



Hawai'i

Statewide Assessment Program



Reasons for Non- Participation

Hawai'i Statewide Assessment Program
(HSAP)

2015–2016

Published Mar 17, 2016

Prepared by the American Institutes for Research®

Table of Contents

Overview of Reasons for Non-Participation	1
Motivation for Reasons for Non-Participation	1
Management of Reasons for Non-Participation	2
Section I. Working With Reasons for Non-Participation in the Test Information Distribution Engine	4
Viewing and Updating a Student’s Reason for Non-Participation	4
Section II. Viewing Test Status Reports in the Online Reporting System	6
Generating a Test Status Code Report	6
Section III. Summary of Use Cases	8
Use Cases for Non-Participation	8
Case 1—Student enrolled in school and is required to test	8
Case 2—Student is enrolled in a school but is no longer eligible for a test	8
Case 3—Student no longer enrolled in school	9
Use Cases for Participation	9
Case 1—Student is enrolled in a school and is required to test.....	9
Case 2—Student is enrolled in school and is no longer eligible for a test	9
Case 3—Student is no longer enrolled in a school	10
Section IV. User Support	11
Appendix A. Change Log	12

Table of Figures

Figure 1. Fields in the Reasons for Non-Participation Page.....	4
Figure 2. Retrieved Students With Reasons for Non-Participation.....	5
Figure 3. Assigning Reasons for Non-Participation to Tests	5
Figure 4. Fields in the Test Status Report Page	6
Figure 5. Sample Test Status Report—Exported Version	7

List of Tables

Table 1. Reasons for Non-Participation and Their Descriptions.....	1
Table 2: Columns in an Online Reporting System (ORS) Test Status Code Report.....	7

Overview of Reasons for Non-Participation

This document addresses the management of reasons for non-participation for accountability purposes.

Motivation for Reasons for Non-Participation

There are circumstances in which a student did not participate in a required assessment. In such instances, reasons for non-participation control and document how the test record is handled for reporting aggregates and accountability calculations.

Once a reason for non-participation is marked in the Test Information Distribution Engine (TIDE), that reason for non-participation persists until it is changed.

Only one reason for non-participation can be selected for each test for which a student is eligible. A student is considered to have attempted a test after answering one Computer Adaptive Test (CAT) question and one Performance Task (PT) question for Smarter Balanced Assessments, and answering five or more questions for Hawai'i State Science Assessments (HSA Science), Hawai'i State Alternate Assessments (HSA-Alt), or End-of-Course (EOC) Exams. For a listing of reasons for non-participation, see [Table 1](#).



Policy: Reasons for non-participation are audited for appropriate use. ALL student data will be used for scoring, reporting, and accountability.

[Table 1](#) lists likely reasons for non-participation and their descriptions.

Table 1. Reasons for Non-Participation and Their Descriptions

Reason for Non-Participation	Description
Not Applicable	Student took the test under standard testing conditions.
Absent	Student was not present during any part of the test administration period and was not able to make up the test.
Incomplete Administration	Student was not able to complete the test due to an incomplete administration.
Medical Emergency	Student was unable to test during the testing window due to an unanticipated medical circumstance.
Meets 4140 Requirements	Parent submitted Form 4140: Exceptions to Compulsory School Attendance to withdraw his/her child from the Hawaii public school and public charter school system.

Reason for Non-Participation	Description
Out-of-State Residential Program	Student participated in an out-of-state residential program during the entire testing window and was not able to take the test.
Refusal - Parent	A parent or legal guardian has requested that the student not take the test.
Refusal - Student	Student chose to give up during testing or refused to start the test.
Test Invalidated	Student's test was invalidated due to a Testing Incident.
Truant	Student was truant throughout the entire testing window.
Wrong Test Administered	The wrong test was administered to the student.
Other	This category should be used only in rare cases that do not fall under the stated categories above. A clear description must be provided.

Management of Reasons for Non-Participation

Using TIDE or the Online Reporting System (ORS), you can view the reasons that were provided for the non-participation of students enrolled in your school. Test Coordinators and Test Administrators can add, modify, or delete reasons for non-participation only in TIDE.

Test eligibility is controlled by the student's enrolled grade for the Smarter Balanced, HSA Science, and HSA-Alt assessments or by the student's course code for the EOC Exams. Once an enrolled student appears in TIDE with their test eligibility, the student is required to take the HSAP test by the end of the testing window. If the student does not take the test, the student must be assigned a reason for non-participation.

A student's participation on a test is defined as answering one CAT question and one PT question for Smarter Balanced Assessments, or answering five or more questions for the HSA Science Assessments, HSA-Alt Assessments, or EOC Exams.

Users can use the TIDE's **Reasons for Non-Participation** tab to add, delete, or modify reasons for non-participation for eligible tests. In addition, if a reason for non-participation was assigned, you can still view and modify the reason in TIDE as long as the student is enrolled in the school by using this tab.

The participation and Test Status Code Reports in the ORS system only display eligible tests. However, if a student had started a test that was later invalidated, that test will be included in the generated ORS reports.

Section I. Working With Reasons for Non-Participation in the Test Information Distribution Engine

This section describes how to view, modify, and delete reasons for non-participation in TIDE.

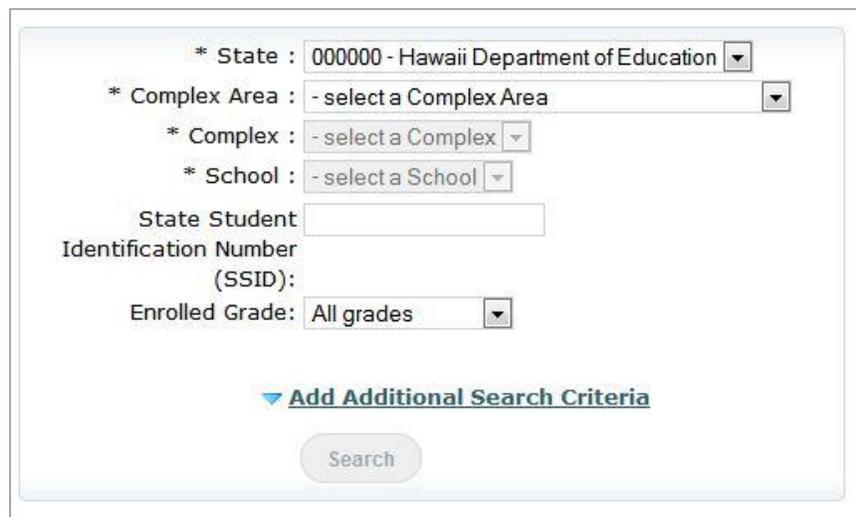
Viewing and Updating a Student's Reason for Non-Participation

You can view, add, or modify a student's reason for non-participation as long as the student is enrolled in your school.

To view and update a student's reason for non-participation:

1. Log in to TIDE, and click the **Reasons for Non-Participation** tab. The **Reasons for Non-Participation** page opens (see [Figure 1](#)).

Figure 1. Fields in the Reasons for Non-Participation Page



The screenshot shows a search interface with the following fields and controls:

- * State : 000000 - Hawaii Department of Education (dropdown)
- * Complex Area : - select a Complex Area (dropdown)
- * Complex : - select a Complex (dropdown)
- * School : - select a School (dropdown)
- State Student Identification Number (SSID): (text input)
- Enrolled Grade: All grades (dropdown)
- ▼ Add Additional Search Criteria (link)
- Search (button)

2. From the drop-down lists and text fields, enter selections to retrieve the students whose reasons for non-participation you want to view.
3. Click **Search**. A list of matching student records appears.

Figure 2. Retrieved Students With Reasons for Non-Participation

Total Number of Students: 1
Note: Search results are limited to 1000 records.

Export PreID Labels

<input type="checkbox"/>	View	Complex Area	Complex	School IRN	State Student Identification Number (SSID)	Legal Last Name	Legal First Name	Legal Middle Name	Gender	Date of Birth (MMDDYYYY)	Enrolled Grade
<input type="checkbox"/>	View	9999	99999	999	99999999999	DemoStudent	DemoStudent	Demo	Male	01012001	Grade 07

- Click **View** for the student whose reason for non-participation you want to view or edit. The **Edit Special Codes Assignments** page opens. This page includes drop-down lists for adding a reason to those tests for which the student is eligible.

Figure 3. Assigning Reasons for Non-Participation to Tests

Reason

Grade 4 HSA Science

G4E-Summative

G4M-Summative

G4E-Summative-Perf-Deserts

G4M-Summative-Perf-FieldTrip

Save Changes

- From the drop-down lists, select the reason for non-participation for each test as required. For a listing of reasons for non-participation, see [Table 1](#).
- Click **Save Changes**.

Section II. Viewing Test Status Reports in the Online Reporting System

This section provides information about the Test Status Code Report, which is available for Complex Area Superintendents (CAS), Complex Staff (CS), Principals (PR), and Test Coordinators (TC). This report can be used to identify students' test progress and current test status. This section also describes how to search for students who did not start, finish, or submit a test and who do not have an assigned reason for non-participation.

All students who participate in a test will have a record in the ORS, whether they are still eligible or not. This includes cases in which the student participated in a test and was then marked as Refusal-Parent and his or her test was subsequently invalidated. Students who do not participate in a test and are later marked with a reason for non-participation are not visible in the ORS as their eligibility was removed when the reason for non-participation was assigned.

Generating a Test Status Code Report

CAS, CS, PR, and TC users can generate a Test Status Code Report that lists all tests for which a student is eligible or that a student has started. For each listed test, the report provides the student's information, test name, current test status, and the reason for non-participation assigned, if applicable.

To create the Test Status Code Report:

1. Log in to the ORS.
2. Click **Plan and Manage Testing**.
3. From the **Test Management Center** menu, click **Test Status Code Report**. The **Test Status Report** page opens (see [Figure 4](#)).

Figure 4. Fields in the Test Status Report Page

The screenshot shows a web interface titled "Test Status Report". It features two dropdown menus: "Test" with "Smarter Summative" selected, and "Administration" with "2015-2016" selected. Below these are two buttons: "Generate Report" and "Export Report", separated by the word "or".

4. From the *Test* and *Administration* drop-down lists, make selections for your report.
5. Click **Export Report**.

The ORS generates the report, which may take some time depending on the amount of data included. For a description of columns in the report, see [Table 2](#). In particular, the Special Code column lists the reason for non-participation associated with a given test.

Figure 5. Sample Test Status Report—Exported Version

	A	B	C	D	E	F	G	H
1	Student Name	SSID	Test Name	Test Status	Date Started	Special Code	Assigned School ID	Assigned School Name
2	Aiken, Marcia	9999999001	Chemistry	paused 65/65	3/4/2014	None	99-997	Training School
3	Aiken, Marcia	9999999001	Earth Science	paused 56/56	2/21/2014	None	99-997	Training School
4	Davis, Ethan	9999999002	Secondary Math I	paused 5/60	3/11/2014	Refused to Test	99-997	Training School
5	Davis, Ethan	9999999002	Secondary Math II			Absent	99-997	Training School
6	Gonzales, Richard	9999999003	Secondary Math III	invalidated	2/27/2014	ELL first year in US before April 15	99-997	Training School
7	Gonzales, Richard	9999999003	Biology	suspended 27/65	2/25/2014	None	99-997	Training School

Table 2: Columns in an Online Reporting System (ORS) Test Status Code Report

Column	Description
Student Name	Student’s legal name (Last Name, First Name).
SSID	Student’s ten-digit State Student Identification (SSID) Number.
Test Name	Name of test for which the student is eligible.
Test Status	<p>Test status for the test record (e.g., Paused 9/65). If a number is displayed after the status, the student has started the test; if no number is displayed, the student has not started the test.</p> <ul style="list-style-type: none"> The numerator is the number of items to which the student has responded. The denominator is the total number of items on the test. <p>The <i>Online Reporting System User Guide</i> contains definitions of all test statuses. This information can be found in the “Understanding Your Participation Report” section.</p>
Date Started	Date when the first test item was presented to the student.
Special Code	When applicable, this column will list the reason for non-participation applied to a student’s test record. For a listing of reasons for non-participation, see Table 1 .
Assigned School ID	ID of school where the student is enrolled.
Assigned School Name	Name of school where the student is enrolled.

Section III. Summary of Use Cases

This section provides workflows for assigning reasons for non-participation in a variety of scenarios.

Use Cases for Non-Participation

This section provides some cases for those instances in which a student did not participate in a test for a given subject. A student is considered to have attempted a test after answering one Computer Adaptive Test (CAT) question and one Performance Task (PT) question for Smarter Balanced Assessments, and answering five or more questions for Hawai'i State Science Assessments (HSA Science), Hawai'i State Alternate Assessments (HSA-Alt), or End-of-Course (EOC) Exams.

Case 1—Student enrolled in school and is required to test

In this case, a student is enrolled in a school and is required to test, but the student did not attempt the test. For example, a student is enrolled in sixth grade math for the school year and did NOT attempt the Smarter Balanced Grade 6 Mathematics Assessment.

- If a reason for non-participation has not yet been provided, then assign a reason using the **Reasons for Non-Participation** tab.
- If the reason for non-participation is incorrect, modify or delete it using the **Reasons for Non-Participation** tab by following the procedure in [Viewing and Updating a Student's Reason for Non-Participation](#).

Case 2—Student is enrolled in a school but is no longer eligible for a test

In this case, a student is enrolled in a school and is no longer eligible for a test—most likely because they changed courses. The student did not take the test. For example, a student is enrolled in a biology course and is eligible for the Biology I EOC Exam. If the student does not complete the Biology I EOC Exam during the last few weeks of the course, you determine that a reason for non-participation is required as the student had not participated in the test and the testing window is closed.

- If there is no reason for non-participation, use the **Reasons for Non-Participation** tab to add a reason non-participation code.
- If the reason for non-participation is incorrect, modify or delete it using the **Reasons for Non-Participation** tab by following the procedure in [Viewing and Updating a Student's Reason for Non-Participation](#).

Case 3—Student no longer enrolled in school

In this case, a student was enrolled in a particular school at the start of a test administration, was required to test, and left the school without taking the test and the testing window closes. (This case also includes a student who needs his or her reason for non-participation changed.)

- If there is no reason for non-participation, use the **Reasons for Non-Participation** tab to add a non-participation reason.
- If a reason for non-participation had been assigned and needs to be modified:
 - If the student remains within the school, the Test Coordinator or Test Administrator can modify the reasons for non-participation using the **Reasons for Non-Participation** tab by following the procedure in [Viewing and Updating a Student’s Reason for Non-Participation](#).
 - If the student has transferred outside the school, contact the HSAP Help Desk with a request to assign or modify a reason for non-participation to the student’s tests.

Use Cases for Participation

This section provides some use cases for those instances in which a student participated in a test. A student is considered to have attempted a test after answering one CAT question and one PT question for Smarter Balanced Assessments, and answering five or more questions for HSA Science Assessments, HSA-Alt Assessments, or EOC Exams.

Case 1—Student is enrolled in a school and is required to test

In this case, a student is enrolled in a school, is required to test, and participated in the test. For example, a student is eligible for the grade 4 HSA Science Assessment and begins the test. A week later, the Test Coordinator is informed that the test needs to be changed to Refusal-Parent.

- If there is no reason for non-participation, or if the reason for non-participation is incorrect, add or modify using the **Reasons for Non-Participation** tab by following the procedure in [Viewing and Updating a Student’s Reason for Non-Participation](#).

Case 2—Student is enrolled in school and is no longer eligible for a test

In this case, a student is enrolled in a school, is no longer eligible for a test, and a reason for non-participation is required. For example, a student is eligible for the Biology I End-of-Course Exam in the fall. The student attempts the test in the fall and needs to be changed to Refusal-Parent in the spring.

- If a reason for non-participation had been assigned while the student was eligible, then the reason should be changed to Refusal-Parent using the **Reasons for Non-Participation** tab following the procedure in [Viewing and Updating a Student’s Reason for Non-Participation](#).

- If a reason for non-participation had not been assigned while the student was eligible, contact the HSAP Help Desk with a request to assign or modify a reason for non-participation to the student's test or tests.

Case 3—Student is no longer enrolled in a school

In this case, a student is eligible for Smarter Balanced Mathematics Assessment in the spring. The student attempted the test in the spring but should have been marked as Refusal-Parent. The student then transfers to another school.

- If the student does not transfer out of the school and a reason for non-participation had been assigned while the student was eligible, the Test Coordinator can use the **Reasons for Non-Participation** tab and follow the procedure in [Viewing and Updating a Student's Reason for Non-Participation](#) to update the reasons for non-participation.
- If the student transferred outside the school or had never had a reason for non-participation assigned, contact the HSAP Help Desk with a request to assign a reason for non-participation to the student's tests.

Section IV. User Support

If this document does not answer your questions, please contact the Hawai'i Statewide Assessment Program Help Desk.

The Help Desk is open Monday–Friday from 7:30 a.m. to 4:00 p.m. HST (except holidays).

Hawai'i Statewide Assessment Program Help Desk

Toll-Free Phone Support: 1-866-648-3712

Email Support: hsaphelpdesk@air.org

If you contact the Help Desk, you will be asked to provide as much detail as possible about the issues you encountered. You may choose to use the *Help Desk Intake Form*, available on the alohahsap.org portal website in the **Resources >> Technology Coordinators** section.

Include the following information:

- Test Administrator name and IT/network contact person and contact information
- SSIDs of affected students
- Results ID for the affected student tests
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration:
 - Secure browser installation (to individual machines or network)
 - Wired or wireless Internet network

Appendix A. Change Log

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

Location	Change	Date