



Informational Brochure for Test Administrators

From February 22, 2017 through May 26, 2017, the Hawai'i State Alternate Assessments (HSA-Alt) will be administered to students with significant cognitive disabilities. The information in this brochure is designed to help Test Administrators successfully administer the HSA-Alt to their students. Additional information about the HSA-Alt can be found at alohahsap.org.

Step 1 Provide standards-based instruction.

- Provide instruction that gives students the opportunity for a full education with academics embedded throughout the year. Teachers may use real life indicators so academic skills will have meaning.
- During a student's Individualized Education Program (IEP) meeting, establish standards-based IEP goals.
- Align instruction with the Hawai'i Common Core Standards for English Language Arts (ELA) and Mathematics, and the Hawai'i Content and Performance Standards for Science.

Step 2 Prepare for testing by using the checklist below.

- Meet with the IEP team to identify eligibility and any allowable accommodations a student may require for the HSA-Alt, such as substituting pictures or objects.
- Attend the face-to-face training session that will be held for Test Administrators who will be administering the assessments for the first time in late January/early February in various locations (exact dates TBA).
- The iPad interface will continue to be the default method of assessment delivery in Spring 2017. Paper-pencil test kits will be offered solely as an exception for students who require this format. Test kit exception requests will need to be submitted via email and approved by the Department's Assessment Section Staff
- Schedule a time and place to administer the assessments to students.

If you encounter issues during the HSA-Alt testing session, you may call the Hawai'i Statewide Assessment Program (HSAP) Help Desk at 1-866-648-3712 or send an email to hsaphelpdesk@air.org for assistance. You may also contact the Office of Strategy, Innovation and Performance, Assessment and Accountability Branch, Assessment Section, at 808-733-4100.

- Prepare the administration room/site.
- Gather/collect any manipulatives that may be needed.
- Identify a Second Rater if required. (A Second Rater will be required for the paper-pencil test administration, only.)

Step 3 Administer the assessment using an iPad and the Secure Browser OR administer and score the assessment by following the paper-pencil script, exactly.

- Follow the instructions in the 2016-2017 HSA-Alt Test Administration Manual and the Guide to Navigating the Online HSA-Alt Administration to administer the assessments using an iPad and the Secure Browser.
- Make sure students have submitted their assessments for scoring once they have completed each assessment using the iPad and the Secure Browser.
- For students approved for the paper/pencil exception, follow the instructions in the 2016-2017 HSA-Alt Paper/Pencil Directions for Administration to administer the paper/pencil assessments.
- For paper-pencil administration, what the Test Administrator says and does is on the left side of each page in the booklet. How the Test Administrator scores the student response is on the right side of each page in the booklet. The Test Administrator scores each item as it is administered.

Step 4 Return all printed manipulatives and paper-pencil test kit materials

- Test Administrators should return all printed materials to their school's Test Coordinator, including printed manipulatives supplied by the testing contractor, but should not return physical manipulatives.

