institution or Location Contact Person Name: _____

Institution or Location Contact Person Telephone Number: _____

Institution or Location Contact Person Email: _____

All students tested at OFF-ISLAND sites will be given HSAP assessments in a paper/pencil format.

Assessment Section Use Only

Verified: Y or N
Name and Date:

Fax the completed form to the Assessment Section at (808) 733-4483.
The school Test Coordinator should retain the original form for documentation purposes.

APPENDIX V: ACKNOWLEDGEMENT FORM FOR PROCTORS AND SKILLS TRAINERS

Test Security Acknowledgement Form

School Name: _____

Test Coordinator Name: _____

Note: This form is only for proctors and skills trainers. Test Administrators do not need to sign this form. They will acknowledge their understanding of test security and administration procedures through the online TA Certification Course. Proctors do not need to take the online TA Certification Course.

Role of a Proctor

A proctor may walk around the testing room to assist the Test Administrator in monitoring students' behavior and inform the Test Administrator if any student is confused and does not understand some of the online testing procedures, becomes ill, is disruptive, or appears to be cheating. A proctor is recommended when more than 25 students will test with one Test Administrator. Only Hawai'i Department of Education employees, e.g., educational assistants, part-time teachers, para professional teachers, may serve as proctors. Before proctoring an assessment, the Test Coordinator should review the test security and student confidentiality requirements included in this Test Administration Manual with the proctor and have him/her sign this form.

Role of a Skills Trainer

A skills trainer is assigned to sit next to a student who needs one-on-one support throughout each school day to manage his/her behavior and focus on the current task that needs to be completed. A skills trainer may not complete any of the tasks that are appropriate for a proctor but must adhere to all test security and administration procedures while present in the testing room with the assigned student.

By signing this form, I acknowledge that I understand all the required test security procedures and the required administration procedures for all test sessions in the HSAP Test Administration Manual for the online Smarter Balanced Assessments, KĀ'EO Assessments, HSA Science (NGSS) Assessments/EOC Exams and/or the ACCESS for ELLs Test Administration Manual for the ACCESS 2.0 Online Assessments.

Proctor/Skills Trainer Name	Title or Position	Signature	Date

The school Test Coordinator should retain the original form for documentation purposes.

APPENDIX W: SIGNIFICANT MEDICAL EMERGENCY

Verification of a Student Need for a Significant Medical Emergency Exemption

Submit this form only if one of the following apply.

- Exemption due to chronic absenteeism for medical reasons - requires a health provider's note excusing school attendance for 11 or more consecutive instructional days
- *Exemption due to doctor's orders - requires doctor's orders not to test through at least the majority of a test window (Smarter Balanced, HSA Science(NGSS), HSA-Alt, Biology 1 EOC Exam (NGSS), The ACT, KĀ'EO, ACCESS for ELLs).
* Exemptions from Smarter Balanced, HSA-Alt, or KĀ'EO, effectively removes a student from Strive HI entirely.

Date: _____

Student Name: _____ 10-digit Student ID: _____ Grade Level: _____

School Name: _____ School Code: _____

School Street Address (Street, City, Zip Code – No P.O. Box): _____

School Contact Person Name: _____

School Contact Person Telephone Number: _____

School Contact Person E-mail: _____

Indicate assessment(s) for which the significant medical emergency exemption is being requested:

- | | | |
|--|---|---|
| <input type="checkbox"/> Smarter Balanced ELA/Literacy | <input type="checkbox"/> Smarter Balanced Mathematics | <input type="checkbox"/> KĀ'EO |
| <input type="checkbox"/> HSA Science (NGSS) | <input type="checkbox"/> Biology 1 EOC (NGSS) | <input type="checkbox"/> ACCESS for ELLs |
| <input type="checkbox"/> HSA-Alt ELA | <input type="checkbox"/> HSA-Alt Mathematics | <input type="checkbox"/> HSA-Alt Science (NGSS)
(grade 5, 8 or 11) |

Significant Medical Emergency Required Evidence

A healthcare provider (MD, OD, licensed psychologist, other provider) must write a note that includes the following information:

1. Student's Name.
2. General nature of the medical/psychiatric emergency.
3. Duration of the medical/psychiatric emergency for which absence from school and/or exemption from testing is ordered (must encompass the majority of the testing window for applicable assessment(s)).
4. Explanation stating that the student is excused from school and/or should not to be tested.
5. Provider's signature and date signed.

In the event that the healthcare provider is reluctant to provide a note indicating that the student should not be tested prior to the end of a testing window, submit this form with the provider's note after the testing window closes.

Assessment Section Use Only

Verified: Y or N
Name and Date:

Fax the completed form and doctor's note to the Assessment Section at (808) 733-4483.
The school Test Coordinator should retain the original form for documentation purposes.

APPENDIX Y: WORKSHEET FOR SCHEDULING ONLINE ASSESSMENTS

It is recommended that schools have at least one lab or mobile cart where all students in a single class can be assessed at the same time for ease of administration. The Smarter Balanced Assessment scheduling worksheet below shows how to estimate the number of days needed to administer one opportunity for each student at your school to take the online assessments and exams. Refer to [Table 9](#) for testing time estimates by grade level and assessment.


Online Assessment Scheduling Worksheet

FORMULA	EXAMPLE								
Step 1 At your school, how many students will take the Smarter Balanced Assessments?	Step 1 A high school has varying numbers of students eligible to take the Smarter Balanced Assessments.								
Step 2 At your school, how many computers are available in all computer labs/mobile carts that will be used for the Smarter Balanced Assessments?	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Course</th> <th>Number of Students</th> </tr> </thead> <tbody> <tr> <td>ELA</td> <td>100</td> </tr> <tr> <td>Math</td> <td>100</td> </tr> <tr> <td>Total</td> <td>200</td> </tr> </tbody> </table>	Course	Number of Students	ELA	100	Math	100	Total	200
Course	Number of Students								
ELA	100								
Math	100								
Total	200								
Step 3 At your school, how many class periods per day will be used for testing?	Step 2 The school has one lab with 20 computers.								
Step 4 Multiply the results of Steps 2 and 3 and divide by two.	Step 3 The school will test 4 class periods each day of the week.								
Step 5 Divide the total number in Step 1 by the result of Step 4. This gives you the total number of days required for your school to test students once.	Step 4 $20 \times 4 = 80 / 2 = 40$								
	Step 5 $200 / 40 = 5$ days required for the school to test students once.								

APPENDIX Z: PRINTABLE SCRIPT FOR ADMINISTRATION WITH DIRECTIONS


It is recommended that schools have at least one lab or mobile cart where all students in a single class can be assessed at the same time for ease of administration. Refer to [Table 9](#) for testing time estimates by grade level and assessment.

Before Testing	
1. Make sure you are prepared for testing.	<p>Complete the online TA Certification Course available at alohahsap.org. This will take approximately 30 minutes. You will not be able to log into the TA Live Site to administer assessments or exams without completing this course.</p> <p>Administer a Smarter Balanced Practice Test to students on the TA Training Site to become familiar with the procedures for creating a test session.</p> <p>Know what your students will see. Take a Smarter Balanced Training Test at alohahsap.org.</p> <p>Download and read relevant user guides and manuals, including the <i>Smarter Balanced Summative Test Administration Manual</i>, the <i>Guide to Navigating Online HSAP Administration</i>, and the <i>Centralized Reporting User Guide</i>.</p>
2. Make sure students are prepared for testing.	<p>Make sure all of your students have taken the grade/subject appropriate Training and Practice Tests at before testing.</p>
3. Get a list of secure 10-digit State Student Identification Numbers (SSIDs).	<p>Students will log into the online system using their legal first names, their 10-digit State Student Identification Numbers (SSIDs), and a Test Session ID. Your school clerk or registrar can export a list with student names and 10-digit State Student Identification Numbers (SSIDs) from Infinite Campus for students to use when logging into a test session. Talk to your Test Coordinator about how you will obtain this list. Remember that student personal information, including 10-digit State Student Identification Numbers (SSIDs), is confidential.</p>
On Testing Day	
4. Log into the Test Administrator Live Site.	<p>Using your username and password, log into the TA Live Site by going to alohahsap.org. If you do not have a username and password, contact your Test Coordinator. The Test Coordinator must add each TA as a user in the TIDE system in order to generate a username and a secure web link, which will be emailed to the TA. The TA must use the secure link to create a password in TIDE and also select and answer a security question. If you forget your password, go to the TIDE home page, select the “Forgot Your Password?” link, and follow the instructions.</p> <p>Remember that you cannot log in to the TA Live Site unless you have successfully completed the online TA Certification Course. The words “Live Test” should appear adjacent to the Test Selection Table to confirm that you are in the TA Live Site and not the TA Training Site.</p>
5. Select tests to administer.	<p>Once you have logged in, select the tests you would like to administer by selecting the subject(s) and grade(s) in the box.</p> <p>Each test session that you create will be automatically assigned a unique Test Session ID number (e.g., “ORANGE-49F5-3”). Write this down somewhere where students will be able to see it. Students will need the Test Session ID to log into the test.</p>

<p>6. Launch the secure browser on each computer students will use for testing.</p>	<p>Before students arrive to take an assessment or exam, make sure that the student login screen is showing on each computer. Select the HI Secure Browser icon on each computer to open the secure browser. It is recommended that Test Administrators rather than students launch the browsers in order to prevent students from accessing other applications. Once the secure browser is launched, students can no longer access other applications.</p>
<p>7. Distribute materials.</p>	<p>Refer to Table 13 in the <i>Smarter Balanced Summative Test Administration Manual</i> for additional details on allowable resources for a Smarter Balanced Assessment.</p>
<p>8. Read Directions for Administration.</p>	<p>SAY: Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] test. You will be given a test session ID that is required to start the test. Before logging in, let's go over some test rules.</p> <p>You may only use the computer to take this test. You may not use the computer for another reason before, during, or after testing.</p> <p>Take your cell phone and any other electronic devices out of your pocket, backpack, or bag and turn it off. Do not leave it on or place it on silent mode. If you have a backpack or bag, place the turned off phone or device in your backpack or bag and place it in the area I have designated. If you do not have a backpack or bag, bring your phone or device to my desk and place it in the area I have designated. Your phone or device will be returned to you at the end of the test session. If you do not follow these test security directions and you use your phone or device during the test session for any reason, your test will be invalidated, your parents will be informed of your behavior and any consequences that will be determined by the principal.</p> <p><u>During testing:</u></p> <p>You must answer each question on the screen before going on to the next one. If you are unsure, go ahead and provide what you think is the best answer and mark it for review before going on to the next question. You may go back and change the answer during this test session.</p> <p>If you have a question or need help during the test, raise your hand and I will come to you. Some of you may not finish your tests during this session, and that is okay. You will be able to finish on another day.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">  <p>NOTE: If a school has a more stringent cell phone policy, then that policy may be stated in place of the minimum cell phone test security requirements stated above.</p> <p>NOTE: TAs may not limit the number of questions a student may answer during a test session.</p> </div>

	<p>SAY: Please write your name on the scratch paper. I will collect all papers at the end of this session.</p> <hr/> <p>The following should be read for the Math CAT in grades 6 – 11 and ELA PT only]</p> <p>SAY: Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be prompted to review your answers before moving on. Once you move to the next segment, you will not be able to return to any of the questions in the previous segment.</p> <hr/> <p>SAY: You may pause at any point in the test by selecting PAUSE after answering an item. Please raise your hand if you need a break and ask permission before selecting PAUSE.</p> <p>[The following should be read for the CAT test only]</p> <p>SAY: If you pause your test for more than 20 minutes, you will no longer be able to go back and change your answers, even the ones you marked for review. You may check your answers to any questions before you pause your test.</p> <hr/> <p>SAY: Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you still have a cell phone or an electronic device, please turn it off, raise your hand and I will come and collect it before the test begins.</p> <p>If you finish your test early, review your answers. Once you have done so, submit your test and log out. You must sit quietly in your seat until dismissed. You may not use the computer for any reason.</p> <p>We have [x] minutes to work on this test today. I will let you know when there are 10 minutes remaining in the session. Begin to log in now.</p>
<p>9. Approve students for testing.</p>	<p>Students can now log in using their first names, 10-digit State Student Identification Numbers (SSIDs), and Session ID. After students log in, you will see a box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed to their test without the approval of the Test Administrator. Select the “Approvals” button in the upper right corner of the page to approve the waiting students. After carefully checking each student’s designated supports and accommodations, you can select the “Approve” button for each individual student. Or you can select the “Approve All” button to approve all of your students at once. Be careful using the “Approve All” feature.</p> <hr/> <p>SAY: Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I’ll be checking that you have correctly entered the test session ID and other information.</p>

	<p>Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.</p> <p>Please do not share your SSID with anyone. This is private information.</p> <p>Now select “Sign In.” Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.</p> <p>On the next screen, select the [INSERT NAME OF TEST (e.g., ELA Grade 4 CAT)], and then select START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.</p> <p>After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.</p> <hr/> <p>[The following should be read for the ELA CAT</p> <p>SAY: Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.</p> <p>[The following should be read for any students who have the Text-to-Speech designated support or accommodation]</p> <p>SAY: Next, if you have the Text-to-Speech designated support available to you, you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.</p> <hr/> <p>SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by selecting the HELP button in the top right corner. When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.</p>
<p>10. Monitor student progress.</p>	<p>Once your students have been approved, you will see a list of students who are currently testing in the session, and you can view which questions they have answered, as well as how long their tests have been paused.</p>

	<p>Circulate through the testing room to ensure that all conditions of test security are maintained.</p> <p>If you notice that a student is off task, you may read the statement below verbatim.</p> <p>SAY: It is important that you do your best. Do you need to pause the test and take a break?</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <p>NOTE: If a student is not actively engaged with the test, the TA may pause the student’s test and should consult with the TC to determine if additional test sessions are appropriate. TAs are not required to provide additional test sessions for a student who has exceeded the average test taking time and is not actively engaged in the test.</p> </div> <p>If a student is concerned about an item, you may direct the student to review a tutorial by reading the script below verbatim.</p> <p>SAY: Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can select Tutorial from the context menu to view a short video.</p>
<p>11. Give students an alert before the end of the test session.</p>	<p>SAY: There are 10 minutes remaining in this test session. If you have not reached the last question on the test, please answer the current question on your screen and stop.</p> <p>You may review any completed or marked items now. Do not submit your test unless you have answered all of the questions. If you have not finished the test, you will have a chance to answer the rest of the test questions on another day.</p> <p>[The following should be read for the ELA CAT portion only]</p> <p>SAY: If you are working on a set of questions for a reading passage, please finish all of the questions in that set.</p> <p>SAY: If you need additional time let me know.</p> <p>After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test.</p> <p>After answering the last question and reviewing any marked test questions, students must pause or submit their tests. If students would like to review their answers before submitting their test, they should select [Review My Answers] and then [Submit Test for Scoring] after they finish reviewing. Once a student selects [Submit Test for Scoring], the student will not be able to review answers. Students must then select [Log Out] to exit the testing site. Students who have not finished can select [Pause].</p>

<p>12. End the session and log out.</p>	<p>SAY: This test session is now over. If you have not finished, please answer the current question on your screen and select [Pause], and you will be able to finish at another time. Then select [Log Out].</p> <p>Follow appropriate testing policies regarding allowing students who need additional time to finish testing. Keep in mind the 20 minute pause rule; students whose test is paused for longer than 20 minutes will not be able to go back to any questions that contain a response or are marked for review. Students will also not have access to notes entered in the Digital Notepad.</p> <p>SAY: [For CAT portion only] Remember, if you are not finished and need to pause your test for more than 20 minutes, you will not be able to go back to the questions from this test session, including questions marked for review. You will also not have access to the notes you entered in the Digital Notepad.</p> <p>SAY: If you have answered all the questions on your test and have finished reviewing your answers, please carefully read the questions presented at the bottom of the item review screen, just above the [Submit Test] button. You should provide an answer for each question, before you select [Submit Test]. You will not be graded on these questions. If you have trouble reading these questions you may raise your hand and I will read them to you.</p> <p>SAY: Once you have answered the five questions at the bottom of the item review screen, select [Submit Test]. Then select [Log Out]. I will now collect any scratch paper or other materials. Please be sure your name is written on your scratch paper.</p> <p>TAs should select [Stop Session] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by selecting the [Logout] button at the top right. TAs should also collect any scratch paper (and graph paper for math grades 6 and up).</p>
<p>13. Collect any used paper or other materials.</p>	<p>Scratch paper and other handouts that students have written on <i>must be shredded</i> and disposed of immediately after each test session (<i>note: ELA PT scratch paper may be securely stored after each test session. Once the student has completed the ELA PT, the scratch paper should be shredded</i>). Refer to the test security guidelines in the <i>Smarter Balanced Summative Test Administration Manual</i> for additional information.</p>

APPENDIX AA: TEST ADMINISTRATOR AND PROCTOR ACKNOWLEDGEMENT OF SECURITY AND CONFIDENTIALITY STATEMENT

I, _____, acknowledge that:
Name of Test Administrator or Proctor

1. I was provided the Smarter Balanced Test Administration Manual to review on ___/___/___.
2. I participated in professional development on test security and administration provided for this test administration on ___/___/___.
3. I will follow all testing procedures as outlined in the Test Administration Manual and all other guidelines and instructions provided by my school test coordinator or by the Hawaii Department of Education Assessment Section including:
 - following security regulations for secure test materials.
 - reporting any testing irregularities to the School Testing Coordinator or to the Assessment Section using the Testing Incident Report form found in Appendix P.
 - identifying students approved for accommodations and ensuring they are administered the test with the assigned accommodations.
 - not giving anyone access to test items/questions prior to testing
 - not examining any test item/question at any time (except when providing test accommodations for eligible students).
 - not copying, reproducing, recording, storing electronically, or discussing any secure test item or other secure materials.
 - not coaching students in any manner during administration of the test.
 - not providing answers to students in any manner during administration of the test, including the provision of cues, clues, hints, and/or actual answers .

Name of School

Signature of Test Administrator or
Proctor/Date

Signature of School Test Coordinator/
Date

APPENDIX BB: ADJUSTMENTS TO TEST DIRECTIONS WHEN THE NUMBER OF TEST SESSIONS IS LIMITED (WITH STEP-BY-STEP GUIDE)

Introduction

This year is another unusual year as we continue to deal with the COVID-19 outbreak. For this reason there have been several adjustments to the Smarter Balanced tests and testing procedures.

- The computer adaptive components (CAT) of the Smarter Balanced English Language Arts (ELA) and Mathematics tests have been shortened (approximately half as many items as in the past) such that most students should be able to finish the tests in 45 to 60 minutes.
- The ELA Performance Task (PT) is unchanged so most students in elementary school will take approximately 90 minutes, middle school students approximately 80 minutes, and high school students approximately 60 minutes. Remember there is no PT for math.

Smarter Balanced ELA and Math Estimated Test Times with the Shortened CAT			
Content Area	Grades	Computer Adaptive Test (CAT)	Performance Task (PT) hrs : mins
English Language Arts/Literacy	3–5	45-60 min	1:45
	6–8		1:20
	HS		1:00
Mathematics	3–5 6–8 HS	45-60 min	N/A


Although the test is still not a “timed test”, it is appropriate, especially for our fully-on-line students who are coming on campus specifically for testing purposes, to limit the time and number of sessions they have available for testing. Given the shortened tests, most students can be expected to complete the CAT in one test session and the ELA PT in one or two sessions.

- Caution should be taken when limiting time available for students with IEPs and/or English Learners.
- All tests students start but do not complete will be closed and scored at the end of the testing window.


The Test Directions that follow can be used when students will be limited to one or two sessions for each test.

Before Testing	
1. Make sure you are prepared for testing.	<p>Complete the online TA Certification Course available at alohahsap.org. This will take approximately 30 minutes. You will not be able to log into the TA Live Site to administer assessments or exams without completing this course.</p> <p>Administer a Smarter Balanced Practice Test to students on the TA Training Site to become familiar with the procedures for creating a test session.</p> <p>Know what your students will see. Take a Smarter Balanced Training Test at alohahsap.org.</p> <p>Download and read relevant user guides and manuals, including the <i>Smarter Balanced Summative Test Administration Manual</i>, the <i>Guide to Navigating Online HSAP Administration</i>, and the <i>Centralized Reporting User Guide</i>.</p>
2. Make sure students are prepared for testing.	Make sure all of your students have taken the grade/subject appropriate Training and Practice Tests at before testing.
3. Get a list of secure 10-digit State Student Identification Numbers (SSIDs).	Students will log into the online system using their legal first names, their 10-digit State Student Identification Numbers (SSIDs), and a Test Session ID. Your school clerk or registrar can export a list with student names and 10-digit State Student Identification Numbers (SSIDs) from Infinite Campus for students to use when logging into a test session. Talk to your Test Coordinator about how you will obtain this list. Remember that student personal information, including 10-digit State Student Identification Numbers (SSIDs), is confidential.
On Testing Day	
4. Log into the Test Administrator Live Site.	Using your username and password, log into the TA Live Site by going to alohahsap.org . If you do not have a username and password, contact your Test Coordinator. The Test Coordinator must add each TA as a user in the TIDE system in order to generate a username and a secure web link, which will be emailed to the TA. The TA must use the secure link to create a password in TIDE and also select and answer a security question. If you forget your password, go to the TIDE home page, select the “Forgot Your Password?” link, and follow the instructions. Remember that you cannot log in to the TA Live Site unless you have successfully completed the online TA Certification Course. The words “Live Test” should appear adjacent to the Test Selection Table to confirm that you are in the TA Live Site and not the TA Training Site.
5. Select tests to administer.	<p>Once you have logged in, select the tests you would like to administer by selecting the subject(s) and grade(s) in the box.</p> <p>Each test session that you create will be automatically assigned a unique Test Session ID number (e.g., “ORANGE-49F5-3”). Write this down somewhere where students will be able to see it. Students will need the Test Session ID to log into the test.</p>
6. Launch the secure browser on each computer students will use for testing.	Before students arrive to take an assessment or exam, make sure that the student login screen is showing on each computer. Select the HI Secure Browser icon on each computer to open the secure browser. It is recommended that Test Administrators rather than students launch the browsers in order to prevent students from accessing other applications. Once the secure browser is launched, students can no longer access other applications.
7. Distribute materials.	Refer to Table 13 in the <i>Smarter Balanced Summative Test Administration Manual</i> for additional details on allowable resources for a Smarter Balanced Assessment.

<p>8. Read Directions for Administration.</p>	<p>SAY:</p> <p>If students will be limited to 1 test session:</p> <p>Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] test. You will be provided with <i>[Inset length of session but not less than 45 minutes. Longer if this is a single-session administration of the ELA PT. See the estimated test times]</i> minutes to complete this test. Therefore, you are expected to finish this test by <i>[enter time (e.g., 10:00)]</i>.</p> <p>If students will be given an additional session (as may be the case with the ELA PT):</p> <p>Today, you will take the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] test. You will be provided with <i>[Inset length of session]</i> minutes in today's session. You should try to complete the test today but some of you may not finish during this session, and that is okay. You will be able to finish on another day.</p> <p>If students have started the test and today will be their last session:</p> <p>Today, you will continue the Smarter Balanced [insert grade, ELA/mathematics, and CAT/PT] test. You will be provided with <i>[Inset length of session]</i> minutes in today's session. You are expected to finish this test by <i>[enter time (e.g., 10:00)]</i>.</p>
	<p>SAY to ALL:</p> <p>You will be given a test session ID that is required to start the test. Before logging in, let's go over some test rules.</p> <p>You may only use the computer to take this test. You may not use the computer for another reason before, during, or after testing.</p> <p>Take your cell phone and any other electronic devices out of your pocket, backpack, or bag and turn it off. Do not leave it on or place it on silent mode. If you have a backpack or bag, place the turned off phone or device in your backpack or bag and place it in the area I have designated. If you do not have a backpack or bag, bring your phone or device to my desk and place it in the area I have designated. Your phone or device will be returned to you at the end of the test session. If you do not follow these test security directions and you use your phone or device during the test session for any reason, your test will be invalidated, your parents will be informed of your behavior and any consequences that will be determined by the principal.</p>

	<p>SAY to ALL:</p> <p><u>During testing:</u></p> <p>You must answer each question on the screen before going on to the next one. If you are unsure, go ahead and provide what you think is the best answer and mark it for review before going on to the next question. You may go back and change the answer during this test session.</p> <p>If you have a question or need help during the test, raise your hand and I will come to you. Some of you may not finish your tests during this session, and that is okay. You will be able to finish on another day.</p>
	<p> NOTE: If a school has a more stringent cell phone policy, then that policy may be stated in place of the minimum cell phone test security requirements stated above</p>
	<p>SAY: Please write your name on the scratch paper. I will collect all papers at the end of this session.</p>
	<p>The following should be read for the Math CAT in grades 6 – 11 and ELA PT only]</p> <p>SAY: Please keep in mind that this test is divided into segments. When you get to the end of a segment, you will be prompted to review your answers before moving on. Once you move to the next segment, you will not be able to return to any of the questions in the previous segment.</p>
	<p>SAY: You may pause at any point in the test by selecting PAUSE after answering an item. Please raise your hand if you need a break and ask permission before selecting PAUSE.</p> <p>[The following should be read for the CAT test only]</p> <p>SAY: If you pause your test for more than 20 minutes, you will no longer be able to go back and change your answers, even the ones you marked for review. You may check your answers to any questions before you pause your test.</p>
	<p>SAY to All:</p> <p>Your answers need to be your own work. Please keep your eyes on your own test and remember, there should be no talking. If you still have a cell phone or an electronic device, please turn it off, raise your hand and I will come and collect it before the test begins.</p> <p>If you finish your test early, review your answers. Once you have done so, submit your test and log out. You must sit quietly in your seat until dismissed. You may not use the computer for any reason.</p> <p>We have [x] minutes to work on this test today. I will let you know when there are 10 minutes remaining in the session. Begin to log in now.</p>

<p>9. Approve students for testing.</p>	<p>Students can now log in using their first names, 10-digit State Student Identification Numbers (SSIDs), and Session ID. After students log in, you will see a box in the upper right corner that tells you which students have signed in and are waiting for your approval on the TA screen. Students cannot proceed to their test without the approval of the Test Administrator. Select the “Approvals” button in the upper right corner of the page to approve the waiting students. After carefully checking each student’s designated supports and accommodations, you can select the “Approve” button for each individual student. Or you can select the “Approve All” button to approve all of your students at once. Be careful using the “Approve All” feature.</p> <p>SAY: Now we are ready to log in. Once you have logged in, you will have to wait for me to approve the test before you start. I’ll be checking that you have correctly entered the test session ID and other information.</p> <p>Enter your legal first name, not your nickname, followed by your SSID number. Then enter the test session ID. Raise your hand if you need help typing this information on your keyboard.</p> <p>Please do not share your SSID with anyone. This is private information.</p> <p>Now select “Sign In.” Once you have successfully logged in, you will see a screen with your first name and other information about you. If all of the information on your screen is correct, select YES to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.</p> <p>On the next screen, select the [INSERT NAME OF TEST (e.g., ELA Grade 4 CAT)], and then select START TEST. After you have selected your test, you will see a screen with a moving bar and message saying that you are waiting for Test Administrator approval. This step helps ensure that you are taking the correct test. Please wait quietly while I verify each of your tests.</p> <p>After I approve you to begin testing, you will see a screen asking you to check your test content area and settings. If all the information is correct, you may select YES, START MY TEST. If any of it is incorrect, please raise your hand.</p> <p>[The following should be read for the ELA CAT]</p> <p>SAY: Next you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.</p> <p>[The following should be read for any students who have the Text-to-Speech designated support or accommodation]</p> <p>SAY: Next, if you have the Text-to-Speech designated support available to you, you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and select the icon of the speaker in the circle to hear the sound. If you hear the chime, select [I heard the sound]. If not, raise your hand.</p>
---	--

	<p>SAY: Before your test appears, you will see a tutorial page listing the test tools and buttons that you may use during the test or that will appear on the test. Please read this carefully. You can also find this information during your test by selecting the HELP button in the top right corner. When you are ready to begin your test, select BEGIN TEST NOW at the bottom of the page.</p>
<p>10. Monitor student progress.</p>	<p>Once your students have been approved, you will see a list of students who are currently testing in the session, and you can view which questions they have answered, as well as how long their tests have been paused.</p> <p>Circulate through the testing room to ensure that all conditions of test security are maintained.</p> <p>If you notice that a student is off task, you may read the statement below verbatim.</p> <p>SAY: It is important that you do your best. Do you need to pause the test and take a break?</p> <div style="border-left: 1px solid black; padding-left: 10px; margin-top: 10px;">  <p>NOTE: If a student is not actively engaged with the test, the TA may pause the student’s test and should consult with the TC to determine if additional test sessions are appropriate. TAs are not required to provide additional test sessions for a student who has exceeded the average test taking time and is not actively engaged in the test.</p> </div> <p>If a student is concerned about an item, you may direct the student to review a tutorial by reading the script below verbatim.</p> <p>SAY: Try your best and choose the answer that makes the most sense to you. If you are unsure about how a question works, you can select Tutorial from the context menu to view a short video.</p>
<p>11. Give students an alert before the end of the test session.</p>	<p>SAY:</p> <p>If this is the final test session for this test:</p> <p style="padding-left: 40px;">There are 10 minutes remaining in this test session.</p> <p style="padding-left: 40px;">Remember, you may review any completed or marked items now.</p> <p>If students will be given an additional session (as may be case with the ELA PT):</p> <p style="padding-left: 40px;">There are 10 minutes remaining in this test session. If you have not reached the last question on the test, please answer the current question on your screen and stop.</p> <p style="padding-left: 40px;">You may review any completed or marked items now. Do not submit your test unless you have answered all of the questions. If you have not finished the test, you will have a chance to answer the rest of the test questions on another day.</p>

	<p>[The following should be read for the ELA CAT portion only]</p> <p>SAY: If you are working on a set of questions for a reading passage, please finish all of the questions in that set.</p> <p>After answering the last item in each segment, each student is presented with a screen prompting him or her to review answers (marked and unmarked) for all items available to the student or prior to submitting the test.</p> <p>After answering the last question and reviewing any marked test questions, students must pause or submit their tests. If students would like to review their answers before submitting their test, they should select [Review My Answers] and then [Submit Test for Scoring] after they finish reviewing. Once a student selects [Submit Test for Scoring], the student will not be able to review answers. Students must then select [Log Out] to exit the testing site. Students who have not finished can select [Pause].</p>
<p>12. End the session and log out.</p>	<p>SAY: This test session is now over. If you have not finished, please answer the current question on your screen and select [Pause], and you will be able to finish at another time. Then select [Log Out].</p> <p>Follow appropriate testing policies regarding allowing students who need additional time to finish testing. Keep in mind the 20 minute pause rule; students whose test is paused for longer than 20 minutes will not be able to go back to any questions that contain a response or are marked for review. Students will also not have access to notes entered in the Digital Notepad.</p> <p>SAY: If you have finished all the questions on your test and have finished reviewing your answers, please carefully read the questions presented at the bottom of the item review screen, just above the [Submit Test] button. You should provide an answer for each question, before you select [Submit Test]. You will not be graded on these questions. If you have trouble reading these questions you may raise your hand and I will read them to you. Once you have answered the five questions at the bottom of the item review screen, select [Submit Test]. Then select [Log Out]. I will now collect any scratch paper or other materials. Please be sure your name is written on your scratch paper.</p> <p>TAs should select [Stop Session] to end the test session and pause any student test in the session that is still in progress. When finished, TAs can log out of the TA Interface by selecting the [Logout] button at the top right. TAs should also collect any scratch paper (and graph paper for math grades 6 and up).</p>
<p>13. Collect any used paper or other materials.</p>	<p>Scratch paper and other handouts that students have written on <i>must be shredded</i> and disposed of immediately after each test session (<i>note: ELA PT scratch paper may be securely stored after each test session. Once the student has completed the ELA PT, the scratch paper should be shredded</i>). Refer to the test security guidelines in the <i>Smarter Balanced Summative Test Administration Manual</i> for additional information.</p>

CHANGE LOG

This Change Log is used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date
Removed original section 7.5 on Use of Smarter Balanced Assessment Results for College Readiness	7.0 General Test Administration Information	11/08/2022
Updated all references to technology documentation to direct readers to the <i>Online Technology Guide</i> available on the alohahsap.org portal.	Global	12/21/2022
Updated the hyperlinks to the <i>Crosswalk of Accessibility Features Across State Assessments in Hawaii</i> and the <i>Usability, Accessibility, and Accommodations Guidelines</i> .	Global	12/21/2022
Updated screenshots in steps 2, 4 and 6. Removed step 9 for Grade 11 instructions (no longer applicable in SY 22-23; all grades now use the same script).	10.1 Starting a Test Session	12/21/2022
Updated the hyperlink for the <i>State Test Accommodations Identification and Verification Request Process</i> in paragraph 2.	Appendix Q: State Test Accommodation Verification Request Form	12/21/2022
Updated the form to clarify it can be used to request unique designated supports and/or unique accommodations for student testing.	Appendix S: Unique Designated Supports or Accommodations	12/21/2022
Removed original step 13 for Grade 11 instructions (no longer applicable in SY 22-23; all grades now use the same script).	Appendix Z: Printable Directions For Administration (With Step-By-Step Guide)	12/21/2022
Updated appendix name for clarity.	Appendix Z: Printable Script for Administration with Directions	2/10/2023
Update the hyperlinks in table items 2, 3, and 4.	Appendix L: School Test Administrator Checklist	3/22/2023

INDEX

A

Accessibility

- Accommodations, 37, 60**
- Designated Supports, 36, 60**
- Universal Tools, 36, 63**

C

Checklists

- School Curriculum Coordinator Checklist, 103**
 - School Principal Checklist, 79**
 - School Student Services Coordinator Checklist, 101**
 - School Technology Coordinator Checklist, 98**
 - School Test Administrator Checklist, 92**
 - School Test Coordinator Checklist, 85**
- Computer Adaptive Test, 60

F

Following Test Administration, 59

- Destroying Test Materials, 59**
- Reporting Testing Improprieties, Irregularities, and Breaches, 59**

I

Improprieties

- Grace Period Extension, 23**
 - Invalidation, 23, 60**
 - Reopen, 23, 61**
 - Reopen Test Segment, 24, 61**
 - Reset, 24, 61**
 - Restore, 25, 62**
- Item Types, 64

P

- Participation, 27
- Pause rules, 29
- Performance Task, 61**
- Practice Test, 14, 68

R

- Roles and Responsibilities, 6

S

- Secure browser, 26
- Secure Browser
 - Force-Quit, 67**
- Sensitive Responses, 35

T

- Technology Resources, 26
- Test Administration, 27
 - Day of, 44**
 - General Rules of Online Testing, 28**
 - Monitoring Test Progress, 54**
 - Monitoring Test Selection, 54**
 - Recommended Order of Administration, 30**
 - Starting a Test Session, 46**
 - Tasks, 40**
 - Testing Over Multiple Sessions or Days, 57**
 - Verifying student information, 40**
- Test Administration Resources, 11
 - Manuals, 11**
 - Other, 14**
 - Training Modules, 13**
- Test Administrator, 7
- Test Coordinator, 7
- Test Expiration, 30
- Test Security, 16
 - Breach, 20, 63**
 - Destruction of printed materials, 19**
 - Environment, 16**
 - Impropriety, 20, 63**
 - Irregularity, 20**
 - Printed Materials, 18**
 - Scratch Paper, 19**
 - Test Security Chart, 71**
 - Test Security Required Action Steps, 21**
- Test Security Required Action Steps, 21
- Test Timeout, 29
- Testing Improprieties, Irregularities, and Breaches, 20
- Testing Irregularity, 63
- Testing time
 - Recommended Order of Administration, 32**
- Testing Time, 30, 31
 - Duration and Timing, 33**
- Training Test, 14, 68