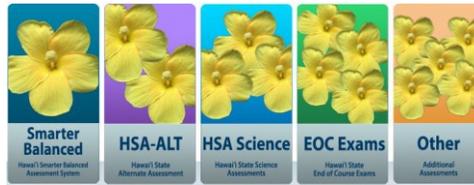




Hawaii State  
Department  
of Education



# HSAP

Hawaii Statewide Assessment Program

Hawaii State Department of Education  
[Archived Assessment News](#)

## Assessment Section

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# Assessment News

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## Top News This Week

### Questions Asked by Schools Regarding Some Administration Procedures for the ELA/Literacy and Mathematics Assessments

**1. When a Test Administrator (TA) is ready to set up a test session for an ELA or Mathematics Performance Task (PT), the titles of all available PTs can be viewed. How do we know which PT title is assigned to our school for each content area and grade?**

The title of the Classroom Activity for ELA or Mathematics assigned to each grade to be tested at a school is printed on the directions used by a TA to administer the Classroom Activity before the PT. If a TA cannot remember the title of the Classroom Activity, he/she can locate this information via the PT Classroom Activities tab in TIDE.

### The ELA and Mathematics Classroom Activities Assigned to the Tested Grades in Each School Have Been Posted in the TIDE System

The Summative Classroom Activities have been posted in TIDE under the PT Classroom Activities tab and can be accessed by the principal, test coordinator, test administrators, and teachers. After logging into TIDE using their usernames (work email addresses) and passwords, the identified school level personnel need to click on the tab on the far right at the top of the screen, i.e., "PT Classroom Activities." in order to view and print the ELA and MT, i.e., Math, Classroom Activities assigned to each tested grade. It is important for teachers to remember that all of the information needed to administer each Classroom Activity is included in the text on the pages that need to be printed.

Grade	Subject	Classroom Activity
03	ELA	G3E-Summative
03	MT	G3M-Summative
04	ELA	G4E-Summative
04	MT	G4M-Summative
05	ELA	G5E-Summative
05	MT	G5M-Summative

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## 2. Where is the script, i.e., directions for administration that a TA must read verbatim to students before they log in to a test session?

The Test Coordinator (TC) needs to print the script that is located on pages 37-46 in the Smarter Balanced Test Administration Manual for each TA who will administer the Computer Adaptive Test (CAT) or Performance Task (PT) for ELA or Mathematics. The script may be printed on 2-sided pages. After the script is read verbatim by the TA, a student may raise his/her hand to ask for clarification that may be provided by the TA. This manual is currently posted in the "User Guides" folder on the Smarter Balanced Resources page at [alohahsap.org](http://alohahsap.org).

[2015 Smarter Balanced Test Administration Manual](#) [pdf]

This manual includes information about policies and procedures for Test Administrators, Test Coordinators, and others involved in test administration.

## 3. What is the role of a proctor and when is it recommended that a proctor be present in a testing room?

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. Only Hawaii Department of Education employees, e.g., educational assistants, part-time teachers, project teachers, may serve as proctors. Before proctoring an assessment, the Test Coordinator needs to review the test security and student confidentiality requirements included in the Smarter Balanced Test Administration Manual with the proctor and have him/her sign the Appendix V: Test Security and Administration Procedures Acknowledgement Form for Proctors on page 96.

A proctor is recommended when more than 25 students will be tested by one TA. If a large number of students are tested at the same time and location on a school's campus, one proctor per 25 students is recommended to maintain test security and ensure that students adhere to the test administration procedures.

A TA and a proctor are required when a small group of 9 to 12 students are tested. Only a TA is required when a small group includes no more than eight students. A small group is included as one of the options for the "separate setting" non-embedded designated support.

## 4. What are the rules for providing courtesy testing for home-schooled students on the campus of a public or public charter school?

Public and public charter 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 4 and 8, who may take the Hawai'i State Science Assessments. Schools must offer these students one opportunity to take the Smarter Balanced Assessments and/or the Hawaii State Science Assessment. If the parents want their child to take the Smarter Balanced and/or Hawaii State Science Assessments, the TC must complete and submit Appendix R: Courtesy Testing for Home-Schooled Students Form on page 92 in the Test Administration Manual to the Assessment Section so the grade level provided by the parents at the beginning of the current school year can be activated in TIDE. The Assessment Section will inform the TC when the grade level has been activated. Then the parents may bring their child to the school to take the tests on the specific days provided by the TC.

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Home-schooled students must come to the school where they are registered for home-schooling to take the Classroom Activity with other students in the same grade. This means that the parents of home-schooled students must bring their children to school three times for the Smarter Balanced ELA/Literacy Assessment, i.e., CAT, Classroom Activity, and PT, and two times for the Smarter Balanced Mathematics Assessment, i.e., CAT and Classroom Activity/PT, based on the recommendation provided by the mainland Smarter Balance team that the ELA Classroom Activity be administered on a separate day than the PT while the Mathematics Classroom Activity may be administered on the same day as the PT.

The Chapter 12 guidelines for home-schooling provide parents with several options for obtaining standardized test scores for their child that can be submitted to the school's principal as evidence of their child's achievement at the end of the current school year based on the instructional program the parents submitted to the school's principal at the beginning of this school year.

1. Take the state's standardized tests free of charge, i.e., courtesy testing;
2. Have their child tested by a private testing service at their expense; or
3. Submit a detailed portfolio of their child's academic work from the beginning to the end of the current school that must be approved by the principal.

## **5. Should students use the embedded "Global Notes" or "Digital Notepad" universal tool during the administration of the ELA PT?**

Global Notes should be used during Part 1 and Part 2 the ELA performance task because the Part 1 notes will be saved for use during Part 2 regardless of whether the students' performance tasks are paused after Part 1. The students need to make sure that they click "Save and Close" at the end of Part 1 before they pause their performance tasks, otherwise the Part 1 notes cannot be accessed during Part 2. If a student uses the "Digital Notepad" to take notes during Part 1, these notes will not be saved and cannot be accessed during Part 2.

Highlighting is not saved if the performance task is paused during Part 1 or after students move from Part 1 to Part 2. It will only be visible in the current part of the performance task that the students are working on.

Further descriptions about the "Digital Notepad," "Global Notes (for ELA Performance Tasks)" and "Highlighter" can be found on pages 6 and 7 (8 and 9 of the PDF) of the Smarter Balanced Usability, Accessibility, and Accommodations Guidelines: [http://alohahsap.org/SMARTERBALANCED/wp-content/uploads/2015/03/SmarterBalanced\\_Guidelines.pdf](http://alohahsap.org/SMARTERBALANCED/wp-content/uploads/2015/03/SmarterBalanced_Guidelines.pdf).

## **6. Which school level staff members will find the PowerPoint for the March 24, 2015 Smarter Balanced Rubrics, Scoring, and Reporting Webinar that is currently posted in the "General Resources" folder on the Smarter Balanced Resources page at alohahsap.org useful based on their areas of responsibility?**

Classroom teachers, curriculum coordinators, ELA and Mathematics coaches will find this information useful because it links the Smarter Balanced rubrics, scoring, and reporting to the Common Core Standards instruction in the classroom. Users can develop a more in depth understanding of how the Smarter Balanced items assess the Common Core Standards and how to assist students in attaining the knowledge and skills embedded in these ELA and Mathematics standards at each grade. The rubric and scoring information included in the PowerPoint are directly related to the Smarter Balanced item/task specifications and review guidelines provided below.

[Smarter Balanced Rubrics, Scoring, and Reporting](#) [pptx]

This PowerPoint provides detailed information about the rubrics, scoring, and reporting for the Smarter Balanced Assessments.

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## Sample Items and Performance Tasks Released by Smarter Balanced

These sample items and performance tasks for each content area, claim (reporting category), and grade level are currently available at [www.smarterbalanced.org](http://www.smarterbalanced.org). Click on the "Smarter Balanced Assessments" tab at the top of the homepage. Then click on "Item Writing and Review" in the drop down menu. A link to these sample items and performance tasks included in the Smarter Balanced ELA/Literacy and Mathematics item specifications is provided below. Teachers may download and use any of the sample items and performance tasks with students during instruction.

## Smarter Balanced item/task specifications and review guidelines

### English Language Arts/Literacy Item Specification

- [ELA CAT Item Specs Grades 3-5](#) (ZIP) (Update 2/4/14)
- [ELA CAT Item Specs Grades 6-8](#) (ZIP) (Update 2/4/14)
- [ELA CAT Item Specs Grades 9-11](#) (ZIP) (Updated 2/4/14)
- [ELA PT Item Specs Opinion Grades 3-5](#) (ZIP) (5/20/14)
- [ELA PT Item Specs Narrative Grades 3-5](#) (ZIP) (5/20/14)
- [ELA PT Item Specs Informative Grades 3-5](#) (ZIP) (5/20/14)
- [ELA PT Item Specs Narrative Grades 6-8](#) (ZIP) (10/27/14)
- [ELA PT Item Specs Explanatory Grades 6-8,11](#) (ZIP) (5/20/14)
- [ELA PT Item Specs Argumentative Grades 6-8,11](#) (ZIP) (5/20/14)
- [ELA Stimulus Specifications](#) (PDF)
- [Issues Related to Stimulus and Item Development](#) (PDF)

### Mathematics

- [Mathematics CAT Item Specs Grades 3-5](#) (PDF)
- [Mathematics Grades 3-5](#) (ZIP) (Update 2/4/14)
- [Mathematics CAT Item Specs Grades 6-8](#) (PDF)
- [Mathematics Grades 6-8](#) (ZIP) (Update 2/4/14)
- [Mathematics CAT Item Specs High School](#) (PDF)
- [Mathematics High School](#) (ZIP) (Update 2/4/14)
- [Mathematics PT Item Specs All Grades](#) (PDF) (5/27/14)
- Smarter Balanced Mathematics General Rubrics ([PDF](#)) ([DocX](#))

## 7. What are the three different ways TAs can filter tests when creating a test session?

TAs can filter tests by choosing "Grade" and "Subject" or by "Category." The Category filtering is a new addition since there are so many assessments loaded onto the TA Live Site. Users can toggle between Interims, Summatives, Performance Tasks, or CATs. Updated screen shots with a drop down menu will be inserted on pages 38, 39, and 41 of the script, i.e., directions for administration, in the Test Administration Manual as a reference for TAs by Friday, April 3rd.

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## In the News

*Billings Gazette* (MT), 3/24/15

Article: "Students begin taking state exams tied to Common Core standards"

[http://billingsgazette.com/news/state-and-regional/montana/students-begin-taking-state-exams-tied-to-common-core-standards/article\\_b4875921-404a-5a2e-8876-fb9bc25f5f67.html](http://billingsgazette.com/news/state-and-regional/montana/students-begin-taking-state-exams-tied-to-common-core-standards/article_b4875921-404a-5a2e-8876-fb9bc25f5f67.html)

*The Daily Journal* (CA), 3/23/15

Article: "Educators praise new testing system"

<http://www.smdailyjournal.com/articles/news/2015-03-23/educators-praise-new-testing-system/1776425140469.html>

*EdSource*, 3/23/15

Article: "Dates for new Common Core assessments vary by district"

<http://edsources.org/2015/dates-for-new-common-core-assessments-vary-by-district/76804#.VRFf6zvF-nM>

*MauiNow.com* (HI), 3/23/15

Article: "Study: More Hawaii Public School Students are College and Career Ready"

<http://mauinow.com/2015/03/23/study-more-hawai%CA%BBi-public-school-students-are-college-career-ready/>

*The Daily Beast*, 3/22/15

Op-ed: "Parents Should Welcome the New Common Core Tests"

<http://www.thedailybeast.com/articles/2015/03/22/parents-should-welcome-the-new-common-core-tests.html>

*Norwich Bulletin* (CT), 3/21/15

Article: "NFA WORLD: Spring testing season begins at NFA"

<http://www.norwichbulletin.com/article/20150321/NEWS/150329914/10414/NEWS>

*89.3 KPCC* (CA), 3/20/15

Radio: "Will California students ace the Common Core?"

<http://www.scp.org/news/2015/03/20/50454/will-california-students-ace-the-common-core/>

*NCAAdvertiser.com* (CT), 3/19/15

Op-ed: "Q&A on new Smarter Balanced school tests"

<http://ncadvertiser.com/47026/q-a-on-new-smarter-balanced-school-tests/>

## Resources

Data Quality Campaign Factsheet on Education Data—The Data Quality Campaign produced a report outlining myths and facts about the assessment consortia and data privacy. The comprehensive report "Getting the Facts Straight about Education Data" can be accessed here:

<http://www.dataqualitycampaign.org/files/Facts%20about%20EdData-CCSS%20Assessments.pdf>.

CCSS Forward—CCSS Forward, a section of the CCSSO website, is designed to provide updates on new resources and shine a spotlight on state leadership with Common Core implementation. It can be found at

[http://www.ccsso.org/CCSS\\_Forum\\_State\\_Resources\\_and\\_Success\\_Stories\\_to\\_Implement\\_the\\_Common\\_Core.html](http://www.ccsso.org/CCSS_Forum_State_Resources_and_Success_Stories_to_Implement_the_Common_Core.html).

Khan Academy Common Core resources—Khan Academy has free online resources and exercises that align with the Common Core and that can be personalized to the needs of individual students. The resources can be found at <https://www.khanacademy.org/commoncore>.

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A Primer on Common Core–Aligned Assessments—Education First developed a briefing for state policymakers and advocates about Common Core–aligned assessment systems, including Smarter Balanced. The presentation can be found at [http://www.education-first.com/files/A\\_Primer\\_on\\_Common\\_Core-Aligned\\_Assessments\\_Education\\_First.pdf](http://www.education-first.com/files/A_Primer_on_Common_Core-Aligned_Assessments_Education_First.pdf).

Key Facts about the Common Core State Standards—Alliance for Excellent Education publications on the CCSS can be found at the following links: <http://www.all4ed.org/files/CCSSFacts.pdf> and <http://www.all4ed.org/files/CommonCore101.pdf>.

Follow Smarter Balanced on Twitter—Follow @SmarterBalanced for resources and links to the latest news about the Consortium.

Smarter Balanced Hawaii—Information and resources related to the administration of the Smarter Balanced Assessments in Hawaii is located at the statewide testing portal: <http://AlohaHSAP.org>.