




STATE OF HAWAI'I  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAI'I 96804

OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

November 12, 2019

**ACTION REQUIRED**  
**Due Date: 12/20/2019**

TO: Deputy Superintendent  
Complex Area Superintendents  
Principals (All)  
Public Charter School Directors (All)  
Public Charter School Executive Director  
HSA-Alt Coordinators  
HSA-Alt Test Administrators

FROM: Rodney Luke   
Assistant Superintendent

**SUBJECT: Hawaii State Assessment - Alternate (HSA-Alt) Test Administrator Training**

The Assessment Section is conducting mandatory, in-person training for all new and all returning HSA-Alt Test Administrators from January 13 – January 17, 2020. The one-day training sessions will be held from 8:30 a.m. to 3:00 p.m. on the islands of Oahu, Hawaii and Maui. Teachers from Kauai, Lanai and Molokai will be flown to the closest training site. Oahu teachers have the option to attend one of the three trainings held on Oahu. The scheduled training dates and locations are shown in the table below.

DATE	ISLAND	TIME	SITE
January 13 (Monday)	Oahu	8:30 am–3:00 pm	Japanese Cultural Center of Hawaii (JCCH)
January 14 (Tuesday)	Oahu	8:30 am–3:00 pm	KROC Center
January 15 (Wednesday)	Oahu	8:30 am–3:00 pm	Japanese Cultural Center of Hawaii (JCCH)
January 16 (Thursday)	Hawaii	8:30 am–3:00 pm	Grand Naniloa Hotel Hilo
January 17 (Friday)	Maui	8:30 am–3:00 pm	Kahili Golf Course Clubhouse

The HSA-Alt Test Administrator Training will have two components. The morning session will feature a special guest presentation by Dr. Bree Jimenez on mathematics instruction for students with significant cognitive disabilities. The afternoon session will focus on test policies and procedures including the HSA-Alt Code of Ethics, test accommodation selection, documentation and provision, and test administration, navigation and security. Information provided in the training will encompass both online and paper administrations of the HSA-Alt. This training is mandatory for all HSA-Alt Test Administrators. Special Education Department Chairs, Student Services Coordinators, and district and complex area support staff are also invited to attend on a space-available basis.

### **Registration Information**

The online registration form for each training may be accessed at <http://bit.ly/Sp20AltTAs> or by following the link found at the HSA-Alt portal: <http://alohahsap.org> > HSA-Alt > HSA-Alt Test Administrator Training. The registration deadline is **December 20, 2019**.

Registrants will receive an automated confirmation email that verifies the online registration has been successfully completed. *Note: This automated message does NOT indicate confirmation of participation.* If an automated confirmation email is not received within 24 hours of submission of the online registration form, contact Emily MacGillivray at the American Institutes for Research (AIR), (808) 943-3906 or by email at [emacgillivray@air.org](mailto:emacgillivray@air.org)

Completing the online registration form does not guarantee registration for a training date. Once confirmed, each registrant will receive a confirmation email from AIR. Each registrant must receive the AIR confirmation email before attending a training session.

### **Substitute Provision**

The Assessment Section will provide substitute teachers for special education teachers who are currently scheduled to administer the HSA-Alt. Special education teachers of HSA-Alt eligible students in grades 3-8 and 11 will be provided a substitute teacher for the full day and may use the following codes to secure a substitute: reason code 54, sub code 15654571 for DOE schools or 18055571 for charter schools.

### **Travel Arrangements**

The Assessment Section will provide travel arrangements for confirmed participants from Kauai, Lanai, and Molokai; confirmed participants will be contacted by AIR to make travel arrangements *after* their registration has been processed and approved.

### **What to Bring**

Each participant should bring an iPad, if available, and one laptop computer to the training session. The iPad should be updated to the operating system supported (iOS 11.4, 12.2, 12.3, 12.4) and the current version of the AIR secure browser should be downloaded prior to in the training. The AIRSecureTest browser can be downloaded from the Apple App Store. In addition, please bring the 10-digit SSID number(s) and first name(s) of student(s) who will be participating in the HSA-Alt assessments. Remember to bring a sweater as the training rooms can be chilly.

If you have any questions, please contact Susan Forbes, Test Development Specialist, Assessment Section, at (808) 307-3636 or via [Susan.Forbes@k12.hi.us](mailto:Susan.Forbes@k12.hi.us)

RL:sf

c: Assessment and Accountability Branch