

Top News This Week

General Information

1. TA Certification

Prior to administering the ELA/Math/EOC/HSA Science Assessments, it is mandatory for all Test Administrators to complete the entire TA Certification course. Failure to complete the entire course will result in restricted access to the test sessions, thus preventing test administrators from administering the assessments to students. To avoid testing delays, please ensure that the certification is completed several days before the scheduled testing date.

2. Test Security Reminders

Test coordinators should remind test administrators about test security and electronic device policies. Test administrators are to instruct students to put their electronic devices (phones, smart watches, etc) in the designated area prior to testing.

Smarter Balanced

3. Smarter Balanced Assistance

Test coordinators and test administrators who require assistance with technical support (secure browser, operating systems) or test administration (TIDE, test tickets, CRS) should *contact the Cambium Help Desk at 1-866-648-3712 for assistance.*

Please instruct test administrators to NOT have students call the Assessment Section or the HSAP Help Desk directly for technical support (login issues, secure browser installation) but to work with the school's test or technology coordinator. Resources are available in the Resources > [Technology](#) section on alohahsap.org.

4. Test Preparation Reminders

Test coordinators and test administrators should review and familiarize themselves with the process of test administration, including the printing of test tickets, Online TA Certification process, and test security policies prior to testing to prevent delays in testing and potential testing incidents. Resources are available in the Resources > [Test Administration](#) section on alohahsap.org.

5. Test Ticket Printing

Test coordinators who require assistance with printing test tickets may refer to page 49 in the [TIDE User Guide](#).

ACCESS for ELLs

6. Alternate ACCESS for ELLs Field Test

The test window for the Alternate ACCESS for ELLs Field Test will close on **April 17, 2023**.

- Please encourage everyone who has administered the field test to take the [field test feedback survey](#). Their feedback will help improve the new Alternate ACCESS test.
- Schools should *return their field test materials* as soon as possible so DRC and WIDA can start processing all the data that will help inform our next steps on the path to releasing the new test.

HSA-Alt

7. HSA-Alt Early Stopping Rule

The HSA-Alt provides an Early Stopping Rule for non-responsive students so the non-responsive students can exit early from the assessment and still count as test participants.

If the student unexpectedly does not respond to the first four items, the Test Administrator (TA) must pause the test. The TA needs to schedule the second session with a Test Session Observer present. *This second session must take place on a different day.* If the student is administered-different content areas, each content area needs to be administered on different days to meet the conditions of the Early Stopping Rule. Students will still need to be provided with all audio, visuals, and sufficient response time.

The Test Coordinator (TC) will need to submit a signed [Early Stopping Rule form](#) to the Assessment Section for verification. The Assessment Section will verify that the conditions are met and notify the school. Non-verified Early Stopping Rule requests may result in students retaking the test or the test will be invalidated.

For detailed procedures, please refer to the [Test Administration Manual](#) page 41, Early Stopping Rule for Summative Administration.

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

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