

## Top News This Week

### Accommodations and Accessibility

#### 1. Test Administration Guidelines for Read Aloud

State testing with the *Read Aloud* Designated Support and/or verified *Read Aloud* state test accommodation requires a trained and qualified reader to follow the [Test Administration Guidelines for Read Aloud, Test Reader](#). In addition, the Security/Confidentiality Agreement on page 19 of this document must be signed by the test reader and the school Test Coordinator and submitted to the Assessment Section before live testing.

More information about the *Read Aloud* support for state testing can be found in the [Crosswalk of Accessibility Features Across State Assessments in Hawai'i](#) and the [Hawai'i State Test Accommodation Guides](#).

#### 2. Test Administration Protocol for Scribe

State testing with a *Scribe* is allowed as a designated support for non-ELA writing items and/or as a verified state test accommodation for ELA writing items. The scribe must be trained and qualified and must follow the [Test Administration Scribing Protocol](#) for state testing. The Security/Confidentiality Agreement on page 5 of this document must be signed by the scribe and the school Test Coordinator and submitted to the Assessment Section before the student is tested.

More information about the *Scribe* support for state testing can be found in the [Crosswalk of Accessibility Features Across State Assessments in Hawai'i](#) and the [Hawai'i State Test Accommodation Guides](#).

## KĀ'EO

#### 3. KĀ'EO Designated Supports and Accommodations Verifications

KĀ'EO test coordinators should submit requests to set designated supports through the [SY 2022-23 KĀ'EO Designated Supports Google Form](#). Both the Kaiapuni Help Desk and the Assessment Section will receive the request and it will be implemented automatically. KĀ'EO test coordinators should submit accommodation verification requests through the [SY 2022-23 KĀ'EO Accommodations Verification Request Google Form](#). For both designated supports and accommodations, no other paperwork needs to be submitted.

If you have any questions about whether your request was received, please contact either the Assessment Section ([hsa@k12.hi.us](mailto:hsa@k12.hi.us)) or the Kaiapuni Help Desk ([kaiapuni@hawaii.edu](mailto:kaiapuni@hawaii.edu)). For more information about designated supports and accommodations available for KĀ'EO Assessments, please refer to the [Crosswalk of Accessibility Features](#) or the [KĀ'EO Test Administration Manual](#).

## The ACT

### 4. Test Window 2 Opening Soon

Test Window 2 will open on March 28<sup>th</sup>, Test Coordinators should be aware of the following reminders and tips for success.

- **Non-Test Activity in MyACT** – Students have the opportunity to conduct the non-test activity, which takes place in [myact.org](https://myact.org) up to two days after the test is administered. This non-test activity is where examinees will provide demographic and profile information to ensure the data that results from utilizing the ACT provides more actionable and meaningful insights. Students will also have the opportunity to opt into [ACT EOS](#) and/or select score recipients during the non-test activity. Test Coordinators are encouraged to review the guidance and resources posted within [step 4](#) of the ACT hosted website for additional information.
- **Test Administration** – Test Coordinators can obtain electronic copies of test administration manuals and test administration forms within [step 5](#) of the ACT hosted website. There are also a series of supplements and training tutorials/videos posted within this step of the ACT website that testing staff may find value in to ensure the administration of the ACT is smooth. As a reminder, if testing staff have questions or need any support on the test date itself they are encouraged to contact ACT Customer Care at 800.553.6244.
- **Material Pickups** – ACT has pre scheduled material pickups which will occur the first day after the close of the standard time test date, as well as the first day after the close of the accommodations window. Testing staff are encouraged to review the guidance documentation and training tutorials posted within [step 6](#) of the ACT hosted website for additional information about preparing materials for return to ACT. For questions regarding pickup scheduling, please contact ACT Customer Support at 800.553.6244, ext. 2800.

### 5. ACT Test Window 2 Email

On Tuesday, March 28<sup>th</sup>, ACT sent out an email to all ACT test coordinators with reminders and instructions for post-test activities, As ACT email blasts only go to one ACT test coordinator per school, test coordinators at schools with multiple ACT test coordinators should share/forward this email as needed.

## ACCESS for ELLs

### 6. Alternate ACCESS for ELLs Field Test Materials

The WIDA Alternate ACCESS Field Test window closes on Monday, April 17, 2023.

The deadline for returning completed materials to DRC is April 19, 2023. All materials must be shipped to DRC by this deadline.

Do not shred Alternate ACCESS Field Test secure materials. Return the following to DRC:

- Alternate ACCESS for ELLs Field Test Administrator Scripts
- Alternate ACCESS for ELLs Field Test Booklets for Listening, Reading, and Speaking
- Alternate ACCESS for ELLs Field Test Student Response Booklets

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